

CHECKSHEET FOR

~The~
Organization Executive
Course

~by~
L. Ron Hubbard

FOUNDER OF DIANETICS AND SCIENTOLOGY

DISSEMINATION
DIVISION
2

PUBLICATIONS DEPARTMENT

Advanced Organization * Saint Hill * Denmark

BOARD POLICY LETTER

Remimeo 14 NOVEMBER 1973RA
Orgs REVISED 2 DECEMBER 1976
SHes

CANCELS
BPL 14 NOV 73R, SAME TITLE
AND BPL 14 NOV 73-1 ERRATA ADDITION

Org Exec Course Checksheet
Series 3RA

ORGANIZATION EXECUTIVE COURSE CHECKSHEET
VOLUME TWO
DISSEMINATION DIVISION

NAME: _____ ORG: _____ DAY/FDN
POST: _____ SECT: _____ DEPT: _____ DIV: _____
DATE STARTED: _____ DATE COMPLETED: _____

THE COURSE: This checksheet covers Volume 2 of the Organization Executive Course, Division 2. The textbook for this course is OEC Volume 2 in its entirety, which is available from all Scientology Organization Bookstores, or the Scientology Publications organization DK, Jernbanegade 6, 1608 Copenhagen V, Denmark, OR Scientology Publications Organization US, 2723 West Temple Street, Los Angeles, California, 90026.

PREREQUISITE: Student Hat.

STAFF STATUS III: Dissem Div staff who complete this checksheet on OEC Vol 2 along with an increased volume of production in their own Division will be awarded STAFF STATUS III, which is credited on the remaining OEC. All policy later than the OEC Volumes will appear on the Senior OEC and FEBC.

CONDITIONS: All Scientology Organizations are authorized to run the OEC For staff and public.

HOW TO STUDY THIS COURSE: Twin checkouts are not required. The student studies the course materials according to HCO PL 18 Oct 76R "Successful Training Lineup" ensuring that items are studied to achieve 100% understanding and ability to apply. The student studies all the materials, does all the drills on the checksheet.

The number following each checksheet item is the page number in Vol 2 OEC.

All cancelled policy contained in OEC Volume 2 have been deleted from the checksheet. These cancelled issues are listed in Correction Section A at the back of the checksheet with their OEC Volume page number.

WORD LISTS

Any words not easily defined are to be looked up in a dictionary and used in sentences until fully grasped.

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KEEPING SCIENTOLOGY WORKING

- *1. 7 Feb 65 KEEPING SCIENTOLOGY WORKING — — —
- *2. 17 Jun 70 TECHNICAL DEGRADES — — —
- 3. — — —

HCO
DISSEMINATION
DIVISION 2

A.

Look up and use in sentences any of the following words not easily defined;

GRADIENT	___	PRINCIPLES	___	TRANSCRIPTION	___
SCALE	___	DIRECTOR	___	MAKE-UP	___
PERSONNEL	___	PROMOTION	___	TYPOGRAPHER	___
PROCUREMENT	___	PUBLICATIONS	___	PROOFREADER	___
REGISTRATION	___	AUDIO	___	PAB	___
PROFESSIONAL	___	ORIENTATION	___	VISUAL	___
INDEX	___	UNDERSTANDING	___	IBM	___
ENLICHTENMENT	___	COPYRIGHT	___	ADDRESSOGRAPH	___
CINE	___	DISSEMINATION	___	MIMEOGRAPH	___
INDOCTRINATED	___	SALESMANSHIP	___	SELECTION	___
SOLVENCY	___	LIAISON	___	SLIP	___
CONSULTANTS	___	PRINTING	___	FOTOTYPE	___
CORPORATION	___	COMPOSITION	___	FACE TYPES	___
PHOTOLITHOED	___				

- 1. 26 Oct 56 GRADIENT SCALE OF PERSONNEL
(Reiss 7.1.64) PROCUREMENT 1 — — —
- 1a. CLAY DEMO: The 5 categories of reach and how
each is handled. — — —
- *2. 21 Jan 65 VITAL DATA ON PROMOTION
(Rev 5.4.65) 4 — — —

