

The
**Technical
Bulletins**
of
Dianetics and Scientology

Subject Volume 1
Case Supervisor Series
Basic Auditing Series
Auditor Admin Series

by
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Founder of Dianetics and Scientology

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Subject Volume 1

Contents

CASE SUPERVISOR SERIES

HCOB	23 Aug. 1971	Auditor's Rights <i>C/S Series 1</i>	3
HCOB	12 June 1970	Programing of Cases <i>C/S Series 2</i>	14
HCOB	13 June 1970 I	Session Priorities, Repair Programs and Their Priority <i>C/S Series 3</i>	21
HCOB	14 June 1970	The Return Program <i>C/S Series 4</i>	28
HCOB	15 June 1970	Repair Example <i>C/S Series 5</i>	31
HCOB	16 June 1970	What the C/S Is Doing <i>C/S Series 6</i>	36
HCOB	19 June 1970 I	C/S Q and A <i>C/S Series 7</i>	41
HCOB	19 June 1970 II	Chart of Human Evaluation <i>C/S Series 8</i>	44
HCOB	21 June 1970	Superficial Actions <i>C/S Series 9</i>	46
HCOB	24 June 1970	Repairing a Repair <i>C/S Series 10</i>	52
HCOB	25 June 1970 I	C/S Series 11	55
HCOB	25 June 1970RC II	Glossary of C/S Terms <i>C/S Series 12RC</i>	59
HCOB	30 June 1970RA	VIII Actions <i>C/S Series 13RA</i>	62
HCOB	3 July 1970	C/Sing 2-Way Comm <i>C/S Series 14</i>	67

HCOB	16 Aug. 1970R	Getting the F/N to Examiner <i>C/S Series 15R</i>	69
HCOB	21 Aug. 1970	Session Grading <i>C/S Series 16</i>	73
HCOB	26 Aug. 1970R	Incomplete Cases <i>C/S Series 17R</i>	76
HCOB	11 Sept. 1970R I	Chronic Somatic, Dianetic Handling Of <i>C/S Series 18R</i>	79
HCOB	6 Oct. 1970	Folder Error Summaries <i>C/S Series 19</i>	80
HCOB	8 Oct. 1970	Persistent F/N <i>C/S Series 20</i>	82
HCOB	10 Nov. 1970	C/S Responsibility for Training <i>C/S Series 21</i>	85
HCOB	28 Nov. 1970	Psychosis <i>C/S Series 22</i>	88
HCOB	17 Dec. 1971RB	Interiorization Summary <i>C/S Series 23RB</i>	92
HCOB	28 Feb. 1971	Metering Reading Items <i>C/S Series 24</i>	98
HCOB	5 Mar. 1971	The Fantastic New HGC Line <i>C/S Series 25</i>	101
HCOB	6 Mar. 1971 I	New Uses for the Green Form <i>C/S Series 26</i>	108
HCOB	6 Mar. 1971 II	Long C/Ses <i>C/S Series 27</i>	110
HCOB	7 Mar. 1971RB	Use of Quadruple Dianetics <i>C/S Series 28RB</i>	112
HCOB	8 Mar. 1971R	Case Actions, Off-Line <i>C/S Series 29R</i>	116
HCOB	19 Mar. 1971 I	C/Sing Auditor-C/Ses <i>C/S Series 30</i>	119
HCOB	31 Mar. 1971	Programing and Misprograming <i>C/S Series 31</i>	123
HCOB	4 Apr. 1971RB	Use of Quad Dianetics <i>C/S Series 32RB</i>	125

HCOB	5 Apr. 1971RB I	Triple and Quad Reruns <i>C/S Series 33RB</i>	128
HCOB	6 Apr. 1971	Non-F/N Cases <i>C/S Series 34</i>	132
HCOB	16 Dec. 1971RB	Interiorization Errors <i>C/S Series 35RB</i>	135
HCOB	21 Apr. 1971RD	Quadruple Dianetics, Dangers Of <i>C/S Series 36RD</i>	139
HCOB	3 June 1971	High and Low TA Breakthrough <i>C/S Series 37R</i>	144
HCOB	15 June 1971	Hi-Lo TA Assessment Rules <i>C/S Series 37R, Addition</i>	149
HCOB	16 June 1971R IV	Low TA Assessing <i>C/S Series 37R, Addition 2R</i>	151
HCOB	26 June 1971 I	C/S Series 37R, Addition 3	152
HCOB	26 May 1971R	TRs Course and Auditing, Mixing Major Actions <i>C/S Series 38R</i>	156
HCOB	31 May 1971R	Standard 12½-Hour Intensive Programs <i>C/S Series 39R</i>	161
HCOB	7 June 1971	Low TAs <i>C/S Series 40</i>	163
HCOB	9 June 1971RA I	C/S Tips <i>C/S Series 41RA</i>	164
HCOB	9 June 1971 II	C/S Rules <i>C/S Series 42</i>	168
HCOB	9 June 1971 III	C/S Rules <i>C/S Series 43</i>	170
HCOB	10 June 1971 I	C/S Rules, Programing from Prepared Lists <i>C/S Series 44R</i>	172
HCOB	31 Oct. 1971	The Sequence of Programs <i>C/S Series 44R, Addition</i>	174
HCOB	19 June 1971 I	C/S Rules <i>C/S Series 45</i>	176

HCOB	19 June	1971 II	Declares <i>C/S Series 46</i>	177
HCOB	20 June	1971	The Supreme Test of a C/S <i>C/S Series 47</i>	178
HCOB	15 July	1971RD III	Drug Handling <i>C/S Series 48RE</i>	180
HCOB	5 July	1971RB	Assists <i>C/S Series 49RB</i>	187
HCOB	15 July	1971 II	C/S Case Gain <i>C/S Series 50</i>	190
HCOB	17 July	1971R	Out Of Valence <i>C/S Series 51R</i>	191
HCOB	19 July	1971	Interns <i>C/S Series 52</i>	193
HCOB	24 Nov.	1973RF I	Hi-Lo TA Assessment C/S <i>C/S Series 53RM Long Form</i>	196
HCOB	24 Nov.	1973RE II	Short Hi-Lo TA Assessment C/S <i>C/S Series 53RM Short Form</i>	200
HCOB	28 July	1971RB	Dianetics, Beginning a Pc On <i>C/S Series 54RB</i>	204
HCOB	8 Aug.	1971	The Ivory Tower <i>C/S Series 55</i>	207
HCOB	25 Aug.	1971	How to Get Results in an HGC <i>C/S Series 56</i>	210
HCOB	1 Sept.	1971 I	A C/S As a Training Officer, A Program for Flubless Auditing <i>C/S Series 57</i>	214
HCOB	7 Sept.	1971	Programing Cases Backwards <i>C/S Series 58</i>	222
HCOB	14 Sept.	1971R II	Dianetic List Errors <i>C/S Series 59R</i>	225
HCOB	15 Sept.	1971	The Worst Tangle <i>C/S Series 60</i>	227
HCOB	22 Sept.	1971	The Three Golden Rules of the C/S, Handling Auditors <i>C/S Series 61</i>	229

HCOB	28 Sept. 1971	Know Before You Go <i>C/S Series 62</i>	231
HCOB	2 Oct. 1971	C/Sing for New Auditors or Veterans <i>C/S Series 63</i>	234
HCOB	5 Oct. 1971	F/Ning Auditors <i>C/S Series 64</i>	236
HCOB	3 Nov. 1971	Auditor's Worksheets <i>C/S Series 66</i>	237
HCOB	8 Dec. 1971R	The C/S and Cramming Cycles <i>C/S Series 68R</i>	238
HCOB	3 Jan. 1972R	Repairing a Case <i>C/S Series 69</i>	239
HCOB	12 Dec. 1971	How to Write Up a Cramming Order <i>C/S Series 70</i>	240
HCOB	19 Dec. 1971	D of P Operates by OCAs <i>C/S Series 71</i>	241
HCOB	24 Feb. 1972	Word Clearing OCAs <i>C/S Series 71A</i>	244
HCOB	20 Dec. 1971	Use of Correction Lists <i>C/S Series 72</i>	247
HCOB	23 Dec. 1971RB	The No-Interference Area Clarified and Re-enforced <i>C/S Series 73RB</i>	250
HCOB	16 Feb. 1972	Talking the TA Down Modified <i>C/S Series 74</i>	255
HCOB	10 Apr. 1972	Pre-OTs Don't C/S <i>C/S Series 75</i>	257
HCOB	17 Apr. 1972R	C/Sing a PTS Rundown <i>C/S Series 76R</i>	259
HCOB	19 Apr. 1972	"Quickie" Defined <i>C/S Series 77</i>	263
HCOB	20 Apr. 1972 II	Product Purpose and Why and W/C Error Correction <i>C/S Series 78</i>	265
HCOB	24 Apr. 1972 I	PTS Interviews <i>C/S Series 79</i>	268

HCOB	15 June 1972	“Dog Pcs” <i>C/S Series 80</i>	270
HCOB	16 June 1972RA	Auditor’s Rights Modified <i>C/S Series 81RA</i>	272
HCOB	10 Aug. 1972	Dianetic HCOB, Interest <i>C/S Series 82</i>	274
HCOB	16 Aug. 1972	Flubless C/Sing <i>C/S Series 84</i>	276
HCOB	13 Sept. 1972	Catastrophes from and Repair of “No Interest” Items <i>C/S Series 85</i>	279
HCOB	20 Jan. 1973RE	The Red Tag Line <i>C/S Series 86RE</i>	281
HCOB	15 Oct. 1973RC	Nulling and F/Ning Prepared Lists <i>C/S Series 87RC</i>	284
HCOB	20 Nov. 1973 II	F/N What You Ask or Program <i>C/S Series 89</i>	286
HCOB	6 Dec. 1973	The Primary Failure <i>C/S Series 90</i>	288
HCOB	17 Feb. 1974	Mutual Out-Ruds <i>C/S Series 91</i>	290
HCOB	8 July 1974R II	Word Clearing Errors <i>C/S Series 92R</i>	291
HCOB	31 Aug. 1974RA	New Grade Chart <i>C/S Series 93RA</i>	292
HCOB	25 Sept. 1974	Reduction of Refunds, C/Ses and Overload <i>C/S Series 94</i>	297
HCOB	26 Oct. 1975	“Failed” Cases <i>C/S Series 95</i>	299
HCOB	24 Oct. 1976RA	Delivery Repair Lists <i>C/S Series 96RA</i>	301
HCOB	26 Oct. 1976	Auditing Reports, Falsifying Of <i>C/S Series 97</i>	308
HCOB	28 Oct. 1976	Auditing Folders, Omissions in Completeness <i>C/S Series 98</i>	310

HCOB	10 Dec. 1976RB	Scientology F/N and TA Position <i>C/S Series 99RB</i>	312
HCOB	5 Feb. 1977	Jokers and Degraders <i>C/S Series 100</i>	316
HCOB	23 July 1978	List of Perceptics <i>C/S Series 101</i>	318
HCOB	16 Oct. 1978 II	C/S Checklist of Int Errors <i>C/S Series 102</i>	321
HCOB	20 Sept. 1978R III	NED Auditor Analysis Checklist <i>C/S Series 103R</i>	324
HCOB	17 Nov. 1985R	Clear Certainty Rundown: Purpose <i>C/S Series 104RB</i>	334
HCOB	5 Dec. 1978RB	Clear Data <i>C/S Series 105RB</i>	337
HCOB	6 Dec. 1985R	C/S Study Requirement <i>C/S Series 106RB</i>	340
HCOB	21 Dec. 1979R	Auditor Assignment Policies Cramming Assignment Policies <i>C/S Series 107R</i>	341
HCOB	13 Mar. 1980RA	Conditional Step After the Purification Rundown <i>C/S Series 109RA</i>	345
HCOB	2 Dec. 1985R	Clear Certainty Rundown New Service <i>C/S Series 112RA</i>	347
HCOB	1 Dec. 1978RB	Programing of Clears <i>C/S Series 113RA</i>	351
HCOB	28 Sept. 1982	Mixing Rundowns and Repairs <i>C/S Series 115</i>	353
HCOB	13 Oct. 1982	Ethics and the C/S <i>C/S Series 116</i>	357
HCOB	3 May 1983	Who or What Is a "C/S"? <i>C/S Series 117</i>	361
HCOB	28 Feb. 1984	Pretended PTS <i>C/S Series 118</i>	366

HCOB	17 June 1984	Evil Purposes and False PR <i>C/S Series 118-1</i>	369
HCOB	27 Mar. 1984	Stalled Dianetic Clear: Solved <i>C/S Series 119</i>	370
HCOB	1 May 1985	Honesty and Case Gain <i>C/S Series 120</i>	374
HCOB	21 May 1985	Two Types of PTSes <i>C/S Series 121</i>	376
HCOB	24 Oct. 1985R	Troubleshooting the Purification Rundown Pc <i>C/S Series 122R</i>	378
HCOB	5 Dec. 1985R	Handling of Past-Life Auditing <i>C/S Series 123R</i>	384
HCOB	18 June 1990	Pcs Who Refuse Auditing <i>C/S Series 124</i>	388
HCOB	30 July 1990	Scientology Auditor Analysis Checklist <i>C/S Series 125</i>	390
HCOB	31 July 1990	Confessional Auditor Analysis Checklist <i>C/S Series 126</i>	400
HCOB	1 Aug. 1990	The Test of a C/S <i>C/S Series 127</i>	413

BASIC AUDITING SERIES

HCOB	23 May 1971R I	The Magic of the Communication Cycle <i>Basic Auditing Series 1R</i>	417
HCOB	23 May 1971R II	The Two Parts of Auditing <i>Basic Auditing Series 2R</i>	419
HCOB	23 May 1971 III	The Three Important Communication Lines <i>Basic Auditing Series 3</i>	423
HCOB	23 May 1971R IV	Communication Cycles Within the Auditing Cycle <i>Basic Auditing Series 4R</i>	424
HCOB	23 May 1971R V	The Communication Cycle in Auditing <i>Basic Auditing Series 5R</i>	429

HCOB	23 May 1971	VI	Auditor Failure to Understand <i>Basic Auditing Series 6</i>	431
HCOB	23 May 1971	VII	Premature Acknowledgments <i>Basic Auditing Series 7</i>	433
HCOB	5 Feb. 1966	II	“Letting the Pc Itsa,” the Properly Trained Auditor <i>Basic Auditing Series 8</i>	435
HCOB	23 May 1971	X	Comm Cycle Additives <i>Basic Auditing Series 9</i>	439
HCOB	23 May 1971R	VIII	Recognition of Rightness of the Being <i>Basic Auditing Series 10R</i>	441
HCOB	23 May 1971	IX	Metering <i>Basic Auditing Series 11</i>	444

AUDITOR ADMIN SERIES

HCOB	28 Oct. 1987		The Auditor Admin Series for Use by All Auditors <i>Auditor Admin Series 1RA</i>	447
HCOB	25 Aug. 1971		How to Get Results in an HGC <i>Auditor Admin Series 2</i>	448
HCOB	13 Nov. 1987		The Pc Folder and Its Contents <i>Auditor Admin Series 3RA</i>	453
HCOB	29 Oct. 1987		The Folder <i>Auditor Admin Series 4R</i>	458
HCO PL	19 Mar. 1972	I	C/Sing or Auditing Without Folder Study <i>Auditor Admin Series 5</i>	461
HCOB	30 Oct. 1987		The Yellow Sheet <i>Auditor Admin Series 6RA</i>	462
HCOB	31 Oct. 1987		The Folder Summary <i>Auditor Admin Series 7RA</i>	464
HCOB	1 Nov. 1987		OCA Graphs <i>Auditor Admin Series 8R</i>	468
HCOB	2 Nov. 1987		The Program Sheet <i>Auditor Admin Series 9RA</i>	471
HCOB	5 Mar. 1971		The Fantastic New HGC Line <i>Auditor Admin Series 10</i>	473

HCO PL	8 Mar. 1971	Examiner's Form <i>Auditor Admin Series 11</i>	480
HCO PL	27 Nov. 1987	Examiner's Form—Additional Data <i>Auditor Admin Series 11-1</i>	482
HCOB	17 Mar. 1969R	Summary Report Form <i>Auditor Admin Series 12RA</i>	483
HCOB	5 Nov. 1987	The Auditor's Report Form <i>Auditor Admin Series 13RA</i>	486
HCOB	6 Nov. 1987	The Worksheets <i>Auditor Admin Series 14RA</i>	489
HCOB	3 Nov. 1971	Auditor's Worksheets <i>Auditor Admin Series 15</i>	492
HCOB	29 Nov. 1987	Correction Lists <i>Auditor Admin Series 16RA</i>	493
HCOB	18 Oct. 1970	Auditor's Stats on F/N VGI <i>Auditor Admin Series 17</i>	495
HCOB	28 Nov. 1987	L&N Lists <i>Auditor Admin Series 18RA</i>	496
HCOB	9 Nov. 1987	Dianetic Assessment Lists <i>Auditor Admin Series 19RA</i>	499
HCOB	10 Nov. 1987	Miscellaneous Reports <i>Auditor Admin Series 20RA</i>	501
HCOB	8 Nov. 1972RA	The Dianetic Full Flow Table <i>Auditor Admin Series 21RA</i>	503
HCOB	11 Nov. 1987	Folder Error Summary Format <i>Auditor Admin Series 22RB</i>	505
HCOB	12 Nov. 1987	Invoice Form and Routing Forms <i>Auditor Admin Series 23RB</i>	508
HCOB	29 Jan. 1981R I	FES Checklists and Summary <i>Auditor Admin Series 24RA</i>	511
HCOB	26 Oct. 1976 I	Auditing Reports, Falsifying Of <i>Auditor Admin Series 25</i>	529
HCOB	28 Oct. 1976	Auditing Folders, Omissions in Completeness <i>Auditor Admin Series 26</i>	531

About the Author	537
Subject Index	539
Alphabetical List of Titles	553
Bibliography	555
Scientology Churches and Organizations	567

CASE SUPERVISOR SERIES

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HCO BULLETIN OF 23 AUGUST 1971

Remimeo
All Auditors
C/Ses
SHSBC
Academy Level IV
Class VIIIs
HGCs
Class VIII
 Checksheet
Class VI
 Checksheet
Class III
 Checksheet
C/S Course
 Checksheet
HSST
Interns

C/S Series 1

AUDITOR'S RIGHTS

AUDITOR RESPONSIBILITY FOR C/Ses

An auditor who receives a Case Supervisor direction (C/S) of what to audit on a pc is NOT discharged of his responsibility as an auditor.

THE AUDITOR HAS A SERIES OF RESPONSIBILITIES THAT ARE PART OF EVERY C/S HE GETS TO AUDIT.

ACCEPTING THE PC

No auditor is required to accept a specific pc just because the pc is assigned to him.

If an auditor does not believe he can help that particular pc or if he dislikes auditing that particular pc, the auditor has a right to refuse to audit that pc.

The auditor must state why.

The Case Supervisor, Director of Processing or Director of Review or any of their seniors may not discipline the auditor for refusing to audit a particular pc.

An auditor who refuses to audit his quota of hours or sessions is of course subject to action.

Thus, refusing to audit a particular pc, so long as one is not refusing to audit other pcs, is not actionable.

"I do not wish to audit this pc because _____. I am willing to audit other pcs," is the legal auditor statement in the matter.

Some pcs get a bad name with some auditors, some don't appreciate the auditing, some conflict with a particular auditor's own personality. There are such instances. It does not mean certain pcs cannot be helped by others.



It is also true that an auditor who dislikes a pc may not do a good job, so the rule also has a practical side to it.

One auditor disliked young men and did a bad job on them. Another disliked old ladies and chopped them up in session. One pc had messed up several Scientologists and couldn't find anyone to audit him at all.

We are not auditing people to make amends to the world.

Thus, an auditor has a right to reject or accept the pcs he is given.

ACCEPTING A C/S

When the auditor gets a C/S to do on a case and if he thinks it is not the correct thing to do, he has the right to reject the C/S for that pc and require another one he can agree to.

The auditor does *not* have the right to start doing a C/S and change it during the session except as noted below.

The auditor may NOT C/S in the auditing chair while auditing the pc. If he has NO Case Supervisor at all, the auditor still audits from a C/S. He writes the C/S before session and adheres to it in session. To do something else and not follow the C/S is called "C/Sing in the chair" and is very poor form as it leads to Q and A.

STALEDATED C/S

A C/S that is a week or two old or a Repair (Progress) Program that is a month or two old is dynamite.

This is called a "Staledated Program" or a "Staledated C/S," meaning it is too old to be valid.

It should have been done sooner. The pc of last week when the C/S was written may have been well and happily employed but a week later may have headaches and a reprimand from the boss.

It is dangerous to accept a Repair (Progress) Program if it is old.

The auditor who sees his C/S is old and sees the pc has bad indicators is justified in demanding a fresh C/S giving his reasons why.

A program written in January may be completely out-of-date in June. Who knows what may have happened in between.

Use fresh C/Ses and fresh programs.

Staledates only occur in poorly run backlogged divisions anyway. The real remedy is reorganize and hire more and better auditors.

ENDING THE SESSION

When the C/S he has is proving unworkable *during* the session, the auditor has a right to end the session and send the folder to the C/S.

Ending the session is totally up to the auditor.

If the auditor just doesn't complete an action that was producing TA and could be completed, it is of course a flunk. Such a case is just not running a basic engram the one more time through that would bring the TA down and give a proper end phenomena. This and similar actions would be an auditor error.

The judgment here is whether or not the auditor's action is justified in ending the session.

Even though he may have made an error, the auditor cannot be blamed for the *ending* off of the session as that is totally up to him. He can be given a flunk for the error.

AUDITING OVER OUT-RUDS

Auditing a pc on something else whose ruds are out is a MAJOR AUDITING ERROR.

Even if the C/S omits "Fly a rud" or "Fly ruds," this does not justify the auditor from auditing the pc over out-ruds.

The auditor can do one of two things: He can fly all ruds or he can return the folder and request ruds be flown.

The DIANETIC AUDITOR is not excused from auditing over out-ruds and in an HGC must be specially cautioned not to do so but return the folder for a new C/S. Better still he should learn to fly ruds.

INABILITY TO FLY RUDS

If an auditor cannot get a rud to F/N, cannot get any rud to F/N, he is justified in starting a Green Form.

The auditor solution to no F/N on ruds is to do a GF whether the C/S said to or not.

This is an expected action.

It is understood the auditor would use Suppress and False in trying to fly ruds.

SESSIONS FAR APART

When a pc has not had a session for some time, or when a pc gets sessions days apart, RUDS MUST BE FLOWN. Otherwise, the pc will get audited over out-ruds. This can develop mental mass.

Optimum session scheduling is a series of sessions or a whole program done in a block of sessions close together. This prevents the world from throwing the pc's ruds out between sessions.

Giving sessions far apart barely keeps up with life. The auditing time is absorbed in patching life up.

Rapid gain gets above life's annoyances and keeps the pc there.



UNREADING ITEMS

When an item the auditor has been told to run doesn't read on the meter, even when the auditor puts in Suppress and Invalidate on it, the auditor **MUST NOT** do anything with the item no matter what the C/S said.

It is expected he will see if it reads and use Suppress and Invalidate on it. And if it still doesn't read, he will be expected **NOT** to run it.

LISTS

When an auditor whose C/S told him to list "Who or what _____" or any list question finds that the list question does not read, the auditor **MUST NOT** list it.

When doing a list ordered by the C/S, it is assumed that the auditor will test it for read before listing and that he will **NOT** list an unreading question. (A read is an actual fall, not a tick or a stop.)

LIST TROUBLE

When an auditor has trouble doing a list and getting an item, it is expected he will use a prepared list like L4B to locate the trouble and handle it.

As it is very hard on a pc to mess up a list, it is expected the auditor will handle the situation then and there with no further C/S directions.

HIGH TA

When the auditor sees the TA is high at session start yet the C/S says to "Fly a rud" or run a chain, the **AUDITOR MUST NOT TRY TO FLY A RUD** and he must not start on a chain.

Trying to bring a TA down with ARC breaks or ruds is very hard on a pc as ARC breaks aren't the reason TAs go up.

Seeing a high TA at start, the Dianetic auditor or Scientology auditor up to Class II does *not* start the session but sends the folder back to the C/S and for a higher class auditor to do.

Seeing a high TA at start, the Scientology auditor (Class III or above) (a) checks for exteriorization in a recent session and if so the session is ended and the C/S is asked for an "Interiorization Rundown"; (b) if the pc has had an Interiorization Rundown, the auditor asks the C/S for permission to do a "C/S Series 53" or a Hi-Lo TA assessment or whatever the C/S indicates. The Int RD may have been (usually is) overrun and needs rehab or correction and it is usual to check it—it is included in a "C/S 53" and a Hi-Lo TA.

These actions are expected of the auditor even when not stated in the C/S.

GOING ON HOPING

When a case is running badly session to session, the **LAST** thing you do is go on hoping, either in auditing or C/Sing.

“Let’s try _____,” “Then this,” “Then this,” is not going to solve the case.

YOU GET DATA. You can get data by a White Form (Pc Assessment Form). You can get data from a GF fully assessed (Method 5). You can get data by 2-way comm on various subjects. You can have the D of P interview and get answers. You can even ask his mother.

You look for case errors. You study the folder back to where the pc ran well and then come forward and you’ll find the error every time.

DO NOT JUST GO ON SESSION AFTER FAILED SESSION HOPING. That’s pure idiocy.

You get data! from prepared lists, from life, from the pc, from the folder.

FIND THE BUG!

Ah, good Lord, he is a Pinkerton agent sworn to secrecy! He does yoga exercises after every session. He was tried for murder when he was 16 and nobody has run the engram of it.

Various auditors ran the same engram chain four times.

An auditor ran Int RD twice.

After Power, she had her baby and nobody ran the delivery.

He doesn’t like to talk but is a “Grade Zero”!

A dozen dozen reasons can exist.

An auditor does NOT let a C/S C/S hopefully. He refuses the C/Ses until a Folder Error Summary is done and the bug found.

THINGS DONE TWICE

By carelessness the same rundowns can be called for twice and done twice or even more.

A Folder Summary inside the front cover must exist and must be kept up.

Over it there must be a program on which the case is being audited. But just because it’s covered, never neglect entering a session and what was run on the Folder Summary (FS).

If Hold It Still is ordered, see if it was run before.

Don’t let major rundowns be done twice.

DIANETIC ITEMS must NEVER be run twice. Dianetic lists must not be scattered through a folder. Bring them together and keep them together and being brought forward.

COPY

Don't copy Dianetic lists or worksheets from notes or items from lists.

Keep all admin neat and in the original form.

Copying makes errors possible.

RUDS GOING OUT

When the ruds go out during the session, the auditor recognizes the following:

Pc Critical = W/H from auditor

Pc Antagonistic = BPC in session

No TA = Problem

Tired = Failed purpose or no sleep

Sad = ARC break

Soaring TA = Overrun or Protest

Dope-Off = Bypassed F/N or not enough sleep

No Interest = Out-ruds or no interest in the first place.

An auditor who isn't sure what it is but runs into trouble with the pc (except on lists which he handles at once always) is smart to end off the session quickly, write down the full observation and get it to the C/S.

The auditor who is an old hand and knows what he is looking at as per above scale (and the C/S the C/S would give) handles it promptly.

Pc Critical = W/H = Pull the W/H.

Pc Antagonistic = BPC = Assess proper list (such as L1C) and handle.

No TA (or case gain) = Problem = Locate the problem.

Tired = No sleep or failed purpose = Check which it is and handle.

Sad = ARC break = Locate and handle, itsa earlier itsa.

Soaring TA = Overrun or Protest = Find which and handle. Such an O/R is usually by rehab.

Dope Off = Lack of sleep or bypassed F/N = Check on sleep, or rehab F/N.

