EXECUTIVE DIRECTIVE

WDC ED 242   5 September 1985

TO: FCB, WISE INT, SMI INT, SOCO INT,
     OSA INT, ALL CLOs, ALL CL IV ORGS,
     AND MISSIONS

INFO: RTC, WDC, CMO INT, CMO CONT UNITS,
       EXEC STRATA AND ALL INT MANAGEMENT

FROM: WDC WISE

HOW WISE CAN FLOOD PUBLIC INTO YOUR ORG OR MISSION:

"The third and fourth dynamics subdivide. Any third breaks
down into many activities and professions, a neighborhood, a
business concern, a military group, a city government, etc,
etc, etc." ...

"I feel we now have clearing well in hand in Central Orgs
and will soon have it broadly so for Scientologists in "the field"
but I do not feel we need wait on that but take it and further
training in stride. I feel that we are ripe for an overt attack
on the third and fourth down spiral. I feel our auditors should
take advantage of their increased personal ability and should be
regarded accordingly by society and its zones. I see clearly that
we have to win on the third and fourth if we are to attain our
goals of a better world."

"Our impact on the society is already weighty. With special
Zone Plans we could move that impact up thousands of times greater
and have in our present lifetimes our goals at least in part
accomplished and a decent world to come back to again."

    (LRH - from HCOB 23 June 60 SPECIAL ZONE PLAN
          The Scientologist's Role in Life)

WISE is the World Institute of Scientology® Enterprises.

WISE's MISSION is to get LRHT.M. Administrative Technologies
out broadly and into use in the world's businesses.

WISE's PURPOSE is: The uniting of all organizations of
whatever kind that use DianeticsT.M. and Scientology Technology
for administrative and commercial and improvement purposes.

WHAT DOES THIS HAVE TO DO WITH YOU?

WISE's MISSION is accomplished largely through it's Charter
WISE Members (who are ethical ScientologistsT.M. with businesses
in the Field).

WISE Members are administered by WISE largely by appointed
committees of the Charter Members (highest level and class of
membership) who serve on a voluntary basis in their areas and
who set limits on areas and get in ethics all on their own, but
with WISE Int and Cont Offices accepting, correcting, rejecting
and getting redone their findings. They're the guys who are
interested in who gets what territory and who gets what ethics
in and so forth amongst the local Scientology businesses in the
area.

Charter Committees in your area will originate and run
Projects to disseminate broadly to their community's businesses
and flow them into your Org or Mission.

All YOU need do is make sure your area Charter WISE Members
are armed with the Tech. Keep them connected up with your Org
or Mission and MOVING UP THE BRIDGE®.

"If we expect Scientology to communicate itself throughout
the populace of the world, it had certainly better be communicated
as it can communicate. If this is not done we will be standing
here talking to ourselves." (LRH - From PAB No. 36 1 Oct 54,
THE USE OF SCIENTOLOGY MATERIALS)

HOW DOES THIS WORK EXACTLY?

WISE signs up its Members on licenses authorizing the use of
certain trademark, registration and copyright materials so it
won't be alter-ised, corrupted or become unusuable.

There are different classes and levels of Membership available
depending on the extent of the Member's standard usage and dissemina-
tion of the administrative technologies.

WISE sees to the standard correct usage of this tech in the
Field by the Members through Training and Consulting its Members
and granting Issue Authority to the Members' publications and
materials.

A charter and general member may use the administrative and
establishment Officer technologies of Dianetics and Scientology.
They may collect commissions from church orgs, missions and
franchises for sending them preclears and students. They may
also collect commissions from businesses for routing their staff
to orgs and franchises for processing. They may conduct courses
in Scientology administration and Esto tech authorized by WISE
but may not train auditors or audit preclears as such. They may
advertise that they are WISE Members.

WISE sees to it that WISE Members are signed up in volume by
its Big League Sales Forces, that Charter Committees are formed
and functioning and that WISE Cont and Branch Offices promote,
sell and deliver LRH books and admin tech services (courses and
consultation) to WISE Members to go out into the business world
at large -- disseminate and get the admin tech into use. WISE
Int also has an International Marketing Unit which produces the
Prosperity magazine and broad promotional campaigns for the
network to better unite and service its members and achieve
WISE's mission above.

WISE International is located with the rest of upper-middle
management in Los Angeles and WISE Continental Offices are
rapidly forming in your CLO.

WISE Branch Offices locally may be formed from time to time
to assist the Continental WISE Offices where there are several
Charter Committees in one area.

Charter Committees fall directly under the Continental (or
local Branch Office). Where neither exists as yet, the Charter
Committee falls directly under WISE International.

———————

For more information on how to get prospective or existing WISE Members and Charter Committees formed and active in your area, contact:

WISE International
3540 Wilshire Blvd.
Suite 709
Los Angeles, California 90010
U.S.A.

Phone: (213) 380-6303

WATCHDOG COMMITTEE

Authorized by
AVC INT

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Page 1, 1st Quote © 1960 LRH.
Page 2, 1st Quote © 1954 LRH.

for the
CHURCH OF SCIENTOLOGY
INTERNATIONAL

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CENTRAL BUREAUX ORDER 325   15 December 1973

Flag Reps
Pgms Chiefs
Program Officers   IMPORTANT
Mission Ops
Missionaires

TARGET MARKING AND
TLX CODE
Effective on Receipt by FRs.

To keep track of program or FMO Tgts the following code is introduced. It is for use in marking the target line and in telexes. Some of it is already in use and is retained.

AB   = Abandon Tgt.

B   = Bugged.

BRE   = Bugged Requires Eval.

CANCE = Cancel Whole Eval. Must be followed by its number.

CI   = Counter Intention, should be followed by a name for who.

DBP   = Done on a by-pass of the senior to whom it was assigned.

D/C   = Make Direct Contact with person target assigned to to get this one done.

DV   = Done and Verified as done. Usually with a date and initial.

EAT   = Ethics Action Taken.

FYR   = Falsely reported done and isn't.

HD   = Half done and needs completed, do.

IP   = In Progress.

NA   = Not Applicable now.

RET   = Reassign target to another.

T   = Reported Done by Telex. Not verified. Usually with a date.

TEA   = Taking Ethics Action.

URG   = Urgent to get this one done fast.

                        L. RON HUBBARD
                        COMMODORE

LRH:nt

EXECUTIVE DIRECTIVE

GOLD ED 2148R   29 November 1990

TO: ALL ORGS,
    MISSIONS AND PUBLIC

FROM: DIR OF CUSTOMER SERVICES GOLD

GOLDEN ERA PRODUCTIONS™

E-METER™ SILVER CERT AND REPAIR LINE

48-HOUR TURNAROUND

Hubbard® Mark V, Mark VI and Mark Super VII® E-Meters are required
to be silver certed periodically. A silver certificate is affixed to
the bottom of every E-Meter. This certificate gives the date that the
meter was certified as okay to use for auditing and the date that it
needs to be re-certified. A meter without a certification or with an
out-of-date certification is not authorized for use until inspected and
recertified. If your certification has expired you must send your meter
to Golden Era Productions for inspection and recertification.

Mark V and Mark VI meters must be silver certificated every year.
The Mark Super VII E-Meter has a two year silver certification period.
Any new Mark Super VII E-Meter has a one year warranty period following
purchase, during which Golden Era Productions will repair and certify
the meter at no charge. (The owner is responsible for shipping costs to
Golden Era Productions).

To ensure that your E-Meter always operates at its peak, you need
to send it in to the Hubbard Electrometer Manufacturing (HEM) Department
at Golden Era Productions for re-certification.

The Hubbard Electrometer Manufacturing Department at Gold has been
fully set up to give you a 48 hour Silver Cert and repair service. Your
meter will be repaired and silver certed within 48 hours of receipt and
shipped back to you via United Parcel Service (UPS) or another reliable
shipping service.

HOW TO SHIP YOUR E-METER TO GOLDEN ERA PRODUCTIONS

1. Affix to your meter your name, address and phone number.

2. Make note of your serial number for your records before packing
the meter.

3. Place your meter in a sturdy cardboard box. Ensure there is
plenty of packing material around the meter to secure it in the box like
wadded newspaper or styrofoam pieces. If you are sending your meter in
its case simply place the meter in its case and put the case into a
cardboard box with some padding to protect the case. It is less
expensive to send without the meter case.

4. Include full written details on any outnesses noted with your
meter that may need correction.

5. Include a check or money order for re-certification or repair
and return shipping. Repair and re-certification is $110.00 US dollars
or equivalent in non-US currency. For return shipping from Golden Era
Productions back to you, send the same amount you were charged for
shipping to Gold by UPS or other shipping company used. You may use
this guide to call your shipping company for prices (please note that
these are approximate weights):

MARK V E-METER 4 pounds (1.8 kilos)

MARK VI E-METER without case 4 pounds (1.8 kilos)

MARK VI E-METER with case 11 pounds (5.0 kilos)

MARK VII E-METER without case 5 pounds (2.3 kilos)

MARK VII E-METER with case 15 pounds (6.8 kilos)

MARK VII E-Meter with Haliburton case 18 pounds (8.2 kilos)

6. Tape the box securely with heavy packaging tape. Mark it
"FRAGILE" on all six sides. Place your address on the box in the upper
left hand corner.

7. Address your meter to:

**GOLDEN ERA PRODUCTIONS
ATTN: HUBBARD ELECTROMETER MANUFACTURING
6331 HOLLYWOOD BLVD., SUITE 1305
LOS ANGELES, CALIFORNIA 90028-6313, USA
TEL: 213-663-8072**

8. Conditional: If you are shipping your meter from outside the
USA you must include proper papers with your meter which states that it
is being returned to the manufacturer in the USA for repair. Make a
copy for your records. Your shipping company will assist you with this.
This simple action will guarantee rapid movement through the US customs
and your local customs department.

9. Get the shipping number from your shipping company. This will
enable you to keep track of your meter while it is being sent to Gold.
Insure your meter for full value.

If your Mark Super VII Remote Tone Arm needs fast service, simply
follow the above steps for your RTA.

Follow the above steps exactly. If you have any questions
regarding the shipment of your meter contact your local Bookstore
Officer who can telex the Director of Customer Services Golden Era
Productions for more information.

Kim Detheridge
DIRECTOR OF CUSTOMER SERVICES
GOLDEN ERA PRODUCTIONS

Approved by
AUDIO/VISUAL EXEC INT

Authorized by
AVC INTERNATIONAL

for
CHURCH OF SCIENTOLOGY
INTERNATIONAL

CSI:AVCI:AVEI:KD:kd.dj

GOLDEN ERA PRODUCTIONS™

E-METERS SILVER CERT LINE

This issue specifies the exact line to be used to get an E-Meter Silver Certed.

It also explains about a new improvement for the MK Super VII™ E-Meter & a new needle movement for the MK VI E-Meters!

SPECIAL ANNOUNCEMENT REGARDING NEW IMPROVEMENTS!

MARK SUPER VII E-METERS

A new improvement has been found for the Mark Super VII E-Meter.

With this new improvement, we are now able to extend the length of the Silver Certification period from one year to two years!

Every new Mark Super VII E-Meter shipped from Gold will have this new improvement already installed.

Each existing owner of a Mark Super VII E-Meter should send their meter to Gold for Silver certing. The meters will be inspected and put through a checklist of rigorous tests and adjusted or repaired as necessary so that it operates exactly as per LRH specifications.

The new improvement will be added to the meters as they go through the Silver cert procedure. This will allow us to extend the Silver Cert to two years from the time that they are silver certed.

The warranty after Silver Cert is 6 months.

MARK VI E-METERS

A brand new needle movement has been developed for the MK VI E-Meter which improves the response of the meter!

This needle movement is now being installed in each MK VI E-Meter which comes in for Silver Cert. Once your needle movement is installed the meter will be fully tuned up to LRH™ specifications.

This will all be included in your Silver Cert charge!

E-METER SILVER CERT FEE

In order to speed the Silver Cert line for all meters we are instituting a new procedure of a flat fee for the Silver Cert costs. This flat fee will cover any and all repairs or calibrations needed including the addition of the above mentioned improvement for the Mark Super VII and the new needle movement for the MK VI E-Meters.

THE FLAT FEE FOR E-METER SILVER CERTING IS $110.00.

This fee covers the Silver Cert costs including any parts required for the Mark Super VII, Mark VI and Mark V E-meters.

This means that Gold can service any meters received for Silver Cert immediately upon receipt and that they can be shipped back to you immediately upon being Silver Certed. There will no longer be a delay of awaiting final payment for parts before your E-meter is shipped back to you.

THIS CANCELS THE PREVIOUS PROCEDURE OF SENDING IN METERS WITHOUT PAYMENT AND AWAITING A BILL.

Gold will not service meters that come in without payment. Please send in your meter with full payment for Silver Cert and return shipping in the form of a check or Money Order. Credit cards cannot be used.

SHIPPING LINES TO AND FROM GOLD
FOR E-METER SILVER CERT OR WARRANTY REPAIR

Golden Era productions is the only authorized Hubbard Electrometer Manufacturing Repair and Silver cert location. All meters needing Silver cert service or repair must come to Gold.

The lines to get E-Meters to and from GOLD have been researched and we have settled on specific lines in order to better control the E-Meters enroute. These lines will also ensure that meters traveling internationally are properly routed through Customs at both ends of the line.

Domestic shipments within the U.S can be shipped using UPS (United Parcel Service). International shipments should be shipped via DHL Worldwide Express.

The proper address to ship your E-Meter to Gold is:

GOLDEN ERA PRODUCTIONS
C/O - DEPT OF HUBBARD ELECTROMETER
6331 Hollywood Blvd. Suite 1305
Los Angeles, CA 90028-6313

When you're ready to ship your E-Meters to GOLD, contact your nearest UPS or DHL Worldwide Express office and arrange for them to ship your E-Meter to this address. Give them the shipping address and the weight of the E-Meter in its final shipping box and they will give you the charges. This is paid direct to UPS or DHL at the time of shipping.

RETURN SHIPPING COSTS

For return shipping from GOLD back to you, you should send to GOLD the same amount as you are charged for shipping to GOLD. Include a check for this amount inside the box along with the $110.00 Silver Cert fee.

In this way when the E-Meter arrives at GOLD the service amount and the costs to ship the E-Meter back to you are already included so there will be no unnecessary delay.

SHIPPING ADMIN

When you take your E-Meter to one of the above shipping agents you should specify that this is an E-Meter returning to Golden Era Productions in Los Angeles for service and that it will be returned to you once fully serviced. The agent will assist you to fill out the necessary forms.

Keep the papers which are given to you by the Agent as these will assist you to monitor the shipping. Also, for International shipments, it will make it easier to get your E-Meter through Customs upon return without having to pay unneccessary Customs charges.

For International shipments, DHL Worldwide Express will ship your E-Meter to the U.S., get it through Customs as required and will deliver it directly to the Gold Los Angeles office.

PROCEDURES TO FOLLOW

Follow these steps:

1. Package up the E-Meter in its case in a shipping carton with appropriate packaging material so that it does not get damaged enroute. Be sure to use a box large enough to fit your E-Meter with appropriate packaging material around the case so that it does not get damaged. This procedure is covered on page 26 of the Mark VII Owner's Manual.

2. Enclose, inside the box, a short dispatch stating your name & your return address and phone number.

If this is a warranty repair explain exactly what the situation is that you have encountered with your E-Meter.

3. Ship the meter via UPS or DHL Worldwide Express. Include the check for the Silver Cert service as well as the return shipping inside the box, to: GOLDEN ERA PRODUCTIONS ATTN: DEPT OF HUBBARD ELECTROMETER 6331 HOLLYWOOD BLVD. SUITE 1305 LOS ANGELES, CA 90028-6313 USA.

You pay for the shipping to Gold directly to UPS or DHL and include payment for the return shipping.

Your E-Meter will be received by Golden Era Productions and put through the standard Silver Certification procedure. The new improvement will be installed in your Super Mark VII or the new needle movement will be installed in your Mark VI E-meter.

Your E-Meter will be serviced, packaged and shipped out to you within 7 days of Golden Era Productions receiving your E-Meter.

Ray McKay
METERS & SYSTEMS
MANUFACTURING SEC GOLD

Approved by
GENERAL MANAGER GOLD
CO GOLD
WDC GOLD

Authorized by
AVC INTERNATIONAL

for the
CHURCH OF SCIENTOLOGY®
INTERNATIONAL

CSI:AVCI:WDCG:JB:LM:RM:tp

L. Ron Hubbard

EXECUTIVE DIRECTIVE

LRH ED 305R INT
CANCELS
LRH ED 297 INT

ALL ORGS

5 October 1979
Revised 5 November
1979 to Delete 16
July 78 Dateline
Ellipsis indicates
Deletion

ANZO, WEST US, EAST US, UK AND AFRICA

STAFF AMNESTY PROCLAMATION

A full amnesty for all past misdeeds is granted every Scientology staff member and Sea Org Member prior to this date providing only that they:

1. Disclose all financial, tech and other crimes to the GO.

2. Accept forgiveness and this amnesty.

This amnesty includes any staff members PTS or otherwise routed off staff. . . .

My efforts to speed justice actions by leaving authority in the hands of orgs only has been abused and one injustice is far too many in my books.

Therefore an International Justice Chief is being established at LRH Comm International Central, who will act as a final ethics authority on any ethics handling involving a Comm Ev, removal from post, or dismissal or routing off from staff.

Other lesser ethics actions can be handled at org level.

This line must be held in and stale dates of justice can also be the subject of ethics actions on those responsible at the discretion of the Int Justice Chief.

The appointment of EDs and COs of orgs, and FOLOs, SO and Scn Int are subject to approval of the Watch Dog Committee at International Board level. See SO ED 1309 INT.

LRH ED 297 INT is now CANCELLED for ANZO, WEST US, EAST US, UK and AFRICA. But as there was no evidence of misuse of justice authority in EUROPE, EU CONT is authorized to continue using their existing lines for justice matters pending their continued good record.

All justice actions from this date are subject to this line change.

Staff members are very valuable people. They are my friends. I do not like to see them messed about or their willingness shattered through non-standard application of justice actions. We do not have to dramatize the mistakes of failed governments on our own justice lines.

Please lend a hand in seeing it is done right.

Love,

RON

L. RON HUBBARD
FOUNDER

for the

BOARDS OF DIRECTORS
of the
CHURCHES OF SCIENTOLOGY

BDCS:LRH:gal:dr

L. Ron Hubbard

EXECUTIVE DIRECTIVE

LRH ED 305-2 INT   24 October 1979

ALL ORGS

ANZO, WEST US, EAST US, UK AND AFRICA

STAFF AMNESTY PROCLAMATION ADDITION

It has happened on occasion in orgs whereby very harsh or unjust ethics actions or unhandled PTSness preceded a staff member's blow. Therefore, there are those blown staff members who may wish to accept this amnesty and be forgiven, and they may do so providing they follow the amnesty steps:

1.   Disclose all financial, tech and other crimes
       to the GO.

2.   Accept forgiveness and this amnesty.

If anyone instructs a staff member otherwise or demands any other provisions than as given in this amnesty, they can simply be referred to this LRH ED. If there are still any illegal stops on this, recourse can be taken with the International Justice Chief. A staff member has every right to this amnesty providing he or she has done steps one and two above.

FOR SO ORGS ONLY:

Sea Org orgs are reminded of Flag Order 3754 of 19 June 79, RECRUITMENT OF LSD CASES in the use of this amnesty to recover blown or routed off staff members. As the person who was blown or routed off had already been recruited before the issuance of this order, he is eligible for return to staff and in any case, is eligible for the amnesty. FO 3754 still applies to new recruitment.

It is important that we recover staff members who have suffered injustice. Staff members are very valuable beings - so let's salvage them.

                                          Love,

                                          RON

                                          L. RON HUBBARD
                                          FOUNDER

LRH:jc:dr

<u>**EARTHQUAKE - DRILLS**</u>

<u>**CALIFORNIA CLASS 5 ORGS**</u>

There are drills covering what you would do in the office, at berthing and also what you would do when you are off the base in town, on a day off etc if an earthquake occured. The drills below concerning what to do "AT THE OFFICE", "AWAY FROM THE ORG" and "AT LIVING QUARTERS" and are done by <u>each staff member</u> no matter what other specialist hat you may be assigned, so that you know exactly what to do, with no hesitations, day or night, with or without light.

There is another set of drills covered in this issue which are headed "EARTHQUAKE SPECIALIST DRILLS" these are done by only the specialist teams which are being assigned. Who does which drills are clearly indicated below.

AT THE OFFICE

ALL STAFF

These drills are done with a twin, and can be done during individual org drilling time not necessarily during the base wide drilling period.

1. Drill Find the safest location in your office, or post area, to DUCK, COVER and HOLD. Drill being at work and then getting into this position with no hesitation or comm lag.

2. Drill Go through the building to the locations that you normally frequent and find the most secure places that you could DUCK, COVER and HOLD. Then drill by doing what you would normally do in those spaces and suddenly getting into a DUCK, COVER and HOLD position.

3. Do the same drill in the hallways of the building you normally frequent. Find a secure location such as against an <u>interior</u> wall or a doorway in an <u>interior</u> wall and DUCK, COVER AND HOLD.

4. Drill Locate all exits of the building and ensure they are free from barriers or things which could block the exits in an earthquake. Work out an alternate route in case the normal exits are blocked.

5. Drill being at your desk or in your space and then vacating the building through the exits that you worked out in the previous drill.

6. Drill being outside: Rapidly getting away from any buildings, windows, overhead power lines or trees. Getting on the ground and covering your head with your arms.

7. Drill: Inspect and note down for your office area any mest that could become a hazard and cause injury in an earthquake. These are objects that you would steer clear of if an earthquake started:

a. Light fixtures.
b. Windows
c. Mirrors
d. Heavy objects on the tops of cabinets or shelving
e. Tall cabinets or shelving units which are not secured to the wall or floor.
f. Equipment that is high up in the room on a shelf or just not secured to the wall or floor.
g. Equipment on wheels that do not lock.

8. Drill: In your own space, find and place any heavy equipment, boxes, tools, etc. that are on the top shelves, onto lower shelves.

9. Drill: Locate any hazardous materials in your office space, such as poisonous chemicals, cleaning fluids, flammable materials. Make sure the lids are on tight and any such bottles/cans are placed on the floor or lower shelves.

10. Drill: Locate all gas shutoffs, electrical shut offs and water shut offs for your building and with someone who is hatted on these. Drill finding the correct tool and turning these utilities off until you can do this instantly and with certainty.

11. DRILL: Locate the gas shutoffs, electrical shut offs and water shut offs, for the BASE and with someone who is hatted on these, drill finding the correct tools and turning the utilities off.

12. Do the same drill above for any other building that you routinely frequent.

13. DRILL: When AN ALL HANDS is sounded for general earthquake evacuation drill, getting out of the building while watching for live electrical wires, anything overhead that could fall or any other hazards.

The alarm is spread verbally. When the shaking stops IF AN ALL HANDS IS NEEDED, THE ED VIA THE RECEPTIONIST THEN SPREADS THIS ALARM VERBALLY AND GETS OTHERS TO SPREAD THIS ALARM. THIS POINT IS TO BE DRILLED.

AWAY FROM THE ORG

ALL STAFF

These drills are done with a twist.

The following drills should be done as a simulated situation during a drills period and also again as the opportunity arises i.e. when you next use your car, drill the earthquake procedure before taking off to your destination.

The intention of these drills are so that you know what to do before, during and after an earthquake whether you are in a car, at a mall, in a theatre, etc.

1. DRILL: In your car/van/bus as a driver or passenger (whichever applies).

a. As a driver drill, rapidly observing the environment so that you do not stop your car under power lines, trees, overpasses, etc.

b. Pull over to the side of the road. Duck, cover and hold, in the car/van/bus until the earthquake stops.

(As a passenger: Duck, Cover and Hold until the earthquake stops.)

c. Drill: After the earthquake stops, observing the scene. Is there a power line over the car/van/bus, are there cracks in the road, etc.

d. Drill: Turn the radio on and get data on the situation, secure yourself until help arrives.

e. Drill: The car/van/bus has a power line over it and because of fire or some other danger you and your passengers need to leave it immediately. Drill opening the door, standing on the doorsill and jumping from the car without touching the car and the ground at the same time.

2.   Drill: At the movies, theatre or stadium. Work out where you would secure yourself in the case of an earthquake occuring. For example getting out of the aisle, getting between the seats and cover your head. Duck, cover and hold until the earthquake stops.

3.   Drill: At a Mall. Work out where you would secure yourself in the case of an earthquake occuring. For example; getting inside a store and under something secure, or against an inside wall and away from glass, store front windows, light fixtures and exterior walls.

AT LIVING QUARTERS

ALL STAFF

These drills are done with a twin:

1.   Drill: Work out the secure places in your living quarters to duck cover and hold then drill securing yourself in these locations including:

    a.   The bathroom.
    b.   The bedroom.
    c.   The hallway.
    d.   The kitchen.
    e.   The living room.
    f.   Other

2.   Drill: Finding a flash light in your space, with no other light source and not using matches or candles.

3.   Drill: Inspect your living quarters area for hazards and handle as needed. Ensure:

    a.   No heavy objects over the bed.
    b.   No glass near the bed.
    c.   Bed is not against an exterior wall or window.
    d.   Any heavy mest objects or hazards that are on high
       shelves are put onto lower shelves.

4.   Drill: Locate any hazardous materials such as poisonous chemicals, cleaning fluids, flammable material.. Secure the lids tight and put them on low shelves.

5.   Drill: Locate the gas shut offs, electrical sh t offs and water shut offs in your building and with someone who is ha ted on these, drill finding the correct tool a d turning these utilities off until you can do it instantly.

6.   Drill: Exiting your living quarters from all possible exit routes.

7.   Drill: Being outside your berthing during an earthquake, getting away from windows, buildings, overhead power lines. Duck, cover and hold.

8.   Drill: After an earthquake, checking your quarters for fire, the smell of gas or smoke, water leaks, electrical situations, any structural damage to the building such a doors that won't open, cracks in the windows, or walls o ceilings.

9.   Drill: Evacuating your quarters in the case of a major earthquake.

10.   Drill: Evacuation with no light source and having to get yourself and others evacuated safely from the building.

EARTHQUAKE SPECIALIST DRILLS

These earthquake drills are for specialized teams who
have exact actions they need to take to handle earthquake
related situations. The EARTHQUAKE specialist teams consist
of the following teams covering the whole Base; Domestic
Services Emergency Team, Medical Teams, Electrical Emergency
Team, Structural Emergency Team, Grounds Emergency Team and
an Engineering Emergency team.

There is also an Inspection & Evacuation Team which is
done by building and a Berthing Wake Up Team. Fire Fighting
Teams also exist in each building.

EARTHQUAKE INSPECTION & EVACUATION TEAM

1. Drill: Go through your building checking for gas
leaks, fires, injuries, structural damage (doors that are
jammed, cracks in the windows or walls or floors any
obviously falling portions of a building) any broken windows
or other such items.

2. Drill: Report to the ED what was found on
inspection.

Report one of the following:

"ALL IS WELL THERE IS NO DAMAGE"
"DAMAGE FOUND IS (whatever) NO EVACUATION NEEDED"
"DAMAGE FOUND IS (whatever) I AM EVACUATING BUILDING"

3. Drill: Go though your building and find a major
structural situation, gas leak, or some other dangerous
situation for which you should evacuate the building and
activate the evacuation drill by calling the alarm for
evacuation of the building:

Examples:
"EVACUATE THE BUILDING - GAS LEAK IN HCO"
"EVACUATE THE BUILDING - STRUCTURAL DAMAGE IN THE HGC"

4. Drill: Go though your building and find a fire or
smoke, activate a standard fire drill which also evacuates
the building.

5. Drill: How to find gas leaks without using matches
or lighter.

6. Drill: Evacuation with no light source excepting
the flash lights and having to get yourself and others
evacuated safely from the building.

7. Drill: Looking for and handling an injured person
using first aid.

8. Drill: Getting someone out of an area of a building
that has fallen down.

9. Drill: Accounting for all staff.

10. Drill: Turning the gas, electrical and water
turned off.

EARTHQUAKE - BERTHING WAKE UP TEAM

This drill is done at the berthing if a condition one
is called. This would be a very rare occurance, but if a
condition one was called it would mean something had occured
at the Org and your help is needed.

The way this would be done is that the night QM at the
Org would call to the staff who have phones and tell them to

come in. Staff will need to wake up and even pick up other
staff on the way in possibly, so this needs to be organized
org by org. If the phones went down and staff could not be
contacted, they would just come to the org if the earthquake
had been obviously serious.

1. Drill: Night QM I/C calls the most key staff in by
phone.

2. Drill: Coming in and picking up others on the way.

3. Drill: All phone lines down and getting the staff
in anyway.

ENGINEERING EMERGENCY TEAM

1. Drill: In the case of a major quake, shut off each
of the gas supply points to the property.

2. Drill: In the case of a major quake creating a fire
from a gas leak, drill shutting off all of the gas supply
points to the property.

3. Drill: In the event of lesser quake, drill the
procedure of checking for gas leaks and shutting off specific
buildings gas mains if there is a leak.

4. Drill: If a major water pipe leaks, drill turning
off the water.

5. Drill: Check all mechanical rooms for fire or
damage.

EARTHQUAKE - STRUCTURAL EMERGENCY TEAM

1. Drill: Going through the building and:

a. Checking all doors and windows. Verifying that
they still open and close.

b. Checking ceilings, walls and floors for any cracks
or damage.

c. Reporting on structural and non structural
situations to the ED.

EARTHQUAKE - GROUNDS EMERGENCY TEAM

1. Drill: Inspect sidewalks for cracks in cement and
roads or areas that have sunk down. Report to ED on status
and any damage found.

2. Drill: Inspect trees, bushes and general grounds
for any damages and report to ED on status and any damage
found.

3. Drill: Look for any irrigation leaks or any unusual
fluids coming up from the ground. There could be broken
sewage or water lines.

DOMESTIC SERVICES TEAM

The Domestic Services teams needs to work out their own
set of drills to handle properly setting up service of crew
under the following conditions:

1. Drill: Setting up living space for staff and public
in the Org after a major earthquake.

2. Drill: Setting up transport for the staff and public from the org to the houses.

3. Drill: Setting up transport for the staff from their houses to the org.

4. Drill: Getting data from reception, HCO and then handling transport to any crew that are stranded after a major earthquake.

BASE ORDER 2 PUBS DK   15 April 1976
BASE ORDER 2 PUBS US

All Pubs Staff Hats

PUBS OPERATING BASIS

On 15 March 75 along with the issue of the HCO PL re Book
Outlets of an Org, the Commodore also clarified the operating basis
of a Pubs Org in line with the PL and per the functions of the LRH
org board for Pubs.

The text of the LRH despatch written on 15 March 75 is:

"I just wrote a F... 15 March on Book Outlets, Org and
Franchises.

"Div 4A handles by letter and telex every one of those
outlets directly plus its own Individual Mail Order sales.

"Every outlet and its own individual Mail Order sales.
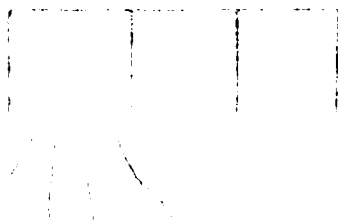
"It also finds out and keeps exact record of every book an org
has in stock. It knows every org's book inventory. It demands
those exact titles be gotten into public (Scn and raw public
hands) and provides fillers and re-orders. Then it replaces those
stocks.

"Div 4 makes sure Pubs itself has the stocks on hand to ship
these books.

"They can predict sales and have the goods there to replace.
It is not a mad guessing game.

Love   R

The above is policy for any Pubs Org.

Done fully and correctly it will boom stats.

                              Lt. Sandra Johnson, CS-PrB
                              Authorized by AVU
                              for the
                              BOARDS OF DIRECTORS
                              of the
                              CHURCHES OF SCIENTOLOGY

BDCS:SW:SJ:nt:jag

SEA ORGANIZATION

BASE ORDER 1 PUBS DK
BASE ORDER 1 PUBS US

14 April 1976

PUBS LRH POLICY

The following telex sent to Pubs Orgs on 6 Sept 1974 by the Commodore is policy for any Pubs Org:

```
060901R REF PUBS DK PUBS US TO C/O PUBS
ATTENTION LRH COMM CONTL.  BEGIN TO DEMAND
ON YOUR PRICE      IN LETTERS THAT
ORGS AND IND ORGS SELL THE BOOKS TAPES METERS
INSIGNIA THEY HAVE AND BY PLAN AND SUGGESTION
DISPLAY AND        HELP THEM TO DO.  SET
QUOTAS.             MOVE THEIR STOCK.   DO NOT
ONLY ASK   BUT      PUT EMPHASIS
ON THEM M           TO SELL THEM HAVE
BE WITH             BOOKS AND DON'T
THE PEOPLE W        .  YOU ARE
NON-DELIVERING      ONE BY
OVER  YOUR          THIS ORDER
          IS                  BEGINS.
```

andra Johnson

Authorized by AVU

BOARDS OF DIRECTORS
of the
CHURCHES OF SCIENTOLOGY

BDCS:SW:SJ:nt

FORM #5   DATE: _____

LIFESTYLE FORM

NAME: _____   DATE: _____

CURRENT POST: _____   ORG: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

COUNTRY: _____ NATIONALITY: _____

PHONE: _____ SOCIAL SECURITY #: _____

PASSPORT #: _____ IMMIGRATION STATUS: _____

AGE: _____ MALE ( ) FEMALE ( ) DATE OF BIRTH: _____

LIST ANY OTHER NAMES YOU ARE OR HAVE BEEN KNOWN BY (SUCH AS MAIDEN
NAME, PRIOR MARRIED NAMES, ASSUMED NAMES OR NICKNAMES):
_____
_____

MARRIED ( )   SINGLE ( )   DIVORCED ( )   SEPARATED ( )

IF MARRIED, DIVORCED OR SEPARATED, LIST NAME(S) OF SPOUSE OR EX-SPOUSE:
_____

NAMES AND AGES OF ANY CHILDREN:
_____
_____

WHEN WAS YOUR STAFF CONTRACT SIGNED? _____ WHEN DOES THAT
CONTRACT EXPIRE? _____ ARE YOU WILLING TO SIGN ANOTHER CONTRACT?
_____
_____

IF A MINOR, DO YOU HAVE PARENTAL CONSENT TO BE ON STAFF? _____
IF SO, IS IT BY YOUR MOTHER?   YES ____   NO ____
                       FATHER?   YES ____   NO ____
                       GUARDIAN? YES ____   NO ____
        If applicable:
        NAME OF GUARDIAN: _____
        ADDRESS: _____
        PHONE NUMBER: _____

1. Are you or have you ever been connected to anyone (such as marital
    or familial ties) who has ever expressed any antagonism to mental
    or spiritual treatment or Scientology®?   YES ____   NO ____
    Name of person: _____
    From when to when: _____
    Details: _____
    _____
    (Please use additional paper as needed to include any and all past
    and present individuals.)

2. Are you or have you ever been connected to anyone (such as friends,
    associates, co-workers) who have ever expressed any antagonism to
    mental or spiritual treatment or Scientology?   YES ____   NO ____
    Name of person: _____
    From when to when: _____
    Details: _____
    _____
    (Please use additional paper as needed to include any and all past
    and present individuals.)

3. Do you have a criminal record?   YES ____   NO ____

    If yes, please give details: _____
    _____
    _____
    (Please use additional paper as needed to be able to fully answer
    this question.)

3b. Have you ever had a criminal record? YES ____ NO ____

If yes, please give details: _____

(Please use additional paper as needed to be able to fully answer this question.)

4. Have you or any of your family members ever threatened to sue, embarrass or attack Scientology, or been party to such?
    YES ____ NO ____
    If yes:
    Name of person(s): _____

    Please give details: _____
    _____

    (Please use additional paper as needed to include any and all past and present individuals.)

5. Do you feel that some auditor or book is responsible for an undesirable condition you may be in? YES ____ NO ____

    If yes, please give details: _____
    _____
    _____
    _____

6. Are you being audited on your own determinism? YES ____ NO ____

    If no, please explain:
    _____
    _____
    _____
    _____

7. Do you have an open mind with no personal hopes or desires for auditing or knowingness? YES ____ NO ____

    If your answer is YES, please give full details.
    _____
    _____
    _____

8. Do you believe that anyone or anything can get better?
    YES ____ NO ____
    If no, please explain:
    _____
    _____
    _____

9. Are you or have you ever sat in judgement, or attempted to sit in judgement of Scientology in hearings? YES ____ NO ____

    When: _____
    Where/location: _____
    Name of person(s) involved: _____
    Circumstances and details: _____
    _____
    _____

    (Please use additional paper as needed to be able to answer this question completely and accurately.)

10. Have you ever been dismissed or offloaded from any Scientology Organization (including missions, groups, Churches, Sea Org, etc.)
    YES ____ NO ____
    When: _____
    Name of organization: _____
    Reason: _____

    If handled or not, please explain: _____

    (Please use additional paper as needed to be able to answer this question completely and accurately.)
    and present individuals.)

Telex has been sent to LAT.

1712500 IMEC
ED/COS ALL ORGS: CL V, CC AND SO ORGS
INFO ALL AIDES FB, ALL A/AIDES FOLOS, ALL FB PGMS CHFS, FNCC, NCC, EC,
AC, HES, BSO, D/FBO MORE, ALL SALES MANAGERS, PUBS EC, PUBS AC, FBO, LC,
FR, []CO GOLD, D/FBO MORE GOLD, DISSEM SEC GOLD, ALL GSRS, SALES DIR
GOLD

RE /// NEW YEAR BONUS FOR ALL STAFF ///
IT IS MANAGEMENT INTENTION THAT YOUR ORG HAS HIGH BOOKSALES AND AS A
RESULT OF THIS RECEIVE BIG BONUSES DURING THIS HOLIDAY SEASON.
THEREFORE FOLLOWING GOES INTO EFFECT UPON RECEIPT OF THIS TLX.
A) YOU ARE HEREBY PERMITTED TO PAY 60% OF BOOK PROFITS TO STAFF PAY.
(DEFINITION OF BOOK ACCOUNT PROFIT: ALL MONEYS REMAINING AFTER COST OF
REORDERING THE BOOKSTORE MATERIALS FOR THE ORG, COST OF PROMO, POSTAGE,
SHIPPING AND BOOK COMMISSIONS HAVE BEEN PAID.) THIS WILL GIVE YOUR ORG
STAFF A CUMULATIVE BONUS THAT WILL BE PAYABLE ON W/E 3 JAN. THIS IS IN
ADDITION TO YR CHRISTMAS BONUS AND YOUR STAFF PAY.
B) AS A SPECIAL INCENTIVE TO MOVE EXCESS STOCKS, YOU ARE HEREBY
AUTHORIZED TO DO THE FOLLOWING: ALL ITEMS THAT ARE ABOVE THE MINIMUM
STOCKS LEVELS AS COVERED IN IMEC ED 491R "MINIMUM STOCKS FOR BOOKSTORE
MATERIALS" DO NOT HAVE TO BE RESTOCKED. GBS FROM THAT WILL GO TO YOUR
STAFF PAY AFTER POSTAGE, SHIPPING, COMMISSIONS HAVE BEEN PAID AND ARE
ADDED TO THE STAFF BONUS. THIS IS ABOUT 80% OF THE GBS OF THE
OVERSTOCKED ITEM! THIS IN ADDITION TO REGULAR BOOK COMMISSIONS AND
REGULAR STAFF PAY. THIS MEANS HIGH PAY SO GET SALES ROLLING BY DOING THE
FOLLOWING:
1. BRIEF ALL STAFF ON THIS TELEX.
2. GET YOUR OUTLETS ACTIVE PER HCO PL 15 MARCH 1975R "BOOK OUTLETS OF AN
ORG" USING THIS TELEX.
3. GET YR BSO TO GET THE LATEST COPY OF THE STOCK REPORT AND ESTABLISH
WHAT THE ITEMS ARE THAT ARE OVERSTOCKED. THEN GET HIM TO PROMOTE THE
OVERSTOCKED ITEMS TO PUBLIC AND OUTLETS.
4. GET THE LRH BOOKMULT IN.
5. FIGURE OUT HOW MANY BOOKSTORE ITEMS AND OVERSTOCKED ITEMS HAVE TO BE
SOLD IN ORDER TO MAKE THIS A SIZABLE BONUS FOR EACH STAFF TO BE GIVEN
W/E 3 JAN 1991.
6. GET A CAMPAIGN GOING IN YR ORG USING THERMOMETERS, BRIEFINGS AND
ANOUNCEMENTS WHICH TELL THE STAFF HOW MANY BOOKS HAVE BEEN SOLD SO THEY
KNOW WHAT PROGRESS IS BEING MADE AND CAN BACK IT UP BY MOVING MORE AND
MORE OVERSTOCKED ITEMS WHEN SELLING BOOKSTORE ITEMS.
7. THIS IS NOT A LICENSE TO NOT ORDER BOOKSTORE MATERIALS WHICH ARE
NEEDED (SUCH AS NEW RELEASE ITEMS). BOOMING YR BOOKSALES WILL ALLOW
BOTH HIGH STAFF END OF THE YEAR BONUSES AND GETTING THE BOOKSTORE ITEMS
YOU NEED.
8. IF YOU DO NOT KNOW WHAT THE OVERSTOCKED ITEMS ARE, GET IN COMM WITH
YOUR PUBS SALES MANAGER WHO CAN PROVIDE ASSISTANCE. GET ROLLING ON THE
ABOVE. YR ORGS PROSPERITY DEPENDS ON IT. GET AN ADDITIONAL BONUS
FOR NEW YEARS AND BOOM YR ORG AT THE SAME TIME THROUGH MASSIVE
BOOKSALES. THIS DOES NOT CHANGE ANY CURRENT AUTHORIZED SPECIALS
OR OTHER BOOKPACKAGES YOU MAY HAVE, USE THEM TO THE HILT.
ML BOOKS EXEC INT
  17-Dec-1990 18:59:54 TLXNEGL

11. Are you currently a freeloader from any Scientology Organization?
    YES _____ NO _____

    When: _____
    Name of organization: _____
    Reason: _____
    _____
    If handled or not, please explain: _____
    _____
    (Please use additional paper as needed to be able to answer this
    question completely and accurately.)

12. Have you ever been a freeloader from any Scientology Organization?
    YES _____ NO _____

    When: _____
    Name of organization: _____
    Reason: _____
    _____
    If handled or not, please explain: _____
    _____
    (Please use additional paper as needed to be able to answer this
    question completely and accurately.)

13. Are you or have you ever attempted to investigate Scientology?
    YES _____ NO _____

    If yes, please explain:
    _____
    _____
    _____

14. List any friends, acquaintances, relatives, relations you have with
    people listed in the following groups:

    a. Intelligence organizations or affiliated agencies
    b. Organized medicine
    c. Banking Industry
    d. Psychiatry, Psychiatrists, Psychologists, etc.
    e. Media (television, radio, newspaper, magazines, advertising,
        etc.)
    f. Government or affiliated government agencies
    g. Public Relations Firms

    Name: _____
    Type of relation: _____
        (friend, relative, acquaintance, etc.)
    When to when: _____
    Relation since being in Scientology: _____

    Name: _____
    Type of relation: _____
        (friend, relative, acquaintance, etc.)
    When to when: _____
    Relation since being in Scientology: _____
    (Please use additional paper as needed to include any and all
    past and present individuals.)

15. Have you ever been to a psychiatrist, psychologist or psychoanalyst
    for interviews, treatment or any other reason? Please give details.
    YES _____ NO _____

    Name of person: _____
                    Last name   First name
    Occupation: _____
    From when to when: _____
    How many times: _____
    Details of visit(s): _____
    _____
    _____
    _____
    _____
    Details of treatment(s): _____
    If any, types of drugs taken, how many times: _____
    _____
    (Please use additional paper to include any and all of these
    instances.)

16. Have you ever been institutionalized? Please give details.
                                                     YES _____ NO _____
    Name of institution: _____
    Address: _____ City/State: _____
    Name of doctor/case officer: _____
    From when to when: _____
    Details of treatment: _____
    _____
    _____
    _____
    (Please use additional paper to include any and all of these
    instances.)

17. Have you ever committed anyone to an insane asylum or to a
    Psychiatrist or Psychologist?   YES _____ NO _____

    Name of person: _____
                    Last name   First name
    Address: _____ City/State: _____
    Name of doctor/case officer: _____
    From when to when: _____
    Details of treatment: _____
    _____
    _____
    _____
    (Please use additional paper to include any and all of these
    instances.)

18. Have you ever sent anyone to a psychiatrist, psychologist,
    psychoanalyst or mental clinic or hospital?   YES _____ NO _____

    Name of person: _____
                    Last name   First name
    Address: _____ City/State: _____
    Name of doctor/case officer: _____
    From when to when: _____
    Details of treatment: _____
    _____
    _____
    _____
    (Please use additional paper to include any and all of these
    instances.)

19. Have you taken any courses in Psychiatry or Psychology?
                                                     YES _____ NO _____

    Name of school: _____
    Location: _____
    From when to when: _____
    What course(s): _____
    _____
    Summary of courses/education: _____
    _____

20. Have you majored in any courses in Psychiatry or Psychology?
                                                     YES _____ NO _____

    Name of school: _____
    Location: _____
    From when to when: _____
    What course(s): _____
    _____
    Summary of courses/education: _____
    _____

21. Have you ever had a willing or unwilling connection to a squirrel
    group? (Definition of squirrel from Tech Dictionary: "Those who
    engage in actions altering Scn, and offbeat practices.")
                                                     YES _____ NO _____
    Name of person/group: _____
    From when to when: _____
    What was your involvement: _____
    _____

Currently connected: YES ____   NO ____
If Yes, how so: _____

(Please use additional paper to include any and all of these
instances.)

22. Have you ever had a willing/unwilling connection to a suppressive
    group? (Definition of a suppressive group per HCO™ PL 29 June 68,
    ENROLLMENT IN SUPPRESSIVE GROUPS: **"Suppressive Groups are defined
    as those which seek to destroy Scientology or which specialize in
    injuring or killing persons or damaging their cases or which
    advocate suppression of Mankind."** - LRH   YES ____   NO ____
    Name of person/group: _____
    From when to when: _____
    What was your involvement: _____

    Currently connected: YES ____   NO ____
    If Yes, how so: _____

    (Please use additional paper to include any and all of these
    instances.)

23. Are you or have you been connected to any person not in good
    standing with the Church of Scientology?   YES ____   NO ____
    Name of person/group: _____
    From when to when: _____
    What was your relation: _____

    Currently connected: YES ____   NO ____
    If Yes, how so: _____

    (Please use additional paper to include any and all of these
    instances.)

24. Have you ever NOT been in good standing with the Church of
    Scientology?   YES ____   NO ____
    From when to when: _____
    Reason: _____
    _____

    Is this now handled?   YES ____   NO ____
    If no, please give reason(s): _____
    _____
    _____

25. Have you ever been declared a Suppressive Person by the Church of
    Scientology? If yes, give time, place, form and event of each
    instance.   YES ____   NO ____
    From when to when: _____
    Reason: _____
    _____

    If handled or not, please give details: _____
    _____
    _____
    _____

26. Have you ever blown a Scientology or Sea Org org? YES ____   NO ____
    From when to when: _____
    From which Scientology Organization? _____
    If handled or not, please give details: _____
    _____
    _____
    _____

27. Have you ever taken an unofficial leave for any length of time from
    any Scientology Organization?   YES ____   NO ____
    When to when? _____
    For how long? _____
    From which Scientology Organization? _____

What were the circumstances? _____
_____
_____
_____
_____

28. Have you ever threatened suicide?   YES _____   NO _____
    When? _____
    How many times? _____
    What were the circumstances? _____
    _____
    _____
    _____
    _____

29. Have you ever had any thoughts of suicide?   YES _____   NO _____
    When? _____
    How many times? _____
    What were the circumstances? _____
    _____
    _____
    _____
    _____

30. Have you ever attempted suicide?   YES _____   NO _____
    When? _____
    How many times? _____
    What were the circumstances? _____
    _____
    _____
    _____
    _____

31. Have you ever been involved in any adultery?   YES _____   NO _____
    Date: _____
    Name of person: _____
    How many times: _____
    What were the circumstances: _____
    _____
    _____

    (please use additional paper if needed)

32. Have you ever been involved in any perverted sexual activities?
                                               YES _____   NO _____
    Date: _____
    Name of person: _____
    How many times: _____
    What were the circumstances: _____
    _____
    _____

    (please use additional paper if needed)

33. Have you ever been involved in any promiscuous activities?
                                               YES _____   NO _____
    Date: _____
    Name of person: _____
    How many times: _____
    What were the circumstances: _____
    _____
    _____

    (please use additional paper if needed)

34. Have you been involved in any instances of homosexual activity?
                                               YES _____   NO _____
    Date: _____
    Name of person: _____
    How many times: _____
    What were the circumstances: _____
    _____
    _____

    (please use additional paper if needed)

35. When did you first come into Scientology? _____
                                                    Day   Month   Year

36. Have you ever been on staff at an org or mission before?
                                                        YES _____ NO _____
    Where and for how long? _____

37. Do you have any debts?   YES _____ NO _____
    If yes,
    To whom _____ Amount owed _____ Currency _____
    Type of relationship: _____
    Is it pressing: YES _____ NO _____
    What is your commitment to paying off the debt: _____

    _____
    If any, final payment due date: _____

    To whom _____ Amount owed _____ Currency _____
    Type of relationship: _____
    Is it pressing: YES _____ NO _____
    What is your commitment to paying off the debt: _____

    _____
    If any, final payment due date: _____

    To whom _____ Amount owed _____ Currency _____
    Type of relationship: _____
    Is it pressing: YES _____ NO _____
    What is your commitment to paying off the debt: _____

    _____
    If any, final payment due date: _____
    (please use additional paper if needed)

38. List all diseases or illnesses you have ever had and when (i.e.,
    dates). This includes such things as back problems, venereal
    disease, etc:

    Year   Illness/disease   Treatment/Medication
    When to when

    _____
    _____
    _____
    _____

39. Do you have a history of any chronic non-optimum physical condition
    or debility?   YES _____ NO _____

    Date   Condition   Treatment

    _____
    _____
    _____

40. How many hours of study do you regularly get a week? _____

41. If you have your own business outside the Church, do you also have
    other Church staff employed in it? YES _____ NO _____ If yes,
    give full details.

    Name of business: _____
    Address: _____
    Name of employees that are Scientology staff members:

    _____
    Last name   First name

    _____
    Last name   First name

    _____
    Last name   First name

Last name   First name

Last name   First name

(Use separate sheets of paper as needed to include all persons.)

42. Do you currently have another job or source of income aside from your employment with the Church?   YES _____ NO _____

    If yes,
    Name of business: _____
    Address: _____
    Type of job: _____
    Schedule: _____
    How many hours per week: _____
    Average weekly income: _____

43. Have you ever moonlighted?   YES _____ NO _____

    If yes,
    Name of business: _____
    Address: _____
    When to when: _____
    Type of job: _____
    Schedule: _____
    How many hours per week: _____
    Average weekly income: _____

44. Have you ever taken LSD?   YES _____ NO _____

    When: _____
    Number of times: _____
    What form: _____
    Details: _____

    Have you ever taken Angel Dust?   YES _____ NO _____

    When: _____
    Number of times: _____
    What form: _____
    Details: _____

    List out all types of drugs you have taken including street drugs, medical and others.

Date	Name of drug/medication	Number of times

45. Have you ever taken drugs after any auditing or training in Scientology?   YES _____ NO _____

    If yes,
    When: _____
    Which drug(s): _____
    How many times: _____
    What were the circumstances: _____

    ---

46. Have you ever sold drugs?   YES _____ NO _____

    When: _____
    Which drug(s): _____
    How many times: _____
    What were the circumstances: _____

Do you currently sell any drugs?   YES _____ NO _____

When: _____
Which drug(s): _____
How many times: _____
What are the circumstances: _____
_____
_____

47. Have you ever been or are you currently acquainted with anyone who
    has ever sold drugs or is currently selling drugs? YES _____ NO _____

    Name of person: _____
    Which drug(s): _____
    Type of relation: _____
    Specifics: _____
    _____

    Current relations with this person are: _____
    _____

48. Who do you live with? (Please use additional paper if needed.)

    Name of person: _____
    Scientologist™: YES _____ NO _____
    Type of relation/involvement: _____
    _____

49. Please list the names of all your brother(s), sister(s), including
    any half brother(s), sister(s), step brother(s), sister(s) and/or
    adopted brother(s), sister(s).

    Name of person: _____
    Type of relation: _____
    Occupation: _____
    Scientologist: YES _____ NO _____
    Address: _____
    Relation past and present: _____

    (Please use additional sheets of paper to include all persons.)

50. List out your friends that you currently have:

    Name of person: _____
    Type of relation: _____
    Occupation: _____
    Scientologist: YES _____ NO _____
    Address: _____
    Relation past and present: _____

    (Please use additional sheets of paper to include all persons.)

51. List out all your relatives (uncles, aunts, cousins, grandparents,
    grandchildren, in-laws, etc.)

    Name of person: _____
    Type of relation: _____
    Occupation: _____
    Scientologist: YES _____ NO _____
    Address: _____
    Relation past and present: _____

    (Please use additional sheets of paper to include all persons.)

52. List out past friends:

    Name of person: _____
    Type of relation: _____
    Occupation: _____
    Scientologist: YES _____ NO _____
    Address: _____
    Relation past and present: _____

    (Please use additional sheets of paper to include all persons.)

53. List your parents' name and addresses. (Include if any step parents, alive and/or deceased.)

    Father's name: _____

    Address: _____

    Occupation: _____

    Scientologist: YES ____ NO ____

    Mother's name: _____

    Address: _____

    Occupation: _____

    Scientologist: YES ____ NO ____

       I attest I have filled out this form completely and accurately:

       Signature: _____ Date: _____

                 Thank you.

FLAG® INFORMATION LETTER 1176   20 May 1994

TO: ALL HCOs
    ALL STAFF

HOW TO GET YOUR JUSTICE SUBMISSIONS

SWIFTLY APPROVED

Per HCO™ PL 7 September 1963, COMMITTEES OF EVIDENCE, SCIENTOLOGY JURISPRUDENCE, ADMINISTRATION OF:

"There can be no personal security without easily accessible, swift and fair justice within a group.

"The jurisprudence employed must be competent, acceptable to the members of the group and effective in accomplishing good order for the group and personal rights and security for its individual members.

"Justice used for revenge, securing advantages for a clique, increases disorder." ...

"Justice should clarify. Good justice in effect runs out group engrams." - LRH

To help you achieve the above in your org on the justice submissions that are presented for approval, there are a few key points that must be in to speed up their approval. These are:

1. Ensure that when you write a justice issue such as Committee of Evidence Findings and Recommendations or a Board of Review Findings that there are specifics under the Charges. Specifics are very important as they clearly show what happened on the cycle, how many times, when, to whom, etc. That way the reader of the issue can see what happened and why and can easily understand the matter. Writing in generalities creates confusions and mysteries. The three main LRH references on this are HCO PL 2 June 1965 I, WRITING OF AN ETHICS ORDER, HCO PL 3 March 1970, HOW TO WRITE AN ED OR ORDER and HCO PL 18 October 1979R, VIEWPOINT.

2. Ensure that the admin is in. This means presentable (upstat) folders, a CSW presenting the data, and the evidence clearly tabbed with the tab numbers/letters written on the issue itself. This makes it so the evidence is easily found for what is being written on each charge. The reference on these points is HCO PL 4 September 1959 I COMPLETED STAFF WORK (CSW) HOW TO GET APPROVAL OF ACTIONS AND PROJECTS.

By just putting in the above two points, you can speed up the approval of your justice cycles by many times.

                                        Sue Porter
                                        INTERNATIONAL JUSTICE CHIEF

                                        Authorized by
                                        AVC FLAG

                                        for
                                        CHURCH OF SCIENTOLOGY
                                        INTERNATIONAL

CSI:AVCF:SEP:dj

S E A   O R G A N I Z A T I O N

CLO WUS ETHICS ORDER 647   12 Jan 1995

INTERROGATORY

At the New Year's event, the new lecture series "ILLUSION OR TRUTH" by LRH™ was released. Quite few of these lecture series were sold in the first week, but then the sales stopped and the sales of Audio-Visual materials went down. This lecture series contains very important data to set a being free, however the sales have practically stopped. Not selling LRH materials is a serious offense.

LRH states in LRH ED 343 INT, BOOKS STRAIGHT TALK:

"There's no real profit anyone is making from books. It's no sin to make a profit from them. But it *is* a sin and a big one not to push them. And it's a real suppressive crime to cut the line or rip them off. Books are the spearhead of a planetwide offensive against the reactive mind, the unconscious part of the mind that enslaves the souls of man. So only a *very* reactive person would stop this vital flow of Dianetics® and Scientology® books. You want public in? You want GI? It will happen only if you're clever in marketing and selling books. And at about 100X the volume of past years. Books are your shells and ammo in a planetary assault. They're also your infantry and ambassadors. Put attention on them!"

This interrog is issued to find out if anyone in your org is stopping the dissenination of LRH materials. Be very specific in your answers. Return it to the GSSR OFFICE US.

NAME:_____   DATE_____

POST_____   ORG_____

1. Has anyone in your org black PRed the sales of the new LRH lecture series or any lecture series?

2. Do you know of anyone stopping you or anyone else from selling LRH lectures or books?

3. Do you know of anyone damaging LRH materials?

4. Do you know if anyone is ripping off LRH tapes or books?

5. Do you know of *any* stops on selling tapes or books or other LRH materials?

6. Are you aware of any crimes on the book lines?

7. Do you have too few book store materials?

8. Any other data you want to communicate regarding the sales of LRH materials?

GSSR WUS

authorized by

LRH COMM WUS

for

CHURCH OF SCIENTOLOGY
WESTERN UNITED STATES

S C I E N T O L O G Y® P O L I C Y   D I R E C T I V E

SCN POLICY DIRECTIVE 59R

8 December 1982
Rev. & Reiss. 20.6.86

BPI
ALL ORG STAFF
ALL MISSION HOLDERS
CLOs
FCB
LRH COMM OR HAS TO POST ON ALL
 STAFF AND PUBLIC NOTICE BOARDS

URGENT — IMPORTANT
STAFF MOONLIGHTING RULES AND PENALTIES
(Revisions not in script)

References:

HCO™PL 6 Oct 70 II	MOONLIGHTING
HCO PL 12 Oct 82	CORRUPT ACTIVITIES
LRH™ED 339R-1 INT	THE MAKE-BREAK POINT OF AN ORG

———

HCO PL 6 Oct 70 Issue II MOONLIGHTING provides for staff survival in the case of a new org or an org which has been disestablished through non-application of standard policies and is clearly a temporary measure. The intent is to ensure the continued existence of a small org while it builds and expands to size.

Unfortunately, a dishonest few have at times taken advantage of this policy at the expense of the many honest and hard working staff.

In some instances non-staff running outside businesses were found to have promoted that staff moonlight or tried to entice loyal staff away from the org into their own business.

These and other examples comprise efforts to distract staff from their posts and the expansion of their org.

A shocking instance was one former org ED who was receiving a government subsidy and was reluctant to get his org's GI up as then his staff pay would rise and his subsidy would be cut!

Actions such as these make it necessary that we have more clearly defined rules and penalties concerning moonlighting to safeguard orgs and dedicated individual staff members.

Our orgs are there for the advancement of individuals and the salvation of mankind, not the dishonest profit of the self-serving.

STAFF MOONLIGHT RULES

The following rules are hereby established and are effective immediately:

1. NO STAFF MEMBER MAY WORK FOR A MISSION OR FIELD SCN GROUP IN ANY CAPACITY WHILE EMPLOYED IN AN ORG.

2. NO MISSION OR FIELD GROUP MAY EMPLOY ANY ORG STAFF MEMBER IN ANY CAPACITY NOR SOLICIT SUCH EMPLOYMENT.

3. NO ORG STAFF MEMBER MAY WORK FOR ANY OUTSIDE BUSINESS OR ACTIVITY BEING RUN BY ANOTHER STAFF MEMBER.

4.   NO STAFF MEMBER MAY SOLICIT FOR OR EMPLOY ANOTHER ORG
      STAFF MEMBER IN ANY OUTSIDE BUSINESS ACTIVITY HE IS
      RUNNING.

5.   NO SCIENTOLOGIST™OR FORMER STAFF MEMBER MAY SOLICIT THE
      EMPLOYMENT OF ORG STAFF MEMBERS IN HIS OR HER OWN OUTSIDE
      BUSINESS NOR PROMOTE SUCH ⸗EMPLOYMENT TO STAFF. (All too
      often violation of this rule has resulted in staff being
      distracted from their job.)

6.   NO ORG CO OR ED MAY REMAIN EMPLOYED IN ANY BUSINESS OR
      RECEIVE ANY GOVERNMENT SUBSIDY OR SUPPORT WHICH CAUSES
      CONFLICTS WITH HIS OR HER FULL PERFORMANCE OF DUTY OR THE
      EXPANSION AND PROSPERITY OF THE ORG.

7.   ANY ORG STAFF MEMBER WHO IS TEMPORARILY MOONLIGHTING,
      AND EMPLOYED BY ANOTHER SCIENTOLOGIST, MAY ONLY DO SO
      IF THAT EMPLOYER IS A MEMBER OF W.I.S.E™

PENALTIES

      Violation of these rules constitutes a conflict of interest
and will be the subject of an immediate Committee of Evidence
when discovered resulting in possible dismissal and in flagrant
instances possible declare.

      Any staff member who is himself employed in violation of
one of these rules is granted a maximum two week grace period,
upon receipt of this issue in the org, to handle his or her
situation conclusively.

      No extension of this grace period will be granted and after
the two weeks have elapsed any continued violation becomes
immediately actionable.

CONCLUSION

      The vast majority of staff are honest and ethical and are
dedicated to the expansion of Scientology and Scientology Orgs
internationally. They realize their vital role in Clearing
the Planet.

      This issue provides them with a safe environment free
from distraction and non-survival intentions and helps ensure
a secure future for all.

      "It is the orgs who straighten out the admin, the tech,
who handle broad promotion, who majorly service the field. And
anyone who infers otherwise has other fish to fry. It is the
org staffs who are the professionals. It is the individual org
and the International org structure that the field and, yes, the
planet, depend upon." LRH - LRH ED 339R-1 INT THE MAKE-BREAK
POINT OF AN ORG.

TO: ALL BOOK OUTLETS
From: Sales Manager Bridge

RE: CHRISTMAS SPECIALS

Dear Book Outlet,

To successfully get sales, correct enlightenment of the product, as per the lessons in your DIANETICS and SCIENTOLOGY MATERIALS SALES MANUAL is vital.

With the release of the Holiday Specials, we have a tool to help with the close. **Do not short-circuit the process of enlightenment** by blurting out the discount! This is not covered in your successful sales lessons. Enlighten your prospects.

For the most successful sales during the holiday season, there is a very exact message which when used, gets the public into the correct frame of mind to not waste their money on useless MEST. This message is covered in the quote below from LRH and the write up below that.

It is vital you and all outlets are drilled on this message and that you use it as further enlightenment for your public.

The spirit of Christmas lives with us
We are the protectors of the real tradition of Christmas - peace on Earth and Goodwill to all.
We are the hope of Man - the only hope.
Mankind's salvation lies within our hands.
With our tech and ability we can create here on Earth a real heaven where men can be free.
In our hands lies the power to restore to Man his determinism and all that he finds good in himself - his honesty, his integrity, and the thrill of being of real help to others. A very Merry Christmas to you all and a bright friendly New Year." **LRH**

There are only two Christmas gifts that anyone can give: THETA or

MEST.

While MEST may give a momentary lift, there's no salvation in it.

On the other hand, when your public gives LRH tech, they are giving something that for all eons to come is survival itself.

MEST gives not one microsecond of immortality.

Scientology gives an infinity of freedom, and makes the attainment of all other goals possible.

So that narrows the choice down to one: the priceless wisdom contained in LRH books and lectures. And to validate the public and staff for giving gifts of Source, we are offering you several Christmas Specials. You have received those in several telexes and faxes and the issue itself should be in your org by now.

Do the following at once from your Dianetics & Scientology Materials Sales Manual:

1. Decide that you are going to have a VERY VERY BIG Christmas with your 4X quota met and highest ever statistics.
2. Make a BIG list of prospects.
3. Get your prospects into an interview and use the above data to make them decide that this year they will give the gift of Source to all friends and family and to themselves.
4. Get your prospects to make a gift-giving list and make sure they don't forget to include themselves on the list!
5. Use the message of THETA vs. MEST and then enlighten them as needed and use the specials to wrap up the sale.
6. Close the prospect and get onto the next one!
7. Have the most prosperous Holiday Season with more LRH materials into the hands of your public than ever.

MI,

Sales Manager Bridge

****

COVER PHOTOGRAPH:

The Commodore receives from CS-6 a special
honors list of Dist Secs who exceeded their
New Names to CF quota with DMSMH sales
before May 9.

****

THE WAY RON WORKS

Many people have questioned me regarding Ron's research and investigation into the human mind. The funny thing is that the majority of the hundreds of research cases on whom he worked to give us the principles for building a better world were never aware of who he was or what he was doing. They had never heard of Dianetics or Scientology. All they knew or were aware of was that they felt better, their bad eyesight or maybe the limp in a once injured leg was gone.

Wherever we have been it has always been the same—in England, Belgium, France, Germany, Spain, or here in our United States—rich or poor, young or old, diseased or insane, there has always been the hidden man, woman and child behind the scenes who were helped and who, but did they know it, were contributing to the furtherance of a science. To me, the most important foundation upon which Dianetics and Scientology is built was stated in the First Book—that is, "Man is basically good." I know of no one who believes this as strongly as Ron does. It is my feeling that this alone in times of contemptuous press, financial difficulties, the betrayal of friends—times when it seemed that all he had built was crumbling to pieces, kept him going, kept him persisting to his goal of helping MAN.

In Phoenix after the fall of Wichita, a producer with whom Ron had worked in Hollywood came to see us at our small apartment. He was offering Ron what would seem to the ordinary man like ice cream and cake for eternity. After picturing this dream in the clouds, he said to Ron, "Now, really, do you think this Dianetics, this research of yours, is worth it?" Ron sat for a very long time—silent, his eyes closed. Finally after what had seemed like hours he opened his eyes, and said, "Yes! Yes I do." After his producer friend left, I asked him why he had taken so long to answer. He replied, "I was watching pass before me a parade of all the people I had helped, their expression one of hope and faith in the goodness of the future. Nothing can be worth more to me than that."

And that's the way he is. His belief in the innate goodness of Man, in being able to bring this and Man's abilities to the fore continues him in his research. It enables him to communicate to anyone despite their physical disability to do so, or any language barrier.

His preclears are all over the world. The time he has spent processing is too vast to enumerate. Even he does not know the hours; he works and there is no time to him. This used to be very disconcerting to me. I remember one time in Spain, I had spent the whole morning shopping in the market and the whole afternoon preparing dinner on one oil burner and a charcoal fire. This was a difficult process for one used to supermarkets and a gas range. Ron had gone to the park. Dinner time passed. The food got soupy from reheating and the charcoal supply got nil. My patience wilted and I went to the park. I found him sitting at a sidewalk cafe, a middle-aged Spaniard with him. He motioned me to sit down and be silent. He was processing. The fellow had been in the Russian army, had fought in the battle of Stalingrad and then had been forced into servitude in Siberia. His legs had been so badly frozen that they would not bend at the joints. This peglegged walk was to carry him through life and to deny him work because of his slowness. After Ron had finished, we invited him home to dinner. He walked naturally again. His realization of what had happened to him did not come until he walked to the door to leave. He suddenly stopped and began shouting, "I walk—I walk."

There are many such people and many more—you in the field have not been idle either these five years. Maybe someday we can realize Ron's Project. Very few know about it, but someday he hopes to have every auditor in the field "who is worth his stuff as an auditor" on the HASI payroll. They would be given some person—someone in high government position, someone in the arts, someone in religion—people who are in the public eye and who supply thousands morale in the forms of good public works, books, paintings, humor, spiritual aid, to bird-dog until they submitted to processing. These auditors could then simply process and promote without depending upon public approval or financial support which is dependent upon public approval. Maybe someday we can accomplish this. It is a goal worth working toward. We, too, will have a better world someday.

It is Ron's dream and yours and mine.

MARY SUE HUBBARD
from Ability Minor 3, ca. early April 1955

AN INTERVIEW WITH
SENIOR C/S INTERNATIONAL

LRH found the way to unlock this so you can actually as-is it. He discovered several different roads that lead to this – to the core of the bank. And the Ls really represent three different trails that lead to this. And each one is totally different.

SOURCE: What can you tell us about L 10?

Snr C/S Int: L 10 consists of over 20 individual rundowns, each one of which blows a ton of aberrations. One of these rundowns, for example, is the Enemy Rundown.

Anyone can have a situation whereby the environment is dangerous or there are dangerous factors in the environment, which restimulate things way back on the time track, and this can cause things to go very out of balance in one's life as a result. LRH says a person can be pinned down by two opposing forces held in check and floating timelessly, like a problem of intention and counter-intention. And a person can be just pinned down with this and actually fighting it and using up a lot of the energy fighting that he could be using to live life and surviving at about a hundred times the survival level he is now.

The Enemy Rundown goes straight into this phenomena. It leads you right down to the real true source of the aberration so you're not going after the wrong target, it pinpoints the true source of the aberration and completely eradicates it.

Another one of the L 10 steps is the Groups Rundown. It focuses on heavily aberrative incidents and parts of the whole track involving *groups*. LRH researched this from the case histories of many, many people who were inhibited on this area. The rundown has over 130 ways that the subject of *groups* is tackled to get the harmful charge off it. This can get rid of a lot of aberration associated with leading a group – though it isn't only for executives and leaders, it's for all people.

There is an optional step on L 10 that is done when the C/S determines it is needed. LRH found that a person's spiritual progress can be prevented or blocked if he is *pinned down by an earlier lifetime that was evil*. This case factor is located and fully cleaned up on this rundown so there is no longer any fixed attention on it. It consists of five steps that completely blow apart that evil beingness or lifetime.

In all, what the rundowns of L 10 do is peel off layer after layer of restraint. And with each layer that is removed, you get back more of your own native OT power!

SOURCE: What about L 11?

Snr C/S Int: L 11 has a process that just melts the ridges that have been accumulated on the track for the last many quadrillion years.

Those ridges resulted from the accumulation of stops and wanting to stop things that have built up for eons. And the amount of relief that a person can get from as-is-ing these ridges is tremendous, and lays the track wide open so then you can see aberrations you were unable to see before and as-is them.

CMDR. RAY MITHOFF

LRH found in his research that the source of insanity traced down to purposes on the time track.

SOURCE: And L 12 – that has to do with exteriorization, doesn't it?

Snr C/S Int: Actually, all three of the Ls exteriorize the person very easily and readily.

On L 12 – if you've listened to the Philadelphia Doctorate Course Lectures and other of the OT lectures, you'll know LRH talks about the electronic fields that are all around a person's body. The thetan is surrounded by these electronic fields and there can be all kinds of aberration all over the place. That constitutes the person's case.

Ron's incredible discoveries on L 12 enabled him to find how to dismantle these big chunks of a person's case that were actually wrapping him up like a mummy. When you do L 12 and you start getting rid of a person's case in huge chunks the thetan exteriorizes quite commonly, you know, quite readily, throughout L 12. The more of these case aberrations you clean off, the freer a person becomes.

On L 12 the person actually finds that there can still be connections to SPs from long ago. And I don't just mean connections by having a memory, from having once known that person, but actual connections in the real universe at a theta level. On L 12 you find out exactly what to do about them and do it. No more PTS condition. And that makes the person a powerhouse!

L 12 directly addresses the subject of beingnesses. And you can completely change a person's personality and beingness for the better by running L 12.

SOURCE: Why is it that those who have done the Ls or an L move up The Bridge so much faster?

Snr C/S Int: There's a datum which you may not know which is this: A person can be PTS to himself. This is covered in an HCOB of 10 August 73 called "PTS Handling." It's on page 516 of Tech Vol X. In that LRH says a person can be PTS to himself. The Ls can actually handle that phenomenon.

That doesn't mean the person is an SP or that there's something bad about them. It simply means that when you handle this case phenomenon, when you're completely free of it, you're not being stopped by the person who's got the most capability of stopping you – which is **you.**

SOURCE: At which point of The Bridge is it best to do an L Rundown?

Snr C/S Int: Well, of course everybody's case gets programmed as appropriate but they can be done at the Grades, or after Clear, or after OT III, or after OT VIII. But you've asked me a question as to which point is the best to deliver them. And my answer is simple: as soon as possible. Literally there is no person that will not benefit from these rundowns and move up The Bridge more rapidly. As a matter of fact, if you're at Grade IV, this is your chance to get OT-type auditing right at that level. So when should you do them? Yesterday. And that applies to everybody that hasn't done the L Rundowns.

SOURCE: Thank you, Mr. Mithoff.

FROM THOUSANDS OF SUCCESSES, THESE ARE JUST A FEW ON THE FLAG-ONLY L RUNDOWNS

Awareness and the willingness to confront both rise with each audited action; so has been my journey through L 11, L 10, L 12. My quest has been to find myself, the self that was whittled down to pieces, lost in a sea of confusion, doubt and mystery.

And to find that the hand that held the knife was my hand. And the knife had a name: "Irresponsibility."

In earth time my quest lasted five years, but my journey was through many universes, through countless eons to the very beginning of eternity, searching for the answers to problems that seemed as countless as time, and searching for the problems that must never be remembered. Each dynamic held its deadly perils, but faith in self began to grow as each peril and disaster being confronted transformed into an enlightenment, or beauty, or joy. But then into an abyss, and all hope was lost.

But, the thetan can never end, who is the basic truth! The blackness began to fade, and I was reminded of the others deeper in the darkness that could not be abandoned.

Determination renewed, I continued on my journey. It looked different somehow, or was this imaginings? Dare I hope, could I be close?

The beginning of the end came explosively! My first decision, made at the beginning of eternity, made on a whim, my decision to no longer be responsible for all theta.

A few more hours of Class XII auditing to tidy up the loose ends and this thetan was reborn.

To LRH and all of you everywhere in the Sea Org, my eternal gratitude! J.T.

I did L 11 and L 12 five years ago after going Clear. Life has never been the same. That first year back I more than tripled my income and it stayed at that new level, and I had competent guys running the business with me. This had not happened before even with my knowledge of postulates and tech, and my relatively successful actions and wins thus far. The magnitude of my previous success just wasn't enough. "Think big" – the Ls deliver this viewpoint. My postulates were working before but not on a big scale. I really just couldn't have it big. The Ls pushed me over the top, and you can have what you want and have it big. It seems to be the problem for some beings that life just isn't exciting or interesting enough and is too boring for them really, to be happy with it.

If you're not happy with yourself or the way things are for you, you might challenge yourself to change that. Really have what you want. Do *your* Ls. You'll be glad you did!   R.R.

I was walking along the walkway at Flag between my L 12 sessions when I suddenly doubled over, going, "AHHHG!" I got scared!

There was a fellow sitting on a bench nearby and, concerned, he asked, "You OK?" I replied I was.

"What happened?" he asked.

"That car," I promptly told him, "It just drove right *through* me!"

"Car?" he said, "There's no car here. You're on the walkway next to the pool."

I looked around and realized that I was 50 yards *in front* of my body and a car had indeed just driven through me. Wow! Now that's exterior! M.T.

I decided to do the Ls to handle some specific circumstances that were bothering me as a thetan. The most basic was not using the power I knew I had. I felt like a wind-up toy who would get all wound-up and then *not* do anything. It was so frustrating and unproductive – not anymore!

At the time, I was OT IV and a Class II Auditor. Now, a few months later, I'm a Class IV Auditor, have done 3 Ls and am on OT VI.

I will be leaving with materials and going home to audit [on New OT VII], I've really noticed my study is going much faster plus my understanding of the materials deeper. I know my strengthened perceptions helped me to be much quicker on OT V.

I'm very ready to get home and start. I have a mission package and will start the mission when I return home. Starting the mission was one thing I was having trouble *doing*. I've had the package for 2 years now – but no mission. I now have absolutely no back-off on anything.

The Ls recharged me as a thetan. My reach for bigger games has increased dramatically. My ability to perceive other people's attention and intention is fantastic and it doesn't really matter where they are. Most importantly, for me, I'm ready to produce and know that I won't put up with any barriers because they're just considerations.

Anyone who wants to increase and unleash their innate power, anyone who wants their ARC increased beyond belief and anyone who wants to be unstoppable must do the Ls. I know it sounds cliché, they are by far the most fun auditing and most powerful I've ever had.   S.C.

Dir of Promo & Marketing
via Dissem Sec
via Flag® Rep

Info: D/FBO MORE*

Dissem Bureau —
Flag Command Bureaux

MINI-USAGE PROGRAM FOR
FAST FLOW TRAINING COURSEROOM SIGNS AND
SUPERVISOR BRIEFING SHEETS

Dear Dirof Promo & Marketing,

Here are courseroom signs and a briefing sheet for the promotion of Fast Flow Training in your Org. Fast Flow Training is key to moving your public up the Grade Chart and booming your Org through volume delivery of training. Start the boom by getting this promo used right away!

WHAT TO DO

Courseroom signs

1. Get the signs put up in your org's Academy.

_____
Dir of Promo & Marketing

Supervisor Briefing Sheet

2. Give a briefing sheet to each of your Org's Academy Supervisors.

_____
Dir of Promo & Marketing

3. Use this Fast Flow Training briefing sheet to give briefings to your students on Fast Flow Training, starting it right away and moving up the Grade Chart.

_____
Academy Supervisors

4. Report compliance to the above targets to Dissem Aide Flag Command Bureaux via Org Flag Rep.

_____
Dir of Promo & Marketing
Academy Supervisors

ARC,
Dissem Bureau —
Flag Command Bureaux

*Deputy Flag Banking Officer for Marketing of Org Resources for Exchange.

● ●

ACK SLIP
FAST FLOW TRAINING COURSEROOM SIGNS AND
SUPERVISOR BRIEFING SHEETS

TO: DISSEM AIDE FCB   Date_____

FROM: _____
      (Post)   (Org/Mission)

I have received_____(quantity) FAST FLOW TRAINING COURSEROOM
SIGNS AND SUPERVISOR BRIEFING SHEETS(Job #5223). They were received on
_____(date) in _____Good, _____Fair, _____Poor condition. (Please detail below if received in poor condition.)

_____

_____

Comments? _____

_____

_____Attest   _____Date _____

● ●

CONTINENTAL LIAISON OFFICE
WESTERN UNITED STATES
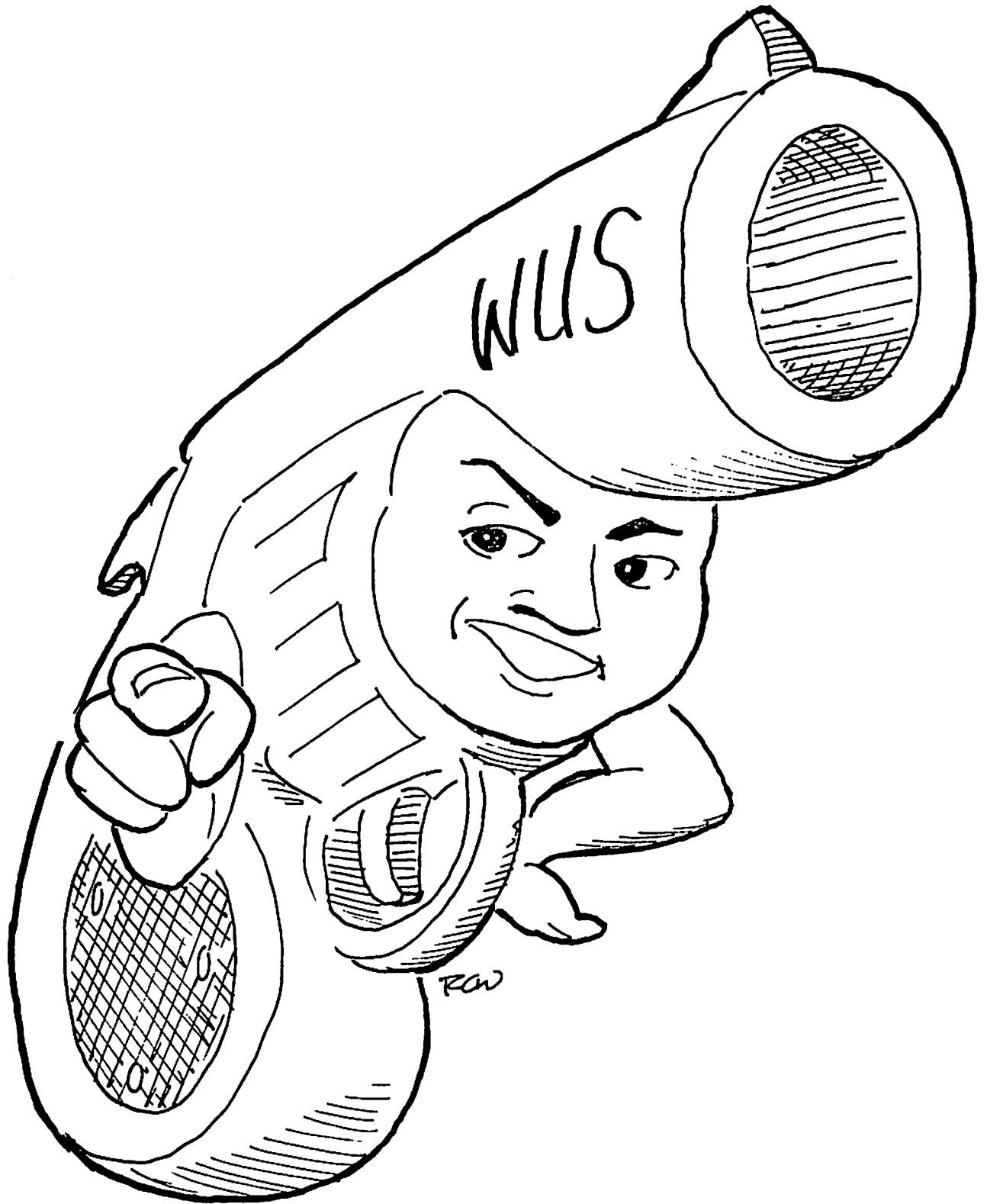
WHAT HAVE YOU DONE TO WIN THE BIRTHDAY GAME THIS QUARTER?