2a. CLAY DEMO: The 5 essentials of successful promotion.		—	—	—
2b. ESSAY: What is adequate promotion.		—	—	—
*3. 17 Nov 65 THE BASIC PRINCIPLES OF PROMOTION	7	—	—	—
3a. CLAY DEMO: THE BASIC PRINCIPLES OF PROMOTION		—	—	—
4. HCO DISSEMINATION DIVISION 2				
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5. 17 Jun 68 ARC BREAK REGISTRARS AND AUDITORS	11	—	—	—
6. 30 Sep 65 STATISTICS FOR DIVISIONS -				
HCO DISSEM DIVISION 2 (excerpt)	12	—	—	—
7. 19 Feb 68 STATS DISSEM	12	—	—	—
8. 25 May 68 GDS DISSEM DIVISION	12	—	—	—
9. 5 Jun 68 STATS DISSEM (Add'n to 19.2.68)	13	—	—	—
10. 20 Nov 65 THE PROMOTIONAL ACTIONS OF AN				
ORG - HCO DISSEM DIV 2 (excerpt)	14	—	—	—
10a. DEMO: Each of the promotional actions.		—	—	—
11. 25 Jan 57 CONCERNING THE SEPARATENESS OF				
DIANETICS AND SCIENTOLOGY	15	—	—	—
12. 26 Mar 59 DISSEMINATION SECRETARY HAT	18	—	—	—

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CERTIFIED	—	MEDIA	—	BAROMETER	—
MAGAZINE	—	PRR	—	PROCUREMENT	—
FORMAT	—	HCA	—	SILK SCREEN	—
MSS	—	HCS	—	ROUTING	—
EDITORIAL	—	B. SCN	—	ENROLLMENT	—
SUPERFLUITY	—	ACCOUNTS	—	WW	—
REPRINT	—	MATERIAL	—	SLR	—

13. 27 Apr 59 WHY NEW BOOKS ARE FEW	20	—	—	—
14. 25 Apr 60 PRR PROMOTION (HCOB)	25	—	—	—
15. 24 Jan 64 ENROLLMENT DIVISION (Excerpt)	28	—	—	—
16. 25 Jan 64 DEPARTMENT OF ENROLLMENT	29	—	—	—
17. 29 Jan 64 CHARTS ROUTINGS AND PUBLICATIONS				
THE ENROLLMENT DEPARTMENT	31	—	—	—
17a. DEMO: The 8 steps of the enrollment cycle.		—	—	—
18. 21 Feb 64 DEPARTMENT OF ENROLLMENT	34	—	—	—
*19. 7 Mar 64 DIRECTOR OF ENROLLMENT - THE				
LETTER REGISTRAR - ADMINISTRATION	36	—	—	—
19a. DRILL: Write up a promotional campaign for a particular subject - such as Academy.		—	—	—
19b. DEMO: Functions of a Letter Reg on finding things to offer people will write in about.		—	—	—
20. 11 Mar 64 DEPARTMENTAL CHANGES				
AUDITORS DIVISION	39	—	—	—
21. 11 Mar 64 AUDITORS DIVISION -				
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*22. 23 Sep 64 POLICIES: DISSEMINATION				
AND PROGRAMS	41	—	—	—
22a. DEMO: Each of the major points on CF and Address		—	—	—
22b. ESSAY: Why Registrars do not assign auditing times.		—	—	—
*23. 31 Dec 64 USE OF DIANETICS, SCIENTOLOGY				
APPLIED PHILOSOPHY	49	—	—	—
*24. 28 Feb 65 DELIVER	50	—	—	—
25. 5 Apr 65 LEGAL AND PROMOTION	52	—	—	—

26. 7 Apr 65 BOOK INCOME	53	—	—	—
26a. CLAY DEMO: The Book Cycle		—	—	—
26b. CLAY DEMO: "Ideas used in promotion must..."		—	—	—
*27. 16 Apr 69 HANDLING THE PUBLIC INDIVIDUAL (Revised)	56	—	—	—
28. 18 Apr 65 PRICES LOWERED BECAUSE OF NEW ORGANIZATION STREAMLINE	60	—	—	—
29. 27 Apr 65 PRICE ENGRAM	62	—	—	—
29a. ESSAY: How to handle the price engram.		—	—	—
30. 5 May 65 CLASSIFICATION, GRADATION AND AWARENESS CHART	64	—	—	—
*31. 18 Jun 65 AREAS OF OPERATION	67	—	—	—
31a. DRILL: Chart of the areas of operation of Divs 2 and 6.		—	—	—
*32. 30 Jul 68 GROSS INCOME SENIOR DATUM	68	—	—	—
32a. CLAY DEMO: The Senior Datum		—	—	—
33. 10 Aug 68 LEGAL AND DISSEMINATION	69	—	—	—
34. 24 Aug 68 DISSEMINATION (Reissued as BPL)	69	—	—	—
34a. ESSAY: Why we need to make auditors.		—	—	—