No Interest = No interest in first place or out-ruds = Check for interest or put in ruds.

List goes wrong = BPC = Handle or do L4B or any L4 at once.

Ruds won't fly = Some other error = Assess GF and handle.

The auditor has no business trying to do the C/S given when it collides with and isn't designed to handle any of the above.

If the previous session disclosed such an error and this session C/S was designed to handle and doesn't, the auditor should end off and the next C/S should be "2-way comm for data."

CASE NOT HANDLED

When the auditor or the Examiner collides with a pc who is asserting his case has not been handled, there should not be a new set of actions based on little data but the auditor should end off and the C/S should order a "2-way comm on what hasn't been handled."

The auditor should not at once take this up as part of any other C/S.

In other words, an auditor doesn't change the C/S to a 2-way comm on something not called for by C/S.

MAJOR ACTIONS

An auditor should *never* begin a major action on a case that is not "set up" for it.

As this can occur during a session, it is vital to understand the rule and follow it. Otherwise, a case can be bogged right down and will be hard to salvage as now a new action to repair has been added to an unrepaired action. Now, if the auditor starts a major action on a case not "set up," we get *two* things to repair where we only had one, as the major action won't work either.

Repair = patching up past auditing or recent life errors. This is done by prepared lists or completing the chain or correcting lists or even 2-way comm or Prepchecks on auditors, sessions, etc.

Rudiments = setting the case up for the session action. This includes ARC breaks, PTPs, W/Hs, GF or Overrun listing or any prepared list (such as LIC, etc.).

Set up = getting an F/N showing and VGIs before starting any major action. It means just that—an F/N and VGIs before starting *any* major action. Such may require a repair action and rudiments as well.

Major Action = any—but any—action designed to change a case or general considerations or handle continual illness or improve ability. This means a *process* or even a series of processes like three flows. It doesn't mean a grade. It is any process the case hasn't had.

Grade = a series of processes culminating in an exact ability attained, examined and attested to by the pc.

Program = any series of actions designed by a C/S to bring about definite results in a pc. A program usually includes several sessions.

The vast bulk of auditing errors come about because C/Ses and auditors seek to use a major action to repair a case.

It is a responsibility of an auditor to reject a C/S which seeks to use one or more major actions to repair a case that isn't running well.

The auditor must understand this completely. He can be made to accept a wrong C/S for the pc and even more importantly can in his own session make the error and mess up the case.

Example: Pc has not been running well (no real TA or had a grumpy Exam Report). Auditor sees C/S has ordered a major action, not a repair by prepared lists, ruds, etc. The auditor must reject the C/S as he will be made to fail in session by it.

Example: Auditor gets a C/S, "(1) Fly a rud; (2) Assess LX3; (3) Run 3-way recall, 3-way secondaries, 3-way engrams on all / / X items." The auditor can't get a rud to fly. Does the LX3. In other words, he flunks by failing to SET UP the case. It could also go this way. Auditor can't get a rud to fly, does a GF, gets no F/N. He MUST NOT begin a major action but MUST end off right there.

It is fatal to begin any new process on the case designed to change the case if the case is not F/N VGIs.

The pc who starts processing for the first time and is surely not F/N VGIs must be *set up* by repair actions! Simple rudiments, life ruds, O/R list on life, even assessing prepared lists on life, these are repair actions. The pc *will* sooner or later begin to fly. Now at session start you put in a rud, get F/N VGIs and CAN start major actions.

So the auditor has a responsibility not to be led up a garden path by a C/S which orders a major action on a pc who isn't repaired or by not being able in session to get an F/N VGIs by repair.

The *only* exceptions are a Touch Assist or Life Ruds or the Dianetic assist all on a temporarily sick pc. But that's repair, isn't it?

PROGRAM VIOLATIONS

When an auditor receives a C/S and sees that it violates the pc's program, he should reject it.

The pc, let us say, is supposed to finish his Dianetic Triples but is suddenly being given a Group Engram Intensive. That violates the program and also the grade.

If the pc is running badly, a repair should be ordered. If not, the program should be completed.

Example: An effort is being made to get the pc to go backtrack. This is a program containing several major actions which probably consists of several sessions. Before this program is complete and before the pc has gone backtrack, the C/S orders “(1) Fly a rud, (2) 3 S&Ds.” The auditor should recognize in 3 S&Ds a major action being run into the middle of a program and reject it. The correct action is of course the next backtrack process.

GRADE VIOLATIONS

A pc who is on a grade and hasn’t attained it yet must not be given major actions not part of that grade.

Example: Pc is on Grade I. C/S orders a list having to do with drinking. It is not a process on that grade. It could be done after Grade I is attained and before Grade II is begun. The C/S is incorrect and should not be accepted.

ABILITY ATTAINED

Now and then before the full major action is complete or before all the grade processes are run, the pc will attain the ability of the grade or the end phenomena of the action.

This is particularly true of valence shifters or Interiorization Rundowns and can happen in grades.

The auditor should recognize it and, with the F/N VGIs always present at such moments, end off.

I know of one case who had a huge cog about Interiorization on Flow 1 Engrams and was pushed by both C/S and auditor to do Flows 2 and 3 who bogged so badly that it took a long while—weeks—to straighten the case out.

The ability itself gets invalidated by pushing on.

On the other hand, this should never be taken as an excuse. “I think he clogged to himself so we ended off.” It must be a real “What do you know!” sort of out-loud cog with a *big* F/N and VVGIs and directly on the subject to end off a major action or a program or a grade before its actions are all audited.

REVIEWING REVIEWS

An auditor who gets a C/S or an order to repair a case that is running well should reject doing the action.

I have seen a case ordered to repair who had Ext Full Perception Doing Great. The repair bogged the case. The case then got running well again but a second C/S ordered a new repair which of course bogged it. Then major actions were done. The case was again repaired and rehabbed and became okay. Three times the auditor should have said NO.



FALSE REPORTS

The vilest trick that can be played on a pc is for an auditor to falsify an auditing report.

It may be thought to be “good public relations” (good PR) for the auditor with the C/S.

Actually, it buries an error and puts the pc at risk.

INTEGRITY is a hallmark of Dianetics and Scientology.

Just because psychiatrists were dishonest is no reason for auditors to be.

The results are there to be gotten.

False reports like false attests recoil and badly on both the auditor and pc.

OVERTS ON PCs

When an auditor finds himself being nattery or critical of his pcs, he should get his withholds on pcs pulled and overts on them off.

An auditor who goes sad is auditing pcs over his own ARC break.

An auditor worried about his pc is working over a problem.

Getting one's ruds in on pcs or C/Ses or the org can bring new zest to life.

AUDITORS DON'T HAVE CASES

In the chair no auditor has a case.

If breath shows on a mirror held to his face, he can audit.

Faint afterwards if you must but see that the pc gets to the Examiner with his F/N.

Then get yourself handled.

“WHAT HE DID WRONG”

An auditor has a right to know what he did wrong, in the session that went wrong.

Most often a sour session occurs only when the rules and data in this HCOB have been violated.

But an auditor's TRs can go out or his listing and nulling is in error.

After a session that went wrong, somebody else (not the auditor) should ask the pc what the auditor did. This sometimes spots a false auditing report. But it also sometimes is a false report by the pc.

In any event, the auditor has a right to know. Then he can either correct his auditing or his know-how or he can advise the C/S the pc's report is untrue and better repair can be done on the pc.

Savage action against an auditor is almost never called for. He was trying to help. Some people are hard to help.

Not only does an auditor have the right to be told what was wrong but he must be given the exact HCOB, date and title, that he violated.

Never take a verbal or written correction that is not in an HCOB or tape.

Don't be party to a "hidden data line" that doesn't exist.

"You ruined the pc!" is not a valid statement. "You violated HCOB _____ page _____" is the charge.

No auditor may be disciplined for asking, "May I please have the tape or HCOB that was violated so I can read it or go to Cramming."

If it isn't on a tape, a book or an HCOB, IT IS NOT TRUE and no auditor has to accept any criticism that is not based on the actual source data.

"If it isn't written, it isn't true" is the best defense and the best way to improve your tech.

These are the rights of the auditor with relation to a C/S. They are all technical rights based on sound principles.

An auditor should know them and use them.

If an auditor stands on these rights and gets beaten down, he should put all the facts before his nearest OTL or SO ship, as something would be very wrong somewhere.

Auditing is a happy business—when it is done right.

L. RON HUBBARD
Founder

Remimeo

C/S Series 2

PROGRAMING OF CASES

Every action taken on a case by a CASE SUPERVISOR (or an auditor doing his own C/S actions) should be part of a definite outlined PROGRAM for that case.

PROGRAM definition—A program is defined as the sequence of actions session by session to be undertaken on a case by the C/S in his directions to the auditor or auditors auditing the case.

The master program for every case is given on the Classification and Gradation Chart issued from time to time. The earliest of these charts was 1965 followed by 1 Dec. 66 followed by 1 Jan. 68 followed by 1 Dec. 69. The reissues of the chart are done to improve the communication of the data on the chart. The program factor has not much changed since its earliest issue. Tapes about this chart were made for the SHSBC at its first issue and of course remain valid. The processes called for on the chart are all part of the SHSBC or for upper levels part of the SH and AO confidential materials. From time to time they are reissued but they remain standard and have been so since the first issue of the chart.

The chart and its materials have now and again been neglected or disregarded and THE NEGLECT HAS RESULTED IN FIELD FLAPS AND DOWN STATS.

Omitting this gradient of processes not only stalls cases but results in a case manifesting out-grade phenomena.

A pc *must* attain the full ability noted on the chart before going up to the next level of the chart.

Telling the pc he has made it is, of course, evaluation.

The outnesses which have occurred surrounding this chart are hard to believe. They consist of total abandonment of the chart, degrading and losing all its lower-grade processes, feeding a pc at Dianetic level data at Class VI and telling him, who has not made Dianetics yet, he is now Clear, cutting down all processes from the chart bottom up to IV to be able to do them in 2½ minutes, neglecting all levels up to OT V and then trying to put in a few lower grades and sending on to OT VI, having the pc after one trivial session attest all abilities at once, and many other errors.

This is crazy driving. If a bus were driven along a road this way, it would soon be wrecked and back where it started but in an ash heap.

Genius in C/Sing is normally required only when some former driver wrecked the thing instead of driving it right in the first place.

To case supervise, one has to accept the following facts:

1. Dianetics and Scientology work.
2. The subjects are serious subjects, not experimental toys.
3. The basics and fundamentals are stated early in the period of development and have not changed.
4. The “newest and latest” is usually a recovery of basics and better statements of them.
5. The purpose of the subject has not altered and continues to be the attainment of ability and freedom for the individual.
6. That things which were true early in the subjects are still true.
7. That the mind responds on a gradient of improvement, not suddenly like a bomb explosion.
8. That the Classification and Gradation Chart, and *all* its processes and steps, IS the basic program of *any* case.
9. That all other programs are efforts to get the pc or pre-OT back on the basic program.
10. That there is no hidden data line and that the materials and procedures are refined mainly to facilitate use and communication of them.
11. That auditing is for the pc, not the org or the auditor.
12. That major processes are done to improve the case.
13. That repair is undertaken to eradicate errors made in auditing or the environment which impede the use of major processes.
14. That a case has to be programed by the C/S to get it advancing as it should have been in the first place on the Classification and Gradation Chart.
15. That a C/S is not being called upon to develop a new chart for the case, but only to get the case back on the basic chart and get it done.

THREE PROGRAMS

There are, then, three types of programs:

1. The program laid out in the Classification and Gradation Chart (called the basic program).

2. Repair Programs to eradicate case mishandling by current life or auditing errors (called a set up program).
3. Major actions to be undertaken to get the case back on the Class Chart from wherever he has erroneously gotten to on it (called a Return Program).

It has been a very common C/S action to disperse away from a program laid out. This has been happening ever since the first issue of the Class Chart and has been a principal source of trouble for C/Ses.

This happens in several ways:

1. Not knowing the importance of the Class Chart.
2. Not knowing basics.
3. Falling for SP propaganda that “we don’t use that now,” “the material is old,” “it’s only background data,” etc., that deteriorates what one *does* know and could use.
4. Failure of auditors to give good sessions and do the usual required in a session.
5. Abandonment of the C/S’s own Repair or Return Program—usually because of false auditor reports or operating on insufficient data from the pc.

The correct way to go about all this is to:

- A. Repair the case thoroughly with minor actions like GFs, prepared lists, ruds, two-way comm.
- B. Acquire adequate data on the pc.
- C. Complete any C/S Return Program begun.
- D. Get the pc back on the Class Chart without any processes of the grade skipped.
- E. Run the case on the Class Chart.
- F. Repair any departures or errors made in life or auditing.
- G. Get the pc back on the Class Chart.

DISPERSAL

Not following *any* program is a complete exercise in non sequitur (means one step does not follow the last but is different and unrelated).

Giving a pc process after process that are not related to each other and follow no Repair Program or Return Program is non sequitur in the extreme.

If processes were remarks, one would get a sequence of processes given the pc sounding like this: “The submarine just went by so we will order a hundred tons of bread. There wasn’t any beer so birds are seldom seen. The dance was very fast so we fixed the carburetor. He has very long hair so we decorated his father’s tomb.”

“Give pc Scn Triples then do his Dianetics then fix up his hidden standard,” would be a series of crazy non sequitur C/Ses. Nothing is connected to or proceeds from anything. That would be a dispersed program for sure.

It actually happens, horribly enough. Study a Class Chart and then look through some old folders. At once, the sequence of processes ordered sounds like “The submarine just went by so order a hundred tons of bread.”

Such C/Sing has no cause and effect in it. A person totally ignorant of basic cause and effect gets “Pc nattery. Run Dianetics.” “Pc’s case not advancing. Do Grade 0.” The cause of the pc condition is not understood. A nattery pc has withholds. A case not advancing has problems. That’s real actual basic tech (see Auditor’s Rights HCOB for the table). This data is over fifteen years old at this writing, is part of proper Academy courses and the SHSBC and is even in Class VIII materials. The reasons for the pc’s behavior or trouble are not mysterious reasons never revealed. They are all very well given in course materials.

Here is an actual case, a folder I examined of a pc who is now in trouble and needing a Repair and Return Program.

Pc was an accident-prone (person who is apparently dedicated to having accidents). Very low aptitude score (about 30). Had been skipped over almost the entire Class Chart and given Power.

To handle accident-proneness was given CCHs. This cured it.

Had exteriorized so was given Interiorization Rundown without a two-way comm session.

Pc subsequently developed bad somatics. (Dianetics was never flattened or completed.)

A quarter of an inch of Examiner’s Reports wherein the pc was asking for help or medicine to get rid of somatics was then put one by one into the folder.

Despite this, the “C/S” saw “VA” on the pc’s folder and ordered R6EW.

More Examiner’s calls collected.

The pc ran one item, making one mark on a worksheet and attested R6EW.

More Examiner’s Reports collected, pc reporting self ill.

“C/S,” seeing R6EW attested, ordered pc to Clearing Course.

Pc did one brief session, attested Clear.

More Examiner’s Reports into folder, pc in pain and now in ethics trouble.

“C/S” ordered pc to OT I.

Pc spent thirty-five minutes on OT I in terror of it, hastily attested, had five accidents in three days.

Folder sent to me as a “baffling case.”

So the correct actions now have to be taken.

1. Repair pc with every list known to man or beast to get off BPC collected in these overwhelming levels.
2. Repair pc in errors in current life.
3. Return Program the pc by running simple things, two-way comm, to give pc some wins in actual case gain by maybe handling by two-way comm minor this-life or childhood upsets with family, maybe putting in ruds on some early subject that turns up.
4. Put pc back on the Class Chart TO COMPLETE THE INCOMPLETE GRADE (Dianetics) to its full end phenomena as per Class Chart.
5. Bring the pc on up the Class Chart using all processes for each grade and honestly attesting each grade in turn.

It’s all a shame because the pc had a lose on *status*. She wanted to be Clear and OT, was actually on it and never walked up the stairs to get to it.

PROGRAM NECESSITY

One can see from all this the NECESSITY of working by program on a case.

Even when one starts an honest program for the case, one can get thrown off of it and begin to do something else.

If the pc goes exterior, of course, one has to handle by Interiorization Rundown before the case can be audited at all. But that’s no reason to then skip all the grades! A pc can go exterior at any point. Thus, it must be handled when it occurs. But that does not mean anything happened to one’s program or the Class Chart. Exterior or interior, a pc unflat on Dianetics (not attained the ability marked on the Class Chart) is unflat on Dianetics!

And a pc who is unflat on Dianetics will have out lower grades.

Jumping processes on the Class Chart set the pc up to fall on his head later. An “OT VI with problems” is really just an unflat Grade I. And until Grade I is flattened to permanent Ability Attained on the Class Chart, he remains an unflat Grade I.

A C/S who gets wound up in this, sort of skipped everything and made nothing, of course has an awful mess on his hands. He can feel as lost as Hansel or Gretel. But waiting to get covered up by leaves is for the birds.

If one finds the pc off the road, the thing to do is return the pc to the road at the point he didn't walk it, AND THERE ARE NO SHORTCUTS FOR THE MIND.

The utter despair and insane barbarism psychiatry descended into was patient lost, psychiatrist lost, patient crazy, psychiatrist into insane sadism.

So maybe the first lesson a C/S really has to learn is:

THERE IS A KNOWN ROAD OUT.

There is no shortcut; it has to be walked, every inch of it.

And therefore, the greatest enemy of the C/S is the SP who says, "that's all old," "we don't use that now," "that's just background data" and thereby obscures the actual road.

And another enemy is the pc who screamingly demands to be put up to Clear at once so he won't have this awful headache!

STEADY ON

Thus, the measures a C/S takes to hold a steady course will profit him greatly in the end with good solid gains for the pc.

As the pc should no longer be a total humanoid by Class IV, the lower-grade gains are the most important of all.

A C/S who puts a Class Chart into every folder he handles is doing a wise thing. Even if it's big, clumsy, hard to handle, it is at least thorough.

If on it he marks in red things the pc has gotten to falsely and in green things the pc made from the bottom walking an honest road, he knows where he is at! Seeing the whole training-cycle half of the chart continue blank means that much more ignorance and trouble for the pc in making his gains stably.

If the C/S put his Repair Program on a *red* sheet in the folder and doled it out session by session to be audited until it was DONE and all flubs made in doing it also marked in and repaired, the C/S wouldn't lose his place in the book. For a red sheet stands out in amongst other folder papers. A red sheet with a "Folder Error Summary" on one side of it and the C/S's Repair Program on the other keeps the pc's progress located. When that red sheet is done, it should be signed by the C/S as DONE, which retires all errors to that point.

A bright *blue* sheet giving the C/S RETURN PROGRAM, properly dated, also gives one a chance to not get steered off. A new red Repair Program sheet fixing up errors occurring in doing the blue sheet can be pushed into the folder, but the blue sheet can be resumed again.

The blue sheet completed should find the pc back on the Class Chart.

A list of processes run tallied up by the auditor each session keeps the C/S from repeating a process and gives him the Dianetics items used singly to be done Triple.

While all this admin may seem time consuming, lack of it mounts up into valuable AUDITOR TIME being thrown away.

C/Sing is a road. It has milestones. When the pc didn't pass one honestly, he got lost.

There's no reason for pc, auditor and C/S to *all* get lost.

The C/S has an exact road to hold to, return to and repairs to get done so the pc can get moving on the Return Program and the Class Chart which IS the road.

It took too many trillions to find this road for it to be neglected. For if the C/S neglects it, people won't arrive anywhere but lost as well.

The right idea is the road.

L. RON HUBBARD
Founder

C/S Series 3

**SESSION PRIORITIES
REPAIR PROGRAMS
AND THEIR PRIORITY**

When a pc has had an incorrectly run session, one that did not wind up with F/N Cog VGIs, it is often harmful to delay the repair session.

Most cases of pcs becoming ill or having accidents stem from:

- A. Major errors in programing the case;
- B. Delay in repairing a goofed session.

There have been several examples recently of pcs ending session with an unflat process after which the repair session was delayed for several days or even weeks and the pc came down with a cold or had some minor accident or got in ethics trouble.

Thus, repair has priority.

PROGRAM ERRORS

Under (A) a major error in programing lays the case open to having goofed sessions and exposes the auditor to some risk of making errors. The reason for this is that the pc gets overwhelmed or bogged simply by not coming up through all the processes of each level on the Class Chart.

Let us say the pc is trying to make it on R6EW Solo study but keeps having *problems* with it and can't get on with it.

The uninformed C/S orders a Student Rescue Intensive. This is all right as far as it goes. But a more searching look into the records is likely to find that this pc had exactly ten minutes on the whole of Grade I!

The out-program is far more likely to play havoc with this pc than just problems. He is possibly in doubt as to case gains and his reality is poor, and yet he is being exposed to the highly restimulative materials of an upper level to which he has never climbed.

A direct effort now to put in Problems Grade I also puts an auditor at risk.

Instead of merely being able to run problems as he would have been able to earlier, the pc is in some sort of overwhelm and is nervous or scared or believes *he* is at fault some way. He will look everywhere but in the right direction.

The answer to an incorrectly programed case is, of course, a Repair Program and the sooner the better.

Such Repair Programs must be very light. Prepared lists to find charge, two-way comm on various subjects, take a walk. And such a Repair Program **MUST NOT**:

- a. Let the pc dive into rough heavy charge, or
- b. Be overdone to total boredom.

SELF-AUDITING

Some pcs “self-audit,” which is different than Solo auditing since it has no meter or session and is just wandering about the bank (some overwhelmed pcs self-audit in Solo wandering all over the place).

This is a symptom of session or study or life overwhelm.

It requires a Repair Program.

EP OF REPAIR

The end phenomenon of a Repair Program is the pc feeling great and feeling he can get case gain.

A good, clever Repair Program produces what badly programed cases would consider total recovery.

It is a good idea to have the pc attest to:

“I have had definite gains from the recent sessions and feel great.”

Or with a hearty “Yes” to “Does Scientology really work for you?”

Ah, you say, how could *that* much gain come from just repair?

Well, repair is almost always being done on a pc who was overwhelmed by life or auditing in the first place.

Life, we know, has a way of overwhelming people.

When a person is overwhelmed by life, an auditing error is more likely to occur.

When incorrect programing occurs, then any auditing on it can add up to more overwhelm, which adds up to more errors.

CONSISTENT COMPLAINT

The pc whose Examiner forms routinely have a sour note in them should not be continued on the Class Chart or any Return Program.

He is a repair pc and nothing else.

If you get the idea that any lower level can produce large changes in a person, you will see that lower-level processes are being misprogramed if they are producing only the gains of repair actions.

The sign of misprograming is most often seen in Examiner Reports where the pc's comments or demands are "for more auditing" or "got to have a session" or "wasn't really handled" or sour comments or cracks.

When you examine some folders, you will see some pc has more than his share of this.

That's a sign to LIGHTLY DO IT.

The wrong way to go is plunge!

I have seen a C/S order two major actions in one session after a bad session on a pc in a DESPERATE effort to reach the case!

The exact reverse is required.

Repair the case by:

- I. Patch the session goof.
- II. Use prepared lists for locating session charge in past sessions.
- III. Use prepared lists and two-way comm on items found.
- IV. Get ruds in on periods of the pc's life.
- V. Get ruds in on parts of the pc's body that are ailing.

This is not a model Repair Program but only a sample of one. It isn't a model because the pcs have different things wrong with them.

But you could blindly do all of the above and still wind up with case gain and a win for a staggering pc.

Then you would do a Return Program to get the pc back on the Class Chart. But not until then.

I have seen a pc stagger along for years getting auditing (of a sort) while still retaining a set characteristic or somatic who, when handled with *very* mild processes, had a case gain and then, returned to the Class Chart, HAVE A COMPLETE CHANGE OF THE CHARACTERISTIC.

EFFECT SCALE

A C/S can get into the lower end of the Effect Scale and feel that desperate that he begins to throw away every major process he can order on the pc, even two or three per session! But the direction of win was LIGHTER not heavier action.

Sort of like “this sparrow keeps getting bowled out with rocks. Let’s try real artillery on him!”

If one is trying to make a better sparrow, he should lay off the rocks and lighten it up, not step up the barrage! Some cotton tufts might do wonders! Might even make the sparrow reach!

The basic trouble with ALL past efforts at “psychotherapy” and “religious uplift” and “self betterment” and healing was:

The more desperate the situation, the more desperate was the remedy used.

The right answer is:

THE WORSE THE CONDITION, THE LIGHTER THE REMEDY REQUIRED.

Dealing with psychotics in an institution, you would find that “Hello,” pleasantly said, would do more for cases than all the drug firms and electric shock machines and brain ice picks have ever done in all their existence.

Well, if it applies to psychotics it applies surely to people that aren’t.

Simple interest and listening can crack an awful lot of overwhelmed cases that would only bog further if not first repaired.

BPC

The exact BPC of the last session handled is always the first action in repair programing.

This is the exact BPC. An unfinished Dianetic Chain is BPC. So get it handled. The wrong list item is heavy BPC, so get it handled.

And get this BPC off now! Now! Don’t wait two days or a week. Repair it on priority.

OVERWHELM

Don’t always blame the auditor. He may goof and he shouldn’t. But if his procedure and TRs were reasonably correct, how come the pc got a tangled session?

If the auditor has a usually good record and you get a goofed session, then realize the pc is a bit troublesome and was not running standardly.

Of course, this doesn't excuse student goofs or plain lousy auditing. But when the auditor does all right, then the case must be in an overwhelm of some sort.

So we have two variables here for C/S decision:

X^1 —Auditor fault?

or

X^2 —Pc in an overwhelm?

There is a decision here to be made by the C/S. It's resolved by folder inspection and knowledge of the auditor.

All right—auditor usually okay. That eliminates X^1 . So we have a pc in overwhelm? Look over past record of pc. Runs okay. That cancels X^2 .

So we repair that *one* session, and its goof, and continue with the Return Program or the Class Program, whichever the pc was on.

What if X^1 showed lots of bad sessions by the auditor and X^2 showed pc usually okay? Investigate auditor's auditing and send to Cramming for TRs, etc.

What if X^1 auditor okay and X^2 pc has lots of trouble?

NOW we get to an overwhelmed pc.

You see how it's sorted out by the C/S?

From inspecting two things only, the C/S can decide what's to be done now. If the decision isn't clear-cut, get the auditor looked into and the pc asked about the auditor's actions *and* his own case. If his "case has lots of trouble," skip worrying the auditor further unless that discloses other errors on other cases.

Okay. So the pc is running badly. So he's in an overwhelm.

Inspection will reveal one or more of three things:

1. Case didn't come up the Class Chart right.
2. Case being run in a temporary life overwhelm.
3. Former errors not repaired.

(1) and (3) may both exist.

The correct C/S action is a Repair Program in any case. If (3) is true, you engage in that first.

If (2) is true, you use repair actions on life as the second part of your Repair Program.

If (1) is true, you will also have a Repair Program to lay out first in any event and just include it in.

Write it all up on a red sheet and follow the sheet session by session as you C/S.

You will now have handled the overwhelm if your Repair Program is good and fully done and not brushed off at the first sign of VGIs in the pc at Examiner.

If (1) is true, you now do a Return Program. This, of course, is what processes you're going to get run to fill in the processes that haven't been run to get the Class Chart all done and the pc back up to where he was. He has run *some* after all.

INGENUITY

The genius and bright ideas of a C/S are not exerted with major processes ever. Only the Interiorization Rundown after the pc exteriorized or when it is discovered he has and possibly a Student Rescue or a sickness assist are the exceptions to this.

One doesn't repair with major processes! That's like "The engine wouldn't run so he hit it with a sledge hammer."

Ingenuity is required of a C/S only in the area of repair.

Locating BPC is rather standard in repair action.

