## CONTENTS

8	Sept.	1969	The Org Exec Course Introduction	1
21	Mar.	1967	Org Exec Course	3
20	Sept.	1969	Stability	4
4	Oct.	1969	Organizational Enturbulence	5
9	Nov.	1968	Important-Standard Admin	6
			HOW TO STUDY	
			Vital Data on Study	9
9	Sept.	1969	How to Study this Course	11
27	July	1969	What is a Checksheet	12
26	Aug.	1965	Scientology Training—Twin Checkouts	13
4	Oct.	1964	Theory Check-out Data (reissued 21 May 1967)	16
11	Oct.	1967	Clay Table Training (HCO B)	18
18	Sept.	1967	Study-Complexity and Confronting ,	19
			STAFF ORIENTATION	
25	Apr.	1963	Duties of a Staff Member	21
20	Oct.	1961	Non-Scientology Staff (revised 7 March 1967)	23
5	Feb.	1969	Press Policy-Code of a Scientologist (revised 15 May 1973)	25
6	Mar.	1969	Scientology is a Religion	26
10	Jan.	1968	Politics, Freedom from (reissued from LRH Sec ED 56 Int)	28
13	Feb.	1965	Politics	29
21	Sept	. 1958	Theory of Scientology Organizations (HCO B reissued as HCO P/L 22 Oct. 1962)	31
7	Feb.	1965	Keeping Scientology Working (reissued 15 June 1970, 28 Jan. 1973)	35
14	Feb.	1965	Safeguarding Technology (reissued 7 June 1967)	40
15	Oct.	1968	When a student has finished a course	41
31	May	1968	Auditors	42
21	Feb.	1964	Staff Regulations-Auditing versus Job	43
10	Aug.	1964	Good Workers	44
20	і Мау	1961	Quality Counts (reissued on 21 June 1967)	45
29	Э Мау	1961	Quality and Admin in Central Orgs	46
20	) July	1966	Staff Status (amended 19 March 1968)	48
2	2 Aug	. 1966	Addendum to HCO P/L 20 July 1966 "Staff Status"	49
3	Oct.	1960	Holiday Pay and Sick Leave	50
10	vo <i>N</i> C	. 1969	Former Staff Members	51
1	4 Dec	1969	Org Protection	52
2	Mar.	. 1965	Excerpts from HCO P/L 9 Nov. 1964 & 26 Nov. 1964 (revised)	53
2	l Mat	1965	Staff Members Auditing Outside PCs	54
		1966	Staff Meeting	55
1	8 Арг	. 1965	Contests and Prizes	56

## EQUIPMENT AND SUPPLIES

2 June 1959	Purchasing Liability of Staff Members	57
22 Sept. 1965	Keys	57
8 Sept. 1965	Supply Officer	58
15 Feb. 1964	The Equipment of Organizations	59
3 Nov. 1965	Equipment	61
12 Oct. 1967	Operational, Definition of	62
	HATS	
28 Feb. 1957	Hats (HCO B)	63
5 May 1959	Policy on Sec EDs and Hats	64
15 Sept. 1959	Hats and Other Folders	65
1 July 1965	Hats, The Reason for	66
l Jan. 1968	Hat Write-ups and Folders-Inspection of Hat Folders	68
7 Jan. 1966	Leaving Post—Writing Your Hat	70
7 Nov. 1962	Central Organizations Efficiency (reissue of P/L 22 May 1959)	71
11 Apr. 1961	How to do a Staff Job	73
12 Sept. 1967	Post, Handling of	74
22 Feb. 1968	Ethics and Admin-Slow Admin	76
4 May 1968	Handling Situations	77
	PROMOTION AND THE ORGANIZATION IMAGE	
16 Apr. 1965	Handling the Public Individual	78
17 Nov. 1965	The Basic Principles of Promotion	82
20 Nov. 1965	The Promotional Actions of an Organization	84
22 May 1968	Prom Action of LRH Communicator	90
23 May 1969	Public Divisions Promotional Actions	91
24 Aug. 1965	Cleanliness of Quarters and Staff-Improve Our Image	94
17 June 1969	The Org Image	95
11 Dec. 1969	Appearances in Public Divs	98
	COMMUNICATION	
6 Nov. 1958	The Three Basket System	104
15 Nov. 1958	The Three Basket System see	e-104
6 July 1959	Outflow	100
4 Jan. 1966	Scientology Organizations Communications System: Dispatches	
2016 1066	(includes Pub. Div. Flash Colours per HCO P/L 23 May 1969)	101
30 Mar. 1966	The Three Basket System (revised reissue of P/L 15 Nov. 1958)	104
22 June 1964 10 Apr. 1963	Organization Posts—Two Types (reissue of HCO B 24 Apr. 1959) What an Executive Wants on his Lines (reissue of P/L 26 May 1959)	105
31 Jan. 1961	Message Placement	108
21 Sept. 1961	Despatch Lines	109
29 Mar. 1965	Routing Despatches	110
2 Apr. 1965	Heed Heavy Traffic Warnings	111
26 May 1965	Communications-Registered Mail	112
11 June 1965	Correction to HCO P/L 26 May 1965	112
10 July 1965	Lines and Terminals-Routing	113
28 July 1965	Handling of Photographs	114
17 July 1966	Despatches, Speed Up	115
17 Oct. 1966	Stale Date Reports Tolor Come Clerity	116
13 May 1968 15 Apr. 1968	Telex Comm Clarity Speed and accuracy of relay Telex traffic	117 117
30 Sept 1960	Orders of the Day	117 11克