HCO BOOK ACCOUNT

CODIFIED	—	REQUISITE	—	DEFRAYING	—
SIGNATORIES	—	MANDATES	—	CONGRESS	—
CBMT	—	PARITY	—	SUBSIDIZED	—
MISAPPROPRIATION	—				

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1. 9 Sep 59 CBMT ACCOUNT	70	—	—	—
2. 14 Jan 64 CONTINENTAL AND AREA HCO FINANCE POLICIES	71	—	—	—
3. 30 Nov 64 HCO BOOK ACCOUNT	72	—	—	—
*4. 11 May 65 HCO BOOK ACCOUNT POLICY 74				
*5. 6 Oct 66 ADDITION TO HCO DIV ACCOUNT (Reissued as BPL) POLICY	77	—	—	—
6. 9 Dec 65 HCO INCOME-MEMBERSHIPS- CONGRESSES-TAPE PLAYS	78	—	—	—
7. 23 May 68 BOOKS	79	—	—	—
8. 17 Jun 68 HCO BOOK ACCOUNT (corrects 23 May 68)	79	—	—	—
9. ESSAY: The HCO Book Account and how it is used.		—	—	—

DEPARTMENT FOUR (DEPARTMENT OF PROMOTION)

NOTE: Dept Four is now Department of PROMOTION
AND PUBLICATIONS.

(REF: BPL 19 Jan 76RA CLASS IV ORG BOARD DEPARTMENTS OF
PROMOTION & PUBLICATIONS, PROCUREMENT
AND REGISTRATION

BPL 19 Jan 76RA-1 ASHUK DISSEM DIV ORG BOARD

BPL 19 Jan 76RA-2 AOSHEU DISSEM DIV ORG BOARD

BPL 19 Jan 76RA-3 ASHO DAY ASHO FDN DISSEM DIV ORG
BOARD

OBLITERATION	___ PE	___ AR & C	___
RADIATION	___ ILLITERACY	___ AGGREGATE	___
IONOSPHERE	___ MOLECULAR	___ PROOFED	___
ENGINEER	___ EUTHANASIA	___ COMMISSARS	___
CONSOLIDATED	___ INSTITUTE	___ EPITAPH	___
TENETS	___ R 1C	___ PHYSICS	___
GWU	___ W UNIT	___ CO-AUDIT	___
DIANEZENE	___ R 2C	___	___
DISENFRACTISE	___	___	___

1. 2 May 57 DISSEMINATION	80	___	___	___
2. 18 May 57 POLICY ON SIGNATURES IN (Reiss 8.5.59) PUBLICATIONS	82	___	___	___
3. 17 Nov 58 HCO PROJECT ENGINEER: "HAVE YOU LIVED BEFORE?"	83	___	___	___
4. 14 Apr 59 NEW BOOK	85	___	___	___
5. 16 Apr 59 BOOKS, COST OF	86	___	___	___
6. 12 May 59 ADVERTISEMENT FOR FIELD IN CERTAINTY, ABILITY, ETC. - MINOR ISSUE	87	___	___	___
7. 6 Jun 59 "HAVE YOU LIVED BEFORE THIS LIFE"	87	___	___	___
*8. 28 Apr 60 BOOKS ARE DISSEMINATION (HCOB)	88	___	___	___
8a. ESSAY: Why use DMSMH		___	___	___
9. 21 Nov 62 REISSUE OF MATERIALS	92	___	___	___
10. 12 Aug 64 POLICY ON TECHNICAL INFORMATION	92	___	___	___
11. 2 Aug 63 PUBLIC PROJECT ONE	93	___	___	___
12. 21 Aug 63 CHANGE OF ORGANIZATION TARGETS - PROJECT 80 - A PREVIEW	95	___	___	___

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13. 10 Apr 64 BALANCING INCOME-OUTGO-PAPER, POSTAGE AND PRINTING	98	___	___	___
14. 8 Oct 64 ARTISTIC PRESENTATION	99	___	___	___

TRANSMISSION	___ STRATA	___ SHOOTING BOARDS	___
RADIUS	___ LONGSHOREMEN	___ MOTIF	___
AMA	___ ADHERENTS	___ FRIEZE	___
BMA	___ 'SQUIRREL'	___ PARAPHRASE	___
ROYALTIES	___ VELOCITY	___ CARDINAL RULE	___
ERRATA	___ HBA	___ PUNCHY	___
CULLED	___ IMPEDIMENTA	___ ALLEGIANCE	___

*15. 10 Feb 65 AD AND BOOK POLICIES	101	___	___	___
15a. DEMO: The 7 points of any ad		___	___	___
15b. DEMO: What all books mailed to book orderers must contain.		___	___	___
15c. Write up 3 sample ads per the PL.		___	___	___
16. 4 Mar 65 TECHNICAL AND POLICY DISTRIBUTION	103	___	___	___
16a. DEMO: The 9 policies governing release.		___	___	___
16b. CLAY DEMO: "Hard Sell"		___	___	___
17. 27 Apr 63 BOOK PROMOTION DESIGN	108	___	___	___
18. 29 May 65 SOME ALLOWED ADS - BOOK ADS	109	___	___	___
*19. 30 Aug 65 ART (HCOB)	110	___	___	___