But fishing up the case by two-way comm and little prepchecks and getting in ruds on things or times require a certain flair in a C/S.

I recall one pc who was staggering on engrams, couldn't talk to people and was a general mess. The wrong action would be to run a major grade, like comm, on the pc. The pc had to be handled with two-way comm of *some* sort. Yet she couldn't talk auditing or anything else fluently enough about anything to clear anything up. I asked her what would it be awful to say, and she went scarlet, hemmed and hawed and blurted out "Swearing!" So we two-way commed about it! What a torrent! Recovered completely. Recovered so well, she thought that was all there was to auditing and was immensely gratified!

Another pc had lost his job and couldn't face any part of it. I two-way commed what his job had consisted of. He promptly went out and got another.

Sometimes it takes a lot of sessions and a lot of reading worksheets to find subjects.

BUT IF YOU CAN PERSUADE AUDITORS TO MARK EVERY FALL AND BD IN TWO-WAY COMM SESSIONS, you will find exactly where the pc is hung up, and ordering two-way comm on that and related things does wonders.

But all repair isn't two-way comm. Touching things is a very good way to handle repairs. Cars, typewriters, airplanes or book pictures thereof or anything or any picture of anything also works.

The "Touch Assist" is a little fragment of a whole array of "touch."

Cases sometimes flinch at remembering anything at all. The answer is touch things, and "Reach and Withdraw" is part of this and is used in repair.

TRs (all of them 0 to 9) are so good in repair action that they actually cure 50% or more drug addicts when run for weeks in groups, such as on the HAS Course. It is even reported that when run on people still on drugs over periods of weeks, they come *off* the drugs of their own volition. TRs are a fine unlimited repair action.

Prepared lists run on all sorts of things can repair a whole life.

"Look at me. Who am I?" is used in a repair session when a pc goes too wild to audit. (An exception is list errors when the only remedy is a fast L4A.)

Mimicry is actually too high for repair.

Repair is its own subject.

The only demand in programing it is to give priority to recent auditing errors or recent life catastrophes.

Many cases obviously have to begin processing with a repair. Life overwhelm is the reason. And an S&D can be far too steep.

Next to skimping lower grades, repair is too little used.

And it is needed. And the urgency is to not let things go too long unrepaired.

L. RON HUBBARD
Founder

Remimeo

C/S Series 4

THE RETURN PROGRAM

When a case has been repaired, there is always a Return Program made up by the C/S.

It is handwritten on a blue sheet of paper that is easily spotted in a folder.

When the Repair Program has been concluded, the case is considered to be “set up” for a Return Program.

The exact point where a Repair Program is changed into a Return Program is when the case has had some wins and is in far better shape than he was when he first began to be audited (which means his first-ever auditing).

The point is also identifiable as the point where the person feels more outflowing and less overwhelmed if at all.

This is obviously a point of case change.

The common and incorrect practice of looking for case change as the only benefit from processing should be relegated to Repair End Phenomena.

Processing is actually measured by the gradual increase in ability. Step by step these increases in ability walk up the Class Chart and ability is the measure of progress.

The C/S who is looking for THE solution to a case, the one shattering bang of total effect on the pc, has set himself for continuous losses in C/Sing. For there is no one action that totally changes a case from bottom to top in one fell swoop. The C/S who thinks there is continually fiddles hopefully. A case has MANY things to be handled, not one.

There is no one single wrongness or outpoint in a case. A case is a collection of outpoints. He hurts, he can't talk, he has problems, he is ARC broken, he has service facs, he is stuck in incidents, etc., to just mention a few such outpoints.

A radio receiver that has been many times broken and is a heap of twisted parts is not going to get repaired, much less improved, by a radio repairman finding one huge error in it and correcting that. He'll have to correct a lot of minor errors in it before any major error even shows up.

The “one-shot Clear” idea of the uninformed of 1950 is impossible. When a person goes onto the Clearing Course after missing the lower grades, he just doesn’t make it at all. He often can’t even get reads.

It takes many miles of road, past many “case changes” to get up the gradient scale to top ability.

A Repair Program takes the case from where it has falsely gotten to on the Class Chart and gets off the overwhelm with light processes.

The Return Program begins when the case is no longer so overwhelmed and is getting wins from the Repair Program.

THE RETURN PROGRAM CONSISTS SIMPLY OF WRITING DOWN IN SEQUENCE EVERY NEEDFUL STEP AND PROCESS MISSED ON THE CLASS CHART BY THE CASE WHICH ARE NOW TO BE DONE.

Example:

A case has falsely gotten to R6EW Solo and isn’t making it well.

The C/S writes up a light process but extensive Repair Program (first on auditing, then on life).

The case achieves the EP of repair in case changes and less overwhelm.

The C/S now examines the 2-way comm sessions and Examiner’s Reports to establish what levels are out. No change = Level I. Lots of ARC breaks = Level II.

The C/S lists all the Level I and Level II processes the pc did not get done and this is the Return Program.

When these are done and the pc has made it, the C/S has the pc honestly back at R6EW on the Class Chart and continues to follow the Class Chart.

Needful repairs also sometimes have to be done in getting the Return Program done. In each case a new Repair Program is done. The old Return Program looked over but probably just continued.

Example of a case at OT I now completely repaired:

Case has somatics = Dianetics level unflat

Makes others guilty = Level IV unflat

Dramatizes = R6EW unflat.

The Return Program consists of completing Dianetics, rehabbing comm, *all* Level IV processes, redo R6EW, rehab Clear, return to OT I.

That completes the Return Program.

In other words, when the case, found in trouble at a level, is fully repaired and winning, the C/S studies the current data on the case to establish the major

levels that are out (each level has an error and an ability) and then gets these into a program which then session by session is followed.

The program which can be completed in one session will never be written as there is no such program.

A program is the consecutive layout of what has to be done in the next many sessions.

The basic program is the Class and Grade Chart.

The Return Program is the return to the false point reached by getting honestly done all the points missed on the road.

The pc who can't attest a grade ability at any point has to have:

1. A Repair Program
2. A Return Program.

It is a truism that the grade he can't seem to make is not the out-grade. An earlier grade is out if the processes of any one grade, properly run, do not achieve that grade.

The earliest error is of course a failure to achieve the lowest grade there is. What is out here is that the case needed to be *started* on a Repair Program for life. Now, that skipped, one has to do a Repair on both auditing and life.

The Return Program is easy in this instance as it just puts the pc back on what he was on, the first level. But this is the *only* instance where a pc is restored by the C/S to the level he was on without an extensive Return Program.

So a Return Program always follows the Repair Program.

And a Return Program consists of putting the pc over road sections he missed on the road up.

A Return Program is concluded and retired when the pc is back on the grade he falsely had reached before the Repair and Return were done, and is now making that grade.

L. RON HUBBARD
Founder



HCO BULLETIN OF 15 JUNE 1970

Remimeo

C/S Series 5

REPAIR EXAMPLE

Pc X was rushed through lower grades in twenty minutes, given Power to no result, was fed cognitions on upper-level material and when run on Dianetics was found "stuck in present time." After two bogged sessions, this pc, who had come from a far place, came to Flag where I took over (not very pleased).

The actual rundown, outlined as a Repair Program (see C/S Series 3), was as follows on two 8½ inch x 13 inch red cards to be kept in pc's folder.

**PC X
REPAIR PROGRAM**

- I. LAST ERROR REPAIRED 27.5.70
- II. BOGGED SESSION 6.6.70
Repaired 11.6.70 (too long a wait, but done).
- III. Two-way comm on "What did you experience in Power Processing?"
Successful 1.6.70
(Revealed all lower grades out, Clear cog fed him, unable to really run Dianetics.)
- IV. L4A assessed on each list run on him, one list at a time as he recalls it.
- V. Auditor auditing Prepcheck.
- VI. Gains Prepcheck.
- VII. An assessed GF done to get each charge found off.
- VIII. Two-way comm "How do you feel about auditing now?"
Completes auditing cycles repair.
- IX. Two-way comm on life before Scientology. (Note all falls and BDs.) To C/S.
- X. C/S to pick up items out of IX and prepcheck each one that still reads when called off (one to be called then run, no assessment).

- XI. Two-way comm on rough areas. "When have you had a rough time?" Note all falls and BDs. To C/S.
- XII. C/S to list all F or BD items. Prepcheck each one.
- XIII. Two-way comm "What possessions have you had?" To C/S.
- XIV. C/S to list all F and BD items and Prepcheck.
- XV. L1B in auditing, and two-way comm on gains.
- XVI. C/S notes what period of his life pc hung up in. Auditor to put in ruds on it.
- XVII. Find out what body part or area hurts. Put in ruds on it.

(Program can be extended to be sure pc has had wins and is in better condition than was in before auditing and no longer overwhelmed, or can be cut if this occurs before then.)

(Return Program begins with TRs 0–9, on up the Class Chart, as needed, to get his abilities and ends off with a full repair of Power, rehabbing Power Processes 4 and 5 and running 6 to EP and checking lists. He will then be back on Class Chart properly.)

This is not a Repair Program to be copied particularly. It is given as an extent of repair which would then be done session by session and ticked off by the C/S as he ordered each new step.

The IV L4A prepared list would be wholly assessed for each specific list.

The V and VI are a whole list of things not given here, common to such a step, but containing no dynamite-type things, like "SPs" or "Overwhelm" or other things like the names of major processes.

Note that everything from I to VIII are strictly auditing repairs.

IX to XVII handle life areas.

This case should have been *started* in auditing with a life repair program, such as given from IX to XVII. Had he been on drugs as a habit (or just shaky about life), TRs 0–9 could have begun his auditing, followed by life repair IX to XVII.

NEW DEVELOPMENT

These actions of repair before level auditing are a new development as such, but two-way comm and these actions are all from the early '60s SHSBC.

POSSIBLE FAULTS

Evaluation, Q and A and an inability to listen resulting in the auditor chopping comm would be the chief reasons any errors would creep into the sessions given in this Repair Program. As these might not show up in the auditing reports,



if the Repair Program sessions did not result in gain, the C/S would have the auditor's auditing checked for these points of evaluation, Q and A and comm chop. The sessions are actually very easy to run and could be done by an Academy Class III, or better by a Class VI.

NOTE ON VIII AUDITING

VIII auditing presumed, when developed, that lower grades were still being delivered.

VIII auditing and training are fully valid. They are, as the class infers, a high level of auditing and remain so.

The sequence of recent development has been:

VIII auditing to standard

Dianetic HDC-HDG auditing to Standard Dianetics

C/Sing for all levels

C/Sing below levels

C/Sing to handle the neglect of lower grades and SHSBC data which are being gotten back in rapidly.

The C/S is therefore confronted with cases with out lower grades and the earliest and reissued Class Chart neglected.

The mania for quickie lower grades and the acts by a few who fed upper "cognitions" and other evaluation to pcs wrecked, for a while, a part of the Bridge and made it impassable.

Much of the current C/S work should take this into consideration. The Repair Program given above is not as long as it could be and certainly would be no shorter.

The IX to XVII are a brief layout of how new cases could be handled BEFORE any actual level auditing as a guarantee of real gains. This is a whole zone of action (pre-level, pre-Dianetics) becoming increasingly necessary by the decline of the culture as visible in pcs now beginning processing as different from those even up to 1962.

These IX to XVII steps would also work on institutional cases but one should take it even easier.

I repeat, this Repair Program I to XVII is an EXAMPLE and its numbers are not useful, as different Repair Programs would be designed by the C/S for the pc. Many other things could be done, none of them heavy or desperate.

The C/S should caution any Registrar NOT to sell with the name "Repair Program." This is entirely technical and not PR or sales. It is just *auditing* as far as the Registrar is concerned.

Had pc X been processed on all earlier grades in a scramble before 1962, one would list and then rehab every process run as part of the *Return* Program.

Such a step would be done as the *last* step, however, of the Return Program as a prelude to straightening out the highest grade falsely attained before repair. The rehab would not be a substitute for running all the processes of the levels not previously run. Rehab is no part of repair.

TECH ACTION

We have fallen into a belief that any repair is done in Review. Review is now the place the pc goes when the C/S gives up.

Repair is a Tech Div action and counts as hours of auditing delivered. Auditing is auditing. Obviously, two 25-hour intensives could be consumed in a life repair before a new pc ever came near even an assessment of the minus scale of the first Class Charts much less a level!

In Academies, students may get anxious to “get their grades practiced” and so may skip repair actions needful. Thus, upper-level students should audit lower-level students.

DIANETICS

Pcs audited only on Dianetics in missions and centers will make some astonishing physical and even mental improvements. The larger percentage will do so.

However, a C/S will find some have had physical gains “without finding out about it.” The reality factor has not increased to any degree.

Such pcs, of course, get a long Repair Program and are then given a Return Program to Dianetics, their highest level.

The sample Repair Program above fits such pcs, as well as one that attained higher levels before it was found that lower grades were out.

There are no variables in what the programs are:

1. Pc bogs or not gaining.
2. Repair Program outlined and concluded.
3. Return Program outlined and concluded.

What the C/S puts in the Repair Program and what he puts in the Return Program can be *very* variable indeed.

C/S Q AND A

The only fault I’ve seen in a C/S trying to outline two-way comm could be called a “C/S Q and A.”

The pc has a big win about “Frogs.” A huge cog F/N VGIs changes his life.

The Q and A C/S is to order “Frogs,” two-way commed.

The system one uses is not to use pc wins as items to further handle. That stifles (overruns) the win. It’s an ability gained.

One should be able to write off win items as gains and let the pc have them. And use items pc mentions that read (shows he has reality on them) to push up to new wins.

The C/S, in looking into two-way comm for things to handle, finds *his* prizes in subjects that read but haven’t F/Ned.

The cycle is find an item that reads, push it to F/N Cog GIs. Leave that. Find another that reads. Push it to F/N Cog VGIs. Leave that. Find another . . . , etc.

Two-way comm with the auditor marking F, LF, LLF, BDs, etc., gives the C/S worksheets to pick new items out of. The C/S looks to see if any of these were the subject of any F/N. If so, he crosses them off. He orders Prepchecks or two-way comm on the items that read and haven’t F/Ned.

That’s the way the C/S gets his instructions to auditor for the exact actions of the Repair Program steps he has already outlined.

L. RON HUBBARD
Founder

C/S Series 6

Keeping Scientology Working Series 20

WHAT THE C/S IS DOING

In *Dianetics: The Modern Science of Mental Health* considerable stress is placed on the words and phrases in engrams. This is still functional. However, as I did further research I found that (a) many pcs were unable to get the words in the engram and (b) the apparent force of the words was derived wholly from the pain, emotion, effort, contained in the engram. In Standard Dianetics the words in an engram play no major role in the auditing.

The use of the words to de-aberrate and concentration on phrases in engrams is valid but *junior* in force to the pain, misemotion, etc., in the engram. Thus, if you run out the *force*, the words drop into insignificance. This is often how the pc gets cognitions: The words and meaning concealed in the engram are changing value and devaluating. The pc can then think clearly again on a subject previously pinned down by the *force*. Get the *force* out and the words take care of themselves and need no special handling.

The *meaning* of things plays a secondary role in processing to forces.

Thetans find counter-forces objectionable. Almost all chronic (continual) somatics have their root in force of one kind or another.

In that the handling of things with bodies involves force to greater or lesser degree, incapability and derangement of mental values is proportional to the thetan's objection to force.

This objection descends down to a wish to stop things. It goes below that into overwhelmedness in which propitiation and obsessive agreement manifest themselves.

LOW TAs

The low TA is a symptom of an overwhelmed being.

When a pc's TA goes low, he is being overwhelmed by too heavy a process, too steep a gradient in applying processes or by rough TRs or invalidative auditing or auditing errors.

A low TA means that the thetan has gone past a desire to stop things and is likely to behave in life as though unable to resist real or imaginary forces.

HIGH TA

Chronically high TAs mean the person can still stop things and is trying to do so.

However, all one has to do is restimulate and leave unflat an engram chain to have a high TA. High TA is reflecting the force contained in the chain.

An “overrun” means doing something too long that has engrams connected with it, which means an engram chain with too many engrams on it being restimulated by life or auditing. Hence overrun.

If this overrun persisted unhandled, eventually the pc would be overwhelmed and one, in theory, would have a low TA.

MENTAL MASSES

Mental masses, forces, energy, are the items being handled by the C/S on any pc.

If the C/S loses sight of this, he can wander off the road and go into the thickets of significance.

Engrams, secondaries, locks, all add up to mental masses, forces, energies, time, which express themselves in countless different ways, such as pain, misemotion, feelings, old perceptions and a billion billion thought combinations buried in the masses as significances.

A thetan can postulate or say or reason anything. Thus, there is an infinity of significances.

A thetan is natively capable of logical thought. This becomes muddled by outpoints held in by mental forces such as pictures of heavy experiences.

As the masses and forces accumulated and copied from living build up, the logic potential becomes reduced and illogical results occur.

PC SEARCH

The *pc* is continually searching for the *significance* of a mass or force—what is it, why is it.

The C/S is easily led astray by this.

All forces in the bank contain significances.

All forces can be unburdened and lightened up by the various procedures of auditing.

The search of the pc is for significance.

The action of the C/S is reduction of forces.

THE E-METER

The E-Meter records what force is being discharged in every slash, fall and blowdown. The amount of TA per session is the C/S's index of gain.

Note that a discharged process no longer gives TA and gives case gain.

The amount of significance recovered or realized by the pc only shows up as cognitions.

As the TA works off the case, then one has two indicators:

1. There is needle and TA action.
2. The pc cognites.

One shows that force is coming off. Two shows that thought is releasing from force.

BACKWARDS C/Sing

If a C/S processes toward significance only, he will get cases that do not progress.

The needle action detects not so much significance as where the force is.

Diving toward significance, the C/S winds up shortening grades, looking for "magic one-shot buttons" and overwhelming cases by shooting them on up the grades while levels remain *loaded* with force.

RELIABLE INDICATORS

When a pc gets no more TA action on Level I, he will have made Level I and will *know* it. He will therefore attest to "No problems."

The reliable indicators are TA action and cognitions while a level is still charged.

Diminished TA action and cognitions mean the purpose of the level has been reached.

A feeling of freedom and expansion on a subject is expressed in a normal TA and a loose needle.

The pc will now attest to an ability regained.

F/N ABUSE

To process only to F/N and even chop off the cognitions on a process abuses the indicator of the F/N.

You can find many pcs who bitterly resent F/N indications. They have been:

- A. Not run on all the processes of a level;
- B. Still have force on the subject;
- C. Were chopped off before they could cognite.

The ARC break in this is UNFINISHED CYCLE OF ACTION.

The proper end phenomena for a process is F/N Cognition VGIs. Now look at that carefully. That is the proper end phenomena of a PROCESS. It is not the end phenomena of a LEVEL or even of a TYPE of process.

Let us say there are fifteen possible Scientology processes for orienting a pc in his present location.

To run *one* of these fifteen and say “F/N, that’s it. You’re complete” is a quickie, impatient action that rebounds on the pc eventually. If there are fifteen, run fifteen!

Possibly, the pc on number twelve will cognite he’s really right where he is. Only then could you cease to work at it.

An F/N Cog VGIs tells you a *process* is finished, not a whole class of actions!

Thus, two and a half minutes from 0 to IV is not only impossible, it is murderous. It will result in an overwhelm, a low TA or a high TA eventually.

Level I says, amongst other things, “Problems Processes.” There are certainly half a dozen. Each would be run to F/N Cog VGIs. When these and the *other* processes of the level are run, the pc will come to have no further reaction to problems and will be able to handle them.

A cognition in lower levels is not necessarily an ability regained. Thirty or forty cognitions on one lower level might add up to (and probably would) the realization that one is free of the whole subject of the level.

It is safe to run more processes. It is unsafe to run too few.

PC ABILITIES

It is not enough for the pc to have only negative gains of deleting force. Sooner or later he will have to begin to confront force.

This comes along naturally and is sometimes aided by processes directly aimed at further confront. “What problem *could* you have?” sooner or later is needed in one form or another.

What force can the pc now handle?

All auditing in a body—and any living in a body—makes a being vulnerable. Bodies break, suffer, intensify pain.

Sooner or later a pc will go exterior. The Interiorization Rundown must be ordered as the next action or you will have a pc with a high TA. Two-way comm Ext-Int must be given in a following session (not the same one) so the full cognitions will occur.

After this the pc is less subject to the body and his ability to confront force will improve.

Do not be too worried or surprised if after this the pc has some minor accident with the body. Exterior, he forgets its frailty. However, such things are minor. He is “learning how to walk” a new way and *will* run into chairs! He gets this figured out after a while.

Pcs sometimes improve their ability to handle force while interior so as to have mysterious headaches or new body pressures. Inevitably, they *have* been *exterior* and need Interiorization run. They were just using too much force while still inside!

Thus, force is the thing, significance very secondary.

Force of course is made up of time, matter, energy, flows, particles, masses, solids, liquids, gases, space and locations. All this gets inherently handled in processes published long since.

The pc tends to dive for the *thought* imbedded in the force. He will tell you he’s being processed to find out who his parents were or why he is sterile or who did him in, etc., etc. The C/S who chases after this is a deerhound illegally chasing mice!

C/S PURPOSE

The C/S is there to make certain that the pc makes gains and attains the actual abilities of the level.

The C/S is for the pc.

C/S auditor-control exists only to keep the auditing standard, the TRs good, the processes ordered done and to end phenomena each one.

No other reasons for C/Sing exist.

L. RON HUBBARD
Founder

C/S Series 7

C/S Q AND A

Just as an auditor can Q-and-A, so can a C/S.

As you know, Q and A is the incorrect two-way comm action of wandering off the question by feeding the pc what the pc said, as a Question; the Answer is taken as the next auditor's Question. Many various outlines of what Q and A is already exist, and this is just to refresh the subject. Example: Student auditor is ordered "two-way comm on cities" by the C/S, which is okay. But it can be Q-and-Aed like this: Student: "Tell me what you think about cities." Pc: "They're cold." Student: "What about cold?" Pc: "I don't like it." Student: "What else don't you like?" Pc: "Well . . . old men." Student: "What about old men?" Pc: "They're obnoxious." Student: "What else is obnoxious?" Pc: "_____." Well, you remember all about that. It's maddening and shows *no* auditor control and certainly doesn't handle the original C/S subject of "cities."

There are three main ways in which a C/S can Q-and-A in C/Sing.

PC C/S

Pc goes to Examiner on own volition and says, "I am ill. I need my ruds flown."

A C/S Q and A would be "Fly ruds."

Pc on his own goes to Examiner and says, "I am upset about my job."

C/S writes "L1B on job."

You get the idea. The first one is, therefore, Q-and-Aing with Exam statement of pc.

This is varied by taking a pc's note or letter or report and accepting what the pc says is wrong. Like "I'm PTS to my husband." And then C/Sing "two-way comm on husband."

Naturally, the ancient law applies here. If the pc knew what it was, it would not be wrong and would as-is. Pc coming up to Exam saying "It's my husband!" with F/N Cog VGIs would be what would happen if it *was* the husband. And that would be great, but of no real value to C/S except pc has had a win and not to now use "husband."

Give you an actual example: Pc in Solo ruds found she hated George. It F/Ned. *Next* audited session pc was saying she hated George. Wrote a note about George. C/S did not notice the outness. Ordered L1B on George and in a two-way comm got little or no TA, continued to be ill. The fact is it wasn't George at all and not even a terminal. Pc had gone up one grade too many, hit an overwhelm, the earlier six grades were out! Correct action was to have done a general repair the moment a pc suddenly and mysteriously caved in and got ill on a new level! The pc never should have been going on up grades for the last six grades!

The tendency to toss it all off with a Q and A not only didn't handle but obscured the real situation.

C/Sing A WIN

The second Q and A is to C/S a pc win.

Pc in two-way comm mentions cats and more cats and cats and finally at the end of session has a big F/N Cog VGIs on cats.

The C/S sees all this "cat" mention and orders "Prepcheck cats."

That is a very cruel sort of Q and A.

Another version of it, of course, is to see a pc reach a full end phenomena on a series of processes, like an unmistakable pc-volunteered valence shift, and keep on going into an inval. Correction is to rehab, of course.

Yet another version is to pull a withhold and then keep pulling it so the pc doesn't think it's gone. Correction is to rehab, of course.

The TA often goes high or low on these Q and A actions and inval-eval actions are ordered and the release point rehabbed.

NEXT GRADE PLEASE!

The third Q and A a C/S can pull is to agree to the pc's demands for the next grade, despite all contrary indicators.

"I'm ready for Clear now!" says the pc full of somatics, whose R6EW wasn't really done and who can't talk.

The Registrar, execs and others push on this also.

The D of P and C/S have total authority on this. They should be diplomatic. "He can have the grade, of course, but I will have to prepare him for it" is the best answer. "Please make arrangements for Clear preparation—twenty-five hours."

If the C/S doesn't hold the fort on this, the pc put into the next grade who isn't ready will fall on his head.

If this pressure from the pc (in any version) continues, have him sign a waiver, "I will not hold the org or any principals responsible and waive any refund if I am put on next grade." That either gets home or he says okay and

signs. So put him on the grade and hope he doesn't fall on his head—and if he does, *now* demand he get the hours needed to get fixed up so he can really make it.

A D of P or C/S often have other pressures exerted on them that are not technical in nature, such as economics, ambition, status symbols (of having a high grade regardless of a headache) and have to cope with these diplomatically. But any but tech considerations are dangerous to entertain.

SUMMATION

Of these three, two are concerned with letting someone else C/S. Like an engineer letting someone else plan the railroad.

And the third is also slightly in that nature, consisting of not noticing the pc's wins and using them with which to C/S.

CAUTION

This doesn't mean the pc is always wrong. He is generally right when he says he's overwhelmed or upset. He's almost always wrong when he says *what* overwhelmed him or what BPC was out WHEN SIMPLY SAYING IT DOES NOT CORRECT THE CASE OR PRODUCE F/N VGIs.

You always *use* the pc's data one way or another in that you are paralleling what the MIND does. That's reads. Not what the pc says.

Remember that what's really wrong lies in the field of mass, energy, space, time, form and location. As these are eased up (by Standard Dianetics and eighteen years of Scientology actions and processes), thoughts come to view. So if you Q-and-A with thoughts already in full view, you never really ease up the bank. That's why Q and A with significance is not done.

L. RON HUBBARD
Founder

C/S Series 8

CHART OF HUMAN EVALUATION

Science of Survival's Chart of Human Evaluation is a study for C/Ses and is of great use.

When you find the pc on one of its columns, you can see if the pc stays there or falls back there.

Standard Dianetics opened this chart to full use for C/Ses. Eighteen years of Scientology processes and know-how are to a large degree evolved from this chart.

IF A PC IS STAYING AT A LEVEL OF THE CHART OR FALLS ON IT, you know he is running *above* his level.

Processing changes conditions.

If it doesn't improve them (or the pc's behavior), then the pc's reality is not being reached. It can be plus or minus, above or below. It is seldom that the pc's reality is higher than the processes used and really only occurs when a grade honestly run is rerun. Then you get pc protest, as he's *made* that.

Pcs who get sick suddenly are being run far too high on the Class Chart. Pcs who don't change are also being run too high.

Behavior, mannerisms are the index. DO THESE CHANGE? If they do, the pc is improving. If they drop lower on the Human Evaluation Chart, the pc is in overwhelm.

PICKING THOUGHTS OUT OF FORCES IN THE BANK BRINGS A NO-CHANGE.

In other words, you can park a pc by continuing nothing but think processes which address only significance.

SELF-AUDITING

Self-auditing is the manifestation of being overwhelmed by masses, etc., and pulling only think out of the bank. Pulling out think then pulls *in* more force which gives more self-audit.

Not all self-audit is bad. The pc eventually realizes it's forces! After a few tens of thousands of hours! If he knows all the answers.

