EXHIBIT IV

SCIENTOLOGY STRUCTURAL

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   Office in each "Church" in U.S. Hubbard uses to control and insures monies are forwarded to him or his agents

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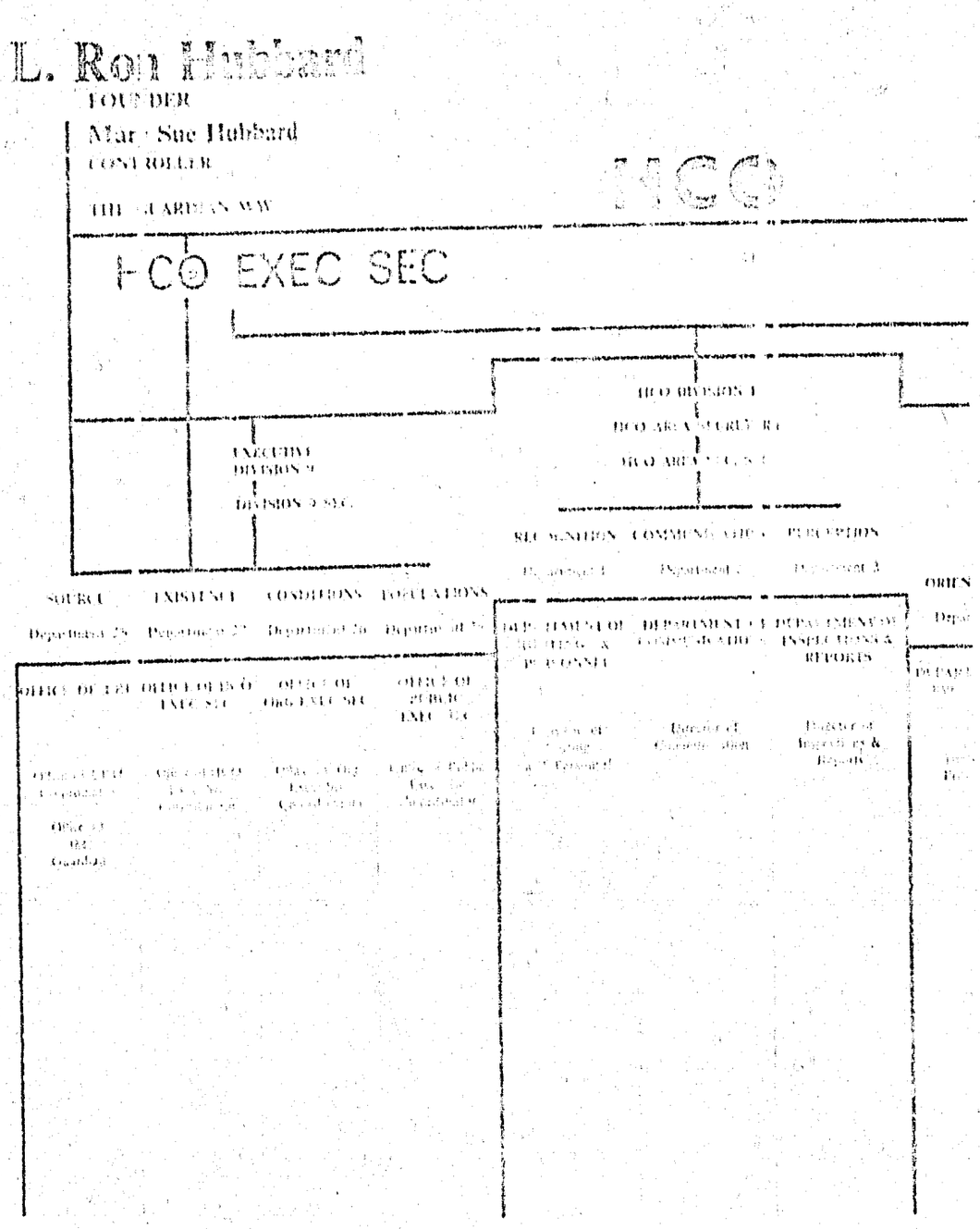
5. R.P.F. (REHABILITION PROJECT FORCE)

   Hubbard's prison.




[This Org Board outline reflects the December 1968 development of existing Division 1 and Division 5 but much before that the other Divisions (Volume [illegible] page 414), the Dozier Inc 1969 move of Appearances to Division 6 (Volume 0 page 1350), and the October 1970 introduction of the Public Divisions (Volume B page 252, Volume 6 page 7). The earlier HCO forms and the February 1971 HCO forms are shown in Volume 7 page 33.]

HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W.1

HCO POLICY LETTER OF 14 MAY 1959

Copy to
Bookkeeper

## HUBBARD COMMUNICATIONS OFFICE

The purpose of the HCO offices is to act as stable terminals to an organization in any given area so as to provide immediate Scientologist live assistance to LRH when in that area and communications from operations to him and from him when he is not.

The HCO is, in essence, a stable point to which can be communicated communications and difficulties in any area and these communications are forwarded to the proper terminals in the organization, or an analysis is made of the difficulty and communicated to another HCO terminal for clarification there. In addition to that, LRH may require reports on or about a given area and it is up to the HCO office to supply this information.

In use as a communication system from one area to another or from an area to LRH the following procedure must be followed: The area must be instructed that any communications to any other Scientology area or to LRH must be forwarded through the HCO office. In this sense the HCO office in any area is a message center receiving from any other area and emanating to any other area of this network. Furthermore, the HCO receives materials from other areas and communicates these in the own area directly.

For example: A Director of Training dispatch which originates with the Dir of Training London. It passes from the D of T London to HCO London across the Atlantic to HCO Washington, and to D of T Washington. The same procedure would be followed from Washington. D of T Wash. originates communication. It goes to HCO Wash, then cross-over to HCO London, and HCO London passes it on to D of T London.

HCO also acts as a preparation and distribution area of HCO Bulletins. These are Bulletins of instructions to operations in general, to staff auditors, and to other things very intimate in the Scientology areas.

Casual communication with this office inhibits its efficiency and involves it in concerns which it should swift expect on or my work.

L. RON HUBBARD

LRH:ghd

The good order of Central Org Union lines is to the business of HCO.

The primary concern here to the public is handled by HCO.

II. **Collection:** The second most important action of HCO is any collections both for its survival, for my research and for our survival.

HCO must be solvent. Even if a Central Org is teetering, HCO must remain solvent with money in the bank. Otherwise, who is to handle emergency if a Central Org slips?

For ages, Central Orgs thought they could survive only if they absorbed my book money, royalties and special events. When these were taken away by HCO Central Orgs began to gain some self respect. No Central Org now needs any part of them. Before they pay the light bill they pay HCO.

HCO must have a creditor folder in a Central Org's bill file with all it owes me or HCO in it.

HCO must keep its accounts and stay solvent. Otherwise my terminal might vanish and the area could collapse, according to my experience.

Give to HCO what is Ron's.

HCO WW owns all HCO bank accounts and may draw them down at will. There is no percentile arrangement between an HCO and HCO WW.

If an HCO has the money it should have it can operate in an area. If it doesn't it tend to stay away as it means other areas must be at the expense of a lost HCO.

HCO's Accounts must always be capable of being summarized by an accountant.

I must always have a signature on all HCO accounts.

C. **Technical:** HCO is the technical repository and library of an area. Its bulletin files, tape library, book section and policy letters must form a complete knowledge of Scientology and administration, available to itself, the Central Org and Scientology personnel. This library must be so composed as not to lose its bits and so as to be able to restate HCO Bulletins and Policy Letters with ease always retaining a master copy.

HCO *must* make sure technology in use is understood by all technical personnel, executives, auditors and instructors. This is done by "hat checking" them on vital HCO Bulletins signed by me. The foremost hat of any Scientologist is the hat of a Scientologist. HCO makes sure it is worn technically. After all, in November of 1960 we finally ceased to prove or argue technical matter. We now know why we know. It's time all Scientologists, old or new, got that idea too.

The first and most fatal breakdown in any area is *technical*. When technical goes, all else goes. Now good personnel, the new executives, purety by registration people, auditor morale, student confidence, income, all these things fall if technical fails. All these things happen if technical stays on.

I said in 1950, "It would go as far as it works". Now it's working. It will go as far as it is supervised and checked.

HCO guarantees technical excellence by technical hat checking Central Org people.

Do it and win. Keep the library and win. *Fold* the technical fort and win against the law. Our ammunition is knowledge. Fire it as I expect it to hit the target me.

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 9 JANUARY 1961

All Personnel in
HCO and Cen Org
Hat check on HCO Personnel.

Urgent
With the advent of HCO Ltd
the following is immediate effect, even
before HCO Ltd is qualified in your area.

## DUTIES OF HCO

To establish the new world wide expansion of Scientology, our first order of business, having resolved technical and dissemination, is to bring about even more effective HCOs.

The following will remain stable as to duties and policies of HCOs.

The first action in bringing order to an area is to establish order *in* HCO so that HCO can establish order.

The duties and policies of HCO are as follows:

Make Ron's postulates stick.

Bring Order.

Concentrate on posts, lines and flow particles *not* personalities.

When a Central Org staff member *must* have auditing before he can perform his duties, relegate the matter to the D of T.

## HCO DUTY IMPORTANCES

The following actions of HCO are the actions of HCO in the following order of importance.

A. COMMUNICATION
B. COLLECTION
C. TECHNICAL
D. ADMINISTRATION
E. DISSEMINATION, BROAD
F. ETHICS
G. CERTIFICATES AND AWARDS.

Under these sub heads we get *all* the actions of HCO.

A. Communication: The first action of HCO is Communication. Before anything else is done Communicate and take care of communications. Then do other things. Communication has priority over all other actions. HCO is first a Communication Office and then other things. HCO is *my* Comm Centre in a Central Org. My comms have priority over all other comms. HCO relays them, deletes backfish and keeps me informed.

# HCO STANDING ORDERS

*Standing Order No. 1*

"All mail addressed to me shall be received by me."

*Standing Order No. 2*

"A message box shall be placed in all Scientology Organizations so that any messages for me may be received by me."

*Standing Order No. 3*

"All HCO Personnel and Scientology Personnel should not discourage communication to me."

I am always willing to help.

By my own creed, a being is only as valuable as he can serve others.

L. RON HUBBARD

*[From HCO Policy Letters of 18 December 1960 STANDING ORDERS]*

D. Administration: The Admin strategic part of a Central Org is the way to win and is a perfect [illegible].

If all Central Orgs have the same posts, forms and reports, I can administer Scientology and it can grow. If they're all different or if it [illegible] troubles, my task becomes heroic.

The pattern of the posts, lines, forms, actions and reports of a Central Org are becoming an exact pattern.

This pattern is not by-hand-checked at original existence by HCO.

D. Security: Under Administrative excellence comes security. When security fails we know administration ceases.

Security checking is part of administration.

This is not a moral problem. It is a matter of getting the job done.

When Security fails we get Dev-T, mutiny and emergencies on the Admin line.

We care not for the *personality* of the man or gal on the post. What we care about is the post, its particles and flows. Face the post, not the personality. If the personality fails, send it to the C of P and keep the post functioning. It's kinder on the personality.

E. Dissemination: Broad mass dissemination of things, books, aids is the province of HCO. Individual dissemination to individuals is the province of the Central Org.

HCO sets the quality. The literature, the sound of tapes, the excellence of the broad appeal is all the province of HCO.

F. Ethics: Field and Org ethics and methods of enforcement are a major function of HCO. It must be done but it is not the end-all that the movies made it. We shall soon see every Scientologist state licensed. I hope. That, with us running it, will make this job easy. Meanwhile I cope. All of ABCD and E are done.

G. Certificates and Awards: These are issued promptly and on merit by HCO.

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Please *know* the above, HCO and see the picture in perspective. It will be easier. Thank you.

L. RON HUBBARD

LRH:jeeden

[illegible]
[illegible]
[illegible]

[illegible] BARBARO CONSERVATORY OF ART
[illegible] Lazzo Street, East on West
[illegible] BROADWAY [illegible]
[illegible] Branch of Washington [illegible]

## [illegible] ROUTINE IN CENTRAL RECEPTION

[illegible] If the people who walk up the front steps were all expertly [illegible] by Reception, the Registrar and the Dean of Teaching or Dean of the Conservatory [illegible] of students and teachers.

Example: In an college office we were getting 2 pie tears a week. The Registrar [illegible] a better Registrar was put on [illegible] Immediately, within a time lag [illegible] by the new Registrar, we got *eleven* pie tears a week. Investigation of this determined that the old Registrar was not [illegible] promptly [illegible] people who usually walked in. These people were not being handled and [illegible] the low income.

## ROUTING

Reception must treat everyone who walks in, right people and business callers [illegible] as potential pupils or students. Reception does not handle [illegible]. Reception is [illegible] Reception falls. Reception and routes the people [illegible] a show of [illegible]. If Reception notes a point, Reception [illegible] another [illegible] the Org or [illegible] the Dean of Teaching. Reception [illegible] none [illegible] but locates [illegible] for the caller at [illegible] that [illegible] Reception makes sure [illegible] people gets to the original.

This is Reception's first order of business. Callers in person take precedence over [illegible] or other [illegible].

The Registrar or a deputy in the Org or Dean See of Dean of Teaching signs this [illegible] for [illegible] a book, a membership, [illegible] course. The [illegible] be sold [illegible] large or small.

By coming up [illegible] obvious [illegible] week of auditing [illegible] the person [illegible] Lecture on Testing's regular schedule. It is up to the Dean of Teaching to sell the [illegible] of weeks. *Then* the pie comes back to Reception.

On [illegible] students *anyone* can be sent up for a course by the Course [illegible] director can demand that a pupil be received before Course's Course.

Next, last, the good, efficient reception is loved by [illegible] registering [illegible] contributing org's income.

Reception does not permit callers to be [illegible] to by [illegible] unauthorized persons. Reception chops this sort of [illegible] without taking up [illegible] to the caller. For [illegible] because [illegible] population [illegible] be [illegible] that [illegible] are callers.

We work with books, [illegible] and [illegible] and [illegible] to get people to come in of nobody [illegible] them [illegible] to waste [illegible].

Stop! Snap them onto our lines [illegible] *sometimes* expand [illegible] them [illegible] very efficiently channeled in [illegible] *when they will up that point* [illegible].

Get [illegible] into the org and channels that when they walk in [illegible] we've had it. Go [illegible] that's efficient and you've done half the job [illegible].

[illegible] and how are [illegible] to come. So don't. *That* can't help [illegible] sell and sign. Neither can we.

Best,

L. RON HUBBARD

[illegible]
[illegible]
[illegible] L. Ron Hubbard

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 1 MARCH 1966

Rempolos
Exec Sec Hats
HCO Area Sec Hats
Org Bd Secretary Hat
Secretary Hats

*Issue I RD*

# THE GUARDIAN'S STATISTIC

The Guardian's statistic for each org and that of the Int Exec Division each have a dual statistic as follows:

THE AMOUNT OF CASH IN THE BANK AS PER THE LAST WEEK'S BANK STATEMENT PLUS THE AMOUNT OF CASH ON HAND AS PER 2400 THURSDAY OF THE CURRENT WEEK OF THE REPORT.

THE TOTAL OF DEBTS OWED BY THE ORG PLUS OVERDRAFTS AND CURRENT PAYMENTS DUE ON MORTGAGES, HIRE PURCHASE (TIME PAYMENTS) AND LOANS AND BOND OR SHARE RETIREMENT BUT NOT THE TOTAL GROSS AMOUNT OF MORTGAGES, HIRE PURCHASE (TIME PAYMENTS) OR LOANS OR BONDS.

These two figures are to be included on the beginning of OIC cables on the org above.

It will be seen that it is hard to get a bank to give one an exact figure due to cheque to cheque clearance, for 2 o'clock pm Thursday so practically speaking last week's bank statements' credit balance, of all accounts and adds to it this week's receipts, neglecting outstanding cheques as the matter will average.

In computing the debts owed by the org it would be quite natural to add the mortgage to all time payment (hire purchase) totals and all outstanding stocks and bonds as the call on the org is for current payments on these due or anticipated programme. The monthly bills statement (or actual matter) can serve as this statement providing that during the succeeding month one does not deduct from a payment made from it as new debts are growing at the same time and the matter will average out.

Each org having a board in the Int Exec Div must also have a local statistic.

At Worldwide the International Executive Division has a composite statistic made up of all orgs in Int Exec Divs added and graphed.

The local Int Exec Div has the local org's dual statistic as above and that of the Guardian's local statistic or that of the Assistant Guardian where one is appointed.

The Guardian's statistic Worldwide is the composite.

Where there is a Continental Exec Division required when orgs are very large the Continental Assistant Guardian's statistic and that of the Continental Exec Div is the composite of the Guardian statistics for that continent.

Where the Guardian finds the local or Continental or Worldwide statistics are being falsified or are grossly in error, the Guardian must order the AdCouncil Worldwide to send a competent SW executive to conduct an investigation. The Guardian may empower through the AdCouncil WW that representative to bring about prosecution for irregularities. If this procedure is ineffective, the Guardian being also local executive may personally direct the matter to be satisfactorily concluded and bring about correct statistics.

L RON HUBBARD

LRH:nlr


[Excerpted from HCO PL 1 March 1966, The Guardian's Assistant, Volume 2, page 4]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 11 FEBRUARY 1969

# TELEX LINES AND LOGISTICS

Your telex lines are sacrosanct.

Don't use telex lines to comment. Don't use telex lines to request or report progress. Use them to get something done or to report completions.

Two factors to remember about communication are that it can become very costly and very complicated if control is not monitored from above.