## DEV-T (DEVELOPED TRAFFIC)

2	July	1959	Developed Traffic-The Delirium Tremens of Central Orgs	119	
7	July	1959	Staff Auditing Requirement	120	
19	Aug.	Aug. 1959 How to Handle Work (HCO B reissued as HCO P/L 29 May 1963) 12			
4	Sept.	1959	Completed Staff Work (C.S.W.)—How to Get Approvai of Actions and Projects (reissued on 21 Nov. 1962)	1 <b>2</b> 3	
17	Nov.	1964	Offline and Offpolicy—Your Full In Basket	125	
31	Jan.	1965	Dev-T	131	
8	Feb.	1965	Dev-T Analysis	134	
13	Oct.	1965	Dev-T Data—Executive Responsibility	136	
5	Jan.	1968	Dev-T Series, Part of-Overfilled In Basket-Bad News	137	
27	Jan.	1969	Dev-T Summary List	138	
30	Jan.	1969	Dev-T Summary List Additions	142	
27	Oct.	1969	Admin Know-How No. 23-Dev-T	145	
4	Nov.	1 <b>96</b> 9	Dev-T Graphed	147	
			ETHICS		
18	3 June	1968	Ethics	153	
7	Mar.	1965	Offenses & Penalties	154	
1'	7 Mar.	1965	Rights of a Staff Member, Students and Preclears to Justice	157	
1'	7 Mar.	1965	Administering Justice	159	
2	7 Mar.	1965	The Justice of Scientology—Its Use and Purpose Being a Scientologist	160	
5	Apr.	1965	Scientology Makes a Safe Environment	162	
Į.	0 Apr.	1965	Dismissals, Transfers and Demotions	163	
2	9 Apr.	1965	Petition	164	
· 2	б Мау	1965	Petitions	165	
1	May	1965	Staff Member Reports	166	
1	б Мау	1965	Indicators of Orgs	169	
1	5 Aug	1965	Things that Shouldn't Be	172	
2	7 Aug	. 1965	Housing—Staff, Students, Preclears	172	
1	Sept	. 1965	Ethics Protection	173	
1	5 Nov	. 1965	Reporting of Their and Action to be Taken	175	
1	5 Dec	1965	Ethics Chits	176	
6	Mar	. 1966	Rewards and Penalties	177	
5	Mar	. 1968	Administrative Know-How-Job Endangerment Chits	181	
2	6 Dec	. 1968	The Third Party Law	183	
2	4 Feb	. 1969	Justice	185	
- 7	Dec	1060	Ethics The Degion of	187	

## CONDITIONS

23 Sept. 1967	New Post Formula-The Conditions Formulas	189
7 Feb. 1970	Danger Condition-2nd Formula (adds to 23 Sept. 1967)	193
5 Jan. 1968	Conditions Orders—Executive Ethics	194
30 Apr. 1965	Emergency, State of	195
1 Sept. 1965	Mailing List Policies	198
30 Sept. 1965	Statistics for Divisions	200
15 Jan. 1966	Hold the Form of the Org	
	Don't Bring about Danger Conditions	202
16 Jan. 1966	Danger Condition	204
19 Jan. 1966	Danger Condition, Warning The Junior Who Accepts Orders from Everyone	201
1 Feb. 1966	Danger Conditions—Inspections by Executive Secretaries, How to do Them	208
19 Jan. 1966	Danger Condition—Responsibilities of Declaring	211
I Feb. 1966	Statistics, Actions to Take-Statistic Changes	213
23 Feb. 1966	Appointments and Promotions	215
28 Feb. 1966	Danger Condition Data—Why Organizations Stay Small	216
6 Nov. 1966	Admin Know-How-Statistic Interpretative	22:
12 Feb. 1967	Admin Know-How-The Responsibilities of Leaders	225
24 July 1967	Fixed Public Consumption of Product	235
6 Oct. 1967	Condition of Liability	237
18 Oct. 1967	Conditions on Orgs or Divisions or Depts—Clarification	239
18 Oct. 1967	Failure to Follow or Apply Condition	240
20 Oct. 1967	Admin Know-How-Conditions, How to Assign	24
23 Oct. 1967	Enemy Formula (modifies 6 Oct. 1967)	245
8 Feb. 1968	Admin Know-How No. 18—Statistic Rationalization	246
14 Mar. 1968	Corrected Table of Conditions	247
16 Oct. 1968	Treason Formula	247
13 Feb. 1969	Ethics Protection Conditions, Blue Star, Green Star, Gold Star	248
20 Apt. 1969	Hats, Not Wearing	249
THE PATTERN	OF THE ORGANIZATION AND THE SOURCE OF ITS INCO	ME
1 May 1965	Organization—The Design of the Organization	250
26 Oct. 1967	The Public Divisions	252
15 Dec. 1969	Class of Orgs	254
8 Feb. 1968	Sea Org Zones of Planning	255
9 Dec. 1969	LRH ED 49 INT-Organization Program No. 1	256
6 Dec. 1969	How to Clear Your Community Illustrations	261
15 Sept. 1965	Only Accounts Talks Money	275
21 Nov. 1968	Senior Policy	277
30 July 1968	Gross Income Senior Datum	277
18 Nov. 1969	Central Files, Value of—The Gross Income of the Org and Why	278
11 Јап. 1968	ED 805 INT—Speed of Service	280
19 Mar. 1968	Service	281