A good push against a wall is worth a hundred hours of self-auditing, as it's force.

HUMAN EVALUATION

This famous chart (in use, by the way, by an airline and several other areas, and which had to be printed as desk blotters for personnel people at one time) could easily be expanded in numbers of vertical columns to include all behavior.

The C/S is at a disadvantage, as he doesn't see pcs. But he can have a mannerism item filled in on a Summary Report.

“Mannerisms _____”
“Mannerism changes _____”

This serves.

It also serves to look at the psychosomatic column of the chart and a pc's Health Form.

CHANGING THE PC

The pc will change in ideas when he changes his relationship to forces.

Tons of processes do this.

Objective Processes have to be run in on a pc now and then.

Somatics passing through in a session are a definite clue to force change. The no-somatic pc is either high as an angel or being run too high.

You don't have to run directly at force for forces to change in the pc.

One two-way comm I did with a pc released his hold on a huge bundle of forces!

The body responds badly to forces.

The conflict between protecting or using a body and being as a thetan able to withstand large forces gets so mixed up in a pc he can wind up as a force-shy thetan!

STANDARD PROCESSES

Standard processes, such as those in use for eighteen years, handle this when fitted into their levels.

What the C/S has to realize is that he is (a) producing an optimum rate of change in the pc if he is C/Sing well and (b) changing the pc's position upward on the Chart of Human Evaluation.

L. RON HUBBARD
Founder



C/S Series 9

Keeping Scientology Working Series 10

SUPERFICIAL ACTIONS

One of the reasons Scientology tended toward disuse in the late 1960s was not its workability. It was a growing cultural disinclination to do things thoroughly.

“Fast, quick results” was interpreted as seconds or minutes. In old psychotherapy as practiced in the nineteenth century, it required ONE YEAR of weekly consultation to see if anything could be done about a case and FOUR MORE YEARS to produce a meager superficial result. Compared to that, two or three hundred hours of processing was nothing.

As we began to dominate this field in terms of persons handled and results obtained, psychiatry invented “instant psychiatry” by which no result was gotten in no time.

SPEED became the primary consideration of the culture. Jet planes, fast cars “saved time.” But an old Chinese, when told by a driver that he had saved four minutes in speeding back from town, asked, “What are you going to do with the four minutes?”

Time itself is a basis of aberration. Dropping time out is the consideration of factory managers of production lines as “the faster something can be made the more you have of it.” But look at this again. Something can be done so fast it isn’t done at all! The difference between a very fine camera and a cheap one is speed of manufacture. Cheap cameras don’t get their parts carefully machined or matched—they don’t fit together—they break, cease to work. A fine gun can be told by the lack of tool marks on the hidden places. A cheap gun’s inner bolt is a mess of scars. It isn’t smooth in operation. It didn’t take much time to make but it also jams and freezes up when you try to use it. Maybe you’ve heard of “hotter than a two-dollar pistol.” A two-dollar pistol is “hot” because it’s so quickie made, it usually blows up and blows off a hand.

There is a point where SPEED is simply a cover for a cheap, worthless product.

Let us take a filthy room. A lazy housekeeper comes in and sweeps a few bits of dust under the carpet, leaves soot all over the windows and garbage on the mantle and says it’s clean. Somebody else not afraid of work spends an hour at it and leaves a really clean room.

SHORT PROGRAMS

A short pc program is economically and efficiently for the birds.

In the first place, a C/S has to know the extent of his tech well to be able to think up light processes in quantity.

If one heard a C/S say, “But I don’t have time to spend an hour doing a long program for the pc,” one is listening to something peculiar. If one spent an hour or two doing up a real long, twenty-action program to repair the pc, then for the next twenty C/Ses it takes only a few minutes to look over the session and order the next action on the list. If one had no program, one would have to study the *folder* each time. One actually saves C/S time by doing *long* programs both to repair and to get the pc back on the Class Chart where he’d gotten to.

Further, auditing is sold by the hour and it WASTES money and income and pcs to short-program them.

“Yes, but we sell result! If we can get two hundred pcs done in one hundred auditing minutes, we would make £18,233 clear profit. . . .”

Well, the cruel answer to that was, when orgs began to do that on lower grades, they didn’t attain the result on the pc and stats went DOWN!

Power was once priced against the fact of fifty to one hundred hours of auditing. It retained the price, and by cutting out all end phenomena or real gain, it was at last being given in twenty minutes. And after just so many years of this economic dishonesty, SHs crashed! They had sold out the real value of the product for a quick buck. The “field” became “ARC broken” and few takers came to an SH. It is a very long, hard road back. And it is a very costly one.

“Quickie grades,” instead of making fortunes for one and all, crashed the whole Scientology network.

BECAUSE QUICKIE RESULTS ARE LAZY AND DISHONEST.

Let’s just face up to the facts of life!

Selling out the integrity of the subject for a buck wrecks the subject.

SUCCESS

The real stat of an org is success stories.

Honest grades and time spent in C/Sing and in auditing to obtain them add up to success for the individual, the org, its field, the country and the planet.

The *time* it takes to process somebody is how long it takes to get *each* single result available. It is not how slowly or quickly it is done. A book is not a good book if it takes seven years to write. And a bad book isn’t always written in two weeks. It takes as long to write a good book as you get a good book. The *result* is the result and TIME IS JUST AN ENTERED ARBITRARY.

A person who overwhelms at Grade IV is an easily overwhelmed person. It might take fifty hours just to repair the case and the person's life. That might be twenty or thirty steps on the program.

If the C/S can't dream up eight or nine ways to repair past auditing and fifteen or twenty ways to repair a life, then it's time to go back and read *Dianetics: The Original Thesis*; *Dianetics: The Evolution of a Science*; *Dianetics: The Modern Science of Mental Health*; *Scientology 8-80*; *Scientology 8-8008* and listen to a hundred or so SHSBC tapes.

"Yes, but I have no time to _____." Well, that's also saying "It can't be done well."

But there *is* time. If anyone looked over his area, he would be able to throw out the time-wasting actions if it comes to that.

"Look. I'm the C/S, the D of P and have to audit three _____."

That's a statement that the job has already been done so badly that no persons show up to take over the extra hats! And the no-result programs cripple the economics and that becomes no help.

I have seen Mary Sue take over an HGC that had tons of unsolved cases and too few auditors and have watched her solve one case at a time and within two weeks have thirty-five auditors and no backlogs and in six weeks no unsolved cases! She was using the "old," "historical," "background," "we don't use them anymore" processes!

So it not only can be done, it is the thing to do.

That org's stats soared. It became solvent. It ran at a high run and was a happy org.

SICK PCs

When there are sick people on a list, one doesn't just "give a Dianetic Assist" and send to a doctor and write them off.

If one knows his tech, there was a *reason* the person got sick. One also knows a sick person goes into overwhelm easily.

One can do a Touch Assist, a Contact Assist, two-way comm, ruds on the accident, ruds before the accident, Dianetic Assist, medical treatment, life ruds, HCOB 24 July 69, two-way comm on suppression, 3 S&Ds, assessment for area of illness, Prepcheck on area, ruds on area, Hello and Okay with the affected area, Reach and Withdraw from area, two-way comm, Recall on persons similarly ill, location of the postulate that caused it with itsa earlier itsa, Prepcheck on the body or its part, more HCOB 24 July 69, more ruds, assessment of failed purposes, two-way comm on the sickness.

That's not a program. It's just a helter-skelter list of a *lot* of things to do. It would not greatly matter what order they were done in but lighter actions should be the earlier. And in a program, auditing repair comes before life repair.

EXPECTANCY

Now, if a C/S or an auditor has a magical complex, he expects ONE process to run a person from wog to OT VI and in ONE minute.

The missing knowledge is “gradient scales.” Stairs and ladders have steps and rungs. It takes TIME to climb a tower.

The magical complex thinks of processes as incantations or charms. A person C/Sing would always be trying to find THE process the pc should be run on. The think is that THE process, once discovered, would take no time at all and the pc would magically become well!

Pardon me, but that’s pure goofiness.

And it would set the C/S up for constant FAILURE.

One sees such a person scrambling through processes, trying to guess “which one which one which one. Oh, there’s one! Now we run it for three minutes on the pc. Oh dear, it didn’t work. He isn’t well. Let’s see what’s here still. Scramble scramble. Oh, here’s one. This green paper is probably the right color. Auditor! Run this on the pc. Oh dear, it didn’t work. He isn’t well yet. So! We will take these five major processes and run them all in one session and add six grades. Do that! Do it! It’s a desperate situation. Oh dear, the pc blew. Well, I guess the subject doesn’t work or I’m a failure. . . .”

That is NOT how one should C/S.

If a workman was supposed to cure an oxhide and was told salt would do it and he had a magical complex, what would he do? Well, he might take a small salt shaker and sprinkle the corner of the hide (thinking the right thought) and find that the hide rotted in a few days. He could then conclude salt didn’t cure oxhides. If someone kept hammering at him to cure oxhides with salt and he kept sprinkling the corner (knowing it wouldn’t work), he’d get a very odd idea about his orders! But who would suspect that this workman thought it was magic! An honest rubbing of salt all over and into the oxhide is the meaning of “salt will cure oxhides”!

But that would take work. It would take TIME! It would have to be honestly and thoroughly done. But one would have cured oxhides and gotten shoes and a profit and pay and everything, for one had a *product*.

Magical thought in auditing isn’t likely to give anyone a product of really able people!

SHORT-CUTTING PROCESSES

Processes can be short-cut as well as programs.

Take an early (means basic, useful, useable) version of Rising Scale. There are eighteen pairs. Each *pair* should be run to F/N Cog VGIs.

An auditor told to run Rising Scale can run along the eighteen pairs until one F/Ns. And leave it.

The process has been short-cut. And with that shortcut went its ability to restore fertility!

So one hears Rising Scale will sometimes restore fertility or change eyesight. Orders it done. It is done to one F/N. No real result occurs.

Or take Dianetics. Dianetics can be chopped “to save TIME.” First feeble flutter of an F/N, no cog, no VGIs, auditor barking “Did it erase? Did it erase?” Final result, no real gain. There goes the subject. Half an hour to run the chain, no extra thirty seconds for the real F/N, the cog, the VGIs.

SO ONE WASTES A RESULT FOR THE SAKE OF SAVED TIME.

THE AGE

It is a symptom of the age that there is no time. But in the Data Series PLs one finds that “omitted time” is a basic insanity.

That a body lives only about seventy years puts an awful limit on man.

Man’s empires endure at most only about three hundred years if that.

Seventy years is not enough time to make a real career and three hundred years is not enough time to even groove in a civil service.

Man pays for it with poor lives and rotten governments.

But it doesn’t take seventy years or three hundred years to process a pc. A year maybe up to *Homo novis*. A few years to OT. Even traveling it casually slow.

Twenty-five hours to repair someone’s life and fifty to one hundred hours to get him up to no somatics with Dianetics is pretty satisfactorily fast. What’s this take? A week to repair. Two to four weeks for full Dianetics. At twenty-five hours a week. That’s very little.

And it’s enough to tell him to get trained so he can have all he wants.

SPEED LIABILITY

When speed is the consideration, not results, you get a very cheap camera or car. And you can expect it to fall apart very soon. You also get a cheap reputation.

We are in the Leica and Cadillac and Rolls Royce product class without trying.

Why settle for “quickest grades”?

You get no students that way and *that’s* the heavy org income. You get no expanding field. And you won’t ever get a cleared planet.

We’ve learned all this the hard way. So let’s not let it go unheeded.

The place to handle the situation is with C/Sing.

And to gain the cooperation of C/Ses to make results real results by insisting that speed is the fast road to poverty in the long run.

If the C/S burden is too heavy, start pushing training. Then you'll get help.

Honest C/Sing gives an honest result.

It takes as long to correct a case as it takes. It takes as long to make a person well as it takes. It takes as long to get a real lasting grade result as it takes.

And that's a lot longer than the time spent on it in the late 60s.

ALL pcs "have to be OT tomorrow." Why let them C/S their case by demanding it only take two minutes?

Self-C/Sing is no more effective than self-auditing.

Registrars as well as pcs try to grab the C/S hat. "I will sell you a marital intensive because you have such a bad cold." And execs, "Run this staff member on money. . . ."

Well, a C/S's hat is the C/S's. And he should wear it for honest results. And damn others trying to C/S and wreck his job.

THERE ARE NO CONSIDERATIONS WHICH FORGIVE ANY RESULT THAT IS NOT THOROUGH AND HONEST FOR EVERY PROGRAM OR GRADE.

L. RON HUBBARD
Founder

Remimeo

C/S Series 10

REPAIRING A REPAIR

When a pc is on a Repair cycle, it is quite horrible to have a bad (goofed) session occur.

Why?

Well, the pc is on a Repair cycle because he is overwhelmable. A goofed session is more overwhelm. AND it was goofed on a process type which was already what you would use for Repair. So NOW what do you do?

The answer, of course, is to sort out the real error. If you can't find it readily in the worksheet, have the Examiner ask the pc what the auditor did.

Then, having found the actual goof, you have it repaired by rehab of the bypassed F/N or an LIB using "Method 3" in assessing the prepared list.

The goofs are fortunately few in type.

There HAS to have been a basic goof for a Repair session to have gone wrong.

So when one goes wrong, you really search the worksheet until you find it and if it isn't visible get the pc asked.

These goofs are pretty elementary. The auditor possibly doesn't know that a TA can go DOWN by overwhelming by overrun or way up by overrun. So a usual goof in Repair is overrun of an F/N or an item that F/Ned or a list that F/Ned.

Example: In a Repair Program a GF is called for. Auditor clears a couple items, suddenly hits a hot one, pc gets F/N, cog, VGIs. Auditor (told to get all the charge off the GF overlooks senior data—let pc have a win, GFs often raise hob with the TA if run further than THE item) goes on down the GF list past the F/N VGIs hunting for new charge. Pc's TA goes to 1.6! Pc cogs he has a stuck picture. TA 1.6. "End of sess."

Now what do we do? Well, a new factor now enters in.

C/S WANDER

The pc was on a precise Repair Program, is only at VI out of XVIII steps.

But the pc is rough. Rough running. Diverges, critical, boggy.

And now he is stuck into a goofed session and we have to repair a Repair!

A C/S at this point can wander. He can Q-and-A. The WHOLE REPAIR PROGRAM CAN GET DEPARTED FROM AND THE PC REALLY BOGGED.

When faced with repairing a Repair Program session, watch it! Don't wander!

The C/S procedure is this:

1. Find in the worksheets or from the pc the exact goof.
2. Repair that goof by rehab, indicating BPC or two-way comm, depending on the error.
3. DO NOT ORDER A NEW DIFFERENT NONPROGRAM ACTION.
4. Continue the PROGRAM.

It is here a C/S can go adrift. New actions crossing the original program can soon have C/S, pc and auditor chasing over hill and dale. It is a fatal pursuit.

About the only time you change a Repair Program once outlined is to extend it or lighten it. But in that case do a whole new program.

You will find two-way comm is lighter than a Prepcheck.

Let us say pc was doing great on two-way comm, gets into a Prepcheck session and goes out the bottom.

In such a case the Prepcheck is repaired of any goof noted in it and two-way comm that session—and it comes out all right. If no goof can be located, two-way comm it and it will be okay.

An auditor can throw a list not ordered into a Repair Program by finding the TA high at session start and doing an O/R list and goofing the list. It would already be dicey to *list* a pc who is on a Repair Program. To then goof ordinary laws of Listing and Nulling can get grim.

The first C/S action to repair the Repair is of course to get the list corrected with an L4A. You can often spot the listing goof as a C/S. It's usually an O/R of an O/R list or an incomplete list or an "unnecessary list." It's poison to list a pc on a Repair Program, however. Two-way comm it.

If a check for exteriorization reveals it, you have no choice but to do an Interiorization Rundown. That's a common reason. But if the pc is already flinching at engrams, limit the Interiorization to Three-way Recall and note it clearly that he's only Three-way Recall of Int.

AUDITOR FLUBS

Student or new auditors produce the most flubs. It is therefore good to keep them off Repair actions or Repair Programs.

The commonest flubs are failing to trim the meter and ignoring the F/N at "3.1," yet sitting right there running the pc up to 4.0 without ever asking, "Have we bypassed a release point?"

Poor TRs, not having two-way comm down, neglecting pc origin or chopping comm are probably next in order of frequency.

REPAIR PCs

Remember that pcs who need lots of repair are DELICATE cases. Feather touch is the watchword.

They are not all that easy to audit. They can cause auditors and C/Ses to disperse.

Such pcs are afraid of force and easily get engulfed if pushed hard into the bank.

So lightly, lightly.

And exact repair of any flub.

And get back to the program! Mid-program is no time to become inventive.

L. RON HUBBARD
Founder

Remimeo

C/S SERIES 11

The following HCOBs have been combined in this issue:

HCOB	31 Aug. 68	WRITTEN C/S INSTRUCTIONS
HCOB	1 Sept. 68	POINTS ON CASE SUPERVISION
HCOB	11 Sept. 68	CASE SUPERVISOR DATA
HCOB	17 Sept. 68 I	GROSS CASE SUPERVISION ERRORS
HCOB	17 Sept. 68 II	OUT-ADMIN=LIABILITY
HCOB	22 Sept. 68	"AUDITORS MUST ALWAYS. . ."
HCOB	8 Oct. 68	CASE SUPERVISOR—FOLDER HANDLING
HCOB	15 Mar. 70	DOUBLE FOLDER DANGER
HCOB	29 Mar. 70	AUDITING AND ETHICS

and reference to LRH ED 101 Int, POPULAR NAMES OF DEVELOPMENTS.

C/S DATA

Case supervision instructions are *always* written. A Case Supervisor always writes his C/S instructions on a separate sheet of paper for the pc folder.

Repair Programs (now called Progress Programs) are on red sheets.

Return Programs (now called Advance Programs) are on bright blue sheets.

All C/Ses are written in duplicate (a carbon copy is made). The C/S keeps the carbon copy for reference in case the original ever gets lost.

HIGH CRIME

It is a high crime for a Case Supervisor not to *WRITE* in a preclear's folder what the case-supervised instructions are and a high crime for an auditor to accept verbal C/S instructions.

To commit this crime causes:

1. Extreme difficulty when doing a Folder Error Summary, as there is no background of what was ordered and why.
2. Gives the auditor leave to do anything he likes, as not in writing.
3. Is open to misduplication and can cause squirrel processes to be run and so mess up a preclear with nonstandard tech.

Any Case Supervisor found guilty of this from this date is to be removed, as this could only be considered a deliberate attempt to mess up preclears.

POINTS ON CASE SUPERVISION

1. Check your orders to find out if auditor did them.

2. Check to see if commands correct and if pc's reaction was expected reaction for those commands.
3. Check any list and find out if there was mis-listing.
4. Advise against a background of standard tech.
5. Order any errors corrected or get the case on further up the grades.
6. Beware of overcorrection.
7. Beware of false, pessimistic or overenthusiastic auditor reports. They are detected by whether the case responded to usual actions, as they all do.
8. Beware of talking to the auditor or the pc.
9. Have implicit confidence in standard tech. If it is reported not working, the auditor's report is false or the application terrible but not reported.
10. Above all else, hold a standard and NEVER listen to or use unusual solutions.

DOUBLE FOLDER DANGER

When a pre-OT has a Solo and an auditing folder, both, there is a great danger if the Case Supervisor does not look at BOTH before C/Sing.

There has been an instance of a pre-OT running strange C/Ses on himself. Another ran C/Ses out of other folders on himself. In both cases the consequences were hard to repair, when finally found.

In another case in the Solo folder the pre-OT had gone exterior with full perception. But the non-Solo auditing folder was being C/Sed. The TA shot up for two months without any C/S except myself calling for *all* folders.

Pre-OTs unfortunately run on a Solo folder and an audited folder. Unless both are to hand when C/Sing, wild errors can be made by the C/S.

There is *also* the case of a person having two audited folders, being C/Sed at the same time. This is an admin error.

The firm rule is C/S ONLY WITH ALL FOLDERS TO HAND.

The embarrassing situation where one can't get a folder from another org or field auditor, or where the old folder is lost, has to be made up for somehow. It mustn't halt auditing totally.

CASE SUPERVISOR—FOLDER HANDLING

Analyzing Folders

Go back in the folder to the session where the preclear was running well and come forward from it doing a Folder Error Summary.



Reviewing Folders

In reviewing a folder, the first thing to do is to look at the C/S to see if it was done.

Use the Summary Sheet to get the auditor's attitude and pc mannerism changes.

Use the Auditor's Report Form to get the time of processes.

Read and take all your data from worksheets and compare it to and see that C/S was complied with and ensure standard tech was applied.

If you can't read the reports, send it back to have the auditor overprint illegible words. Never try to case supervise (C/S) an illegible worksheet, as you'll only run into headaches.

The after-session Examiner's Report gives you the first clue of how suspicious you should be in examining the folder and whether or not auditing reports contain falsities.

Standard Tech

You're never led by anything into departing from standard tech. The *only* reason it doesn't work is that it hasn't been applied.

The main question of a Case Supervisor is:

WAS IT APPLIED?

If you follow this exactly, you'll never miss.

CASE SUPERVISOR DATA

A Case Supervisor should watch for ethics record of pcs who have been C/Sed.

If they fall on their head, get into low conditions, the folder should be reviewed.

Most probably, the auditor did not do what was ordered and, if folder looks okay, chances are the auditing report is false, as *something is wrong* or pc would not be in trouble.

AUDITING AND ETHICS

Cases undergoing Ethics actions, Comm Evs, amends projects or low conditions should not be audited until the ethics matter is cleared up and complete. It only louses up their cases to audit them when under such stress.

ADMIN

Auditors must always put the pc's grade or OT level very prominently on the auditing report.

A Case Supervisor cannot properly C/S a case without having this data.

To not do this is out-admin.

OUT-ADMIN = LIABILITY

Much has been said about the importance of admin in auditing but auditors just aren't getting it—so . . . it now becomes a LIABILITY to have out-admin in pcs' folders.

Folders are to be submitted with the latest session on top. Auditor's Report Form is stapled to worksheets which are dated, numbered and in order, latest on top. Summary Report is then attached to the auditing report and worksheets with a *paper clip*. This, of course, is as well as the usual admin, such as legible writing, rewriting illegible words, marking reads and F/Ns, and ALL END PHENOMENA, etc.

The C/S instructions for that session go *under* that session, so you get C/S 4.6.68, Auditing Session 4.6.68, C/S 5.6.68, Auditing Session 5.6.68, C/S 7.6.68, etc., etc.

As the whole purpose of Class VIII is to minimize the time in auditing, by doing perfect standard tech, this cannot be done if it takes fifteen minutes to put the folder in order, so it can then be case supervised, so it can then be audited.

GROSS CASE SUPERVISION ERRORS

1. Failing to use progress and advance programs when needed.
2. Ordering unnecessary repairs.
3. Trying to use repair processes to get case gain instead of getting the pc onto the next grade.
4. Not writing down C/S instructions, but giving them to an auditor verbally.
5. Talking to the auditor re the case.
6. Talking to pc re his case.
7. Failing to send pc to Examiner if you're unsure why his folder has been sent up for C/S.
8. Being reasonable.
9. Not having enough ethics presence to get his orders followed.
10. Issuing involved repair orders.
11. BIGGEST GROSS CASE SUPERVISION ERROR for C/S is not to read through the pc folder.

L. RON HUBBARD
Founder



HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 25 JUNE 1970RC

Issue II

REVISED 16 AUGUST 1989

Remimeo
C/Ses
Tech/Qual

C/S Series 12RC

Keeping Scientology Working Series 9R

GLOSSARY OF C/S TERMS

Refs:

HCOB	5 Apr. 77	EXPANDED GRADES
HCOB	24 Sept. 78RC III	CCRD Series 1R
	Rev. 18.12.88	DIANETIC CLEAR
HCOB	22 June 78RA	NED Series 2RA
	Rev. 8.4.88	NEW ERA DIANETICS FULL PC PROGRAM OUTLINE
HCOB	12 June 70	C/S Series 2 PROGRAMING OF CASES
HCOB	19 Apr. 72	C/S Series 77 "QUICKIE" DEFINED
HCOB	12 Nov. 81RC	GRADE CHART STREAMLINED FOR LOWER GRADES
	Rev. 1.7.85	
HCOB	12 Dec. 81	THE THEORY OF THE NEW GRADE CHART
HCOB	14 Dec. 81	THE STATE OF CLEAR
HCOB	12 Sept. 78R	DIANETICS FORBIDDEN ON CLEARS AND OTs
	Rev. 2.12.85	
HCOB	1 Dec. 78RB	C/S Series 113RA PROGRAMING OF CLEARS
	Rev. 18.12.88	THE CLASSIFICATION, GRADATION AND AWARENESS CHART

RECOVERY PROGRAM:

When this bulletin was first issued in 1970, the RECOVERY PROGRAM included:

LRH EDs	100 Int 10 May 70	LOWER GRADES UPGRADED
	102 Int 20 May 70	THE IDEAL ORG
	103 Int 21 May 70	FAST FLOW GRADES CANCELLED
	104 Int 2 June 70	AUDITING SALES AND DELIVERY PGM NO. 1
	106 Int 3 June 70	WHAT WAS WRONG
	107 Int 3 June 70	ORDERS TO DIVISIONS FOR IMMEDIATE COMPLIANCE
	10 SH 6 June 70	SH PCs
	108 Int 11 June 70	AUDITING MYSTERY SOLVED
	101 Int 21 June 70	POPULAR NAMES OF DEVELOPMENTS

which comprised the program to recover full use and results of EXPANDED LOWER GRADES.

PROGRESS PROGRAM:

What was called a “Repair Program” on the first issue of the C/S Series (HCOB 24 May 70, now HCOB 23 Aug. 71, C/S Series 1, AUDITOR’S RIGHTS) has since been renamed a PROGRESS PROGRAM. It has been found that case gain which has not been earlier achieved can be consolidated by a PROGRESS PROGRAM. It can take 25 hours or more, and can be done by any classed auditor who is qualified to run the needed processes, as long as it is C/Sed by a qualified C/S who has star-rated on the new C/S Series. The PROGRESS PROGRAM is quite a technical development in itself. It is the answer to a pc who had “quickie grades” and didn’t actually reach full abilities in earlier Scientology auditing. It is followed by an Advance Program which follows below.

ADVANCE PROGRAM:

This is what was called a “Return Program” in the first issue of C/S Series 1. The name has since been changed from “Return” to “Advance” as more appropriate. It gets the pc really up to where he should be. It may take 50 hours or more.

EXPANDED LOWER GRADES:

Pcs won’t like being told they “have to have their lower grades rerun.” Actually that’s not a factual statement anyway. The lower grades harmonic into the OT levels. They can be run again with full 1950–60 to 1970 processes as given on the Saint Hill courses all through the 1960s. These are now regrouped and sorted out and are called EXPANDED LOWER GRADES. See also HCOB 5 Apr. 77, EXPANDED GRADES, and HCOB 22 June 78RA, NED Series 2RA, NED FULL PC PROGRAM OUTLINE. There are no Dianetic or Scientology single or “quickie” lower grades anymore.

DIANETIC CLEAR:

The state of Clear can be achieved on New Era Dianetics.

It is not however attained by feeding people cognitions; Clears are made through auditing.

For those persons who do not go Clear on NED, there is the alternate route to Clear which consists of doing Power, Solo auditor training, R6EW and then the Clearing Course at an Advanced Org.

CLASSIFICATION CHART:

This chart, the Classification, Gradation and Awareness Chart, has been reissued many times. All issues are more or less valid. Earlier versions of the chart (in the 60s and 70s) listed processes either in the “Processes Taught” column on the training side of the chart or in the “Processes Run” column on the auditing side. All those processes and more are listed in the Expanded Grades Process Checklists, HCOB 14 Nov. 87, issues I–VI, and are used in Expanded Lower Grades.

