

CONTENTS

HCO DISSEMINATION DIVISION 2

26 Oct. 1956	Gradient Scale of Personnel Procurement (HCOB reissued as HCO PL 7 Jan. 1964)	1
21 Jan. 1965	Vital Data on Promotion (revised 5 Apr. 1965)	4
17 Nov. 1965	The Basic Principles of Promotion	7
	HCO Dissemination Division 2 Org Board Outline	8
2 Nov. 1967	Dissemination Division, Departments of Promotion, Publications and Registration	9
17 June 1968	ARC Break Registrars and Auditors (corrects 2 Nov. 1967)	11
30 Sept. 1965	Statistics for Divisions—HCO Dissem Division 2 (excerpt)	12
19 Feb. 1968	Stats Dissem	12
25 May 1968	GDS—Dissem Division	12
5 June 1968	Stats Dissem (addition to 19 Feb. 1968)	13
5 Feb. 1971	Org Gross Divisional Statistics Revised HCO Dissem Division 2 (excerpt)	13
20 Nov. 1965	The Promotional Actions of an Organization HCO Dissemination Division 2 (excerpt)	14
25 Jan. 1957	Concerning the Separateness of Dianetics and Scientology	15
26 Mar. 1959	Dissemination Secretary Hat	18
27 Apr. 1959	Why New Books are Few	20
26 June 1959	Dissemination Secretary Hat	22
15 Mar. 1960	Hat Co-ordination: Dissemination of Dianetics and Scientology Materials	24
25 Apr. 1960	PRR Promotion (HCOB)	25
24 Jan. 1964	Enrollment Division (excerpt)	28
25 Jan. 1964	Department of Enrollment	29
29 Jan. 1964	Charts, Routings and Publications—The Enrollment Department	31
21 Feb. 1964	Department of Enrolment	34
7 Mar. 1964	Director of Enrolment—The Letter Registrar—Administration	36
11 Mar. 1964	Departmental Changes—Auditors Division	39
11 Mar. 1964	Auditors Division—New HCO WW Organization	40
23 Sept. 1964	Policies: Dissemination and Programmes	41
31 Dec. 1964	Use of Dianetics, Scientology, Applied Philosophy	49
28 Feb. 1965	Deliver	50
5 Apr. 1965	Legal and Promotion	52
7 Apr. 1965	Book Income	53
16 Apr. 1965	Handling the Public Individual	56
18 Apr. 1965	Prices Lowered Because of New Organization Streamline	60
27 Apr. 1965	Price Engram	62
5 May 1965	Classification, Gradation and Awareness Chart	64
18 June 1965	Areas of Operation	67
27 Aug. 1965	Dissem Sec Hat	68
30 July 1968	Gross Income Senior Datum	68
10 Aug. 1968	Legal and Dissemination	69
24 Aug. 1968	Dissemination	69

HCO BOOK ACCOUNT

3 Sept. 1959	HCO Book Account	70
14 Jan. 1964	Continental and Area HCO Finance Policies	71
30 Nov. 1964	HCO Book Account	72
11 May 1965	HCO Book Account Policy	74
6 Oct. 1966	Addition to HCO Div Account Policy	77
9 Dec. 1965	HCO Income—Memberships—Congresses—Tape Plays	78
28 May 1968	Books	79
17 June 1968	HCO Book Account (corrects 23 May 1968)	79

DEPARTMENT FOUR

DEPARTMENT OF PROMOTION

2 May 1957	Dissemination	80
18 May 1957	Policy on Signatures in Publications (reissued 8 May 1959)	82
17 Nov. 1958	HCO Project Engineer: "Have You Lived Before?"	83
14 Apr. 1959	New Book	85
16 Apr. 1959	Books, Cost of	86
22 May 1959	Advertisement for Field in Certainty, Ability, etc—Minor Issues	87
6 June 1959	"Have You Lived Before This Life"	87
28 Apr. 1960	Books are Dissemination (HCOB)	88
21 Nov. 1962	Re-issue of Materials	92
2 Aug. 1963	Public Project One	93
21 Aug. 1963	Change of Organization Targets—Project 80—A Preview	95
10 Apr. 1964	Balancing Income-Outgo—Paper, Postage and Printing	98
12 Aug. 1964	Policy on Technical Information	92
8 Oct. 1964	Artistic Presentation	99
10 Feb. 1965	Ad and Book Policies	101
4 Mar. 1965	Technical and Policy Distribution	103
27 Apr. 1965	Book Promotion Design	108
28 May 1965	Some Allowed Ads—Book Ads	109
30 Aug. 1965	Art (HCOB)	110
31 Jan. 1966	Compilations Section, Department 21, Office of LRH (reissued 8 Aug. 1966)	113
14 Feb. 1966	Doctor Title Abolished	119
3 Apr. 1966	Dianetic Auditors Course	120
12 July 1966	Legal Aspects of Success Material Publications	121
15 Aug. 1966	Information Packets	122
11 Nov. 1966	Postal Economy	123
21 Nov. 1966	Ideas and Compilations Branch WW (amends 31 Jan. 1966, reissued 8 Aug. 1966)	124
10 Jan. 1968	Politics, Freedom from (reissued from LRH Sec ED 56 INT)	125
22 May 1968	Translations	126
3 Dec. 1969	Issue Authority for Translations of Dianetics and Scientology Materials	126

MAGAZINES

24 Nov. 1958	Magazine Policy	127
24 Oct. 1958	Ability Magazine	128
15 June 1959	PAB Liaison	129
2 July 1959	Scientology Magazines	130
6 Oct. 1959	Two Fine Magazines	130
30 Oct. 1959	Magazine Arrangements	131
31 Oct. 1959	Magazine Mailings	131
15 Mar. 1960	Disseminating Scientology (HCOB)	132
20 June 1960	Rush Magazine Note	133
3 Aug. 1960	Magazine Advert Policy	133
13 Sept. 1961	Photostats (excerpt)	134
17 Aug. 1964	Technical Info for Continental Mags	134
17 Apr. 1965	Additional Mag Policy	135
16 July 1965	Continental Magazines to Model after Certainty Publications	136
1 Sept. 1965		137
13 Oct. 1966	Advertisements, Continental Magazines and Auditor	138
7 Dec. 1966	Magazines Permitted All Orgs	139
2 Apr. 1969	Routine Congress Promotion	141
14 Dec. 1969	Magazines (LRH ED 59 INT)	142
1 Apr. 1970	Magazine Layout and Pasteup (Dissem Div Advice Letter)	145
1 Apr. 1970	PAB Magazines (Dissem Advice Letter)	147

THE AUDITOR MAGAZINE

11 Mar. 1964	Auditors Division—New HCO WW Organization	40
7 July 1965	Photos, News and Statistics for Mags and Auditor (reissued 9 July 1967)	167
17 Mar. 1966	Promotion of Saint Hill—Auditor Issue Frequency	149
15 Oct. 1967	Auditor Magazine Success	150
24 Nov. 1968	Auditor Correspondents	151
25 Nov. 1968	Saint Hill Income Peaks—Reinforcement of Auditor Promotion	154
26 Nov. 1968	The Original Auditor Journal Policy	155
27 Nov. 1968	The Standard Auditor Journal	157
29 Nov. 1968	Standard Actions, Office of The Auditor Journal	161
10 Aug. 1970	The Auditor: Org Magazines and Comm Lines	166

PHOTOS

7 July 1965	Photos, News and Statistics for Mags and Auditor (reissued 9 July 1967)	167
28 July 1965	Handling of Photographs	168
31 Oct. 1968	Photographers, Of Interest to	169
21 Nov. 1968	Photo-Policy for Magazines	170

COPYRIGHT

15 Nov. 1958	The Substance and First Duty of HCO	Vol. 1—13
15 Nov. 1958	Outstanding Copyrights and Marks	172
15 Nov. 1958	Legal Aid—HCO	Vol. 1—16
22 Nov. 1958	Owner of Materials—The Legal View	Vol. 1—17
20 Jan. 1959	When in Doubt about Copyrighting	172
29 May 1959	Technology	Vol. 1—24
16 Dec. 1965	Copyright: U.S.A.	173
27 Oct. 1969	Registration of SO Insignia	174

PRINTING

17 Sept. 1958	Who Can Order Printing	175
31 Oct. 1958	Use of Mimeo Restricted	175
12 Feb. 1959	Book Administrator (previous printing hat)	176
7 May 1964	Rights to Print or Re-print Scientology Books and Materials	177
21 Dec. 1969	Guide to the Function of Printer Liaison	178
19 Apr. 1970	Mimeo (LRH ED 98 INT)	181
2 Mar. 1971	Mimeo Section	182

ISSUE AUTHORITY

(See also ISSUE AUTHORITY in the Executive Volume)

23 Dec. 1958	Quality of Presentation	183
22 Apr. 1965	Booklets, Handouts, Mailing Pieces	184
22 July 1965	Dissemination Materials to Saint Hill	186

DEPARTMENT FIVE
DEPARTMENT OF PUBLICATIONS

BOOKS

27 Aug. 1958	The Washington DC central organization. . .	187
25 Mar. 1959	Book Policy	187
29 Apr. 1959	Defacing Books and Proper Addresses on Them	188
4 June 1959	Sale and Handout of Certainty Minors	188
3 Nov. 1959	Re-organization of Book Supplies	189
18 Mar. 1960	"Have You Lived. . ." Sales	192
6 July 1960	LT Membership Privileges	195
28 July 1960	Book Administration	193
28 July 1960	International Membership Privileges	195
2 Aug. 1960	Book Supplies	196
14 Oct. 1960	Book Department Procedure	197
20 Oct. 1960	PAB Magazine Supplies	198
9 Jan. 1961	Book Administration (cancels 28 July 1960)	194
9 Aug. 1961	Book Sales	198
10 Apr. 1962	Supplies of Books from HCO WW	199
22 June 1962	Autographed Free Books	199
13 May 1963	Supplies of Books to Scientology Organizations	200
21 Nov. 1964	Discounts—Central Orgs—Books	201
19 July 1965	Discounts—Central Orgs—Books (corrects 21 Nov. 1964)	202
23 Sept. 1965	Keeping Stocks Up (reissued 14 Sept. 1967)	203
28 Oct. 1965	Discounts (Additions to 19 July 1965)	204
7 Nov. 1965	Autographed Copies of Books by LRH	204
9 May 1966	Publication Copies to WW	205
23 May 1968	All Scientology Orgs can buy books. . .	206
23 May 1968	Book Purchase from WW	206
23 May 1968	Purchasing from Pubs Org WW (revised 10 Sept. 1968)	207
5 June 1968	Weekly Book Stock Report Required	208
	Weekly Book Stocks and Sales Report Form 1B	209
9 Oct. 1969	Publications Depts and Orgs—How to Straighten Out	210
9 Dec. 1969	Purchasing from Pubs Org (cancels 23 May 1968, revised 10 Sept. 1968)	212

TAPES

9 Mar. 1959	Tapes and Records	213
10 Mar. 1959	BScn/HCS Course Tapes	213
8 Apr. 1959	New HPA/HCA Tapes	214
14 May 1959	How to Establish Price of Books and Tapes	215
5 Oct. 1959	Tape and Record Production Hat	216
23 Oct. 1959	Recording of Taped Lectures at 1st Melbourne ACC and Pre-ACC Congress	217
8 Apr. 1960	Tapes of Washington Congress	218
15 July 1960	Congress Tapes	218
4 Jan. 1961	Tape Copying Changed	219
4 Jan. 1961	Tape Leader Colour Codes	219
5 June 1962	Class II Training Only by Academies and Saint Hill	220
16 Aug. 1962	HCO Electronic Consultant Hat	220
1 Nov. 1962	Tapes, Student Purchase of	221
18 June 1963	Tape Release	221
24 Feb. 1964	S.L.R. Ltd—Tape Copying	222
11 June 1964	Central Organization & City Office Tape Service	222
17 Dec. 1964	Tape Prices	223
31 Dec. 1964	Tape Availability	224
13 May 1965	Sale of Bulletins & Tapes Forbidden	224
7 Dec. 1965	Tape Colour Flash Code	225
24 Oct. 1966	Blank Tape Reels	226
18 Apr. 1970	Tapes (cancels 31 Dec. 1964, amends 13 May 1965)	227

E-METERS

30 Jan. 1961	British E-Meter Breakage	228
23 Oct. 1961	E-Meters to be Approved	228
19 Dec. 1961	E-Meter Supplies	229
15 Feb. 1962	Supply and Servicing of the Mark IV E-Meter	229
10 Apr. 1962	E-Meters	230
11 Apr. 1962	Supply of E-Meters to Central Orgs	230
12 July 1962	The British Mark IV E-Meter	231
25 July 1962	Supplies of E-Meters via and for Central Orgs	232
22 Nov. 1962	Prices of the British Mark V E-Meter	233
23 Nov. 1965	Mark V and Listing E-Meters	234
9 July 1969	Confessional Aids	234
22 Mar. 1970	E-Meter Discount Policy—Purchasing E-Meters from Pubs Org	234

INSIGNIA

30 Oct. 1959	Blazer Badges	235
25 Nov. 1959	HCO and HASI Blazer Badges	235
13 Nov. 1965	Release Pins	236
9 Jan. 1968	House Flags	237

SHIPPING

29 July 1959	Sending Certificates by Mail	238
circa 1960	Book Orders (LRH Despatch)	238
23 Jan. 1961	Shipping of Books	238
13 Sept. 1961	Boxes and Cardboard (excerpt)	241
30 Aug. 1962	Shipping Rundown	239
15 Jan. 1965	No Charge Invoices (HCO Admin Ltr)	241
29 Dec. 1965	Shipping Material to South Africa	242
11 Feb. 1966	Shipping Charges	243
15 Feb. 1966	Bulk Mail Packages to Washington DC	244

DEPARTMENT SIX

DEPARTMENT OF REGISTRATION

(A study of this Department should include POLICIES ON "SOURCES OF TROUBLE" — Volume 1, pages 510-529, and the policies on the FIELD STAFF MEMBER SYSTEM in the Distribution/Public Divisions Volume.)

21 Sept. 1965	Purposes of the Department of Registration	245
25 Jan. 1957	Referrals to Field	247
22 Feb. 1957	Policy of Mail Handling for Prospective Preclears & Students (HCOB)	247
6 Apr. 1957	Central Files and Procurement (HCOB)	248
16 June 1957	People's Questions (HCOB)	256
27 Sept. 1957	Quoting Prices	256
2 Oct. 1958	Sale and Conduct of Academy Courses	257
26 Aug. 1959	Promotional Functions of Dept of PrR (excerpt)	259
23 Oct. 1959	Attention Registrars and Book Administrators	259
27 Oct. 1959	Processing of Children on the HGC	260
29 Mar. 1960	HGC and Academy Prices for Minors	260
14 Nov. 1960	Urgent PR R	261
12 Jan. 1962	Comments on Letter Reg Department	262
30 Aug. 1962	General Form of Release Contract	263
5 Feb. 1964	Founding Scientologist Certificate	264
10 Feb. 1964	Enrolment on Self Determinism (reissued 23 June 1967)	266
15 Mar. 1965	Registrars, CF and Address	266
9 May 1965	Auditing Fees—Preferential Treatment of Preclears	268
	Scale of Preference	270
21 May 1965	Memorandum of Agreement	270
23 May 1965	Rebates	271

23 July 1965	Priority of Power Processing	272
1 Sept. 1965	Legal Aspects of Sign Ups (excerpt)	273
20 Sept. 1965	Power Processing for the Public (corrected per 30 Nov. 1965)	272
21 Sept. 1965	Memorandum of Agreement (amends 21 May 1965)	274
24 Sept. 1965	Free Release Check	275
25 Oct. 1965	Saint Hill Solo Audit Course	276
6 Jan. 1966	Credit and Discounts	278
1 Aug. 1966	Sign Ups and Discounts	280
13 Sept. 1966	Requirement for Termination on the SHSBC and Enrolment on Solo Course	281
18 Mar. 1968	Dianetics in Organization	282
23 Apr. 1968	Parent or Guardian Assent Forms	283
29 June 1968	Enrollment in Suppressive Groups (amends 28 Dec. 1965)	284
6 Apr. 1969	Dianetics	285
19 May 1969	Hubbard Standard Dianetics Course Policy (cancels 7 May 1969)	286
23 May 1969	Dianetic Contract	287
23 May 1969	Parent or Guardian Assent Forms	289
3 June 1969	Dianetic Course Pricing	290
12 June 1969	Dianetic Registration	291
2 Sept. 1969	Old ACC Students	293
2 Sept. 1969	Triple Grades	294
3 Sept. 1969	Former HDAs, HPAs	295
3 Sept. 1969	Successful Class VIIIs	296
26 Oct. 1969	Class VIII & HDG	296
17 Nov. 1969	Dianetics and Scientology Services	297
11 Dec. 1969	Training of Clears	299
11 Jan. 1970	Pricing—Rescue Intensives	300
12 Jan. 1970	Pricing—Singles and Triples	300
30 July 1970	Registration Breakthrough (includes Clarifications per 1 Dec. 1970)	301

BODY REG

(A study of this Section should include INVOICING—Volume 3.)

26 Sept. 1956	Registrar (HCOB)	309
1 Apr. 1957	Always Register and Invoice	309
21 Apr. 1957	Income (Staff Notice)	309
7 May 1957	Assignment of Auditors, Rooms, Students	310
16 May 1957	Invoicing Items	309
8 Feb. 1958	Since people will begin to expect being cleared. . .	311
4 Mar. 1958	Addition to HASI P/L of 8 Feb. 1958	311
17 Mar. 1958	Body Routing in a Central Organization	312
23 Apr. 1958	Vital Training Data for Training Hats and Registrar	313
6 May 1958	Modified Procedure for Signing Up Prospective Students & Pcs	314
7 Nov. 1958	Registrar	314
17 Nov. 1958	Free Clear Estimates—Free Clear Tests	315
15 Dec. 1958	Registrar Hat (Sec ED FCDC No. 2)	316
7 July 1960	Training Applicants	318
19 Aug. 1960	Registrar Lost Line	319
19 Nov. 1960	Pc Scheduling	320
14 Feb. 1961	The Pattern of a Central Organization—Dept of Promotion and Registration (excerpt)	321
3 May 1961	Registration	322
6 Mar. 1963	Selling Techniques Forbidden	325
21 June 1965	Orgs are SH FSMs	325
12 July 1965	Release Policies—Starting the Pc	326
19 July 1965	Release Checks, Procedure for	328
15 Sept. 1965	Only Accounts Talks Money	Vol. 0—275.
16 Dec. 1966	Registration Disagreements	331
11 July 1969	Dianetics Auditing Completion Certificate	331
27 July 1969	Antibiotics (HCOB)	332

16 Dec. 1969	Used CF Folders	334
15 Jan. 1970	The Uses of Auditing (HCOB)	335
15 Jan. 1970	Handling with Auditing (HCOB)	336
19 Jan. 1970	Registrars' Advice Form (HCOB)	339
4 Feb. 1970	Pc Application Form for any Major Auditing Action	341
4 Feb. 1970	Pc Application for Major Actions (HCOB)	343
16 May 1970	Institutional and Shock Cases, Petitions from	345
14 July 1970	Registrar Statistic	346
3 Aug. 1970	Registrars May Now Talk Money	346
13 Oct. 1970	Assent Form	347
26 Oct. 1970	Institutional and Shock Cases—Posting of Bonds	348
11 Mar. 1971	Registrar Invoicing Line	349

LETTER REGISTRAR

ADVANCE SCHEDULING REGISTRAR

6 Apr. 1965	Letter Reg Hat	352
29 Nov. 1968	Enrollment Cycle	358
3 June 1957	Letter Writing	361
7 Nov. 1958	Letter Output	361
15 Nov. 1958	How to Procure People	362
4 June 1959	Definition of a Hot File	364
19 Aug. 1959	Writing of Letters by Staff Auditors	365
20 Nov. 1959	Validation of Franchises	366
9 Apr. 1960	Outflow (HCOB)	367
12 Apr. 1960	An Analysis of Promotion (HCOB)	369
3 Nov. 1960	Promotional Letters	370
15 Nov. 1960	Modern Procurement Letters	371
14 Feb. 1961	The Pattern of a Central Organization—The Letter Registration Section (excerpt)	377
21 Nov. 1961	Letter Writer's Code	378
13 Sept. 1962	Comments about Letter Registrar	379
7 Apr. 1965	Book Auditor	380
17 June 1965	Scientology Pins	381
1 July 1965	Letter Reg—Body Reg	383
8 Sept. 1965	Dissemination Division—Registration Packet (Sec ED 89 SH)	384
12 Jan. 1966	Selectees Mailing—Selectee Advice Packets	385
12 Oct. 1966	Mailing of Letters	386
14 Feb. 1967	Book Buyers	387

CENTRAL FILES

(See also *ADDRESSO* section—Volume 1, pages 266-291)

6 Apr. 1957	Central Files and Procurement (HCOB)	248
18 Dec. 1960	CF and Address Change	388
8 Apr. 1965	Cancellation of Mail Lists to Field Auditors	389
1 Sept. 1965	Mailing List Policies	390
2 Nov. 1965	Foundation Central Files Officer and Address-in-Charge	392
9 Jan. 1966	International Changes or Area Changes of Address	392
22 Aug. 1966	Dead File: Restoration to Good Standing	393
13 Oct. 1966	Invoice Routing	393
14 Feb. 1967	Book Buyers	387
8 May 1969	Address Lists—Addresso and Central Files	394
17 May 1969	Mailing Lists—Central Files—Addresso	
	Basic Definitions and Policy	395
18 Nov. 1969	Central Files, Value of—The Gross Income of the Org and Why	397
16 Dec. 1969	Used CF Folders	334
5 Feb. 1971	CF and Address Pre-Sorting	399

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, Addresso to Division 2; printing (internal by offset and external via Printer Liaison) comes wholly under the Department of Promotion in 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

CONTENTS

TREASURY DIVISION 3

	Treasury Division 3 Org Board Outline	1
26 Aug. 1959	Promotional Functions of Dept of Accts	2
27 Nov. 1959	Dept of Accounts (excerpt)	2
20 Nov. 1965	The Promotional Actions of an Organization (excerpt: Treasury Division 3)	3
30 Sept. 1965	Statistics for Divisions (excerpt: Org Division 3)	3
30 Sept. 1970	Credit Collections Defined	4
5 Feb. 1971	Org Gross Divisional Statistics Revised (excerpt: Treasury Division 3)	4
12 Mar. 1971	Treasury Divisions GDSes—All Orgs	5
9 Nov. 1956	Accounting & Financial (HCOB)	6
11 Mar. 1957	Income Reports (Financial Procedure Letter)	7
27 Nov. 1958	Basic Financial Policy—HCO	6
6 Feb. 1959	HCO Accounts Worldwide	7
5 June 1959	Income Report Required	8
27 Jan. 1960	Accounts Policies	9
14 Feb. 1961	The Pattern of a Central Organization (excerpt: Dept of Material, Dept of Accounts, Admin Report Forms)	11
23 Nov. 1961	Accounts	13
10 Apr. 1964	Balancing Income-Outgo—Paper, Postage and Printing	Vol. 2— 98
6 May 1964	Accounts Policies	17
15 May 1964	Accounts Policies (Addenda to 6 May 1964)	20
29 Mar. 1965	Staff Member Loans	Vol. 0— 53, Vol. 1—587
23 Jan. 1966	Accounting Policies of Scientology Companies	21
30 Jan. 1966	Accounts Procedures	23
2 Aug. 1966	Graph Change—Ad Council Statistic	25
16 Oct. 1969	Finance Course—Vital Action	25

FINANCIAL MANAGEMENT — FINANCIAL PLANNING

*“Financial Planning is an activity that is shared in by
the head of each Division” — LRH, January 1971.*

	Financial Management (reissued 15 May 1970)	26
2 June 1959	A Comment on Finance	27
3 June 1959	Financial Management	29
19 July 1959	Accounts Inspection	31
24 Feb. 1964	Org Programming—Solve it with Scientology	26
18 Jan. 1965	Financial Management—Building Fund Account	32
19 Jan. 1965	Finance—Org Accounts—Building Fund Account	37
20 Jan. 1965	Currency Regulations and 10%	164
28 Jan. 1965	How to Maintain Credit Standing & Solvency	39
2 Mar. 1965	Purchase Order Filing	43
4 Mar. 1965	Reserved Payment Account	44
28 Mar. 1965	Emergencies and Account Personnel	46
26 Apr. 1965	Cancellation of 19 Jan. 1965	47
26 Nov. 1965	Financial Planning	48
21 Dec. 1965	LRH Financial Relationships to Orgs	51
4 Jan. 1966	LRH Relationships to Orgs	53
15 Jan. 1966	Office of the Treasurer	59
15 Dec. 1966	Financial Planning	61
25 June 1967	Scientology Orgs Tax and Balance Sheets	63
22 May 1968	Hiring Personnel—Line for (14 Jan. 1966 revised & reissued)	57
20 Apr. 1969	AO-SH Financial Control	67
16 June 1969	AO-SH Finance Control (amends 20 April 1969)	69
11 Nov. 1969	Accounts and PRO	71
4 Nov. 1970	Estimated Purchase Orders	73
13 Feb. 1971	Financial Planning Tips	79
27 Feb. 1971	First Financial Policy	81

PRICES, ESTABLISHMENT OF

1 May 1958	Financial Management (The cost of an item)	26
16 Apr. 1959	Books, Cost of	82
14 May 1959	How to Establish Price of Books and Tapes	83
10 Feb. 1961	Professional Charges	84
14 June 1962	Professional Charges (amends & amplifies 10 Feb. 1961)	84
23 Sept. 1964	Policies: Dissemination and Programmes (excerpt: Cost of Service)	85
10 Feb. 1965	Ad & Book Policies (excerpt: Book Pricing Formula)	83
9 May 1965	Auditing Fees—Preferential Treatment of Preclears Scale of Preference	86
12 Oct. 1967	Charges	88
27 Sept. 1970	Cutative Prices	89
31 Jan. 1971	FSM Contest Awards (modifies 27 Sept. 1970)	90

PRICE ENGRAM

27 Apr. 1965	Price Engram	91
18 Apr. 1965	Prices Lowered Because of New Organization Streamline	93
19 Oct. 1964	Pricing Formulas	95
30 Oct. 1964	Mailing Lists for Franchise Holders	102
31 Oct. 1964	Current Policies Orgs & Franchise	106
3 Dec. 1964	Pricing Meetings Final Policy	109
23 Dec. 1964	Field and Public Programming	117
15 Mar. 1965	Only Accounts Talks Money	120
22 Mar. 1965	Saint Hill Services, Prices and Discounts	127
22 Mar. 1965	Current Promotion and Org Programme Summary	128
15 Mar. 1968	Student & Staff Program	135
27 Sept. 1970	Cancellation (of 15 Mar. 1968)	136
27 Sept. 1970	Cutative Prices	89

ALLOCATIONS

Banking – Funds Handling – Percents to WW

19 Apr. 1957	Proportionate Pay Plan	295
27 Apr. 1959	Why New Books are Few	137
21 May 1959	HCO Monies and Book Stocks	139
28 May 1959	Promotional Writing Fund	140
9 June 1959	HCO Special Fund	141
24 June 1959	Status of HCO Offices and HCO Secs and HCO Volunteer Secs in US	142
22 July 1959	Monies intended for Scientology Research & Investigation Fund	143
25 July 1959	Membership Monies	143
10 Aug. 1959	Franchise 10% to WW	144
24 Aug. 1959	HCO Financial Arrangements Altered	145
3 Sept. 1959	HCO Book Account	147
14 Oct. 1959	Division of HCO Percentage Revised	148
23 Oct. 1959	Recording of Taped Lectures at 1st Melbourne ACC and Pre-ACC Congress	148
29 Oct. 1959	International Membership	150
18 Nov. 1959	HCO Central Org Financial Modifications	151
30 Dec. 1960	Revision of HCO Percentages (cancels 14 Oct. 1959)	152
6 Apr. 1961	Remittance of HCO Monies to HCO WW	152
9 Aug. 1961	Book Sales	259
17 July 1962	Accounts: Bank Charges on Remittances	153
19 Sept. 1962	HCO WW Form AC 1	154
26 Sept. 1962	HCO WW Form AC 1 AC 1 Form	154 155

26 Sept. 1962	ACCs and Special Events Courses	156
26 Sept. 1962	Memberships	157
26 Sept. 1962	Hubbard Scientology Research Foundation	157
1 Feb. 1963	HCO Area 5%	158
	AC 1 Form	159
13 Feb. 1963	HCO 10% Due to WW	160
16 Apr. 1963	Revision of Congress Payments to HCO WW	160
14 Jan. 1964	Continental and Area HCO Finance Policies	161
30 Nov. 1964	HCO Book Account	162
19 Jan. 1965	Finance—Org Accounts—Building Fund Account	37
20 Jan. 1965	Currency Regulations and 10%	164
4 Mar. 1965	Reserved Payment Account	44
26 Apr. 1965	Cancellation of 19 Jan. 1965	47
11 May 1965	HCO Book Account Policy	165
9 Dec. 1965	HCO Income—Memberships—Congresses—Tape Plays	168
21 Dec. 1965	LRH Financial Relationships to Orgs	51
4 Jan. 1966	LRH Relationships to Orgs	53
26 Apr. 1966	South Africa 10%	168
3 May 1966	Reserve Fund	169
6 Oct. 1966	Addition to HCO Div Account Policy (amplifies 11 May 1965)	170
15 Feb. 1967	Allocation of Income	172
15 May 1968	Reserve Fund (reissue & amendment to 3 May 1966)	175
28 May 1968	Books	176
17 June 1968	HCO Book Account	176

SAINT HILL

Treasury policies originally issued for the Saint Hill Organization

24 July 1959	Handling of Monies	177
25 Aug. 1959	Purchase Order System (reissued 20 June 1961)	178
13 Oct. 1959	Invoicing, Accounts, Project 12	179
21 Mar. 1960	Economy Wave	181
31 Mar. 1960	Accounts Lines	181
28 July 1960	Losses	182
3 Aug. 1960	Purchasing	182
6 July 1961	Accounts	183
11 July 1961	Purchase Orders	186
4 Aug. 1961	Private Mail and Telephone Calls	186
13 Sept. 1961	General Office Orders	357
16 Oct. 1961	Income Records	187
20 Sept. 1962	Part-Time Staff and Over-Time	190
4 Oct. 1962	Signing POs and Cheques	191
6 Oct. 1962	Accounts Irregularities	191
7 Jan. 1964	Payment of Monies for Overtime and/or Materiel	192
2 Mar. 1964	Contracts and Services	192
8 May 1964	Transport	193
13 May 1964	Transport (adds to 8 May 1964)	193
26 June 1964	Staff Bonuses	194
15 Nov. 1964	Transport Arrangements	<i>Vol. I—293</i>
17 Nov. 1964	Bonus	198
12 Nov. 1965	Transfers from SHSBC to Solo Audit Course	199
6 Jan. 1966	Credit and Discounts	200
7 Jan. 1966	Credit (modifies 6 Jan. 1966)	201
3 Feb. 1966	Legal, Tax, Accountant & Solicitor, Mail and Legal Officer	202
10 Feb. 1966	Bonuses for Service Delivery	204
9 May 1966	Bonuses Adjusted (correction to 10 Feb. 1966)	206
14 July 1966	Dismissal of Staff	207
22 Aug. 1966	Bonuses Adjusted (amendment & addition to 9 May 1966)	207
11 Oct. 1966	Legal, Tax, Accountant & Solicitor	
	Mail Incoming & Out-going (amends 3 Feb. 1966)	203
13 Oct. 1966	Invoice Routing (cancels 12 Jan. 1966)	208
17 Oct. 1966	Bonuses	209
21 Nov. 1966	Addendum to HCO Pol Ltr of 17 October 1966 "Bonuses"	211
18 Nov. 1967	Blue and Green Accounts Invoices (amends 13 Oct. 1966)	212
27 Nov. 1967	Bonuses Adjusted (addition to 17 Oct. 1966, cancels 22 Aug. 1966)	211
21 Jan. 1968	Chartered Accountants	353

PES ACCOUNT

12 Nov. 1969	PES Account versus HCO Book Account	213
10 Dec. 1969	PES WW Account	215
24 Dec. 1969	PES Account Amended	216
19 Apr. 1970	PES WW Account (cancels 10 Dec. 1969)	217
29 Apr. 1970	PES Account Revised (cancels 12 Nov. 1969)	218
12 June 1970	PES Account (cancels 12 Nov. 1969 & 29 Apr. 1970)	221

DEPARTMENT SEVEN DEPARTMENT OF INCOME

18 Apr. 1969	Org Division—Income Dept	222
23 Nov. 1961	Accounts—Income Division	13
6 May 1964	Accounts Policies—The Income Section	17
15 May 1964	Accounts Policies (Addenda to 6 May 1964)	20
21 June 1965	Orgs are SH FSMs	<i>Vol. 2-325, Vol. 6-325</i>
15 Sept. 1965	Only Accounts Talks Money	<i>Vol. 0-275</i>
7 Nov. 1965	Reception Log—In-the-Org List	<i>Vol. 1- 73</i>
5 Aug. 1966	Registered Mail	<i>Vol. 1-178</i>

CASHIER—1 TRAINING AND PROCESSING CHARGES

10 Apr. 1958	Re: 5th London ACC (Administrative Directive)	223
22 Sept. 1958	ACC Accounts and Payments	224
19 Jan. 1959	Extra Weeks on HPA Course	225
11 May 1959	HPA/BScn "Retreads"	225
27 Oct. 1959	Processing of Children on the HGC	226
29 Mar. 1960	HGC and Academy Prices for Minors (cancels & replaces 27 Oct. 1959)	226
20 May 1960	Extension Course Prices	<i>see-227</i>
24 May 1960	Extension Course Prices (corrects 20 May 1960)	227
2 Nov. 1960	HPA/HCA Course	227
27 Feb. 1961	Free Courses	228
13 Mar. 1961	Free Courses (revises 27 Feb. 1961)	228
7 Dec. 1961	Inter-Org Exchange of Students	229
19 Dec. 1961	Saint Hill Retreads	<i>see-230</i>
14 Feb. 1962	Saint Hill Retreads (amends 19 Dec. 1961)	230
24 July 1962	Academy Extra Weeks	230
23 Nov. 1962	Saint Hill Retread Fee	231
10 May 1963	Student Rates for HGC Auditing in SA Orgs	231
23 July 1963	Retreads on Saint Hill Special Briefing Course	232
8 Oct. 1963	New Saint Hill Certificates and Course Changes	233
6 July 1965	Releases	234
1 Sept. 1965	Saint Hill Services and Prices	235
30 Dec. 1965	PTS Auditing and Routing (S & D price)	<i>Vol. 1-439, Vol. 4-578</i>
3 Apr. 1966	Dianetic Auditors Course	<i>Vol. 2-120, Vol. 4-228</i>
18 Jan. 1969	Advanced Org Awards	236
19 May 1969	Hubbard Standard Dianetics Course Policy	<i>Vol. 2-286, Vol. 4-241</i>
3 June 1969	Dianetic Course Pricing	236
10 July 1969	Org Personnel Recruitment	<i>Vol. 1- 88</i>
2 Sept. 1969	Old ACC Students	237
3 Sept. 1969	Former HDAs, HPAs	238
3 Sept. 1969	Successful Class VIIIs	238
15 Nov. 1969	Class VIII Retread	239
28 Nov. 1969	Class VIII Retread (corrects 15 Nov. 1969)	239
6 Dec. 1969	Inter-Org Exchange of Students (clarifies 7 Dec. 1961)	240
10 Dec. 1969	Student Rescue Intensive Pricing	240
14 Dec. 1969	Org Protection	241
11 Jan. 1970	Pricing—Rescue Intensive (cancels 10 Dec. 1969)	241
13 Jan. 1970	Org Personnel Recruitment (Revised)	<i>Vol. 1- 93</i>
20 Jan. 1970	Class VIII Retread (corrects 28 Nov. 1969 & 15 Nov. 1969)	242
15 July 1970	Retreads	242
20 July 1970	Internships and Case Supervisors	243

CASHIER—2
MEMBERSHIPS

25 July 1959	Membership Monies	143
23 Oct. 1959	Attention Registrars and Book Administrators	258
26 Oct. 1959	Memberships	245
29 Oct. 1959	International Membership	150
18 Nov. 1959	HCO Central Org Financial Modifications	151
28 Dec. 1959	Membership Discounts	246
3 May 1960	Keeping Memberships in Force	246
6 July 1960	LT Membership Privileges	247
13 July 1960	LT Membership Privileges (amends 6 July 1960)	247
28 July 1960	International Membership Privileges	248
25 Oct. 1960	Membership Restrictions	249
22 Nov. 1960	There will be no professional rates. . . (SA only)	249
29 Dec. 1960	Membership Change	250
27 Oct. 1961	Professional Rates Restored	250
29 May 1962	Professional Rates (adds to 27 Oct. 1961)	251
5 June 1962	Permanent Staff Privilege	251
26 Sept. 1962	Memberships	157
11 Apr. 1963	Memberships (cancels 26 Sept. 1962)	252
31 Oct. 1964	Current Policies Orgs & Franchise	106
21 Apr. 1965	Membership—Attestations	252
11 May 1965	HCO Book Account Policy	
	Receipt and Use of Membership Monies	165
1 Sept. 1965	Current Policy—Franchise	253
1 Sept. 1965	Membership Policies	254

INVOICING

1 Apr. 1957	Always Register and Invoice	255
21 Apr. 1957	Income	255
16 May 1957	Invoicing Items	255
23 May 1957	Ordering People to Processing or Training	255
27 Nov. 1958	Basic Financial Policy—HCO	6
4 June 1959	Invoicing and Collection of Money	256
27 June 1959	Invoicing	257
23 Oct. 1959	Attention Registrars and Book Administrators	258
	1960 Book Orders (LRH Despatch)	258
27 Jan. 1960	Accounts Policies—Invoicing	9
9 Aug. 1961	Book Sales	259
31 Oct. 1963	Reception Hat (excerpt: Invoicing)	260
24 Sept. 1965	Free Release Check	263
4 Jan. 1966	LRH Relationships to Orgs	53
30 Jan. 1966	Accounts Procedures—Minus Invoices	23
11 Feb. 1966	Shipping Charges	263
16 Feb. 1966	Invoice Routing	264
1 Aug. 1966	Sign Ups and Discounts	<i>Vol. 2—280, Vol. 5—198</i>
23 Dec. 1966	Accounts Invoices—Names on Invoices	265
20 Feb. 1967	Security of Invoices	266
11 Mar. 1971	Registrar Invoicing Line	268