## EXECUTIVE ACTION AND DUTIES

25 Mar.	1963	A Model Hat for an Executive (reissue of HCO B 19 Sept. 1958)	282
25 Oct.	1968	Important—Admin Know How	285
7 Mar.	1969	Organisation	287
19 Dec.	1969	Executive Duties	289
29 Mar.	1965	The Fast Flow System	291
6 Feb.	1968	Organization—The Flaw	292
23 Арг.	1965	Problems	293
1 May		Order Board and Time Machine	296
30 Apr.		Orders and Responsibility	298
15 Dec.		Orders, Query of	299
19 July	1965	Policy, How to Handle People who Quote Policy	301
26 Jaπ.		Compliance Reports	see Vol. 7
4 Nov.	1969	Compliance vs Discussion	302
F	ROGRA	MMING AN ORGANIZATION-PLANNING AND TARGET	'S
12 Sept.	1959	Programming (HCO B reissued as HCO P/L 23 Oct. 1969)	334
3 Nov.	1966	Administrative Know-How-Leadership	303
4 Dec.	1966	Admin Know-How-Expansion-Theory of Policy	305
24 Dec.	1966	Admin Know-How-How to Programme an Org	311
24 Dec.	1966	Admin Know-How—How to Programme an Org	
		Corrections and Addition	316
14 Jan.	1969	OT Orgs .	318
16 Jan.	1969	Targets, Types of	321
18 Jan.	1969	Planning and Targets	324
24 Jan.	1969	Target Types	. 326
24 Jan.	1969	Purpose & Targets	327
14 Sept	. 1969	Admin Know-How No. 22—The Key Ingredients	328
23 Oct.	1969	Programming (reissue of HCO B 12 Sept. 1959)	334
	·	POLICY LETTERS AND EXECUTIVE DIRECTIVES	
5 Mar.	1965	Policy: Source of	336
13 Mar.	1965	The Structure of Organization—What is Policy?	338
7 May	1965	Cancellation—Mimeo Distribution Changes	345
8 May	1965	Flash Colours and Designations	346
13 Sept		Issue Authority Required for Mimeo	349
4 Jan.		Office of LRH—Sec EDs and HCO Exec Ltrs	350
3 Feb.		Sec ED Change in Issue and Use	351
3 Feb.		Sec EDs—Definition and Purpose—Cross Divisional Orders	352
13 Feb		Sec BD OK (Continued)—Pol Ltr Changes and Origins	354
13 Mar		Orders, Precedence of Personnel, Titles of	356
10 Aug		SecEDs, Executive Director & Guardian (amends 7 May 196	
6 Sept		ED 1 INT—Renaming of SecEDs	361
20 Oct.		Signatures of Pol Ltrs	362
9 May		Executive Directive from L. Ron Hubbard	363
	1969	How to Submit a Proposed Policy Letter	364 364
14 Арг	. 1969	Bulletin and Policy Letter Distribution	365
		APPENDIX	
12 Oct	. 1962	Basic Purposes of a Scientology Organization	36

## CONTENTS

## HUBBARD COMMUNICATIONS OFFICE

#### DIVISION 1

7	Feb.	1970	HCO Makes the Org	្ន
	HCO Division 1 Org Board Outline			3
17	Jan.	1900	Division 1—HCO Division—Organization Chart (includes Additions per HCO P/L 25 Jan. 1966)	4
20	Nov	1965	The Promotional Actions of HCO Division 1	7
		1955	Hubbard Communications Office—Certificates (Op. Bulletin)	14
		1956	The Handling of Hubbard Communications Offices	_
			(revised 30 July 1958) (HCOB)	.8
		1958	Outline of the Activities of the HCO Office of LRH (HCOB)	12 13
		1958	THE DROSTHIOD BUT I THAT I WAS ALLES	15
13	NOV.	1958		î5
14	) Jane	1959 1958		16
		1958	Owner of Materials—The Legal View	16
		1958	Future Programs (Confidential Memo to HCO Secretaries)	17
20	Dec.	1958	The HCO Secretary should handle Bad Clinical Results	18
		1959	HCO Office Designations and Personnel	19 21
		1959	HCO Area Secretary Material (reissued 20 Oct. 1959)	21 153
2	7 Feb.	1959	Duty of Area Sec re Personnel Forbidden HCO Activities	24
1.	MINT. 4 Ması	1959 1959	Hubbard Communications Office	23
2	t may 9 Mav	1959	Technology	24
4	June	1959	Instructions to Attorney or Solicitors (reissued 20 Nov. 1962)	25
1	0 Aug	1959	Data Required as Reports from HCO Secs	26
1	0 Aug	1959	Reports Required from HCO Secretaries	28 29
1	3 Aug	1959	Reports Required from HCO Secretaries (adds to 10 Aug. 1959)	29
		1959	HCO Order of Importance of Actions	30
		. 1960 . 1960	Org Board HCO Area Secretary Hat Addition	31
		1961	Duties of HCO	32
		1961	Spheres of Influence	35
		. 1961	The Pattern of a Central Organization—HCO Area Office (excerpt)	37
		. 1961	HCO Continental	38 39
		. 1961	State of Emergency	41
5	U May ≎ Dec	1961 1961	How to Confess in HCO HCO Standing Orders (excerpt)	42
		1962	HCO Standing Order No. 5 (reissued as amended 21 June 1967)	43
		. 1962	Re-issue of Materials	44
3	1 Dec	. 1964	Use of Dianetics, Scientology, Applied Philosophy Veening Scientology Workins Vol 0-	45
7		. 1965	KCCDIII CONNICOTOR)	46
		1965	HCO Secretary WW Technical and Policy Distribution	47
4		. 1965 . 1965	Urgent Urgent Urgent-False Reports	52
- 2	2 July	1965	Home Addresses	54
		. 1965	Gifts	54
2	21 Nov	r. 1968	Senior Policy Vol. 0-	277
			DEPARTMENT ONE	
			DEPARTMENT OF ROUTING AND PERSONNEL	
,	19 Sen	t. 1967	HCO Division, Department of Routing, Appearances & Personnel	55
		v. 1968	The Main Weakness	57
1	17 Ap:	r. 1970	Vital-Department One	58
			ROUTING - RECEPTION	
	17 Ma	r. 1958	Body Routing in Central Organization (HCOB)	61
	19 Jul	y 1965	Release Checks, Procedure for Vol. 4-	
		t. 1967	Routing Form Attestations	62 63
	IO Mag. 1939 Recopcion			64
	5 I UC 7 No.	t, 1963 v. 1965	Reception Hat Reception Log—In-the-Org List	73
	, NO 25 Jul	y 1966	Allocation of Quarters—Arrangement of Desks and Equipment	75