FLAG INFORMATION LETTER 775   20 September 1988

TO: ALL SCN AND SO ORG EXECUTIVES

INFO: Cont CO
      Cont LC
      Cont Snr HAS
      Cont FR
      Qual Secs
      SSOs
      HCO™ Area Secretaries
      PCOs

Dear Executive,

     As an Executive you have a very important part to play in the
expansion of your Org to the size of old Saint Hill and getting DIANETICS®
spiritual healing technology and SCIENTOLOGY® applied religious philo-
sophy delivered in volume to the public so that they can go free.

     To assist you in your job, LRH laid out the way that an Exec can
get full stability and a high level of production on his/her post and
this is by getting hatted and by getting through the qualification steps
for Permanent Posting as an Executive.

     The reference to follow on this is HCO PL 28 Mar 84 Exec Series 40
EXECUTIVE POSTING QUALIFICATIONS as this gives you the steps you, as an
Executive, would have to take to get Permanently Posted. There are also
some additional requirements needed for some Executives, such as HCO
Quals being needed for all HCO Executives and these special requirements
are listed out on the 2 attachments that come with this Flag Information
Letter. You can use these attachments as a checklist so you can monitor
your way to Permanent Posting!

     The HAS of your Org and the Personnel Control Officer under him
have the responsibility to get every staff member and executive in the
org Permanently Posted. These terminals work in co-ordination with Qual
to get this done. Once you are through all the needed steps a Posting
CSW is put together and gotten onto approval lines using the checklist
supplied in SPD 48RC.

     Once the CSW is on the approval lines you are guaranteed very fast
service through Snr HCO Cont and Snr HCO Int lines all the way through
RTC to approval! Once you are approved as Permanently Posted you have
post protection from RTC and you receive a beautiful certificate from
RTC to acknowledge your posting.

     As you will see there are quite a few steps that an Executive has
to take to get Permanently Posted but it is well worth it both in case
gain, greater understanding and control over your post and results in
greater production for your org. Just complete the first 2 steps of
getting TIP'd and programed for your Exec Series 40 quals and then get
onto completing each step of your program and before long you will be
Permanently Posted!

     Please fill in the attached survey to let me know which steps you
have already completed for your Permanent Posting. Then get full speed
ahead on your Permanent Posting steps. Don't hesitate to let me know if
you have any questions or need any help on getting these steps pushed
through.

                                   PO3 Kathy Cross
                                   SENIOR PERSONNEL CONTROL OFFICER
                                   INTERNATIONAL
                                   Approved by
                                   LRH™ COMM INTERNATIONAL
                                   Authorized by
                                   AVC FLAG
CSI:AVCFLAG:CB:KC:pp   for
Copyright © 1988 CSI.   CHURCH OF SCIENTOLOGY®
All Rights Reserved.   INTERNATIONAL

FIL 775
ATTACHMENT 1

EXECUTIVE PERMANENT POSTING CHECKLIST

```
********************************************************************
********************************************************************
*** PUT THIS CHECKLIST IN YOUR HAT PACK AND USE IT TO KEEP A RECORD OF**
*** YOUR PROGRESS TOWARD PERMANENT POSTING AS AN EXECUTIVE *************
********************************************************************
********************************************************************
```

YOUR CHECKLIST OF STEPS TO GET PERMANENTLY POSTED
AS AN EXECUTIVE

Ref: HCO™ PL 28 Mar 84 Exec Series 40 EXECUTIVE POSTING QUALIFICATIONS

(Note: As you complete each of these steps keep a copy of any worksheets, exams, success stories, statistics etc. so that these can be used in compiling your Permanent Status CSW).

___ 1. Get TIPed for Permanent Posting by the SSO and your PC folder programed for the auditing needed per HCO PL Exec Series 40.

___ 2. Get any PTSness fully handled using LRH™ tech on PTS handling.

___ 3. Get any study bugs you may have sorted out with help from Qual so that you become a good student. (Ref: HCO PL 13 Mar 65 THE STRUCTURE OF ORGANIZATION. WHAT IS POLICY?)

___ 4. Get any outstanding ethics situations fully handled so that you have an acceptable ethics record. (Ref: HCO PL 28 Mar 84 EXEC SERIES 40 EXECUTIVE POSTING QUALIFICATIONS)

___ 5. Get through Exec Status One, your basic hatting as an Executive. (Ref: HCO PL 29 Dec 82R THE TOOLS OF MANAGEMENT)

___ 6. Get the False Purpose Rundown™ Executive Posting Qualifications Form. (Ref: HCOB 4 May 1988 FPRD Series 10L)

___ 7. Get Rollback. (Ref: HCO PL 28 Mar 84 Exec Series 40)

___ 8. Get False Data Stripped in relation to your post using HCOB 7 Aug 79 "FALSE DATA STRIPPING".

___ 9. Get your production roaring! As an executive you will need to to have an excellent production record! (Ref: HCO PL 28 Mar 84 EXEC SERIES 40 EXECUTIVE POSTING QUALIFICATIONS)

___ 10. ADDITIONAL REQUIREMENTS FOR AN HCO STAFF MEMBER:

    a. Must fully qualify per points 1-37 of HCO PL 25 FEB 1979 HCO STAFF QUALIFICATION REQUIREMENTS.

    b. Per point #34 of the above HCO PL get a full Security Check covering each of the HCO qualification points and this must be passed as part of the requirements.

___ 11. ADDITIONAL REQUIREMENTS FOR FINANCE NETWORK STAFF:

    a. Supply evidence of Finance Network Quals being in per FINANCE NETWORK ED 30RD FINANCE NETWORK QUALS.

*** AT THIS POINT YOU CAN GET YOUR CSW SUBMITTED FOR ACTING POSTING ***

(This is done per SPD 48RC "EXECUTIVE SERIES 40 ACTING AND PERMANENT POSTING OF EXECUTIVES CSW CHECKLIST").

___ 12. Get through your Full Hat checksheet and do your Full Hat in clay per HCO PL 31 Jan 65 "DEV-T".

___ 13. Complete the study of OEC® Volume 0 (Basic Staff Hat) (Ref: HCO PL 24 Sept 71RB "ASSIGNMENT MODEL TO BE USED").

___ 14. If not already done you will need to have Method One® Word Clearing.

___ 15. Get Method 2 Word Clearing on your Full Hat per HCOB 8 Oct 81 III "WORD CLEARING METHOD 2".

___ 16. Compile and study your Divisional Summary, *rate it and do it in clay per HCO PL 24 Sept 71RB "ASSIGNMENT MODEL TO BE USED".

___ 17. Word clear M2 your Divisional Summary per HCO PL 24 Sept 71RB "ASSIGNMENT MODEL TO BE USED".

___ 18. Receive Post Purpose Clearing per HCOB 17 Dec 81 "POST PURPOSE CLEARING REVIVED".

___ 19. Receive a Help and Control check.
(HCO PL 26 Nov 60 PERMANENT STAFF MEMBER REQUIREMENTS)

___ 20. Complete an apprenticeship on your post.
(See definition of apprenticeship in the Management Dictionary)

___ 21. ADDITIONAL REQUIREMENTS FOR PERMANENTLY POSTING AN ORG SNR C/S:

　　　a. Certified and interned to Class of the Org (Class VIII for Saint Hill Orgs, Class IX for Advanced Orgs).
　　　b. C/S Courses completed to the Class of the Org (Class VIII for Saint Hill Orgs, Class IX and Solo C/S trained for Advanced Orgs).
　　　c. PTS handling checksheet done.
　　　d. Uniform success on PCs as an auditor.
　　　e. Gets case gain.

(Ref. TAPE # 7109C05 "A TALK ON BASIC QUAL", HCOB 28 JAN 79 C/S QUALIFICATIONS, HCO PL 24 OCT 1976 SENIOR CASE SUPERVISOR REQUIREMENTS, HCO PL 23 JULY 72RA THE VITAL NECESSITY OF HATTING.)

___ 22. ADDITIONAL REQUIREMENTS FOR A CONT SNR C/S:

　　　a. Certified and interned to Class IX Auditor. (Grad V for Conts without an Advanced Org and Saint Hill Org).
　　　b. C/S Courses to Class IX and Solo C/S trained (Grad V for Conts without an Advanced Org and Saint Hill Org).
　　　c. A PTS handling checksheet done.
　　　d. Uniform success on PCs as an auditor.
　　　e. Gets case gain.

(Ref. TAPE # 7109C05 A TALK ON A BASIC QUAL, HCOB 28 Jan 79 C/S QUALIFICATIONS, HCO PL 24 Oct 1976 SENIOR CASE SUPERVISOR REQUIREMENTS, HCO PL 23 Jul 72RA THE VITAL NECESSITY OF HATTING.)

___ 23. ADDITIONAL REQUIREMENTS FOR PERMANENTLY POSTING AN LRH COMM:
　　　a. Do the 14 steps of HCOB 21 Nov 73 THE CURE OF Q AND A MAN'S DEADLIEST DISEASE. (This is per HCO PL 21 Nov 73 LRH Comm Drills).

___ 24. Compile a CSW giving evidence of all of the above steps being completed and also including the following:
　　　Test Scores
　　　Life History
　　　Posting Order as per HCO PL 24 SEPT 71RB ASSIGNMENT, MODEL TO BE USED.
　　　Stats
　　　Ethics Summary
　　　Product List

___ 25. CONGRATULATIONS! You have completed your steps for Permanent Posting and the HCO of your org can get a CSW on lines for you to be Permanently Posted. (This is done per SPD 49RC "EXECUTIVE SERIES 40 ACTING AND PERMANENT POSTING OF EXECUTIVES CSW CHECKLIST").

Pre-HCO PL 28 Mar 84 EXEC SERIES 40   EXEC POSTING CHECKLIST:

(This is for those who have been on their current post since before
March 1984; Ref: Exec Series 40 HCO™PL 28 March 1984 II)

```
*******************************************************************
*******************************************************************
*** PUT THIS CHECKLIST IN YOUR HAT PACK AND USE IT TO KEEP A RECORD OF**
*** YOUR PROGRESS TOWARD PERMANENT POSTING AS AN EXECUTIVE *************
*******************************************************************
*******************************************************************
```

YOUR CHECKLIST OF STEPS TO GET PERMANENTLY POSTED
AS AN EXECUTIVE

(Note: As you complete each of these steps keep a copy of any worksheets,
exams, success stories, statistics etc. so that these can be used in
compiling your Permanent Status CSW).

__ 1. Get TIPed for Permanent Posting by the SSO.

__ 2. Any certificate in force.
       (Ref. HCO PL 26 Nov 1960 PERMANENT STAFF MEMBER REQUIREMENTS).

__ 3. Get through a thorough apprenticeship for your post.
       (Ref. HCO PL 24 Sept 71RB ASSIGNMENT, MODEL TO BE USED).

__ 4. Get a good production record and good statistics on your post.
       (Ref. HCO PL 24 Sept 1971RB ASSIGNMENT, MODEL TO BE USED, HCO PL
       13 Feb PERSONNEL CONTROL OFFICER).

__ 5. Complete the Full Hat for your post.
       (Ref. HCO PL 24 Sept 71RB ASSIGNMENT, MODEL TO BE USED).

__ 6. Complete the study of OEC® Vol 0 (Basic Staff Hat).
       (Ref. HCO PL 24 Sept 71RB ASSIGNMENT, MODEL TO BE USED).

__ 7. Study and star-rate the Divisional Summary for your Division.
       (Ref. HCO PL 24 Sept 71RB ASSIGNMENT, MODEL TO BE USED).

__ 8. Complete Word Clearing Method One™.
       (Ref. HCO PL 25 Sept 79RB II METHOD ONE WORD CLEARING, HCOB
       30 June 71 Rev Issue II WORD CLEARING SERIES 8RB STANDARD C/S
       FOR WORD CLEARING IN SESSION METHOD ONE).

__ 9. Get Method Two Word Clearing on your Post Hat and Divisional
       Summary. (Ref. HCOB 8 Oct 81 III WORD CLEARING SERIES 6RA,
       TAPE COURSE SERIES 9R WORD CLEARING METHOD 2, HCOB 2 Jan 72
       WORD CLEARING SERIES 30 WC1 COMES FIRST).

__ 10. Do your Post Hat and Divisional Summary in clay.
        (Ref. HCO PL 24 SEPT 71RB ASSIGNMENT, MODEL TO BE USED.)

__ 11. Pass a Staff Security Check. (No Criminal, subversive or
        Commie background.) (Ref. HCO PL 26 NOV 60 PERMANENT STAFF
        MEMBER REQUIREMENTS).

__ 12. Get any PTS situation fully handled. (Ref. HCO PL 12 May 72R PTS
        PERSONNEL AND FINANCE.)

__ 13. Ensure that your OCA is acceptable (not wholly below center line
        and majority of points not lower than the center line) graph.
        (Ref. HCO PL 26 Nov 60 PERMANENT STAFF MEMBER REQUIREMENTS).

__ 14. IQ 110 or above. (Ref. HCO PL 26 Nov 60 PERMANENT STAFF MEMBER
        REQUIREMENTS).

FIL 775
ATTACHMENT 2

___ 15. Get fully Post Purpose Cleared.
(Ref. HCO PL 24 Sept 71RB ASSIGNMENT, MODEL TO BE USED, HCOB 4
Aug 71R POST PURPOSE CLEARING, HCOB 17 Dec 81 POST PURPOSE
CLEARING REVIVED, HCOB 14 Sept 71 POST PURPOSE CLEARING C/S FORM
1R).

___ 16. Receive a Help and Control check.
(HCO PL 26 Nov 60 PERMANENT STAFF MEMBER REQUIREMENTS)

___ 17. Handle any bugs you have on study so that you have a good study
record. (Ref. HCO PL 13 MAR 65 THE STRUCTURE OF ORGANIZATION,
WHAT IS POLICY)

___ 18. ADDITIONAL REQUIREMENT FOR HCO STAFF MEMBERS:

  a. Must fully qualify per points 1-37 of HCO PL 25 Feb 1979 HCO
     STAFF QUALIFICATION REQUIREMENTS.
  b. Must, per point #34 of the above HCO PL get a full Security
     Check covering each of the HCO qualification points and this
     must be passed as part of the requirements.

___ 19. ADDITIONAL REQUIREMENTS FOR AN ORG SNR C/S:

  a. Certified and interned to Class of the Org (Class VIII for
     Saint Hill Orgs, Class IX for Advanced Orgs).
  b. C/S Courses to the Class of the Org (Class VIII for Saint Hill
     Orgs, Class IX for Advanced Orgs).
  c. A PTS handling checksheet done.
  d. Uniform success on pcs as an auditor.
  e. Gets case gain.

     (Ref. TAPE # 7109C05 A TALK ON A BASIC QUAL, HCOB 28 Jan 79 C/S
     QUALIFICATIONS, HCO PL 24 Oct 1976 SENIOR CASE SUPERVISOR
     REQUIREMENTS, HCO PL 23 Jul 72RA THE VITAL NECESSITY OF
     HATTING.)

___ 20. ADDITIONAL REQUIREMENTS FOR A CONT SNR C/S:

  a. Certified and interned to Class IX Auditor. (Grad V for
     Conts without an Advanced Org and Saint Hill Org).
  b. C/S Courses to Class IX and Solo C/S trained (Grad V for
     Conts without an Advanced Org and Saint Hill Org).
  c. A PTS handling checksheet done.
  d. Uniform success on PCs as an auditor.
  e. Gets case gain.

     (Ref. TAPE # 7109C05 A TALK ON A BASIC QUAL, HCOB 28 Jan 79 C/S
     QUALIFICATIONS, HCO PL 24 Oct 1976 SENIOR CASE SUPERVISOR
     REQUIREMENTS, HCO PL 23 Jul 72RA THE VITAL NECESSITY OF
     HATTING.)

___ 21. ADDITIONAL REQUIREMENTS FOR AN LRH™ COMM:
  a. Do the 14 steps of HCOB 21 Nov 73 The Cure of Q and A Man's
     Deadliest Disease. (This is per HCO PL 21 Nov 73 LRH COMM
     DRILLS)

___ 22. ADDITIONAL REQUIREMENTS FOR FINANCE NETWORK STAFF:
  a. Supply evidence of Finance Network Quals being in per FINANCE
     NETWORK ED 30RD FINANCE NETWORK QUALS.

___ 23. Compile a CSW giving evidence of all of the above steps being
     completed and also including the following:
     Test Scores
     Life History
     Posting order as per HCO PL 24 SEPT 71RB ASSIGNMENT,
     MODEL TO BE USED.
     Stats
     Ethics Summary
     Product List

RETURN TO: SENIOR PCO INT ◀================

P E R M A N E N T   P O S T I N G   S U R V E Y

PLEASE FILL IN THIS SURVEY AND RETURN IMMEDIATELY TO SNR PCO INT

NAME:_____   DATE:_____

POST:_____   ORG: _____

HOW LONG HAVE YOU BEEN ON YOUR CURRENT POST? _____

Please check (/) those items which you have completed:

__ T.I.P	__ Fully hatted
__ Not PTS	__ Method 1® Word Clearing
__ Can Study	__ Method 2 Full Hat
__ Acceptable ethics record	__ Divisional Summary
__ Exec Status 1	__ M2 Divisional Summary
__ FPRD 10L form	__ Post Purpose Clearing
__ False Data Stripping	__ Help & Control check
__ Rollback	__ OEC® Volume 0
__ Good production record	__ Apprenticeship

If you have had any other FPRD forms, list them below:

_____

_____

If you are on a specialist post such as Snr C/S, which of the
additional requirements to Permanent Posting have you completed?

_____

_____

THANK YOU!

NOW!! RETURN THIS SURVEY TO SENIOR PCO INT AS PER THE ROUTING ABOVE.

SCIENTOLOGY® MISSIONS INTERNATIONAL

E X E C U T I V E   D I R E C T I V E

SMI INT ED 251R
ALL STAFF
ALL MISSIONS

27 April 1983
Revised 30 Dec 1985
(Revised to change title)

LRH™ BOOKSALES MULT

"Re: Booksales: Your prosperity in no small measure depends on your selling books to the public. This is proven endlessly. GI follows heavy booksales.

"0.   Inform your staff they must sell books at every opportunity and why.

"00.   Give your staff members sales commissions for selling books.

"000.   Obtain from your staff ideas on how to sell books to the general public individuals.

"0000. Respect and push those ideas that are sound and will work.

"1.   Establish a book display and sales section fully.

"2.   Place FOT, Original Thesis and DMSMH in nearby retail outlets with a card with your address and phone in them.

"3.   Award your FSMs for selling books.

"4.   Take advantage of the buy now sales pitch in the face of monthly rising prices.

"5.   Stock up on books when you can as Pubs Orgs are in short supply and paper is getting very scarce.

"6.   Hold seminars on different book titles and contents.

"7.   Obtain and use promo, posters and fliers available from Pubs Orgs.

"If you 10X your booksales you will 3X your major services sales (providing you deliver).

Love,
RON"

Reissued by
SMI OFFICER INTERNATIONAL
and
WDC for SMI

EXECUTIVE DIRECTIVE

WDC ED 217RD

INT FINANCE OFFICE
FLAG® FINANCE OFFICE
FLB FINANCE OFFICE
ALL FINANCE ESTAB PERSONNEL
ALL CONT FINANCE OFFICES
ALL SEA ORG ORGS
ALL CLASS V ORGS

INFO: RTC, WDC, CMO INT,
      FCB, IJC, All CMO UNITS
      CONT AND FLAG NCCs

2 April 1986
Revised 16 Dec 1987
Revised 19 Mar 1990
Revised 20 June 1990
Revised 27 June 1991

FINANCE NETWORK

PERSONNEL DICTATORSHIP

NO TRANSFERS MAY BE MADE OF ANY PERSONNEL IN THE FINANCE NETWORK, INCLUDING ANY ESTATES ORG, HOTEL AND RENOVATIONS PROJECT PERSONNEL, WITHOUT THE APPROVAL OF WDC RESERVES. ADDITIONALLY, ALL FINANCE NETWORK STAFF MUST HAVE WDC RESERVES' OK BEFORE GOING ON MISSION.

THIS IS EFFECTIVE IMMEDIATELY.

ANY TRANSFER OR REMOVAL WITHOUT WDC RESERVES' APPROVAL WILL BE CONSIDERED AN INSTANT RPF OFFENSE FOR SEA ORG PERSONNEL. IN CASE OF NON-SEA ORG PERSONNEL, THE OFFENSE CALLS FOR THE CONVENING OF AN IMMEDIATE COMMITTEE OF EVIDENCE TO THOROUGHLY LOOK INTO THE ATTEMPTED OR ACTUAL DAMAGE DONE TO SCIENTOLOGY®.

CSWs TO SEND FINANCE NETWORK PERSONNEL ON MISSION, TRANSFER OR REMOVE THEM MUST FOLLOW THE COMMAND CHANNELS OF THE FINANCE NETWORK PRIOR TO GOING TO WDC RESERVES. WDC RESERVES IS THE FINAL APPROVAL.

IF ANY QUESTION AS TO WHETHER OR NOT A TRANSFER OR REMOVAL IS AUTHORIZED, TELEX WDC RESERVES FOR CONFIRMATION BEFORE ACTING. OTHERWISE, WHETHER WITTINGLY OR UNWITTINGLY VIOLATING THE ABOVE ORDER WILL STILL BE ACTIONABLE.

REFERENCE: HCO™ PL 16 NOV 74RC IMPORTANT - TRANSFERS AND REMOVALS AND PERMANENT POSTINGS FORBIDDEN LOCALLY AND HCO PL 13 JAN 79 ORDERS, ILLEGAL AND CROSS - HOW TO KEEP OUT OF TROUBLE.

(NOTE: THIS DOES NOT ALTER CURRENT PROGRAMS TO HAT FINANCE NETWORK PERSONNEL. GOING TO THE FINANCE NETWORK TRAINING SCHOOL DOES NOT REQUIRE WDC APPROVAL AS IT IS NOT A TRANSFER OR REMOVAL PROVIDING ONLY THAT THE PERSON D-O-E-S RETURN TO THEIR PREVIOUS POST UPON COMPLETION.)

THE FINANCE NETWORK IS A VITAL PART OF SCIENTOLOGY EXPANSION. RAISING THE ORG INCOME AND THE RESULTING ORG SOLVENCY, STAFF PAY AND INCREASE OF RESERVES ARE TOP PRIORITY ACTIONS FOR SCIENTOLOGY ORGANIZATIONS.

DON'T CROSS IT WITH CARELESS MISUSE OF PERSONNEL.

WATCHDOG COMMITTEE

Authorized by
AVC INTERNATIONAL

for
CHURCH OF SCIENTOLOGY
INTERNATIONAL

CSI:AVCI:WDC:lw.gb

SHIP ED #3   NOVEMBER 3, 1986

W E   C O M E   B A C K

The News letter of the Sea Organization's Flagship

THE SEA ORGANIZATION

"I am a great one for pioneering alone to find "holes in the fence". Well, that's what I did in 1966. And I concluded several things. First was that on an international basis one has to get in Ethics before he gets in tech. Second was that OT's did better amongst OT's. Third, that OT's were most valuable as a disciplined organized group. Fourth, that one could not, with such power, hold a fixed position without losing ground.. Fifth, that we grow stronger as we continue to remain "Fabian". Sixth, that the Sea is the best area on which to be Fabian on this planet. Seventh, that we had to learn to work together as OT's before we could take in further territory. Eighth that we could do our job best if we all grew more accustomed to handling Mest. Ninth that the Sea Organization as it is developing is our best personal and international answer.

So, the Sea Organization is composed of people who alone would excite great admiration but who together, well organized, can actually get the job done.

And although our lowest deck hand could be a "duke" only all of us together could get on with the job.

And that's how and why (with allowances for security in the crypticness of this text) the Sea Organization came into being and why we are here.

                                                            LRH FO 137

HISTORY

The Sea Organization proper began on October 7, 1967. Prior to this several missions had been conducted using ships under the command of LRH, however the Sea Organization was not officially formed until this date.

Three days later the motto of the Sea Organization was announced by LRH as: "We Come Back".

Since the early formative days of the Sea Organization, this tightly knit, well drilled team of dedicated Scientologists has become world renowned for its effectiveness in getting the job done.

No matter how big the task, how high the goal, the Sea Organization has become known and relied upon as the group who can push through the required product.

Although the crew of the Flagship Apollo were moved ashore during 1975 in order to meet the overwhelming demand for the technical services of the Flag Service Organization and to provide a stable base for the management org - the Flag Bureaux, the tradition and way of life of the Sea Organization has continued exactly as laid out by LRH.

While ashore the Sea Organization continued to levels of effectiveness far beyond anything envisioned. By exact application of LRH tech and policy the Sea Organization created an unprecedented expansion in Scientology throughout this particular planet.

WE COME BACK

In late 1984 came the announcement from International Management that a new Sea Organization Flagship would soon be commissioned. Aboard it would be Ron's incredible upper OT levels: New OT VIII and New OT IX.

Highly trained Sea Org missionaires were immediately fired on a planet-wide search to locate the vessel most suited to our purpose. This vessel needed to be large enough to facilitate berthing and service areas for the hundreds of Scientologists already awaiting these final steps which could be described as the "Gateway to Full OT".

At the same time, such a vessel would need to meet the high technical and safety requirements as laid down by LRH plus would need to be able to facilitate the sea training of Sea Organization executives and crew.

After some time of intensive search and thorough and detailed inspections of the seagoing vessels on this planet, the vessel most suited for the role of Flagship for the Sea Organization was located.

She is a 7,000 ton ship, 500 feet in length with a 65 foot beam, able to berth well over 700 passengers and crew. Being designed to sail all seas including ice bound waters, she has the desirable combination of an extremely well constructed hull while at the same time affording all luxuries and modern conveniences such as stabilizers, a bow thruster for easy, unassisted docking and a luxury class interior. She has the highest safety and operational rating available.

On September 16, 1986 this ship was officially handed over to a Sea Org member appointed to this duty and became the official Flagship of the Sea Organization.

FLAGSHIPS OF THE SEA ORGANIZATION
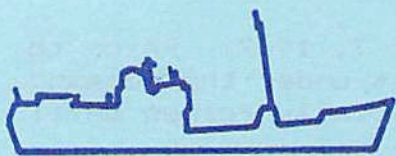
ATHENA

JAN 68 TO JUL 68
LENGTH 162 FT
TONNAGE 600 (APPROX)
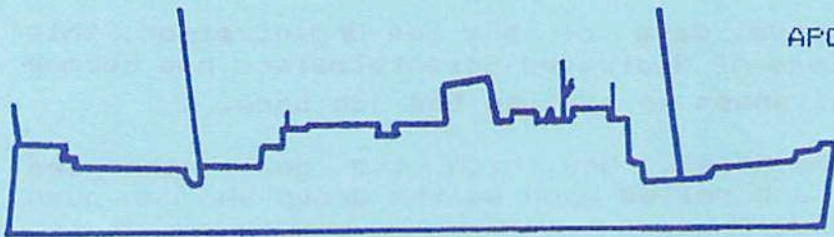
APOLLO

JUL 68 TO OCT 75
LENGTH 341.5 FT
TONNAGE 3287
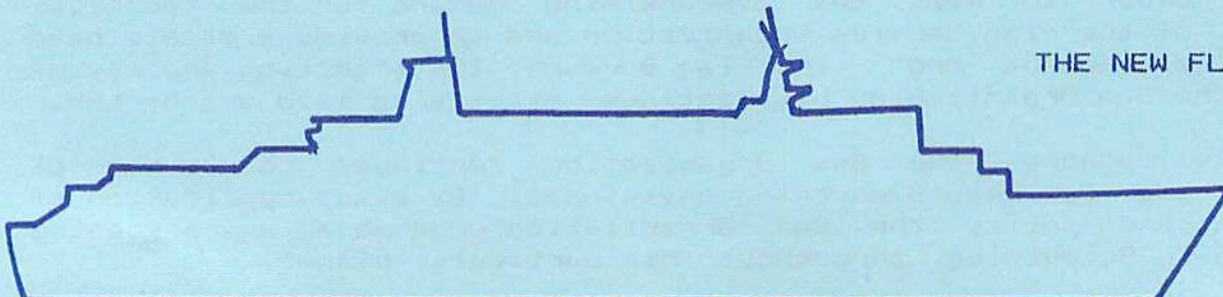
THE NEW FLAGSHIP

PREPARING FOR SEA

Immediately upon receipt of the vessel, Sea Org veterans and missionaires were briefed and fired to bring into existence, as swiftly as possible, a totally safe, 100% mechanically sound Sea Org ship, fully manned with trained ship's officers and crew, service and technical personnel able to sail any sea and deliver the highest levels of OT.

A thorough inspection of the ship's hull and all underwater gear such as screws, stabilizers, etc. was undergone in drydock resulting in a 100% pass by the maritime officials concerned.

Currently, numerous Sea Org missions are working around the clock to meet the deadline for the launching of the Flagship and the long awaited delivery of New OT VIII. These missions include:

complete redecorating of the interior of the ship to raise it far above the level of aesthetics normally accepted as "ultra luxury" on this planet.

specific training, apprenticing and drilling of all crew to the vigorous standards required by the Admiral, L. Ron Hubbard, overseen by veteran Sea Org officers who served under LRH on the Flagship Apollo.

selection of technical personnel able to meet the extremely high level of integrity and expertise required to be able to deliver New OT VIII. The tech crew can only be taken from the ranks of veteran Sea Org members who have already proven their ability to handle the lightning fast tech of the upper OT levels.

THE FUTURE

As the impact which will be caused by New OT VIII's and IX's returning to their areas will result in an overwhelming demand for the OT levels, preparations are under way to cope with the inevitable surge of publics through Flag's Land Base and the Ship.

What is probably the largest, most widespread operation ever undertaken has been launched.

On an immediate basis, the entire Flag operation: - service, delivery, administration and shipboard, will be doubled. There will be a huge influx of people demanding OT levels, we know this. Staff will be needed to meet this demand. The work will be hard, so requirements are tough.

Missions have already fired to various points around the world in search of able Scientologists who could be trained to handle the already predicted increase in volume of persons arriving for Flag services.

At the time of writing 20 additional missions comprising over 40 Sea Org missionaires are preparing to fire to all corners of the planet to locate Scientologists willing and able to meet the challenge.

Never before has a step this big been taken in such a short period of time.

Flag Sea Org members are about to enter the final step in producing full OT's. The going will be tough, the hours long. There will probably be casualties. What price - for total freedom?

If you can confront the randomity of huge volumes of people who are becoming more and more self determined and if you can confront powerful, enthusiastic beings, you yourself may qualify.

I hope you do, because if so, you will be one of the small handful of people in this universe who will be remembered as having been part of the final breakthrough back on Earth.

A Sea Org Mission will soon be in your area to interview you.

It was not without thought that the Admiral decided on the motto:

WE COME BACK

SHIP PROJECT TEAM

AUTHORISED BY
LC CMO CW HFA
FOR THE
CHURCH OF SCIENTOLOGY® FSO

S U R V E Y

PLEASE FILL IN THIS FORM AND DEPOSIT IN NEAREST "OUT" BASKET.

NAME _____

POST _____ ORG _____

LENGTH OF TIME ON POST_____

1. What do you imagine it will be like to be a crew member on the New Flagship?

2. Which of the following jobs interests you most? Check off as many as you like.

□ CAPTAIN	□ CHIEF ENGINEER	□ MATE	□ DECK ENGINEER	□ ASST ENGINEER
□ DIVER	□ PIPE FITTER	□ ELECTRICIAN	□ COOK	□ BOATS ENGINEER
□ WELDER	□ MACHINIST	□ ABLE SEAMAN	□ NAVIGATOR	□ CHEF
□ PLUMBER	□ EXECUTIVE	□ PHOTOGRAPHER	□ STEWARD	□ HELMSMAN
□ AUDITOR	□ SHIPS CARPENTER	□ SOCIAL DIRECTOR	□ ELECTRONICS ENGINEER	□ LAUNCH OPERATOR
□ PUBLIC RELATIONS	□ LOOKOUT	□ GENERAL		□ BAKER
□ SHIP OFFICER	□ ACCOUNTANT	MAINTENANCE	□ SIGNALMAN	□ RECRUITER
□ RADAR OPERATOR	□ RADIO OPERATOR	□ SUPPLY OFFICER	□ OTHER, PLEASE SPECIFY	
□ PURSER	□ MECHANIC	□ TOUR DIRECTOR		

3. What are your skills, hobbies and interests?

4. Have you ever taken LSD? □YES □NO   — Angel Dust? □YES □NO

5. Have you ever had psychiatric treatment?   □YES □NO.
Details please if YES:

6. Do you have a criminal record?   □YES □NO.
If YES, please give details:

7. What experience do you have with the sea?
Do you have any professional Seagoing License?
Do you know anyone who does?

8. If you were qualified and wanted to be part of this group, how soon could you realistically arrive at Flag®
to begin your training? What cycles would you have to do?

9.   Which aspect of being on the New Flagship is most appealing:

□ Technical Delivery   □ Ship Operation   □ Passenger Service

10. Have you ever signed a Sea Org contract?   □YES   □ NO
If YES: When:_____ Where:_____

11. What questions do you have that I can send you more data on?

SEA ORGANIZATION

BASE ORDER 3R PUBS

28 April 1987
Rev. 12 March 1998

ALL PUBS STAFF
FLAG LIAISON OFFICE
CONTINENTAL LIAISON OFFICES
ALL SEA ORG AND CLASS V ORGS

PUBS EXTERNAL LINES

AUTHORITY AND RESPONSIBILITIES FOR BOOKSALES

References:

HCO PL 15 Mar 75	BOOK OUTLETS OF AN ORG
PUBS BASE ORDER 1	PUBS LRH POLICY
PUBS BASE ORDER 2	PUBS OPERATING BASIS
HCO PL 10 July 79R I	PUBLICATIONS ORGANIZATIONS
Rev. 26.11.79	ARE SALES ORGANIZATIONS
LRH ED 5 INT	MINIMUM BOOK STOCKS
AIDES ORDER 135RA-13	PUBS DK DECLINE
AIDES ORDER 135RA-13-1	PDK EVAL DEBUG
FLAG ORDER 1605	AO TOURS
FLAG ORDER 2430R	AO AND SAINT HILL
	GOODWILL TOURS
HCO PL 9 May 82	Finance Series 32
	BOOKS ARE ASSETS
HCO PL 28 May 72	BOOM DATA, PUBLICATIONS
	BASIC FUNCTION
HCO PL 31 Jan 83	THE REASON FOR ORGS
HCO PL 1 July 82	MANAGEMENT COORDINATION

(In March 1996, Pubs Base Order 31-1 was issued, cancelling Pubs Base Order 31 and replaced Pubs Base Order 3. That issue is hereby cancelled. This issue updates and replaces Pubs Base Order 3, Pubs Base Order 31-1 and Pubs Base Order 31 and clearly lays out Pubs' lines into orgs against LRH policy and the current command channels of the Church.)

Publications organizations have long been held responsible for the existence of LRH books in distribution and their sales to the public in volume. It is necessary for their functions and authority to be clearly laid out. Following are several quotes from LRH issues which lay out the basic responsibilities and actions of a Pubs org:

Publications organizations operate on the basic function laid out in HCO PL 28 May 72, BOOM DATA, PUBLICATIONS BASIC FUNCTION:

"THE BASIC FUNCTION OF A PUBLICATIONS ORG OR DEPARTMENT IS TO ADVERTISE AND SELL BOOKS TO THE PUBLIC AND CF IN ORDER TO DRIVE BUSINESS IN ON THE ORG AND TO PROVIDE TAPES, TEXTS AND MATERIALS TO ORGS SO THAT THEY CAN DELIVER."

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Perhaps not as well known, but firm policy for Pubs orgs as laid out by LRH, is the following:

Ideal scene written by LRH in Aides Order 135RA-13-1, PDK [now New Era Publications] EVAL DEBUG: **"PUBS CONTROLLING AND PRODUCT OFFICERING BOOKSTORE OFFICERS IN ORGS AND OTHER SALES OUTLETS TO GET THE BOOKS AND MATERIALS IN PUBLIC HANDS AND COLLECTING NO BONUS EXCEPT ON ACTUAL SALES AND DELIVERY TO THE VARIOUS PUBLICS."**

In the handling of that same LRH Aides Order it states the following:

"Force a Division 4A PDK [now New Era] sales organization into existence which consists of representation for each and every public into whose hands books and materials can be moved. Extend this organization out to continental and org level with Pubs taking responsibility for the continental Pubs Officer and org Pubs Officers as though they were Pubs' own personnel and controlling and coordinating their activities by Division 4A terminals who are in direct control of them. Such personnel are paid by the org or FOLO, not out of HCO book accounts, as without books orgs and FOLOs cannot function."--LRH

Further in that same Aides Order it states:

"Put the identical system in for PUS [Pubs US now Bridge Publications] by separate program."--LRH

PUBS LINES INTO ORGS

The position of the Pubs orgs should be understood. As the Publications Organizations are international in scope and function (meaning they provide products to all sectors and aren't simply concerned with one zone of activity), they are not housed in the Flag or Continental Liaison Offices but as they relate to all sectors, they have representatives situated in these areas.

The International Executive Strata provides management actions to the Pubs orgs as regards functions and the International Finance Office provides supervision of their Finance Offices. Watchdog Committee directly polices the internal and external management of the Pubs orgs.

The lines of the Pubs orgs into orgs, missions and other outlets exist, not to run those organizations as a general management activity of orgs, but specifically to accomplish volume sales of LRH books and other bookstore items. They are managers of booksales activity.

How a Pubs org is supposed to operate in relation to outlets is most basically covered in PUBS BASE ORDER 1, PUBS LRH POLICY.

As per this reference, Pubs Sales Managers product officer by letter, telex and direct phone contact Bookstore Officers and every book outlet to get books and materials into public hands. They supply sales games, incentive and promotional materials to get sales going at higher and higher volume.

HANDLING BLOCKS TO PRODUCTION

While the above clearly lays out the overall organizational lines and actions involved in getting books and other bookstore items sold and into public hands, it is also clear that blocks may sometimes exist to accomplishing this.

If an org is not responding to standard actions, with their GBS and NBSTI downtrending or in unviable ranges, or if there is no single-hatted Bookstore Officer posted in the org despite orders to post one, the Sales Manager or his assistant can personally visit the org to inspect and handle. Such tours are run on project orders and standard Sea Org mission tech by the Pubs Sales Director and would take no more than two or three days.

In this case, the Sales Manager does an inspection in the org against basic LRH policies such as HCO PL 10 May 82, BOOKSTORE OFFICER HAT, HCO PL 9 Oct. 69, PUBLICATIONS DEPTS AND ORGS, HOW TO STRAIGHTEN OUT which give complete lists of points that should be in to have a properly functioning Bookstore Officer and Publications Department; by comparing against each of these points he can see where the area is falling short and thus is better able to handle. He may also use HCO PL 23 Aug. 79R I, DEBUG TECH as a tool to debug specific standard actions going in.

His prime concern is getting LRH policy and EDs on booksales in compliance with books and materials being sold and delivered by the Bookstore Officer and org book outlets.

If an org has no Bookstore Officer posted, then this is the _first_ thing the Sales Manager must handle. Without a Bookstore Officer, he has no stable terminal in the org to get books into public hands and that will block the expansion of the org. He must take action to get

this vital post filled by application of HCO PL 10 May 82, BOOKSTORE OFFICER HAT, demanding that the HCO Area Secretary post a qualified person on the post (without musical chairing any other part of the org). He also will expect the full cooperation of the org D/FBO for MORE as this is one of his specific duties. The Sales Manager does not, however, have command authority over the D/FBO for MORE. When the Sales Manager does this personally, he must also inform the Senior HCO Cont, the Cont Programs Chief and the Programs Chief at the Flag Bureaux of his actions so they are coordinated and he can get support in getting this post filled.

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It is expected that full cooperation would be given by the Network Coordination Committees in handling any actual blocks to booksales as they, of course, have the same interest in seeing that LRH policy and LRH EDs on books sales are applied.

All such actions taken are always based on STATISTICS and the fact of their being down, particularly sticky graphs. (Ref: HCO PL 6 Nov 66R I, STATISTIC INTERPRETATION, STATISTIC ANALYSIS)

The Sales Manager may not transfer staff, remove staff nor may he call a justice action or assign a condition directly. However, based on what he finds, where warranted, such actions must be taken by the org's management. If the org's management takes no effective action, the Pubs Sales Manager must report the matter in detail to WDC, Int Finance Ethics Officer and RTC.

These are the only direct lines Pubs has to send personnel into an org in relation to handling sales.

FINANCE NETWORK LIAISON

Situations like outnesses in the handling of the org's HCO Book Account may arise and this is handled by the Orders Manager Pubs via the D/FBO for MORE Network as this is the sphere of responsibility of the D/FBO for MORE. (Ref: HCO PL 27 July 82RA, Finance Series 33RA, DEPUTY FBOs FOR MARKETING OF ORG RESOURCES FOR EXCHANGE [D/FBO FOR MORE]) In this case, a full report on the observed outness is sent to the BSO with a direct demand to handle in accordance with LRH Policy. A copy of such a demand is sent to the org D/FBO MORE.

If it is found that the org BSO is not handling serious situations on the book lines or is even found to be part of any off-policy actions, and the org D/FBO MORE or FBO does not handle, a Finance Inspector is sent to investigate and handle this situation and any staff found to be involved, including legal actions where theft or damage to stocks or HCO Book Account Funds are found to exist.

A tight liaison with the Finance Office, in seeing these outnesses are handled on their lines, will ensure that the org can now expand due to adequate book sales.

SUMMARY

It is intended by the issuance of this Base Order, that Pubs orgs exercise their responsibility in seeing that LRH books and materials get into public hands and should they be blocked by out-ethics, that they also exercise their authority to handle such blocks in order to get production going again.

"Books are the spearhead of a planetwide offensive against the reactive mind, the unconscious part of the mind that enslaves the souls

of man. So only a <u>very</u> reactive person would stop this vital flow of
Dianetics and Scientology books. You want public in? You want GI? It
will happen only if you're clever in marketing and selling books. And
at about 100X the volume of past years. Books are your shells and ammo
in a planetary assault. They're also your infantry and ambassadors.
Put attention on them!"--LRH (LRH ED 343 INT, BOOKS STRAIGHT TALK)

                                        WATCHDOG COMMITTEE

                                        Authorized by
                                        AVC INTERNATIONAL

                                        for
                                        CHURCH OF SCIENTOLOGY
                                        INTERNATIONAL

                                        Adopted by the
                                        BOARD OF DIRECTORS
                                        BRIDGE PUBLICATIONS, INC.
                                        and
                                        BOARD OF DIRECTORS
                                        NEW ERA PUBLICATIONS
                                        INTERNATIONAL APS

BDNEPI:BDBPI:CSI:FT:WDC:mg.vb

EXECUTIVE DIRECTIVE

RTC ED 601   25 May 1992

INT TRAINING ORG
FLAG® BUREAUX
EXEC STRATA
WDC

POST:
OEC®/FEBC® STUDENT
 NOTICE BOARD

EXEC TRAINING COMPLETION REQUIREMENTS

<u>Ref</u>: Executive Series and Personnel Series

To assure the top quality of all executive appointments in Scientology® organizations, effective immediately all graduating and firing executive trainees must be passed by Religious Technology Center.

The minimum graduating requirements are:

a) Full OEC/FEBC course completion, including all checksheet requirements, any student checklist requirements or other program study requirements as separately issued from time to time.

b) False Purpose Rundown® to successful Qual attestation.

c) Happiness Rundown® to successful Qual attestation.

d) Acting posting CSW in compliance with HCO™ PL 28 March 1984, Issue II, EXECUTIVE POSTING QUALIFICATIONS.

Graduation requires full TEAMS fire back to orgs. Individuals will not succeed in expanding org areas; teams will.

The making of competent executives at the ITO is crucial to the expansion of Scientology internationally.

The executive training program is of great interest to Religious Technology Center. Any stops, cross orders, non-compliance, sabotage, endangerment of student progress is of interest to Religious Technology Center.

The purpose of this graduation line is to ensure the training of our future Executives is of the utmost quality.

Graduates receive a special briefing by International Management <u>and</u> by Religious Technology Center prior to firing.

Commanding Officer Int Training Org is responsible for holding in this graduate line and not allowing individuals to fire out or trained executives to be wasted.

                                        DIRECTOR OF AVC
                                        VERIFICATIONS RTC

                                        Authorized by
                                        AVC AIDE INT RTC

                                        for
                                        Captain Marc Yager
                                        INSPECTOR GENERAL
                                        ADMINISTRATION

                                        for
RTC:MY:ML:JW:ne.dj.geo   RELIGIOUS TECHNOLOGY
                                        CENTER

EXECUTIVE DIRECTIVE

SMI™ INT ED 712   24 June 1991

To: All Missions
      All Orgs

Info: WDC
        FCB
        FB
        SMI
        SMI Cont Offices
        FOLOs

SMI MISSION REPORT LINE

Refs:
HCO™ PL 22 July 1982   KNOWLEDGE REPORTS
LRH™ ED 340R INT   1982/83 MISSION BIRTHDAY GAME
LRH DELIVERY MULT

In order for a Mission to expand and get their public moving onto and up The Bridge®, it is vital that any courses whether these are Div 6 services or Div 4 services and any auditing occurring, are delivered by the book and are standard.

"DELIVER, DELIVER, DELIVER 100% STANDARD TECH on every public person from the moment they walk in the door. Get results that your public rave about and move mountains to ensure those results occur. Your best promotion is word of mouth!" - LRH (LRH ED 340R INT 1982/83 MISSION BIRTHDAY GAME)

To help Missions to increase their technical excellence and standardness, a report line to Scientology Missions International is hereby established.

If you encounter any nonstandard situation or out-tech delivery in a Mission, or even your own personal progress up The Bridge in a Mission, write a knowledge report and send it to the SMI Reports Officer.

This post in SMI was specifically established to monitor the technical delivery in Missions and to get any nonstandard application of tech detected and handled so that Scientology® can continue to flourish and prosper.

Every Scientologist™, mission staff member or org staff member can use this line to help ensure that Standard Tech is applied and 100% standard results are gotten.

Send your reports to:

> Scientology Missions International
> Reports Officer
> 6331 Hollywood Boulevard, Suite 802
> Los Angeles, CA 90028-6314

SMI OFFICER INTERNATIONAL

Approved by
FNCC

Authorized by
AVC FLAG™

for
SCIENTOLOGY MISSIONS
INTERNATIONAL

SMI:AVCF:FNCC:CE:bg.dj

SEA ORGANIZATION

BASE ORDER 1 PUBS DK
BASE ORDER 1 PUBS US

14 April 1976

PUBS LRH POLICY

The following telex sent to Pubs Orgs on 6 Sept 1974 by the Commodore is policy for any Pubs Org:

"060900AR RLH PUBS DK PUBS US TO C/O PUBS
ATTENTION LRH COMM CONTL   BEGIN TO DEMAND
ON YOUR PHONE   CALLS AND IN LETTERS THAT
ORGS AND FRAN HOLDERS SELL THE BOOKS TAPES METERS
INSIGNIA THEY HAVE AND BY PLAN AND SUGGESTION
DISPLAYS AND FLOORS TO HELP THEM DO SO   SET
QUOTAS, HELP THEM GET THEIR STOCK.   DO NOT
SELL OR   E   ALL BUT PUT EMPHASIS
ON THEM WIDE   SO SELLING IT SO THEY THEN HAVE
TO REORDER   TO BE SOLD TO FLAG ORGS AND DON'T
BE HELD   BUT ROLLED DEALT WITH IT.   YOU ARE
THE PERSON WHO WOULD BOTHER TO HALT ONE BY
NON-DELIVERY OF YOUR PUSHOUT.   PUT THIS ORDER
OVER YOUR FRAN AND DISTRIBUTION   DESKS.
LRH   6901"

Sandra Johnson
CT

Authorized by AVU
for the

BOARDS OF DIRECTORS
of the
CHURCHES OF SCIENTOLOGY

RHCS:SW:SJ:nt

BASE ORDER 3R PUBS

28 April 1987
Rev. 12 March 1998

ALL PUBS STAFF
FLAG LIAISON OFFICE
CONTINENTAL LIAISON OFFICES
ALL SEA ORG AND CLASS V ORGS

PUBS EXTERNAL LINES

AUTHORITY AND RESPONSIBILITIES FOR BOOKSALES

References:

HCO PL 15 Mar 75	BOOK OUTLETS OF AN ORG
PUBS BASE ORDER 1	PUBS LRH POLICY
PUBS BASE ORDER 2	PUBS OPERATING BASIS
HCO PL 10 July 79R I	PUBLICATIONS ORGANIZATIONS
Rev. 26.11.79	ARE SALES ORGANIZATIONS
LRH ED 5 INT	MINIMUM BOOK STOCKS
AIDES ORDER 135RA-13	PUBS DK DECLINE
AIDES ORDER 135RA-13-1	PDK EVAL DEBUG
FLAG ORDER 1605	AO TOURS
FLAG ORDER 2430R	AO AND SAINT HILL
	GOODWILL TOURS
HCO PL 9 May 82	Finance Series 32
	BOOKS ARE ASSETS
HCO PL 28 May 72	BOOM DATA, PUBLICATIONS
	BASIC FUNCTION
HCO PL 31 Jan 83	THE REASON FOR ORGS
HCO PL 1 July 82	MANAGEMENT COORDINATION

(In March 1996, Pubs Base Order 31-1 was issued, cancelling Pubs Base Order 31 and replaced Pubs Base Order 3. That issue is hereby cancelled. This issue updates and replaces Pubs Base Order 3, Pubs Base Order 31-1 and Pubs Base Order 31 and clearly lays out Pubs' lines into orgs against LRH policy and the current command channels of the Church.)

Publications organizations have long been held responsible for the existence of LRH books in distribution and their sales to the public in volume. It is necessary for their functions and authority to be clearly laid out. Following are several quotes from LRH issues which lay out the basic responsibilities and actions of a Pubs org:

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                                        NEW ERA PUBLICATIONS
                                        INTERNATIONAL APS

BDNEPI:BDBPI:CSI:FT:WDC:mg.vb

PEO ED #48

7 July 1975

All SO Members In PAC

All Mess President Hats

NUTRITIONAL TIPS FROM FLAG ORDERS OF THE DAY

In the interest of promoting good nutrition and eating habits among Pacific Area Sea Org Members, the following excerpts from Flag Orders of the Day COMMAND SECTIONS are collected and issued in this PEO ED.

"COMMAND

1. HEALTH: Did you know that tea and coffee are classified as drugs and that they are injurious to your health? Why drink either!

Did you know that white flour and sugar are the major causes of dental decay? Why eat them!

Captain Mary Sue Hubbard, CS-G 12.5.75"

"COMMAND

2. HEALTH: Tea and coffee first act as a stimulant; however, they also cause the pancreas to produce more insulin which makes the blood sugar level fall, causing that tired, dragged-out feeling. This causes one to drink more and more in order to feel better. But why continue the cycle? Break the habit and be healthier.

Captain Mary Sue Hubbard, CS-G 13.5.75"

"COMMAND

HEALTH: Pancakes may be tasty, but would you eat a poison just because it was delicious? Pancakes are made of white flour from which all vitamins and minerals have been removed. Why not insist upon having a good, whole grain cereal with milk and honey or sweets for breakfast? Whole grain wheat and barley are delightful eaten this way.

Capt. Mary Sue Hubbard, CS-G 14.5.75"

"COMMAND

HEALTH: Americans eat more animal protein than any other nationality in the world. Americans also suffer the greatest number of degenerative diseases. Whatever your weight in kilograms, you should eat the same number of grams of protein daily. Two eggs give you 13 grams, half a cup of cottage cheese will give you 15 grams, a one inch cube of cheese gives you 8 grams, peanut butter on a slice of whole wheat bread gives you as many grams of protein as a steak. Many things contain protein other than meat.

Captain Mary Sue Hubbard, CS-G 15.5.75"

"COMMAND

HEALTH: Do you suffer from headaches or migraines? Well, anything containing caffeine, like tea, coffee and chocolate, is the major cause. Such persons also suffer a Vitamin B Complex deficiency remedied by taking a natural food high in B Complex — primary (not Torula) Brewers Yeast, not artificial vitamin supplements. Women should additionally take Liver Extract. Medical Officers and Auditors handling such cases should insist upon their coming off all caffeine and upon taking the required natural food supplement. It takes about 4 months to remedy such deficiencies so don't be discouraged.

Captain Mary Sue Hubbard, CS-G 17.5.75"

"COMMAND

HEALTH: Did you know that impotency is increasing in the American Male? Nutritionists say this is not due to Women's Liberation but is caused by men eating excessive quantities of meat from animals fattened with female hormones. Yes, chicken, cows, sheep and pigs are made fatter faster with female hormones. Also nutritionists say another factor is the removal of the germ from all American grains. Well, the Food processors and growers haven't gotten to the fish in the sea, they leave the dairy cow alone so milk and natural cheese is pretty all right, and you can buy whole grains and grind them. Brown rice combined with beans makes a whole protein, corn combined with beans makes a whole protein, and soy beans are themselves a whole protein. So there are ways to handle the situation.

Captain Mary Sue Hubbard, CS-G 18.5.75"

"COMMAND

HEALTH: For those who want to shake the caffeine habit there are decaffeinated coffees, there are cereal "coffees" like Postum, and there are herb "teas" like Camomile, Rose Hip, Peppermint, Limeflower, and Frutee, besides many others.

Captain Mary Sue Hubbard, CS-G 19.5.75"

"COMMAND

HEALTH: People get into overeating animal protein because they do not know how much protein is contained in what they are eating and so think they just have to eat meat and more meat and more meat. One leg and one thigh of a chicken give you 25 grams of protein. A three ounce portion of ground meat gives you 21 grams, and 1 thick pork chop gives you 16 grams. Ever look at how much 3 ounces consists of - it is pretty small. If you ate the above portions in a day, you would have eaten 62 grams of protein, sufficient protein to have fed a person weighing 136 pounds. Add another small hamburger pattie and a second pork chop and you would have sufficient protein to have fed someone weighing 218 lbs. So learn to eat properly in the correct portions.

Captain Mary Sue Hubbard, CS-G 22.5.75"

"COMMAND

HEALTH: Let's review the data presented. The body is a biological engine which uses food rather than gasoline for fuel. Your body, your engine, will run as well and last as long as you properly care for it and feed it the right fuel. Sugar is too high in octane - it rusts your teeth by decay and burns out the insulin regulator, your pancreas, causing first cyclic tiredness, then hypoglycemia, then diabetes. Caffeine, as found in chocolate, cola drinks, coffee and tea, is a stimulant drug and diuretic - caffeine wears out the adrenals, also helps burn out the pancreas, and washes out of your body the vitally needed B Vitamins. White flour, and things made of it like noodles, spaghetti, desserts and breads, contains no Vitamin E vital to get oxygen and food to all the cells of the body. It causes useless fat to accumulate in the body and without the required Vitamin E strains the fuel pump of your engine, the heart. Too much animal protein clogs your elimination pipes, causing colonic rust to gather.

Captain Mary Sue Hubbard, CS-G 23.5.75

"COMMAND

Girls, do you have the greasy T - forehead, nose and chin - problems for which beauticians and cosmetic firms advertise products?

Are your eyes sensitive to sunlight? Do you have to have bright artificial light so as to see? Do your eyes get easily bloodshot?

These are signs of a Vitamin B2 deficiency remedied by taking yeast, yogurt, liver or milk.

Captain Mary Sue Hubbard, CS-G 24.5.75"

"COMMAND

HEALTH: There is more calcium and protein in hard cheeses than in soft cheeses. One cup of milk gives you 8 grams of protein as does one cup of yogurt. Did you know that yogurt with fruit has as much as 6 teaspoons of sugar added? It is better to buy plain yogurt and add fresh, unsweetened fruit.

Captain Mary Sue Hubbard, CS-G 25.5.75"

"COMMAND

HEALTH: Are you overweight? If so, you would be wise to cut down greatly on carbohydrates - potatoes, bread, noodles (all starches) and on all sweets. The best advise to overweight persons is: (1) To eat slowly, (2) To take pauses between bites, and (3) To eat small meals of protein six times a day. Remember proteins can be obtained in cheese, eggs, yogurt, and fish besides meat. Eating frequently cuts down the desire to eat huge meals and gives the body a chance to better utilize food rather than to store it as fat.

Captain Mary Sue Hubbard, CS-G 26.5.75"

"COMMAND

HEALTH: Sea salt contains a lot of valuable minerals which our processed salt does not contain despite its purity and perfect whiteness. It is a lot better for you and as you won't eat it in great quantities you'll be far better off since too much salt can lead to high blood pressure.

Captain Mary Sue Hubbard, CS-G 28.5.75"

"COMMAND

HEALTH: Vitamin A is contained in eggs, liver, margarine, or butter, cream, fresh
fruit and yellow and green vegetables.

Vitamin A is necessary for both day and night vision, particularly the latter --
severe lack causes the eyes to burn, itch, inflame, and to collect mucus in the
corners or to form sties.

Also a lack of Vitamin A affects the skin, nails, and hair. The skin is dry and
rough, the nails split or break easily. Dandruff accumulates in the hair.

Funnily enough Vitamin A is more easily absorbed by cooking the vegetables or
juicing them, if the juice is drunk immediately. This is because the rough vegetable
fibre has to be broken down.

So don't turn up your nose -- eat your vegetables.

                                        Captain Mary Sue Hubbard, CS-G 31.5.75"

                                "COMMAND

HEALTH: All B Vitamins must be obtained together as they all work together; however,
we shall look at what each does individually.

        Vitamin B1 is found in grain cereals, nuts, dry beans, peas, soy beans and
lentils, in bread, and nut butters. It is also found in kidneys, heart and pork to
a lesser degree.

        Lack of Vitamin B1 results in heart palpitations, shortness of breath,
constipation, exhaustion, sleeplessness, digestive disturbances and neuritus.

                                        Captain Mary Sue Hubbard, CS-G 1.6.75"

                                "COMMAND

        The Galley may bake white bread so long as it also bakes whole wheat bread
to half the quantity bread baked.

        Shore bought white bread is not included.

        There is not much nutrition in white bread so no responsibility is taken
by the Management for loose teeth, falling hair, flat feet or poundage added...

                        LRH, COMMODORE
                        10 June 1975. "

        As additional CS-G and LRH, Commodore items on nutrition and Health become
available these will also be collected up and issued.

                                MSM Ron Yoder
                                Public Relations Officer
                                PACIFIC ESTATES ORGANIZATION

                                for the

                                Boards of Directors
                                of the
                                Churches of Scientology.

S C I E N T O L O G Y® P O L I C Y D I R E C T I V E

SCIENTOLOGY POLICY DIRECTIVE 48RD

7 November 1985
Rev. 18.8.92

Personnel Control Officers
HCOs™, QUALS and Execs of
CL V, CC, SO Orgs
Gold and FLB
All Cont Snr HCOs
Snr HCO Int

EXECUTIVE SERIES 28

ACTING AND PERMANENT POSTING OF EXECUTIVES

CSW CHECKLIST

(Cancels SPD 48RC, ACTING AND PERMANENT POSTING
OF EXECUTIVES - CSW CHECKLIST)

Refs:
HCO PL 28 Mar. 84 II   EXECUTIVE POSTING
                               QUALIFICATIONS

HCO PL 22 Mar. 67 I   PERSONNEL REQUIREMENTS

This issue clearly lays out the steps that must be done to properly put together an Executive Posting CSW for Acting and Permanent status. It is for your use to help you in getting your Executive Posting CSWs quickly approved.

This issue goes into effect immediately and is to be used in compiling all future Executive Posting CSWs.

EXECUTIVE POSTINGS

The posting of an executive remains temporary until approved for acting or permanent status. This includes postings done by Sea Org Missions into any org or Network. Staff assigned to an executive post must sign themselves as temporary until they are approved as above. It is expected that within 6 weeks of being temporarily posted as an executive an Acting Status Posting CSW is submitted.

An executive is defined as Departmental Head or above.
(Ref: HCO PL 28 Mar. 84 II, Executive Series 28, EXECUTIVE POSTING QUALIFICATIONS)

ATTACHMENTS

The following attachments have been included as part of this issue to make your job easier in rapidly compiling executive posting CSWs:

Attachment 1: This is a "CHECKLIST FOR COMPILATION OF ACTING AND PERMANENT STATUS CSWs". This checklist is for use in all CSWs for Acting and Permanent Status for Departmental heads and Branch heads and above. It covers points 1 to 7 of HCO PL 28 Mar. 84 II, EXECUTIVE POSTING QUALIFICATIONS which are requirements for Acting Status and points 8 to 10 of the same HCO PL which are additional requirements for Permanent Status. The checklist should be followed exactly and will help you to ensure that your Acting and Permanent Status CSWs are presented correctly for speedy approval.

Attachment 2: This is the routing sheet to be used in submitting an Acting or a Permanent CSW. It is put on top of the CSW (on the outside) so that the CSW can be easily and correctly routed through the various approval terminals.

Attachment 3: This is the Life History form which covers all the additional data needed from the exec.

It should be understood that the person preparing the form and CSW is responsible for seeing that these posting CSWs are complete and easily understood. A neat professional submission that uses these forms will be able to be rapidly reviewed and handled.

SUMMARY

This is a fast line. This issue streamlines it even further by giving you the exact steps to follow to produce CSWs that will be approved the first time through! Approval lines are currently being beefed up to better service you and handle your CSWs even faster.

It is mandatory that orgs are posted from the top down with qualified executives that have obtained Acting and Permanent Status for their post per HCO PL 28 Mar. 84 II, EXECUTIVE POSTING QUALIFICATIONS.

ALL HCOs AND SNR HCOs ARE HELD RESPONSIBLE FOR GETTING THESE FORMS INTO USE AS OF NOW, AND ACHIEVING THE ABOVE.

THIS IS ONE OF THE WAYS THAT HCO PROVIDES LEADERSHIP TO BUILD ORGS TO OLD SAINT HILL SIZE!

ESTAB EXEC INT

Authorized by
AVC INTERNATIONAL

for
CHURCH OF SCIENTOLOGY
INTERNATIONAL

CSI:AVCI:MM:mm.dj

CHECKLIST FOR COMPILATION OF ACTING AND

PERMANENT STATUS CSWs

R-FACTOR:

The purpose of this checklist is to assist you in ensuring that your CSWs for Acting and Permanent Status are presented correctly for speedy approval and are complete with all needed data. Each step of this checklist needs to be fully done in order to produce a complete and professional CSW for Acting and Permanent Status.

As the Personnel Control Officer of the org you are responsible to get this checklist fully done.

NOTE: The word "TAB" is used several times in the checklist below. The definition of the word "TAB" is: "An attached or projecting piece of a card or paper, useful in filing" (Webster's New World Dictionary, Second College Edition). Particles within the CSW are required to be "TABBED" so that they can be easily found in reviewing the CSW. TABs in the CSW need to be neat and made up of a thick enough paper so that they will not tear. They need to be affixed to the pages of the CSW with scotch tape, not stapled, so that they will not tear off while on approval lines.

NOTE: At sections F, G, H, I, O and P of this checklist you will be asked to tab the PC folders of the Exec showing the attest of Rundowns, Auditing steps or metered verifications done on the exec. All these PC folders need to be included in the CSW and placed right under the Personnel and Ethics files in the submission. If the exec is Clear or above ensure that all PC folders are wrapped in paper and are clearly marked "CONFIDENTIAL – CLEAR (or OT®) FOLDERS".

The FES in the folders must be complete and up to PT.

CHECKLIST

Date: _____

ACTING STATUS CSW

0. Get a manila folder and mark it with the name and post title of the exec being CSWed for Acting Status. You will put into this folder all the evidences needed for the CSW, as listed in this checklist.) This will be known as "CSW folder".

_____

SECTION A – GENERAL DATA

1. Fill in the following data on the executive:

NAME _____

ADDRESS _____

SOCIAL SECURITY NUMBER _____

DRIVER'S LICENSE NUMBER _____

CURRENT POST _____

PROPOSED ACTING POST _____

CASE LEVEL _____

TRAINING LEVEL _____

LENGTH OF TIME ON STAFF _____

WHEN DOES THE STAFF MEMBER'S CONTRACT EXPIRE? _____

2. Get a recent photograph of the Exec and affix it below.

```
. . . . . . . . .
.                 .
.   AFFIX RECENT  .
.   PHOTOGRAPH    .
.                 .
.                 .
.                 .
. .               .
. . . . . . . . . .
```

3. Get the Exec to do his tests, if not done in the
    last 3 months (OCA™, IQ, Aptitude, Leadership).   _____

3a. Get the tests scored.   _____

3b. Verify that the tests scores are acceptable for
    exec posting. (Ref: Testing Manual)   _____

3c. Fill in the test scores in the space below.

    OCA: A _____ B _____ C _____ D _____ E _____ F _____ G
              H _____ I _____ J _____

    IQ: _____   APTITUDE: _____ LEADERSHIP: /

    DATE TESTS TAKEN _____
    (Has to be within the last 3 months.)

3d. Get the actual tests answers sheets, staple them
    together and put them in your CSW folder at
    TAB A.   _____

4. Write up a personnel order for Acting Status.
    (Ref: HCO PL 24 Sept. 71RC, ASSIGNMENT, MODEL
    TO BE USED)   _____

4a. Put the personnel order in the CSW folder at
    TAB A-1.   _____

5. Get the exec to write up his life history or
    update it if he has done one before.   _____

5a. Ensure that each question of the life history
    form is answered fully, with full details on
    any outpoints and how handled, and that the
    write-up is VERY clearly handwritten or
    typed.   _____

5b. Include the life history in the CSW at
    TAB A-2.   _____

5c. Get the exec to receive a life history meter
    check.   _____

5d. Put a copy of the worksheets and exam statement
    of the life history meter check in the CSW folder
    at **TAB A-3.**   _____

6. Draw up the Exec's service record or update
   it if a service record is already done. See
   definition of service record in the Admin
   Dictionary.   _____

6a. Include the service record in the CSW folder
    at **TAB A—4.**   _____

6b. Get all the personnel files of the exec and
    attach them to the CSW by placing them right
    under the CSW folder. Ensure that all PT
    particles are filed in the folders so that
    they are complete.   _____

SECTION B - CASE DATA

7. Get the C/S to fill in the following case data sheet on the
   exec:

   HIGHEST CASE LEVEL: _____

   No. of PC FOLDERS: _____

   TA RANGE: _____

   AVERAGE TA ACTION LAST 12 1/2 HRS: _____

   NEEDLE BEHAVIOR: _____

   MAKES CASE GAIN: YES _____   NO _____

   ANY COMMENT: _____

   _____

   SUCCESS STORIES ARE GOOD: YES _____   NO _____

   Attested as True and Complete: _____
                                     Staff C/S signature

7a. Get a copy of an exec's recent success story from
    his PC folders.   _____

7b. Put this success story in your CSW folder at
    TAB B.   _____

SECTION C - STUDY RECORD DATA

8. Get the Staff Section Officer (Qual Sec if no SSO)
   to fill in the following:

   Can this staff member study: Yes: _____ No: _____

   Does this staff member have any study difficulties? (If yes,
   give details of the difficulties and the handlings done):

   _____

   _____

   _____

   _____

Does this staff member have any difficulties in applying
what he/she has learned? (If yes, give details):

_____

_____

_____

_____

Give a brief summary of the staff member's study record and
progress on his/her TIP:

_____

_____

_____

_____

Attested as True and Complete: _____
                                        SSO signature

ACTING POSTING QUALIFICATIONS

SECTION D - PRODUCTION STATS

9.   Fill in the following data on the proposed exec:

POST HELD   DATES TO/FROM   REASON FOR CHANGE
_____   _____   _____
_____   _____   _____
_____   _____   _____
_____   _____   _____

9a. Get the production statistic graphs for each of
     the above posts and include also his PT stats.
     PT stats must be in normal or above long term.
                                                    _____

10. Get the Dir I&R (Cope Officer or HAS if no
     Dir I&R) to verify the above statistics as not
     being false by actual inspection of products,
     verification by seniors, etc.   _____

10a. Once this is done get the Dir I&R to attest
     that the stats for the above posts have not
     been found to be false, by signing here:

     Attested as true: _____
                        Dir I&R signature

10b. Staple together the above stats putting the PT
     stats on top. Include them in the CSW at
     TAB D.   _____

SECTION E - ETHICS RECORD

11. Get the Dir I&R to compile an ethics summary
     from the staff member's ethics folders listing
     the major ethics/justice actions in date
     order, including any points when ethics files
     were cleared. (Ref: HCO PL 1 May 65, STAFF
     MEMBER REPORTS) Ensure that the summary is

done with all ethics particles listed in date
order and is updated to PT. The major ethics/
justice actions listed would be continuous
ethics situations, Comm Evs, Condition
Formulas, Commendations, awards, handlings
done, etc. The particles are to be listed
with date and name of the particle and a very
brief description of it.

11a. CONDITIONAL: If any unhandled outpoints come up
     from review of the ethics summary, verify that
     those have been corrected, and state what the
     outpoints were and how they have been handled
     on a separate sheet and attach this at the end
     of the ethics summary.

11b. Include the ethics summary in the CSW at
     TAB E.

11c. Get the Dir I&R to attest to the following:

     The staff member is not in continual or
     recurring ethics trouble. (See HCO PL 4 Apr.
     72 I, Esto Series 14, ETHICS and HCO PL 3 May
     72R, Executive Series 12, ETHICS AND
     EXECUTIVES.)

     Attested as True: _____
                          Dir I&R signature

11d. Attach all the ethics folders to the CSW.
     Place them right under the personnel folders.
     Ensure that all recent and PT reports are
     there, including all session KRs. Check
     filing basket for any report not yet filed
     and include it in the folders so that they
     are complete.

SECTION F - PTSness

12. Get the exec to receive a PTS check (Ref:
     HCOB 24 Apr. 1972 I, PTS INTERVIEWS and HCO
     PL 27 Oct. 1964R POLICIES ON PHYSICAL HEALING,
     INSANITY AND "SOURCES OF TROUBLE").

12a. Get the Staff C/S and the Snr C/S to attest to
     the following:

     The Exec has received a PTS check verifying
     there is no A to J situation and it is
     verified that the exec is NOT PTS (A-J, I-III
     or pretended/false PTS).

     Refs:
     HCO PL 27 Oct. 64R   POLICIES ON PHYSICAL
                           HEALING, INSANITY AND
                           "SOURCES OF TROUBLE"
     HCOB 24 Apr. 72 I   PTS INTERVIEWS
     HCOB 24 Nov. 65   SEARCH AND DISCOVERY
     HCOB 21 May 85   TWO TYPES OF PTSes

     Attested as true: _____
                          Staff C/S signature

     Attested as true: _____
                          Senior C/S signature

12b. Include copy of the PTS check in the CSW
     folder at **TAB F.**

12c. Also tab the PTS check and any auditing to
     handle PTSness in the PC folders as **TAB F.**   _____

12d. CONDITIONAL: If a PTS situation was found
     and handled, attach a write-up on the PTS
     situation and the handling done on a separate
     sheet and include this in the CSW at TAB F.
     If handled by auditing, include a copy of the
     attest and success story in the CSW at
     TAB F.   _____

SECTION G - ROLLBACK HANDLING

     rollback: <u>n.</u> 1. An investigatory procedure
     whereby Ethics investigates someone
     (particularly someone who is disaffected) to
     find out who gave him an enemy line or black
     PR, or who gave him the idea to instigate
     some destructive action. Rollback spots
     those who are disorganizing things and puts
     them into Ethics' hands to make sure they are
     not an enemy dupe. **roll back** <u>v.</u> 2. To
     follow chains of enemy operatives or dupes
     using investigatory tools and take them out
     of place utilizing ethics, justice and PTS
     tech.

     NOTE: There is an additional investigatory
           procedure which also is called Rollback
           which is restricted to Flag® Bureaux
           level. The actions on this checklist
           can be done in any org to complete
           "rollback" on a staff member per Exec
           Series 28 requirements.

13. An investigation has been done to determine
     whether the executive has been involved in
     any Black PR activities concerning the org,
     Management or Scientology® or Scientology
     principals.

     <u>Refs</u>:
     HCO Manual of Justice
     HCO PL 11 May 65 I   ETHICS OFFICER HAT
     HCO PL 11 May 71 III   PR Series 7
                             BLACK PR
     HCO PL 21 Nov. 72 I   PR Series 18
                             HOW TO HANDLE BLACK
                             PROPAGANDA,
     HCO PL 9 June 75   PR Series 27
                             THE ENEMY LINE
     plus any other Ethics and Justice policies.   _____

13a. CONDITIONAL: If the executive has been found to
     have been involved in black PR activities, he
     must be fully cleaned up with Confessional
     technology, tailor-made False Purpose Rundown®
     actions, if needed, and appropriate ethics
     and group justice and de-PTSing actions.   _____

13b. CONDITIONAL: Include copies of reports of
     any investigation done. Also include copies
     of any issue published concerning the
     executive's involvement in black PR
     activities with evidence of handlings done.
     Put this in the CSW at **TAB G.**   _____

13c. Get the Ethics Officer and HCO Area Secretary
     to attest to the following:

     The executive has been investigated for
     any participation in any black PR activity
     and any needed ethics and justice have been
     taken if involvement in black PR was found.

     Attested as true: _____
                       Ethics Officer

     Attested as true: _____
                       HCO Area Secretary

13d. CONDITIONAL: If confessional or FPRD or
     de-PTSing actions have been taken to clean up
     black PR, tab the worksheets in the PC folder
     as **TAB G.**   _____

13e. Get the Staff C/S to attest to the
     following: The exec has been cleaned up on
     any participation in any black PR activity
     using confessional technology and/or False
     Purpose Rundown and de-PTSing actions in
     addition to any actions HCO may have taken.

     Attested as true: _____
                       Staff C/S signature

13f. Get the Snr C/S to attest to the above being
     true.

     Attested as true: _____
                       Senior C/S signature

SECTION H - FALSE PURPOSE RUNDOWN

14. Get the Staff C/S to attest to the
     following: The exec has been sec checked for
     false considerations and evil purposes.

     Attested as true: _____
                       Staff C/S signature

14a. Get the Snr C/S to attest to the above being
     true.

     Attested as true: _____
                       Senior C/S signature

14b. Get a copy of the success story for the
     FPRD auditing completed and include it in the
     CSW folder at **TAB H.**   _____

14c. Get a summary done for the FPRD auditing that
     includes

        a. list of all the sessions done by date
        b. session time for each session
        c. TA Action per hour for each session
        d. what evil purposes were run
        e. what result was gotten (i.e., EP, etc).
           Include the summary in the CSW at **TAB H.**   _____

14d. Also where the FPRD auditing has been
     completed and attested within the PC
     folder as **TAB H.**   _____

SECTION I - FALSE DATA STRIPPING

15. Get the Staff C/S to fill in the following:

    Date the FDSing has been completed: _____

    Which areas has the Exec been FDSed on? _____

    _____

    _____

    _____

    _____

    The person has studied the true data on the subjects he has
    been FDSed on.

    Ref: HCO PL 7 Aug. 1979 Esto Series 36 FALSE DATA STRIPPING.

    Attested as true: _____
                          Staff C/S signature

15a. Get the Snr C/S to attest to the above being true.

    Attested as true: _____
                          Senior C/S signature

15b. Make a summary of the subjects the exec has
     been FDSed on and get an attest from the SSO
     that the true data has been studied on these
     subjects as the last step of the FDSing.   _____

15c. Include the above summary and attest and a copy
     of the success story and exam statement in
     the CSW folder at **TAB I.**   _____

15d. Also tab the FDSing worksheets in the PC folder
     at **TAB I.**   _____

SECTION J - EXTREME PRODUCTIVENESS

16. Get the exec to write up a complete product
    list (update it to PT if a product list is
    already done). Ensure that this is VERY
    clearly handwritten or typed.   _____

16a. Include the product list in the CSW at
     TAB J.   _____

16b. Collect evidence of extreme productiveness
     in the area the exec is being proposed for
     from the personnel and ethics folders and
     include copies of these in the CSW at
     TAB J-1.   _____

SECTION K - EXEC STATUS 1

17. Get the SSO to attest to the following:

    The Exec has completed the Exec Status 1 Course (Executive
    instant hat) and attested to it. (Ref: HCO PL 29 Dec. 82RA
    THE TOOLS OF MANAGEMENT)

    Attested as true: _____
                          SSO signature

17a. Include a copy of the success story and exam attest
     on completion of the the Exec Status 1 Course at
     TAB K.   _____

**ADDITIONAL STEPS TO COMPLETE THE CSW AND GET IT ONTO
APPROVAL LINES**

A.   Verify that this checklist has been <u>fully</u>
     done up to this point.   _____

B.   CONDITIONAL: If the proposed posting is an HCO
     posting you need to show that the Exec fully
     qualifies for HCO per HCO PL 25 Feb. 79R HCO
     STAFF QUALIFICATION REQUIREMENTS by doing
     the following:

     1. Include a copy of the HCO Quals Sec Check
        attest and success story to the CSW at Tab
        "HCO QUALS".

     2. Also attach to the CSW the PC folder
        containing the HCO Quals Sec Check and tab
        the attest to the sec check in the PC
        folder as **"HCO QUALS"**.

     3. Get the C/S to give his OK to the
        following points:

        a) Case gains
        b) TA position
        c) PTS I-III or rollercoaster
        d) Wholly complete DRD (or Clear)
        e) F/N on Control & Help
        f) No chronic illness or past
            institutional history
        g) No evidence of having taken LSD or
            Angel Dust
        h) Not an R/Ser
        i) Not in Case trouble
        j) Doesn't "have problems"
        k) Pass on Sec check or listing any points of the
            Sec Check on which the person is not
            100% O.K.

            (Ref: HCO PL 25 Feb. 79R HCO STAFF
                  QUALIFICATION REQUIREMENTS)

     4. Include C/S OK on the above points in the
        CSW at tab **"HCO QUALS"**.   _____

C.   Type a cover CSW that briefly gives situation,
     data and solution in regards to the posting.
     (Ref: HCO PL 4 Sept. 59, COMPLETED STAFF WORK -
     OEC® Vol 0).   _____

D.   Put the cover CSW on top (in the inside) of
     the CSW folder.   _____

E.   Put the routing of the CSW on top of the CSW
     folder (on the outside). Fill it in with the
     name of the exec and the proposed post.   _____

F.   Include this completed checklist in the CSW,
     as the first item in the folder.   _____

G.   Put the CSW on approval lines.   _____

     NOTE: If this CSW should for any reason come back to you
     rejected in need of correction, ensure you carefully and
     at once fix each point mentioned and send the whole CSW
     back to the terminal who rejected it, or to Snr PCO Int
     if rejected by any Int Management terminal.

NOTE: If you are compiling an Acting Status CSW stop
here. If you are compiling a Permanent Status CSW fill
in the rest of this checklist.)

PERMANENT STATUS ADDITIONS

Date: _____

As your first action, get a new manila folder and mark it with
the name and post title of the exec being CSWed for Permanent
Status. You will put into this folder all the evidences needed for
the CSW, as listed in the following part of this checklist.

SECTION L - GENERAL DATA

18.   Write up a personnel order for Permanent status.
      (Ref: HCO PL 24 Sept. 71RC ASSIGNMENT, MODEL TO
      BE USED)   _____

18a. Put the personnel order in the CSW folder at
      TAB L.   _____

      NOTE: The following steps (19 to 23) are to
      be done only if the Permanent Status CSW is
      not being submitted concurrently with the
      Acting Status CSW, i.e., if the Permanent
      Status CSW is being submitted after the
      Acting Status CSW has already been submitted
      and approved.

19.   Get the Exec to do his tests: OCA, Aptitude,
      IQ and Leadership (if not done in the last 3
      months)   _____

19a. Get the tests scored.   _____

19b. Fill in the test scores in the space below:

      OCA: A _____ B _____ C _____ D _____ E _____
            F _____ G _____ H _____ I _____ J _____

      IQ: _____   APTITUDE: _____
      LEADERSHIP: _____ /

      DATE TESTS TAKEN _____
      (Has to be within the last 3 months.)