The chart is *valid*.

QUICKIE GRADES:

Persons were too demanding to be done quickly. On many cases the grades as given were valid but a large number of cases needed Expanded Lower Grades. Twenty minutes from Grade 0 to IV and five minutes Power was far more than many could stand up to. These and all others who haven't fully made it need a PROGRESS PROGRAM and an ADVANCE PROGRAM to "pick up all the latent gain they missed."

DIANETIC PCs:

Dianetic pcs should be audited on New Era Dianetics to full NED case completion or, should it occur on NED, the state of Clear.

TRAINING:

Any pc who has trouble needs training, and the amount of time required in Expanded Lower Grades and so on makes it cheaper to be trained.

L. RON HUBBARD
Founder

Revision assisted by
LRH Technical Research
and Compilations

C/S Series 13RA

VIII ACTIONS

(GF 40, IV Rundown, VIII Case Supervision)

Inevitably, when any new approach or process is released, some will instantly assume that all “older” (actually more *basic*) data has been cancelled. There is no statement to that effect. It is not guessed that this will be assumed and so we *could* lose an entire subject.

We did, in fact, lose Dianetics for a decade and all but lost Scientology in the following ten years.

A subject can be reorganized and made more workable. That was done in 1969 for Dianetics. BUT IT HAD NEVER BEEN UNWORKABLE!

The 1969 Dianetics reorganization *refined* the 1962–63 discoveries of R3R. A better *communication* was made to the user and the preclear.

Amazingly, the reissue of Dianetics as Standard Dianetics caused about a dozen people (even in high places, unfortunately) to at once assume that Dianetics wiped out any need for Power, Scientology clearing or anything else! Even an unauthorized policy letter (not signed by me) and an HCOB (also not signed by me) gave this impression. They were of course cancelled the instant they were discovered to have been sent out.

This idea that the “old” is always cancelled by anything “new” has its root in the idea that a later order cancels earlier orders, which is true. But orders are one thing and tech basics another.

What if, in the science of physics, a book by Professor Glumph came out, omitting the three laws of motion and gravity. It is assumed, then, that Newton’s laws are no longer valid. Because they are *old*. (Newton lived between 1642 and 1727.) So some young student engineer is baffled because bridges have *weight* and can’t work out gravity or motion! And he and his fellows begin to build without knowing these laws, and there goes the whole of engineering and the culture itself!

This is no fantasy. As a college student, in upper math, I was utterly baffled by “calculus.” I couldn’t find out what it was for. Then I discovered it had been developed by Sir Isaac Newton, examined the basics and got the idea. My college text omitted *all* the basic explanations and even the authorship of the subject! Calculus today is really not enough used because it isn’t understood.

Anyway, here's the main surprise: Until 1970 the whole of Scientology was never in use in processing! Students had ridden along with the research line up into the OT sections, discarding the ladder behind them. For nearly three years an increasing proportion of preclears were not actually making it. The gradient to get them onto the Bridge had been neglected as "old" when in fact they were not "old" but BASIC.

The amazement of auditors (and their delight) when the HCOB on Auditor's Rights (C/S Series 1) was released indicated that they had become "process oriented" with all the WHY gone.

VIII AUDITING

The 1968 VIII standardization aimed actually at good TRs, auditing presence and basics in auditor performance. VIII auditing was developed to handle the OT band.

It is entirely valid. Its only omission was detailed actions now developed as to how to handle a pc or pre-OT who had been pulled up the line and had fallen on his head.

Out-grades was spotted and discussed in detail in VIII auditing.

Giving lower grades fast was the only error. It was not realized in 1968 that end phenomena of lower grades was not being required.

The rerelease of the entire band of Academy and Saint Hill materials in 1970 is a reemphasis on the *validity* and *necessity* of using it ALL on pcs! And in understanding the mind and life! And all this is quite welcome and very successful. Not noticed is that this whole band was never before presented for full *use* on *all* pcs. As I say 1950-69 auditors had been riding with the "newest and latest" because it was "popular." Only a few wise old-timers continued to use the most basic actions.

But just as VIII auditing was an unauthorized signal to suppress all that had been known before, so now, with the full release for use of Expanded Lower Grades, a few began to say that VIII auditing was now "old"!

One assumes, then, that some like to be able to say that something is now "old." Has a superior sort of ring to it, I guess. Anyway, we'd better disregard this tendency to retire basics. It is more amusing than otherwise. So let's get on with the job.

RESISTIVE CASES

The RESISTIVE CASE Rundown is an VIII development TO HANDLE THOSE WHO CANNOT MAKE THE GRADES.

It was put into the Green Form as GF 40 so as to preserve it.

To it could now be added "Overwhelmed." This would indicate need of Repair (Progress) and Return (Advance) Programs. But many other indicators exist already.

So *when* do you use a GF 40?

Let us say the pc has been run on Grade Zero. And at the Examiner cannot or does not attest.

One would first look for simple auditing errors in recent sessions. These would get reviewed and corrected.

One would then look for lower actions than Grade Zero that had been missed.

If it still seemed hard to figure out, one would use a GF 40, Resistive Cases.

In essence, if one adds “Overwhelm” to the GF 40 list you have on it all the reasons a pc won’t advance IF he has been run on all processes up to that point.

Overwhelm would indicate need of a Repair and Return.

Grade I, Problems, is the usual ordinary reason for no case advance.

Problems shows up as an out-rud in GF 40 and is simply put in as a rud, not as a grade.

But if a Grade *II* or above has problems??? That means Grade I is out.

GF 40 remains even more plainly as a “When all else fails.”

It is used that way.

When a pc doesn’t attest, and all has been done for him otherwise, you use a GF 40.

This was its proper use in the first place.

All such materials except rapid or quickie grades are valid.

And (joke) these remarks on GF 40 Resistive Cases do not wipe out “Repair and Return Programs.”

IV RUNDOWN

The so-called IV Rundown as taught on the VIII Course is of course quite valid.

Originally developed to catch cases that had somehow gotten up to OT III and were falling on their heads, it is a collection of actions. It salvaged many cases.

The missing datum was that in recent times these cases were falsely reported to have had their lower grades. **THEY**, the cases themselves, said they had “had lower grades.” This made a mystery. The fact is, with multiple declare (declaring 0 to IV to the Examiner all at one time, mostly without any mention of end phenomena of the grade) these cases were **OUT-GRADE** in the extreme.

The IV Rundown was an effort to catch it all up to make a real OT.

“Out-Grades” didn’t read, as it didn’t mean anything to the pc and, besides, “they’d all been rehabbed a dozen times anyway.” But nobody mentioned never having attained any end phenomena, and the Class Chart was never really gotten IN IN IN in the first place.

You will find many pcs have had various parts of the “IV Rundown” run earlier.

For awhile it was the fashion to use the IV Rundown or a part of it on any balky case at any level. At OT IV (which was an audited step and none of it really confidential) the C/S simply ordered run whatever was left of it not already run.

Somewhere on the case all of the IV Rundown still should be run. But, of course, that would now be on a Return (Advance) Program and well up the line.

If Repair–Return doesn’t get a grade made, this is the time to do a IV Rundown. On (3) valence shifter—LX1, LX2, LX3 lists can be done in Triple, Recall, secondary, engram. Earlier practices, former therapy can also be Triple, Recall, secondary, engram.

This is on page 28 (not 23) of the original VIII Case Supervisor Manual, and part of it is also now GF 40.

If a case really needs this, he won’t be making a lower grade really, so the GF 40 or its slightly wider OT IV Rundown can be used.

To both, “Overwhelmed by auditing” should be added in any future issue to indicate a needed repair action.

CASE SUPERVISOR ACTIONS

HCOB 10 Dec. 68, CASE SUPERVISOR ACTIONS, confidential, VIIIs only, is still valid. It remains confidential, as it mentions some OT phenomena that would spin a Grade VA. However, some VIII C/S is going to be told that “Expanded Lower Grades changes all that.” It doesn’t.

Listen: In the next to last paragraph of the cover page of this manual (HCOB 10 Dec. 68) it says:

“Standard Grades are not part of this setup, AS IT IS UNDERSTOOD THAT THE AUDITOR KNOWS THESE. Directions to do standard Grades are written on a blank sheet.” (I have added the block letters for emphasis here.)

At the time this was written, I had not discovered that lower grades were gone out of use and I let be published Triple Grades which seemed to condense all lower grades. The major process or major grade process may not be enough to make a pc make a lower grade. I am sorry I gave any support at all to such an idea by not examining the whole scene when it began to show up. I *did* find it and *did* correct it, however, when auditing statistics over the world showed the fault. (Twenty-eight hours was the total weekly delivery of orgs!!)

If you add the dozens and dozens of lower-grade processes as given in Expanded Lower Grades to the VIII C/S HCOB of 10 Dec. 68 and included this C/S Series and its *new* development of Repair (Progress) and Return (Advance) Programs, you would have the whole package of C/Sing.

So the VIII actions are *all* valid.

Auditor classes below VIII have this C/S Series. The AO C/S Course adds in the VIII actions as well.

Any C/S who does not know well *Dianetics: The Original Thesis; Dianetics: The Evolution of a Science; Dianetics: The Modern Science of Mental Health; Scientology 8-80* and *Scientology 8-8008* will go badly astray. It is vital to know these books and others in this area, to know *what* one is trying to handle.

Class VI (SHSBC) tapes and bulletins are all valid and vital to lower-grade auditing and C/Sing.

I trust this gives the C/S some idea of what is still “in.”

It all is.

L. RON HUBBARD
Founder

Revision assisted by
CS-4/5

C/S Series 14

C/Sing 2-WAY COMM

The C/S is liable to make most of his C/S errors in C/Sing 2-way comm.

The reasons for this are:

1. Two-way comm IS auditing.
2. The errors that can be made in any auditing can be made in 2-way comm.
3. Untrained or poorly trained auditors do not always respect 2-way comm as auditing.
4. Errors in 2-way comm become masked since the procedure is loose.
5. Earlier C/Ses on the case may have missed the easily missed 2-way comm errors.

RULES OF C/Sing 2-WAY COMM

- A. The C/S must recognize that 2-way comm *is* auditing. Therefore, it follows all the rules of auditing.
- B. Any error that occurs in other auditing can occur in 2-way comm auditing. Errors in a 2-way comm session must be carefully looked for as they easily can be masked in the worksheet.
- C. Auditors must be persuaded by the C/S to make notation of *auditing* essentials in 2-way comm as of senior importance to pc's text (which is also made note of in the worksheet).
- D. The questions asked in 2-way comm can be very incorrect just as rote processes can be.
- E. An auditor must be trained as a 2-way comm auditor (Class III). Otherwise, he will evaluate, Q-and-A and commit other faults.
- F. If an ARC break occurs early in a 2-way comm session and is not handled as such, the rest of the session is audited over an ARC break and can put a pc into a sad effect.
- G. A pc with a PT problem not being handled in the 2-way comm will get no gain.
- H. A pc with a W/H in a 2-way comm session will become critical, nattery and/or get a dirty needle.

- I. Two-way comm processes must be flattened to F/N. If an F/N doesn't occur, then the subject didn't read in the first place or the auditor Q-and-Aed or evaluated or changed the subject or the TRs were out or the pc's ruds were out.
- J. A 2-way comm subject chosen must be tested for read in that session before being used for 2-way comm.
- K. Improper 2-way comm questions can plunge the pc into an out-rud situation not then handled. "Is anything upsetting you?" or any mention of upsets by the auditor is the same as asking for an ARC break. "Has anything been troubling—worrying you lately?" is the same as asking for a PTP. "Who aren't you talking to?" is asking for W/Hs.
- L. The subject of major processes should be kept out of 2-way comm C/Ses, auditors' questions and 2-way comm assessment lists (ARC breaks, problems, overts, changes or any major auditing subject, as they are too heavy, being the buttons of the bank).
- M. The C/S should only let Class III or above auditors do 2-way comm sessions.
- N. A rud going out in a 2-way comm session must be put in by the auditor.
- O. A 2-way comm session should end in an F/N.
- P. Auditors whose 2-way comm sessions do not end in F/N must be taught to check the subject for read before using, not to Q-and-A, not to evaluate, and given a refresher on 2-way comm tapes and HCOBs.
- Q. In a 2-way comm session that flubs, the C/S must be careful to isolate the errors just as in any other auditing session that flubs and put them right.
- R. A 2-way comm subject that reads on test and doesn't F/N on 2-way comm must be checked for O/R (if TA went up) and rehabbed by the 1965 rehab method, or prepchecked or just continued.

The whole point to all of this is that a 2-way comm session IS auditing. It is delivered by the auditor, C/Sed and remedied like any other session.

Also it is usually being run on a delicate pc who is more affected by errors than pcs being given other processes.

L. RON HUBBARD
Founder

Remimeo
Dn Checksheet
Class III
Class VI
Class VIII
C/S Checksheet

C/S Series 15R

GETTING THE F/N TO EXAMINER

(High, Low TAs and Chronic Somatics)

(Note: This bulletin has been revised to include references to the New Era Dianetics Series tech.)

If after an F/N session end the pc's TA goes up, as at the Examiner in an org, the pc is afflicted with unflat engram chains.

All high TAs depend on unflat or restimulated engram chains.

TAs go high on overrun because the overrun restimulates engram chains not yet run.

Engram (or secondary or lock) chains can be keyed out. This does not mean they stay *out*. In a few minutes or hours or days or years they can key back in.

A pc will also *de-stimulate* in from 3 to 10 days usually. This means he "settles out." Thus, a pc can be overrun into new engram chains (by life or an auditor), TA goes up, 3 to 10 days later the TA comes down.

When a pc is audited to F/N VGIs and then a few minutes later has a high TA, the usual reasons are:

1. Has had his comm chopped or full Dianetic or Scientology end phenomena not reached or
2. Has been run on an unreading item or subject or
3. Is overwhelmed or
4. Has a lot of engrams keying in or
5. Has been run in the past without full erasure of engrams or attaining end phenomena.
6. Lists badly done or other misauditing cause a pc to feel bad and key in chains also.

7. A pc can be audited when too tired or too late at night.

The solution to any of these is easy—on (1) always see that the pc attains full EP, particularly on engram chains. On (2) make auditors check for read even in two-way comm subjects, list questions or Dianetic items before running them. On (3) see also (2) and get the pc a proper Progress (Repair) Program. On (4) repair or isolate pc so his PT isn't so ferocious looking (meaning Repair [Progress] Program him well or let him change his environment and then audit him) or (5) look into his folder to see who audited him on so many chains, when, with no real erasure or EP. (6) You use repair lists (like L4BRA, L1C, etc.) and other usual action. On (7) you make the pc get some rest, and if he can't, make him go for a walk away until he is tired and *then* walk back and get some sleep.

All these really add up to keyed-in or unflat engram chains. Whether the pc can handle them depends on repair and the usual.

Of all these the past auditing without attaining EP on engram chains (whether done in Dianetics or Scientology) is a usual reason for a much-audited pc to have a high TA.

The answers to any high TA that won't come down and to any pc who continually arrives at Examiner after an F/N VGI session end with his TA *UP* are:

- A. Faulty auditing not letting pc go to full Dianetic EP when running engrams.
- B. A false auditing report (PR-type report, meaning promoting instead of auditing).
- C. Too many engram chains in past restim by life or auditing.
- D. False TA or inoperable meter.

It is usual to do a PICTURE AND MASSES REMEDY to find and handle restimulated engram chains which are causing the TA to be high. This is done after the pc has had a Drug Rundown, as unhandled drugs can also cause a TA to be high (see HCOB 24 July 78, NED Series 24, DIANETIC REMEDIES).

CHRONIC SOMATIC

A pc who has a *chronic somatic* would get programed like this:

1. Repair (Progress) Program *as necessary* until pc feeling better.
2. Original Assessment Sheet, with its full handling per NED Series 2, NEW ERA DIANETICS FULL PC PROGRAM OUTLINE, and NED Series 8, DIANETICS, BEGINNING A PC ON.
3. Continue with the New Era Dianetics Full Pc Program, taking each step to full completion.

IF the Dianetic auditing is standard and to Dianetic EP (erasure, F/N, cognition, postulate if not included in the cognition, VGIs) you will see this pattern at the Examiner:

First few sessions:

TA 4.0 or more at Exam, doubtful GIs.

Next few:

TA 3.75 and blowing down to 3.25 at Exam, GIs.

Next few:

TA 3.75 BD to F/N at Exam, GIs to VGIs.

Next two or three:

TA 3.5 BD to F/N at Exams, VGIs.

Finally:

TA 2.5 F/N VGIs at the Examiner.

That's what you would expect to see if the auditing was standard, if the case was straightened out of past flubs in the repair step. Errors such as running unreading items or firefights caused by out-TRs or false auditing reports or Dianetic EP not reached at session end or pc needing ruds put in at session starts would prevent this pattern from happening at the Examiner. So if the pattern doesn't happen, you know the auditing is goofy or something is out which had better be found. One pc, for instance, had a huge W/H of having a disease and was audited over it for 2 years = auditing over a W/H and PTP = no case gain. Silly pc. But also a very dull C/S not to alert to some outness there and find it. Another pc had a high TA and the fault was just that she never got any auditing at all! So they kept operating on her! Somebody didn't know Dianetics and auditing was for USE.

HIGH TA AND ILLNESS

Pcs with high TAs feel ill and get ill.

No use to elaborate on that. It's just a fact and is THE fact about pcs who get ill. So maybe you see why this HCOB is important!

LOW TA AT EXAM

Pcs with low TAs are more or less in apathy.

If it F/N VGIs at session end and is low at Exam (like 1.9) (OR if it went low in session and didn't F/N), then the pc is:

- a. Overwhelmed and needs auditing and Life Repair;
- b. Can have been run on a flat or unreading item that invalidated his former win.

Example: Pc listed on an unreading list. A few sessions later worrying about it and coming to Exam with low TA. Repair is the answer. Low TA pcs need a Life Repair also.

The New Era Dianetics Series tech, fully and correctly applied, will handle all aspects of the chronic somatic. See HCOB 22 June 78, NED Series 2, NEW ERA DIANETICS FULL PC PROGRAM OUTLINE.

L. RON HUBBARD
Founder

HCO BULLETIN OF 21 AUGUST 1970

Remimeo
C/S Checksheets
All Level
Checksheets
Dn Checksheet

C/S Series 16

SESSION GRADING

WELL DONE, DEFINITION OF

A “well done” to an auditor requires a precise meaning. It is not given by the C/S because an auditor is a friend or because he would be offended if he didn’t get one.

“WELL DONE” GIVEN BY THE C/S FOR A SESSION MEANS THE PC HAD F/N VGIs AT THE EXAMINER IMMEDIATELY AFTER THE SESSION.

This then presupposes that session lines include an Examiner even if it’s a Receptionist, and it includes the use and understanding of Exam Reports. (See HCO PL 13 Oct. 68RA, Rev. 18.10.86, PC EXAMINER, and exam tech.)

It presupposes the Examiner has a meter to hand and that the pc makes a statement.

Thus, if there are no Exam Reports, there can’t be a well done given, eh? True enough. A C/S who C/Ses without Exam Reports done by a different person than the auditor is asking to fly blind and to get auditor “PR” (public relations or brag) and false auditing reports.

No F/N at Exam, no well done.

This is harsh, as early on pcs often get no F/N at Examiner. BUT IN EVERY CASE THERE ARE CURRENT EARLIER TECH ERRORS ON THE CASE when the F/N doesn’t get from the session to the Examiner. It is also harsh because the failure to get the F/N to the Examiner could be a C/S error! But (see HCOB 23 Aug. 71, C/S Series 1, AUDITOR’S RIGHTS), the auditor should not have accepted the C/S.

The C/S could be too heavy or the case needed a repair first or the process ordered is not part of a proper program.

HOURS SUCCESSFULLY AUDITED INCLUDES ONLY “WELL DONE” OR “VERY WELL DONE” SESSIONS.

VERY WELL DONES

An auditor gets a “VERY WELL DONE” when the session, by worksheet inspection, Exam Report inspection, is:

1. F/N VGIs at Examiner.



2. The auditing is totally flubless and by the book.
3. The whole C/S ordered was done without departure and to the expected result.

NO MENTION

A no mention of well done or very well done or anything simply means:

1. F/N did not get to Examiner.
2. No major auditing errors exist in the session.

FLUNKS

A FLUNK is given when:

1. The F/N did not get to Examiner and didn't occur at session end.
2. Major errors or flubs occurred like no EP, multiple somatic, unflown ruds, etc.
3. The C/S was not followed or completed.
4. Auditor's Rights listed errors occurred.
5. No F/N and BIs at Examiner.

The exact error must be noted on the worksheet and in the next C/S along with the flunk.

FLUNK AND RETRAIN

When an auditor does not improve but continues to get NO MENTIONS and FLUNKS, he requires retraining.

Such retraining must include:

1. Cleaning up all misunderstands of tech.
2. Cleaning up willingness to audit.
3. Cleaning up overts on people and pcs.
4. Examination by inspection of TRs.
5. Star-rating material missed or not grasped as per session troubles.

INVALIDATION

Invalidative remarks should not be made by a C/S. Experience has shown they do no good and also do harm.

But there are *two* methods of invalidating an auditor's auditing:

1. Let him go on flubbing and getting no results.
2. Direct invalidation of his intentions or future or potential.

In (1) nearly all auditors who stop auditing never really knew how to audit in the first place or have gross misunderstands or have accumulated intentional or unintentional overts on pcs or have been too harshly invalidated. When they don't really grasp the ease and simplicity of auditing, they get into other troubles.

A really well-trained, smooth auditor never gets any real charge on his case on the subject of auditing.

When you let an auditor flub, the whole subject gets invalidated and he loses his value because he goes into doubt. This can be said with complete confidence today as the whole of Dianetics and Scientology is there and it works very, very well indeed IF IT IS USED AND IF THE C/Sing AND AUDITING IS CORRECT AND FLUBLESS.

AUDITOR HANDLING

The C/S is really not just the Case Supervisor, he is also the auditors' handler.

Like a boxer's trainer or a star's director, the C/S handles his guys. They are all a bit different, auditors. There are prima donnas and meek mousey ones and steady-on ones and all kinds.

They get the credit for the sessions from the pcs most often. They really don't like not to be C/Sed.

And they VALUE the well dones and the very well dones and they flinch at the flunks. And the honest ones know all about it before they turn it in. And some don't mention the flub, but think you're a fool if you miss it.

So it's important to have a constant in assigning what the auditor is given for the session.

WELL DONE AUDITING HOURS are all that's valid for a stat.

So a C/S must be very exact and correct in his determination of well done, very well done, no mention and (forlornly) a flunk.

This should remove argument from the matter and bring certainty.

L. RON HUBBARD
Founder

Remimeo
Tech/Qual
C/Ses
Class VIII
Checksheet
Class VIII

C/S Series 17R

Keeping Scientology Working Series 15

INCOMPLETE CASES

OVERSHOOTING and UNDERSHOOTING are two very defeating errors in C/Sing.

OVERSHOOTING would be defined as going beyond a completion or completing a completion.

In such a circumstance the pc, for instance, reaches an F/N VGI point in Review and *then* the C/S decides to handle the case in Review.

Example: Two or three sessions have been goofed. Review patches them all up to F/N VGIs all okay. Then a C/S C/Ses to review the case to repair the errors. The case feels invalidated, caves in, needs further repair.

I have seen more than one folder where this cycle has been done three times! In one of these an action had to be taken to patch up a goof so the pc could go back onto a grade. The goof was patched up to F/N VGIs. The correct action would have been to put the pc back on the incomplete grade. But no, a *new* review cycle was laid out, audited, pc caved in. A *new* cycle to repair this was entered in upon. It was successful. The pc got F/N VGIs at Exam. The C/S ordered a *new* review of the case, the case caved in, was then patched up and finally got an F/N VGIs. And was ordered to be reviewed. . . .

Studying what was wrong with the cases, I found the above. I ordered an assessment of a list, got "unnecessary actions" and *got the cases* back onto *the incomplete cycle of the grade* and they did fine.

This can be done with a grade. It was the fault of early Power.

UNDERSHOOTING would be to leave a cycle incomplete and go off to something else.

Example: Case sent to Review or given a review session to repair goofs. One goof is handled but there are three to handle. Case returned to the grade before being set up.

This can be so bad that the case never made *any* grade at all.

The modern Repair (Progress) Program as outlined in this C/S Series takes care of this.

QUICKIE GRADES AND ACTIONS

Quickie grades left us with a totality of incomplete cases.

You look over a folder and you see the pc at “Grade IV.” The folder is *thick*. He has had lots of auditing. He has aches and pains, problems, makes people wrong.

Probably he could be audited for another thousand hours without ever coming right! Unless there was an orderly program to complete his case level by level on the Class and Grade Chart.

It would take a Repair (Progress) Program and then an Advance Program that included each grade to completion.

He would have to have his ruds put in, any flubs at once handled session to session, just to complete Dianetics. Finally, his chronic somatics gone, he would simply F/N on the Health Form (now the Original Assessment Sheet) and you would have a well and happy pc who remained that way. That would complete his Dianetics with his attestation.

And so on right on up the Grades, each one done fully to the voluntary declare for that grade as per the Grade and Class Chart.

In doing Dianetics, Grades, etc., you still have to get in ruds and handle the case so it is set up for each major action and repair the flubs at once when they occur.

While completing an action, you have to keep the case running, not audit over ARC breaks, PTPs, W/Hs and flubs.

The best answer is NO FLUBS. But when they occur, they must be repaired in twenty-four hours.

When repaired (and not rerepaired and re-rerepaired with overshoots) you get the case back on the same cycle that was incomplete.

COMPLETE CASES

A case is not complete unless the lowest incomplete Grade Chart action is complete and then each completed in turn on up.

As you look over current folders who have had years of auditing, some of them you generally don't find *any* completed actions and you do find overshoots on reviews.

It is not the least bit hard to handle these cases. This C/S Series shows you how: Auditing and Life Repairs (Progress), Advance Program (completing fully each incomplete grade).

The C/S is blessed who follows these two rules:

RECOGNIZE A COMPLETION OF AN ACTION AND END IT OFF.

RECOGNIZE AN INCOMPLETE ACTION AND COMPLETE IT.

Don't overshoot, don't undershoot.

Follow the rules.

L. RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 11 SEPTEMBER 1970R

Issue I

REVISED 7 JULY 1978

Remimeo
Dn Checksheet
Class III
Class VI
Class VIII
C/S Checksheet

C/S Series 18R

**CHRONIC SOMATIC
DIANETIC HANDLING OF**

The full Dianetic handling of the pc who has a chronic somatic is given in the HCOB 16 Aug. 70R, C/S Series 15, GETTING THE F/N TO EXAMINER.

This HCOB calls the fact to attention. It could get overlooked or be hard to find again, as the title of HCOB 16 Aug. does not indicate it directly.

Also see New Era Dianetics Series 1-18.

L. RON HUBBARD
Founder

Remimeo
C/S Hats
C/S Checksheets
Class VIIIs

C/S Series 19

FOLDER ERROR SUMMARIES

A Folder Error Summary (FES) is usually done by a student, especially an intern well taught, learning his practical tech, or by an auditor especially hired to do FESes.

It requires many hours to put a folder in sequence and then to list all errors in it.

It should NEVER be done by a working C/S who is responsible for an org's delivery flow.

COST

It is costly to do an FES, and where possible the cost, duly consulting the pc, should be borne by the pc as a special service.

It can be directly paid for or simply deducted from auditing hours purchased.

NECESSITY

A good C/S looking over a folder usually goes back to the last time the pc was doing really well and notes actions necessary from that point.

Programs of a lengthily audited case (fat folder) usually cover L1B, L3A, L4A lists and usually take up two-way comm on earliest sessions and earliest auditing ever given (for auditors). Thus, an FES is not vital in all cases.