#### ORG BOARD

7 Apr.	1958	Routing of Org Board Changes	Vol. 7-124
19 Nov.		Organization	76 7–124
7 Oct.		Org Boards (HCOB)	76
17 May		Copies of Org Board	77
	1965	Organization—The Design of the Organization	78
: - :	1965	New Org Board Design	80
12 Dec.		New Org Board Design (2)	81
10 July 5 Feb.		Lines and Terminals—Routing	82
3 Feb.	1303	Double Hats	83
		PERSONNEL PROCUREMENT	
26 Sept.	1956	Flow Line for Personnel (HCOB)	83
9 May		Employing & Discharging of Personnel	139
14 Feb.		Personnel Procurement	84
22 May	1968	Hiring Personnel—Line for	
15.16	1000	(Amendment of HCO P/L 14 Jan. 1966)	85
15 Mar.		Student & Staff Program	87
10 July 18 July		Org Personnel Recruitment Pubs Org Personnel Recruitment	88 90
2 Sept.		Org Personnel Recruitment—Sea Org Cooperation	91
14 Dec.		Org Protection	92
13 Jan.		Org Personnei Recruitment (Revised)	93
? Mar.	1970	Model Staff Application Form	94
		PERSONNEL PLACEMENT AND CONTROL	
		I LABORITO LA CLARITA IN TOUR MODE	
13 Feb.		Personnel Control Officer	96
27 Jan.		Duties of Personnel Post (HCOB)	98
18 Oct.		Putting New Personnel on the Job	.99
18 Nov.		Appointment of Personnel	100
23 Feb. 22 Mar.		Appointments and Promotions Personnel Requirement	101 102
22 Mar.		Admin Know-How-Aiter-Is and Degraded Beings (HCOB)	102
22 Feb.		Personnel Placement & Purposes	Î05
24 Jan.		Tech Admin Ratio	107
27 Jan.	1970	Tech: Admin Ratio and LRH Comm Assignment—Central	
		and Area Orgs (includes HCO P/L 29 Jan. 1970	
21 Feb.	1061	Existing Full Time LRH Comm Assignments)	108
30 Apr.		Choosing PE and Registration Personnel Additional Staff Auditors	110 113
13 Mar.		Staff Auditor Training	114
21 Aug.		Staff Auditors (reissued 7 June 1967)	115
II July	1965	Assignment of Tech Personnel	116
9 May	1966	Requirements for a SHSBC Supervisor	117
21 June	1966	Appointments-LRH Comm and Executive Secretary	
20 Pant	1049	and Asst Guardian and Others	118
30 Sept. 31 Mar.		Executives—Training and Case Levels Public Divisions Staffing Qualifications .	119 120
		STAFF STATUS	100
		STAFF STATUS	
5 Sept.			ol. 5-240
l May		Employment Qualifications	121
23 Nov. 10 Mar.		Employment of Criminals Forbidden	121
2 May		Permanent Staff Members Qualifications of a Permanent Staff Member	122 ses-122
3 June		Qualifications of a Permanent Staff Member (Assoc Sec Dir)	
18 Jan.		Qualifications of Permanent Staff Members	123
2 June	1960	Requirements for Staff Posts	123
26 Nov.		Permanent Staff Member Requirements	124
13 Feb.		Permanent Staff Requirement Changes	125
17 Feb.		Staff Post Qualifications—Permanent Execs to be Approved	see-129
26 Feb. 28 Mar.		Qualification of Executives Staff Post Qualifications—Parmenent Executives to be Appe	126
	1962	Staff Post Qualifications—Permanent Executives to be Appr Permanent Executives (amends 17 Feb. 1961)	
21 May		Permanent Staff	130 130
5 June		Permanent Staff Privilege	130
12 Aug.			70L 5-180