19c. Get the actual test answers sheets, staple
      them together and put them in your CSW
      folder at **TAB L-1.**   _____

20.   Get the exec to update his life history.   _____

20a. Get the exec to receive a life history meter
      check.   _____

20b. Include the life history in the CSW at **TAB L-2**
      and the life history meter check worksheets
      at **TAB L-3.**   _____

21.   Get the Dir I&R to update the ethics summary to
      PT.   _____

21a. Include the updated Ethics Summary in the CSW
      at **TAB L-4.**   _____

22.   Get the Exec to update his product list since he
      has been Acting posted.   _____

22a. Include the updated product list in the CSW
     at **TAB L-5.**   _____

23. Get the PT stats of the exec and include them
     in the CSW at **TAB L-6.**   _____

PERMANENT STATUS QUALIFICATIONS

SECTION M - APPRENTICESHIP

24. Verify that the exec has been gotten through a
     thorough apprenticeship under competent
     supervision. (See definition of "APPRENTICING" in
     the Admin Dictionary.)   _____

24a. Include a copy of the completed apprenticeship
     program and an attest from the apprenticeship
     supervisor that the apprenticeship has been
     successfully completed in the CSW at **TAB M.**   _____

SECTION N - APPRENTICESHIP STATS

25. Get copies of the stats graphs of the exec
     for his apprenticeship period.   _____

25a. Get the Dir I&R to verify that the statistics
     of the exec during the apprenticeship period
     have been correct and excellent.   _____

25b. Get the Dir I&R to attest to the following:
     The exec's statistics for his apprenticeship
     period have been verified as being correct
     and excellent.

     Attested as true: _____
                       Dir I&R signature

25c. Include the stat graphs in the CSW at **TAB N.**   _____

SECTION O - POST PURPOSE CLEARING, TIP AND FULL HAT

26. Get the Staff C/S and the Snr C/S to attest to
     the following:

     The exec has been W/Ced Method One® and Method 2
     on his hat before the post purpose clearing was done.

     Attested as true: _____
                       Staff C/S signature

     The Exec has been fully Post Purpose Cleared.

     Refs: HCOB 4 Aug. 71R   POST PURPOSE CLEARING
           HCOB 17 Dec. 81   POST PURPOSE CLEARING
                              REVIVED
           HCOB 26 Dec. 81   POST PURPOSE CLEARING
                              FOR MANAGEMENT TEAMS
                              AND EXECUTIVES
     Attested as true: _____
                       Staff C/S signature

     Attested as true: _____
                       Senior C/S signature

26a. Include copies of the Method One exam statement
     and success story in the CSW at **TAB O.**   _____

26b. Include copies of the Method 2 exam statement
     and success story in the CSW at **TAB O-1.**   _____

26c. Include copy of the Post Purpose Clearing
     attest and success story in the CSW at **TAB O-2.**   _____

26d. Tab the Method One in the PC folder at the attest
     TAB O.   _____

26e. Tab the Method 2 in the PC folder at the attest
     TAB O-1.   _____

26f. Tab the Post Purpose Clearing in the PC folder
     at the attest **TAB O-2.**   _____

27. Get the SSO to attest to the following:

     The exec has been fully TIPed and has completed his TIP.

     Ref: HCO PL 30 Nov. 76R, ONLY SSO CAN TIP.

     Attested as true: _____
                            SSO signature

     As part of his TIP, the exec has completed the study of the
     OEC Vol 0 (Basic Staff Hat).

     Ref: HCO PL 24 Sept. 71RC, ASSIGNMENT, MODEL TO BE USED

     Attested as true: _____
                            SSO signature

     As part of his TIP, the exec has been fully hatted on a
     standard checksheet.

     Attested as true: _____
                            SSO signature

27a. Include a copy of the TIP and a copy of the success
     story on completion of the OEC Vol 0 at **TAB O-3.** _____

27b. Include the full hat checksheet, signed and
     attested, in the CSW at **TAB O-4.**   _____

**SECTION P - REQUIREMENT PER HCO PL 26 Nov. 60, PERMANENT STAFF
MEMBER REQUIREMENTS**

28. Get the Staff C/S to attest to the following:

     The exec has received a Help & Control check and has passed
     it.

     (Ref: HCO PL 26 Nov. 60, PERMANENT STAFF MEMBER REQUIREMENTS)

     Attested as true: _____
                            Staff C/S signature

28a. Include a copy of the Help & Control check
     worksheets in the CSW at **TAB P.**   _____

28b. Also tab the Help and Control checksheets in the
     PC folder at **TAB P.**   _____

**ADDITIONAL STEPS TO COMPLETE THE CSW AND GET IT ONTO APPROVAL
LINES**

A.   Verify that the Permanent CSW part of this
     checklist has been <u>fully</u> done up to this
     point.   _____

B.   Include the Acting Status CSW folder in the
      Permanent Status CSW submission. Place the
      Acting Status CSW folder right under the
      Permanent Status CSW folder in your
      submission.   _____

C.   Ensure that all personnel and ethics files
      are included in the submission. Place them
      behind Permanent and Acting CSW folders and
      before the PC folders.   _____

D.   Type a cover CSW that briefly gives situation
      data and solution in regards to the posting.
      (Ref: HCO PL 4 Sept. 59, COMPLETED STAFF WORK,
      OEC Vol 0)   _____

E.   Put the cover CSW on top (in the inside) of
      the CSW folder.   _____

F.   Put the routing of the CSW on top of the CSW
      folder (on the outside). Fill it in with the
      name and post of the exec.   _____

G.   Include this completed checklist in the CSW,
      as the first item in the folder.   _____

H.   Put the CSW on approval lines.   _____

      NOTE: If this CSW should for any reason come back
             to you rejected in need of correction,
             ensure you carefully and at once fix
             each point mentioned and send the whole
             CSW back to the terminal who rejected
             it, or to Snr PCO Int if rejected by
             any Int Management terminal.

                      - END OF CHECKLIST -

```
******************************************
******************************************
***                                    ***
***   EXECUTIVE SERIES 28 POSTING CSW  ***
***                                    ***
******************************************
******************************************
```

ROUTING:

TO: RTC   _____

        SNR C/S INT OFFICE   _____

        ESTAB EXEC INT   _____

        SENIOR PCO INTERNATIONAL   _____

        SENIOR PCO CONTINENTAL   _____

        ORG LRH™ COMMUNICATOR   _____

        CO/ED   _____

        HAS   _____

        _____

FROM: PCO _____
             (ORG)

RE: ACTING [ ] PERMANENT [ ] STATUS CSW FOR:
    (Put an "X" beside the status that applies)

                   _____
                          (Proposed Exec's Name)

                   _____
                            (Proposed Post)

LIFE HISTORY QUESTIONS

REVISION

(This Lifetime only)

1. Do you have a psychiatric/institutional history?   _____

   Have you ever seen a social worker?   _____

   Have you ever seen a psychologist?   _____

   Have you ever seen a counselor of any kind?   _____

   If you have seen any of the above for an interview, treatment or for any reason give full details.

2. Have you ever been institutionalized in any type of psychiatric, psychological, rest home, mental institution of any kind? If yes, give full details.

   _____

3. Have you ever had a willing or unwilling connection to a squirrel group?
   (Definition of squirrel from Tech Dictionary: "Those   _____
   who engage in actions altering Scientology®, and offbeat practices.") If yes, give full details.

4. Have you ever had a willing/unwilling connection to a suppressive group?
   (Definition of a suppressive group per HCO™ PL
   29 July 68: "**Suppressive groups are defined as**   _____
   those which seek to destroy Scientology or which
   specialize in injuring or killing persons or
   damaging their cases or which advocate suppression
   of Mankind." - LRH) If yes, give full details.

5. Are you or have you been connected to any person not in good standing with the Church of Scientology?

   If yes, names and connections.   _____

6. Have you ever not been in good standing with the Church of Scientology?
   If yes, give time, place, form and event.   _____

7. Have you ever been declared a Suppressive Person by the Church of Scientology?
   If yes, give time, place, form and event of each   _____
   instance.

8. Have you ever been connected to a squirrel or anyone connected to a squirrel group?   _____

9. Have you ever blown from the Sea Organization?
   If yes, give full details.   _____

9A. Have you ever had doubts about being in Scientology and/or the Sea Org?
   If yes, give full details of time, place, form and   _____
   event.

10. Have you ever been offloaded from the Sea Organization?
   If yes, give full details.   _____

11. Have you ever been dismissed from staff of a Scientology org, mission, group, etc.?
   If yes, give full details.   _____

11A. Have you ever blown from a Scientology organization?
     If yes, give full details.   _____

11B. Have you ever been expelled from the Church?
     If yes, give specifics.   _____

12. Are you intimately connected with persons (such as
     marital or familial ties) of known antagonism to
     mental or spiritual treatment or Scientology?
     If yes, give full details.   _____

13. Do you have a criminal record?
     If yes, give full details.   _____

14. Have you ever threatened to sue or embarrass or
     attack Scientology or Scientologists™ or ever
     been a party to an attack or threat?
     If yes, please give full details.   _____

15. Do you feel an auditor or a Scientology book is
     responsible for any unwanted condition you are in?   _____
     If yes, give full details.

16. Are you being audited on your own determinism?
     If no, give full details.   _____

17. Have you gotten gains which you expected from
     Scientology training and processing you have
     received?
     If no, give full details.   _____

18. Do you have an open mind with no personal hopes or
     desires for auditing or knowingness?   _____

19. Do you feel anyone or anything can get better?   _____

20. Have you ever sat in judgement on Scientology or   _____
     Scientologists?
     If so, please give full details.

21. Have any of your family or close friends expressed
     skepticism or been critical of Scientology?   _____
     Give full details.

22. Have you ever been or are you connected to anyone
     who has threatened or attacked Scientology?   _____
     If so, give complete details.

23. Have you ever taken LSD?   _____
     If so, give full details of how many times; over
     what period of time.

24. Have you ever taken Angel Dust?   _____
     If so, give full details of how many times; over
     what period of time.

25. Have you had a full DRD declare and attested to a
     complete sweat out program?   _____

26. Have you ever dealt in selling illegal drugs?   _____
     Have you ever dealt in any activity connected to
     illegal drug sales or distribution?   _____
     If so, give full details.

27. Have you ever taken drugs since being in
     Scientology?
     If yes, state what drugs you took, what training   _____
     and/or processing you'd had prior, and what training/
     processing you have had since that time, when and
     where and under what circumstances you took the
     drugs.

28. Have you ever threatened or attempted suicide?   _____
     If so, please give full details.

29. Are you an active drug pusher?   _____

30. Are you related to or connected to intelligence
    agencies either by past history or immediate
    familial connections?
    If so, give full details.   _____

31. Are you in Scientology to obtain news stories or
    generally disrupt the Organization?
    If yes, give full details.   _____

32. a. Are you married/single/divorced/separated?   _____
       (Dates of marriage and divorce)

    b. If currently, or ever, married, full name of
       (ex)spouse?   _____

    c. Does your spouse have any objection to your
       working in this organization or expressed any
       opinion against Dianetics® and Scientology?
       If yes, give details.   _____

    d. Wife's maiden name.

    e. What is your relationship to your spouse,
       and/or ex-spouse?

    f. If separated or divorced, any difficulties with
       your ex-spouse?
       If so give full details.   _____

    g. Is spouse or ex-spouse a Scientologist?   _____

    h. If divorced, list reasons for divorce(s) and
       any emotional feeling you have about it.

    i. Do you have any children?   _____
       If so, give details: Names, ages, sex, do they
       live with you or not. (Put an X by the ones
       joining the organization with you.)

    j. What is your relationship with your children?   _____

    k. If divorced or separated, do you pay child
       support?
       Give specifics.   _____

    l. If divorced or separated, do you have any legal
       obligations or ties to your children?
       Give specifics.   _____

    m. Have any of your children (if any) expressed any
       objections against Dianetics and Scientology or
       have any objections to your working in connection
       with it?
       Give complete details.   _____

    n. If your children are not with you, how do you
       feel about being separated from them?   _____

33. Has your mother expressed any opinion against
    Dianetics and Scientology, or does she have any
    objection to your working in connection with it?
    If yes, give complete details and what handling has   _____
    been done.

34. In present time does your mother express objection
    regarding Dianetics and Scientology to you?
    If so, give full details.   _____

35. Has your father expressed any opinion against
    Dianetics and Scientology or does he have any
    objections to your working in connection with it?   _____
    If yes, give full details.

36. In the present time does your father express
     objections regarding Dianetics and Scientology to
     you?
     If so, give full details.   _____

37. List brothers and sisters and other relatives
     (the ones you have or have had association with).
     Note name, if Scientologist or not, what is his/her
     occupation, and current address.

38. Have any of your relatives expressed any opinion
     against Dianetics and Scientology or have any
     objection to your working in connection with it?
     If yes, give complete details.   _____

39. Have you any marital or familial difficulties?
     If yes, give complete details.   _____

40. With whom do you live?   _____

41. Do you support yourself currently (food, rent,
     auditing, processing, etc.)?
     If no, who supports you and what is the
     arrangement for same?   _____

41A. Do you receive income other than earned by the
     Church?
     If yes, give details.   _____

41B. If you have your own business outside the Church
     do you also have other Church staff employed in it? _____
     If yes, give full details.

42. Have any persons you are connected to expressed any
     opinion against Dianetics or Scientology or do they
     have any objection to your working in connection
     with it?
     If yes, give full details.   _____

43. Have you or any of your family members or close
     friends ever been connected to a government agency? _____
     If so, give full details.

44. How long have you been in Scientology?   _____

45. Are there any cycles you would need to handle before
     being able to report for duty? (Please be very
     specific.)   _____

46. Do you have any debts?   _____

     Who to?
     How much?

47. Why did you join the Sea Org?

48. What benefit will you be to the Sea Org?

49. What benefits will you gain from the Sea Org?

PART II

1.   SCIENTOLOGY AND DIANETICS TRAINING

     Please list in chronological order exactly which Tech and Admin
     training you have done. List by date of completion, month and
     year (for any courses not completed, please give the date you
     started the courses and note that it is incomplete).

2.   PROCESSING

      Please list in chronological order exactly what processing you
      have had. Give the date (month and year) you completed all actions
      and the date of starting any action which is not complete; include
      OT® sections and any major rundowns.

PART III

1.   When and where were you born?

2.   EDUCATION

      Please list in chronological order, beginning with your earliest
      schooling, every school you have attended. Use headings
      illustrated below:

DATES   NAME OF SCHOOL   LOCATION   MAJOR STUDY

3.   EMPLOYMENT

      Please list in chronological order all jobs you have held
      beginning with your first job. Please explain what you were
      doing during any periods of unemployment. Use headings.

4.   MEDICAL HISTORY

      Please list in chronological order any illness, accidents,
      permanent injury, etc., you have had, from birth to PT, by month
      and year. Include all childhood illnesses (i.e., mumps, measles,
      chicken pox, etc.). List the names and locations of any hospitals
      or sanitaria you have been in. State also the approximate pains
      during your life, with the time periods. List also any
      corrective surgery you have had and where done.

5.   Please list you parents' names and addresses (or guardian).

6.   Please list your parents' PT occupations, and any other jobs they
      might have held. Give a brief description of the type of work they
      did, the name of the corporation, etc.

7.   What is your attitude towards your parents, and what do you
      think of them? How do they regard you?

8.   Please list the names and addresses of your brothers and sisters
      (if any).

9.   List your friends (even prior to Scientology) and what sort of
      relations you had, and what sort of jobs they held, and are holding
      now. Also, please state what your comm has consisted of since
      being in Scientology.

10.   Give a general 2D history for yourself, including your earliest
      sexual experience of any kind, when you started dating, and the
      names of all persons involved. Make a chronological list by month
      and year of the names of all persons with whom you have had sexual
      relationships and what you engaged in. Approximate the number of
      times you carried on any kind of activity, and note any perversions
      you engaged in. Who? What? How often? Be as complete as you
      can.

11.   Note any instances of homosexual activity from earliest time
      up to PT. Give who. What done? And how often?

12.   List your interests and hobbies.

13.   List all groups and organizations you have ever been associated
      with; include time period, name of group, its location, what type
      of group and what you did in it.

14. List any connections to terminals listed in the following groups:

    A. Intelligence Organizations
    B. Organized medicine
    C. Banking Industry
    D. Psychiatry, Psychiatrists, Psychologists, etc.
    E. The Media
    F. Government
    G. Public Relations Firms
    H. Religion

15. Have you ever been employed by a health clinic or
institution?   _____
If yes, give all details as to name of clinic or
institution, when, where, what done exactly.

16. Have you ever been employed by the Government?   _____
If yes, give all specifics as to time, place, form
and event.

PART IV

1. How did you get into Scientology? Include who introduced you,
where and when, and what that person is doing now.

2. What were your reasons for becoming a Scientologist?

3. When and where did you first start on staff in a Scientology
mission or organization? What were your reasons for joining staff?

4. Please list any Major Ethics actions you have had, good or bad
and explain them fully.   •

5. To what org are you contracted, for how long?

6. List in chronological order all posts you have held in
Scientology/Sea Org orgs.

PART V

1. Please list all drugs you have taken, including medicine, with
month, year, time periods, as closely as possible. Use headings
as in the illustrations below:

    DATE   DRUG   APPROX # OF TIMES

2. Please list any major commitments you may have (e.g., debts).

3. Have you in any way ever been involved in any financial
irregularities (e.g., off-policy commissions and bonuses,
theft of any org funds, unusual financial favors,
unauthorized expenditures, etc.).   _____

    If yes, include all details, no matter how small.

PART VI

1. Please give exact details concerning your current life: whom
you live with, whom you spend free time with or run around with,
etc. What is your daily routine? What do you do with your
leisure time?

2. Please attest the data is true and correct.

S C I E N T O L O G Y   P O L I C Y   D I R E C T I V E

SCIENTOLOGY®POLICY DIRECTIVE 48RC   7 November 1985

                                          Revised
Personnel Control Officers   9 June 1987
HCOs, QUALs and Execs of
CL IV, CC, SO Orgs
Gold and FLB
All Cont Snr HCOs
Snr HCO″Int

EXECUTIVE SERIES 40

ACTING AND PERMANENT POSTING OF EXECUTIVES

CSW CHECKLIST

(Cancels SPD 48RB EXECUTIVE POSTINGS NEW STREAMLINED FORMAT)

REFERENCES:

HCO PL 28 MAR 84 II	EXECUTIVE POSTING QUALIFICATIONS
HCO PL 1 SEP 82	EXECUTIVE QUALIFICATIONS
HCO PL 22 MAR 67	PERSONNEL REQUIREMENTS

      This issue clearly lays out the steps that must be done to properly put together an Executive Posting CSW for Acting and Permanent status. It is for your use to help you in getting your Executive Posting CSW's quickly approved.

      This issue goes into effect immediately and is to be used in compiling all future Executive Posting CSW's.

EXECUTIVE POSTINGS

      The posting of an executive remains temporary until approved for acting or permanent status. This includes postings done by Sea Org Missions into any org or Network. Staff assigned to an executive post must sign themselves as temporary until they are approved as above. It is expected that within 6 weeks of being temporarily posted as an executive an Acting Status Posting CSW is submitted.

      An executive is defined as Departmental Head or above. (Ref. HCO PL 28 MARCH 84 II EXECUTIVE SERIES 40 EXECUTIVE POSTING QUALIFICATIONS)

ATTACHMENTS

      The following attachments have been included as part of this issue to make your job easier in rapidly compiling executive posting CSWs:

      Attachment 1: This is a "CHECKLIST FOR COMPILATION OF ACTING AND PERMANENT STATUS CSWs". This checklist is for use in all CSWs for Acting and Permanent Status for Departmental heads and Branch heads and above. It covers points 1 to 7 of HCO PL 28 March 84 II EXECUTIVE POSTING QUALIFICATIONS which are requirements for Acting Status and points 8 to 10 of the same HCO PL which are additional requirements for Permanent Status. The checklist should be followed exactly and will help you to ensure that your Acting and Permanent Status CSWs are presented correctly for speedy approval.

Attachments 2: This is the routing sheet to be used in submitting an Acting or a Permanent CSW. It is put on top of the CSW (on the outside) so that the CSW can be easily and correctly routed through the various approval terminals.

Attachment 3: This is the Life History form which covers all the additional data needed from the exec.

It should be understood that the person preparing the form and CSW is responsible for seeing that these posting CSWs are complete and easily understood. A neat professional submission that uses these forms will be able to be rapidly reviewed and handled.

SUMMARY

This is a fast line. This issue streamlines it even further by giving you the exact steps to follow to produce CSWs that will be approved the first time through! Approval lines are currently being beefed up to better service you and handle your CSWs even faster.

It is mandatory that orgs are posted from the top down with qualified executives that have obtained Acting and Permanent Status for their post per HCO PL 28 March 84 II EXECUTIVE POSTING QUALIFICATIONS.

ALL HCOs AND SNR HCOs ARE HELD RESPONSIBLE FOR GETTING THESE FORMS INTO USE AS OF NOW, AND ACHIEVING THE ABOVE.

THIS IS ONE OF THE WAYS THAT HCO PROVIDES LEADERSHIP TO BUILD ORGS TO OLD SAINT HILL SIZE!

ESTAB EXEC INT
Revised by
EXEC SERIES 40 I/C INT

Re-Revised by
INTERNATIONAL PERSONNEL
CONTROL PLENIPOTENTIARY

Authorized by
AVC INT

for
CHURCH OF SCIENTOLOGY
INTERNATIONAL

CSI:AVCI:IPCP:LF:SP:ds

SPD 48RC
ATTACHMENT 1

CHECKLIST FOR COMPILATION OF ACTING AND PERMANENT STATUS CSWs

R-FACTOR:

The purpose of this checklist is to assist you in ensuring that your CSWs for Acting and Permanent Status are presented correctly for speedy approval and are complete with all needed data. Each step of this checklist needs to be fully done in order to produce a complete and professional CSW for Acting and Permanent Status.

As the Personnel Control Officer of the org you are responsible to get this checklist fully done.

NOTE: The word "TAB" is used several times in the checklist below. The definition of the word "TAB" is: "An attached or projecting piece of a card or paper, useful in filing" (Webster's New World Dictionary, Second College Edition). Particles within the CSW are required to be "TABBED" so that they can be easily found in reviewing the CSW. TABs in the CSW need to be neat and made up of a thick enough paper so that they will not tear. They need to be affixed to the pages of the CSW with scotch tape, not stapled, so that they will not tear off while on approval lines.

NOTE: At sections F, G, H, I, P and Q of this checklist you will be asked to tab the PC folders of the Exec showing the attest of Rundowns, Auditing steps or metered verifications done on the exec. All these PC folders need to be included in the CSW and placed right under the Personnel and Ethics files in the submission. If the exec is Clear or above ensure that all PC folders are wrapped in paper and are clearly marked "CONFIDENTIAL - CLEAR (or OT$^\circledR$) FOLDERS".

The FES in the folders must be complete and up to PT.

CHECKLIST

Date, _____

ACTING STATUS CSW

0.   Get a manila folder and mark it with the name and
      post title of the exec being CSWed for Acting Status.
      You will put into this folder all the evidences
      needed for the CSW, as listed in this checklist).
      This will be known as "CSW folder".   _____

SECTION A - GENERAL DATA

1.   Fill in the following data on the executive:

      NAME_____

      ADDRESS_____

      SOCIAL SECURITY NUMBER_____

      DRIVER'S LICENSE NUMBER_____

      CURRENT POST_____

      PROPOSED ACTING POST_____

CASE LEVEL_____

TRAINING LEVEL _____

LENGTH OF TIME ON STAFF:_____

WHEN DOES THE STAFF MEMBER'S CONTRACT EXPIRE? _____

2.   Get a recent photograph of the Exec and affix it below.

```
 .  .  .  .  .  .  .  .  .
 .                        .
 .      AFFIX RECENT      .
 .      PHOTOGRAPH        .
 .                        .
 .                        .
 .                        .
 .                        .
 .  .  .  .  .  .  .  .  .
```

3.   Get the Exec to do his tests, if not done in the
      last 3 months (OCA, IQ, Aptitude, Leadership).   _____

3a.   Get the tests scored.   _____

3b.   Verify that the tests scores are acceptable for
      exec posting. (Ref. HCOPL 3 Nov 70 Iss II CONFIDENTIAL,
      GUIDE TO OCA, IQ, APTITUDE AND LEADERSHIP TESTING)   _____

3c.   Fill in the test scores in the space below.

OCA: A_____ B_____ C_____ D_____ E_____ F_____ G_____
            H_____ I_____ J_____

IQ: _____   APTITUDE: _____   LEADERSHIP: _____/_____

DATE TESTS TAKEN _____
(Has to be within the last 3 months.)

3d.   Get the actual tests answers sheets, staple them
      together and put them in your CSW folder at TAB A.   _____

4.   Write up a personnel order for Acting status. (Ref.
      HCOPL 24 Sep 71RB ASSIGNMENT, MODEL TO BE USED)   _____

4a.   Put the personnel order in the CSW folder at
      TAB A-1.   _____

5.   Get the exec to write up his life history or update
      it if he has done one before.   _____

5a.   Ensure that each question of the life history form
      is answered fully, with full details on any outpoints
      and how handled, and that the write-up is VERY clearly
      handwritten or typed.   _____

5b.   Include the life history in the CSW at TAB A-2.   _____

5c.   Get the exec to receive a life history meter check.   _____

5d. Put a copy of the worksheets and exam statement
of the life history meter check in the CSW folder
at **TAB A-3**.   _____

6. Draw up the Exec's service record or update it if a
service record is already done. See definition of
service record in the Admin Dictionary.   _____

6a. Include the service record in the CSW folder
at **TAB A-4**.   _____

6b. Get all the personnel files of the exec and attach
them to the CSW by placing them right under the CSW
folder. Ensure that all PT particles are filed in
the folders so that they are complete.   _____

SECTION B - CASE DATA

7. Get the C/S to fill in the following case data sheet on the
exec:

HIGHEST CASE LEVEL:_____

No. of PC FOLDERS_____

TA RANGE:_____

AVERAGE TA ACTION LAST 12 1/2 HRS: _____

NEEDLE BEHAVIOR:_____

MAKES CASE GAIN: YES _____   NO _____

ANY COMMENT: _____

_____

SUCCESS STORIES ARE GOOD: YES _____   NO _____

Attested as True and Complete: _____
                                      Staff C/S signature

7a. Get a copy of an exec's recent success story from his
PC folders.   _____

7b. Put this success story in your CSW folder at **TAB B**. _____

SECTION C - STUDY RECORD DATA

8. Get the Staff Section officer (Qual Sec if no SSO) to fill in the
following:

Can this staff member study: Yes:_____ No:_____

Does this staff member have any study difficulties? (if yes give
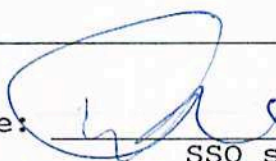details of the difficulties and the handlings done):

_____

_____

_____

_____

Does this staff member have any difficulties in applying what
he/she has learned? (If yes give details):

No.

_____
_____
_____
_____

Give a brief summary of the staff member's study record and
progress on his/her TIP:

SS-0, SS1, SSII, Plat Dir FA,

_____
_____
_____

Attested as True and Complete: _____
                                    SSO signature

ACTING STATUS QUALIFICATIONS

SECTION D - PRODUCTION STATS

9.   Fill in the following data on the proposed exec:

POST HELD	DATES TO/FROM	REASON FOR CHANGE

9a. Get the production statistic graphs for each of the
     above posts and include also his PT stats. PT stats
     must be in normal or above long term.   _____

10. Get the Dir I&R (Cope Officer or HAS if no Dir I&R)
     to verify the above statistics as not being false
     by actual inspection of products, verification by
     seniors etc.   _____

10a. Once this is done get the Dir I&R to attest that the
     stats for the above posts have not been found to be false,
     by signing here:

     Attested as true: _____
                            Dir I&R signature

10b. Staple together the above stats putting the PT stats
     on top. Include them in the CSW at **TAB D**.   _____

SECTION E - ETHICS RECORD

11. Get the Dir I&R to compile an ethics summary from
     the staff member's ethics folders listing the major
     ethics/justice actions in date order, including
     any points when ethics files were cleared (Ref. HCO PL
     1 May 65 STAFF MEMBER REPORTS). Ensure that the
     summary is done with all ethics particles listed in
     date order and is updated to PT. The major ethics/justice
     actions listed would be continuous ethics situations,
     Comm Evs, Condition Formulas, Commendations, awards,
     handlings done, etc. The particles are to be listed
     with date and name of the particle and very brief
     description of it.   _____

11a. CONDITIONAL: If any unhandled outpoints come up from
     review of the ethics summary, verify that those have
     been corrected, and state what the outpoints were
     and how they have been handled on a separate sheet
     and attach this at the end of the ethics summary.   _____

11b. Include the ethics summary in the CSW at **TAB E**.   _____

11c. Get the Dir I&R to attest to the following:

     The staff member is not in continual or recurring ethics
     trouble. (See HCO PL 14 April 72 Esto Series 14 ETHICS and HCO
     PL 3 May 72 Executive Series 12 ETHICS AND EXECUTIVES.)

     Attested as True: _____
                             Dir I&R signature

11d. Attach all the ethics folders to the CSW. Place them
     right under the personnel folders. Ensure that all
     recent and PT reports are there, including all
     session KRs. Check filing basket for any report not
     yet filed and include it in the folders so that they
     are complete.   _____

SECTION F - PTSNESS

12. Get the exec to receive a PTS check (Ref. HCO B 24
     Apr 1972 Iss I C/S Series 79 Expanded Dianetics Series
     5 PTS INTERVIEWS and HCO PL 7 May 1969 POLICIES ON
     "SOURCES OF TROUBLE").   _____

12a Get the Staff C/S and the Snr C/S to attest to the following:

     The Exec has received a PTS check verifying there is no A to J
     situation and it is verified that the exec is NOT PTS (A-J, I-III
     or pretended/false PTS).

              References: HCO PL 7 MAY 69 POLICIES ON "SOURCES OF TROUBLE"
                          HCO B 24 APR 72 I PTS INTERVIEWS
                          HCO B 24 NOV 65 SEARCH AND DISCOVERY
                          HCO B 21 MAY 85 TWO TYPES OF PTSes

     Attested as true: _____
                              Staff C/S signature

Attested as true: _____
                              Senior C/S signature

12b. Include copy of the PTS check in the CSW folder at
     TAB F.   _____

12c. Also tab the PTS check and any auditing to handle
     PTSness in the PC folders as **TAB F.**   _____

12d. CONDITIONAL: If a PTS situation was found and
     handled, attach a write up on the PTS situation and the
     handling done on a separate sheet and include this in
     the CSW at **TAB F.** If handled by auditing, include a
     copy of the attest and success story in the CSW at
     TAB F.   _____

SECTION G - ROLL BACK

13. Get the Staff C/S and the Snr C/S to attest to the following:

     The exec has been rolled back for any participation to any black
     PR activity by a person trained in RB.

     Attested as true: _____
                               Staff C/S signature

     Date Roll Back has been completed _____

     Attested as true: _____
                               Senior C/S signature

13a. Include copies of the RB worksheets (with a summary
     on top) and exam statement in the CSW at **TAB G**   _____

13b. Also tab the RB worksheets in the PC folder as
     TAB G.   _____

SECTION H - FALSE PURPOSE RUNDOWN ™

14. Get the Staff C/S to fill in the following:

     The exec has received and completed the following forms:

     BASIC FORM   _____   DATE COMPLETED _____
     STAFF/EXEC FORM   _____   DATE COMPLETED _____
     1ST DYNAMIC FORM   _____   DATE COMPLETED _____
     2ND DYNAMIC FORM   _____   DATE COMPLETED _____

     (Put an "X" beside the ones done)

     Additional sec checks/FPRD forms done:

     WHAT WAS THE TAILOR MADE SEC CHECK/FORM ON: DATE COMPLETED:

     _____   _____
     _____   _____
     _____   _____
     _____   _____
     _____   _____

The exec has completed his FPRD program (with needed forms done as determined by the C/S).

References: HCOB 2 MAR 84 CS Series 118 FALSE PTSNESS
           HCOB 5 JUN 84 FALSE PURPOSE RUNDOWN
           HCOBs IN THE FALSE PURPOSE RUNDOWN SERIES

Attested as true: _____
                       Staff C/S signature

14a. Get the Snr CS to attest to the above being true.

Attested as true: _____
                       Senior C/S signature

14b. Get copies of the success story for each FPRD form
     or tailor made sec check completed and include these
     in the CSW folder at **TAB H.**   _____

14c. Get summaries done for each FPRD form that include
     a. list of all the sessions done by date, b. session
     time for each session, c. TA Action per hour for each
     session, d. what evil purposes were run, e. what result
     was gotten (ie EP, etc). Include all the summaries in
     the CSW at **TAB H.**   _____

14d. Also tab where each FPRD form has been completed
     and attested within the PC folder as **TAB H.**   _____

SECTION I - FALSE DATA STRIPPING

15. Get the Staff C/S to fill in the following:

     Date the FDSing has been completed: _____

     Which areas has the Exec been FDSed on? _____

     _____

     _____

     _____

     The person has studied the true data on the subjects he has been FDSed on.

     References: HCOB 7 AUG 79 Product Debug Series 8 Esto Series 36
                FALSE DATA STRIPPING.

     Attested as true: _____
                            Staff C/S signature

15a. Get the Snr CS to attest to the above being true.

     Attested as true: _____
                            Senior C/S signature

15b. Make a summary of the subjects the exec has been
FDSed on and get an attest from the SSO that the
true data has been studied on these subject as the
last step of the FDSing.   _____

15c. Include the above summary and attest and a copy of
the success story and exam statement in the CSW folder
at **TAB I**.   _____

15d. Also tab the FDSing worksheets in the PC folder at
TAB I.   _____

SECTION J - EXTREME PRODUCTIVENESS

16. Get the exec to write up a complete product list
(update it to PT if a product list is already
done). Ensure that this is VERY clearly handwritten
or typed.   _____

16a. Include the product list in the CSW at **TAB J**.   _____

16b. Collect evidence of extreme productiveness in the
area the exec is being proposed for from the
personnel and ethics folders and include copies of
these in the CSW at **TAB J-1**.   _____

SECTION K - EXEC STATUS 1

17. Get the SSO to attests to the following:

The Exec has completed the Exec Status 1 Course (Executive instant
hat) and attested to it. (Ref. HCO PL 29 Dec 1982R THE TOOLS OF
MANAGEMENT)

Attested as true: _____
                           SSO signature

17a. Include a copy of the success story and exam attest
on completion of the the Exec Status 1 Course at
TAB K.   _____

SECTION L - EXEC SERIES 43 QUALIFICATIONS

18. Verify that the executive qualifies per each point of
HCO PL 1 Sept 82 Exec Series 43 EXECUTIVE
QUALIFICATIONS.   _____

18a. Do a write up showing that these requirements are in,
specifying where in the CSW the evidence of this
can be found (i.e. with reference to tab # of the data
in the CSW, or point in the Life History which shows
one of the requirements as being in, etc).   _____

18b. Include this write up in the CSW folder at **TAB L**   _____

ADDITIONAL STEPS TO COMPLETE THE CSW AND GET IT ONTO APPROVAL LINES

A. Verify that this checklist has been <u>fully</u>
    done up to this point.   _____

B. CONDITIONAL: If the proposed posting is an HCO
    posting you need to show that the Exec fully
    qualifies for HCO per HCO PL 25 Feb 1979 HCO STAFF
    QUALIFICATION REQUIREMENTS by doing the following:

    1. Include a copy of the HCO Quals Sec Check attest
        and success story to the CSW at Tab **"HCO QUALS"**.

    2. Also attach to the CSW the PC folder containing
        the HCO Quals Sec Check and tab the attest to
        the sec check in the PC folder as **"HCO QUALS"**.

    3. Get the C/S to give his OK to the following points:

        a) Case gains
        b) TA position
        c) PTS I-III or rollercoaster
        d) Wholly complete DRD (or Clear)
        e) F/N on Control & Help
        f) No chronic illness or past institutional history
        g) No evidence of having taking LSD or Angel Dust
        h) Not an R/Ser
        i) Not in Case trouble
        j) Doesn't "have problems"
        k) Pass on Sec check or listing any points of the Sec
            Check on which the person is not 100% O.K.

        (Ref. HCO PL HCO STAFF QUALIFICATION REQUIREMENTS)

    4. Include C/S OK on the above points in the CSW at tab
        "HCO QUALS".   _____

C. Type a cover CSW that briefly gives situation, data and
    solution in regards to the posting. (Ref. HCO PL 4 Sept 59,
    COMPLETED STAFF WORK - OEC Vol 0).   _____

D. Put the cover CSW on top (in the inside) of the CSW
    folder.   _____

E. Put the routing of the CSW on top of the CSW folder
    (on the outside). Fill it in with the name of the
    exec and the proposed post.   _____

F. Include this completed checklist in the CSW, as the
    first item in the folder.   _____

G. Put the CSW on approval lines.   _____

NOTE: If this CSW should for any reason come back to you rejected in
need of correction, ensure you carefully and at once fix each point
mentioned and send the whole CSW back to the terminal who rejected it,
or to Snr PCO Int if rejected by any Int Management terminal.

    (NOTE: If you are compiling an Acting Status CSW stop here. If you
    are compiling a Permanent Status CSW fill in the rest of this
    checklist.)

```
*****************************************
*****************************************
***                                   ***
***   EXECUTIVE SERIES 40 POSTING CSW  ***
***                                   ***
*****************************************
*****************************************
```

ROUTING:

TO: RTC   ------------

         WDC   ------------

         CO CMO INT   ------------

         SNR C/S INT OFFICE   ------------

         ED INT   ------------

         EEI   ------------

         SENIOR PCO INTERNATIONAL   ------------

         INT NETWORK HEAD   ------------
         (For Network Postings
         only)

         SENIOR PCO CONTINENTAL   ------------

         CONTINENTAL SENIOR   ------------
         (For Org CO/ED this would
         be the Cont CO, for NW
         terminals this would be the
         Cont NW Head, Snr C/S Cont
         for org Snr C/Ses)

         ORG LRH COMMUNICATOR   ------------

         CO/EXECUTIVE DIRECTOR   ------------
         (Omit for org level NW
         posts)

         HAS   ------------

FROM: PCO _____
              (ORG)

RE: ACTING [ ] PERMANENT [ ] STATUS CSW FOR:
    (Put an "X" beside the status that applies)

              _____
                   (Proposed Exec's Name)

              _____
                     (Proposed Post)

PERMANENT STATUS CSW ADDITIONS

Date, _____

As your first action get a new manila folder and mark it with the name and post title of the exec being CSWed for Permanent Status. You will put into this folder all the evidences needed for the CSW, as listed in the following part of this checklist.

SECTION M — GENERAL DATA

19. Write up a personnel order for Permanent status. (Ref. HCOPL 24 Sep 71RB ASSIGNMENT, MODEL TO BE USED) _____

19a. Put the personnel order in the CSW folder at **TAB M.** _____

NOTE: The following steps (20 to 23) are to be done only if the Permanent Status CSW is not being submitted concurrently with the Acting Status CSW, i.e. if the Permanent Status CSW is being submitted after the Acting CSW has already been submitted and approved.

20. Get the Exec to do his tests: OCA, Aptitude, IQ and Leadership (if not done in the last 3 months) _____

20a. Get the tests scored. _____

20b. Fill in the test scores in the space below:

OCA: A_____ B_____ C_____ D_____ E_____ F_____ G_____
       H_____ I_____ J_____

IQ: _____ APTITUDE: _____ LEADERSHIP: _____/_____

DATE TESTS TAKEN _____
(Has to be within the last 3 months.)

20c. Get the actual test answers sheets, staple them together and put them in your CSW folder at **TAB M-1.** _____

21. Get the exec to update his life history. _____

21a. Get the exec to receive a life history meter check. _____

21b. Include the life history in the CSW at **TAB M-2** and the life history meter check worksheets at **TAB M-3** _____

22. Get the Dir I&R to update the ethics summary to PT. _____

22a. Include the updated Ethics Summary in the CSW at **TAB M-4** _____

23. Get the Exec to update his product list since he has been Acting posted. _____

23a. Include the updated product list in the CSW at **TAB M-5** _____

24. Get the PT stats of the exec and include them in the CSW at **TAB M-6** _____

PERMANENT STATUS QUALIFICATIONS

SECTION N - APPRENTICESHIP

25. Verify that the exec has been gotten through a
thorough apprenticeship under competent
supervision (See definition of "APPRENTICING" in the
Admin Dictionary) _____

25a. Include a copy of the completed apprenticeship program
and an attest from the apprenticeship supervisor that
the apprenticship has been successfully completed
in the CSW at **TAB N** _____

SECTION O - APPRENTICESHIP STATS

26. Get copies of the stats graphs of the exec for his
apprenticeship period. _____

26a. Get the Dir I&R to verify that the statistics of
the exec during the apprenticeship period have
been correct and excellent. _____

26b. Get the Dir I&R to attest to the following:

The exec's statistics for his apprenticeship period have been
verified as being correct and excellent.

Attested as true: _____
Dir I&R signature

26c. Include the stat graphs in the CSW at **TAB O.** _____

SECTION P - POST PURPOSE CLEARING, TIP AND FULL HAT

27. Get the Staff C/S and the Snr C/S to attest to the
following:

The exec has been W/C'ed M1 and M2 on his hat before the post
purpose clearing was done (ref. HCOB 14 Sept 71 Issue IV Revised 1
Oct 71 POST PURPOSE CLEARING C/S FORM 1R).

Attested as true: _____
Staff C/S signature

The Exec has been fully Post Purpose Cleared.

(Ref. HCOB 4 AUG 71R   POST PURPOSE CLEARING
        HCOB 17 DEC 81   POST PURPOSE CLEARING REVIVED
        HCOB 26 DEC 81   POST PURPOSE CLEARING FOR MANAGEMENT
                              TEAMS AND EXECUTIVES
        HCOB 14 SEPT 71   POST PURPOSE CLEARING C/S FORM 1R)

Attested as true: _____
Staff C/S signature

Attested as true: _____
                          Senior C/S signature

27a. Include copies of the M1 exam statement and
     success story in the CSW at **TAB P.**   _____

27b. Include copies of the M2 exam statement and
     success story in the CSW at **TAB P-1.**   _____

27c. Include copy of the Post Purpose Clearing attest
     and success story in the CSW at **TAB P-2.**   _____

27d. Tab the Method 1 in the PC folder at the attest
     TAB P.   _____

27e. Tab the Method 2 in the PC folder at the attest
     TAB P-1.   _____

27f. Tab the Post Purpose Clearing in the PC folder
     at the attest **TAB P-2.**   _____

28. Get the SSO to attest to the following:

     The exec has been fully tipped and has completed his TIP.

        Ref. HCO PL 30 NOV 76R ONLY SSO CAN TIP.

     Attested as true: _____
                              SSO signature

     As part of his TIP the exec has completed the study of the OEC®Vol
     0 (Basic Staff Hat).

        Ref. HCO PL 24 SEPT 71RB ASSIGNMENT, MODEL TO BE USED

     Attested as true: _____
                              SSO signature

     As part of his TIP the exec has been fully hatted on a standard
     checksheet.

     Attested as true: _____
                              SSO signature

28a. Include a copy of the TIP and a copy of the success
     story on completion of the OEC Vol 0 at **TAB P-3.**   _____

28b. Include the full hat checksheet, signed and
     attested, in the CSW at **TAB P-4.**   _____

SECTION Q - REQUIREMENT PER HCO PL 26 NOV 60

29. Get the Staff C/S to attest to the following:

     The exec has received an Help & Control check and has passed it.

     (Ref. HCO PL 26 Nov 60 PERMANENT STAFF MEMBER REQUIREMENTS)

     Attested as true: _____
                              Staff C/S signature

29a. Include a copy of the Help & Control check worksheets
     in the CSW at **TAB Q.**   _____

29b. Also tab the Help and Control checksheets in the
     PC folder at **TAB Q.**   _____

ADDITIONAL STEPS TO COMPLETE THE CSW AND GET IT ONTO APPROVAL LINES

A.   Verify that the Permanent CSW part of this checklist
     has been <u>fully</u> done up to this point.   _____

B.   Include the Acting Status CSW folder in the Permanent
     Status CSW submission. Place the Acting Status CSW
     folder right under the Permanent Status CSW folder
     in your submission.   _____

C.   Ensure that all personnel and ethics files are
     included in the submission. Place them behind
     Permanent and Acting CSW folders and before the
     PC folders.   _____

D.   Type a cover CSW that briefly gives situation data
     and solution in regards to the posting. (Ref. HCOPL
     4 Sept 59, COMPLETED STAFF WORK - OEC Vol 0).   _____

E.   Put the cover CSW on top (in the inside) of the CSW
     folder.   _____

F.   Put the routing of the CSW on top of the CSW folder
     (on the outside). Fill it in with the name and post
     of the exec.   _____

G.   Include this completed checklist in the CSW, as the
     first item in the folder.   _____

H.   Put the CSW on approval lines.   _____

NOTE: If this CSW should for any reason come back to you rejected in
need of correction, ensure you carefully and at once fix each point
mentioned and send the whole CSW back to the terminal who rejected it,
or to Snr PCO Int if rejected by any Int Management terminal.

                        - END OF CHECKLIST -

NOTE: THIS ATTACHMENT IS TO BE ADDED TO EACH COPY OF SCIENTOLOGY®POLICY
DIRECTIVE 48RC AFTER ATTACHMENT 1 OF THE SPD. IT GIVES ADDITIONAL
PERMANENT POSTING REQUIREMENTS THAT HAD BEEN OMITTED WHEN SPD 48RC WAS
FIRST ISSUED. IN COMPILING A PERMANENT POSTING CSW FOR AN EXECUTIVE, THE
BELOW SECTION IS TO BE DONE RIGHT AFTER **SECTION Q** OF SPD 48RC
ATTACHMENT 1.

**SECTION R — ADDITIONAL REQUIREMENTS FOR PERMANENT POSTING OF
                 EXECUTIVES PER HCO™PL 24 SEPT 71RB ASSIGNMENT, MODEL
                 TO BE USED**

30. Get the SSO to attest to the following:

     The staff member has fully studied the Divisional Summary for
     his division and has passed a starrate checkout on it.

        Ref. HCO PL 24 SEPT 71RB ASSIGNMENT, MODEL TO BE USED

     Attested as true: _____
                                 SSO signature

     The staff member has done his Divisional Summary and Post Hat in
     clay and the clay demos have been passed by the Staff Course Course
     Supervisor.

        Ref. HCO PL 24 SEPT 71RB ASSIGNMENT, MODEL TO BE USED

     Attested as true: _____
                                 SSO signature

30a. Include the Divisional Summary with an attest
     from the staff member that he has fully studied it
     and has been starrated on it in the CSW at **TAB R.**   _____

30b. Get an attest from the Staff Course Course Supervisor
     that the staff member has done Divisional summary
     and post hat in clay and has received a pass on the
     clay demos by the supervisor.   _____

30c. Include this attest in the CSW at **TAB R-1.**   _____

31. Get the Staff C/S to attest to the following;

     The staff member has received Method Two Word Clearing on his
     divisional summary.

        Ref. HCO PL 24 SEPT 71RB ASSIGNMENT, MODEL TO BE USED

     Attested as true: _____
                                Staff C/S signature

31a. Include copy of the M2 exam statement and success
     story in the CSW at **TAB R-2.**   _____

31b. Tab the M2 on the divisional summary in the PC
     folder at **TAB R-2.**   _____

                            - END -

S C I E N T O L O G Y® P O L I C Y D I R E C T I V E

25 MARCH 1991

TO: International
Training Org

All Exec Training
Students
All FEBC® Students

INFO: FCB
EXEC STRATA
CMOI
WDC
RTC

EXECUTIVE TRAINING PROGRAM

FLAG® EXECUTIVE BRIEFING COURSE

In 1970 LRH launched the Flag Executive Briefing Course to train staff on the technology of upper-level executive management.

Completely updated, enormously expanded and exactly indexed OEC® and Management Series Volumes have now been released which contain 100% on-Source issues and form the materials of the Organization Executive Course and the Flag Executive Briefing Course.

With the release of these materials an intensive training program has been launched to provide orgs with highly trained executives who will get in Standard Admin and take their orgs to Saint Hill size and beyond. This _is_ the single, most important training evolution to expand orgs since LRH started the original FEBC.

Executive trainees from every org are doing OEC and FEBC to become complete experts in third dynamic Organizational Policy.

The FEBC program is _only_ done at the International Training Org and only _successful_ graduates of the OEC will be qualified for it.

The training program is a total regimen every trainee is put through so that by the end of his training, each exec leaves with _complete_ certainty of his tools and knowing that he can take his org to Saint Hill size and exactly _how_ to do it.

EVIDENCE OF COMPETENCE

The emphasis of FEBC training is on _application_ of and use of the materials studied. At any time the trainee may be spot checked and called upon to demonstrate or apply any part of the materials studied. A flunk results in a pinksheet and the student returning to the section of the course he missed.

All FEBC students follow an exact schedule that is strictly adhered to. The schedule includes exercise time each day as per HCO™ PL 3 MARCH 1972, EXERCISE (OEC Volume 0, page 225).

FEBC students learn the org board and specific key datums covered in policy and the FEBC lectures, verbatim, and by the end of the course each FEBC must be able to rattle off all of the key data without hesitation.

FEBC CASE COMPLETION

To further increase the effectiveness and ability of executive trainees, each student will receive False Purpose Rundown auditing during the course of his training on the Flag Executive Briefing Course. This auditing will consist of False Purpose Rundown Form 10-L, EXECUTIVE POSTING QUALIFICATIONS FORM. (Ref: HCOB 4 May 88R, FALSE PURPOSE RUNDOWN FORM 10-L, EXECUTIVE POSTING QUALIFICATIONS FORM)

Students will also be Product Cleared and receive Post Purpose Clearing on the post they will assume upon return to their org.

Executive trainees for establishment posts would also receive any additional case actions needed as per HCOB 20 Nov 71, HAS SPECIALIST AND ESTABLISHMENT OFFICER AUDITING PROGRAM.

FURTHER EXECUTIVE TRAINING

The FEBC graduates next training step prior to returning to his org is the Management Status III checksheet. The pinnacle of executive hatting, this course provides advanced knowledge on subjects vital to any executive's success.

Upon successful completion Management Status III, and before graduating and firing back to his or her org, each executive will be put through a rigorous briefing checklist of all current International and Flag strategies and management programs.

Executive graduates will also be required to work out EXACTLY what they will do to handle their org upon return and get this cleared by their Flag Bureaux Programs Chief, Aides Council and the Flag Network Coordination Committee. Once approved, each graduate will put his plan into program form, to execute upon return to his org.

FEBC graduates will then be invited to International Management Headquarters for a tour, before returning to their org via the FB and FOLO.

Each graduate is then equipped with the full knowledge of LRH policy and is fully briefed on the incredible materials and programs that he can utilize to get a 100 percent on-Policy org built.

Each graduate returns to his post fully armed with the knowledge and tools to fully function on post and rapidly expand his org to Saint Hill size.

IMMEDIATE PRODUCTION

An FEBC graduate acquires permanent certification through demonstrating his competence by raising the stats of his org. This consists of two steps: First, the FEBC graduate is fired back to his org and gets immediate production. An FEBC knows that his actions in applying 100 percent standard policy will take the stats of his org out the roof and to the stars. FEBC graduates have 2 weeks to dramatically raise their stats. The FEBC, upon return to his or her org, applies the tech and gets products.

A failure to immediately and substantially raise stats results in automatic recall to ITO.

This is the FEBC test: to go to his or her org and despite all known or unknown obstacles create immediate expansion. FEBCs have historically accomplished 2X or more expansion in weeks.

FINAL STEP

The final step for an FEBC to acquire his or her permanent certificate consists of a 90-day period during which the FEBC graduate has to prove his ability to apply policy to boom his org, as evidenced by CONSISTENTLY RISING STATS.

The FEBC uses policy, executes his plans and uses all the tools of management, technical materials, programs and all other resources he has at his disposal to build and make his org prosperous. In three months time, with good stats, the FEBC can apply for and be awarded a gold seal and is a permanent FEBC. A Class VIII of Administration and a leader amongst the elite who will build a network of organizations that are doing the most vital job on this planet: Clearing.

SUMMARY

This Executive training program is the most vital administrative training program that has been done and <u>will</u> result in booming on-policy orgs.

With executives in each org trained through Management Status III the road is mapped for every org to rapidly achieve Saint Hill size and <u>beyond</u>.

We have the technology to handle this planet right now and well-trained executives in each org, taking charge of their areas, will get the job done.

                              Capt. G. Lesevre
                              EXECUTIVE DIRECTOR
                              INTERNATIONAL

                              Authorized by
                              AVC INTERNATIONAL

                              for
                              CHURCH OF SCIENTOLOGY
                              INTERNATIONAL
CSI:AVCI:GL:sak

TO: FEBC® I/C ITO   Date: _____

FROM: _____
        Post

        _____
        Org

FEBC GRADUATE FORM

        Per HCO™ PL 5 May 71, FEBC GRADUATE POLICY:

        **"Any person graduating from the Flag Executive Briefing Course is
expected to go back to his org and apply the admin technology learned
100%. The result expected from this application is a booming org,
shown by rising stats, within a couple of weeks of the graduate's
arrival.**

        **"Failure to accomplish a marked increase of the org's stats as
above will result in immediate recall to Flag or local CLO for cramming,
possible retraining and auditing at own expense."** - LRH

        By the end of two weeks the FEBC graduate must fill in and return
the form below to the FLAG® EXECUTIVE BRIEFING COURSE I/C at the
INTERNATIONAL TRAINING ORG. Upon inspection and verification of this
requirement by the FEBC I/C International Training Org the FEBC graduate
is passed on this step and is then sent his final apprenticeship
checklist.

        (NOTE: In the event that an FEBC graduate fails to pass this
requirement he will be notified by the FEBC I/C International Training
Org for immediate recall.)

        THIS FORM IS TO BE COMPLETED BY EACH FEBC GRADUATE TWO WEEKS AFTER
RETURNING TO HIS ORG.

NAME: _____   ORG: _____

POST: _____

DATE FIRED BACK TO ORG: _____
                           Day/Month/Year

TODAY'S DATE: _____
                 Day/Month/Year

        I attest that I have accomplished immediate production in my org
as evidenced by DRASTICALLY RISING STATISTICS within the first two
weeks of my return from the FEBC.

        _____
                        (signed)

        Attach as evidence, copies of your org's Gross Divisional
Statistics as well as the stats of your post.

        ROUTE THIS FORM IMMEDIATELY TO THE FEBC I/C INTERNATIONAL TRAINING
ORG.

TO: FEBC® I/C ITO   Date: _____

FROM: _____
        Post

        _____
        Org

FEBC PERMANENT CERTIFICATION FORM

FEBC graduates are required to further demonstrate their ability to apply the standard admin technology learned in order to obtain permanent certification. Per HCO™ PL 11 Dec 71, EARNED FLAG CERTIFICATES:

"**Effective immediately, all FEBC certificates awarded by Flag are PROVISIONAL and are to be so endorsed by C and A Flag and depend utterly upon the stat record of the student on return to his org.**

"**The student within 90 days of his return to his org must prove by consistent stat rise that his certificate was earned, otherwise at the end of 90 days the certificate is void. Graph to be verified by local HCO and forwarded to Flag, Student Examiner.**

"**The Student Examiner Flag will decide whether this 90 days stat record merits the award of an earned Flag Certificate and C and A Flag will forward a final certificate endorsed EARNED only when the Student Examiner Flag says so.**

"**Students graduating from the FEBC as of now, are covered by this rule.**" - LRH

By the end of three months the FEBC graduate must fill in and return the form below to the FLAG® EXECUTIVE BRIEFING COURSE I/C at the INTERNATIONAL TRAINING ORG. Upon inspection and verification of this requirement by the FEBC I/C International Training Org, the FEBC graduate is passed on this step and is awarded permanent certification.

(NOTE: In the event that an FEBC graduate fails to pass this requirement he will be notified by the FEBC I/C International Training Org for immediate recall.)

THIS FORM IS TO BE COMPLETED BY EACH FEBC GRADUATE THREE MONTHS AFTER RETURNING TO HIS ORG.

NAME: _____   ORG: _____

POST: _____

DATE FIRED BACK TO ORG: _____
                        Day/Month/Year

TODAY'S DATE: _____
             Day/Month/Year

I attest that I have applied the admin technology learned 100 percent and have achieved the results expected from its application as evidenced by a booming org and CONSISTENTLY RISING STATISTICS.

_____
              (signed)

Attach as evidence, copies of your org's Gross Divisional Statistics as well as the stats of your post.

ROUTE THIS FORM IMMEDIATELY TO THE FEBC I/C INTERNATIONAL TRAINING ORG.

SCIENTOLOGY® POLICY DIRECTIVE

SCN POLICY DIRECTIVE 59R

8 December 1982
Rev. & Reiss. 20.6.86

BPI
ALL ORG STAFF
ALL MISSION HOLDERS
CLOs
FCB
LRH COMM OR HAS TO POST ON ALL
STAFF AND PUBLIC NOTICE BOARDS

URGENT — IMPORTANT
STAFF MOONLIGHTING RULES AND PENALTIES
(Revisions not in script)

References:

HCO PL 6 Oct 70 II   MOONLIGHTING
HCO PL 12 Oct 82   CORRUPT ACTIVITIES
LRH ED 339R-1 INT   THE MAKE-BREAK POINT OF
                         AN ORG

HCO PL 6 Oct 70 Issue II MOONLIGHTING provides for staff survival in the case of a new org or an org which has been disestablished through non-application of standard policies and is clearly a temporary measure. The intent is to ensure the continued existence of a small org while it builds and expands to size.

Unfortunately, a dishonest few have at times taken advantage of this policy at the expense of the many honest and hard working staff.

In some instances non-staff running outside businesses were found to have promoted that staff moonlight or tried to entice loyal staff away from the org into their own business.

These and other examples comprise efforts to distract staff from their posts and the expansion of their org.

A shocking instance was one former org ED who was receiving a government subsidy and was reluctant to get his org's GI up as then his staff pay would rise and his subsidy would be cut!

Actions such as these make it necessary that we have more clearly defined rules and penalties concerning moonlighting to safeguard orgs and dedicated individual staff members.

Our orgs are there for the advancement of individuals and the salvation of mankind, not the dishonest profit of the self-serving.

STAFF MOONLIGHT RULES

The following rules are hereby established and are effective immediately:

1.   NO STAFF MEMBER MAY WORK FOR A MISSION OR FIELD SCN GROUP
     IN ANY CAPACITY WHILE EMPLOYED IN AN ORG.

2.   NO MISSION OR FIELD GROUP MAY EMPLOY ANY ORG STAFF MEMBER
     IN ANY CAPACITY NOR SOLICIT SUCH EMPLOYMENT.

3.   NO ORG STAFF MEMBER MAY WORK FOR ANY OUTSIDE BUSINESS OR
     ACTIVITY BEING RUN BY ANOTHER STAFF MEMBER.

4. NO STAFF MEMBER MAY SOLICIT FOR OR EMPLOY ANOTHER ORG STAFF MEMBER IN ANY OUTSIDE BUSINESS ACTIVITY HE IS RUNNING.

5. NO SCIENTOLOGIST OR FORMER STAFF MEMBER MAY SOLICIT THE EMPLOYMENT OF ORG STAFF MEMBERS IN HIS OR HER OWN OUTSIDE BUSINESS NOR PROMOTE SUCH EMPLOYMENT TO STAFF. (All too often violation of this rule has resulted in staff being distracted from their job.)

6. NO ORG CO OR ED MAY REMAIN EMPLOYED IN ANY BUSINESS OR RECEIVE ANY GOVERNMENT SUBSIDY OR SUPPORT WHICH CAUSES CONFLICTS WITH HIS OR HER FULL PERFORMANCE OF DUTY OR THE EXPANSION AND PROSPERITY OF THE ORG.

7. ANY ORG STAFF MEMBER WHO IS TEMPORARILY MOONLIGHTING, AND EMPLOYED BY ANOTHER SCIENTOLOGIST, MAY ONLY DO SO IF THAT EMPLOYER IS A MEMBER OF W.I.S.E.

PENALTIES

Violation of these rules constitutes a conflict of interest and will be the subject of an immediate Committee of Evidence when discovered resulting in possible dismissal and in flagrant instances possible declare.

Any staff member who is himself employed in violation of one of these rules is granted a maximum two week grace period, upon receipt of this issue in the org, to handle his or her situation conclusively.

No extension of this grace period will be granted and after the two weeks have elapsed any continued violation becomes immediately actionable.

CONCLUSION

The vast majority of staff are honest and ethical and are dedicated to the expansion of Scientology and Scientology Orgs internationally. They realize their vital role in Clearing the Planet.

This issue provides them with a safe environment free from distraction and non-survival intentions and helps ensure a secure future for all.

"It is the orgs who straighten out the admin, the tech, who handle broad promotion, who majorly service the field. And anyone who infers otherwise has other fish to fry. It is the org staffs who are the professionals. It is the individual org and the International org structure that the field and, yes, the planet, depend upon." LRH - LRH ED 339R-1 INT THE MAKE-BREAK POINT OF AN ORG.

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Page 2, Quotation © 1982 LRH.

CSI:AVCI:EEI:lw:pl

Establishment Executive Int
Authorized by AVC Int
for the
CHURCH OF SCIENTOLOGY
INTERNATIONAL

S C I E N T O L O G Y® P O L I C Y   D I R E C T I V E

SCN POLICY DIRECTIVE 59R

8 December 1982
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BPI
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SCIENTOLOGY POLICY DIRECTIVE

19 DECEMBER 1982

WDC
EXEC STRATA
FB   Reissued 8 October 1983 (Reissued due to
FOLOs   violations of this Policy again coming to
ALL ORGS   light which have caused broken affluences
ALL STAFF   on org booksales.)
MISSIONS
                    Reissued 3 February 1991

USE OF PREPAYMENTS FOR BOOKSTORE SALES

Scientologists™ sometimes elect to use prepayments on account for the purchase of bookstore items. When they do the funds are debited from their account and get transferred over to the HCO™ Book Account.

It has been found by extensive investigation that sometimes this practice has been discouraged as it "hurts the CGI" or because someone has decided that it is out-ethics on the part of the person making the sale to collect commissions for such sales.

The only reason an org would be in trouble on their CGI by selling bookstore items off prepayments would be if service sales were in a very unviable range. The solution would not be to cut the sale of books and meters but would be to raise service sales.

Selling books for cash or using Prepayments for booksales are both totally valid. Anything which is on-policy which will get LRH™ books into the hands of the public will benefit the org in the long run.

Due to there having been a repeated situation of prepayments being discouraged on booksales and when done having resulted in crashed sales time and again, it hereby comes a comm-ev offense to in any way discourage a public person from using his prepayments for bookstore items or to discourage any staff member from making such sales through direct statement, harassment or denial of commissions or in any other way.

SUMMARY

Books make booms. Encourage the sale of LRH Books regardless of whether the sale is cash or by use of prepayments on account.

WATCHDOG COMMITTEE

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INTERNATIONAL

CSI:AVCI:WDC:iw.ymm

S C I E N T O L O G Y® P O L I C Y D I R E C T I V E

SCN POLICY DIRECTIVE 130   23 March 1986

ALL STAFF
ETHICS OFFICER HAT
ALL MISSIONS

SUPPRESSIVE ACT: STAT CRASHERS AND BLACKMAIL

          (This issue was earlier issued as an SO ED, due
          to its importance and it being a Policy of the
          Church it is Reissued as a Scientology Policy
          Directive.)

REF: HCO PL 16 May 80 II   ETHICS, SUPPRESSIVE ACTS,
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                                CHARACTERISTICS OF

       HCO PL 16 Oct 67   Admin Know How 16
                                SUPPRESSIVES AND THE
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                                SPS AS AN ADMINISTRATOR

     There are some staff members who apparently believe they
can blackmail their seniors or fellow staff to avoid confronting
ethics situations or get their own way.

     They do this by threatening to crash their stats if a
certain order or action is taken. This threat can be verbal,
or by actions which communicate the same intent.

     Even worse than this are those that actually crash their
stats as some form of 'protest' against ethics being put in or
an on Policy order being enforced.

     Examples of this would be an individuated staff member who
is ordered to attend musters and who threatens his senior that
he will crash his stats if he is made to attend musters "as he
operates better by himself". Or a registrar who crashes his
GI as a result of illegal reg deals being stopped and ethics
being gotten in. Or an auditor who deliberately audits less in
a form of 'protest' at having his out tech corrected.

     Factually, these individuals seek only to destroy the org
and prevent service being delivered to the public. They are
more interested in protecting their own overts and withholds than
in moving people up the Bridge®

     Such acts are Suppressive. Anyone attempting to stop Policy
from being applied, or perpetuate out ethics through this form
of blackmail is Suppressive.

     A person acting in this way must be declared—to not do so
is to threaten the continued survival and well being of the org,
as there is no mistaking the fact that these people are not
interested in helping the org survive, only in 'helping' themselves
at the expense of the org.

     THEREFORE, ANY STAFF MEMBER WHO EITHER VERBALLY, OR BY HIS
ACTIONS, THREATENS TO CRASH, OR DELIBERATELY CRASHES THEIR STATS
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     Org Ethics Officers and Executives are given the responsibility
for ensuring that this issue is enforced and that no staff member
goes unhandled should they attempt to commit such a Suppressive
act.

Any such declares require the approval of the Int Justice Chief on Flag®before becoming legal.

Anyone so declared may request a Comm Ev per Policy if he or she feels it is unjust.

The way this never becomes an issue is that all staff keep their ethics in and their stats rising and by that, orgs expand to the size of old-SH.

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SCIENTOLOGY® POLICY DIRECTIVE

2 MAY 1994

OSA INT
SNR HCO
ALL U.S. DSAs
ALL U.S. MAAs
ALL U.S. ETHICS OFFICERS
MISSION HOLDERS
REMIMEO

PERSONAL INCOME TAXES

Refs: OPEN LETTER TO CLEARS
        INTRODUCTION TO SCIENTOLOGY ETHICS

The Internal Revenue Service now fully recognizes all United States Churches and Missions of Scientology® as tax exempt and will allow deductions for qualifying contributions made to your church or mission. That was possible only because we, as an organization, had clean hands. We must also keep our ethics in as individuals to make it up The Bridge® to Full OT®.

Church of Scientology members, like all members of society, are obliged to know what the tax laws are and to obey them. Failure to obey the laws and rules of society will get one in trouble, legally or otherwise, and is a failure to uphold the high ethical standards expected of our group.

There have been some instances reported in which individuals for one reason or another have refused to file tax returns, refused to pay taxes or have been involved in an illegal scheme designed to get out of filing returns and paying taxes. There are a number of such tax schemes being promoted out in society which have sometimes gotten on the lines of individual Scientologists™. Examples include the idea that one can become "untaxed" by taking certain actions to put oneself outside of the jurisdiction of U.S. tax law; or deeming oneself not to be a citizen of the United States and therefore falling outside the requirement to file returns and pay taxes; or claiming that because the U.S. tax system is "voluntary," one really does not need to file and pay taxes if one doesn't want to.

None of these ideas has ever been sanctioned by the Church. These tax schemes are invariably found to be based on misunderstood words or misinterpretations of the law. In some cases their promoters have been convicted of illegal acts or are currently under investigation by government authorities. As the law does require the filing of tax returns and the payment of taxes, Church members must not be involved with such groups and must not promote such ideas.

It is true that the current graduated income tax system in the United States is suppressive. It penalizes the upstat and rewards the downstat, discouraging individual initiative and production. Each of us has a right to disagree and to seek reform and change through lawful means. There are a number of such reform movements, most notably Citizens for an Alternative Tax System ("CATS"), which offers a sane on-policy solution of a National Sales Tax to replace the current system. CATS enjoys growing broad-base public support, including many Scientologists. The legitimacy of its approach and activities has even been acknowledged by the IRS, which recognizes CATS as a tax-exempt social reform activity.

Until the tax system is changed, a Scientologist who refuses to file a tax return, to pay required income taxes, or to comply with other tax laws, is in violation of the Scientology ethics codes and by his or her unethical conduct is placing himself and the group at risk. Such a person will be ineligible for Church services until the matter is rectified. Anyone promoting to other Scientologists not to pay taxes or file returns or promoting any of the various tax protest schemes, will be subject to discipline under the Scientology justice codes.

If one doesn't like the tax system, then he can do something about reforming it.   Meanwhile, it is far more pro-survival to simply know and obey tax laws, to file your tax returns and to pay your taxes.   Who would want to risk his eternity for any amount of money?

                                       TAX COMPLIANCE OFFICER OSA INT

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                                       for
                                       CHURCH OF SCIENTOLOGY
                                       INTERNATIONAL

CSI:AVCI:JM:jm.dj

SCN POLICY DIRECTIVE 130   23 March 1986

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ETHICS OFFICER HAT
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S C I E N T O L O G Y   P O L I C Y   D I R E C T I V E

SCN POLICY DIRECTIVE 65   27 December 1982

ALL ORGs
ALL STAFF
HASes
ETHICS OFFICERS FOR RELAY
 TO THOSE CONCERNED

OUTSIDE FIRMS AND TERMINALS

FORBIDDEN TO OPERATE ON ORG PREMISES

HCO AREA SEC'S TO ENFORCE

Your org may be being ripped off by individuals doing non-Org business on your premises and using your facilities and public for their own personal gain.

Examples of this found in Orgs are wide ranging. Each of them was limiting the expansion of the Org. An outside firm was found advising, directing and perverting Org promotion and booksales lines by running a non-standard book campaign which cost the Org concerned hundreds of thousands of dollars while making huge profits for the company. This company had an office in the Org and used all the Org's facilities for no exchange! Other examples include a public person posing as staff from a higher org who was using the Org to procure public for his own squirrel lectures and personal profit, and public selling their jewelry to other public in the Org - rather than getting these people to buy an LRH book.

There are many forms these activities can take. All of them have the common denominator of INDIVIDUALS OR FIRMS USING ORG RESOURCES (SPACE, MAILING LISTS, PUBLIC, NAME, GOODWILL, STAFF, ETC.) FOR PERSONAL GAIN.

POLICY

In order to safeguard against any future instances of this practice and to handle it where it may still exist, the following policy is hereby firmly established:

NO OUTSIDE FIRM OR INDIVIDUAL MAY BE LOCATED IN OR CONDUCT ANY BUSINESS ON ORG PREMISES NOR USE ORG FACILITIES IN THEIR ACTIVITIES FOR ANY REASON.

This includes businesses, FSMs, "Legionnaires", "Lectures", field organizations and terminals and any individual or group not a contracted staff member of that org or a standard, on-policy management body.

It applies as well to staff members who would use the org lines, premises, and public to set up a private business-or private practice whatever it might be.

WHO IS RESPONSIBLE FOR ENFORCING THIS

The HCO Area Secretary is responsible for enforcing this policy - using his Dept 3 as needed.

Every Org HAS or HAS HFA is to verify at once that this policy is not being violated.

HOW TO HANDLE

Where this policy is being violated offenders are to be immediately handled in ethics and stopped from continuing their activities. Any damage to the Org is to be made up by those · concerned.

Any future violations will be subject to an immediate Committee of Evidence on both the individuals responsible and all HCO and Dept 3 terminals who failed to handle. Where proven beyond reasonable doubt that funds and business were diverted from the Org to its detriment a declare is mandatory and possible criminal prosecution will be undertaken.

Any staff member knowing of any violations of this Policy Directive are to send a full knowledge report to the Int Finance Dictator, Establishment Executive Int, and Inspector General Network.

"Any person who knew of an outness or crime and failed to report it and thus became an accessory receives the same penalty . as the person disciplined as the actual offender." (LRH, HCO PL 22.7.82 Corr. and Reiss. 26.8.82 KNOWLEDGE REPORTS.)

Dianetics and Scientology are for the benefit of all and never were intended to profit a few at the expense of the many.

We intend ALL Orgs to expand and prosper and surpass the make-break point!

Establishment Exec Int
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INTERNATIONAL

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S C I E N T O L O G Y   P O L I C Y   D I R E C T I V E

18 OCTOBER 1995

ALL ORGS
ALL STAFF
ALL HCO STAFF
ETHICS OFFICERS FOR RELAY
 TO THOSE TERMINALS

OUTSIDE FIRMS AND TERMINALS

FORBIDDEN TO OPERATE ON ORG PREMISES

HCO AREA SEC'S TO ENFORCE

Refs:

HCO PL 9 May 65RA I	FIELD AUDITORS BECOME STAFF
Rev. 8.11.84	
HCO PL 5 June 68R III	FSM COMMISSIONS
HCO PL 15 Oct 65R	FIELD STAFF MEMBER
Rev. 8.11.84	SELECTION PAPERS
	AND COMMISSIONS
HCO PL 31 Jan 83	THE REASON FOR ORGS

Cancels:

SPD 65R	OUTSIDE FIRMS AND TERMINALS
	FORBIDDEN TO OPERATE ON ORG PREMISES
	HCO AREA SEC'S TO ENFORCE

This Scientology Policy Directive is being updated and reissued so that all policy references are aligned to what is contained in the OEC Volumes. It is key that the contents of this issue does not cut across the Field Staff Member's purpose or production but rather that it aligns with and forwards Field Staff Member's hats.

"The **only** reason orgs exist is **TO SELL AND DELIVER MATERIALS AND SERVICE TO THE PUBLIC AND GET IN PUBLIC TO SELL AND DELIVER TO. THE OBJECT IS TOTALLY FREED BEINGS!**" ...

"**And that is the reason posts and orgs exist: to change the course of all things past and send the whole of existence back upward from its long plunge.**" - LRH (Ref: HCO PL 31 Jan 1983, THE REASON FOR ORGS)

POLICY

NO OTHER BUSINESS MAY OCCUR ON ORG PREMISES AND THE ORG RESOURCES (MAILING LISTS, NAME, SPACE, GOODWILL, PUBLIC, STAFF MAGAZINES, ETC.) MAY NOT BE USED FOR ANY OTHER THAN THE ABOVE.

NO GROUP OR INDIVIDUAL MAY USE ANY ORG RESOURCE FOR ANY REASON OTHER THAN SELLING AND DELIVERING SERVICES AND BOOKS AND BRINGING IN PUBLIC TO SELL AND DELIVER TO.

This means no business may set up workspace in an org or contact org public to sell other services or goods other than Scientology and Dianetics Services or Bookstore items.

Field Staff Members must of course continue to work to get more and more people into the orgs and selected to move up The Bridge. For doing this, they rightfully receive Field Staff Member commissions as exchange as covered in the HCO Policy Letters under the Reference section.

"A field staff member comes under the same discipline as any other org staff member and is subject to the same codes of ethics.

"Private auditing of org pcs or students for fee is forbidden to all staff members." ...

"**The whole purpose of the field staff member program is to help increase the number of new people contacted, disseminated to and gotten onto the Bridge.**" - LRH (Ref: HCO PL 9 May 65RA I, FIELD AUDITORS BECOME STAFF)

The HCO Area Secretary has the responsibility to see that this policy is applied in full.

Any violation of this policy is to be the subject of a Committee of Evidence on those engaged in the activity and anyone who knew about the violation and did not act to handle it.

Any violation of this policy is to be fully reported to the Int Finance Director, Establishment Executive International and the Senior Director of Inspections and Reports International.

ESTABLISHMENT EXEC INT

Authorized by
AVC INTERNATIONAL

for
CHURCH OF SCIENTOLOGY
INTERNATIONAL

CSI:AVCI:EEI:eh

E X E C U T I V E   D I R E C T I V E

SO ED 1236RA INT

ALL STAFF

1 March 1979
Revised
13 February 1980

Revisions in Script

INTRO SERVICES

The Consultant advice below, of 20 Feb 79, is one of the issues on which your org is to be operating (per Message of 23 Feb 79). This order must be known, understood, placed in packs along with the other LRH issues named in his 23 Feb Message, and, above all, done.

"A) Intro Services are defined as immediate fast, free, one evening or 1/2 to 1 hour services. The successful ones are testing, intro tapes, info, intro films, PE Intro Lecture, and new book sales. These are for raw public, friends, etc. and are used to interest and involve and to get sign-ups for other major or minor services. Correctly define Intro Services as above to all your staff.

"B) Raw public is obtained via body routing. A *separate department, THE DEPARTMENT OF BODY ROUTING, is being established in orgs and will be part of the new Div 6 org boards. As part of the 1980 expansion plans, a DEPARTMENT OF PUBLIC CONTACT is to be set up which does not in any way disrupt successful body routing inflow lines, but which establishes and generates an ever increasing volume of new raw public from the many successful lines which would include:* FIELD STAFF MEMBERS, INFO AND TEST CENTERS, OCA MAILINGS, BOOK BUYER CALL-INS, VOLUME BOOK SALES TO PUBLIC RESULTING IN WALK-INS, ADS IN LOCAL NEWSPAPERS, BUSSES, STATIONS, ETC., INFORMATION PACKETS MAILED TO PROCURED LISTS, BOOK CAMPAIGNS, SEMINARS, EVENTS, LECTURES TO GROUPS, PEOPLE BROUGHT IN BY STAFF, FRIENDS, ETC., INVITATIONS AND HANDOUTS, BILLBOARDS, SETTING UP GROUPS AND CITY OFFICES THAT SEND PUBLIC INTO THE ORG, SCIENTOLOGY/ DIANETICS SIGNS OUTSIDE THE ORG ATTRACTING INTERESTED PUBLIC WHO HAVE HEARD ABOUT US, TEST CENTER ADS, CALL-INS OF PROSPECTS FROM NAMES GIVEN IN BY FRIENDS, RADIO AND TV SPOTS, AND SUCCESSFUL LOCAL ACTIONS, ETC., ETC.

"C) Beef up these free Intro Services.

"D) Continue and expand your paid minor services *using HCO PL 11 Dec 79 DEPARTMENT 17 COURSE CHECKSHEETS to make up and sell and deliver volumes of Dept 17 Services.* The successful ones currently are Public TR Course, HAS, HAS Co-Audit, VMH, Group Processing, HQS, etc.

"E)   Correct routing for new public is free Intro
       to paid items in D) plus any major service.
       Plus call in field to such minor or major paid
       services. Any issues to contrary are being
       cancelled. So ignore them and accept above.

"F)   Most orgs report new public coming from body
       routing, FSMs, testing, test and info centers,
       and book sales. Expand these actions.

"G)   Retain any successful action or pattern you
       have going plus the above.

"H)   Jam new public into free Intros as in A), also
       sign them up for D) as in E) and your PRPS
       will boom and so will your GI.

                              Love,

                              RON"

                              Revised and reissued by
                              CMO Int Mission I/C
                              Lt. Cmdr. N.F. Starkey, R.A.

                              Authorized by AVC R

                              for the

                              BOARDS OF DIRECTORS
                              of the
                              CHURCHES OF SCIENTOLGOY

BDCS:AVCR:NFS:gal

EXECUTIVE DIRECTIVE

SO ED 766-1 INT   14 November 1976

ALL STAFF

Dianetics ®
Scientology ®

WHAT A TIME TO BE ON STAFF!

Scientology staff members are truly amongst the most amazing beings this universe has ever seen!

It takes real courage to turn one's back on the "accepted" ambitions of the Mest Society - the acquisition of more and more Mest and solidification of self as a being. One's parents hope that you will "make it to the top". They let you know about how "successful" the long-ago next door neighbor's son is, and look at you with poorly concealed accusation.

Old friends would judge you by the quality of the clothes you wear, your car, your house.

For these are the things of the Mest game being played here by the citizens of the solid society.

But still, their opinions can affect one, and even hurt.

It takes courage to turn one's back on this, to handle as best one can the real and imagined pin pricks.

Another segment of the society, grown tired of the Mest acquiring game, seeks release in "other-world" activities. Hating what they see in the "establishment" controlled game, but themselves lacking a true way out, they live for the pleasures and trips of the moment, failing completely to see that this too might be part of the game they seek to escape so desperately. And they would judge you too, seeing you sober and clear-eyed, believing in more than the idle passing of time in "doing your own thing".

Turning one's back on this too can bring to view previously untested depths of courage and strength.

The least one could say about Scientology staff members is that we surely are courageous!

But there is more to it than that. There is real understanding; understanding of where the Mest game is headed and not being willing to lie down and say "OK, I give up!" There is willingness to help, and be helped too.

And underlying it all is the certainty that one is after all a spiritual being, and that Scientology is the only proven workable route out of the mess.

The Scientology Staff Member can appreciate Mest - far better than any Mest slave could - for he is not motivated by Mest ownership as his senior consideration.

The Scientology Staff Member can control Mest - and control it with superior ability. He can just as easily choose not to own and control Mest, for ownership and control of Mest becomes to the Scientology Staff Member secondary to

the attainment of far more rewarding spiritual goals.
Certainly where the ownership and control of Mest furthers
those goals, then he can and does own and control it.   By
free choice, and with full understanding of what he is
doing and why.

Scientology Staff Members are Thetans and know it.

And what a time it is to be a Scientology Staff Member!