19a. ESSAY: Art as it applies to promotion	—	—	—
19b. DRILL: Take 3 pieces of org promo and see if above ART HCOB applies to each.	—	—	—
20. 31 Jan 66 COMPILATIONS SECTION, DEPARTMENT 21 OFFICE OF LRH (Reiss 8.8.66)	113	—	—
21. 14 Feb 66 DOCTOR TITLE ABOLISHED	119	—	—
22. 3 Apr 66 DIANETIC AUDITORS COURSE	120	—	—
23. 12 Jul 66 LEGAL ASPECTS OF SUCCESS MATERIAL PUBLICATIONS	121	—	—
*24. 15 Aug 66 INFORMATION PACKETS	122	—	—
24a. DEMO: The cardinal rule.	—	—	—
25. 11 Nov 66 POSTAL ECONOMY (Reissued as BPL)	123	—	—
26. 21 Nov 66 IDEAS AND COMPILATIONS BRANCH WW (Amends 31.1.66, Reiss 8.8.66)	124	—	—
27. 10 Jan 68 POLITICS, FREEDOM FROM (Reiss from LRH Sec ED 56 INT)	125	—	—
28. 22 May 68 TRANSLATIONS	126	—	—
29. 3 Dec 69 ISSUE AUTHORITY FOR TRANSLATIONS OF DIANETICS AND SCIENTOLOGY MATERIALS	126	—	—
29a. DEMO: How to get Issue Authority for translations of DN and SCN materials.	—	—	—

MAGAZINES

POLYPRINT	—	"HOUSE ORGAN"	—	PASTEUP	—
PHOTOSTAT	—	ENTHETA	—	FIXATIVE	—
BI-ANNUALLY	—	COMPILE	—	BLURB	—
COMMENTARIES	—	ALL HANDS	—	MASTHEAD	—
PES	—	MAXIM	—	STICKERS	—
LAYOUT	—	RUNDOWN	—		

*1. 24 Nov 58 MAGAZINE POLICY	127	—	—
1a. DEMO: The points of mag policy.	—	—	—
2. 24 Oct 58 ABILITY MAGAZINE	128	—	—

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3. 26 Jan 59 SCIENTOLOGY MAGAZINES	128	—	—
4. 15 Jun 59 PAB LIAISON	129	—	—
5. 2 Jul 59 SCIENTOLOGY MAGAZINES	130	—	—
5a. DEMO: The 2 definitions.	—	—	—
6. 6 Oct 59 TWO FINE MAGAZINES	130	—	—
7. 30 Oct 59 MAGAZINE ARRANGEMENTS	—	—	—
8. 20 Jun 60 RUSH MAGAZINE NOTE	133	—	—
9. 3 Aug 60 MAGAZINE ADVERT POLICY	133	—	—
10. 13 Sep 61 PHOTOSTATS (Excerpt)	134	—	—
11. 17 Aug 64 TECHNICAL INFO FOR CONTINENTAL MAGS	134	—	—
12. 17 Apr 65 ADDITIONAL MAG POLICY	135	—	—
13. 16 Jul 65 CONTINENTAL MAGAZINES TO MODEL AFTER CERTAINTY	136	—	—
14. 1 Sep 65 PUBLICATIONS	137	—	—
15. 13 Oct 66 ADVERTISEMENTS, CONTINENTAL MAGAZINES AND AUDITOR	138	—	—
16. 7 Dec 66 MAGAZINES PERMITTED ALL ORGS	139	—	—

*17. 14 Dec 69 MAGAZINES (LRH ED 59 INT)	142	—	—	—
17a. CLAY DEMO: The differences between major and minor magazines		—	—	—
17b. DEMO: The 13 points on magazines.		—	—	—
18. 1 Apr 70 MAGAZINE LAYOUT AND PASTEUP (Dissem Div Advice Letter)	145	—	—	—
19. 1 Apr 70 PAB MAGAZINES (Dissem Advice Ltr)	147	—	—	—