16 June 1964	Personnel Records—Admin Certs (modifies 12 Aug. 1963) Vol. Basic Certificates—Uncertified Personnel Vol.	5-184 5-192
21 Apr. 1965 4 Jan. 1966	Personnel—Staff Status	131
20 July 1966	Staff Status (amended 19 Mar. 1968)	134
22 Aug. 1966	Addendum to HCO P/L of 20 July 1966 "Staff Status"	135 136
5 Jan. 1969	Staff Status Two	137
1 May 1967	Voluntary Staff	10,
	TRANSFERS AND DISMISSALS	
2 July 1968	Ethics-Org Suppression of	138
9 Apr. 1957	Dismissals and Post Changes	139 139
9 May 1957	Employing & Discharging of Personnel	140
26 Sept. 1957 19 June 1958	Filling Posts Freeloaders	140
27 Apr. 1960	Security of Employment	141
28 July 1960	Hiring and Dismissing	142 143
18 Nov. 1960	Staff Transfers or Dismissals	144
10 Apr. 1965 26 Oct. 1965	Dismissals, Transfers and Demotions  Low Statistics	145
14 July 1966	Dismissal of Staff	145
16 Mar. 1968	Post Changes	146
20 June 1968	Personnel	147
	SERVICE RECORDS AND FILES	
4 Sept. 1965	Inspection Officer—The Org Personnel Files	148
8 Dec. 1968	Department One Admin-Service Records	150
	HATS	
	(See also Volume 0, pages 63-77)	
24 June 1957	New Post Hat Material	153
27 Feb. 1959	Duty of Area Sec re Personnel	153
23 Sept. 1959	Carrying out Instructions	154
10 Feb. 1960	Putting Hats on	155 156
9 June 1961	Technical Hat Checking—Vital Policy for HCO Area Sec	157
18 June 1963 2 Jan. 1968	Policy Checks HCO Hat Section—Orders to Staff	158
14 May 1970	Hat Checkout Sequence	159
	SEA ORG	
20 Mars 1068	Volunteers and non-contracted Staff	160
28 May 1968 13 Aug. 1968	Qualifications of the SQ	161
18 Aug. 1968	Ethics Clearance—An Open Letter to all Sea Org Applicants	162
27 Aug. 1968 2 Sept. 1968	Sea Org Internes Sea Org Recruits—Trave! Expenses	163 163
2 Sept. 1908	Sed O'S Horder Title Division	
	DEPARTMENT TWO	
	DEPARTMENT OF COMMUNICATIONS	
(4 =+	udy of this Department should include the section of Volume 0	
IA St	entitled DEVELOPED TRAFFIC, pages 119-142.)	•
2 Nov. 1967	HCO Division, Department of Communications	164
6 July 1959	Outflow	166 167
24 Feb. 1966 25 Feb. 1966		169
	MAIL AND TELEPHONE	
0 4 1056		see-171
3 Aug. 1956 9 May 1957	Mail Line (HCOB) Mail (HCOB)	171
19 Dec. 1957	Phone Bill	172
3 Sept. 1957	Method of Opening and Invoicing Mail	173 175
4 Aug. 1961	Private Mail and Telephone Calls	4,0

8 July 1962 26 May 1965 11 June 1965 5 Aug. 1966 18 Jan. 1970 31 Aug. 1965 3 Feb. 1966 11 Oct. 1966 17 Aug. 1965 12 Oct. 1966 11 Nov. 1966 7 Oct. 1970 7 Dec. 1970	26 May 1965 Communications—Registered Mail—Phone Calls 11 June 1965 Correction to HCO P/L 26 May 1965 5 Aug. 1966 Registered Mail 18 Jan. 1970 Registered Mail 1970 Registered Mail 1970 Mail Opening 1985 Legal, Tax, Accountant & Solicitor, Mail & Legal Officer 1986 Legal, Tax, Accountant & Solicitor Mail Incoming & Out-going 1986 Return Address 1986 Mailing of Letters 1986 Postal Economy 1986 Mail Line (revised reissue of HCOB 3 Aug. 1956)		
	COMMUNICATION SYSTEM		
2 Mar. 1959 9 Apr. 1957 21 Apr. 1957 9 May 1957 20 Sept. 1958 9 Apr. 1957 1 May 1957 20 Dec. 1958 6 Jan. 1959 29 Jan. 1959 24 Aug. 1959 9 June 1960 31 Jan. 1961 30 May 1961 21 Sept. 1961 9 Feb. 1964 22 June 1964 13 Mar. 1965 13 Mar. 1965 13 Mar. 1965 14 May 1965	The Comm-Member System The Comm-Member System (Issue II) Routing Despatches Order Board and Time Machine	186 188 189 192 190 191 192 194 194 195 197 198 200 201 202 203 204 206 110	
28 July 1965 4 Jan. 1966 30 Mar. 1966 30 Sept. 1969	Scientology Organizations Communications System: Dispatches (includes Public Div Flash Colours per HCO P/L 23 May 1969) The Three Basket System  Vol. 6	214 214 104 118	
	COMMUNICATION INSPECTION SUPERVISION OF COMMUNICATION		
25 Jan. 1966 17 July 1966 17 Oct. 1966 9 Sept. 1966	Communication Inspector Hat Despatches, Speed Up Staie Date Reports Security	217 218 219 219	
	TELEXES		
	INTER ORG COMMUNICATION		
15 Jan. 1958 2 Mar. 1959 15 July 1959 12 Aug. 1959 21 Aug. 1959 7 Oct. 1951 4 Jan. 1966 22 July 1966 9 Aug. 1966 13 May 1968 15 Apr. 1968 11 Feb. 1969	Field Office Communication (HCOB) HCO Cable and Dispatch Designation System HCO Saint Hill Cable Designation Cable, Don't Phone (HCOB excerpt) Handling of Telex Machines Additional Message Designation Friday Cables HCO Cable Designation System OIC Cable Arrival Time, Change of Use of Telex Machine Telex Comm Clarity Speed and Accuracy of Relay Telex Traffic Telex Lines and Logistics	220 £ 226 221 221 222 223 223 224 227 228 230 230 231	