MAIL OPENING AND INVOICING

3 Aug. 1956	Mail Line (HCOB)	271
15 May 1957	Method of Opening & Invoicing Mail, Modified (HCO Procedure Letter)	272
3 Sept. 1957	Method of Opening & Invoicing Mail	<i>Vol. 1—173</i>
31 Aug. 1965	Mail Opening	274

COLLECTIONS

	1957 What Your Money has Bought	275
	(Letter issued by HASI Accounts, London)	
9 Dec. 1958	Regarding Accounts Receivable (HASI Finance Policy Letter)	276
26 Dec. 1958	Collection of Accounts (HCO Secretarial Letter)	277
27 Jan. 1960	Accounts Policies—Statements Files	9
16 Aug. 1965	Collection from SPs and PTSs	279
7 Nov. 1965	Reception Log (Use of In-the-Org List)	<i>Vol. 1-</i> 73
26 Nov. 1965	Financial Planning—Income Note Collections Summary	48
13 Feb. 1968	Collections Letters	280
9 Oct. 1969	Publications Depts and Orgs—How to Straighten Out	<i>Vol. 2-</i> 210

DEPARTMENT EIGHT

DEPARTMENT OF DISBURSEMENTS

PURCHASING

Jan. 1957	Mass Purchases and Work Contracts	281
17 June 1957	Authorization Required for all Expenditures (Association Secretary Directive)	281
1 June 1958	Purchase Orders (HASI London Administrative Directive) (reissued 15 May 1970)	282
2 June 1959	Purchasing Liability of Staff Members	283
27 Jan. 1960	Accounts Policies	9
2 Mar. 1965	Purchase Order Filing	43
4 Mar. 1965	Reserved Payment Account	44
28 Mar. 1965	Emergencies and Account Personnel	46
26 Nov. 1965	Financial Planning	48
20 Dec. 1969	Trading Prohibited	283
4 Nov. 1970	Estimated Purchase Orders	73

BILLS HANDLING AND DISBURSEMENT

27 Nov. 1958	Basic Financial Policy—HCO	6
5 June 1959	Handling of Bills	284
27 Jan. 1960	Accounts Policies	9
12 Sept. 1961	Payment for Materials	284
23 Nov. 1961	Accounts—Disbursement Division	15
21 Apr. 1964	Org Payments for Tape-Recorded Lectures	285
6 May 1964	Accounts Policies—The Disbursement Section	17
11 June 1964	Central Organization & City Office Tape Service	285
28 Jan. 1965	How to Maintain Credit Standing & Solvency How You Pay Your Bills—Paying by Dateline	40
2 Mar. 1965	Purchase Order Filing	43
4 Mar. 1965	Reserved Payment Account	44
28 Mar. 1965	Emergencies and Account Personnel	46
21 Oct. 1965	Bills Payments	286
26 Nov. 1965	Financial Planning—Disbursement Section & Action	48
21 Dec. 1965	LRH Financial Relationships to Orgs	51
30 Jan. 1966	Accounts Procedures	23

CHEQUE SIGNING

27 Nov. 1958	Basic Financial Policy—HCO	6
21 Oct. 1965	Bills Payments	286
21 Nov. 1965	Cheque Signing	287
26 Nov. 1965	Financial Planning—Cheque Signing	50
30 Jan. 1966	Cheque Signing Procedure	288
30 Jan. 1966	Accounts Procedures	23
6 Feb. 1971	Transferring Funds	289

ORG-SHSBC STUDENTS

31 July 1962	Org Payments for St Hill Students	290
14 Feb. 1963	Saint Hill Special Briefing Course Reimbursement Arrangements	291
5 May 1963	Staff Member Enrolments	292
14 Dec. 1969	Org Protection	241

PAYROLL

5 Apr. 1957	Proportionate Pay Plan Proposal	293
17 Apr. 1957	Advisory Committee Endorsement	297
18 Apr. 1957	Minutes of Staff Meeting	296
19 Apr. 1957	Proportionate Pay Plan	295
19 Apr. 1957	Trustee Endorsement of 18 April 1957 Staff Meeting Minutes	297
19 Apr. 1957	Note on source of income	297
14 May 1957	Hat Turnover	298
10 Jan. 1958	Inspection of Hat Folders	298
26 Mar. 1958	Salary and Unit Pay	299
9 July 1958	All clears on staff . . .	300
27 Nov. 1958	Pay List	299
9 Dec. 1958	Staff List—Notification to Payroll (HASI Finance Policy Letter)	299
27 Jan. 1960	Accounts Policies—Disbursement Vouchers	10
28 Apr. 1960	Yearly Salary Increments	300
13 July 1960	Sick Leave	300
3 Oct. 1960	Holiday Pay and Sick Leave	301
19 Feb. 1961	Accounts: How to do a Payroll	302
24 Mar. 1961	Units for Assn Sec and HCO Sec	306
28 Mar. 1961	Personnel Policies—Staff Post Qualifications Permanent Executives to be Approved	307
22 July 1961	Executives' Pay	310
23 Oct. 1961	Pay of Executives (modifies 22 July 1961)	310
23 Nov. 1961	Accounts—Disbursement Division	15
5 Apr. 1963	Audit of Organizational Books	311
4 Nov. 1963	Pay Card	312
29 Apr. 1965	Bonuses	313
14 Sept. 1965	Units and Bonuses for Org Exec Secs and HCO Exec Secs (revises 24 Mar. 1961)	315
12 Oct. 1965	Advisory Committees	317
14 Jan. 1966	Hiring Personnel—Line for (amended 22 May 1968)	57
21 July 1966	Proportional Pay Plan 1966	318
15 Sept. 1967	Examiner Bonuses	322
1 Jan. 1968	Hat Write-Ups and Folders—Inspection of Hat Folders	<i>Vol. 0—</i> 68
10 Dec. 1968	LRH ED 64 INT (concerns HCO P/L 10 Dec. 1968)	323
10 Dec. 1968	Percentage Adjustments and Fixed Salaries	324
31 Jan. 1969	Percentage Adjustments and Fixed Salaries (Guardian Finance Order 12)	326

FSMs

9 May 1965	Field Auditors Become Staff (revised & reissued 14 Jan. 1968, cancels 26 March 1965 & 30 March 1965)	328
21 June 1965	Orgs are SH FSMs	<i>Vol. 2—</i> 325
15 Oct. 1965	Field Staff Member Selection Papers and Commissions	334
30 Aug. 1966	Selection Regulations (addition to 26 Mar. 1965)	333
10 Nov. 1966	Field Staff Member (corrects 26 Mar. 1965)	336
9 Jan. 1967	FSM System Administration in Organizations (modifies 9 May 1965 & 15 Oct. 1965)	337
14 Jan. 1968	Field Auditors Become Staff (9 May 1965 revised & reissued)	328
17 Feb. 1968	Field Staff Member Commissions	342
5 June 1968	FSM Commissions	342

REFUND

4 June 1961	Refund of Fee Policy	<i>see-343</i>
12 Oct. 1961	Refund of Fee Policy Revised (revises & replaces 4 June 1961)	<i>see-343</i>
27 Feb. 1962	Refund of Fee Policy Revised (revises & replaces 12 Oct. 1961)	343
23 Oct. 1963	Refund Policy (cancels 12 Oct. 1961 & 27 Feb. 1962)	344
23 May 1965	Rebates	346
30 Jan. 1966	Accounts Procedures—Minus Invoices	23
31 July 1966	Refund Notice	347
1 Aug. 1966	Refund Addition (adds to 31 July 1966)	347
3 Feb. 1969	Legal Standard Waiver	<i>Vol. 1-582</i>
23 May 1969	Dianetic Contract	<i>Vol. 2-287, Vol. 4-247</i>
5 Feb. 1970	Scientology Refunds—Writ of Expulsion and Waiver	<i>Vol. 1-583</i>

DEPARTMENT NINE

DEPARTMENT OF RECORDS, ASSETS AND MATERIEL

BANKING – SIGNATORIES ON BANK ACCOUNTS

27 Nov. 1958	Basic Financial Policy—HCO	6
3 Sept. 1959	HCO Book Account	147
27 Jan. 1960	Accounts Policies—Banking	10
30 Nov. 1964	HCO Book Account	162
18 Jan. 1965	Financial Management—Building Fund Account	32
19 Jan. 1965	Finance—Org Accounts—Building Fund Account	37
20 Jan. 1965	Currency Regulations and 10%	164
4 Mar. 1965	Reserved Payment Account	44
26 Apr. 1965	Cancellation of 19 Jan. 1965	47
26 Nov. 1965	Financial Planning—Bank Reconciliation Section	49
3 May 1966	Reserve Fund	169
13 June 1966	Signatories on Bank Accounts	<i>see-348</i>
3 Aug. 1966	Correction to HCO Policy Letter of 13 June 1966	<i>see-348</i>
2 Apr. 1968	Signatories on Bank Accounts (cancels 13 June 1966)	348
15 May 1968	Reserve Fund (reissue & amendment to 3 May 1966)	175
20 June 1968	Commodore and Founder as Signatory on Every Bank Account (modifies 1 Sept. 1966 & 2 Apr. 1968)	348

RECORDS AND AUDITS

23 Apr. 1959	Jack Parkhouse Writes from South Africa	349
25 Sept. 1959	Accounting Records and Bills	350
27 Jan. 1960	Accounts Policies	9
13 June 1960	Accounts Procedure	351
23 Nov. 1961	Accounts—Bank Statements	15
19 Jan. 1965	Finance—Org Accounts—Building Fund Account	37
20 Jan. 1965	Currency Regulations and 10%	164
2 Mar. 1965	Purchase Order Filing	43
26 Apr. 1965	Cancellation of 19 Jan. 1965	47
21 Dec. 1965	LRH Financial Relationships to Orgs	51
9 Jan. 1966	Accounts, Invalidating	352
13 Jan. 1966	Records of Bank Deposits	353
30 Jan. 1966	Accounts Procedures	23
25 June 1967	Scientology Orgs Tax and Balance Sheets	63
21 Jan. 1968	Chartered Accountants	353

SUPPLIES, KEYS, EQUIPMENT

11 Aug. 1959	Cost of Supplies (HCOB)	354
7 Jan. 1960	HCO Inventories	355
3 Feb. 1960	HCO Keys	356
12 Mar. 1961	Supplies of Central Organization Forms	356
13 Sept. 1961	General Office Orders –Supplies	357
15 Feb. 1964	The Equipment of Organizations	358
2 Apr. 1965	Heed Heavy Traffic Warnings	<i>Vol. 0–111</i>
20 Aug. 1965	Scientology Org Uniforms Saint Hill	360
8 Sept. 1965	Supply Officer	362
22 Sept. 1965	Keys	363
3 Nov. 1965	Equipment	363
15 Nov. 1965	Reporting of Theft and Action to be Taken	364
7 Jan. 1966	Leaving Post—Writing Your Hat	<i>Vol. 0– 70</i>
18 Nov. 1969	Disposal of Org Assets	365

Note: The materials in this volume are listed mainly in order of appearance. Additionally, some policies are listed in more than one section (with page numbers in *italics*), as they deal with more than one area of operation.

Relevant policies from *other* OEC volumes are also listed, with volume and page numbers in *italics*.

A complete *date order* index appears in the back of the book, starting on page 366.

CONTENTS

TECHNICAL DIVISION 4

*(A study of this Division should include the section
on Fast Flow in OEC Volume 5.)*

	1965	Technical Division 4 Org Board Outline	1
2 Nov.	1967	Tech Division, Departments of Tech Services, Training and Processing	2
27 Nov.	1959	Key to the Organizational Chart of the Founding Church of Scientology of Washington DC (excerpt: Technical Division)	4
14 Feb.	1961	The Pattern of a Central Organization (excerpt: Technical Division)	5
20 Nov.	1965	The Promotional Actions of an Organization (excerpt: Technical Division 4)	7
30 Sept.	1965	Statistics for Divisions (excerpt: Tech Division 4)	8
12 Oct.	1966	OIC Graphs—Clearing and OT Course Div IV Statistics, LRH Comm Statistic	9
27 Apr.	1967	Tech Division Statistic (amendment to 30 Sept. 1965)	10
4 Oct.	1967	Auditor and Org Individual Stats	10
31 Mar.	1969	Completions Statistic, Triple Grades, Tech & Qual Divisions	11
8 Apr.	1969	Cancellation of HCO P/L 31 March 1969	11
22 Sept.	1969	HGC Statistic (amends 30 Sept. 1965 & 31 Mar. 1969)	12
17 June	1970	OIC Change—Cable Change (amends 30 Sept. 1965)	<i>Vol. 1-359</i>
14 Oct.	1970	Division IV Org Board, Ideal Scenes and Stats	13
5 Feb.	1971	Org Gross Divisional Statistics Revised (excerpt: Tech Division 4)	20
26 Sept.	1956	Flow Line for Personnel (HCOB)	20
1 Apr.	1957	Technical and Administrative Divisions	21
7 May	1957	Assignment of Auditors, Rooms, Students	22
1 June	1957	Rights of the Directors of Training & Processing, Staff Auditors & Instructors regarding Preclears & Students (HCO Info Bull.)	23
11 July	1957	Tech Staff Certificate Validation (Assoc Sec Directive)	24
19 June	1958	Freeloaders	<i>Vol. 1-140</i>
6 Oct.	1958	Who can be Processed—Who can be Trained	<i>Vol. 1-510</i>
14 Nov.	1960	Sign Up of Students & Pcs—Acceptance by D/P & D/T (excerpt)	24
26 May	1961	A Message to the Executive Secretaries and All Org Staff Quality Counts (reissued 21 June 1967)	25
23 Oct.	1961	E-Meters to be Approved	<i>Vol. 2-228</i>
22 Jan.	1962	Crash Programme	26
30 Jan.	1962	Technical Director and Administrator	27
18 Feb.	1962	Technical Director Basic Hat	<i>see-28</i>
26 Mar.	1962	Staff Regulation—Relations with Pcs and Students	27
6 Apr.	1962	Technical Director Basic Hat (cancels 18 Feb. 1962)	28
21 Nov.	1962	Re-issue of Materials	<i>Vol. 1-44, Vol. 2-92</i>
4 Apr.	1963	District Offices Technical Reports to HCO WW	29
4 Apr.	1963	Important Changes in Technical Reports to HCO WW	29
4 Apr.	1963	HCO WW Post Disbanded—HCO Technical Secretary WW	35
11 Apr.	1963	Technical Director's Weekly Reports	35
19 Apr.	1963	Handling Org Technical Queries	36
3 July	1963	Change of Routing: Org Technical Reports	36
4 Oct.	1963	Technical Council	37
10 Feb.	1964	Enrolment on Self Determinism (reissued 23 June 1967)	37
24 Feb.	1964	Technical Supervision Changes	38
20 Mar.	1964	Technical Reports	39
12 Aug.	1964	Policy on Technical Information	39
23 Sept.	1964	Auditing and Training Policies (excerpt)	40
21 Jan.	1965	Vital Data on Promotion (revised 5 Apr. 1965)	<i>Vol. 2- 4</i>
7 Feb.	1965	Keeping Scientology Working (reissued 15 June 1970, 28 Jan. 1973)	44
14 Feb.	1965	Safeguarding Technology (reissued 7 June 1967)	49

28 Feb. 1965	Deliver	51
5 Apr. 1965	Handling the Suppressive Person—The Basis of Insanity	53
5 Apr. 1965	The No-Gain-Case Student	61
19 Apr. 1965	Training and Processing: Regulations—Technical Discipline Students' Questions	65
28 Apr. 1965	Technical Personnel	67
29 Apr. 1965	Ethics—Review (excerpt)	68
29 Apr. 1965	Bonuses	<i>Vol. 3-313</i>
8 May 1965	Results of HCO Technical Investigation	<i>Vol. 1-405</i>
1 July 1965	Ethics Chits	69
1 July 1965	Comm Cycle Additives	<i>Vol. 1-426</i>
5 July 1965	Assignment of Tech Personnel	70
7 July 1965	Releases, Policy on	71
11 July 1965	Assignment of Tech Personnel (amends & cancels 5 July 1965)	70
13 July 1965	Testing	73
26 July 1965	Release Declaration Restrictions—Healing Amendments	74
1 Sept. 1965	Some Tech Div Policies	75
24 Sept. 1965	Student and Pc Reports	77
23 Nov. 1965	Mark V and Listing E-Meters	<i>Vol. 2-234</i>
28 Dec. 1965	E-Meters Allowed	77
1 Feb. 1966	HGC Cure—Interne Training and Staff Auditors	78
1 Feb. 1966	Staff Auditor and Supervisor Procurement	80
10 Feb. 1966	Tech Recovery	81
10 Feb. 1966	Bonuses for Service Delivery	<i>Vol. 3-204</i>
7 Mar. 1966	HGC Cure (Continued)	84
7 Mar. 1966	Star Rates on Tech and Qual Staff	85
8 Mar. 1966	High Crime	86
9 May 1966	Bonuses Adjusted (correction to 10 Feb. 1966)	<i>Vol. 3-206</i>
21 July 1966	Tech vs Qual	88
22 Aug. 1966	Bonuses Adjusted (amendment & addition to 9 May 1966)	<i>Vol. 3-207</i>
17 Oct. 1966	Bonuses	<i>Vol. 3-209</i>
21 Nov. 1966	Addendum to HCO Pol Ltr of 17 October 1966, "Bonuses"	<i>Vol. 3-211</i>
7 June 1967	Safeguarding Technology (reissue of 14 Feb. 1965)	49
21 June 1967	A Message to the Executive Secretaries and All Org Staff Quality Counts (reissue of 26 May 1961)	25
23 June 1967	Enrolment on Self Determinism (reissue of 10 Feb. 1964)	37
11 Aug. 1967	Second Dynamic Rules	89
20 Sept. 1967	Confidential Data	90
4 Oct. 1967	Auditor and Org Individual Stats	10
2 Nov. 1967	Tech Division, Departments of Tech Services, Training and Processing	2
20 Nov. 1967	Out Tech	90
27 Nov. 1967	Bonuses Adjusted (addition to 17 Oct. 1966, cancels 22 Aug. 1966)	<i>Vol. 3-211</i>
31 May 1968	Scientology Technology	91
31 May 1968	Auditors	<i>Vol. 0- 42</i>
24 Aug. 1968	Dissemination	91
28 Oct. 1968	Technical Reports (cancels 20 Mar. 1964)	92
21 Nov. 1968	Senior Policy	92
20 Jan. 1969	A Vital Target—Trained Auditor Programme (LRH ED 81 INT)	93
29 Jan. 1969	Maintaining Standard Tech	95
5 Feb. 1969	Press Policy—Code of a Scientologist	<i>Vol. 0- 25</i>
20 Oct. 1969	Technical Divisions—Promotion and Responsibility	96
15 Nov. 1969	Rights and Duties	98
23 Feb. 1970	Ethics—Quality of Service	100
30 May 1970	Cutatives	102
3 June 1970	Orders to Divisions for Immediate Compliance (LRH ED 107 INT) (excerpt: Division IV)	104
15 June 1970	Keeping Scientology Working (reissue of 7 Feb. 1965)	<i>see- 44</i>
17 June 1970	Technical Degrades	106
14 Oct. 1970	Division IV Org Board, Ideal Scenes and Stats	13

THE AUDITOR'S CODE

20 Nov. 1950	Instruction Protocol—Official (reissued 2 Sept. 1970)	108
14 Oct. 1968	The Auditor's Code AD 18	111
2 Nov. 1968	Auditor's Code—Add to Pol Ltr 14 October AD18	<i>see—112</i>
5 May 1969	Auditor's Code and Dianetics	234
2 Sept. 1970	Instruction Protocol—Official (reissue of 20 Nov. 1950)	108

POLICIES ON "SOURCES OF TROUBLE"

6 Oct. 1958	Who can be Processed—Who can be Trained	<i>Vol. 1-510</i>
30 Aug. 1960	Training Restrictions	<i>Vol. 1-512</i>
27 Oct. 1964	Policies on Physical Healing, Insanity and "Troublesome Sources"	<i>Vol. 1-513</i>
5 Nov. 1964	Corrections to HCO Policy Letters	<i>Vol. 1-516</i>
10 Feb. 1964	Enrolment on Self Determinism (reissued 23 June 1967)	<i>Vol. 1-516</i>
27 Oct. 1964	Policies on Physical Healing, Insanity and Potential Trouble Sources (reissued 23 June 1967)	<i>Vol. 1-517</i>
7 Apr. 1965	Healing Policy in Field	<i>Vol. 1-521</i>
26 July 1965	Release Declaration Restrictions—Healing Amendments	<i>Vol. 1-522</i>
21 Feb. 1969	Cancellation of Pol Ltr of November 5, 1964	<i>Vol. 1-523</i>
13 Mar. 1969	Addition to HCO Pol Ltr of 23 June 1967	<i>Vol. 1-523</i>
6 Apr. 1969	Dianetics	<i>Vol. 1-524</i>
7 May 1969	Policies on "Sources of Trouble"	<i>Vol. 1-525</i>
12 June 1969	Dianetic Registration	<i>Vol. 1-527</i>
16 May 1970	Institutional and Shock Cases, Petitions from	<i>Vol. 1-529</i>

DEPARTMENT TEN

DEPARTMENT OF TECHNICAL SERVICES

Student Administration

HGC Administration

16 Apr. 1970	Tech Services	113
5 Sept. 1957	Testing	115
23 Nov. 1958	Scientometric Testing (Sec ED)	115
30 Apr. 1959	Additional Staff Auditors	116
9 June 1959	Student Files	116
19 Nov. 1960	Pc Scheduling	117
30 Jan. 1961	Case Files	117
24 Mar. 1961	HGC Admin Partial Hat—Staff Auditor Assignment	118
12 Dec. 1961	Training Activities	408
25 Apr. 1962	Hat of Course Administrator	<i>see—121</i>
21 Aug. 1962	Body Router Hat	120
22 Apr. 1963	Hat of Course Administrator	121
9 May 1965	Auditing Fees—Preferential Treatment of Preclears	
	Scale of Preference	122
4 July 1965	Pc Routing—Review Code	603
19 July 1965	Release Checks, Procedure for	574
12 Sept. 1965	E-Meters and Books for Academy Students	140
3 Nov. 1965	Pc Scheduling	124
1 Feb. 1966	HGC Cure—Interne Training and Staff Auditors	78
29 June 1966	Keep Academy Check Sheets Up-to-Date	124
22 Sept. 1967	Solo Auditing Folders	475
11 May 1969	Standard Admin for Training and Tech Services	125
16 May 1969	Course Administration	209
29 May 1969	Dianetic Certificates	126
11 June 1969	Materials, Scarcity of (HCOB)	126
23 July 1969	Auditor Assignment Policies	127
29 July 1969	Course Administration Roll Book	128
8 Nov. 1969	Tech Services (FO 2175 reissued as HCO P/L 16 Apr. 1970)	113
16 Apr. 1970	Tech Services	113

**DEPARTMENT ELEVEN
DEPARTMENT OF TRAINING**

DIRECTOR OF TRAINING

20 Nov. 1950	Instruction Protocol—Official (reissued 2 Sept. 1970)	108
10 Apr. 1957	Student Intensives	219
7 May 1957	Assignment of Auditors, Rooms, Students	22
13 May 1957	Financial Enrollment Procedure	129
24 May 1957	Stable Data for Instructors (HCOB)	146
1 June 1957	Rights of the Directors of Training & Processing, Staff Auditors & Instructors regarding Preclears & Students (HCO Info Bull.)	23
25 Jan. 1958	Inept Students	148
6 May 1958	Modified Procedure for Signing Up Prospective Students & Pcs (Admin Directive)	130
9 May 1958	Who Should Take Which Class (HCOB)	130
26 Aug. 1959	Promotional Functions of the Academy (excerpt)	131
16 Oct. 1959	Handling Students' and Auditors' Reports (HCOB)	131
23 Oct. 1959	Academy Training	132
4 May 1960	Acceptance for ACC and Academy Courses	281
7 July 1960	Training Applicants	132
30 Aug. 1960	Training Restrictions	133
14 Nov. 1960	Sign Up of Students & Pcs—Acceptance by D/P & D/T (excerpt)	24
31 Jan. 1961	Academy Meters	134
14 Feb. 1961	The Pattern of a Central Organization (excerpt: The Academy of Scientology)	5
2 Nov. 1961	Training Quality (reissued 3 Mar. 1967)	134
8 Dec. 1961	Director of Training—Weekly Report Form	135
13 Dec. 1961	Extension Course Completion	136
14 May 1962	Training Sections	311
16 May 1962	HPA/HCA Training	136
19 Oct. 1962	Preparation of HPA/HCA Certificates	137
4 Apr. 1963	Director of Training Weekly Student Interviews	137
10 May 1963	Student Rates for HGC Auditing in SA Orgs	Vol. 3—231
8 Aug. 1963	“Plants” in Academies—Introduction of “Form” 5B	138
25 Sept. 1963	Right to Refuse HPA/HCA Student Application	139
18 Dec. 1964	Re: OIC Data	139
29 Apr. 1965	Ethics—Review (excerpt)	68
12 Sept. 1965	E-Meters and Books for Academy Students	140
1 Feb. 1966	Staff Auditor and Supervisor Procurement	80
29 June 1966	Keep Academy Check Sheets Up-to-Date	124
5 Oct. 1966	Students Terminating—Leave of Absence—Blown Students	469
3 Mar. 1967	Training Quality (reissue of 2 Nov. 1961)	134

COURSE SUPERVISION

Circa 1957	The Supervisor's Code (revised 15 Sept. 1967)	141
2 Dec. 1962	Supervisor's Stable Data (reissued as amended 7 Sept. 1967)	143
20 Nov. 1950	Instruction Protocol—Official (reissued 2 Sept. 1970)	108
5 Mar. 1957	Student Reports (HCOB)	145
17 May 1957	Definitions (HCO TB)	145
24 May 1957	Stable Data for Instructors (HCOB)	146
15 July 1957	Our First Lesson in Training (HCO TB)	147
4 Sept. 1957	Stable Data for Instructors (HCOB)	147
25 Jan. 1958	Inept Students	148
2 Apr. 1958	ARC in Comm Course (HCOB)	149
23 Apr. 1958	Vital Training Data for Training Hats and Registrar (HCOB)	149
29 Sept. 1958	Vital Training Data (HCOB)	150
4 May 1959	How to Write a Curriculum (HCOB)	151
26 Aug. 1959	Promotional Functions of the Academy (excerpt)	131
16 Oct. 1959	Handling Students' and Auditors' Reports (HCOB)	131
24 Feb. 1960	ACC Hats	351

31 Jan. 1961	Academy Meters	134
14 Feb. 1961	The Pattern of a Central Organization (excerpt: The Academy of Scientology)	5
17 Apr. 1961	Training, Professional—New Policy	295
7 June 1961	Academy Schedule, Clarification of (HCOB)	297
2 Nov. 1961	Training Quality (reissued 3 Mar. 1967)	134
22 Nov. 1961	Training Course Rules and Regulations	152
8 Dec. 1961	Instructors' Weekly Report Form	154
8 Dec. 1961	Students' Weekly Reports to Ron (amended & reissued 23 Oct. 1967)	155
20 Dec. 1961	Student E-Metering	307
10 Jan. 1962	HCO Standing Order No. 5—Students (reissued as amended 21 June 1967)	156
4 Apr. 1962	Training Course Regulations (Added)	157
16 Apr. 1962	Regulations, Academies and Courses	157
9 May 1962	Addition to Students' Weekly Report (adds to 8 Dec. 1961)	158
14 May 1962	Training Sections	311
21 May 1962	Tape Examinations	158
24 May 1962	Training—Session Cancellation—Auditing Section	318
26 May 1962	Training Drills Must Be Correct	159
9 July 1962	Special Briefing Course	404
12 July 1962	The British Mark IV E-Meter	Vol. 2—231
2 Aug. 1962	Training Aids	160
17 Sept. 1962	An Arrangement of the Academy	327
21 Oct. 1962	Auditing Supervisor and Auditing Instructors, Duties of	335
2 Dec. 1962	Instructors' Stable Data	161
14 Feb. 1963	How to Examine—Theory Examinations	163
15 Mar. 1963	Check Sheet Rating System	164
15 May 1963	Instructor Hats	164
18 Sept. 1963	Scientology Five—Scientology Instructors	165
24 Sept. 1963	Course Rules and Regulations	166
25 Sept. 1963	Hats of Student Instructors for SHSBC	168
27 Sept. 1963	Training Technology—Pink Sheets	171
23 Oct. 1963	Students' Weekly Reports to Ron	see—155
28 Oct. 1963	Student ARC Breaks	173
20 Feb. 1964	Regulations—Course (excerpt)	436
10 Apr. 1964	Scientology Courses (reissued as amended 23 June 1967)	174
12 May 1964	Theory Testing—Expiration Dates	175
25 May 1964	Instructor's Conference Report Form	444
11 June 1964	New Students Data	445
16 Sept. 1964	Understanding and Tape Lectures (reissued 21 July 1967)	176
24 Sept. 1964	Instruction & Examination: Raising the Standard of	177
4 Oct. 1964	Theory Check-Out Data (reissued 21 May 1967) (modifies 24 Sept. 1964)	181
28 Feb. 1965	Course Check Outs—Twin-Checking	183
16 Mar. 1965	Further Material on Study—Examinations (reissued 13 Sept. 1967)	184
5 Apr. 1965	Handling the Suppressive Person—The Basis of Insanity	53
5 Apr. 1965	The No-Gain-Case Student	61
16 Apr. 1965	The "Hidden Data Line"	186
16 Apr. 1965	Drills, Allowed	188
19 Apr. 1965	Training and Processing Regulations	
	Technical Discipline—Students' Questions	65
5 May 1965	Supervisors	190
16 May 1965	Important Explanation—Auditing Restrictions	221
16 May 1965	Academy Courses—General Remarks—Zero Courses Hubbard Recognized Scientologist	347
17 May 1965	Academy Processing	224
17 May 1965	Urgent—CCHs (cancels 15 May 1962)	191
24 May 1965	Student Guide to Acceptable Behaviour	458
23 Aug. 1965	Deletion of TR 5	191
26 Aug. 1965	Scientology Training—Twin Checkouts	192

21 Sept. 1965	E-Meter Drills	195
15 Dec. 1965	Students Guide to Acceptable Behaviour	196
10 Feb. 1966	Check Sheets, Course	466
29 June 1966	Keep Academy Check Sheets Up-to-Date	124
12 Oct. 1966	Examinations	198
29 Dec. 1966	Routing and Handling of SHSBC, Dianetic, Solo VI and Academy Students	198
21 May 1967	Theory Check-Out Data (reissue of 4 Oct. 1964) (modifies 24 Sept. 1964)	181
21 June 1967	HCO Standing Order No. 5—Students (reissue & amendment of 10 Jan. 1962)	156
23 June 1967	Scientology Courses (reissue & amendment of 10 Apr. 1964)	174
21 July 1967	Understanding and Tape Lectures (reissue of 16 Sept. 1964)	176
11 Aug. 1967	Second Dynamic Rules	89
7 Sept. 1967	Supervisor's Stable Data (reissue & amendment of 2 Dec. 1962)	143
13 Sept. 1967	Further Material on Study—Examinations (reissue of 16 Mar. 1965)	184
15 Sept. 1967	The Supervisor's Code	141
18 Sept. 1967	Study—Complexity and Confronting	199
18 Oct. 1967	Academy Check Sheets—Supervisor Conditions	201
23 Oct. 1967	Students' Weekly Reports to Ron (reissue & amendment of 8 Dec. 1961)	<i>see—155</i>
22 Nov. 1967	Out Tech (see also revised reissue 18 July 1970, page 215)	<i>Vol. 1—472</i>
8 Mar. 1968	Checksheets	202
19 Oct. 1968	Course Completion—Student Indicators	202
24 Oct. 1968	Supervisor Know-How—Running the Class	203
24 Oct. 1968	Supervisor Know-How—Handling the Student	204
24 Oct. 1968	Supervisor Know-How—R Factor to Students	205
24 Oct. 1968	Supervisor Know-How—Tips in Handling Students	206
7 May 1969	Students Guide to Acceptable Behaviour	235
8 May 1969	How to Teach a Course	207
8 May 1969	Enturbulative Students	208
8 May 1969	Fast Flow by Attestation	237
8 May 1969	Teaching the Dianetics Course (HCOB)	238
14 May 1969	Star Rate Checkouts on Standard Dianetics Course	<i>see—262</i>
14 May 1969	How to do a Starrate Checkout	240
16 May 1969	Course Administration	209
24 May 1969	Progress Board	249
24 May 1969	Dianetics Course Supervision and Administration Supervisor Checkouts	252
29 May 1969	Dianetic Certificates	126
1 June 1969	Dianetics Training	253
3 June 1969	Dianetic Course Pricing	<i>Vol. 3—236</i>
3 June 1969	Legal Statement concerning Dianetics & Medical Practice Laws	254
7 June 1969	Dianetics—Points Which Go Out and Wreck Pcs (HCOB)	255
11 June 1969	Materials, Scarcity of (HCOB)	126
12 June 1969	Dianetic Registration	257
24 June 1969	Dianetics—Pre-Auditing Examination	259
11 July 1969	Supervision (HCOB)	260
22 July 1969	Fast Flow Training (cancels 28 Jan. 1969)	210
27 July 1969	What is a Checksheet	211
29 July 1969	Course Administration—Roll Book	128
30 July 1969	Student Progress Board (cancels 24 May 69)	212
6 Dec. 1969	Tech Retreads and Retraining	<i>see—216</i>
8 June 1970	Student Auditing (cancels 29 Oct. 1965, 23 May 1969 II, 17 May 1965 & 17 May 1965 II)	227
18 July 1970	Out Tech (revised reissue of 22 Nov. 1967)	215
22 July 1970	Tech Retreads and Retraining (amends 6 Dec. 1969)	216
16 Mar. 1971	What is a Course?	217
26 Jan. 1972	What is a Course? (amends 16 Mar. 1971)	<i>see—218</i>

(See Volume 6 for information on tape and film presentation)

STUDENT AUDITING

20 Nov. 1950	Instruction Protocol—Official (reissued 2 Sept. 1970)	108
10 Apr. 1957	Student Intensives	219
3 May 1957	Training—What it is Today—How we tell People about it (HCOB)	268
9 May 1957	Student Intensives	<i>see</i> —219
25 Jan. 1958	Inept Students	148
29 Oct. 1959	Processing of Academy Students	219
15 Nov. 1960	Staff Certificate Requirements	220
17 Jan. 1962	Auditor Assignment	220
7 Feb. 1962	Restriction on Saint Hill Area (amends 20 Dec. 1960)	409
24 May 1962	Training—Session Cancellation—Auditing Section	318
17 Sept. 1962	An Arrangement of the Academy	327
20 Sept. 1962	Co-Audit Unit	413
21 Oct. 1962	Auditing Supervisor and Auditing Instructors, Duties of	335
28 Oct. 1962	Z Unit—Case Review	417
28 Oct. 1962	Co-Audit Suspended	418
11 Feb. 1963	Auditing Regulations	426
13 Feb. 1963	V Unit	427
29 Mar. 1963	Clear Requirement	429
18 June 1963	Students Blowing	432
2 Apr. 1965	Star-Rate Checkouts for Process (modification of 27 Feb. 1965)	453
16 May 1965	Important Explanation—Auditing Restrictions	221
17 May 1965	Free Scientology Centre	222
17 May 1965	Academy Processing	224
22 Oct. 1965	Requirements for Student Classification	225
29 Oct. 1965	Student Auditing of Preclears	226
30 Dec. 1966	What the SHSBC Student Needs to Know about Foundation	471
1 Feb. 1967	Student Auditing of Preclears (replaces 29 Oct. 1965)	226
24 Feb. 1968	Fast Flow for SHSBC Students' Preclears (amends 30 Dec. 1966)	472
23 Apr. 1968	Parent or Guardian Assent Forms	<i>Vol. 2—283</i>
23 May 1969	Parent or Guardian Assent Forms	<i>Vol. 2—289</i>
23 May 1969	Dianetics Course Student Auditing	251
8 June 1970	Student Auditing (cancels 29 Oct. 1965, 23 May 1969 II, 17 May 1965 & 17 May 1965 II)	227

DIANETIC AUDITOR'S COURSE

3 Apr. 1966	Dianetic Auditor's Course	228
2 Aug. 1966	Dianetic Auditing	229
22 Sept. 1967	Dianetic Auditor's Course Auditing Policy	230
23 Feb. 1968	Dianetic Auditor's Course Auditing Policy	231
25 Jan. 1969	Dianetic Auditor's Course Auditing Policy	231
3 Sept. 1969	Former HDAs, HPAs	<i>Vol. 3—238</i>

STANDARD DIANETICS

Training and Auditing

6 Apr. 1969	Dianetics	232
6 Apr. 1969	Dianetic Registration	<i>see</i> —257
5 May 1969	Dianetic Course Examinations	233
5 May 1969	Auditor's Code and Dianetics	234
7 May 1969	Students Guide to Acceptable Behaviour	235
7 May 1969	Hubbard Standard Dianetics Course Policy	237
8 May 1969	Fast Flow by Attestation	237
8 May 1969	Teaching the Dianetics Course (HCOB)	238
8 May 1969	Out Tech (revision of 22 Nov. 1967)	239
14 May 1969	Star Rate Checkouts on Standard Dianetics Course	<i>see</i> —262
14 May 1969	How to do a Starrate Checkout	240