THE AUDITOR MAGAZINE

MAT SEC	—	ENGRAVING	—	GALLEY PROOFS	—
OFFSET LITHO	—	SOFT SELL	—	ROSTERS	—
LINOTYPIST	—	CAPTIONS	—	SCRUB	—
REPROPULL	—	GENRE	—	BY-LINES	—
PHOTO-MONTAGE	—	PERIPHERY	—	SUPPLEMENT	—
SHOTGUN	—				
1. 17 Mar 66 PROMOTION OF SAINT HILL AUDITOR ISSUE FREQUENCY	149	—	—	—	
2. 15 Oct 67 AUDITOR MAGAZINE SUCCESS	150	—	—	—	
3. 24 Nov 68 AUDITOR CORRESPONDENTS (Reissued as BPL)	151	—	—	—	
4. 25 Nov 68 SAINT HILL INCOME PEAKS - REINFORCEMENT OF AUDITOR PROMOTION	154	—	—	—	
*5. 26 Nov 68 THE ORIGINAL AUDITOR JOURNAL POLICY	155	—	—	—	
5a. DEMO: The points on the original Auditor Journal Policy.		—	—	—	
*6. 27 Nov 68 THE STANDARD AUDITOR JOURNAL (Reissued as BPL)	157	—	—	—	
7. 29 Nov 68 STANDARD ACTIONS, OFFICE OF (Reissued as BPL) THE AUDITOR JOURNAL	161	—	—	—	
8. 10 Aug 70 THE AUDITOR: ORG MAGAZINES (Reissued as BPL) AND COMM LINES	166	—	—	—	
8a. DEMO: The clarification of magazines, LRH and org comm lines.		—	—	—	

PHOTOS

INTROVERTED	—	DRAMATIS		POLAROIDS	—
DEPTH	—	PERSONNAE (sic)	—	RIPPLES	—
RECORD	—	PORTRAITS	—		

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1. 7 Jul 65 PHOTOS, NEWS AND STATISTICS FOR MAGS AND AUDITOR (Reiss 9.7.67)	167	—	—	—
*2. 28 Jul 65 HANDLING OF PHOTOGRAPHS	168	—	—	—
3. 31 Oct 68 PHOTOGRAPHERS, OF INTEREST TO (Reiss as BPL)	169	—	—	—
4. 21 Nov 68 PHOTO-POLICY FOR MAGAZINES	170	—	—	—
5. DRILL: Go through some magazines and select out a dozen action shots.		—	—	—

COPYRIGHT

TRADEMARKED ___ INTERIM ___ PATENT ___
 MARK ___ INTRINSIC ___ AFFIDAVIT ___
 PERIODICALS ___ INSIGNIA ___

1. 15 Nov 58	OUTSTANDING COPYRIGHTS AND MARKS	172	___	___	___
*2. 20 Jan 59	WHEN IN DOUBT ABOUT COPYRIGHTING . . .	172	___	___	___
3. 16 Dec 65	COPYRIGHT: U.S.A.	173	___	___	___
4. 27 Oct 69	REGISTRATION OF SO INSIGNIA	174	___	___	___

PRINTING

AMENDS ___ TYPESETTING ___ SHODDY ___
 STENCIL ___ PHOTO OFFSET ___

1. 17 Sep 58	WHO CAN ORDER PRINTING	175	___	___	___
2. 31 Oct 58	USE OF MIMEO RESTRICTED	175	___	___	___
3. 12 Feb 59	BOOK ADMINISTRATOR (Previous Printing Hat)	176	___	___	___
4. 7 May 64	RIGHTS TO PRINT OR RE-PRINT SCIENTOLOGY BOOKS AND MATERIALS	177	___	___	___
5. 19 Apr 70	MIMEO (LRH ED 98 INT)	181	___	___	___
6. 2 Mar 71	MIMEO SECTION	182	___	___	___

ISSUE AUTHORITY

(See also ISSUE AUTHORITY in the Executive Volume)

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 AUTHORITY ___ PRESENTATION ___ ARCHIVES ___

1. 23 Dec 58	QUALITY OF PRESENTATION	183	___	___	___
2. 22 Apr 65	BOOKLETS, HANDOUTS, MAILING PIECES	184	___	___	___
3. 22 Jul 65	DISSEMINATION MATERIALS TO SAINT HILL	186	___	___	___

(PUBLICATIONS)

(NOTE: Department of PUBLICATIONS is now part of
 Dept 4, Department of PROMOTION & PUBLICATIONS.)

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BOOKS

INVENTORY ___ ACC ___ CONSIGNMENTS ___
 ALLOCATE ___ MANUAL ___ DEFACING ___
 SCS ___ CREED ___ DIVERSITY ___
 DCI ___ TRANSIT ___ EXPURGATED ___

1. 27 Aug 58	THE WASHINGTON DC CENTRAL ORGANIZATION . . .	187	___	___	___
2. 25 Mar 59	BOOK POLICY	187	___	___	___
3. 29 Apr 59	DEFACING BOOKS AND PROPER ADDRESSES ON THEM	188	___	___	___
4. 4 Jun 59	SALE AND HANDOUT OF CERTAINTY				