Primarily the HCO Exec Sec of an org is responsible for the comm lines of that org and this includes telex traffic. The HCO Exec Sec has full powers to disapprove or stop a telex from being transmitted and does sound judgement and foresight in doing so. Telex is to check, be sure:

(a) The need of the telex.

(b) Is it really important.

(c) Is it in the format. (As things can create delays if meeting a request for clarification and its answer before it can be understood.)

(d) Is it urgent.

(e) Priorities.

A large portion of an org's hard earned income can be consumed by paying excessive telex costs. It's an expensive business! The HCO Exec Sec by ruling this area can iron out and keep communications costs down to a minimum without cutting comm.

Together we don't put logistics on telex lines.

Logistics telex is only a commentary on the fact that nobody acted soon enough so they knew they had to have it, with the great advantages that the org is now planning to amount to a bill of beans.

Logistics in this can obtain NO logistics of any real use. Telex traffic is too brief and good news on logistics, and usually ends up in the org spending lots of money for what the goods still haven't arrived. Foresight and more data in logistics do better.

Commendably can go out on telex lines and a lot of good news on comm can. For example a new org is opening in Sweden, new franchise's enters are opening, battles are coming into Scientology, more Game Boards are springing up, Ron's Journal on the launching pad really to be shot out to the outer orgs to boost their comm. The point I'm making is that is legitimate telex traffic. Telexes that have that's legitimate traffic.

Logistics are not legitimate traffic on any telex lines having anything to do with comm. I don't care if says damn and way oddly enough to run out of asbestos, the paper for his dear or whatever. Comm Ev time. "Why didn't you get result out earlier but?"

Something else which is a flaw on telex lines is just adding "Rush" and "Somewhat Urgent" or "Urgent" to a telex not giving a false priority to every piece of traffic that goes on the lines.

Unnecessary addition of priority to telex traffic is illegal. It is priority that never gets priority, but can't automatically add priority.

To attempt to put logistics on telex lines. It's a Contravenable offence.

Compiled from CS Order No 567
by CSA
Revised by
Approved by
Issued by
Issued by (WCD)

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 8 DECEMBER 1965

Memorandum
All Staff
Dept. Heads
Assistant Guardian
Field Reps

## ASSISTANT GUARDIAN FOR FINANCE

The post of Assistant Guardian for Finance is established here with a organized and under every Assistant Guardian in the world but subject to the orders of the Assistant Guardian for administrative purposes.

The purpose of assignment is:

TO HELP HOW BUILD SOLVENCY AND SANITY TO SCIENTOLOGY ORGS. BY ENSURING MORE IS NEVER SPENT THAN MADE AND FUNDAMENTAL BELIEVES ONE SO LIVES.

The above is brought about by the following duties:

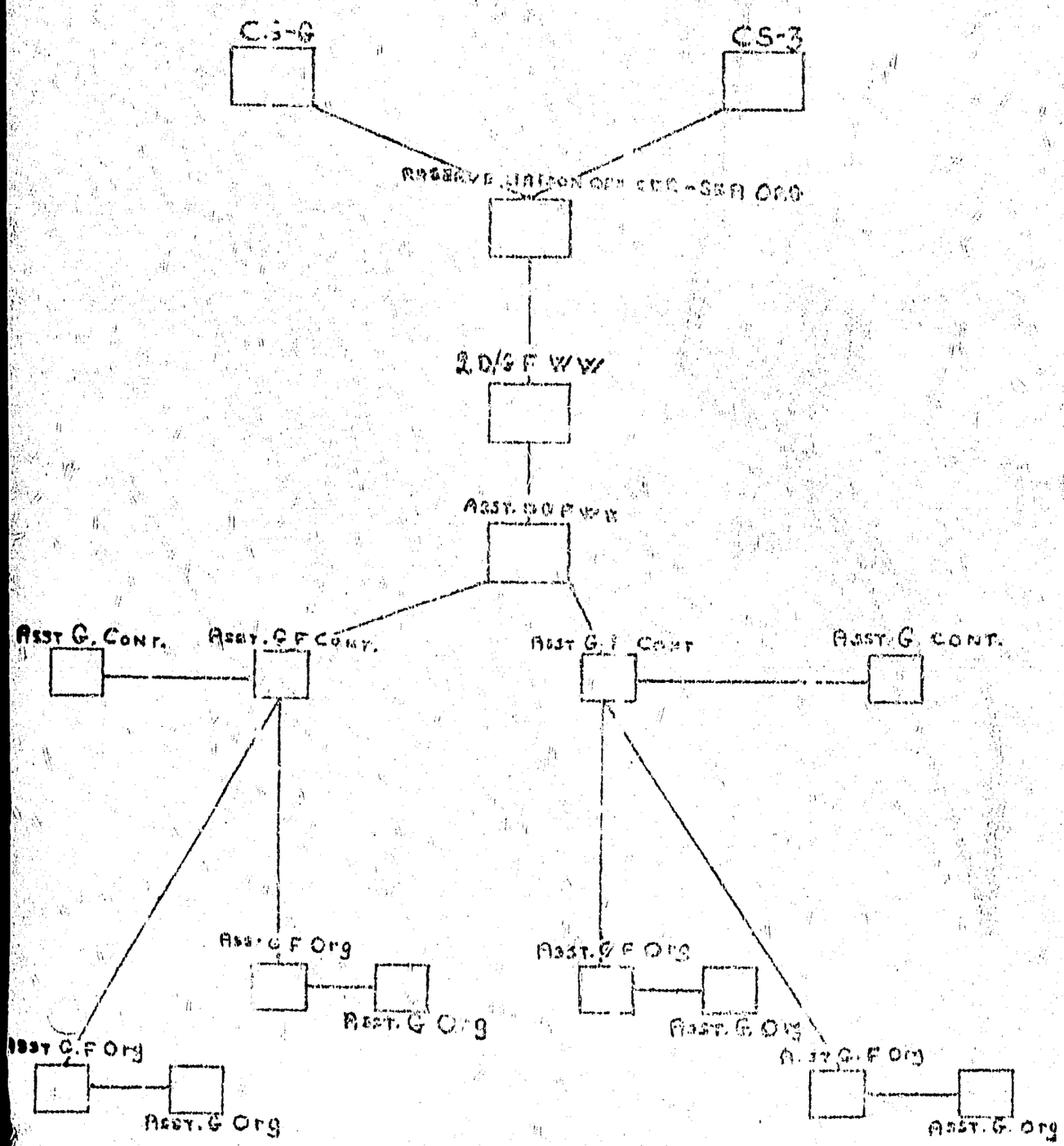
1. Approves Financial Planning for the org. before it is activated.
2. Assigns Treasury to anyone incurring expenses on a bypass.
3. Checks no long distance lines fighted with orgs.
4. Safeguards the credit and reputation of L. Ron Hubbard and the Guardian.
5. Removes any wasteful minded person on a logistic post and ensures this person is not assigned a similar post where he/she can again waste money.
6. Ensures Finance Policy is at all times adhered to.
7. Approves Treasury post assignment proposals before the appointment can be finalized.
8. Ensures new personnel assigned to Treasury posts first check out star-rated on OSC Treasury Pack.
9. Ensures the org. maintains date-line paying procedure at all times.
10. Routinely inspects Accounts records such as Invoices and Vouchers, Accounts Summary, Bills Summaries, Bank Balance records to ensure Finance Policy and Standard Admin are applied.
11. Checks "m-series" copies of the Invoices against income collected daily.
12. Ensures the Department of Assets and Material property packages and safeguards the org's Finance records against loss and damage.
13. Authorizes bonus awards for staff members, but only when income in excess which is established as equivalent to solvency of org.
14. Ensures the org's original Accounts records are forwarded to the Treasurer HQ every quarter for an audit. Ref. Policy Letter 12th Jan., 1966 "Office of the Treasurer".

The above mentioned points give the general outline of what is needed and expected of an Assistant Guardian for Finance, but the post will be with each Assistant Guardian for Finance to develop the post and thereby help solvency and sanity of Scientology orgs. throughout the world.

Where an org. does not as yet have a Guardian Office, points 1, 11, and 12 are handled by the Executive Council, but the overall responsibility of the org.'s finance concerns lies with the Assistant Guardian for Finance of the Continental Guardian Office.

If an org. is found to be up to no good regarding finance matters and does not have an Assistant Guardian for Finance then the Assistant Guardian for Finance of the Continental Office flies to that org. at the org.'s own expense to personally inspect their accounts records and take any remedial actions necessary.

COMMAND LINES




The statistic is the same as the Guardian and Assistant Guardians - GROSS BILLS AND GROSS CASH.

LRH:cj



L. RON HUBBARD
Founder

[illegible] TO CORRECTION TONS PRESS:
Point Hill Manor, East Grinstead, Sussex

[illegible] ORG 3 LRH LETTER OF 1 MARCH 1966

Office of LRH

GUARDIAN

[illegible] The post of the Guardian is established herewith.

The Guardian is the most senior executive of Scientology just below the Executive Director. The post is senior to Executive Secretaries.

The character of the post is best understood legally as "Trustee" or even "Proprietor Sole" and he exists to exercise powers and carry out duties similar to that of a high church office entrusted with the funds or property of his group. The Guardian may use the signature "Trustee" in business letters or dealing with outside interests such as law firms and may claim and establish the status of proprietor sole with corporate status of Scientology funds or interests is in question.

The Office of the Guardian is located in the Office of LRH.

The Guardian may have personal secretaries and clerks and these are in the Office of LRH and the Executive Division and are, for personnel purposes, under the LRH Communicator as Co-ordinator of the Office of LRH and the Division 7 Secretary.

The Guardian is posted in every Executive Division by post and name in Division 7.

Further than the International Executive Division, if the org is large enough there may be an Assistant Guardian but if so the Guardian is posted and also the Assistant Guardian for the Area Org.

The purpose of the Guardian is:

TO HELP IMPLEMENTATE AND ISSUE POLICY, TO SAFEGUARD SCIENTOLOGY ORGS, SCIENTOLOGISTS AND SCIENTOLOGY AND TO ENGAGE IN LONG TERM PROMOTION.

The Guardian has five actions:

Policy
Danger
Affluence
Long Range Promotion
Intelligence

POLICY ACTION

Note: See HCO Pol Ltr March 66 for the full plan of the Office of Guardian.)

The Guardian, without relieving the LRH Comm from his duty of refusing to pass anything contrary to policy, enforces and issues policy and passes on any new policy recommended on charts already established but usually re-issues and enforces existing policy.

This section has the LRH Hdqs Unit.

The basic files and Archives of policy and technology and artifacts belong to this section as the Archives Unit.

This section also has files of all recommended policies.

DANGER

This action is the "LRH Emergency Section." This function is to move in swiftly where there is a threat of great importance to an org or

[illegible] the usual lines and points have erected. The term comes from the [illegible] who were held in reserve until a battle line [illegible] severely beaten, at which time were sent in to straighten it out.

This activity [illegible] a file unit consisting of every [illegible] and [illegible]. And the system has a separate file in which every danger condition declared on any staff member is filed by org and date. It also has a file of every athletic record kept by org and date.

This activity also contains a file of [illegible] boards of all orgs.

The activity can call on Old Ws for [illegible] of any period.

The section can conduct investigations into any claim.

All [illegible] regardings of when and how assigned are traced as to what changed before they occurred and a full record of all findings is kept and published.

The Guardian can demand a hearing for removal of any Scientology effective when:

(a) The Guardian has had to use the Heavy Hammer Hat to rescue a designed situation;

(b) No AdCouncil or other [illegible] to be effective in righting a danger condition.

Heavy disaster actions include heavy [illegible] promotions on a zero time limit to salvage a situation, financial or otherwise.

AFFLUENCE:

All commendations or censures have to be passed by the Guardian before issue and are issued at the head of the Executive Director.

This however is a secondary function of this activity.

The primary function is to be informed of and to trace every affluence awarded to find out what happened before it occurred and to publish findings.

This activity has a file of all affluences ever declared and another file for the fact findings. Head of this activity informs the AdCouncil or GO from finding, declaring and discovering what happened. It just makes certain the action has been taken and that it is correct and note published.

In this activity the Guardian can convene a "Board of Commendation" to look into affluences and find what caused them and publish the result and commend the responsible parties.

LONG RANGE PROMOTION:

Without relieving any HCO Area Sec or Mission Sec or ES Type Mission, Dist Sec or Ex Comm Dist of promotion responsibility, the Guardian works out or calls for and approves the long range promotion of Scientology.

This activity draws up [illegible] for [illegible] for a year in advance, drawn up Congress [illegible].

The activity tells the org what to promote, what to stress and so-on. [illegible] promotion.

The section can get professional [illegible] and the Guardian approving them [illegible] the [illegible] contract.

## [illegible] SECTION

[illegible] Planetary [illegible] Intelligence is handled by this section.

[illegible] is defined as information leading to predictions of [illegible] events and so assisting planning and in handling matters arising from events.

The Planetary Intelligence Unit works with newspapers, economic newsletters, building of intelligence services, etc, and keeps a file of all [illegible] under headings of interest to Scientology. By such studies one can project what way events are going to jump and organize to meet situations which may threaten Scientology from possible enemies or to take advantage of situations which might benefit Scientology.

The Org Intelligence Unit receives copies of all 2) No. 1 letters intending for upgrade or trends in specific areas in order to correct those in control of the area. Periodically reviews the number of Dead Files per area to see if some areas of Scientology have more dead filed than others.

It is true that outpicts in an area is proportional to org incompetence in the area and real trouble in areas has always been preceded by at least two or more heavy outpicts in public letters from that area.

The Planetary Planning Unit works out ways to prevent future attacks and how to take advantage of situations that will develop.

The Org Planning Unit protects it should by such things as too much outpicts from an area, too much sex going on in an area, working closely with HCO, [illegible] the area in that area without destroying it. Also planning about [illegible] programme for an outpicts area to [illegible] anti-Scientology campaign, or the same time as tightening up ethics and quality of service in the area an investigation of ethics and quality of service are done as they can be rectified.

## STATISTICS

The Guardian's statistics for one org (and that of the Int Exec Div as each org) is usual statistics on 1 sheet:

THE AMOUNT OF CASH IN THE BANK AT THE LAST BANK STATEMENT. THE AMOUNT OF CASH ON HAND AT PRESENT OF THE CURRENT WEEK OF ACTIVITY.

THE TOTAL OF DEBTS CONSISTING OF THE OVERDRAFT AND CURRENT LIABILITIES ON MORTGAGES, HIRE PURCHASE (THE PAYMENTS) AND LOANS AND BOOK OR WRITTEN INVESTMENT BUT NOT THE TOTAL GROSS AMOUNT OF MORTGAGE, HIRE PURCHASE (THE TOTAL PRICE) OR LOANS OR BONDS.

These two figures are to be included in the beginning of GAC orders in the order above.

It will be seen that it is hard to get a hold to give one an exact figure due to due to cheque clearance, for HCOC on Thursday's so in actual fact one [illegible] last week's bank statements are at balance of all accounts and add to it this week's actual receipts, adjusting outstanding cheques as the matter will average.

In computing the data used by the org it would be quite unreal to add up the mortgage totals, [illegible] purchase totals and all outstanding stocks and [illegible] the org is for current payments on these due or any [illegible]. The [illegible] Statement (in [illegible]) can [illegible] statistic providing that during two [illegible] months one does not [illegible] from it expects sales from it as new debts are coming at the same time as the [illegible] tends to average out.

[illegible] a ledger, [illegible] for the Int Exec Div must also [illegible] for it.

At Worldwide the International Executive Division has a composite [illegible] of all org Int Exec Divs [illegible] compiled.

The local Int Exec Div has the local org's [illegible] statistic as above and this is the Guardian's local statistic or that of the Assistant Guardian where one is appointed.

The Guardian's statistic Worldwide is the composite.

Where there is a Continental Exec Division (required when orgs are very large) the Continental Assistant Guardian's statistic (and that of the Continental Exec Div) is the composite of the Guardian statistics for that continent.

Where the Guardian finds the local or Continental or Worldwide statistics are being falsified or are grossly in error, the Guardian must order the AdCouncil Worldwide to send a competent WW Executive to conduct an investigation. The Guardian may answer through the AdCouncil WW that representative to bring about [illegible] for irregularities. If this procedure is ineffective, the Guardian being also a local Executive may personally direct the matter to be satisfactorily concluded and to bring about correct statistics.

## FINANCE

The powers of the Guardian may not be deputized or exercised by any committee or council or authority or assistant and may only be exercised by the Guardian.

The Guardian's powers are derived from the Executive Director who already has and exercises these powers.

The powers are:

The Guardian may transfer any organization's funds anywhere at will. The Guardian is a signatory on every bank account of every organization and there may be no org bank accounts on which the Guardian is not a signatory. The Guardian may set up trustee accounts for Scientology, Scientologists or org funds on which only the Guardian is a signatory.

Any transfers of large sums of money by any AdCouncil or Executive or staff member requires the permission of the Guardian to be legal and the document of transfer or cheque is actually signed by the Guardian—no matter who requires it.

Any large and unusual expenditure may only be made in an org by a document of credit cheque signed by the Guardian.

Any plan or project that will cost any large sum over a long time period may be authorized only by the Guardian.

The Guardian may cancel without recourse any overly ambitious plan which might threaten the solvency of orgs or pledges that be broken or which finance non-Scientological projects or unreal projects.

In times of threatened insolvency of an org the Guardian may shut off any or all purchase orders in that org, halt [illegible] expenditure or may take over all cheque signing for that org or take any other needful financial arrangements or adjustment to resolve the financial straits of the org, or even shut it down.

The [illegible] will now [illegible] only the [illegible] what [illegible].

The purchase of [illegible] of real property of an [illegible] authorized only by the Guardian (buildings and land).