Ron has been squaring the whole scene around and making
it possible for Scientology Staff to really establish orgs;
expand them; deliver volume high quality service to the
public and swiftly move down this road to a Cleared Planet.

LRH ED 284 INT THE SOLUTION TO INFLATION has seen the
public reaching and demanding Scientology like never before.
Highest Evers in income have been set and broken with
astounding regularity.

LRH ED 285 INT LRH COMMS AND FRs AS ADDITIONAL PRODUCTION
EXECUTIVES shows LRH Comms and Flag Reps how they can finally
turn over any Product Officer hats they have been wearing and
concentrate on their own true purposes.

HCO PL THE STAT PUSH of 20 September 1976 explains for
all time the difference between pushing production and pushing
statistics. With the release of this PL REAL production
picked up at once and continues to increase.

Delivery of Scientology services to the public continues
to pick up in pace as the public realize that they should
take service now to avoid the rush later. And with orgs
increasing in prosperity more is being invested in service
facilities thus widening the service potential to the public.

Ron, in direct communication with the COs and EDs of
most of the orgs in the world, gets them working on simple
programs they know will expand their areas and shortly there
is a NEW WORLD BOOM ROLLING along very nicely.

Acting on information received, Ron had CS-3 and CS-7
evaluate the training scene and they found, as Ron predicted
they would, that basic Source study material was dropped from
the training line up and THE STUDENT HAT with Ron's brilliant
Study Tapes was immediately reinstated and students the world
over are amazed at how much better they can absorb and apply
their Course materials after doing the Student Hat!

Acting further to handle the hell out of the scene on
getting Tech fully in, Ron issued HCO PL 23 Oct 76 INTERNESHIP
AND HGC, putting in mandatory Interneships for auditors
auditing in the HGC, effective from 1 December 1976.

This was swiftly followed by HCO PLs of 24 October 1976:
EX-STAFF FREE SERVICE which protects orgs from the self-
interested actions of those who would gain at the org's
(and the Staff Members of the org) expense; SUPERVISORS CAN
BECOME PROFESSORS which sets Training and Case requirements
for Supervisors so they may be certified as PROFESSORS and
SENIOR CASE SUPERVISOR REQUIREMENTS which lays out the training
and processing route for technical experts to become SENIOR
CASE SUPERVISORS and DEANS OF TECHNOLOGY.

The next day, 25 October 1976, Ron issued the HCO PL on PROVISIONAL CERTIFICATE EXPIRY requiring full Interneships be done within one year of certification for the cert to be validated.

The day after that, Ron issued HCO PL 26 October 1976, AUDITING REPORTS, FALSIFYING OF, which points out how destructive it can be to alter the report on exactly what happened in the session.

Two days later Ron issued HCO PL 28 October 1976, AUDITING FOLDERS, OMISSIONS IN COMPLETENESS, emphasizing again that ALL pc data is vital and must be in the folders.

Ron has from the first held to the principle that Scientology will go as far as it works. These issues are aimed at making Scientology work every time, for the research is long since complete on the Bridge and all that remains is getting the procedures and processes of Scientology applied exactly.

Scientology will go as far as it works.

Scientology Staff Members are people who KNOW through their own successes in using and applying Scientology that for once in this universe HERE IS SOMETHING THAT REALLY DOES WORK!

The full use of these new issues from Ron ensures greater precision of application of the pure technology.

On 4 November 1976 Ron issued the absolutely brilliant HCO PL 4 November 1976 URGENT - STATISTIC CHANGE, GROSS DIVISIONAL STATISTICS, HCOs AND QUALS - OIC TELEX CHANGE.

This issue gives HCO and Qual new statistics and completely reverses the misdirected trend evident in some orgs of pushing only Product 2s to the exclusion of Product 1s, 3s and 4s (ref Org Series 10). Establishing orgs with abundant new staff, training up and caring for the staff and the org now assume the importance they are due. With this Policy Letter orgs can really form up and put there the means of getting high volume production on a stable, growing basis. Responses in from orgs show that this Policy is an all-time favorite with Staff Members along with the Stat Push PL.

When Ron sets out to handle something, he handles it! Period!

Still not done, Ron after very thorough and intensive research into what orgs need and want, issued LRH ED 288 INT BIRTHDAY GAME FOR '77-'78. This brilliant master-stroke incorporates Ron's new issues and gets EVERY SINGLE POST IN THE ORG INVOLVED DIRECTLY IN THE GAME, and in a direction that can only lead to expansion and prosperity for every org and every Staff Member! Simple, doable, the sheer incredible grasp and understanding of Ron is demonstrated in this new game.

This is a game that Executives and Staff Members can really get their teeth into and play with zest and confidence, knowing that the playing of this game leads directly and quickly down the road to the goal we all share - A CLEARED PLANET. PLAY THIS GAME! GET IT GOING AT A HIGH ROAR AND KEEP IT THERE!

Never was this goal so visibly attainable as now.

In our actions, in our lives, in our attitudes and in our determination Scientology Staff Members stand high and clear. A leader, a friend, beyond compare. A technology beyond compare. A Theta Goal, almost stunning in its wide sweep and magnitude, but the most honest and helpful Goal encountered in any time or space.
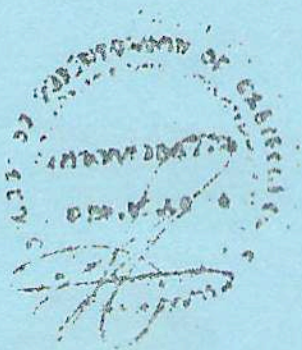
And a dedicated, willing group of Thetans to work with Ron and each other to achieve the Goal.

What a time to be on staff. What a thrill, a challenge, an honor.

Mike Smith
LRH Pers PRO for Staff

Authorized by AVU
for the

BOARDS OF DIRECTORS
of the
CHURCHES OF SCIENTOLOGY

BDCS:RG:MS:lf:sc

SO ED 2291R INT

STUDENTS
REGISTRARS
SUPERVISORS
COURSE ADMINS
BSO ·
PES
D/FBO MORE

18 May 1983
revised 18 Oct 83

MANDATORY CASSETTES FOR COURSES

Ref: HCO PL 12 Sep 65   E-METERS AND BOOKS
       FOR ACADEMY STUDENTS

       SO ED 2206 INT 21 Mar 83 CASSETTES AND
       COURSES

       (Revised to include Pro TR Series cassettes.)

A longstanding policy is that students are to buy their own course materials. Students will need their books, cassettes, etc. for reference, not to mention the convenience of having one's own Source materials.

A clarification is needed, however, to show which cassettes students are requried to buy for which courses. This will list them out in comprehensive form for reference.

Here is the breakdown for courses and the cassettes that are available at this time:

COURSE:	CASSETTE/CASSETTE SERIES:
Student Hat	The Study Tapes
Primary Rundown	The Study Tapes
Saint Hill Special Briefing Course	The Study Tapes; Scientology: Effective Knowledge; The Road to Truth; The Story of Dianetics and Scientology; The Essentials of Auditing Series; Can We Ever Be Friends?; Pro TR Series
PTS/SP Course	Can We Ever Be Friends?
Pro TR Course	Scientology: Effective Knowledge; Pro TR Series
Level I	The Road to Truth; The Essentials of Auditing Series
Level II	Essentials of Auditing Series; Pro TR Series
HRD Auditor Course	Essentials of Auditing Series
OT Doctorate Course	Philadelphia Doctorate Course Cassts

Therefore, all students on their Student Hat or PRD would buy the Study Tapes Package, all those on the PTS/SP Course would buy "Can We Ever Be Friends?", and so on, all as part of their course materials.

As more cassettes are released from GOLD, those included on training checksheets will be added to the list above. Students should also be encouraged to purchase all the LRH Cassette Lectures.

DISSEMINATION SECRETARY
GOLDEN ERA STUDIOS
authorized by AVC INT
for the
CHURCH OF SCIENTOLOGY
INTERNATIONAL

EXECUTIVE DIRECTIVE

SO ED 4206RD INT

22 September 1989
Rev. 21.3.94
(Reiss. 2.4.94 to
correct the
Distribution)

To: All Org LRH Communicators
    (Including EU)

Info: Int Training Org
      All Org Executive Directors
      All Org HASes
      Cont LRH Communicators
      FOLOs & CTOs
      FB & FCB
      Exec Strata
      CMO Int, WDC
      RTC

PILOT

QUALIFICATIONS FOR OEC® & FEBC® TRAINING

INT TRAINING ORG

CONT TRAINING ORGS

(Note: Replaces SO ED 4206RC Int OEC/FEBC TRAINEES to up-date the qualifications checklist for OEC/FEBC training.)

All executive trainees at the Int Training Org or Cont Training Org need to be qualified for their posting and for full-time training before they begin the training. This issue tells you how to get an FEBC team approved for and into training.

As the LRH Comm you are responsible for LRH™ policies being fully applied by the executive and staff in your org. A key part of this is getting the technology known. The OEC/FEBC tech is key to the expansion of orgs and the correct application of this LRH tech will bring orgs above the make-break point.

LRH said in LRH ED 339R-1 Int:

"They shot, in just a few weeks, from well below the make-break point to well above it!

"And how did they do this? It's all in the OEC volumes PLUS the Product-Org Officer tapes."

As the Org LRH Communicator, you are entrusted with and assigned the hat of ensuring that those nominated for OEC/FEBC training from your Org are qualified and will make it as successful execs. You are also responsible for getting these trainees sent. This fully aligns with the strategy of the LRH Comm Network to get orgs on-policy and on-Source.

DEFINITIONS

What is the OEC (Organization Executive Course)?

"This course contains the basic laws of organization." ...

"When you understand all the policies on this course, you will understand organization itself, no matter to what you apply it. You will also be able to recognize misorganization when you see it." - LRH (HCO™ PL 8 September 1969 - THE ORG EXEC COURSE INTRODUCTION)

What are the Product-Org Officer tapes?

"Now, hold your hat again. You have never seen production the way you will see production with the Product Org Officer system. In the first place, it only functions with a team. It functions as a team action. So your Product Org Officer system, then, will speed up the velocity of flow to such a degree that it approaches peak load for the individuals concerned, particularly a Product Officer." - LRH

FEBC TAPE #3 THE PRODUCT-ORG OFFICER SYSTEM - PART I

What is the FEBC (Flag Executive Briefing Course?

"The course will be conducted on Flag.

"The curriculum will consist of the technology of upper-level executive management, using existing materials with a very high concentration on practical drills." ...

"The exact intention of the Flag Executive Briefing Course is to bring executive action up to the high level of precision now only attained in auditing." - LRH (LRH ED 95 INT - FLAG EXECUTIVE BRIEFING COURSE)

HOW MANY TRAINEES AND FOR WHAT POSTS?

A minimum of 4 trainees are required so that the following posts are filled as a priority:

1. Executive Director - OEC/FEBC
2. D/ED Delivery & Exchange - OEC/FEBC
3. D/ED Delivery & Exchange's Org Officer - OEC/FEBC
4. Executive Establishment Officer - OEC/FEBC

These 4 trainees must be sent right away so that your org can take off immediately as LRH says in LRH ED 339R-1 Int.

Per the Power Quality Checklist for Division Seven, the full complement of trained FEBC executives also includes:

5. HCO Executive Secretary - OEC/FEBC
6. Org Executive Secretary - OEC/FEBC
7. Public Executive Secretary - OEC/FEBC
8. LRH Communicator - OEC/FEBC
9. Keeper of Tech - OEC/FEBC

QUALIFICATIONS

The qualifications checklist for OEC and FEBC training has been simplified to make it very easy for you to compile CSWs for this training.

It tells you exactly what to do and what evidence to attach, step by step, and also gives you all the LRH references, with where you can find them in the OEC volumes and Management Series.

It is the responsibility of the HAS to compile this CSW. Once the CSW is completed, send it to your org's Executive Council and, with their approval, send it directly, with no other vias, to the Dissem Sec ITO.

Upon review of the CSW, the Dissem Sec ITO will either notify the HAS of the approval by telex, or if any questions arise, the Dissem Sec will telex the HAS directly to get these questions answered so that the CSW can be approved very rapidly.

While it is overall the responsibility of the LRH Comm to see to it that the trainees for your org are qualified and get sent off to training, the HAS is the individual who gets the approved OEC/FEBC trainee sent to the ITO or CTO.

I know you want OEC/FEBC executives in your org to boom it to St Hill size. This is your first step. Take it.

ESTABLISHMENT EXEC INT
Authorized by
AVC INTERNATIONAL
for CHURCH OF SCIENTOLOGY
INTERNATIONAL

CSI:AVCI:EEI:ml.dj

PILOT

CHECKLIST FOR COMPILATION OF

OEC®/FEBC® TRAINEE NOMINATION CSW

PURPOSE:

The purpose of this checklist is to assist you in ensuring that Nomination CSWs for OEC & FEBC training at the ITO or CTO are presented correctly for speedy approval and are complete with all needed data. Each step of this checklist needs to be fully done in order to produce a completely professional Nomination CSW for OEC/FEBC training.

As the HAS of the org, you are responsible to get this checklist fully done on all nominees for OEC/FEBC.

DEFINITIONS:

Nominee: "A person named or proposed for an office, duty or position" (Webster's Third New International Dictionary.)

Nomination CSW: A CSW with all evidence attached proposing a person for OEC/FEBC training and thereby showing he/she is qualified.

TAB: The word "TAB" means: An attached or projecting piece of card or paper, useful in filing" (Webster's New World Dictionary, Second College Edition.) Particles within the CSW are required to be "TABBED" so that they can be easily found in reviewing the CSW.

Date:_____

OEC/FEBC NOMINATION CSW

    0. Get a folder and mark it (front cover) with the name
        of the nominee, training for what post and the routing.
        It should look as follows:

                        ****

            TO: DISSEM SEC ITO
            VIA: EXEC COUNCIL (ORG)   "RUSH"
            FROM: HAS (ORG)

            RE: OEC/FEBC NOMINATION CSW
                Nominee: Joe Jones
                Training for: Exec Esto

                        ****

You will put into this folder all the evidence needed for the CSW, as listed in this checklist. This will be known as the Nomination CSW folder.

Put your initials on the right side when an item is done.

SECTION A - GENERAL DATA

    1. Fill in the following data on the nominee:

        NAME:

        ORG:

        CURRENT POST:

        PROPOSED POST:

        LENGTH OF TIME ON STAFF:

2. Get a recent photograph of the nominee.   _____

3. Attach the photograph as TAB A.   _____

4. Get the nominee to do his tests, if not done in the
   last 3 months (OCA™, IQ, Aptitude, Leadership).   _____

5. Get the tests scored.   _____

6. Verify that the tests' scores are acceptable for
   exec posting: OCA: All above center line, IQ: over
   120, APTITUDE: over 65, LEADERSHIP: Both scores
   over 65 and not more than a 10 point difference
   between them.

   NOTE: As test scores can be raised with auditing and
   training, high production and statistics can outweigh
   minor outnesses in candidate's test scores.

   (Ref: Testing Manual)   _____

7. Fill in the test scores in the space below.

   OCA: A   B   C   D   E   F

             G   H   I   J

   IQ: APTITUDE: LEADERSHIP: /

   DATE TESTS TAKEN:
   (Has to be within the last 3 months.)   _____

8. Get the actual tests' answers sheets, staple
   them together and put them in your CSW folder
   at TAB A-1.   _____

9. Get the exec to write up his life history or
   update it if he has done one before.   _____

10. Ensure that each question of the life history
    form is answered fully, with full details on
    any outpoints and how handled, and that the
    write-up is VERY clearly handwritten or
    typed. This includes a full write-up on the
    nominee's debts (if any) and how it is being
    handled.   _____

11. Include the life history in the CSW at
    TAB A-2.   _____

12. Get the nominee to receive a life history meter
    check   _____

13. Put a copy of the worksheets (if nominee is OT®,
    do not include the worksheets, include the exam
    statement and a summary of what came up on the
    end ruds check and how it was handled) and exam
    statement of the life history meter check in the
    CSW folder at TAB A-3   _____

14. HAS to verify and attest that the nominee is
    qualified for staff per HCO™ PL 11 Nov. 76RB,
    STATISTIC CHANGE, HCOs AND QUAL DEFINITIONS.   _____

15. Put the attest in the CSW folder as TAB A-4.   _____

16. Have the nominee sign a new 5-year staff contract
    to start on completion of his/her training.   _____

17. Put the signed contract in the CSW folder as
    TAB A-5.   _____

18. Nominee will be sent as part of a team (at least
    2) - either the org trainees are already in
    training or one or more trainees is going with the
    nominee.   _____

    Have nominee attest he is friendly with other
    trainee(s) and write name(s) of other trainee(s)
    or nominee(s).   _____

19. Put the above attest in CSW folder as TAB A-6.   _____

SECTION B - CASE DATA

1. Get the nominee to receive a PTS check (Ref:
   HCOB 24 Apr. 1972 I, PTS INTERVIEWS and HCO
   PL 27 Oct. 1964R POLICIES ON PHYSICAL HEALING,
   INSANITY AND SOURCES OF TROUBLE).   _____

2. Include a copy of the PTS check in the CSW
   folder at TAB B.   _____

3. Get the Staff C/S to attest to the following:

   The Exec has received a PTS check verifying
   there is no A to J situation and it is
   verified that the nominee is NOT PTS (A-J or
   I-III)   _____

4. Include a copy of the C/S attest in the CSW
   folder at TAB B-1.   _____

5. CONDITIONAL: If a PTS situation was found and
   handled, attach a write-up with full specifics
   on the PTS situation and the handling done on a
   separate sheet and include this in the CSW at
   TAB B-1A.   _____

6. Get the C/S to fill in the following case data
   sheet on the nominee on a separate sheet of paper.

   HIGHEST CASE LEVEL:

   No. of PC FOLDERS:

   TA RANGE:

   AVERAGE TA ACTION LAST 12 1/2 HRS:

   NEEDLE BEHAVIOR:

   MAKES CASE GAIN: YES   NO

   PTS: YES   NO

   L1 R/Ser: YES   NO

   SECURITY THREAT
        OR CRIMINAL: YES   NO

   ILLEGAL PC: YES   NO

   ANY COMMENT ON THE ABOVE POINTS:

   _____

   _____

SUCCESS STORIES ARE GOOD: YES   NO

Staff C/S to attest as True and Complete.   _____

7. Put the above Case Data Sheet in your CSW folder
   as TAB B-2.   _____

SECTION C - STUDY RECORD DATA

1. Get the Staff Section Officer (Qual Sec if no SSO)
   to fill in the following on a separate sheet of paper:

   Can this staff member study: Yes   No

   Does this staff member have any study difficulties?
   (If yes, give details of the difficulties and the
   handlings done.)   _____

2. Put the above write-up in the CSW folder at TAB C.   _____

3. Make a list of all the courses the nominee has done,
   including for each course date started and date
   completed.

   Example:

   COURSE NAME   DATE STARTED   DATE COMPLETED

   STUDENT HAT®   1 Jan 1993   27 Jan 1993
   OEC VOL 2   28 Jan 1993   20 Feb 1993
   (...)   _____

4. Put the above in the CSW folder at TAB C-1.   _____

SECTION D - PRODUCTION RECORD

1. On a separate sheet of paper, fill in the following data
   on the proposed exec:

POST HELD   DATES TO/FROM   REASON FOR CHANGE

_____   _____   _____
_____   _____   _____
_____   _____   _____
_____   _____   _____
_____   _____   _____

                                                            _____

2. Put the above in the CSW folder at TAB D.   _____

3. Get the production statistic graphs for each of
   the above posts and include also his PT stats.   _____

4. Put these stats in the CSW folder as TAB D-1.   _____

5. Get the Dir I&R (Cope Officer or HAS if no
   Dir I&R) to verify the above statistics as not
   being false by actual inspection of products,
   verification by seniors, etc.   _____

6. Once this is done, get the Dir I&R to attest
   that the stats for the above posts have not
   been found to be false.   _____

7. Put the above attest in the CSW folder as TAB D-2.   _____

SECTION E - ETHICS RECORD

1. Get the Dir I&R to locate all the ethics files
   of the nominee.   _____

2. Get the Dir I&R to put all particles in chronological
   order.   _____

3. Get the Dir I&R to compile an ethics summary
   from the staff member's ethics folders listing
   the major ethics actions or situations and justice
   actions in date order, including any points when
   ethics files were cleared. (Ref: HCO PL 1 May 65,
   STAFF MEMBER REPORTS)

   The major ethics situations/actions and justice
   actions listed would be continuous ethics situations,
   unpunished current-lifetime crimes, criminal record,
   serious crime on the second or third dynamic, Comm
   Evs, Commendations, awards, handlings done, etc. The
   particles are to be listed with date and name of the
   particle and a very brief description of it.   _____

4. CONDITIONAL: If any unhandled outpoints come up
   from review of the ethics summary, verify that
   those have been corrected, and state what the
   outpoints were and how they have been handled
   on a separate sheet and attach this at the end
   of the ethics summary.   _____

5. Include the ethics summary in the CSW at TAB E.   _____

6. Get the Dir I&R to attest to the following:

   a. The staff member is not in continual or
      recurring ethics trouble. (See HCO PL 4 Apr.
      72 I, Esto Series 14, ETHICS and HCO PL 3 May
      72R, Executive Series 12, ETHICS AND
      EXECUTIVES)

   b. The staff member has a good record of keeping
      his promises.
      (HCO PL 29 Aug. 70 III, RECRUIT IN EXCESS)

   c. Have the nominee attest he will stay
      with the org and not go into franchise.
      (HCO PL 29 Aug. 70 III, RECRUIT IN EXCESS)   _____

7. Include the Dir I&R's attest in the CSW at TAB E-1.   _____

ADDITIONAL STEPS TO COMPLETE THE CSW

AND GET IT ONTO APPROVAL LINES

1. Verify that this checklist has been fully
   done up to this point.   _____

2. Type a cover CSW that briefly gives situation,
   data and solution in regards to getting the
   nominee approved for OEC/FEBC training.
   (Ref: HCO PL 4 Sept. 59, COMPLETED STAFF WORK)   _____

3. Put the cover CSW on top (in the inside) of
   the CSW folder.   _____

4. Ensure the top cover of the folder has the
   correct routing per instructions given at
   the beginning of this form.   _____

5. Include this completed checklist in the folder
    CSW, as the first item in the folder (on top
    of the cover CSW).   _____

6. Send the Nomination CSW through your org EC
    to the Dissem Sec ITO.   _____

7. Once the CSW is through your org EC,
    immediately send a telex to the Dissem Sec ITO
    letting him know that the Nomination CSW on
    (person's name) has just been sent.   _____

- END OF CHECKLIST -

LIST OF LRH™ REFERENCES FOR OEC®/FEBC® TRAINING

A. EXEC SERIES 28 QUALIFICATIONS:

1. Has a good production record and statistics. (Ref: HCO™ PL 28 Mar 84, EXECUTIVE POSTING QUALIFICATIONS, Mgmt Series Vol 2, page 307)

2. Has an acceptable ethics record. (Ref: HCO PL 28 Mar 84, EXECUTIVE POSTING QUALIFICATIONS, Mgmt Series Vol 2, page 307)

3. Is not PTS. (Refs: HCO PL 27 Oct 64R, Rev. 4.11.87, POLICIES ON PHYSICAL HEALING, INSANITY AND SOURCES OF TROUBLE, OEC Vol 1, page 983 and HCO PL 28 Mar 84, EXECUTIVE POSTING QUALIFICATIONS, Mgmt Series Vol 2, page 307)

B. PROMISING CANDIDATES:

Note: A trainee may also be sent who does not have an extensive production record (in which case he would only do an OEC at the CTO and go back to his org to gain a production record) but meets the following definition:

1. Is a green personnel who has high test scores and is a promising candidate. (Ref: CENTRAL BUREAUX ORDER 839, 27 Feb 89, EXECUTIVE POOLS: **"One of the principles to follow on getting an executive pool or missionaire pool formed is to get various categories of trainees: These range from the proven-by-stats personnel who are experienced, down through staff members of long record who need to be trained, down through totally green but high test score and promising candidates."** - LRH)

C. BASIC STAFF QUALIFICATIONS:

1. Is qualified for staff per HCO PL 11 Nov 76RB, STATISTIC CHANGE, HCOs AND QUAL DEFINITIONS. (OEC Vol 1, page 95)

D. PERSONNEL SERIES 3 QUALIFICATION:

1. Is the candidate a fast study by record? (Ref: HCO PL 29 Aug 70 III, RECRUIT IN EXCESS, Mgmt Series Vol 1, page 389)

2. Is the candidate uninvolved with anti-Scientology or non-Scientology connections such as wife or family? (Ref: HCO PL 29 Aug 70 III, RECRUIT IN EXCESS, Mgmt Series Vol 1, page 38)

3. Is the candidate out of personal debt? (Ref: HCO PL 29 Aug 70 III, RECRUIT IN EXCESS, Mgmt Series Vol 1, page 389)

4. Does the candidate have a good record of keeping his promises? (Ref: HCO PL 29 Aug 70 III, RECRUIT IN EXCESS, Mgmt Series Vol 1, page 389)

5. Is the candidate willing to sign a new contract and note? (Refs: HCO PL 29 Aug 70 III, RECRUIT IN EXCESS, Mgmt Series Vol 1, page 389 and HCO PL 24 Oct 76RF I, EX-STAFF FREE SERVICE, OEC Vol 0, page 175)

6. Does the candidate stay with the org and not go into franchise? (Ref: HCO PL 29 Aug 70 III, RECRUIT IN EXCESS, Mgmt Series Vol 1, page 389)

E. NOT CRIMINAL OR A SECURITY THREAT:

1. Is qualified per HCO PL 29 Mar 82, PERSONNEL POLICY. (Ref: Mgmt Series Vol 1, page 466)

2. Is not in violation of HCO PL 23 Nov 59, EMPLOYMENT OF CRIMINALS
    FORBIDDEN, OEC Vol 1, page 160:

    a) Is not guilty of unpunished current-lifetime crimes for which he
        could be blackmailed by subversive elements and has no known or
        unknown criminal record or liability in the eyes of the law.

    b) Has no serious crime on the third or second dynamic (unless
        remedied by clearing as a case and as required with the law).

3. Is not a homosexual or involved in dedicated sexual misconduct.
    (Refs: CHART OF HUMAN EVALUATION; HCO PL 3 Mar 66, ATTACKS ON
    SCIENTOLOGY - SEX AND ORGANIZATIONS, OEC Vol 7, page 690; HCO PL 30
    Aug 70, RECRUITING ACTIONS, Mgmt Series Vol 2, page 393 and HCO PL
    9 Feb 71, EXECUTIVE MISBEHAVIOR)

4. Has never been a member of a suppressive group. (Ref: HCO PL 29
    June 68, ENROLLMENT IN SUPPRESSIVE GROUPS, OEC Vol 1, page 894)

5. Is not an illegal PC per HCO PL 6 Dec 76RB, ILLEGAL PCs, ACCEPTANCE
    OF HIGH CRIME, OEC Vol 1, page 904.

6. Minimum test scores:

    OCA™: All above center line.

    Leadership: Both scores over 65 and not more than a 10 point
    difference between them.

    IQ: Over 120.

    Aptitude: Over 65.

    Note: As test scores can be raised with auditing and training, high
    production and statistics can outweigh minor outnesses in
    candidate's test scores.

    (Refs: TESTING MANUAL; HCO PL 30 Aug 70, RECRUITING ACTIONS and
           HCO PL 28 Mar 84, EXECUTIVE POSTING QUALIFICATIONS)

F. TEAM QUALIFICATIONS:

1. Trainee is friendly with other trainees from his org. (Ref: FSO
    360R, DISSEMINATION DIVISION FAO, HOW IT OPERATES): **"One tries
    to get in teams, at least 2, from each org, specifying their
    requirements by existing PL - fast study, good stats, good
    ethics. And one specifies they must be friendly with one
    another."** - LRH

2. Trainee is being sent as part of a team (either there are org
    trainees already in training or there are other(s) being sent.)
    (Ref: FO 2811, ORG TEAMS FOR TRAINING):

        **"An OT works best with another OT; missions work best with
    two or more missionaires; a trained TEAM in an org <u>will</u> raise the
    stats.**

        **"A single person doing any of these alone can all too easily
    fall on his head.**

        **"So call in TEAMS, train up TEAMS - and that means <u>at least</u>
    two or three people in a team per org."** - LRH

EXECUTIVE DIRECTIVE

SO ED 3822R INT

FCB
CLOs

5 August 1987
Revised 12 October 1987
(Issue number corrected
as was earlier issued
as SO ED 3821R INT
in error.)

KNOWLEDGE REPORTS CAMPAIGN

INFORMATION:

Vital report lines between Scientologists™ (staff and public) and Ethics Officers/MAAs, Management and the Inspector General Newtork are out. Although roughly 30% of the Scientologists surveyed do write Knowledge Reports regularly, the percentage must be much higher than that.

SNA Planetary shows an average of less than 50% of the staff internationally being in Normal or above, which is an obvious indicator of ethics being out and shows there are certainly reports that should be being written up.

SURVEYS

Extensive surveys have been done in the area of Ethics and Knowledge Reports, which found the major point of HE&R on these subjects:

33% of staff surveyed felt the Ethics handlings being done in their org were ineffective. Another 33% felt there were no handlings being done. (Majority tone level - 1.5, Anger.)

Staff were asked what would need to occur to obtain 100% standard Ethics results in their org - 73% said to get the Ethics Officers trained & hatted. (Majority tone level - 1.15, Unexpressed resentment.)

The help or assistance most staff want in the area of ethics is a stable E/O to give guidance and on policy handlings.

On Knowledge Reports, staff and public were asked what help or assistance would be most useful to them in writing KRs. For staff, the majority answer was to know the reports would get handled. For public, the majority response was to have the tech and policy on how to do KRs. (Majority tone level on both - 1.3, Resentment.)

KNOWLEDGE REPORTS P/L

A Knowledge Reports P/L Implementation Program has been in existence since 1982, but it has not handled this point of getting KRs actually _handled_ once written. With the majority of orgs internationally lacking a trained and hatted Ethics Officer, many KRs are not being handled properly or not at all.

To merely and only push the "writing of KRs" would not handle the HE&R and thus would fail in the long run. In order to fully get in the Knowledge Reports PL and other LRH™ references on KRs, two key things must occur:

1) Staff and public must be gotten to write Knowledge Reports, through a campaign that handles the HE&R that came up in the surveys, and

2) There must be _someone there_ who actually _acknowledges_, _handles_ and _files_ the Knowledge Reports.

The PR and promotional actions in this campaign will produce a flow of Knowledge Reports. The campaign also includes organizational handlings so that Knowledge Reports that are written DO get handled and acknowledged, even if on a cope basis, while an adequate number of Ethics Officers and Magistrates are gotten trained and posted in every org.

SITUATION:

With a lack of trained Ethics Officers/MAAs in orgs, Knowledge Reports are either not being written or are being written but go unacknowledged and unhandled, thereby cutting the lines and preventing the LRH references on Knowledge Reports from going in 100%.

PURPOSE:

To get Ethics in on an international basis by handling the blocks on report lines and getting staff and public to write and forward on-policy reports on out ethics, out tech and out admin situations that then get handled.

CAMPAIGN:

I. IMMEDIATE PROMOTION:

Immediate actions are to be taken to push the use of Knowledge Reports:

A) On an immediate basis, notices and/or articles are to be put in appropriate magazines and newsletters (FCB Newsletter, various other Network Newsletters, etc.) which promote the use of Knowledge Reports and get people writing Knowledge Reports and sending copies to the Inspector General Network on matters of which they should be informed.

B) Commendations and/or awards are to be issued by Int Management and Network heads to deserving staff members who are standardly using Knowledge Reports to get situations handled in their areas. These are to be issued broadly, so that other staff will get the message that writing Knowledge Reports gets results.

II. IMPLEMENTATION PROGRAMS:

The existing Knowledge Reports PL Implementation Program that is running at org level on FR lines must be fully reviewed and revised to incorporate ALL the LRH advised actions and what has come up in surveys. The program must address and handle the fact that most orgs have nowhere near the adequate number of Ethics Officers/MAAs (or none), and that most of the Ethics Officers that ARE posted are not fully trained and hatted. The program must get Knowledge Reports being properly handled on a cope basis, while the org gets its complement of Ethics Officers/MAAs fully trained and posted.

This program is to be run on LRH Comm lines for execution. LRH Comms must be held responsible for getting in the LRH policy on Knowledge Reports in their orgs, as one of their top priorities, based on the fact that if ethics is out they are not going to be able to get tech and admin in. LRH Comms are to be instructed to write up and forward Knowledge Reports to IJC and Inspector General Network on ANYONE who tries to cut across the implementation of this program in any way. Additionally they are to be alert for anyone chopping up staff or public for writing KRs and report this immediately to IJC and Inspector General Network.

LRH Comms must drive home the point that staff cannot be shot for writing reports, and that if they know of something and haven't reported it they are party to the crime. If anyone is "afraid" to write KRs, HCO™ PL 13 January AD29 "ORDERS, ILLEGAL AND CROSS HOW TO KEEP OUT OF TROUBLE" applies in addition to the PL on Knowledge Reports, and thus needs to be fully understood and applied by staff as part of this implementation program.

In addition to the Knowledge Reports P/L Implementation Program for Org level (which covers Class IV and SO service orgs), programs are to be written and implemented for CLOs and FCB, so that this PL is gotten in fully at all levels.

III.   HATTING

HCO PL ADMIN HIGH CRIME must be utilized in this campaign, getting staff to do Admin High Crime checkouts on the key LRH PLs on Knowledge Reports. Staff must get their MUs cleared up on these policies and gotten at cause over this area (Ref: HCO PL YOUR POST AND LIFE). This must be an early step of all KR PL Implementation Programs.

A Knowledge Reports booklet is to be produced and issued to all staff and made available for public as well, that includes all the key LRH references on Knowledge Reports, Out Tech Reports, etc. It is to be fully translated for the major foreign language areas.

As having the tech and policy on writing KRs was a button with public, copies of the Knowledge Reports booklet must be made available to them, in courserooms, public waiting areas, E/Os' offices, HGCs, etc.

Orgs are to Chinese School key points from the Knowledge Reports PL, Staff Member Reports PL, Orders Illegal and Cross PL, etc.

HCOs are to implement drilling (within Dept 3) of the lines for receiving and handling Knowledge Reports. This drilling is to be done until the HCO terminals concerned have the lines down cold for receiving and handling all manner of reports.

Drilling is to be done on all other report receipt points, e.g. IJC Office, to ensure that the lines are gotten fully in on the receipt, acknowledging, proper handling and filing of reports.

IV. SEA ORG:

In all Sea Org Orgs, Petty Officers Councils are to be used to help implement the KR PL Implementation Programs. POC Int will get these SO councils to originate plans on how they can help from their Petty Officer hats to get this PL in. The plans are to be sent to POC Int and get implemented in the orgs. POC Int is to assign Int level POs to follow up on these SO org plans and ensure they actually get done.

Additionally, High Winds® magazine, which should be going out quarterly, is to be gotten going and utilized to help push this campaign as it follows exactly the purpose of the Sea Org to get Ethics in. This mag must regularly promote the Ethics Officer/Magistrate training evolution as well as the use of Knowledge Reports.

V. PR:

PR is to be heavily used to forward the successes of using Knowledge Reports and to promote the training of Ethics Officers and Magistrates for every org so that we can get in 100% standard application of Ethics and Justice policies. These are the key things to push, as per survey the staff and public WANT SITUATIONS HANDLED and WANT TRAINED E/Os and MAAs.

Posters and key LRH quotes are to be designed and produced and sent to orgs to forward the use of Knowledge Reports.

The PR actions taken on this campaign need to be fully coordinated with the PR actions and programs being done to popularize Ethics.

Source briefings are to be given by LRH Comms in all orgs, both to staff and public. LRH references on KRs are to be read so the importance of this is gotten across to staff and public.

Special commendations are to be given to those staff and public who DO use Knowledge Reports properly to Keep Scientology® Working. These commendations can be issued by any Management or org terminals (including LRH Comms and HCOs in orgs).

PR and management publications are to push Knowledge Reports and the training of Ethics Officers and Magistrates. They should feature the training of Ethics Officers for every org and the use of Knowledge Reports. This includes International Scientology News, FCB Newsletters to orgs, OSA publications, FBO Newsletters, etc.

VI. ORGANIZATIONAL HANDLINGS:

All reports that are received by IJC and other areas directly must be acknowledged so that the comm formula is kept in and that public and staff know their reports are being received and read and handled.

The IJC area especially must be organized and set up to handle the Knowledge Reports that come in on his lines. His lines must be organized so that reports received can be copied and distributed to other concerned terminals, and are acknowledged and filed.

With the above campaign fully executed we will achieve the purpose above, handling the blocks to getting a flow of reports coming in and being used to handle situations internationally.

D/EEI FOR ETHICS & SECURITY

Authorized by
AVC INTERNATIONAL

for
CHURCH OF SCIENTOLOGY
INTERNATIONAL

CSI:AVCI:FB:ds

EXECUTIVE DIRECTIVE

IMEC ED 1711R   11 April 1994

TO: All Class V Orgs
      All Sea Org Orgs
      All Celebrity Centres®
      The Way to Happiness Foundation
      Planetary Dissemination Org
      ABLE™ Int
      FSSO
      FSO

INFO: CPLOs
       CLOs
       Bridge Publications
       New Era® Publications
       Golden Era Productions®
       Flag® Bureaux

PLANETARY DISSEMINATION CAMPAIGNS

AND LEATHERBOUND BOOK SALES

> Refs:
> HCO™ PL 28 May 1972   BOOM DATA, PUBLICATIONS BASIC FUNCTION
> HCO PL 11 March 1982   PROPORTIONATE MARKETING

Tremendous progress has been made over recent years in broadly disseminating Dianetics® and Scientology® and bringing LRH tech to millions of people all over the world. Many Scientologists™ have contributed directly to planetary clearing through the purchase of special edition properties as a portion of the proceeds from these sales goes directly toward planetary dissemination campaigns.

As a result, new countries and territories have been opened up to LRH™ technology including Russia, China and Japan. Dissemination campaigns have vastly increased the public awareness of Dianetics: The Modern Science of Mental Health and in the United States, Dianetics is a household word with millions of copies of this book sold to people in all walks of life.

PLANETARY DISSEMINATION CAMPAIGNS AND YOUR ORG'S EXPANSION

Major campaigns have been ongoing for years to introduce Dianetics and Scientology books and technology to new public and thus stop the downward spiral of this planet. In order to assist in this endeavor, all orgs are now authorized to use the special edition leatherbound properties in these dissemination campaigns.

The following are the authorized special properties your org can use in connection with raising funds for the campaigns and the campaigns each support:

1.   DIANETICS CAMPAIGNS in all areas of the world: The DMSMH Leatherbound books support the DMSMH campaigns. A specific portion of the proceeds from each sale of a DMSMH Leatherbound book goes directly to support DMSMH campaigns which reach new public. These donations help fund TV and radio advertisements (including the new Dianetics documercial), billboard ads, print ads in newspapers and magazines, fliers and promotional pieces for trade bookstores and the general public in each country. There are to date DMSMH leatherbound books in English, Japanese, French, German, Italian, Spanish and Russian with others scheduled to be released in the future.

2.   SCIENTOLOGY CAMPAIGNS: Sales of the leatherbound editions of the Scientology Handbook and What Is Scientology? book help support broad Scientology campaigns such as the Crusade to Build a Better World, which is a call to arms for 100,000 volunteer ministers to go out and use the priceless technology contained in the Scientology Handbook in their neighborhoods and communities, prisons and hospitals and anywhere where people need real help.

The funds raised will also support placement of public films on TV, radio and TV advertising, promotional pieces and print advertisements.

3. PIONEER AREA CAMPAIGNS: This campaign supports the opening of new territories and countries to Scientology. Proceeds from the sale of the leatherbound edition of the book Scientology: The Fundamentals of Thought will be used to help finance the opening of new territories to Dianetics and Scientology. This will be followed by the opening of new groups and missions around the world - all leading to planetary clearing.

4. TWTH CAMPAIGNS: Proceeds from the sales of TWTH Leatherbound books support the promotion of The Way To Happiness to create a broad reach for TWTH by businesses, governments and institutions that will reprint their own copies for distribution.

5. CELEBRITY CENTRE CAMPAIGNS: Proceeds from the sales of the leatherbound Art book go to support dissemination campaigns for Celebrity Centres and to help forward the expansion and popularization of Scientology through the arts, in alignment with the purpose of Celebrity Centres. For example, this would include magazine and media ads and billboards which specifically forward Celebrity Centre broad public campaigns. These leatherbound books are available only through Celebrity Centres and the Planetary Dissemination Unit at the FSO.

6. LIMITED EDITION NUMBERED BOOKS - PDU ONLY: There are also limited and numbered editions of Dianetics and Scientology leatherbound books including Dianetics: The Modern Science of Mental Health, What Is Scientology? and other limited edition books that will be released from time to time. These support the same Dianetics and Scientology dissemination campaigns as the unnumbered books, but are available only through the Planetary Dissemination Unit of the FSO.

CAMPAIGN FUNDS

A portion of each sale of the Leatherbound books is specifically set aside to fund the Dianetics and Scientology dissemination campaigns noted above. These campaigns are directed at new public so as to start them on their first step on The Bridge®. The amount allocated for the campaign from the sale of each leatherbound book may be used only for the campaign specified. For example, the proceeds from the sale of a German DMSMH leatherbound book would support the German DMSMH campaign. A What is Scientology? leatherbound book would support the Scientology campaign, the Art book goes to support the Celebrity Centre campaign and so on. Specifics of which campaign the donor wishes to support must be included on the invoice.

PURCHASING A SPECIAL EDITION BOOK

When someone donates toward the planetary dissemination campaign, not only do they have the satisfaction of directly contributing to planetary dissemination but they also receive beautiful leatherbound books for their own use and as gifts for friends and associates.

Should the person make a donation and request the org to keep the books to use in the campaign, the books are distributed by the LRH PPRO Office or the TWTH Foundation to create PR for the campaigns. All details of the order are given to the Pubs org at the time the order is placed so the materials can be promptly delivered.

DEDUCTIBILITY OF DONATIONS

Since the recent ruling from the Internal Revenue Service in the United States, granting the Church of Scientology tax exempt status, donations to Churches of Scientology qualify as deductible contributions. This includes some or all of the donations received for leatherbound books.

PARTIAL TAX DEDUCTION

When a person makes a donation and receives the leatherbound book
or books, the amount the person pays above the fair market value, as
given on the attached charts, should qualify as tax deductible. The
amount that is not deductible is the fair market value of the leather-
bound book which the public receives. In this case, the fair market value
of each leatherbound book should be noted on the invoice for the person's
records.

Example:

Donation for 1 leatherbound Dianetics
- USA edition for US Dianetics campaign.
Book received. $450.00

Fair Market Value $ 65.00

FULL TAX DEDUCTION

If a public person makes a donation to the Planetary Dissemination
Campaign but does not receive a leatherbound book, but requests that
the entire amount be used as part of the Church's dissemination campaign,
then the entire amount of donation should qualify as tax deductible.

Example:

Donation to $450.00
USA Dianetics Campaign

Book to be used in Church
Dissemination Campaign.

COMMISSIONS FOR SPECIAL PROPERTIES

As the whole purpose of these special edition properties is
to forward planetary dissemination activities internationally, the
commissions on any leatherbound book are 5%. This commission of 5%
applies to org FSMs as well as staff.

CLEARING THE PLANET

Clearing the planet will ONLY be accomplished by taking full
responsibility for the Fourth Dynamic.

Many Scientologists want to help the expansion of Dianetics and
Scientology by contributing towards these broad dissemination campaigns.

Start now and get your org and public playing their part by
supporting your area's national campaigns and making a Cleared planet a
reality.

                                    BOOKS EXECUTIVE INTERNATIONAL

                                    Approved by
                                    AVC INTERNATIONAL

                                    for
                                    CHURCH OF SCIENTOLOGY
                                    INTERNATIONAL

CSI:AVCI:BEI:dj

DONATIONS FOR LEATHERBOUND BOOKS

ITEM	DONATION FOR THE ITEM FROM THE PUBLIC	CAMPAIGN PORTION	FAIR MARKET VALUE
SOLD IN ORGS			
DMSMH LEATHERBOUND (All languages)	$ 450	$ 250	$ 65
FUNDAMENTALS OF THOUGHT (In English only)	$ 450	$ 250	$ 65
WHAT IS SCIENTOLOGY? LEATHERBOUND	$ 500	$ 260	$ 90
TWTH LEATHERBOUND (English, German, and Russian)	$ 450	$ 250	$ 90
SCIENTOLOGY HANDBOOK LEATHERBOUND	$ 500	$ 260	$ 90
SOLD IN FSO ONLY			
DMSMH LIMITED EDITION LEATHERBOUND (In English only)	$2,500	$1,375	$ 90
DMSMH NUMBERED EDITION - GOLD PLATE EDITION (In English only)	$5,000	$2,750	$ 750
WHAT IS SCIENTOLOGY? LIMITED EDITION LEATHERBOUND	$2,500	$1,375	$ 125
SCIENTOLOGY HANDBOOK LIMITED EDITION LEATHERBOUND	$2,500	$1,375	$ 125
SOLD AT CC & FSO ONLY			
ART BOOK LIMITED EDITION LEATHERBOUND (In English only)	$2,500	$1,375	$ 225

NOTE: The portion of the payment qualifying as a tax deductible donation is limited to the difference between the amount paid and the item's fair market value, in accordance with IRS regulations.

EXECUTIVE DIRECTIVE

SO ED 4206RC INT

22 September 1989
Rev. 20.7.92

To: All Org LRH™ Communicators
    (HASes if no LC)

Info: All Org Qual Secs
      Cont LRH Comms
      FOLOs
      FB & FCB
      ITO
      Exec Strata
      CMO Int
      CMO Cont Units

IMPORTANT

OEC®/FEBC® TRAINEES

As the LRH Comm you are responsible for LRH policies being fully applied by the executives and staff in your org. A key part of this is getting the technology known. The OEC/FEBC tech is key to the expansion of orgs and the correct application of this LRH tech will bring orgs above the make-break point.

In LRH ED 339R-1 Int, LRH talks about how an org does this:

"They shot, in just a few weeks, from well below the make-break point to well above it!

"And how did they do this? It's all in the OEC volumes PLUS the Product-Org Officer tapes."

As the Org LRH Communicator, you are entrusted with and assigned the hat of ensuring that those nominated for OEC/FEBC training from your Org are qualified and will make it as successful execs. You are also responsible for getting these trainees sent. This fully aligns with the strategy of the LRH Comm Network to get orgs on-policy and on-Source. This is an important function as it will determine the future expansion of your org and the speed with which it will reach Saint Hill size or in the case of orgs already Saint Hill size, achieve further rapid expansion.

HISTORY

Research into the postings for OEC/FEBC trainees has been done and there is a change from earlier orders on this as regards the posts that will be filled by OEC/FEBC trainees.

What was found was:

The original FEBC in 1971 was the most successful of any exec training course. At this time, the FEBC Org Bd was put in where there was an ED, a Product Officer and his Org Officer and a HAS. There were no Exec Secs per that Org Bd. The product/org officer system was an integral part of it.

In 1972, LRH put the Exec Secs back onto the FEBC Org Bd. The Esto system and the Exec Esto post were created. The Exec Esto post is described in HCO™ PL 7 March 1972R, THE ESTABLISHMENT OFFICER.

In 1974, HCO PL 9 May 1974, PROD-ORG, ESTO SYSTEMS RECONCILED was written and at this time the Estos became Org Officers under the Exec Secs. Each Exec Sec was assigned an Org Officer.

In 1979, LRH restored the Esto system in full as a separate system under the LRH Comm. This was written up in HCO PL 9 August 1979R II, SERVICE PRODUCT OFFICER. This policy also called for this post (later to become the D/CO or D/ED for Delivery and Exchange) to have an Org Officer.

In 1982, the D/CO and D/ED for Delivery and Exchange Policy Letter was issued (HCO PL 30 November 1982, THE DEPUTY CO OR DEPUTY ED FOR DELIVERY AND EXCHANGE). This stressed the importance of this post and the fact that it should be filled immediately.

Implementing this system with the ED wearing the planning officer hat with a D/ED and Org Officer and Exec Esto as the first key exec postings, was a cornerstone of the success and expansion of Hamburg Org. This org is an actual example of the successful application of this system.

POSTINGS

Therefore, the sequence of your executive postings for the OEC/FEBC training follows HCO PL 9 May 1974, PROD-ORG, ESTO SYSTEMS RECONCILED, HCO PL 9 August 1979R II, SERVICE PRODUCT OFFICER and HCO PL 30 November 1983, THE DEPUTY CO OR DEPUTY ED FOR DELIVERY AND EXCHANGE.

The immediate intention is that every org gets into training executives for ED, D/ED for Delivery and Exchange, the D/ED for Delivery and Exchange O/O and the Exec Esto. These are now the basic 4 postings that will be filled by OEC/FEBC trainees. Getting these postings filled with the OEC/FEBC graduates will get into operation in your org the powerful technology of the Product Officer/Org Officer system as well as the ESTO system which guarantees expansion and long-term stability.

Per LRH ED 339R Int, THINKING IN FUTURES is a key point in making a Saint Hill size org. Putting in the Product/Org Officer/Esto system enables an ED to get out of PT noise and flaps and wear the hat of planning officer, looking after the longer term future and expansion of the org. This is the pattern which all the most stable and productive organizations in Scientology® have used. All orgs are to get this in.

Getting the 4 trainees for these posts is a bare minimum requirement so that the Product/Org Officer/Esto tech can be applied fully. LRH specifically ordered that OEC/FEBC trainees should be trained and fired as teams and go back and boom their orgs as a team, thus the need for a minimum of 4 trainees sent on an immediate basis.

Orgs with more than 50 staff are to send 7 FEBC trainees for the posts of HES, OES and PES in addition to the primary 4 postings, so that your org can comply to HCO PL 26 February 1972R, COORDINATION OR CONFUSION, AN EXEC DIV CHECKLIST FOR QUALITY.

Additionally, per this checklist the LRH Comm must also have completed the Flag® Executive Briefing Course, as well the KOT must do the FEBC once completed with Class VIII training at FLAG. Of course anyone who is fully responsible for the standard application of LRH tech and policy must be well versed in tech and policy. This makes a total of 9 FEBCs in an org which are needed to complete the Saint Hill size checklist. Once these have been trained, additional staff are expected to be sent for FEBC training to further build your org. While not part of the complement, any org wishing to additionally send their HAS to OEC/FEBC training may do so as this training is invaluable for this post. Existing HASes in training will return as HAS.

All orgs in the US, Canada and LATAM are to send their trainees to ITO. Orgs in ANZO, AF, EU, Italy and UK can send their trainees to ITO or the Continental Training Org for the OEC and its prerequisites. Once complete with the OEC at the CTO, these trainees would be sent to ITO for completion of the FEBC training TIP.

If you have someone on staff who has already done the OEC/FEBC, they must be sent to ITO for a tailor-made program to update them on the new OEC and complete them on their Acting Status qualifications. Contact the Dissem Sec ITO direct so that this can be coordinated so that they can fire as part of a complete team. Note, only teams of 4 or 7 (depending on org size) will be fired back to the org.

QUALIFICATIONS

Attached is the form which must be fully filled out for each proposed trainee and approved before sending to the ITO or CTO. Follow the directions exactly, ensure that the CSWs are complete and sufficient evidence is supplied to verify the data. The Nomination CSWs are to be sent to the Dissem Sec ITO, who will review the data presented, and then forward the CSW to Snr PCO Int, LRH Host CMO Int Extension Unit, Estab Exec Int, ED Int and CO CMO Int for final approval.

The terminals nominated will be the future executives of your org and need to be qualified per FLAG SHIP ORG 360R, DISSEMINATION DIVISION FAO (Flag Admin Org),

"One tries to get in teams, at least 2, from each org, specifying their requirements by existing PL - fast study, good stats, good ethics.

"By insisting on quality material one gets a student trained here fast and one will be sure he will zoom stats and that the training will be paid for out of those zooming stats on his return." (LRH) and per HCO PL 29 August 1970 III, Personnel Series 3, RECRUIT IN EXCESS and HCO PL 28 March 1984 II, Executive Series 28, EXECUTIVE POSTING QUALIFICATIONS. CENTRAL BUREAUX ORDER 839, EXECUTIVE POOLS, 27 February 1989, is another reference in choosing your trainees.

"By actual test and practical experience, a fully-trained, on-policy executive will raise the stats of an org.

"An untrained executive will depress the stats.

"An officer trained on the Flag Executive Briefing Course will send stats up where an equivalent officer not so trained will send them down.

"This appears so obvious that it can be missed.

"It means that it costs an org thousands upon thousands to use an untrained executive who has not done an FEBC. It costs personnel their pay, their facilities and their security." - LRH

HCO PL 12 Sept 1970
Personnel Series 6
TRAINING

Having OEC/FEBC trained execs in your org will create an unprecedented boom for Scientology internationally. Get your remaining trainees qualified and sent off now!

ESTAB EXEC INT

Authorized by
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for
CHURCH OF SCIENTOLOGY
INTERNATIONAL

CSI:AVCI:MM:clp.dj

EXECUTIVE DIRECTIVE

RE: BOOKS "THE GODS OF EDEN"

AND

"BEHOLD A PALE HORSE"

Refs:
HCO™ PL 14 Feb 65   SAFEGUARDING TECHNOLOGY
HCO PL 7 Feb 65R   KEEPING SCIENTOLOGY WORKING

A recent investigation has found that there are some off beat materials, authored by two people who are antagonistic to Scientology®, that have been read and promoted by some Scientologists™ which resulted in these Scientologists becoming enturbulated. These materials are the book THE GODS OF EDEN by William Bramley (ex-Scientologist); and the book BEHOLD A PALE HORSE by William Cooper as well as tapes by Cooper.

In HCO PL 7 FEBRUARY 1965 KEEPING SCIENTOLOGY WORKING SERIES 1 LRH states: "I recall one student who was squirreling on an Academy course and running a lot of offbeat whole track on other students after course hours. The Academy students were in a state of electrification on all these new experiences and weren't quickly brought under control, and the student himself never was given the works on Seven, Eight, Nine and Ten so they stuck. Subsequently, this student prevented another squirrel from being straightened out and his wife died of cancer resulting from physical abuse. A hard, tough instructor at that moment could have salvaged two squirrels and saved the life of a girl. But no, students had the right to do whatever they pleased." - LRH

An incident occurred recently where a Scientologist got ahold of THE GODS OF EDEN and was promoting it amongst other Scientologists. This Scientologist then got into it to a degree of electrification, tracked down the author and had a telephonic discussion with him concerning the book (he didn't mention the fact that he used to be a Scientologist).

If you run across these materials or a Scientologist who is reading or listening to them or promoting them, alert the Staff Security Officer OSA INT and ensure that the person is routed to the Cramming Officer of their org and crammed/hatted on HCO PL 14 FEBRUARY 1965 SAFEGUARDING TECHNOLOGY and HCO PL 7 FEBRUARY 1965 KEEPING SCIENTOLOGY WORKING.

E X E C U T I V E   D I R E C T I V E

SO ED 4577 INT

2 June 1995

TO: ALL HASes/LRH COMMS
    ALL DSAs

INFO: CMO INT
      EXEC STRATA
      FLAG® COMMAND BUREAUX
      FLAG BUREAUX
      CONT LIAISON OFFICES
      FLAG OPERATION LIAISON OFFICES
      MISSIONS

RE: THE GODS OF EDEN

Refs:
HCO™ PL 7 Feb 65R   KEEPING SCIENTOLOGY WORKING
HCO PL 23 Dec 65RB   SUPPRESSIVE ACTS, SUPPRESSION OF
  Rev. 8.1.91   SCIENTOLOGY AND SCIENTOLOGISTS
HCO PL 14 Feb 65   SAFEGUARDING TECHNOLOGY

There have been reports that a book entitled THE GODS OF EDEN, which contains off-beat materials, was being read and promoted by a few Scientologists™ who were not fully informed about the materials or the author.

This book includes data and concepts taken from Scientology® materials without authorization such as conditions, the third party law and religion with graduated steps.

The author, William Bramley, whose real name is Tore Dahlin, is an ex-Scientologist and former staff member. Dahlin was also a member of a declared suppressive squirrel group for over 2 years and admitted to being in Scientology for the purpose of obtaining information from the Church to give it to the squirrel group.

He has a track of destructive behavior, causing enturbulation by spreading false and electrifying information on Church lines for which he was previously labelled PTS Type III.

Dahlin requested to be removed from staff because, in his own words, he was "insane and a danger to the group" and had evil intentions towards fellow Scientologists and staff members.

He then left Scientology in the early 1980s as real Scientologists wouldn't let him carry on spreading his electrifying activities and information to other Scientologists.

In March 1994, over a decade after leaving the Church, he wrote and distributed a disavowal of the Church of Scientology in which he attempted to spread further entheta and false information. In HCO PL 23 December 1965RB, Rev. 8 January 1991, SUPPRESSIVE ACTS, SUPPRESSION OF SCIENTOLOGY AND SCIENTOLOGISTS, LRH states: "Such suppressive acts include: ... Public disavowal of Scientology or Scientologists in good standing with Scientology organizations."

In HCO PL 7 February 1965, KEEPING SCIENTOLOGY WORKING, LRH states: "I recall one student who was squirreling on an Academy course and running a lot of offbeat whole track on other students after course hours. The Academy students were in a state of electrification on all these new experiences and weren't quickly brought under control, and the student himself never was given the works on Seven, Eight, Nine and Ten so they stuck. Subsequently, this student prevented another squirrel from being straightened out and his wife died of cancer resulting from physical abuse. A hard, tough instructor at that moment could have salvaged two squirrels and saved the life of a girl. But no, students had the right to do whatever they pleased."

        If you run across this book or a Scientologist who is reading it
or promoting it, alert the International Justice Chief and ensure that
the person is routed to the Cramming Officer of his or her org and
crammed/hatted on HCO PL 14 February 1965, SAFEGUARDING TECHNOLOGY
and HCO PL 7 February 1965, KEEPING SCIENTOLOGY WORKING.

                                    INTERNATIONAL JUSTICE CHIEF

                                    Authorized by
                                    AVC INTERNATIONAL

                                    for
                                    CHURCH OF SCIENTOLOGY
                                    INTERNATIONAL

CSI:AVCI:SEP:sak

EXECUTIVE DIRECTIVE

INT FINANCE ED 339

14 May 1991

WDC
CMO INT
ALL CMO CONT UNITS
ALL FBO NETWORK PERSONNEL
EXEC STRATA
FLAG® BUREAUX
CLOs
ORG EXEC COUNCILS

INT FINANCE NETWORK RE-ESTABLISHED

Refs:
FINANCE SERIES HCO™ PLs
(Management Series Volume 2, pages 317 - 424)

In 1982, all Finance functions were consolidated in one Network under an Int Finance Director attached to WDC.

This network's establishment deteriorated as other production demand seemed to imply its vital role in Scientology® expansion was not as great as it once was.

The International Finance Network is re-established once again as the single channel responsible to achieve, as a routine, the finance ideal scenes contained in LRH™ HCO PLs in every Scientology organization and activity on the planet.

The International Finance Network has the VALUABLE FINAL PRODUCT of INTERNATIONAL SCIENTOLOGY FINANCIALLY ON-SOURCE, VIABLE AND SOLVENT WITH AN EVER INCREASING SEA ORG RESERVES.

The Finance Network re-establishment is done in compliance with the newly reissued FINANCE SERIES POLICY LETTERS which streamline and exactly delineate the duties, responsibilities and authorities of an org level FLAG BANKING OFFICER.

It is expected that every Scientology organization in the world has a FLAG BANKING OFFICER and a DEPUTY FBO FOR MORE (MARKETING OF ORG RESOURCES FOR EXCHANGE). To not have these posts filled is to deny an organization of the two top level posts in a Scientology organization that ensure financial sanity and dissemination success. It is organizational suicide to leave these posts vacant as they make the difference between a prosperous organization and one that is struggling to survive.

ORGANIZATION OF THE NETWORK

This network is headed by the INTERNATIONAL FINANCE DIRECTOR. He is answerable directly to the WATCHDOG COMMITTEE.

This post is part of International Management for the sole reason that in this current society, having finance and applying the basics of economy are required to be acceptable and respected. And so we do so.

The INTERNATIONAL FINANCE OFFICE is located with International Management and works in close proximity to the Executive Strata. Its job is to run a successful Finance Network that provides the energy vital to Scientology expansion.

The INTERNATIONAL FINANCE OFFICE consists of four branches:

FINANCE ESTABLISHMENT: Responsible for the international establishment of a Finance Network in every sector of Scientology and the maintenance of a high ethical standard within this network.

From this branch, all personnel appointed to the network are approved, all courses and material for finance staff are produced, all investigations are conducted of potential internal Finance Network out-

ethics (and handled) and all evaluations of the network are originated to keep it marching forward toward its purpose and the group's goal.

FINANCE OPERATIONS: Responsible for providing the strategies and programs which the Finance Network runs on and caring for the successful accomplishment of the purposes of an FBO. Within this branch is the INT FBO MORE who cares for the total international success of the FBO MORE NETWORK to drive public into orgs for services and materials. The INT FBO MORE also cares for the international safeguarding of the assets of LRH books, lectures, films, meters or any other bookstore item and ensures these are well preserved and USED to disseminate Scientology.

This is the branch that is insistent that finance policy is applied and FP #1s exist and are used to achieve solvency in every Scientology organization. It has the ideal scene of no bill outstanding at the end of any given week, in every Scientology organization in the world.

Through complete adherence and enforcement of Finance Policy, this branch booms organizations by providing the wherewithal for expansion.

RESERVES BRANCH: Responsible for SEA ORG RESERVES. Per Finance Series 11, **"the amount of money collected over and above expenses that is sent by various units (via FBOs and the Finance Network) to central reserves bank accounts of Scientology corporations and trusts."** (LRH) This office has lines for collection and otherwise is an administrative office to securely preserve reserves.

INT LANDLORD BRANCH: Responsible for international Estates. Cares for all Scientology owned buildings to see that they are in excellent condition and well utilized. The Estates Network falls under the International Landlord and this network is responsible for achieving and maintaining the ideal image in every Scientology organization through an operational Estates section.

Every Scientology organization should own its org premises, in an ideal location with all MEST of very professional image that is inviting and screams out the facts: we are creating a new civilization with Scientology.

MIDDLE MANAGEMENT

Flag and Continental level FINANCE OFFICES exist which carry out the function of Finance Network management.

Continental Offices are a mirror image of Flag for their continent.

The Flag Finance Office is headed by the Flag Finance Director whose direct senior is Int Finance Director. The Flag Finance Director is a member of the Flag Network Coordination Committee.

Flag Finance Dir's office includes a Finance Network PR (Public Relations Officer) and a Finance Network Exec Esto who is responsible for putting the establishment branches there both at Flag and Cont Finance Office level.

The FLAG FINANCE OFFICE is located in the FLAG COMMAND BUREAUX and is responsible for putting a successful Network there, hatting it and getting the strategies, plans, evaluations and programs for the Network DONE to the results of solvent, viable and prosperous orgs that pay their staff and Management well.

There are five branches in the Flag Finance Office:

ESTABLISHMENT BRANCH: Responsible for the establishment of the Network internationally with qualified staff on post. This is at Flag and Cont level with fully manned Flag and Cont Finance Offices and at Org level with FBO, D/FBO and Estates Manager on post in every org.

This branch is responsible for the hatting of the Network on all courses and materials for finance staff, which have been provided by Int Management. This includes running, at Flag and Continental Training Orgs a Finance Training School that trains Finance Network staff in the material for their posts.

FBO MORE BRANCH: This is the branch responsible for execution of all D/FBO marketing, promotion and book sales programs to the result of more public driven in on orgs than they can waste and greatly increased sales of services and materials of Dianetics® and Scientology.

It is responsible for the safeguard of LRH books, lectures, films, meters or any other bookstore item in orgs and ensures these are well preserved and USED to disseminate Scientology.

FBO BRANCH: Responsible for the successful and complete execution of plans, evaluations and programs for the FBO network so it accomplishes its purposes per Finance Series 6RA, FBO HAT:

"1. To make the org make more money.

"2. To give the org a well-paid staff.

"3. To make it very worthwhile for Flag to manage and help it." - LRH

This branch gets orgs solvent and viable via execution of FBO programs and complete adherence and enforcement of Finance Policy.

It booms organizations by giving it well-paid staff and providing the wherewithal for expansion.

ESTATES BRANCH: This branch is headed by the Estates Chief Int and is responsible for the implementation and execution of the plans and programs written by Int Landlord for the Estates Managers in orgs, to get the ideal org image in in every Scientology organization.

This branch ensures all organizations are ideally located in very professional quarters with large professional standardized signs so public identify Scientology and Dianetics organizations. This is to allow org expansion to the Size of Old Saint Hill and thus create a new civilization.

COLLECTIONS BRANCH: This branch is responsible for relay and collection of all payments to Flag from orgs in exchange for management services.

It is also responsible for collections of any and all money owed to SEA ORG RESERVES such as Film Lease Payment, rent payments or building lease payments, uniform payments or computerization payments.

These collections go to the respective Scientology churches or trusts and nowhere else. They forward directly the expansion of Scientology.

TREASURY NETWORK

The Treasury Network is not affected by the formation of the Finance Network. It has specific responsibilities as per OEC® Volume Three. Its duties are described in the Divisional Summary of functions for the Treasury Division issued in a new booklet.

The Treasury Network is headed by the Treasury Aide Flag and has an office in every FOLO.

POLICY

The policy of the FINANCE Network is finance policy. Every policy is applicable 100 percent in every Scientology organization.

PRIORITIES

The priorities of this network are first and foremost to see that finance policy is applied in every Scientology organization.

The actions this network should be engaged upon completing are:

1.   Increasing organizational income through standard Division 2
     and Division 6 promotion and registration. The first order of any
     FBO is to see that the organization is promoting and as a result
     getting in public to sell and deliver to. This alone provides the
     finance needed for the org to survive.

2.   Dramatically increasing the promotional actions being done in
     the organization per the Promotional Actions of an Organization PL
     and promoting The Bridge® 1991 - the wide highway of Scientology
     services available to all of mankind as a result of the last
     several years of publication of LRH's technology so it is
     available to all mankind.

3.   Enforcing Financial Planning #1 policy is applied and the org
     is operating on an FP #1 with income greater than outgo. A copy
     of all orgs FP #1s are to be provided to the Flag Finance Office.

4.   All bills paid and the org solvent with the VFP of Dept 8
     achieved, "Pleased Creditors."

5.   All accounts in order and regularized and the org operating
     with a computerized treasury invoice/disbursement system that
     provides weekly and then monthly audits, keeping the org's records
     in perfect order.

6.   An Estates Office formed in every org that achieves a very
     upstat org image and maintains it.

An org Finance Office is not complete unless it has a single-hatted
FBO, D/FBO FOR MORE and ESTATES MANAGER. An ideal FBO Office also has
an FBO Admin and in large orgs, the Estates Manager may have additional
personnel just to care for the cleaning and maintenance of the org
premises.

CROSS ORDERS

Any orders which do not forward the functions and duties of this
network as covered in policy are illegal. They may be reported, by
telex, direct to the Int Finance Ethics Officer who will investigate the
source.

Any bypass of a Finance Office that is achieving the FBO purposes
must be reported to the OFFICE OF APPEAL, SNR HCO INT, with copies to
Int Finance Ethics Officer and RTC Reports Officer to have the matter
looked into and resolved. An org that is solvent, paying its staff well
and recompensing Management has full control of its finances and has
full support.

STATISTICS

This network is managed by statistics. At org level the statistics
are:

PAYMENTS TO FLAG: Payments to Flag consist of the amount paid by
the FBO from its FBO #1 account against management services, the
percentage of Money Paid for Training, paid for Film Lease and the
weekly amount paid for promotion to Central Marketing Unit.

Any other payments made to Sea Org Reserves are not Payments to
Flag but are payments of bills owing and additional collections.

ALLOCATION PRODUCTION RATIO: This is the total amount allocated to
the org that week measured against the total org Gross Income of the
org. This is computed by taking the total GI figure and dividing it by
the allocation amount. This stat improves by hugely increasing income,
while maintaining an increase, but not as great, of allocation to assure
future income.

PAY DIVIDED BY STAFF: This is the total amount paid out to staff
that week divided by the number of staff paid. It is payroll and any
bonuses.

For a Sea Org Org this is the total amount of welfare sum paid that week divided by the number of staff. The welfare sum consists of pay, uniforms, berthing, medical, food and any crew welfare funds but not org operational costs.

SUMMARY

Upstats have ethics protection and full support. Downstats should join the winning team by application of the condition formula for their statistic or will find no clemency for failure to apply policy.

Only a suppressive would wish an organization did not have finance lines that put the swiss banking system to shame. Suppressives prosper in chaos and confusion. We bring about sanity. Cast aside anything that does not forward the purpose of orgs.

Our only interest is to see that The Bridge is wide open and that we can muster the resources to help the able cross The Bridge and go free. To do so, requires a strong Finance Network and this network is being strengthened at every level to achieve this objective.

                                    WDC CHAIRMAN

                                    Authorized by
                                    AVC INTERNATIONAL

                                    for
                                    CHURCH OF SCIENTOLOGY
                                    INTERNATIONAL

CSI:AVCI:WDCC:dj

EXECUTIVE DIRECTIVE

INT FINANCE ED 30RB

22 April 1986
Reissued 28.12.87

INT FINANCE OFFICE
FLAG® FINANCE OFFICE
CONT FINANCE OFFICES
FBOs
D/FBOs
FEOs
COs
EDs
HCOs

FINANCE NETWORK STAFF

QUALIFICATIONS REQUIREMENTS

(NOTE: This issue is revised to clarify requirements for the various echelons of the Finance Office. Quals for Flag Land Base Finance staff are the same as noted for Flag Finance Office level.)

The Finance Network is entrusted with handling, controlling and directing the energy which provides for and safeguards the expansion of Scientology® applied religious philosophy internationally. The Int Finance Office is part of International Management and comes directly under the Watchdog Committee (WDC). (Reference: The Command Channel Chart of Scientology in the booklet "Your Guide to Management".)

Therefore, the standards and integrity of the Finance Network must be very high. The Int Finance Ethics Officer, Int Finance Ethics Inspectors and all HCO personnel of each Finance Office from Int to local have the responsibility of ensuring these qualifications are in for all Finance Office staff.

The Finance Network personnel qualifications requirements are as follows:

A. RECRUITMENT

When recruiting new people for the Finance Network, general staff requirements apply:

HCO™ PL 11 Nov 1976RB	STATISTIC CHANGE, HCOs AND QUAL DEFINITIONS
HCO PL 7 May 1969	POLICIES ON "SOURCES OF TROUBLE"
Refer also to FBDL 203	FAST FLOW, in recruiting or hiring.

This includes the following, per the above HCO PL 11 Nov 1976RB:

A1.   Not a flagrant criminal or wanted.

A2.   No institutional history of psychosis.

A3.   No electric, insulin or other shock or psychiatric brain operation history.

A4.   Not an active drug pusher.

A5.   Has never sued an org or Scientology principals.

A6.   Is not a blown staff member or blown Sea Org member.

A7.   Is not related to or connected to intelligence agencies either by past history or immediate familial connections.

A8.   Does not have a parent or a guardian who is a rabid antagonist of Scientology.

A9.   Is not there to obtain news stories or generally disrupt the organization.

A10.   Does not have huge personal debts that would immediately pull
        the person back out of the org.

A11.   Is not psychotic per HCOB 28 Nov 70 PSYCHOSIS nor per the
        following definition of crazy people:

        A. They're dirty.

        B. Talk in non-sequitur way with outpoints in their
           conversation.

        C. Inability to recognize or assimilate actual data or see that
           it's factual when it visibly is.

        D. They would apply th wrong data to a subject or action or
           target.

        E. Glaring outpoints per Evaluator's Know How Chart are clearly
           visible in their person, life style, or ambitions or lack of
           it.

           The main test would be number E but would have to be gross,
        glaring and numerous before you tagged them.

        F. Any institutional history, by which is meant incarceration
           in an institution and knowingly or unknowingly given
           treatment therein.

        G. Prior service in a high security section of the government
           or armed forces, since these people are often given
           psychiatric treatment which is then wiped out and will only
           show up on an E-Meter.

        Staff for the Int Finance Office, Flag Finance Office level and the
Cont Finance Offices and Sea Org Orgs must be Sea Org Members.

B. POSTING

        Requirements for posting on a non-executive post in the Finance
Network are as under "A." plus:

B1.   Is not PTS.

B2.   Not Roller Coastering.

B3.   Not connected to declared Suppressive Persons or Groups.

B4.   Not chronically ill.

B5.   Makes case gain, as verified by the C/S.

        Points B1 - B5, refer to HCO PL 12 May 1972, PTS PERSONNEL AND
        FINANCE:

            "IT IS UNSHAKEABLE POLICY HEREAFTER THAT NO PERSON WHO IS
        PTS OR CHRONICALLY ILL OR WHO GETS NO CASE GAIN MAY BE ON
        FINANCE OR REGISTRAR LINES OR IN TOP COMMAND POSTS OR AS HAS OR
        ETHICS OFFICER OR MAA."
                                                        - LRH

B6.   Never been a member of any Suppressive Group or
        Squirrel Group.

B7.   If he/she was connected to a Suppressive or Squirrel
        Group (Note: having been an actual member of a
        Suppressive or Squirrel Group is not petitionable, but
        having had a connection is) they must have a petition approved
        by the Int Justice Chief, Deputy Int Finance Ethics Officer
        Internal, WDC Reserves MAA and WDC Reserves; refer to HCO PL 29
        Jun 68 ENROLLMENT IN SUPPRESSIVE GROUPS.

B8.   Not mixing Scientology with other practices.

B9.   Does not permit, neglect or forward financial irregularities
         with org finances. Any past instances of this fully handled.

         Refer to HCO PL 14 Mar 1982, FINANCIAL IRREGULARITIES.

B10.   Has never threatened or attempted suicide. For the Int Finance
         and Reserves Office, this is mandatory and other areas it is
         petitionable to WDC Reserves via WDC Reserves MAA and the
         Deputy Int Finance Ethics Officer Internal.

B11.   Not a verified List One Rockslammer (checked by PC folder
         inspection and if reported but questionable then verification
         required.)

         Refer to HCOB 1 Nov 1974RA, ROCK SLAMS AND ROCK SLAMMERS

B12.   Not sex crazy. (Not dedicated to sexual misconduct.)

         Refer to HCO PL 3 Mar 1966, ATTACKS ON SCIENTOLOGY SEX AND
         ORGANIZATIONS.

B13.   Must be a contracted staff member.

B14.   FOR INT FINANCE OFFICE - Is a Sea Org Member and has been on
         staff a minimum of 3 years with a proven production record.

         FOR RESERVES OFFICE - Is a Sea Org Member and has been on
         staff a minimum of 5 years with a proven production record.

B15.   Not a DB.

         Refer to HCO PL 22 Mar 1967, PERSONNEL REQUIREMENTS.

C. EXECUTIVE POSTING

         The requirement for executive posting are A. and B. above and
the following:

C1.   Actual production stats of the proposed person relating to the
         subject of the post he is being proposed for be found,
         established and verified.

C2.   That investigation reveals an acceptable ethics record.

C3.   Before being posted the person must be checked for any PTSness
         and any found must be handled.

C4.   The person must be rolled back for any participation in any
         black PR activity.

C5.   The person must be sec checked for false considerations or evil
         purposed.

C6.   The person must be false data stripped in relation to the
         activity he has been or is about to be engaged upon in the
         organization.

C7.   In keeping with the policy that any person posted in an
         executive position in a Scientology organization must be able to
         achieve, maintain and increase a high level of production and
         income in his area, the stats found and verified must prove
         extreme productiveness on the part of the proposed person in the
         area of the post he is being proposed for.

         For C1 - C7 above, refer to HCO PL 28 March 1984, Issue II,
         Executive Series 40, EXECUTIVE POSTING QUALIFICATIONS. This PL
         applies in full for Finance executive postings.

C8.   Good test scores.

         I.Q. 120 minimum and
         OCA all points above the center line on graph.

              Refer to HCO PL 28 Mar 1961, PERSONNEL POLICIES, STAFF
         POST QUALIFICATIONS, PERMANENT EXECUTIVES TO BE APPROVED.

         APTITUDE 70 minimum and
         LEADERSHIP, both above 76 and difference in scores no more
         that 10.

C9.   Currently not justly declared a Tiger.
         Refer to HCO PL 27 July 1968, A TIGER.

C10.   Good training record.
         Refer to CBO 537, EXECUTIVE POSTS AND FAILED STUDENTS.

C11.   Not being or persisting in a sexual relationship with a person
         hostile to or "open-minded" about Dianetics® and Scientology.

C12.   Not engaged in activities for which he/she could be
         blackmailed.

C13.   Not placing personal interest and situations above the
         interests of the group.

         Points C11 - C13; refer to HCO PL 9 Feb 1971, Reissued 5 Dec
         1978, EXECUTIVE MISBEHAVIOUR.

C14.   Must have an F/N on Control and Help buttons.

         Refer to HCO PL 26 Nov 1960, PERMANENT STAFF MEMBER
         REQUIREMENTS.

C15.   Must be of age. This applies where an executive needs to be
         able to sign legal and financial documents for the Corporation
         from his post.

C16.   Staff for Flag or Int Finance or Reserves Office must pass Form
         A and Form B Sec Checks from a Snr C/S Int or RTC video-passed
         auditor.

     These requirements in A, B and C above, must be scrupulously
adhered to in regard to new Finance staff after this date. Existing
productive Finance Network staff members who do not meet all of these
requirements may remain on post provided that they remain upstat and
progress rapidly on Qual programs to handle any out-requirements.

     Nothing in this Int Finance ED excuses leaving posts empty, musical
chairs, or unmock of working installations. Any removal of a person
from the Finance Network or a post within the Finance Network must have
the approval of the Int Finance Ethics Officer, WDC Reserves, and WDC
Chairman on the removal and the person proposed as replacement.

                              Revised by
                              INT FINANCE ETHICS OFFICER

                              for and as ordered by
                              WDC FOR RESERVES

INDEX:
Quote © 1972 LRH.   Authorized by
                              AVC International

                              for
                              CHURCH OF SCIENTOLOGY
                              INTERNATIONAL

CSI:BN:WDCR:IC:cn

EXECUTIVE DIRECTIVE

INT FINANCE ED 330

5 January 1991
Reiss. 7.7.93

CANCELS AND REPLACES
INT FINANCE ED 30RE
AND ANY EARLIER FINANCE NW
QUALIFICATIONS ISSUED

TO: INT FINANCE OFFICE
FLAG® FINANCE OFFICE
CONT FINANCE OFFICES
FBOs
D/FBOs
CO & EDs
HCOs ALL ORGS

FINANCE NETWORK STAFF

QUALIFICATIONS REQUIREMENTS

The Finance Network is entrusted with handling, controlling and directing the energy which provides for and safeguards the expansion of SCIENTOLOGY® applied religious philosophy internationally. The Int Finance Office is part of International Management and comes directly under the Watchdog Committee (WDC). (Reference: The Command Channels of Scientology booklet)

Therefore, the standards and integrity of the Finance Network must be very high. The Int Finance Ethics Officer and all establishment personnel of each Finance Office from Int to local orgs have the responsibility of ensuring these qualifications are in for all Finance Office staff.

Staff for the Int Finance Office, Flag Finance Office level and the Cont Finance Offices and Sea Org orgs must be Sea Org Members.

The Finance Network personnel qualifications requirements are as follows:

A. RECRUITMENT

When recruiting new people for the Finance Network, general staff requirements apply:

      HCO™ PL 11 Nov 1976RB STATISTIC CHANGE, HCOs AND QUAL
                                 DEFINITIONS
      HCO PL 27 Oct 1964R   POLICIES ON PHYSICAL HEALING,
       Rev 15 Nov 87   INSANITY AND "SOURCES OF TROUBLE"
      Refer also to FBDL 203 FAST FLOW, in recruiting and hiring.

This includes the following, per the above HCO PL 11 Nov 76RB:

A1.   Not a flagrant criminal or wanted.

A2.   No institutional history of psychosis.

A3.   No electric, insulin or other shock or psychiatric brain operation history.

A4.   Not an active drug pusher.

A5.   Has never sued an org or Scientology principals.

A6.   Is not a blown staff member or blown Sea Org Member.

A7.   Is not related to or connected to intelligence agencies either by past history or immediate familial connections.

A8.   Does not have a parent or a guardian who is a rabid antagonist of Scientology.

A9.   Is not there to obtain news stories or generally disrupt the organization.

A10. Does not have huge personal debts that would immediately pull the person back out of the org.

A11. Is not psychotic per HCOB 28 Nov 70 PSYCHOSIS nor per the following definition of crazy people:

    A.   They're dirty.

    B.   Talk in non sequitur way with outpoints in their conversation.

    C.   Inability to recognize or assimilate actual data or see that it's factual when it visibly is.

    D.   They would apply the wrong data to a subject or action or target.

    E.   Glaring outpoints per Evaluator's Know How Chart are clearly visible in their person, life style, or ambitions or lack of it.

    The main test would be number E but would have to be gross, glaring and numerous before you tagged them.