MINORS	188	—	—	—
5. 18 Mar 60 "HAVE YOU LIVED . . . SALES	192	—	—	—
6. 6 Jul 60 LT MEMBERSHIP PRIVILEGES (BPL Status)	195	—	—	—
6a. DEMO: LT Membership privileges.		—	—	—
7. 28 Jul 60 INTERNATIONAL MEMBERSHIP (BPL Status) PRIVILEGES	195	—	—	—
7a. DEMO: International Membership privileges		—	—	—
8. 9 Aug 61 BOOK SALES	198	—	—	—
9. 28 Jun 62 AUTOGRAPHED FREE BOOKS	199	—	—	—
10. 21 Nov 64 DISCOUNTS - CENTRAL ORGS - BOOKS	201	—	—	—
11. 19 Jul 65 DISCOUNTS - CENTRAL ORGS - BOOKS (Corrects 21 Nov 64)	202	—	—	—
11a. DEMO: Handling of special handling, Bookstores and big book distributors.		—	—	—
12. 23 Sep 65 KEEPING STOCKS UP (Reiss 14.9.67)	203	—	—	—
13. 28 Oct 65 DISCOUNTS (Additions to 19.7.65)	204	—	—	—
14. 7 Nov 65 AUTOGRAPHED COPIES OF BOOKS BY LRH	204	—	—	—
15. 9 May 66 PUBLICATION COPIES TO WW	205	—	—	—
16. 23 May 68 ALL SCIENTOLOGY ORGS CAN BUY BOOKS . . .	206	—	—	—
17. 5 Jun 68 WEEKLY BOOK STOCK REPORT REQUIRED WEEKLY BOOK STOCKS AND SALES REPORT FORM 1B	208	—	—	—
*18. 9 Oct 69 PUBLICATIONS DEPTS AND ORGS HOW TO STRAIGHTEN OUT	209	—	—	—
18a. DEMO: The 21 steps.	210	—	—	—
19. 9 Dec 69 PURCHASING FROM PUBS ORG (Cancels 23.5.68, Rev 10.9.68)	212	—	—	—
20. DRILL: List all the ways and outlets for getting books into the public's hands.		—	—	—

TAPES

DEPRECIATION	—	HIGH FIDELITY	—	PRODUCTION	—
EDITS	—	CONGRESS	—	MASTER	—
OVERPRINT	—	LEADER	—	ELECTRONIC	—
ACETATE	—	STANDARDIZE	—	S.L.R. LTD	—
CREATE	—	CODE	—	MYLAR	—
CITY OFFICE	—				
1. 9 Mar 59 TAPES AND RECORDS	213	—	—	—	
2. 10 Mar 59 BSCN/HCS COURSE TAPES	213	—	—	—	
3. 8 Apr 59 NEW HPA/HCA TAPES	214	—	—	—	
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4. 14 May 59 HOW TO ESTABLISH PRICE OF BOOKS AND TAPES	215	—	—	—	
5. 5 Oct 59 TAPE AND RECORD PRODUCTION HAT	216	—	—	—	
5a. DEMO: The purpose and points 1 - 11 of above PL		—	—	—	
6. 4 Jan 61 TAPE LEADER COLOUR CODES (Reissued as BPL)	219	—	—	—	
7. 4 Jan 61 TAPE COPYING CHANGED	219	—	—	—	
8. 5 Jun 62 CLASS II TRAINING ONLY BY					

ACADEMIES AND SAINT HILL	220	—	—	—
9. 16 Aug 62 HCO ELECTRONIC CONSULTANT HAT	220	—	—	—
9a. DEMO: The purpose of HCO Electronic Consultant		—	—	—
10. 1 Nov 62 TAPES, STUDENT PURCHASE OF	221	—	—	—
11. 18 Jun 63 TAPE RELEASE	221	—	—	—
12. 24 Feb 64 S.L.R. LTD - TAPE COPYING	222	—	—	—
13. 11 Jun 64 CENTRAL ORGANIZATION & CITY				
OFFICE TAPE SERVICE	222	—	—	—
14. 17 Dec 64 TAPE PRICES	223	—	—	—
15. 31 Dec 64 TAPE AVAILABILITY	224	—	—	—
16. 13 May 65 SALE OF BULLETINS & TAPES FORBIDDEN	224	—	—	—
17. 7 Dec 65 TAPE COLOUR FLASH CODE	225	—	—	—
17a. DEMO: The color flash codes for tape reels		—	—	—
18. 24 Oct 66 BLANK TAPE REELS	226	—	—	—
19. 13 Apr 70 TAPES (Cancels 31 Dec 64, Amends 13 May 65) (Reissued as BPL)	227	—	—	—
20. ESSAY: Why sell tapes to the public		—	—	—