The design of new buildings or alterations or conversion of old ones and allocation of their use to be authorized only by the Guardian.

A Council usually proposes such measures as detailed above to A[illegible] which, if it approves them, responds thereto the Guardian. However, the Guardian can initiate such measures on above with or without a proposal by an A[illegible] Council.

The Guardian may cancel or suspend certificates and awards.

Any new corporate planning or new accountancy arrangements require the signature of the Guardian before they can be put into effect.

The Guardian may dismiss any Executive or staff member seeking to deny or exercise the Powers of the Guardian.

The Guardian may be relieved as provided herein for knowingly transferring funds or property for the aid or support of furthering the interests of sections or groups hostile to Scientology or for not shutting off such transactions the moment they are found by the Guardian to be untrue.

The Guardian may issue Guardian Orders and Other Orders independent of any other executive and directly order [illegible] and replace and order an Ethics Officer [illegible] in time of danger or external threats to the org or Scientology.

The Guardian may remedy obvious miscarriages of justice by cancelling orders.

The Guardian may suspend Members or Staff Membership or the use of corporate names or the name followed by the word Scientology or its materials for improper use or lack of use.

The Guardian may draw on any org for personal expenses or any when engaged upon work for that org wholly or only partially for that org.

Travel expenses and living expenses of the Guardian are paid by the org most benefitting.

All HCOs are entitled upon the defeat of the former, the loss and planning of the Guardian and give the Guardian total support to the exclusion of all others in times of danger.

## BASIC POINTS

The keynote of the post of Guardian is that it functions without being closely involved with the mechanics or administration of orgs. The Guardian is not a member of the A.Council and does not attend its meetings but can supervise it in a general way or intervene if it strays from its functions or is in trouble.

The post is not free in that it has a fixed line: it cannot sign round and does needs to carry out his regular duties by no [illegible] from the Guardian.

But the Guardian can [illegible] by Section, get it functioning and give it the right place in a division.

The Guardian can also take a sick or dying section from the org, get it [illegible] and give it back, this is within of course the Danger Condition [illegible] to be [illegible] that separate [illegible] division or [illegible] Sec. The Assistants the Guardian can direct then to get a Section functioning in their org and give it to [illegible] or take over a dangerous section and get it functioning and give it back, [illegible] as well.

If the Guardian accepts the new functions the Guardian must remember to give them over eventually to the Right Department.

## [illegible]

The Guardian issues [illegible] on white paper, blue ink, which demonstrates on white paper. [illegible] Check is required for the Guardian Special Personnel Section need be signed by the Div Personnel only if the Guardian requests it.

The Guardian may issue [illegible] letters on white paper and is the only one besides the Exec Director who can. All Guardian [illegible] orders, [illegible] Exec Dir are signed the Guardian's name plus the Guardian for L. Ron Hubbard, Executive Director.

The Guardian's Telexes have priority over all but the Executive Director's.

## AUTHORITY

The Guardian can order any [illegible] or Secretary via the proper Exec Sec or Advisor Council, and may order the [illegible] Director in any matter not contrary to his Ethics [illegible].

No Ethics chit can be filed on the Guardian except a Job Endangerment chit.

Any Hearing or Court Of the Guardian can only be ordered by the Exec Director personally.

## ASSISTANT GUARDIAN

An Assistant Guardian can exist in any org that is big enough. It may not be worn as a decorative [illegible]. It is appointed only by the Guardian.

The Assistant Guardian does not act as the Guardian in the Guardian's absence but only forwards direct orders from the Guardian and collects data for the Guardian. An Assistant Guardian has no power of his own but derived from the Guardian's authority directly and may not act independently without exact instructions from the Guardian.

In an Area Executive Division the Assistant Guardian functions as liaison to the Guardian and the Guardian's Four Sections and in very very large orgs may have there sections as "Liaison Sections" to wit (for an Area Org):

Policy Liaison Section
Danger Liaison Section
Communication Liaison Section
Long Range Production Liaison Section

These collect data for or issue orders for or enforce the orders of the [illegible] Sections.

Assistant Guardians are directly under the orders of the Guardian and no one else except the Executive Director, either under the Div 7 Sec and the Office of Int Coordinator for personnel purposes.

## ADVISORY COUNCIL

The Advisory Council [illegible] are selected by the Personnel Officer on the basis of statistics and record and training only as a list of persons and their details.

The Guardian approves from this list the candidates and they are appointed by the Executive Director or in his absence by the Guardian.

All other Executive Secretaries are appointed by the Advisory Council [illegible] on the basis of statistics.

All Exec Secretaries usually appointed from Secretaries who have had long and successful divisional activities in divisions they headed and the level of organizations.

## [illegible]

[illegible] Council are nominated by the Personnel Officers of their org within list of persons on the statistics page of each and approved by the [illegible] and appointed by the Executive Director. But in the absence of an Executive Director LRH Comm [illegible] appointed by the Guardian after the above steps are taken.

## GUARDIAN AT LARGE

A Guardian is appointed by the Executive Director personally.

In the prolonged absence of the Executive Director the Guardian nominates a successor to have it or herself when nomination becomes an appointment when the past Guardian vacates the post. In short, the post, in the absence of the Executive Director is filled.

If for any reason the past Guardian has failed to fill the post and the Executive Director is absent and the post of Guardian falls vacant then all the Personnel Officers in the world meet and nominate by drawing up a list of the Exec Secs and Secretaries and Assistant Sec Hdqrs and AO Comms of all orgs who have the highest statistics over the largest period of time and the highest levels of attending on policy and tech and comparing these reduce the list to five and submit these to a meeting of all the Exec Secs in the world who then decide which of the five is the most suitable Guardian and the post is then filled. Selection is not done by vote by the Personnel Officers meeting or Exec Secs meeting but solely by statistics. And all the statistics of readiness must be published so the Guardian is finally selected.

If a new Guardian at the end of [illegible] years in office is seen to have had bad statistics with orgs following, the collective of Personnel Officers and Exec Secs as described may occur and decide and appoint a new Guardian, publishing full reasons why.

## ASSISTANT GUARDIANS

Assistant Guardians are appointed by the Guardian from a list submitted by the Personnel Officers of the org for which the Assistant Guardian is being appointed.

## FIRST AT STRIKE

The First Guardian is Ivory Sue Hubbard.

L. RON HUBBARD

L.R.H:[illegible]

[illegible] COMMUNICATIONS OFFICE
Author: [illegible], Last Consolidated Issue [illegible]

[illegible] PTP [illegible] DECLARE [illegible]
(Replaces [illegible] Issue [illegible] of 7 March 1965)
[illegible] Date [illegible] originally issued as
[illegible]

Gold Seal Issuance
Red Highlight
Indexed [illegible]

PROCLAMATION [illegible]

[illegible]

# SUPPRESSIVE ACTS
# SUPPRESSION OF SCIENTOLOGY AND SCIENTOLOGISTS
# THE FAIR GAME LAW

Due to the extreme importance of our mission I have worked to remove some of the fundamental barriers from our progress.

The related stumbling block, huge above all others, is the upset we have with POTENTIAL TROUBLE SOURCES and their relationship to Suppressive Persons or Groups.

A POTENTIAL TROUBLE SOURCE is defined as a person who, while active in Scientology, or a person connected to a person or group that is a Suppressive Person or Group.

A SUPPRESSIVE PERSON or GROUP is one that actively seeks to suppress or damage Scientology or a Scientologist by Suppressive Acts.

SUPPRESSIVE ACTS are acts calculated to impede or destroy Scientology or a Scientologist and which are defined at length in this policy letter.

A Scientologist caught in the situation of being in Scientology while still connected with a Suppressive Person or Group is given a Present Time Problem of sufficient magnitude to prevent case gain, as only a PTP can halt progress of a case. Only ARC breaks worsen it. To the PTP is added ARC break with the Suppressive Person or Group. The result is negative or deterioration of a case by reason of the suppressive connection or the environment. Any Scientologist, in his own experience, can probably recall some such cases and their subsequent upset.

Until the environment is handled, nothing beneficial can happen. Quite the contrary. In the most flagrant of such cases the Scientologist's case worsened and the Suppressive Person or Group sent endless reports to press, police, authorities and the public at large.

Unless the Potential Trouble Source, the problem with up in this, can be made to take action of an experimental nature to end the situation, we have a Scientologist who now is more squirrel than Scientologist on case gain and also a hostile environment for Scientology.

This policy letter gives the means and provides the policy for getting the above situation handled.

A Potential Trouble Source may receive no processing until the situation is handled.

A Suppressive Person or Group becomes "Fair Game".

BY "FAIR GAME" is meant may not be further protected by the codes and disciplines of Scientology or its rights of a Scientologist.

The families and adherents of Suppressive Persons or Groups may not receive processing. It does not matter whether they are or are not Scientologists. If the families or adherents of Suppressive Persons or Groups are processed, any failure along such

[illegible] of Scientologists. (See HCO Policy Letter of 7 March 1965, Issue II.)

A Potential Trouble Source knowingly permitting Scientology or herself or his Suppressive Person to be processed without advance HCO audit for Scientology activities is guilty of a crime. (See HCO Policy Letter of 7 March 1965, Issue II.)

## SUPPRESSIVE ACTS

Suppressive Acts are defined as actions or omissions undertaken to knowingly [illegible] reduce or impede Scientology or Scientologists.

Such Suppressive Acts include public disavowal of Scientology or Scientologists in need, dealing with Scientology organizations; public statements against Scientology or Scientologists but not to Committees of Evidence duly convened; promoting, advising or voting for legislation or ordinances, rules or laws directed toward the Suppression of Scientology; pronouncing Scientologists guilty of the practice of law and Scientology; testifying hostilely before state or public inquiries into Scientology to suppress it; reporting or threatening to report Scientology or Scientologists to legal authorities in an effort to suppress Scientology or Scientologists from practicing or receiving standard Scientology, bringing civil suit against any Scientology organization or Scientologist including the non-payment of bills or failure to refund without investigating the matter to the attention of the Chairman of Saint Hill and receiving a reply; demanding the return of any or all fees paid for standard training or processing actually received or received in part and still available but unused and only because of departure of the person demanding the fees must be refunded on this Policy (if applies); writing anti-Scientology letters to the press or even anti-Scientology or anti-Scientologist letters to the press; testifying as a hostile witness against Scientology in public; [illegible] membership in a dissident group; [illegible] adherence to a person or group promoted as a Suppressive Person or Group by HCO; failure to have or disavow and disconnect from a person demonstratively guilty of Suppressive Acts; being at the late of anti-Scientology groups or persons; organizing a splinter group to use Scientology data or any part of it to distract people from established Scientology; organizing splinter groups to diverge from Scientology practice and calling it Scientology; calling it something else; calling meetings of staff or paid auditors or the public to deliver Scientology into the hands of unauthorized persons or persons who will suppress it or alter it or who have no reputation to uphold standard line and precedures; establishing a Scientology group organization or staff to test the content or protest of the organization; hostile [illegible] evidence; murder, arson, disintegration of persons or behaviour; mutiny; seeking to splinter or [illegible] of Scientology and deny it proper constituted authority for personal profit, personal power or "to save the organization from the higher officers of Saint Hill" or "to save the Society", engaging in [illegible] to destroy the authority or reputation of higher officers or the leading names of Scientology or to "safeguard" a position, deliberately misrepresenting the person or a Scientologist without defense or protest to the demands of civil or criminal laws; falsifying records that then impede the liberty or safety of a Scientologist; knowingly giving false testimony to support anti-Scientology; [illegible] money, favours or advancement to suppress Scientology or Scientologists; sexual or socially perverted conduct contrary to the well being or good state of [illegible] a Scientologist in good standing or under the charge of Scientology such as a student, [illegible] or a patient; blackmail of Scientologists or Scientology organizations; [illegible] accomplished, in which case the crime being used for blackmail purposes becomes [illegible] made by teachers or Ethics and is resolved by the fact-establishing process of [illegible].

Suppressive Acts are clearly those covert or overt acts knowingly calculated to reduce or destroy the influence or activities of Scientology or prevent case gains or [illegible] of Scientology, success or activity on the part of any auditor. As persons or groups that would do such a thing act out of self interest only to the detriment of all others, they cannot be granted the rights and benefits normally accorded rational beings and so place themselves beyond any consideration for the freedom or well being.

If a person or a group that has committed a Suppressive Act refuses to his, her or their senses and recants, the HCO Secretary

A. [illegible] the person or group to stop, commit no present transgression and to correct all [illegible] and suppressions so far as they are able to do so.

[illegible]

[illegible]

(B) Respecting that which belongs to Scientology organizations exclusively.

(C) Respecting financial problems of HAS, whether expense or Dissolution of the Church of Prime Study, by the person or the group in question.

(D) Making a note of the matter with a precedent, [illegible] and dispute, method [illegible] Atlas.

(E) Informing the Convening Authority [illegible] forwarding a duplicate of the original copy which has been done.

Any Potential Trouble source owing allegiance to the Scientology organization handled the same as any other Scientologist. When such a source has a [illegible] becomes a civil PTS, no alternative now after [illegible] has been exhausted.

Any PTS who fails to attract hostile disconnection from the SP whose [illegible] or has a PTS is, by [illegible] under the Suppressive Act.

Civil suits against Scientologists only [illegible] of means [illegible] be resorted to [illegible] Fair Games.

Under a Suppressive Person [illegible] not during the period [illegible] the person to [illegible] a Committee of Evidence on any [illegible] Scientology Ethics other than the Policy Letter applies to [illegible] Committee of Evidence may be called to punish any Scientologist or person for any offenses of any kind against the Suppressive Person except to establish in case of a civil dispute whether or not the person was suppressing either Scientology or the Scientologist.

The homes, property, places and bodies of persons who have been [illegible] attempting to suppress Scientology or Scientologists are all beyond any protection [illegible] Scientology Ethics unless absolved by Ethics Times or an amnesty.

Such persons are in the same category as those who [illegible] certificates have been cancelled, and persons whose certificates, classifications and awards have been cancelled are also in this category.

The imagination must not be stretched so far as this Liberation a person. Errors, misdemeanors and crimes do not label a person as a Suppressive Person or Group. Only High Crimes do so.

A Committee of Evidence may be called by the Convening Authority who wants more concrete evidence of efforts to suppress Scientology or Scientologists but such a Committee's findings, based on established beyond reasonable doubt Suppressive Acts, the Policy Letter applies and the person is an SP.

Outright or overt acts knowingly engaged to impede or destroy Scientology or Scientologists is what is meant by Acts Suppressive of Scientology or Scientologists.

The greatest good for the greatest number of dynamics requires that actions destructive of the advance of the [illegible] by Scientology means, overtly or covertly undertaken with the direct target of destroying Scientology as a whole, or a Scientologist in particular, be summarily punished due to the character of the reactive mind and the consequent impulses of the [illegible] to man every [illegible] of Mankind via Scientology.

# POTENTIAL PROBLEM SOURCE

A Scientologist connected by blood or close ties to a person who is guilty of Suppressive Acts is known as a Potential Trouble Source or Trouble Source. The underlying principle and Scientology's strategy in these confusions is connectional ties, dropping or trying to give up Scientology, invalidation by a Suppressive Person at covert, then "disconnect" behavior, PTP tactics and gains. If they would act with determination one way or the other, relating the Suppressive Person as disconnect, they would be free of the gains and recover their situation. If they think are determined they eventually succumb.

Therefore this Policy Letter extends to suppressive non-Scientologist wives and husbands and parents, or other family members or hostile groups or close friends. Scientologist as a wife or husband, father or mother or other family connection who is disconnected by the Suppressive Person, spouse or child, or hostile group remains completely unassociated or in communication with the Scientologist spouse or child or parent, then that Scientologist or preclear comes under the *rule of antisocial conduct* and may not be processed or further trained until he or she has taken appropriate action to cease to be a Potential Trouble Source.

The validity of this policy is borne out by the fact that the US government raids and other troubles were instigated by wives, husbands or parents who were actively suppressive of a Scientologist or Scientology. The suppressive Scientologist did not act in good time to avert the trouble by handling the antisocial family member as a suppressive person or disconnect totally.

Disconnection from a family member or disconnection of adherence to a Suppressive Person Group is done by the Potential Trouble Source publicly as finding the fact, as in the legal notices of "I by Another" and "I announce" and taking any evident civil action such as divorce, separate maintenance and taking any further information and disassociating from the person or group.

Unsuccessful or threatened disconnection as a precourse of the person or group being excommunicated from requesting a Certificate of Evidence from the nearest Competent Authority (or FCO) and producing to the Committee any evidence of actual criminal assistance to Scientology without restriction or hindrance. The Committee must be convened if requested.

Before publicly disconnecting, the Scientologist would be well advised to fully reform the person he or she accuses of Suppressive Acts or the substance of this policy letter and seek a reform of the person, disconnecting only when honest efforts to reform the person have not been cooperative with or have failed. And only then discuss the publicly "disconnect" matter should not be unduly long as any processing of the Potential Trouble Source is denied or illegal while the connection exists and a person not actively seeking to settle the matter may be subjected to a Certificate of Evidence if requested and *exists*.

The real motives of Suppressive Persons have been traced to quite sordid hidden desires. In one case the wife wanted her husband's death so she could get his money, and fought Scientology because it was making the husband well. Without handling the wife or the connection with the woman the Scientologist was family drifted on with the situation and the wife was able to cause the destruction of Scientology in that area by false reports only to the police and press. Therefore this is a serious thing to tolerate or remain connected to a source of active suppression of a Scientologist or Scientology without legally disconnecting the relationship or acting to expose the true motives behind the hostility and rehabilitate the person. No money particularly may be accepted as fee or loan from a person who is "family" to a Suppressive Person and therefore a Potential Trouble Source. There is no source of trouble in Scientology's history greater than this one for treachery and lack of ethics.

