Remimeo
All Auditors
All Case Supervisors

FOLDER ERROR SUMMARIES

(Amends HCOB 22 Sept 1968 which requires insufficient data in a Folder Error Summary)

Folder Error Summaries are done to provide the Case Supervisor with information from which Progress and Advance Program can be done.

An FES is comprehensive, accurate and complete.

It is written on orange foolscap with blue or black ink.

All available auditing folders for a Pc are summarized for errors extracting the following information:

THE LIST IS CHRONOLOGICAL FROM EARLIEST TO LATEST.

1. Listing errors.

2. All auditing errors.

3. All Case Supervisor errors.

4. Who the auditor was in each case.

5. Who the CS was in each case.

6. When each flub occurred.

7. Items which gave F's, LF's and LFBD's and whether or not they were handled. (If reading items have not been run to EP they represent auditable charge).

8. At what periods the Pc or preOT was doing well.

Out Tech and out-points are listed for each session as follows:

FOLDER ERROR SUMMARY			
Pc: Joe Blow			Date: 20 June 1970
Pc Grade:			
Date:	Done by: Class of Auditor:	Class of CS:	
6 June 1969	Auditor: Maizi Anne Jones	CS: Lige Smith	Pc ARC Broken at examiner – not handled. Boyfriend LFBD, PTP not handled. Grade 1 not run to EP Pc doing well after Grade 0, 1 June, 1969.
8 June 1969	Auditor: Maizi Anne Jones	CS: Lige Smith	S & D – 2 items left reading on list. List not corrected.
			FES completed up to 8 June 1969.

You want all the flubbed sessions, all the data the CS needs to know to correct the case.

Where the Pc was last doing well, made gains and was happy is significant. But one may have to go earlier. Out grades give one a clue.

The first Folder Error Summary of a folder would be done from earliest up to Present Time.

An FES must always be done before C/Sing further actions on a case.

After the initial whole folder FES has been done and the case has been corrected, the CS works back from PT to where the Pc or PreOT was last doing well.

While doing an FES any errors or omissions in the Folder Summary of C/Ses done are corrected on the Folder Summary. Example: "Prepcheck to F/N" does not mention what item was run or whether full EPs were attained.

A Case Supervisor using the Folder Error Summary and Folder Summary done in this way can see what has been flubbed or left unhandled on a case. The Pc or PreOT can be corrected. The Auditor and CS can be chitted. This data will be used by the Director of Personnel Enhancement Dept. 13, Div V to get Tech IN.

If required, Folder Error Summaries and Folder Summaries can be photocopied and sent to a C/S at a distant org when a senior CS is necessary or when a folder contains confidential data which is not to be sent to a Lower Level org. Sufficient data for the CS will exist in these two Summaries.

D/CS-5
for
L. RON HUBBARD
FOUNDER