E-METERS

E-METER — H.P.SALES — INSIGNIA —
TRANSISTORS — STOCK-POOL — LISTING —
PROTOTYPE — NB —
"CARRIAGE FORWARD ON BUYER" —

1. 30 Jan 61 BRITISH E-METER BREAKAGE	228	—	—	—
2. 23 Oct 61 E-METERS TO BE APPROVED	228	—	—	—
3. 19 Dec 61 E-METER SUPPLIES	229	—	—	—
4. 23 Nov 65 MARK V AND LISTING E-METERS	234	—	—	—
5. 9 Jul 69 CONFSSIONAL AIDES	234	—	—	—
5a. DEMO: How the Confessional Aide assists the Minister		—	—	—
6. 22 Mar 70 E-METER DISCOUNT POLICY - PURCHASING E-METERS FROM PUBS ORG	234	—	—	—

INSIGNIA

PIN — RELEASE — HOUSE FLAG —
GRADE —

1. 13 Nov 65 RELEASE PINS	236	—	—	—
1a. DEMO: The kinds of Release Pins		—	—	—
2. 9 Jan 68 HOUSE FLAGS	237	—	—	—

SHIPPING

SHIPPING — INVOICES — BONDED —
GUMSTRIP — DEBIT INVOICE — ENTRY PAPERS —
CORRUGATED —

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*17. 8 Sep 65	DISSEMINATION DIVISION	
	REGISTRATION PACKET (Sec ED 89 SH)	384
17a. DRILL:	Make up a Dummy Reg Pack.	— — —
*18. 12 Jan 66	SELECTEES MAILING - SELECTEE	
	ADVICE PACKETS	385
18a. CLAY DEMO:	Steps of handling a selectee.	— — —
19. 12 Oct 66	MAILING OF LETTERS	386
19a. DEMO:	The points for mailing of letters.	— — —
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CENTRAL FILES

(See also ADDRESSO Section - Volume 1, pages
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FOUNDATION	—	RECOMPILE	—	PRE-SORTING	—
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DEPARTMENT SIX
DEPARTMENT OF REGISTRATION

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the policies on the FIELD STAFF MEMBER SYSTEM in the
Distribution/Public Divisions Volume.)

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SALVAGED	—	CENOCON	—	CREDIT	—
CHANNELS	—	CONVERT	—	DISCOUNTS	—
PROCUREMENT	—	ENROLLMENT	—	SHSBC	—
REFERRALS	—	TENOR	—	HDG	—
PROSPECT	—	PREFERENTIAL	—	HDC	—
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BODY REG

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NOTE: At time of publication of this Volume, new developments of the Organizing Board are in progress, some of which affect Division 2. The Registrar invoicing line is restored; Mimeo is returned wholly to Division 1, and Addresso to Division 2. Several 1970 and 1971 key policies covering these developments have been included in this volume, however a full coverage of this evolution is to be found in policies post-1969 which is later than the scope of the OEC divisional volumes. - Editors.

CORRECTIONS

Under Section A are listed all policy contained in OEC Volume 2 which have been cancelled. Cancelled issues which have been replaced by another PL have the replacement noted. (Your Course Admin will have these issues in an "Additions" Pack.)

Under Section B are listed all policy in OEC Volume 2 which have been reissued and revised as BPLs. (The revised BPLs should also be contained in the "Additions" Pack.)

Under Section C are listed all HCO PLs which have been revised. (These are also in the "Additions" Pack.)

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1. HCO PL 24 Aug 68 DISSEMINATION - Reissued as BPL 25 Jun 75, same title.		—	—	—
2. HCO PL 6 Oct 66R ADDITION TO HCO DIV ACCOUNT POLICY - Revised and reissued as BPL 6 Oct 66RA, same title.		—	—	—
3. HCO PL 11 Nov 66 POSTAL ECONOMY - Revised and reissued as BPL 9 Aug 75, same title.		—	—	—
4. HCO PL 24 Nov 68 AUDITOR CORRESPONDENTS - Reissued as BPL 7 Aug 75, same title.		—	—	—
5. HCO PL 27 Nov 68 THE STANDARD AUDITOR JOURNAL - Revised and reissued as BPL 14 Aug 75, same title.		—	—	—
6. HCO PL 29 Nov 68 STANDARD ACTIONS, OFFICE OF THE AUDITOR JOURNAL - Reissued as BPL 22 Jul 75, same title.		—	—	—
7. HCO PL 10 Aug 70 THE AUDITOR: ORG MAGAZINES AND COMM LINES - Revised and reissued as BPL 13 Jul 75, same title.		—	—	—
8. HCO PL 31 Oct 68 PHOTOGRAPHERS, OF INTEREST TO - Reissued as BPL 29 Jun 75, same title.		—	—	—
9. HCO PL 6 Jul 60 LT MEMBERSHIP PRIVILEGES - BPL Status.		—	—	—
10. HCO PL 28 Jul 60 INTERNATIONAL MEMBERSHIP - BPL Status.		—	—	—
11. HCO PL 4 Jan 61 TAPE LEADER COLOUR CODES - Revised and reissued as BPL 15 Aug 74, same title.		—	—	—
12. HCO PL 18 Apr 70 TAPES (Cancels 31 Dec 64, Amends 13 May 65) - Revised and reissued as BPL 12 Jul 75, same title.		—	—	—
13. HCO PL 30 Aug 62 SHIPPING RUNDOWN - Reissued as BPL 8 Jul 75, same title.		—	—	—
14. HCO PL 6 May 58 MODIFIED PROCEDURE FOR SIGNING UP PROSPECTIVE STUDENTS & PCS - Reissued as BPL 11 Aug 74, same title.		—	—	—
15. HCO PL 3 May 61 REGISTRATION - Revised and reissued as BPL 20 Jul 75, same title.		—	—	—
16. HCO PL 16 Dec 69 USED CF FOLDERS - Reissued as BPL 7 Aug 75, same title.		—	—	—
17. HCO PL 26 Oct 70 INSTITUTIONAL AND SHOCK CASES, POSTING OF BONDS - Revised and reissued as BPL 14 Jul 75, same title.		—	—	—
18. HCO PL 11 Mar 71 REGISTRAR INVOICING LINE -		—	—	—