Anyone accused of Suppressive Acts by a Committee of Evidence ceases to be for gains. Anyone found guilty of Suppressive Acts by a Committee of Evidence and disregarding Authority is found for gains and hostile to Scientology.

This Policy Letter is calculated to prevent future characters of this nature as Omega was.

## RIGHTS OF A SUPPRESSIVE PERSON OR GROUP

A truly Suppressive Person or Group has no rights of any kind as Scientologists and actions can be taken against them by anyone in good faith under Scientology Ethics Codes.

However, a person or group may be falsely labelled a Suppressive Person or Group. Should the person or group claim to be falsely labelled a Suppressive Person or Group, a Committee of Evidence (the Committee) may be requested to convene. The Committee of Evidence must decide and there is no redress for wrongs.

The person or representative of the group labelled Suppressive is named as an Interested Party to the Committee and may attend it where it convenes.

The Committee must pay attention to any actual evidence that the person or group that is accused of being Suppressive may produce particularly to the effect of having helped Scientology or Scientologists or Scientologist and if this is seen to outweigh the Suppressive Acts of it, the person is absolved.

Any knowingly false testimony, forgeries or false witnesses introduced by the person or group accused of being Suppressive can result in an immediate ruling against the person or group.

Any effort to use copies of the testimony or findings of a Committee of Evidence called for this purpose or holding a session of a civil court immediately reverses any favourable finding and automatically labels the person or group suppressive.

Failing to prove guilt of Suppressive Acts, the Committee must absolve the person or group publicly.

If the findings, as passed upon by the Convening Authority, demonstrate the guilt, the person or group is then labelled as a Suppressive Person or Group.

## RECOURSE OF A POTENTIAL TROUBLE SOURCE

A person labelled a Potential Trouble Source and so barred from receiving auditing, may request a Committee of Evidence of the medical Ethics Officer so if he or she contests the allegation.

The Committee of Evidence requested must be convened by the nearest Convening Authority.

If evidence of disconnection is given or if the alleged Suppressive Person or Group is clearly and beyond reason blameless, showing not to be guilty of Suppressive Acts or is shown clearly to have reformed, the Committee of Evidence and the Convening Authority must remove the label of Potential Trouble Source from the Scientologist and the label Suppressive Person or Group from the suspected person or group.

But should the former Potential Trouble Source's state of case show no gain after reasonable time in processing, any Executive of Division 1 of Planning and Processing may order a new Committee of Evidence in the matter and if it and its Convening Authority reverse the former findings, the Ethics are applied. But no auditor may be disciplined for auditing either during the period between the two findings.

## RECOURSE OF AN AUDITOR

An auditor disciplined for processing a Potential Trouble Source or a Suppressive Person or a member of a Suppressive Group, may request a Committee of Evidence if he can persuade the Potential Trouble Source and the Suppressive Person or a representative of the Suppressive Group to appear before it.

The auditor so requesting may be named as an Interested Party or Parties with himself the person or persons who supplied the information or actual auditing concerning his actions.

No damages or costs may be borne by or adjudged by a Committee of Evidence in cases involving Potential Trouble Sources or Suppressive Persons or Groups.

When the Potential Trouble Source or Suppressive Person or Group representative fails to appear before a Committee of Evidence on a Bill of Particulars labelling persons as Potential Trouble Sources or Suppressive Persons or Groups at the published time of its convening, the Bill of Particulars stands as proven and the Convening Authority is bound to adjudicate.

## EVIDENCE OF DISCONNECTION

Any HCO Secretary may receive evidences of disconnection or disavowal or separation or divorce and on finding them to be bona fide, may publicly announce them on a public board and legal notices as "The Auditor".

The HCO Secretary must place copies of such evidences in the Ethics file and in the C/L files of all persons named in them.

The disconnecting person then ceases to be a Potential Trouble Source.

The procedure for a recanting Suppressive Person or Group is set out above.

## HARDNESS OF SUPPRESSION

It is wise for any Scientologist, HCO Secretary or Committee of Evidence in matters concerning Suppressive Acts to obtain valid documents, letters, testimonies duly signed and witnessed, affidavits duly sworn to and other matters and evidences which would have weight in a court of law. Malevolent spite, slander, suits, charges of Scientology separating families, etc., are thus guarded against.

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In matters concerning Suppressive Acts be given good and alert attention, properly enforced, they will greatly accelerate the growth of Scientology and bring a new calmness to its people and organizations and lots better case gains where they have not heretofore been easy to achieve.

Precedent with present time problems, ARC broken with associated but Suppressive Persons will not obtain case gains but on the contrary, may experience great difficulty.

Observance of these facts and disciplines will help us all.

L. RON HUBBARD

FRHmadgin


[This 22 December issue changed *Justice* to *Ethics* and Division 2 Leader Org Board numbering system to Division 1, and added BO Compd the three paragraphs following.]

[*Note*: See HCO PL 21 October 1968, *Conversation of Fair Game*, and HCO PL 5 November 1968 which both moves disconnection as a condition, on page 4.]

[See the HCO PL 9 August 1971, Issue III, *Operating Staff Statistics and Policy of Security Hosts Crime Detectives*, and its second revision of 8 January 1972, same title, in the Ver Books.]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 21 DECEMBER 1965

Communication
Tech Org
Master Files
Org Exec Sec Flat
HCO Exec Sec Flat
Org Sec Flat
Tec Division
LRH Communicator

# LRH FINANCIAL RELATIONSHIPS TO ORGS

After careful review of various tax situations in orgs I have come to the following conclusions:

1. That no understanding is given by tax officials when the relationship of LRH, an individual, to organizations has been handled on a very charitable basis by LRH, an individual.

2. That when LRH, an individual does not process bills and demand payment of debts by orgs to LRH, an individual, the IRS authorities twist the matter to our disadvantage.

3. That leniency where financial relationships between LRH, an individual and any org tends to our disadvantage tax wise.

4. That when sums owing by an org to LRH, an individual are not fully accounted for in the books and balance sheets of an org, as due and owing to LRH, an individual, tax problems arise for the org and for LRH, an individual.

5. That tax problems stem from the leniency in the relationship.

For fifteen years I have personally, and for years such, have loaned and advanced orgs money, have guaranteed their overdrafts, have given them the benefit of my personal credit rating which is high, I have not sought for reimbursement. I have not collected adequate pay or even bills for what they owe me.

The IRS sent by orders is fully consumed by administrative service (and much more than IRS can do) is continually invoked to the maximum, the maximum spent by it, or its solicitations led by LRH as a trustee. It is not given to LRH, an individual as records pay without exception.

All this for 15 years has been an effort on my part to help our organizations. But it is interpreted in other ways by tax officials, winds up up with what it sees LRH, an individual should write as a "profit" and upsets LRH, an individual's personal tax picture.

Thus I have had to conclude that the majority of tax troubles stems from:

(a) Orgs not keeping a proper record of monies owed to LRH, an individual.

(b) LRH, an individual not regularly billing orgs for monies owed.

(c) LRH, an individual not executing proper salary agreement and reimbursement.

In 1966 we will begin to set this right. A reorganization will have to be made and records corrected.

Although it is not easy to imagine that a benevolent attitude on the part of LRH, an individual is incomprehensible to tax officials, it is easy to realize that tax persons are inured to dealing with unselfish acts and suspect only the worst of strangers.

Therefore the following policies are laid down:

A. Every org must carefully record and keep in record all sums owing to LRH, an individual.

B. All sums owing to LRH, an individual must be reflected on yearly balance sheets.

C. Adequate salary and compensation must be allowed for LRH, an individual by all orgs.

D. The Office of LRH must also keep a record.

E. The Office of LRH must bill the orgs routinely.

F. Sums so owing must be paid.

G. Every effort must be made to set the earlier years in order.

H. The current delinquencies must be carefully accounted for.

I. The LRH Communicator is responsible for the LRH, an individual financial story.

accounting in the balance sheets of the orgs and that routine bill are rendered.

Note: These policies stem from US Internal Revenue actions by which the Founding Church of Washington DC is in danger of large tax bills it does not owe and the tiny amount reimbursed to LRH and Inc. for actual outlays on behalf of that org are under challenge and actual sums owing to LRH, an individual, are not properly recorded or taken into account. All the trouble stems from the lack of A to I policies immediately above.

## DEFINITIONS

LRH, AN INDIVIDUAL, means L. Ron Hubbard, a private person as distinct from a trustee, or director or a staff member. LRH, an individual, advances funds or sums without reimbursement, has become the whole kind of research of Scientology and used his own money to found organizations.

LRH, TRUSTEE. This is L. Ron Hubbard in the capacity of a trustee as distinct from a director or individual or staff member. LRH, trustee, holds money for corporations or persons or holds property for them.

LRH, TRUSTEE FOR TRANSFER. For some years the Commonwealth overseas, not US interests belonging to the Dianetics Association of Scientologists International, Incorporated, in Arizona have been held by LRH, Trustee for Transfer. As the overseas interests were worthless to the US Corporation in the US (HASI, Arizona) due to currency exchange laws and was costing it money, the board of HASI Arizona, appointed LRH a Trustee for Transfer for all Commonwealth Corporation property or interests with orders to hand it over to a UK corporation. As Arizona law forbids giving the assets to any but a non-profit corporation, non-profit UK and Commonwealth Corporations had to be formed. The UK tax authorities make a company operate for a year before declaring it non-profit. So far no Commonwealth company has been granted tax exemption for companies LRH attempted to form. HASI Ltd was such an effort. Non-profit status was refused it, but progress is now being made in another direction so these assets can be delivered eventually to UK and Commonwealth companies.

LRH, A DIRECTOR, is a director on the board of directors of several companies. No salary may be paid for this post.

LRH, A STAFF MEMBER, works on staff as a case consultant, training officer, lecturer, design and planning consultant, promotions adviser and a department head of the Office of LRH and as such should receive compensation. As a staff member his expenses are paid by orgs. The prevailing salary level of LRH as employee was several times that given by orgs subsequently.

10% ROYALTY, LRH an individual owns, since he paid for the original research as well as later research and never received a salary for doing it, all copyrights, registered marks and trade marks concerning Dianetics and Scientology. Opposed 10% to Saint Hill and this is used by HASI to administer orgs, paying for communication costs, administration, bulletins, etc, etc. It is invoiced to the Saint Hill Org and has never been given to LRH, an individual, a matter of record. Some US 10%'s have been held by LRH, a trustee, and returned to legal in forms and other official matters to orgs in the US. Therefore the 10% royalty owed for use of name, materials and research by orgs has never in fact been paid. The Franchise 10% is similarly used up by Saint Hill in giving service. No org or field auditor or Franchise Holder has ever paid for its use of name, copyrights, material, writing and research.

SALARY, LRH, an individual has received a salary from time to time always less than that given to comparable positions in other orgs. It is currently £25 a week, advance.

---

I have tried to put as little financial strain as possible on Scientology orgs. This is not understood and we are penalized for it.

Therefore we must bring earlier arrangements up to date and keep current.

This does not mean I want money. I spend my money on behalf of Scientology one way or another anyway. It does mean that to stay away from tax trouble in the future we must understand and put our relationships to orgs on a sound current footing financially and keep scrupulous records of it.

LRH:nl.rd

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER of 24 AUGUST 1959

All HCO Offices
and Associates

## HCO FINANCIAL ARRANGEMENTS ALTERED

Effective on receipt to the nearest post become Thursday, the following financial arrangements will be in effect.

On all new franchises including those now being drafted for Central Organizations, and all permanent franchises, any office which has the personal services of an Area HCO office shall pay 15% of its gross income and no other sums to HCO. (It is now 17%.)

This will be apportioned as follows: 5% will be held by the area office for its own payroll and expenses. This 5% as a separate cheque shall be deposited to the local HCO account which will have as its signatories, L. Ron Hubbard, Mary Sue Hubbard, and the HCO secretary in that area. To this same account will be added, books, tapes, special events and any other sums.

The other 10% will be transferred directly as royalties from the organization or franchise holder as a royalty payment to HCO WW, Barclays Bank, East Grinstead, Sussex and the transfer will be weekly.

If any franchise holder is granted the province and majority service of an HCO Office his franchise payment shall be increased to 15%. If he has an HCO local office, he may not train above the level of HAS as the professional course could not be properly certified examined and assisted.

In the case of an HCO Area Secretary devoting full time to HCO duties, it is necessary to attach the office of HCO to the largest franchise holder in the city and increase the franchise payment from 10% to 15% and handle the matter as above.

This applies worldwide. All transfers of funds and arrangements of these matters is the responsibility of the Treasurer of HCO, Mary Sue Hubbard, and the HCO Area Secretary in the organization involved.

I feel these are fairer terms.

All Central Organizations should return to 50% of their pre-P income for their salary sum and HCO should now pay its own expenses.

Responsibility for solvency of any HCO Area Office now rests wholly with the HCO Area Secretary.

## HCO AREA EXISTING ACCOUNTS

All HCO Area Accounts balances not drawn immediate HCO Area bills should be forwarded at once as collected royalties to HCO WW. HCO Secretary means send HCO WW your full account balance and effective date.

## EXISTING DEBTS NOT ALTERED

This arrangement does not in any way alter existing debts to HCO. These should be computed and collected at once and forwarded to HCO WW as soon as possible.

## COLLECTIONS FROM STERLING AREAS

Regular royalty payments have been found to be feasible to obtain government permits for.

However, if this is found to be completely impossible the HCO Area Secretary is authorised to employ a spares broker to specially buy homes for sharehold England which can be sold for a similar price in London, providing that is not specifically legislated against by the government.

## COMMUNICATION EXPENSES

Central Organizations or franchise holders are to bear communication costs in their own area for HCO, HCO WW will in future pay its costs of communications to HCO offices and Central Organizations.

Any Telex installations and costs are included in this arrangement.

L. RON HUBBARD

## LRH FOUNDER CHEQUES

All cheques for LRH Founder 10% including U.S. organization cheques for LRH are now to be made out to "Hubbard Communications Office Royalties", endorsed and mailed to HCO WW.

## CHEQUES DESIGNATIONS

All cheques, regardless of for what, are to be made out to Hubbard Communications Office. Payee can be further designated "Royalty 10%" or "Area Office 5%" or "Book Refund" or whatever, but Payee in all cases is Hubbard Communications Office.

Any cheque to be signed as a disbursement by an HCO Office anywhere must be entered first on a disbursement voucher machine (exactly like an invoice machine except it says "Disbursement Voucher Without Compliments of the Hubbard Communications Office" instead of "Invoice".

Any cheque made out by an HCO office may be signed only as follows:

Hubbard Communications Office
by L. Ron Hubbard

Hubbard Communications Office
by Mary Sue Hubbard

or: Hubbard Communications Office
(signature of HCO Secretary)
by the Authority of L. Ron Hubbard

No other types or styles of signature will be permitted.

## HCO ACCOUNT SIGNATORIES

All HCO Bank Accounts must carry each of the following signatures for any withdrawal:

L. Ron Hubbard singly,
Mary Sue Hubbard singly,
HCO Area Sec singly or with another.

L. RON HUBBARD

LRH:cden

NOT HCO POLICY LETTER
ORIGINAL COLOUR FLASH
FOR GREEN CAWHITE

HASI SOUTH AFRICA

HCO BULLETIN OF 27 NOVEMBER 1956

## ACCOUNTING & FINANCIAL

Accounting Department. To take care of

1. Maintenance of adequate ledgers for the corporations.
2. Filing of tax returns.
3. Preparation of Profit and Loss and Credit statements.
4. Supervision and preparation of lists of collections on notes owed to the organizations, and submission of a monthly statement.
5. Preparation of weekly pay checks for signature by Treasurer.
6. Custody of notes and paid bills for the organizations.

L. RON HUBBARD

L. HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street London W.1

27 November 1958

## BASIC FINANCIAL POLICY
## HCO

To all HCO Secretaries

1. All funds received from whatever source shall be scrupulously and correctly invoiced on a triple-copy invoice machine.
2. All monies paid out shall be scrupulously and correctly invoiced on a triple-copy invoice machine.
3. All funds received shall be banked at the main bank HCO account. No funds may be withheld for expenses and no funds may be withdrawn from cash for any charge or any emergency of any kind.
4. All cheques are to be signed only by the persons authorized by LRH. No new accounts may be started except by the express order of L. Ron Hubbard. All bills are to be paid by HASI except Petty Cash items for HCO.
5. All financial policies to be valid must bear the signature and seal of L. Ron Hubbard.
6. Tax Accounting is to be done entirely by a well reputed accounting firm. All data in the form of copy in and out invoices to be forwarded to them and all books are to be submitted to them quarterly for auditing. Any action they wish to take must be reviewed by L. Ron Hubbard before being put into effect.
7. The accounts system as outlined by LRH above must be installed and followed meticulously. This is the HCO accounts system. Please follow it exactly.
8. The two invoice machines used by HCO shall contain complete records of all funds which have entered and exited from the office. These should be transferred quarterly to a ledger in a single IN and OUT column system. They are to be entered under various categories to which a code system is to be evolved. For example:
   (a) 10% received from HASI
   (b) Rent received from HASI etc.
9. The policing of the HCO accounts system is done by HCO Secretary, who is to ensure the above is executed at all times and to report to L. Ron Hubbard accordingly.
10. HCO Secretary is to ensure each Monday morning that the correct cheque for the 10% of HASI gross income for the previous week is paid to HCO, and recorded properly as above. Also ensure HASI rent is regularly paid and that the cheques promptly deposited to the HCO bank account.
11. HCO may not loan money to any HASI or spend sums for HASI bills.