# POLICY LETTERS, HCOBs AND EDs

29 Oct. 1957	HCO Files	235
17 Dec. 1958	Duties of Sec'l BD	232 234
24 Feb: 1959 25 Feb: 1959	Letter Designations on HCO Bulletins HCO Master File	234
23 Арт. 1959	HCO Filing System	235
22 May 1959		
25 June 1959	(Modifies HCO Policy Letter of 22 May 1959)	237
7 Sept. 1959	Policy Letter and Bulletin Distribution Code	237
10 May 1960	Bulletin Distribution	237
21 June 1959	Signatures on Bulletins, Policy Ltrs and Sec RDs	238 238
1 July 1959 30 Oct. 1959	Responsibility for HCO Files HCO WW Stono's Hat	239
4 Jan. 1961	Urgent Miraeo Change	243
4 Feb. 1961	Types of Letters Established	244
23 Feb. 1961	Directives from a Board Member	247
20 Mar. 1961	Mimeo and File Procedure	248
23 Mar. 1961	Distribution of Bulletin Change	249 Vol. 4–411
9 July 1962 20 Mar. 1963	Mimeo and Magazine Distribution, Sthil Course HCO WW Blectric Stencil Cutting Machine	250
1 Apr. 1964	New Mimeo Line—HCO Executive Letter	250
29 Apr. 1965	Mimeo Distribution Changes—Sec ED Distribution	Vol. 7-649
7 May 1965	Cancellation-Mimeo Distribution Changes	- 251
8 May 1965	Flash Colours and Designations	252
2 Nov. 1965 25 Jan. 1966	For Fast Line Sec BDs and Admin Orders	255 255
3 Feb. 1966	Distribution of Mimeo Issues Sec ED Change in Issue and Use	256 256
3 Feb. 1966	Sec EDs-Definition and Purpose-Cross Divisional Orders	257
10 Aug. 1966	Sec EDs, Executive Director & Guardian	259
14 Apr. 1969	Bulletin and Policy Letter Distribution	260
13 June 1969	Summary of Policy on Executive Directives,	2/2
20 Aug 1965	Admin and Advice Letters, and Executive Letters	263 265
20 Aug. 1965	Appointment of Xerox Officer	203
	•	
	ADDRESSO	
26 Jan. 1959	Scientology Magazines	266
22 June 1959	Mailing Lists	266
15 Jan. 1960	PAB Mailings	267
14 Feb. 1961	Address Unit (excerpt from Pattern of a Central Org)	267 267
9 Aug. 1962 16 Apr. 1962	Names and Addresses of Academy Enrollees Comments on Letter Registrar Department	268
18 Nov. 1962	Address Machines	269
11 Apr. 1963	Important—Emergency Library	270
10 Jan. 1964	Address Changes for WW	270
24 Sept. 1964	Changes of Address to HCO WW-Founding Scientologists	271 272
20 Oct. 1964 30 Oct. 1964	Stickers for PABs Wanted Mailing Lists for Franchise Holders	273
8 Apr. 1965	Cancellation of Mail Lists to Field Auditors	277
31 Oct. 1964	Addressograph Equipment Warning	278
21 Jan. 1965	Addressograph Equipment	280
21 Dec. 1964	Address Lists to City Offices	281 281
27 Sept. 1965 2 Nov. 1965	Changes of Address for WW Foundation Central Files Officer and Address-in-Charge	282
9 Jan. 1966	International Changes or Area Changes of Address	282
30 July 1968	Gross Income Senior Datum	283
16 Sept. 1968	Address Lists	283
2 Sept. 1968	World Addresso Co-ordination World Addresso Co-ordination Revised	284 286
18 Apr. 1969 8 May 1969	Address Lists—Addresso and Central Files	287
17 May 1969	Mailing Lists—Central Files—Addresso	
-	Basic Definitions and Policy	288
28 Jan. 1970	Field Mailing Lists	290
20 Mar. 1970	Re: Persons who ask off Mailing List	291
	TRANSPORT	
	TWING OF I	
19 Feb. 1960	Vehicles	292
15 Nov. 1964 6 Oct. 1962	Transport Arrangements Car Washing	293 295
U 1704- 1704	S.B. 11 Gelliiik	2.70

## DEPARTMENT THREE

## DEPARTMENT OF INSPECTIONS AND REPORTS

2 Nov. 196 14 Dec. 196		297 92
	INSPECTIONS	
4 Sept. 196 22 Feb. 196 1 May 196 15 Aug. 196 27 Aug. 196 21 Sept. 196 6 Nov. 196	S Inspections S Order Board and Time Machine Things that Shouldn't Be Housing—Staff, Students, Preclears Cleanliness and Tidiness of Premises	299 300 301 303 303 304 305
	ORGANIZATION RUDIMENTS	
11 Dec. 196 15 Dec. 196 17 Jan. 196 20 Nov. 196	Rudiment Check Sheet for Orgs Org Rudiment Reports to Me	306 310 314 315
	ORGANIZATION INFORMATION CENTRE - O.I.C.	
11 Aug. 196 23 Sept. 196 23 Nov. 196 22 Dec. 196 8 Apr. 196 11 Dec. 196 11 Dec. 196 11 Dec. 196 6 Feb. 196 30 Sept. 196 11 Oct. 196 11 Oct. 196 11 Mar. 196 1 Mar. 196 1 Mar. 196 2 Aug. 196 1 May 196 2 Aug. 196 27 Sept. 196 12 Oct. 196 27 Apr. 196 6 July 196 8 Sept. 196 10 Sept. 196 10 Sept. 196 10 Sept. 196 11 May 196 25 June 196 10 May 197 24 Feb. 196 25 June 196 25 June 196 25 June 196 29 Oct. 196 29 Oct. 196	Organization Information Centre Reports to O.I.C. Important Change in Reports OIC Board OIC Reports to HCO WW Change in Report Line The Fast Flow System Organization—The Flaw Statistics for Divisions OIC Cable Change Statistics of the International Executive Division Executive Division Organization—Statistic (excerpt) The Guardian—Statistic (excerpt) OIC Section SH OIC Report Form Addition to HCO P/L 3 March 1966—OIC Report Form Statistic Graphs—How to Figure the Scale Statistics of Office of LRH OIC Publication and Distribution Graph Change—Ad Council Statistic OIC Report Form OIC Graphs Tech Division Statistic Advanced Courses Supervisors' Statistic Statistics and Org Bd Copies Statistic—GDS Div Six Auditor and Org Individual Stats Stats Dissem GDS—Dissem Division Stats Dissem GDS—Dissem Division Stats Dissem SO ED 43 Int—Dissemination Division G.D.S. OIC Publication and Distribution Public Divisions Stats Class VIII C/S Qual Stat	317 320 321 322 325 326 327 328 331 333 334 335 337 342 343 344 345 347 348 349 350 351 352 352
20 Jan. 196 31 Mar. 196 31 Mar. 196 8 Apr. 196	OIC Report Form Completions Statistic, Triple Grades, Tech & Qual Divisions	353 354 356 356