    F.   Any institutional history, by which is meant incarceration in an institution and knowingly or unknowingly given treatment therein.

    G.   Prior service in a high security section of the government or armed forces, since these people are often given psychiatric treatment which is then wiped out and will only show up on an E-Meter™.

B. POSTING

Requirements for posting on a non-executive post in the Finance Network are as under "A." plus:

B1.   Is not PTS or Roller Coastering.

B2.   Not connected to declared Suppressive Persons or Groups.

B3.   Must not have any chronic illness of any kind whatsoever.

B4.   Makes good case gain, as verified by the C/S.

    Points B1 - B5, refer to HCO PL 12 May 1972R, Rev 27 Oct 82 PTS PERSONNEL AND FINANCE:

    "IT IS UNSHAKEABLE POLICY HEREAFTER THAT NO PERSON WHO IS PTS OR CHRONICALLY ILL OR WHO GETS NO CASE GAIN MAY BE ON FINANCE OR REGISTRAR LINES OR IN TOP COMMAND POSTS OR AS HAS OR ETHICS OFFICER OR MAA." - LRH

B5.   Never been a member of any Suppressive Group or Squirrel Group.

B6.   If he/she was connected to a Suppressive or Squirrel group (Note: having been an actual member of a Suppressive or Squirrel Group is not petitionable, but having had a connection is) they must have a petition approved by the Int Justice Chief, Int Finance Ethics Officer and WDC Reserves; refer to HCO PL 29 Jun 68 ENROLLMENT IN SUPPRESSIVE GROUPS.

B7.   Not mixing Scientology with any other practices.

B8.   Does not permit, neglect or forward financial irregularities
      with org finances. Any past instances of this fully handled.

      Refer to HCO PL 14 Mar 1982 FINANCIAL IRREGULARITIES.

B9.   Has never threatened or attempted suicide. For the Int Finance
      and Reserves Office, this is mandatory and for other areas it is
      petitionable to WDC Reserves via the Int Finance Ethics Officer.

B10. Not a verified List One Rockslammer (check pc folder inspection
      and if reported but questionable then verification required).

      Refer to HCOB 1 Nov 1974RA ROCK SLAMS AND ROCK SLAMMERS.

B11. Not dedicated to sexual misconduct and does not have a history
      of unethical out-2D. (Note: Has never had out-2D with org
      students, pcs, other married terminals or been perverted
      on the 2D.)

      Refer to HCO PL 3 Mar 1966 ATTACKS ON SCIENTOLOGY SEX AND
      ORGANIZATIONS.

B12. FOR INT FINANCE OFFICE - In addition to qualifications for Int
      Headquarters, has been on staff a minimum of 3 years with a
      proven production record.

      FOR RESERVES BRANCH INT FINANCE - In addition to qualifications
      for Int Headquarters, has been on staff a minimum of 5 years
      with a proven production record.

B13. Must never have blown an Scn or SO Org.

B14. Must never have reverted to drugs after auditing.

B15. Not a Degraded Being.

      Refer to HCO PL 22 Mar 1967 URGENT IMPORTANT PERSONNEL
                                 REQUIREMENT.

B16. Does not have any this lifetime crimes (actual violations of civil
      law) for which he/she could be blackmailed, prosecuted or which
      would place the staff member and/or the Church at risk, either on
      legal or PR fronts. (Ref. HCO PL 27 Oct 1964R Revised 15 Nov 1987
      POLICIES ON PHYSICAL HEALING, INSANITY AND SOURCES OF TROUBLE,
      HCO PL 23 Nov 1959 EMPLOYMENT OF CRIMINALS FORBIDDEN, and FLAG
      ORDER 3395 REGULATIONS AND LAWS, OBEDIENCE TO.)

ADDITIONAL QUALIFICATION REQUIREMENTS FOR D/FBO MORES

      Specifically D/FBO M.O.R.E.s not only must have Finance Network
qualifications, but are additionally required to qualify as per the
following points B18-B20:

B17. Is literate.

B18. Is a gung-ho type person who WANTs to market Scientology;
      because of his/her own experience and observations (having
      delivered or experienced miracles), feels keenly that
      Scientology must be marketed.

B19. Test scores as for Finance Network Executive Posting, see point
      C8 below.
      (Ref. HCO PL 27 July 1982R Revised 20 Sep 1982, Finance Series
      33R, DEPUTY FBOs FOR MARKETING OF ORG RESOURCES FOR EXCHANGE
      (D/FBO FOR M.O.R.E.) and HCO PL 3 Sep 1982, Finance Series 35,
      DEPUTY FBO FOR MARKETING OF ORG RESOURCES FOR EXCHANGE (D/FBO
      FOR M.O.R.E.) PURPOSE.)

C.   EXECUTIVE POSTING

      The requirement for executive posting (FBOs, D/FBO M.O.R.E.s,
      etc.) are as per A. and B. sections above plus the following:

C1.   Actual production stats of the proposed person relating to the subject of the post he is being proposed for be found, established and verified.

C2.   That investigation reveals an acceptable ethics record.

C3.   Before being posted the person must be checked for any PTSness and any found must be handled.

C4.   The person must be rolled back for any participation in any Black PR activity.

C5.   The person must be sec checked for false considerations or evil purposes.

C6.   The person must be false data stripped in relation to the activity he has been or is about to be engaged upon in the organization.

C7.   In keeping with the policy that any person posted in an executive position in a Scientology organization must be able to achieve, maintain and increase a high level of production and income in his area, the stats found and verified must prove extreme productiveness on the part of the proposed person in the area of the post he is being proposed for.

            For C1 - C7 above, refer to HCO PL 28 Mar 1984, Issue II, Executive Series 40 EXECUTIVE POSTING QUALIFICATIONS. This PL applies in full for Finance executive postings.

C8.   Good test scores.

            I.Q. 125 minimum and
            OCA all points above the center line on graph.

               Refer to HCO PL 28 Mar 61 PERSONNEL POLICIES, STAFF POST QUALIFICATIONS, PERMANENT EXECUTIVES TO BE APPROVED.

            APTITUDE 70 minimum and
            LEADERSHIP, both above 76 and difference in scores no more than 10.

C9.   Currently not declared a Tiger.

            Refer to HCO PL 27 July 1968 A TIGER.

C10.   Has a good study record.

C11.   Not being or persisting in a 2D relationship with a person hostile to or "open-minded" about Dianetics® and Scientology.

C12.   Not engaged in activities for which he/she could be blackmailed.

C13.   Not placing personal interest and situations above the interests of the group.

            Points C11 - C13, refer to HCO PL 9 Feb 1971, Reissued 5 Dec 1978 EXECUTIVE MISBEHAVIOUR.

C14.   Must have an F/N on Control and Help buttons.

            Refer to HCO PL 26 Nov 1960 PERMANENT STAFF MEMBER REQUIREMENTS.

C15.   Does not have a heavy drug history (Reference: HCOB 31 Mar 1981R Revised 25 April 1990 "HEAVY DRUG HISTORY" DEFINED, or if so, has completed a full NED and SCN Drug Rundowns, all no interest items handled and all flows run to full EP.

C16.   Must be of age. This applies where an executive needs to be able to sign legal and financial documents for the Corporation from his post.

C17.   Staff for Flag or Int Finance or Reserves Office must pass Form A and Form B Sec Checks from a Senior C/S Int or RTC video-passed auditor.

These requirements in A, B and C above, must be scrupulously
adhered to in regard to new Finance staff after this date. Existing
productive Finance Network staff members who do not meet all of these
requirements may remain on post provided that they remain upstat and
progress rapidly on Qual programs to handle any out-requirements.

Nothing in this Int Finance ED excuses leaving posts empty, musical
chairs, or unmock of working installations. Any removal of a person
from the Finance Network or a post within the Finance Network must have
the approval of the Int Finance Ethics Officer and WDC for Reserves.

INT FINANCE ETHICS OFFICER

Approved by
WDC FOR RESERVES

Authorized by
AVC INTERNATIONAL

for
CHURCH OF SCIENTOLOGY
INTERNATIONAL

CSI:AVCI:WDCR:AS:lp

EXECUTIVE DIRECTIVE

INT FINANCE ED 319

20 December 1990

Int Finance
Flag® Finance
FBOs
FBO Hats
Payroll Officers

** URGENT **

FBOs AND STAFF PROSPERITY

Ref:
HCO™ PL 23 Sept 1971   Finance Series 9
                          FINANCE BANKING OFFICER PURPOSES

One of the purposes of the FBO is to give the Org a well paid
staff. FBOs should be able to themselves get excellent pay by carrying
out their post duties effectively. Their main attention should be on
raising pay for the whole org and therefore, **EFFECTIVE IMMEDIATELY:**

1. FBOs are not to receive individual book commissions from the
    books that they sell.

2. Any book commissions personally owed to an FBO from his sale of
    books are to be donated to the staff salary sum.

3. An effective BSO is to be posted instantly and at once to
    continue the direct sales actions that any FBO has been doing.

4. This rule on FBO book commissions does not apply to any other
    staff members in the Org, nor does it apply to the D/FBO for
    MORE.

FBO DUTY

The FBO like every staff member in the Org can benefit from an
increase in the staff pay sum and should, from the vigorous execution
of his duties per Finance policy.

The way to increase the staff pay sum in YOUR org is to:

A. Increase the income and the corrected gross income of the org –
    of which a minimum of 30% goes to staff pay.

B. FSM Commissions received from higher orgs also get allocated
    directly to the staff pay sum, which can boost staff pay
    considerably.

C. Another way to bolster the staff pay sum is to increase it
    through book profit. 50% of book profit is to be allocated to
    the corrected gross income of the org per the currently issued
    FBO Allocation form (called an AC-3 for Class V Orgs and AC-4
    FOR SO ORGS). FBO Int can provide copies of these forms if not
    available in your org.

Book profits are made by increasing Book Account income and
consists of the amount of the book income which is left over after
necessary restock and allowed promotion, and shipping costs of the
Book Account are taken out. An org is not required to spend its entire
Book Account income on restocking but IS expected to raise its total
book sales so as to be able to build up to minimum stocks and also pay
for any new releases without reducing book profit.

From time to time special discounts and arrangements will be issued by FBO MORE INT and BOOKS EXEC INT to increase the book profit still higher. These should be taken advantage of so as to increase the staff pay sum.

As you see from the above, sales of books not only assure the future income of the org but the current level of pay staff should be receiving.

FBOs should become personally prosperous by getting this issue in, booming their payroll divided by staff statistic and having a happier more prosperous org as a result.

Commander Jonathan Epstein
INT FINANCE DIRECTOR

Authorized by
AVC INTERNATIONAL

for
CHURCH OF SCIENTOLOGY
INTERNATIONAL

CSI:AVCI:JE:as.sak

INT FINANCE ED 393

15 January 1992
Reiss. 25.10.93

To: All FBOs

Info: Exec Councils
        Ad Councils
        Cont Finance Dirs
        Flag® Finance Office

ORG PAYMENTS FOR ITO TRAINING

Refs:

HCO™ PL 12 Sept 1970	Personnel Series 6
	TRAINING
HCO PL 29 Jan 1971RA	Finance Series 1RA
	FLAG BANKING OFFICERS
HCO PL 10 Mar 1971RA	Finance Series 6RA
	FBO HAT

INTRODUCTION

An org expands and sets people free to the degree that it is on-Source and applies Standard Administration as contained in policy. There is no substitute for having executives and staff who have acquired the policy knowledge and skills to achieve an ideal scene org which is standardly delivering service to public in high volume, achieving and surpassing the size of old Saint Hill.

The answer to any problems an org might be having in achieving these purposes is to get its executives trained on the OEC®/FEBC® courses at the International Training Org. It costs an org dearly in lost expansion to use an untrained executive who has not done an OEC/FEBC. Such training will be billed when the staff member has completed his training and returned to the org. This way the org will have the benefit of the staff member's production, which will more than offset the cost of his training by reason of increased competence.

The amount of such training provided by the ITO will vary from org to org and is in addition to the regular ecclesiastical management advice, evaluations, programs and assistance which is given to every org by International Management or those international strategic projects which are of benefit to all orgs.

Thus training at ITO is not included in the org's routine weekly Payment to Management and separate billings for such services will be made from ITO as described below.

METHOD OF PAYMENT

Payments from orgs for training of staff at the ITO count as part of the weekly Payment to Flag (PTF) but will be paid from the org's Financial Planning (FP) allocation. Thus, just as the org's FP No. 1 should cover basics and promotion, it is to cover the expense of staff training at the ITO as this is a normal establishment activity of any org.

BILLING AMOUNTS FOR ITO TRAINING

Orgs will be billed for staff training at the ITO based on rate cards that ITO will issue from time to time. Weekly payments will be made against these billings.

The billing for a staff member's training will be made once the staff member has returned to his org.   This way, the org will get the benefit of the staff member's production.

This exchange between ITO and the orgs will enable both activities to flourish and expand.

INTERNATIONAL FINANCE DIRECTOR

Approved by
WATCHDOG COMMITTEE

Authorized by
AVC INTERNATIONAL

for
CHURCH OF SCIENTOLOGY
INTERNATIONAL

CSI:AVCI:WDC:SMP:geo

EXECUTIVE DIRECTIVE

INT FINANCE ED 491   3 March 1993

TO: D/FBOs FOR MORE ALL ORGS
        FBOs ALL ORGS

INFO: BSOs
        EDs ALL ORGS
        NEW ERA®
        BRIDGE PUBLICATIONS
        GOLDEN ERA PRODUCTIONS™
        CLOs
        FCB

HCO™ BOOK ACCOUNT ALLOCATION FORM

Refs:

HCO PL 6 Oct 1966RC II	ADDITION TO HCO DIV ACCOUNT
Rev. 4 Feb 1991	
HCO PL 27 July 1982RA	Finance Series 33R
Rev. 2 Feb 1991	DEPUTY FBOs FOR MARKETING OF
	ORG RESOURCES FOR EXCHANGE
HCO PL 30 Nov 1964RB	HCO BOOK ACCOUNT
Rev. 2 Feb 1991	
HCO PL 28 Feb 1982R III	HCO BOOK ACCOUNT CASH/BILLS
Rev. 4 Feb 1991	
HCO PL 10 May 1982	BOOKSTORE OFFICER HAT

It has been found that the subject of Financial Planning in relation to the HCO Book Account is not being understood in a number of orgs. This has resulted, in some cases, in misuses of Book Account monies or insolvency of the HCO Book Account due to no or incorrect financial planning. This is hampering the expansion of Dianetics® and Scientology®.

This issue has been written to assist you in handling this account exactly per policy. To make it very easy to handle the allocation of funds from the Book Account, an allocation form was written specifically for the HCO Book Account and is attached here.

RESPONSIBILITY

It is the responsibility of the org Bookstore Officer to properly administer the HCO Book Account, see to its solvency and properly FP against HCO Book Account funds to bring the org up to minimum required stocks. This is clearly covered in HCO PL 10 May 1982 BOOKSTORE OFFICER HAT

The D/FBO for MORE in the org (or FBO where no D/FBO is posted) is the final authority on the use and administration of the HCO Book Account and is to ensure the per-policy use of this account.

The account is handled by the regular Treasury Division of the org, not by a separate system. The Treasury Sec reports the HCO Book Account Cash/Bills weekly. This statistic is included in the org's OIC cable.

BASIC SEQUENCE

All Book Account income is banked through the week, along with the org's service income, in the FBO #1 Account. On Thursday night or Friday morning the FBO does all transfers, including the full HCO Book Account transfer. Like the org's overall Financial Planning, the HCO Book Account FP is to be done on Thursday night, approved and activated by Friday latest as covered in HCO PL 15 Apr 1982 THE COUNTING OF GROSS INCOME.

The Book Account FP gets activated by Treasury like the regular org FP, with check signing done as per check signing policy.

Check signing on the HCO Book Account, however, is not restricted to only being done once a week, as this could put delay on rapid delivery of materials sold by the org. For example you may need to place an order during the week for materials needed for delivery to a public which you do not have in stock — this can be done and in this case a check can be written from the HCO Book Account. Check signing policy still applies (i.e., the money must be in the bank, there must be an approved purchase order, etc.).

HCO BOOK ACCOUNT ALLOCATION FORM

An allocation form for the HCO Book Account has just been issued to you. It is for your use and lays out the sequence in which to allocate the HCO Book Account Funds.

This allocation form gives you the definition for each item included in it and makes it very easy to correctly allocate the funds received in the HCO Book Account weekly.

With this allocation form, you will know exactly what is available for restocking, new products, promotion, etc. After the taxes, shipping costs and commissions have been paid, you can place correct orders that will bring your stocks up to minimum level.

HCO BOOK ACCOUNT FINANCIAL PLANNING

Each Thursday the Bookstore Officer is to figure out from invoices the book commissions owed for that week. These are deducted on the allocation form.

Where applicable, and where the org is eligible, any special book bonuses as authorized by Management are to be deducted on the allocation form as well.

Shipping and customs/import costs are also deducted on the allocation form as one of the first items.

RESTOCKING

The Book Stock Report must be done weekly by the Bookstore Officer.

It is vital as it is the Book Stock Report that provides the BSO and the D/FBO with the needed data to properly place orders weekly. This is done not only based on the weekly sales, but on the actual stocks of the org and what is required to get the org up to minimum stock.

Bulk discounts are available from the Publications Organizations on books. Golden Era Productions also have bulk discounts on meters and taped lectures. Restocking *must* take advantage of the discounts available for bulk purchase and the D/FBO for MORE must not allow the org to get into bit and piece restocking thus losing potential profits that can be used for more book promotion, purchase of new items, etc. Wherever not enough funds are available to purchase in bulk, advance payments should be made to the Pubs org or GOLD which can accumulate until a sufficient amount exists to purchase at the best discount, at which time the final order should be placed with the Publications org or GOLD.

NEW ITEMS

Once shipping, import and restocking costs are covered, then set-asides are made towards the purchase of new items.

Purchase of new releases may require more funds than that available after commissions, restocking and shipping costs are covered. When this is the case, the org financial planning must assist in covering these costs.

BACK BILLS

If the Book Account has more bills than cash, then money must be allocated weekly toward back bills to make the account solvent.

The HCO Book Account would only cover legitimate book account bills as covered in HCO PL 30 Nov 1964R Rev. 2 Feb 1991 HCO BOOK ACCOUNT.

Books should always be ordered in bulk and in time to arrive to the org by surface mail and be able to pass through customs. Air freighting books is costly and eats up any Book Account profits.

PROMOTION

Bookstore items are promoted and sold to all publics and the costs for this are covered by the Book Account. Such promotion includes Book Ads in magazines and/or newspapers, book fliers and book catalogues. Promotion can also include the purchase of specific mailing lists.

The Book Account can also be used to *defray* (assist in reducing) the cost of printing and mailing the org magazine but bookstore items must be advertised in the magazine to justify the costs covered from the Account.

Not covered by the Book Account are such things as salaries or space rental connected with books — these are covered by the org's FP and are the org's exchange for the increased public inflow brought to the org through LRH materials.

The first priority for use of the HCO Book Account is to fully cover the cost of replacing stocks that have been sold as well as the shipping costs and book sales commissions.

SPECIAL BOOK PROMOTION PROJECTS

Many orgs that are expanding into their communities, have originated their own book campaigns and are successful with these. A campaign must be approved by Flag® and then can be financed by the Book Account. Similar items to those covered in the promotions section above could be covered by the Book Account. Any salaries and rentals would be covered by the Org's FP.

PROFIT

Once commissions, bonuses, restocks of items sold, book promotion, and mail order shipping supplies have been covered, there will be an amount remaining in the Book Account. This is PROFIT. Of this profit 50% (fifty percent) is given to the Org's CGI and so increases the Salary, Disbursement and Promotion Sums for the org.

The Treasury Sec calculates what these profits are, the D/FBO verifies it and informs the FBO so that this amount can be added to the following weeks Corrected Gross Income.

The profit that remains after the above is deducted stays in the book account and can be used to purchase new items or retire more book account bills if such exist.

SUMMARY

Books and LRH™ materials are the first line of dissemination. They are assets. Thus these accounts are inviolate.

It is vital that HCO Book Accounts are kept solvent and run exactly in accordance with LRH policy. The condition of the org's Book Account Cash-Bills helps give a picture of the org's viability. Misuse of HCO Book Account income can make it impossible to buy and promote books and because of this is classified as a HIGH CRIME per HCO PL 6 Oct 1966RC II, ADDITIONS TO HCO DIV ACCOUNT POLICY.

Therefore, use of this HCO Book Account Allocation Form and the strict adherence to LRH policy, will enable you to boom your org by ensuring that books and LRH materials are in stock, being promoted and sold to the public in volume.

Books make booms. By having books, tapes, LRH lectures and insignia in stock and sold to the public you are starting the boom for your org.

Cmdr. Veronique Gouessan
INT FINANCE DIRECTOR

Approved by
WDC RESERVES

Authorized by
AVC INTERNATIONAL

for
CHURCH OF SCIENTOLOGY
INTERNATIONAL

CSI:AVCI:TA:VG:cb.geo

TO: Flag® Finance Control Information Center	THIS FORM IS TO BE
CC: Org Dissem Sec	FILLED IN BY FRIDAY 2:00
CC: Org Bookstore Officer	PM EACH WEEK
CC: Org Exec Council	
CC: Org AD Council	
CC: FBO MORE Cont	
CC: FBO MORE Int	
CC: Int Fin Control Information Center	
FROM: D/FBO FOR MORE _____	
(ORG)	

ALLOCATION FORM FOR THE
HCO™ DIV BOOK ACCOUNT

NAME: _____   DATE: _____

WEEK ENDING: _____   CURRENCY: _____

SECTION I — GBS BREAKDOWN

A. TOTAL AUDIOVISUAL SALES THAT WEEK

B. TOTAL BOOK SALES THAT WEEK

C. TOTAL GBS THAT WEEK (total
    of A & B above)

	PLUS	MINUS	BALANCE

SECTION II — TRANSFER TO THE HCO BOOK ACCOUNT

A. TOTAL GBS
    CASH GBS _____
    PPU GBS _____

B. PLUS TAPE PLAYS/LECTURES

C. OTHERS (Such as return
    disbursement)

D. LESS SALES TAX
    (already paid from FO #1 A/C
    to Main A/C on org allocation
    form).

	PLUS	MINUS	BALANCE

E. TOTAL TRANSFER OWED (total of A PLUS B&C MINUS D above)

F. AMOUNT TRANSFERRED TO THE HCO BOOK ACCOUNT

<div align="right">

**must equal number
E above**

</div>

SECTION III — ALLOCATIONS

1. **TRANSFERRED TO HCO BOOK
ACCOUNT**
(per line F above)

---

2. **COMMISSIONS AND BONUSES**

2A. **LESS COMMISSIONS**
(LRH™ BOOK MULT)

2B. **STAFF BOOK BONUS**

2C. *SUBTOTAL* 1 MINUS 2A&2B

---

3. **SHIPPING AND IMPORT COSTS**

3A. SHIPPING COSTS
(HCO PL 6 OCTOBER 1966RC
ADDITIONS TO HCO DIV ACCOUNT
POLICY AND HCO PL 30 NOV
1964RB HCO BOOK ACCOUNT)

3B. IMPORT COSTS
(HCO PL 6 OCTOBER 1966RC
ADDITIONS TO HCO DIV ACCOUNT
POLICY AND HCO PL 30 NOV
1964RB HCO BOOK ACCOUNT)

3C. *SUBTOTAL* 2C MINUS 3A&3B

---

4. **RESTOCKING**

INFORMATION

	BOOKS/INSIGNIA	A/V PRODUCTS
GBS BREAKDOWN	_____	_____
GBS BREAKDOWN DATA		
DEAD STOCKS SALES	_____	_____
STAFF SPECIAL DISCOUNT SALES	_____	_____
DONATIONS	_____	_____
REGULAR SALES	_____	_____

		BOOKS/INSIGNIA	A/V PRODUCTS
4A.	REGULAR RESTOCKING	_____	_____
4B.	STAFF SALES RESTOCKING (HCO PL 6 OCTOBER 1966RC ADDITIONS TO HCO DIV ACCOUNT POLICY AND HCO PL 30 NOV 1964RB HCO BOOK ACCOUNT)	_____	_____
4C.	*SUBTOTAL* 3C **MINUS** 4A&4B FOR BOOKS/INSIGNIA & AUDIOVISUAL PRODUCTS	_____	_____

		PLUS	MINUS	BALANCE
5.	**BALANCE**			
	TOTAL 4C BOOKS/INSIGNIA PLUS A/V PRODUCTS			[ ]

6.	**PROMOTION**		
6A.	MINUS BOOK PROMOTION	[ ]	
6B.	MINUS BOOK ADS	[ ]	
6C.	MINUS BOOK PROMO IN MAGAZINES	[ ]	
6D.	MINUS DEFRAYING COST OF THE MAG	[ ]	
6E.	MINUS MAILING LIST PURCHASE AND RENTAL FOR BOOK PROMO PURPOSES ONLY (HCO PL 6 OCTOBER 1966RC ADDITIONS TO HCO DIV ACCOUNT POLICY AND HCO PL 30 NOV 1964RB HCO BOOK ACCOUNT)	[ ]	
6F.	*SUBTOTAL* 5 **MINUS** 6A TO 6E		[ ] **PROFIT**

7.	**PROFIT**	
7A.	MINUS 50% PROFIT TO CGI CALCULATED FROM 6D ("PROFITS ARE DEFINED AS ALL MONIES REMAINING AFTER COSTS OF BOOKS, PROMOTION, POSTAGE, SHIPPING, COMMISSIONS, ETC., HAVE BEEN PAID." — LRH HCO PL 30 NOV 1964RB HCO BOOK ACCOUNT)	[ ]

	PLUS	MINUS	BALANCE

7B. BACK BILLS

MINUS 10-15% OF 6D ABOVE
IF HCO BOOK ACCOUNT IS INSOLVENT
(HCO PL 4 AUGUST 1983R FINANCIAL
PLANNING PROGRAM NO. 1)

7C. NEW ITEMS
(HCO PL 6 OCTOBER 1966RC
ADDITIONS TO HCO DIV ACCOUNT
POLICY AND HCO PL 30 NOV
1964RB HCO BOOK ACCOUNT)

**7D. SPECIAL BOOK PROMOTION PROJECTS
(NOT USUAL, BUT POSSIBLE IF
APPROVED FOR PROJECT STATUS BY FLAG).**
(HCO PL 6 OCT 1966RC ADDITIONS TO
HCO DIV ACCOUNT POLICY)

7C. SET ASIDE IN HCO BOOK ACCOUNT

---

8. BALANCE CHECK 6D MINUS 7A TO 7C

(should be zero)

Note: See attachment #2 and get all due reports sent in.

D/FBO FOR MORE REPORTS

1. Attach a copy of your HCO Book Account allocation form.

2. Attach a copy of bank reconciliation for HCO BOOK ACCOUNT.

3. Attach a copy of deposit in HCO BOOK ACCOUNT.

4. Attach a copy of the book commission breakdown.

5. Attach a copy of the bills summary for the HCO BOOK ACCOUNT.

6. Attach copies of any cramming orders issued in the org, or any ethics or justice actions demanded by the Finance Office with a brief explanation of why these were done.

7. Attach a copy of the weekly book stock report.

8. Attach copies of the book account income sources summaries done.

9. Attach a copy of your orders to PUBS and GOLD.

10. Attach a copy of the HCO Book Account Financial Planning.

_____   _____
Attest D/FBO FOR MORE   Date

EXECUTIVE DIRECTIVE

INT FINANCE ED 491   3 March 1993

TO: D/FBOs FOR MORE ALL ORGS
        FBOs ALL ORGS

INFO: BSOs
        EDs ALL ORGS
        NEW ERA®
        BRIDGE PUBLICATIONS
        GOLDEN ERA PRODUCTIONS™
        CLOs
        FCB

HCO™ BOOK ACCOUNT ALLOCATION FORM

Refs:

HCO PL 6 Oct 1966RC II	ADDITION TO HCO DIV ACCOUNT
Rev. 4 Feb 1991	
HCO PL 27 July 1982RA	Finance Series 33R
Rev. 2 Feb 1991	DEPUTY FBOs FOR MARKETING OF
	ORG RESOURCES FOR EXCHANGE
HCO PL 30 Nov 1964RB	HCO BOOK ACCOUNT
Rev. 2 Feb 1991	
HCO PL 28 Feb 1982R III	HCO BOOK ACCOUNT CASH/BILLS
Rev. 4 Feb 1991	
HCO PL 10 May 1982	BOOKSTORE OFFICER HAT

It has been found that the subject of Financial Planning in relation to the HCO Book Account is not being understood in a number of orgs. This has resulted, in some cases, in misuses of Book Account monies or insolvency of the HCO Book Account due to no or incorrect financial planning. This is hampering the expansion of Dianetics® and Scientology®.

This issue has been written to assist you in handling this account exactly per policy. To make it very easy to handle the allocation of funds from the Book Account, an allocation form was written specifically for the HCO Book Account and is attached here.

RESPONSIBILITY

It is the responsibility of the org Bookstore Officer to properly administer the HCO Book Account, see to its solvency and properly FP against HCO Book Account funds to bring the org up to minimum required stocks. This is clearly covered in HCO PL 10 May 1982 BOOKSTORE OFFICER HAT

The D/FBO for MORE in the org (or FBO where no D/FBO is posted) is the final authority on the use and administration of the HCO Book Account and is to ensure the per-policy use of this account.

The account is handled by the regular Treasury Division of the org, not by a separate system. The Treasury Sec reports the HCO Book Account Cash/Bills weekly. This statistic is included in the org's OIC cable.

BASIC SEQUENCE

All Book Account income is banked through the week, along with the org's service income, in the FBO #1 Account. On Thursday night or Friday morning the FBO does all transfers, including the full HCO Book Account transfer. Like the org's overall Financial Planning, the HCO Book Account FP is to be done on Thursday night, approved and activated by Friday latest as covered in HCO PL 15 Apr 1982 THE COUNTING OF GROSS INCOME.

The Book Account FP gets activated by Treasury like the regular org FP, with check signing done as per check signing policy.

Check signing on the HCO Book Account, however, is not restricted to only being done once a week, as this could put delay on rapid delivery of materials sold by the org. For example you may need to place an order during the week for materials needed for delivery to a public which you do not have in stock — this can be done and in this case a check can be written from the HCO Book Account. Check signing policy still applies (i.e., the money must be in the bank, there must be an approved purchase order, etc.).

HCO BOOK ACCOUNT ALLOCATION FORM

An allocation form for the HCO Book Account has just been issued to you. It is for your use and lays out the sequence in which to allocate the HCO Book Account Funds.

This allocation form gives you the definition for each item included in it and makes it very easy to correctly allocate the funds received in the HCO Book Account weekly.

With this allocation form, you will know exactly what is available for restocking, new products, promotion, etc. After the taxes, shipping costs and commissions have been paid, you can place correct orders that will bring your stocks up to minimum level.

HCO BOOK ACCOUNT FINANCIAL PLANNING

Each Thursday the Bookstore Officer is to figure out from invoices the book commissions owed for that week. These are deducted on the allocation form.

Where applicable, and where the org is eligible, any special book bonuses as authorized by Management are to be deducted on the allocation form as well.

Shipping and customs/import costs are also deducted on the allocation form as one of the first items.

RESTOCKING

The Book Stock Report must be done weekly by the Bookstore Officer.

It is vital as it is the Book Stock Report that provides the BSO and the D/FBO with the needed data to properly place orders weekly. This is done not only based on the weekly sales, but on the actual stocks of the org and what is required to get the org up to minimum stock.

Bulk discounts are available from the Publications Organizations on books. Golden Era Productions also have bulk discounts on meters and taped lectures. Restocking *must* take advantage of the discounts available for bulk purchase and the D/FBO for MORE must not allow the org to get into bit and piece restocking thus losing potential profits that can be used for more book promotion, purchase of new items, etc. Wherever not enough funds are available to purchase in bulk, advance payments should be made to the Pubs org or GOLD which can accumulate until a sufficient amount exists to purchase at the best discount, at which time the final order should be placed with the Publications org or GOLD.

NEW ITEMS

Once shipping, import and restocking costs are covered, then set-asides are made towards the purchase of new items.

Purchase of new releases may require more funds than that available after commissions, restocking and shipping costs are covered. When this is the case, the org financial planning must assist in covering these costs.

BACK BILLS

If the Book Account has more bills than cash, then money must be allocated weekly toward back bills to make the account solvent.

The HCO Book Account would only cover legitimate book account bills as covered in HCO PL 30 Nov 1964R Rev. 2 Feb 1991 HCO BOOK ACCOUNT.

Books should always be ordered in bulk and in time to arrive to the org by surface mail and be able to pass through customs. Air freighting books is costly and eats up any Book Account profits.

PROMOTION

Bookstore items are promoted and sold to all publics and the costs for this are covered by the Book Account. Such promotion includes Book Ads in magazines and/or newspapers, book fliers and book catalogues. Promotion can also include the purchase of specific mailing lists.

The Book Account can also be used to *defray* (assist in reducing) the cost of printing and mailing the org magazine but bookstore items must be advertised in the magazine to justify the costs covered from the Account.

Not covered by the Book Account are such things as salaries or space rental connected with books — these are covered by the org's FP and are the org's exchange for the increased public inflow brought to the org through LRH materials.

The first priority for use of the HCO Book Account is to fully cover the cost of replacing stocks that have been sold as well as the shipping costs and book sales commissions.

SPECIAL BOOK PROMOTION PROJECTS

Many orgs that are expanding into their communities, have originated their own book campaigns and are successful with these. A campaign must be approved by Flag® and then can be financed by the Book Account. Similar items to those covered in the promotions section above could be covered by the Book Account. Any salaries and rentals would be covered by the Org's FP.

PROFIT

Once commissions, bonuses, restocks of items sold, book promotion, and mail order shipping supplies have been covered, there will be an amount remaining in the Book Account. This is PROFIT. Of this profit 50% (fifty percent) is given to the Org's CGI and so increases the Salary, Disbursement and Promotion Sums for the org.

The Treasury Sec calculates what these profits are, the D/FBO verifies it and informs the FBO so that this amount can be added to the following weeks Corrected Gross Income.

The profit that remains after the above is deducted stays in the book account and can be used to purchase new items or retire more book account bills if such exist.

SUMMARY

Books and LRH™ materials are the first line of dissemination. They are assets. Thus these accounts are inviolate.

It is vital that HCO Book Accounts are kept solvent and run exactly in accordance with LRH policy. The condition of the org's Book Account Cash-Bills helps give a picture of the org's viability. Misuse of HCO Book Account income can make it impossible to buy and promote books and because of this is classified as a HIGH CRIME per HCO PL 6 Oct 1966RC II, ADDITIONS TO HCO DIV ACCOUNT POLICY.

Therefore, use of this HCO Book Account Allocation Form and the strict adherence to LRH policy, will enable you to boom your org by ensuring that books and LRH materials are in stock, being promoted and sold to the public in volume.

Books make booms. By having books, tapes, LRH lectures and insignia in stock and sold to the public you are starting the boom for your org.

Cmdr. Veronique Gouessan
INT FINANCE DIRECTOR

Approved by
WDC RESERVES

Authorized by
AVC INTERNATIONAL

for
CHURCH OF SCIENTOLOGY
INTERNATIONAL

CSI:AVCI:TA:VG:cb.geo

TO: Flag® Finance Control Information Center	THIS FORM IS TO BE
CC: Org Dissem Sec	FILLED IN BY FRIDAY 2:00
CC: Org Bookstore Officer	PM EACH WEEK
CC: Org Exec Council	
CC: Org AD Council	
CC: FBO MORE Cont	
CC: FBO MORE Int	
CC: Int Fin Control Information Center	
FROM: D/FBO FOR MORE _____	
(ORG)	

ALLOCATION FORM FOR THE

HCO™ DIV BOOK ACCOUNT

NAME: _____   DATE: _____

WEEK ENDING: _____   CURRENCY: _____

SECTION I — GBS BREAKDOWN

A.   TOTAL AUDIOVISUAL SALES THAT WEEK   [ ]

B.   TOTAL BOOK SALES THAT WEEK   [ ]

C.   TOTAL GBS THAT WEEK (total
     of A & B above)   [ ]

	PLUS	MINUS	BALANCE

SECTION II — TRANSFER TO THE HCO BOOK ACCOUNT

A.   TOTAL GBS
     CASH GBS _____
     PPU GBS _____   [ ] (BALANCE)

B.   PLUS TAPE PLAYS/LECTURES   [ ] (PLUS)

C.   OTHERS (Such as return
     disbursement)   [ ] (PLUS)

D.   LESS SALES TAX
     (already paid from FO #1 A/C
     to Main A/C on org allocation
     form).   [ ] (MINUS)

	PLUS	MINUS	BALANCE

E. TOTAL TRANSFER OWED (total of A PLUS B&C MINUS D above) ☐

F. AMOUNT TRANSFERRED TO THE HCO BOOK ACCOUNT ☐

must equal number E above

SECTION III — ALLOCATIONS

1. **TRANSFERRED TO HCO BOOK ACCOUNT**
   (per line F above) ☐

---

2. **COMMISSIONS AND BONUSES** ☐

2A. **LESS COMMISSIONS**
(LRH™ BOOK MULT) ☐

2B. STAFF BOOK BONUS ☐

2C. *SUBTOTAL* 1 MINUS 2A&2B ☐

---

3. **SHIPPING AND IMPORT COSTS**

3A. SHIPPING COSTS
(HCO PL 6 OCTOBER 1966RC
ADDITIONS TO HCO DIV ACCOUNT
POLICY AND HCO PL 30 NOV
1964RB HCO BOOK ACCOUNT) ☐

3B. IMPORT COSTS
(HCO PL 6 OCTOBER 1966RC
ADDITIONS TO HCO DIV ACCOUNT
POLICY AND HCO PL 30 NOV
1964RB HCO BOOK ACCOUNT) ☐

3C. *SUBTOTAL* 2C MINUS 3A&3B ☐

---

4. **RESTOCKING**

INFORMATION

	BOOKS/INSIGNIA	A/V PRODUCTS
GBS BREAKDOWN	_____	_____
GBS BREAKDOWN DATA		
DEAD STOCKS SALES	_____	_____
STAFF SPECIAL DISCOUNT SALES	_____	_____
DONATIONS	_____	_____
REGULAR SALES	_____	_____

		BOOKS/INSIGNIA	A/V PRODUCTS
4A.	REGULAR RESTOCKING	_____	_____
4B.	STAFF SALES RESTOCKING (HCO PL 6 OCTOBER 1966RC ADDITIONS TO HCO DIV ACCOUNT POLICY AND HCO PL 30 NOV 1964RB HCO BOOK ACCOUNT)	_____	_____
4C.	*SUBTOTAL* 3C MINUS 4A&4B FOR BOOKS/INSIGNIA & AUDIOVISUAL PRODUCTS	_____	_____

		PLUS	MINUS	BALANCE
5.	**BALANCE**			
	TOTAL 4C BOOKS/INSIGNIA PLUS A/V PRODUCTS			☐

6.	**PROMOTION**			
6A.	**MINUS** BOOK PROMOTION		☐	
6B.	**MINUS** BOOK ADS		☐	
6C.	**MINUS** BOOK PROMO IN MAGAZINES		☐	
6D.	**MINUS** DEFRAYING COST OF THE MAG		☐	
6E.	**MINUS** MAILING LIST PURCHASE AND RENTAL FOR BOOK PROMO PURPOSES ONLY (HCO PL 6 OCTOBER 1966RC ADDITIONS TO HCO DIV ACCOUNT POLICY AND HCO PL 30 NOV 1964RB HCO BOOK ACCOUNT)		☐	
6F.	*SUBTOTAL* 5 MINUS 6A TO 6E			☐ **PROFIT**

7.	**PROFIT**			
7A.	MINUS 50% PROFIT TO CGI CALCULATED FROM 6D ("PROFITS ARE DEFINED AS ALL MONIES REMAINING AFTER COSTS OF BOOKS, PROMOTION, POSTAGE, SHIPPING, COMMISSIONS, ETC., HAVE BEEN PAID." — LRH HCO PL 30 NOV 1964RB HCO BOOK ACCOUNT)		☐	

	PLUS	MINUS	BALANCE

7B. BACK BILLS

MINUS 10-15% OF 6D ABOVE
IF HCO BOOK ACCOUNT IS INSOLVENT
(HCO PL 4 AUGUST 1983R FINANCIAL
PLANNING PROGRAM NO. 1)

7C. NEW ITEMS
(HCO PL 6 OCTOBER 1966RC
ADDITIONS TO HCO DIV ACCOUNT
POLICY AND HCO PL 30 NOV
1964RB HCO BOOK ACCOUNT)

**7D. SPECIAL BOOK PROMOTION PROJECTS
(NOT USUAL, BUT POSSIBLE IF
APPROVED FOR PROJECT STATUS BY FLAG).**
(HCO PL 6 OCT 1966RC ADDITIONS TO
HCO DIV ACCOUNT POLICY)

7C. SET ASIDE IN HCO BOOK ACCOUNT

---

8. BALANCE CHECK 6D MINUS 7A TO 7C

(should be zero)

Note: See attachment #2 and get all due reports sent in.

D/FBO FOR MORE REPORTS

1. Attach a copy of your HCO Book Account allocation form.

2. Attach a copy of bank reconciliation for HCO BOOK ACCOUNT.

3. Attach a copy of deposit in HCO BOOK ACCOUNT.

4. Attach a copy of the book commission breakdown.

5. Attach a copy of the bills summary for the HCO BOOK ACCOUNT.

6. Attach copies of any cramming orders issued in the org, or any ethics or justice actions demanded by the Finance Office with a brief explanation of why these were done.

7. Attach a copy of the weekly book stock report.

8. Attach copies of the book account income sources summaries done.

9. Attach a copy of your orders to PUBS and GOLD.

10. Attach a copy of the HCO Book Account Financial Planning.

Attest D/FBO FOR MORE   Date

EXECUTIVE DIRECTIVE

INT FINANCE ED 363   13 November 1991

To: All US & Canada
      Orgs

ADMINISTRATION OF COURSE PACK FUNDS

Refs:
HCO™ PL 6 Oct. 66RC   ADDITIONS TO HCO DIV
                              ACCOUNT POLICY
HCO PL 9 May 82   Finance Series 32
                              BOOKS ARE ASSETS
HCO PL 27 July 82RA   Finance Series 33RA
                              DEPUTY FBOs FOR MARKETING
                              OF ORG RESOURCES FOR EXCHANGE

TRAINING AND COURSE PACKS PRICING

To help your org boom with training, there is an important change in the pricing structure for all training courses which will help your org by getting far more students so you can make an abundance of auditors. When a person donates for a course, he automatically gets the course pack for that course. All course pack prices are now incorporated into the price of the course.

The person donating for a course gets ONE invoice which lists the name of the course and its donation rate. He gets the course pack right there as part of the donation rate for the course.

The course pack is still a Book Account item and does count on the Gross Book Sales statistic but the person donating for courses does not get involved in the administrative procedures of this. This is handled internally as laid out in this issue.

COURSE PACK PORTION OF GBS STAT

Once the training service invoice has been written and the person has been given his course pack and routed onto course, a separate internal invoice is written by the Bookstore Officer which transfers the amount for the course pack to the org Book Account.

These transfers to the Book Account are calculated in the GBS figure and are transferred on the Allocation Form by the end of the week. In areas where this is applicable, the sales tax portion of the transfer is not transferred to the Book Account but is set aside to be ready for payment when due.

ADMINISTRATION OF FUNDS

In areas where it is applicable, the amount of sales tax from course packs is subtracted from the GI on the FBO's allocation form.

Each Friday, the amount of the total GBS, including the amount for course packs, is transferred to the HCO Book Account. The amount of sales tax is transferred by the FBO to the Reserved Payment Account and is set aside there until it is due to be paid out.

COURSE PACK AMOUNTS

The amounts for the course pack to be transferred from the amount of the donation rate for the course are:

DIV 6 COURSE PACKS

PACK	AMOUNT
Extension Course Pack	$12.00
Dianetics® Seminar Course Pack	$25.00
Hubbard™ Dianetics Course Pack	$25.00
Life Improvement Course Pack	$15.00
STCC Course Pack	$28.00
HQS Course Pack	$44.00
The Way To Happiness Course Pack (Boxed)	$46.00
Introduction to Scientology® Ethics Pack	$20.00
The Way To Happiness Extension Course Pack	$27.00

MAJOR SERVICE COURSE PACKS

PACK	AMOUNT
Student Hat® Course Pack	$100.00
TRs & Objectives Co-Audit Course Pack	$100.00
Therapeutic TR Course Pack	$100.00
Clay Table Processing Picture Book	$100.00
Professional TR Course Pack	$100.00
Professional Upper Indoc TR Course Pack	$100.00
Method One® Co-audit Course Pack	$100.00
Key To Life™ Book Package	$1000.00
Life Orientation™ Course Book Package	$500.00
Academy Level 0-IV Course Packs	$100.00
Class V New Era Dianetics™ Auditor Course Pack	$100.00
Class V Graduate Auditor Course Pack (1&2)	$100.00
Class VA Graduate Auditor Course Pack	$250.00
Class IV C/S Course Pack	$100.00
Class V New Era Dianetics C/S Course Pack	$100.00
Class V Graduate C/S Course Pack	$100.00
Class VA Graduate C/S Course Pack	$150.00
PTS/SP Course Pack	$100.00
Allergy/Asthma Rundown Auditor Course Pack	$100.00
EST Repair Rundown Auditor Course Pack	$100.00
False Purpose Rundown® Auditor Course Pack	$100.00
False Purpose Rundown C/S Course Pack	$100.00
Happiness Rundown® Auditor Course Pack	$100.00
Psych Treatment Repair Auditor Course Pack	$100.00
PTS/SP Auditor Course Pack	$100.00
Purification® Delivery I/C Course Pack	$100.00
Purification Delivery Manual	$100.00
Purification Rundown® C/S Course Pack	$100.00
Scientology Marriage Counc Auditor Course Pack	$100.00
Senior Security Checker Course Pack	$100.00
Mini Course Supervisor Course Pack	$100.00
Co-Audit Supervisor Course Pack	$100.00
Professional Word Clearer Course Pack	$100.00
Professional Course Supervisor Course Pack	$100.00
KSW Non-Tech Course Pack	$15.00
KSW Tech Course Pack	$15.00
Keeping Admin Working Course Pack	$15.00
Solo Auditor Course Part 1 Course Pack	$100.00
Staff Status II Course Pack	$100.00
Staff Status I Course Pack	$100.00
Executive Status 1 Course Pack	$100.00
Elementary Data Series Evaluators Course Pack	$200.00
Professional Registration Course Pack	$100.00

SEA ORG ORGS PACKS

PACK	AMOUNT
Executive Date Series Evaluator Course Pack	$340.00
OT® Doctorate Course Pack	$11.00
Route to Infinity Pack	$28.00
Secrets of the MEST Universe Pack	$28.00
Whole Track Pack	$28.00
Time Track of Theta Pack	$28.00
Perception of Truth Pack	$28.00
Power of Simplicity Pack	$28.00
Phoenix Lectures Pack	$28.00
Anatomy of Cause Pack	$28.00
Creation of Human Ability Pack	$28.00
Universes & War Theta & MEST Pack	$28.00
Ability Congress Pack	$28.00
Solution to Entrapment Pack	$28.00

INT FIN OPS CHIEF

Approved by
WATCHDOG COMMITTEE

Authorized by
AVC INTERNATIONAL

for
CHURCH OF SCIENTOLOGY
INTERNATIONAL

CSI:AVCI:WDC:CH:sak

INT FINANCE ED 393

15 January 1992
Reiss. 25.10.93

To: All FBOs

Info: Exec Councils
         Ad Councils
         Cont Finance Dirs
         Flag® Finance Office

ORG PAYMENTS FOR ITO TRAINING

Refs:

HCO™ PL 12 Sept 1970	Personnel Series 6
	TRAINING
HCO PL 29 Jan 1971RA	Finance Series 1RA
	FLAG BANKING OFFICERS
HCO PL 10 Mar 1971RA	Finance Series 6RA
	FBO HAT

INTRODUCTION

An org expands and sets people free to the degree that it is on-Source and applies Standard Administration as contained in policy. There is no substitute for having executives and staff who have acquired the policy knowledge and skills to achieve an ideal scene org which is standardly delivering service to public in high volume, achieving and surpassing the size of old Saint Hill.

The answer to any problems an org might be having in achieving these purposes is to get its executives trained on the OEC®/FEBC® courses at the International Training Org. It costs an org dearly in lost expansion to use an untrained executive who has not done an OEC/FEBC. Such training will be billed when the staff member has completed his training and returned to the org. This way the org will have the benefit of the staff member's production, which will more than offset the cost of his training by reason of increased competence.

The amount of such training provided by the ITO will vary from org to org and is in addition to the regular ecclesiastical management advice, evaluations, programs and assistance which is given to every org by International Management or those international strategic projects which are of benefit to all orgs.

Thus training at ITO is not included in the org's routine weekly Payment to Management and separate billings for such services will be made from ITO as described below.

METHOD OF PAYMENT

Payments from orgs for training of staff at the ITO count as part of the weekly Payment to Flag (PTF) but will be paid from the org's Financial Planning (FP) allocation. Thus, just as the org's FP No. 1 should cover basics and promotion, it is to cover the expense of staff training at the ITO as this is a normal establishment activity of any org.

BILLING AMOUNTS FOR ITO TRAINING

Orgs will be billed for staff training at the ITO based on rate cards that ITO will issue from time to time. Weekly payments will be made against these billings.

The billing for a staff member's training will be made once the staff member has returned to his org. This way, the org will get the benefit of the staff member's production.

This exchange between ITO and the orgs will enable both activities to flourish and expand.

INTERNATIONAL FINANCE DIRECTOR

Approved by
WATCHDOG COMMITTEE

Authorized by
AVC INTERNATIONAL

for
CHURCH OF SCIENTOLOGY
INTERNATIONAL

CSI:AVCI:WDC:SMP:geo

E X E C U T I V E   D I R E C T I V E

ITO ED 525RC

24 October 1992
Rev. 30.3.93

FEBC® ES 28 APPROVAL

ROUTING FORM

PURPOSE: To get an FEBC trainee standardly signed up and routed onto and through all of his ES 28 auditing requirements concurrently with his FEBC training and his ES 28 posting CSW submitted and approved. This routing form is started when a student is routing onto the OEC® course.

NOTE TO THE APPLICANT: As the person doing this routing form, you share a responsibility with the staff members you will be seeing to ensure that this form is properly executed and its purpose fully achieved.

DIRECTIONS:

1. **SIGNING:** When a step is done, both the person doing the routing form and the staff member initial the lines to the right of the step.

2. **DATE AND TIME:** When all of his steps are done, the staff member writes the date and time in the boxes at the bottom of the form.

3. **ALTERNATE TERMINALS:** If a post listed on this form is not filled or the person is absent from post, the senior or alternate terminal does the actions as if he were the post holder and marks the appropriate box.

HOW DO YOU GET AN FEBC TRAINEE STANDARDLY SIGNED UP AND ROUTED THROUGH HIS ES 28 AUDITING REQUIREMENTS AND ACTING POSTING CSW APPROVED?

---

1. RECEPTION
   or [ ] HAS or [ ] Supercargo

DIVISION 1

---

a. Obtain this Routing Form from the Particle Speed Flow Officer who logs it as started.

_____ _____

b. Go over with the person the PURPOSE, NOTE and DIRECTIONS above and the ASSISTANCE section at the end.

_____ _____

DATE: _____

TIME: _____

---

2. DIR REG
   or [ ] Dissem Sec or [ ] Supercargo

DIVISION 2

---

a. Have the person fill in the PC APPLICATION below per HCO™ PL 10 Mar 78 PILOT HGC PC APPLICATION FORM:

NAME: _____

ORG: _____ DAY [ ] FDN [ ]

I _____ (name)
hereby apply for auditing.

Service being applied for

I realize it may be necessary to prepare my case for a major action, such as above or to handle medical actions or to get auditing for chronic somatics or particular difficulties.

Signature of Applicant: _____ _____ _____

b. Invoice for 1 intensive. (This will cover C/S & FES work) _____ . _____

c. Take him to the Director of Tech Services.   _____   _____

    References: HCO PL 28 Sept 71, SELLING AND DELIVERING AUDITING;
             HCO PL 30 Nov 71, BLIND REGISTRATION; SEC ED 211
             DIR OF PROCESSING -- THE MOST FREQUENTLY LOST LINE

DATE: _____

TIME: _____

---

3. DIRECTOR OF TECH SERVICES   DIVISION 4B
   or [ ] Technical Secretary or [ ] Chief Off

a. Verify that all of the PC's folders are here and if not
   get them here by sending a telex and following up if
   needed.   _____   _____

b. Have the pc do an OCA™ and IQ test, and grade these
   immediately once completed.   _____   _____

c. Inform the PC that he will be interviewed and given an
   ES 28 Auditing Technical Estimate, and that while these
   actions are being prepared for him, he will start on his
   first course.   _____   _____

d. Route him or her to the FEBC Product Officer to continue
   the Student onto Course Routing Form.   _____   _____

e. Pull the pc's folder, attach the graded tests. Take the
   folder to the FES Unit.   _____   _____

    References: Org Board; HCOB 13 Nov 87, Auditor Admin Series
             3RA, THE PC FOLDER AND ITS CONTENTS; HCOB 1
             Apr 81 II, INTERVIEWS; HCOB 19 Dec 71, C/S
             Series 71, D OF P OPERATES BY OCAs; HCO PL
             16 Apr 70 II, TECH SERVICES.

DATE: _____

TIME: _____

---

4. DIRECTOR OF PROCESSING   DIVISION 4B
   or [ ] Technical Secretary or [ ] Chief Off

a. Assign the folder to an FESer.   _____   _____

---

5. FES & FOLDER PREPS I/C   DIVISION 4B

a. Verify the FES is in PT and standard and if not handle.   _____   _____

b. Do PT FES Summary and necessary checklists for setup for
   starting auditing.   _____   _____

c. Send to C/S.   _____   _____

DATE: _____

TIME: _____

---

6. 4B C/S   DIVISION 4B

---

a. Study Folder and write PC Program to include full ES 28
   Quals (as per IMEC ED 1548 Set-ups, Sec Check, Method One®,
   HRD™, FPRD, additional FPRD forms or Truth Rundown, if
   needed, and Post Purpose Clearing).   ____ ____

b. Route to Snr C/S ITO for approval.   ____ ____

                                                 DATE: ____

                                                 TIME: ____

---

7. SNR C/S ITO   DIVISION 5

---

a. Review program and okay it.   ____ ____

b. CONDITIONAL: If not OK, send back to 4B C/S for handling. ____ ____

                                                 DATE: ____

                                                 TIME: ____

---

8. DIRECTOR OF PROCESSING   DIVISION 4B
   or [ ] Technical Estimator authorized by the Director of Processing

---

a. Interview the preclear, following the Technical Estimation
   Form.   ____ ____

b. Get the pc's folder with tests and interview routed to
   the C/S.   ____ ____

c. Have the C/S do a full tech estimate for the pc so he will
   make adequate case progress through his program rapidly.
   (C/S fills in the number of intensives on the last page of
   the Technical Estimation Form and attaches it to this
   Routing Form).   ____ ____

d. Inform the pc of his estimate and of the number of
   intensives required.   ____ ____

e. Handle any technical questions, so he fully understands
   the reason for his particular tech estimate.   ____ ____

f. Have the person taken to the Registrar.   ____ ____

   References: HCO PL 28 Sept 71, SELLING AND DELIVERING
               AUDITING; HCO PL 30 Nov 71, BLIND REGISTRATION;
               SEC ED 211, DIR OF PROCESSING - THE MOST
               FREQUENTLY LOST LINE; HCOB 6 Dec 76RB, ILLEGAL
               PCs, ACCEPTANCE OF HIGH CRIME BULLETIN; HCOB
               19 Dec 71, D OF P OPERATES BY OCAs.

                                                 DATE: ____

                                                 TIME: ____

---

9. REGISTRAR   DIVISION 2
   or [ ] Director of Registration or [ ] Dissem Sec or [ ] other

---

a. If the pc is accepted by the Technical Division, get
   him invoiced for the full tech estimate.   ____ ____

b. Have him sign an Enrollment Agreement Form and route the
   form to the Director of Inspections & Reports for filing
   in Valuable Documents.   _____ _____

c. Route him to the Director of Tech Services.

   References: HCO PL 28 Sept 71, SELLING AND DELIVERING
               AUDITING; HCO PL 30 Nov 71, BLIND REGISTRATION;
               SEC ED 211, DIR OF PROCESSING - THE MOST FREQUENTLY
               LOST LINE; HCOB 6 Dec 76RB, ILLEGAL PCs, ACCEPTANCE
               OF HIGH CRIME BULLETIN.

                                                           DATE: _____

                                                           TIME: _____

---

10. DIRECTOR OF TECH SERVICES   DIVISION 4B
     or [ ] Technical Secretary or [ ] Chf Off

---

a. Detach the invoice from the routing form and log the
   invoice details on the Invoice Form in the back of his
   folder.   _____ _____

b. Take the pc and his folder to the Director of Processing. _____ _____

   References: Org Board; HCO PL 16 Apr 70 II, TECH SERVICES.

                                                           DATE: _____

                                                           TIME: _____

---

11. DIRECTOR OF PROCESSING   DIVISION 4B
     or [ ] Technical Secretary or [ ] Chief Off

---

a. Assign the pc an auditor for his first action.   _____ _____

b. If a new pc, R-factor him on getting enough food and
   rest, and no alcohol or drugs while auditing. Give him
   a copy of the booklet "An Introduction to Auditing" and
   have him read this.   _____ _____

c. Work out his schedule so he gets maximum auditing per day. _____ _____

d. Route the pc to Dir of Tech Services.   _____ _____

   References: HCO PL 14 Oct 68RA, THE AUDITOR'S CODE;
               HCO PL 15 Dec 65R, STUDENT'S GUIDE TO
               ACCEPTABLE BEHAVIOR; HCOB 5 Mar 71, C/S
               Series 25, THE FANTASTIC NEW HGC LINE.

                                                           DATE: _____

                                                           TIME: _____

---

12. DIRECTOR OF TECH SERVICES   DIVISION 4B
     or [ ] Technical Secretary or [ ] Chf Off

---

a. Get his pc folder C/Sed immediately, if not done already. _____ _____

b. Tell him when his session will be and when to arrive and
   info his course Sup.   _____ _____

c. Route the trainee to the D/D of P for ES 28.   _____ _____

   References: HCO PL 16 Apr 70 II, TECH SERVICES; HCOB 5
               Mar 71, C/S Series 25, THE FANTASTIC NEW HGC
               LINE; Org Board.

                                                           DATE: _____

                                                           TIME: _____

---

13. D/DIRECTOR OF PROCESSING EXEC SERIES 28   DIVISION 4B
     or [ ] Director of Processing or [ ] Technical Secretary

---

a. Ensure that the person has all their personnel and
   ethics files at ITO and if not get them here by sending a
   telex to the org to get them here.   _____ _____

b. Get the original OEC/FEBC Nomination CSW from Dissem ITO
   files. This is to be put in the Acting Posting CSW box.   _____ _____

c. Detach Attachment #1 checklist FEBC EXEC SERIES 28
   ACTING POSTING CHECKLIST that is attached to this routing
   form and have the person read the checklist. Answer
   any questions and ensure that the person understands
   each step. R-factor the person that he or she is to
   do the actions listed on Attachment #1 while his
   auditing is in progress.   _____ _____

d. Hold this routing form in pending while you get the
   trainee's ES 28 auditing program underway.   _____ _____

e. As soon as his or her auditing is underway go onto the
   Step 14.   _____ _____

                                                    DATE: _____

                                                    TIME: _____

---

14. D/DIRECTOR OF PROCESSING EXEC SERIES 28   DIVISION 4B
     or [ ] Director of Processing or [ ] Technical Secretary

---

a. Once the person's ES 28 auditing is underway,
   groove in the auditor on tabbing on the worksheets
   the pertinent data that will need to be tabbed on his
   ES 28 CSW.   _____ _____

b. At the appropriate time, assign an FESer to bring the
   person's FES up to PT and to tab the needed data for
   the Acting posting CSW.   _____ _____

c. Detach attachment #2 checklist and hand this to the
   FESer. Groove the FESer in on what is needed per the
   checklist so that all of the required worksheets are
   tabbed for the ES 28 CSW.   _____ _____

d. Concurrent with auditing, get Step 15 being done by the
   Acting Posting Officer.   _____ _____

e. Get the pc completed on his ES 28 auditing program.   _____ _____

f. Get the person started on an Int Tour Approval routing
   form.   _____ _____

g. Make copies of the Life History, Life History meter check,
   KRs, KR handling and Ethics Summary and route these to the
   FEBC MAA with the Int Tour Approval routing form.   _____ _____

                                                    DATE: _____

                                                    TIME: _____

---

15. ACTING POSTING OFFICER   DIVISION 4B
     or [ ] D/Director of Processing ES 28 or [ ] Technical Secretary

---

a. Get the person to complete all steps on the FEBC's
   ES 28 Acting Posting Checklist and turn in all data:

SPD 48RD attachment form Section A filled out.   ____ ____
Acceptable photograph taken and affixed to form.   ____ ____
Test scores taken within the last 3 months.   ____ ____
Life History verified as complete.   ____ ____
Service Record typed and complete.   ____ ____
Past posts held typed into SPD 48RD form.   ____ ____
Stats for all past posts clearly marked.   ____ ____
False Data Stripping summary typed up.   ____ ____
Production record typed and complete.   ____ ____
Evidence of extreme productiveness.   ____ ____
Exec Status 1 checksheet, attest and success story.   ____ ____
OEC/FEBC Nomination CSW included in the CSW box.   ____ ____

b. Conditional: If any of the above items are incomplete
   or not acceptable, get the person to complete it till
   it is acceptable.   ____ ____

c. Get the FESed folders from the FESer, with the
   FESer's Folder Work checklist completed.   ____ ____

d. Conditional: If any of the items on the FESer's
   checklist are incomplete get the FESer to complete it. ____ ____

e. Write the posting order.   ____ ____

f. Complete all remaining steps of SPD 48RD Attachment so
   that the ES 28 Acting Posting CSW is fully compiled. ____ ____

g. Submit the ES 28 Acting Posting CSW.   ____ ____

h. Conditional: If there is a reject from any of the
   approval terminals, immediately get all reject points
   handled and the CSW resubmitted.   ____ ____

i. Once you have received the approved CSW, make a
   xerox of the approval, hand route this to the
   FEBC MAA.   ____ ____

j. Terminate this routing form per the COMPLETED ROUTING
   FORMS instructions below.   ____ ____

                                          DATE: ____

                                          TIME: ____

END OF ROUTING FORM

ASSISTANCE: If you have difficulty in getting through this routing
form, take this form to the Chief Officer or Supercargo for assistance
and alert the FEBC Org Officer ITO.

COMPLETED ROUTING FORM: Route this routing form and any attachments to
the DTS for filing in his pc file.

INCORRECT/UNCOMPLETABLE ROUTING FORM: Route this form and any attachments
to the Dissemination Secretary for filing in the person's central files
folder.

                            PARTICLE SPEED FLOW OFFICER ITO
                            Revised by
                            FEBC TEAM PROD/ORG OFF MSN 2ND
                            Authorized by
                            AVC FLAG
                            for
                            CHURCH OF SCIENTOLOGY
                            INTERNATIONAL

CSI:AVCF:FT:JU:cb

FEBC® GRADUATE EXEC SERIES 28 ACTING POSTING CHECKLIST

Information: The following checklist is to be followed in order to prepare all the items needed for your Acting Posting CSW. These points are taken from SPD 48RD ATTACHMENT 1 and cover all the data you need to provide or actions you need to take.

Get from the Acting Posting Officer 4B (or D of P 4B) a copy of SPD 48RD ATTACHMENT 1 and read it. If you have any questions get them answered by the Acting Posting Officer (or D of P 4B).

CHECKLIST

NAME: _____ ORG: _____

1. For your CSW, prepare and acquire the following supplies and materials:

   Copy of SPD 48RD ATTACHMENT 1   _____
   plastic stickon tabs   _____
   highlighter marker pen   _____
   2 - 3 bankers boxes   _____
   All personnel files   _____
   All ethics files   _____

2. On SPD 48RD, accurately and neatly fill out Section A, point 1. The information about your proposed post can be gotten from the Acting Posting Officer if you do not already know.   _____

3. Photograph: Get a photograph taken of yourself and affix it to the space as shown on SPD 48RD Attachment 1. The photograph of yourself must show you as bright, professional, well groomed and in TRs. These must be a very good photo of decent quality.

   This can be done at a local walk-in photographer. One such place is located at the shopping center on the corner of Hollywood Blvd and Gower St. It costs between $5-7.00 and is developed while you wait. The size needs to be no larger than 4" x 3" of your head and shoulders.   _____

4. Tests: Take the following tests; OCA^M, LEADERSHIP, IQ, APPTITUDE and get them graded by the Acting Posting Officer (or another from your FEBC team), and fill in the scores at point 3c on SPD 48RD Attachment 1. (If these have been done within the last 3 months these do not need to be redone.)   _____

5. Life History: Write up your life history on a type-writer or computer. It is imperative that this is very complete and clearly communicates. Nothing that is called for on the Life History form can be omitted. Any outpoints must include the data as to what has been done to handle it.

   Once it is written, carefully check it over for presentation including grammar, spelling, readability, etc., so it is easily duplicated.   _____

6. Service Record: Type up your service record exactly per the definition in the Admin Dictionary. This must be accurate and complete, with no typographical errors. Consult your Life History and as needed see the FEBC MAA to go through your Ethics Files to get the dates of ethics actions taken.   _____

7. <u>Past Posts</u>: On Section D, point 9 of SPD 48RD
    Attachment 1, fill out all past posts held, the dates
    they were held and the reason for the post change.
    If the list is longer than the space provided, type them
    on a sheet of paper and attach to the space provided.   _____

8. <u>Production Graphs</u>: Get your production statistic
    graphs for each of your past posts. Make new graphs for
    any that are not clear or clean. If these are on the
    computer, get these printed out by the FEBC MAA (who
    will be verifying that they are true). Each graph must
    have on it the post title, your name and dates clearly
    noted. Use a highlighter pen to show when you came on
    the post and when you left the post.

    Review each graph's appearance to ensure it is
    understandable and that each can be clearly read.
    If not, correct the graphs so they are clear.   _____

9. <u>False Data Stripping</u>: While on your FEBC course, keep
    an accurate record of all FDSing and the true data studied.
    Type up a summary of all areas of False Data Stripping that
    you have received. These include the below list of subjects:

        Key Ingredients
        Basic Management Tools
        The last post held
        The proposed post

    Refer to the org board sections you will be over to
    see that you have been FDSed on the key areas of your
    post. (If not all the above subjects have been covered,
    get yourself FDSed on these areas. Meanwhile continue to
    prepare the remaining items on this checklist.)

    When typing up the summary, list the area FDSed and
    what true data was studied for each subject. The
    subjects which have been checked for False Data and none
    found should also be listed and just noted that there
    was no false data found.   _____

10. <u>Extreme Productiveness</u>: Type up a <u>complete</u> product
    list of your past posts, or update it if already written.
    Include a sub-heading for each post and list each product
    produced.

    Next compile full evidence that shows extreme
    productiveness. Such evidence could include copies of
    commendations, production awards, photographs, issues,
    statistics, mission condition assignments and projects
    completed.   _____

11. <u>Exec Status One</u>: From your student file, get your
    Exec Status One checksheet and attached exam attest
    and success story. Make a xerox copy of each of these.   _____

    Hand all of the above data to the Acting Posting Officer (or
    D of P in Division 4B). Amend or correct any of the above items
    as requested by the Acting Posting Officer.

FESing CHECKLIST OF STEPS FOR ES 28 CSWs

NAME OF FEBC®:_____   DATE STARTED:_____

While FESing complete the following steps:

1. Tab all FDSing (Tab I)   ____

2. Note down subject FDSed, date and
    true data studied on a separate piece
    of paper. If no notation of true data
    studied, take note of that for handling.   ____

3. Tab Method One® attest (M1 Attest)   ____

4. Happiness Rundown® attest (HRD™ Attest)   ____

5. LOC Hat in Life (or corrected LOC Hat in
    Life if it had to be corrected.)   ____

6. KTL CT 1 and CT 2 EPs.   ____

7. PTS Rundown attest (Tab F)   ____

8. HAS/ESTO Rundown attest (Tab HAS/ESTO RD)   ____

9. Tab viewpoint shifts in FPRD worksheets
    (VP Shift)   ____

10. Tab FPRD Form attests (Tab H)   ____

11. If a Summary of the FPRD auditing is not
    already complete, do it and note the following:
    (Do this in duplicate.)

    a. list of all the sessions done by date.   ____

    b. session time for each session.   ____

    c. TA Action per hour for each session.   ____

    d. what evil purposes were run.   ____

    e. what result was gotten (i.e., EP, etc).   ____

    (This is done for each FPRD form and any
    Tailor-made FPRD Forms.)

RETURN THE PC FOLDER TO THE ACTING POSTING OFFICER ITO WITH THIS
CHECKLIST COMPLETED.

ITO ED 525RC

24 October 1992
Rev. 30.3.93

FEBC® ES 28 APPROVAL

ROUTING FORM

PURPOSE: To get an FEBC trainee standardly signed up and routed onto and through all of his ES 28 auditing requirements concurrently with his FEBC training and his ES 28 posting CSW submitted and approved. This routing form is started when a student is routing onto the OEC® course.

NOTE TO THE APPLICANT: As the person doing this routing form, you share a responsibility with the staff members you will be seeing to ensure that this form is properly executed and its purpose fully achieved.

DIRECTIONS:

1. **SIGNING:** When a step is done, both the person doing the routing form and the staff member initial the lines to the right of the step.

2. **DATE AND TIME:** When all of his steps are done, the staff member writes the date and time in the boxes at the bottom of the form.

3. **ALTERNATE TERMINALS:** If a post listed on this form is not filled or the person is absent from post, the senior or alternate terminal does the actions as if he were the post holder and marks the appropriate box.

HOW DO YOU GET AN FEBC TRAINEE STANDARDLY SIGNED UP AND ROUTED THROUGH HIS ES 28 AUDITING REQUIREMENTS AND ACTING POSTING CSW APPROVED?

---

1. RECEPTION   DIVISION 1
   or [ ] HAS or [ ] Supercargo

---

a. Obtain this Routing Form from the Particle Speed Flow
   Officer who logs it as started.   _____ _____

b. Go over with the person the PURPOSE, NOTE and DIRECTIONS
   above and the ASSISTANCE section at the end.   _____ _____

                                                   DATE: _____

                                                   TIME: _____

---

2. DIR REG   DIVISION 2
   or [ ] Dissem Sec or [ ] Supercargo

---

a. Have the person fill in the PC APPLICATION below per HCO™ PL
   10 Mar 78 PILOT HGC PC APPLICATION FORM:

NAME: _____

ORG: _____ DAY [ ] FDN [ ]

I _____ (name)
hereby apply for auditing.

Service being applied for

_____

I realize it may be necessary to prepare my case for a
major action, such as above or to handle medical actions
or to get auditing for chronic somatics or particular
difficulties.

Signature of Applicant: _____   _____ _____

b. Invoice for 1 intensive. (This will cover C/S & FES work) ____ ____

c. Take him to the Director of Tech Services. ____ ____

    References: HCO PL 28 Sept 71, SELLING AND DELIVERING AUDITING;
               HCO PL 30 Nov 71, BLIND REGISTRATION; SEC ED 211
               DIR OF PROCESSING -- THE MOST FREQUENTLY LOST LINE

                                                          DATE: ____

                                                          TIME: ____

---

3. DIRECTOR OF TECH SERVICES   **DIVISION 4B**
   or [ ] Technical Secretary or [ ] Chief Off

---

a. Verify that all of the PC's folders are here and if not
   get them here by sending a telex and following up if
   needed. ____ ____

b. Have the pc do an OCA™ and IQ test, and grade these
   immediately once completed. ____ ____

c. Inform the PC that he will be interviewed and given an
   ES 28 Auditing Technical Estimate, and that while these
   actions are being prepared for him, he will start on his
   first course. ____ ____

d. Route him or her to the FEBC Product Officer to continue
   the Student onto Course Routing Form. ____ ____

e. Pull the pc's folder, attach the graded tests. Take the
   folder to the FES Unit. ____ ____

    References: Org Board; HCOB 13 Nov 87, Auditor Admin Series
               3RA, THE PC FOLDER AND ITS CONTENTS; HCOB 1
               Apr 81 II, INTERVIEWS; HCOB 19 Dec 71, C/S
               Series 71, D OF P OPERATES BY OCAs; HCO PL
               16 Apr 70 II, TECH SERVICES.

                                                          DATE: ____

                                                          TIME: ____

---

4. DIRECTOR OF PROCESSING   **DIVISION 4B**
   or [ ] Technical Secretary or [ ] Chief Off

---

a. Assign the folder to an FESer. ____ ____

---

5. FES & FOLDER PREPS I/C   **DIVISION 4B**

---

a. Verify the FES is in PT and standard and if not handle. ____ ____

b. Do PT FES Summary and necessary checklists for setup for
   starting auditing. ____ ____

c. Send to C/S. ____ ____

                                                          DATE: ____

                                                          TIME: ____

---

6. 4B C/S   DIVISION 4B

---

a. Study Folder and write PC Program to include full ES 28
   Quals (as per IMEC ED 1548 Set-ups, Sec Check, Method One®,
   HRD™, FPRD, additional FPRD forms or Truth Rundown, if
   needed, and Post Purpose Clearing).   _____ _____

b. Route to Snr C/S ITO for approval.   _____ _____

                                                     DATE: _____

                                                     TIME: _____

---

7. SNR C/S ITO   DIVISION 5

---

a. Review program and okay it.   _____ _____

b. CONDITIONAL: If not OK, send back to 4B C/S for handling. _____ _____

                                                     DATE: _____

                                                     TIME: _____

---

8. DIRECTOR OF PROCESSING   DIVISION 4B
   or [ ] Technical Estimator authorized by the Director of Processing

---

a. Interview the preclear, following the Technical Estimation
   Form.   _____ _____

b. Get the pc's folder with tests and interview routed to
   the C/S.   _____ _____

c. Have the C/S do a full tech estimate for the pc so he will
   make adequate case progress through his program rapidly.
   (C/S fills in the number of intensives on the last page of
   the Technical Estimation Form and attaches it to this
   Routing Form).   _____ _____

d. Inform the pc of his estimate and of the number of
   intensives required.   _____ _____

e. Handle any technical questions, so he fully understands
   the reason for his particular tech estimate.   _____ _____

f. Have the person taken to the Registrar.   _____ _____

   References: HCO PL 28 Sept 71, SELLING AND DELIVERING
               AUDITING; HCO PL 30 Nov 71, BLIND REGISTRATION;
               SEC ED 211, DIR OF PROCESSING - THE MOST
               FREQUENTLY LOST LINE; HCOB 6 Dec 76RB, ILLEGAL
               PCs, ACCEPTANCE OF HIGH CRIME BULLETIN; HCOB
               19 Dec 71, D OF P OPERATES BY OCAs.

                                                     DATE: _____

                                                     TIME: _____

---

9. REGISTRAR   DIVISION 2
   or [ ] Director of Registration or [ ] Dissem Sec or [ ] other

---

a. If the pc is accepted by the Technical Division, get
   him invoiced for the full tech estimate.   _____ _____

b. Have him sign an Enrollment Agreement Form and route the
   form to the Director of Inspections & Reports for filing
   in Valuable Documents.   _____ _____

c. Route him to the Director of Tech Services.   _____ _____

   References: HCO PL 28 Sept 71, SELLING AND DELIVERING
              AUDITING; HCO PL 30 Nov 71, BLIND REGISTRATION;
              SEC ED 211, DIR OF PROCESSING - THE MOST FREQUENTLY
              LOST LINE; HCOB 6 Dec 76RB, ILLEGAL PCs, ACCEPTANCE
              OF HIGH CRIME BULLETIN.

                                                       DATE: _____

                                                       TIME: _____

---

10. DIRECTOR OF TECH SERVICES   DIVISION 4B
       or [ ] Technical Secretary or [ ] Chf Off

---

a. Detach the invoice from the routing form and log the
   invoice details on the Invoice Form in the back of his
   folder.   _____ _____

b. Take the pc and his folder to the Director of Processing.   _____ _____

   References: Org Board; HCO PL 16 Apr 70 II, TECH SERVICES.

                                                       DATE: _____

                                                       TIME: _____

---

11. DIRECTOR OF PROCESSING   DIVISION 4B
       or [ ] Technical Secretary or [ ] Chief Off

---

a. Assign the pc an auditor for his first action.   _____ _____

b. If a new pc, R-factor him on getting enough food and
   rest, and no alcohol or drugs while auditing. Give him
   a copy of the booklet "An Introduction to Auditing" and
   have him read this.   _____ _____

c. Work out his schedule so he gets maximum auditing per day.   _____ _____

d. Route the pc to Dir of Tech Services.   _____ _____

   References: HCO PL 14 Oct 68RA, THE AUDITOR'S CODE;
              HCO PL 15 Dec 65R, STUDENT'S GUIDE TO
              ACCEPTABLE BEHAVIOR; HCOB 5 Mar 71, C/S
              Series 25, THE FANTASTIC NEW HGC LINE.

                                                       DATE: _____

                                                       TIME: _____

---

12. DIRECTOR OF TECH SERVICES   DIVISION 4B
       or [ ] Technical Secretary or [ ] Chf Off

---

a. Get his pc folder C/Sed immediately, if not done already.   _____ _____

b. Tell him when his session will be and when to arrive and
   info his course Sup.   _____ _____

c. Route the trainee to the D/D of P for ES 28.   _____ _____

   References: HCO PL 16 Apr 70 II, TECH SERVICES; HCOB 5
              Mar 71, C/S Series 25, THE FANTASTIC NEW HGC
              LINE; Org Board.

                                                       DATE: _____

                                                       TIME: _____

---

13. D/DIRECTOR OF PROCESSING EXEC SERIES 28   DIVISION 4B
     or [ ] Director of Processing or [ ] Technical Secretary

---

a. Ensure that the person has all their personnel and
   ethics files at ITO and if not get them here by sending a
   telex to the org to get them here.   _____ _____

b. Get the original OEC/FEBC Nomination CSW from Dissem ITO
   files. This is to be put in the Acting Posting CSW box. _____ _____

c. Detach Attachment #1 checklist FEBC EXEC SERIES 28
   ACTING POSTING CHECKLIST that is attached to this routing
   form and have the person read the checklist. Answer
   any questions and ensure that the person understands
   each step. R-factor the person that he or she is to
   do the actions listed on Attachment #1 while his
   auditing is in progress.   _____ _____

d. Hold this routing form in pending while you get the
   trainee's ES 28 auditing program underway.   _____ _____

e. As soon as his or her auditing is underway go onto the
   Step 14.   _____ _____

                                                   DATE: _____

                                                   TIME: _____

---

14. D/DIRECTOR OF PROCESSING EXEC SERIES 28   DIVISION 4B
     or [ ] Director of Processing or [ ] Technical Secretary

---

a. Once the person's ES 28 auditing is underway,
   groove in the auditor on tabbing on the worksheets
   the pertinent data that will need to be tabbed on his
   ES 28 CSW.   _____ _____

b. At the appropriate time, assign an FESer to bring the
   person's FES up to PT and to tab the needed data for
   the Acting posting CSW.   _____ _____

c. Detach attachment #2 checklist and hand this to the
   FESer. Groove the FESer in on what is needed per the
   checklist so that all of the required worksheets are
   tabbed for the ES 28 CSW.   _____ _____

d. Concurrent with auditing, get Step 15 being done by the
   Acting Posting Officer.   _____ _____

e. Get the pc completed on his ES 28 auditing program.   _____ _____

f. Get the person started on an Int Tour Approval routing
   form.   _____ _____

g. Make copies of the Life History, Life History meter check,
   KRs, KR handling and Ethics Summary and route these to the
   FEBC MAA with the Int Tour Approval routing form.   _____ _____

                                                   DATE: _____

                                                   TIME: _____

---

15. ACTING POSTING OFFICER   DIVISION 4B
     or [ ] D/Director of Processing ES 28 or [ ] Technical Secretary

---

a. Get the person to complete all steps on the FEBC's
   ES 28 Acting Posting Checklist and turn in all data:

    SPD 48RD attachment form Section A filled out.   ____ ____
    Acceptable photograph taken and affixed to form.   ____ ____
    Test scores taken within the last 3 months.   ____ ____
    Life History verified as complete.   ____ ____
    Service Record typed and complete.   ____ ____
    Past posts held typed into SPD 48RD form.   ____ ____
    Stats for all past posts clearly marked.   ____ ____
    False Data Stripping summary typed up.   ____ ____
    Production record typed and complete.   ____ ____
    Evidence of extreme productiveness.   ____ ____
    Exec Status 1 checksheet, attest and success story.   ____ ____
    OEC/FEBC Nomination CSW included in the CSW box.   ____ ____

b. Conditional: If any of the above items are incomplete
   or not acceptable, get the person to complete it till
   it is acceptable.   ____ ____

c. Get the FESed folders from the FESer, with the
   FESer's Folder Work checklist completed.   ____ ____

d. Conditional: If any of the items on the FESer's
   checklist are incomplete get the FESer to complete it.   ____ ____

e. Write the posting order.   ____ ____

f. Complete all remaining steps of SPD 48RD Attachment so
   that the ES 28 Acting Posting CSW is fully compiled.   ____ ____

g. Submit the ES 28 Acting Posting CSW.   ____ ____

h. Conditional: If there is a reject from any of the
   approval terminals, immediately get all reject points
   handled and the CSW resubmitted.   ____ ____

i. Once you have received the approved CSW, make a
   xerox of the approval, hand route this to the
   FEBC MAA.   ____ ____

j. Terminate this routing form per the COMPLETED ROUTING
   FORMS instructions below.   ____ ____

                DATE: _____

                TIME: _____

<div align="center">

END OF ROUTING FORM

</div>

ASSISTANCE: If you have difficulty in getting through this routing
form, take this form to the Chief Officer or Supercargo for assistance
and alert the FEBC Org Officer ITO.