16 May 1969	Course Administration	209
19 May 1969	Hubbard Standard Dianetics Course Policy (cancels 7 May 1969)	241
20 May 1969	Hubbard Standard Dianetics Course	
	Course Materials Papers and Files	242
20 May 1969	Keeping Dianetics Working in an Area (HCOB)	245
23 May 1969	Dianetic Contract	247
23 May 1969	Dianetics Course Student Auditing	251
23 May 1969	Parent or Guardian Assent Forms	<i>Vol. 2-289</i>
24 May 1969	Progress Board	249
24 May 1969	Dianetics Course Supervision and Administration	
	Supervisor Checkouts	252
29 May 1969	Dianetic Certificates	126
1 June 1969	Dianetics Training	253
3 June 1969	Legal Statement concerning Dianetics & Medical Practice Laws	254
7 June 1969	Dianetics—Points Which Go Out and Wreck Pcs (HCOB)	255
12 June 1969	Dianetic Registration (revises 6 Apr. 1969)	257
24 June 1969	Dianetics—Pre-Auditing Examination	259
11 July 1969	Supervision (HCOB)	260
27 July 1969	What is a Checksheet	211
27 July 1969	Antibiotics (HCOB)	<i>Vol. 2-332</i>
3 Aug. 1969	Starrate Checkouts on Standard Dianetics Course (corrects & replaces 14 May 1969)	262
2 Sept. 1969	Correction to HCO PL 12 June 1969—Dianetic Registration	<i>see-258</i>
3 Sept. 1969	Former HDAs, HPAs	<i>Vol. 2-295</i>
5 Oct. 1969	Dianetic Courses, Wildcat (revised & reissued 10 Dec. 1969)	263
27 Oct. 1969	Training Aids (reissue of 2 Aug. 1962)	<i>see-160</i>
17 Nov. 1969	Dianetics and Scientology Services	401
10 Dec. 1969	Dianetic Courses, Wildcat (revised reissue of 5 Oct. 1969)	263

ACADEMY OF SCIENTOLOGY

12 Sept. 1956	The Summary of a Bulletin from the Academy in Washington D.C.—Concerning Training	264
3 May 1957	Training—What it is Today	
	How We Tell People About It (HCOB)	268
21 Jan. 1958	ACCs—HPA/HCA (HCOB)	349
25 Jan. 1958	Inept Students	148
2 Apr. 1958	ARC in Comm Course (HCOB)	149
1 Oct. 1958	HCO Board of Review	269
2 Oct. 1958	Sale and Conduct of Academy Courses	272
9 Oct. 1958	Correction of HCO Policy Letter of October 1, 1958 (HCOB)	<i>see-271</i>
15 Dec. 1958	Academy Training Curriculum & Examination	274
16 Dec. 1958	Extension Course Curriculum (HCOB)	275
6 Jan. 1959	(Change of HCO Policy Letter of 15 December 1958) (HCOB)	277
19 Jan. 1959	Extra Weeks on HPA Course	277
10 Mar. 1959	BScn/HCS Course Tapes	<i>Vol. 2-213</i>
8 Apr. 1959	New HPA/HCA Tapes	<i>Vol. 2-214</i>
11 May 1959	HPA/BScn “Retreads”	278
13 Aug. 1959	Students Attending Courses	278
26 Aug. 1959	Promotional Functions of the Academy (excerpt)	131
31 Aug. 1959	Certifications	279
23 Oct. 1959	Academy Training	132
22 Feb. 1960	HPA Qualifications	279
29 Mar. 1960	HGC and Academy Prices for Minors	<i>Vol. 2-260</i>
1 Apr. 1960	Training Requirements—Hubbard Apprentice Scientologist	
	HPA/HCA—BScn/HCS (HCOB)	280
4 May 1960	Acceptance for ACC and Academy Courses	281
24 May 1960	Extension Course Prices	<i>Vol. 3-227</i>
11 Oct. 1960	Case Assessments for Students	282
2 Nov. 1960	HPA/HCA Course	282
16 Nov. 1960	New Org Programmes	283

17 Nov. 1960	Anatomy of the Human Mind Course as a Pre-requisite for HPA Training	284
31 Jan. 1961	Academy Meters	134
14 Feb. 1961	The Academy of Scientology (excerpt)	284
27 Feb. 1961	Free Courses	<i>Vol. 3-228</i>
13 Mar. 1961	Free Courses (revises 27 Feb. 1961)	<i>Vol. 3-228</i>
5 Apr. 1961	HCA/HPA Rundown or Practical Course Rundown for Academies	285
10 Apr. 1961	HCO Ltd HPA/HCA Certificate Conditions	294
17 Apr. 1961	Training, Professional—New Policy	295
8 May 1961	Extension Course	296
26 May 1961	Modification of HPA/HCA, BScn/HCS Schedule	296
7 June 1961	Academy Schedule, Clarification of (HCOB)	297
23 Aug. 1961	HPA/HCA Policy	299
20 Sept. 1961	Training Policy	299
6 Oct. 1961	Standardized E-Meter Book Exam	300
9 Oct. 1961	Academy Training	302
9 Oct. 1961	HPA/HCA Rundown Change (amends HCOB 7 June 1961)	<i>see-298</i>
23 Oct. 1961	New Rundown for BScn/HCS Course	304
2 Nov. 1961	Allowed Processes from Courses	305
21 Nov. 1961	Training Course Requirements	306
24 Nov. 1961	Saint Hill Tapes for HPA/HCA Courses	306
20 Dec. 1961	Student E-Metering	307
3 Jan. 1962	Upgrading of Auditors	308
3 May 1962	Practical Auditing Skills	309
14 May 1962	Training Sections	311
14 May 1962	Training—Classes of Auditors	313
16 May 1962	HPA/HCA Training	136
21 May 1962	Training—Classes of Auditors (revised from 14 May 1962)	315
24 May 1962	Training—Session Cancellation—Auditing Section	318
24 May 1962	Questionnaire	322
5 June 1962	Class II Training only by Academies and Saint Hill	324
7 June 1962	Professional Training to be done in Academy & Saint Hill Only	324
26 June 1962	Certification Requirements	325
2 July 1962	Rudiments Policy	549
14 July 1962	Auditing Allowed	550
24 July 1962	Academy Extra Weeks	325
30 July 1962	Certification and Validation Requirements	326
9 Aug. 1962	Names and Addresses of Academy Enrollees	<i>Vol. 1-267</i>
1 Sept. 1962	Healing Promotion	556
17 Sept. 1962	An Arrangement of the Academy	327
27 Sept. 1962	Clears Must Be Trained	334
12 Oct. 1962	HPA/HCA Written Examination	334
21 Oct. 1962	Auditing Supervisor and Auditing Instructors, Duties of	335
24 Nov. 1962	Objective One	338
8 Dec. 1962	Training—Saint Hill Special Briefing Course Summary of Subjects by Units	423
13 Feb. 1963	V Unit	427
13 Feb. 1963	Academy Taught Processes	339
23 Mar. 1963	Classification of Auditors—Class II & Goals	340
31 May 1963	Training of Clears (cancels 27 Sept. 1962)	341
10 June 1963	Scientology Training—Technical Studies	342
9 July 1963	HPA/HCA Certificate Check Sheet	342
30 July 1963	Current Planning	344
21 Aug. 1963	Change of Organization Targets—Project 80—A Preview	<i>Vol. 2- 95</i>
22 Apr. 1965	Level 0 Comm Course	346
16 May 1965	Important Explanation—Auditing Restrictions	221
16 May 1965	Academy Courses—General Remarks—Zero Courses Hubbard Recognized Scientologist	347
17 May 1965	Academy Processing	224
24 May 1965	Student Guide to Acceptable Behaviour	458
18 Oct. 1967	Academy Check Sheets—Supervisor Conditions	201

ACCs AND SPECIAL COURSES

21 Jan. 1958	ACCs--HPA/HCA (HCOB)	349
27 Nov. 1958	ACC Records	349
2 Jan. 1959	Instructors or HCO Staff--Processing Past ACC Students	349
23 Feb. 1960	ACC Files	350
24 Feb. 1960	ACC Hats	351
23 Mar. 1960	ACC Supervisor Hat	354
4 May 1960	Acceptance for ACC and Academy Courses	354
21 Dec. 1960	Curriculum for ACCs--January 1961	355
12 Sept. 1961	Curriculum for Clearing Courses	356
28 Dec. 1961	Clearing Courses	359
2 Sept. 1969	Old ACC Students	359

CLASS AND GRADE PROGRAMME

(Earlier materials on the Class and Grade Programme are covered in sections on Academy, SHSBC and HGC.)

26 Nov. 1963	Certificate and Classification Changes--Everyone Classified	360
6 Dec. 1963	Org Programming	363
11 Dec. 1963	Classification for Everyone (amends 26 Nov. 1963)	364
13 Feb. 1964	Classification	365
23 Feb. 1964	Classification	366
24 Feb. 1964	Org Programming	367
22 Apr. 1964	Summary of Policies on Classification & Gradation, Certification, Franchise and Memberships, and the Auditors Division	369
5 May 1964	Summary of Classification and Gradation and Certification	373
18 June 1964	Professional Route Classification Requirements (addenda to 5 May 1964)	378
30 July 1964	Gradation Programme, Revised	379
23 Sept. 1964	Auditing and Training Policies (excerpt)	40
11 Dec. 1964	Full Table of Courses and Classification	380
17 Mar. 1965	Clearing and Training	383
14 Apr. 1965	Classification on GPMs	454
5 May 1965	Classification, Gradation and Awareness Chart (reissued 4 July 1970)	384
10 May 1965	Releases--Vital Data (revised & reissued 19 Sept. 1967)	387
28 June 1965	Releases, Different Kinds (HCOB)	389
5 Aug. 1965	Release Stages (HCOB)	390
23 Aug. 1965	Classification at Upper Levels--Temporary Measure	392
30 Aug. 1965	Release Stages (HCOB)	393
22 Sept. 1965	Release Gradation--New Levels of Release (HCOB)	395
27 Sept. 1965	Release Gradation--Additional Data (HCOB) (Supplements HCOB 22 Sept. 1965)	398
19 Sept. 1967	Releases--Vital Data (revised reissue of 10 May 1965)	387
2 Sept. 1969	Triple Grades	<i>Vol. 2--294</i>
17 Nov. 1969	Dianetics and Scientology Services (cancels 5 May 1969, 17 May 1969 & 26 Oct. 1969)	401
10 May 1970	Single Declare (cancels 6 Aug. 1966)	403
4 July 1970	Classification, Gradation and Awareness Chart (reissue of 5 May 1965)	384

SAINT HILL SPECIAL BRIEFING COURSE

9 July 1962	Special Briefing Course	404
12 Nov. 1962	Purpose of the Saint Hill Special Briefing Course	405
20 Dec. 1960	Restriction on Saint Hill Area	<i>see-409</i>
11 May 1961	Student Training--Auditing has Priority	405
18 Oct. 1961	Examinations	406
25 Oct. 1961	New Students Sec Check	406
6 Dec. 1961	Saint Hill Training--Candidates from Organizations	407
12 Dec. 1961	Training Activities	408
19 Dec. 1961	Saint Hill Retreads	<i>see-410</i>
7 Feb. 1962	Restriction on Saint Hill Area (amends 20 Dec. 1960)	409
13 Feb. 1962	3D Criss Cross Items	409
14 Feb. 1962	Saint Hill Retreads (amends 19 Dec. 1961)	410
12 Mar. 1962	Staff Training	410
25 Apr. 1962	Hat of Course Administrator	<i>see-121</i>
14 May 1962	Training Sections	311
14 May 1962	Training--Classes of Auditors	313
21 May 1962	Training--Classes of Auditors (revised from 14 May 1962)	315
24 May 1962	Training--Session Cancellation--Auditing Section	318
5 June 1962	Class II Training only by Academies and Saint Hill	324
5 July 1962	Course Rotation	411
9 July 1962	Mimeo and Magazine Distribution, Sthil Course	411
9 July 1962	Special Briefing Course	404
19 July 1962	Clearing--Free Needles	552
12 Sept. 1962	Saint Hill Graduates	412
20 Sept. 1962	Co-Audit Unit	413
27 Sept. 1962	Pay for Goals Finding	414
28 Sept. 1962	Saint Hill Briefing Course Terminations	414
2 Oct. 1962	Termination & Classification	415
3 Oct. 1962	Rooms, Emptying for Cleaning	417
21 Oct. 1962	Auditing Supervisor and Auditing Instructors, Duties of	335
28 Oct. 1962	Z Unit--Case Review	417
28 Oct. 1962	Co-Audit Suspended	418
8 Nov. 1962	Departure Form	418
12 Nov. 1962	Purpose of the Saint Hill Special Briefing Course	405
14 Nov. 1962	Terminations from the Saint Hill Special Briefing Course	420
23 Nov. 1962	Saint Hill Retread Fee	420
1 Dec. 1962	V Unit--New Students--Saint Hill Special Briefing Course	421
6 Dec. 1962	Saint Hill Special Briefing Course	422
8 Dec. 1962	Training--Saint Hill Special Briefing Course	
	Summary of Subjects by Units	423
8 Feb. 1963	Curriculum Change	424
9 Feb. 1963	Saint Hill Course Goals	425
11 Feb. 1963	Auditing Regulations	426
13 Feb. 1963	V Unit	427
14 Feb. 1963	Saint Hill Special Briefing Course	
	Reimbursement Arrangements	<i>Vol. 3-291</i>
23 Mar. 1963	Classification of Auditors--Class II & Goals	340
29 Mar. 1963	Clear Requirement	429
2 Apr. 1963	Food and Cleaning Regulations for Students	430
5 Apr. 1963	Organization Students on Saint Hill Course	431
22 Apr. 1963	Hat of Course Administrator	121
5 May 1963	Staff Member Enrolments	<i>Vol. 3-292</i>
18 June 1963	Students Blowing	432
23 July 1963	Retreads on Saint Hill Special Briefing Course	432
2 Aug. 1963	Saint Hill Course Changes	433

25 Sept. 1963	Hats of Student Instructors for SHSBC	168
8 Oct. 1963	New Saint Hill Certificates and Course Changes	434
24 Jan. 1964	Case Supervisor	435
20 Feb. 1964	Regulations—Course (excerpt)	436
2 Apr. 1964	To the Saint Hill Student: Instruction Targets	437
2 Apr. 1964	Use of Recreation Facilities, 1964	438
2 Apr. 1964	Saint Hill Enrolment—Materials, Courses, and Use of Class VI Processes	439
17 Apr. 1964	Food and Cleaning Regulations for Students	442
8 May 1964	Transport	443
13 May 1964	Transport (adds to 8 May 1964)	443
25 May 1964	Instructor's Conference Report Form	444
11 June 1964	New Students Data	445
16 Sept. 1964	Terminations	447
18 Sept. 1964	Final Classification on Termination from Saint Hill	447
13 Nov. 1964	Provisional Class VI Classification (cancels 18 Sept. 1964)	448
27 Feb. 1965	Course Pattern	449
17 Mar. 1965	Faculty Meeting Report	452
2 Apr. 1965	Star-Rate Checkouts for Process (modification of 27 Feb. 1965)	453
13 Apr. 1965	Course R6 Auditing	454
14 Apr. 1965	Classification on GPMs	454
14 Apr. 1965	Organization GPM Unit	455
23 Apr. 1965	Correction to HCO Policy Letter of April 14, AD15 Organization GPM Unit	<i>see—455</i>
13 May 1965	SHSBC Unit—Graduation	457
17 May 1965	Academy Processing	224
24 May 1965	Student Guide to Acceptable Behaviour	458
3 June 1965	R6 EW	461
28 July 1965	Course R6 Auditing	462
6 Aug. 1965	Technical Queries from R6 Graduates	462
1 Sept. 1965	Saint Hill Services and Prices	<i>Vol. 3—235</i>
14 Sept. 1965	Classification Required Before Moving to Next Level	463
14 Oct. 1965	Course Pattern (amends 27 Feb. 1965)	464
19 Oct. 1965	Release Declarations	597
12 Nov. 1965	Transfers from SHSBC to Solo Audit Course	474
10 Feb. 1966	Check Sheets, Course	466
9 May 1966	Requirements for a SHSBC Supervisor	<i>Vol. 1—117</i>
17 Aug. 1966	Routing and Handling of SHSBC Students	468
13 Sept. 1966	Requirement for Termination on the SHSBC and Enrolment on Solo Course	468
5 Oct. 1966	Students Terminating—Leave of Absence—Blown Students	469
12 Oct. 1966	Duration of SHSBC and Solo Course Requirements	470
30 Dec. 1966	What the SHSBC Student Needs to Know about Foundation	471
22 Sept. 1967	Solo Auditing Folders	475
27 Nov. 1967	R 6 Materials	475
24 Feb. 1968	Fast Flow for SHSBC Students' Preclears (amends 30 Dec. 1966)	472
11 Dec. 1969	Training of Clears	<i>Vol. 2—299</i>

SOLO AUDIT COURSE

25 Oct. 1965	Saint Hill Solo Audit Course	473
12 Nov. 1965	Transfers from SHSBC to Solo Audit Course	474
28 Dec. 1965	Enrollment in Suppressive Groups	<i>see Vol. 1—484, Vol. 2—284</i>
13 Sept. 1966	Requirement for Termination on the SHSBC and Enrolment on Solo Course	468
5 Oct. 1966	Students Terminating—Leave of Absence—Blown Students	469
12 Oct. 1966	Duration of SHSBC and Solo Course Requirements	470
22 Sept. 1967	Solo Auditing Folders	475
27 Nov. 1967	R 6 Materials	475
29 June 1968	Enrollment in Suppressive Groups (amends 28 Dec. 1965)	<i>Vol. 1—484, Vol. 2—284</i>

ADVANCED COURSES
Clearing Course – OT Courses

(Policy Letters which give technical data belonging solely to Solo and above are found in the hats and course materials for those levels.)

13 Dec. 1965	Staff on Saint Hill Clearing Course	476
28 Dec. 1965	Enrollment in Suppressive Groups	<i>see Vol. 1-484</i>
13 Jan. 1966	Regulations for Auditing of Staff and Students	476
3 Feb. 1966	Clearing Course—Submission of Folders	477
3 Feb. 1966	Clearing Course—Weekly Auditing Hours	477
13 Mar. 1966	Amnesty	478
29 Apr. 1966	Ethics: Clearing Course	478
9 May 1966	Bonuses Adjusted	<i>Vol. 3-206</i>
4 Aug. 1966	Ethics—Clears, Invalidation of	479
8 Aug. 1966	OT Colour Flash—Colour Flash Addition	479
12 Aug. 1966	OT Course	<i>see-483</i>
12 Aug. 1966	The Operating Thetan Course	480
16 Aug. 1966	Clearing Course Security	480
22 Aug. 1966	Bonuses Adjusted (amendment & addition to 9 May 1966)	<i>Vol. 3-207</i>
28 Sept. 1966	Clearing and OT Course Regulations	
	Clearing and OT Course Case Supervision	<i>see-487</i>
30 Sept. 1966	Clearing and OT Course Regulations	<i>see-487</i>
14 Oct. 1966	Clearing Course Folders (cancels 3 Feb. 1966)	481
7 Nov. 1966	Clear Check-outs in Continental Orgs	482
10 Nov. 1966	Clearing Course and OT Course Materials	<i>see-492</i>
14 Nov. 1966	OT Course (replaces 12 Aug. 1966)	483
16 Dec. 1966	Clearing Course Regulation	483
17 Jan. 1967	An Open Letter to All Clears	484
11 Apr. 1967	Section III OT Prerequisite	485
26 Apr. 1967	Staff on Saint Hill Advanced Courses	485
1 May 1967	Advanced Courses Administration	486
6 July 1967	Advanced Courses Supervisors' Statistic	486
12 Sept. 1967	Clearing and OT Course Regulations	
	Clearing and OT Course Supervision	
	(replaces 30 Sept. 1966 & combines it with 28 Sept. 1966)	487
12 Nov. 1967	Clearing and OT Course Regulations (continues 30 Sept. 1966)	488
21 Nov. 1967	Additional Policies on Advanced Courses Security	489
27 Nov. 1967	Bonuses Adjusted (addition to 17 Oct. 1966, cancels 22 Aug. 1966)	<i>Vol. 3-211</i>
9 Jan. 1968	Cancellation of HCO Policy Letter of 12 Sept. 1967 and HCO Policy Letter of 13 Sept. 1967	491
		<i>see-490</i>
28 Jan. 1968	Cancellation	<i>Vol. 1-476</i>
2 Mar. 1968	Advanced Course—Security Check	
29 June 1968	Enrollment in Suppressive Groups (amends 28 Dec. 1965)	<i>Vol. 1-484, Vol. 2-284</i>
16 Dec. 1968	Security Div 1	<i>Vol. 1-490</i>
3 Dec. 1969	Solo Auditing and Pregnancy	491
11 Dec. 1969	Training of Clears	<i>Vol. 2-299</i>
11 Aug. 1971	Advanced Courses Materials—Security of Data (replaces 10 Nov. 1966)	492

CLASS VIII COURSE

28 Oct. 1968	Classified Materials	493
3 Sept. 1969	Successful Class VIIs	493
26 Oct. 1969	Class VIII & HDG	494
15 Nov. 1969	Class VIII Retread	<i>Vol. 3-239</i>
28 Nov. 1969	Class VIII Retread (15 Nov. 1969 corrected)	<i>Vol. 3-239</i>
16 Jan. 1970	Class VIII Requirement	494
20 Jan. 1970	Class VIII Retread (corrects 28 Nov. 1969 & 15 Nov. 1969)	<i>Vol. 3-242</i>

DEPARTMENT TWELVE
DEPARTMENT OF PROCESSING
HUBBARD GUIDANCE CENTER
HGC AUDITORS

*(A study of this Department should include the
Class and Grade Programme, pages 360-403.)*

14 Feb. 1961	The Pattern of a Central Organization (excerpt: The Hubbard Guidance Centre)	6
20 May 1954	Atmosphere of the Clinic (extract from Clinical Procedure)	495
20 May 1954	The Auditors of the Clinic (extract from Clinical Procedure)	495
26 Sept. 1956	Registrar (Org Bulletin)	495
26 Sept. 1956	Procedure for Putting Auditors on Staff (Org Bulletin)	496
15 Nov. 1956	HGC Preclear Complaints (HCOB)	496
7 May 1957	Assignment of Auditors, Rooms, Students	22
13 May 1957	Financial Enrollment Procedure	129
17 May 1957	The Hubbard Guidance Center	496
1 June 1957	Rights of the Directors of Training & Processing, Staff Auditors & Instructors regarding Preclears & Students (HCO Info Bull.)	23
10 June 1957	What to Tell New HGC Auditors to Process on Preclears (HCO Processing Bulletin)	497
10 July 1957	Hiring of Staff Auditors	497
2 Sept. 1957	Verbal Directions from LRH (HCOB)	497
5 Sept. 1957	All preclears are expected to. . .	498
16 Sept. 1957	HGC Policy	498
16 Sept. 1957	Hubbard Guidance Centre--Use of Title (HASI Staff Notice)	498
8 Feb. 1958	Since people will begin to expect being cleared. . .	499
4 Mar. 1958	Addition to HASI Policy Letter of Feb. 8, 1958 (HCOB)	499
6 May 1958	Modified Procedure for Signing up Prospective Students & Pcs (Admin Directive)	130
9 July 1958	Staff Clearing (HCOB)	500
25 Nov. 1958	Techniques to be Used on HGC Preclears	500
23 Dec. 1958	Qualifications of HGC Staff Auditors	501
31 Dec. 1958	Routing of Profiles (HCO Sec'l Letter)	502
30 Apr. 1959	Additional Staff Auditors	116
2 June 1959	Correction of HCO Policy Letter of 23 December 1958 Qualification of HGC Staff Auditors	501
19 Aug. 1959	Writing of Letters by Staff Auditors	<i>Vol. 2-365</i>
26 Aug. 1959	Promotional Functions of the HGC (excerpt)	503
3 Sept. 1959	Director of Processing--Hat (Sec'l ED)	504
9 Oct. 1959	Staff Auditors	512
16 Oct. 1959	Handling Students' and Auditors' Reports (HCOB)	512
16 Oct. 1959	How to Prepare HGC Weekly Reports for Review	513
27 Oct. 1959	Processing of Children on the HGC	<i>Vol. 3-226</i>
1 Jan. 1960	Administrative Procedure for Reducing Overts	514
22 Jan. 1960	Requirements for HGC Auditors	515
29 Mar. 1960	HGC and Academy Prices for Minors (cancels & replaces 27 Oct. 1959)	<i>Vol. 2-260</i>
2 June 1960	Requirements for Staff Posts,	<i>Vol. 1-123</i>
19 Aug. 1960	Registrar Lost Line	516
17 Sept. 1960	Giving the Pc Full Hours	517
14 Nov. 1960	Sign Up of Students & Pcs--Acceptance by D/P & D/T (excerpt)	24
15 Nov. 1960	Staff Certificate Requirements	220
19 Nov. 1960	Pc Scheduling	117
22 Nov. 1960	There will be no professional rates. . . (SA only)	<i>Vol. 3-249</i>
10 Jan. 1961	A Brief Outline of an HGC as Currently Done	518
30 Jan. 1961	Case Files	117
14 Feb. 1961	The Pattern of a Central Organization (excerpt: The Hubbard Guidance Centre)	6
27 Feb. 1961	Free Courses	<i>Vol. 3-228</i>

6 Mar. 1961	Restriction on SOP Goals Procedure	518
20 Mar. 1961	Basic Staff Auditor's Hat	519
24 Mar. 1961	HGC Admin Partial Hat—Staff Auditor Assignment	118
31 Mar. 1961	The Director of Processing's Case Checking Hat	525
5 Apr. 1961	SOP Goals Goofs	531
25 Apr. 1961	D of P Form—Check Type One (modifies 31 Mar. 1961)	532
10 May 1961	Staff Auditors	534
24 May 1961	SOP Goals Assessments	535
26 May 1961	Basic Staff Auditor's Hat (refers to 20 Mar. 1961)	536
24 Aug. 1961	HGC Allowed Processes	536
29 Sept. 1961	HGC Allowed Processes	537
23 Oct. 1961	E-Meters to be Approved	<i>Vol. 2—228</i>
27 Oct. 1961	Professional Rates Restored	<i>Vol. 3—250</i>
21 Nov. 1961	HGC Processing Liability	539
29 Nov. 1961	Class of Auditors (adds to 29 Sept. 1961)	541
28 Dec. 1961	HGC Allowed Processes	543
5 Jan. 1962	Reports from HGCs	544
17 Jan. 1962	Responsibility Again (reissued 7 June 1967)	546
22 Jan. 1962	Security Checks	547
17 May 1962	Rudiments Checks	547
29 May 1962	Professional Rates (adds to 27 Oct. 1961)	<i>Vol. 3—251</i>
1 June 1962	Auditing—Rudiments Check Sheet	548
2 July 1962	Rudiments Policy	549
14 July 1962	Auditing Allowed	550
19 July 1962	Clearing—Free Needles	552
13 Aug. 1962	Clearing	553
28 Aug. 1962	How to Write an Auditor's Report	554
1 Sept. 1962	Healing Promotion	556
12 Sept. 1962	Authorized Processes	557
27 Sept. 1962	Clears Must Be Trained	334
27 Sept. 1962	Valid Processes	558
8 Oct. 1962	HGC Clearing	559
16 Oct. 1962	Auditing Hours Limited	562
15 Jan. 1963	Routine 2-12	563
21 Feb. 1963	Urgent—Goals Check	564
6 Mar. 1963	Selling Techniques Forbidden	<i>Vol. 2—325</i>
11 Apr. 1963	Goals Finding and Goal Finders	564
13 Apr. 1963	Policy of HGCs	565
31 May 1963	Training of Clears (cancels 27 Sept. 1962)	341
18 Mar. 1964	HGC Allowed Processes	566
21 Aug. 1964	Staff Auditors (reissued 7 June 1967)	567
28 Sept. 1964	Clay Table Use	568
5 Apr. 1965	Handling the Suppressive Person—The Basis of Insanity	53
5 Apr. 1965	The No-Gain-Case Student	61
19 Apr. 1965	Training and Processing Regulations	
	Technical Discipline—Students' Questions	65
17 May 1965	Free Scientology Centre	222
23 May 1965	Rebates	569
27 May 1965	Processing	570
14 June 1965	Folders, Marking of	571
17 June 1965	Staff Auditor Advices	601
4 July 1965	Pc Routing—Review Code	603
6 July 1965	Releases	571
7 July 1965	Releases, Policy on	71
12 July 1965	Release Policies—Starting the Pc	572
19 July 1965	Release Checks, Procedure for	574
19 July 1965	Separation Order	605
30 July 1965	Preclear Routing to Ethics	606
24 Aug. 1965	Pcs Released Routing	606
19 Nov. 1965	Auditing Reports	577
30 Dec. 1965	PTS Auditing and Routing	578
1 Feb. 1966	Staff Auditor and Supervisor Procurement	80

1 Feb. 1966	HGC Cure—Interne Training and Staff Auditors	78
18 Oct. 1966	SH Staff Auditor's Purpose	579
7 June 1967	Staff Auditors (reissue of 21 Aug. 1964)	567
7 June 1967	Responsibility Again (reissue of 17 Jan. 1962)	546
4 Oct. 1967	Auditor and Org Individual Stats	10
26 Aug. 1968	Security Checks Abolished	<i>Vol. 1-486</i>
14 Oct. 1968	The Auditor's Code AD 18	111
2 Nov. 1968	Auditor's Code—Add to Pol Ltr 14 October AD 18	<i>see-112</i>
23 July 1969	Auditor Assignment Policies	127
15 Nov. 1969	Rights and Duties	98
17 Apr. 1970	An Auditor and "The Mind's Protection"	580
8 June 1970	Student Auditing (cancels 29 Oct. 1965, 23 May 1969 II, 17 May 1965 & 17 May 1965 II)	227
5 Mar. 1971	The Fantastic New HGC Line (HCOB)	581
6 Mar. 1971	Line Design—HGC Lines, An Example	585
25 Aug. 1971	How to Get Results in an HGC (HCOB)	586
28 Sept. 1971	Selling and Delivering Auditing	589

POWER PROCESSING

28 Apr. 1965	Power Processes	593
10 May 1965	Releases—Vital Data (revised & reissued 19 Sept. 1967)	387
20 May 1965	Power Processes	595
21 May 1965	Memorandum of Agreement	<i>Vol. 2-270</i>
14 June 1965	Six Power Processes	596
5 July 1965	Memorandum of Agreement (correction to 21 May 1965)	<i>see Vol. 2-270</i>
23 July 1965	Priority of Power Processing	<i>Vol. 2-272</i>
20 Aug. 1965	Continuing Pc to Third Stage Release	596
20 Sept. 1965	Power Processing for the Public	<i>see Vol. 2-272</i>
21 Sept. 1965	Memorandum of Agreement (amends 21 May 1965)	<i>Vol. 2-274</i>
19 Oct. 1965	Release Declarations	597
30 Nov. 1965	Power Processing for the Public (replaces 20 Sept. 1965)	<i>Vol. 2-272</i>
6 Apr. 1971	Power Badges	597

CASE SUPERVISOR

24 Jan. 1964	Case Supervisor	435
24 Feb. 1964	Rundown of Case Supervisor Hat	598
24 Feb. 1964	Technical Supervision Changes	38
24 Feb. 1964	Nomination of Case Supervisor	600
14 June 1965	Folders, Marking of	600
17 June 1965	Staff Auditor Advices	601
4 July 1965	Pc Routing—Review Code	603
19 July 1965	Separation Order	605
28 July 1965	Case Supervisor, Special Attention	605
30 July 1965	Preclear Routing to Ethics	606
24 Aug. 1965	Pcs Released Routing	606
1 Feb. 1966	HGC Cure—Interne Training and Staff Auditors	78
29 Oct. 1968	Class VIII C/S Qual Stat	607
17 Jan. 1969	Pc Attestations	607
20 May 1969	Keeping Dianetics Working in an Area (HCOB)	245
15 Nov. 1969	Rights and Duties	98
19 Jan. 1970	Registrars' Advice Form (HCOB)	<i>Vol. 2-339</i>
4 Feb. 1970	Pc Application Form for any Major Auditing Action	<i>Vol. 2-341</i>
4 Feb. 1970	Pc Application for Major Actions (HCOB)	<i>Vol. 2-343</i>
5 Mar. 1971	The Fantastic New HGC Line (HCOB)	581
6 Mar. 1971	Line Design—HGC Lines, An Example	585

Appendix

OUTSIDE AUDITING

20 May 1957	Outside Auditing	608
9 July 1957	Private Preclears of HASI Staff	
	Auditing Limit (Assoc Sec Directive)	608
26 July 1957	Funds or Favors Received	608
11 Apr. 1958	Staff Members' Outside Auditing Regulation (HCOB)	609
27 May 1958	Outside Auditing	609
2 Jan. 1959	Instructors or HCO Staff—Processing Past ACC Students	349
29 Oct. 1959	Processing of Academy Students	219
1 Apr. 1960	Regulations for Staff Members and ex-Staff Members	610
27 Feb. 1961	Outside Pcs of Staff Members	611
21 June 1962	Staff Members Auditing Private Pcs	611
16 Oct. 1962	Auditing Hours Limited	562
21 Mar. 1965	Staff Members Auditing Outside Pcs	<i>Vol. 1-586</i>
29 Mar. 1965	Excerpts from HCO Policy Letter of November 9, 1964 and November 26, 1964 (revised) for Staff Hats	<i>Vol. 1-587</i>
13 Jan. 1966	Regulations for Auditing of Staff and Students	476

Note: The materials in this volume are listed mainly in order of appearance. Additionally, some policies are listed in more than one section (with page numbers in *italics*), as they deal with more than one area of operation.

Relevant policies from *other* OEC volumes are also listed, with volume and page numbers in *italics*.

A complete *date order* index appears in the back of the book, starting on page 612.

CONTENTS

QUALIFICATIONS

DIVISION 5

(CORRECTION DIVISION)

Part 1

FORM, PURPOSES, IDEAL SCENES, PRODUCTS AND STATISTICS

31 July 1965	Purposes of the Qualifications Division	1
30 Sept. 1965	Statistics for Divisions (excerpt: Qual Division 5)	2
Circa 1965	Qualifications Division 5 Org Board Outline	3
20 Nov. 1965	The Promotional Actions of an Organization (excerpt: Qual Division 5)	4
15 Dec. 1965	Additions to "The Promotional Actions of an Organization"	see-4
2 Nov. 1967	Qualifications Division, Departments of Examinations, Review and Certifications and Awards	5
2 Nov. 1967	Chaplain's Section (excerpt)	7
14 Mar. 1968	Policies Governing the Qualifications Division (reissued 8 May 1968)	86
17 June 1968	ARC Break Registrars and Auditors (corrects 2 Nov. 1967)	7
29 Oct. 1968	Stat for Class VIII C/S Qual	7
29 Mar. 1970	Qual Stats Revised (amends 30 Sept. 1965) (excerpt)	8
3 June 1970	Orders to Divisions for Immediate Compliance (excerpt: Division V)	9
17 June 1970	OIC Change—Cable Change (cancels 29 Mar. 1970, amends 30 Sept. 1965) (excerpt)	10
15 July 1970	Reorganization of the Correction Division	11
8 Aug. 1970	Reorganization of the Correction Division (amends 15 July 1970)	14
22 Sept. 1970	Ideal Scenes and Statistics for Correction Division Five	18
5 Feb. 1971	Org Gross Divisional Statistics Revised (excerpt: Qual Division 5) (amends 30 Sept. 1965, 17 June 1970 & 22 Sept. 1970)	22
7 Feb. 1971	FEBC Org Board Division 5	23
2 Aug. 1971	Additional Qual Stat	28
14 Aug. 1971	Div V Mini Qual Org Board (revised 5 Sept. 1971 & 19 Nov. 1971)	29
2 Oct. 1971	Divisional Summary for Division V—Correction Division	30
7 Dec. 1971	Correction Division—Purposes, Ideal Scenes, Products, Statistics (cancels 22 Sept. 1970, 15 July 1970 & 8 Aug. 1970)	35
5 Feb. 1972	Div V Mini Qual Org Board (revision of 14 Aug. 1971 & 19 Nov. 1971)	42
16 Feb. 1972	The Purpose of the Department of Personnel Enhancement	210

Part 2

KEEPING SCIENTOLOGY WORKING

7 Feb. 1965	Keeping Scientology Working (reissued 15 June 1970, 28 Jan. 1973)	43
14 Feb. 1965	Safeguarding Technology (reissued 7 June 1967)	48
7 June 1967	Safeguarding Technology (reissue of 14 Feb. 1965)	48
31 May 1968	Scientology Technology	49
21 Nov. 1968	Senior Policy	49
20 May 1969	Keeping Dianetics Working in an Area (HCOB)	50
30 May 1970	Cutatives	52
15 June 1970	Keeping Scientology Working (reissue of 7 Feb. 1965)	see-43
17 June 1970	Technical Degrades	54
26 Oct. 1971	Tech Downgrades	56

Part 3

6 Aug. 1965	Qualifications Technical Actions (HCOB)	58
1 Feb. 1966	HGC Cure—Interne Training and Staff Auditors	63
1 Feb. 1966	Staff Auditor and Supervisor Procurement	65
10 Feb. 1966	Tech Recovery	66
7 Mar. 1966	HGC Cure (Continued)	69
7 Mar. 1966	Star Rates on Tech and Qual Staff	70
8 Mar. 1966	High Crime	71
21 July 1966	Tech vs Qual	82
28 Dec. 1967	Qual Senior Datum	73
2 Mar. 1968	Qual Sec Must Be Clear (modifies 15 Sept. 1967)	74
13 Mar. 1968	Statistics	75
9 Dec. 1968	Qual Has No Backlog (LRH ED 61 INT issued as HCO PL 4 Oct. '70)	75
15 Nov. 1969	Rights and Duties	76
4 Oct. 1970	Qual Has No Backlog (originally issued as LRH ED 61 INT, 9 Dec. '68)	75

Part 4

19 Apr. 1965	Training and Processing Regulations	
	Technical Discipline—Students' Questions	Vol. 1-388, Vol. 4- 65
28 Apr. 1965	Technical Personnel	Vol. 4- 67
27 May 1965	Processing	Vol. 4-570
1 July 1965	Ethics Chits	Vol. 4- 69
1 July 1965	Comm Cycle Additives	Vol. 1-426
7 July 1965	Releases, Policy on	Vol. 4- 71
11 July 1965	Assignment of Tech Personnel (amends & cancels 5 July 1965)	Vol. 4- 70
12 July 1965	Release Policies—Starting the Pc	Vol. 4-572
19 July 1965	Release Checks, Procedure for	Vol. 4-574
28 Dec. 1965	E-Meters Allowed	Vol. 4- 77
10 Feb. 1966	Bonuses for Service Delivery	Vol. 3-204
9 May 1966	Bonuses Adjusted (correction to 10 Feb. 1966)	Vol. 3-206
17 Oct. 1966	Bonuses	Vol. 3-209
21 Nov. 1966	Addendum to HCO PL of 17 October 1966, "Bonuses"	Vol. 3-211
20 Sept. 1967	Confidential Data	Vol. 4- 90
5 Feb. 1969	Press Policy—Code of a Scientologist	Vol. 0- 25

Part 5

THE AUDITOR'S CODE

20 Nov. 1950	Instruction Protocol—Official (reissued 2 Sept. 1970)	Vol. 4-108
14 Oct. 1968	The Auditor's Code AD 18	Vol. 4-111
2 Nov. 1968	Auditor's Code—Add to Pol Ltr 14 October AD18	see Vol. 4-112
5 May 1969	Auditor's Code and Dianetics	Vol. 4-234
2 Sept. 1970	Instruction Protocol—Official (reissue of 20 Nov. 1950)	Vol. 4-108

Part 6

FAST FLOW

**Application of the Fast Flow System of Management to
Training, Processing, Examinations, Certification and Awards**

29 Mar. 1965	Administration—Flows and Expansion—The Fast Flow System	78
4 May 1965	Release Award—Saint Hill	80
9 July 1965	Qual Goofs (excerpt)	81
21 July 1966	Tech vs Qual	82
6 Aug. 1966	Declare, Multiple	83
9 Jan. 1968	Cancellation of HCO Policy Letter of 12 Sept. 1967 and HCO Policy Letter of 13 Sept. 1967	154
11 Jan. 1968	Speed of Service (ED 805 INT)	84
6 Feb. 1968	Organization—The Flaw	79
7 Feb. 1968	Fast Flow and Ethics	84
24 Feb. 1968	Fast Flow for SHSBC Students' Preclears (amends 30 Dec. 1966)	85
11 Mar. 1968	False Attestation	85
14 Mar. 1968	Policies Governing the Qualifications Division Fast Flow (reissued 8 May 1968)	86
8 May 1968	Policies Governing the Qualifications Division Fast Flow (reissue of 14 Mar. 1968)	86
15 May 1968	Additions to HCO PL 14 March 1968, reissued 8 May 1968, "Policies Governing the Qualifications Division"	91
1 Aug. 1968	Cancel Attestation on UK and US SHSBC. . . (LRH ED 29 WW)	92
7 Sept. 1968	Review Complete—Pc Attestations	92
13 Dec. 1968	Cancellation	93
17 Jan. 1969	Pc Attestations	93
20 Jan. 1969	A Vital Target—Trained Auditor Programme (LRH ED 81 INT)	Vol. 4-93
28 Jan. 1969	Addition to HCO Policy Letter of 14 March 1968 Policies Governing the Qualifications Division—Fast Flow	94
8 May 1969	Fast Flow by Attestation	Vol. 4-237
22 July 1969	Fast Flow Training (cancels 28 Jan. 1969)	94
3 Sept. 1969	Attestation Reinstated (LRH ED 82 INT issued as a Policy Letter)	95
6 Apr. 1970	Scientology Release Attestation Form	96
10 May 1970	Single Declare (cancels 6 Aug. 1966)	98
21 May 1970	Fast Flow Grades Cancelled (LRH ED 103 INT)	99
23 May 1970	Cancellation of Policies Governing the Qualifications Division—Fast Flow	101
25 June 1970	Expanded Lower Grades—Chart of Abilities Gained & Inabilities Lost (revised & reissued 17 July 1970) (cancels 6 Apr. 1970)	159

Note: A study of this Division should include *POLICIES ON "SOURCES OF TROUBLE"*, Volume 1, pages 510 - 529.