The above provisions have the status of law under US and British corporation commissions and failure to adhere to them can bring about legal or criminal action against an offender or confederates.

All persons connected with the finances of the HCO are warned to be alert to adherence of these policies to be accusers of collusion in case of loss of funds.

L. RON HUBBARD

SEA ORGANIZATION

FLAG ORDER 2685 28 December 1970

Finance Hats
Bureaux Hats
HCO Personnel Hats

FINANCE OFFICE

This FO defines Finance Office lines and actions as distinct and different from other SO and Sea networks.

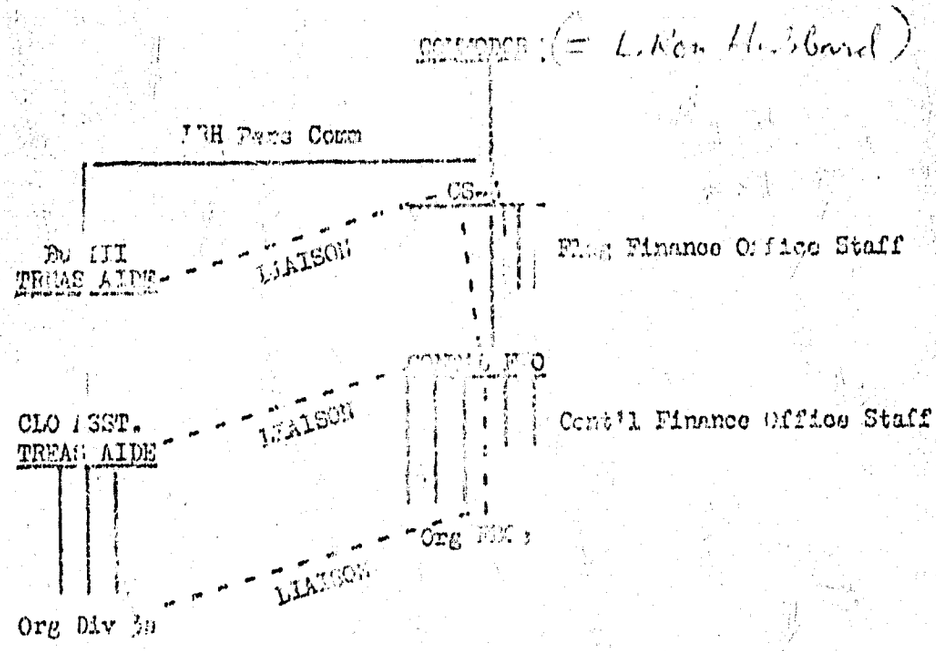
The CS-3 Finance network of FFOs and Finance Offices operates as a single network entirely separate and apart from Flag and Continental Bureaux.

It is autonomous.

Its actions are financial management and the solvency, viability and return to S.O. Reserves from orgs and areas.

COMMAND LINES

FINANCE OFFICE AND BUREAU III




Finance is not the Treasury Bureau III network but forms liaison with it to forward the actions of both Finance and Treasury at org level and the orders and actions of Finance are binding on Div 3s and Bu IIIs where needful.

FFOs in small orgs will double-hat as FFOs and org liaison for Bu III but they are trained and placed by Finance, and Bu III orders and actions for org FFOs travel on the command channels of Finance, via CS-3 or continental FFOs who must coordinate such with Finance actions current.

The Cmd Fscal location of Finance Officers for posting purposes is Div 7, Dept 10 of orgs, CO's and as Flag; but Finance Officers are not part of the Flag/Cmd Bureau, [illegible] and are not subject to the traffic patterns or orders or handling actions and schedules of Bureaus.

Mission Orders and planned plans and issues of Bureaus may not order Finance without CO-3 approval except by order of LRH.

Situations detected by Finance are to need to actual MEs and handled by applicable policies of Finance or without other restriction or regulation except that no unauthorized or unknown policies may be set or issued.

## [illegible]

Finance personnel and FEOs are only appointed and removed by specific approval of CO-3 or Cont'l Fsc/s and may not otherwise be proposed for appointment, removal or transfer by any FEO authority or CO.

Space allocation, equipment and supplies are obtained by Finance in liaison with Bureaus but may not be changed without Finance consent.

## [illegible]

Successful actions of Finance to be preserved and reinforced by Finance Officers are:

1. Thorough application of the stable terminal policies to Finance personnel and FEOs and demanded competence in these and post functions.

2. Thorough hatting and training of FEOs and the immunity of these from transfer or appointment without sender co sery.

3. Established and functional data collection and handling and command patterns.

4. Orientation of all action to STATS and the advancement of state and conditions and situation correction by means of programs and projects based on actual data and pursued to fast and successful completion.

5. Autonomy.

## [illegible]

Finance is an S.O. network and [illegible] extended into Sea orgs via network members and Flag are responsible to S.O. for org viability and S.O. Reserve increase from raised income.

Finance current and vital actions are increase in return to reserve from S.O. orgs and rapid recruitment and training and [illegible] of its lines and actions into Sea orgs having viability to give new sources of reserve increase.

Lt. Nicki Rodriguez
CO-3

by order of

L. Ron Hubbard
Commodore

LRH:[illegible]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 19 FEBRUARY 1977
ISSUE 1

Read on
FBOs
Ack the ASHs
Org Executives
Treasury Secs
Dirs RAM
Board Members of all
Scientology Corporations

URGENT

BANK ACCOUNT SIGNATORIES

Reference: HCO PL 1 September 1966
"Founder".

CANCELS: HCO PL 20 June 1966 Issue III,
"Commodore and Founder as
Signatory on Every Bank Account."

LETTER: An earlier policy establishing
org account signatories where
they conflict with this Policy
Letter.

L. Ron Hubbard is currently a signatory on every bank account of every organization.

In the early days this was necessary as orgs did not have credit of their own and without his name. But today orgs are doing well financially and have established their credit.

Legally, the Founder has not been a member on any Scientology Board since 1966, and he had requested at that time in HCO PL 1 September 1966 that his name be removed from bank mandates as such no longer needed to bear his signature.

Therefore the Founder's name is now to be removed as a signatory on all bank cards of all Scientology organizations and units.

Additionally, Finance Alce and FBO International are removed as signatories from the FBO No. 1 and No. 2 accounts where they are in use, as such is not in agreement with the corporate status of orgs concerned..

Each orgs must reflect the actual current Directors of each Scientology Corporation.

The legal signatories on every org account are detailed herewith in full as compiled from earlier policies and amended by the above, for ease of reference. All persons holding titles listed below must be signatories on the respective bank accounts, and no other persons may be.

Where post changes have occurred, bank cards are to be amended so that the current holder of each post or title is the actual person if being signatory.

## ORG SIGNATORIES

1. The International signatories on the org Main, HCO and Reserve accounts and on the FBO No. 1 and No. 2 accounts shall be:

The Controller, singly
The Guardian WW, singly
The Treasurer WW, singly.

2. The local signatories on the Main and HCO accounts shall be:

The current members of the Board of Directors of the Corporation name under which the org is registered and operating legally. These are the Chairman, Secretary and Treasurer of the Board, any two jointly.

| | |
|---|---|
| The A/G or A/G Finance<br>The Exec Dir or CO or OEC<br>The Org Officer or HES<br>The Treas Sec acting as a deputy to the CO or ED in his absence<br>The HAS acting as a deputy to the Org Officer in his absence | any two jointly |

3. The local signatories on the Reserve, FBO No. 1 and FBO No. 2 accounts shall be:

| | |
|---|---|
| The Finance Banking Officer<br>The A/G or A/G Finance | Jointly |

## ORGS NOT OF FBO SYSTEM

1. The International Signatories on all org accounts shall be:

The Controller, singly
The Guardian WW, singly
The Treasurer WW, singly.

2. The local signatories on Main, HCO, Disbursements, Salary, Reserve Payment and HAS accounts shall be:

The current members of the Board of Directors of the Corporation name under which the org is registered and operating legally. These are the Chairman, the Secretary and the Treasurer, any two jointly.

| | |
|---|---|
| The A/G or A/G Finance<br>The Exec Dir or CO or OEC<br>The Org Officer or HES<br>The Treas Sec acting as deputy to the CO or ED in his absence<br>The HAS acting as deputy to the Org Officer or HES in his absence | any two jointly |

In addition the DSS or DI Distribution Sec is a joint signatory on the DSS Account where it is in operation.

2. There are no local $1 notories on the Building Fund, General Liability Fund and LRH Goodwill Repayment account (where it is in operation).

---

Any org whose bank cards are in conflict with the above lists of signatories or are out of date and do not reflect the current holders of each title, is to get the matter corrected at once.

The Treas Sec of each org is to forward compliance to CS-3. FSOs will forward compliance concerning their accounts to CS-3.

DEADLINE FOR COMPLIANCE IS APRIL 1ST, 1973.

Mary Louise Quirion
CS-3

Approved By

W/S Fran Brooker
Finance Aid

Mary Sue Hubbard
The Controller

Authorized by AVU

By Order Of

L. RON HUBBARD
FOUNDER

LRH:CS:MSH:EB:LQ:nt

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 1 JUNE 1971

Reminder
FBO Hats
A/Gs

Finance Series 5

(Originally reissued as Finance Series 6.)

## FBO ACCOUNTS

(Ref: HCO PL 29 Jan 1971 FINANCE BANKING OPERATIONS
HCO PL 17 Feb 1971 BASIC FSO DUTIES)

FBO No. 1 and No. 2 accounts are in the local org's name, but are controlled by the joint signatures of the org FBO and A/G (or A/G F), who administer them strictly in accordance with the policies of Control Management which govern their use.

Thus the FBO account names become: FINANCE OFFICE (org name) No. 1 ACCOUNT and FINANCE OFFICE (org name) No. 2 ACCOUNT.

In the event of prolonged absence of FBO or A/G without deputy the Exec Dir may substitute as joint signer until such time as a deputy FBO or A/G can be appointed.

International signatories are:

THE FOUNDER
THE CONTROLLER
THE GUARDIAN WW
THE TREASURER WW
— SOLE SIGNERS

FINANCE AIDE
BANKING OFFICER INT
— JOINT SIGNERS

The checkbooks for these FBO accounts are securely kept by the FBO.

Weekly and monthly financial summaries on these accounts are made up by the FBO and sent to Flag Finance Office.

## TAX AND BALANCE SHEETS

The FBO No. 1 and No. 2 Accounts are part of org records as regards tax and balance sheet preparation, the No. 2 account representing all org income receipts and transfers for org expenses, WW 10%, and Management fees, and the No. 2 account representing partial payments of Management fees by means of local funds placed at the disposal of Central Management.

While they are org accounts in this respect, both accounts are used entirely at the direction of Central Management, under whose corporate authority the FBO operates. They have no part in Org Exam/Auditing Finance, and are not considered to be org funds in any other sense than for accounting purposes.

Lt. Vicki Pollard
Flag Finance Aide
for
L. Ron Hubbard
Commodore

LRH:VP:sb

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 1 SEPTEMBER 1968R

Reminco
Board
Members
Executive
Directors

*(Revised, 9 May 1973, to more accurately reflect the corporate realities existing since the time of original issue not hitherto made absolutely clear.*

FOUNDER

In that new boards of directors are being elected for the various corporations and their branches, I am resigning the title of Executive Director and in accordance with a resolution of the general meeting of charter members am being given the title of "Founder" instead.

Hereinafter all SecEDs *(now named "Executive Directives" or FDs)* will be signed for *the Boards of Directors.*

The "Office of LRH" remains as before. The designation *ED* does not change.

All Org Boards should change the top line Executive Director to "Founder" in letters of similar size.

None of this changes various communication lines, but Policy Letters are hereafter to be accepted or nullified by Boards of Directors in their regular meetings.

*All Policy Letters since the date of issue of the original Policy Letter, 1 Sept 1968 "Founder", have been written in fact for the Board of Directors.*

*The signature of the Boards of Directors of the Churches of Scientology is legal on any Policy Letter issued by the Hubbard Communications Office, Saint Hill Manor, East Grinstead, Sussex from 1 Sept 1968 and gives any Policy Letter so signed its full force as Policy.*

I have not for a long while received pay from any organisation and my services are wholly volunteer.

There are considerable outstanding sums loaned by me to orgs or owed to me by orgs and these should be paid as feasible, carrying me as a creditor in Disbursement Files.

I have worked long to stabilize and expand orgs and to complete technology and policies and am resigning on a high statistic.

I am still available for consultation and for signature.

*It is called to attention that the signature available is that of L. Ron Hubbard, as a writer, and not that of L. Ron Hubbard as individual. As the two signatures may become somewhat confused, the distinction is emphasized by this re-issue.*

My office of LRH as Founder remains mine as the public demonstrably stays away from orgs that do not bear the name "L. Ron Hubbard" and I do not wish to damage their "traffic" volume.

This is not a retirement but is a resignation from all director posts and the conducting of organizations by myself.

Organizations have now proven they can manage themselves and with mainly Clears and OTs in charge should come to no grief.

This affects all corporate structures in that I am not now a board member.

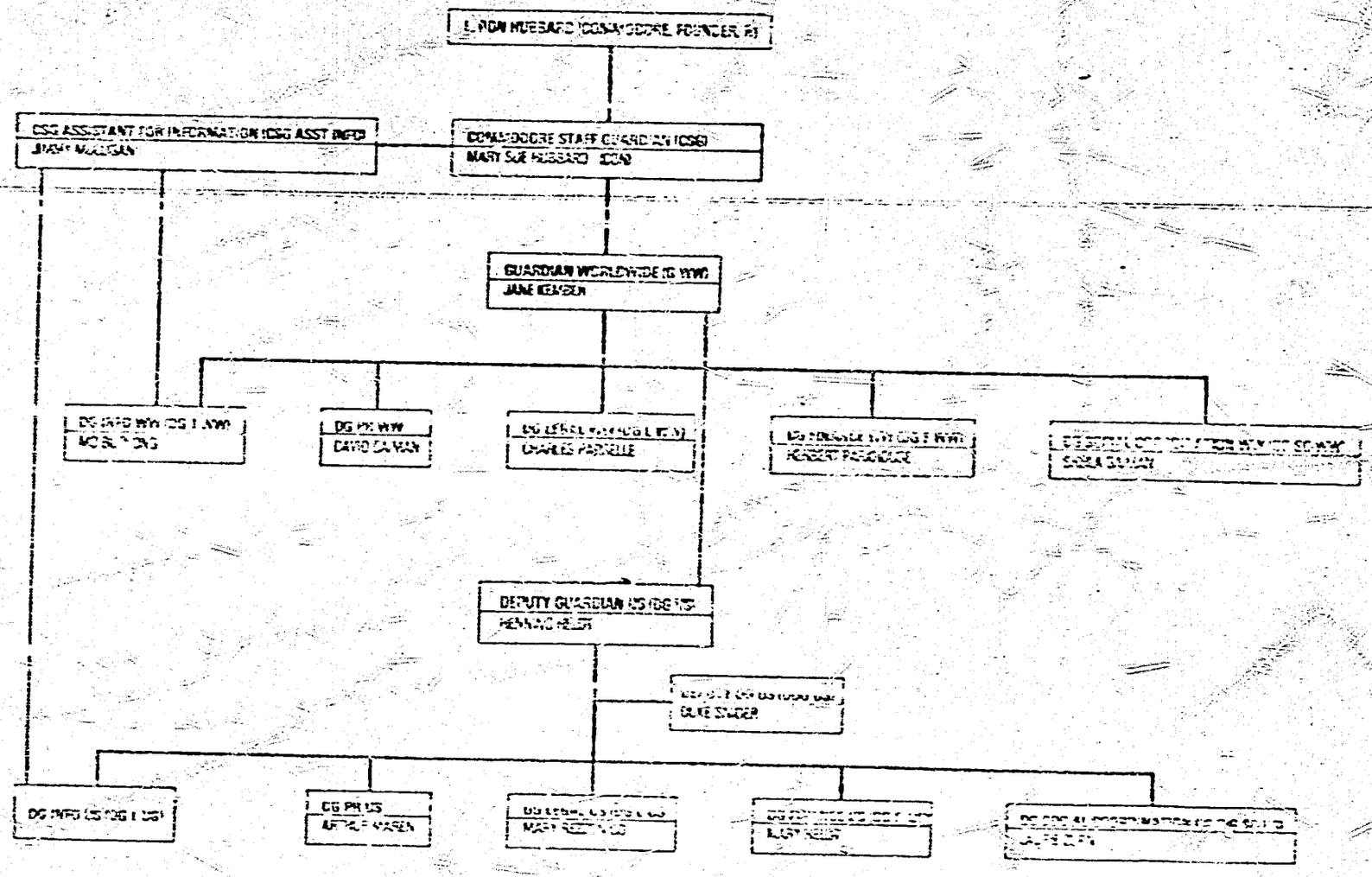
Bank accounts need no longer bear my signature but as they are so numerous and the task of changing them so great, I leave this to the new Boards to accomplish when they can.

I would appreciate the new boards holding early meetings to review or accept policy and bank mandates as soon as possible as I wish to remain available to answer any questions.