I like to have an FES done so I can compare areas covered by the pc in two-way comm and be sure they come up in subsequent repair sessions.

Also, where I can see a lot of bad lists existed, I want to be able to assure they get handled.

Thus, an FES is *useful*.

On Flag, an FES is carefully done so as to detect areas of out-tech in the world. This is called "the Flub Catch System."

Auditors and C/Ses so detected are sent to Cramming in their areas to smooth out their tech knowledge or TRs, all to improve delivery of tech.

Flub Catch makes an FES vital on Flag.

Higher orgs have a similar interest in an FES.

HALTING DELIVERY

To halt delivery because of a missing folder or to do a long time-consuming FES is, of course, contrary to the need to deliver auditing and can result in a no-auditing situation worse than a blind repair.

BLIND REPAIR

When no FES is done, one is doing a blind repair. The Progress Program and Advance Program may have holes in them.

However, there are only five areas of danger:

1. Flubbed lists
2. A bad series of evaluative sessions should be detected and directly handled
3. Flubbed Power
4. Extended or flubbed Interiorization
5. Missed grades.

If a C/S doesn't know about these, it may be that the case will not properly repair and he also does not know what Advance Program to do.

But as these *are* specific areas, they can be done on a blind repair by making them into a list and getting them meter checked.

Example: Pc has lost his folder. Has been audited for several years on and off. One can clear the idea of lists "Someone writing down items you say to a question" and see if it gets a read, and if so, do L4A, Method 3, "On lists." One can ask if any auditor ever told the pc what to think, and if that reads, two-way comm or prepcheck those sessions by that auditor. Power can be checked by rehab, unless the person has gone Clear on the Clearing Course since at which time Power will not need repair. The commands of Interiorization Rundown can be checked with two-way comm or rehabbed. What won't rehab, you run. Missed grades can be checked, rehabbed or run, including any Expanded Grades. The pc usually recognizes the process if it has been run.

Thus, one can wander through a blind repair without fouling up the case and add to it the inevitable actions common to all Progress Programs.

SUMMARY

An FES has value. It is valuable to the pc to get one done. It is a long and extensive action. It can be sold directly or removed from hours bought. It is of vast interest in training auditors and should be done by already trained interns or specially hired auditors. It is NOT done by a C/S and it is NOT used to halt all delivery of auditing and jam up the C/S lines. A lost or delayed folder is not a barrier to a *very* well-trained C/S who has star-rated a C/S course. An FES is very useful and tends to eradicate any mystery for a C/S.

L. RON HUBBARD
Founder

HCO BULLETIN OF 8 OCTOBER 1970

Remimeo
C/Ses
All Auditors
Level 0
HGC Checksheet

C/S Series 20

Keeping Scientology Working Series 19

PERSISTENT F/N

A FLOATING NEEDLE *can persist.*

This fact tells you at once why you cannot do three major actions in a row in the same ten minutes.

This was the bug behind “quickie grades” (0 to IV in one session. This also occurred in Power when it was run all in one day). The auditor would attain a bona fide full-dial F/N. The pc was still cogniting, still in a big win. The auditor would “clear the next process command”; he would see an F/N. He would “clear the next process command” and see an F/N.

BUT IT WAS THE SAME F/N!

Result was that processes two and three WERE NEVER RUN ON THE CASE.

This is really what is meant by “quickie grades.”

In 1958 we got real Releases. You could not kill the F/N for *days*, weeks.

Several processes had this effect. Today’s real Clear also goes this way. You couldn’t kill the F/N with an axe.

By running a lot of Level Zero processes, for instance, you can get a real, swinging, unkillable F/N.

It not only gets to the Examiner, it comes in at the start of the next day’s session!

Now, if in one session you ran all of Level Zero and went on up to Level One, you would just be *auditing a persistent F/N*. The pc would get no benefit at all from Level One. He’s still going “Wow” on Level Zero.

If you ran Level Zero with one process that got a big, wide, floating F/N and then “ran” Level I, II, III and IV, you would have just a Level Zero Release. The pc’s bank was nowhere to be found. So next week he has problems (Level I) or a service fac (Level IV) and he is only a Grade Zero yet it says right there in Certs and Awards log he’s a Grade IV. So now we have a “Grade IV” who has Level I, II, III and IV troubles!

A session that tries to go beyond a big, dial-wide, drifting, floating F/N only distracts the pc from his win.

BIG WIN

Any *big win* (F/N dial-wide, Cog, VGIs) gives you this kind of persistent F/N.

You at least have to let it go until tomorrow and let the pc have his win.

That is what is meant by letting the pc *have* his win. When you get one of these dial-wide F/Ns Cog VGIs WOW, you may as well pack it up for the day.

GRADUAL WIDENING

In running a Dianetic chain to basic in Triple, you will sometimes see in one session a half-dial on Flow 1, three-quarters of a dial on Flow 2, a full-dial on Flow 3.

Or you may have four subjects to two-way comm or prepcheck in one session. First action one-third-dial F/N. Then no F/N, TA up. Second action one-half-dial F/N. Then no F/N. Third action three-quarters-dial F/N. Fourth action full, dial-wide, floating, swinging, idling F/N.

You will also notice in the same session—long time for first action, shorter, shorter, shorter for the next three actions.

Now you have an F/N that anything you try to clear and run will just F/N WITHOUT AFFECTING THE CASE AT ALL.

If you audit past that, you are wasting your time and processes.

You have hit an “unkillable F/N,” properly called a persistent F/N. It’s persistent at least for that day. Do any more and it’s wasted.

If an auditor has never seen this, he had better get his TR 0 Bullbait flat for two hours at one unflunked go and his other TRs in and drill out his flubs. For that’s what’s supposed to happen.

F/Ns on pcs audited up to (for that session) a persistent F/N always get to the Examiner.

If you only have a “small F/N,” it won’t get to the Examiner. However, on some pcs maybe that’s good enough. May take him several sessions, each one getting a final session F/N a bit wider. Then he gets an F/N that gets to the Examiner. After that, well audited on a continuing basis, the F/N lasts longer and longer.

One day the pc comes into session with a dial-wide, floating, swinging F/N and anything you say or do does nothing whatever to disturb that F/N.

It’s a real Release, man. It may last weeks, months, years.

Tell him to come back when he feels he needs some auditing and chalk up the remaining hours (if sold by the hour) as undelivered. Or if sold by result, chalk up the result.

If the F/N is truly persistent, he will have no objections. If it isn't, he *will* object. So have him come back tomorrow and carry on whatever you were doing.

SUMMARY

The technical bug back of quickie grades or quickie Power was the persistent F/N.

This is not to be confused with a Stage 4 (sweep, stick, sweep, stick) or an ARC break needle (pc bad indicators while F/Ning).

This is not to be used to refuse all further auditing to a pc.

It is to be used to determine when to end a series of major actions in a session.

L. RON HUBBARD
Founder

Remimeo
All Class VIIIs
Class VIII
Checksheet
C/S Checksheet
Add to Checksheets

Important

Urgent

C/S Series 21

C/S RESPONSIBILITY FOR TRAINING

The C/S is fully and entirely responsible for the ability of his auditors to audit. This has been true for 20 years but it gets neglected. This neglect gives us (a) flubby auditing, (b) fad tech.

If auditing is flubby, it is the C/S who is responsible. In the first place he permitted bad course training without screaming. In the second place he does not persuade or force auditors to correct their tech in cramming after flubs.

Since flubby auditing is the primary reason for no results, an area where tech is bad tends to ride fads or grab "the newest and latest" and hope *it* will crack cases, whereas doing the usual without flubs is what cracks the cases.

If I find an auditor whose sessions I am C/Sing has failed to flatten a chain, I assume not that the pc is difficult but that the auditor does not know about (1) Only running items that read, (2) Multiple somatics, (3) Narrative chains and that his TRs are bad. I spot what it is from the session worksheet and say what it is and order the auditor to Cramming (or to be crammed if there is no Cramming) on the materials *and* on TRs always.

I cannot C/S with flubby auditors. The pile of C/S folders grows. Any review has to be reviewed and my C/Ses just aren't getting done. If auditors I am C/Sing for are green, I can count on a 4+ times increase in my C/Sing time. If my auditors are flubby, C/Sing that should require 1½ hours takes 6½ hours. This is by actual timing.

I have no objection to working with green or newly trained auditors. BUT IF I DO I RETRAIN THEM.

The C/S who accepts an auditor from any course as a trained auditor is an optimist.

There are three *training* stages.

- A. Course study, theory and practical.
- B. Student auditing.
- C. Professional auditing.

The C/S has to do with C. When A and B are very poor, the job at C is much harder, so the C/S should call it forcefully to attention of Course Supervisors. And *then* get a fast retrain going under himself.

Retraining is an inevitable part of a C/S's job. No matter how good the course may have been, the actual practice of auditing gives the new auditor different importance values. Also his *hat* has changed from a student hat to a real auditor's hat.

As a C/S works with an auditor, he trains him. He also may order the new auditor audited.

Essentially, the C/S has to shift the new auditor's hat from a "What's it say?" to a "Now I do."

With a whole green crew of auditors, I give as a C/S a daily auditors' conference. I make sure my Tech Services is on the ball so auditors get in 5 or 6 hours in 5 or 6 hours, not in 10 or 12 hours while they wait for pcs or go find them. That gives them auditor admin and study time. Then I can have a conference. This conference does not violate any ivory tower as I don't C/S on their data of pcs. I find their questions and get them answered and I give them the reasons behind certain C/Ses.

Then daily, daily, daily I meet any flub with an order to Cramming on the material flubbed and on TRs. And I keep their overts pulled.

A green auditor with me as a C/S has a very arduous time of it. There is no invalidation. Quite the contrary. The message is, **YOU CAN AUDIT. YOU CAN GET RESULTS. GET WISED UP AND GET ON WITH IT.**

One flub, one retrain in Cramming.

A lot of auditors are around who learned to audit with me as a C/S after their training. In the majority of cases they became fantastic auditors. In some few cases they went elsewhere before they could be fully trained.

The magic of it all is simply one flub, one retrain in Cramming on that point.

Mostly, I didn't even pull them off the pc.

The fuzzy-muzzy state of most graduated students needs handling. It is handled by the C/S.

The object of a C/S is to handle and improve cases. He can't do that with flubby auditors. So he has to make auditors out of students. If he does, he can then achieve his object.

If the C/S wears this part of his hat, he really wins. He seldom has to unravel anything tough. He just C/Ses and the auditors audit **EVENTUALLY.**

But every new auditor he gets is certain to lengthen the C/S's working day and lessen his results unless the C/S realizes that there is ON-THE-JOB TRAINING and gets it done.

Training includes the auditor's *staff* hat and his knowledge of Tech and Qual Divisions. This would be true even in a mission or the field. They might not have the divisions but they have all the functions!

Recently a C/S had to get about 60 people audited fast. She had 7 auditors assigned. She did not assure that these auditors were knowledgeable on the courses they had had and she did not wear the training hat of a C/S. She wound up with herself and one auditor doing the whole 60. The excuse was, the other auditors "couldn't audit."

It would have been far faster in terms of audited pc-hours to have rapidly crash-programed the 7 auditors through a refresher, cleaned up their misunderstands and overts in a co-audit and then, using them, to shove them into Cramming on the materials of any flub and TRs for each goof. She would have made 7 auditors into stars and she would have gotten the 60 pcs fully audited completely and rapidly with minimal flubs. She would have had 60 Dianetic and Expanded Grade completions, 60 terrific beings AND IN LESS TIME.

Morale goes to pot only when auditors do not get results.

Her basic error was assuming auditors should be able to audit. This isn't true of any auditor who has not served an apprenticeship under a competent C/S.

An auditor who has been auditing 10 years, when he starts to audit for me the first time, I put on my C/S training hat and no matter how good or how poor he was when he began I make him a better auditor.

A C/S who doesn't do this is letting the team down and badly.

A C/S who doesn't do this will spend hours daily trying to puzzle out the solutions to messes made.

A C/S who doesn't do this fills up a field with flubbed cases regardless of his own skill in C/Sing. He is liable to sink into Doubt, then Treason and blow.

The C/S who wears his training hat and does do this leads a smooth life, is respected by his auditors and is valuable beyond gold.

To do this a C/S must himself be able to audit and to know his materials well enough to state which ones have to be crammed and never introduce strange ideas.

Such a C/S will never have a revolt and will never have to dream something up or ride new fads because he is getting excellent results straight along for a happy org and public.

I trust a C/S to do this.

L. RON HUBBARD
Founder



Remimeo
Class VIIIs
Class VIII Checksheet

C/S Series 22

PSYCHOSIS

Through a slight change of procedure on certain preclears, I have been able to view the underlying motives and mechanisms of psychosis.

Very possibly this is the first time the mechanisms which bring about insanity have been fully viewed. I must say that it requires a bit of confronting.

The alleviation of the condition of insanity has also been accomplished now and the footnote in *Dianetics: The Modern Science of Mental Health* concerning future research into this field can be considered fulfilled.

The things a C/S should know about insanity are as follows:

HIGHER PERCENT

About 15% to 20% of the human race apparently is insane or certainly a much higher percent than was estimated.

The truly insane do not necessarily act insane visibly. They are not the psychiatric obvious cases who go rigid for years or scream for days. This is observed only in the last stages or during temporary stress.

Under apparent social behavior, the continual crimes knowingly committed by the insane are much more vicious than ever has been cataloged in psychiatric texts.

The actions of the insane are not "unconscious." They are completely aware of what they are doing.

All insane actions are entirely justified and seem wholly rational to them. As they have no reality on the harmful and irrational nature of their conduct, it does not often register on an E-Meter.

The product of their post duties is destructive but is excused as ignorance or errors.

As cases in normal processing they roller-coaster continually.

They nearly always have a fixed emotional tone. It does not vary in nearly all insane people. In a very few it is cyclic, high then low.

All characteristics classified as those of the "suppressive person" are in fact those of an insane person.

The easiest ways for a C/S to detect the insane are:

1. Pretending to do a post or duties, the real consistent result is destructive to the group in terms of breakage, lost items, injured business, etc.
2. The case is no-case-gain or roller coaster and is covered under “PTS symptoms.”
3. They are usually chronically physically ill.
4. They have a deep but carefully masked hatred of anyone who seeks to help them.
5. The result of their “help” is actually injurious.
6. They often seek transfers or wish to leave.
7. They are involved in warfare, with conflicts around them which are invisible to others. One wonders how they can be so involved or get so involved in so much hostility.

TYPES

The German psychiatric 1500 or so “different types of insanity” are just different symptoms of the same cause. There is only one insanity and from it springs different manifestations. Psychiatry erred in calling these different types and trying to invent different treatments.

DEFINITION

Insanity can now be precisely defined.

The definition is:

**INSANITY IS THE OVERT OR COVERT BUT ALWAYS
COMPLEX AND CONTINUOUS DETERMINATION TO
HARM OR DESTROY.**

Possibly the only frightening thing about it is the cleverness with which it can be hidden.

Whereas a sane person can become angry or upset and a bit destructive for short periods, he or she recovers. The insane mask it, are misemotional continuously and do not recover. (Except by modern processing.)

THE NATURE OF MAN

Man is basically good. This is obvious. For when he begins to do evil, he seeks to destroy his memory in order to change and seeks to destroy his body. He seeks to check his evil impulses by inhibiting his own skill and strength.

He can act in a very evil fashion but his basic nature then makes it mandatory that he lessen himself in many ways.

The towering “strength” of a madman is a rarity and is compensated by efforts at self-destruction.

Man's mortality, his "one life" fixation, all stem from his efforts to check himself, obliterate his memory in a fruitless effort to change his conduct and his self-destructive habits and impulses and losses of skills and abilities.

As this rationale proves out completely in processing and fits all cases observed, we have for the first time proof of his actual nature.

As only around 20% are insane, and as those who previously worked in the mental field were themselves mainly insane, man as a whole has been assigned an evil repute. Governments, where such personalities exist, listen to the opinion of the insane and apply the characteristic of 20% to the entire 100%.

This gives an 80% wrong diagnosis. Which is why mental science itself was destructive when used by states.

TECHNIQUES

The only technique available at this writing which will benefit the insane is contained in all the overt-motivator sequences and Grade II technology.

At Flag at this writing new improvement on this exists but it is so powerful that slight errors in use can cause a psychotic break in the insane. It therefore will only be exported for use by specially trained persons and this programing will require quite a while.

MEANWHILE, it helps the C/S to know and use these firm rules:

ALWAYS RUN DIANETIC TRIPLES.

Never run Singles. The overt side (Flow 2) is vital. If you only run Flow 1 motivators, the pc will not recover fully. Further, running Flow 1 (motivator only) any psychotic being processed will not recover but may even trigger into a psychotic break. If one never ran anything but motivators, psychotic manifestations would not erase.

DEPEND ON EXPANDED GRADE II TECHNOLOGY TO EASE OFF OR HANDLE THE INSANE.

Don't keep asking what's been done to him as he'll trigger.

A new discovery on this is that when you run out the motivator the person gets a higher reality on his overts. If you ran out all his motivators, he would have no reason for his overts. If these are not then run out, he might cave himself in.

PATTERN OF BEHAVIOR

The APPARENT pattern of insane behavior is to come in (ask for processing, go on staff, etc.) with the advertised intention of being helped or helping, then mess up either as a pc or on post, then state how bad it all is and leave. It looks obvious enough. He came, found it bad, left.

That is only the APPARENT behavior. APPARENT REASONS.

Based on numerous cases, this is the real cycle. Hearing of something good that might help these hateful, awful, rotten, nasty people, the psycho comes in,

wrecks this, upsets that, caves in this one, chops up that one, and WHEN SOMEBODY SAYS “NO!” the psychotic either:

- a. caves himself in physically or
- b. runs away.

The psychotic is motivated by intent to harm.

If he realizes he is harming things he shouldn't, he caves himself in. If he is afraid he will be found out, he runs.

In the psychotic the impulse is quite conscious.

CONCLUSION

None of this is very nice. It is hard to confront. Even I find it so.

Freud thought all men had a hidden monster in them, for he dealt mainly with the psychotic and their behavior was what he saw.

All men are not like this. The percentage that are is greater than I supposed but is a long way from all men.

Sometimes one only becomes aware of these when things are getting worked on and improved. They stay on as long as it can be made bad or there is hope it can be destroyed. Then when attention is given to improvement, they blow.

Artists, writers often have these types hanging around them as there is someone or something there to be destroyed. When success or failure to destroy or possible detection appears on the scene, they blow, often as destructively as possible.

Orgs are subjected to a lot of this. A psychotic sometimes succeeds in blowing off good staff. And then sooner or later realizes how evil he is acting and sickens or leaves.

The society is not geared to any of this at all. The insane walk around wrecking the place and decent people think it's “human nature” or “inevitable” or a “bad childhood.”

As of this writing, the insane can be handled. The proof of any pudding is the processing. And this is successful. It is also rather swift. But, as I say, it is so swift the special technique has to be done by the specially trained flubless auditor.

For a long while I've realized that we would have to be able to handle insane people, as the psychiatrist is fading. I have had opportunity to work on the problem. And have it handled. Until it is fully released, the C/S will benefit greatly from knowing the above, as these come on his lines far more often than he has suspected.

The insane can be helped. They are not hopeless.

I trust this data will be of use.

L. RON HUBBARD
Founder



HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 17 DECEMBER 1971RB
REVISED 24 SEPTEMBER 1978

Remimeo
Int RD
Checksheet
CI V Grad
Checksheets

(HCOB 2 December 1970 Revised)

Interiorization Rundown Series 15
C/S Series 23RB

INTERIORIZATION SUMMARY

Int Rundowns can be hugely successful, but also INTERIORIZATION CAN BE BADLY MISRUN.

The following references cover the subject of interiorization/exteriorization:

HCOB	4 Oct.	78	Int RD Series 1 INTERIORIZATION HANDLING SIMPLIFIED
HCOB	4 Jan.	71R Rev. 24.9.78	Int RD Series 2 EXTERIORIZATION AND HIGH TA, THE INTERIORIZATION RUNDOWN REVISED
HCOB	30 May	70R Rev. 23.9.78	Int RD Series 3 INTERIORIZATION INTENSIVE 2-WAY COMM
HCOB	24 Sept.	78RA I Rev. 24.9.78	Int RD Series 4RA THE END OF ENDLESS INT REPAIR RUNDOWN
HCOB	25 Sept.	78 I	Int RD Series 5 QUAD COMMANDS FOR INT BUTTONS
HCOB	11 Apr.	70R Rev. 23.9.78	Int RD Series 6 AUDITING PAST EXTERIOR
HCOB	6 May	70R Rev. 24.9.78	Int RD Series 7 BLOWS—AUDITING PAST EXTERIOR
HCOB	20 Aug.	70R Rev. 23.9.78	Int RD Series 8 INTERIORIZATION RUNDOWN MUSTS
HCOB	13 Jan.	71R Rev. 24.9.78	Int RD Series 9 EXTERIORIZATION
HCOB	16 Dec.	71RB Rev. 24.9.78	Int RD Series 10 C/S Series 35RB INTERIORIZATION ERRORS
HCOB	24 Sept.	71R Rev. 24.9.89	Int RD Series 11 INTERIORIZATION RUNDOWN CORRECTION DRILL: DATE TO BLOW/ LOCATE TO BLOW
HCOB	29 Oct.	71RA Rev. 24.9.78	Int RD Series 12 INT RUNDOWN CORRECTION LIST REVISED
HCOB	24 Sept.	78 II	Int RD Series 13 PREASSESSMENT, AESPs AND INT

HCOB	25 Sept. 78 II	Int RD Series 14 STAR-RATE CHECKOUTS FOR INTERIORIZATION RUNDOWN
HCOB	17 Dec. 71RB Rev. 24.9.78	Int RD Series 15 C/S Series 23RB INTERIORIZATION SUMMARY
HCOB	16 Oct. 78 II	Int RD Series 16 C/S Series 102 C/S CHECKLIST OF INT ERRORS
HCOB	26 June 78RA II Rev. 15.9.78	NED Series 6RA ROUTINE 3RA, ENGRAM RUNNING BY CHAINS
HCOB	12 Jan. 75	QUADS REINSTATED
HCOB	4 Apr. 71-IRC	C/S Series 32RA-IRC USE OF QUAD DIANETICS
HCOB	21 Apr. 70	2-WAY COMM C/Ses
HCOB	3 July 70	C/S Series 14 C/Sing 2-WAY COMM
HCOB	17 Mar. 74	TWO-WAY COMM, USING WRONG QUESTIONS

The examination of Interiorization Rundowns done in the field discloses that some auditors engaged in running it have not been fully checked out on it. HCOB PL 26 Aug. 65 gives the correct way to do a star-rate checkout. Clay demos must also be correctly done. These are covered in HCOB 11 Oct. 67 and HCOB 10 Dec. 70R I.

These HCOBs on star-rates and clay demos, the Int RD Series, the above-listed issues on R3RA, Engram Running by Chains (NED Series 6RA), Two-Way Comm sessions and Quads make the necessary pack for checking out an auditor before letting him near an Int Rundown. And all interiorization materials as above **MUST BE CHECKED OUT STAR-RATE AND IN CLAY** before a C/S permits one of his auditors to run it on a pc.

UNNECESSARY

The Int buttons **MUST** be assessed before clearing, and then any reading button cleared before it is run. The auditor must ensure that if a button read on an MU, it is first cleared, then reassessed for read. If one or more of the buttons is validly reading, one does an Int Rundown per HCOB 4 Jan. 71R, Int RD Series 2, **EXTERIORIZATION AND HIGH TA, THE INTERIORIZATION RUNDOWN REVISED.**

If there aren't any reads, even after Suppress, Invalidate, Misunderstood and False have been applied to the Int button list, one does **NOT** do an Int Rundown on the pc, as it is unnecessary and classifies as "running an unreading item."

When this test is omitted, you get an unnecessary Int RD being done on a pc.

This would eventually have to be repaired.

FLUBBED R3RA

When the auditor does not do flubless auditing, errors occur in the auditing itself. These will hang up an Int RD.



QUADS OR TRIPLES

DO NOT RUN A PC ON FLOW ZERO FOR THE FIRST TIME ON INT. A TRIPLE PC CAN BE QUADED *AFTER* INT HANDLING IS COMPLETE, BUT IT IS NEVER DONE ON INT HANDLING OR INT REPAIR. (Ref: HCOB 4 Jan. 71R.)

OVERRUN

It *usually* happens that an Int RD is overrun. The EP is reached on F2, let us say. The auditor keeps on going past the win.

This will hang up the rundown.

One of the ways an overrun occurs is the pc goes exterior during it. Yet the auditor keeps on.

Another way is pc has a big cog, big win. Auditor keeps going on with the RD. (HCOB 24 Sept. 71R, Int RD Series 11, INTERIORIZATION RUNDOWN—CORRECTION DRILL: DATE TO BLOW/LOCATE TO BLOW)

Also see HCOB 24 Sept. 78 I, THE END OF ENDLESS INT REPAIR RUNDOWN.

REPAIR OF INT

If even years after an Int RD the pc has a high TA or a low TA, then Int trouble is at once suspected and the original Int RD and any repair of it is suspect and *must be handled*. (HCOB 16 Dec. 71RB, C/S Series 35RB, Int RD Series 10, INTERIORIZATION ERRORS)

The Int RD Correction List Revised (HCOB 29 Oct. 71RA) has been designed to straighten out Int RDs. L3RF handles the Dianetic errors. Where Int correction lists have been done and the pc still has headaches or other Int troubles, a thorough FES must be done **FIRST** on any Int repairs and the Int RD itself **BEFORE** another correction list or other action is ordered.

Isolate any errors and get them cleaned up by an auditor who can read a meter and run and repair Dianetics standardly.

With any errors cleaned off the line, if Int troubles persist, the C/S orders The End of Endless Int Repair RD (HCOB 24 Sept. 78RA I, Int RD Series 4RA). (HCOB 16 Dec. 71RB, C/S Series 35RB, Int RD Series 10, INTERIORIZATION ERRORS)

TWO-WAY COMM

There is a two-way comm step that follows a day or so after an Interiorization Rundown.

An auditor doing this step, preferably the same auditor, **MUST BE CHECKED OUT ON TWO-WAY COMM.**

No C/S should permit any auditor to do any two-way comm until the auditor has been checked out on:

HCOB	21 Apr. 70	TWO-WAY COMM C/Ses
HCOB	3 July 70	C/S Series 14
		C/Sing 2-WAY COMM
HCOB	17 Mar. 74	TWO-WAY COMM, USING WRONG QUESTIONS

and has been drilled on two-way comm until he can do it correctly and comfortably.

PREASSESSMENTS, AESPs NOT USED ON INT

The Int Rundown and its repair do NOT include the use of New Era Diagnostics preassessment (nor any form of AESPs).

The rule is, **WHEN HANDLING INT YOU ADDRESS ONLY INT, NOTHING ELSE. DO NOT RUN PREASSESSMENT OR AESPs ON INT.** (HCOB 24 Sept. 78 II, Int RD Series 13, PREASSESSMENT, AESPs AND INT)

C/Sing INT

The correcting of an Interiorization Rundown is far harder than making sure that auditors can do the usual in the first place.

Nearly all a C/S's hard work comes from auditors not well trained on courses (indifferent courses) and failing to check auditors out well on the materials *before* permitting them to deliver a new rundown.

The correction of Int is hard since, until it is complete, other auditing is inadvisable. One, however, gets the Int Rundown done.

The End of Endless Int Repair Rundown has vastly simplified the handling of Int repair. (Ref: HCOB 24 Sept. 78RA I, Int RD Series 4RA, THE END OF ENDLESS INT REPAIR RUNDOWN)

INT IS A REMEDY

The Int RD is a simple and precise REMEDY which stabilizes a pc after exteriorizing and permits him to be further audited.