**DEPARTMENT 13
DEPARTMENT OF VALIDITY**

(A study of this Department should include the section in Volume 4 entitled CLASS AND GRADE PROGRAMME, pages 360-403, and the section in this Volume entitled FAST FLOW, pages 78-101.)

QUAL I & I

(See also INVOICING, Volume 3, pages 255-270, and ROUTING - RECEPTION, Volume 1, pages 61-75.)

28 Apr. 1965	Routing (excerpt)	141
10 July 1965	Lines and Terminals-Routing	Vol. 0-113
20 Oct. 1967	The Lines of the Qualifications Division	
	The Interview Invoice Section	102
14 Dec. 1971	The Lines of the Correction Division-Qual Interview and Invoice Lines and Routings (amends 20 Nov. 1967)	106
14 Dec. 1971	Qual Student Lines	107
14 Dec. 1971	Qual Preclear Lines	109
14 Dec. 1971	Qual Staff Service Lines	111
14 Dec. 1971	Qual Technical Lines	112
14 Dec. 1971	Qual Interview and Invoice Officer Lines-Administration	113

Tech and Qual

LINES AND ROUTINGS

24 Apr. 1965	Review	341
28 Apr. 1965	Power Processes	343
4 July 1965	Pc Routing-Review Code	346
12 July 1965	Release Policies-Starting the Pc	Vol. 2-326, Vol. 4-572
19 July 1965	Release Checks, Procedure for	Vol. 4-574
30 July 1965	Preclear Routing to Ethics	Vol. 1-427, Vol. 4-606
5 Aug. 1965	Release Check Outs	143
6 Aug. 1965	Qualifications Technical Actions (HCOB)	58
9 Aug. 1965	Release Check Outs (addendum to 5 Aug. 1965)	145
24 Aug. 1965	Pcs Released Routing	Vol. 4-606
24 Sept. 1965	Free Release Check	Vol. 2-275
14 Oct. 1965	Potential Trouble Source Routing	348
30 Dec. 1965	PTS Auditing and Routing	Vol. 1-439, Vol. 4-578
21 July 1966	Tech vs Qual	82
22 Sept. 1967	Routing Form Attestations	Vol. 1- 62
5 Mar. 1971	The Fantastic New HGC Line (HCOB)	Vol. 4-581
6 Mar. 1971	Line Design-HGC Lines, An Example	Vol. 4-585

EXAMINER

27 Nov. 1959	Purpose-HCO Board of Review (excerpt)	114
31 July 1965	Department of Examinations-Purpose (excerpt)	114
26 Oct. 1971	Tech Downgrades	56

STUDENT EXAMINER

(Includes HCO Board of Review data. Course curriculum information is fully covered in Volume 4 under Department of Training.)

12 Dec. 1950	Certification Board-Duties and Responsibilities	115
1 Oct. 1958	HCO Board of Review (excerpt)	116
25 Nov. 1958	HCO Board of Review-Function and Practice	117
28 Feb. 1959	HCO Board of Review Duties	119
24 Apr. 1959	Final HPA Exam-HCO Board of Review	121
18 May 1960	Certifications	174
11 Oct. 1960	Case Assessments for Students	123
23 Nov. 1960	Reality Test for Students	see-128
22 Feb. 1961	Permanent Staff Exam	124
7 Apr. 1961	Examinations of Academy Students to be done by D of P	126
19 Sept. 1961	Reality Test for Students (cancels 23 Nov. 1960)	128
20 Sept. 1961	Training Policy	128
2 Nov. 1961	Allowed Processes from Courses	129
2 Nov. 1961	Training Quality (reissued 3 Mar. 1967)	129
3 Jan. 1962	Upgrading of Auditors	Vol. 4-308
7 Jan. 1962	HCO Board of Review-Class II Awards	130
22 Jan. 1962	Crash Programme	Vol. 4- 26
21 May 1962	Tape Examinations	Vol. 4-158
31 July 1962	Oral Examination for HPA/HCA	131

2 Oct. 1962	Termination & Classification	Vol. 4-415
12 Oct. 1962	HPA/HCA Written Examination	Vol. 4-334
13 Feb. 1963	Academy Taught Processes	Vol. 4-339
14 Feb. 1963	How to Examine—Theory Examinations	Vol. 4-163
5 Sept. 1964	Examinations	131
16 Sept. 1964	Terminations	Vol. 4-447
31 Dec. 1964	Certificates	187
16 Mar. 1965	Further Material on Study—Examinations	see-133
2 Apr. 1965	Star-Rate Checkouts for Process (modifies 27 Feb. 1965)	Vol. 4-453
9 Apr. 1965	Correction to Policy Letters on Certification and Awards	191
12 Apr. 1965	Classification Pass Marks	131
16 Apr. 1965	Drills, Allowed	Vol. 4-188
13 May 1965	SHSBC Unit—Graduation	Vol. 4-457
16 May 1965	Academy Courses—General Remarks—Zero Courses—HRS	Vol. 4-347
17 May 1965	Academy Processing	Vol. 4-224
23 Aug. 1965	Classification at Upper Levels—Temporary Measure	Vol. 4-392
14 Oct. 1965	Course Pattern (amends 27 Feb. 1965)	Vol. 4-464
19 Oct. 1965	Release Declarations	Vol. 4-597
10 Feb. 1966	Check Sheets, Course	Vol. 4-466
29 June 1966	Keep Academy Check Sheets Up-to-Date	132
12 Oct. 1966	Examinations	Vol. 4-198
1 Feb. 1967	Student Auditing of Preclears (replaces 29 Oct. 1965)	132
3 Mar. 1967	Training Quality (reissue of 2 Nov. 1961)	129
13 Sept. 1967	Further Material on Study—Examinations (reissue of 16 Mar. 1965)	133
22 Sept. 1967	Solo Auditing Folders	135
19 Oct. 1968	Course Completion—Student Indicators	Vol. 4-202
2 Dec. 1968	Examinations	135
13 Jan. 1969	Standard Examinations	136
5 May 1969	Dianetic Course Examinations	137
24 June 1969	Dianetics—Pre-Auditing Examination	138
21 May 1970	Fast Flow Grades Cancelled (LRH ED 103 INT)	99
8 June 1970	Student Auditing	Vol. 4-227
21 Nov. 1971	Scientology Courses Examination Policy (addition to 8 Mar. 1966)	139

PC EXAMINER

(See also *FAST FLOW*, pages 78-101.)

2 Apr. 1965	Meter Checks	140
28 Apr. 1965	Routing (excerpt)	141
4 July 1965	Pc Routing—Review Code	346
9 July 1965	Qual Goofs	142
12 July 1965	Release Policies—Starting the Pc	Vol. 4-572
19 July 1965	Release Checks, Procedure for	Vol. 4-574
26 July 1965	Release Declaration Restrictions—Healing Amendments	193
5 Aug. 1965	Release Check Outs	143
6 Aug. 1965	Qualifications Technical Actions (HCOB)	58
7 Aug. 1965	Floating Needle on Former Releases	145
9 Aug. 1965	Release Check Outs (addendum to 5 Aug. 1965)	145
19 Oct. 1965	Release Declarations	146
22 Oct. 1965	Requirements for Student Classification	146
7 Nov. 1966	Clear Check-outs in Continental Orgs	147
6 Sept. 1967	Clear Check Outs	see-148
13 Sept. 1967	Clear Check Outs (amends 6 Sept. 1967)	148
15 Sept. 1967	Release and Clear Check Outs	149
15 Sept. 1967	Examiner Bonuses	151
25 Sept. 1967	Grades Above Clear	153
8 Oct. 1967	Clear Checks and Re-Clear Checks (HCOB)	152
8 Nov. 1967	Clear Checks and Re-Clear Checks	154
9 Jan. 1968	Cancellation of HCO Policy Letter of 12 Sept. 1967 and HCO Policy Letter of 13 Sept. 1967	154
2 Mar. 1968	Qual Sec Must Be Clear (modifies 15 Sept. 1967)	74
18 Sept. 1968	Examiner's Form	see-163
30 Sept. 1968	Examiner's Form (Revised)	see-163
13 Oct. 1968	Examiner	155
11 Dec. 1968	Examiner (addendum to 13 Oct. 1968)	155
9 May 1969	Examiner's Form (30 Sept. 1968 revised)	see-163
13 May 1969	Cramming Section—Service to Trained Auditors	307
26 Jan. 1970	Examiner and Floating Needle (revises 13 Oct. '68 & 11 Dec. '68)	156
26 Jan. 1970	Examiner's Form (replaces & revises 9 May 1969)	see-163
28 Mar. 1970	R6EW and Clear (cancels & replaces 28 Jan. 1970)	157
6 Apr. 1970	Scientology Release Attestation Form	96
11 Apr. 1970	Review Complete?	158
10 May 1970	Single Declare (cancels 6 Aug. 1966)	98

21 May 1970	Fast Flow Grades Cancelled (LRH ED 103 INT)	99
30 May 1970	Cutatives	52
25 June 1970	Expanded Lower Grades—Chart of Abilities Gained and Inabilities Lost (cancels 6 Apr. 1970)	see-159
17 July 1970	Expanded Lower Grades—Chart of Abilities Gained & Inabilities Lost (revision & reissue of 25 June 1970) (cancels 6 Apr. 1970)	159
8 Sept. 1970	Examiner's 24 Hour Rule	161
13 Jan. 1971	Exam 24 Hour Rule (additional information)	162
8 Mar. 1971	Examiner's Form (replaces & revises 9 May 1969 & 26 Jan. 1970)	163

CERTS AND AWARDS

(A study of this section should include the
CLASS AND GRADE PROGRAMME, Volume 4, pages 360-403.)

27 Nov. 1959	HCO Board of Review (excerpt)	164
31 July 1965	The Department of Certifications and Awards—Purpose (excerpt)	164
12 Dec. 1950	Certification Board—Duties and Responsibilities	115
7 Nov. 1955	Hubbard Communications Office (Operational Bulletin)	165
20 Mar. 1957	Staff Certificate Display	165
28 Apr. 1957	HCO Board of Review—Goal	165
19 Aug. 1957	Release All Certificates. . .	166
2 Sept. 1957	Field Certificates	166
19 Nov. 1957	HCO—Final Authority on Certificates (HCOB)	166
28 Mar. 1958	Only Organization Offices can Certify Clears (HCOB)	167
30 June 1958	Procedure for Certifying Clears (HCOB) (revision of HCOB 28 May 1958)	168
30 June 1958	Clear Bracelet Procedure (revision of 25 Feb. 1958)	169
17 Nov. 1958	Clear Bracelets (HCOB)	170
25 Nov. 1958	HCO Board of Review—Function and Practice	117
28 Feb. 1959	HCO Board of Review Duties	119
20 Mar. 1959	Certificates Handling	170
29 July 1959	Sending Certificates by Mail	171
31 Aug. 1959	Certifications	171
27 Nov. 1959	HCO Board of Review (excerpt)	164
31 Dec. 1959	Routing of Certificates for Sterling Areas	172
22 Feb. 1960	HPA Qualifications	172
25 Apr. 1960	Important Certification Change	173
29 Apr. 1960	Certification Change	173
18 May 1960	Certifications	174
23 May 1960	Cancellation of Certificates	Vol. 1-366
7 July 1960	Training Applicants	Vol. 2-318, Vol. 4-132
11 Oct. 1960	Case Assessments for Students	123
12 Feb. 1961	Certificates and Awards—Revised List	175
16 May 1961	HPA/HCA Requirement	176
14 Nov. 1961	Stabilization of Clears	176
21 Nov. 1961	Training Course Requirements	Vol. 4-306
30 July 1962	Certification and Validation Requirements	Vol. 4-326
13 Sept. 1962	Certificate Application Form	177
28 Sept. 1962	Saint Hill Briefing Course Terminations	Vol. 4-414
19 Oct. 1962	Preparation of HPA/HCA Certificates	179
4 Dec. 1962	R2-12 Validation	179
9 July 1963	HPA/HCA Certificate Check Sheet	Vol. 4-342
12 Aug. 1963	Certificates and Awards	180
8 Oct. 1963	New Saint Hill Certificates and Course Changes	Vol. 4-434
26 Nov. 1963	Certificate and Classification Changes—Everyone Classified	Vol. 4-360
11 Dec. 1963	Classification for Everyone (amends 26 Nov. 1963)	Vol. 4-364
5 Feb. 1964	Founding Scientologist Certificate	Vol. 2-264
21 Feb. 1964	Issuing of Certificates	183
16 June 1964	Personnel Records—Admin Certs (modifies 12 Aug. 1963)	184
1 July 1964	Certification and Classification	186
18 Sept. 1964	Final Classification on Termination from Saint Hill	Vol. 4-447
23 Sept. 1964	Policies: Dissemination and Programmes	Vol. 2-41, Vol. 4- 40
13 Nov. 1964	Provisional Class VI Classification (cancels 18 Sept. 1964)	Vol. 4-448
31 Dec. 1964	Certificates	187
5 Mar. 1965	Certificates and Awards—New Status of Honorary Awards	188
7 Apr. 1965	Book Auditor	190
9 Apr. 1965	Correction to Policy Letters on Certification and Awards	191
21 Apr. 1965	Basic Certificates—Uncertified Personnel	192
28 Apr. 1965	Power Processes	343
17 June 1965	Scientology Pins (amends & cancels 12 Apr. 1965)	Vol. 2-381
26 July 1965	Release Declaration Restrictions—Healing Amendments	193
17 Aug. 1965	Certification of Franchise Students	193

23 Aug. 1965	Crediting of Auditor in Release Log Book	194
27 Oct. 1965	Grade Award Insignia	194
13 Nov. 1965	Release Pins	195
13 Dec. 1965	Numbering of Certificates	196
17 Jan. 1966	Unclassed Certificates—HAS, HBA, HQS	197
14 Feb. 1966	Doctor Title Abolished	Vol. 2-119
1 Aug. 1966	Sign Ups and Discounts	198
16 Aug. 1966	Release Grades	199
13 Sept. 1967	Clear Check Outs (amends 6 Sept. 1967)	148
7 Sept. 1968	Review Complete—Pc Attestations	92
20 Jan. 1969	Classification	see-200
13 Feb. 1969	Ethics Protection Conditions	
	Blue Star, Green Star, Gold Star	Vol. 0-248, Vol. 1-492
11 July 1969	Dianetics Auditing Completion Certificate	199
7 Sept. 1969	Classification (20 Jan. 1969 amended & reissued)	200
18 Nov. 1969	Dianetics—Right to Audit	201
18 Nov. 1969	Dianetics—Right to Teach	202
6 Apr. 1970	Scientology Release Attestation Form	96
25 Apr. 1970	Guarantee of Service Delivery	203
8 June 1970	Student Auditing	Vol. 4-227
17 July 1970	Expanded Lower Grades—Chart of Abilities Gained & Inabilities Lost (revision & reissue of 25 June 1970) (cancels 6 Apr. 1970)	159
13 Jan. 1971	Attestation at Certs & Awards	204
6 Nov. 1971	Internships Line-Up—Auditor Internships	326

MEMBERSHIPS

(See also MEMBERSHIPS, Volume 3,
pages 143, 150, 151, 157, 165, 245-254 and 258.)

6 Apr. 1957	Membership Handling (excerpt) (HCOB)	205
3 May 1960	Keeping Memberships in Force	206
28 July 1960	International Membership Privileges	Vol. 2-195
5 June 1962	Permanent Staff Privilege	206
5 July 1963	Sales of Lifetime Memberships or Shares	207
21 Apr. 1965	Membership—Attestations	207
1 Sept. 1965	Current Policy—Franchise	Vol. 3-253
1 Sept. 1965	Membership Policies	208
10 Dec. 1965	Membership Billing (Sec ED 147 INT)	209
15 Dec. 1965	Additions to "The Promotional Actions of an Organization"	see-205
1 Aug. 1966	Sign Ups and Discounts	198
1 Aug. 1966	Refund Addition—Membership Refunds	Vol. 3-347
14 Dec. 1971	Qual Student Lines—Membership Handling	108

DEPARTMENT 14

DEPARTMENT OF PERSONNEL ENHANCEMENT

(A study of this Department should include HATS, Volume 0, pages 63-77,
and Volume 1, pages 153-159; DEV-T, Volume 0, pages 119-152;
PROGRAMMING, PLANNING AND TARGETS, Volume 0, pages 303-335;
and the PERSONNEL, DATA and ORG SERIES in the 1970 and 1971 Year Books.)

7 Dec. 1971	Purpose, Ideal Scene, Product, Statistic Department of Personnel Enhancement	36
16 Feb. 1972	The Purpose of the Department of Personnel Enhancement	210

AUDITING OF STAFF

11 Apr. 1957	Intensives for Staff	see-212
16 May 1957	Intensives for Staff	212
11 June 1957	Staff Intensives (Assoc Sec Directive)	212
9 July 1958	Staff Clearing (HCOB)	213
27 Oct. 1958	Staff Member Processing	213
2 July 1959	Staff Auditing Requirement	Vol. 0-120
22 July 1959	Processing of Staff Members	213
7 June 1960	Staff Auditing	213
3 Aug. 1960	Security of Persons Leaving Staffs	353
7 Nov. 1960	HCO Area Secretary Hat Addition	Vol. 1- 31
21 Dec. 1960	Staff Clearing—New Policy	214
22 Mar. 1961	Staff Members Ordered to Processing	215
9 Apr. 1961	Staff Intensives (modified)	216
3 Oct. 1961	Auditing Schedules	217
6 Oct. 1961	Staff Clearing	218
27 Dec. 1961	Sec Checks on Staff	356

27 Dec. 1961	Processing D of P	356
22 Jan. 1962	Crash Programme	Vol. 4- 26
17 May 1962	Staff Staff Auditor's Hat	219
10 Sept. 1962	Staff Clearing Program	221
12 Sept. 1962	Goal Processing—Importance of	224
30 Apr. 1963	The Saint Hill Staff Co-Audit	225
17 June 1963	Staff Clearing Program (amends 10 Sept. 1962)	226
22 Aug. 1963	ARC Break Assessments on Staff	228
4 Dec. 1963	Org Staff W/H Checks	228
13 Dec. 1963	Co-Audit	229
21 Feb. 1964	Staff Regulations—Auditing Versus Job	Vol. 0- 43
19 Mar. 1964	Staff Regulations—Staff Intensives	230
10 Aug. 1964	Good Workers	Vol. 0- 44
8 Apr. 1965	HCO, Org Executive and Divisional Secretaries, Justice on, and Auditing of	Vol. 1-565
23 Apr. 1965	Clarification—Auditing of Org Executives	Vol. 1-566
29 Apr. 1965	Bonuses	231
13 Jan. 1966	Regulations for Auditing of Staff and Students	233
20 July 1970	Cases and Morale of Staff	234

STAFF TRAINING OFFICER

(See also sections on HATS, Volume 0, pages 63-77,
and Volume 1, pages 153-159.)

21 Sept. 1969	Staff Training Officer	237
2 May 1957	Qualifications of a Permanent Staff Member	see-239
3 June 1957	Qualifications of a Permanent Staff Member (Assoc Sec Directive)	239
5 Sept. 1957	Validation of Staff	240
10 Mar. 1959	Permanent Staff Members	240
18 Jan. 1960	Qualifications of Permanent Staff Members	241
2 June 1960	Requirements for Staff Posts	241
26 Nov. 1960	Permanent Staff Member Requirements	242
13 Feb. 1961	Permanent Staff Requirement Changes (modifies 26 Nov. 1960)	243
17 Feb. 1961	Staff Post Qualifications	
	Permanent Executives to be Approved	see-244
22 Feb. 1961	Permanent Staff Exam	124
26 Feb. 1961	Qualification of Executives	243
28 Mar. 1961	Personnel Policies—Staff Post Qualifications	
	Permanent Executives to be Approved (modifies 17 Feb. 1961)	244
22 July 1961	Executives' Pay	247
23 Oct. 1961	Pay of Executives (modifies 22 July 1961)	247
23 Jan. 1962	Permanent Executives (amends 17 Feb. 1961)	247
21 May 1962	Permanent Staff	248
5 June 1962	Permanent Staff Privilege	248
12 Aug. 1963	Certificates and Awards	180
16 June 1964	Personnel Records—Admin Certs (modifies 12 Aug. 1963)	184
16 Apr. 1965	Drills, Allowed	Vol. 4-188
21 Apr. 1965	Basic Certificates—Uncertified Personnel	192
4 Jan. 1966	Personnel Staff Status	249
29 Apr. 1966	Policy Check Outs and E-Meter	252
20 July 1966	Staff Status	see-253
22 Aug. 1966	Addendum to HCO Pol Ltr of 20 July 1966 "Staff Status"	254
21 Mar. 1967	Org Exec Course	Vol. 0-3
19 Mar. 1968	Staff Status (20 July 1966 amended)	253
5 Jan. 1969	Staff Status Two (modifies 4 Jan. 1966)	255
21 Sept. 1969	Staff Training Officer	237
2 Aug. 1971	Study Time	256
13 Jan. 1972	Inter-Dependent Hatting and Programming Functions	276

PERSONNEL PROGRAMMING

22 Jan. 1972	Personnel Programming	258
23 Oct. 1971	Personnel Programming Rules (HCOB)	259
23 Oct. 1971	Personnel Programming Technology (HCOB)	262
23 Oct. 1971	Personnel Programming White Form (HCOB)	264
23 Oct. 1971	Master Personnel Programming Tally Sheet (HCOB)	268
23 Oct. 1971	Personnel Programmer Ethics Intervention Rights (HCOB)	272
23 Oct. 1971	Individual Staff Study Orders (HCOB)	273
13 Jan. 1972	Tips on Personnel Programming (HCOB)	274
13 Jan. 1972	Inter-Dependent Hatting and Programming Functions	276
14 Jan. 1972	Management Cycle (24 June 1970 revised)	277
14 Jan. 1972	The "OK To Be A -- " System	278

CHAPLAIN

	The Church of Scientology Creed	280
20 Mar. 1957	Ministerial Ordination	281
3 May 1957	Ministerial Qualifications	<i>see-281</i>
15 Aug. 1957	Ministerial Qualifications (supersedes 3 May 1957)	<i>see-281</i>
12 June 1958	Ministerial Qualifications (second revision)	281
29 Oct. 1962	Religion	282
12 Aug. 1963	Certificates and Awards—Ministerial Awards and Insignia	182
2 Aug. 1965	Chaplain	283
19 Jan. 1966	Chaplain, Transfer of	283
5 Aug. 1966	Chaplain's Court—Civil Hearings	284
15 Nov. 1966	Routing of Chaplain's Court Orders	286
22 Sept. 1967	Ministerial Qualifications (reissue of 12 June 1958)	<i>see-281</i>
2 Nov. 1967	Chaplain's Section (excerpt)	287
2 Sept. 1968	Chaplain	287
12 Feb. 1969	Religion	288
6 Mar. 1969	Scientology is a Religion	289
4 Apr. 1969	Scientology Marriage Ceremonies	291
24 Apr. 1969	A Scientology Church Register	291
26 Jan. 1970	Scientology Prayer	292
16 Apr. 1970	Morale	293
20 July 1970	Cases and Morale of Staff	234
27 Oct. 1970	A Book: "The Background to the Religion of Scientology and Ceremonies of the Church of Scientology of California WW"	294
12 Apr. 1971	Ordination Ceremony	295
4 June 1971	Prayer Day Ordination Ceremony	296

MEDICAL OFFICER

3 Oct. 1970	Medicine and Dianetics	298
3 Oct. 1970	The Role of the Medical Officer	300
11 Oct. 1970	Medical Officer's Code	303

DEPARTMENT 15

DEPARTMENT OF CORRECTION

ORG LIBRARY – STAFF LIBRARIAN

2 Oct. 1971	Divisional Summary for Division V—Correction Division (FDD 18 Qual Int)—Staff Librarian	32
7 Dec. 1971	Purpose, Ideal Scene, Product, Statistic—Staff Librarian	38

CRAMMING

(A study of this section should include COURSE SUPERVISION, Volume 4, pages 141-218.)

10 Nov. 1965	The Cramming Section	305
6 Oct. 1966	Cramming—Students Who Flunk Classification for a Level	306
13 May 1969	Cramming Section—Service to Trained Auditors	307

INTERNESHIPS

28 Aug. 1959	BScn Internships	308
16 May 1961	HPA/HCA Requirement	176
29 May 1962	Interne Hat—What is Expected of Internes	309
29 June 1962	Staff and Interne Auditors	311
1 Feb. 1966	HGC Cure—Interne Training and Staff Auditors	63
1 Feb. 1966	Staff Auditor and Supervisor Procurement	65
7 Mar. 1966	HGC Cure (Continued)	69
8 Mar. 1966	High Crime	71
11 Sept. 1967	Interne Training Programme	312
27 Aug. 1968	Sea Org Internes	315
13 Nov. 1969	Internships and Case Supervisors	316
18 Apr. 1970	Correction to HCO P/L 13 November 1969	<i>see-316</i>
20 July 1970	Internships and Case Supervisors (amends 13 Nov. '69 & 18 Apr. '70)	317
22 July 1970	Hubbard Scientist of Standard Tech	319
17 Feb. 1971	Class VII	320
19 July 1971	Internes (HCOB)	322
24 Aug. 1971	Interne Checksheets—Okays to Audit	324
6 Nov. 1971	Selling Internships (amends 20 July 1970)	325
6 Nov. 1971	Internships Line-Up—Auditor Internships	326
6 Nov. 1971	Case Supervisor Internships	328
6 Nov. 1971	HGC Auditors and HGC Auditors in Training	329
8 Nov. 1971	Internships—Electronic Attestation Form	<i>see-330</i>
18 Feb. 1972	Internships—Electronic Attestation Form (revises 8 Nov. 1971)	330
22 Feb. 1972	Internship Errors Found	332

TRAINING OF TECH STAFF

13 Mar. 1961	Staff Auditor Training	<i>Vol. 1-114</i>
2 Apr. 1961	Staff Auditor Training—Sequence of Study	334
5 Jan. 1962	Examination for HGC Auditors	336
21 Sept. 1965	Auditor Estimation Test	337
1 Feb. 1966	HGC Cure—Interne Training and Staff Auditors	63
7 Mar. 1966	Star Rates on Tech and Qual Staff	70
8 Mar. 1966	High Crime	71
12 Jan. 1969	Auditors and Training	340
2 Aug. 1971	Study Time	256

REVIEW

24 Apr. 1965	Review	341
28 Apr. 1965	Power Processes	343
29 Apr. 1965	Ethics—Review (correction to 24 Apr. 1965) (excerpt)	345
4 July 1965	Pc Routing—Review Code	346
9 July 1965	Qual Goofs—Review Holds (excerpt)	347
12 July 1965	Release Policies—Starting the Pc	<i>Vol. 2-326, Vol. 4-572</i>
19 July 1965	Release Checks, Procedure for	<i>Vol. 4-574</i>
30 July 1965	Preclear Routing to Ethics	<i>Vol. 1-427, Vol. 4-606</i>
6 Aug. 1965	Qualifications Technical Actions (HCOB)	58
9 Aug. 1965	Release Check Outs (addendum to 5 Aug. 1965)	145
14 Oct. 1965	Potential Trouble Source Routing	348
30 Dec. 1965	PTS Auditing and Routing	<i>Vol. 1-439, Vol. 4-578</i>
1 Feb. 1966	HGC Cure—Interne Training and Staff Auditors	63
21 July 1966	Tech vs Qual	82
28 Dec. 1967	Qual Senior Datum	73
7 Sept. 1968	Review Complete—Pc Attestations	92
9 Dec. 1968	Qual Has No Backlog (LRH ED 61 INT issued as HCO PL 4 Oct. 1970)	75
17 Jan. 1969	Pc Attestations	93
11 Apr. 1970	Review Complete?	158
21 May 1970	Fast Flow Grades Cancelled (LRH ED 103 INT)	99
14 Dec. 1971	Qual Preclear Lines	109

ARC BREAK PROGRAMME

16 Sept. 1957	HGC Policy	<i>Vol. 4-498</i>
6 June 1962	ARC Break Clean-up Programme	349
1 Sept. 1967	ARC Break Cleanup Programme (excerpt from ED 473 WW 842 SH)	350
15 Sept. 1967	Release and Clear Check Outs	149
17 June 1968	ARC Break Registrars and Auditors (corrects 2 Nov. 1967)	350
20 Jan. 1969	ARC Break Program	351
23 Feb. 1970	Ethics—Quality of Service	<i>Vol. 1-506, Vol. 4-100</i>
9 Aug. 1971	ARC Break Program (cancels 20 Jan. 1969)	352
14 Dec. 1971	Qual Preclear Lines	109

Appendix

3 Aug. 1960	Security of Persons Leaving Staffs	353
13 Dec. 1960	Security Checks	353
28 Jan. 1961	New Security Rules	354
25 Mar. 1961	Security Rules (cancels 28 Jan. 1961)	355
27 Dec. 1961	Sec Checks on Staff	356
27 Dec. 1961	Processing D of P	356
17 Jan. 1962	Responsibility Again (reissued 7 June 1967)	357
22 Jan. 1962	Security Checks	358
27 Feb. 1962	Clean Hands Clearance Check	358
30 Oct. 1962	Security Risks Infiltration	359
19 Mar. 1968	Staff Status (20 July 1966 amended)	254
26 Aug. 1968	Security Checks Abolished	360
30 July 1970	The Tech and Ethics of Confessionals	361
15 Nov. 1970	Confessionals	364

Note: The materials in this volume are listed mainly in order of appearance. Additionally, some policies are listed in more than one section (with page numbers in *italics*), as they deal with more than one area of operation. Relevant policies from *other* OEC volumes are also listed, with volume and page numbers in *italics*. A complete *date order* index appears in the back of the book, starting on page 366.

The GREEN FORM and other technical forms not included in the OEC Volumes are found in the technical materials of the levels where they specifically apply.

CONTENTS

DISTRIBUTION

DIVISION 6

Part 1

FORM, PURPOSES, IDEAL SCENES, PRODUCTS AND STATISTICS

18 June 1965	Areas of Operation	1
21 June 1965	Distribution Division (Div 6)	2
Circa 1965	Distribution Division 6 Org Board Outline	3
28 June 1965	Dissem Division—Distribution Division (Sec ED 38 SH)	4
30 Sept. 1965	Statistics for Divisions (excerpt: Dist Division 6)	4
20 Nov. 1965	The Promotional Actions of an Organization (excerpt: Distribution Division 6)	5
6 May 1966	Distribution Division 6 Org Board	6
10 Sept. 1967	Statistic—GDS Div Six	6
26 Oct. 1967	The Public Divisions	7
2 Nov. 1967	Distribution Division—Departments of Public Information, Clearing and Success	9
25 June 1968	The Gross Divisional Statistics of the Public Divisions. . . (amended by 20 Jan. 1969, page 12)	11
12 Sept. 1968	The Public Divisions (amends 26 Oct. 1967)	11
26 Oct. 1968	Executive Council (amends 21 Dec. 1966, I & II)	12
20 Jan. 1969	Public Divisions Gross Divisional Statistics (25 June 1968 amended) (amended by 19 Aug. 1970, page 36)	12
Circa 1969	Public Divisions 6, 7 & 8 Org Board Outline	13
29 Jan. 1969	Public Division Org Board Revised (Corrected)	14
30 Jan. 1969	Public Divisions Org Board	18
23 May 1969	Public Divisions Promotional Actions (addition to 20 Nov. 1965)	19
23 May 1969	Public Divisions Flash Colours	21
11 July 1969	Areas of Operation	<i>see— 1</i>
29 Nov. 1969	New Public Divisions Org Board	22
11 Dec. 1969	Appearances in Public Divs (amended by 2 Oct. 1970, page 53)	125
21 Dec. 1969	Revised New Public Divisions Org Board (revises 29 Nov. 1969)	29
10 June 1970	Public Divisions and Tech Admin Ratio (amends 7 Feb. 1970)	35
19 Aug. 1970	Division 6 Division 8 GDS (amends 20 Jan. 1969)	36
20 Aug. 1970	Division Six—The Public Relations Division (cancels 21 Dec. 1969) (amended by 2 Oct. 1970, page 53)	37
20 Aug. 1970	Division Seven—The Public Services Division (cancels 21 Dec. 1969) (revised by 2 Oct. 1970, page 54)	43
20 Aug. 1970	Division Eight—The Public Sales Division (cancels 21 Dec. 1969) (revised by 2 Oct. 1970, page 54)	47
28 Aug. 1970	Auditors Association	52
2 Oct. 1970	Appearances—Clarification (amends 20 Aug. 1970 & 11 Dec. 1969)	53
2 Oct. 1970	Clarification of Divisions 7 and 8 Statistics (revises 20 Aug. 1970— Div 7 & 20 Aug. 1970—Div 8) (cancelled by 3 July 1971, page 227)	54
18 Oct. 1970	Public Divisions Org Board (modified by 3 July 1971, page 227)	55
24 Oct. 1970	Saint Hillers Association	62
1 Dec. 1970	Clarification—Registration Breakthrough (modifies 30 July 1970) (cancelled by 3 July 1971, page 227)	65
5 Feb. 1971	Org Gross Divisional Statistics Revised (excerpt: Divs 6, 7 & 8)	65
7 Feb. 1971	FEBC Org Board Division Six (modified by 3 July 1971, page 227)	66
14 July 1971	FEBC Org Board Div 6 Expanded (cancels 7 Feb. 1971) (modified by 5 Aug. 1971, page 82 & 26 Nov. 1971, page 230)	74
5 Aug. 1971	FEBC Div 6 Org Board Amendment (amends 14 July 1971)	82
14 Nov. 1971	Mini Public Division Org Board	83
28 Nov. 1971	Public Division Statistics (ref. 26 Nov. 1971 & 14 Nov. 1971) (amends 5 Feb. 1971, I & IV)	86

Part 2

8 Dec. 1965	Distribute: To Spread Out so as to Cover Something	88
4 Oct. 1967	Org Exec Sec and Distribution	89
24 Apr. 1968	Division 6 Distribution	90
30 July 1968	Gross Income Senior Datum	<i>Vol. 0-277, Vol. 1-283, Vol. 2-68</i>
10 Aug. 1968	Legal and Dissemination	<i>Vol. 2-69</i>

12 Aug. 1968	Reasons Why Div 6's Don't Function	91
24 Aug. 1968	Dissemination	Vol. 2-69, Vol. 4-91
5 Sept. 1968	Vital Org Activities	92
9 Jan. 1969	Book and Film Festivals	92
10 Jan. 1969	The Public Divisions	93
31 Mar. 1969	Public Divisions Staffing Qualifications (amends 24 Apr. 1968)	94
7 Apr. 1969	Division 6 Pins (amends 24 Apr. 1968)	95
2 Sept. 1969	Old ACC Students	Vol. 2-293, Vol. 3-237, Vol. 4-359
18 Nov. 1969	Central Files, Value of The Gross Income of the Org and Why	Vol. 0-278, Vol. 2-397
6 Dec. 1969	How to Clear Your Community Illustrations	Vol. 0-261
10 Dec. 1969	Superior Service Image Program No. 1 (LRH ED 54 INT)	96
15 Dec. 1969	Class of Orgs	Vol. 0-254
16 Apr. 1970	Morale	Vol. 5-293
21 Apr. 1970	Field Ethics	Vol. 1-509
20 May 1970	Guardian Public Relationships	128
27 Oct. 1970	A Book: "The Background to the Religion of Scientology and Ceremonies of the Church of Scientology of California WW"	Vol. 5-294

Part 3

DISSEM DRILL

THE DISSEMINATION OF SCIENTOLOGY

1 Oct. 1954	The Use of Scientology Materials (PAB No. 36)	98
26 Oct. 1956	Gradient Scale of Personnel Procurement (HCOB)	Vol. 2- 1
15 Sept. 1959	Dissemination Tips (HCOB)	101
21 Sept. 1959	An Idea for Promotion (HCOB)	104
23 Sept. 1959	The Perfect Dissemination Program (HCOB)	105
28 Apr. 1960	Books are Dissemination (HCOB)	108
21 Mar. 1965	PE Comes After They Have Read a Book (HCO Exec Ltr)	111
16 Apr. 1965	Handling the Public Individual	Vol. 0-78, Vol. 2- 56
16 Sept. 1965	Foundation	207
23 Oct. 1965	Dissemination Drill	112
23 Nov. 1969	Individuals vs Groups	114

Part 4

PES ACCOUNT

12 Nov. 1969	PES Account versus HCO Book Account	Vol. 3-213
10 Dec. 1969	PES WW Account	Vol. 3-215
24 Dec. 1969	PES Account Amended	Vol. 3-216
19 Apr. 1970	PES WW Account (cancels 10 Dec. 1969)	Vol. 3-217
29 Apr. 1970	PES Account Revised (cancels 12 Nov. 1969)	Vol. 3-218
12 June 1970	PES Account (cancels 12 Nov. 1969 & 29 Apr. 1970)	Vol. 3-221

Note: A study of this Division should include the section *Chaplain*, Vol. 5, pages 280 - 297.