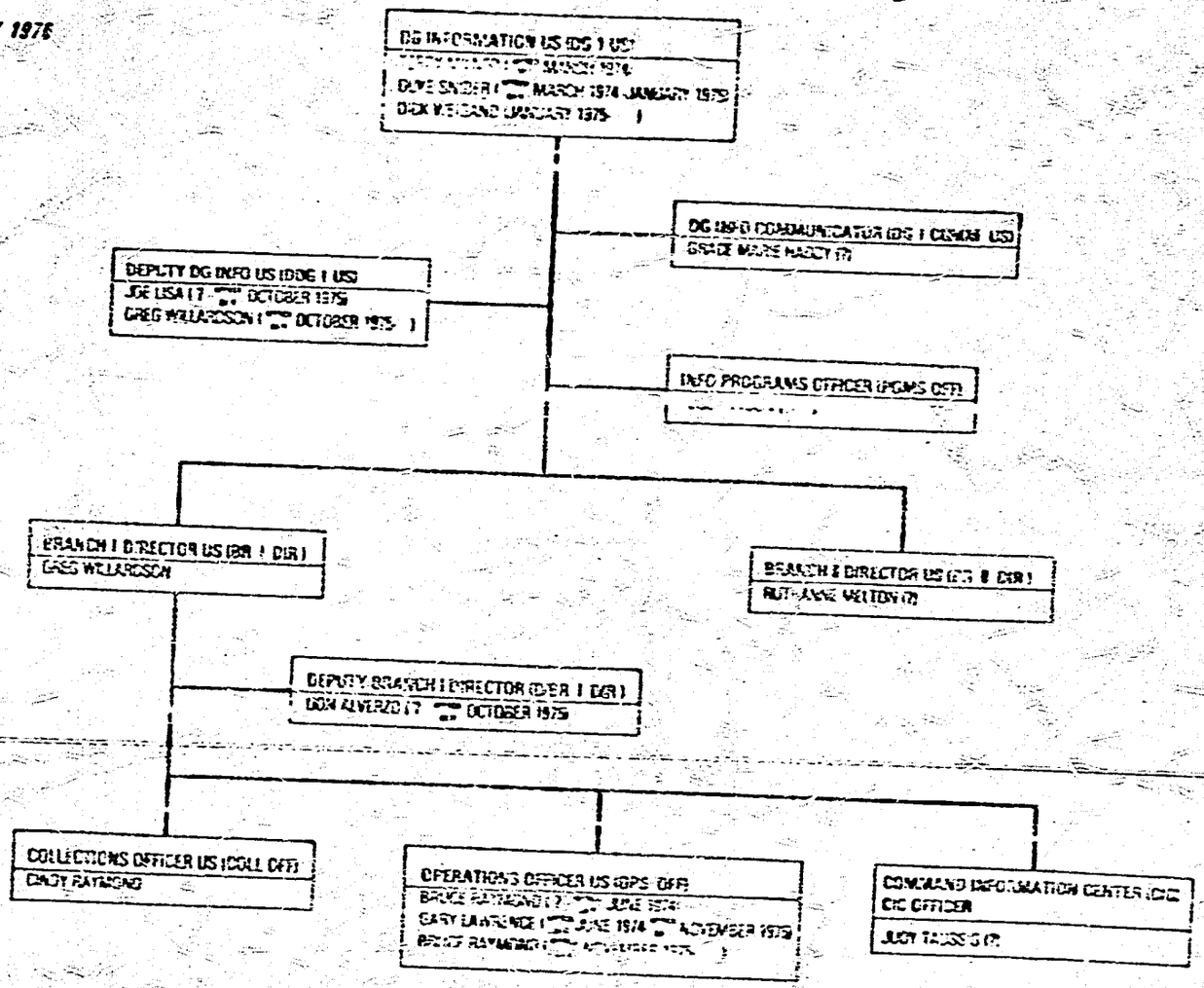
On specific request, as a writer, I will write books on Scientology, its organization, and will write HCOBs and Policy Letters as requested. This is my writer hat.

Revised by:
The Boards of Directors
of the
Churches of Scientology
with the concurrence of
L. RON HUBBARD

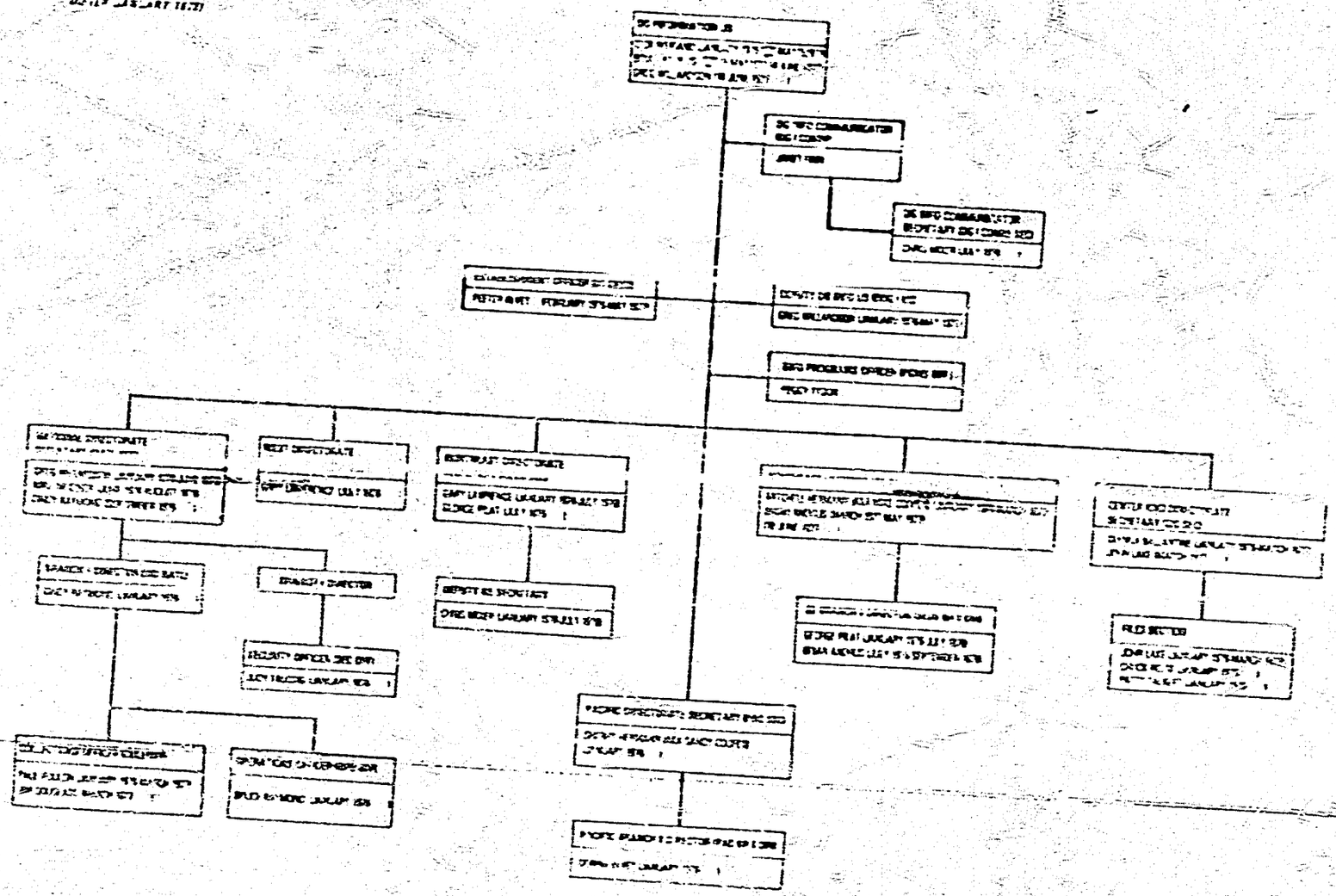
LRH:RDCS:lb-r:nt



*INFORMATION BUREAU US*
*NOVEMBER 1973 - JANUARY 1975*

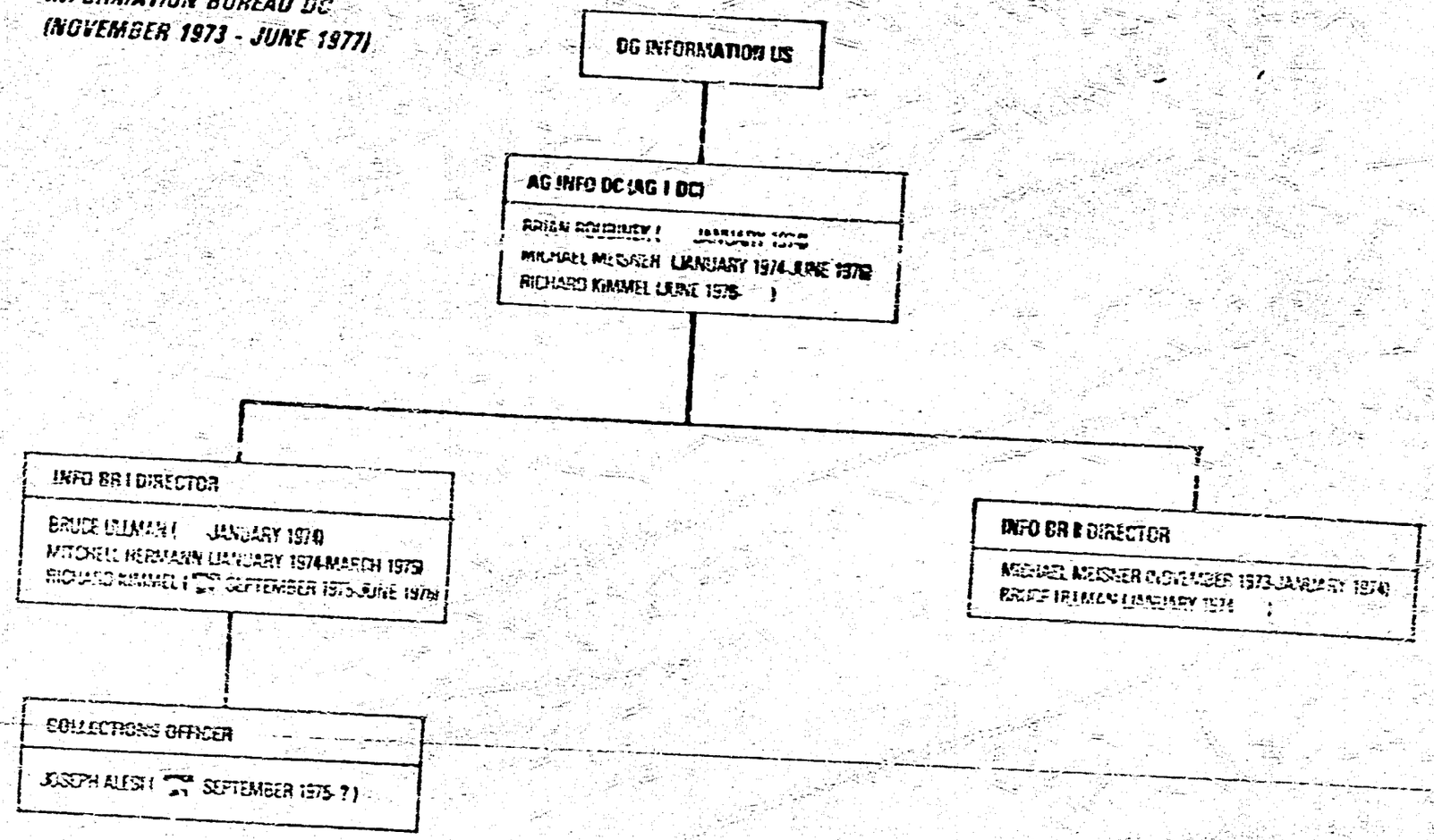


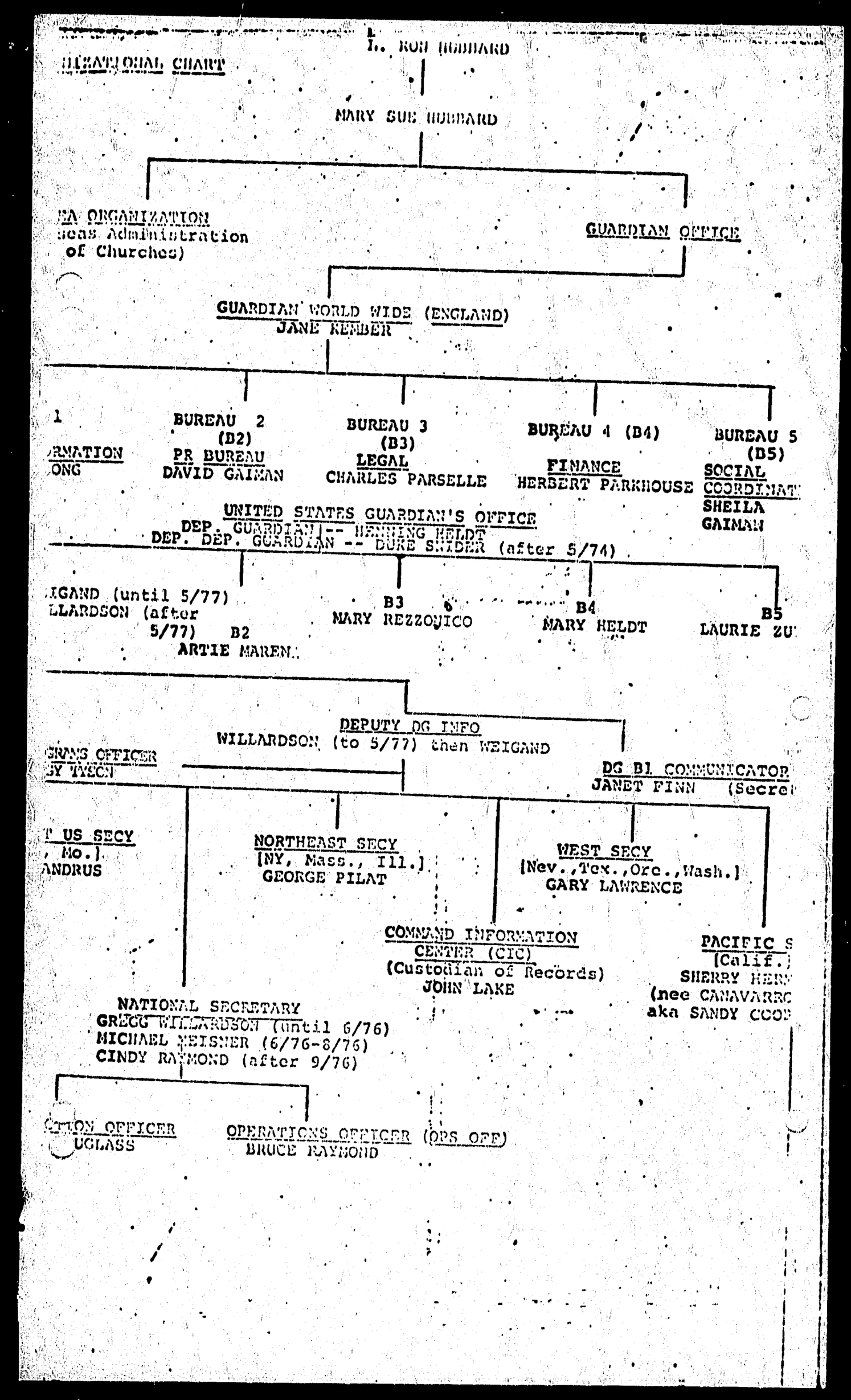

GOVERNMENT EXHIBIT



GOVERNMENT
EXHIBIT

*INFORMATION BUREAU DC*
*(NOVEMBER 1973 - JUNE 1977)*




L. RON HUBBARD
ZATIONAL CHART
MARY SUE HUBBARD
EA ORGANIZATION
eas Administration
of Churches)
GUARDIAN OFFICE
GUARDIAN WORLD WIDE (ENGLAND)
JANE KEMBER
1
RMATION
ONG
BUREAU 2
(B2)
PR BUREAU
DAVID GAIMAN
BUREAU 3
(B3)
LEGAL
CHARLES PARSELLE
BUREAU 4 (B4)
FINANCE
HERBERT PARKHOUSE
BUREAU 5
(B5)
SOCIAL
COORDINAT
SHEILA
GAIMAN
UNITED STATES GUARDIAN'S OFFICE
DEP. GUARDIAN -- HENNING HELDT
DEP. DEP. GUARDIAN -- DUKE SNIDER (after 5/74)
IGAND (until 5/77)
LLARDSON (after
5/77)
B2
ARTIE MAREN
B3
MARY REZZONICO
B4
MARY HELDT
B5
LAURIE ZU
DEPUTY DG INFO
WILLARDSON (to 5/77) then WEIGAND
RAMS OFFICER
GY TECH
DG B1 COMMUNICATOR
JANET FINN (Secre
T US SECY
, Mo.)
ANDRUS
NORTHEAST SECY
(NY, Mass., Ill.)
GEORGE PILAT
WEST SECY
(Nev.,Tex.,Ore.,Wash.)
GARY LAWRENCE
COMMAND INFORMATION
CENTER (CIC)
(Custodian of Records)
JOHN LAKE
PACIFIC S
(Calif.)
SHERRY HERN
(nee CANAVARRO
aka SANDY COON
NATIONAL SECRETARY
GREGG WILLARDSON (until 6/76)
MICHAEL NEISNER (6/76-8/76)
CINDY RAYMOND (after 9/76)
CTION OFFICER
UGLASS
OPERATIONS OFFICER (OPS OFF)
BRUCE RAYMOND

DIX E

DISTRICT OF COLUMBIA GUARDIAN'S OFFICE
ORGANIZATIONAL CHART

ASSISTANT GUARDIAN D.C. (A.G.D.C.)
DUKE SNIDER (1/73 - 5/74)
LYNN McNEIL (5/74 - 4/76)
PATRICIA MEISNER (4/76 --)

B3
ASST GUARDIAN LEGAL
RICHARD MOXON (9/74--)

B4
ASST GUARDIAN
FINANCE
BARBARA
(12/73 - 7/74)
JANE CONDON LAYTON
(1/77 --)