COMPLETED ROUTING FORM: Route this routing form and any attachments to
the DTS for filing in his pc file.

INCORRECT/UNCOMPLETABLE ROUTING FORM: Route this form and any attachments
to the Dissemination Secretary for filing in the person's central files
folder.

                PARTICLE SPEED FLOW OFFICER ITO
                Revised by
                FEBC TEAM PROD/ORG OFF MSN 2ND
                Authorized by
                AVC FLAG
                for
                CHURCH OF SCIENTOLOGY
                INTERNATIONAL

CSI:AVCF:FT:JU:cb

FEBC® GRADUATE EXEC SERIES 28 ACTING POSTING CHECKLIST

Information: The following checklist is to be followed in order to prepare all the items needed for your Acting Posting CSW. These points are taken from SPD 48RD ATTACHMENT 1 and cover all the data you need to provide or actions you need to take.

Get from the Acting Posting Officer 4B (or D of P 4B) a copy of SPD 48RD ATTACHMENT 1 and read it. If you have any questions get them answered by the Acting Posting Officer (or D of P 4B).

CHECKLIST

NAME: _____ ORG: _____

1. For your CSW, prepare and acquire the following supplies and materials:

   Copy of SPD 48RD ATTACHMENT 1   _____
   plastic stickon tabs   _____
   highlighter marker pen   _____
   2 - 3 bankers boxes   _____
   All personnel files   _____
   All ethics files   _____

2. On SPD 48RD, accurately and neatly fill out Section A, point 1. The information about your proposed post can be gotten from the Acting Posting Officer if you do not already know.   _____

3. Photograph: Get a photograph taken of yourself and affix it to the space as shown on SPD 48RD Attachment 1. The photograph of yourself must show you as bright, professional, well groomed and in TRs. These must be a very good photo of decent quality.

   This can be done at a local walk-in photographer. One such place is located at the shopping center on the corner of Hollywood Blvd and Gower St. It costs between $5-7.00 and is developed while you wait. The size needs to be no larger than 4" x 3" of your head and shoulders.   _____

4. Tests: Take the following tests; OCA™, LEADERSHIP, IQ, APPTITUDE and get them graded by the Acting Posting Officer (or another from your FEBC team), and fill in the scores at point 3c on SPD 48RD Attachment 1. (If these have been done within the last 3 months these do not need to be redone.)   _____

5. Life History: Write up your life history on a type-writer or computer. It is imperative that this is very complete and clearly communicates. Nothing that is called for on the Life History form can be omitted. Any outpoints must include the data as to what has been done to handle it.

   Once it is written, carefully check it over for presentation including grammar, spelling, readability, etc., so it is easily duplicated.   _____

6. Service Record: Type up your service record exactly per the definition in the Admin Dictionary. This must be accurate and complete, with no typographical errors. Consult your Life History and as needed see the FEBC MAA to go through your Ethics Files to get the dates of ethics actions taken.   _____

7. <u>Past Posts</u>: On Section D, point 9 of SPD 48RD
Attachment 1, fill out all past posts held, the dates
they were held and the reason for the post change.
If the list is longer than the space provided, type them
on a sheet of paper and attach to the space provided.   _____

8. <u>Production Graphs</u>: Get your production statistic
graphs for each of your past posts. Make new graphs for
any that are not clear or clean. If these are on the
computer, get these printed out by the FEBC MAA (who
will be verifying that they are true). Each graph must
have on it the post title, your name and dates clearly
noted. Use a highlighter pen to show when you came on
the post and when you left the post.

     Review each graph's appearance to ensure it is
understandable and that each can be clearly read.
If not, correct the graphs so they are clear.   _____

9. <u>False Data Stripping</u>: While on your FEBC course, keep
an accurate record of all FDSing and the true data studied.
Type up a summary of all areas of False Data Stripping that
you have received. These include the below list of subjects:

          Key Ingredients
          Basic Management Tools
          The last post held
          The proposed post

     Refer to the org board sections you will be over to
see that you have been FDSed on the key areas of your
post. (If not all the above subjects have been covered,
get yourself FDSed on these areas. Meanwhile continue to
prepare the remaining items on this checklist.)

     When typing up the summary, list the area FDSed and
what true data was studied for each subject. The
subjects which have been checked for False Data and none
found should also be listed and just noted that there
was no false data found.   _____

10. <u>Extreme Productiveness</u>: Type up a <u>complete</u> product
list of your past posts, or update it if already written.
Include a sub-heading for each post and list each product
produced.

     Next compile full evidence that shows extreme
productiveness. Such evidence could include copies of
commendations, production awards, photographs, issues,
statistics, mission condition assignments and projects
completed.   _____

11. <u>Exec Status One</u>: From your student file, get your
Exec Status One checksheet and attached exam attest
and success story. Make a xerox copy of each of these.   _____

     Hand all of the above data to the Acting Posting Officer (or
D of P in Division 4B). Amend or correct any of the above items
as requested by the Acting Posting Officer.

FESing CHECKLIST OF STEPS FOR ES 28 CSWs

NAME OF FEBC®:_____   DATE STARTED:_____

While FESing complete the following steps:

1. Tab all FDSing (Tab I)   _____

2. Note down subject FDSed, date and
    true data studied on a separate piece
    of paper. If no notation of true data
    studied, take note of that for handling.   _____

3. Tab Method One® attest (M1 Attest)   _____

4. Happiness Rundown® attest (HRD™ Attest)   _____

5. LOC Hat in Life (or corrected LOC Hat in
    Life if it had to be corrected.)   _____

6. KTL CT 1 and CT 2 EPs.   _____

7. PTS Rundown attest (Tab F)   _____

8. HAS/ESTO Rundown attest (Tab HAS/ESTO RD)   _____

9. Tab viewpoint shifts in FPRD worksheets
    (VP Shift)   _____

10. Tab FPRD Form attests (Tab H)   _____

11. If a Summary of the FPRD auditing is not
    already complete, do it and note the following:
    (Do this in duplicate.)

    a. list of all the sessions done by date.   _____

    b. session time for each session.   _____

    c. TA Action per hour for each session.   _____

    d. what evil purposes were run.   _____

    e. what result was gotten (i.e., EP, etc).   _____

    (This is done for each FPRD form and any
    Tailor-made FPRD Forms.)

RETURN THE PC FOLDER TO THE ACTING POSTING OFFICER ITO WITH THIS
CHECKLIST COMPLETED.

EXECUTIVE DIRECTIVE

ITO ED 270RD

19 January 1992
Rev. 8.5.93

ITO

INTERNATIONAL TRAINING ORGANIZATION

FEBC® TEAM BRIEFING CHECKLIST COMPLETION ROUTING FORM

PURPOSE: To route an FEBC team through the standard lines to complete the final steps of the FEBC Briefing Checklist.

This routing form is started when a firing FEBC team is up to step number 188 of IMEC ED 1127RA Executive Trainee Briefing Checklist. There must be a minimum of two FEBCs from one org up to this point on their Executive Trainee Briefing Checklist when put on this routing form.

NOTE: As trainees at the International Training Organization, you have a responsibility in seeing that this form is properly executed and filled out.

While getting through this routing form you are still a student enrolled on the FEBC Briefing Checklist and are to attend all roll calls. As you will be doing many steps of this routing form outside of the course room, you are expected to inform the supervisor of your whereabouts at all times.

DIRECTIONS:

1. SIGNING: When a step is done, both the persons doing the routing form and the staff member initial the line to the right of the step.

2. ALTERNATE TERMINALS: If a post listed on this form is not filled or a person is absent from the post, the senior or alternate terminal does the steps as if he were the post holder and signs the appropriate line.

3. DATE AND TIME: After all of his steps are done, the staff member writes the date and time in the spaces provided.

---

1. RECEPTIONIST   DIVISION 1 ITO
or [] Particle Speed Flow Officer or [] Dir Routing and Personnel
or [] HAS or [] Supercargo

---

a. Go over the PURPOSE, NOTE and DIRECTIONS above, and the
ASSISTANCE section at the end of the form with the Team.   _____ _____

b. Fill in the following data:

                          ORG: _____

GRADUATES' NAMES & POSTS: _____

                               _____

                               _____

                               _____

                               _____   _____ _____

c. Route the Team to the FEBC Product Officer.   _____ _____

Reference: FO 2985, FEBC FLOW CHARTS   DATE: _____
                                                                 TIME: _____

---

2. FEBC PRODUCT OFFICER   DIVISION 7
or [] CO ITO

---

a. Send an alert to the teams' Program's Chief info to
Eval & Execution Officer Exec Strata and D/ED Int Exec Strata
letting them know that the FEBC team is close to completing
their FEBC program and will be needing their org eval in the
near future.   _____ _____

b. Get the FEBC Org Officer to enter the Team members on to the
FEBC firing board with their names and date of firing.   _____ _____

c. Route the team members to the LRH Exhibition Receptionist. _____ _____

References: FO 2985, FEBC FLOW CHARTS and IMEC ED 1127RA
EXECUTIVE TRAINEE BRIEFING CHECKLIST

                                                            DATE: _____

                                                            TIME: _____

---

3. LRH EXHIBITION RECEPTIONIST   DIV 7 CMO IXU

---

a. Arrange student tour of exhibition for the team.   _____ _____

b. At the end of the tour, route them to the Exec Aide FB.   _____ _____

                                                            DATE: _____

                                                            TIME: _____

---

4. EXEC AIDE FB   BU 7 FLAG® BUREAUX
or [] CO FB

---

a. Give the team a master pack of all 339R Programs along
with the IMBs which give them on-policy bright ideas for
their org.   _____ _____

b. Let the Graduates know that you will be arranging for
them to see various Execs in the FCB to get briefed
on what these Execs are doing in regard to their org.   _____ _____

c. Route them to the following Execs who will brief
the team from their individual hats on what they are working
on in their org, what programs they run, what situations
there are, etc.:

> 1) FB Pgms Chf, who briefs them on the current
> scene in the org as well as any existing eval or
> org program and has the graduates read these if
> not already done. The Programs Chief gives them
> a copy of the eval and org program so they can
> align their expansion program and GMOs to these.
> If there is no new or current eval, the Programs
> Chief alerts the Eval & Execution Off Exec Strata that
> the team is close to firing. In this case, the Programs
> Chief lets the team members know to continue with their
> briefings and routing form and that as soon as the eval
> is received, they will be alerted.   _____ _____
>
> The Pgms Chf then grooves them in on the program
> execution lines from Flag to the org, how compliance
> reports are sent and what happens with these when
> they are received from the org at Flag. Pgms Chf
> grooves them in on the Action FB lines and what it
> means when the org is under an Action Mission. Then
> he R-factors them that they will be firing to their org
> on GMOs with a mission from Flag.   _____ _____

2) Aides Council (Each Aide must brief the team on
actions they have ongoing in the org and the strategic
plans they are working from.)   ____ ____

Pgms Aide	____ ____	Public Servicing Aide		____ ____
Exec Aide	____ ____	Public Contact Aide		____ ____
Treas Aide	____ ____	Field Control Aide		____ ____
Action Aide	____ ____	External Comm Aide		____ ____
T & S Aide	____ ____	Snr Qual Sec Int		____ ____
Dissem Aide	____ ____	D/CO D&E Int		____ ____
Data Aide	____ ____	Snr HAS Int		____ ____

3) FCB COs and Network terminals. (Each must brief the
team on actions they have ongoing in the team's org and
the strategic plans they are working from.)

CO FB		LRH Comm Int	____ ____
KOT Int	____ ____	Flag Fin Dir	____ ____
FBO Int	____ ____	Estates Aide Int	____ ____
Ops Aide OSA Int	____ ____	CO WISE Int	____ ____
ED ABLE Int	____ ____	CO SMI Int	____ ____
CO BPI/NEP Rep	____ ____	NWC Sec ITO	____ ____

d. Route the graduates to the FEBC Checklist Briefing Sup.   ____ ____
Reference: HCOB 1 April 1981R II, INTERVIEWS

DATE: ____

TIME: ____

---

5. FEBC CHECKLIST BRIEFING SUP ITO   DIVISION 4B ITO
or [] Chf OEC/FEBC Sup or [] D of T 4B

---

a. Get a copy of the write-up that each Graduate did as
his first assignment upon arrival to ITO and give it to
each Graduate.   ____ ____

b. Have the Graduates work out what they would NOW do about
their org in light of the training just completed and the
briefings, data, org eval and program they have just received.
Have them write this as a plan of how they will handle their
org (This is not the full program at this stage.)   ____ ____

c. Check that their plan is different from their original write-
up and that it addresses situations in their org and that it
conforms with policy and the materials they have studied.   ____ ____

d. Conditional: Put them onto Student to Qual routing forms
if their plans are the same as their FEBC Assignment they did
when they first started their training or their plans are off-
policy.   ____ ____

e. Have the team put their plan into a complete program. Verify
this is a correct program that is per the Target Series and is
coordinated with their org eval. (Conditional: If the team does
not have a new eval at this stage, do not hold them up on
getting their program completed. Let the team members know that
they will be alerted as soon as the eval is received and at
that point they can make any amendments to their program if this
is needed.)   ____ ____

f. Route the team to the Action Aide FB.   ____ ____

References: HCO™ PL 1 Jan. 69 Target Series 3, PLANNING AND
TARGETS, HCO PL 24 Jan. 69 Target Series 4, TARGET TYPES.

DATE: ____

TIME: ____

---

6. ACTION AIDE FB   BU 4 FLAG BUREAUX
or [] Snr Msn Ops FB

---

a. Conditional: If you have not as yet received a new
org eval for this team, and no current eval exists,
send an alert to the Eval Corps Exec Strata. Continue with
this routing form.   _____ _____

b. Get the team's org eval and their program and read these.   _____ _____

c. Have each team member read Flag Order Mission Orders, Types
Of that covers Garrison Mission Orders. Give the team a copy
of the 1971 LRH FEBC GMOs.   _____ _____

d. Have the Msn Planning Officer write the team's GMOs,
ensuring they are aligned to their org eval and program.
(Conditional: If the team does not have a new eval at this stage,
do not hold up getting their GMOs completed. Make any amendments
to their GMOs if this is needed once the eval is received.)   _____ _____

e. Have the Msn Planning Officer write sit-handle MOs for the
sit-handle Mission firing with the team. Have the Msn Planning
Officer submit the Sit-Handle MOs and the GMOs to AVC for
approval. Get these approved while the team continues with
this routing form.   _____ _____

f. Route graduates to FEBC Checklist Briefing Sup ITO.   _____ _____

                                                    DATE: _____

                                                    TIME: _____

---

7. FEBC CHECKLIST BRIEFING SUP ITO   DIVISION 4B ITO
or [] Chf OEC/FEBC Sup or [] D of T 4B

---

a. Have the graduates make up a presentation pack of their org
which includes doing full homework about their org such as
demographic information of their town and the resources in the org.
It includes their plan and program and any other handlings the FEBC
team will be taking. This presentation will be used to brief
management terminals on their org and how they will handle it
when they fire. Have them make 5 extra copies of the presentation
pack to give to the team's Programs Chief, the FEBC PO, Int execs
and the CO ITO. Use Attachment 1 as a guide to getting the
Presentation Pack done.   _____ _____

b. Route the graduates to the team's Programs Chief FB.   _____ _____

References: Definition of "homework" per HCO PL 26 Sept. 79
III, Marketing Series 12, COPYWRITING, HCO PL 13 Feb. 80
COORDINATION COMMITTEES AND MANAGEMENT COMMITTEES, DIFFERENCES
IN PURPOSE AND FUNCTION, HCO PL 8 Oct 64, Art Series 12, ARTISTIC
PRESENTATION.
                                                    DATE: _____

                                                    TIME: _____

---

8. PROGRAMS CHIEF FB   BU 4 FLAG BUREAUX
or [] PROGRAMS AIDE or [] OPS AIDE

---

a. Review the team's plan and program and ensure that it aligns
with the current scene in the org and the org's eval, and that
the team has done their homework and that their plans and program
make full use of all resources.   _____ _____

b. Conditional: If the team's plan and program are not a pass, get them to correct it, giving them the **exact** policies they violated.   _____ _____

c. Route the team to the OEC/FEBC Training Lead Sup.   _____ _____

                                                    DATE: _____

                                                    TIME: _____

___

9. OEC/FEBC TRAINING LEAD SUP   DIVISION 4B ITO
or [] D of T 4B or [] Tech Sec 4B
___

a. Verify the team's Programs Chief has passed the team's plan and program.   _____ _____

b. Arrange with the Exec Aide and Aides Council Chairman to have the FEBC Team give their presentation to the Aides Council.   _____ _____

c. Arrange with the Exec Aide to have the team give their presentation to FNCC once the Aides Council has cleared it.   _____ _____

d. Using Attachment 2 of this routing form, drill the team on the sequence and procedure to be followed in doing their presentation.   _____ _____

e. At the scheduled time, have the FEBC Team present their plan and presentation pack to:

    1) Aides Council   _____ _____

    2) FNCC   _____ _____

(Note: The above Execs are to ensure that all points of strategic planning are covered in the plan for each Div/area and are aligned with the GMOs and Eval and will fully handle the situation.)

f. CONDITIONAL: If the plan or program is rejected by any of the Execs in (e) above, ensure the written reject is routed to the FEBC Briefing Checklist Sup.   _____ _____

                                                    DATE: _____

                                                    TIME: _____

___

10. FEBC CHECKLIST BRIEFING SUP   DIVISION 4B ITO
___

a. If the Graduates' plan and program were passed by Aides Council and FNCC, route the Graduates to the FEBC Product Officer ITO.   _____ _____

b. If there was a reject, review the reject write-up and route the FEBC graduates to the Course Admin.   _____ _____

                                                    DATA: _____

                                                    TIME: _____

___

11. OEC/FEBC COURSE ADMIN   DIVISION 4B ITO
___

a. Put each graduate on the Trainee to Qual routing form and hold on to this routing form until the FEBC graduates complete their Trainee to Qual routing forms.   _____ _____

b. When the FEBC graduates come back from Qual on the Trainee to Qual routing form, attach the Trainee to Qual routing form to this routing form with the write-up.

                                                    _____ _____

c. Route the trainees back to the FEBC Checklist Briefing Sup.   _____ _____

DATE: _____

TIME: _____

---

12. FEBC CHECKLIST BRIEFING SUP   DIVISION 4B ITO
or [] OEC/FBEC Training Lead Sup or [] D of T 4B

---

a. Ensure that the reject points are handled and that the plan
and program are now complete.   _____ _____

b. Send them back to the Exec Aide FB to re-present their plan and
program to the committee that flunked them.   _____ _____

c. CONDITIONAL: If there is another reject repeat step 11 of this
R/F. This is to be done until they pass.   _____ _____

d. Once passed, route them to the FEBC Product Officer ITO.   _____ _____

DATE: _____

TIME: _____

---

13. FEBC PRODUCT OFFICER ITO   DIVISION 7 ITO

---

a. CONDITIONAL: If the FEBC team does not yet have a new or current
eval for their org at this point, work in coordination with FEBC
Org Off, Org Programs Chief, Exec Strata and the Action Aide to
get the team's org eval.   _____ _____

b. CONDITIONAL: Once the FEBC team gets their org's eval, get them
to amend their plan and program to their org eval as needed.   _____ _____

c. Once the FEBC team has mimeoed copies of their org's eval, GMOs
and MOs (if firing with a Sit/Handle Mission), get Attachment 3,
FIRING FEBC -- FINAL CHECKLIST FOR INT TOUR, completed and the
CSW for the Int Tour Invitation sent up to Int.   _____ _____

d. Upon approval of the CSW for the Int Tour, route the Graduates
to the FEBC MAA ITO.   _____ _____

DATE: _____

TIME: _____

---

14. FEBC MAA ITO   DIVISION 1 ITO
or [] Dir I&R or [] Cope Officer or [] HAS or [] Supercargo

---

a. Verify approval for the Int Tour has been gotten for each
team member.   _____ _____

b. R-factor each FEBC team member that they have approval
to go to Int for their Tour.   _____ _____

c. Give a photocopy of each Int Tour approval to the FEBC team
member it is for and R-factor them they must have this with them
when going up to Int.   _____ _____

d. Route the FEBC team to the Transport I/C ITO.   _____ _____

DATE: _____

TIME: _____

---

15. TRANSPORT I/C ITO   DIVISION 1 ITO
or [] Dir Comm or [] HCO Cope Off or [] HAS

---

a. Verify that each of the FEBC team members has written
approval to go to Int for a briefing.   _____ _____

b. If there is no written approval for each of the FEBC team
members to go to Int to visit, route them back to the FEBC Org
Officer ITO.   _____ _____

c. Upon written verification of the approval of each of the
FEBC team members to visit Int, let the FEBC team members
know when and where they are to be for transport to Int.   _____ _____

d. Send the FEBC team to Int as per instructions.   _____ _____

e. Alert Reception ITO that the team has fired to Int and they
are to be logged accordingly in the In-The-Org List.   _____ _____

f. Alert Action Aide and Snr Mission Ops FB that the team has
gone to Int for their briefing.   _____ _____

g. Route this routing form to the Receptionist ITO to hold onto
until the graduates return from Int.   _____ _____

Reference: ITO Org Board

                                                DATE: _____

                                                TIME: _____

---

16. RECEPTIONIST ITO   DIVISION 1 ITO
or [] Particle Speed Flow Officer or [] Dir Routing and Personnel
or [] Cope Officer or [] HAS or [] Supercargo

---

a. When the FEBC team returns from Int, log them back on the
In-The-Org List.   _____ _____

b. Alert the FEBC Product Officer and the FEBC Org Officer that
the FEBC team has returned from their Int Tour and they are being
routed to the FEBC Briefing Checklist Supervisor.   _____ _____

c. Route the FEBC team to the FEBC Briefing Checklist Supervisor. _____ _____

                                                DATE: _____

                                                TIME: _____

---

17. FEBC BRIEFING CHECKLIST SUP   DIVISION 4B ITO
or [] OEC/FEBC Training Lead Sup or [] D of T or [] Tech Sec

---

a. If the FEBC team received their pass from Int Execs and are
OK to fire, congratulate them and mark your progress board as
done.   _____ _____

b. CONDITIONAL: If any additional cramming or hatting is needed
following the visit to Int, put them on the Trainee To Qual R/F. _____ _____

c. CONDITIONAL: Retain this routing form until any correction is
completed and the Trainee To Qual routing form is done.   _____ _____

d. CONDITIONAL: If the team must go back to International
Headquarters to complete their briefings, repeat the routing
form steps from 13e onwards until passed by the Int Execs
100% and given their OK to fire.   _____ _____

e. Route the FEBC team to the Receptionist ITO to begin the
FEBC TEAM FIRING ROUTING FORM.   _____ _____

                                                        DATE: _____

                                                        TIME: _____

---

18. RECEPTIONIST ITO   DIVISION 1 ITO
or [] Particle Speed Flow Officer or [] Dir Routing and Personnel
or [] Cope Officer or [] HAS or [] Supercargo

---

a. Begin the FEBC team on the FEBC TEAM FIRING ROUTING FORM.   _____ _____

                                                        DATE: _____

                                                        TIME: _____

END OF ROUTING FORM

ASSISTANCE: If you have difficulty in getting through this routing
form, take it to the Particle Speed Flow Officer or the FEBC ORG OFFICER
ITO for assistance.

COMPLETED ROUTING FORM: Route the completed routing form to FEBC Briefing
Checklist Sup ITO.

INCORRECT/UNCOMPLETABLE ROUTING FORM: Route the incorrect/uncompletable
Routing Form with all attachments to the FEBC Briefing Checklist Sup.

                              HAS ITO

                              Revised by
                              FEBC ORG OFFICER ITO

                              for
                              FEBC PRODUCT OFFICER ITO

                              Approved by
                              CO ITO

                              Authorized by
                              D/LCI for I/A

                              for
                              CHURCH OF SCIENTOLOGY
                              INTERNATIONAL

FEBC® TEAM PRESENTATION PACK GUIDELINES

At step 7 of the FEBC Team Completion Firing routing form, each FEBC team does a presentation pack to management of what they will be doing upon returning to their org to immediately rocket the stats and boom their org to Saint Hill size.

The key policy references to use in making a presentation pack is covered in the following references:

HCO™ PL 26 Sept. 79 III, Marketing Series 12, COPYWRITING, section on homework.

HCO PL 8 Oct. 79R, Marketing Series 14R, VIEWPOINT

HCO PL 13 Feb. 64, Art Series 12, ARTISTIC PRESENTATION.

The following are guidelines as to what your presentation pack should contain:

1. Aesthetically designed cover representing your org.   _____

2. LRH™ quotes, such as ones that express the LRH intentions for your org, or an applicable quote from an LRH policy letter pertaining to FEBCs.   _____

3. Acknowledgements as appropriate.   _____

4. An excellent photograph of the FEBC Team (not a polaroid).   _____

5. Basic data describing each member of the FEBC team, such as staff background, training and case level, etc.   _____

6. Demographic data, graphs and maps giving key data about the team's org location and its different publics.   _____

7. History of the team's org.   _____

8. Photographs of the team's org.   _____

9. Org's 339R production expectancies.   _____

10. A copy of the org's "Program Execution Tally" sheet gotten in liaison with the team's Programs Chief.   _____

11. Layout of how the team will get 339R programs implemented.   _____

12. Production quotas for GDSes; first week, 2nd week, 90 days in alignment with HCO PL 5 May 71, FEBC GRADUATE POLICY and HCO PL 11 Dec. 71, EARNED FLAG CERTIFICATES.   _____

13. List of situations in the org by function or division.   _____

14. Expansion plan and program in issuable form.   _____

15. Handlings for major situations in the org, such as insolvency, high undelivered services, ARC broken field, staff moonlighting, etc.   _____

Pages of the presentation pack should be in plastic insert sheets put in a ring binder or similar pack. Six copies of the team's presentation pack are needed so that copies can be left with Flag® and Int management terminals.

<u>**FEBC® TEAM PRESENTATION TO AIDES COUNCIL AND FNCC**</u>

<u>**FORMAT OF PRESENTATION**</u>

The following is the sequence and format for a firing FEBC team in preparing and giving their presentation to the Aides Council and FNCC prior to their firing back to their org. These steps are in alignment with the FEBC Briefing Checklist.

The team members do a stat analysis and isolate the areas of their org that need to be addressed with their program. They use data from their executive briefings, their org's data files, existing evals and programs to write their plan and program.

Once the plan and program are written, the team gets them cleared with the Briefing Checklist Sup.

The team gives their plan and program to their Programs Chief and clears them with him/her to ensure that they address the situations in the org, are aligned with the org's eval and are coordinated with any current or future events and activities for the org.

The team makes 12 copies of their plan and program for each of the Aides Council members and FNCC members, including the 6 copies of their presentation pack.

The Briefing Checklist Supervisor informs the OEC®/FEBC Training Chief Supervisor when the team is ready with the above. The OEC/FEBC Training Chief Supervisor contacts the Exec Aide, who sets up the presentation to Aides Council and FNCC.

Prior to the presentation, the FEBC Org Officer drills the team on giving their presentation.

AIDES COUNCIL:

a) The OEC/FEBC Training Chief Supervisor takes the team to Exec Aide and gives the Exec Aide the copies of the team's plan and program and the presentation packs (the team keeps a copy of the presentation pack to give the presentation with).

b) The Exec Aide has the FEBC team wait outside the conference room while she gets the Aides Council members assembled. Seats for the team members are at one end of the table, opposite to the Chairman.

c) The Exec Aide passes out copies of the plan and program. One presentation pack is given to the Aides Council Chairman and the rest are shared around the table.

d) The Aides Council Chairman has all members read the plan and the program, and review the presentation packs.

e) The Aides Council Chairman indicates to the Exec Aide when all members are done with reading the plan and program.

f) The Exec Aide brings in the FEBC Team and the OEC/ FEBC Training Chief Supervisor announcing them to the Council. "I would like to present the (......) FEBC Team."

g) The team members greet the Council with "Good afternoon Sirs," or "Good evening Sirs", addressing this to the Chairman and then members.

h) The Captain or ED then introduces himself or herself, giving his/her name and post title. The next member then gives his/her name and post title, and so on through each team member. Each member addresses his/her introduction to the Chairman then the group.

i) The Captain or ED then takes over and gives his/her presentation to the Council.

j) The presentation includes a short succinct rundown of the
current scene in their org, covering the major situations that exist,
and then gives an outline of how these are being handled. The
presentation can include any data the Capt or ED wishes to be given
by his team members. It can include reference to the data in his
presentation pack.

k) The Capt or ED then indicates to the Chairman that he/she is
done with his/her presentation and asks the Chairman if there are any
questions or input from the council. "That is the end of our
presentation and we would like to know if there are any comments or
input from the council."

l) The Chairman then acknowledges the team and gives any comments
she has noted from their briefing (pluspoints or outpoints), or gets any
queries she has clarified.

m) The Chairman then asks of the council members if there is any
input or queries from their hats that they would like to make or have
amended on the team's plan or program.

n) Once the Chairman is satisfied that the team's plan and program
are okay, she acknowledges the team, lets them know what is expected
from Flag® when they return to their org. If the plan and program need
amendment she indicates what those points are giving the **exact policy
reference** that applies.

o) The Chairman thanks the team and ends the meeting. The team
members leave the conference room, with the Exec Aide.

p) The Chairman indicates to the OEC/FEBC Training Chief Supervisor
if the team needs to go to cramming and immediately writes out the exact
policy letters that the team needs to be crammed on. The Chairman then
lets the Exec Aide know that the team must re-present their plan and
program.

q) Once passed through the Aides Council, the Exec Aide arranges
with the CO FCB to have FNCC assembled for the presentation.

FNCC PRESENTATION:

a) The Exec Aide has the FNCC MAA get all FNCC members assembled in
the FNCC conference room. Seats for the team members are at one end of
the table, opposite to and facing the FNCC Chairman.

b) The Exec Aide has the FEBC team wait outside the conference room
while the FNCC members review the plan and program.

c) Exec Aide passes out copies of the plan and program. One
presentation pack is given to the FNCC Chairman and the rest shared
around the table.

d) The FNCC Chairman has all members actually read the plan, then
the program and review the presentation packs.

e) The FNCC Chairman indicates to the Exec Aide when all members
are done with reading the plan and program.

f) The Exec Aide brings in the FEBC team with the OEC/ FEBC
Training Chief Supervisor announcing the team to the Committee. "Sirs,
I would like to present the (......) FEBC Team."

g) The team greets the Committee with "Good afternoon Sirs," or
"Good evening Sirs", addressing this to the Chairman and then members.

h) The Captain or ED then introduces himself or herself, giving
his/her name and post title. The next member then gives his/her name
and post title, and so on through each team member. Each member directs
his/her introduction to the Chairman and the group.

i) The Captain or ED then takes over and gives his/her presentation to the Committee.

j) As with the Aides Council presentation, he/she gives a short succinct rundown of the current scene in their org, covering the major situations that exist, and then gives an outline of how these are being handled as covered in the program.

k) The Capt or ED then indicates to the Chairman that he/she is done with his/her presentation and asks the Chairman if there are any questions or input from the Committee, e.g., "That is the end of our presentation and we would like to know if there are any comments or input from the Committee".

l) The Chairman then acknowledges the team and gives any comments she has noted from their briefing (pluspoints or outpoints), or gets any queries she has clarified.

m) The Chairman then asks of the Committee members if there is any input or queries from their hats that they would like to make or points they would like to have amended on the team's plan or program.

n) Once the Chairman is satisfied that the team's plan and program is okay she acknowledges the team, lets them know what is expected from them when they return to their org. If the plan and program need amendment she indicates to the OEC/FEBC Training Chief Supervisor what those points are giving the **exact policy reference** that applies.

o) The Chairman thanks the team and ends the meeting. The Exec Aide leads the team members from the conference room.

p) The Chairman indicates to the OEC/FEBC Training Chief Supervisor if the team needs to go to cramming and immediately writes out the exact policy letters that the team needs to be crammed on. The Chairman then lets the Exec Aide know that the team must re-present their plan and program.

q) The above procedure is followed for any subsequent presentations till the Aides Council and FNCC passes the team's plan and program.

FIRING FEBC® - FINAL CHECKLIST FOR INT TOUR

INFORMATION: The following checklist is used to verify that an FEBC Exec I/T is totally ready to go up to Int and then fire back to their org with the FEBC team. All points of this checklist <u>must</u> be in 100% with each FEBC team member before the CSW to send the team to Int is submitted. Each step is gotten in by the appropriate terminal and attested as being done. The FEBC Product Officer inspects the fact of it being done and also must attest to it being done. A condition of Doubt is assigned for any false attest.

The FEBC Product Officer is assigned to get this checklist done on each FEBC team member as soon as they are ready to fire to Int and back to their org.

TRAINEE NAME: _____ ORG: _____ DATE: _____

FEBC TRAINING:

1. Exec I/T has completed OEC® and FEBC.
2. The Exec I/T has completed the Briefing Checklist including any and all new management programs, current planning and campaigns.
3. Exec I/T has studied and seen any new booklets, brochures, management videos or public films, etc.

ATTESTED: OEC/FEBC CHF SUP _____ FEBC PO _____

ES 28 AUDITING:

1. Exec I/T has ES 28 approval for the post he/she is to hold.
2. There are no further auditing steps needed or left incomplete.

ATTESTED: TECH SEC 4B _____ FEBC PO _____

ETHICS OKAY:

1. Any Ethics reports to Ethics ITO have been investigated and handled.
2. No outstanding ethics situations exist with this executive.

ATTESTED: DIR I&R ITO _____ FEBC PO _____

CORRECTION:

1. There are no outstanding cramming orders for the executive.
2. Any areas of uncertainty have been crammed and the cramming done.
3. All flunks on FEBC exams have been crammed or corrected.

ATTESTED: QUAL SEC ITO _____ FEBC PO _____

APPEARANCE & PRESENTATION:

1. Exec I/T's TRs are in; including Upper Indoc and Admin TRs.
2. Exec does not become flustered or embarrassed when speaking to senior terminals.
3. Exec is well-mannered, uses correct etiquette.
4. All of the following points are in:
   No body odor; person is visibly clean; no skin problems; No dandruff or unclean hair, hair is professionally styled; Has clean and manicured nails; Clothing is clean, pressed, not worn out or shabby; Clothing is professional and well styled; Clothing fits correctly and is suitable for the person; Men are clean shaven, or have a well kept beard or mustache; Women have adequate make-up that is properly applied.
5. Exec is drilled in and can smoothly deliver a presentation about himself/herself and what he will do to handle his/her org.

ATTESTED: OEC/FEBC CHF SUP _____ FEBC PO _____

PLAN, PROGRAM, EVAL AND GMOs:

> 1. The executive has his/her team's plan and program.
> 2. The executive has their org's new or current mimeoed org eval which he has studied and understood.
> 3. The executive has approved and mimeoed GMOs which he has studied and understood.
> 4. The executive has no questions, confusions or uncertainties on the implementation of his/her eval, program and GMOs.

ATTESTED: OEC/FEBC CHF SUP _____ FEBC PO _____

FINAL VERIFICATION:

> 1. Executive has passed an end ruds and disagreement check to verify nothing was missed.
> 2. Any points that came up in the end ruds or disagreement check have been handled with ethics and cramming as needed.

ATTESTED: SNR C/S ITO _____ FEBC PO _____

FEBC PO CSW:

> 1. FEBC PO has compiled and submitted a CSW to Int management with attachments consisting of the team's:
>> a) ES 28 approvals
>> b) Int Tour approvals
>> c) Presentation pack with approved plan and program
>> d) Mimeoed eval
>> e) Mimeoed GMOs.
> 2. Above CSW is routed through CO ITO who verifies each above step of this checklist is fully and completely done with no false reports before submitting it to Int Management.

ATTESTED: CO ITO _____ FEBC PO _____

End of Checklist

FIRING FEBC® - FINAL CHECKLIST FOR INT TOUR

INFORMATION: The following checklist is used to verify that an FEBC Exec I/T is totally ready to go up to Int and then fire back to their org with the FEBC team. All points of this checklist must be in 100% with each FEBC team member before the CSW to send the team to Int is submitted. Each step is gotten in by the appropriate terminal and attested as being done. The FEBC Product Officer inspects the fact of it being done and also must attest to it being done. A condition of Doubt is assigned for any false attest.

The FEBC Product Officer is assigned to get this checklist done on each FEBC team member as soon as they are ready to fire to Int and back to their org.

TRAINEE NAME: _____ ORG: _____ DATE: _____

FEBC TRAINING:

1. Exec I/T has completed OEC® and FEBC.
2. The Exec I/T has completed the Briefing Checklist including any and all new management programs, current planning and campaigns.
3. Exec I/T has studied and seen any new booklets, brochures, management videos or public films, etc.

ATTESTED: OEC/FEBC CHF SUP _____ FEBC PO _____

ES 28 AUDITING:

1. Exec I/T has ES 28 approval for the post he/she is to hold.
2. There are no further auditing steps needed or left incomplete.

ATTESTED: TECH SEC 4B _____ FEBC PO _____

ETHICS OKAY:

1. Any Ethics reports to Ethics ITO have been investigated and handled.
2. No outstanding ethics situations exist with this executive.

ATTESTED: DIR I&R ITO _____ FEBC PO _____

CORRECTION:

1. There are no outstanding cramming orders for the executive.
2. Any areas of uncertainty have been crammed and the cramming done.
3. All flunks on FEBC exams have been crammed or corrected.

ATTESTED: QUAL SEC ITO _____ FEBC PO _____

APPEARANCE & PRESENTATION:

1. Exec I/T's TRs are in; including Upper Indoc and Admin TRs.
2. Exec does not become flustered or embarrassed when speaking to senior terminals.
3. Exec is well-mannered, uses correct etiquette.
4. All of the following points are in:
   No body odor; person is visibly clean; no skin problems;
   No dandruff or unclean hair, hair is professionally styled;
   Has clean and manicured nails; Clothing is clean, pressed, not worn out or shabby; Clothing is professional and well styled;
   Clothing fits correctly and is suitable for the person; Men are clean shaven, or have a well kept beard or mustache;
   Women have adequate make-up that is properly applied.
5. Exec is drilled in and can smoothly deliver a presentation about himself/herself and what he will do to handle his/her org.

ATTESTED: OEC/FEBC CHF SUP _____ FEBC PO _____

PLAN, PROGRAM, EVAL AND GMOs:

1. The executive has his/her team's plan and program.
2. The executive has their org's new or current mimeoed org eval which he has studied and understood.
3. The executive has approved and mimeoed GMOs which he has studied and understood.
4. The executive has no questions, confusions or uncertainties on the implementation of his/her eval, program and GMOs.

ATTESTED: OEC/FEBC CHF SUP _____ FEBC PO _____

FINAL VERIFICATION:

1. Executive has passed an end ruds and disagreement check to verify nothing was missed.
2. Any points that came up in the end ruds or disagreement check have been handled with ethics and cramming as needed.

ATTESTED: SNR C/S ITO _____ FEBC PO _____

FEBC PO CSW:

1. FEBC PO has compiled and submitted a CSW to Int management with attachments consisting of the team's:
   a) ES 28 approvals
   b) Int Tour approvals
   c) Presentation pack with approved plan and program
   d) Mimeoed eval
   e) Mimeoed GMOs.
2. Above CSW is routed through CO ITO who verifies each above step of this checklist is fully and completely done with no false reports before submitting it to Int Management.

ATTESTED: CO ITO _____ FEBC PO _____

End of Checklist

FIRING FEBC® - FINAL CHECKLIST FOR INT TOUR

INFORMATION: The following checklist is used to verify that an FEBC Exec I/T is totally ready to go up to Int and then fire back to their org with the FEBC team. All points of this checklist must be in 100% with each FEBC team member before the CSW to send the team to Int is submitted. Each step is gotten in by the appropriate terminal and attested as being done. The FEBC Product Officer inspects the fact of it being done and also must attest to it being done. A condition of Doubt is assigned for any false attest.

The FEBC Product Officer is assigned to get this checklist done on each FEBC team member as soon as they are ready to fire to Int and back to their org.

TRAINEE NAME: _____ ORG: _____ DATE: _____

FEBC TRAINING:

1. Exec I/T has completed OEC® and FEBC.
2. The Exec I/T has completed the Briefing Checklist including any and all new management programs, current planning and campaigns.
3. Exec I/T has studied and seen any new booklets, brochures, management videos or public films, etc.

ATTESTED: OEC/FEBC CHF SUP _____ FEBC PO _____

ES 28 AUDITING:

1. Exec I/T has ES 28 approval for the post he/she is to hold.
2. There are no further auditing steps needed or left incomplete.

ATTESTED: TECH SEC 4B _____ FEBC PO _____

ETHICS OKAY:

1. Any Ethics reports to Ethics ITO have been investigated and handled.
2. No outstanding ethics situations exist with this executive.

ATTESTED: DIR I&R ITO _____ FEBC PO _____

CORRECTION:

1. There are no outstanding cramming orders for the executive.
2. Any areas of uncertainty have been crammed and the cramming done.
3. All flunks on FEBC exams have been crammed or corrected.

ATTESTED: QUAL SEC ITO _____ FEBC PO _____

APPEARANCE & PRESENTATION:

1. Exec I/T's TRs are in; including Upper Indoc and Admin TRs.
2. Exec does not become flustered or embarrassed when speaking to senior terminals.
3. Exec is well-mannered, uses correct etiquette.
4. All of the following points are in:
   No body odor; person is visibly clean; no skin problems;
   No dandruff or unclean hair, hair is professionally styled;
   Has clean and manicured nails; Clothing is clean, pressed, not worn out or shabby; Clothing is professional and well styled;
   Clothing fits correctly and is suitable for the person; Men are clean shaven, or have a well kept beard or mustache;
   Women have adequate make-up that is properly applied.
5. Exec is drilled in and can smoothly deliver a presentation about himself/herself and what he will do to handle his/her org.

ATTESTED: OEC/FEBC CHF SUP _____ FEBC PO _____

PLAN, PROGRAM, EVAL AND GMOs:

1. The executive has his/her team's plan and program.
2. The executive has their org's new or current mimeoed org eval which he has studied and understood.
3. The executive has approved and mimeoed GMOs which he has studied and understood.
4. The executive has no questions, confusions or uncertainties on the implementation of his/her eval, program and GMOs.

ATTESTED: OEC/FEBC CHF SUP _____ FEBC PO _____

FINAL VERIFICATION:

1. Executive has passed an end ruds and disagreement check to verify nothing was missed.
2. Any points that came up in the end ruds or disagreement check have been handled with ethics and cramming as needed.

ATTESTED: SNR C/S ITO _____ FEBC PO _____

FEBC PO CSW:

1. FEBC PO has compiled and submitted a CSW to Int management with attachments consisting of the team's:
   a) ES 28 approvals
   b) Int Tour approvals
   c) Presentation pack with approved plan and program
   d) Mimeoed eval
   e) Mimeoed GMOs.
2. Above CSW is routed through CO ITO who verifies each above step of this checklist is fully and completely done with no false reports before submitting it to Int Management.

ATTESTED: CO ITO _____ FEBC PO _____

End of Checklist

FIRING FEBC® - FINAL CHECKLIST FOR INT TOUR

INFORMATION: The following checklist is used to verify that an FEBC Exec I/T is totally ready to go up to Int and then fire back to their org with the FEBC team. All points of this checklist __must__ be in 100% with each FEBC team member before the CSW to send the team to Int is submitted. Each step is gotten in by the appropriate terminal and attested as being done. The FEBC Product Officer inspects the fact of it being done and also must attest to it being done. A condition of Doubt is assigned for any false attest.

The FEBC Product Officer is assigned to get this checklist done on each FEBC team member as soon as they are ready to fire to Int and back to their org.

TRAINEE NAME: _____ ORG: _____ DATE: _____

FEBC TRAINING:

1. Exec I/T has completed OEC® and FEBC.
2. The Exec I/T has completed the Briefing Checklist including any and all new management programs, current planning and campaigns.
3. Exec I/T has studied and seen any new booklets, brochures, management videos or public films, etc.

ATTESTED: OEC/FEBC CHF SUP _____ FEBC PO _____

ES 28 AUDITING:

1. Exec I/T has ES 28 approval for the post he/she is to hold.
2. There are no further auditing steps needed or left incomplete.

ATTESTED: TECH SEC 4B _____ FEBC PO _____

ETHICS OKAY:

1. Any Ethics reports to Ethics ITO have been investigated and handled.
2. No outstanding ethics situations exist with this executive.

ATTESTED: DIR I&R ITO _____ FEBC PO _____

CORRECTION:

1. There are no outstanding cramming orders for the executive.
2. Any areas of uncertainty have been crammed and the cramming done.
3. All flunks on FEBC exams have been crammed or corrected.

ATTESTED: QUAL SEC ITO _____ FEBC PO _____

APPEARANCE & PRESENTATION:

1. Exec I/T's TRs are in; including Upper Indoc and Admin TRs.
2. Exec does not become flustered or embarrassed when speaking to senior terminals.
3. Exec is well-mannered, uses correct etiquette.
4. All of the following points are in:
   No body odor; person is visibly clean; no skin problems;
   No dandruff or unclean hair, hair is professionally styled;
   Has clean and manicured nails; Clothing is clean, pressed, not worn out or shabby; Clothing is professional and well styled;
   Clothing fits correctly and is suitable for the person; Men are clean shaven, or have a well kept beard or mustache;
   Women have adequate make-up that is properly applied.
5. Exec is drilled in and can smoothly deliver a presentation about himself/herself and what he will do to handle his/her org.

ATTESTED: OEC/FEBC CHF SUP _____ FEBC PO _____

PLAN, PROGRAM, EVAL AND GMOs:

1. The executive has his/her team's plan and program.
2. The executive has their org's new or current mimeoed org eval which he has studied and understood.
3. The executive has approved and mimeoed GMOs which he has studied and understood.
4. The executive has no questions, confusions or uncertainties on the implementation of his/her eval, program and GMOs.

ATTESTED: OEC/FEBC CHF SUP _____ FEBC PO _____

FINAL VERIFICATION:

1. Executive has passed an end ruds and disagreement check to verify nothing was missed.
2. Any points that came up in the end ruds or disagreement check have been handled with ethics and cramming as needed.

ATTESTED: SNR C/S ITO _____ FEBC PO _____

FEBC PO CSW:

1. FEBC PO has compiled and submitted a CSW to Int management with attachments consisting of the team's:
   a) ES 28 approvals
   b) Int Tour approvals
   c) Presentation pack with approved plan and program
   d) Mimeoed eval
   e) Mimeoed GMOs.
2. Above CSW is routed through CO ITO who verifies each above step of this checklist is fully and completely done with no false reports before submitting it to Int Management.

ATTESTED: CO ITO _____ FEBC PO _____

End of Checklist

CENTRAL BUREAUX ORDER 197 R

Pgm Chief's Hat

14 June 1972
Revised
21 September 1973

FLAG PGMS CHIEFS
FIRST DUTIES ON FLAG

There is almost always an existing program in progress on an org.

There is sometimes a screaming emergency situation that needs evaluation and handling, with approved evaluation, at once.

PRODUCTION COMES BEFORE ORGANIZATION. You can organize for years without making a penny. Only production pays off. So one produces and then organizes. Actually I produce while backing up the production with organization (and also Est O at the same time). But unless you keep production uppermost in attention and unless you keep the attention of Eds on production, it goes down to organize only. The flurry of production does cause disorganization so one cannot omit organizing. While Producing one always has an eye out for disestablishment because it takes so much longer to put something together than it does to destroy it. In the name of "Production" Eds will rip off and rip up whole divs and destroy months of work. Then the org rollercoasters.

But PRODUCTION FIRST.

SCREAMING EMERGENCY

In coming on post or doing one's post as a Programs Chief one looks fast for any current screaming emergency in his zone of influence. This he gets rapidly evaled and handled. Orgs don't have the time. Their viability leaks out by the day. It costs money just to keep them there. If they don't make that much they vanish. And that's something we never have happen. We have lost only 2 orgs — Melbourne by political action, Dublin by the foolish closure of it by ED London. SO WE DON'T CLOSE ORGS. That means day or foundation. So continued existence is the test of whether or not a screaming emergency exists. Even though there's an Emergency Officer, the threat of discontinuance can be there in the form of cash-bills or no income or no delivery. How many ways could an org die? Each threat of these is a screaming emergency.

EXISTING PROGRAM

There may be a current, evaluated existing program for that org or area.

This does not mean some unevaluated project.

These are in the older form of FLAG BUREAUX DATA
LETTERS and more modernly AIDES ORDERS. There are also
now OPERATIONS ORDERS.

There may be evaluated Flag Mission Orders for that
org. It may even have in it old Garrison MOs.

LRH letters or Base Orders or Telexes may exist for
that org. These are particularly important as they always
raise stats.

All the above can be considered EVALUATED Programs.
They are therefore valid.

FEBC projects are not evaluated. Neither are Flag
Project Orders.

Policies, HCO Bs and LRH Eds are general items for
use and can be pushed. But they do not fit that exact
org at this exact time period.

One can safely continue an existing Evaluated program
or Evaluated MOs for that org for current time.

One may find former programs that were not totally
done and the missing targets undone may themselves be a
Why.

One doesn't new broom an org.

The fastest safest thing to do is continue a program
in progress.

In short take a PRODUCTION action.

ORGANIZING

Getting properly relieved from last post, (so it will
not pull you back) is the first organizing action.

The next is officially taking post and stating it to
your senior and to LRH.

The next action is physical location, comm basket,
desk. These are an Est O's or senior's action when there
is no Est O.

Then there are any supplies and knowing the lines to
get them.

One finds out how to send a CSW for approval of an
evaluation or a request for one.

Instant hatting must occur.

FBDL 191 and 192 (or later materials) should be studied,
M4ed and done in clay.

The name of one's opposite number in the FOLO if any or one's FOLO contact should be known.

The org bd at Flag and at a FOLO should be known.

The general 7 Div Org Bd of an org should be well known.

The names of the principal officers and their duties in the FB should be known.

The data files system should be looked over.

INFO COMM LINES

Getting oneself on the Info Comm Lines is IMPORTANT.

Telexes about your area might go sailing past you for days without Ext Comm getting you onto their line.

General Info Lines are very important.

You have TWO existing scenes to know.

One is your orgs or activities.

The other is the local existing scene. Things can be in progress that greatly influence your actions locally. And you might not be on the lines to know of them. Your attention can get so external that the local planning and occurrences scene are not known to you.

EVALUATION

The key tech of the FB are:

(1)   The Data Series.
(2)   The Target Series.
(3)   Missionaire tech.
(4)   The Prod Org System (tapes).
(5)   Est O Series.
(6)   Executive Series.
(7)   CBOs and FOs.
(8)   LRH talks to Aides.
(9)   Finance Series.

Naturally, an OEC and FEBC are the backbone of running orgs.

These data are pretty essential to fully accurate evaluation.

Experience added to these gives one a very skilled level of evaluation.

One sort of absorbs this in with his bones around the Bureaux and orgs. But don't think it doesn't help to have all this gen without Mis Us.

There is a P/L (HCO P/L 12 June 72 Data Series 26, Est O Series 18) that corrects lengthy or inadequate evaluation.

Until a Pgms Chief can evaluate dead on, his Evals must be done by Aides or someone who can.

THERE IS NOTHING MORE DESTRUCTIVE TO AN ORG THAN A WRONG EVALUATION, A WRONG WHY, A BAD HANDLING.

This fact (with out-ethics) is the whole reason for the lack of success of CLOs and Why the FB took over.

So don't kid around with evaluation. It must be spot on.

A PROGRAMS CHIEF MAY REFUSE TO ACTIVATE AN EVAL WITH WHICH HE DISAGREES.

The right action is to get a new Eval done and get the other one verified or cancelled and the new one issued in its place.

Don't leave anything unhandled waiting endlessly on CSWs. Get it Evaled and okayed and on its way.

ORDERS

The issuance of uncoordinated orders from many sources was the destruction of booms.

There is ONE CHANNEL for ORDERS TO AN ORG. And that is Flag Commodore's Staff to AVU to Ops to Flag Pgms Chief to FOLO PGMs Officer for that org to the Org Flag Rep and into the Org.

This channel can be reversed. It can originate. back to Flag only from a FOLO. A FOLO can't, musn't originate orders. They DON'T Eval. It can issue NO order to an org on its own. NONE.

YOU MUST REALIZE THAT BOY DO WE KNOW OUR BUSINESS ON SUCH RESTRICTIONS. It cost us millions of lost income and broken booms to learn what we know. So there is something to know!

Uncoordinated orders from various channels have nearly crashed orgs.

Autonomous CLOs and WW earlier cost us our shirts.

SO ALL ORDERS GO BY THIS AND NO OTHER CHANNEL.

NO ORDER OR TELEX OR DESPATCH MAY BE SENT WITHOUT AN EVALUATION AND WITHOUT APPROVAL OF THE EVALUATION.

We are talking in terms like "don't stick your head under a roaring locomotive". The data is that level of importance. Life and death stuff.

Be brilliant, get bright ideas, do anything you please AS LONG AS IT IS TOTALLY CORRECTLY EVALUATED AS DEAD ON.

PROGRAMS

All programs and projects come from Evaluations. They are the handling part of the evaluation in the program or project.

YOU WORK ONLY ON PROGRAMS OR PROJECTS.

These are the orders.

Even in Emergency this is true.

FOLO X PGMS says "ED CROSS FALLS JUST BLEW. ORG WON'T LAST TIL TUES. MUTINY. REVOLT."

It's already Tuesday! So do you rush out an order? No, Man, No. NO, NO, NO.

You call in the Emergency Officer or he calls you over.

You grab Cross Falls' Current File. You bug Data for the latest in.

And you do a cool, calm collected Evaluation.

OR you and the Emergency Officer get an Aide to do a very fast Eval based on all Data. It's Div 7 (ED) so that's CS-7 right now.

The Emergency Officer hand Rushes it through. The first target will be a telex. That will be sent even before the Eval hits Mimeo. Emerg sees it's sent and gets the Eval to Mimeo.

You then ride on through the rest of the Program for Cross Falls.

You air freight the Pgm, Aides Order or Ops Order itself to the Pgms Officer. (He's already acting on the telex.) And you tick it off target by target until it's in.

MISSIONS

Where an Evaluation calls for a Mission ACTION TAKES OVER THE ORG.

During the period when Action has the org, the Programs Chief should keep himself posted on what is going on.

When the mission leaves the org and is debriefed the Action Operations Officer who operated the Mission turns it back over to its Programs Chief.

The exact point where Action ceases to be responsible for that org and the Programs Chief resumes it is the conclusion of the debrief and/or its receipt at Flag. (Sometimes FOLO missionaires are used and are debriefed at the FOLO and the debrief has to be sent to Flag.)

The Operations Officer (who is at Flag regardless of where the missionaires came from) now fully briefs the Programs Chief who then takes over and operates the org. This usually consists of being sure the MOs stay in and that a new full program is done, by Evaluation, for the org by the Programs Chief.

REPORTS

All reports from an org go via the "FOLO Pgms Officer" to "Flag Continental (or Activity) Chief" - YOU.

They actually arrive in the Data Files. It is ILLEGAL AS HELL for a Pgm Chief to receive directly such reports as he slows their filing and knocks out the whole Data Multiple Viewpoint System as the Data is lying all over Pgms Bu and who can evaluate?

ACTING ON SINGLE REPORTS IS DEADLY.

They contain PR (Public Relations) "facts".

You can destroy an org by operating on "good" or "entheta" single reports. They are just another item in Evaluations.

It is vital to have these reports coming in. When your area dries up on reports it means you have goofed. They are out of ARC with Flag.

So NEVER PUT ENTHETA ON A LONG DISTANCE COMM LINE. This is a solid rule. Don't bait and badger or carp at them.

Ack Officer in Data acks these reports.

You can write them to keep the line in SO LONG AS YOU ISSUE NO ORDERS OR ADVICE ON A DESPATCH LINE.

You start trying to run orgs by despatch and you'll just bog. You run them by Evaluation and Pgms.

You have to keep the Data coming in to Data Bu from your orgs. So you nag your FOLO Pgms Officer to keep asking for the reports owed.

Look inside any Data Files Folder you will see the list of reports a big org sends. Small orgs haven't the staff so you have to go easy. They may need shorter reports or a different checksheet.

But with no reports you're dead as you can't evaluate.

STATS

Learn to read and watch stats! Management by Stats is the whole trick.

And be sure the stats are not false.

And make sure stats get reported.

KEEP THEM BUSY

It is up to YOU to keep the FOLO, Area and orgs busy, flat out.

In this present system where a FOLO cannot issue independent orders, YOU are the starter and trendsetter. It is YOU who keep those guys jumping.

If you do not have successful popular pgms going for each org, they will collapse. We have proven this.

PUBLIC

You have to be sure public is driven into the org by publicly advertised and sold books and Tours quite in addition to roaring Div 6s.

DRIVE THE PUBLIC IN ON THE ORG AND PROGRAM THEM TO COPE.

SUCCESS

A lot of really able gung ho guys are out there.

They need your leadership.

As you read reports you may tend to get cynical. But remember there must be more plus points than out points or the org wouldn't be there!

TARGETTING

Target with reality and keep the target until they make it for a while. Then upgrade it.

Target GI and Pd Comps only.

Never Tgt GDSes from here. The Ed does that locally.

Really burn the lines with enthusiasm when they make a target. They worked hard to do so.

WORK

At all times, those guys are working much harder and faster than on Flag. They have the public to face. Don't run at south-sea-under-the-palms speed or you'll gear down the whole network of orgs or activities you're operating.

FAITH

They face the public.

Don't stab them in the back with uncoordinated orders or wrong Whys.

Build faith in you.

And keep high ARC with Flag and we'll take the planet.

EARLY CONTACT

All posts begin in non-existence. The formula is find a comm line, make yourself known and find out what is needed and wanted.

Org Flag Reps and Pgms Officers of FOLOs cannot be expected to know that you are on post unless you tell them. And they cannot be expected to know what you do or that you fully intend them to do what you tell them (without destroying their local initiative) unless you get comm lines through to them.

This also must be assumed of FOLO Pgms Bu people.

So a necessary action to get a product (GI and Pd Comps for the week for that org so as to pay us well) would be to establish a Comm line.

And so you can really begin.

SUMMARY

So there you are.

You are in charge of your area.

So let's go.

L. RON HUBBARD
COMMODORE

LRH:ne:nt

CENTRAL BUREAUX ORDER 737   7 September 1982

FFR Hat
Cont FR Hats
FRs
All Management
FLAG
FOLOs

ESTABLISHMENT, FUNCTIONS AND
ACTIONS OF THE FFR OFFICE

Were I to establish, as FFR, an FFR Office, I would need to do and would do the following:

1) I would need personnel folders of all FRs and their ethics folders.

2) I would need report forms.

3) I would need an info letter which gave strategic planning for Flag.

4) I would have to be on a line to find out what was strategy for each separate org so that I could distribute the info.

5) I would need a time/date stamp.

6) I would need a xerox machine.

7) My lines arrangements would have to be such that all FR reports came to me before anybody else.

8) I would xerox and file a copy of every report under the org name in my own office files which would contain a bank of files for each org and each org file would contain the reports and correspondence with that FR.

9) I would need a dictation machine and a combination typist/file clerk.

10) I would need a set of distribution bean stalks -- one for every org in the world.

11) I would need a tape/addresso machine -- a little hand crank silk screen type that matched the bean stalk distribution system.

12) I would need a chart on the wall which showed my whole Network and its lines with the names dymoed in.

13) I would need liaison with external and internal comm centers for despatch and telex handling and intercom.

14) I would need a folder in my files that would contain a copy of the outgoing orders to each org and my file clerk would have to match up incoming reports in each org's folder with the order that had gone out.

15) I would have to give a data letter for circulation to management.

16) I would consider my job to keep the Network posted and running and the lines flowing and that I would compare org stats down in the Data Bureau to the folders of the FRs so that I could know what FRs were being effective and which ones weren't.

17) I would need a set of stamps that said "URGENT", etc., so that I could stamp certain letters.

18) I would need membership in the Network Coordination Committee and then the Management EC and in the Exec Strata meetings.

19) I would have to have hats.

That would be my office and that would be what I would be doing. That would be an FFR Office.

At FOLO level, they would have to run a little school to train FRs and bring them in for cramming.

20) I would have to have some sort of ethics liaison with HCO and personnel liaison.

I would have to have the means of protecting my own Network from ripoffs or unjust removals in case some FR became unpopular with an EC because they might find out something.

The motto of the office would be:

"We service Management with observations and compliances."

21) I would need a letterhead with that motto on it so that it was constantly in view.

22) I would also need a Management that provided Strat Planning and evaluations internationally, for each continent and for each org otherwise the services for the Network not only would become wasted but could become destructive and I could be blamed for it with the only alternative of beginning to manage myself to save my own reputation.

That's the FFR Office.

L. RON HUBBARD
FOUNDER

Adopted by

CHURCH OF SCIENTOLOGY
INTERNATIONAL

CENTRAL BUREAUX ORDER 557-6   13 February 1982

ALL CMO UNITS
WDC
IMO
FOLOs

A RULE OF THUMB TO STAT ANALYSIS

THE OVERALL EMBRACIVE GRAPH

The following is an excerpt of an LRH Talk with a
Commodore's Messenger on the subject of stat analysis,
given on 25 November 1979.

LRH: ...you simply take the graph which is the
most embracive graph that really sums up all the graphs
which you are counting on to tell you the condition of
affairs. For some guys that would be GI or for some
guys it would be VSD or something of the sort, something
that is the overall embracive graph, and then hastily
just go through the rest of the graphs till you find the
same curve. And there's your Why. There's your Who and
your Why right there, bang.

MESSENGER: Oh, so you find out what condition that
thing is in, like say Treasury has the same curve, and
there's the area.

LRH: That's it, that's it. And if your main graph
has done something splendid, it's gone up into a soaring
Affluence or something like that, well, those guys are
doing great. That would be the usual thing, those guys
are doing great. Well, that isn't necessarily true at all.
You just flip through the remaining graphs (this isn't
any searching stat analysis -- it's just very fast), you
just go through the remaining graphs looking for the
repeated graph. And it's a rough rule of thumb that will
hold good. It will be a little steeper on their graph
than it is on the main graph, either way, but it will be
the same pattern.

MESSENGER: It could be two areas probably, too.

LRH: If you can't find it by that, then you will
probably find there are two but there usually aren't.
This is when extreme conditions suddenly occur in graphs.
You use something like this. What crashed this org this
week? There you are. And so you can do a stat analysis
in seconds like that. It's just extreme conditions, like
they've got a heavy apple and so they got something. If

everybody's just puttering along and your main, general, overall graph is puttering along it requires a more searching analysis if you were going to better anything. Now, it would require some kind of a bright analysis or something of the sort but it could be how come they're just puttering along and it might just suddenly apply to stat graphs. Some areas might be doing better than other areas so maybe you'd get into your two graphs, but you can still tell from that. How come they're just puttering along and they're not going anyplace. Well, look in there.

...here is another type of stat analysis -- how come we've got kind of a sour, doesn't go anyplace scene. Well, let's just find the stat that shouldn't be that way and then let's find out if the central management pays any attention to them at all. And that was what dropped out of the woodwork. No attention to those stats, you see. That's another type of stat analysis but for a different purpose. For a different purpose than the other one.

...Another type of analysis is how come their scene isn't improving. Well, let's go searchingly into these points and find out if anybody is trying to improve it. See, another type of analysis. But this other one you'll find stands you in very good stead. It's a very rough rule of thumb but boy, it's really on the button. The parallel graph -- there it sat. By the way, I didn't even bother to closely inspect the other graphs. They weren't in that pattern.

Compiled by
Stat Analysis Project

Approved by
WATCHDOG COMMITTEE

SEA ORGANIZATION

CENTRAL BUREAUX ORDER 558RB

29 January 1979
Re-revised
12 June 1980
Rewritten
10 July 1982

NEW MISSION TECH

WHY ORG STATS COLLAPSE WHEN A MISSION LEAVES

This Central Bureaux Order has been rewritten 10 July 1982 to handle the fact that "single-handing execs" and missions have been ignoring the Executive Council, Ad Council form of the org, resulting in post-visit org collapse.

As this violates all the elements of sound management as laid out in HCO PL 1 Jul 82 MANAGEMENT COORDINATION, this CBO is rewritten to forward, with emphasis, the full intention of that Policy Letter.

The handling section in this CBO becomes mandatory for all but obs or project missions in every set of MOs. It is also mandatory for use by any single senior executive not on MOs entering an org to improve its stats.

To it is added the injunction that:

EXEC COUNCILS AND AD COUNCILS ARE TO BE ADDRESSED AND TREATED AS MANAGEMENT AND COORDINATING BODIES BY THE MISSION AND ARE TO BE MET WITH AS SUCH BY THE MISSION TO GET THEIR VIEWS, BOTH BEFORE THE MISSION TAKES ACTION AND WHEN THE MISSION BEGINS TO 558.

And the additional injunction that:

ANY SINGLE SENIOR EXECUTIVE NOT ON MISSION ORDERS ENTERING AN ORG TO IMPROVE ITS STATS IS BOUND BY THE DATA AND HANDLING SECTIONS OF CBO 558RB.

I have found why org stats crash when a mission leaves an org and why missions never get back.

SITUATION: WHEN MISSIONS LEAVE AN AREA, THE AREA USUALLY CRASHES. YOU SOMETIMES DON'T EVEN GET MISSIONS BACK BECAUSE THEY'RE TRYING TO STOP THE ORG FROM COLLAPSING.

STATS: Over 50% of msns fail, even though during the course of the mission the stats go up, but when the mission leaves the org collapses.

DATA: A mission can go into an org or division and get the place rolling like mad, with skyrocketing stats.

Yet, the minute the mission pulls out the org crashes.

Another instance is missions failing to terminate the mission, fearing the org will crash when they leave.

This occurs time and time again, but there has never been a solution to handle this.

If, while the mission is in the org, the execs just carry on with what they're doing, without paying any attention to what the mission is doing, when the mission pulls out, the execs don't know how to keep it going. It then crashes.

But an even more dangerous situation is brought about when the mission undermines the form of the org by failing to address the org's Exec Council and its Ad Council as the immediate managing and coordinating bodies they are. It may deal with the org's executives singly, but when it ignores the EC and Ad Council as governing bodies, fails to brief them or get their views or gain their support, it is cutting across all the elements of coordination. Whether this is done out of contempt for "committees" or out of ignorance, it is harmful as it leaves behind a weakened management structure and an uncoordinated scene.

Just as harmful is the action of a single senior executive who goes into an org to improve its stats and omits not only coordination with that org's EC and Ad Council but any 558 actions at all.

The full data on the importance of coordination to an org is covered in HCO PL 1 July 1982 MANAGEMENT COORDINATION. This Policy Letter must serve as a guideline for senior management terminals _and_ Missions in the handling of orgs and getting 558 actions done.

It has also been found that unless a mission fully uncovers and handles all tigers in the org, all their good work will actually be ripped apart the moment their back is turned. Therefore this must be safeguarded against and any tigers located and handled before the mission leaves.

Additionally, it has been found that missions take Establishment and Organizational actions in order to accomplish their mission (which may not directly be on the mission orders) that are extremely vital to the org. Missions often forget to brief and turn over these Estab and Organizational actions as they were not directly part of the mission, but it is extremely vital that they are turned over. If they're not turned over properly the org could very well crash when the mission leaves.

Per LRH HCO PL 4 Dec 1966 ADMIN KNOW-HOW EXPANSION THEORY OF POLICY "... when you expand volume and traffic you must expand the organisation." and from the same PL "If you had huge affluences occurring steadily you would soon go into collapse if you did not expand also by organisational units or branches." so obviously it is very important that the mission's actions as above are maintained.

HANDLING:

TO ANY SET OF MISSION ORDERS EXCEPT THOSE FOR OBS OR PROJECT MISSIONS:

A.   Add the following VTs:

1.   Be alert for anybody coming up behind you ripping up anything you have done, or denigrating your actions. Watch for any person that you have to continuously handle. Immediately apply Esto Series 16 to them and handle per Esto Series 16 steps.

2.   Realize that a lot of these guys in orgs that are yelling
care about what is going on and are outraged at the conditions
of things. You mustn't shoot everyone who is yelling. The
truly suppressive people in that org are quite often very quiet
ones and are back of the scenes doing things that make other
people yell and protest. This is not always the case, but it
should be watched for. Remember that at SH, an investigation
of the principal execs who were getting things done in 1966
showed that they had the fattest ethics files in the orgs be-
cause of staff complaining about them. The truly suppressive
ones in the org are often difficult to detect.

B.   Add the following OTs:

1.   Before taking any action, the Mission:

      a)   <u>must</u> brief the Exec Council as an Exec Council on the
      mission orders and what made this mission necessary, and
      get their views, and

      b)   <u>must</u> brief the Ad Council as an Ad Council on the
      mission orders and what made this mission necessary, and
      get their views.

2.   Take any other execs who are involved in the exact scene
(but who are not members of the EC or Ad Council) and brief them
on the same data.

3.   Get on with your mission and getting the job done.

4.   During the mission, brief all those involved (including the
EC as an EC, the Ad Council as an Ad Council) as needful on the
actions the mission is taking and actions in progress.

5.   When the mission is ready to begin 558-ing, meet with EC
as an EC and the Ad Council as an Ad Council and again brief
them on actions taken, handle any questions and ensure any
valid management or production actions they have going are
coordinated with what the mission is doing.

6.   Specifically, brief them on all Establishment and Organi-
zational actions that the mission has taken. This would in-
clude actions taken that were not directly on the mission orders
but had to be done in order to accomplish the purpose of your
mission and then maintain it.

7.   Put them on as go-fors and actually make them work in the
rank and file for a certain amount of time per day. Insist
that they do their regular posts the rest of the day or evening
or night so they can't blame the mission for blocking their
other activities in the org. Don't make them do what the mission
is doing, just make them into go-fors until they learn what
they're doing.

8.   Word clear them on actual policies NOT verbal tech, on
whatever the misunderstoods are.

9.   Then bring them up to handling it while the mission stands
by and watches them handle it.

10.   Then you correct and re-apprentice and word clear until
there are actually some execs who will do it. No verbal tech,
only with policy.

11.   Review any and all establishment actions to make certain the org is not now ripped up and if there are now posts to be re-filled or areas that need beef-up or re-establishing, make sure there are firm, workable plans established to remedy this.

12.   When 558-ing is complete, brief the EC again as an EC and the Ad Council as an Ad Council on all the actions taken by the mission, handle their questions, and gain their _cooperation_ and promises to forward those actions undertaken which have actually raised stats.

13.   Have: a) the EC from its hat
              b) the Ad Council from its hat, and
              c) any specific divisions or areas of the org that
                 have been directly involved with the mission
each submit to you a plan of how they are going to take over the functions of your mission; this would also include all Establishment and Organizational actions the mission did.

14.   Get these fully coordinated as one plan and get them to get this plan into operation.

15.   Leave a rundown of what has been done and why with:

      A)   The org EC,
      B)   The FOLO or Continental management unit,
      C)   Any local CMO Unit,
      D)   The Program Chiefs of FOLO,
      E)   The Program Chiefs of IMO,
      F)   The Senior Exec Strata,
      G)   The ED Int,
      H)   WDC.
This is NOT a debrief. This is a _program_ of actions that must be kept in.

CONDITIONAL: If you find out they won't be able to do this, realize that your mission efforts will simply collapse the moment you walk out the front door, then take the following actions:

      A.   Debug them.
      B.   Word clear them.
      C.   Find their why.
      D.   Look them up on Esto Series 16 and apply.
      E.   Demand a replacement if they aren't going to make it.

NOTE: Nothing in this CBO is to be used to justify a mission not doing its job and producing a result.

                                    L. RON HUBBARD
                                    COMMODORE

                                    Rewritten 10 July 82
                                    at the request of
                                    L. RON HUBBARD
                                    Founder
                                    Assisted by
                                    Research & Technical
                                    Compilations Unit
                                    for the
                                    CHURCH OF SCIENTOLOGY
                                    INTERNATIONAL

CSI:LRH:RTC:jk:dr:bk:gal

IMEC ED 1602   22 December 1992

TO: ALL FCB STAFF INCLUDING NETWORKS
    ALL CLO STAFF INCLUDING NETWORKS
    NEW ERA® PUBLICATIONS
    BRIDGE PUBLICATIONS INC.
    CPLOs
    GOLD
    GOLD SALES SERVICE REPS
    FEBC® TEAMS

INFO: EXEC STRATA
      WDC

IMPORTANT

FEBC TEAM MANAGEMENT LINES

WHAT CLO/FB DO

During 1970-1, LRH started the Flag® Executive Briefing Course and teams of FEBCs were sent to orgs and boomed them. The FEBC teams were fired on garrison mission orders from Flag and were run from Flag on these orders. The teams put in the Product Officer/Org Officer system and later the Esto system into orgs. These systems ARE the way to run and boom any organization as fully explained in HCO™ PL 7 Mar 72R, THE ESTABLISHMENT OFFICER.

For example, in 1986, Hamburg org was a struggling org which had low delivery and low staff pay. The ED of the org was trained up with a team of her top executives, on the FEBC at the International Training Org and they learned LRH™ policies and the Product/Org Officer and Esto systems. Hamburg took off! Its well done auditing hours have increased from around 150 a week to 1,200 well done auditing hours per week and its staff are well-paid with no staff moonlighting. This org is an example of a true Hubbard® Scientology® Org.

An FEBC team is held fully responsible for running and expanding their org. They are to be fully backed up by management to do so. Instructions and comm to them must be well coordinated and forward their programs and plans.

Exact management lines to orgs with FEBC teams have been laid out for the Flag Command Bureaux and FOLO to fully ensure the teams' success. These lines are based on the successful pattern from 1971 when these teams were fired on garrison mission orders from Flag.

Getting in these lines and keeping them in is a vital ingredient in helping an FEBC team succeed.

THE LINES

The exact lines to be kept in are as follows:

1. The FEBC team is briefed and fired on Garrison Mission Orders by the Action Branch FB. They execute their GMOs, the org eval and get the 339R programs implemented in the org.

2. The team members send a weekly report by mail to the Org Pgms Chf at Flag via the Pgms Chf at the FOLO (Ref: FO 2936, MISSION ORDERS, TYPES OF). Copies are sent to the org Flag Rep, the CO CLO, the CLO Management Committee, the CO Flag Bureaux, Flag Network Coordination Committee, International Management Executive Committee and WDC.

3. They are run by the Org Programs Chief at the Flag Bureaux on their GMOs via the Programs Chief at the FOLO.

4. The Org Programs Chief at Flag executes the org eval via the Programs Chf at the FOLO to the Flag Rep of the org who gets the org staff with targets to get them done. (Ref: FBDL 226RA, PROGRAMING ORGS)

5. The Flag and FOLO Aides and networks execute their 339R Programs to their opposite numbers in the org. They maintain comm lines with them and assist them to get the 339R Programs done.

6. The FEBC team sends to the FOLO Programs Chief a telex copy of the org's weekly Executive Council stat analysis and battle plan to keep the FOLO informed of their actions to expand the org.

7. The Programs Chief for the org at the FOLO receives the analysis of the org's stats and the org BP from the ED/CO as well as a telex from the org FR on eval and programs execution.

These are reviewed by the FOLO Programs Chief once his own analysis and BP for the org is done.

The org ED/CO and FR weekly analysis and BP for the org are reviewed by the FOLO Programs Chief and answered immediately. (None go via the FB, but are info'ed to the FB Pgms Chief for the org and in the case of S.O. orgs are additionally info'ed to CO FB, Int Management Executive Committee and WDC.)

In any case where the Programs Chief at the FOLO finds incorrect actions have been taken by the org EC in doing their weekly stat management actions he issues orders to the CO/ED to correct the situation stating the policy being violated.

NO PHONE CALLS

No phone calls are made to the org including calls from any missions or projects. (Ref: FO 3759, FLAG BASICS.) There are no exceptions to this. PUBS Sales managers and Gold Sales Reps may call book outlets in local areas to demand they sell the books, tapes, E-Meters™ and insignia they have. (Refs: HCO PL 10 July 79R, PUBLICATIONS ORGANIZATIONS ARE SALES ORGANIZATIONS and PUBS BASE ORDER 1). They may only call the org at most, once per day per HCO PL 15 Nov 74, PHONE TIPS and the call is limited to 3 minutes maximum. They may not address the FEBC team.

TOURS AND PROJECTS

Standard FSO Bridge Control tours, Div 6B tours (Flag events) and ARC Break tours from the FSO may go to the org.

Sea Org org Bridge Control tours, Div 6B tours and ARC Break tours are also permitted.

FOLO tours and Ace Teams may also visit the org with the purpose of driving public down on the org.

PUBS tours may be done which get books, tapes, E-Meters and insignia sold to the public.

The schedule of the Flag Service Org tours (Flag events) is issued a year in advance as coordinated with and approved by the Flag Network Coordination Committee and the Int Management Executive Committee.

The schedule of SO org, FOLO and PUBS tours must be coordinated with and approved by the Continental Liaison Office Network Coordination Committee (NCC).

In the case of tours and projects fired from Golden Era Productions™, these require written approval from the Int Management Executive Committee.

For a period of 3 months after the FEBC team's arrival in the org, recruitment tours are not permitted to go to the org. This will give the FEBC team time to build the org up. After 3 months, recruit tours to the org can be CSWed to the CLO Network Coordination Committee but may only go there after approval from this Committee.

No other projects, missions or visits may be made to the org without a CSW approved by the CLO Network Coordination Committee. (Ref: HCO PL 1 July 82, MANAGEMENT COORDINATION)

SUMMARY

Bright, on-policy, coordinated, on-hat originations to the org, which help the FEBC team, are important to its success and are expected from all management echelons. This would obviously include rapid handling of any requests for assistance from the FEBC team themselves.

In this way, the management actions for the org are well coordinated.

Helping FEBC teams boom orgs is a team activity and keeping these lines in will make it happen.

In 1971, LRH issued LRH ED 141 INT:

"These FEBCs think big." ... "They do big. They send stats skyrocketing. When the small percent who don't don't, we recall at once.

"Suddenly we have wizard execs." ...

"Suddenly we are on our way.

"Here we go. We'll have to run like everything just to keep up.

"We lived through yesterday, so will live today. We are expanding like an explosion today. We will own all tomorrow.

"That's the way things are.

"Here we go." - LRH

Commander Myles Mellor
ESTAB EXEC INTERNATIONAL

Authorized by
AVC INTERNATIONAL

for
CHURCH OF SCIENTOLOGY
INTERNATIONAL

CSI:AVCI:MM:mg

EXECUTIVE DIRECTIVE

IMEC ED 334   3 June 1987

To: Flag® Command Bureaux
     Int Training School

Info: WDC
       CMO INT, IXU
       EXEC STRATA

From: D/Estab Exec Int Execs

PERSONNEL FREEZE

INTERNATIONAL TRAINING SCHOOL

STAFF AND STUDENTS

References: HCO™ PL 16 Nov 74RC   TRANSFERS AND REMOVALS AND
                                       PEMANENT POSTINGS FORBIDDEN LOCALLY
               HCO PL 21 Sept 69   STAFF TRAINING OFFICER

        A personnel freeze is hereby issued on the International
Training School Staff and Students.

        No International Training School staff are to be transferred or
removed without the approval of D/Estab Exec Int Execs, Int Personnel
Control Plenipotentiary and Watchdog Committee. This includes all
current and future staff of the Int Training School.

        No International Training School students are to be taken from
the Int Training School before they have completed their training TIP.

        The only exception to this rule is when an SO FEBC® student is
chosen for a mission per Flag Order 2825, MISSIONAIRE ASSIGNMENT.
Before an SO FEBC student is to go onto a mission, he/she must be
approved to do the mission by D/Estab Exec Int Execs and the WDC
member over the Sector that the SO FEBC student is from. That is, if
a student comes from an SO Service Org and is named for a mission, the
approval line will be through D/Estab Exec Int Execs to WDC SO.
Included within this CSW must be data as to how many previous missions
the person has done while being a student in Int Training School, how
long these missions were, whether these missions were successfully
completed, how long the person has been on training in the Int Training
School, how many previous missions the person did prior to going into
the Int Training School and how long the person has been in the Sea Org.
With this data, it can be seen whether or not it would be the correct
action to send the student on the mission or not.