DEPARTMENT 16

DEPARTMENT OF PUBLIC CONTROLLING

APPEARANCES AND PRO

THE ORG IMAGE

(See also PR SERIES, pages 393-445.)

8 Mar. 1950	First Policy (reissued as HCO PL 2 Sept. 1970)	117
20 May 1954	Atmosphere of the Clinic (extract from Clinical Procedure)	117
21 Sept. 1958	Neatness of Quarters (excerpt) (HCOB reissued as HCO PL 22 Oct. 1962)	117
20 Aug. 1965	Scientology Org Uniforms Saint Hill	Vol. 3-360
24 Aug. 1965	Cleanliness of Quarters and Staff—Improve Our Image	118
21 Sept. 1965	Cleanliness and Tidiness of Premises	Vol. 1-304
12 Feb. 1969	Religion	119
17 June 1969	The Org Image	120
11 Nov. 1969	Accounts and PRO	Vol. 3- 71
12 Nov. 1969	Appearance and PRO	123
11 Dec. 1969	Appearances in Public Divs (amended by 2 Oct. 1970, page 53)	125
2 Sept. 1970	First Policy	117

DIVISION SIX & THE GUARDIAN'S OFFICE – PR CO-ORDINATION

*(Further policies on GUARDIAN PR & PRESS RELATIONS
will be found in Volume 7.)*

2 Oct. 1966	Public Promotion	127
20 May 1970	Guardian Public Relationships	128

SURVEYS

The Key to Stats

2 Aug. 1963	Urgent—Public Project One	<i>Vol. 2-93</i>
18 Dec. 1968	Warning—Gung-Ho Groups	368
30 Jan. 1969	Public Divisions Org Board	18
23 July 1969	Public Research and Reports—Surveys: Briefing and Debriefing	129
25 Oct. 1969	Survey Form for all Surveys	131
28 Oct. 1969	How to Tabulate a Survey	132
12 Nov. 1969	Appearance and PRO	123
21 Nov. 1969	Ethnics—Find Out What is Needed and Wanted	133
23 Nov. 1969	Individuals vs Groups	114
13 Aug. 1970	PR Series 3—Wrong Publics	399
2 June 1971	PR Series 10—Breakthrough—PR & Production—Tone Scale Surveys	420
5 Dec. 1971	PR Series 13—How To Do a PR Survey	425
18 Dec. 1971	Surveys are the Key to Stats (LRH ED 161 INT)	136
7 Jan. 1972	PR Series 14—Creating Survey Questions	428
25 Jan. 1972	PR Series 15—Population Surveys	442

(See also the PR Series, pages 393-445.)

SUCCESS

17 Apr. 1965	Additional Mag Policy	<i>Vol. 2-135</i>
7 July 1965	Photos, News and Statistics for Mags and Auditor (reissued 9 July 1967)	<i>Vol. 2-167</i>
12 July 1966	Legal Aspects of Success Material Publications	139
7 May 1968	The Key Questions	140
24 Nov. 1968	Auditor Correspondents	<i>Vol. 2-151</i>
25 Apr. 1969	Validation of Up Statistics	141

INFO PACKS

26 Oct. 1956	Gradient Scale of Personnel Procurement (HCOB)	<i>Vol. 2- 1</i>
3 May 1960	PE Literature	142
4 Feb. 1961	Information Packages (excerpt)	142
23 Sept. 1964	Information Packages (excerpt)	143
7 Apr. 1965	Book Income	147
18 June 1965	Areas of Operation	1
8 Sept. 1965	Distribution Division—Info Packet (Sec ED 88 SH)	143
24 Sept. 1965	Ads and Info Packets	144
17 Jan. 1966	Distribution Action (Sec ED 169 INT)	144
15 Aug. 1966	Information Packets	145
6 Sept. 1966	The Handling, Purchased or Rented Mailing Lists	146

DEPARTMENT 17

DEPARTMENT OF PUBLIC SERVICING

BOOK SELLING

(See also the section BOOKS in Volume 2, pages 187-212.)

25 Jan. 1957	Concerning the Separateness of Dianetics and Scientology	<i>Vol. 2- 15</i>
17 Nov. 1958	HCO Project Engineer: "Have You Lived Before?"	<i>Vol. 2- 83</i>
17 Mar. 1959	Book Sales Representative	146
14 Apr. 1959	New Book	<i>Vol. 2- 85</i>
6 June 1959	"Have You Lived Before This Life"	<i>Vol. 2- 87</i>
15 Sept. 1959	Dissemination Tips (HCOB)	101
28 Apr. 1960	Books are Dissemination (HCOB)	108
21 Mar. 1965	PE Comes After They Have Read a Book (HCO Exec Ltr)	111
7 Apr. 1965	Book Income	147
27 Apr. 1965	Book Promotion Design	<i>Vol. 2-108</i>
28 May 1965	Some Allowed Ads—Book Ads	<i>Vol. 2-109</i>
19 July 1965	Discounts (excerpt)	150
1 Sept. 1965	Mailing List Policies	<i>Vol. 0-198, Vol. 2-390</i>

17 Mar. 1968	Boom Formula	151
9 Jan. 1969	Book and Film Festivals	92
24 July 1969	Public Divisions—Book Distribution Unit	152

TESTING

15 Nov. 1958	Informing Public of Test Results	154
28 Oct. 1960	New Testing Promotion Section—Important	155
16 Nov. 1960	New Org Programmes	Vol. 4—283
22 Nov. 1960	Warning on New PE	161
24 Nov. 1960	Testing Promotion Revised	162
29 Nov. 1960	Testing Programme Change	166
16 Jan. 1961	Testing Lines (excerpt)	167
24 Jan. 1961	A Test Policy on MD Referrals	167
7 Feb. 1961	Proper Public Routing	168
14 Feb. 1961	The Personal Efficiency Foundation (excerpt)	192
15 Feb. 1961	Evaluation Script	169
18 Feb. 1961	Magazines, Testing, PE (HCO Info Ltr)	193
2 Mar. 1961	Automatic Evaluation Packet for PE Foundation	172
28 Apr. 1961	Auto-Evaluation Slips	173
13 July 1965	Testing	Vol. 4— 73

PE FOUNDATION

PUBLIC COURSES

(See also *FOUNDATION* policy in Volume 7.)

30 Oct. 1958	Personnel Efficiency Foundation	174
17 Mar. 1959	Do It Yourself Therapy (HCOB)	175
24 Mar. 1959	HAS Co-Audit (HCOB)	176
25 Mar. 1959	HAS Co-Audit & Comm Course (HCOB)	177
3 Apr. 1959	HAS Co-Audit and Comm Course (HCOB)	179
23 Apr. 1959	HAS Co-Audit Courses	183
4 May 1959	The Personal Efficiency Course (HCOB)	180
28 May 1959	New HCO WW Dept	183
11 June 1959	Data on HAS Co-Audit	184
16 June 1959	Hat of PE HCO WW	185
20 Aug. 1959	Hat of PE HCO WW	186
21 Sept. 1959	An Idea for Promotion (HCOB)	104
23 Sept. 1959	The Perfect Dissemination Program (HCOB)	105
29 Sept. 1959	The Organization of a PE Foundation (HCOB)	187
3 May 1960	PE Literature	142
13 May 1960	Congress Seminar Hats (HCOB)	210
16 Nov. 1960	New Org Programmes	Vol. 4—283
17 Nov. 1960	Anatomy of the Human Mind Course as a Pre-requisite for HPA Training	Vol. 4—284
22 Nov. 1960	Warning on New PE	161
29 Nov. 1960	Testing Programme Change	166
2 Dec. 1960	Promotion on PE Foundation	459
29 Dec. 1960	The New PE and the New HAS Co-Audit (HCOB)	189
18 Jan. 1961	Cost of HAS Co-Audit and PE	190
23 Jan. 1961	PE Course Abolished	191
7 Feb. 1961	Proper Public Routing	168
14 Feb. 1961	The Personal Efficiency Foundation (excerpt)	192
14 Feb. 1961	Personnel Procurement	Vol. 1— 84
18 Feb. 1961	Magazines, Testing, PE (HCO Info Ltr)	193
21 Feb. 1961	Choosing PE and Registration Personnel	Vol. 1—110
24 Mar. 1961	Status of PE Courses	195
14 Apr. 1961	PE Handout (HCO Info Ltr)	196
10 Feb. 1964	Enrolment on Self Determinism	Vol. 1—516, Vol. 2—266, Vol. 4— 37
26 Aug. 1964	PE Course	200
23 Sept. 1964	Policies: Dissemination and Programmes	Vol. 2— 41
18 Dec. 1964	Re: OIC Data	Vol. 4—139
21 Mar. 1965	PE Comes After They Have Read a Book (HCO Exec Ltr)	111
31 May 1965	Franchise Summary of Policy	269
13 Aug. 1965	Foundation—Basic Course Organization	201
16 Aug. 1965	Foundation—Basic Course Organization—Correction	203
23 Aug. 1965	Deletion of TR 5	Vol. 4—191
12 Sept. 1965	Foundation Course Change	204
13 Sept. 1965	Foundation Course Hours	206
16 Sept. 1965	Foundation	207
13 Oct. 1966	HAS Course	207
23 June 1967	Enrolment on Self Determinism	Vol. 1—516, Vol. 2—266, Vol. 4— 37
11 Nov. 1969	Franchise Promotion Musts	288

CONGRESSES & SPECIAL EVENTS

(See also PR SERIES, pages 393-445.)

18 June 1957	People's Questions (Bulletin)	208
23 Dec. 1958	Quality of Presentation	Vol. 2-183
29 Jan. 1960	Congresses (HCOB)	208
27 Feb. 1960	Playing the Washington 1960 "State of Man Congress" Tape Lectures at Local Congresses and as a Promotional Re-play Plan	209
8 Apr. 1960	Tapes of Washington Congress	Vol. 2-218
13 May 1960	Congress Seminar Hats (HCOB)	210
15 July 1960	Congress Tapes	Vol. 2-218
27 Sept. 1960	Congress and ACC Plans (HCOB)	214
9 July 1963	Meter Demonstration Booth Hat	215
4 Sept. 1964	Congresses	216
8 Sept. 1964	Rush-Important Correction	217
16 Sept. 1964	Understanding and Tape Lectures (reissued 21 July 1967)	217
12 Oct. 1964	Congress Organization and Increasing Interest and Attendance (HCO Exec Ltr)	218
14 Apr. 1965	Congress "Breaks" are Staff's "Show" (HCO Exec Ltr)	221
1 Sept. 1965	Publications	Vol. 2-137
16 Sept. 1965	Foundation	207
19 Apr. 1966	Congress Policies	222
13 Oct. 1966	Advertisements, Continental Magazines and Auditor	Vol. 2-138
2 Apr. 1969	Routine Congress Promotion	Vol. 2-141
18 Apr. 1970	Tapes-Org Tape Plays	Vol. 2-227
28 May 1971	PR Series 8-Too Little Too Late	415

QUALITY OF PRESENTATION & AUDIENCE ALERTNESS

23 Dec. 1958	Quality of Presentation	Vol. 2-183
10 Sept. 1964	Audience Alertness and Tape Players (HCO Exec Ltr)	see-226
10 Feb. 1967	Tape and Film Presentation	223
1 Apr. 1968	Tape Playback Fidelity	225
20 Dec. 1969	Microphone Handling	225
6 May 1971	Audience Alertness and Tape Players	226

PUBLIC REGISTRAR

(See also DEPARTMENT OF REGISTRATION, Volume 2, pages 245-399,
and INVOICING, Volume 3, pages 255-270.)

30 Oct. 1958	Personnel Efficiency Foundation	174
3 July 1971	Registration Change-New Names to C/F Change	227
26 Nov. 1971	Division 6 Public Reg Reinstated (modifies 3 July 1971 & 14 July 1971)	230
17 Feb. 1972	Higher Orgs-Public Reg Setup	449

EXTENSION COURSE

2 Oct. 1958	Sale and Conduct of Academy Courses	Vol. 2-257, Vol. 4-272
16 Dec. 1958	Extension Course Curriculum (HCOB)	Vol. 4-275
22 May 1959	Advertisement for Field in Certainty, Ability, etc-Minor Issues	Vol. 2- 87
13 Aug. 1959	Students Attending Courses	Vol. 4-278
31 Aug. 1959	Certifications	Vol. 4-279, Vol. 5-171
22 Feb. 1960	HPA Qualifications	Vol. 4-279, Vol. 5-172
25 Apr. 1960	Important Certification Change	Vol. 5-173
20 May 1960	Extension Course Prices	see Vol. 3-227
24 May 1960	Extension Course Prices (corrects 20 May 1960)	Vol. 3-227
8 May 1961	Extension Course	Vol. 4-296
21 Nov. 1961	Training Course Requirements	Vol. 4-306
13 Dec. 1961	Extension Course Completion	Vol. 4-136
26 June 1962	Certification Requirements	Vol. 4-325
30 July 1962	Certification and Validation Requirements	Vol. 4-326

DEPARTMENT 18

DEPARTMENT OF CLEARING

FIELD AUDITORS

25 Jan. 1957	Referrals to Field	Vol. 2-247
6 Apr. 1957	Field Auditor (HCOB) (excerpt)	236
15 May 1957	The Rights of the Field Auditor (reissued as HCO PL 2 Oct. 1969)	236

2 Sept. 1957	Field Certificates	Vol. 5-166
23 Jan. 1959	Ethics (Field Auditors)	Vol. 1-361
16 June 1959	Hat of PE HCO WW	185
23 June 1960	Special Zone Plan—The Scientologist's Role in Life (HCOB)	237
20 July 1960	Director of Zoning Hat	241
25 Aug. 1960	Chicago Area	242
28 Sept. 1960	HPA Grants	242
10 Feb. 1961	Professional Charges	Vol. 3- 84
14 June 1962	Professional Charges (amends & amplifies 10 Feb. 1961)	Vol. 3- 84
1 Oct. 1962	The Plan for California	243
21 Feb. 1964	Field Auditor Consultant (excerpt)	244
11 Mar. 1964	Departmental Changes—Auditors Division	Vol. 2- 39
11 Mar. 1964	Auditors Division—New HCO WW Organization	Vol. 2- 40
11 Dec. 1964	Full Table of Courses and Classification	Vol. 4-380
7 Apr. 1965	Healing Policy in Field	245
14 Apr. 1965	Field Auditor Rates	244
1 Sept. 1965	Some Tech Div Policies	Vol. 4- 75
4 Oct. 1967	Auditor and Org Individual Stats	Vol. 1-348, Vol. 4- 10
31 May 1968	Auditors	Vol. 0- 42
2 Oct. 1969	The Rights of the Field Auditor (reissued from 15 May 1957)	236
28 Aug. 1970	Auditors Association	52
24 Oct. 1970	Saint Hillers Association	62

FRANCHISE

The Franchise Programme

27 Mar. 1959	Franchises	246
1 May 1959	HAS Certificates	247
14 May 1959	Method of Finalizing HCO Franchises	250
28 May 1959	To All HCO Franchise Offices	248
18 June 1959	Correction of HCO Policy Letter of 28 May 1959	250
18 June 1959	U.S. Franchise Holders	251
18 June 1959	Services Owing to HCO Franchise Holders	252
24 June 1959	Status of HCO Offices and HCO Secs and HCO Volunteer Secs in US	Vol. 3-142
1 July 1959	US HCO Franchise Queries	252
10 Aug. 1959	Franchise 10% to WW	253
24 Aug. 1959	HCO Financial Arrangements Altered	Vol. 3-145
28 Aug. 1959	Attention All Group Secretaries	354
3 Sept. 1959	Mailings	253
3 Sept. 1959	HCO Secretaries	253
14 Oct. 1959	Division of HCO Percentage Revised	Vol. 3-148
29 Oct. 1959	Service	see Vol. 0-281
20 Nov. 1959	Validation of Franchises	see Vol. 1-362, Vol. 2-366
29 Jan. 1960	Congresses (HCOB)	208
10 Mar. 1960	Validation of Franchises (20 Nov. 1959 amended & reissued)	Vol. 1-362, Vol. 2-366
22 Nov. 1960	Warning on New PE	161
10 Feb. 1961	Professional Charges	Vol. 3- 84
2 Oct. 1961	Franchise Policies	254
27 Oct. 1961	Professional Rates Restored	Vol. 3-250
5 June 1962	Class II Training Only by Academies and Saint Hill	Vol. 2-220, Vol. 4-324
7 June 1962	Professional Training to be Done in Academy and Saint Hill Only	Vol. 4-324
14 June 1962	Professional Charges (amends & amplifies 10 Feb. 1961)	Vol. 3- 84
15 June 1962	Current Franchise Policy	255
26 June 1962	Relations with Field	256
4 July 1962	Mixing Scientology with Various Other Practices	256
27 Sept. 1962	A Resume of Franchise Policy	257
1 Oct. 1962	The Plan for California	243
26 June 1963	A Resume of Franchise Policy (supersedes 27 Sept. 1962)	259
11 Mar. 1964	Franchise Programme	262
11 Mar. 1964	Departmental Changes—Auditors Division	Vol. 2- 39
11 Mar. 1964	Auditors Division—New HCO WW Organization	Vol. 2- 40
18 Mar. 1964	California Franchise (amends 1 Oct. 1962)	262
22 Apr. 1964	Summary of Policies on Classification & Gradation, Certification, Franchise and Memberships, and the Auditors Division	Vol. 4-369
16 June 1964	Franchise—What Is It and Who May Have It	263
30 July 1964	Gradation Programme, Revised	Vol. 4-379
30 Oct. 1964	Mailing Lists for Franchise Holders	Vol. 1-273, Vol. 3-102
31 Oct. 1964	Current Policies Orgs & Franchise	Vol. 3-106
11 Dec. 1964	Full Table of Courses and Classification	Vol. 4-380

23 Dec. 1964	Field and Public Programming	Vol. 3-117
31 Dec. 1964	Use of Dianetics, Scientology, Applied Philosophy	Vol. 1-45, Vol. 2- 49
1 Jan. 1965	Franchise Application and Agreement	264
2 Jan. 1965	Franchise: Who May Have It and How to Maintain It, AD 15	266
13 Mar. 1965	The Comm Member System	Vol. 1-204
8 Apr. 1965	Cancellation of Mail Lists to Field Auditors	Vol. 1-277, Vol. 2-389
14 Apr. 1965	Field Auditor Rates	244
18 Apr. 1965	Prices Lowered Because of New Organization Streamline	Vol. 2-60, Vol. 3- 93
13 May 1965	Sale of Bulletins & Tapes Forbidden	268
28 May 1965	Franchise Courses	268
31 May 1965	Franchise Summary of Policy	269
5 Aug. 1965	Franchise Transferred to Div 6 (Sec ED 67 SH)	273
17 Aug. 1965	Certification of Franchise Students	273
1 Sept. 1965	Some Tech Div Policies	Vol. 4- 75
1 Sept. 1965	Current Policy-Franchise	274
10 Sept. 1965	Franchise Award of Merit	275
13 Sept. 1965	Issue Authority Required for Mimeo	Vol. 0-349
21 Sept. 1965	Corporate Names-Group Names	275
21 Oct. 1965	Release Checks for Franchise Preclears	276
4 Nov. 1965	Franchise Orders (Sec ED 162 SH)	277
17 Jan. 1966	Unclassed Certificates-HAS, HBA, HQS	Vol. 5-197
9 May 1966	Publication Copies to WW	Vol. 2-205
14 Feb. 1967	Book Buyers	Vol. 2-387
17 Mar. 1968	Boom Formula	151
19 Mar. 1968	Service (29 Oct. 1959 amended & reissued)	Vol. 0-281
20 Apr. 1968	Franchise (cancels 21 Oct. 1965, modifies 2 Jan. 1965, 13 May 1965 & HCOB 28 July 1959)	278
16 Sept. 1968	Address Lists	Vol. 1-283
20 Feb. 1969	Materials to Franchise	281
3 Apr. 1969	Franchise Section WW	281
13 May 1969	Cramming Section-Service to Trained Auditors	282
8 July 1969	Franchise, Who May Have One (Extension) (modifies 20 Apr. 1968)	282
10 Nov. 1969	Franchise Grants or Charters	283
11 Nov. 1969	Promotion and Motivation	285
11 Nov. 1969	Franchise Promotion Musts	288
20 Nov. 1969	Legal Aspects of Missions	290
10 Dec. 1969	Superior Service Image Program No. 1 (LRH ED 54 INT)	96
28 Jan. 1970	Field Mailing Lists (cancels 29 July 1969, amends 14 Feb. 1967)	Vol. 1-290
10 Feb. 1970	Franchise, Multiple Ownership	292
24 Feb. 1970	Legal-Incorporation of Missions in the U.S.	see-293
8 Apr. 1970	Legal-Incorporation of Missions in the U.S.-Modified	293
18 Apr. 1970	Ethics and Franchise	Vol. 1-508
18 Apr. 1970	Tapes	Vol. 2-227
28 Apr. 1970	The Dianetic Counselling Group Programme	390
20 May 1970	Further Clarifications-DCG Programme	392
12 Apr. 1971	Mission Designation	293
1 May 1971	Centre Magazine Policy	294
9 May 1971	Mission Closures	295
10 May 1971	Mission, Basic Definition of	see-299
10 May 1971	Advantages of Missions	see-300
11 May 1971	Mission Application and Agreement	296
17 May 1971	Mission Issues	298
20 Sept. 1971	Mission, Basic Definition of (revises 10 May 1971)	299
20 Sept. 1971	Advantages of Missions (revises 10 May 1971)	300
17 Oct. 1971	Inter-Org Distances	298

CONTROL AREAS

20 Dec. 1960	Restriction on Saint Hill Area	see-301
7 Feb. 1962	Restriction on Saint Hill Area (amends 20 Dec. 1960)	301
14 Feb. 1963	The Establishment of Central Orgs' Control Areas	301
19 Feb. 1963	Classification of Central Orgs' Control Areas	302
1 Mar. 1963	Individual Auditors Operating Within a Central Org Control Area	302
26 June 1963	A Resume of Franchise Policy (supersedes 27 Sept. 1962)	259
16 Aug. 1963	Individual Auditors Operating Within a Central Org Control Area (supersedes 1 Mar. 1963)	302
20 Mar. 1964	District Office & Org Control Area Policy Revised	303

FSM PROGRAMME
The Field Staff Member System

26 Mar. 1965	Field Auditors	304
26 Mar. 1965	Field Staff Members	309
29 Apr. 1965	Bonuses	<i>Vol. 3-313, Vol. 5-231</i>
30 Mar. 1965	Field Auditors Become Staff (26 Mar. 1965 revised)	312
9 May 1965	Field Auditors Become Staff (cancels 26 Mar. 1965 & 30 Mar. 1965)	318
May 1965	Organization Chart of Flows--Operation Salvage	324
21 June 1965	Orgs are Saint Hill FSMs	325
16 Sept. 1965	Foundation	207
15 Oct. 1965	Field Staff Member Selection Papers and Commissions	326
18 Oct. 1965	Field Staff Member Programme (Sec ED 117 INT)	328
23 Oct. 1965	Dissemination Drill	112
2 Nov. 1965	Field Staff Members for Saint Hill	325
8 Dec. 1965	Distribute: To Spread Out so as to Cover Something	88
12 Jan. 1966	Selectees Mailing--Selectee Advice Packets	329
14 Jan. 1966	Amendment to HCO PL of 9 May 1965--Field Auditors Become Staff	330
30 Aug. 1966	Selection Regulations (addition to 26 Mar. 1965)	330
10 Nov. 1966	Field Staff Member (corrects 26 Mar. 1965)	331
23 Dec. 1966	Field Staff Member Commissions (cancels 30 Aug. 1966)	332
9 Jan. 1967	FSM System Administration in Organizations (modifies 9 May 1965 & 15 Oct. 1965)	334
14 Feb. 1967	Book Buyers	<i>Vol. 2-387</i>
14 Jan. 1968	Field Auditors Become Staff (9 May 1965 revised & reissued) (cancels 26 Mar. 1965 & 30 Mar. 1965)	339
17 Feb. 1968	Field Staff Member Commissions	344
17 Mar. 1968	Boom Formula	151
23 Apr. 1968	"The FSM of the Year"	345
5 June 1968	FSM Commissions	345
7 Apr. 1969	Division 6 Pins (amendment to 24 Apr. 1968)	95
15 Apr. 1969	Field Staff Member Award Programme	346
10 Nov. 1969	FSM Awards	347
6 Dec. 1969	How to Clear Your Community Illustrations	<i>Vol. 0-261</i>
28 Jan. 1970	Field Mailing Lists (cancels 29 July 1969, amends 14 Feb. 1967)	<i>Vol. 1-290</i>
18 Apr. 1970	Tapes (cancels 31 Dec. 1964, amends 13 May 1965)	<i>Vol. 2-227</i>
27 Sept. 1970	Cutative Prices	348
16 Dec. 1970	SH FSM Bonus Awards	349
31 Jan. 1971	FSM Contest Awards (modifies 27 Sept. 1970)	349

GROUPS

24 Nov. 1958	HASI Group Secretary	350
6 Jan. 1959	Field Activities (HCOB)	351
10 Feb. 1959	Group Secretary	353
28 Aug. 1959	Attention All Group Secretaries	354
22 Apr. 1960	Group Secretary	354
21 Sept. 1965	Corporate Names--Group Names	354
28 Dec. 1965	Enrollment in Suppressive Groups	<i>see Vol. 1-484, Vol. 2-284</i>
17 Mar. 1968	Boom Formula	151
29 June 1968	Enrollment in Suppressive Groups	<i>Vol. 1-484, Vol. 2-284</i>
24 Nov. 1968	The Group Officer	355
24 July 1969	The Groups Communicator (replaces 24 Nov. 1968)	356

GUNG-HO GROUPS

2 Dec. 1968	Gung-Ho Groups	357
3 Dec. 1968	Gung-Ho Groups Poltr No. 2	363
14 Dec. 1968	How to Register Gung-Ho Groups	367
14 Dec. 1968	Gung-Ho Group Courses	368
18 Dec. 1968	Warning--Gung-Ho Groups	368
26 Dec. 1968	Gung-Ho Group Tech	372
26 Dec. 1968	The Third Party Law	<i>Vol. 0-183, Vol. 1-530</i>
30 Dec. 1968	The Public Programmes Officer	369
31 Jan. 1969	Humanitarian Objective and Gung Ho Groups	370
15 Mar. 1969	Third Party--How to Find One	<i>Vol. 1-534</i>
7 Apr. 1969	Division 6 Pins (amendment to 24 Apr. 1968)	95
25 Aug. 1969	Third Party Investigations	<i>Vol. 1-535</i>

DIANETIC COUNSELING GROUPS

(A study of this Section should include
STANDARD DIANETICS, Volume 4, pages 232-263.)

1 June 1969	The Most Fundamental Errors	372
8 July 1969	Franchise, Who May Have One (Extension) (modifies 20 Apr. 1968)	282
25 July 1969	Dianetic Counseling Groups 1—Introduction	373
25 July 1969	Dianetic Counseling Groups 2—Purpose	374
25 July 1969	Dianetic Counseling Groups 3—Dianetic Counseling Groups and Scientology Organisations	376
25 July 1969	Dianetic Counseling Groups 4—Stages of Forming, Increasing and Expanding a Dianetic Counseling Group	377
25 July 1969	Dianetic Counseling Groups 5—Group Formation	380
25 July 1969	Dianetic Counseling Groups 6—The Org Board	384
25 July 1969	Dianetic Counseling Groups 7—Communication System	388
5 Oct. 1969	Dianetic Courses, Wildcat (revised & reissued 10 Dec. 1969)	Vol. 4—263
18 Nov. 1969	Dianetics—Right to Audit	Vol. 5—201
18 Nov. 1969	Dianetics—Right to Teach	Vol. 5—202
28 Apr. 1970	The Dianetic Counselling Group Programme	390
20 May 1970	Further Clarifications—DCG Programme	392

PR SERIES

(See also GUARDIAN PRO, Volume 7.)

13 Aug. 1970	1 — Liabilities of PR	393
13 Aug. 1970	2 — The Missing Ingredient	396
13 Aug. 1970	3 — Wrong Publics	399
9 Oct. 1970	4 — The PR Personality	402
11 Apr. 1972	4 — Addition—The PR Personality	see—402
18 Nov. 1970	5 — PR Definition	404
11 May 1971	6 — Opinion Leaders	405
11 May 1971	7 — Black PR	411
28 May 1971	8 — Too Little Too Late	415
30 May 1971	9 — Manners	417
2 June 1971	10 — Breakthrough—PR and Production—Tone Scale Surveys	420
15 June 1972	11 — PR Area Control—Three Grades of PR	422
16 Dec. 1971	PRO Area Control (Flag Order 3094)	422
5 Oct. 1971	12 — Propaganda by Redefinition of Words	423
5 Dec. 1971	13 — How to do a PR Survey	425
7 Jan. 1972	14 — Creating Survey Questions	428
25 Jan. 1972	15 — Population Surveys	442

TOURS

2 June 1971	Tours Org Bd	446
15 Sept. 1971	Purpose and Statistics of a Tour Member	448
17 Feb. 1972	Higher Orgs—Public Reg Setup	449
17 Feb. 1972	Tours	452
28 May 1972	Boom Data	454

Appendix

15 Jan. 1957	Dissemination (PAB No. 104)	457
6 Apr. 1959	Clear Ads	458
21 Sept. 1959	New Ads for PE Foundation (HCOB)	458
2 Dec. 1960	Promotion on PE Foundation	459
28 May 1965	Some Allowed Ads—Book Ads	460
30 June 1965	Ad	461

Note: At time of publication of this volume new developments of the Organizing Board are in progress, some of which affect Division 6. The Public Registrar is restored and Tours are returned to Division 6. Several 1970, 1971 and 1972 key policies covering these and other developments have been included in this volume, however, a full coverage of this evolution is to be found in the Year Books (to be published).

Other Divisional Volumes should be consulted, especially Volume 2 for information on *Promotion, Books and Registration*, Volume 3 for information on *Invoicing and Memberships*, Volume 4 for data on *Course Supervision*, Volume 5 for additional data on *Memberships*, and Volume 7 for *Issue Authority*.

The materials in this volume are listed mainly in order of appearance. Additionally, some policies are listed in more than one section (with page numbers in *italics*), as they deal with more than one area of operation. Key relevant policies from *other* OEC volumes are also listed, with volume and page numbers in *italics*. A complete *date order* index appears in the back of the book, starting on page 462.