22 Sept. 1969	HGC Statistic	357
5 Feb. 1970	Statistics, Management by	358
17 June 1970	OIC Change—Cable Change	359

[Note: The subject of Statistic Interpretation is fully covered in Volume 1, pages 417-443.]

#### ETHICS

(A study of this Section should include CONDITIONS-Volume 0, pages 189-249.)

	1000	Title	361
23 Jan.		Ethics	362
20 <u>N</u> ov.		Validation of Franchises	363
7 Dec.		Scientology Cleanup	364
31 Dec.		Blow-offs	
23 May		Cancellation of Certificates	366
27 May	1960	Dear Scientologist	367
26 Mar.	1962	Staff Regulation-Relations with Pcs and Students	368
6 Mar.	1965	Amnesty Policy	369
17 Mar.	1965	Rights of a Staff Member, Students and Preclears to Justice	370
2 Apr.		Administration Outside Scientology	372
5 Apr.	1965	Scientology Makes a Safe Environment	374
12 Apr.		Justice	374
5 Apr.		Handling the Suppressive Person—The Basis of Insanity	375
5 Apr.		The No-Gain-Case Student	383
7 Apr.	1965	Amnesty-Cancelled Certs-Justice Comments	387
19 Apr.		Training and Processing Regulations	388
22 Apr.		Correction to all "Justice" Policy Letters	390
			391
28 Apr.		Power Processes	393
29 Apr.		Petition	394
26 May		Petitions	395
29 Apr.		Ethics—Review	399
30 Apr.		Emergency, State of	402
1 May		Staff Member Reports	405
8 May		Results of HCO Technical Investigation	406
11 May		Ethics Officer Hat	408
16 May		Indicators of Orgs	411
27 May		Processing	
31 May		Noise—Session Interruption	412 413
2 June	1965	Writing of an Ethics Order	
7 June		Butheta Letters and the Dead File, Handling of	415
25 Sept.		Addition to HCO Policy Letter of 7 June 1965	422
22 Aug.		Dead File: Restoration to Good Standing	422
17 June		Staff Auditor Advices	423
1 July		Ethics Chits	425
	1965	Comm Cycle Additives	426
30 July		Preclear Routing to Ethics	427
7 Aug.		Suppressive Persons, Main Characteristics of	428
16 Aug.		Collection from SPs and PTSs	430
20 Aug.		General Amnesty	431
26 Aug.		Ethics E-Meter Check	432
l Sept	. 1965	Ethics Protection	433
14 Oct		Potential Trouble Source Routing	435
29 Oct.		Ethics Authority Section—Office of LRH	436
15 Nov.		Reporting of Theft and Action to be Taken	437
15 Dec.	1965	Ethics Chits	438
30 Dec.	1965	PTS Auditing and Routing	439
6 Mar.	1966	Rewards and Penalties	.440
8 Mar.	1966	High Crime	444
29 Apr.	1966	Ethics: Clearing Course	446
4 Aug	. 1966	Clears, Invalidation of	446
16 Aug		Clearing Course Security	447
15 Aug		Ethics Orders	448
19 Aug		Numbering of Ethics Orders	448
27 Sept	. 1966	The Anti-Social Personality—The Anti-Scientologist	449
	1966	Students Terminating—Leave of Absence—Blown Students	455
26 Dec.		Admin Know-How-PTS Sections, Personnel and Execs	456
29 Dec		Historical Precedence of Ethics	459