        All students must return to the org they were sent from.

        It is a major part of current international strategy to get
OEC®/FEBC trained Executives in all orgs. We are well behind by
years in getting real executives leading all orgs. A lot of work has
been put into streamlining OEC/FEBC training so we can get execs made
rapidly and we can now do this. Delaying the training of executives in
any way at this time will cut across efforts to get executives trained
on OEC/FEBC and sent back to their orgs to boom them to the size of old
Saint Hill.

        Where this personnel freeze is violated, we will know the
intention of those who violate it and handle accordingly.

D/ESTAB EXEC INT FOR EXECUTIVES

Approved by
WDC FCB

Authorized by
AVC INT

for
CHURCH OF SCIENTOLOGY®
INTERNATIONAL

CSI:AVCI:WDCFCB:LL:ds

(Reissued on 8 November 1995 to fix
typographical errors and include missing words.)

COORDINATION AND LRH ED 339R

(Taken from an LRH advice of 3 September 1982 where LRH
was reviewing a report on the full rundown on the activities of
the Executive Strata. Issued as a CBO on 7 February 1989.)

Refs:
LRH ED 339R Int   REVISION OF THE BIRTHDAY
          GAME 1982/83
LRH ED 339R-1 Int   THE MAKE-BREAK POINT OF
          AN ORG

LRH ED 339R Int is a PURPOSE AGAINST WHICH ACTIONS CAN BE
COORDINATED.

If you regard it in this fashion you will see that just pushing it will not
accomplish the purpose since one has to have all the tactical actions which go
into accomplishing that purpose.

The purpose, of course, is to expand all orgs up to or beyond the size of old
Saint Hill and to create in effect a body of OTs.

Now, if we regard it in the full light of being purpose, then it is possible to
derive from it various strategic plannings and from these one can derive tactical
plannings. But all these things have to fit together. So when one is saying he is
pushing 339R, it is not enough to push an issue number. For instance, the
streamlined mult reinforcement is intended to strengthen that Affluence of service
delivery and if you realize that this can be strengthened right up into the Power
stats of the old SH you see that one is pushing 339R if one is pushing that
streamlined mult.

339R gives a purpose against which things can be coordinated and if viewed
in that light it will sort things out. That was why it was written.

Given a good purpose, the strategic action necessary to accomplish it and the
tactical plans to bring it into existence, a group can certainly flourish and
prosper.

So we have a general neat-up of purposes as old as the late 50s when "Clear
the planet" first became popular. It also integrates other earlier actions into its
body all of which have been successful or popular. For instance, it is a worry on
the part of somebody in ANZO as to how he will ever possibly get up the Grade
Chart. When all strengths and forces are aligned into a single thrust a tremen-
dous amount of power can be developed. And that actually is what 339R is all

about. I saw that something was needed to align available forces. I am sure that in most quarters, particularly at staff level, 339R is very popular, where it is known to the staff. But look what 339R has accomplished already. It has found that some of the basic tools of management were in neglect and it has found that many key terminals were missing. It has found that many lines were cut (such as Flag Mimeo, one of the most vital lines in management that you have). And on the reverse side of the scene it is spotting at this moment certain areas that are flagrantly CI and something can be done about them. What you are watching is an alignment of forces, so whatever one does should contribute to that general alignment and on-thrust and that would be "pushing 339R."

If one looks at 339R as a purpose against which one can align or not align actions, one then has COORDINATION.

The span of each person in the Executive Strata is of course across the whole sector of function. Wherever these functions occur in any organization, management group or unit, that is part of the hat of the Exec Strata as now composed.

L. RON HUBBARD
COMMODORE

LRH:jh

CENTRAL BUREAUX ORDER 51   24 November 1970

All Bureaux
  (Flag, CLO and Org
    Bureaux Offices)
  Hats

(Reissued on 31 October 1995 to revert this issue to the
original LRH text. All subsequent revisions are cancelled.)

THE BUREAUX TEAM

Unless a bureaux can operate as a *team* it will wind up being single-handed or wholly unsuccessful.

What makes a person not part of a team is overts against the team or its members. Thus overts have to be cleaned up and kept cleaned up. Bureaux members who are not full releases on overts and withholds, especially the special rundown on this, will be found to be the points where a bureaux has trouble. Thus it is a primary requisite for a bureaux officer, Aide or member.

Teamwork is established by working together. Drills and games of a team nature should be scheduled and routinely done. These are not just sports or exercise. They are team games or activities where all must participate or it falls apart. Golf, tennis are nonteam types. Tug of war, timed all hands evolutions, soccer, etc., are team types. But where a bureaux has to split itself up to have two teams, the result is lessened. This is permissible but not optimum. Getting an adjacent org to also operate a team is optimum. Thus athletic and nonathletic team type activities directly promote bureaux success.

Waiting for orders from the top management of a bureaux to act is out of sequence and wrong function. Top management lays down and/or okays policy, PROGRAMS and PLANS. Juniors issue the ORDERS to get the plans *done*.

Data does the evaluation resulting in a situation and a WHY. Action does the plan. Once these are okayed by top management, the rest of the bureaux issues the orders and executes the actions to get the program *done*.

In theory *anyone* in a bureaux can spot a situation and guess at a WHY. This passes through Data, gets a full evaluation and winds up as an evaluation for okay. It is then eligible to be planned. The plan, okayed becomes an offered program. The program okayed becomes that on which orders are issued. Without these steps *no* bureaux orders have validity to outside areas.

In theory anyone in a bureaux can issue orders to anyone else in the whole bureaux. At first glance this looks like chaos. It is not. As all *operational* orders come from a duly authorized plan, duly programed, it would be fatal NOT to issue orders. BUT NO ONE BUT NO ONE MAY ISSUE POLICY IN THE GUISE OF AN "ORDER" (see HCO PL 25 Nov. 70, POLICY AND ORDERS).

Orders with no plan or program okayed *would* be chaos.

Programs without everyone able to issue orders based on it would become defeats. But issuing POLICY with no authorized program and calling it orders defeats the whole Flag org.

So the operating rules of every bureaux personnel (Flag, CLOs, OTLs, Org Liaison Offices) are:

ANYONE MUST CALL THE ATTENTION OF EVALUATIONS TO A NOTICED SITUATION (INCLUDING EVALUATIONS).

EVALUATIONS MUST VERIFY AND IF VERIFIED MUST FIND A WHY.

ALL WHYS MUST BE OKAYED BY TOP MANAGEMENT.

ALL OKAYED WHYS MUST BE PLANNED.

ALL PLANS MUST BE OKAYED BY TOP MANAGEMENT.

ANY OKAYED PLAN MUST HAVE A PROGRAM DONE.

ANYONE IN THE BUREAUX MAY ISSUE ORDERS TO ANYONE TO ACTIVATE THE PLAN OR PROGRAM.

ANYONE IN THE BUREAUX MAY CALL THE ATTENTION OF EVALUATIONS TO ANY WRONG OR FAILED FORMER PLAN.

ANYONE IN A BUREAUX MAY REACTIVATE AN APPROVED PLAN OR PROGRAM THAT IS DORMANT BY GETTING REAPPROVAL BY TOP MANAGEMENT.

These are the positive rules of the bureaux team.

What are the negative rules?

The negative rules are all under the heading of *nonteam*. A Continental Captain or any CO is bound by the nonteam rule.

Why? You will find all unsuccessful actions have the ingredient of independent action without regard to full data and full demand for bureaux cooperation. This *especially* applies to COs!

All failed actions did not use the team.

The above fact is very important. ALL ACTIONS AND ORDERS BASED ON A WRONG WHY CAN CRASH STATS.

If a bureaux had seven or eight independently acting handlers of situations who used a despatch line to issue unprogramed orders, crashes of org stats would be frequent and inevitable. Dedication to independent despatch lines by Aides can ruin orgs. Because orders are being issued that are nonteam and therefore based on wrong Whys and in conflict not only with other bureaux actions but also those in the org.

The "somebody else will notice" a situation is pure death. The failure to use Action to enforce howlingly out situations is disaster.

We assume all fully on post bureaux personnel are well advised, trained people. Each one of them can see a "shouldn't be." Therefore it would break a bureaux down if each couldn't fill out an "Evaluation Request" and send it to Data. And have it given attention. Possibly fifty of these all arrive. They will concern only two or three orgs at most.

A bureaux personnel knows enough not to act on a single report. Each outness in an org staff member report is already getting condensed in Data. But data sources are many. "I was over at AO Greenland yesterday and they run a pet

store...", spotted by a bureaux member, may not appear on any other reports. So it goes to Evaluations. It may add up to many other data and stats and trigger off something not otherwise noted.

Reviewing a CIC, a bureaux member may see something in his own line of country that is an overlooked situation. He should write an "Evaluations Request" at once. He can even look through Data Files and see what else is on this.

Strangely enough: ALMOST ALL DANGEROUS SITUATIONS ARE NOTED FIRST BY OFF-LINE (non-Data) OBSERVERS IN THE BUREAUX.

Here are two examples of all this: Failure to send out *Auditor* magazine DK was noted off-line in late 1969. Transferring it to UK was eventually done. UK's refusal to mail it out to EU and SA was noted in Aug. 70, again off-line. A telex was sent not following lines. The situation went unhandled until Nov. 70. That's a year comm lag. The failure here was not to get in on proper lines and program it and make sure it was *DONE!* The other instance was Academy materials being sold to field who then stated they now didn't have to enroll, which threatened Academies. An off-line observer told five or six people. Yet it came on my desk to plan, program and handle. At least it was noted.

The thing which pushes nonteam actions in is slow or no team action.

The jam points are Evaluations and Planning. The reason these are jammed is they are usually (a) undermanned (b) not totally hatted (c) not manned by persons fully trained in the Data Series, Org Series, Target Series, etc. Another reason is line errors: bureaux heads do not keep lines straight.

All bureaux failures are traceable to nonteam. Missionaire is out there, finds new situation, acts. Probable failure. Aide gets despatch, doesn't go to the team, issues an order not based on a program. Probable failure. A junior notes but fails to report a situation he finds. Failure. Evaluations doesn't ask other bureaux Aides for data when he can't find it in files. This is nonteam think. Probable wrong Why. Program exists but orders not being issued by everyone on it to outer orgs. Probable failure.

These are all nonteam.

To define a bureaux setup:

A BUREAUX IS A TEAM WHERE EACH MEMBER WORKS AS A TEAM MEMBER FIRST AND A TRAINED SPECIALIST SECOND WHO CONTRIBUTES HIS SPECIALTY TO THE TEAM EFFORT.

A bureaux exists to EXPAND DIANETICS AND SCIENTOLOGY BY RAISING STATS AND DELIVERY IN EXISTING ACTIVITIES AND EXPANDING THE AREA BY FORMING NEW ACTIVITIES WHOSE STATS AND DELIVERY ARE THEN RAISED.

TEAM AUTHORITY

Thus it can be seen that every bureaux member has the authority of the whole team where the evaluation, plan and program have been approved by the team.

A bureaux member has a TEAM DUTY and a SPECIALIST DUTY. The team duty comes first, the specialist duty second.

This applies internally to the bureaux itself and externally to the orgs and areas.

The HCO PL 20 Nov. 70, ORGANIZATION MISUNDERSTOODS applies totally and especially to a bureaux.

That a bureaux develops internal slows or stops is the concern of every bureaux member and is up to the whole group to demand remedy and handle.

That a bureaux member has a win is a win for the whole group.

The keynote is *WE* DID IT.

An Aide spotting a situation and getting the bureaux posts and lines to handle it is a broad win for all.

A single-handed victory occurs and often luckily. But it is a seething rebuke to the team that one person had to carry the ball alone.

The CORRECT POLICY in operating bureaux is the policy that swiftly accomplishes the purpose of the bureaux.

The CORRECT ACTION is the action based on the right WHY that raised the stats, increased delivery and expanded the area.

The authority of the team is derived from accomplishing the purpose of the team.

The individual authority of the team member stems from the team itself and his service to it.

Efficiency and effectiveness in accomplishing bureaux purpose are the major points of pride of the team and the team member.

A well-organized, functioning team is the answer to progress, however much matters have to be urged and done by the few.

L. RON HUBBARD
COMMODORE

LRH:jh

RE: ADVICES ON SCENTED AND PERFUMED ITEMS

Following are the Source references on the usage of perfumed and scented products.

These advices are being put into issue form for your usage and can be referred to when dealing with the subject.

"There is a physics fact about odors which probably is not generally known: Odors are not a discoloration of air molecules or gases in their own right. Although many gases have odors of their own, nearly all odors are particles. These particles are quite commonly irritants.

In outer space, where there is no atmosphere, when a shower of odor particles get thrown around you get an area which is uninhabitable. So odors are not actually gases but particles -- chemical compounds in minute solid states.

So when some marketing rockslammer begins to spread junk around in the atmosphere one soon gets a fully contaminated planet. Odor particles do not just evaporate, they have to blow away and settle somewhere or get washed down by rain and get into the water systems and so forth.

The worst of these fragrances is that they hide other smells and a person who is aware seriously objects to having all natural odors of things masked. It is part of one's identification process of objects and areas. In short, it is annoying, and I don't think the psych marketing advisors intend anything else.

The danger of fragrances of that nature being spread all over the place is that they can hide toxic or even lethal substances and areas. And the psychs, on the track, used such scents for exactly that purpose. There was a period way back when they used the smell of orange blossoms to mask the pressence of knockout gas. Beings would smell the orange blossoms and not be alert and the next thing you know they were being implanted.

So this fragrance thing is one of the tricks of the trade of the psychs". (LRH)

"I'm finding this is spreading very rapidly. Deodorizers are supposed to deodorize a room yet every "deodorizer" that you find in a supermarket stinks of cheap coal tar perfume. What is happening there is that they can't really deodorize a room but they can stink it up so you don't notice the odors. In other words it's a cheat. I haven't got a thing on this particularly, it's just that I object to my privacy being invaded by a bunch of junk stink. All those fragrances so-called are, if you want to know the nitty-gritty of it, corrosives and tranquillizers. People are less alert in the presence of them". (LRH)

"Manufacturers have gone insane on scented products. It is a cheap coal-tar perfume that is ghastly. They use it to cover up noxious, cheap ingredients". (LRH)

"As a side comment here, what you find about clerks in stores and people who can't smell a thing is easily explained: Did you ever notice that after you had been around one of these odors for a while you cease to smell it? Well that's because perfume and fragrances are basically paralytics of the olfactory nerves. They are, if you please, a sort of tranquillizer. They drastically cut down awareness and when one is fairly alert in his senses shop it is like being gassed with nitrous oxide or something. So that's why these people don't notice the smells in things -- and why housewives put up with these horrible stinks in detergents". (LRH)

"We're living in a society which is not being run for the greatest good of the greatest number by any means. And this probably gets in your road no end purchasing as the manufacturers are in there for a profit, not for workable useful commodity.

This society is not very alert or very quick on the uptake with regard to such things: You have the example of asbestos. Forty - five years after the goverment knew it was causing lung cancer to workers enough environmentalist groups brought on enough pressure to cause it to cease to be used in schoolhouses and in other installations. So there are outcries against toxic substances but it takes a very long time for the machinery of the public to go into action against them. It will be that way with these fragrances. We're just ahead of the game may be 45 years. Meanwhile there's no reason to suffer because of the stuff". (LRH)

"When things don't smell good to you or when they have an odor of fragrances, don't buy them". (LRH)

The above advices and BFO 7 "USAGE OF CLEANING CHEMICALS" are the Source materials on this subject. In applying these references we will bring about a better environment for ourselves and others.

ESTATES PGMS OPS CMO PAC
approved by
OPS CHF CMO PAC
and CO CMO PAC
authorized by
AVC INT

AVC INT: COCMOP: OPSCHFCMOP: ESTATESPGMOPSCMP:

AIDES ORDER 483-236   March 1979

FLAG ONLY

THE WORLD OUT OF COMM EVAL

SITUATION: GENERAL SCN MANAGEMENT DIFFICULTIES FROM 1960s
FORWARD AND PRESENT IN PT.

STATS: Currently arrested in decline but actually long time
downtrend.

      Cash bills of 10 US Scn orgs worsening.

      Number of readers of books and newspapers declining steadily
in last 3 decades.

      Drug users increasing.

      Crime increasing.

      Production in culture declining with resulting inflation.

DATA: BPLs issued over the years destroying org boards and
successful actions in all divisions and orgs and management
bodies. (ADDITIVE DESTRUCTIVE ISSUES - OTHERS IN EXEC POSITIONS)

      HCOBs and BPLs issued by others tearing up and altering
workable tech. (ADDITIVE DESTRUCTIVE ISSUES - OTHERS IN TECH
POSITIONS)

      Efforts to raise stats and smooth out scene only effective
in a very small percent. (ADDED EFFORT - R AND MANAGEMENT
TERMINALS)

      New R Rundowns not even released for years at Flag.
(OMITTED TECH - FLAG TECH TERMINALS)

      TRs and Metering so faulty tech results are being suppressed
in orgs. (OMITTED APPLICATION - TECH TERMINALS)

      Efforts to train auditors and admin people taking 8X as long
as required in the 50s and then winding up without real results.
(ADDED TIME - TRAINING TERMINALS AND STUDENTS; OMITTED RESULT -
TRAINING TERMINALS AND STUDENTS)

      Numerous investigations disclosed students did not know why
they were being drilled on TRs. (OMITTED COMPREHENSION - MODERN
STUDENTS)

      After WW II general education standards were lowered. New
systems ignored basics such as reading, writing, grammar. The
decline was progressive. (OMITTED EDUCATION BASICS - WESTERN
CULTURE)

      After 1950 TV became dominant in child care. (OMITTED
ACTIVITY - MODERN GENERATIONS; ADDED PICTURE FIXATION - MODERN
GENERATIONS)

      The drug scourge began in universities in the early 60s.
(ADDED DRUGS - MODERN GENERATIONS; ADDED CORRUPTION - GOVERNMENTS;
OMITTED ALERTNESS - MODERN GENERATIONS)

Drugs now are a problem in early schooling. (ADDED EARLY
DRUGS - MODERN GENERATIONS; OMITTED LIFE - PROGRESSIVE GENERATIONS)

A TR Super observed that from course to course over a span
of years the literacy of his students was declining to a point
where he began to have to teach adults the alphabet so they could
use a dictionary. (OMITTED LITERACY BECOMING MORE AND MORE
ILLITERATE - MODERN ADULT STUDENTS)

Current new tech research found the majority of staff
members in one locale to be along the bottom line of the Grade
Chart. (OMITTED LIFE - MODERN STAFF)

The M9 HCOB was found to have been mis-written by a person
who could not herself pass M9 and omitted the study tech basic
that it is usually a word before the stumble, not the word
stumbled on. A staff member assigned to repair the issue failed
to do so and was M9ed and flunked it. (OMITTED LITERACY - THOSE
RE-WRITING TECH ISSUES)

O/W write-ups and other actions have been used with some
success but have not cracked the situation. (OMITTED FULL
RESULT - USUAL BASIC ACTIONS)

The debug issue, LRH ED 302 was M9ed on supposedly literate
staff members and they flunked badly. (OMITTED COMPREHENSION
- STAFF MEMBERS)

3 execs who were college people and heavy readers of fiction
were M9ed on the fiction they were reading and flunked horribly.
(OMITTED LITERACY - MODERN COLLEGE TRAINED EXECS)

The words flunked were largely the small English words -
"the" "at" "but," etc. (OMITTED COMPREHENSION OF SIMPLE READING
- MODERN GENERATIONS)

6 out of 7 training people in a leading Scn training unit
were M9ed on books and paperbacks they commonly read and flunked.
The only one to pass was an older exec with an enormous Scn train-
ing background. (OMITTED LITERACY - THOSE RESPONSIBLE FOR
GETTING MATERIALS UNDERSTOOD)

The manifestations of a person bulling his way through M9
in spite of non-comprehension - stiff, tense, robotic - are the
same as TR students who are messing up. (IDENTICAL MANIFESTA-
TIONS - STUDENTS AND ILLITERATE PEOPLE BEING M9ED)

M9 was developed to handle underprivileged illiterates -
Chicanos, colored people - now applies to modern "fully educated"
college graduates. (OMITTED LITERACY - EDUCATION SYSTEMS OF THE
LAST 37 OR SO YEARS)

A majority percentage of middle-aged and younger have been
on heavy drugs. (OMITTED AWARENESS - MODERN GENERATIONS)

Psychology is taught in schools down to the earliest school-
ing. (FALSEHOODS - PSYCHOLOGY)

Psychiatry and medicine have put a heavy majority of modern
generations into institutional condition. (WRONG TARGETED
ACTIONS - PSYCHIATRY AND MEDICINE)

Hardly any modern staff have ever understood the verbal
or written orders or information they receive. (OMITTED COM-
PREHENSION - MODERN STAFF)

A majority of modern staff have the plus point that they sense, without really understanding, that Scn is the answer and that Scn orgs should be supported and worked for. (ADDED INTUITION - MODERN STAFF)

Various investigations of sabotage and corruption of orgs and management have not given full whys to this sit. (OMITTED WHYS - OTHER INVESTIGATIONS)

Staffs go into frustration when they cannot get their jobs done, only a tiny percentage of intentionally destructive staff has been found. (OMITTED WHOS - DATA TRAILS)

NED Series II HCOB was misapplied by a large number of orgs as they thought it said NED auditors had to audit all of NED before graduating thus turning a 3 weeks course into a 5 months course. Yet NED Series II says nothing of the sort. "Corrected" on this they then thought it said an assist was all that was needed. (FALSEHOOD, ADDED DATA - THOSE READING)

On tech and policy people grant they could have Mis Us and they think it is issues. But persons made to M9 their common reading material (paperbacks, etc.) believe they have no Mis Us while stumbling and halting and forcedly, grimly reading like robots. Because they always have done this it seems usual. With routine M9 and some persuasion to look, they find small words they cannot define. When M9 is completed, they find themselves reading with a clear comprehension they have not before known could exist. Only when common materials and common sources of speech are used do they alert to the fact they are OUT OF COMM! Before that they always thought they were in comm and had the added delusion of thinking they understood what they read and heard. This false datum blocked their further investigation of why the world and orders and info seemed odd even when they "knew" study tech. (ADDED FALSEHOOD - MODERN GENERATIONS)

A survey of staff of 2 large orgs showed the majority to be classifiable as institutional by conduct, stats, or past psychiatric handling. (OMITTED SANE CONDUCT - MAJORITY OF STAFFS)

Insanity is a difference of realities between the environment and the person. Non-comprehension and delusive comprehension are the keynotes of insanity.

OUTPOINT COUNT:

OMITTED - 22	MODERN GENERATIONS - 8
ADDED - 11	MODERN STAFF - 4
FALSEHOOD - 2	TRAINING TERMINALS AND STUDENTS - 2
WRONG TARGET - 2	OTHERS IN EXEC POSITIONS - 1
IDENTICAL - 1	OTHERS IN TECH POSITIONS - 1
	MANAGEMENT TERMINALS - 1
	FLAG TECH TERMINALS - 1
	MODERN STUDENTS - 1
	WESTERN CULTURE - 1
	GOVERNMENTS - 1
	PROGRESSIVE GENERATIONS - 1
	MODERN ADULT STUDENTS - 1
	THOSE RE-WRITING TECH ISSUES - 1
	MODERN COLLEGE TRAINED EXECS - 1
	THOSE RESPONSIBLE FOR GETTING MATERIALS UNDERSTOOD - 1
	STUDENTS AND ILLITERATE PEOPLE BEING M9ed - 1
	EDUCATION SYSTEMS OF THE LAST 37 OR SO YEARS - 1
	PSYCHOLOGY - 1
	PSYCHIATRY AND MEDICINE - 1
	DATA TRAILS - 1
	THOSE READING - 1
	MAJORITY OF STAFFS - 1

WHY: THE MAJORITY OF EXECS AND STAFF ON THE OTHER END OF NORMAL
WRITTEN AND VERBAL COMM LINES CANNOT READ OR HEAR WITH COMPREHENSION
AND DO NOT UNDERSTAND DESPATCHES, ISSUES OR MESSAGES THAT TELL
THEM WHAT TO DO AND HOW TO DO IT AND A MAJORITY OF THOSE WRITING
OR GIVING MESSAGES, ORDERS AND ISSUES DO NOT KNOW THE MEANINGS OF
MANY OF THE WORDS THEY ARE WRITING OR SPEAKING. THUS ONE GETS AN
ATMOSPHERE OF NON-COMPLIANCE, FALSE REPORTS AND DESTRUCTIVE
CONFUSION.

ETHICS WHY: THE MAJORITY OF STAFFS HAVE BEEN MADE HALF DEAD IN
CHILDHOOD BY TV, WRONG OR OMITTED TEACHINGS, WRONG TREATMENTS AND
DRUGS, ARE UNABLE TO COMPREHEND AND CLASSIFY AS "PSYCHOTIC."

WHOs: THOSE WHO SHOULD HAVE TAKEN RESPONSIBILITY FOR THE
CIVILIZATION AND DIDN'T.

IDEAL SCENE: ALL STAFF MEMBERS AND EXECS LITERATE, SANE AND ABLE
TO GIVE AND RECEIVE CORRECT DATA AND BE HATTED AND PERFORMING THE
NORMAL ACTIONS EXPECTED OF THEIR POSTS AND COMPREHENDING, DIRECT-
ING AND DOING THE NORMAL PRODUCTIVE ACTIONS NECESSARY TO GET AND
KEEP THE SHOW ON THE ROAD WITHOUT OVERT PRODUCTS, CONSTANT FLAPS
AND GOOFS AND CONTINUAL SINGLE-HANDING BY A FEW WHO ARE GETTING
FEWER.

                              *

AIDES ORDER 483-274   12 June 1982

ALL MGMT AND
  ORG EXECUTIVES

Think Big Series 4

FUTURES EVAL

POLICY: NOTHING IN THIS EVAL MAY BE INTERPRETED TO VIOLATE
OR ALTER OR CHANGE HCO PLs OR HCOBs. ANYONE EXECUTING A
TARGET IN THIS EVAL IN SUCH A WAY TO TO VIOLATE OR ALTER ANY
HCO PL OR HCOB WILL BE ACTIONABLE BY COMM EV. ANY RECOMMEN-
DATION IN THIS EVAL OR CHANGE OF POLICY OR TECH MUST BE
CLEARED BY THE WATCHDOG COMMITTEE (WDC) BEFORE BEING PLACED
IN THE EVAL AS A TARGET AND RESULTING PL OR BULLETIN MUST BE
REVIEWED BY THE FOUNDER PERSONALLY. ALL DATA OR HANDLINGS
WHERE THEY REFER TO POLICY OR BULLETINS MUST GIVE THE POLICY
OR BULLETIN NUMBER AND ITS LOCATION AND TEXT VERBATIM.

HCO PL 13 April 82, Marketing Series 17-1 PROPORTIONATE
MARKETING:

"The one factor is called 'order of magnitude.' This means
how large or how small something is in relation to other things.

"When one conceives the wrong order of magnitude, all else
can fail."

HCO PL 4 Dec 66 EXPANSION THEORY OF POLICY:

"It is an empirical (observed and proven by observation)
fact that nothing remains exactly the same forever. This
condition is foreign to this universe. Things grow or they
lessen. They cannot apparently maintain the same equilibrium
or stability.

"Thus things either expand or they contract. They do not
remain level in this universe. Further when something seeks to
remain level and unchanged it contracts."

HCO PL 9 Nov 79 HOW TO CORRECTLY DETERMINE A STAT TREND:

"To determine a stat trend you would need to look at several
weeks worth of stats. In a management body somewhat close to the
org, such as a FOLO, one would use three weeks worth of stats.
Remote management areas, such as Flag, use a period of six weeks.
In some cases for purposes of stat analysis a longer period
would be reviewed."

FOUNDER DESPATCH 22 July 1979:

"But coming back to conditions and conditions formulas we
can operate with, please look this over further as to how we
plot them. One of the points is how long does it take for us
to get a book printed and into public hands. That would be a
span of some reality as far as income on royalties is concerned.
It probably takes about 3 months.

"The whole problem here is, how long do we plot our stats
for. What is the mgmt period on which we should operate.

"We've just arbitrarily taken the org six week international.
But the point is, it takes me about 3 years to produce a boom

After they've crashed things. My time period for operations is
much much longer than immediate management. This is because
there are so many people involved more than anything else.
Usually at a point of crash I find recruitment, training, hat-
ting, policy, execution, management bodies, are all missing or
gone criminal. So it really boils down to how long does it
take to make a competent manager. Well, it takes upwards to
three years to make competent management bodies. And stats
respond to that.

"Therefore, we have to have a real time period worked out
and against that time period we can assign conditions. In
that way we can do detailed battle plans and work on things,
and push them through and get them done.

"See if you can work out what is our real time period
against which we should assign stats and conditions."

SITUATION: PUBS AND ORGS AND MANAGEMENT INSIST ON THINKING
SMALL.

STATS: Overall, since Scientology Int stats were first recorded
in 1965, steady expansion has occurred. However, this expansion
is almost microscopic in relation to the expansion all our tech
and resources are capable of producing.

For example: GI went up 5.04 times in 2.5 years from 65
to 68. If that rate had been continued, it would be $18 million
a week today, but it is in many times less ($800,000). But
this alone shows we CAN achieve FAR higher expansion than we do.

99% or more of the Bright Ideas and Big Think which have
boomed stats over the years have originated from the Founder.

Almost no stats on real big think and real big bright ideas
originating from management and orgs, with Italy and Mexico
being about the only exceptions to this. Only two actions or
programs could be found coming from management which did NOT
directly originate from the Founder (the recent FEBC program
and the recent cont TTC program), but even these are repetitions
of previous Founder Bright Ideas and Big Think.

It is also noticeable that these two actions - FEBC and
Cont TTC - preceded the recent stat rise in Scn Int.

The AOs, AOSHs and FOLOs we have now are almost all FOUNDER
creations. Few creations of this type from management (just
FOLO MEX and FOLO CAN).

Almost no traffic from Flag management to orgs containing
Big Think, but a voluminous Mississippi of traffic originating
from Management on current stats and PT problems.

DATA: This eval was originally approached from the viewpoint
of why management and Pubs and orgs will not push books. Since
these create our future. However, in doing the DS 11 it came
out that the scene was much broader than the evaluator had
supposed, and it became obvious that neither mgmt nor pubs nor
orgs in general were routinely thinking big in the LRH major
areas of responsibility. Thus the original observation of lack
of big think on books led into a broader scene covering the
whole question of big think and creation of the future by all
levels of management from Flag down and covers the books and
pubs area as well as others.

No comparative time could be found when Int Mgmt has originated a volume of Big Think in the areas of Books, or in other areas. In the absence of that, the following comparatives were found:

Observing the Founder operate, shows that when some PT outness comes up, such as massive out-tech and cutative tech in 1968, the handling is invariably one which NOT ONLY corrects the PT problem, BUT ALSO moves the scene far beyond its previous level and much closer to the ideal. Thus in 1968 the Class VIII program was created to handle the 68 out-tech. When orgs were falling apart in the early 70s, the Founder created the FEBC program, when Class IV org tech was inadequate in the 1960s, the FOUNDER created the Class VI program and SHs. Again, in 1975 when new tech breakthroughs - the Ls - came into being, the very small FSO service org then existing on the ship was taken and parlayed into the biggest money earning org in Scn - today's FSO.

Reviewing the recent stat rise in Scn Int in the early part of this year shows that it was preceded by three things which are majorly different from what had been done before when the stats were NOT rising to any extent: SO AND SCN INT ANALYSIS AND OTHER SIMILAR ON SOURCE HANDLINGS, THE FEBC PROGRAM, THE CONT TTC PROGRAM.

These programs are in fact all either Founder programs or copies of earlier successful Founder programs (TTC which is a copy of the SH Class VI program of 66 and FEBC which is a copy of the early 70s FEBC Program). (Management did originate putting in the FEBC and Cont TTC programs. These programs actually did far more good for the Scn Int stats than several years of "management successful actions" which has preceded them.) (CORRECTLY INCLUDED MAJOR PROGRAMS - KERRY GLEESON)

These comparatives all clearly show the following common factors:

(a) They are done from the viewpoint not of today's stat or tomorrow's stat, but from the viewpoint of the stats next year and the year after that. In other words they include the creation of FUTURE track and FUTURE time. The creation is done from the viewpoint of tomorrow and many tomorrows, not just of today. (EXPECTED TIME PERIOD - FOUNDER, KERRY GLEESON)

(b) They each take an EXISTING scene - which has often deteriorated somewhat - and aim not just to recapture the lost ground, but to capture a few acres of new territory as well. (In other words, the originator is aiming at achieving more than just getting back to what was already achieved.) (CORRECT TARGET - FOUNDER)

Reviewing the PT and past management scenes at Flag shows that telexes and traffic on the PT scene and the PT stat are plentiful but there is relatively little big think.

Comparing this current scene to the comparatives shows that the differences are:

(a) The think in the telexes and traffic is EXTREMELY short range and mostly does not go beyond a week or two, maybe a month or two at most. But almost no-one is thinking a YEAR or SIX ahead. (DROPPED OUT TIME - MANAGERS, MANAGEMENT TRAFFIC)

(b) The VAST majority of the evals and planning are done against "ideal" scenes which have ALREADY been obtained at some time in the past.

The MAXIMUM possible result of such evals is that the previous status quo is restored.

There is nothing at all wrong with such evals, but what is OMITTED is evals which are done against a more ideal scene than has previously been achieved - Ideal Ideal scene evals.

The conclusion then is that Flag and management levels below it is ACTUALLY trying to revert things always to their previous best.

However, if one evaluates ALWAYS against the previous best scene, then the law covered in "Expansion Theory of Policy" operates: "Further when something seeks to remain level and unchanged it contracts." This law has in fact been operating and its consequences only really averted by the heroism of a few. (OMITTED FUTURE EXPANSION PLANNING - EVALUATORS)

(c) There is no great amount of future long range planning going on at all at Flag Management level. (OMITTED LONG RANGE PLANS - FLAG MANAGEMENT)

(d) There is also no major amount of long range planning going on in orgs. (OMITTED LONG RANGE PLANS - ORG EXECS)

(e) Or in Pubs either. (OMITTED LONG RANGE PLANS - PUBS EXECS)

(f) In fact the only planning which is even MEDIUM range is the 5.4X expansion planning just done at the COs Conference (and that had to be ORDERED by WDC Chairman). (OMITTED INITIATIVE ON 5.4X PLANNING - FLAG EXECS)

(g) For an organization which has as its stayed Goal to Clear the Planet, we do not have a single plan on how REALLY to do so!

There is the general idea of "get lots of orgs" and "deliver lots of everything" and "make lots of money" and "expand everywhere" but such plans are actually not plans at all, they are intentions.

Thus Flag Management finds itself heading in a stated direction with no plan on how to get there. How many orgs are needed to clear the planet? By when? Where? With how many auditors? Is that workable?

Just as one example, a CO at the recent COs Conference stated that he had worked it out that one needed 1 basic course sup for every 8 public. At that rate to clear the planet, 1/8th of its population would have to be basic course sups! So THAT planning, while fine for the short term perhaps, isn't going to clear anything.

The common characteristic of all this is Dropped Out Time - there is no TIME in the planning. It covers a week, when it should cover 10 years or 20. (DROPPED OUT TIME - MANAGEMENT FROM FLAG DOWN)

Per HCO PL KEY INGREDIENTS, Step One is Observe, Step Two is Plan. Without these two steps, nothing at all will ever occur.

But even though Planning is a Management Hat, it is NOT being worn as shown above. (OMITTED PLANNING HAT - MANAGEMENT FROM FLAG DOWN)

Looking earlier, the OBSERVE step is ALSO out. For example, it is left to * to point out that selling books at the rate we are doing is _much_ too low. (OMITTED OBSERVATION - FLAG MGMT)

Since Management at all levels is neither observing nor planning the question arises - what IS it doing?

Looking into this shows that the vast majority of its work is devoted to "getting the stats up". FOLOs are onto orgs for their stats DAILY, Flag gets "the stats" two or three times weekly - and acts at once if they look poor, and goes into frantic action if something goes down to any degree.

But the big outpoint here is that (as the recent 2 year analysis proved) while Flag and FOLO and orgs are busy "Getting the stats up" on 6, 3 and 1 week trends respectively, everybody missed the fact that a considerable number of stats had been downtrending for months, even years. That any stat should be downtrending when the main activity is getting it up is itself contrary facts. (CONTRARY FACTS - ALL MGMT LEVELS FROM FLAG DOWN)

In fact at least one org - ODD (Organization Desarollo Dianetica - Dianetic Expansion Org) in Mexico City - and quite a number of Int stats in the past have gone along with long slow rises of stats (which count as normal or affluence) interspersed with periodic huge crashes in range occupying a week or two. Over a period of a year or two these stats go steadily down, but this is not noticed or acted upon. (CONTRARY FACTS - STAT MGMT AS APPLIED BY FLAG AND FOLOs)

Thus it is observable that Management from Flag downwards has little attention on the future (as already covered) and neither does it have any attention on the past.

In fact, management at all levels from Flag down, is stuck in PT only. (DROPPED OUT TIME - MGMT FROM FLAG DOWN)

This leads to the question - how much of PT is Flag and lower management stuck in and why? And the observation is inescapable that it is stuck in the length of stat trend by which it operates. Flag operates, perfectly correctly, by 6 week trends, but it is observable that it virtually operates ONLY on 6 week trends. If stats are up on 6 weeks (though in the pits compared to 7 weeks ago) all is well, and if it is down on 6 weeks, although in highest ever range, all is ill.

(The senior execs - ED Int for example - do break out of this to some degree.)

But the planet and Scientology doesn't operate on a 6 week span, and in fact, very little fundament improvement can be achieved in 6 weeks. It takes months to build an org like the FSO. It takes years and years to Clear a planet. General Motors is busy getting the cars for 1990 ready. We don't even have a piece of paper on it which says "1990 plans". (CONTRARY FACTS - MGMT FROM FLAG DOWN)

In fact there is some correlation to this. Orgs have historically operated on 1 week only but Scn Int took off coincident with changing the Birthday Game to 3 week trends (which in fact makes orgs operate off 3 week trends, not one week). Interestingly, this is the ONLY take off that has occurred without the FOUNDER having to give very detailed advice. And it is noticeable from the comparative that the Founder does NOT operate stuck in PT only at all. (CORRECTLY INCLUDED IMPROVEMENT - ORGS WHEN GIVEN A LONGER ATTENTION SPAN)

In fact, when viewing orgs and Flag management on a long term basis, there is a fixation on the PT stat and, for example, the GO decapitated nearly every ORG and PUBS book ADVERTISING program based on guarding their Cash/Bills stat (which made obsolutely sure it would crash sooner or later). Div 6es for years had a major product of "stats produced" but no people up the Bridge. (ALTERED IMPORTANCE - FLAG MGMT, GO, PUBS, ORGS; ADDED INAPPLICABLE PSYCHOTIC FIXATION - FLAG MGMT, ORGS)

HCO PL THIRD DYNAMIC DE-ABERRATION says this:

"I have developed a scale for use which gives a sequence
(and relative seniority) of subjects related to organization:

> GOALS
> PURPOSES
> POLICY
> PLANS
> PROGRAMMES
> PROJECTS
> ORDERS
> IDEAL SCENES
> STATS
> VALUABLE FINAL PRODUCTS"

Comparing to the above scale, it is apparent that:

(a) All the org and attention is going into one of the least
important parts - stats. (ALTERED IMPORTANCE - FLAG MANAGEMENT
AND MGMT BELOW IT)

(b) The stats on which org, Pubs and Mgmt operate are geared
to VFPs in terms of the time span over which they operate. In
other words, the time span of a VFP is an hour, a few days, or
a week or two.

Stats cover, as currently used, up to 6 weeks.

GOALS, on the other hand, cover YEARS - from the same PL:
"If we define goals as a whole track long term matter . . ."

Thus, as well as a gradient of SENIORITY there is also a
gradient of TIME SPAN within this scale. GOALS change rarely,
if at all. Policy sometimes changes. Projects don't last that long,
and orders even less long, and a VFP is a relatively fast matter.

Observing how stats are used shows that they are (perfectly
correctly) THE corner stone of management. The very powerful
mechanism of ethics is tied directly into the condition of the
stat - thus if one's stat is down, chits, Comm Evs can (and
should) rain down on one with no defence. Thus the pressure to
get the stat up is very very considerable - it has the full
weight of Scientology ethics behind it.

Yet it is noticeable that while there is some length of
time span in the way stats are used - varying from hours to 6
week trends, no one from the top of Flag to the Keokuk Expeditor
has a stat whose condition is tied to a longer period of time
than 6 weeks.

No-one at any echelon of management from Flag downwards has
a stat whose trend is geared to the length of time needed to
achieve Goals. (DROPPED OUT TIME - MGMT STATS)

However, the Founder uses stats and yet he obviously does
not operate with them the same way Flag is doing, and in all
his actions - if one were to interpret them in terms of stats -
the viewpoint being taken is not just of 6 weeks, but of 5, 10,
50 maybe 1,000 years hence. (CORRECTLY INCLUDED USE OF TIME IN
USING STATS - FOUNDER)

Reviewing policy shows that the executive hat is PLANNING
and executing any worthwhile plan of any kind requires quite a
lot of TIME. But an Expeditor's planning would stretch over
almost no time at all. Thus an org ED to manage his org at
all well, should be looking over a year or two, whereas an
expeditor would probably look at it a day at a time.

Thus it is visible that the length of time over which a stat is viewed, and over which a person is actionable for its state actually needs to lengthen as one goes up the org board.

The FOUNDER demonstrably operates on a long term view of 50 plus years, while the MOST Flag mgmt has in the comparatives given above is a year or so, and that is not routine. While junior Flag Mgmt could well operate on 6 weeks, senior Flag Mgmt should be operating on the time scale of Now - to - Cleared Planet - say 10 plus years at very least. But it is stuck in 6 weeks. (DROPPED OUT TIME- EXECUTIVE STATS)

Looking at Flag senior mgmt stats, they all operate based on a 6 week trend, while there is no reason to do so. If it is ANYONE'S responsibility to ensure he has the right time span for his stat, it is the exec's, and Senior Flag Mgmt, from time immemorial, has geared itself to "Flag operates on 6 week trends." (DROPPED OUT TIME IN THEIR STATS - FLAG EXECS)

Looking at things in THIS light, also shows up that, on a longterm basis and from a Manager's viewpoint, only achieving a longterm normal isn't good enough. We could expand in normal for the next 10,000 years and still not clear the planet. With our tech, Affluence is the least a MANAGER needs to achieve on a longterm basis. Less than that and he has really floofed the floof.

Yet this viewpoint is never taken, except by the Founder. (OMITTED VIEWPOINT - FLAG EXECS; OMITTED RESPONSIBILITY - FLAG EXECS)

Looking now WHY this phenomenon should exist shows that the FOUNDER stated in HCO PL 13 Apr 82 PROPORTIONATE MARKETING ADDITION: "This Earth civilization is a great example of wrong orders of magnitude. They think small. Even microscopic about too many things."

Thus, what we are seeing in this data trail is a manifestation in Scientology executives of a widespread earth-culture disease - THINK SMALL.

Looking for the Source of this shows that in this culture, Suppressive forces - both the standard Middle Class Supressives and other plain old ordinary SPs - are at work on the children of the culture and its adults with a definite, purposeful intention to MAKE them think small. From birth, children are told "don't do THAT it's dangerous." "Be realistic." "Don't try that, you'll never make it." "You CAN'T do THAT!" - small small small, and in fact the culture is so insane that it habitually ridicules or attacks those who DO try and think big. (ADDED INAPPLICABLE PTSNESS - FLAG MGMT ON DOWN)

OUTPOINT COUNT:

OMITTED - 10		FLAG MGMT - 10
DROPPED OUT TIME - 6		FLAG MGMT ON DOWN - 8
CONTRARY FACTS - 3		PUBS - 2
ALTERED IMPORTANCE - 2		MGMT STATS - 2
ADDED INAPPLICABLE - 1		ORG EXECS - 2
		MGMT TRAFFIC - 1
		EVALUATORS - 1
		FOLOs - 1
		GO - 1

PLUSPOINT COUNT:

CORRECTLY INCLUDED - 3	FOUNDER - 3
EXPECTED TIME PERIOD - 1	KERRY - 2
CORRECT TARGET - 1	ORGS ON 3 WK TRENDS - 1

WHY: MANAGEMENT STATS, WHICH ARE THE DOMINANT STABLE DATUM OF
MANAGEMENT, ARE A-L-L GEARED O-N-L-Y TO SMALL TIME SPANS AND
SMALL IMPROVEMENTS, THEREBY LIMITING MANAGEMENT RESPONSIBILITY
TO SMALL LENGTHS OF TIME, SMALL CHANGES, SMALL IMPROVEMENTS,
AND ABOVE ALL, SMALL THINK WHICH ULTIMATELY GOES NOWHERE AT
ALL AND ACHIEVES ALMOST NOTHING.

ETHICS WHY: PTSNESS.

WHO: FLAG MANAGEMENT OVER THE AGES FROM 68 TO PT.

IDEAL SCENE: IN ADDITION TO OPERATING ON SHORT RANGE STATS
WHICH THEY ALREADY DO SUCCESSFULLY, FLAG AND ITS JUNIOR MANAGE-
MENT ECHELONS BROKEN OUT OF ALL SMALL THINK AND OPERATING OFF
SUFFICIENTLY LONG STAT TRENDS TO ENFORCE ADEQUATE LONGTERM BIG
THINK, PLANNING AND ACTIONS TO OCCUR TO CLEAR THE PLANET RAPIDLY
AND PREDICTABLY.

HANDLING:

RESOURCES:

Bright Ideas given by *.
Issues which can be amended and changed.
PR Tech.
The Founder Motto - THINK BIG OR YOUR BRAIN SHRINKS.

BRIGHT IDEAS:

0.   "There might be another solution: to cause the Management
Strata to predict by an - X line continuously forward from the
present on key stats for a period of 6 months or a year and make
them program how to achieve it. Right now 5.4X in under a year
is such a line but has not been plotted on graphs forward. A
top exec might not be assigned conditions on the existing stat
but on his making his percent of quota."

1.   The concept above needs to be integrated with the following
actions:

        A. The annual Birthday Game system of setting quotas
        for the coming year. This is a tradition which is here
        to stay and can be used as the standard period over which
        quotas are set, and -X lines projected forward on the
        "future" graphs.

        However, we still need some way TO get annual quotas set
        and big think planning done which WILL Clear the planet
        within an acceptable time. Disregarding the year we are
        now on for the moment and looking at future years, if we
        get such a long longterm "Clear the Planet Plan" done,
        with quotas for each year, this can afterwards be broken
        down into the chunk to be done in the coming year, and
        will also dictate the quotas for the coming year, as
        follows:

        The Executive levels can be made to sit down and actually
        work out how to Clear this planet and then lay this down
        as a very longterm strategic plan, which has its quotas
        things such as "1990 - Get booksales to raw public up to
        1 million a week.
                            - Fire the already trained command
        teams to open FOLOs in the 15 Far East target areas."

        This very longterm strategic plan then dictates the basic
        planning and things which have to be done in any one year,
        and would also dictate what the Birthday Game quotas have
        to be for that year.

Then· in any one particular year (other than this year
which needs slightly different planning as follows later)
Flag can update the longterm Strat Plan, and from this
draw up a very general plan for the coming year, which
would to a great extent be quotas "44,000 auditors to be
trained, 435 orgs opened", etc. The Birthday Game for the
coming year would also be formulated so as to achieve the
GDS quotas needed to carry out that year's plan.

The FOLOs would take this plan and do their own plan for
the coming year, working out - again in general terms -
what they need to do to achieve their portion of the annual
plan and quotas. Orgs would take the FOLO's planning -
which would still be very general - and plan out much more
specifically how to do their share - and preferably how to
exceed their share.

In this way, in each year, orgs, FOLOs and Flag would all
be operating off a concrete strategic plan for the year,
with matching quotas which are the subject of that year's
Birthday Game. (The year's plans and quotas are then a
concrete step forwards in the Clear the Planet plan.)

Execs then use these quotas to draw the forward projected
lines on their graphs, and these are used as the basis
for condition assignment as per Bright Idea Zero.

B.   Execs at all levels are using short-range stats very
successfully and getting them up, therefore, we should
not ignore this in putting in any system which also makes
them think and plan on a longer term basis.

This can be handled by simply ADDING the forward projection
stat as per Bright Idea Zero, to the existing short-range
stats they use. Then the personal condition of the exec
can be decided on the basis of the AVERAGE of the short
term AND long term "forward projection" quota stats. If
it is done this way, the exec cannot ignore either one
without his personal condition suffering. Thus if an
exec went flat out just to achieve his quota in 6 months'
time and ignored PT production, his personal condition
would drop. If he did the opposite and ignored the future
production and just went for PT production only, he would
fall further and further behind quota and his personal con-
dition would again drop.

Therefore for future years - after this year - lay it out that:

A)   Senior IMO execs are responsible for having a long-
term strategic plan with quotas, which will result in a
Cleared Planet within a specified time.

B)   This plan is updated annually, prior to the new
B'Day Game.

C)   Each year, Flag updates the plan and decides the
specific quotas for the coming year, works these into
the coming year's Birthday Game, and then works out
the Strategic Plan for the coming year.

D)   FOLOs use Flag's plan to work out their own planning
on how to achieve the coming year's quotas.

E)   Orgs do their plan based on the FOLO's (but in more
detail than the FOLO's of course).

F)   March 13th comes around, and everyone fires off on
their new annual plans, draws their quota lines for the
coming year, and away we all go on the next step needed
to get the planet Clear.

2.   However we also need to get this type of planning and
quotaing going for this year too, and the PT situation we have
is:

A.   The year has already started and the orgs are I/P
on working towards the 5.4 quotas.

B.   The modified Birthday Game is being issued which
gives points based on the % of 5.4X quota achieved.

C.   FOLO EUS has done a detailed job of planning how
to achieve the 5.4X target.   Other FOLOs also have their
plans done with varying degrees of homework and detail.
Flag has done some planning, and like some FOLOs, needs
to do a bit more in some areas.   Orgs have not yet done
much planning so far as is known in PT.

This can be handled as follows:

i)   Flag rapidly completes its planning, getting
plans done by each Strata member, etc. and then
issues this.

ii)   Meanwhile, CO EUS' planning (which was the
best) is issued as a FIL as info and a guide to the
other FOLOs.

iii) FOLOs rapidly complete their planning if neces-
sary and immediately themselves issue their plan
to their orgs as a guide.

FOLOs force the orgs to do their detail planning
per the modified B'Day Game RED, then gather up
these plans (getting them perfected as necessary)
and up to Flag for review.   (The orgs and FOLOs
must be told NOT to wait for Flag approval on their
plans but to get going immediately.)

Flag gathers in the plans, gets any needed improve-
ments made and then issues the package so it is in
mimeoed form for everyone to refer to throughout
the remainder of the year.

iv)   Meanwhile, Flag, FOLOs and Orgs get 5.4X lines
drawn in on their GDS graphs and get busy achieving
those targets.

3.   Additionally, we need to decide WHICH execs are to operate
on forward projection stats as well as the usual 1 to 6 week
trends.

The eval data trail shows that the lack of future viewpoint
is not isolated to Flag but occurs in FOLOs and Orgs too -
each has its own management function and that function is not
looking ahead adequately, and is not thinking big enough.

In fact, THE vital aspect of any level of Management IS plan-
ning and Planning IS concerned with the future.   If only Flag
operated off the "future" stats then there would be a degree
of friction between Flag and FOLOs and orgs who would not
be viewing life the same way.   In fact, it is essential that
all mgmt levels, from orgs up, ARE looking at the future,
planning it out and working to achieve the postulated targets.

Therefore, the senior execs at all levels from orgs through to
Flag, will need to work on a combination of PT and "future"
stats for their personal condition.

The remaining question to decide then is: What level of
execs should operate this way. At Flag the first level majorly
concerned with achieving future goals are the Managers and
above. However, there is a considerable risk in applying
the change that far down the org board - namely that by doing
so we could take enough pressure off PT production and put it
onto future production to affect the PT stats. But on the
other hand, in many ways it is the Management Chiefs at both
FOLO and Flag who need to take a longer term view than just
the PT stats. They are the leaders of Scn and leading is all
about things in the future.

Therefore, since it is planned to pilot this new stat system
on two conts, pilot it on one with the FOLO and Flag Mgmt
Chiefs using the new stat, and on another cont without the
Mgmt Chiefs using it.

Doing it as above, the following personnel would move onto the
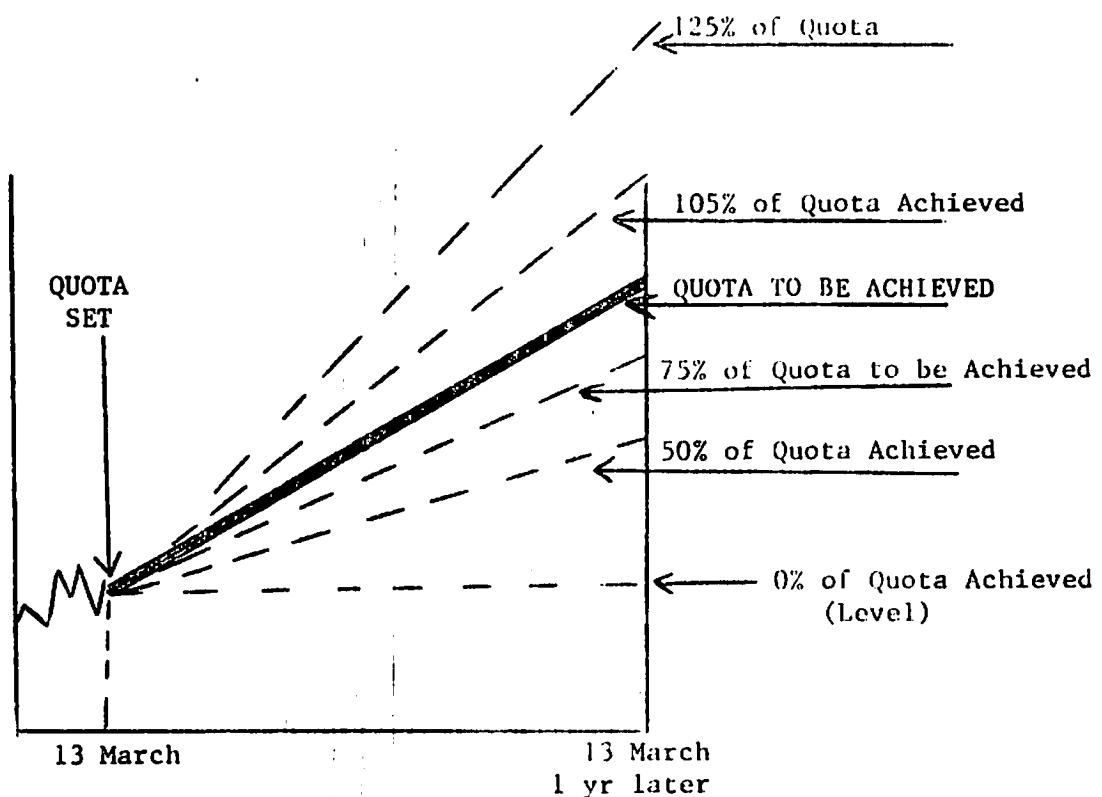new stat basis in the cont piloting without Mgmt Chiefs:

FLAG: STRATA, D/ED INT MGMT EXEC STRATA, D/ED INT PROD, ED INT.

FOLO: D/SPOs, SPO CONT, D/COs, CO CONT/CMDR.

ORG: D/SPOs, SPO ORG, D/COs and D/EDs and CO/ED.

In the cont pilot where Mgmt Chiefs also use the new stats, Flag
and FOLO Mgmt Chiefs would simply be added to the above list.

4.   Some way is needed to assign conditions based on the senior
execs of orgs, FOLOs and Flag making their % of quota. The
easiest way to do this is to take the graph on which the -X
line is projected and draw additional lines as follows:

125% of Quota

105% of Quota Achieved

QUOTA TO BE ACHIEVED

75% of Quota to be Achieved

50% of Quota Achieved

0% of Quota Achieved
(Level)

QUOTA
SET

13 March   13 March
                                      1 yr later

Then a conditions scale can be decided on the basis of % of
quotas achieved as follows:

125% of quota or above	Power
105% of quota or above	Affluence
100% of quota or above	Normal
75% of quota or above	Emergency
50% of quota or above	Danger
49% of quota or below	Non-Existence

If we supply orgs and FOLOs with printed graph paper covering
the whole year, all they have to do is draw in the lines and
then each week put the week's stat on the graph and the condi-
tion can immediately be read off the graph without any further
calculating.

The exec takes his condition as above, plus his condition per the PT stats he'has been using until now, and simply averages the two to get his condition for that week.

5.   Since the essence of small think is that it is something the thetan has been SOLD on - it is hardly native to a thetan after all - thetans can therefore be UNSOLD on it too. (That which can be sold can also be unsold.) Therefore, in addition to a STAT handling which will force big think, use a PR handling as well.

Call upon the resources of Scn tech and tech personnel to devise Brain-stretcher drills to get some big think going. In the same way that VIEWPOINT DRILLS can be done from the VIEWPOINT PL, Big Think drills could be done too. "Work out how what you could do to get books sold to all of New York" would be lots of fun as well as starting to get execs' brains working in the right framework.

Get these drills being done by orgs and execs and staff, and have management order them re-done wherever small think rears its ant-like head.

6.   Put a Big Think PR Campaign together. While it must be worked out based on survey, the following are some ideas that can be used, added to or modified, and more such ideas should also be worked out:

A.   Center-spread of the IMO Newsletter for the next 6 issues at least made into BIG THINK COMES ALIVE page. Make the qualification to get on it, that the thing being covered is BIG THINK WHICH WAS MADE TO HAPPEN.

B.   Include in this center spread a special square a monthly Think Big award: "MR. JANUARY THINK BIG" and award all such winners $500 training credit at Flag FOR THEIR ORG, not for themselves personally.

C.   A LOGO designed by Marketing for the Campaign, which brings to life the FOUNDER motto THINK BIG OR YOUR BRAIN SHRINKS. A possibility is a picture of a happy smiling competent individual with a large sized head (says "THINK BIG" beside it) partially crushing under one foot a wizened runt with a peanut sized head (says "or YOUR BRAIN WILL SHRINK") beside the runt. This positions small thinkers as something insect like and repulsive, which is just what we want.

D.   Then print this up on:

OFO letterhead
All Flag outgoing letterhead
The IMO Newsletter centerspread.
SMALL-THINK reject forms used by AVC and Flag
        execs which says roughly "Sorry, your submission
        _____ was small think. Go to cramming
and do BIG THINK drills."
Rubber reject stamps used by AVC and senior execs
        saying "small think. Please think BIG."

E.   Give the campaign some bright flashy Think BIG color which is used throughout - such as fluorescent red.

F.   Watch carefully for some outstanding BIG THINKERS who really get the Big Think actually DONE, and promote them ENTIRELY on the basis of their BIG THINK.

PLAN: We need some immediate production idea to get the whole "Think Big" concept going immediately, with excellent results in stats. Therefore to do this: Put out an issue which:

A.   Issue this eval to all staff.

B.   Put out an issue which awards a bonus of 10 extra
B'Day points to each org which conceives and executes
a BIG THINK idea which results in <u>soaring</u> stats - the
idea must be conceived and started on AFTER this eval
comes out not before.

Give 50 points bonus to each FOLO which gets all its
orgs having done at least ONE such idea.

(Note (not for Mimeo), since all orgs can get the extra
points, no one will get ahead of anyone else simply
because of this idea, but they do risk falling behind
a bit!)

Additionally award all those who conceive such ideas
with a "FLAG RECONGIZED BIG THINKER" certificate, which
also has the motto on it "Think Big or Your Brain Shrinks."

FOLOs award their orgs, and Flag awards the FOLOs.

Immediately get the revised RED out to the orgs together
with an issue to implement same.

Get the planning done for this year, as per Bright Idea
2, including issuing EUS' plan for info, getting Flag's plan-
ning completed up and issued, and the planning at all levels
fully done.

Then draw up a pilot issue on the whole system and pilot
the new stat basis - using the 5.4X quotas to give the future
quotas which must be achieved during the remainder of the
present B'Day Game year.

Send this pilot issue out together with a little imple-
mentation checklist to get the org and FOLO execs of the
pilot conts (to be chosen by CO IMO) operating off the "future"
quotas graphs to determine their personal conditions as per
the Bright Ideas.

Between the revised B'Day Game and the pilot there will be
considerable immediate pressure to get future planning and some
big thinking done, and the Flag Plan (which requires WDC
approval) will also generate this.

Additional immediate Big Think push must be provided by
getting the PR program planned out and rolling immediately.

As soon as the pilot is complete, the results must be
assessed and any revisions made, and then the whole thing
broadly issued to all orgs.

The PR plan plus the new basis on which exec conditions
are determined will combine over a period of time to generate
progressively bigger think.

The Big Think drills must be worked out, piloted and
finalized as soon as possible to add to the general push.

GO stops on promo need separate evaluation.

PROGRAM:

0.   Issue this eval to all orgs.   MIMEO   _____

1.   Take full responsibility for the execution of this
program.   ESTAB EXEC INT   _____

2.   Get out the immediate issue to run the Big Think
competition as per the first few lines of the Plan.
                                        EEI, INT HES   _____

3.   At once demand Big Think and Big Actions to go along
with it at all levels. As part of this demand, get
out an issue briefing crews everywhere on the subject,
and include specific instruction to make "Doesn't Think
Big Enough" as a rejectable point on submissions to AVC.
                                        ED INT   _____

4.   Ensure that all BPs submitted to you contain Big
Think and correct them if they do not. Keep this in as
a routine.   ED INT   _____

5.   Get the RED revising the B'Day Game out of Mimeo
on arrival.   MIMEO   _____

6.   Get any needed implementation program written up
and out of Mimeo at the same time as the RED.
                                        EEI, B'DAY GAME I/C   _____

6A. Handle the B'Day Game bonus points admin and issuance
of Big Thinker certs, and play up this idea in your
B'Day Game telexes.   B'DAY GAME I/C   _____

7.   Immediately get FULL planning by all levels of Flag
Management to get the 5.4X quota really achieved. Make
sure this planning is real, NOT OUTPOINT CORRECT BUT BIG
think and really will get us "5.4X worth" forward on our
road to a Clear Planet. (Per Bright Idea 2 all Bureaus
and execs must contribute to this plan.) Get this
planning WDC OK'd and issued.   D/ED INT IMEC, EEI,
                                        CO IMO   _____

8.   Get out an issue, and see that its instructions
are driven through by the Managers, to get the FOLOs to do
their planning and the orgs to do theirs as per Bright
Idea 2.   CO IMO   _____

9.   Get CO EUS's 5.4X planning issued to all conts as
a model for info only.   CO IMO, EUS MGMT   _____

10. Get the completed planning from the FOLOs in, get
it corrected as necessary, and issued.
                                        CO IMO, CONT MGRS   _____

11. Put out a short issue notifying all orgs and conts
that the Mgmt Chiefs will be riding all the 5.4X plans,
that the ED or O/O will cooperate with his execs to get
the quotas made, and when they fall behind, IMO will
evaluate.   CO IMO   _____

12. When an area DOES fall behind, get evals done to
bring it back up to quota.   CO IMO, CONT MGRS   _____

13. Draw up a Pilot Scn Policy Directive and get it
issued laying out the whole stat system etc. as per
the Bright Ideas. Get this approved, together with a
little implementation checklist. COMPS   _____

14. Choose the pilot conts on which to implement the
new stat system.   CO IMO   _____

15. Get these pilot conts operating on the new system.
                                        CO IMO, CONT MGRS   _____

16. At the same time as the pilot conts start operating on the system, get Flag senior execs -- Strata and above -- using it to determine their own personal conditions.
                                  EEJ, ED INT, D/ED INT
                                  IMEC   _____

17. Issue a cram on Flag execs to get them crammed on their outnesses as shown up in this eval.
                                  EVALUATOR   _____

18. Get "5.4X graph sheets" printed up -- long enough to last up to March 13th '83 from March 13th '82 and send these out to the FOLOs and all orgs in ADEQUATE quantity, to help them get going on the system.
                                  DISSEM BU   _____

19. Get the Big Think PR program planned out, rolling, and then push it through to a full done as outlined in the Bright Ideas.
                                  PR EM MSB   _____

20. Get going on the "Think Big" drills. Pilot them on Flag crew - get it being done 1 hour a day during a drill period done by ALL hands.
                                  SEI   _____

21. Issue the drills as soon as you have them successful.
                                  SEI   _____

22. Get the GO stops on promo separately evaluated.
                                  FINANCE DIR INT   _____

23. As soon as the pilot on the new stat condition method for execs is completed, assess the results and program out further handling piloting or issue as necessary, and add these targets to the eval.
                                  EVALUATOR   _____

24. When the final system has been in operation for 6-8 weeks, do the Four Final Targets as follows.
                                  EVALUATOR   _____

25. Verify from personal inspection of the existing evidence or the scene itself that every target has been fully done without omission, alteration, falsehood or exaggerated reports.
                                  EVALUATOR   _____

26. Look at current statistics and the results of the above inspection and the SITUATION of this evaluation as written above AND SEE IF THE SITUATION IS NO LONGER A THREAT.
                                  EVALUATOR   _____

27. Look again at the IDEAL SCENE as written above. Then look at the above two targets and further investigate and SEE IF THE IDEAL SCENE HAS NOW BEEN APPROACHED MORE CLOSELY OR ATTAINED.
                                  EVALUATOR   _____

28. A. If the above 3 targets do not show a favorable approach toward or attainment of the IDEAL SCENE, gather new data, investigate further and RE-EVALUATE or B. If the IDEAL SCENE has been more closely approached or attained the following commendations or awards are assigned: As appropriate.
                                  EVALUATOR   _____

                                  Peter Warren
                                  Div 6 Exec Int
                                  Authorized by AVC AUTH CW
                                  Approved by WDC
AUTH: MF   for the CHURCH OF
CSI:WDC:PW:bk   SCIENTOLOGY INTERNATIONAL

THE DATA FILES

Something new was added to the world with the MULTIPLE VIEWPOINT DATA SYSTEM.

Operations in any business or air force or Navy heretofore has always been a single viewpoint system.

There was the General manager in Poughkeepsie. There were the branch offices all over the US.

There on the wall is a map. Pins for each branch office, a BIG pin as the main office in Poughkeepsie. Ribbons leading from each branch office to the main office.

And there's the GM looking out at these branch offices.

He hears something on the phone or the janitor about Torgueville. He sees this situation as it looks from Poughkeepsie. And he issues his snap orders.

And the Company struggles along somehow.

Any general sitting on a hill looking at the strung out battle used that same moth-eaten system.

Every major company, every air force uses it. Been traditional since there were main offices or headquarters.

And orders can get pretty unreal.

So what's changed? What's this new system?

Well, you see everything from the BRANCH OFFICE! You don't see it from HQ.

You have to be as pan-determined as daylight to even conceive of such a system. For it's a true OT System.

Every situation is viewed from the viewpoint of the branch office, or the regiment on the firing line or the squadron in the sky.

It takes a pretty humble or pretty OT HQ to say "We don't have a viewpoint. We are not important as a viewpoint. The only viewpoint that's important is that of the man on the firing line, the squadron leader in the sky, the colonel actually engaged in battle."

So that's a Multiple Viewpoint System! It's newer than nuclear physics and an awful lot more valuable!

SIMPLICITY

You'd think it would take house size computers to handle such a concept.

Well it doesn't. The rest of the idea was how it could be simple.

The key is FILES.

Every org in the world has a file for each month in the Data Files.

As the data pours in from that org - telexes, staff reports, MO reports, finance reports, surveys, personnel records, observations, any and all data it goes BANG at once into that Orgs file for the month.

All in a folder for that org for that month.

And there's that org, not only current, but for each month exactly for years back.

As fast as they've been filed they are worked. In other words read and acknowledged. Queries are handled.

STATS

Another set of data entirely comes in on telexes.

These are the statistics of each division of each org in the world.

The major stats of an org are plotted in big stat books. The Gross Divisional Stats are plotted in folders.

These are gone through carefully each week by an Alert Officer.

He is looking for dangerous stat situations or extremely good ones.

All this information is written up in a published weekly Data Bureau Stat Report.

Thus any major situation is spotted by stats.

EVALUATION

Don't forget, we have the Data Series, the tools of analysis. These are fantastic in the hands of experts.

The Staff Captain spots what orgs and areas need evaluation.

These evaluations are assigned to Staff Officers.

These take it over, look at the overall stats of an org, find where it did well and what months those were and pulls those Data Folders. The high stat scene is examined, analyzed.

The current scene folder of that org is then studied and counted for outpoints and pluspoints and the general situation is viewed as though one were in that org.

The Evaluation is published at once.

It is passed over to Operations.

Here the program is activated by persons representing that org's area.

If it is very hot, and calls for one it goes to Action for a Mission.

Out goes the Mission.

It leaves the org when done, hands the Mission Orders to the nearest Flag Operations Liaison Office *and Org Flag Representative* and comes home. *Upon completion of debrief and its receipt on Flag, the Msn Ops briefs the Programs Chief who then takes over and operates the Org.*

When the MOs are seen as totally successful, Programs then does a new Evaluation and gets the best programs that ever worked in that org and puts that program out to the FOLO to be done in that Org.

And the cycle is complete.

WHAT DATA?

What an org sees where it is is sent to Flag via the FOLO.

An org owes Flag certain standard reports - HCO Weekly Report, Staff Lists, Ethics Orders, Personnel Orders, OODs, Org Rudiments, Dissem Weekly Report, etc etc.

The presence or absence of these reports is a big factor. That such reports are not received at all counts heavily against an org. Lots of PR (public relations brags) without foundation in fact shows up at once. The reports cross check each other. Any effort to "prevent Flag from knowing" or orders "not to send it to Flag" show up very soon. In any event, the reports when given an expert's eye, talk. One is right there.

Other data is used such as debriefs of missions, interrogation of persons from the area or near a FOLO. Telexes sometimes go out to query.

In a very few hours or days an expert Evaluator knows more about the org than its own ED or C/O!

Some EDs and C/Os have come to Flag not believing that and have shortly said, "Hey, you know more about my org than I do!!"

Well, it's true. And the reason is simple. Flag doesn't handle the daily routine of the org. The Ed or C/O is hit all day long with noise. He gets little chance to really view the scene.

An OT look at the org is from above it and outside it. The observer is not being hit by the noise. So he gets a broader view.

Further he is viewing over a longer time span, often years. There's no place in the org itself where all its history is available in minute detail.

Also there're people around from that area.

FOLO

So when a FOLO starts bugging the Flag Rep for reports, don't be bugged about it. Get them in.

One fine day they may save your org's life. Maybe two years from now. Maybe today.

And when a FOLO starts telling the Flag Rep to get so and so done now, that Program Officer is not kidding. He isn't making a snap guess. He's sitting there with a Flag Program that has been evaluated within an inch of its life from tons of data.

And that's when you hear about it. He won't tell you a lieutenant sweated for four days practically holding your hand to find out why you skidded. He'll just tell you to get Laurie Murphy back on that post at any price and now now now now.

RESPONSIBILITY

C/Os and Eds are responsible for their orgs. They're not robots.

It's only where they aren't pulling in money with a high powered vacuum cleaner and sending pcs and auditors out glowing that Flag gets concerned. Flag feels then that the org isn't acting responsibly and so it intervenes.

And where an org is starting to soar Flag wants to know why so it can continue.

And back of it all are the Data Files.

So something new has happened.

Something good.

· Real good.

The five orgs Flag is directly handling with Flag Missionaires get their orders from Flag's data files!

And those orgs are S-O-A-R-I-N-G right back toward their 71 boom peaks!

                                        L. RON HUBBARD
                                        COMMODORE

LRH:nt

SEA ORGANIZATION

FLAG BUREAUX DATA LETTER 226 R   14 September 1972
                                           Revised
                                           25 September 1973

PROGRAMMING ORGS

        The Flag Bureaux will now send out the Evaluation and
program it does for an org.

        The Flag Program Chief at Flag will send a copy of
the program to his Liaison Officer in the FOLO and another
to the *Flag Representative* of the org. *The FR sees that the
ED and Staff have copies available.*

        When a program is telexed out, the actual evaluation
is promptly mailed to back it up.

UNDERSTANDING

        Only in this way can there be an understanding in
the FOLO and the org as to what is going on and Why.

        When isolated orders, apparently not connected to
anything go through, it leaves a mystery.

        The C is missing in the ARC triangle. The triangle
adds up to Understanding.

        And without Understanding, compliance gives way to
many other things "demanding attention" locally.

VALUE OF A PROGRAM

        A program is based on a very sound evaluation of the
most important points of the orgs current scene.

        If followed it will raise GDSes', Paid Comps and GI.

        If only half done it probably will not work.

        If not done at all it will of course do nothing what-
ever and the org will continue a decline.

        Therefore a program must be done to produce results.

        After doing the evaluation, the Program Chief at
Flag orders his Liaison Officer at the FOLO to get it in.

        The FOLO Pgm Chief then repeatedly contacts the FR
of the org to get the steps fully done.

        · If a hitch occurs, the FOLO Pgm Chief does a debug
Eval based on what the FR tells him or asks for one from
his Chief at Flag. But whatever he does he gets <u>that</u>
program in and completed.

OTHER PGMS

        LRH Eds, P/Ls and HCOBs are often part of such programs.
If they are they are pushed by the Pgms Chief *and the Org FR.*

If they are not, the FOLO Program Officer does not push them.

In other words the FOLO Pgm Officer does not push other things than that org's program.

To do so just Adds Confusion and distraction.

If the *Org Flag Rep sees* that program *gets done* things will start to go right.

REPORTS

The FOLO Officer also demands and keeps the standard org reports flowing to Flag from that org.

There are many such reports. They are usually on forms.

Various officers in the org are expected to make their reports each week.

A list of these and all forms can be gotten from Flag.

It is from these reports, the orgs OIC cables, area Observations, the FOLO Officers calls and the extensive past history of the org in Flag's Data Files that make evaluation possible.

Without these reports evaluations can miss the mark.

So it is to an Org's own interest that these reports are regularly sent in to Flag.

Further in looking them over before sending, the FR can find out a lot about *the* org he might never know.

Foolishly some Eds have laid down a local rule "not to let Flag know." This is sure mission bait as Flag will soon know of the rule just by trying to evaluate from faulty data.

ARC BRKS

Sometimes the data on an Aides Order ARC Breaks someone in an org.

Everything is done to keep needless entheta out of Aides Orders.

But remember, any entheta in an AO came from the org area itself. It isn't "Flag's opinion of the org". It's what the org is doing or saying it is doing.

Sometimes a WHY will ARC Brk the org, but certainly they have wide open lines (to Flag *AVU* via their *Flag Rep, and FOLO Officer*) to plead for another look. Usually Whys are quite popular.

LOCAL PLANNING

Programs seldom get in the way of any local plannin
If they do and it is considered serious it should be
queried at once.

MISSIONS

When a Flag Programs Chief can't get compliance and
the org is in bad shape he calls on Action to send a
mission which it usually does.

EXPECTANCY

Flag expects an org to run at high viability. It
expects the staff to be posted and hatted and on the bal
It expects the tech to be good and the field to be very
happy with the org.

Flag wants a good presence there representing and
expanding Scientology.

Experience has shown that when Flag keeps a continu
pressure on the line, orgs begin to move up toward this
ideal scene and that when Flag attention slacks off orgs
go down.

This has often been demonstrated.

Therefore it is the clever thing to do to keep Flag
informed and comply with Flag's orders.

OTHER NETWORKS

The GO and FBO and LRH Comm networks have their own
jobs to do. They usually are not in any internal confli
with Flag programs. On the contrary they usually back t
up to the hilt.

Where any conflict is seen to develop Flag should
know about it at once.

SINGLE CHANNEL

The Evaluation, Program line is the single channel
line into orgs.

So follow it.

L. RON HUBBARD
COMMODORE

LRH:nt

FLAG BUREAUX DATA LETTER 191R

Org Executives
FOLO Staff
All Personnel Flag
FOLO & Org FRs

8 June 1972
Revised
21 September 1973

CURRENT SCENE

You had too many channels that could order you in orgs.

Flag has just reorganized its network to a single channel to the org. Continental Liaison Offices (CLOs) have become FLAG OPERATIONS LIAISON OFFICES.

USLO has become US FOLO. It is in charge of W/O *Jeanette Barnes*. It has an Org Board of seven divisions where the Div IV is a product division of Operations. The former "Management Bureau" has become the PROGRAMS BUREAU.

UKLO has become UK FOLO. It is in charge of *Warrant Officer Ron Hopkins*. It has the same structure as US FOLO.

EULO, OT Liaison Anzo, OTL AFRICA and OTL New York have *also* been converted to FOLOs.

THE WHOLE POINT OF THIS REORGANIZATION IS THAT ORGS WERE RECEIVING A GREAT MANY ORDERS FROM A GREAT MANY DIFFERENT SOURCES AND A WHILE AGO I PROMISED TO WORK SOMETHING OUT TO MAKE A SINGLE CHANNEL FROM FLAG TO ORGS.

THIS IS NOW IN PROGRESS.

It should make life much easier and more certain.

ON FLAG

On Flag we have a Flag Bureaux (plural).

The new Programs Bureau under the PROGRAMS AIDE is the one you will be hearing from.

It does programs for the individual org based on a new Data System.

FOLO

The Programs Bureau in the Continental FOLO relays the Program to the org and sees that it is executed.

ORG

The *Flag Representative* of the org is the contact point of the FOLO Pgms Bureau.

Daily phone calls or telexes are the means of contact.

ACTION

Where an org is in trouble (stats down) the ACTION BUREAU FLAG takes it over.

Based on searching and accurate evaluation, mission orders are written to correct the outpoints and get the stats up and the org viable.

If it is a major situation in a major org the mission goes from Flag to the Org.

The mission is operated by Flag Action.

If it is a minor org or if the FOLO missionaires can handle, Action orders a Continental FOLO to send the mission, Flag furnishing the mission orders.

Flag also operates, by telex, the FOLO mission while it is in the org. The FOLO does not direct it.

Thus the Flag Action Bureau is operating any mission in any org. The Evaluation and the Mission orders always come from Flag. The missionaires may be from Flag or locally from a FOLO.

PHASE OVER

When a Mission pulls out of an org it hands its MOs over to Action in the Continental FOLO, and to the Org's FR.

On Flag the same MOs are given to an Action Review Ops Officer who makes sure the stats stay up after the mission departs and who may send a mission back in if the stats level or fall after the mission leaves.

When Action Review or Flag is sure the mission was a success and stats kept rising, the Action Review turns the same MOs over to Programs Bureau. Here there is a Programs Chief for that Continent. He takes the same MOs and his first action is to telex his Continental FOLO Pgms and Org Flag Rep to take over from the Continental Action.

The org is now in the hands of a Flag Continental Programs Chief. He communicates to the org through the Continental Programs Chief for that org, and through the Org Flag Rep.

Daily contact makes sure the MOs stay in force in the org.

Meanwhile Flag Programs is laying out a standard long range program for that org, done by evaluation of past successes. When this is done, the FMOs are retired and this Pgm for this org goes into use.

It combines all former programs from the many sources, takes the best of them, and puts them into one channel.

This is the way orgs will normally operate in the future.

Daily contact assures that the org is still on its master program.

LOCAL INDEPENDENCE

Everything is done to preserve the independence and initiative of the C/O or Ed. *The Executive Director of the Org is responsible for its stats and Viability.*

The C/O or Ed is <u>not</u> interferred with so long as his stats are going up.

NEW LINE

We have found that as long as Flag took a direct interest in orgs and their people, all went well.

As soon as other agencies were able to independently order orders and cross order on Flag lines, stats went down.

This has been found true over several years.

Flag's interest accompanied each boom of stats. Each boom fell off when Flag's interest was cut off from the org by direct line cut or by a failure to send all data (routine org reports and others) to Flag.

A very extensive evaluation proves this.

Also, now that Flag has gotten back on direct lines org after org is rising steeply.

Each org which Flag has begun to handle rose at once.

This, needless to say, puts a very heavy traffic burden on Flag. However, we are manning up and handling.

What you chiefly have to know about this is that your org will be in a single channel line from Flag.

It goes Flag - FOLO - Org. And Org - FOLO - Flag.

The addresses are the same.

But all your routine orders will come from your FOLO PROGRAMS CHIEF *via your ORG FLAG REPRESENTATIVE. These* orders come direct from Flag.

Your org routine reports and mission reports go to your FOLO PROGRAMS CHIEF in your Continental FOLO *via your ORG FLAG REPRESENTATIVE* and are then noted on checklists and go directly to Flag Programs.

The change is one of names, mainly.

ALL Continents will now operate this way.

L. RON HUBBARD
COMMODORE

LRH:nt

STAFF STUDENT
COMPLETION
ROUTING FORM

PURPOSE: To get the staff student graduated from course with 100% certainty he
can apply his materials and onto the next step of his TIP (Technical
Individual Program).