CONTENTS

EXECUTIVE

DIVISION 7

EVOLUTION, THEORY, PURPOSE, FORM AND STATISTICS

Part 1

26 Feb. 1972	The Executive Division (excerpt)	1
2 Sept. 1970	First Policy	1
29 Oct. 1971	The Executive (Executive Series 1)	2
6 Feb. 1959	HCO Accounts Worldwide	<i>Vol. 3-</i> 7
25 Feb. 1959	HCO Accounts Worldwide (Wash. D.C. issue. Same text as London 6 Feb. '59)	<i>see Vol. 3-</i> 7
18 Mar. 1959	HCO Special Projects	4
20 Mar. 1959	Reassignment of Titles, Posts and Duties for HCO London	4
28 May 1959	New HCO WW Dept	<i>Vol. 6-183</i>
26 June 1959	HCO WW Changes Quarters and Address	5
27 June 1959	Information and Reassignments for HASI and HCO London	6
2 July 1959	Change of Cable Address	7
15 July 1959	HCO Saint Hill Cable Designation	7
17 July 1959	Duties at Saint Hill-HCO WW	8
19 July 1959	Addresses for HCO Saint Hill (modifying 2 July 1959)	8
5 Aug. 1959	Telex Traffic	9
17 Aug. 1959	Home Addresses	9
22 Aug. 1959	HCO WW Projects	10
27 Aug. 1959	Financial Arrangements and Deposits	11
4 Sept. 1959	Saint Hill Projects-Bonus and Quota System	12
29 Sept. 1959	HCO WW Files (HCOB)	13
9 Oct. 1959	Project Supervisors Transferred	13
9 Oct. 1959	Quota Revision	14
13 Oct. 1959	Invoicing, Accounts-Project 12	<i>Vol. 3-179</i>
14 Oct. 1959	Acting Executive Director	555
16 Oct. 1959	Routing of Communications to LRH and HCO WW (HCOB)	287
19 Oct. 1959	HCO Sthil Appointments	15
21 Oct. 1959	Staff Appointments HCO Saint Hill (corrects 19 Oct. 1959)	15
21 Oct. 1959	Routing of Bulletins and Policy Letters	16
24 Oct. 1959	Programming	16
27 Oct. 1959	HCO WW Appointments	17
29 Oct. 1959	Orders During Absence	555
30 Oct. 1959	HCO Sthil Staff	18
5 Nov. 1959	Minutes	18
18 Jan. 1960	Zones of Authority and Regulations of Saint Hill (HCOB)	674
19 Jan. 1960	Project Report Sheets (HCOB)	19
20 Jan. 1960	HCO WW Points of Concentration	19
11 Apr. 1960	The Purpose of HCO WW (HCOB)	20
17 May 1960	Copies of Org Board	<i>Vol. 1-</i> 77
7 June 1960	New Staff Duties	21
9 June 1960	HCO WW Internal Comm Schedule	<i>Vol. 1-198</i>
30 June 1960	Administrative Traffic Trend	293
6 July 1960	Working Hours, Office Staff	23
29 July 1960	Office Hours	23
3 Aug. 1960	Office Hours	23
6 Oct. 1960	HCO Appointment	24
13 Sept. 1961	General Office Orders	<i>Vol. 3-357</i>
10 Jan. 1962	Appointments	24
5 Feb. 1962	Appointments and Transfers	25
15 Feb. 1962	Appointment	25
12 Mar. 1962	Appointments & Transfers	26
14 Mar. 1962	Appointment	26
28 Feb. 1963	Deputy HCO WW Executive Secretary	27
12 Mar. 1963	Staff Personnel Allowance Saint Hill	28
24 June 1963	Review of Departments	694
2 Sept. 1963	Staff Changes	696
31 Dec. 1963	Saint Hill Reorganization	87
10 Jan. 1964	Address Changes for WW	<i>Vol. 1-270</i>
14 Jan. 1964	Future Continental Officer Status	27
14 Jan. 1964	Continental and Area HCO Finance Policies	<i>Vol. 3-161</i>

24 Jan. 1964	Scientology Library and Research Ltd	29
26 Jan. 1964	Central Org Activities	30
20 Feb. 1964	Regulations	31
31 Mar. 1964	Scientology Organizations Communications System: Dispatches	32
1 Apr. 1964	Saint Hill Personnel	88
6 May 1964	Reorganization	89
28 May 1964	Reorganization	91
9 June 1964	Reorganization	93
25 June 1964	Departmental Reports	96
26 June 1964	Staff Bonuses	Vol. 3-194
30 Sept. 1964	HCO Corporations	97
17 Nov. 1964	Bonus	Vol. 3-198
18 Dec. 1964	Saint Hill Org Board	98
30 Dec. 1964	Arrangements during Absence of Exec Dir & Org Sec	106
7 Feb. 1965	Keeping Scientology Working (reissued 15 June 1970)	Vol. 0- 35, Vol. 4- 44, Vol. 5- 43
13 Feb. 1965	1965 Saint Hill Objectives	108
20 Feb. 1965	Appointments and Programmes	109
22 Feb. 1965	Executive Director Comm Lines	558
4 Mar. 1965	HCO Secretary WW	Vol. 1- 46
22 July 1965	Home Addresses	see- 9
15 June 1970	Keeping Scientology Working (reissue of 7 Feb. 1965)	Vol. 0- 35, Vol. 4- 44, Vol. 5- 43

Part 2

EXECUTIVE DIVISION 7

(See also section entitled *ADVISORY COMMITTEE*
ADVISORY COUNCIL - EXECUTIVE COUNCIL, pages 444-472.)

circa 1965	Org Board Outline	33
2 Aug. 1965	Executive Division	34
16 Dec. 1965	Organization of the Int Exec Division	
	Statistics of the International Executive Division	36
19 Jan. 1966	WW Division (excerpt)	38
20 Jan. 1966	Division 7-International Executive Division	
	Offices of the HCO Exec Sec and Org Exec Sec Described	39
21 Jan. 1966	Executive Division-Communicators (Exec Sec) (With data on AdCouncils) (modifies 20 Jan. 1966)	41
22 Jan. 1966	Division Seven	46
26 Jan. 1966	Int Exec Div Relation to Saint Hill Org	46
8 Feb. 1966	Amendment to HCO Pol Ltr of 16 Dec. 1965 "Organization of the Int Exec Division Statistics of the International Executive Division"	see- 38
1 Mar. 1966	The Guardian	494
1 Mar. 1966	Executive Division Organization and its Theory and Purpose	47
11 May 1966	OIC and Time Machine in Office of HCO Exec Sec (adds to 1 Mar. 1966)	see- 55
21 June 1966	Appointments-LRH Comm and Executive Secretary and Asst Guardian and Others	Vol. 1-118
1 July 1966	Information Concerning the WW Time Machine	56
1 Nov. 1966	World Wide Organisation	57
17 Nov. 1966	Exec Secs & Ad Council	464
21 Nov. 1966	Ideas and Compilations Branch WW (amends 8 Aug. 1966 & 18 July 1966)	Vol. 2-124
1 Sept. 1967	WW Emergency Condition (ED 473 WW 842 SH)	60
6 Sept. 1967	WW Division Reorganization	63
8 Sept. 1967	Statistics and Org Bd Copies	Vol. 1-347
8 Sept. 1967	Continental Liaison Officers at WW	65
21 Sept. 1967	Alert Council	see- 66
21 Sept. 1967	International Officers at WW-Alert Council (amended & reissued 23 Oct. 1967)	66
21 Sept. 1967	International Officers at WW-Alert Council (amended & reissued 10 Jan. 1969)	see- 66
21 Sept. 1967	International Officers at WW-Alert Council (amended & reissued 5 June 1969)	see- 66
21 Sept. 1967	International Officers at WW-Alert Council (amended & reissued 23 Sept. 1969)	67
21 Sept. 1967	WW Income Outgo	68
21 Sept. 1967	Worldwide and Saint Hill Functions Redefined	68
4 Oct. 1967	Org Exec Sec and Distribution	Vol. 1-468, Vol. 6- 89

6 Oct. 1967	HCO Exec Sec Condition	<i>Vol. 1-468</i>
18 Oct. 1967	WW-How to Comm to WW-Continental Liaison Officers	69
18 Oct. 1967	Academy Checksheets-Supervisor Conditions	<i>Vol. 4-201</i>
19 Oct. 1967	WW 7 Divisions	71
23 Oct. 1967	International Officers at WW-Alert Council (amended reissue of 21 Sept. 1967)	<i>see- 66</i>
14 Nov. 1967	Dissem Division WW	72
8 Mar. 1968	Checksheets	<i>Vol. 4-202</i>
24 Apr. 1968	Exec Council Europe	74
28 Apr. 1968	Org Exec Sec and Distribution (amends 4 Oct. 1967)	74
23 May 1968	WW and SH Recombined	75
15 Sept. 1968	Sea Org	<i>Vol. 1-487</i>
2 Dec. 1968	Examinations	<i>Vol. 5-135</i>
10 Jan. 1969	International Officers at WW-Alert Council (amended reissue of 21 Sept. 1967)	<i>see- 66</i>
20 Apr. 1969	CLO Council WW	77
5 June 1969	International Officers at WW-Alert Council (amended reissue of 21 Sept. 1967)	<i>see- 66</i>
23 Sept. 1969	International Officers at WW-Alert Council (amended reissue of 21 Sept. 1967)	67
12 Feb. 1970	ECWW, Primary Duties of	78
12 Oct. 1970	HES and OES Additional Statistics	<i>1970 Year Book</i>
circa 1971	Org Board Outline	33
31 Aug. 1971	The EC Network Disbanded	82
31 Aug. 1971	EC Network (Additional)	84

SAINT HILL

SERVICE ORGANIZATION

4 Aug. 1960	ACC at Saint Hill	86
	Saint Hill Service Organization	86
12 Jan. 1961	Authority Clarified (clarifies 11 Jan. 1961)	681
24 Mar. 1961	Training Project-Construction and Preparation	682
13 Sept. 1961	General Office Orders	<i>Vol. 3-357</i>
5 Feb. 1962	Appointments and Transfers	25
3 Oct. 1962	Rooms, Emptying for Cleaning	<i>Vol. 4-417</i>
12 Mar. 1963	Staff Personnel Allowance Saint Hill	28
24 May 1963	Changes in Basement Student Facilities	693
24 June 1963	Review of Departments	694
2 Sept. 1963	Staff Changes	696
31 Dec. 1963	Saint Hill Reorganization	87
25 Jan. 1964	Personnel Transfer	88
20 Feb. 1964	Regulations	31
1 Apr. 1964	Saint Hill Personnel	88
17 Apr. 1964	Food and Cleaning Regulations for Students	<i>Vol. 4-442</i>
6 May 1964	Reorganization	89
13 May 1964	Information about Your Post	90
28 May 1964	Reorganization	91
9 June 1964	Reorganization	93
18 June 1964	New Posts	95
25 June 1964	Departmental Reports	96
30 Sept. 1964	HCO Corporations	97
18 Dec. 1964	Saint Hill Org Board	98
18 Dec. 1964	Staff Appointments	<i>see-105</i>
30 Dec. 1964	Arrangements During Absence of Exec Dir & Org Sec	106
13 Feb. 1965	1965 Saint Hill Objectives	108
20 Feb. 1965	Appointments and Programmes	109
22 Feb. 1965	Inspections	<i>Vol. 1-300</i>
22 Feb. 1965	HCO Area Secretary, Saint Hill	112
14 Oct. 1965	College of Scientology	552
17 Mar. 1966	Promotion of Saint Hill-Auditor Issue Frequency	<i>Vol. 2-149</i>
21 Sept. 1967	WW Income Outgo	68
21 Sept. 1967	Worldwide and Saint Hill Functions Redefined	68
23 May 1968	WW and SH Recombined	75
24 May 1968	Immigration Tip	112

PATTERN OF ORGANIZATION

FORM OF THE ORG

(See also the first section of each Divisional Volume for the FORM, PURPOSES, IDEAL SCENES, PRODUCTS and STATISTICS of that Division. For CORPORATE STRUCTURE see pages 533-553 of this Volume. Field structure is covered in Volume 6, pages 236-392, under the section titles FIELD AUDITORS, FRANCHISE, CONTROL AREAS, FSM PROGRAMME, GROUPS, GUNG-HO GROUPS and DIANETIC COUNSELING GROUPS.)

20 May 1954	Organization Chart HASI of London	113
28 Dec. 1955	The Management and Activities of Scientology Organizations (Operational Bulletin No. 10—excerpt)	257
3 Aug. 1956	Organizational Health Chart (Staff Bulletin reissued as HCO P/L 2 Nov. 1970, corrected & reissued 7 Nov. 1970)	114
14 Nov. 1956	Reorganization Washington Operation (HCOB)	116
20 Mar. 1957	Income Sources (HCOB)	118
1 Apr. 1957	Technical and Administrative Divisions	Vol. 4— 21
21 Apr. 1957	Income	118
21 Apr. 1957	HCO Office Function	119
23 Apr. 1957	HCO handles Secretarial and Reception	119
30 Apr. 1957	Post Changes	120
30 Aug. 1957	London Technical and Admin	121
4 Jan. 1958	Field Offices	see—127
9 Jan. 1958	HASI "Purposes" as per Organizational Board	122
19 Mar. 1958	Transportation—Dir Admin Responsibility	124
7 Apr. 1958	Routing of Org Board Changes	124
23 Apr. 1958	Later additions to list of Purposes on Organization Board	123
21 Sept. 1958	Theory of Scientology Organizations (HCOB reissued as HCO P/L 22 Oct. 1962)	Vol. 0— 31
9 Oct. 1958	Departments of FCDC	125
19 Nov. 1958	Organization	Vol. 1— 76
20 Nov. 1958	Congresses—HCO Communicators, HCO Stenos	126
1 Dec. 1958	Actions to Start an HCO (HCOB)	127
13 Dec. 1958	Important Information on Policy Letters	128
30 Dec. 1958	Field Offices (revision of 4 Jan. 1958)	127
2 Jan. 1959	HCO Office Designations and Personnel	Vol. 1— 19
30 Jan. 1959	HCO Continental Secretary Hat	129
27 Feb. 1959	Duty of Area Sec re Personnel	277
1 Mar. 1959	Forbidden HCO Activities	129
24 Apr. 1959	Organization Posts—Two Types (HCOB reissued as HCO P/L 22 June 1964)	Vol. 0—105
30 Apr. 1959	Our Long Distance Program	130
5 May 1959	Policy on Sec EDs and Hats	Vol. 0— 64
12 May 1959	Pattern of Organization—Melbourne	131
14 May 1959	HCO Administrator	132
26 May 1959	To Department Heads	280
24 June 1959	Status of HCO Offices and HCO Secs and HCO Volunteer Secs in US	Vol. 3—142
1 July 1959	HCO Washington, DC	133
28 July 1959	Organization of Corporations (reissued 7 Feb. 1963)	133
5 Aug. 1959	HCO Vol Sec Material	134
26 Aug. 1959	Promotional Functions of Various Depts	135
3 Sept. 1959	S.O.P. on Handling Assoc Secs, Dept Heads and HASI Staff	137
9 Sept. 1959	Organizational Health Chart (HCOB reissue of 3 Aug. 1956)	see—114
16 Oct. 1959	Routing of Communications to LRH and HCO WW (HCOB)	287
20 Oct. 1959	HCO Order of Importance of Actions	Vol. 1— 29
27 Nov. 1959	Key to the Organizational Chart of the Founding Church of Scientology of Washington DC	138
31 Dec. 1959	Programme Director Hat	142
6 Oct. 1960	HCO Appointment	24
22 Oct. 1960	The Three Service Branches	142
28 Oct. 1960	HASI—HCO Relationship Discussed	143
31 Oct. 1960	US Appointment and Organizational Trend	486
16 Nov. 1960	New Org Programmes	Vol. 4—283
8 Dec. 1960	Durban Expanded	144

9 Dec. 1960	Capetown HASI to be Established	144
22 Dec. 1960	No Overtime	295
16 Jan. 1961	Help Me Put in the New Lines	145
30 Jan. 1961	Appointments	146
31 Jan. 1961	Spheres of Influence	<i>Vol. 1- 35</i>
14 Feb. 1961	The Pattern of a Central Organization (reissued 20 Dec. 1962)	147
17 Feb. 1961	HCO Continental	<i>Vol. 1- 38</i>
21 Feb. 1961	Pattern for City Offices	154
22 Feb. 1961	"Central Organizations"—My Programme to Raise Your Unit	156
22 Feb. 1961	Permanent Staff Exam—"Pattern of a Central Organization"	<i>Vol. 5-124</i>
12 Mar. 1961	Duties of the Assn Sec's Sec in a Central Organization	157
9 Apr. 1961	City Offices—Successful Patterns	158
28 Apr. 1961	Central Organization Minimum Staff	160
2 May 1961	Procedure on Setting Up Central Orgs or City Offices	162
11 May 1961	City Offices (addition to 2 May 1961)	163
14 Aug. 1961	City Offices	165
24 Aug. 1961	HCO Organization, Future Plans	164
3 Sept. 1961	HCO Vol Sec Policy Revised	166
10 Jan. 1962	Appointments	24
22 Jan. 1962	Crash Programme	<i>Vol. 4- 26</i>
30 Jan. 1962	Technical Director and Administrator	167
12 Mar. 1962	Appointments & Transfers	26
14 Mar. 1962	Appointment	26
1 Oct. 1962	The Plan for California	<i>Vol. 6-243</i>
8 Oct. 1962	HCO Appointments	167
12 Oct. 1962	Basic Purposes of a Scientology Organization	<i>Vol. 0-368</i>
22 Oct. 1962	Theory of Scientology Organizations (reissue of HCOB 21 Sept. 1958)	<i>Vol. 0- 31</i>
24 Oct. 1962	Emergency Headquarters	168
25 Oct. 1962	Appointment	168
31 Oct. 1962	Despatch Routings to/from Southern Africa	169
6 Nov. 1962	Appointment	169
5 Dec. 1962	Administrator's Hat	170
20 Dec. 1962	The Pattern of a Central Organization (reissue of 14 Feb. 1961)	147
4 Jan. 1963	Pattern of District Office	172
7 Feb. 1963	Organization of Corporations (reissue of 28 July 1959)	133
14 Feb. 1963	The Establishment of Central Orgs' Control Areas	<i>Vol. 6-301</i>
19 Feb. 1963	Classification of Central Orgs' Control Areas	<i>Vol. 6-302</i>
20 Feb. 1963	The Evolution of a District Office: Two Methods	176
21 Feb. 1963	The Evolution of a District Office Two Methods (amends 20 Feb. 1963)	<i>see-178</i>
1 Mar. 1963	Individual Auditors Operating within a Central Org Control Area	<i>Vol. 6-302</i>
15 Mar. 1963	Org Despatch Routings to/from USA and Canada	179
18 Mar. 1963	District Office Testing	180
11 Apr. 1963	Org Despatch Routings USA/Canada (addition to 15 Mar. 1963)	179
16 Apr. 1963	HCO Executives: Current Lists	181
23 July 1963	Appointment	180
30 July 1963	Current Planning	<i>Vol. 4-344</i>
2 Aug. 1963	Public Project One	<i>Vol. 2- 93</i>
21 Aug. 1963	Change of Organization Targets—Project 80—A Preview	<i>Vol. 2- 95</i>
3 Sept. 1963	Status of Auckland	180
28 Oct. 1963	HCO Zones of Jurisdiction—Western Hemisphere	182
30 Oct. 1963	Concerning City Offices	<i>see-154, 158, 162, 163</i>
31 Dec. 1963	Saint Hill Reorganization	87
9 Jan. 1964	Org Despatch Routings—Canada (amends 15 Mar. 1963)	184
14 Jan. 1964	Future Continental Officer Status	27
14 Jan. 1964	Continental and Area HCO Finance Policies	<i>Vol. 3-161</i>
24 Jan. 1964	Continental Director Appointment South Africa	184
24 Jan. 1964	Scientology Library and Research Ltd.	29
20 Mar. 1964	District Office & Org Control Area Policy Revised	<i>Vol. 6-303</i>
6 May 1964	Reorganization	89
14 May 1964	HCO Continental Change	185
28 May 1964	Reorganization	91
22 June 1964	Organization Posts—Two Types (reissue of HCOB 24 Apr. 1959)	<i>Vol. 0-105</i>

23 Sept. 1964	Policies: Dissemination and Programmes	Vol. 2- 41
30 Sept. 1964	HCO Corporations	97
18 Dec. 1964	Saint Hill Org Board	98
18 Dec. 1964	Staff Appointments	see-105
21 Dec. 1964	Address Lists to City Offices	Vol. 1-281
20 Feb. 1965	Appointments and Programmes	109
22 Feb. 1965	Executive Director Comm Lines	558
13 Mar. 1965	The Comm Member System	Vol. 1-204
13 Mar. 1965	The Comm Member System	Vol. 1-206
14 Apr. 1965	"To LRH Daily Reports"	591
1 May 1965	Organisation--The Design of the Organisation	Vol. 0-250, Vol. 1- 78
18 May 1965	Canadian Mailings from Toronto Only	185
7 June 1965	New Org Board Design	Vol. 1- 80
7 June 1965	Entheta Letters and the Dead File, Handling of	Vol. 1-415
10 July 1965	Lines and Terminals--Routing	652
14 Sept. 1965	Units and Bonuses for Org Exec Secs and HCO Exec Secs	Vol. 3-315
20 Nov. 1965	The Promotional Actions of an Organization	Vol. 0- 84
15 Dec. 1965	Additions to "The Promotional Actions of an Organization"	see Vol. 0- 90
22 Jan. 1966	Division Seven	46
26 Jan. 1966	Int Exec Div Relation to Saint Hill Org	46
30 Jan. 1966	Minimum Personnel of an Org	186
6 Feb. 1966	How to Increase and Expand an Organization	188
1 Mar. 1966	Executive Division Organization and its Theory and Purpose	47
13 Mar. 1966	Orders, Precedence of Personnel, Titles of	Vol. 0-356
21 Oct. 1966	Six Department System	192
21 Oct. 1966	City Office System	195
21 Oct. 1966	City Office	197
21 Oct. 1966	Evening Foundations	221
1 Nov. 1966	World Wide Organisation	57
12 Dec. 1966	New Org Board Design (2) (supplements 7 June 1965)	Vol. 1- 81
11 Aug. 1967	Organisation--Definition of	199
6 Sept. 1967	WW Division Reorganization	63
8 Sept. 1967	Continental Liaison Officers at WW	65
21 Sept. 1967	WW Income Outgo	68
21 Sept. 1967	Worldwide and Saint Hill Functions Redefined	68
18 Oct. 1967	WW--How to Comm to WW--Continental Liaison Officers	69
19 Oct. 1967	WW 7 Divisions	71
26 Oct. 1967	The Public Divisions	Vol. 0-252, Vol. 6- 7
14 Nov. 1967	Dissem Division WW	72
8 Feb. 1968	Sea Org Zones of Planning	Vol. 0-255
17 Mar. 1968	Boom Formula	Vol. 6-151
24 Apr. 1968	Exec Council Europe	74
9 May 1968	Sea Organization Personnel	199
22 May 1968	Amendment to HCO Pol Ltr 20 Nov. 1965 "Promotional Actions"--LRH Communicator	see Vol. 0- 90
15 Sept. 1968	Sea Org	Vol. 1-487
4 Oct. 1968	Allowed Technical Services	200
26 Oct. 1968	Executive Council (amends 21 Dec. 1966 I & II)	472
7 Sept. 1969	Allowed Technical Services	201
18 Nov. 1969	The Role of the Central Org (LRH ED 34 Int)	202
23 Nov. 1969	Allowed Technical Services (7 Sept. 1969 amended)	203
29 Nov. 1969	Org Services (LRH ED 43 Int)	204
15 Dec. 1969	Class of Orgs (cancels 6 Feb. 1966)	205
18 Dec. 1969	Organizational Health Chart (HCOB reissue of 3 Aug. 1956 & 9 Sept. 1959)	see-114
28 Feb. 1970	Field Auditors (modifies 23 Nov. 1969 & LRH ED 43 Int)	see-204
20 May 1970	The Ideal Org (LRH ED 102 Int)	Mgmt. Series- 27
2 Nov. 1970	Organizational Health Chart (reissue of 3 Aug. 1956) (corrected & reissued 7 Nov. 1970)	see-114
2 Nov. 1970	The Theory of Scientology Organizations (reissue of HCOB 21 Sept. 1958 & P/L 22 Oct. 1962) (corrected & reissued 7 Nov. 1970)	Mgmt. Series-187
11 Aug. 1972	Form of Org (excerpt LRH Flag OODs)	228
12 Aug. 1972	Form of Org (excerpt LRH Flag OODs)	228

THE EVENING FOUNDATION

(See also PE FOUNDATION, Volume 6, pages 174-207.)

11 June 1965	The Foundation	206
12 June 1965	The Foundation—Forming the Foundation	209
3 July 1965	The Foundation Data	213
12 Aug. 1965	Council and Adcomms	447
13 Aug. 1965	Foundation—Basic Course Organization	214
16 Aug. 1965	Foundation—Basic Course Organization—Correction (correction to 13 Aug. 1965)	216
8 Sept. 1965	Distribution Division—Info Packet (Sec ED 88 SH)	Vol. 6—143
12 Sept. 1965	Foundation Course Change	217
13 Sept. 1965	Foundation Course Hours	219
16 Sept. 1965	Foundation	220
5 Oct. 1965	Routing—Ad Comm Reports and Minutes	449
2 Nov. 1965	Foundation Central Files Officer and Address-in-Charge	Vol. 1—282, Vol. 2—392
21 July 1966	Proportional Pay Plan 1966	Vol. 3—318
11 Aug. 1966	Lamps and Security	220
24 Aug. 1966	Foundation Lines (note by LRH)	221
27 Sept. 1966	OIC Report Form	Vol. 1—343
13 Oct. 1966	HAS Course	Vol. 6—207
21 Oct. 1966	Six Department System	192
21 Oct. 1966	City Office System	195
21 Oct. 1966	Evening Foundations	221
1 Nov. 1966	Advisory Council	453
5 Sept. 1968	Vital Org Activities	Vol. 6— 92
16 Mar. 1969	Closing or Combining Orgs (LRH ED 7 Int)	472
31 Mar. 1969	OIC Report Form	Vol. 1—354
10 July 1969	Org Personnel Recruitment	Vol. 1— 88
21 Oct. 1970	Saint Hill Foundations	222
25 Feb. 1972	AOSH Fnd Services (Base Order 1A US 1A EU 1A UK)	224
7 July 1972	Foundation Org Command Lines	223
11 Aug. 1972	Foundation and Day Orgs Separate	225
11 Aug. 1972R	Foundation Income (revised 4 Sept. 1972)	227
11 Aug. 1972	Form of Org (excerpt LRH Flag OODs)	228
12 Aug. 1972	Form of Org (excerpt LRH Flag OODs)	228
4 Sept. 1972	Foundation Income (revision of 11 Aug. 1972)	227

INTERNATIONAL COUNCIL

5 June 1959	International Council	see—230
10 July 1959	International Council (correction to 5 June 1959)	see—230
25 July 1959	A Suggestion for the International Council (HCOB)	see—230
28 Aug. 1959	International Council (HCOB—refers to 25 July 1959)	see—230
19 Nov. 1959	International Council (supersedes 5 June 1959)	see—230
29 Mar. 1960	International Council (supersedes all earlier appointments)	229
5 May 1960	International Council (amendment to 29 Mar. 1960)	see—230
26 Feb. 1961	International Council (cancels earlier directives)	see—230
6 Mar. 1962	International Council (cancels earlier directives)	see—230
9 May 1963	International Council (cancels earlier directives)	231

OT CENTRAL COMMITTEE

5 Feb. 1958	New Charters and Contracts	232
30 Sept. 1966	OT Regulations	232
10 Nov. 1966	OT Personnel	233
7 Dec. 1966	Office of LRH—OT Activities	235
11 Aug. 1967	OT Central Committee (cancels 10 Nov. 1966 & 7 Dec. 1966)	236
6 Sept. 1967	WW Division Reorganization	63
28 Jan. 1968	OT WW Liaison Unit—OT Cen Comm	237
30 Nov. 1968	OT Central Committee	237

BOARDS OF REVIEW AND APPEAL

20 Apr. 1969	Board of Review	238
16 June 1969	Board of Appeal	239
27 Sept. 1969	Appeal	240
7 Dec. 1969	Board of Appeal Deputy Members	241
26 Jan. 1970	OTL Last Court of Appeal	241

**DEPARTMENT 19 – OFFICE OF THE EXECUTIVE DIRECTOR
MANAGEMENT AND EXECUTIVE KNOW-HOW**

(See also the EXECUTIVE SERIES in The Management Series 1970-1972 Volume, DEV-T, Volume 0, pages 119-152, and CONDITIONS, Volume 0, pages 189-249.)

Aug. 1951	An Essay on Management	243
13 Sept. 1954	Communications Plan HASI, 1954	254
28 Dec. 1955	The Management and Activities of Scientology Organizations (Operational Bulletin No. 10—excerpt)	257
3 Aug. 1956	Organizational Health Chart (Staff Bulletin reissued as HCO P/L 2 Nov. 1970, corrected & reissued 7 Nov. 1970)	114
22 Sept. 1956	Org Posts—Orders, Instructions and Papers	258
24 Sept. 1956	Organizational Indoctrination (HCOB)	259
20 Mar. 1957	Income Sources (HCOB)	118
10 Apr. 1957	Morale Note	259
2 Sept. 1957	Executives	260
2 Sept. 1957	Executives (Washington, D.C. issue)	see-260
7 Oct. 1957	Technical Staff (modifies 2 Sept. 1957)	260
15 Jan. 1958	Field Office Communication (HCOB)	Vol. 1-220
1 Feb. 1958	Concerning Hat Folders	261
25 Feb. 1958	Routing of Communication (HCOB reissued as HCO P/L 26 June 1963)	261
1 May 1958	Signs of Success (HCOB)	262
25 Aug. 1958	Administrative Stable Data (HCOB)	262
27 Aug. 1958	A Model Hat for an Executive (HCOB)	see-268
27 Aug. 1958	Executives of Scientology Organizations (HCOB reissued as HCO P/L 4 Nov. 1970)	263
11 Sept. 1958	Executives (Continued) (HCOB)	see-268
19 Sept. 1958	A Model Hat for an Executive (HCOB)	268
21 Sept. 1958	Theory of Scientology Organizations (HCOB reissued as HCO P/L 22 Oct. 1962)	Vol. 0- 31
5 Oct. 1958	Personnel	271
17 Nov. 1958	Correction of HCO P/L of 5 October 1958	see-275
9 Dec. 1958	Staff List—Notification to Payroll	276
5 Jan. 1959	Importance and Executives (HCOB)	276
24 Jan. 1959	Scientology Axiom 58 (HCOB)	276
27 Feb. 1959	Duty of Area Sec re Personnel	277
28 Feb. 1959	Familiarization and the Exec (HCOB—excerpt)	277
2 Mar. 1959	HCO Theory of Communication (reissued 23 June 1964)	Vol. 1-186
24 Mar. 1959	Magazine—Majors and Minors (excerpt—HCOB “HAS Co-audit”)	277
22 Apr. 1959	The Credo of a Good and Skilled Manager (HCOB reissued as HCO P/L 10 Sept. 1963)	278
22 Apr. 1959	Letter from Durban, S.A.	279
24 Apr. 1959	Organization Posts—Two Types (HCOB reissued as HCO P/L 22 June 1964)	Vol. 0-105
4 May 1959	How to Write a Curriculum (HCOB)	Vol. 4-151
4 May 1959	Administrative Stable Data (London Sec ED)	see-262
5 May 1959	Policy on Sec EDs and Hats	Vol. 0- 64
8 May 1959	Magazine—Majors and Minors (excerpt—HCOB “HAS Co-audit”) (reissue of HCOB 24 Mar. 1959)	see-277
22 May 1959	Central Organizations Efficiency (reissued 7 Nov. 1962)	Vol. 0- 71
26 May 1959	To Department Heads	280
26 May 1959	What an Executive Wants on his Lines (reissued 10 Apr. 1963)	281
28 July 1959	Organisation of Corporations (reissued 7 Feb. 1963)	133
10 Aug. 1959	Administration in a Scientology Organisation	283
19 Aug. 1959	How to Handle Work (HCOB reissued as HCO P/L 29 May 1963)	Vol. 0-122
3 Sept. 1959	S.O.P. on Handling Assoc Secs, Dept Heads and HASI Staff	137
12 Sept. 1959	Programming (HCOB reissued as HCO P/L 23 Oct. 1969)	284
21 Sept. 1959	Programming (HCOB—addition to 12 Sept. 1959)	286
29 Sept. 1959	Survey of a Central Org (HCOB)	286
16 Oct. 1959	Routing of Communications to LRH and HCO WW (HCOB)	287
18 Oct. 1959	Putting New Personnel on the Job and Taking over when People Quit or are Transferred (reissued 9 Sept. 1964)	287
29 Oct. 1959	Service (amended & reissued 19 Mar. 1968)	Vol. 0-281
3 Dec. 1959	Scientology Staff Member Code	289
7 Dec. 1959	Former Sthil Staff	290
7 Dec. 1959	Scientology Cleanup	Vol. 1-363
28 Dec. 1959	Personnel Departure Requirement	290
29 Feb. 1960	Organization Secretary Hat	291
19 Mar. 1960	Org Board	292

1 Apr. 1960	Regulations for Staff Members and Ex-Staff Members	Vol. 4-610
30 June 1960	Administrative Traffic Trend	293
18 Nov. 1960	Executive Time Salvage and Conferences Curtailed	294
22 Dec. 1960	No Overtime	295
14 Feb. 1961	The Pattern of a Central Organization (reissued 20 Dec. 1962)	147
9 Apr. 1961	City Offices—Successful Patterns	158
11 Apr. 1961	How to do a Staff Job	Vol. 0- 73
25 Apr. 1961	Assn Sec Duties	296
28 Apr. 1961	Central Organization Minimum Staff	160
26 May 1961	A Message to the Executive Secretaries and All Org Staff	
	Quality Counts (reissued 21 June 1967)	Vol. 0- 45, Vol. 4- 25
29 May 1961	Quality and Admin in Central Orgs	Vol. 0- 46
7 Oct. 1961	Friday Cables	Vol. 1-223
17 Jan. 1962	Responsibility Again (reissued 7 June 1967)	Vol. 4-546, Vol. 5-357
4 May 1962	Solutions	296
22 Oct. 1962	Theory of Scientology Organizations	
	(reissue of HCOB 21 Sept. 1958)	Vol. 0- 31
30 Oct. 1962	Executives of Scientology Organizations	
	(reissue of HCOB 27 Aug. 1958)	see-263
7 Nov. 1962	Central Organizations Efficiency (reissue of 22 May 1959)	Vol. 0- 71
21 Nov. 1962	Completed Staff Work (C.S.W.)—How to Get Approval of	
	Actions and Projects (reissue of 4 Sept. 1959)	Vol. 0-123
5 Dec. 1962	Administrator's Hat	170
20 Mar. 1963	Self-Determinism in Central Organizations	297
23 Mar. 1963	Policies in Force	297
25 Mar. 1963	A Model Hat for an Executive (reissue of HCOB 19 Sept. 1958)	see-268
10 Apr. 1963	What an Executive Wants on his Lines (reissue of 26 May 1959)	281
2 May 1963	How to do a Staff Job (reissue of 11 Apr. 1961)	see Vol. 0- 73
29 May 1963	How to Handle Work (reissue of HCOB 19 Aug. 1959)	Vol. 0-122
26 June 1963	Routing of Communication (reissue of HCOB 25 Feb. 1958)	261
19 July 1963	Administrative Stable Data	
	(reissue of London Sec ED 4 May 1959)	see-262
26 July 1963	Continental Director Hat Write-up	298
10 Sept. 1963	The Credo of a Good and Skilled Manager	
	(reissue of HCOB 22 Apr. 1959)	278
27 Dec. 1963	The "Magic" of Good Management	299
9 June 1964	Reorganization	93
9 Sept. 1964	Putting New Personnel on the Job and Taking over when	
	People Quit or are Transferred (reissue of 18 Oct. 1959)	287
17 Nov. 1964	Offline and Offpolicy—Your Full In Basket	Vol. 0-125
18 Dec. 1964	Administrative Traffic Trend (reissue of 30 June 1960)	see-293
21 Jan. 1965	Vital Data on Promotion (revised 5 Apr. 1965)	Vol. 2- 4
31 Jan. 1965	Dev-T (adds to 17 Nov. 1964)	Vol. 0-131
7 Feb. 1965	Keeping Scientology Working	
	(reissued 15 June 1970)	Vol. 0- 35, Vol. 4- 44, Vol. 5- 43
8 Feb. 1965	Dev-T Analysis	Vol. 0-134
13 Feb. 1965	Politics	Vol. 0- 29
14 Feb. 1965	Safeguarding Technology	
	(reissued 7 June 1967)	Vol. 0- 40, Vol. 4- 49, Vol. 5- 48
22 Feb. 1965	Executive Director Comm Lines	558
22 Feb. 1965	Inspections	Vol. 1-300
28 Feb. 1965	Deliver	Vol. 2- 50, Vol. 4- 51
5 Mar. 1965	Policy: Source of	Vol. 0-336
13 Mar. 1965	The Comm Member System	Vol. 1-204
13 Mar. 1965	The Comm Member System	Vol. 1-206
13 Mar. 1965	The Structure of Organization—What is Policy?	Vol. 0-338
29 Mar. 1965	The Fast Flow System	Vol. 0-291, Vol. 1-326, Vol. 5- 78
29 Mar. 1965	Routing Despatches	Vol. 0-110
2 Apr. 1965	Administration Outside Scientology	Vol. 1-372
5 Apr. 1965	Vital Data on Promotion (revision of 21 Jan. 1965)	Vol. 2- 4
23 Apr. 1965	Problems	Vol. 0-293
1 May 1965	Order Board and Time Machine	Vol. 0-296, Vol. 1-301
12 June 1965	The Foundation—Forming the Foundation	209
1 July 1965	Hats, The Reason for	Vol. 0- 66
10 July 1965	Lines and Terminals—Routing	652
19 July 1965	Policy, How to Handle People who Quote Policy . . .	Vol. 0-301
7 Aug. 1965	Suppressive Persons, Main Characteristics of	Vol. 1-428
13 Aug. 1965	Foundation—Basic Course Organization	214
16 Sept. 1965	Weekly Secretarial Personnel Report	303
13 Oct. 1965	Dev-T Data—Executive Responsibility	Vol. 0-136
21 Jan. 1966	Executive Division—Communicators (Exec Sec)	
	(With data on AdCouncils) (modifies 20 Jan. 1966)	41

1 Feb. 1966	Danger Conditions—Inspections by Executive Secretaries, How to do Them	305
13 Feb. 1966	Sec ED OK (Continued)—Pol Ltr Changes and Origins	659
23 Feb. 1966	Appointments and Promotions	<i>Vol. 0-215, Vol. 1-101</i>
28 Feb. 1966	Danger Condition Data—Why Organizations Stay Small	308
3 Mar. 1966	Attacks on Scientology—Sex and Organizations	313
29 Apr. 1966	Policy Check outs and E-Meter	<i>Vol. 5-252</i>
1 July 1966	Information Concerning the WW Time Machine	56
20 Oct. 1966	Admin Know-How —Executive and Governing Body Errors and Answers	314
31 Oct. 1966	Admin Know-How II — Actions, Executive, for Handling Disastrous Occurrences	317
31 Oct. 1966	Admin Know-How — Job Endangerment Chits (amended & reissued 5 Mar. 1968)	320
3 Nov. 1966	Admin Know-How — Leadership	322
6 Nov. 1966	Admin Know-How — Statistic Interpretative—Statistic Analysis	422
10 Nov. 1966	Admin Know-How — Good vs Bad Management	324
11 Nov. 1966	Staff Responsibility for the Organization as a Whole	425
16 Nov. 1966	Admin Know-How — Executive Facilities—Facility Differential	326
17 Nov. 1966	Admin Know-How — Intervention	331
4 Dec. 1966	Admin Know-How — Expansion—Theory of Policy	334
24 Dec. 1966	Admin Know-How — How to Programme an Org Saint Hill Programmes	339
24 Dec. 1966	Admin Know-How — How to Programme an Org—Corrections and Addition—Sequence of Programmes Correction	344
26 Dec. 1966	Admin Know-How — PTS Sections, Personnel and Execs	346
12 Feb. 1967	Admin Know-How — The Responsibilities of Leaders	349
22 Mar. 1967	Personnel Requirement	359
22 Mar. 1967	Admin Know-How — Alter-is and Degraded Beings (HCOB)	361
5 May 1967	Important Executive Action	<i>see-360</i>
7 June 1967	Safeguarding Technology (reissue of 14 Feb. 1965)	<i>Vol. 0- 40, Vol. 4- 49, Vol. 5- 48</i>
7 June 1967	Responsibility Again (reissue of 17 Jan. 1962)	<i>Vol. 4-546, Vol. 5-357</i>
21 June 1967	A Message to the Executive Secretaries and All Org Staff Quality Counts (reissue of 26 May 1961)	<i>Vol. 0- 45, Vol. 4- 25</i>
24 July 1967	Fixed Public Consumption of Product	426
11 Aug. 1967	Organisation—Definition of	199
15 Aug. 1967	Important Executive Action (amends 5 May 1967)	360
19 Aug. 1967	The Supreme Test (HCOB)	362
12 Sept. 1967	Post, Handling of	<i>Vol. 0- 74</i>
1 Oct. 1967	Admin Know-How — Uses of Orgs	363
16 Oct. 1967	Admin Know-How No. 16 — Suppressives, and the Administrator How to Detect SPs as an Administrator	364
18 Oct. 1967	Policy and HCOB Alterations—High Crime	<i>Vol. 1-471</i>
19 Oct. 1967	#2 in Exec Sec Hats Folder—HCO Exec Sec Duties Org Exec Sec Duties	366
20 Oct. 1967	Admin Know-How — Conditions, How to Assign	430
5 Jan. 1968	Dev-T Series, Part of—Overfilled In Basket—Bad News	<i>Vol. 0-137</i>
5 Jan. 1968	Conditions Orders—Executive Ethics	<i>Vol. 0-194</i>
6 Feb. 1968	Organization—The Flaw	<i>Vol. 0-292, Vol. 1-327, Vol. 5- 79</i>
8 Feb. 1968	Admin Know-How No. 18 — Statistic Rationalization	433
22 Feb. 1968	Ethics and Admin—Slow Admin	368
5 Mar. 1968	Admin Know-How — Job Endangerment Chits (amendment & reissue of 31 Oct. 1966)	320
13 Mar. 1968	Statistics	<i>Vol. 5- 75</i>
19 Mar. 1968	Service (amended reissue of 29 Oct. 1959)	<i>Vol. 0-281</i>
28 Apr. 1968	Standard Executive Actions	369
4 May 1968	Handling Situations	370
23 May 1968	WW and SH Recombined	75
30 May 1968	Admin Know-How No. 20 — Administration	369
1 July 1968	Warning Signs (LRH ED 10 Int reissued as HCO P/L 21 Mar. 1970)	<i>see-390</i>
30 Sept. 1968	Executives—Training and Case Level	<i>Vol. 1-119</i>
4 Oct. 1968	Ethics Presence	371
25 Oct. 1968	Admin Know-How	434
21 Nov. 1968	Senior Policy	<i>Vol. 0-277, Vol. 4- 92, Vol. 5- 49</i>
7 Mar. 1969	Organisation	<i>Vol. 0-287</i>
7 Apr. 1969	Org Reduction or Eradication	<i>Vol. 1-493</i>
20 Apr. 1969	Dumbness	<i>Vol. 1-495</i>
30 Apr. 1969	Orders and Responsibility	<i>Vol. 0-298</i>
13 May 1969	Raise Your Gross Income!	372
20 Aug. 1969	Programming (reissue of HCOB 12 Sept. 1959)	<i>see-284</i>
14 Sept. 1969	Admin Know-How No. 22 — The Key Ingredients	374

20 Sept. 1969	Stability	Vol 0- 4
4 Oct. 1969	Organizational Enturbulence	Vol 0- 5
7 Oct. 1969	Fundamentals of Administration No. 2	379
10 Oct. 1969	Downstat Causes	435
23 Oct. 1969	Programming (reissue of HCOB 12 Sept. 1959)	284
27 Oct. 1969	Admin Know-How No. 23 - Dev T	381
10 Nov. 1969	Gross Promotional Errors	383
18 Nov. 1969	The Role of the Central Org (LRH ED 34 Int)	202
15 Dec. 1969	Orders, Query of	Vol 0-299
19 Dec. 1969	Executive Duties (cancels P/L 19 July 1963 & London Sec ED 4 May 1959)	384
5 Feb. 1970	Statistics, Management by	436
9 Feb. 1970	Statistical Judgment	437
3 Mar. 1970	How to Write an Ed or Order	386
21 Mar. 1970	Warning Signs	390
11 Apr. 1970	Third Dynamic Tech	Mgmt. Series- 1
21 Apr. 1970	The "Magic" of Good Management (reissue of 27 Dec. 1963)	see-299
8 May 1970	Admin Know-How No. 24 - Distraction and Noise	388
15 June 1970	Keeping Scientology Working (reissue of 7 Feb. 1965)	Vol. 0- 35, Vol. 4- 44, Vol. 5- 43
20 July 1970	Cases and Morale of Staff	Vol. 5-234
16 Aug. 1970	Statistic Mismanagement	438
4 Nov. 1970	Executives of Scientology Organizations (reissue of HCOB 27 Aug. 1958)	263
28 Mar. 1971	Debug (excerpt LRH Flag OODs)	404
5 Apr. 1971	Service (excerpt LRH Flag OODs)	382
27 May 1971	Service	391
28 May 1971	Service and Work Load	392
22 July 1971	Admin Know-How No. 25 - CLOs OTLs and Flag	394
28 July 1971	Admin Know-How No. 26 (cancels 19 Dec. 1969)	400
19 Aug. 1971	Programs, Use of-How to Save Useless Work	403
31 Aug. 1971	The EC Network Disbanded	82
31 Aug. 1971	EC Network (Additional)	84
25 Oct. 1971	Comm Routing-How to Tie Up a Whole Org and Produce Nothing	405
26 Jan. 1972	Admin Know-How No. 29 - Not Dones, Half Dones & Backlogs	407
9 Apr. 1972	Correct Danger Condition Handling (cancels 7 Feb. 1970)	409
14 Apr. 1972	Hatting	412
3 May 1972	Ethics and Executives (Executive Series 12)	Mgmt. Series-317
12 Aug. 1972	Bill and Drill (excerpt LRH Flag OODs)	404
1 Sept. 1973	Admin Know-How No. 30	413
15 Oct. 1973	Admin Know-How No. 31 - Administrative Skill	416

STATISTIC INTERPRETATION

STATISTICAL MANAGEMENT

(A study of this section should include *CONDITIONS*, Volume 0, pages 189-249.
See also *O.I.C.*, Volume 1, pages 317-360.)