B5
ASST GUARD
SOCIAL CCO
CARLA MOXO
(6/75-12/7
KATHY WILT
(3/77 --)

ARDIAN - INFORMATION
ROUBINEK (8/73 - 1/74)
EL MEISNER (1/74 - 6/76)
RD KIMMEL (6/76 --)

B2
ASST GUARDIAN PR
PATRICIA MEISNER (11/73-4/76)
DEBORAH DIDDEN (4/76 - 4/77)
GREG LAYTON (4/77 -- )

1 DIRECTOR
L HERMANN
3/75)
KIMMEL
6/76)
ALESI
5/77)

BRANCH II DIRECTOR
BRUCE ULLMAN
(1/73 -- )

PR LIAISON
HUGH WILHERE
(1/75 --)

IONS OFFICER
ALESI (8/75-6/76)
PEASE (9/76-1/77)

BRANCH I DIRECTOR
HUGH WILHERE
(11/73-1/75)
CHRIS VOLZ
(1/75-4/77)
SYLVIA CAIN
(4/77 --)

BRANCH II DIREC
DEBORAH DIDDEN
(3/75-4/76)
GREGG LAYTON
(4/76-4/77)
GREG TAYLOR
(4/77 --)

GATORS
PEASE
RMSTRONG

Some of their dirty tricks operative.
While were, Don Alvarez to Jerry Levin,
& guy I lived with

13450

GUARDIAN CONDITION ORDER

GCO 380

6 June 1975

GO WW B1
GO US B1

CONFIDENTIAL

In recognition of the work by all DI US staff over the past two and a half months, for the extra time spent on a very important and vital project, for maintaining excellent regular post production during this period, and for completing this project in minimum time, the following bonuses are gratefully awarded.

| | |
|---|---|
| Dick Weigand | $30.00 |
| Joe List | $25.00 |
| Greg Willardson | $25.00 |
| Peter Tyson | $15.00 |
| Cindy Raymond | $15.00 |
| Tom Reitze | $ 5.00 |
| Gary Lawrence | $15.00 |
| Judy Teussing | $35.00 |
| Diane Coughlin | $20.00 |
| John Lake | $10.00 |
| Jim Douglas | $ 5.00 |
| Allen Hubbert | $20.00 |
| Patti Talbert | $15.00 |
| George Pilat | $10.00 |
| Kathy Sova | $10.00 |
| Brad Valentine | $15.00 |
| Grace Marie Ruddy | $20.00 |
| Don Alvarez | $10.00 |
| Marsha Williams | $15.00 |

Judy Teusch
BR I BI GIC Project I/C
for
Greg Willardson
BR I DIR US
for
Dick Weigand
DG I US
for
Mr Budlong
DG I WW
for
Jane Hunter
The Guardian WW

7/8/77
67 JK
67-3
KAH

BOARD POLICY LETTER
27 MAY 1970RA
REVISED & REISSUED 15 OCTOBER 1975 AS BPL
CANCELS
HCO POLICY LETTER OF 27 MAY 1970R
REVISED 25 SEPTEMBER 1973
SAME TITLE

Remimeo

## THE ORGANIZATION OF THE GUARDIAN'S OFFICE

The Guardian's Office will be composed of six Bureaux as follows:

I. SERVICE BUREAU

A. GO Stability (HCI) Branch One

Personnel Department
Communication Department
Inspections and Reports Department
Service Bureau CIC Department

B. Personnel Enhancement Branch Two

Training Director
Auditing Director
Qual Director

II. INFORMATION BUREAU

A. Information Branch One

Information Collection Section
Information Operation Section
Information Branch One CIC Section

B. Information Branch Two

Information Investigations Section
Information Handling Section
Information Branch Two CIC Section

III. PUBLIC RELATIONS BUREAU

A. PR Branch One

PR Planning Section
PR Actions Section
PR Liaison Section
PR CIC Branch One Section

B. PR Branch Two

PR Information Section
PR Operations Section
PR Branch Two CIC Section

C13 304#Fn 446#1

C. PR Archives Branch

PR Library Collection Section
PR Library Filing Section
PR Library Index Section

IV. LEGAL BUREAU

A. Legal Branch One Non-Litigation

Legal Investigations Section
Legal Handling Section
Legal CIC Branch One

B. Legal Branch Two Litigation

Legal Research Section
Legal Actions Section
Legal CIC Branch Two

V. FINANCE BUREAU

A. Finance Supervision Branch

Comm and Distribution Section
Reports Section
Premises CSW's Section
Forming Org Checksheet Section
Validations and Awards Section

B. Finance Actions Branch

Report Correction Section
Telex and Dispatch Handling Section
Data Analysis Section
Danger Handling Section
Apprenticing Section

C. Finance Audit Branch

Audit Enforcement Section
Audit Review Section
Audit Handling Section
Tax and Corporate Section
Executive Income and Tax Section

D. Finance CIC Branch

Data Section
Boards Section
Stats Section
Programmes Section
Picture Summary Section

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VI. SOCIAL CO-ORDINATION BUREAU

A. Public Relations and Consumption Branch One

Long Range Planning Department
Compilations Department
Sales Management Department

B. Human Rights Branch Two

Establishment Department
Human Rights Operations Department
Enhancement Department

C. Social Reform Branch Three

Establishment Department
Social Reform Operations Department
Enhancement Department

D. Rehabilitation Branch Four

Establishment Department
Rehabilitation Operations Department
Enhancement Department

E. CJC Branch Five

Data Files Department
Stats Department
Programmes Department

Mary Sue Hubbard
The Controller

Reissued as BPL
by Flag Mission 1234 2nd
Molly Gilliam

Approved by the
Commodore's Staff Aides
and the
Board of Issues

for the
BOARDS OF DIRECTORS
of the
CHURCHES OF SCIENTOLOGY (R)

BDCS:CSA:BI:MSH:MG:mg


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FR BSN

SEA ORGANIZATION

FLAG ORDER 3434 - 25
RPF

25 July 1974

## FO 3434 SERIES CHECKLIST

INSTRUCTIONS: This checklist is inspected in its entirety once a week by the LRH Comm RPF. Each point is marked in or out on the line provided. It would only be marked in if actual evidence were visible through personal inspection showing that the given point is indeed in. As the LRH Comm RPF will be very familiar with the existing scene this action is not expected to take long. The checklist when filled in is routed through the LRH Comm network to CS-7 by Friday noon for the previous week.

THESE ARE ALL THE POINTS IN THE FO 3434 SERIES THAT THE RPF CAN GET IN. All should be in in the interest of thorough and unimpeded redemption.

At the end of the checklist is a line for marking percentage in, percentage of points out. The LRH Comm then writes down major outnesses found (if any) and what he is doing to push these points in per the Commodore's intention.

(Note: This checklist can also be used as points for compliance reports when any particular point is gotten in.)

## INSPECTION CHECKLIST

To: CS-7
via
via
LRH Comm RPF
W/E ____

Date inspection started:
Date inspection completed:
Time spent on inspection:

Name of Inspector:

RPF Unit:

A. FO 3434

1. RPF members wear a BLACK boilersuit or very dark blue. There are no exceptions.
2. The RPF is under the Ship's Bosun and in the charge of the RPF Bosun and no orders are received which incorrectly bypass this line. ____
3. The basic organization consists of RPF Bosun, MAA, Section Leaders and Section members. ____
4. Sections consist of a Section Leader plus 5-7 members (depending on the overall total in the RPF). ____
5. Each Section is identified by a letter, A, B, etc. ____
6. Any seconding of members from one Section to another is for one specific cycle requiring 2 more members than were in the Section assigned to that cycle but not requiring two whole Sections. ____

RPF Berthing and Messing arrangements are unchanged but may not be set up in violation of Local Regulations (i.e. number of berthers per room, bathing facilities, etc.)

## EPF FUNCTIONING

New recruits do their required basics while in the Estates Project Force of the Estates Org.

The EPF (DPF on Ships) is run per FOs 3183 and 3192. It works on Project Orders (refer 3192). Such Projects must be coordinated with, originated or approved by the 1st Mate (or D/1st Mate) and CO Estates Org.

EPF personnel work as a team on a one time - one job - one place basis and may not be given individual responsibilities or duties which would amount to them covertly holding a post in the Estates Org. Per FO 3183 no EPF member may be assigned as a Cook, Steward, or assigned to a post, even NCO Expeditor.

The most upstat member of the EPF is appointed as EPF MAA. He musters the group, conducts any exercises, and keeps the schedule in under Supervision of the 1st Mate or his Deputy.

## SEPARATION

The EPF (DPF) and RPF as dealt with in the reference FOs cited are entirely separate units. The two groups are not intermingled for berthing, messing, working or mustering.

## TRAINING AND TECHNICAL RESPONSIBILITIES

The 2nd Mate of the Estates Org now assumes the responsibility for the rapid and high quality training of EPF personnel as per FOs 3183, 3192 and 3156RA, The Basic Sea Org Training Program. This arrangement also provides the Estates Org with one source of income as covered later in this FO.

Where an Estates Org is not sufficiently established to provide the Training and Auditing actions necessary to SO Basic Training Pgms, these may be done at the FOLO, which org also receives the remuneration.

The ultimate responsibility for RPF quality tech per FO 3434-28 is borne by the 4th Mate, in this case of the Estates Org. In the absence of a 4th Mate or sufficiently qualified tech terminal, the responsibility falls on the FOLO 4th Mate. The FOLO 4th Mate in any case retains a responsibility for the Estates Org 4th Mate; the KOT's responsibilities remain as per Policy.

## FOLOs

In Cont area where no Estates Org has been formed, the EPF and RPF come under the FOLO Estates Manager. If the 2 units are sizeable a Deputy must be appointed. He is the D/Estates Manager or 1st Mate FOLO as an alternate title.

In this case the Programmes and Projects of the 2 groups are approved by the Estates Manager FOLO, Estates Exec and LRM Comms FOLO and Cont.

## SUPPORT

EPF Members on full time Basic Training are fed and berthed in Estates Org facilities. Payment for their room, board and pay is the responsibility of the org for which they were recruited and to which they will return on completion of Basics. Estates Org (or FOLO) Pursers should issue a realistic room and board breakdown to facilitate this.

The Basic full time training course which must be done before a new recruit is returned to the Expeditor Pool of his org is Prod 0. Per FO 3188RA the maximum time for this completion from start to finish is 2 weeks.

Thus, two weeks room, board and SO half pay must be paid on arrival of the new recruit for training. However this requirement may not be used to turn away recruits arriving for training. If the training extends longer than 2 weeks (it shouldn't), the Estates Org (or FOLO) incurs any additional financial burden for the support of the overdue recruit.

## RPF SUPPORT

The above arrangement for room, board and half pay applies similarly to the RPF. It must be very clearly understood, however, that no payment may be demanded by Estates Org or FOLO for an RPF product. This production occurs within the RPF itself. It is <u>not</u> a "service" to be promoted or collected for.

## SO PROPERTIES

The 1st Mate and CO Estates Org (or FOLO Estates Manager and Cont Estates Exec, where no Estates Org exists) must ensure the EPF and RPF are utilised as separate work forces to upgrade and arrest the decline of SO properties, buildings and grounds in the overall Cont SO area. But this may be done only within the scope of FO 3434 Series for the RPF and FOs 3188 and 3182 for the EPF.

The work of the two groups may not deteriorate to the point where they are used as substitutes for crew cleaning stations and CSP. Where this occurs Officer Responsibility has dropped out and must be gotten back in by the Area Estates Exec.

## EPF PAY

All persons in the EPF may receive a half pay allowance upon presentation to payroll of an attestation from the EPF Bosun that production that week was of high quantity and quality, and countersigned by the 2nd Mate or Supervisor attesting to satisfactory study state.

## PRODUCT COMPLETIONS

The EPF Bosun, 2nd and 4th Mates must attest that the new recruit or product completion has done well in the EPF, produced real and honest products as a member of the team, has demonstrated that he can apply what he has studied, and may return to his org as a VFP - a COMPETENT SEA ORG MEMBER.

## SO BASIC TRAINING, PAYMENT FOR

To establish an exchange factor between the Estates Org (or FOLO) and SO Orgs whose personnel it trains, the following scale of product values goes into effect with the issuance of this FO:

| | |
|---|---|
| Prod 0 - $250 | Prod 4 - $700 |
| Prod 1 - $450 | Prod 5 - $800 |
| Prod 2 - $500 | Prod 6 - $800 |
| Prod 3 - $600 | Prod 7 - $1000 |

In addition to the above, for each Officer Responsibility Course Graduate supplied to an SO Org an exchange of $100 is set.

## PAYMENT

1. All products delivered to an org are to be fully paid for upon receipt by the receiving org. This is not to discourage an AP Credit Account from being built up with the Estates Org (or FOLO) on good income weeks to provide for future training services.

2. In the case of a recruit who blows or is Fitness Boarded out before being returned to his org, the org concerned is credited for monies outlayed for the training (not support) of the recruit. Estates Org takes over the Freeloader collection.

3. In the case of any dispute over the payment or delivery of a given product, the FBOs of the Est Org and the org in question must arbitrate the matter.

It is the intention of the above to provide Est Orgs (FOLOs) with an exchange for their products and to encourage the production of volume, high quality trained and competent SO members.

An additional benefit to be realized by SO Units will be the Estates work accomplished by the EPF throughout the course of their training under this system.

## SO MEMBERS ONLY

The RPF may not be used as a substitute for on-Policy recruitment, Dept 3 and Qual functions. Non-SO Class 4 Org staff may not be accepted into an SO Unit RPF.

An SO Member who is contracted to a Class 4 Org and incomplete in his service to that org may not be assigned to an SO RPF for Rehabilitation unless explicit provisions are made with the contracting org for weekly room, board and SO half pay.

Reg. Corr.

SEA ORGANIZATION

FLAG ORDER 3434 .. 26 25 November 1974

**RPF RIP-OFF**

No one may any longer propose the use of RPF Personnel for any project whatsoever, unless it can be unequivocably proved that not to use them would be destructive to the Sea Org or Sea Org Operations.

All such proposals must be made through the MAA who is to fully investigate the persons proposing the use of RPF Members and the activity for which they are proposed.

The MAA is to look into the following:

0. Who is stopping or neglecting recruitment.

1. Are there any unutilised personnel aboard who could do that function.

2. What is the current condition of the area requesting personnel.

3. Is the work the RPF is being requested for caused by misutilisation, or allowing backlogs to occur.

4. Are all the personnel in that area fully hatted and do they have full A-I hats.

5. How many personnel does that area have now.

6. What has the area done to procure more personnel.

7. Are all the existing personnel in the area Ethics upstats per Ethics Pgm No. 1.

8. Are all the personnel in the area on schedule, and productive during their on post time.

9. Does the senior of the area support a program for the enhancement of personnel under him.

10. Are any of the personnel in the area PTS or unhandled cases.

Any CSW which does not contain this data is not to be forwarded to LRH Pers Comm, or the Cont'l LRH Comm, for approval to use RPFers if this investigation has not been done. CSWs which do not contain all this data will be returned to the Originator as Incomplete.

The MAA is to call a Committee of Evidence on any originator of a CSW if the area for which the RPFers are being CSWed for has any of the above points (0-10) out.

The charge on such a Comm Ev is:

"Attempting to stop or stopping a Scientologist from being fully

FR BSN

SEA ORGANIZATION

FLAG ORDER 3434 - 29

27 March 1975

RPF REGULATIONS - FURTHER

As to FO 3434 is perfectly explicit and does when followed exactly produce an upstat high-morale unit, violations thereof will be handled severely as follows:

1. RPF Officers (section MAAs and above) who permit violations of FO 3434 and in additions, which hinder or stop redemption through distractions or complexities shall, if found guilty of the above by Comm Ev, be sent to the RPF's RPF.

   The above applies equally to Deck Division Officers directly senior to the RPF.

2. Ship's Officers who obtain or have the use of RPF members in their areas and for any reason repeatedly deny them adequate sleep and 5 hours RPF tech time per day, shall if found guilty of this by Comm Ev, be assigned to the RPF beginning with the RPF's RPF.

3. Ship's Officers who permit RPF members assigned to their areas to not produce or to put out overt products without insisting on its being effectively handled, shall if found guilty of this by Comm Ev, be sent to the RPF.

4. Ship's Officers who obtain the use of RPF personnel for their areas without taking rapid and effective measures to recruit valid personnel for the area shall not only lose the RPF members they obtained but shall themselves, if found guilty of this by Comm Ev, be assigned to the RPF.

   The HAS and Dept One personnel and FMAA shall be included as Interested Parties in a Comm Ev convened on this charge and shall suffer the same penalties if found guilty.

5. A Ship's Officer found guilty under both 3 and 4 above will be assigned to RPF's RPF.

6. No request for the use of RPF personnel may be submitted by a Ship's Officer without an I&R Form One done on his area by HCO.

7. The above apply to any officer or executive in any organization other than a ship or base who obtains the use of RPF personnel, and they apply to all RPFs in the SO.

LRH Pers Comm
for the
BOARDS OF DIRECTORS
of the
CHURCHES OF SCIENTOLOGY

BDCS:KU:clb

SEA ORGANIZATION

FLAG ORDER 3434 - 11RA

Refer: FO 3434, 3434-1,
ED 444 Flag, FO 3434-23.
Cancels FO 3434-11R.

9 January 1974
Revised
23 September 1974
Revised
10 December 1974

RPF MEMBER ROUTING OFF THE
REHABILITATION PROJECT FORCE
ROUTING FORM

NAME: _____ DATE: _____ TIME: _____

POST LAST HELD ON RPF: _____

"GRADUATION

"The Released RPF Member does not graduate from the RPF until he has made extra efforts to:

"a. Improve the RPF as a Unit;
"b. Improve the Apollo through his work in the RPF; AND has Released another RPF Member. (And without letting post or study state suffer, of course.)