When a pc exteriorizes in session, it is the end phenomena for that process or action. One gently ends off in any case. If the pc has not had an Interiorization Rundown, it is vital, in his next session, to check Int (per HCOB 24 Sept. 71R, Int RD Series 11, INTERIORIZATION RUNDOWN—CORRECTION DRILL: DATE TO BLOW/LOCATE TO BLOW) as the first action. All manner of physical and emotional upsets can result, including a high TA, if this step is omitted.

INT MUST BE CHECKED AS THE NEXT ACTION AFTER THE FACT OF THE PC'S FIRST EXTERIORIZATION.

No other auditing is to be done before Int is handled fully or proves to be uncharged upon checking.

One reason unnecessary Int RDs get done is that the Registrar sells one. That makes the Reg a C/S. So the C/S and auditor run it.

Maybe it wasn't needed.

So if it wasn't needed, it will eventually have to be repaired. (HCOB 24 Sept. 71R, Int RD Series 11, INTERIORIZATION RUNDOWN—CORRECTION DRILL: DATE TO BLOW/LOCATE TO BLOW) (Repair with an Int RD Correction List Revised, HCOB 29 Oct. 1971RA, and/or an End of Endless Int Repair RD, HCOB 24 Sept. 78RA I, Int RD Series 4RA.)

The Interiorization Rundown is a REMEDY designed to permit the pc to be further audited after he has gone exterior.

In the case of Dianetic Clears or Scientology Clears and OTs, as they are not to be audited on Dianetics, the REMEDY would be the End of Endless Int Repair RD.

The Int Rundown is NOT to be sold or passed off as a method of exteriorizing a pc. Nor is the End of Endless Int Repair Rundown. This is very important.

It is general auditing on usual Dianetics and Scientology actions that brings about exteriorization.

When the pc goes or is found to be exterior and Int proves to be charged on checking, one then orders the Interiorization Rundown. Otherwise the TA will misbehave.

The rundown is a REMEDY USED AFTER EXTERIORIZATION HAS OCCURRED BY REASON OF GENERAL AUDITING.

Anxiety to *get* exterior will prompt a pc to buy and a Registrar to sell an Interiorization Rundown. It is in effect just more auditing as far as the Registrar is concerned. When a pc has gone exterior, the Registrar can insist on his buying enough hours for the remedy.

The Int Rundown stabilizes the exteriorization and makes it possible to audit the pc further.

DISABILITY

If an auditor can't smoothly audit a rundown as simple as an Int Rundown, then he is exposed as being unable to run standard Dianetics and should be cleared of his misunderstandings and overts and retrained.

The only real trouble one gets into on an Int Rundown stems from the inability of the auditor to run a smooth, good-TRed R3RA session. Pcs are not hard to run on it.

C/S WINS

A C/S cannot win at all if he is continually having to make up for flabby auditing by the auditor.

Therefore, the C/S must be very sure his auditors are fully checked out on things they are to run before running them.

If there is no Qual Staff Training Officer or no Cramming, a C/S can fully afford to do the training and cramming himself. Otherwise, he will lose far more than that time in C/Sing for auditors not checked out.

By the skill of his auditors you know the C/S. Not by his unusual solutions after flubs.

The Int Rundown is too easy to do to have any trouble—the trouble comes when the auditors are not checked out beforehand, star-rate and in clay on new things they are to run.

L. RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE
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HCO BULLETIN OF 28 FEBRUARY 1971

Remimeo
HGC Auditor
Checksheet
Academy Level 0
Checksheet
Dianetic Course
Checksheet
FOR LRH COMM
COMPLIANCE

IMPORTANT

C/S Series 24

METERING READING ITEMS

(NOTE: Observation I have recently done while handling a C/S line has resulted in a necessary clarification of the subject of "a reading item or question" which improves older definitions and saves some cases.)

It can occasionally happen that an auditor misses a read on an item or question and does not run it, as it "has not read." This can hang up a pc badly if the item was in fact a reading item or question. It does not get handled and exists in records as "No read" when in fact it DID read.

THEREFORE, ALL DIANETIC AUDITORS WHOSE ITEMS OCCASIONALLY "DON'T READ" AND ALL SCIENTOLOGY AUDITORS WHO GET LIST QUESTIONS THAT DON'T READ MUST BE CHECKED OUT ON THIS HCOB IN QUAL OR BY THE C/S OR SUPERVISOR.

These errors come under the heading of Gross Auditing Errors as they affect metering.

1. An item or question is said to "read" when the needle falls. Not when it stops or slows on a rise. A tick is always noted and in some cases becomes a wide read.
2. The read is taken when the pc first says it or when the question is cleared. THIS is the valid time of read. It is duly marked (plus any blowdown). THIS reading defines *what* is a *reading item or question*. CALLING IT BACK TO SEE IF IT READ IS NOT A VALID TEST as the surface charge may be gone but the item or question will still run or list.
3. Regardless of any earlier statements or material on READING ITEMS, an item does not have to read when the auditor calls it to be a valid item for running engrams or listing. The test is, did it read when the pc first said it on originating it or in clearing it?
4. That an item or question is marked as having read is sufficient reason to run it or use it or list it. Pc interest, in Dianetics, is also necessary to run it, but that it did not read *again* is no reason to not use it.
5. When listing items, the auditor must have an eye on the meter, NOT necessarily the pc, and must note on the list he is making the extent of read and any BD and how much. THIS is enough to make it a "reading item" or "reading question."

6. In clearing a listing question, the auditor watches the meter, NOT necessarily the pc, and notes any read while clearing the question.
7. An additional calling of the item or question to see if it read is unnecessary and not a valid action if the item or question read on origination or clearing.
8. That an item is marked as having read on an earlier Dianetic list is enough (also checking interest) to run it with no further read test.
9. To miss seeing a read on an origin or clearing is a gross auditing error.
10. Failing to mark on the list or worksheet the read and any BD seen during pc origination or clearing the question is a gross auditing error.

EYESIGHT

Auditors who miss reads or have poor eyesight should be tested and should wear the proper glasses while auditing.

GLASSES

The rims of some glasses could obstruct seeing the meter while the auditor is looking at the worksheet or pc.

If this is the case, the glasses should be changed to another type with broader vision.

WIDE VISION

A good auditor is expected to see his meter, pc and worksheet all at one time. No matter what he is doing he should always notice any meter movement if the meter needle moves.

If he cannot do this, he should use an Azimuth meter and *not* put paper over its glass but should do his worksheet looking through the glass at his pen and the paper—the original design purpose of the Azimuth meter. Then even while writing he sees the meter needle move, as it is in his line of vision.

CONFUSIONS

Any and all confusions as to what is a “reading item” or “reading question” should be fully cleaned up on any auditor as such omissions or confusions can be responsible for case hang-ups and needless repairs.

NO READ

Any comment that an item or question “did not read” should be at once suspected by a C/S and checked with this HCOB on the auditor.

Actually, nonreads, a nonreading item or question, means one that did *not* read when originated or cleared and also did not read when called.

One can still call an item or question to get a read. That it now reads is fine. But if it has never read at all, the item will not run and such a list will produce no item on it.

It is not forbidden to call an item or question to test it for read. But it is a useless action if the item or question read on origination by the pc or clearing it with him.

IMPORTANT

The data in this HCOB, if not known, can cost case failures. Thus, it must be checked out on auditors.

L. RON HUBBARD
Founder

HCO BULLETIN OF 5 MARCH 1971

Remimeo

C/S Series 25
Auditor Admin Series 10

THE FANTASTIC NEW HGC LINE

(A marvelous new C/S-auditor line
has just been piloted in for HGCs.)

In the new C/S line the auditor, in his admin time at the end of the day or when he has no preclears, does Folder Error Summaries or Progress and Advance Programs for his pcs and does the C/S form for the Tech C/S as well as adds the day's process and the length of the session and amount of admin time on that folder to the inside front cover of the folder, with the process run and result.

If his programs and C/Ses are acceptable to the Tech C/S, the auditor gets full well done auditing hour credit on his stat.

The auditor logs his sessions for the day in the general HGC auditor's log and his admin time is also logged.

This admin time is subtracted from the bought hours of the pc where auditing is sold by the hour.

Where auditors are so engaged and the new folder routing line is in use, this C/S form is used:

Full blank page.

Pc's Name (Red)

Date

Auditor's Name (Red)

Class of auditor
required next session

(Session Grade) left blank

Auditor's comment (Red) or think about the case if he wishes.

The next C/S

1. _____ Blue

2. _____ Blue

3. _____ Blue

4. _____ Blue

Auditor Signature (Red)



The auditor does not grade his own session. He leaves this blank.

The correctly admined folder is then given to Tech Services which routes it (usually with the auditor's other folders for the day) to the C/S.

The C/S looks it over (it is HIS final responsibility for the case being run right).

The C/S looks to see if the Examiner Form taken by the Examiner at session end F/Ned. If it did not, he leaves the grade line blank, as it is a no-grade session (see F/N and well done hours) as the auditor gets no hour credit for the session. If the C/S and other admin is okay, he writes "OK" with his initial in the session grade space. If none of it is okay, he leaves it blank and does the C/S form or programs completely new. In this last case he enters a subtract figure in his log for the auditing time for the week against that auditor's name.

If the Exam Form F/Ned, but the admin is not okay and the session actions were not okay, the C/S writes "Well Done by Exam" on his own new C/S in its proper place and ignores the form and subtracts the admin time in his book to subtract the admin from the auditor's week's stat.

If the session was not okay with no F/N at Exams yet the admin and next C/S are okay, the auditor loses the session time in the C/S but gets the admin time credited to his week's stat. The C/S subtracts the session time in his book, not the admin time.

Of course, as we hope is usually the case, if the auditor did the C/S, did a correct session, got an F/N at Exam and did the admin and next C/S is correct, then the C/S marks "Very well done" in the blank space for session grade with his initial. After inspection, this would be the sole action of the C/S regarding that folder.

By the C/S writing in the session grade (very well done, well done, okay, flunk, to cramming), the auditor is receiving acknowledgment for his work and is not just acking himself.

THE NEW LINE

The ideal folder-C/S line can shift the number of well done hours from a ceiling of 250-300 to 600-800 with one C/S. No matter how many auditors an org has, older lines put a 250-300 top ceiling on the org's well done hours.

When hours could go above 600 due to the available auditors (20 or 30), a new parallel line has to be manned by a new C/S, new D of P and another Examiner and more Tech Services personnel.

Despite how hard the C/S and anyone else in Tech works, a line not so run will ceiling at about 250 hours, no matter how many auditors are hired.

A C/S using the old lines can C/S for about 5 working auditors only with the line running any old way. And even so will work himself half to death.

In trying to get pcs handled, auditors will be added. The C/S will not be able to handle his job. The line, being faulty, gets pegged at about 250 hours no matter how hard the C/S and admin people work.

With the same C/S and Tech Services people, and a correct new line, 24 to 30 auditors will be kept busy at their 5 hours a day (given auditing rooms) and the stat will be able to rise to 600 to 800.

NEW SEQUENCE

1. Auditor picks up his pc folders and his pc schedule list at Tech Services at the start of his day from the LEAVING rack.
2. Tech Services (having a duplicate list) begins sending pcs to him using Tech Pages.
3. The auditor gives the session.
4. The auditor leaves the folder in the auditing room at session end and takes the pc to the Examiner.
5. The Examiner simply does the Exam Form on a meter with no folder. He sends the Exam Form (hand route) to Tech Services.
6. The auditor returns at once to his auditing room and a Tech Page has a pc there waiting for him.
7. Having done all his pcs for the day, the auditor carries his folders to the Auditor Admin Room.
8. Tech Services has placed the Exam Forms in the Auditor Admin Room and sees they get into the auditor's basket *and* the folder.
9. The auditor does the complete admin of the session.
10. The auditor does any program needed for future sessions.
11. The auditor C/Ses the folder for the next session.
12. The auditor marks in a box (2 columns) on a sheet stapled to the inside front cover the process, the Exam result, the session time and the admin time he has just put in.
13. The auditor hands his completed folders in to Tech Services.
14. Tech Services gets the folders to the C/S using a Folder Page who comes on late and works the C/S's hours.
15. Fed the folders rapidly by the Folder Page who is standing in the C/S area, the C/S does his C/S work. If the Folder Page is fast, removing folders and putting the new one in, chasing up data and other bits for the C/S, the time of C/Sing even when done very carefully will be found to average 3 to 5 minutes a folder even when some require full programming (but not FESing). This makes a ceiling of about 100 folders (sessions) a day for the C/S, an output of 30 auditors. Needless to say the C/S and the auditors have to know their business and Qual Cramming is used extensively both for new material and for flubs both in auditing and C/Sing by auditors.

16. The Folder Page gets the folders over to the D of P office preserving the piles per auditor as much as possible.

The C/S posts the data he wants auditors to know or do on the AUDITORS' BOARD of the Auditor Admin Room. He turns in his cramming orders into the D of P basket. This finishes his actions.

Where there is a senior Review C/S, there is a hot spur line from the C/S to the Senior C/S and back to the C/S. This is not necessarily an instant line. It can be a 12-hour-lag line. In orgs where a CO or Exec Dir or Product Officer or Org Officer is also a very skilled C/S, this hot line would probably be in. New tech in use, fantastic completions and utter dog cases nobody can make anything out of go on this Senior C/S hot spur line. There are very few of these, only two or three a day in a very busy org. The Senior C/S "does" these and sends them back to the C/S. They are then sent on as usual to the D of P.

17. The Director of Processing comes on duty very early. The C/Sed folders will all be there. The D of P has assignment master sheets that are kept up by the D of P.

The D of P does the day's schedules, a list for each auditor. The lists preferably have a few too many pcs on them.

The D of P can tell what class of auditor is required for the next session because the auditor has marked it in, in the upper right-hand corner of the C/S for the next session.

When the D of P has the lists done, the folders are placed in the "leaving" rack of Tech Services, and Tech Services, now up and about, is given the lists and gets to work on the scheduling board, moving the names about to agree with the lists. Tech Services does any room shifts or handlings at this time.

18. The D of P now goes to the Auditor Admin Room and begins to muster auditors from her muster list as they come in and gets them over to Tech Services.
19. A Cramming personnel will be in there trying to get any crammings scheduled.
20. Tech Services hands out folders (which are in neat piles for each auditor) and schedules to the auditors as they turn up and handles any arguments or shifts in sequence.
21. Tech Pages are on phones or running to round up pcs and get them going to sessions, which work continues all day.
22. The D of P interviews any hung-up or curious pcs or as requested by the C/S or gets new auditors or keeps up admin. This goes on until the C/S comes in, when the D of P is off.
23. The auditor picking up his folders begins the cycle all over again at (1) above.

ABOVE 600

When the well done hours go above 600 a week, A WHOLE NEW HGC is put in duplicating the first, with its own C/S, D of P, T/S, auditing rooms and Auditor Admin Room. It would be HGC Section Two or HGC2, with the original being HGC1.

A special second Cramming would have to be provided in Qual for it.

At first they would share new hours and build up independently. More HGCs are added to the department at each multiple of 600 well done hours.

SENIORS

The two chief seniors in the area are the C/S (for tech) and the D of P (for auditors and bodies).

It is the D of P who must see that auditors exist and are on post.

It is Tech Services who sees pcs are rounded up and audited. The D of T/S is actually in charge of pcs and all folder files and all board keep-up work.

The D of P should have some tech training. The D of T/S need not have any. The C/S of course is the tech expert and should be an HSST.

If there are no auditors, it is the D of P's neck.

If there are no C/Ses, it is the C/S's neck.

If there are no folders, it is the D of T/S's neck.

And if there are no auditing rooms, it is the D of T/S's neck.

If signed-up, scheduled pcs don't get to session, it is the D of T/S's neck.

If there are no NEW pcs, it is the D of P's neck who should begin to shoot Dissem Secs and Registrars and procure new pcs on a bypass for the org.

From this a table of seniors and duties can be made.

CRAMMING

You will notice no pcs are sent to Review on this new line. Review actions are done in Tech as a patch-up in Tech. The Qual Sec is responsible for overall tech quality BUT DOES IT BY CRAMMING C/Ses or auditors.

Thus Cramming is a busy street.

Cramming must be good, checkouts excellent.

If an auditor doesn't grasp a C/S he has received, he gets help from Cramming.

Auditors new to the HGC are given a fast, hard grooving in in Cramming or a Qual intern course. (New auditors never audit until grooved in.)

Tech will be as good as the Cramming Officer can cram.

This line is grooved in by the HAS and kept in by Qual. Or if there is no Qual, it is kept in by the HAS who will find no Qual very embarrassing.

DUMMY RUN

The line should be dummy run by folders, “pcs” and auditors until they understand it.

People are often totally unaware of lines and get very sloppy.

Thus this line has to be drilled hard on old and new tech personnel. *All* must know this exact line.

It is a good line.

Fully in, it raises the well done hours stat from 250 per week maximum at total overload to an easy 600 to 800.

Auditors must audit five hours a day, 25 minimum per week of well done hours for any bonus to be paid at all. In the SO they get no pay at all much less bonuses if short on their 25.

Tech Services and an unenergetic D of P or a bad Dissem Sec and Registrar setup can cause a no-pc situation. And often do unless pushed.

But counting FESes and admin in on an auditor’s well done time helps slack periods to even out. And one auditor can FES and program folders for others or from files if he is left adrift and short-timed by the D of P or D of T/S or until the Tech Division forces the Dissem Div and Distribution Div to really get on the ball and wear their hats on pc flow.

PROCUREMENT

The D of P has always had new pc procurement responsibility when all else failed or even when it didn’t.

Old folders, for example, are a marvelous source of new auditing repairs and intensives. An FES done on an old folder and a letter to “come in and get audited before you fall apart” is excellent pc procurement, usually neglected by Registrars. Any procurement by a D of P is legitimate.

Auditors who have no pcs can write procurement letters and have for 20 years.

SUMMARY

This is a beautiful line. It has been piloted hard.

It will serve as well as it is checked out, drilled in and used.

This line is the key to affluence from pcs alone.



(But if the org isn't training auditors heavily, you'll soon have no auditors to be on it and the org will not gain its high-income, low-cost cushion from training.)

This line is the answer to really getting auditing done in an area.

L. RON HUBBARD
Founder

C/S Series 26

NEW USES FOR THE GREEN FORM

The Green Form comes into its own with a new method of use.

A lot of cases have been cracked lately using the GF in a new way.

Designed as *the* Qual tool in 1965, it came into disrepute by getting assessed item by item to an F/N. This made it F/N on a rud.

Thus, the whole battery of tricks in the GF never get used on a pc.

There is another assessment method. Method 5. It is “once through marking the length and BD of all reads.”

One can then C/S “Assess GF once through.”

Actually, one usually says,

“GF +40 Method 5.”

This means the auditor (usually on a case that is messy or just as a routine part of a Progress Program) just rat-a-tat-tat assesses the lot, marks the reads’ length and BDs.

The C/S action that follows—the “Handle” consists of putting a red half-swirl around each that read and then doing the C/S for it.

List outness is always handled first. Then ruds like ARC breaks, W/Hs and PTPs. Then more or less by the longest reads.

It makes a long, long C/S in cases that are boggy.

One uses engram running on it whenever he gets a chance as in “drugs.”

Hidden standards are listed on a “Who/what would have (the symptom)?” and “O/W on the item found.”

A lot of old processes get a chance on these GF reads. It isn’t all “2-way comm on _____.”

Foreign language cases who do not have English as a native tongue and people who don’t understand a lot, have to have the GF items cleared. One takes the reads while clearing the question, of course.

Designed as a case cracker, this new use of the Green Form restores it to a mighty weapon.

Since I redeveloped ways to assess and began to really use this Green Form, I've seen several very rough ridgy cases fall apart.

So it is a very cheerful rediscovery. And it is highly urged.

L. RON HUBBARD
Founder

C/S Series 27

LONG C/Ses

A long C/S is far more desirable than a short C/S in all but the most sickly and feeble cases.

In doing a long C/S, the auditor can also end it off where an F/N goes $\frac{3}{4}$ to a dial wide and looks like it will persist. The pc has a win.

A long C/S also permits an auditor to adjust his own length of session.

If the C/S isn't complete on that day, one simply adds (1) "Fly a rud" and (2) "Continue C/S of (yesterday)."

By having a whole Progress Program (Repair) laid out on a red sheet and clipped with its green Advance Program (Grade Chart) inside the front cover, over the session summary, the guidance for the case is right there. This gets checked off as done.

The C/S could consist of half the program or even (in shorter programs) all of it.

HANDLING

One speeds a line by taking repeated handlings out of it.

Less sessions mean less handling.

Thus, the session is more economical if long.

Getting the pc and folder rounded up 5 times when it means the same number of hours to do it 2 times saves wear and tear.

This is the benefit of very long C/Ses.

DIANETIC C/Ses

Dianetic sessions often go 5 or even 8 hours.

One tries to do all the flows of an item in one session.

LENGTH OF PROGRAMS

When auditing the public, not staff, you long program.

In a Progress (Repair) Program you try to throw the whole bag of tricks at them.

These are not only repairs, when you do a Progress Program. You throw in a lot of other bits like two-way comms on BD items.

You now have a Hi-Lo TA List to assess and an Expanded Green Form.

ADVANCE PROGRAMS

All Advance (gradesheet) Programs start *lower* than the pc was if the pc got in trouble *where* he was.

Often a grade is obviously out below where he is graded.

Let us say he is a bogged “Grade IV.” Well, he couldn’t be a Grade IV. So the Advance Program (green paper) that you do picks him up at Grade 0 or even Dianetics.

A bogged “OT I” the other day began to win when:

- a. Given a long, long Progress Program, and
- b. Shoved back to Grade III on the Advance Program and brought on up *all* the way including OT I before going on to OT II!

THOROUGH C/Ses

Thus, you can have long C/Ses only when you have long programs already done and pinned to the inside of the front cover, a pink one for Progress (nongrade) and a green one for Advance (back up the grades).

Don’t try to save auditing time. Save instead repeated handlings.

This does not go into “overrepair.” A Progress Program contains all sorts of bits like two-way comm on “What do you feel you owe your family” (as the pc is always getting off about his family in ruds).

The advance of a case is the amount of charge you get off it.

Long C/Ses ease your admin lines greatly.

They also give less chance of having ruds go out between sessions.

Short sessioning has its uses—small children, sick people, psychos.

But long sessions save time in the long run and get the job done.

L. RON HUBBARD
Founder

C/S Series 28RB

USE OF QUADRUPLE DIANETICS

With the introduction of QUADRUPLE DIANETICS the problem of how to C/S it arises.

This rule is followed:

THE FOURTH FLOW—0—MUST BE RUN ON ALL ITEMS FORWARD FROM THE FIRST DIANETIC ITEM EVER RUN ON THE CASE IF THE PC IS QUAD AND THE FLOW 0 READS.

Where a case has already had Flows 2 and 3 run on Singles, one goes back and runs Flow 0 on those items if it reads.

Where a case has only been run on Single Flow Dianetics (Flow 1), one goes back to the first Dianetic item ever run of which record can be found and does F2, F3, F0, in that order, checking the command for read before running it, and then verifying the F1.

If you fail to “quad up” a pc and start with the first item never run on that flow and if you suddenly begin to run Quad on a pc who is Single or Triple without picking up and running the original items which were Single or Triple into Quad form, you will stir up and bypass all the charge that was on that flow originally. To suddenly begin Quad without catching the pc up is to invite catastrophe as the charge bypassed will kick the pc in the teeth, and hard.

Example: Joe was run on Single Flow for six months. His auditor finds a new item and suddenly decides to run it Quad. Six months’ worth of Flow 2, Flow 3 and Flow 0 will now restim because it is bypassing that charge. The auditor’s proper correction action is to indicate to the pc what has happened and catch up the missing flows on all the earlier items run *that now read*.

To C/S a case for Quad Dianetics it is best to first lay out a Scientology repair, making sure the case is flying, then list out the items already run on Single and Triple. Then get them run so that all four flows are complete on each item in sequence from first to last.

This includes any LX items, former practice, drugs or any other engram running. These, like Dianetic items, are listed in their correct sequence of former running.

Then the missing flows are run if they read.

A rehab step of the flows already run is not necessary. This rehab of a flow already run to EP is usually used only when there is question about its having gone to postulate off, F/N and VGIs (erasure).

In C/Sing for Quadruple one COMPLETES any flow of an item found that did not erase. This is indicated on the item list.

DOING THE LIST

The item list is done by the auditor in his admin time for well done time credits.

All former Dianetic items ever run are listed and what flows have been run on them and to what end phenomena.

Example:

PC: MARY WILLS

FESer: ROBERT EVANS

FULL FLOW TABLE

AUDITOR (Name)	DATE	ITEM RUN	Flow 1	Flow 2	Flow 3	Flow 0
Pete Smith	3 Sept. 69	Sadness (exact wording that was used)	EP			
Pete Smith	4 Sept. 69	A Bored Feeling	Bogged			
Pete Smith	6 Sept. 69	An Apathetic Outlook	Bogged			
Mary Jones	6 Nov. 69	LX Agonized	EP	EP	EP	
Mary Jones	7 Nov. 69	Former Therapy	EP	Bogged	EP	
Mary Jones	9 Nov. 69	Earlier Practices	Bogged			
Mary Jones	10 Nov. 69	A Horrible Sadness	Bogged			
Tom Brown	5 July 70	Int RD	EP	EP	Bogged	
Tom Brown	6 July 71	An Awful Pressure	Bogged			

Such a list is then handled from the earliest forward by:

- a. Completing the bogged flow and
- b. Completing the missing flow, if it reads.

INT RUNDOWN

If the TA on the pc is currently high or the pc is having Int troubles, Int is handled before any other action is done. The fourth flow is never suddenly introduced on Int if the pc has been run on Triples.

The fourth flow on Int is then audited in its proper sequence when one gets to it in Quading, IF IT READS.

Note that a drug chain also makes a high TA if in existence or unflat.

AUDITOR CHECKOUT

BEFORE RUNNING NEW ERA DIANETICS QUADRUPLE, EVERY AUDITOR REGARDLESS OF CLASS MUST HAVE AN HGC OK TO AUDIT ON NED. ANY C/S MUST BE A GRADUATE OF THE HUBBARD NEW ERA DIANETICS C/S COURSE BEFORE BEING PERMITTED TO C/S ANY NED.

FLUBS

If any auditor has a poor record of getting Dianetics results, of bogged flows, etc., he needs a New Era Dianetics retreat. His drills and TRs are out or he is committing gross auditing errors.

Dianetics gives remarkable results only when flawlessly done.

The commands must be precisely given and all commands are used. It is NEVER shorted "because the pc did it."

THUS ANY NEW ERA DIANETICS AUDITOR TO QUAD A PC'S UNRUN FLOWS MUST:

- A. HAVE A RECORD OF GOOD, FLUBLESS NEW ERA DIANETIC AUDITING and
- B. MUST HAVE CHECKED OUT FULLY ON THE FOLLOWING QUAD ISSUES:

HCOB 7 Mar. 71RB Rev. 3.2.89	C/S Series 28RB USE OF QUADRUPLE DIANETICS (this issue)
HCOB 4 Apr. 71RB Rev. 3.2.89	C/S Series 32RB USE OF QUAD DIANETICS
HCOB 5 Apr. 71RB Rev. 3.2.89	C/S Series 33RB TRIPLE AND QUAD RERUNS
HCOB 21 Apr. 71RD Rev. 3.2.89	C/S Series 36RD QUADRUPLE DIANETICS DANGERS OF

C/Sing

Quad Dianetics, with the above, otherwise C/Ses the same as NEW ERA DIANETICS.

It should be realized Dianetics is its own field of C/Sing. This remains the same in Quad Dianetics.