- BPL Status. — — —
19. HCO PL 29 Nov 68 ENROLLMENT CYCLE - BPL Status — — —
20. HCO PL 20 Nov 59 VALIDATION OF FRANCHISES -
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OF MISSIONS. — — —
21. HCO PL 14 Feb 67 BOOK BUYERS - Revised and
reissued as BPL 23 Jul 75, same title. — — —
22. HCO PL 8 May 69 ADDRESS LISTS - ADDRESSO
AND CENTRAL FILES - Reissued as BPL 27 Jun 75,
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23. HCO PL 17 May 69 MAILING LISTS CENTRAL FILES
ADDRESSO BASIC DEFINITIONS AND POLICY - Revised
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24. — — —
25. — — —
26. — — —

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SECTION C - REVISIONS

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1 Dec 72, title changed to ALL DIVISIONS. — — —
2. — — —
3. — — —
4. — — —

I ATTEST I HAVE COMPLETED THE ABOVE CHECKSHEET AND KNOW
AND CAN APPLY THE POLICY MATERIALS OF DISSEM.

Signed: _____
Student

I ATTEST THAT THE ABOVE NAMED STUDENT HAS FULLY COMPLETED
THE CHECKSHEET AND KNOWS AND CAN APPLY THE DATA.

Signed: _____
Supervisor

1. THE ABOVE NAMED HAS ATTESTED TO (A) PROPERLY ENROLLED ON
COURSE, (B) SIGNED A NO-CHARGE INVOICE FOR 2 1/2 OR 5 YEAR CONTRACTED
STAFF OR PAID IN FULL FOR NON-CONTRACTED STAFF OR PUBLIC, (C) STUDIED
AND UNDERSTANDS ALL THE MATERIALS ON THE CHECKSHEET, (D) DONE THE
DRILLS CALLED FOR ON THE CHECKSHEET AND (E) CAN PRODUCE THE RESULT
REQUIRED IN THE MATERIALS OF THE COURSE.

2. IN THE CASE OF DISSEM STAFF MEMBER, HE/SHE HAS BEEN AWARDED
THE STAFF STATUS III CERTIFICATE.

3. IN THE CASE OF OTHER DIVISIONAL STAFF OR PUBLIC STUDENTS, THE
COMPLETION OF THIS PORTION OF THE OEC HAS BEEN LOGGED AS A
COMPLETION.

4. IF THIS CHECKSHEET COMPLETES THE FULL STUDY AND COMPLETION

OF ALL OEC CHECKSHEETS, THE STUDENT HAS BEEN AWARDED HIS OEC
CERTIFICATE PROVISIONAL (WHICH WILL BE VALIDATED AS A FULL CERTIFICATE
WITH A GOLD SEAL WHEN ALL INTERNESHIPS FOR ALL OEC CHECKSHEETS HAVE
BEEN SUCCESSFULLY COMPLETED AND ATTESTED TO.

Signed: _____
Certs & Awards

CONDITIONAL: If the student has not yet completed his Student Hat
and Method I Word Clearing, an exam is fully passed in Qual on the
materials of this checksheet.

Signed: _____
Dir Validity

Send this checksheet to Student Admin for Filing.

Aide

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Revised by:
W/O Louise Kelly
Flag mission 1710 I/C
for
Training & Services Bureau

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Approved by LRH Pers Comm
for the
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CHURCHES OF SCIENTOLOGY