11 4	1070	Acres 4 Demonstr Design	***
11 Aug.		Second Dynamic Rules	463
15 Aug.		Disciplins—SPs and Admin—How Statistics Crash	464
18 Sept.	1967	Ethics Officer Check-outs	466
20 Sept.	1967	Confidential Data	466
	1967	Admin Know-How-Uses of Orgs	467
4 Oct.		Org Exec Sec and Distribution	468
6 Oct.		HCO Exec Sec Condition	468
16 Oct.	1967	Admin Know-How No. 16-Suppressives, and the Administrator	
		How to Detect SPs as an Administrator	469
18 Oct.	1967	Policy and HCOB Alterations—High Crime	471
20 Nov.	1967	Out Tech	471
22 Nov.		Out Tech	472
27 Nov.		R6 Materiais	473
7 Feb.		Fast Flow and Ethics	474
			475
22 Feb.		Ethics and Admin—Slow Admin	
2 Mar.		Advanced Course Security Check	476
5 Mar.		Administrative Know-How-Job Endangerment Chits	477
12 Mar.	1968	Mistakes, Anatomy of	479
22 Mar.	1968	Conditions Penalties-New Employees & Persons Newly on Post	479
18 June	1968	Ethics	480
19 June		Ethics Training	481
20 June		Ethics Officers	482
29 June			484
		Enrollment in Suppressive Groups	
27 July		A Tiger	485
12 Aug.		Ethics Power	485
26 Aug.		Security Checks Abolished .	486
15 Sept.	1968	Sea Org	487
4 Oct.		Ethics Presence	488
21 Oct.		Cancellation of Fair Game	489
15 Nov.		Cancellation of Disconnection	489
16 Dec.		Security Div 1	490
13 Jan.		Unusual Favours	491
13 Feb.		Ethics Protection Conditions, Blue Star, Green Star, Gold Star	492
7 Apr.		Org Reduction or Eradication	493
20 Apr.	1969	Dumbness	495
27 Apr.	1969	Death Wish	496
10 Nov.	1969	Former Staff Members	497
7 Dec.		Ethics, The Design of	498
7 Dec.		The Ethics Officer, His Character	500
9 Dec.		How to Prevent an Ethics Officer from Doing his Job	
<i>y</i> Da.	1505	(revised 12 Dec. 1969)	504
34 7	1070		-
	1970	Minors-Legal on, Students and Staff	505
	1970	Bthics—Quality of Service	506
18 Apr.		Ethics and Franchise	508
21 Apr.	1970	Field Ethics	509
-		•	
		POLICIES ON "SOURCES OF TROUBLE"	
		•	
,		W	
6 Oct.		Who can be Processed—Who can be Trained	510
30 Aug.		Training Restrictions	512
27 Oct.	1964	Policies on Physical Healing, Insanity & "Troublesome Sources"	513
5 Nov.		Corrections to HCO Policy Letters	516
10 Feb.		Enrolment on Self Determinism (reissued 23 June 1967)	516
27 Oct.		Policies on Physical Healing, Insanity and Potential	390
		Trouble Sources (reissued 23 June 1967)	517
7 Apr.	1965	Healing Policy in Field	521
26 July		Release Declaration Restrictions—Healing Amendments	522
20 July 21 Feb.			523
		Cancellation of Poi Ltr of November 5, 1964	
13 Mar.		Addition to HCO Pol Ltr of 23 June 1967	523
	1969		524
7 May		Policies on "Sources of Trouble"	525
12 June		Dianetic Registration	527
16 May	1970	Institutional and Shock Cases, Petitions from	529
		×ii	
		AAL	

#### THIRD PARTY

26 Dec. 1	1968	The Third Party Law	530
24 Feb. 1		Justice	532
15 Mar. 1		Third Party-How to Find One	534 535
25 Aug.		Third Party Investigations	537
6 Jan.	1970	Third Party Investigations	331
		JUSTICE SYSTEM	
		COMM EVS, BOARDS, APPEALS, COURTS, ETC.	
7 Sept	1963	Committees of Evidence	538
22 Sept.	1963	Concerning Committees of Évidence	544
11 Nov.		Committees of Evidence (addition to HCO P/L 7 Sept. 1963)	545
24 Feb.	1965	Addendum to HCO Policy Letter of September 7, AD13	545
1 Mar.	1965	Suppressive Acts—Suppression of Scientology and	560
		Stabilition State - The Katt State -	e-552
7 Mar.	1965	Suppressive Acts-Suppression of Scientology and	æ–552
- 11		Octeation Place - 110 1 att Canto 240	546
7 Mar.		Certificate Cancellation Offenses & Penalties	549
7 Mar. 23 Dec.		Suppressive Acts—Suppression of Scientology and	5.5
25 Dec.	1305	Scientologists—The Fair Game Law	552
17 Mar.	1965	Fair Game Law—Organizational Suppressive Acts	558
17 Mar.		Administering Justice	560
27 Mar.		The Justice of Scientology-Its Use and Purpose	
		Being a Scientologist	561
31 Mar.	1965	Justice Policy Letters—Corrections	563
8 Apr.	1965	HCO, Org Executive and Divisional Secretaries,	-/-
		Justice on, and Auditing of	565
23 Apr.		Clarification—Auditing of Org Executives	566 567
26 May		Courts of Ethics	569
4 June		Board of Investigation	570
31 Oct.		Boards of Investigation Evidence, Admissibility of in Hearings, Boards or Committees	571
17 July 5 Aug.		Chaplain's Court—Civil Hearings	572
26 May		Boards of Investigation and Committees of Evidence,	
20 1:12)		Termination of	574
17 May	1969	An Ethics Policy Letter	575
16 June	1969	Board of Appeal	575
27 Sept.		Appeal	576
26 Jan.	1970	OTL Last Court of Appeal	577
		REFUND POLICY	
23 Oct.	1963	Refund Policy	579
31 July	1966	Refund Notice	581
1 Aug.		Refund Addition	581
3 Feb.		Legal—Standard Waiver	582 583
5 Feb.	1970	Scientology Refunds-Writ of Expulsion and Waiver	,65
	·	GENERAL REGULATIONS	
OK Todas	1057	Funds or Favors Received	585
26 July 27 Feb.		Outside Pes of Staff Members	586
26 Mar.		Staff Regulation—Relations with Pcs and Students	368
	1965	Staff Members Auditing Outside Pcs	586
29 Mar.		Excerpts from HCO P/L 9 Nov. 1964 & 26 Nov. 1964 (revised	l) 587
13 Jan.		Regulations for Auditing of Staff and Students	588