11 Aug. 1960	Organization Information Centre	Vol. 1-317
17 Feb. 1961	State of Emergency	Vol. 1- 39
29 Mar. 1965	The Fast Flow System - "Shows WHY of OIC" - LRH	Vol. 1-326
11 May 1965	Ethics Officer Hat	Vol. 1-406
16 May 1965	Indicators of Orgs	Vol. 0-169, Vol. 1-408
1 Sept. 1965	Ethics Protection	Vol. 0-173, Vol. 1-433
12 Oct. 1965	Advisory Committees	450
26 Oct. 1965	Low Statistics	Vol. 1-145
16 Dec. 1965	Organization of the Int Exec Division	
	Statistics of the International Executive Division	36
21 Jan. 1966	Executive Division-Communicators (Exec Sec) (With data on AdCouncils) (modifies 20 Jan. 1966)	41
1 Feb. 1966	Statistics, Actions to Take-Statistic Changes	417
23 Feb. 1966	Appointments and Promotions	Vol. 0-215, Vol. 1-101
6 Mar. 1966	Rewards and Penalties	
	How to Handle Personnel and Ethics Matters	419
6 Mar. 1966	Statistic Graphs, How to Figure the Scale	Vol. 1-338
4 June 1966	Board of Investigation	Vol. 1-569
31 Oct. 1966	Boards of Investigation (adds to 4 June 1966)	Vol. 1-570
6 Nov. 1966	Admin Know-How - Statistic Interpretative-Statistic Analysis	422
6 Nov. 1966	Statistic Interpretation-Estate Statistic	Vol. 1-305
11 Nov. 1966	Staff Responsibility for the Organization as a Whole	425
21 Dec. 1966	Advisory Council	466

5 May 1967	Important Executive Action	<i>see-360</i>
21 June 1967	A Message to the Executive Secretaries and all Org Staff	
	Quality Counts (reissue of 26 May 1961)	<i>Vol. 0- 45, Vol. 4- 25</i>
24 July 1967	Fixed Public Consumption of Product	426
15 Aug. 1967	Important Executive Action (amends 5 May 1967)	360
15 Aug. 1967	Discipline—SPs and Admin—How Statistics Crash	428
8 Sept. 1967	Statistics and Org Bd Copies	<i>Vol. 1-347</i>
12 Oct. 1967	Charges	<i>Vol. 3- 88</i>
20 Oct. 1967	Admin Know-How – Conditions, How to Assign	430
8 Feb. 1968	Admin Know-How No. 18 – Statistic Rationalization	433
13 Mar. 1968	Statistics	<i>Vol. 5- 75</i>
25 Oct. 1968	Admin Know-How	434
10 Oct. 1969	Downstat Causes	435
5 Feb. 1970	Statistics, Management by	436
9 Feb. 1970	Statistical Judgment	437
16 Aug. 1970	Statistic Mismanagement	438
3 Oct. 1970	Stat Interpretation	440
5 May 1971	Reading Statistics	443
8 Feb. 1972	Targeting of Divisional Statistics and Quotas (Executive Series 7)	<i>Mgmt. Series-304</i>

ADVISORY COMMITTEE

ADVISORY COUNCIL – EXECUTIVE COUNCIL

(A study of this section should include the sections in Volume 3 entitled FINANCIAL MANAGEMENT – FINANCIAL PLANNING, pages 26-81, PRICES, ESTABLISHMENT OF, pages 82-90, PRICE ENGRAM, pages 91-136, and the preceding section in this Volume, STATISTICAL MANAGEMENT, pages 417-443.)

8 Apr. 1957	Advisory Committee	444
9 Apr. 1957	Grievances	444
8 May 1957	Advisory Council	444
15 May 1957	Advisory Council—Composition of, Modified	445
27 May 1957	Appointments of the Ad Council	445
2 July 1957	Financial Reports, Washington, D.C.	445
8 Aug. 1957	Power of Veto	446
28 Nov. 1957	Power of Veto (London reissue of 8 Aug. 1957)	<i>see-446</i>
9 Oct. 1958	Departments of FCDC	125
5 Nov. 1959	Minutes	18
27 Nov. 1959	Advisory Council Purpose (excerpt)	446
11 Aug. 1960	Organization Information Centre	<i>Vol. 1-317</i>
9 Sept. 1964	Purpose of Adcomm	446
2 Aug. 1965	Executive Division	34
12 Aug. 1965	Council and Adcomms	447
30 Sept. 1965	Statistics for Divisions (excerpt)	448
5 Oct. 1965	Routing—Ad Comm Reports and Minutes	449
12 Oct. 1965	Advisory Committees	450
18 Nov. 1965	Appointment of Personnel	<i>Vol. 1-100</i>
26 Nov. 1965	Financial Planning	<i>Vol. 3- 48</i>
26 Nov. 1965	Financial Planning (excerpt)	452
9 Jan. 1966	OIC Section SH	<i>Vol. 1-335</i>
11 Jan. 1966	AdCouncil and AdComms Orders, Issue of	451
14 Jan. 1966	Hiring Personnel—Line for	<i>see Vol. 3- 57</i>
20 Jan. 1966	Division 7—International Executive Division	
	Offices of the HCO Exec Sec and Org Exec Sec Described	39
21 Jan. 1966	Executive Division—Communicators (Exec Sec) (With data on AdCouncils) (modifies 20 Jan. 1966)	41
30 Jan. 1966	LRH Communicator Area Reports to WW	600
3 Feb. 1966	Sec EDs—Definition and Purpose	
	Cross Divisional Orders	657
13 Feb. 1966	Sec ED OK (Continued)—Pol Ltr Changes and Origins	659
23 Feb. 1966	Appointments and Promotions	<i>Vol. 0-215, Vol. 1-101</i>
13 Mar. 1966	Orders, Precedence of Personnel, Titles of	<i>Vol. 0-356</i>
2 Aug. 1966	Graph Change—Ad Council Statistic	<i>Vol. 1-342, Vol. 3- 25</i>
20 Oct. 1966	Admin Know-How	
	Executive and Governing Body Errors and Answers	314
21 Oct. 1966	Six Department System	192
31 Oct. 1966	Admin Know-How II	
	Actions, Executive, for Handling Disastrous Occurrences	317
1 Nov. 1966	World Wide Organisation	57
1 Nov. 1966	Advisory Council	453

2 Nov. 1966	Ad Council Appointments	459
17 Nov. 1966	Exec Secs & Ad Council	464
17 Nov. 1966	Admin Know-How – Intervention	331
15 Dec. 1966	Financial Planning	Vol. 3– 61
21 Dec. 1966	Advisory Council (cancels 1 Nov. 1966 II, 2 Nov. 1966 & 17 Nov. 1966; modifies 1 Nov. 1966 I)	466
21 Dec. 1966	Executive Council	469
24 July 1967	Fixed Public Consumption of Product	426
6 Sept. 1967	WW Division Reorganization	63
18 Oct. 1967	WW—How to Comm to WW—Continental Liaison Officers	69
19 Oct. 1967	WW 7 Divisions	71
28 Mar. 1968	Essence of Financial Planning (Flag Order 588, ED 1006 Int)	471
22 May 1968	Hiring Personnel—Line for (amends 14 Jan. 1966)	Vol. 1– 85, Vol. 3– 57
2 July 1968	Office of LRH WW Reorganization (amends 22 Feb. 1967 & 6 Sept. 1967)	622
26 Oct. 1968	Exec Councils and Financial Planning (LRH ED 32 Int)	471
26 Oct. 1968	Executive Council (amends 21 Dec. 1966 I & II)	472
16 Mar. 1969	Closing or Combining Orgs (LRH ED 7 Int)	472
20 Apr. 1969	CLO Council WW	77
12 Feb. 1970	ECWW, Primary Duties of	78
20 Nov. 1970	Committee Meetings (excerpt LRH Flag OODs)	452
Jan. 1971	Financial Planning (LRH quote)	452
31 Aug. 1971	The EC Network Disbanded	82
31 Aug. 1971	EC Network (Additional)	84
25 Oct. 1971	Comm Routing—How to Tie Up a Whole Org and Produce Nothing	405

CONFERENCE HAT

4 Sept. 1959	Completed Staff Work (C.S.W.)—How to Get Approval of Actions and Projects (reissued 21 Nov. 1962)	Vol. 0–123
1 July 1965	Hats, The Reason for	Vol. 0– 66
20 Oct. 1966	Admin Know-How	
	Executive and Governing Body Errors and Answers	314
24 Jan. 1970	Divisional Officers Conference and Aides Conference (excerpt LRH Flag OODs)	474
9 Apr. 1970	Conference Hats	473
10 Apr. 1970	Conference Planning Officer	474
17 June 1970	Conference Actions (Flag Order 2478)	475
25 Oct. 1971	Comm Routing—How to Tie Up a Whole Org and Produce Nothing	405

PROGRAMMING AND PROJECT ENGINEERING

(A study of this section should include the section in Volume 0 entitled PROGRAMMING AN ORGANIZATION – PLANNING AND TARGETS, pages 303-335.)

17 Nov. 1958	Project Engineering	477
17 Nov. 1958	Project Engineers—Three Types	480
17 Nov. 1958	HCO Project Engineer: “Have You Lived Before?”	481

DEPARTMENT 20 – OFFICE OF THE CONTROLLER

OFFICE OF THE GUARDIAN

(Policy Letters which give data belonging solely to the GUARDIAN'S OFFICE will be found in the hats and training materials of the Guardian's Office.)

15 Aug. 1960	Dept of Govt Affairs	483
22 Aug. 1960	Dept of Govt Relations	485
30 Aug. 1960	Special Zone Dept	486
31 Oct. 1960	US Appointment and Organizational Trend	486
13 Mar. 1961	Department of Official Affairs	487
13 Mar. 1961	Department of Official Affairs	489
13 Feb. 1965	Politics	Vol. 0– 29
5 Apr. 1965	Legal and Promotion	489
15 Jan. 1966	Office of the Treasurer	Vol. 3– 59
15 Feb. 1966	Attacks on Scientology	490
18 Feb. 1966	Attacks on Scientology (Continued)	491
1 Mar. 1966	The Guardian	494
1 Mar. 1966	Executive Division Organization and its Theory and Purpose	47
3 Mar. 1966	Attacks on Scientology—Sex and Organizations	313
21 June 1966	Appointments—LRH Comm and Executive Secretary and Asst Guardian and Others	Vol. 1–118

26 Dec. 1966	Admin Know-How – PTS Sections, Personnel and Execs	346
21 Sept. 1967	Office of Treasurer WW	500
26 Sept. 1967	Guardian and LRH Comm Division of Duties	617
23 Nov. 1967	Public Attacks—Legal Point	530
14 Jan. 1968	Legal Section	531
21 Jan. 1968	Chartered Accountants	Vol. 3–353
18 Nov. 1968	Guardian's Orders	500
8 Dec. 1968	Assistant Guardian for Finance	501
5 Jan. 1969	Staff Status Two	503
21 Jan. 1969	Controller	503
1 Sept. 1969	Counter-Espionage	504
16 Oct. 1969	Finance Course—Vital Action	Vol. 3– 25
20 May 1970	Guardian Public Relationships	525
25 Mar. 1971	Guardian Office	506

GUARDIAN PRO – PRESS POLICIES

(See also the PR SERIES, Volume 6, pages 393-445.)

29 Aug. 1957	Government Project Stable Data (HCOB)	507
20 Dec. 1957	Clarification of Public Relations Post	507
14 May 1960	Clippings Book	508
13 Mar. 1961	Department of Official Affairs	487
1 Jan. 1963	Objective Three—Celebrities	509
14 Aug. 1963	Scientology Five—Press Policies	510
25 May 1964	Press Relations	see-515
11 Oct. 1965	Press Relations (reissue of 25 May 1964)	515
15 Feb. 1966	Attacks on Scientology	490
18 Feb. 1966	Attacks on Scientology (Continued)	491
2 Oct. 1966	Public Promotion	516
28 Oct. 1968	Press Releases	516
31 Jan. 1969	PRO—Broadsheets	517
3 Feb. 1969	Public Image	521
5 Feb. 1969	PRO Actions	523
12 Feb. 1969	Religion	Vol. 5–288, Vol. 6–119
23 Nov. 1969	Individuals vs Groups	Vol. 6–114
20 May 1970	Guardian Public Relationships	525

LEGAL

9 Nov. 1956	Activities of Legal Dept (HCOB)	526
8 June 1957	Valuable Documents, Handling of	526
15 Nov. 1958	Legal Aid—HCO	Vol. 1– 16
15 Nov. 1958	Outstanding Copyrights and Marks	Vol. 1– 15, Vol. 2–172
4 June 1959	Instructions to Attorney or Solicitors	527
20 Dec. 1960	Duplicates of Contracts, Releases and Promissory Notes	527
14 Mar. 1962	Appointment	26
30 Aug. 1962	General Form of Release Contract	Vol. 2–263
29 Oct. 1962	Religion	528
20 Nov. 1962	Instructions to Attorney or Solicitors (reissued from 4 June 1959)	see-527
31 Dec. 1964	Use of Dianetics, Scientology, Applied Philosophy	Vol. 1– 45, Vol. 2– 49
5 Apr. 1965	Legal and Promotion	489
16 Dec. 1965	Copyright: U.S.A.	Vol. 2–173
3 Feb. 1966	The Legal Officer—Purpose (excerpt)	529
3 Feb. 1966	Legal, Tax, Accountant and Solicitor, Mail and Legal Officer	Vol. 3–202
12 Mar. 1966	Board Minutes	553
12 July 1966	Legal Aspects of Success Material Publications	Vol. 2–121, Vol. 6–139
11 Oct. 1966	Legal, Tax, Accountant and Solicitor Mail Incoming and Out-going (amends 3 Feb. 1966)	Vol. 1–181, Vol. 3–203
26 Dec. 1966	Admin Know-How – PTS Sections, Personnel and Execs	346
25 June 1967	Scientology Orgs—Tax and Balance Sheets	Vol. 3– 63
23 Nov. 1967	Financial Lines and Legal Lines	529
23 Nov. 1967	Public Attacks—Legal Point	530
14 Jan. 1968	Legal Section	531
25 Feb. 1968	Legal Statistic	531
13 May 1968	Race Relations Bill	532
10 Aug. 1968	Legal and Dissemination	533
3 Feb. 1969	Legal—Standard Waiver	Vol. 1–582
23 May 1969	Parent or Guardian Assent Forms	Vol. 2–289
18 Nov. 1969	Dianetics—Right to Audit	Vol. 5–201
18 Nov. 1969	Dianetics—Right to Teach	Vol. 5–202
8 Apr. 1970	Legal—Incorporation of Missions in the U.S. Modified	Vol. 6–293

CORPORATE STRUCTURE

20 June 1959	HASI Ltd	533
21 June 1959	HCO Ltd	<i>see-538</i>
27 June 1959	HASI Ltd	534
28 June 1959	Use and Handling of HASI Ltd Share Funds	536
8 July 1959	HASI Ltd	535
15 July 1959	HASI Ltd (corrects 20 June 1959)	<i>see-533</i>
19 July 1959	New Corp—New Broom	538
28 July 1959	Organization of Corporations (reissued 7 Feb. 1963)	133
19 Nov. 1959	HCO Ltd (supersedes 21 June 1959)	<i>see-538</i>
29 Mar. 1960	HCO Ltd (supersedes 19 Nov. 1959)	538
26 Apr. 1960	HASI Ltd Procedure	539
5 July 1960	HASI Ltd	539
18 July 1960	Information on HASI Ltd and HCO Ltd Status (HCOB)	540
18 Aug. 1960	Dept of Govt Affairs—Shares Instructions	541
6 Mar. 1961	HCO Ltd (amends 29 Mar. 1960)	542
14 Mar. 1962	Appointment	26
26 Sept. 1962	Hubbard Scientology Research Foundation	542
5 July 1963	Sales of Lifetime Memberships or Shares	543
31 Dec. 1963	Saint Hill Reorganization	87
31 Jan. 1964	Corporation Co-ordinator	543
6 May 1964	Reorganization	89
30 Sept. 1964	HCO Corporations	97
6 Nov. 1964	Corporate Status	544
6 Nov. 1964	Corporate Structures Western Hemisphere	548
12 Dec. 1964	Correction—Corporate Structures Western Hemisphere (modifies 6 Nov. 1964)	550
31 Dec. 1964	Use of Dianetics, Scientology, Applied Philosophy	<i>Vol. 1- 45, Vol. 2- 49</i>
20 Feb. 1965	Appointments and Programmes	109
22 Mar. 1965	Current Promotion and Org Programme Summary	<i>Vol. 3-128</i>
27 Apr. 1965	HASI Ltd Shares	551
21 Sept. 1965	Corporate Names—Group Names	551
14 Oct. 1965	College of Scientology	552
12 Mar. 1966	Board Minutes	553
15 Mar. 1966	Corporate Address	552
3 May 1966	Reserve Fund	<i>Vol. 3-169</i>
6 Sept. 1967	WW Division Reorganization	63
15 May 1968	Reserve Fund (reissue & amendment to 3 May 1966)	<i>Vol. 3-175</i>

DEPARTMENT 21 – OFFICE OF LRH

L R H

Author – Executive Director – Founder – Individual

Aug. 1951	An Essay on Management	243
6 Nov. 1957	Duties of the Executive Director of the HASI (FC) (Org Info Sheet)	554
14 Oct. 1959	Acting Executive Director	555
16 Oct. 1959	Routing of Communications to LRH and HCO WW (HCOB)	287
29 Oct. 1959	Orders During Absence	555
17 Sept. 1960	South African Trip	556
31 Jan. 1961	Spheres of Influence	<i>Vol. 1- 35</i>
5 Oct. 1961	Repairs and Cleaning of my Office	688
18 Dec. 1961	HCO Standing Orders	<i>Vol. 1- 42</i>
2 Aug. 1962	Accounts Information	557
13 Mar. 1963	Amnesty	557
20 Mar. 1963	Self-Determinism in Central Organizations	297
31 Dec. 1963	Saint Hill Reorganization	87
20 Feb. 1964	Regulations	31
2 Mar. 1964	Contracts and Services	<i>Vol. 3-192</i>
20 Mar. 1964	Technical Reports	<i>Vol. 4- 39</i>
30 Dec. 1964	Arrangements During Absence of Exec Dir & Org Sec	106
22 Feb. 1965	Executive Director Comm Lines	558
1 Mar. 1965	General Amnesty	573
6 Mar. 1965	Amnesty Policy	<i>Vol. 1-369</i>
7 Apr. 1965	Amnesty—Cancelled Certs—Justice Comments	<i>Vol. 1-387</i>
8 May 1965	Cancellation of Assorted Directives	651
20 Aug. 1965	General Amnesty	<i>Vol. 1-431</i>
7 Nov. 1965	Autographed Copies of Books by LRH	<i>Vol. 2-204</i>
26 Nov. 1965	Financial Planning	<i>Vol. 3- 48</i>

21 Dec. 1965	LRH Financial Relationships to Orgs	574
4 Jan. 1966	LRH Relationships to Orgs	576
11 Jan. 1966	AdCouncil and AdComms Orders, Issue of	451
14 Feb. 1966	Doctor Title Abolished	Vol. 2-119
1 Mar. 1966	Executive Division Organization and its Theory and Purpose	47
13 Mar. 1966	Amnesty	Vol. 4-478
1 Sept. 1966R	Founder (revised 8 May 1973)	579
21 Dec. 1966	Office of LRH Supplies	580
25 June 1967	Scientology Orgs—Tax and Balance Sheets	Vol. 3- 63
8 May 1973	Founder (1 Sept. 1966 revised)	579

LRH COMMUNICATOR

(Policies on the handling of the SO #1 line
will be found in the hats to which they apply.)

9 Mar. 1953	Outline of the Activities of the HCO Office of L. Ron Hubbard (memorandum reissued as HCOB of 24 Jan. 1958)	581
11 Dec. 1956	Tape Color Code	583
21 Apr. 1957	HCO Office Function	119
Apr. 1957	Staff Meeting	582
9 May 1957	Bulletin Boards & Information Boards	583
9 May 1957	Staff Meeting	see-582
24 Oct. 1957	Routing of Confidential Material	584
6 Nov. 1957	Duties of the Executive Director of the HASI (FC) (Org Info Sheet)	554
24 Jan. 1958	Outline of the Activities of the HCO Office of L. Ron Hubbard (HCOB reissue of 9 Mar. 1953)	581
25 Feb. 1958	Routing of Communication (HCOB reissued as HCO P/L 26 June 1963)	261
28 May 1958	Incoming Calls for LRH	see-584
26 Sept. 1958	Org Changes—Field Offices	584
1 Mar. 1959	Forbidden HCO Activities	129
24 Mar. 1959	Incoming Calls for LRH	584
14 May 1959	Hubbard Communications Office	Vol. 1- 23
21 May 1959	Dispatch Symbol	585
5 Aug. 1959	Stable Data for Communicators	586
15 Sept. 1959	Space Changes Require OK	668
23 Sept. 1959	Carrying out Instructions (HCOB)	588
16 Oct. 1959	Routing of Communications to LRH and HCO WW (HCOB)	287
21 Oct. 1959	Additional Message Designation (HCOB)	Vol. 1-223
27 Nov. 1959	Hubbard Communications Office (Office of LRH)—Purpose (excerpt)	585
11 Apr. 1960	The Purpose of HCO WW (HCOB)	20
9 June 1960	Security of Seals	633
18 Nov. 1960	Staff Transfers or Dismissals	Vol. 1-143
4 Jan. 1961	Urgent Mimeo Change	634
16 Jan. 1961	Help Me Put in the New Lines	145
18 Dec. 1961	HCO Standing Orders	Vol. 1- 42
18 Apr. 1962	Furniture & Quarters	669
20 Feb. 1964	Regulations	31
22 Feb. 1965	Executive Director Comm Lines	558
13 Mar. 1965	The Structure of Organization—What is Policy?	Vol. 0-338
1 Apr. 1965	HCO Communicator has Programme Checking Hat	589
14 Apr. 1965	“To LRH Daily Reports”	591
29 Apr. 1965	Mimeo Distribution Changes—Sec ED Distribution	649
29 Apr. 1965	Petition	Vol. 0-164, Vol. 1-393
26 May 1965	Petitions (adds to 29 Apr. 1965)	Vol. 0-165, Vol. 1-394
10 July 1965	Lines and Terminals—Routing	652
12 July 1965	Correction to “To LRH Daily Reports”—HCO PL 14 April AD 15	596
2 Aug. 1965	Executive Division	34
4 Sept. 1965	LRH Daily Reports Cancelled	596
17 Sept. 1965	Executive Letter Unit	597
5 Oct. 1965	Routing—Ad Comm Reports and Minutes	449
26 Oct. 1965	Low Statistics	Vol. 1-145
2 Nov. 1965	For Fast Line Sec EDs and Admin Orders	Vol. 1-255
7 Dec. 1965	Tape Colour Flash Code	Vol. 2-225
21 Dec. 1965	LRH Financial Relationships to Orgs	574
27 Dec. 1965	LRH Communicator	598
4 Jan. 1966	Staff Meeting	see-582
4 Jan. 1966	Sec EDs and HCO Exec Ltrs	599
4 Jan. 1966	LRH Relationships to Orgs	576
19 Jan. 1966	LRH Communicator Orders	600

20 Jan. 1966	Division 7—International Executive Division Offices of the HCO Exec Sec and Org Exec Sec Described	39
21 Jan. 1966	Executive Division—Communicators (Exec Sec) (With data on AdCouncils) (modifies 20 Jan. 1966)	41
30 Jan. 1966	LRH Communicator Area Reports to WW	600
31 Jan. 1966	Compilations Section, Department 21, Office of LRH (reissued 8 Aug. 1966)	<i>Vol. 2—113</i>
1 Feb. 1966	Danger Conditions—Inspections by Executive Secretaries, How to do Them	305
14 Feb. 1966	Doctor Title Abolished	<i>Vol. 2—119</i>
28 Feb. 1966	Danger Condition Data—Why Organizations Stay Small	308
1 Mar. 1966	Executive Division Organization and its Theory and Purpose	47
6 Mar. 1966	Rewards and Penalties—How to Handle Personnel and Ethics Matters	419
13 Mar. 1966	Orders, Precedence of Personnel, Titles of	<i>Vol. 0—356</i>
17 Mar. 1966	LRH Comm Log	603
1 May 1966	Statistics of Office of LRH	608
7 May 1966	LRH Communicator, Issue Authority of	660
8 May 1966	LRH Communicator, No Other Hats	609
9 May 1966	Estate Section reverts to Office of LRH (adds to 1 Mar. 1966)	610
21 June 1966	Appointments—LRH Comm and Executive Secretary and Asst Guardian and Others	<i>Vol. 1—118</i>
18 July 1966	Office of LRH (modifies 1 Mar. 1966)	611
8 Aug. 1966	Compilations Section, Department 21, Office of LRH (reissue of 31 Jan. 1966)	<i>Vol. 2—113</i>
9 Aug. 1966	Use of Telex Machine	<i>Vol. 1—228</i>
10 Aug. 1966	SECEDs, Executive Director & Guardian (amends 7 May 1965)	661
12 Oct. 1966	OIC Graphs—Clearing and OT Course—Div IV Statistics, LRH Comm Statistic	<i>Vol. 1—344, Vol. 4— 9</i>
1 Nov. 1966	World Wide Organisation	57
16 Nov. 1966	Saint Hill Cleaning	705
16 Nov. 1966	Admin Know-How — Executive Facilities—Facility Differential	326
17 Nov. 1966	Admin Know-How — Intervention	331
16 Dec. 1966	Office of LRH—LRH Personal Office Organization (modifies 18 July 1966)	613
21 Dec. 1966	Office of LRH Supplies	580
22 Feb. 1967	Office of LRH—LRH Personal Office Organization (cancels 18 July 1966 & 16 Dec. 1966; modifies 1 Mar. 1966)	614
22 Feb. 1967	LRH Property, Building and Plans Branch	616
6 Sept. 1967	WW Division Reorganization	63
26 Sept. 1967	Guardian and LRH Comm Division of Duties	617
16 Mar. 1968	Post Changes	<i>Vol. 1—146</i>
10 May 1968	LRH Comms—Functions	618
22 May 1968	LRH Communicator Promotional Action	<i>Vol. 0— 90</i>
31 May 1968	LRH Comm Log (modifies 17 Mar. 1966)	619
2 July 1968	WW Tech-Admin Ratio Clarification	621
2 July 1968	Office of LRH WW Reorganization (amends 22 Feb. 1967 & 6 Sept. 1967)	622
26 Sept. 1968	LRH Communicator (LRH ED 22 Int)	622
30 Sept. 1968	Executives—Training and Case Level	<i>Vol. 1—119</i>
5 Jan. 1969	Staff Status Two	503
26 Jan. 1969	Compliance Reports	623
12 Feb. 1969	Religion	<i>Vol. 5—288, Vol. 6—119</i>
20 Apr. 1969	CLO Council WW	77
13 May 1969	How to Submit a Proposed Policy Letter	<i>Vol. 0—364</i>
13 June 1969	Summary of Policy on Executive Directives, Admin and Advice Letters, and Executive Letters	<i>Vol. 1—263</i>
30 Sept. 1969	Orders of the Day	<i>Vol. 0—118</i>
28 Oct. 1969	LRH Comm Hat	625
4 Nov. 1969	Compliance vs Discussion	<i>Vol. 0—302</i>
15 Dec. 1969	Orders, Query of	<i>Vol. 0—299</i>
27 Jan. 1970	Tech : Admin Ratio and LRH Comm Assignment—Central and Area Orgs (cancels 28 Oct. 1969; modifies 8 May 1966)	<i>Vol. 1—108</i>
29 Jan. 1970	Existing Full Time LRH Comm Assignments	<i>see Vol. 1—109</i>
12 Feb. 1970	LRH Comm and HCO ES Responsibility for Lines	626
12 Feb. 1970	ECWW, Primary Duties of	78
11 Feb. 1971	Policy Knowledge Function (cancels 26 Sept. 1967)	625

ISSUE AUTHORITY

Keeper of the Seals & Signature – Ethics Authority

30 Apr. 1957	Issue Authority for Mimeo (HCOB)	627
18 May 1957	Policy on Signatures in Publications	627
23 May 1957	Responsibility for Issue	627
1 June 1957	Who Can Order Printing	628
17 Sept. 1958	Who Can Order Printing (replaces 1 June 1957)	628
31 Oct. 1958	Use of Mimeo Restricted	628
15 Nov. 1958	The Substance and First Duty of HCO	<i>Vol. 1- 13</i>
15 Nov. 1958	Legal Aid-HCO	<i>Vol. 1- 16</i>
15 Nov. 1958	Outstanding Copyrights and Marks	<i>Vol. 1- 15, Vol. 2-172</i>
22 Nov. 1958	Owner of Materials-The Legal View	<i>Vol. 1- 17</i>
24 Nov. 1958	Magazine Policy	<i>Vol. 2-127</i>
23 Dec. 1958	Quality of Presentation	629
20 Jan. 1959	When in Doubt about Copyrighting	<i>Vol. 1- 15, Vol. 2-172</i>
4 Feb. 1959	Colour Scheme for Bulletins, Policy Letters, etc	629
24 Feb. 1959	Letter Designations on HCO Bulletins (HCOB)	<i>Vol. 1-234</i>
5 May 1959	Policy on Sec EDs and Hats	<i>Vol. 0- 64</i>
8 May 1959	Policy on Signatures in Publications (reissue of 18 May 1957)	<i>Vol. 2- 82, see-627</i>
22 May 1959	Policy Letter and Bulletin Distribution Code (cancels HCOB 24 Feb. 1959)	<i>Vol. 1-236</i>
29 May 1959	Technology	630
4 June 1959	Validity of Sec EDs	630
21 June 1959	Signatures on Bulletins, Policy Ltrs and Sec EDs	631
25 June 1959	“CenOCon” (modifies 22 May 1959)	<i>Vol. 1-237</i>
26 June 1959	Dissemination Secretary Hat	<i>Vol. 2- 22</i>
3 July 1959	Copyright	631
4 July 1959	Actions for HCO Secretaries faced with Illegal Usage	632
7 Sept. 1959	Policy Letter and Bulletin Distribution Code (addition to 22 May 1959)	<i>Vol. 1-237</i>
23 Oct. 1959	Sec ED Authorization	633
10 May 1960	Bulletin Distribution (addition to 22 May 1959)	<i>Vol. 1-237</i>
9 June 1960	Security of Seals	633
3 Nov. 1960	Promotional Letters	<i>Vol. 2-370</i>
4 Jan. 1961	Urgent Mimeo Change	634
4 Feb. 1961	Types of Letters Established	<i>Vol. 1-244</i>
23 Feb. 1961	Directives from a Board Member (addition to 4 Feb. 1961)	<i>Vol. 1-247</i>
5 June 1961	Continental Issues	634
7 June 1961	Orders	635
2 Nov. 1961	Training Quality (reissued 3 Mar. 1967)	635
9 July 1962	Mimeo and Magazine Distribution, Sthil Course	<i>Vol. 4-411</i>
21 Nov. 1962	Re-issue of Materials	636
1 Apr. 1964	New Mimeo Line-HCO Executive Letter (adds to 4 Feb. 1961)	<i>Vol. 1-250</i>
12 June 1964	HAS and HQS Training Materials	636
2 July 1964	Bulletin & Policy Letter Distribution	<i>see Vol. 1-260</i>
12 Aug. 1964	Policy on Technical Information	637
17 Aug. 1964	Technical Info for Continental Mags	637
23 Sept. 1964	Policies: Dissemination and Programmes	<i>Vol. 2- 41</i>
8 Oct. 1964	Artistic Presentation	<i>Vol. 2- 99</i>
31 Dec. 1964	Use of Dianetics, Scientology, Applied Philosophy	<i>Vol. 1- 45, Vol. 2- 49</i>
10 Feb. 1965	Ad and Book Policies	<i>Vol. 2-101</i>
22 Feb. 1965	Executive Director Comm Lines	558
4 Mar. 1965	Technical and Policy Distribution	638
5 Mar. 1965	Policy: Source of	<i>Vol. 0-336</i>
27 Mar. 1965	Confused Presentation Denies Service (Exec Ltr)	643
31 Mar. 1965	Justice Policy Letters-Corrections	644
16 Apr. 1965	Handling the Public Individual	<i>Vol. 0- 78, Vol. 2- 56</i>
17 Apr. 1965	Additional Mag Policy	<i>Vol. 2-135</i>
18 Apr. 1965	Contests and Prizes	<i>Vol. 0- 56</i>
22 Apr. 1965	Booklets, Handouts, Mailing Pieces	647
26 Apr. 1965	Sec ED Issue	648
29 Apr. 1965	Mimeo Distribution Changes-Sec ED Distribution	649
7 May 1965	Cancellation-Mimeo Distribution Changes (Sec ED Distribution)	650
8 May 1965	Cancellation of Assorted Directives	651
8 May 1965	Flash Colours and Designations	<i>Vol. 0-346, Vol. 1-252</i>
13 May 1965	Sale of Bulletins & Tapes Forbidden	<i>Vol. 2-224</i>
26 May 1965	Courts of Ethics	<i>Vol. 1-567</i>
2 June 1965	Writing of an Ethics Order	<i>Vol. 1-413</i>
10 July 1965	Lines and Terminals-Routing	652