"This extra contribution is expected as an exchange for the benefits of full clean-up and of Release. It must be demonstrable and verifiable to qualify the Release for graduation. Its purpose is to permit the Release to demonstrate his new abilities, and for the group to perceive it and acknowledge it.

"It would normally be shown in the performance of Section Leader duties, or of executive duties in the RPF Tech Unit, or both.

"When (a) and (b) have been completed, and another RPF member released, the aspiring graduate is given one-half day in which to compile his CSW to rejoin Flag Crew. He must give all the reasons why he should be accepted back, and must provide acceptable evidence of each."

Extracted from FO 3434

1. RPF HCO RECEPTION: _____

DATE _____ TIME _____

(a) Originates this Routing Form.
(b) Despatches FSO PCO that person has started this routing form.

2. RPF MAA: _____

DATE_____ TIME_____

(a) Person attests on the meter that he has done the steps (a) and (b) above and is ready to route off the RPF.

3. SENIOR OF RPF MEMBER: _____

DATE_____ TIME_____

(a) Acknowledges that person has done (a) and (b) above.

(b) Gives OK for person to take ½ day in which to compile his CSW to rejoin Flag Crew, starting (time)_____ until _____.

4. RPF MEMBER: _____

DATE_____ TIME_____

(a) Brings this R/F to the RPF Folder Page and goes off to write his CSW & prepare his folders as laid out in FO 3434, pgs 7&8, FO 3434-18 & FO 3434-23. (When the CSW is completed, he gives it to the RPF Tech Unit I/C.)

5. RPF FOLDER PAGE: _____

DATE_____ TIME_____

(a) Forwards routing form and pc folder to the RPF Tech Unit I/C.

6. RPF TECH UNIT I/C: _____

DATE_____ TIME_____

(a) Note: Tight Security with PC Folders, as always, must be kept IN. This is to be kept in mind when routing the folders from one terminal to the next. They are HAND routed; NEVER put on normal comm lines.

(b) Writes report on the exact current case state of the person.

(c) Attaches up-to-date tests.

(d) Hand routes this routing form, report, tests and folder(s) to the Qual Sec FSH.

7. QUAL SEC FSH: _____

DATE_____ TIME_____

(a) Collects this R/F, folder(s) etc.

(b) Writes and attaches a report on the exact current case state of the person.
(c) Hand routes this R/F, folders etc to Senior C/S via Folder Page.

8. FOLDER PAGE: _____

DATE_____ TIME_____

(a) Collects R/F, folders etc, brings to Senior C/S.

9. SENIOR C/S: _____

DATE_____ TIME_____

(a) Collects R/F, Folders etc, writes and attaches report on the exact current case state of the person.
(b) Has Folder Page hand route R/F, Folders etc back to the RPF Tech Unit I/C.

10. RPF TECH UNIT I/C: _____

DATE_____ TIME_____

(a) Collects this R/F, statements, folders etc from Folder Page.
(b) Collects RPF Member's CSW.
(c) Handroutes all of the above to the RPF MAA.

11. RPF MAA: _____

DATE_____ TIME_____

(a) Collects this R/F, CSW, Folders, etc from RPF Tech Unit I/C.
(b) Attaches his recommendations.
(c) Handroutes to the RPF Bosun.

12. RPF BOSUN: _____

DATE_____ TIME_____

(a) Collects CSW, Folders, R/F etc from the RPF MAA.
(b) Attaches his recommendations.
(c) Handroutes to the Ship's Bosun.

13. SHIP'S BOSUN: _____

DATE_____ TIME_____

(a) Collects R/F, Folders, CSW etc from RPF Bosun.
(b) Approves (or not) CSW.

Approved_____ Not Approved_____

(c) If not approved, CSW is sent back to the RPF Member for correction. The folders etc are hand routed to the RPF Tech Unit I/C to hold until called for.
(d) If CSW is approved, hand routes R/F, CSW, folders etc to the 1st Mate.

14. 1ST MATE: _____

DATE_____ TIME_____

(a) Collects R/F, CSW, folders etc from Ship's Bosun.
(b) Approves (or not) CSW.

Approved_____ Not Approved_____

(c) If not approved, CSW is sent back to the RPF Member for correction. The folders etc are hand routed to the RPF Tech Unit I/C to hold until called for.
(d) If CSW is approved, hand routes CSW, folders, R/F etc to the Captain FSO.

15. CAPTAIN FSO: _____

DATE_____ TIME_____

(a) Collects CSW, R/F, folders etc from the 1st Mate.
(b) Approves (or not) CSW.

Approved_____ Not Approved_____

(c) If not approved, CSW is sent back to the RPF Member for correction. The folders etc are then hand routed to the RPF Tech Unit I/C to hold until called for.
(d) If CSW is approved, forwards R/F, CSW, Folders etc to RPF Member. (Not by normal comm lines.)

16. RPF MEMBER: _____

DATE_____ TIME_____

(a) Receives approved CSW to Graduate from the RPF.
(b) Petitions Flag Crew to rejoin them. (He must obtain favorable response from not less than 80% of the crew, (none of whom is obliged to accept him if they do not wish to).
(c) He then turns his formula over to the FSO MAA for upgrading.

17. FSO MAA: _____

DATE_____ TIME_____

(a) Receives petition. Checks it over and verifies as correct and acceptable.
(b) Upgrades person to Non-Existence.
(c) Sends petition, CSWs, R/F & folders to LRH Pers Comm.

18. LRH PERS COMM: _____

DATE_____ TIME_____

(a) Receives this Routing Form, CSW, folders, statements, approvals, recommendations and tests.

(b) CSW Approved_____ Not Approved_____

(c) If rejected; The CSW must be corrected accordingly:

_____

_____

_____

(The CSW and this R/F is then sent back to the originator for completion.), or:
If C/S actions need to be done, the lot is routed back to the correct terminal for handling. (RPF Member notified of action being taken.)
(d) If approved, so stated.
(e) Routes Routing Form along with CSW to the RPF Member.
(f) Routes Folders to FSH Folder Page.

19. RPF MEMBER: _____

DATE_____ TIME_____

(a) After the above has been done, he takes this Routing Form, CSW to the F/MAA.

19a. F/MAA: _____

DATE_____ TIME_____

(a) Puts notice in the OODs of person's upgrading, files formula.
(b) Informs Gangway QM that person may be lifted from Restricted List.

20. RPF MEMBER: _____

DATE_____ TIME_____

(a) After the above has been done, he takes this Routing Form to the RPF Div 6 I/C for a Special Graduation Ceremony.

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SEA ORGANIZATION

FLAG ORDER 3434 - 22 17 June 1974

Append to RPF Graduation OSW.

## RPF GRADUATION REQUIREMENTS
## TECHNICAL

This checklist gives the step by step case requirements for a person on the RPF to be considered Fully Cleaned Up. These steps are mandatory.

1. An PES is done, especially detailing the person's Drug RD and incomplete actions. _____
2. All E. Purps and R/Ses culled and listed for later handling. _____
3. Any high or low TA is handled with a C/S 53. _____
4. Any out-L&N or Why lists are fully corrected. _____
5. Ruds are put in, Quad, including O/Ws on the post, area and personnel from whence they were sent to the RPF. _____
6. A full, hard TRs and Objectives Course is done. Ref. FO 3434-16. _____
7. The Drug RD is fully and totally completed, starting with a list of all drugs, medicines and stimulants. All no interest items are run and NOTHING is missed or quickied. _____
8. A full clean up of O/Ws is done on all posts, and Integrity Processing Forms are used as applicable. _____
9. All E. Purps are run R3R Triple. _____
10. Any R/Ses are handled per Ex Dn Series 21. _____
11. Conditions by Dynamics and Exchange by Dynamics are fully done. _____
12. Any incomplete major action is completed. _____
13. OCA in an acceptable range (above the center line left and right). _____

This completes the case handling of an RPF Member.

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## SECOND TIME THROUGH

If a person is re-assigned to the RPF after having graduated with the above steps done, the following checklist is done.

JJ. Full OK of RPF MAA, RPF Bosun, Ship's Bosun, 1st Mate, Capt and LRH Pers Comm based on the CSW containing the above evidence.

KK. Petition to Flag Crew as the last step of the Liability Formula accepted by a minimum of 80% of the crew.

The above 3rd Dynamic requirements apply to the first or second time through.

These steps must be fully and honestly done. The purpose of the RPF is basically redemption for the individual.

The RPF is what he makes it. The RPF is where he makes it.

An RPF member owes it to himself to earn full redemption.

W/O Ron Shafran
CS-4

as required by and
at the order of

L. RON HUBBARD
COMMODORE

for the

BOARDS OF DIRECTORS
of the
CHURCHES OF SCIENTOLOGY

BDCS:LRH:RS:nt

FTR BSN

SEA ORGANIZATION

FLAG ORDER 3434 - 22
Append to RPF Graduation OSW.

17 June 1974

## RPF GRADUATION REQUIREMENTS
## TECHNICAL

This checklist gives the step by step case requirements for a person on the RPF to be considered Fully Cleaned Up. These steps are mandatory.

1. An FES is done, especially detailing the person's Drug RD and incomplete actions.
2. All E. Purps and R/Ses culled and listed for later handling. _____
3. Any high or low TA is handled with a O/S 53. _____
4. Any out-LAN or Why lists are fully corrected. _____
5. Rudes are put in, Quad, including O/Ws on the post, area and personnel from whence they were sent to the RPF. _____
6. A full, hard TRs and Objectives Course is done. Ref. PO 3434-16. _____
7. The Drug RD is fully and totally completed, starting with a list of all drugs, medicines and stimulants. All no interest items are run and NOTHING is missed or quickied. _____
8. A full clean up of O/Ws is done on all posts, and Integrity Processing Forms are used as applicable. _____
9. All E. Purps are run R3R Triple. _____
10. Any R/Ses are handled per Ex Dn Series 21. _____
11. Conditions by Dynamics and Exchange by Dynamics are fully done. _____
12. Any incomplete major action is completed. _____
13. OCA in an acceptable range (above the center line left and right). _____

This completes the case handling of an RPF Member.

---

## SECOND TIME THROUGH

If a person is re-assigned to the RPF after having graduated with the above steps done, the following checklist is done.

O. Treason Condition + 1 additional month as RPF to all RPF C/Ses and Auditors involved.

A. A full FES of all RPF co-auditing is done.

B. Any brief repair needed is done such as: repair of lists, an L-10, or Ruds on the former RPF auditing.

C. All incomplete, unflat or questionable steps of the above checklist are done, fully and honestly to full completion.

D. Full Ex Dn is done to RP.

E. Expanded Grades from ARC S/W to Exp Gr IV are done.

---

This PO should be shown to each RPF member so they know what to expect.

## ADDITIONAL ACTIONS

These checklists do not prevent an RPF C/S from ordering other needed case actions, such as: the Introspection RD, the PTS RD, etc.

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## NON-TECHNICAL REQUIREMENTS

The following are the Third Dynamic requirements for RPF Graduation:

AA. Has fully done any lower conditions assigned, up to Liability, as attested by the RPF MAA.

BB. Stats in Normal Op by trend and range on all RPF posts held, as well as study, as attested by RPF MAA and RPF Training Super.

CC. Evidence of having produced actual and not overt products on each post held.

DD. Evidence of getting other RPF members under his care or orders to produce actual and not overt products.

EE. Evidence of a good Ethics record and having abided by the rules and regulations of the RPF per PO 3434 as attested by the RPF MAA.

FF. Evidence of having improved the RPF as a unit.

GG. Evidence of having improved the Ship or SO Unit he is part of through his work in the RPF.

HH. Evidence of having Released another RPF member.

II. RPF Tech I/C and Senior C/S Flag unequivocal OK that all auditing checklist steps have been fully done.

SEA ORGANIZATION

FLAG ORDER 3434 - 15R

15 February 1975
Revised
19 February 1975

## RPF CYCLES

Stable data with regard to RPF work arrangements are:

1. ONE JOB, ONE PLACE, ONE TIME.

2. The expected work cycles specified in FO 3434 for the RPF must all be covered before any cycle not included in the FO 3434 list is given to or accepted by the RPF Chief.

3. The RPF is NOT a personnel pool and does NOT substitute for a DPF or for HCO Expeditors or for any undermanned idle or un-utilized area, on any cycles not specifically covered by FO 3434.

4. RPF cycles are in any case (as evident from the FO 3434 list) all to do with the basic fabric of the ship, or with (occasionally) shifting its mest for special event set-ups.

5. Assignments of work to be given to or accepted by the RPF which diverge from the actions listed in FO 3434 require LRH Pers Comm prior approval. *In a Continental Area the Cont LRH Comm is delegated this authority.*

6. There should be no attempts to prevent or distract the RPF from its mission of redemption. Basic to this mission is the right to complete cycles of action that are viable and creditable products that not only benefit the crew but restore and build the pride and self-respect of individual RPF members.

LRH Pers Comm
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HCO BULLETIN OF 6 MARCH 1974

# INTROSPECTION RD
# SECOND ADDITION

## INFORMATION TO C/SES
## FIXATED ATTENTION

Ref. *Creation of Human Ability*
R2-39 and R2-23

Sometimes the C/S runs into the case whose attention is solidly fixed on something. When attention is fixed we have an unawareness of other things than the object of fixation and a lessening of Self-Determinism to a point of Other Determinism. Example: The pc is always bringing up cars. He has trouble with cars, has ARC Breaks about cars, W/Hs about cars, commits overts on cars. It worries him all the time, is a constant problem.

The fixated attention case appears not to as-is and is usually stuck on the track in the "quiet" portion of an incident. Ahead of it and behind it is extreme randomity. This is not easily confronted so is not-ised. The solution is to get the pc to exercise his attention putting it here and there.

## INTROVERSION AND ATTENTION

The pc whose attention is fixated manifests it in several ways. He will be continuously introverted on the area, will bring it up often in session but it doesn't seem to blow. It also shows up in correspondence to the C/S, frequent originations at Examiner, a fixed vague stare, all evidence of introversion. The pc may not originate it.

## ANATOMY AND REMEDY

This fixation shows up as a problem but it is usually a Hidden Standard, a special problem the pc thinks must be resolved before auditing can be seen to have worked. Hence the NCG (no case gain) aspect. It is always an old problem of long duration.

The remedy basically involves getting the terminal connected with the area of fixation located and having the pc put his attention on the terminal and take his attention off the terminal.

## THE PROCESS

*STEP 1* -- Determine exactly what the pc has attention fixed on, by folder inspection or 2wc for a BD F/N item.

*STEP 2* -- Get the area translated into a terminal. This will read well and have a high degree of pc interest.

*STEP 3* -- Fit the terminal in the commands: "Put your attention on *terminal*." "Take your attention off *terminal*." Clear and run it alternate repetitive to the FP of pc's attention no longer fixed on the area, F/N Cog VGIs. This is called Attention Subjective Repetitive.

*STEP 4* -- Select two objects. Best are a red pen and a blue pen. Two bowling pins will also do. Place them three to four feet apart at a distance of three to four feet from the pc. Place them on white paper for visibility.

*STEP 5* – Name the objects and fit them in the commands: "Put your attention on the red pen." "Put your attention on the blue pen." Clear the commands and run them alternate repetitive to the EP of pc in control of his attention, F/N Cog VGIs. This is called Attention Objective Repetitive.

*ALTERNATE STEP 5* – Name the objects and fit them in the following commands: "Decide to put your attention on the red pen. Tell me when you've done so." "Put your attention on it." Then "Decide to put your attention on the blue pen. Tell me when you've done so." "Put your attention on it." Run this alternate repetitive until the pc is doing the decision step each time, then you can drop out the "Tell me when you've done so." Run it to the EP of pc in control of his attenion, F/N Cog VGIs. This is called Attention Objective Decision Repetitive.

*NOTE:* With both these objective attention processes the pc may swear you are hypnotizing him or something. The process actually runs out hypnotism. The pc will come through a band of Robotism and come out the other end IN CONTROL OF HIS OWN ATTENTION.

## VITAL PROCESS DATA

It would never be okay to run Attention *Subjective* Repetitive on a *significance* (a no mass thing). It must be run on a terminal. This is a ONE-SHOT PROCESS, depending for its effectiveness on the correctness of the first item selected.

This item is usually unmistakable in a truly fixated case.

## PROGRAMMING

Attention Subjective and Objective Repetitive fits in sequence on the Introspection RD between Steps 6C and 7.

If the *terminal* connected with the area of fixed attention could not be located then the area could not be addressed with Attention Subjective Repetitive, but in some other manner. It is unlikely that no terminal could be found on a truly fixated attention case.

## ISOLATION

When a person is released from isolation after terminated handling of a psychotic break it is usual to welcome them back and restore any lost ARC for them from the group, if needed, with an announcement in the OODs.

The person would be interviewed as to whether he wanted to stay or go and what his intentions were.

Formal notification would be made that the person was back in good graces and he would be allowed to make up for any damage done, but *not* forced to do so. In the case of a crew member, it would be expected he would be assigned to the DPF or RPF where there was one, and told to make good.

## ADDITIONAL
## CLEARED CANNIBAL STEP

There is an additional tool for use by the C/S in raising the pc's responsibility. The C/S sends to the pc HCO B 21 Jan AD10 "Justification" with a note asking the pc to please read the HCO B then tell the C/S if it has any application.

This would be done as the first of the series of C/S notes and pc replies on the Cleared Cannibal Step.

If the C/S receives any "rant and rave" in reply he would order it Dated and Located as the pc would be answering out of an incident