NOTE TO THE STAFF STUDENT: As the person doing this routing form, you share
a responsibility with the staff members you will be seeing to ensure that
this form is properly executed and its purpose fully achieved.

DIRECTIONS:
1. SIGNING: Both the person doing the routing form and the staff member initial
   the lines to the right of the step. The person on the routing form initials
   the first line, staff initials the second line.
2. DATE AND TIME: When all of the steps are done, the staff member writes the
   date and time in the spaces provided.
3. ALTERNATE TERMINALS: If a post listed on this form is not filled or the
   person is absent from post, the senior or alternate terminal does the
   actions as if he were the post holder and marks the appropriate box.

WHAT DO YOU DO WITH A STAFF STUDENT WHO IS COMPLETING A COURSE?

1. STAFF COURSE ADMINISTRATOR   DIVISION 5
   or [] Staff Supervisor or [] SSO or [] Dir of Review or [] Qual Sec
   or [] Chief Officer

a. Go over with the staff student the PURPOSE, NOTE and DIRECTIONS
   above, and the ASSISTANCE section at the end of this form.   _____ _____

b. Fill in the following data:

        NAME _____

        ORG _____ [] DAY [] FDN

        COURSE _____ _____ _____

c. Log the staff student out of the course room so you have a record of his
   whereabouts.   _____ _____

d. Route the staff student with his checksheet to the Staff College Course
   Supervisor.   _____ _____

Reference: OEC Volume 4:209.   TIME_____

                                                             DATE_____

2. STAFF COLLEGE COURSE SUPERVISOR   DIVISION 5
   or [] STO or [] SSO or [] Dir of Review or [] Qual Sec or [] Chief Officer

a. Look over the staff student's checksheet to ensure all course requirements
   are completed.   _____ _____

b. Both you and the staff student sign off the checksheet on the lines
   provided. Attach the checksheet to this routing form.   _____ _____

c. Route the staff student to the Student Examinations Officer.   _____ _____

3. STUDENT EXAMINATIONS OFFICER   DIVISION 5
   or [] Dir of Exams or [] Qual Sec or [] Chief Officer

a. Look over the checksheet to ensure everything is complete.   _____ _____

b. Ask the staff student if he is a fast flow student. If he is go on
   to step 3f. If he is not a fast flow student give him an exam and
   grade it.   _____ _____

c. If the exam grade is 100%, go to step 3f. If the grade is less than
   100%, transfer the staff student to the Failure to Certify Routing

Form so he can be corrected on what he missed. Keep this routing form until he returns at which time it will be continued from step 3d. _____ _____

d. When the staff student returns from Cramming, if his first exam grade was 85% or above, go to step 3f. If it was less than 85%, give him another exam. _____ _____

e. If the grade on the second exam is 100% go to step 3f. If it is less than 100%, originate another Failure to Certify Routing Form, and keep this routing form until he returns at which time it will be continued from step 3d. _____ _____

f. Do a meter check on the staff student. _____ _____

g. If all is in order, route him to Certs & Awards. _____ _____

h. If the meter check is unsatisfactory, put the staff student onto the Failure to Certify Routing Form. Keep this routing form until he returns to you, at which time it will be continued. _____ _____

i. Route the staff student to Certs & Awards. _____ _____

References: HCO PL 13 Aug 72RA FAST FLOW TRAINING; OEC Volume   TIME_____
5:131, 141; Technical Volume X:207.
                                                                     DATE_____

4. DIRECTOR OF CERTIFICATIONS & AWARDS   DIVISION 5
   or [] Qual Sec or [] Chief Officer or [] other

a. Note the staff student's name in the Certs & Awards log. Have him fill out a Certs & Award attest form (two copies). Attach one copy to this routing form. _____ _____

b. Route the staff student to the Success Officer. _____ _____

Reference: OEC Volume 4:594.   TIME_____

                                                                     DATE_____

5. SUCCESS OFFICER   DIVISION 6C
   or [] Dir of Success or [] Field Control Sec or [] other

a. Ask the staff student if he would like to write a Success Story and if so, check the Key Question. _____ _____

b. If both are satisfactory, attach the carbon copy of the Success Story to this routing form and route the staff student to the Staff College Course Supervisor. _____ _____

c. If either is unsatisfactory, or he doesn't want to write one, originate a Service Completion to Special Qual Handling Routing Form. Keep this form until he returns to you, at which time it will be continued.

_____ _____

References: OEC Volume 6:140; Technical Volume X:208; Tape: TIME_____
7009C16 SO A Talk on Department 13.
                                                                     DATE_____

6. STAFF COLLEGE COURSE SUPERVISOR   DIVISION 5
   or [] STO or [] SSO or [] Dir of Review or [] Qual Sec or [] Chief Officer

a. Look over the routing form to ensure it is fully done. _____ _____

b. Congratulate the staff student and announce his completion. Let him speak to the class if he wishes. _____ _____

c. Route the staff student to the SSO. _____ _____

Reference: OEC Volume 4:205.   TIME_____

                                                                     DATE_____

7. STAFF SECTION OFFICER   DIVISION 5
   or [] Dir of Review or [] Qual Sec or [] Chief Officer

a. Congratulate the staff student.   _____ _____

b. Take out your copy of his TIP (Technical Individual Program) which
   you should have on file and check what is the next action on his TIP.

                                                            _____ _____

c. If a new TIP is needed, originate a Staff to TIP Routing Form and get
   it done. If the staff student wants a modification of his TIP, then work
   out any needed changes in full alignment with policy on personnel
   programming.   _____ _____

d. Put the staff student on the appropriate routing form for the next
   step of his TIP.   _____ _____

e. Terminate this routing form per the COMPLETED ROUTING FORM instructions
   below.   _____

                                                    TIME_____

                                                    DATE_____

                        END OF ROUTING FORM

ASSISTANCE: If you have difficulty in getting through this
routing form, mark the box to the right and take this form to the   []
Chief Officer for assistance.

COMPLETED ROUTING FORM: Mark the box to the right. Route any
attachments to the Course Admin for filing in the staff student's   []
student file. Send only the routing form to the INCOMMCOMPUTER BANKS.

INCORRECT/UNCOMPLETABLE ROUTING FORM: Mark the correct box below.
Route any attachments to the Course Admin for filing in the staff
student's student file. Send only the outside original to the INCOMM
COMPUTER BANKS.
                Mark reason for terminating this routing form:
                Wrong routing form   []
                Other reason _____

HUBBARD®COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO™ADMINISTRATIVE LETTER OF 11 JUNE 1986

PILOT
SO SERVICE ORGS

STUDENT WANTING LEAVE OF ABSENCE
ROUTING FORM
FOR SEA ORG ORGS
(Division 4 or Division 6B)

PURPOSE: This routing form is for a student who wants a leave of more
than a day or so. A short leave of absence (of a day or so) can be
granted by the Supervisor with the Director of Training's okay and this
routing form is not required for that.

> "Any student wanting to leave course should be treated as a kind
> of blow and sent to Review. Only after a review can any leave of
> absence be granted. . . Valid evidence of the necessity for a
> leave must be presented by the student." - LRH. OEC®Volume 4:469.

NOTE TO THE STUDENT: As the person doing this routing form, you share a
responsibility with the staff members you will be seeing to ensure that
this form is properly executed and its purpose fully achieved.

DIRECTIONS:
1. SIGNING: Both the person doing the routing form and the staff member
   initial the lines to the right of the step. The person on the routing
   forms initials the first line, staff initials the second line.

2. DATE AND TIME: When all of the steps are done, the staff member writes
   the date and time in the spaces provided.

3. ALTERNATE TERMINALS: If a post listed on this form is not filled or the
   person is absent from post, the senior or alternate terminal does the
   actions as if he were the post holder and marks the appropriate box.

       WHAT DO YOU DO WHEN A STUDENT REQUESTS A LEAVE OF ABSENCE?

1. SUPERVISOR   DIVISION 4 OR 6B
   or [] Director of Training or [] Director of Public Services or [] other

a. Go over with the person the PURPOSE, NOTE and DIRECTIONS
   above, and the ASSISTANCE section at the end of this form.   _____ _____

b. Fill in the following data:

   STUDENT'S NAME   _____

   ADDRESS DURING LEAVE   _____

                          _____

   PHONE DURING LEAVE   _____

                 ORG _____ [] DAY [] FDN   _____ _____

c. Get from the student a CSW with valid and complete evidence of
   the necessity for a leave. Attach it to this routing form.
   (Show him the policy on CSWs if necessary in OEC Volume 0,
   page 123.)   _____ _____

d. Have the student thoroughly checked to establish if he has
   misunderstood words. If no MUs were found, route him to
   Course Administrator (step 2).   _____ _____

e. If he has MUs, have all of them found and thoroughly cleared.
   If he still wants to take a leave, route him to Course Admin-
   istrator. If not, return him to study and terminate this
   routing form per the INCORRECT/UNCOMPLETABLE ROUTING FORM
   instructions at the end.   _____

References: OEC Volume 0:123; 4:179, 469.   TIME_____

DATE_____

2. COURSE ADMINISTRATOR   DIVISION 4 OR 6B
   or [] Supervisor or [] Director of Training
   or [] Director of Public Services or [] other

a. Log the student out and take him to the Student Administrator.   _____

   Reference: OEC Volume 4:209.   TIME_____

DATE_____

3. STUDENT ADMINISTRATOR   DIVISION 4
   or [] Director of Tech Services or [] Technical Secretary
   or [] Chief Officer.

a. Log the Student out and take him and his PC folder to the
   Director of Training (for Division 4 Students) or the
   Director of Publc Services (for Division 6B students)
   for an interview.   _____ _____

Reference: Org Board.   TIME_____

DATE_____

4. DIRECTOR OF TRAINING OR DIR OF PUBLIC SERVICES   DIVISION 4 or 6B
   or [] Technical Secretary or [] Public Servicing Secretary
   or [] Public Officer or [] Other.

a. Determine from the attached CSW and by interviewing the
   student if the leave is valid. Attach your recommendations
   to this form (stapled shut).   _____ _____

b. If the student is on the Briefing Course R-factor him on
   OEC Volume 4:232 "Retreads On Saint Hill Special Briefing
   Course".   _____ _____

c. If the leave request is valid, take the student and his folder
   to the Director of Review via Qual Interview & Invoice.   _____ _____

d. If the leave request is not valid, take the student back
   to the Supervisor and ensure the student is handled and
   terminate this routing form per the INCORRECT/UNCOMPLETABLE
   ROUTING FORM instructions at the end of the form.   _____ _____

   Reference: OEC Volume 4:232, 469.   TIME_____

DATE_____

5. DIRECTOR OF REVIEW   DIVISION 5
   or [] Qualifications Secretary or [] Chief Officer or [] other

a. Have the student take a seat while you review the data
   attached to this routing form and any relevant pc folder
   data.   _____ _____

b. R-factor him that per policy (OEC Volume 4:469) only after
   a review can any leave of absence be granted. Start him
   on the Qual to Review Routing Form, and hold this routing
   form until he is complete with that routing form.   _____ _____

c. When he returns, check if he still wants to take a leave.
   If so, attach a brief write-up of the handling and any
   recommendations to this routing form and route him to Qual
   Interview & Invoice (step 5). If he no longer wants a leave,
   take him back to the course room and terminate this routing
   form per the INCORRECT/UNCOMPLETABLE ROUTING FORM instruc-
   tions at the end.   _____ _____

References: OEC Volume 4:469.   TIME_____

                                                     DATE_____

6. QUAL INTERVIEW & INVOICE OFFICER   DIVISION 5
   or [] Director of Examinations or [] Qualifications Secretary
   or [] Chief Officer

a. Have the student taken to the Master at Arms along with his
   pc folder.   ____ ____

                                                     TIME_____

                                                     DATE_____

7. MASTER AT ARMS   DIVISION 1
   or [] Director of Inspections & Reports or [] HCO Cope Officer
   or [] HCO Area Secretary or [] Chief Officer

a. Review the data with this routing form and in the pc folder.
   Interview the student for any PTS or ethics situation that
   would cause him to want to leave or blow.   ____ ____

b. Attach your recommendations to this routing form and have
   the student and his pc folder taken to the Success Officer. ____ ____

   References: HCOB 1 Apr 81 II; OEC Volume 4:469; 1:364;   TIME_____
   Technical Volume VIII:193.
                                                     DATE_____

8. SUCCESS OFFICER   DIVISION 6
   or [] Director of Success or [] Field Control Secretary or [] other

a. Check the Key Question. (R-factor him this is the standard
   action done on all students going on a leave to ensure he has
   had wins from his service.)   ____ ____

b. If it is satisfactory, put the data into the pc folder and
   take the student to the Technical Secretary (if a Division 4
   student) or the Public Servicing Secretary (if a Division 6B
   student), with the folder.   ____ ____

c. If not, put him on the Service Completion to Special Qual
   Handling Routing Form. Keep this routing form until he is
   returned to you, at which time it will be continued.   ____ ____

d. Take the student to the Technical Secretary/Public Servicing
   Secretary along with his folder.   ____ ____

   References: OEC Volume 6:140; 4:469.   TIME_____

                                                     DATE_____

9. TECHNICAL SECRETARY OR PUBLIC SERVICING SECRETARY   DIVISION 4 OR 6B
   or [] Chief Officer or [] Public Officer

a. If the leave is for longer than two weeks, tell the student
   that Executive Council approval is also required. ____ ____

b. Send the student back to study (via Course Administrator who
   will log him in) to await approval or disapproval of his
   leave.   ____ ____

c. Review this routing form and the data attached to determine if
   the leave is valid and necessary and mark below:

   Leave for less than two weeks approved by Technical
   Secretary (for Division 4 students) or the Public
   Servicing Secretary (for Division 6B students).   []

Leave for more than two weeks approved by Technical
Secretary (for Division 4 students) or the Public
Servicing Secretary (for Division 6B students) but
Executive Council final OK required.   []

Leave of any length disapproved by Technical Secretary
(for Division 4 students) or the Public Servicing
Secretary (for Division 6B students).   []   _____ _____

d. If the leave is disapproved or if it is less than two weeks
   and has Technical Secretary (for Division 4 students) or the
   Public Servicing Secretary (for Division 6B students) approval,
   take this form to the Director of Training/Director of Public
   Services (step 11). Return the pc folder to the Course
   Administrator.   _____ _____

e. If the leave is approved pending Executive Council final OK,
   take this form to Executive Council for final approval.
   (Return the pc folder to Course Administrator.)   _____ _____

   Reference: OEC Volume 4:469.   TIME_____

                                                              DATE_____

10. EXECUTIVE COUNCIL   DIVISION 7
    or [] Commanding Officer

a. Review the data on the leave. Determine whether the leave
   request is valid and necessary. Mark on the student's CSW
   and below:
                  APPROVED   []   NOT APPROVED   []   _____ _____

b. Give this routing form to the Technical Secretary (for
   Division 4 students) or Public Servicing Secretary (for
   Division 6B students)   _____ _____

   Reference: OEC Volume 4:469.   TIME_____

                                                              DATE_____

11. TECHNICAL SECRETARY OR PUBLIC SERVICING SECRETARY   DIVISION 4 OR 6B
    or [] Chief Officer or [] Public Officer

a. Give this routing form and CSW to the Director of Training
   (for Division 4 students) or Director of Public Services
   (for Division 6B students).   _____ _____

12. DIRECTOR OF TRAINING OR DIR OF PUBLIC SERVICES   DIVISION 4 OR 6B
    or [] Technical Secretary or [] Public Servicing Secretary

a. Inform the Supervisor and student whether the leave has final
   approval or not and give the student his CSW.   _____ _____

b. If the leave is not approved, ensure the Supervisor handles
   any questions the student may have.   _____ _____

c. Terminate this routing form per the COMPLETED ROUTING FORM
   instructions below.   _____ _____

                        END OF ROUTING FORM

ASSISTANCE: If you have difficulty in getting through this routing
form, mark the box to the right and take this form to the Chief
Officer or the Public Officer for assistance.   []

COMPLETED ROUTING FORM: Mark the box to the right. Route any
attachments and this routing form to the Course Administrator for
filing in the student's file.   []

STUDENT IN TROUBLE
ROUTING FORM
FOR SEA ORG ORGS

PURPOSE: To correct the student on slow or ineffective study or inability to apply his materials despite standard course room remedies, or handle his training program, personal problems or progress, then route him swiftly back to course.

Students needing repair auditing use the Student to Review Routing Form.

The Supervisor should know that: "He may send to Ethics or Cramming but any instant that student is not actually being handled by the E/O or Cramming Officer, the SUPER MAKES SURE HE IS RIGHT THERE ON THAT COURSE STUDYING." - LRH. HCO PL 7 Mar 72 II COURSE SUPERVISORS.

NOTE TO THE STUDENT: As the person doing this routing form, you share a responsibility with the staff members you will be seeing to ensure that this form is properly executed and its purpose fully achieved.

DIRECTIONS:
1. SIGNING: When a step is done, both the person doing the routing form and the staff member initial the lines to the right of the step. The person on the routing form initials the first line, staff initials the second line.

2. DATE AND TIME: When all of his steps are done, the staff member writes the date and time in the boxes provided.

3. ALTERNATE TERMINALS: If a post listed on this form is not filled or the person is absent from post, the senior or alternate terminal does the actions as if he were the post holder and marks the appropriate box.

WHAT DO YOU DO WITH A STUDENT WHO NEEDS QUAL CORRECTION
(OTHER THAN REVIEW AUDITING)?

1. COURSE ADMINISTRATOR   DIVISION 4
   or [] Supervisor or [] Director of Training
   or [] Technical Secretary or [] Chief Officer

a. Go over with the person the PURPOSE, NOTE and DIRECTIONS
   above, and the ASSISTANCE section at the end of this
   form.   _____ _____

b. Fill in the following data:

      NAME _____

      COURSE _____

      ORG _____ [] DAY [] FDN   _____ _____

c. Attach the cramming order or write-up written by the
   Supervisor or C/S explaining why the student needs to go
   to Qual. If this is not available, get it from the
   Course Supervisor, Director of Training or C/S. Be sure
   the worksheets from the supervisor, including the list of
   tools already used to help the student, are attached to
   this routing form.   _____ _____

d. Log the student out and take him to the Student
   Administrator.   _____ _____

   Reference: OEC® Volume 4:209; HCOB 28 Oct 76 AUDITING   TIME_____
              FOLDERS IN COMPLETENESS.
                                                            DATE_____

2. STUDENT ADMINISTRATOR   DIVISION 4
   or [] Director of Tech Services or [] Technical Secretary
   or [] Chief Officer

a. Moves the student's name to the appropriate place
   on the Location Board.   _____ _____

b. Get the student's pc folder if he is going for cramming. _____ _____

e. Log the student out, and take him to Qual Interview &
   Invoice (with his pc folder if going to cramming). _____ _____

   Reference: ORG BOARD   TIME_____

                                                      DATE_____

3. QUAL INTERVIEW & INVOICE OFFICER   DIVISION 5
   or [] Director of Examinations or [] Qualifications Secretary
   or [] Chief Officer

a. Welcome the student. Look over the write-up attached and
   see if the student needs to see the Qual Consultant or
   the Cramming Officer. (He would see the Qual Consultant
   for handling personal problems, his training program or
   any non-cramming type help.)   _____ _____

b. If he is going to cramming, collect a deposit for the
   cramming order, or have the student sign an open invoice
   (giving full details) for it.   _____ _____

c. If an open Invoice is signed, call the Dept of Income to
   clear the person receiving service on credit.   _____ _____

d. Attach a copy of the invoice to this routing form and
   have the student taken to the Cramming Officer with his
   folder, step 5.   _____ _____

e. If he is going to the Qual Consultant, route him there
   at step 4.   _____ _____

   References: OEC Volume 3:256; 5:342; HCO PL 28 Sept 79   TIME_____
               XIII INVOICES, HOW TO WRITE; Technical
               Volume VII:141.   DATE_____

4. QUAL CONSULTANT   DIVISION 5
   or [] Director of Review or [] Qualifications Secretary
   or [] Chief Officer.

a. Read the write-up attached.   _____ _____

b. Give the person a Qual Consultant Interview, and handle
   whatever comes up.   _____

Do step c, d or e:

c. If he is handled, write up what was done. Attach the
   write-up to this form, and route the person to Qual
   Interview & Invoice, step 7.   _____ _____

d. If he requires cramming have him go to step 5 and
   continue.   _____ _____

e. If any of the situations in the Special Handling Section
   below come up, handle per their instructions and initial
   the line to the right of that step when done, then go to
   step 7a.   _____ _____

   References: Technical Volume VII:66, 175.   TIME_____

                                                      DATE_____

5. CRAMMING OFFICER   DIVISION 5
   or [] Director of Review or [] Qualifications Secretary
   or [] Chief Officer

a. Read the cramming order attached.   _____

b. Check the student's pc folder and, if needed, submit it
   to the C/S for OK to do cramming. If OK (or when OK) go
   to step 5d.   _____

c. If the student does not have C/S OK for cramming, do
   what is necessary in order to get C/S OK. Do this in
   liaison with the C/S (if the student is on auditing
   lines) or per the instructions at 5g if Review auditing
   is needed. Keep this routing form until C/S OK is gotten
   for the cramming order to be done, and then call the
   student in and go to step 7d.   _____

d. Cram the student so he understands and can successfully
   apply the materials he required cramming on.   _____ _____

   Note: If any of the situations in the Special Handling
   Section come up, handle per the appropriate instructions
   below. Initial the line to the right of that step when done.

                    SPECIAL HANDLING SECTION

e. ETHICS OR PTS SITUATION: Put the student on a Qual to
   Ethics Routing Form. Keep this form until he returns to
   you. Then continue from the point you left off.   _____

f. RED TAG: Handle the student per C/S Series 86RD,
   Technical Volume X:237, in liaison with the Director of
   Review if needed. When handled, complete the cramming
   action or return the student to the PC Examinations
   Officer, step 6b.   _____

g. REVIEW: Put the student on a Public on Qual Lines to
   Review Auditing Routing Form. Keep this form until he
   returns to you, at which time it will be continued from
   the point you left off.   _____

h. RETREAD: Put the student on an Onto Retread Routing
   Form. Keep this routing form until he returns to you
   and then continue it from the point you left off.   _____

                  _____

i. When the student has completed his cramming order,
   verify the cause of his difficulty is fully handled and
   that he now feels confident in the area or actions on
   which he was crammed.   _____ _____

j. Do a write up of what was done on the correction cycle
   and send one copy to the originator, and file the
   other in the pc folder later.   _____ _____

k. Log the total time spent in cramming _____
   Then send the student to the PC Examinations Officer,
   step 6.   _____ _____

   Reference: HCOB 28 Sept 82 C/S Series 115; HCOB 28 Oct   TIME_____
              76 Auditing Folders Omission in Completeness.
              HCO PL 8 AUG 84 II ROUTING FORMS, HOW TO   DATE_____
              Write One.

6. PC EXAMINATIONS OFFICER   DIVISION 5
   or [] Director of Examinations or [] Qualifications Secretary
   or [] Chief Officer

a. Give the student an exam and route the student to Qual
   Interview & Invoice.   _____ _____

b. If the student red tags, take him to the Cramming
   Officer, step 5f, with the exam for further handling.
   When he is F/N VGIs route him to Qual Interview &
   Invoice Officer.   _____ _____

   Reference: OEC Volume 5:1.   TIME_____

                                                                 DATE_____

7. QUAL INTERVIEW & INVOICE OFFICER   DIVISION 5
   or [] Director of Examinations or [] Qualifications Secretary
   or [] Chief Officer

a. If the student is returning from the Qual Consultant,
   take the person to the Course or Co-Audit Administrator.   _____ _____

b. If the student is returning from cramming, work out the
   exact billing and collect a cash donation for the time
   spent in cramming, noted at 5k.   _____ _____

c. If the student wants to debit his account, or is unable
   to make the full donation, transfer him to a Public on
   Qual Lines to Cashier Routing Form to get this done.
   Keep this routing form until he returns to you at which
   time it will be continued.   _____ _____

d. Route the student to the Success Officer.   _____ _____

   References: OEC Volume 5:342; HCO PL 28 Sept 79   TIME_____
               INVOICES, HOW TO WRITE.
                                                                 DATE_____

8. SUCCESS OFFICER   DIVISION 6C
   or [] Director of Success or [] Field Control Secretary
   or [] Public Officer or [] other

a. Ask the student to write a Success Story and acknowledge
   it when done.   _____ _____

b. Check the Key Question.   _____ _____

c. If both are satisfactory, attach the Success Story and
   the Key Question worksheet to this routing form and
   route the student to the Student Administrator, step 9.   _____ _____

d. If either is unsatisfactory or he doesn't want to write
   a Success Story, put the student on a Service Completion
   to Special Qual Handling Routing Form. Keep this routing
   form until he returns to you at which time it will be
   continued. Once done, route him to the Student
   Administrator.   _____ _____

   References: OEC Volume 6:140; Tape: 7009C16 SO A Talk   TIME_____
               on Department 13; Technical Volume X:208.
                                                                 DATE_____

9. STUDENT ADMINISTRATOR   DIVISION 4
   or [] Director of Tech Services or [] Technical Secretary
   or [] Chief Officer

a. Logs the student back in and puts him in the appropriate
   place on the Location Board.   _____ _____

b. Collects the pc folder but sees the routing form and the
   attachments are routed with the student to the Course
   Administrator.   _____ _____

Reference: Org Board.   TIME _____

DATE _____

10. COURSE ADMINISTRATOR   DIVISION 4
    or [] Supervisor or [] Director of Training or [] Technical
    Secretary or [] Chief Officer

a. Log the student back in and take him to the Supervisor
   so he can return to study.   _____ _____

   Reference: OEC Volume 4:209.   TIME _____

DATE _____

11. SUPERVISOR   DIVISION 4
    or [] Director of Training or [] Technical Secretary
    or [] Chief Officer

a. Welcomes the student back to course.   _____ _____

b. Review the attachments with the routing form to see
   what was done, then route the attachments to the Student
   Administrator to be put in the pc folder.   _____ _____

c. If the student does not show that the problem has been
   handled send him to the Course Admin to be put on another
   Student In Trouble routing form, and route him to Qual. _____ _____

d. Terminate this routing form per the instructions at the
   end of this routing form.   _____ _____

TIME _____

DATE _____

END OF ROUTING FORM

ASSISTANCE: If you have difficulty in getting through this routing
form, mark the box to the right and take this form to the Chief
Officer for assistance.   []

COMPLETED ROUTING FORM: Mark the box to the right, and route this
form and any attachments to the Student Administrator for filing
in the student's file or pc folder as appropriate.   []

INCORRECT/UNCOMPLETABLE ROUTING FORM:
Mark the correct box to the right. Route this copy and any attachments
to the Course Administrator for filing in the student's file or pc
folder as appropriate.

     Mark reason for terminating this routing form:

               Wrong routing form   []

               Didn't need a Qual handling   []

               Other reason _____ []

                              SO ROUTING FORM PROJECT I/C
                              Approved by
                              SNR ROUTING FORM I/C
                              Authorized by
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                              for
                              CHURCH OF SCIENTOLOGY®
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CHURCH OF SCIENTOLOGY
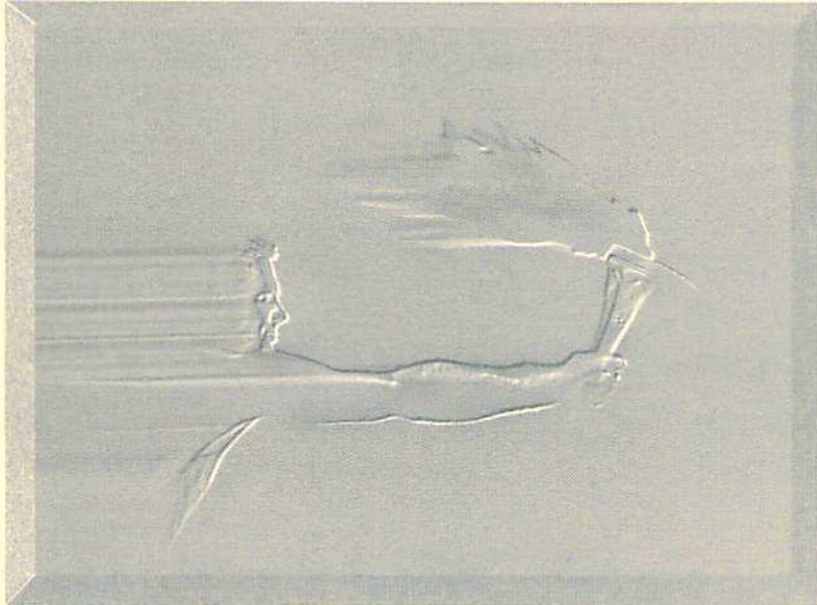
Application, Declaration and General Release
Declaration of Religious Commitment
and Application for membership in a Scientology Religious Order
and for Active Participation on Church Staff

I,_____

Full Name

of_____

Address

apply for membership in a Scientology Religious Order and for active participation as a staff member within the Church of Scientology of

_____

Address

hereinafter referred to as the "Church", for a period of five (5) years. Acceptance of my application is based upon the following information:

INFORMATION

1. (If a Minor). I have obtained the consent of my parents or guardian to the commitment and participation herein described, for the Church of Scientology, which consent is indicated beneath my signature.

2. I have never been convicted of the commission of any criminal felony under the laws of any jurisdiction.

3. I have no institutional history of psychosis.

4. I have no electric, insulin or other shock or psychiatric brain operation history.

5. I am not an active drug pusher.

6. I have never sued the Church, or any Scientology organization or made complaint to any governmental authority with respect to the Church, any member of the Church, or any Scientology organization.

7. ☐ I am not a blown staff member or blown Sea Organization member. That is, I have never, without authorization in accordance with Church Policies, departed from any staff position within any Scientology organization or broken my vow of service as a member of the Sea Organization, a religious order of the Church of Scientology.

OR

☐ I have in the past blown, as described above, but have since recanted and been given forgiveness and accepted back into the Scientology religion after having made proper restitution.

8. I am not related to or connected with any intelligence agency, either by past history or immediate familial connections.

9. I do not have a parent or a guardian who is an antagonist of the Scientology religion or of any organization devoted to Scientology applied religious philosophy.

10. I am not seeking a staff position to obtain material for dissemination to the public via press, radio, television, motion picture or other media. I do not seek to obtain data for any other organization or to disrupt the Church organization.

11. I do not have personal debts of a magnitude such that efforts to satisfy them would immediately disrupt or cause me to pull back from my commitment to the Church.

12. I do not have any mental institutional history, by which is meant voluntary or involuntary stay in a mental institution and knowingly or unknowingly receiving treatment therein.

13. I have no prior services in a high security section of the government or armed forces.

14. My spouse has no objections to my working for the Church.

15. I am not currently on drugs.

(Exception to any of the above can be made only after an applicant has petitioned a Senior Officer of the Church and received unconditional acceptance. Such written approval must be presented to HCO™ before signing the Declaration.)

I UNDERSTAND AND AGREE THAT BY THIS DECLARATION I AM DECLARING A RELIGIOUS COMMITMENT TO SPIRITUAL AWARENESS, TO THE SCIENTOLOGY RELIGION AND TO CREATE A BETTER WORLD, IN ACCORDANCE WITH THIS DECLARATION.
PLEASE INITIAL _____.

I FURTHER UNDERSTAND THAT ALL CHURCH STAFF MEMBERS INCLUDING MYSELF, ARE MEMBERS OF A RELIGIOUS ORDER; THAT THEY SERVE PURSUANT TO THEIR RELIGIOUS OBLIGATIONS AND NOT IN CONTEMPLATION OF RECEIVING ANY COMPENSATION WHATSOEVER, AND IN DOING SO THAT THEY ARE FORSAKING ALL COMMERCIAL AND FINANCIAL MOTIVATION.
PLEASE INITIAL _____.

EACH CONSIDERS HIMSELF/HERSELF A VOLUNTEER TO CREATE A BETTER WORLD, AND UNDERSTANDS THAT HE/SHE IS NOT AN EMPLOYEE, I.E., IS NOT ENTITLED TO RECEIVE SECULAR BENEFITS SUCH AS A MINIMUM WAGE OR OVERTIME COMPENSATION. PLEASE INITIAL _____.

I acknowledge that this declaration binds me to follow the ecclesiastical, moral and ethical policies, rules, norms and practices of Scientology® philosophy as a member of a religious order and to follow the administrative policies and procedures of the Church.

I agree to maintain the confidentiality of all communications (whether written or oral), all documents, all files, all mailing lists, and all other material not commonly offered to the public for sale or use (collectively "Materials") which may come into my knowledge or possession in the course of my service as a staff member of the Church or any other Scientology organization. In other words, without limiting the generality of the foregoing, I agree not to remove Materials from the premises where I perform services as a staff member, and not to disclose contents or give copies of Materials coming into my possession except in the ordinary course of performing my duties as a staff member pursuant to Church policy. Upon conclusion of my service as a staff member I agree to return all Materials given to me in the course of my service, and not to disclose any information to anyone without the prior written consent of the Church.

I agree that any claim, dispute or controversy arising out of this Declaration and Application or relating to any Scientology or Dianetics® services or activities that I engage in shall first be submitted in writing to the International Justice Chief ("IJC"), who shall decide the matter in accordance with the religious doctrines of the Church including Scientology justice procedures. I understand that in the event that I am unhappy with the decision of IJC that I may have recourse to other ecclesiastical justice procedures described in the policy of the Church.

IN NO EVENT SHALL SUCH CLAIM OR CONTROVERSY BE SUBMITTED TO A COURT FOR JUDICIAL DETERMINATION AS THE PARTIES UNDERSTAND THAT SUCH MATTERS ARE RELIGIOUS IN NATURE.

I understand and agree that my participation as a staff member of the Church shall be based upon the following:

1. SERVICE HOURS AND EXTRA SERVICE. The Day Organization serves weekdays, the Foundation serves evenings and weekends. Staff are expected to study in their off duty hours and to assist with additional duties.

2. HOLIDAYS. Two (2) service weeks per year after one year's continuous active service, For Class V org staff and three (3) weeks per continuous active year for Sea Org Members.

3. SICK LEAVE. Two (2) days non-accumulative in every full calendar month, upon presentation of a doctor's certificate.

4. PENSION. The Church does not provide a pension or any other retirement program or health care.

5. FURNISHING OF NECESSARIES. Church staff members serve pursuant to their personal religious commitment and conviction rather than for monetary gain or other traditional commercial or financial motives or incentives. Nevertheless, the Church will, pursuant to this covenant, furnish certain necessaries, including a weekly nominal "pocket money" allowance, and, for certain staff positions, room and board. The furnishing of these necessary items is not intended to be and is not compensation for services performed by the applicant, but rather it provides an opportunity for the Church to establish an appropriate environment within which religious and spiritual awareness may receive the greatest prospect for enhancement and in which such matters constitute the sole reward for services. The amount of weekly allowance may vary depending upon economic conditions generally prevailing within the Church.

6. POLICY. Staff are subject to existing policy, which is subject to amendment, deletion and/or addition with or without prior notice. Staff members study and receive examination on their knowledge of Policies, Bulletins and Directives relating to their activities and upon other Policies, Bulletins and Directives as from time to time are requested. Staff may be dismissed in accordance with policy.

7. BREACH OF COVENANT. If a staff member, who receives services from no cost up to and including 50% of costs (cost to the public), breaks his agreement either by leaving staff before completing his commitment or by violating his good standing as a Scientology staff member so that he is dismissed in accordance with policy, he or she shall remit forthwith to the Church a penance for violation of this covenant in accordance with the ecclesiastical policy of the Church if such person is declared a "freeloader". This provision is not intended to reflect traditional commercial bargains or concerns, but rather is intended as a manifestation of applicable ecclesiastical ethics.

8. ETHICAL CONDUCT. As members of a religious order, Church staff members are expected to uphold a high degree of personal ethical conduct in accordance with Church policy and doctrine. Church staff members are governed by the ethics policies of the Church, which are designed to assist a person to become a more ethical, productive and happy being.

9. ENTIRETY OF COVENANT. The Church shall not be obligated to honor any verbal promises or any other terms or conditions not specifically covered in this Covenant. This Covenant forms the entirety of the Church's agreement with the Church staff member, and promises no specific counselling, training, posts or other benefits to any Church staff member.

10. ASSOCIATION WITH INDIVIDUALS NOT IN GOOD STANDING. During my service as a staff member, I agree not to knowingly associate, in any way, with former parishioners of the Church or any other Scientology organization who are either no longer in good standing, or have been expelled or have been declared.

GENERAL RELEASE

AS CONSIDERATION for being permitted by the Church to become a member in a Scientology Religious Order and become an active participant as a staff member within the Church as provided in this Application, Declaration and General Release:

A. I HEREBY AGREE THAT I, MY HEIRS, DISTRIBUTEES, GUARDIANS, LEGAL REPRESENTATIVES AND ASSIGNS WILL NOT MAKE CLAIM AGAINST, SUE, ATTACH THE PROPERTY OF, OR PROSECUTE the Church, any successor of L. Ron Hubbard, Church of Scientology International, and/or any of its affiliated Churches, Missions, corporations, associations, partnerships, or organizations, and/or their agents, servants, successors, heirs, executors and assigns, (hereinafter collectively referred to as "the Releasees") for injury or damage resulting from the negligence or other acts, howsoever caused, by any Releasee or by any employee, agent or contractor of the Church, its affiliates, or other Releasee, arising out of or any way connected with my membership in the Scientology Religious Order, active participation on Church staff or association with the Releasees.

B. I HEREBY RELEASE AND DISCHARGE THE RELEASEES from all actions, claims or demands I, my heirs, distributees, guardians, legal representatives or assigns ever had, now have or may hereafter have for injury or damage resulting from or any way connected with my membership in the Scientology Religious Order, active participation on Church staff or association with the Releasees.

C. I FURTHER AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS THE RELEASEES and each of them from any loss, liability, damage or cost, including but not limited to attorneys' fees, they may incur, whether caused by the negligence of the Releasees or otherwise, as a result of (a) my breach of any covenants contained herein; (b) my breach of the fiduciary duties owed to the Church and/or the Releasees; (c) my activity within the Church or my conduct in the community at large with regard to the Church and/or the Releasees whether or not such activity or conduct is pursuant to this Application, Declaration and General Release; (d) any statements made by me herein, which are now false or which hereafter become false; and/or (e) my membership in the Scientology Religious Order, my active participation on Church staff or my association with Releasees.

I HAVE CAREFULLY READ THE ABOVE TERMS OF THIS GENERAL RELEASE AND FULLY UNDERSTAND THEM. PLEASE INITIAL _____.

I AM AWARE THAT THIS IS A RELEASE OF LIABILITY, COVENANT NOT TO SUE AND INDEMNITY AGREEMENT BETWEEN MYSELF AND THE CHURCH AND/OR ITS AFFILIATED ORGANIZATIONS AND/OR OTHER INDIVIDUALS, AND I UNDERSTAND AND AGREE THAT BY PLACING MY SIGNATURE AT THE END OF THIS DOCUMENT I SHALL BE BOUND BY ITS TERMS. PLEASE INITIAL _____.

CONCLUSION

I acknowledge that I have read and fully understand this Declaration/Application and, before voluntarily affixing my signature below, completely understood its contents and all of the consequences of my agreements and waivers. I am joining staff and becoming a member of a religious order, of my own free will, solely to help forward the religious goals and tenets of the Scientology religion and the Church and not for monetary gain, auditing or training. I have been given the opportunity to consult persons of my choice and to discuss questions regarding this Declaration. I understand that by executing this agreement I am accepting this commitment and making a formal religious vow to serve on staff for the entire period above. In accordance with Church doctrine, I declare I have not gone past any word in this declaration I have not fully understood.

Date _____   _____   _____
                                   Signature of Applicant   Signature of Parent or Guardian if a Minor

The Church acknowledges the declaration of, accepts the application of, and agrees to have _____
                                                                              Full Name of Declarant/Applicant

serve in accordance with the terms of this Declaration, including the information supplied, and upon the conditions stated, for the period as indicated above.

CHURCH OF SCIENTOLOGY QF _____

By _____   Date _____

11100 000150 3

STREAM-LINES™

STAFF TO HIGHER ORG FOR TRAINING

ROUTING FORM ISSUANCE ALERT

IMPORTANT NOTE:

Failure to use this routing form or failure to turn in this issuance alert when it is issued or a failure to turn in the routing form when it bogs or completes are all detectable by a computer on other channels and in other ways and could result in an investigation and probable disciplinary action.

DIRECTIONS:

1. DETACH THIS TOP SHEET WHEN STARTING THIS ROUTING FORM. DO *NOT* WRITE ON THIS SHEET UNTIL IT HAS BEEN REMOVED FROM THE ROUTING FORM. There are sheets of carbon between the pages of the routing form. If you write on this ISSUANCE ALERT while the routing form is still under it, you will damage the inside copy of the routing form.

2. Use *only* pencils that are labelled No. 2 or HB (as applicable for your area) or black pens when filling out this form. Use sufficient pressure on the pen or pencil to make a dark image on the page. If you make a mistake, erase it completely. Make no stray marks on this form. DO *NOT* WRITE IN THE MARGINS. DO *NOT* BEND, FOLD OR DAMAGE THIS FORM IN ANY WAY.

3. Write letters and numbers totally inside the boxes provided. Put only ONE letter or number in any box. Do not put other marks such as "-" or "/" or punctuation in the boxes.

MAKE ALL LETTERS LOOK LIKE THIS:

ABCDEFGHIJKLMNOPQRSTUVWXYZ

MAKE ALL NUMBERS LOOK LIKE THIS:

1234567890

Fill in the information boxes like this: OK   WRONG   Do not mark outside the outline area.

FILL IN THE FOLLOWING:

PERSON'S LAST NAME

FIRST NAME

POST TITLE

DAY   **MONTH**   **YEAR** 19   **HOUR**   AM / PM   **ORG NUMBER**

See reverse side for your Org Number

The following questions are being asked to help improve efficiency and service:

ASK THE STAFF MEMBER:

How long have you been on staff?

- LESS THAN 6 MONTHS ▢
- 6 MONTHS - 1 YEAR ▢
- 1 - 2½ YEARS ▢
- 2½ - 5 YEARS ▢
- OVER 5 YEARS ▢

What is your Staff Status?

- NONE ▢
- STAFF STATUS 0 ▢
- STAFF STATUS 1 ▢
- STAFF STATUS 2 ▢
- STAFF STATUS 3 OR ABOVE ▢

What is your Executive Status?

- NONE ▢
- EXEC STATUS 1 ▢
- EXEC STATUS 2 ▢
- EXEC STATUS 3 ▢

What was the org board position of your last post?

- EXEC SEC OR ABOVE ▢
- DIV HEAD ▢
- DEPT HEAD ▢
- AUDITOR, C/S, OR SUP ▢
- NETWORK STAFF ▢
- GENERAL STAFF ▢

Where will you be training?

- SAINT HILL OR AN AO ▢
- INT TRAINING ORG ▢
- FLAG ▢
- CONT TRAINING ORG ▢
- OTHER ▢

What kind of training?

- TECHNICAL ▢
- ADMINISTRATIVE ▢

Send this alert to the CENTRAL COMPUTER BANK via any out basket and proceed with the routing form.   1290-5M

ORG IDENTIFICATION NUMBERS

AFRICA
- 1001. CAPETOWN DAY
- 1002. CAPETOWN FDN
- 1003. DURBAN DAY
- 1004. DURBAN FDN
- 1005. JOHANNESBURG DAY
- 1006. JOHANNESBURG FDN
- 1007. JOHANNESBURG NORTH
- 1008. PORT ELIZABETH
- 1009. PRETORIA

ANZO
- 1101. ACT
- 1102. ADELAIDE DAY
- 1103. ADELAIDE FDN
- 1104. AUCKLAND DAY
- 1105. AUCKLAND FDN
- 1106. BRISBANE
- 1107. MELBOURNE DAY
- 1108. MELBOURNE FDN
- 1109. PERTH DAY
- 1110. PERTH FDN
- 1111. SYDNEY DAY
- 1112. SYDNEY FDN
- 1113. TOKYO

EUROPE
- 1301. AMSTERDAM
- 1302. ANGERS
- 1303. AARHUS
- 1304. BARCELONA
- 1305. BASEL
- 1306. BERN
- 1307. BERLIN
- 1308. BRUSSELS
- 1309. CLERMONT-FERRAND
- 1310. COPENHAGEN
- 1311. DENMARK DAY
- 1312. DENMARK FDN
- 1313. DUSSELDORF
- 1314. FRANKFURT
- 1315. GOTHENBURG
- 1316. GENEVA
- 1317. HANNOVER
- 1318. HAMBURG
- 1319. LAUSANNE
- 1320. LISBON
- 1321. LYON
- 1322. MADRID
- 1323. MALMO
- 1324. MUNICH
- 1325. OSLO
- 1326. PARIS
- 1327. ST. ETIENNE
- 1328. STOCKHOLM
- 1329. STUTTGART
- 1330. TEL AVIV
- 1331. VIENNA
- 1332. ZURICH

EUS
- 1401. ANN ARBOR
- 1402. ATLANTA
- 1403. BOSTON DAY
- 1404. BOSTON FDN
- 1405. BUFFALO
- 1406. CHICAGO
- 1407. CINCINNATI
- 1408. COLUMBUS
- 1409. DETROIT DAY
- 1410. DETROIT FDN
- 1411. KANSAS CITY
- 1412. LONG ISLAND
- 1413. MIAMI
- 1414. NEW HAVEN
- 1415. NEW YORK DAY
- 1416. NEW YORK FDN
- 1417. ORLANDO
- 1418. PHILADELPHIA
- 1419. TAMPA
- 1420. WASHINGTON DC DAY
- 1421. WASHINGTON DC FDN

CANADA
- 1201. EDMONTON
- 1202. KITCHENER
- 1203. MONTREAL
- 1204. OTTAWA
- 1205. QUEBEC
- 1206. TORONTO DAY
- 1207. TORONTO FDN
- 1208. VANCOUVER DAY
- 1209. VANCOUVER FDN
- 1210. WINNIPEG

ITALY
- 1501. BRESCIA
- 1502. CATANIA
- 1503. MILANO
- 1504. MONZA
- 1505. NOVARA
- 1506. NUORO
- 1507. PADOVA
- 1508. PORDENONE
- 1509. ROMA
- 1510. TORINO
- 1511. VERONA

LATAM
- 1601. ACD
- 1602. BOGOTA
- 1603. GUADALAJARA
- 1604. IFAH
- 1605. IFAR
- 1606. ITD
- 1607. ODD
- 1608. POLANCO
- 1609. VENEZUELA

FSO
- 3200. FSO

FSSO
- 3201. FSSO

WUS
- 1801. ALBUQUERQUE
- 1802. AUSTIN DAY
- 1803. AUSTIN FDN
- 1804. DENVER
- 1805. HAWAII DAY
- 1806. HAWAII FDN
- 1807. LOS ANGELES DAY
- 1808. LOS ANGELES FDN
- 1809. LAS VEGAS DAY
- 1810. LAS VEGAS FDN
- 1811. ORANGE COUNTY
- 1812. PASADENA
- 1813. PHOENIX
- 1814. PORTLAND DAY
- 1815. PORTLAND FDN
- 1816. SACRAMENTO
- 1817. SAN DIEGO
- 1818. SEATTLE DAY
- 1819. SEATTLE FDN
- 1820. SAN FRANCISCO DAY
- 1821. SAN FRANCISCO FDN
- 1822. SANTA BARBARA
- 1823. STEVENS CREEK
- 1824. ST LOUIS
- 1825. TWIN CITIES DAY
- 1826. TWIN CITIES FDN
- 1827. VALLEY

CC'S
- 2001. CC INTERNATIONAL
- 2002. CC DALLAS
- 2003. CC DUSSELDORF
- 2004. CC HAMBURG
- 2005. CC LAS VEGAS
- 2006. CC NEW YORK
- 2007. CC PARIS
- 2008. CC PORTLAND
- 2009. CC VIENNA

SO ORGS
- 2101. AOLA
- 2102. AOSH ANZO
- 2103. AOSHEU & AF
- 2104. AOSH UK
- 2105. ASHO DAY
- 2106. ASHO FDN
- 2107. SAINT HILL FDN

UK
- 1701. BIRMINGHAM
- 1702. BRIGHTON
- 1703. BULAWAYO
- 1704. HAPI
- 1705. HARARE
- 1706. LONDON DAY
- 1707. LONDON FDN
- 1708. MANCHESTER
- 1709. PLYMOUTH
- 1710. SUNDERLAND

SERVICE IDENTIFICATION NUMBERS

TECHNICAL COURSES
- 4001. Student Hat®
- 4002. Pro TRs
- 4003. Primary Rundown
- 4004. Academy Level 0
- 4005. Academy Level 1
- 4006. Academy Level 2
- 4007. Academy Level 3
- 4008. Academy Level 4
- 4009. Class IV C/S
- 4010. Class V (NED®) Auditor
- 4011. Class V (NED) C/S
- 4012. Class V Grad Auditor
- 4013. Class V Grad C/S
- 4014. Class VI (SHSBC®)
- 4015. Class VI C/S
- 4016. Class VII Auditor
- 4017. Class VII C/S
- 4018. Class VIII Auditor
- 4019. Class VIII C/S
- 4020. Class IX Auditor
- 4021. Class IX C/S
- 4022. Class X Auditor
- 4023. Class X C/S
- 4024. Class XI Auditor
- 4025. Class XI C/S
- 4026. Class XII Auditor
- 4027. Class XII C/S
- 4028. Solo C/S (SO only)
- 4029. Solo NOTs® C/S (SO only)

TECHNICAL SPECIALIST COURSES
- 4100. Intro & Assists Auditor
- 4101. Purif RD Delivery I/C
- 4102. Purification RD® C/S
- 4103. TRs Clay Table Delivery
- 4104. Assessment Drill
- 4105. Scn Marriage Counseling Auditor
- 4106. Asthma/Allergy RD Audit
- 4107. EST Repair Auditor
- 4108. Psych Treatment Repair Auditor
- 4109. PTS/SP Auditor
- 4110. CCRD™ Auditor
- 4111. CCRD C/S
- 4112. Hubbard E-Meter™
- 4113. Hubbard Pro Word Clearer
- 4114. Hubbard Mini Course Sup
- 4115. Hubbard Co-Audit Supervisor
- 4116. Hubbard Key to Life™ Delivery
- 4117. HPCSC
- 4118. HSSC
- 4119. Happiness Rundown® Auditor
- 4120. Hubbard False Purpose Rundown® Auditor
- 4121. Hubbard FPRD C/S

TECHNICAL ADDITIONAL COURSES
- 4200. Hubbard Key to Life™
- 4201. Hubbard Life Orientation™
- 4202. Cramming Officer
- 4203. Method One® Co-Audit
- 4204. Pro Upper Indoc TRs
- 4205. PTS/SP How to Confront & Shatter Suppression
- 4206. Therapeutic TRs
- 4207. TRs & Obj Co-Audit
- 4208. OT® Doctorate

FSSO ONLY COURSES
- 4300. Anatomy of Cause
- 4301. Creation of Human Ability
- 4302. Perception of Truth
- 4303. Phoenix Lectures
- 4304. Power of Simplicity
- 4305. Route to Infinity
- 4306. Secrets of the MEST Universe
- 4307. Time Track of Theta
- 4308. Universes & the War Between Theta & Mest
- 4309. Whole Track

ADMINISTRATIVE
- 4400. Staff Status 0
- 4401. Staff Status 1
- 4402. Staff Status 2
- 4403. Exec Status I
- 4404. OEC® Vol 0
- 4405. OEC Vol 1
- 4406. OEC Vol 2
- 4407. OEC Vol 3
- 4408. OEC Vol 4
- 4409. OEC Vol 5
- 4410. OEC Vol 6
- 4411. OEC Vol 7
- 4412. Exec Status II
- 4413. Flag® Exec Briefing
- 4414. Exec Status III
- 4415. Elementary Data Series Evaluator's Course (DSEC)
- 4416. Executive DSEC

ADMINISTRATIVE ADDITIONAL COURSES
- 4450. Causative Leadership
- 4451. Ethics Specialist
- 4452. Full Post Hat
- 4453. KSW
- 4454. Ministerial Course
- 4455. Post Mini-Hat
- 4456. Pro Product Debug
- 4457. Pro Registration
- 4458. Program Writer's
- 4459. Public Relations

QUAL SERVICES
- 5001. Administrative Internship
- 5002. Auditor Internship
- 5003. Chaplain Cert of Good Standing
- 5004. C/S Internship
- 5005. Crs Supervisor Internship
- 5006. Cramming
- 5007. Qual Word Clearing
- 5008. Review Auditing
- 5009. Student Review

PROCESSING
- 4700. Auditing Intensive(s)
- 4701. Case Check

GRADE CHART
- 4702. Purification Rundown
- 4703. Objectives
- 4704. Scn Drug Rundown
- 4705. ARC Straightwire®
- 4706. Grade 0
- 4707. Grade I
- 4708. Grade II
- 4709. Grade III
- 4710. Grade IV
- 4711. New Era Dianetics™
- 4712. Clear Certainty Rundown™
- 4713. Sunshine Rundown®
- 4714. Solo Course Part 1
- 4715. OT Preps
- 4716. Solo Course Part 2
- 4717. OT Eligibility
- 4718. Grade V Power Processing
- 4719. Grade VA Power Plus
- 4720. Grade VI Release (R6EW)
- 4721. Clearing Course
- 4722. New OT I
- 4723. OT II
- 4724. OT III
- 4725. New OT IV
- 4726. New OT V
- 4727. New OT VI
- 4728. New OT VII
- 4729. New OT VIII

ADDITIONAL PROCESSING SERVICES
- 4750. Vital Information RD
- 4751. Psych Treatment Repair Rundown
- 4752. Asthma/Allergy RD
- 4753. Student Booster RD
- 4754. Interiorization RD
- 4755. Introspection RD
- 4756. EST Repair Rundown
- 4757. Confessional
- 4758. PTS Rundown
- 4759. Life Repair
- 4760. M1 Word Clearing
- 4761. Happiness Rundown
- 4762. False Purpose RD
- 4763. Expanded Dianetics
- 4764. Super Power

FSO ONLY
- 4800. Case Cracking
- 4801. L10® Rundown
- 4802. L11® Rundown
- 4803. L12® Rundown
- 4804. New Vitality Rundown®

PUBLIC DIVISION SERVICES

BASIC AUDITING
- 6000. Pro Dianetics Auditing
- 6001. Assist Processing
- 6002. Scn Intro Auditing
- 6003. Group Processing
- 6004. Intro & Demo Processing
- 6005. Scn Marriage Counseling

BASIC COURSES
- 6101. Anatomy of Human Mind
- 6102. Dn Auditor (HDA)
- 6103. Hubbard Dn Seminar
- 6104. Dissemination Course
- 6105. HQS™
- 6106. Intro to Scientology® Ethics
- 6107. STCC
- 6108. The Way to Happiness
- 6109. Volunteer Minister's Handbook

LIFE IMPROVEMENT COURSES
- 6201. The Dynamics of Money
- 6202. Financial Success
- 6203. How to be a Successful Parent
- 6204. How to Improve Conditions in Life
- 6205. How to Improve Relationships with Others
- 6206. How to Improve Your Marriage
- 6207. How to Maintain a Successful Marriage
- 6208. How to Make Work Easier
- 6209. Overcoming Ups & Downs in Life
- 6210. Personal Values & Integrity
- 6211. Starting a Successful Marriage

EXTENSION COURSES
- 6301. Advanced Procedures & Axioms
- 6302. All About Radiation
- 6303. Child Dianetics
- 6304. Clear Body, Clear Mind
- 6305. Creation of Human Ability
- 6306. Dianetics (DMSMH)
- 6307. Dianetics 55!
- 6308. Dynamics of Life
- 6309. Evolution of a Science
- 6310. Fundamentals of Thought
- 6311. Handbook for Preclears
- 6312. History of Man
- 6313. Intro to Scientology Ethics
- 6314. New Slant on Life
- 6315. Notes on the Lectures
- 6316. Problems of Work
- 6317. Science of Survival
- 6318. Scn 8-80
- 6319. Scn 8-8008
- 6320. Self Analysis
- 6321. Understanding the E-Meter
- 6322. The Way to Happiness

ORG: _____   SERVICE: _____

PURPOSE: WHY DO YOU SEND STAFF FOR TRAINING? An org needs fully trained staff to standardly deliver Scientology® applied religious philosophy to the public. It needs fully trained on-policy executives to expand the org.

STAFF TO HIGHER ORG FOR TRAINING ROUTING FORM

HOW DO YOU ROUTE A STAFF MEMBER TO TRAINING AT A HIGHER ORG?

1. PERSONNEL CONTROL OFFICER — DIVISION 1

or ☐ Dir of Routing and Personnel   or ☐ HAS   or ☐ HES

STAFF INITIAL   STAFF INITIAL (Put initials inside boxes only)

ORG NUMBER

a. Go over with the staff member the PURPOSE, NOTE and DIRECTIONS above, and the ASSISTANCE section at the end of this form.

b. Fill in: STAFF MEMBER'S NAME _____
   PROPOSED POST WHEN
   TRAINING COMPLETED _____

c. See that the staff member meets all the qualifications for training per HCO™ PL 13 Mar 65 THE STRUCTURE OF ORGANIZATION WHAT IS POLICY? and HCO PL 29 Aug 70 III RECRUIT IN EXCESS.

d. Use the Staff to Higher Org Qualifications Checklist to verify that all his qualifications are in order. Attach the checklist to this routing form.

e. If he does qualify per the above issues, continue the routing form. If not, go to step 1h below.

f. Have him sign a new 5 year contract for staff at the org to start upon his fully completed return from training. File this in his personnel file.

g. Correct the org board to show that the staff member is now either in the Admin Training Corps (ATC) or the Technical Training Corps (TTC).

h. If the staff member has out quals which can be quickly handled, work out a program with the SSO so the staff member can become qualified. If he can't be made qualified quickly per the above references, terminate this routing form per the INCORRECT/ UNCOMPLETABLE ROUTING FORM instructions at the end.

i. Route him to the SSO.

References: HCO PL 12 Mar 75 GRADE SUBSIDY FOR STAFF FORBIDDEN IN OTHER ORGS; HCO PL 29 Aug 70 III Personnel Series 3 RECRUIT IN EXCESS.

Section Completed

DAY ☐☐

MONTH ☐☐

YEAR 19 ☐☐

HOUR ☐☐

AM ☐ PM ☐

2. STAFF SECTION OFFICER — DIVISION 5

or ☐ Dir of Personnel Enhancement   or ☐ Qual Sec   or ☐ OES

a. Write a PO for the staff member's travel expenses, course materials and for a payment towards his training. CSW to have included in your org's FP No. 1 the staff member's room and board (so your org takes advantage of any advanced payment discount, and so he does not have to do work/study or take an outside job and lose precious training time).

b. Ensure this PO gets through the standard lines and is approved.

c. Get a written OK (in duplicate) from the Executive Council and the FBO allowing the trainee to use the org's account for his training services. This is done so that the higher org can accept him on service lines. Attach one copy to this routing form. Route the other copy to the Dir of Disbursements.

d. If the staff member is going to do full time OEC® or FEBC® training at a higher org, have him do the Program Test and attach it to this routing form.

e. Get his PT pc folder fully FESed and securely packaged so he can take it with him. This will enable him to receive cramming and any needed (and authorized by the org) auditing.

f. If he is going for OEC or FEBC training, get a full Ethics Summary done on his Ethics Files and securely package his Ethics and Personnel files with PT test scores so he can take it with him. This is needed for his posting CSW.

g. Write a despatch to the upper org Director of Training explaining what training your org wishes this person to receive AND his proposed post once training is completed. Attach this despatch to this routing form. Brief the person on this, if he is not already briefed, on what his training will consist of generally.

h. If he will be going to another country for his training, have him see the terminal in Department 20 (if none, see the HAS), to arrange for any needed passport or visa.

i. Arrange to keep in a comm line with the staff member while he is on training as he, as an ATC/TTC member, is under you on the org board for the duration of his training.

j. See that the staff member takes with him the materials he will need for his training (dictionaries, meter, etc.).

k. Route him to the Dir of Disbursements.

References: HCOB 29 Oct 87 Auditor Admin Series 4R THE FOLDER; OEC Volume 4:140; HCO PL 31 Oct 82 Finance Series 39 FINANCIAL PLANNING - RESPONSIBILITY FOR.

Section Completed

DAY ☐☐

MONTH ☐☐

HOUR ☐☐

AM ☐ PM ☐

11101   000150   3   Do not write in this box

PURPOSE: WHY DO YOU SEND STAFF FOR TRAINING? An org needs fully trained staff to standardly deliver Scientology® applied religious philosophy to the public. It needs fully trained on-policy executives to expand the org.

STAFF TO HIGHER ORG FOR TRAINING
ROUTING FORM

NOTE TO THE STAFF MEMBER GOING FOR TRAINING: As the person doing this routing form, you share a responsibility with the staff members you will be seeing to ensure that this form is properly executed and its purpose fully achieved.

DIRECTIONS: 1. MARKING: Use pencils that are labeled No. 2 or HB (as applicable for your area) or black pens when filling out this form. Use sufficient pressure on the pencil or pen to make a dark image on the page. If you make a mistake, erase it completely. Make no stray marks on this form. DO *NOT* WRITE IN THE MARGINS. DO *NOT* BEND, FOLD OR DAMAGE THIS FORM IN ANY WAY.

Put only *ONE* number in any box. Do not put other marks such as "-" or "/" or punctuation in the boxes. Do not mark outside the outline area.

Make all numbers look like this: `01234 56789`
Fill in the information boxes like this:

2. SIGNING: When a step is done, both the person doing the routing form and the staff member place their initials in the boxes to the right of the step. Write initials totally inside the boxes provided for them on the form.

3. ALTERNATE TERMINALS: If a post listed on this form is not filled or the person is absent from post, the senior or alternate terminal does the actions as if he were the post holder and marks the appropriate box.

HOW DO YOU ROUTE A STAFF MEMBER TO TRAINING AT A HIGHER ORG?

1. PERSONNEL CONTROL OFFICER — DIVISION 1

or ☐ Dir of Routing and Personnel or ☐ HAS or ☐ HES

	STAFF INITIAL / STAFF INITIAL (Put initials inside boxes only)	ORG NUMBER

a. Go over with the staff member the PURPOSE, NOTE and DIRECTIONS above, and the ASSISTANCE section at the end of this form.

b. Fill in: STAFF MEMBER'S NAME _____
PROPOSED POST WHEN
TRAINING COMPLETED _____

c. See that the staff member meets all the qualifications for training per HCO™ PL 13 Mar 65 THE STRUCTURE OF ORGANIZATION WHAT IS POLICY? and HCO PL 29 Aug 70 III RECRUIT IN EXCESS.

d. Use the Staff to Higher Org Qualifications Checklist to verify that all his qualifications are in order. Attach the checklist to this routing form.

e. If he does qualify per the above issues, continue the routing form. If not, go to step 1h below.

f. Have him sign a new 5 year contract for staff at the org to start upon his fully completed return from training. File this in his personnel file.

g. Correct the org board to show that the staff member is now either in the Admin Training Corps (ATC) or the Technical Training Corps (TTC).

h. If the staff member has out quals which can be quickly handled, work out a program with the SSO so the staff member can become qualified. If he can't be made qualified quickly per the above references, terminate this routing form per the INCORRECT/UNCOMPLETABLE ROUTING FORM instructions at the end.

i. Route him to the SSO.

References: HCO PL 12 Mar 75 GRADE SUBSIDY FOR STAFF FORBIDDEN IN OTHER ORGS; HCO PL 29 Aug 70 III Personnel Series 3 RECRUIT IN EXCESS.

Section Completed
DAY
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YEAR 19
HOUR
AM ___ PM ___

2. STAFF SECTION OFFICER — DIVISION 5

or ☐ Dir of Personnel Enhancement or ☐ Qual Sec or ☐ OES

a. Write a PO for the staff member's travel expenses, course materials and for a payment towards his training. CSW to have included in your org's FP No. 1 the staff member's room and board (so your org takes advantage of any advanced payment discount, and so he does not have to do work/study or take an outside job and lose precious training time).

b. Ensure this PO gets through the standard lines and is approved.

c. Get a written OK (in duplicate) from the Executive Council and the FBO allowing the trainee to use the org's account for his training services. This is done so that the higher org can accept him on service lines. Attach one copy to this routing form. Route the other copy to the Dir of Disbursements.

d. If the staff member is going to do full time OEC® or FEBC® training at a higher org, have him do the Program Test and attach it to this routing form.

e. Get his PT pc folder fully FESed and securely packaged so he can take it with him. This will enable him to receive cramming and any needed (and authorized by the org) auditing.

f. If he is going for OEC or FEBC training, get a full Ethics Summary done on his Ethics Files and securely package his Ethics and Personnel files with PT test scores so he can take it with him. This is needed for his posting CSW.

g. Write a despatch to the upper org Director of Training explaining what training your org wishes this person to receive AND his proposed post once training is completed. Attach this dispatch to this routing form. Brief the person on this, if he is not already briefed, on what his training will consist of generally.

h. If he will be going to another country for his training, have him see the terminal in Department 20 (if none, see the HAS), to arrange for any needed passport or visa.

i. Arrange to keep in a comm line with the staff member while he is on training as he, as an ATC/TTC member, is under you on the org board for the duration of his training.

j. See that the staff member takes with him the materials he will need for his training (dictionaries, meter, etc.).

k. Route him to the Dir of Disbursements.

References: HCOB 29 Oct 87 Auditor Admin Series 4R THE FOLDER; OEC Volume 4:140; HCO PL 31 Oct 82 Finance Series 39 FINANCIAL PLANNING - RESPONSIBILITY FOR.

Section Completed
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11101 000150 3

Do not write in this box

Please turn over - Routing Form continues on other side

DO NOT WRITE IN THE MARGINS

DO *NOT* BEND, FOLD OR DAMAGE
THIS FORM IN ANY WAY.

Put only *ONE* number in any box. Do not put other marks such as "-" or "/" or punctuation in the boxes.

Make all
numbers
look like this: `0123456789`

Fill in the
information
boxes like this:

WRONG
OK

Do not mark outside the outline area.

3. DIRECTOR OF DISBURSEMENTS   DIVISION 3

or   Treas Sec   or   OES

a. Have him sign a Demand Note to Home Org for the pay he will be receiving while on training, any travel money (if applicable) the org will be spending on him, or any money for food and berthing the org will provide.

b. File the Demand Note in his staff accounts file.

c. Make arrangements with him on how his pay will be gotten to him while he is gone.

d. Make arrangements to start sending payments weekly for the staff member's room and board. Get the address and proper terminal to send it to.

e. If he will be receiving travel money, disburse this to him. Route him to the Director of Communications.

References: HCO PL 12 Mar 75 GRADE SUBSIDY FOR STAFF FORBIDDEN IN OTHER ORGS; HCO PL 31 Oct 82 Finance Series 39 FINANCIAL PLANNING - RESPONSIBILITY FOR; HCO PL 7 Jan 72 TRAINING & INTERNING STAFF AUDITORS.

STAFF INITIAL   STAFF INITIAL

Section Completed

DAY

MONTH

HOUR

AM   PM

4. DIRECTOR OF COMMUNICATIONS   DIVISION 1

or   HAS   or   HES

a. Make the arrangements for the staff member's transport to the city of the higher org.

b. Ensure he has his needed travel documents if going to a foreign country.

c. Adjust his comm center basket to reflect that he is now on full time training in a higher org.

d. Make arrangements to either hold or forward any personal mail.

e. Brief the staff member on the transport arrangements and give him assistance if needed in getting to the point of departure with his luggage. (If needed telex the Mail/Freight and Transport officer I/C Cont or Flag Bureaux giving the staff member's estimated time of arrival.)

f. Ensure the staff member's PT pc folder (and Ethics and Pers files if he is going for OEC or FEBC training) are securely packaged. (Do not give the folders to the pc.)

g. Hand this routing form to the trainee and have him take it with him to the Receptionist of the higher org where he will be doing his training.

h. Send the folders by separate courier or mail to the higher org.

References: New OEC Volume 0:267; HCOB 29 Oct 87 THE FOLDER.

Section Completed

DAY

MONTH

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AM   PM

5. RECEPTIONIST (AT ORG WHERE PERSON WILL DO HIS TRAINING)   DIVISION 1

or   Director of Routing & Personnel   or   Cope Officer   or   HAS

a. Greet the person.

b. Write down the trainee's proposed post on your own org's training arrival routing form, (see step 1b above on this routing form) so he can be tipped properly.

c. Detach all attachments from this routing form and attach them to your org's appropriate training arrival routing form for this person.

d. Terminate this routing form per the COMPLETED ROUTING FORM instructions below.

Section Completed

DAY

MONTH

HOUR

AM   PM

━━━━ END OF ROUTING FORM ━━━━

ASSISTANCE: If you have difficulty in getting through this routing form, mark the box to the right and take this form to the Organization Executive Secretary for assistance.

ASSISTANCE NEEDED

COMPLETED ROUTING FORM: Mark the box to the right. Pull out the carbon sheets and center page. Leave the outside pages connected at the top. Route the carbon copy and any attachments to the Personnel Files and Admin In-Charge for filing in the staff member's personnel file. Send only the outside original to the CENTRAL COMPUTER BANK.

ROUTING FORM COMPLETED

INCORRECT/UNCOMPLETABLE ROUTING FORM: Mark the correct box to the right. Pull out the carbon sheets and center page. Leave the outside pages connected at the top. Route the carbon copy and any attachments to the Personnel Files and Admin In-Charge for filing in the staff member's personnel file. Send only the outside original to the CENTRAL COMPUTER BANK.
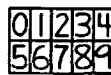
NOTE: If you encounter any difficulties in using this Routing Form or need any assistance in proper use of Routing Forms, please contact the Senior Routing Forms I/C Int.
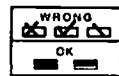
Mark the reason for terminating this routing form:

Wrong routing form

Doesn't qualify for higher org training per Pers Series 3

Other reason _____

Do not write
in this box

DO *NOT* WRITE IN THE MARGINS.

DO *NOT* BEND, FOLD OR DAMAGE
THIS FORM IN ANY WAY.

Put only *ONE* number in any box. Do not put other marks such as '-' or '/' or punctuation in the boxes.

Make all numbers look like this: 0123456789

Fill in the information boxes like this:

Do not mark outside the outline area.

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or   Treas Sec or   OES

STAFF INITIAL   STAFF INITIAL

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Section Completed

DAY

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AM   PM

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or   HAS or   HES

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h. Send the folders by separate courier or mail to the higher org.

References: New OEC Volume 0:267; HCOB 29 Oct 87 THE FOLDER.

Section Completed

DAY

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or   Director of Routing & Personnel or   Cope Officer or   HAS

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Section Completed

DAY

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AM   PM

═══ END OF ROUTING FORM ═══

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NOTE: If you encounter any difficulties in using this Routing Form or need any assistance in proper use of Routing Forms, please contact the Senior Routing Forms I/C Int.

Mark the reason for terminating this routing form:

Wrong routing form

Doesn't qualify for higher org training per Pers Series 3

Other reason _____

RDER 5437   9 January 1974

EW

ces FSO 685)

HAT WRITE UP ON CLEANING FABRICS

WELL AND PROFESSIONALLY

This is a write-up on how to properly clean fabrics, the
n it is taken from a hat write-up for the HU written by
ary Sue Hubbard and from a book "The Modern Domestic
opedia" used in the HU.

A soap named "Salt water soap" or "pink coconut oil
is advised by the Commodore for cleaning of fabrics.
made of pure coconut oil and normal soap ingredients
ntains no harsh detergents etc that will irritate the
r harm the fabric. Though you may if you wish use your
te soap powder.

A. FABRICS

Different fabrics are washed entirely differently from
fabrics; therefore, it is essential to know what fabric
ifferent garment or article is made from before washing

Generally, fabrics can be roughly classed under the
ing categories according to the fibers used in manu-
re:

1.   NYLON: Included in this category are all man-made,
sy   tic fabrics such as Acrilon, Orlon, Ban-lon, Terylene,
et

2.   WOOL: Included in this category is any protein fabric
co   g from an animal source, alpaca, sheep, lamb, angora,
na   t, or cashmere. Some cloths made from wool are called
fla   l, tweed and worsted.

3.   COTTON: Cotton cloth is made from the fibers of the
co   n plant. The names of some cloths woven from cotton are
ca   o, cambric, cretonne, damask, denim, gingham, lawn,
pi   and seersucker.

4.   LINEN: Any material made from flax fibers.

5.   RAYON: Rayon is material made from wood pulp. Some
ma   als made from rayon are taffeta and satin.

6.   Silk: Silk is made from the cocoon spun by a silkworm.
Th   ames of some materials made from silk are antung, silk
ch   n, and shantung.

Some times fabrics are a combination of materials, like
yo   n have wool combined with nylon. The thing to remember
in   h combinations is either to follow the directions given
n   label of wash according to the most delicate fiber.
r   example given of a combination of wool and nylon, wool
most delicate and so the garment would be washed as
rections for washing woolens.

B. WATER TEMPERATURES

Unless a label in the garment states otherwise, the
wing temperatures are used for the above categories of
this:

HOT WATER.   60°C or 140°F
White cotton and white linen.

HAND-HOT.   48°C or 118°F
Colered cotton and colored linen.

WARM.   40°C or 104°F
Rayon and silk.

COLD.   25°C or 65°F
Nylon and colored nylon and wool.

IF IN DOUBT AS TO THE TYPE OF FABRIC, USE THE LOWEST
TEMPERATURE: 25°C or 65°F.

C. CLOTHING INSPECTION PRIOR TO WASHING

All clothing should be carefully inspected before
ning.

Tobacco in pockets must be brushed out before washing.
Articles in pockets must be removed and secured.
Lint must be brushed off.
Grease and oil stains must be removed before washing.
Collar tabs must be removed and secured.
Clothes must be separated into type of fabrics
according to the water temperature required for washing
and according to color.
Any particular spots of stains should be noticed for
extra care in washing.

D. HANDWASHING

As most of the clothes aboard are handwashed, the
lowing procedure applies for each type of fabric.

NYLON AND WOOL

Wash all white garments first, then light colors, and
a dark colors. Wash in different pails, if necessary.
Immerse in cold water.
Rub the garment over with PINK COCONUT OIL SOAP. Use
tail of the garment or a soft sponge and a bit of extra
p to clean out a spot. Never use a brush as it breaks
the fabric.
NEVER wring as the fabrics can crack.
Leave all items to soak for at least half an hour.
Rinse in cold water again and again until the water is
ar.
Lift it dripping from the rinse water. Put shirts on a
ule hanger with shaped shoulders, smoothing collars and
seams with care. Hang garments up carefully to dry.

RAYON AND SILK

Test for color fastness by dampening an edge (usually in) and pressing between two pieces of white cloth
warm iron. If color comes through on either of
this, wash the garment separately.
Use tepid water, 40°C or 104°F
Do not rub, twist or wring. NEVER SOAK, NEVER BOIL.
Squeeze the garment gently in suds made from the PINK
OIL SOAP.
Rinse well, in tepid water.
Remove the excess moisture by rolling in a thick towel
patting lightly.
Hang to dry away from **ANY** direct heat and OUT OF THE SUN.
To restore the sheen, add a dessert teaspoonful of <u>white</u>
to the final rinsing water, but before you laundry
soak the garment for half an hour in cool water to
the acid of the vinegar.

COLORED COTTON AND <u>LINEN</u>

Test for color fastness.
Separately wash those articles whose colors run. If
test, wash tans with tans, yellows with yellows, blues
blues, etc.
Wash in hand hot water, 48°C or 118°F with PINK COCONUT
OIL. Rub soap over the garment.
Scrub; however, if a collar has stiffening, do not break
collar by scrubbing, but use the tail of the shirt or a
sponge and a bit of extra soap to clean the collar. Can
if necessary.
Rinse in hand hot water until the water runs clear.
If the material is also drip-dry, hang shirts up on
and allow to drip dry.

WHITE COTTON AND <u>LINEN</u>

Wash as above; however, water can be even hotter of course
necessary garments can be boiled in water.

<div align="right">(from MSH Hat write-up)</div>

CREPE

Test for color fastness.
Separately wash those articles whose colors run.
Wash in hand-hot water, 48°C or 118°F with PINK
UT OIL SOAP. Rub soap over the garment.
Rinse well.
Remove excess moisture and iron while still damp
wrong side, using a warm iron.

DACRON

Test for color fastness.
Separately wash those articles whose colors run.
Wash in hand-hot water, 48°C or 118°F with PINK
UT OIL SOAP. Rub soap over the garment.
Rinse well.
Drip dry or roll in a towel to absorb excess moisture.
Hang to dry away from heat.
Ironing should be unnecessary but if preferred, iron
with a steam iron set at lowest heat or press with a
iron over a damp cloth.

FELT

Felt garments should be professionally dry-cleaned.
If it has a stain go ahead and remove it with a cleaning
but follow instructions exactly.

LACE

Synthetic detergents and soap powders are likely to con-
fluorescer which may affect the color of pastel shades,
pastels it is best to use a washing product designed
delicate fabrics.

FIXING LACE:

Cotton lace can be starched to restore its crisp, new
Other lace fabrics should not be starched but may be
ed with gum arabic, or borax or with one or two lumps
or in a basin of hot water.

FRAGILE LACE:

Place in a plastic stocking washer on a jam jar and
with warm (40°C or 104°F) water whisked to a lather with
soap flakes, or PINK COCONUT OIL SOAP.
Shake the washer or jar gently so that the suds can
ate the lace.
Pour off the soapy water and run clear warm water into
for rinsing. Repeat the rinsing process 2 or 3 times.
Roll the lace in a towel to absorb the excess moisture.
Stiffen carefully if necessary.

STRONG LACE (Such as that used for curtains etc.):

To be washed in hot (60°C or 140°F) water.
Use PINK COCONUT OIL SOAP.
If really dirty, cotton lace curtains can be boiled
ecessary.
Rinse thoroughly in 2 or 3 changes of water then wring
ull gently into shape before hanging to dry.
Iron the lace while it is still fairly damp, using a
n and heavy pressure on the wrong side.
Continue pressing until fabric is completely dry.

To hang lace to dry -- place a lace blouse, dress or
garment on a plastic hanger. An alternative is to hang
rock across a line pegged by the waist seam but protect
lace first with a tissue paper both from the line and the

On ironing lace made from a rayon or rayon blend iron
when it is almost dry using a warm iron.

Nylon and polyesters should not need ironing but if they
se a warm iron on setting 2.

Some lace fabrics tend to shrink during laundering;
nteract this by easing into shape gently before leaving to
and again during ironing.

VELVET

For curtains or covers, shake first or brush thoroughly
remove surplus dust.
Test for color fastness.

Separetely wash those articles whose colors run.
Wash in warm water $40^{\circ}C$ or $104^{\circ}F$.
Whip up a rich lather using PINK COCONUT OIL SOAP.
Immerse the velvet.
Don't squeeze, rub, or wring, and handle as little as
the, simply swishing gently in the suds.
Press out surplus soap against the side of the bowl.
Rinse in warm water 2 or 3 times in the same way.
Hang to dry dripping wet without squeezing or wringing.
Shake the velvet occasionally during drying and also
the fabric the way of the pile with a velvet pad or
cloth.

SUEDE

It can be cleaned and freshened by sponging lightly
a gauze and cotton-wool pad, moistened with a grease
such as cleaning benzine or carbon tetrachloride.
Allow to dry.
Hold the garment in the steam of a boiling kettle.
Allow to dry.
Then gently brush any shiny patch with a wire suede
a piece of sandpaper, or a manicure emery board.

RUGS GENERAL

HUGS:

Vacuum or brush well to remove dust and lint.
Scrub with a brush dipped in the lather of a carpet
or solution as advised for carpets, and avoid wetting
backing of the rug.
Rinse well in the same manner.
Set out to drip-dry.
When dry brush thoroughly with a stiff brush or
hoover, to raise the pile.

RUGS:

Choose a warm, dry, breezy, day and leave windows and
open so the carpet can dry as quickly as possible.
Vacuum clean or brush thoroughly and if possible, clean
spray also.
The easiest way to shampoo a carpet is with a shampoo
for (electric or push along type). Non-rinse shampoo
with water is poured along the container and a trigger
handle releases the fluid in the form of foam. Revolv-
brushes or sponge roller work the shampoo foam into the
without soaking the carpet.
Cover the carpet with a light lather.
Leave to dry for 10 to 16 hours.
Then brush or vacuum clean to remove suspended dirt.

Alternative for washing Larger Carpets:

Vacuum or brush well to remove dust and lint.
Use a specially shaped hand brush and a carpet cleaning
renovating solution.
Dilute according to the manufacturer's instructions.
Sponge the carpet with a rough cloth or soft brush.
Use the lather only and work it on one patch at a time.
Beware of overwetting the carpet.

As each patch is washed, rinse it with a damp cloth out in clear water.

Dry with a clean dry towel.

Avoid treading on the carpet while it is damp and do place furniture until the pile is quite dry.

(from the Modern Domestic Encyclopaedia)

Commodore's Messengers Flag

Authorized by AVU
for the
BOARDS OF DIRECTORS
of the
CHURCHES OF SCIENTOLOGY

J:DG:CM:clb:bg