22 July 1965	Dissemination Materials to Saint Hill	Vol. 2-186
20 Aug. 1965	Appointment of Xerox Officer	Vol. 1-265
30 Aug. 1965	Art (HCOB)	Vol. 2-110
13 Sept. 1965	Issue Authority Required for Mimeo	653
24 Sept. 1965	Ads and Info Packets	Vol. 6-144
29 Oct. 1965	Ethics Authority Section—Office of LRH	654
18 Nov. 1965	Appointment of Personnel	Vol. 1-100
16 Dec. 1965	Copyright: U.S.A.	Vol. 2-173
11 Jan. 1966	AdCouncil and AdComms Orders, Issue of	451
21 Jan. 1966	Executive Division—Communicators (Exec Sec) (With data on AdCouncils) (modifies 20 Jan. 1966)	41
25 Jan. 1966	Distribution of Mimeo Issues	655
30 Jan. 1966	LRH Communicator Area Reports to WW	600
3 Feb. 1966	Sec ED Change in Issue and Use	656
3 Feb. 1966	Sec EDs—Definition and Purpose—Cross Divisional Orders	657
13 Feb. 1966	Sec ED OK (Continued)—Pol Ltr Changes and Origins	659
13 Feb. 1966	Personnel Control Officer	Vol. 1- 96
14 Feb. 1966	Doctor Title Abolished	Vol. 2-119
13 Mar. 1966	Orders, Precedence of Personnel, Titles of	Vol. 0-356
7 May 1966	LRH Communicator, Issue Authority of	660
9 May 1966	Publication Copies to WW	Vol. 2-205
10 Aug. 1966	SECEDs, Executive Director & Guardian (amends 7 May 1965)	661
15 Aug. 1966	Information Packets	Vol. 2-122, Vol. 6-145
15 Aug. 1966	Ethics Orders	Vol. 1-448
6 Sept. 1966	Renaming of SECEDs (ED 1 Int)	Vol. 0-361
20 Oct. 1966	Signatures of Pol Ltrs	661
14 Nov. 1966	How to Submit a Proposed Policy Letter	see Vol. 0-364
16 Nov. 1966	Saint Hill Cleaning	705
21 Nov. 1966	Ideas and Compilations Branch WW (amends 8 Aug. 1966 & 18 July 1966)	Vol. 2-124
7 Dec. 1966	Magazines Permitted All Orgs	Vol. 2-139
3 Mar. 1967	Training Quality (reissue of 2 Nov. 1961)	Vol. 4-134, Vol. 5-129
16 Mar. 1968	Post Changes	Vol. 1-146
9 May 1968	Executive Directive from L. Ron Hubbard	Vol. 0-363
10 May 1968	LRH Comms—Functions	618
29 June 1968	Enrollment in Suppressive Groups	Vol. 1-484, Vol. 2-284
5 Jan. 1969	Staff Status Two	503
15 Feb. 1969	Ron's Journal '68—Relevant HCOBs & Pol Ltrs for Public Reference	662
14 Apr. 1969	Bulletin and Policy Letter Distribution (2 July 1964 revised, cancels 25 Jan. 1966)	Vol. 0-365, Vol. 1-260
20 Apr. 1969	CLO Council WW	77
13 May 1969	How to Submit a Proposed Policy Letter (14 Nov. 1966 revised)	Vol. 0-364
13 June 1969	Summary of Policy on Executive Directives, Admin and Advice Letters, and Executive Letters	Vol. 1-263
30 Sept. 1969	Orders of the Day	Vol. 0-118
3 Dec. 1969	Issue Authority for Translations of Dianetics and Scientology Materials	663
3 Mar. 1970	How to Write an Ed or Order	386
13 Aug. 1970	The Missing Ingredient (PR Series 2)	Vol. 6-396
13 Aug. 1970	Wrong Publics (PR Series 3)	Vol. 6-399
24 Sept. 1970	Issues—Types of	664
25 Oct. 1971	Comm Routing—How to Tie Up a Whole Org and Produce Nothing	405
2 Mar. 1973	Issue Authority Lines & Procedures (modifies 22 Apr. 1965)	666
2 Mar. 1973R	Issue Authority—Other Products (revised 20 June 1973)	667
20 June 1973	Issue Authority—Other Products (revision of 2 Mar. 1973)	667

ALLOCATION OF QUARTERS

PLANNING SPACE

15 Sept. 1959	Space Changes Require OK	668
19 Dec. 1960	Spacial Reorganization	668
18 Apr. 1962	Furniture & Quarters	669
25 July 1966	Allocation of Quarters—Arrangement of Desks and Equipment (adds to 22 Oct. 1962)	669
27 July 1966	Moving	670
5 Nov. 1968	Planning Space	670
23 Sept. 1970	Quarters, Policy Regarding—Historical	671

SAINT HILL
Household and Estate

9 Sept. 1959	Kitchen Traffic (HCOB)	676
18 Jan. 1960	Zones of Authority and Regulations of Saint Hill (HCOB)	674
19 Feb. 1960	Vehicles (HCOB)	677
14 Apr. 1960	Flowers (HCOB)	678
21 Apr. 1960	Domestic Arrangements Changes (HCOB)	678
8 Aug. 1960	Persons Living In	679
11 Oct. 1960	Tea Breaks	679
20 Oct. 1960	Staff Regulations	680
11 Jan. 1961	Authority	680
12 Jan. 1961	Authority Clarified (clarifies 11 Jan. 1961)	681
16 Jan. 1961	New Road	681
24 Mar. 1961	Training Project—Construction and Preparation	682
26 Mar. 1961	Animals Forbidden in House	684
1 May 1961	Staff Recreation Room	684
3 May 1961	Dining Room for Staff	684
29 May 1961	Security of House	685
27 June 1961	Re-assignments	685
29 June 1961	Acknowledgement	686
19 July 1961	Car Parking and Driving	686
21 Sept. 1961	Laundry	687
5 Oct. 1961	Repairs and Cleaning of my Office	688
18 Feb. 1962	Fish and Game	689
2 Aug. 1962	New Work Arrangements—Outside Staff	689
3 Oct. 1962	Rooms, Emptying for Cleaning	<i>Vol. 4—417</i>
6 Oct. 1962	Car Washing	<i>Vol. 1—295</i>
8 Nov. 1962	Outside Staff Duties, Assignment of	690
15 Nov. 1962	Car Parking	691
5 Dec. 1962	Trips to Town	691
12 Mar. 1963	Staff Personnel Allowance Saint Hill	28
2 Apr. 1963	Construction Information	692
24 May 1963	Changes in Basement Student Facilities	693
24 June 1963	Review of Departments	694
28 June 1963	Part Time Driving Post	695
2 Sept. 1963	Staff Changes	696
7 Oct. 1963	Doors	697
31 Dec. 1963	Saint Hill Reorganization	87
3 Feb. 1964	Saint Hill Children	698
3 Feb. 1964	Transport	698
2 Apr. 1964	Use of Recreation Facilities, 1964	699
10 Apr. 1964	Domestic Staff	699
17 Apr. 1964	Food and Cleaning Regulations for Students	<i>Vol. 4—442</i>
13 May 1964	Information about Your Post	90
28 May 1964	Reorganization	91
18 June 1964	New Posts	95
15 Nov. 1964	Transport Arrangements	<i>Vol. 1—293</i>
15 Nov. 1964	Traffic Regulations Saint Hill	700
18 Dec. 1964	Saint Hill Org Board	98
30 Dec. 1964	Arrangements During Absence of Exec Dir & Org Sec	106
22 Feb. 1965	Inspections	<i>Vol. 1—300</i>
5 May 1965	Grounds	702
18 June 1965	Grounds Regulations—Staff and Students	702
9 Sept. 1965	Flowers, Care of	703
14 Sept. 1965	New Car Park	704
12 Nov. 1965	Paint, Odourless	704
14 Jan. 1966	Horses, Animals	705
9 May 1966	Estate Section reverts to Office of LRH (adds to 1 Mar. 1966)	610
11 Aug. 1966	Lamps and Security	220
6 Nov. 1966	Statistic Interpretation—Estate Statistic	<i>Vol. 1—305</i>
16 Nov. 1966	Saint Hill Cleaning	705

Note: The materials in this volume are listed mainly in order of appearance. Additionally, some policies are listed in more than one section (with page numbers in *italics*), as they deal with more than one area of operation. Key relevant policies from *other* OEC Volumes are also listed, with volume and page numbers in *italics*. A complete *date order* index appears in the back of the book, starting on page 706.

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	207
1 Feb. 1966	Danger Conditions—Inspections by Executive Secretaries, How to do Them	208
19 Jan. 1966	Danger Condition—Responsibilities of Declaring	211
1 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	221
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	241
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 Apr. 1969	Hats, Not Wearing	249

THE PATTERN OF THE ORGANIZATION AND THE SOURCE OF ITS INCOME

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 Jan. 1968	ED 805 INT—Speed of Service	280
19 Mar. 1968	Service	281

Flag Mission Orders	628
Flag Orders.....	628
Flag Orders of the Day	644
Flag Personnel Orders.....	644
Flag Project Orders.....	645
Flag Ship Orders.....	645
Founding Church Policy Letters	647
Guardian Finance Order, Guardian Personnel Orders.....	647
Hubbard Association of Scientologists International Policy Letters.....	648
Hubbard Communications Office Administrative Letters.....	648
Hubbard Communications Office Bulletins	648
Hubbard Communications Office Information Letters	650
Hubbard Communications Office Policy Letters.....	650
Hubbard Communications Office Technical Bulletins	668
Hubbard Communications Office Training Bulletins.....	668
LRH Executive Directives.....	668
Miscellaneous References	670
Sea Organization Executive Directives	671
Secretarial Executive Directives	673
U.S. Base Conditions Orders	673
LRH Tape Recorded Lectures.....	673
About the Author	678
Church and Mission List	681

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
19 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
26 May 1961	Quality Counts (reissued on 21 June 1967)	45
29 May 1961	Quality and Admin in Central Orgs	46
20 July 1966	Staff Status (amended 19 March 1968)	48
22 Aug. 1966	Addendum to HCO P/L 20 July 1966 "Staff Status"	49
3 Oct. 1960	Holiday Pay and Sick Leave	50
10 Nov. 1969	Former Staff Members	51
14 Dec. 1969	Org Protection	52
29 Mar. 1965	Excerpts from HCO P/L 9 Nov. 1964 & 26 Nov. 1964 (revised)	53
21 Mar. 1965	Staff Members Auditing Outside PCs	54
4 Jan. 1966	Staff Meeting	55
18 Apr. 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
1 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	<i>see-104</i>
6 July 1959	Outflow	100
4 Jan. 1966	Scientology Organizations Communications System: Dispatches (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	Organization Posts—Two Types (reissue of HCO B 24 Apr. 1959)	105
10 Apr. 1963	What an Executive Wants on his Lines (reissue of P/L 26 May 1959)	106
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	116
13 May 1968	Telex Comm Clarity	117
15 Apr. 1968	Speed and accuracy of relay Telex traffic	117
30 Sept. 1969	Orders of the Day	118

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. 1959	How to Handle Work (HCO B reissued as HCO P/L 29 May 1963)	122
4 Sept. 1959	Completed Staff Work (C.S.W.)—How to Get Approval of Actions and Projects (reissued on 21 Nov. 1962)	123
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. 1969	Dev-T Graphed	147

ETHICS

18 June 1968	Ethics	153
7 Mar. 1965	Offenses & Penalties	154
17 Mar. 1965	Rights of a Staff Member, Students and Preclears to Justice	157
17 Mar. 1965	Administering Justice	159
27 Mar. 1965	The Justice of Scientology—Its Use and Purpose Being a Scientologist	160
5 Apr. 1965	Scientology Makes a Safe Environment	162
10 Apr. 1965	Dismissals, Transfers and Demotions	163
29 Apr. 1965	Petition	164
26 May 1965	Petitions	165
1 May 1965	Staff Member Reports	166
16 May 1965	Indicators of Orgs	169
15 Aug. 1965	Things that Shouldn't Be	172
27 Aug. 1965	Housing—Staff, Students, Preclears	172
1 Sept. 1965	Ethics Protection	173
15 Nov. 1965	Reporting of Theft and Action to be Taken	175
15 Dec. 1965	Ethics Chits	176
6 Mar. 1966	Rewards and Penalties	177
5 Mar. 1968	Administrative Know-How—Job Endangerment Chits	181
26 Dec. 1968	The Third Party Law	183
24 Feb. 1969	Justice	185
7 Dec. 1969	Ethics, The Design 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	207
1 Feb. 1966	Danger Conditions—Inspections by Executive Secretaries, How to do Them	208
19 Jan. 1966	Danger Condition—Responsibilities of Declaring	211
1 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	221
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	241
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 Apr. 1969	Hats, Not Wearing	249

THE PATTERN OF THE ORGANIZATION AND THE SOURCE OF ITS INCOME

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 Jan. 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 Apr. 1965	Problems	293
1 May 1965	Order Board and Time Machine	296
30 Apr. 1969	Orders and Responsibility	298
15 Dec. 1969	Orders, Query of	299
19 July 1965	Policy, How to Handle People who Quote Policy . . .	301
26 Jan. 1969	Compliance Reports	<i>see Vol. 7</i>
4 Nov. 1969	Compliance vs Discussion	302

PROGRAMMING AN ORGANIZATION—PLANNING AND TARGETS

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. 1965	Issue Authority Required for Mimeo	349
4 Jan. 1966	Office of LRH—Sec EDs and HCO Exec Ltrs	350
3 Feb. 1966	Sec ED Change in Issue and Use	351
3 Feb. 1966	Sec EDs—Definition and Purpose—Cross Divisional Orders	352
13 Feb. 1966	Sec ED OK (Continued)—Pol Ltr Changes and Origins	354
13 Mar. 1966	Orders, Precedence of Personnel, Titles of	356
10 Aug. 1966	SecEDs, Executive Director & Guardian (amends 7 May 1965)	360
6 Sept. 1966	ED 1 INT—Renaming of SecEDs	361
20 Oct. 1966	Signatures of Pol Ltrs	362
9 May 1968	Executive Directive from L. Ron Hubbard	363
13 May 1969	How to Submit a Proposed Policy Letter	364
14 Apr. 1969	Bulletin and Policy Letter Distribution	365

APPENDIX

12 Oct. 1962	Basic Purposes of a Scientology Organization	368
--------------	--	-----

CONTENTS

HUBBARD COMMUNICATIONS OFFICE

DIVISION 1

7 Feb. 1970	HCO Makes the Org	1
	HCO Division 1 Org Board Outline	3
17 Jan. 1966	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
7 Nov. 1955	Hubbard Communications Office—Certificates (Op. Bulletin)	14
4 Oct. 1956	The Handling of Hubbard Communications Offices (revised 30 July 1958) (HCOB)	8
24 Jan. 1958	Outline of the Activities of the HCO Office of LRH (HCOB)	12
15 Nov. 1958	The Substance and First Duty of HCO	13
15 Nov. 1958	Outstanding Copyrights and Marks	15
20 Jan. 1959	When in Doubt about Copyrighting	15
15 Nov. 1958	Legal Aid—HCO	16
22 Nov. 1958	Owner of Materials—The Legal View	16
29 Nov. 1958	Future Programs (Confidential Memo to HCO Secretaries)	17
20 Dec. 1958	The HCO Secretary should handle Bad Clinical Results	18
2 Jan. 1959	HCO Office Designations and Personnel	19
13 Jan. 1959	HCO Area Secretary Material (reissued 20 Oct. 1959)	21
27 Feb. 1959	Duty of Area Sec re Personnel	133
1 Mar. 1959	Forbidden HCO Activities	24
14 May 1959	Hubbard Communications Office	23
29 May 1959	Technology	24
4 June 1959	Instructions to Attorney or Solicitors (reissued 20 Nov. 1962)	25
10 Aug. 1959	Data Required as Reports from HCO Secs	26
10 Aug. 1959	Reports Required from HCO Secretaries	28
13 Aug. 1959	Reports Required from HCO Secretaries (adds to 10 Aug. 1959)	29
20 Oct. 1959	HCO Order of Importance of Actions	29
19 Mar. 1960	Org Board	30
7 Nov. 1960	HCO Area Secretary Hat Addition	31
9 Jan. 1961	Duties of HCO	32
31 Jan. 1961	Spheres of Influence	35
14 Feb. 1961	The Pattern of a Central Organization—HCO Area Office (excerpt)	37
17 Feb. 1961	HCO Continental	38
17 Feb. 1961	State of Emergency	39
30 May 1961	How to Confess in HCO	41
18 Dec. 1961	HCO Standing Orders (excerpt)	42
10 Jan. 1962	HCO Standing Order No. 5 (reissued as amended 21 June 1967)	43
21 Nov. 1962	Re-issue of Materials	44
31 Dec. 1964	Use of Dianetics, Scientology, Applied Philosophy	45
7 Feb. 1965	Keeping Scientology Working	Vol 0—35
4 Mar. 1965	HCO Secretary WW	46
4 Mar. 1965	Technical and Policy Distribution	47
2 Apr. 1965	Urgent Urgent Urgent—False Reports	52
22 July 1965	Home Addresses	54
15 Dec. 1965	Gifts	54
21 Nov. 1968	Senior Policy	Vol. 0—277

DEPARTMENT ONE

DEPARTMENT OF ROUTING AND PERSONNEL

19 Sept. 1967	HCO Division, Department of Routing, Appearances & Personnel	55
12 Nov. 1968	The Main Weakness	57
17 Apr. 1970	Vital—Department One	58

ROUTING — RECEPTION

17 Mar. 1958	Body Routing in Central Organization (HCOB)	61
19 July 1965	Release Checks, Procedure for	Vol. 4—574
22 Sept. 1967	Routing Form Attestations	62
10 Aug. 1959	Reception	63
31 Oct. 1963	Reception Hat	64
7 Nov. 1965	Reception Log—In-the-Org List	73
25 July 1966	Allocation of Quarters—Arrangement of Desks and Equipment	75

ORG BOARD

7 Apr. 1958	Routing of Org Board Changes	<i>Vol 7-124</i>
19 Nov. 1958	Organization	76
7 Oct. 1959	Org Boards (HCOB)	76
17 May 1960	Copies of Org Board	77
1 May 1965	Organization--The Design of the Organization	78
7 June 1965	New Org Board Design	80
12 Dec. 1966	New Org Board Design (2)	81
10 July 1965	Lines and Terminals--Routing	82
5 Feb. 1969	Double Hats	83

PERSONNEL PROCUREMENT

26 Sept. 1956	Flow Line for Personnel (HCOB)	83
9 May 1957	Employing & Discharging of Personnel	139
14 Feb. 1961	Personnel Procurement	84
22 May 1968	Hiring Personnel--Line for (Amendment of HCO P/L 14 Jan. 1966)	85
15 Mar. 1968	Student & Staff Program	87
10 July 1969	Org Personnel Recruitment	88
18 July 1969	Pub's Org Personnel Recruitment	90
2 Sept. 1969	Org Personnel Recruitment--Sea Org Cooperation	91
14 Dec. 1969	Org Protection	92
13 Jan. 1970	Org Personnel Recruitment (Revised)	93
1 Mar. 1970	Model Staff Application Form	94

PERSONNEL PLACEMENT AND CONTROL

13 Feb. 1966	Personnel Control Officer	96
27 Jan. 1958	Duties of Personnel Post (HCOB)	98
18 Oct. 1959	Putting New Personnel on the Job	99
18 Nov. 1965	Appointment of Personnel	100
23 Feb. 1966	Appointments and Promotions	101
22 Mar. 1967	Personnel Requirement	102
22 Mar. 1967	Admin Know-How--Aiter-Is and Degraded Beings (HCOB)	104
22 Feb. 1969	Personnel Placement & Purposes	105
24 Jan. 1970	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 Existing Full Time LRH Comm Assignments)	108
21 Feb. 1961	Choosing PE and Registration Personnel	110
30 Apr. 1959	Additional Staff Auditors	113
13 Mar. 1961	Staff Auditor Training	114
21 Aug. 1964	Staff Auditors (reissued 7 June 1967)	115
11 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 and Asst Guardian and Others	118
30 Sept. 1968	Executives--Training and Case Levels	119
31 Mar. 1969	Public Divisions Staffing Qualifications	120

STAFF STATUS

5 Sept. 1957	Validation of Staff	<i>Vol. 5-240</i>
1 May 1958	Employment Qualifications	121
23 Nov. 1959	Employment of Criminals Forbidden	121
10 Mar. 1959	Permanent Staff Members	122
2 May 1957	Qualifications of a Permanent Staff Member	<i>see-122</i>
3 June 1957	Qualifications of a Permanent Staff Member (Assoc Sec Dir)	122
18 Jan. 1960	Qualifications of Permanent Staff Members	123
2 June 1960	Requirements for Staff Posts	123
26 Nov. 1960	Permanent Staff Member Requirements	124
13 Feb. 1961	Permanent Staff Requirement Changes	125
17 Feb. 1961	Staff Post Qualifications--Permanent Execs to be Approved	<i>see-129</i>
26 Feb. 1961	Qualification of Executives	126
28 Mar. 1961	Staff Post Qualifications--Permanent Executives to be Approved	127
23 Jan. 1962	Permanent Executives (amends 17 Feb. 1961)	130
21 May 1962	Permanent Staff	130
5 June 1962	Permanent Staff Privilege	130
12 Aug. 1963	Certificates and Awards (Administrative Certificates)	<i>Vol. 5-180</i>

16 June 1964	Personnel Records—Admin Certs (modifies 12 Aug. 1963)	Vol 5-184
21 Apr. 1965	Basic Certificates—Uncertified Personnel	Vol 5-192
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
5 Jan. 1969	Staff Status Two	136
1 May 1967	Voluntary Staff	137

TRANSFERS AND DISMISSALS

2 July 1968	Ethics—Org Suppression of	138
9 Apr. 1957	Dismissals and Post Changes	139
9 May 1957	Employing & Discharging of Personnel	139
26 Sept. 1957	Filling Posts	140
19 June 1958	Freeloaders	140
27 Apr. 1960	Security of Employment	141
28 July 1960	Hiring and Dismissing	142
18 Nov. 1960	Staff Transfers or Dismissals	143
10 Apr. 1965	Dismissals, Transfers and Demotions	144
26 Oct. 1965	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
9 June 1961	Technical Hat Checking—Vital Policy for HCO Area Sec	156
18 June 1963	Policy Checks	157
2 Jan. 1968	HCO Hat Section—Orders to Staff	158
14 May 1970	Hat Checkout Sequence	159

SEA ORG

28 May 1968	Volunteers and non-contracted Staff	160
13 Aug. 1968	Qualifications of the SO	161
18 Aug. 1968	Ethics Clearance—An Open Letter to all Sea Org Applicants	162
27 Aug. 1968	Sea Org Internes	163
2 Sept. 1968	Sea Org Recruits—Travel Expenses	163

DEPARTMENT TWO

DEPARTMENT OF COMMUNICATIONS

(A study of this Department should include the section of Volume 0 entitled DEVELOPED TRAFFIC, pages 119-142.)

2 Nov. 1967	HCO Division, Department of Communications	164
6 July 1959	Outflow	166
24 Feb. 1966	Mail Statistic—Dir Comm's Functions	167
25 Feb. 1966	Communications Functions	169

MAIL AND TELEPHONE

3 Aug. 1956	Mail Line (HCOB)	see-171
9 May 1957	Mail (HCOB)	171
19 Dec. 1957	Phone Bill	172
3 Sept. 1957	Method of Opening and Invoicing Mail	173
4 Aug. 1961	Private Mail and Telephone Calls	175

8 July 1962	Telephone Answering	176
26 May 1965	Communications—Registered Mail—Phone Calls	177
11 June 1965	Correction to HCO P/L 26 May 1965	177
5 Aug. 1966	Registered Mail	178
18 Jan. 1970	Registered Mail	178
31 Aug. 1965	Mail Opening	179
3 Feb. 1966	Legal, Tax, Accountant & Solicitor, Mail & Legal Officer	180
11 Oct. 1966	Legal, Tax, Accountant & Solicitor Mail Incoming & Out-going	181
17 Aug. 1965	Return Address	182
12 Oct. 1966	Mailing of Letters	183
11 Nov. 1966	Postal Economy	184
7 Oct. 1970	Mail Line (revised reissue of HCOB 3 Aug. 1956)	171
7 Dec. 1970	Guardian's Office Mail (amends 31 Aug. 1965 & 7 Oct. 1970)	179

COMMUNICATION SYSTEM

2 Mar. 1959	HCO Theory of Communication (reissued 23 June 1964)	186
9 Apr. 1957	Communication Centre	188
21 Apr. 1957	Information Boards	189
9 May 1957	Bulletin Boards & Information Boards	192
20 Sept. 1958	Bulletin Board—Comm Centre (HCOB)	190
9 Apr. 1957	Bulletin Board	190
1 May 1957	Comm Center, Arrangement of	191
20 Dec. 1958	HCO Communicator Basic Hat & Comm System HCO Offices	192
6 Jan. 1959	HCO Personnel Training	194
29 Jan. 1959	HCO Communicator Hat	194
24 Aug. 1959	Tips to HCO Communicators	195
14 Oct. 1959	Comm Speed	197
9 June 1960	HCO WW Internal Comm Schedule	198
31 Jan. 1961	Message Placement	200
30 May 1961	Current Office Work	201
21 Sept. 1961	Despatch Lines	202
9 Feb. 1964	Comm Baskets	203
22 June 1964	Organization Posts—Two Types	<i>Vol 0-105</i>
13 Mar. 1965	The Comm-Member System	204
13 Mar. 1965	The Comm-Member System (Issue II)	206
29 Mar. 1965	Routing Despatches	<i>Vol 0-110</i>
1 May 1965	Order Board and Time Machine	301
28 July 1965	Handling of Photographs	<i>Vol 0-114</i>
4 Jan. 1966	Scientology Organizations Communications System: Dispatches (includes Public Div Flash Colours per HCO P/L 23 May 1969)	214
30 Mar. 1966	The Three Basket System	<i>Vol 0-104</i>
30 Sept. 1969	Orders of the Day	<i>Vol 0-118</i>

COMMUNICATION INSPECTION

SUPERVISION OF COMMUNICATION

25 Jan. 1966	Communication Inspector Hat	217
17 July 1966	Despatches, Speed Up	218
17 Oct. 1966	State Date Reports	219
9 Sept. 1966	Security	219

TELEXES

INTER ORG COMMUNICATION

15 Jan. 1958	Field Office Communication (HCOB)	220
2 Mar. 1959	HCO Cable and Dispatch Designation System	<i>see-220 & 226</i>
15 July 1959	HCO Saint Hill Cable Designation	221
12 Aug. 1959	Cable, Don't Phone (HCOB excerpt)	221
21 Aug. 1959	Handling of Telex Machines	222
21 Oct. 1959	Additional Message Designation	223
7 Oct. 1961	Friday Cables	223
4 Jan. 1966	HCO Cable Designation System	224
22 July 1966	OIC Cable Arrival Time, Change of	227
9 Aug. 1966	Use of Telex Machines	228
13 May 1968	Telex Comm Clarity	230
15 Apr. 1968	Speed and Accuracy of Relay Telex Traffic	230
11 Feb. 1969	Telex Lines and Logistics	231

POLICY LETTERS, HCOBs AND EDs

29 Oct. 1957	HCO Files	235
17 Dec. 1958	Duties of Sec'l ED	232
24 Feb. 1959	Letter Designations on HCO Bulletins	234
25 Feb. 1959	HCO Master File	234
23 Apr. 1959	HCO Filing System	235
22 May 1959	Policy Letter and Bulletin Distribution Code	236
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 EDs	238
1 July 1959	Responsibility for HCO Files	238
30 Oct. 1959	HCO WW Steno's Hat	239
4 Jan. 1961	Urgent Mimeo 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
9 July 1962	Mimeo and Magazine Distribution, Sthl Course	Vol. 4-411
20 Mar. 1963	HCO WW Electric 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	For Fast Line Sec EDs and Admin Orders	255
25 Jan. 1966	Distribution of Mimeo Issues	255
3 Feb. 1966	Sec ED Change in Issue and Use	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, Admin and Advice Letters, and Executive Letters	263
20 Aug. 1965	Appointment of Xerox Officer	265

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
9 Aug. 1962	Names and Addresses of Academy Enrollees	267
16 Apr. 1962	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
20 Oct. 1964	Stickers for PABs Wanted	272
30 Oct. 1964	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
27 Sept. 1965	Changes of Address for WW	281
2 Nov. 1965	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	284
18 Apr. 1969	World Addresso Co-ordination Revised	286
8 May 1969	Address Lists—Addresso and Central Files	287
17 May 1969	Mailing Lists—Central Files—Addresso	287
	Basic Definitions and Policy	288
28 Jan. 1970	Field Mailing Lists	290
20 Mar. 1970	Re: Persons who ask off Mailing List	291

TRANSPORT

19 Feb. 1960	Vehicles	292
15 Nov. 1964	Transport Arrangements	293
6 Oct. 1962	Car Washing	295

DEPARTMENT THREE

DEPARTMENT OF INSPECTIONS AND REPORTS

2 Nov. 1967	HCO Division, Department of Inspections and Reports	297
14 Dec. 1969	Org Protection	92

INSPECTIONS

4 Sept. 1965	Inspection Officer	299
22 Feb. 1965	Inspections	300
1 May 1965	Order Board and Time Machine	301
15 Aug. 1965	Things that Shouldn't Be	303
27 Aug. 1965	Housing—Staff, Students, Preclears	303
21 Sept. 1965	Cleanliness and Tidiness of Premises	304
6 Nov. 1966	Statistic Interpretation—Estate Statistic	305

ORGANIZATION RUDIMENTS

11 Dec. 1961	Organization Rudiments	306
15 Dec. 1961	Rudiment Check Sheet for Orgs	310
17 Jan. 1962	Org Rudiment Reports to Me	314
20 Nov. 1965	Org Rudiments Section	315

ORGANIZATION INFORMATION CENTRE — O.I.C.

11 Aug. 1960	Organization Information Centre	317
23 Sept. 1960	Organization Information Centre	320
23 Nov. 1960	Reports to O.I.C.	320
22 Dec. 1960	Important Change in Reports	321
8 Apr. 1961	OIC Board	322
11 Dec. 1962	OIC Reports to HCO WW	323
11 Dec. 1962	Change in Report Line	325
29 Mar. 1965	The Fast Flow System	326
6 Feb. 1968	Organization—The Flaw	327
30 Sept. 1965	Statistics for Divisions	328
11 Oct. 1965	OIC Cable Change	330
16 Dec. 1965	Statistics of the International Executive Division	331
1 Mar. 1966	Executive Division Organization—Statistic (excerpt)	333
1 Mar. 1966	The Guardian—Statistic (excerpt)	334
9 Jan. 1966	OIC Section SH	335
3 Mar. 1966	OIC Report Form	336
4 Apr. 1966	Addition to HCO P/L 3 March 1966—OIC Report Form	337
6 Mar. 1966	Statistic Graphs—How to Figure the Scale	338
1 May 1966	Statistics of Office of LRH	339
7 June 1966	OIC Publication and Distribution	341
2 Aug. 1966	Graph Change—Ad Council Statistic	342
27 Sept. 1966	OIC Report Form	343
12 Oct. 1966	OIC Graphs	344
27 Apr. 1967	Tech Division Statistic	345
6 July 1967	Advanced Courses Supervisors' Statistic	346
8 Sept. 1967	Statistics and Org Bd Copies	347
10 Sept. 1967	Statistic—GDS Div Six	348
4 Oct. 1967	Auditor and Org Individual Stats	348
19 Feb. 1968	Stats Dissem	349
25 May 1968	GDS—Dissem Division	349
5 June 1968	Stats Dissem	350
10 May 1970	SO ED 43 Int—Dissemination Division G.D.S.	350
24 Feb. 1968	OIC Publication and Distribution	351
25 June 1968	Public Divisions Stats	352
29 Oct. 1968	Class VIII C/S Qual Stat	352
20 Jan. 1969	Public Divisions Gross Divisional Statistics	353
31 Mar. 1969	OIC Report Form	354
31 Mar. 1969	Completions Statistic, Triple Grades, Tech & Qual Divisions	356
8 Apr. 1969	Cancellation of HCO P/L 31 March 1969	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 7, pages 417-443.]

ETHICS

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

23 Jan. 1959	Ethics	361
20 Nov. 1959	Validation of Franchises	362
7 Dec. 1959	Scientology Cleanup	363
31 Dec. 1959	Blow-offs	364
23 May 1960	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. 1965	Administration Outside Scientology	372
5 Apr. 1965	Scientology Makes a Safe Environment	374
12 Apr. 1965	Justice	374
5 Apr. 1965	Handling the Suppressive Person—The Basis of Insanity	375
5 Apr. 1965	The No-Gain-Case Student	383
7 Apr. 1965	Amnesty—Cancelled Certs—Justice Comments	387
19 Apr. 1965	Training and Processing Regulations	388
22 Apr. 1965	Correction to all "Justice" Policy Letters	390
28 Apr. 1965	Power Processes	391
29 Apr. 1965	Petition	393
26 May 1965	Petitions	394
29 Apr. 1965	Ethics—Review	395
30 Apr. 1965	Emergency, State of	399
1 May 1965	Staff Member Reports	402
8 May 1965	Results of HCO Technical Investigation	405
11 May 1965	Ethics Officer Hat	406
16 May 1965	Indicators of Orgs	408
27 May 1965	Processing	411
31 May 1965	Noise—Session Interruption	412
2 June 1965	Writing of an Ethics Order	413
7 June 1965	Enthata Letters and the Dead File, Handling of	415
25 Sept. 1965	Addition to HCO Policy Letter of 7 June 1965	422
22 Aug. 1966	Dead File: Restoration to Good Standing	422
17 June 1965	Staff Auditor Advices	423
1 July 1965	Ethics Chits	425
1 July 1965	Comm Cycle Additives	426
30 July 1965	Preclear Routing to Ethics	427
7 Aug. 1965	Suppressive Persons, Main Characteristics of	428
16 Aug. 1965	Collection from SPs and PTSs	430
20 Aug. 1965	General Amnesty	431
26 Aug. 1965	Ethics E-Meter Check	432
1 Sept. 1965	Ethics Protection	433
14 Oct. 1965	Potential Trouble Source Routing	435
29 Oct. 1965	Ethics Authority Section—Office of LRH	436
15 Nov. 1965	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. 1966	Clearing Course Security	447
15 Aug. 1966	Ethics Orders	448
19 Aug. 1966	Numbering of Ethics Orders	448
27 Sept. 1966	The Anti-Social Personality—The Anti-Scientologist	449
5 Oct. 1966	Students Terminating—Leave of Absence—Blown Students	455
26 Dec. 1966	Admin Know-How—PTS Sections, Personnel and Execs	456
29 Dec. 1966	Historical Precedence of Ethics	459

11 Aug. 1967	Second Dynamic Rules	463
15 Aug. 1967	Discipline—SPs and Admin—How Statistics Crash	464
18 Sept. 1967	Ethics Officer Check-outs	466
20 Sept. 1967	Confidential Data	466
1 Oct. 1967	Admin Know-How—Uses of Orgs	467
4 Oct. 1967	Org Exec Sec and Distribution	468
6 Oct. 1967	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. 1967	Out Tech	472
27 Nov. 1967	R6 Materials	473
7 Feb. 1968	Fast Flow and Ethics	474
22 Feb. 1968	Ethics and Admin—Slow Admin	475
2 Mar. 1968	Advanced Course Security Check	476
5 Mar. 1968	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 1968	Ethics Training	481
20 June 1968	Ethics Officers	482
29 June 1968	Enrollment in Suppressive Groups	484
27 July 1968	A Tiger	485
12 Aug. 1968	Ethics Power	485
26 Aug. 1968	Security Checks Abolished	486
15 Sept. 1968	Sea Org	487
4 Oct. 1968	Ethics Presence	488
21 Oct. 1968	Cancellation of Fair Game	489
15 Nov. 1968	Cancellation of Disconnection	489
16 Dec. 1968	Security Div 1	490
13 Jan. 1969	Unusual Favours	491
13 Feb. 1969	Ethics Protection Conditions, Blue Star, Green Star, Gold Star	492
7 Apr. 1969	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. 1969	Ethics, The Design of	498
7 Dec. 1969	The Ethics Officer, His Character	500
9 Dec. 1969	How to Prevent an Ethics Officer from Doing his Job (revised 12 Dec. 1969)	504
26 Jan. 1970	Minors—Legal on, Students and Staff	505
23 Feb. 1970	Ethics—Quality of Service	506
18 Apr. 1970	Ethics and Franchise	508
21 Apr. 1970	Field Ethics	509

POLICIES ON "SOURCES OF TROUBLE"

6 Oct. 1958	Who can be Processed—Who can be Trained	510
30 Aug. 1960	Training Restrictions	512
27 Oct. 1964	Policies on Physical Healing, Insanity & "Troublesome Sources"	513
5 Nov. 1964	Corrections to HCO Policy Letters	516
10 Feb. 1964	Enrolment on Self Determinism (reissued 23 June 1967)	516
27 Oct. 1964	Policies on Physical Healing, Insanity and Potential Trouble Sources (reissued 23 June 1967)	517
7 Apr. 1965	Healing Policy in Field	521
26 July 1965	Release Declaration Restrictions—Healing Amendments	522
21 Feb. 1969	Cancellation of Pol Ltr of November 5, 1964	523
13 Mar. 1969	Addition to HCO Pol Ltr of 23 June 1967	523
6 Apr. 1969	Dianetics	524
7 May 1969	Policies on "Sources of Trouble"	525
12 June 1969	Dianetic Registration	527
16 May 1970	Institutional and Shock Cases, Petitions from	529

THIRD PARTY

26 Dec. 1968	The Third Party Law	530
24 Feb. 1969	Justice	532
15 Mar. 1969	Third Party—How to Find One	534
25 Aug. 1969	Third Party Investigations	535
6 Jan. 1970	Third Party Investigations	537

JUSTICE SYSTEM

COMM EVS, BOARDS, APPEALS, COURTS, ETC.

7 Sept. 1963	Committees of Evidence	538
22 Sept. 1963	Concerning Committees of Evidence	544
11 Nov. 1963	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 Scientologists—The Fair Game Law	see—552
7 Mar. 1965	Suppressive Acts—Suppression of Scientology and Scientologists—The Fair Game Law	see—552
7 Mar. 1965	Certificate Cancellation	546
7 Mar. 1965	Offenses & Penalties	549
23 Dec. 1965	Suppressive Acts—Suppression of Scientology and Scientologists—The Fair Game Law	552
17 Mar. 1965	Fair Game Law—Organizational Suppressive Acts	558
17 Mar. 1965	Administering Justice	560
27 Mar. 1965	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. 1965	Clarification—Auditing of Org Executives	566
26 May 1965	Courts of Ethics	567
4 June 1966	Board of Investigation	569
31 Oct. 1966	Boards of Investigation	570
17 July 1966	Evidence, Admissibility of in Hearings, Boards or Committees	571
5 Aug. 1966	Chaplain's Court—Civil Hearings	572
26 May 1968	Boards of Investigation and Committees of Evidence, Termination of	574
17 May 1969	An Ethics Policy Letter	575
16 June 1969	Board of Appeal	575
27 Sept. 1969	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. 1966	Refund Addition	581
3 Feb. 1969	Legal—Standard Waiver	582
5 Feb. 1970	Scientology Refunds—Writ of Expulsion and Waiver	583

GENERAL REGULATIONS

26 July 1957	Funds or Favors Received	585
27 Feb. 1961	Outside Pcs of Staff Members	586
26 Mar. 1962	Staff Regulation—Relations with Pcs and Students	368
21 Mar. 1965	Staff Members Auditing Outside Pcs	586
29 Mar. 1965	Excerpts from HCO P/L 9 Nov. 1964 & 26 Nov. 1964 (revised)	587
13 Jan. 1966	Regulations for Auditing of Staff and Students	588