PROMOTION

Quad Dianetics should be promoted only when you have Dianetic auditors, the auditors checked out and okayed to audit as above and when you CAN DELIVER. IVs or VIs should be available to do the Progress Programs and steps.

UPPER LEVELS

When the IVs, VIs, VIIs, VIIIs or IXs are checked out as above, they should use Quad Dianetics to handle any and all engram steps called for in general auditing.

That they are upper-level auditors does not make it less necessary to do the above.

RESULTS

Quad Dianetics, including the rerun actions, produces some very startling new gains.

Well done Dianetics always has produced fine results.

Quad Dianetics almost doubles the gain.

REMEDIES

Any and all Dianetic Remedies and general technology remain in full use. They are not changed at all. Only the Zero Flow is added in each case.

Good luck.

L. RON HUBBARD
Founder

Revision assisted by
LRH Technical Research
and Compilations

C/S Series 29R

CASE ACTIONS, OFF-LINE

A C/S can be plagued by off-line case actions of which he is not informed.

The existence of these can wreck his carefully laid-out programs and make a case appear incomprehensible.

Thus it is up to a C/S to suspect and find these where a case isn't responding normally in auditing.

1. LIFE KNOCKING RUDS OUT FASTER THAN THEY CAN BE AUDITED IN.

Schedule sessions closer together and give very long sessions so life hasn't a chance to interfere. Can go as far as requiring person, via the D of P, to stay in a hotel away from the area of enturbulation or not associate until case is audited up high enough.

Shows up most drastically in Interiorization intensives where no ruds can be run unless the RD is complete. Thus Int has to be done in one session, with the two-way comm Int-Ext the next day.

2. PC PHYSICALLY ILL BEFORE NEXT SESSION AND AUDITING OF A MAJOR ACTION BEING DONE ON A SICK PC WHO SHOULD HAVE ANOTHER C/S ENTIRELY.

Happens when delayed or late new Exam Reports don't get into folder before C/Sing it. Ginger up exam routing.

Happens when auditors are not alert to the pc's illness and audit anyway. Make auditors not audit and report at once sick pcs.

Pcs hiding general illness may show up as no case gain. Answer is to get a full medical exam.

3. SELF-AUDITING.

Detected by no lasting gain. Hi-Lo TA Assessment will show it up.

Two-way comm on when they began to self-audit (usually auditor scarcity or some introverting shock).

4. COFFEE SHOP AUDITING.

Meterless fool around, often by students, stirring up cases.

Forbid it in an area.

5. TOUCH AND CONTACT ASSISTS INTERRUPTING A GENERAL COURSE OF AUDITING, OFTEN TO NO F/N.

Make all such assists be done on a worksheet and make it mandatory to take the pc to an Examiner afterwards.

Worksheet and Exam Report then appear in folder.

The C/S can then get in the other actions (ruds, S&D, HCOB 24 July 69R) on the injured pc.

6. STUDY RUNDOWNS.

An illegal and offbeat line can occur when auditing out misunderstands in study or "Management Word Rundown" or such occurs in the middle of a general auditing program.

Require that C/S okay is required.

Get such done at the START of courses and BEFORE a major auditing cycle is begun. Enforce this hard as the other answer that will be taken will be to do it at the end of the cycle and wreck major auditing program results.

7. ILLEGAL PATCH-UPS.

Sometimes all through an intensive there is another auditor unknown to the C/S who two-way comms the pc or audits the pc who is complaining to him or her.

Shows up in the Hi-Lo TA Assessment.

Forbid it.

8. PEOPLE TALKING ABOUT THEIR CASES.

Past life reality is often badly hurt by people who talk about being Napoleon, Caesar and God. This makes "past lives" an unreal subject by bad comparison.

Restimulative material is sometimes used to "push someone's buttons."

Bullbait that uses actual processes or implants should be stamped out hard.

9. ADVANCED COURSE MATERIAL INSECURITY.

I have seen several cases wrecked by careless storage of Advanced Course materials where lower levels could get at them.

One notable case was a suppressive who got hold of Advanced Course materials and chanted them at his wife to drive her insane. She recovered eventually. He didn't.

When a C/S gets a whiff of upper-level materials on a lower-level pc worksheet, he should make an ethics matter of it and get it traced.

10. ILLEGAL DRUG USE.

A pc who suddenly relapses onto drugs or who has a long drug history can cause a case to look very, very odd. The TA flies up. The case, running okay, suddenly ceases to run.

Addicts can come off it if given full drug handling per New Era Dianetics Series 9, DRUG HANDLING.

L. RON HUBBARD
Founder

C/S Series 30

C/Sing AUDITOR-C/Ses

When auditors do their own C/Sing, the org C/S has the additional duty of making certain their C/Ses are correct as well as their sessions.

Therefore, the org C/S (which post is now even more vital) has the duty of:

1. Seeing that all auditor flubs are handled in a cramming action on the flubbed action.
2. Seeing that all auditor-as-a-C/S errors are handled in a cramming action on the C/S Series.

Normally a C/S handles his post on the Fantastic New HGC Line, HCOB 5 Mar. 71, C/S Series 25, on a fast-flow basis. But he is looking for:

- a. "Dog cases"—pcs not running well
- b. Auditor errors
- c. Auditor program errors
- d. Auditor C/S errors.

Those that are F/Ning VGIs at Examiner he lets go through fast, verifying the Exam Report and the next C/S.

The moment he sees a contrary Exam Report (F/N with natter or BIs, high TA or low TA with any statement or no statement) he has to decide:

- a. Dog case?
- b. Auditor error?
- c. Program error?
- d. Auditor C/S error?

In any of the above the org C/S takes over and handles what he finds. He must *also* require a cramming action on any (b) auditor error, (c) program error or (d) auditor C/S error.

The org C/S then does it right himself.

In any event it is the org C/S who is fully responsible for all the cases.

That the org C/S finds a program or C/S wrong does not then cause the auditor-as-a-C/S to cease to C/S. Quite the contrary. Even if every program or C/S he writes is wrong and has to be rewritten, he still takes all the actions of the auditor-as-a-C/S.

DOG CASES

Category (a) is the case who just isn't running well.

The wrong answer to a dog case is to go on auditing and wasting hours hopefully.

The RIGHT answer is to STUDY the case carefully. The Folder Error Summary, the Folder Session Summary, the sessions, all have to be studied.

The standard C/S action of going back to when the pc was running well and coming forward for the error is very much in use.

Such a case is the result of a FLUB always. Example: High TA case on Power run on and on with TA in the sky. A *careful* FES and study of folders revealed that two years before, Power had been completed! Every current action was a brutal overrun! Yet the same C/S and *ten* separate auditors failed to see it! Indicating it and two-way comm on the *earlier* Power handled the O/R.

Example: Case RD not running well at all, TA going high. A *careful* study of the Folder Session Summary at length discovered that the pc had not F/Ned on two-way comm Int-Ext. Two-way comm on this point discovered a total mess of command clearing on the Int RD. This opened the door. Pc thereafter ran beautifully.

Example: Pc a total nattery mess every session. *Careful* study found a tiny remark on the white form about going to a psychiatrist. Two-way comm on it and the antagonism toward auditing and the withhold of having once gone crazy vanished. Case ran well.

Careful study is the clue. The auditor-as-a-C/S may not put in the time needed to really sort the case out.

A *current* FES of recent auditing can also be ordered. This often reveals a lot of oddball goofs which when handled make the case run well.

The org C/S is supposed to be the old master on solving these dog cases by careful study.

Heavy laurels to the auditor-as-a-C/S who spots the knot that is tangling the case up.

AUDITOR ERRORS

The errors of auditors can be so various one only looks to see if the actions of the auditor are standard when the org C/S has to intervene.

Then the outnesses show up.

Example: Pc's TA shooting up at session end. Examine the previous C/S. Calls for LIB. Examine session. Auditor is found to be itsaing ARC breaks, no ARCU CDEI, no earlier-similar.

Action ordered, pick up the blowdown ARC break and do ARCU CDEI and carry it E/S to F/N.

Action ordered. Auditor to Cramming to do "pattern of bank, why earlier?" and how to fly ruds.

Always find and handle auditor goofs by Cramming. You'll never have an HGC unless you do.

PROGRAM ERRORS

When an auditor-as-a-C/S program is poor, the org C/S redoes it, sends the auditor to Cramming on the relevant parts of the C/S Series or tech materials.

C/S ERRORS

When an auditor-as-a-C/S is found to have written a bad C/S that got by but didn't work or when the next C/S is wrong, the org C/S sends the auditor-as-a-C/S to Cramming to do the relevant part of the C/S Series or the tech that applies.

CRAMMING

An org that has no sharp, hot Cramming Section in the Qual Div—well, God help it.

That org's tech will always be shaky if not outright criminal.

Students need a Cramming or they never really learn not to goof, where there's no insistence they learn.

HGC auditors need a Cramming. They go stale. New HCOBs aren't understood unless energetically checked out. The C/S in the Tech Div is at total risk where he is not backed up by Cramming.

The new HCOB 5 Mar. 71, C/S Series 25, the new line, demands a Cramming, as no auditor is likely to learn to C/S.

You can't risk fast flow with no Cramming to fall back on.

And an org's tech will never improve unless it has a Cramming for HGC auditors and course students.

Qual has to have a library of HCOBs and course packs and books to really stay on the ball. Then its Cramming is hot, on the point, specializing mainly in finding what the auditor has neglected or misunderstood and getting it done.

Cramming and use of it is the key to a fully satisfied field and an expanding org.

The big pluspoints of the new HGC line are huge increases in delivery volume, very cocky never-blow auditors who get wins, an enthusiastic field, and last but not least, newly trained and competent C/Ses who guard tech by knowing a correct C/S!

The new line increases speed.

At the same time it requires greater technical safeguards.

The new HGC line won't work unless you have a competent Qual Cramming and an org C/S who knows his business and detects and pitchforks all flubs in auditing and C/Sing into the fast hands of a hot no-nonsense Cramming Officer.

The new line of HCOB 5 Mar. 71 is a great success.

It greatly increases *delivery quality* as well as volume if this HCOB is stressed in putting the new line into action.

L. RON HUBBARD
Founder

C/S Series 31

PROGRAMING AND MISPROGRAMING

There are three important areas of technical application:

1. Auditing cases.
2. Case supervising cases.
3. Programing cases.

Auditing generally should be gotten into an org on the routine basis of:

1. Get auditing volume UP.
2. Get auditing quality UP.
3. Get C/Sing volume UP.
4. Get C/Sing quality UP.
5. Get programing volume UP.
6. Get programing quality UP.

To do it in any other sequence is to organize before producing or to inhibit production.

Auditing quality is raised by getting in cramming and getting cramming done.

C/S quality is raised by C/S study of cases and the Qual Sec cramming the C/S.

Programing quality is raised by getting FESes done so that the action does not block production and cramming or programing and then studying the case to make the programing more real and effective.

MISPROGRAMING

1. Programing a case without data is risky. Dropping out the FES step, not getting White Forms done, etc., shortcutting on data in general can cost tremendous amounts of lost auditing.

2. Doing a vague, general, hopeful Program of Repair (Progress), trusting something will come up, is ineffective. With data on the person's life even on a pc never before audited, one can hit the key points even if only with 2-way comm on them. Cases that have been audited and are boggy are so for a reason. Programing without finding that reason can be very ineffective and result in few wins.
3. Running a new major program into an incomplete major program can be as deadly as failing to flatten a process before starting another process, only more so.
4. Failing to end off a program when its end phenomena is achieved is another gross error.
5. Being too ignorant of the basic bank and the tech *theory* (as different than processes) is another barrier to programing.
6. Not programing at all.

The above six are the principal gross errors in programing.

L. RON HUBBARD
Founder

C/S Series 32RB

USE OF QUAD DIANETICS

With the introduction of Quadruple Dianetics it is mandatory, important, urgent that one does not audit four-flow items until one has brought *all* earlier Dianetic items into four flows, checking each flow for a read, of course, before running it.

TRIPLE

This also applies to Triple Dianetics. On a case where only Flow One (Single) has been run, you don't suddenly run a Triple (F1, F2, F3) such as on the LX Class VIII Lists until one has run the earliest Dianetic item ever run (or that can be found) on Dianetic Triple and then on forward on Triple up to the LX.

QUAD

However, one would now not bother to run only Triples forward. He would locate the earliest Single or Triple (if no Single Flow) item and run it Quadruple by now running the missing flows if reading.

INT RD

In doing an INTERIORIZATION RUNDOWN one mustn't suddenly introduce the fourth flow (F 0).

If the case has only had Triples in Dianetics, one mustn't suddenly introduce a Flow 0 on Int. The case should be done on Triple Flow Int.

THEN all earlier Dianetic items in sequence run are:

- a. Listed from worksheets or Folder Summaries.
- b. Brought up to current by running in all the missing flows of Quad if reading.
- c. The Int RD fourth flow is audited in when one gets to it IF IT READS.

The moral of the story is RUN ONLY FLOWS THAT INSTANT READ WHEN CALLED.

REASON

Auditing additional flows while earlier items remain Single or Triple restimulates the missing flows and stacks them up as mass. They can make a pc uncomfortable until run.

All the missing flows (that were not run) are still potential mass.

This mass restimulates like something too late on the chain when a flow not run on earlier items is run on later items.

Auditing itself is a sort of time track. The earliest session blows the later sessions.

FULL FLOW TABLE

Before running Quad Dianetics, one makes a table of earlier items run. Like this:

PC: MARY WILLS

FESer: ROBERT EVANS

FULL FLOW TABLE

AUDITOR (Name)	DATE	ITEM RUN	Flow 1	Flow 2	Flow 3	Flow 0
John Smith	2 Feb. 1962	Guf Shoulder	EP			
John Smith	3 Feb. 1962	Gow in Foot	EP			
Joe Blogs	29 Sept. 1967	Chow in Chump	EP			
Joe Blogs	30 Sept. 1969	LX Anger	EP	EP	EP	
Joe Blogs	30 Sept. 1969	LX Peeved	EP	EP	EP	
Bill Adams	4 Oct. 1970	Feeling Numb	EP	EP	EP	
Bill Adams	16 Dec. 1970	Int RD Engrams	EP	EP	EP	
George Walker	9 Oct. 1971	Feeling of Goof	EP	EP	EP	
George Walker	10 Oct. 1971	Dianetic Assist on Head	EP			

FLOWS

F1 is FLOW ONE, something happening to self.

F2 is FLOW TWO, doing something to another.

F3 is FLOW THREE, others doing things to others.

F0 is FLOW ZERO, self doing something to self.

R3RA COMMANDS

Standard R3RA commands are used on Quad Dianetics.

They are the subject of another HCOB.

MULTIPLE SOMATIC ITEMS

The question will come up, do we Triple or Quad multiple somatic items.

The test is, did the flows already run go to EP when they were originally run. If they did, include them. If they didn't run, exclude them.

This does not mean you omit everything that didn't run.

REPAIR

While auditing this FULL FLOW DIANETICS, you will find various chains that did not go to EP when originally run.

These are included and should be concluded to EP. This means one has to find out if they bypassed the F/N, went too early, jumped the chain, etc. Usually an L3RH assessed on that faulty action will give the answer. It is easy to take these old flubbed chains to EP unless you work at it too hard. Usually the reason they didn't is visible on the old worksheet. The auditor forgot to ask for earlier beginning or jumped the chain or tried to run it twice, forgetting he'd run it before. Corny errors.

RESULT

The result of doing a FULL FLOW DIANETIC ACTION on a case is quite spectacular. The shadowy remains of somatics blow, mass blows and the pc comes up shining.

OFFERING FFD

Offering the public Full Flow Dianetics must include the cost of FESing, FF Table making and C/S work since it is sometimes lengthy. The auditing can be remarkably brief. The greatest amount of time is usually spent on the C/Sing and the table making.

FFD is offered to the public in intensives as per HCOB 31 May 71R, C/S Series 39R, STANDARD 12½-HOUR INTENSIVE PROGRAMS. Admin time spent on C/Sing, FESing and FF Table making should be deducted from the intensive hours purchased by the pc. This must be made known to the public when purchasing the service.

When offering FFD, it should be called Quadruple Dianetics—four times more powerful than previous auditing.

A C/S *must* liaise with the Dissem Sec and Treasury Sec on selling it or he'll find the org is losing money doing the C/Sing and tables.

WARNING

When doing Quadruple Dianetics on some cases, it may be found that many chains are now missing or are just copies of the original. Don't be disturbed. Pc says they're gone now they're gone. Just F/N the fact and carry on with the next flow or item.

L. RON HUBBARD
Founder

Revision assisted by
LRH Technical Research
and Compilations

C/S Series 33RB

TRIPLE AND QUAD RERUNS

LAW: WHEN ONE OR MORE OF THE FOUR FLOWS OF AN ITEM OR GRADE ARE LEFT UNRUN, WHEN USED IN LATER PROCESSES THE EARLIER UNRUN ONES RESTIMULATE AND MAKE MASS.

This tells you that high TAs, heavy pressures and even illness can come from bypassed flows.

BYPASSED FLOWS

Example: Dianetic Singles have been run on 7 items. Now the auditor begins to run new items Triple without running Triple on the already run items. The result will be 7 unrun Flow 2s and 7 unrun Flow 3s. These will restimulate and form mass and bypassed charge.

Example: Now let us say all 7 previous items have been run Triple. And the auditor now runs a new item Quadruple. This leaves 7 unrun Zero chains. These can restimulate and form mass and bypassed charge.

Example: Now let us say that Dianetics was all run Single and grades were run Triple. This will restimulate the Dianetic chains F2 and F3.

Example: Let us say that Dianetics and Scientology grades were all run Triple. An Interiorization Rundown is now run Quad. This will throw all Dianetic and Scientology unrun Flow Zeros into restimulation and give bypassed charge.

ANY LATER GRADE RUN WITH MORE FLOWS THAN USED IN EARLIER ACTIONS CAN THROW THE EARLIER UNFLAT FLOWS INTO RESTIM, PILE UP MASS GIVING HIGH TA AND BPC GIVING ARC BREAKS.

REPAIR

The more the condition is *repaired* by L1C, L4BRB, etc., etc., the *worse* the mass gets.

SOURCE OF HIGH TA

Thus high TAs have three principal sources:

1. Overruns

2. Auditing past exterior
3. Earlier unrun flows restimulated by those flows used in later actions.

There are other minor ones such as drug background, illness, etc., as per Hi-Lo TA Assessment.

REHABS

One must NOT recklessly or continuously rehab a past major action. This causes overrun. The thetan is placed at the *end* of the incidents not yet in restimulation or run and the bank gets more solid.

MASSY THETANS

The whole trick of this universe is contained in thetans copying or picturing incidents and then getting stuck in the later portion of them.

“Incidents” is the keynote. A thetan is incident hungry.

This is what traps him.

For some reason he has to be at the earliest end of incidents to erase them. The later he is in incidents and the later he is on the track the more solid he is.

This also applies to the “auditing time track.”

By omitting things like flows on the auditing time track, the thetan thus becomes massy.

The whole theory of the Interiorization Remedy is based on having gone out (later) *after* he went in (earlier). So exteriorizing can stick him. (People buy the Int RD to exteriorize but the remedy is only done to permit further auditing. They exteriorize of course when the bank is handled.)

When flows of items are bypassed and then later restimulated by auditing them, mass occurs.

GETTING IN ALL FLOWS

When doing additional flows on earlier items or processes, one must *also* check or rehab those flows marked as run to F/N in worksheets.

This again will leave unflat flows and BPC unless it is done.

And if it is overdone, it will raise the TA by overrun.

So if one had a case that had Single Dianetics and was later run on Triple for new items (but the Singles not done into Triple), one would have to RUN FIRST the missing unrun flow or flows if they read and then *check* the first Single F1 for flatness, then check other previously run flows.

The rule is run the previously unrun one or ones first if they read to get charge off, then verify or run the ones listed as run already.

Then one would do the same for the next item. Run the previously unrun flow or flows if they read and then verify or run those listed as already run to be sure they F/N.

All items, in chronological sequence, and *all* processes, would have to be run Quad.

IT WOULD BE A WASTE OF TIME NOW TO RUN IN ONLY TRIPLES.

Whether you have the Quad commands or not, they are easy to figure out as you are only missing the Zero Flow, self to self.

So all C/Ses and auditing actions are “Rehab or run F1, F2, F3, F0 if they read” when getting in all flows on things run to date.

HIGH TA

When you are sure an Int RD has been done correctly and its 2WC went to F/N and the TA later goes high, you check the Int RD. That is the most usual reason. This simple action is amazingly subject to flubs.

If the TA goes high later, you can do a C/S Series 53 and handle.

If the TA is still high or low, you had better check the state of flows. Were more flows run on later actions than were run on earlier actions?

If so, your pc has felt massy, sometimes even ill.

The right action is to get in all flows from the beginning. And do it Quad. Bring *all* his auditing up to Quad.

(If his folder is not available, he has kind of had it. I know of no way, at this writing, to recover lost Dianetic items but will have to work something out.)

NOT IN TROUBLE

If the pc is not in trouble, his best bet is to get on up the grades to Expanded OT III.

IN TROUBLE

If he *is* massy and is having trouble the best bet is to:

1. Be totally sure of his Int RD.
2. Check O/Rs particularly of a major grade twice or bypassed F/Ns, locate and indicate them.
3. FES, list the items and grades and do a Full Flow action from the beginning of his auditing, raising them all to Quadruple.

RUNNING ZERO FLOWS

The Zero Flow in Dianetics is a bit strange. It can be done by full R3RA BUT it often depends on the decision the pc made and may F/N very suddenly. It is easily overrun and can be very fast.

A pc can be gotten into trouble on Zero Flows if the auditor is slow and is not alert to his meter and misses the F/N and gives R3RA commands after the flow has blown.

REHAB OR RUN

The auditor getting in Zero Flows can also ARC break the pc by failing to verify if the previously run flows are flat. All the auditor wants is to see them F/N on the command. If they don't, he runs them.

Sometimes when he has "run them" again he finds they are being overrun or run twice and has to rehab them by finding this out. The pc sometimes doesn't know until he actually starts to run them. Then he finds they are already run. The clue to this is a climbing TA. If the TA goes up, get off that flow and rehab it.

Example: Pc at first thinks "Pain in shoulder" F2 was never run. Starts to run it. TA goes up. Auditor must pull him off of it by finding out if it is being run twice and rehab it to F/N.

The moral in all these reruns is don't firefight, keep an LIC list and an L3RH list handy and use them.

RESULTS

The results of straightening up the Int-Ext RD, rehabbing O/Rs and putting in ALL FLOWS on a pc are fantastic.

Getting an All Flows Rundown done correctly gives one all the latent gain the pc has been begging for.

So send to Cramming all C/Ses and auditors who flub.

Program it right.

C/S it right.

Audit it right.

L. RON HUBBARD
Founder

Revision assisted by
LRH Technical Research
and Compilations



HCO BULLETIN OF 6 APRIL 1971

Remimeo
Class VIII
All C/Ses
All Auditors

C/S Series 34

NON-F/N CASES

When cases do not bring an F/N VGIs to the Examiner, it is the signal to study the whole case anew and find the bug or bugs that keep it from running and get them handled.

Recently I took over a whole series of these non-F/N VGI at Examiner cases and very, very carefully studied each one. IN EVERY EXAMINER NON-F/N CASE I FOUND FLAGRANT OUT-TECH IN (A) THE PROGRAMING, (B) THE C/Sing AND (C) THE AUDITING. All three outnesses existed.

These cases were taken as *all* the non-F/N Exam Reports on a line containing hundreds of folders and over 600 well done hours a week. So you can see that these errors had been missed by expert C/Ses and auditors. The errors were missed because HOPE was being used instead of study.

There was a *hope* that just routine C/Ses and auditing would work it out eventually.

The fact of non-F/N at Examiner was not given sufficient importance.

The fact is that many who F/Ned at the Examiner had small flaws in them yet still got by.

The Exam non-F/N indicates FLAGRANT OUT-TECH in the programing *and* the C/Sing *and* the auditing. That's what it takes.

After a bug is found and corrected, the case still may not F/N at the Examiner for a while. But after that while is passed, the failure to give the Examiner an F/N means *another* bug and more study.

One case I found had had a major grade done twice, two years apart. This was pointed out and rehabbed. But after 2 or 3 sessions the TA remained high. A restudy now found Recall Flow 2 of the Exteriorization Rundown had been run months ago to F/N and then continued for dozens of commands with the TA rising to 4.5. This was then repaired. The case then began to F/N at the Examiner. It now runs like an ordinary case.

There is always a bug, not necessarily current, often very old, in these Exam non-F/N Cases. There are sometimes two or three bugs.

The answer is NOT go on C/Sing and hope.

The answer IS, study and find the bug.

Cases run on Triples after a long list of Singles is a type of bug.

Cases exteriorizing and then getting no Ext RD is another bug.

Cases given false reads on already-run W/Hs, cases who don't tell their cogs, cases who were on drugs but drugs never run, cases that rock slammed but no crime found, any of the GF 40 or GF reading items, cases with lists out, cases that are always sad or tired . . . well, these types of cases are the usual bugged cases. But even they sometimes F/N if only to roller-coaster.

The general rule of going back to where the case was running well and coming forward still holds. But an audit past exteriorization can be before that and only eventually catch up.

General repair is harmful when a big bug exists.

Every case I examined had a big bug. Flagrant god-awful overruns, messed up Exteriorization Rundown, three major programs begun, each incomplete, engram after engram botched and run to high TA then walked off from. The errors were real! They had been sitting there for some time unnoticed. Session after session mounting up into piles of wasted auditing.

Sick pcs are another indicator. Pc F/Ns at Exam, then reports sick. Look behind it; you find some wild program, C/S and auditing error.

So the answer is to STUDY THE CASE.

Get a total FES done if one has never been done. Get a current FES done or do it yourself.

Then examine the programs and the FESes and Folder Summaries and suddenly you'll find it.

Fortunately there aren't many things that can really foul a case up.

1. Overruns concealed within worksheets. Major grades twice.
2. Auditing past exterior or flubbed Ext RDs.
3. Earlier unrun flows restimulated by later runs on those flows.
4. GF + 40 items.
5. Never-handled out-lists.
6. Undetected drugs or drugs never handled by Dianetics.
7. False reads called (as in W/Hs that "won't blow").
8. Hidden standards.
9. Long duration ARC breaks.

10. Impractical or inapplicable programs.
11. Major actions started never completed.
12. Overrepair.

There can be combinations of these.

So there aren't many. It's really knowing what is right so well that the wrong shows up like skywriting.

Sometimes the errors are silly. A bogged Dianetic case had gotten tons of VI repair. The C/S, an VIII, had never realized Dianetic C/Sing is its own brand of C/Sing. He didn't shift gears to Dianetic C/Sing when C/Sing Dianetics sessions. The auditor way back had not known that when the pc originates "It's erased" and the TA remains high, his correct action is one more A B C D. This C/S had then tried Class VI remedies instead of telling the auditor, "Flatten or rehab the last chain."

When the chains left unflat were rehabbed, all was suddenly well.

Another case was interrupted for a year on a major action and when returned to auditing was begun on a long, long repair program. Inches of folder later the interrupted program was found and resumed and the case did great. All that "hopeful" repair was lost work. Ten minutes of case study would have saved twenty hours of useless repair.

The stable datum is CASES MODERATELY WELL PROGRAMED, C/Sed AND AUDITED RUN WELL.

So cases that don't run well (unchanging Exam natter comment, non-F/N) have a BIG error in programing, C/Sing and auditing.

Look well and you will find it. And if that isn't it, there was another to be found as well.

If you can't find the folder or data in it, you should take every imaginable measure to acquire more data. D of P interviews, 2WC sessions, telexes to his last org and telegrams to his auditors. But get data from somewhere somehow.

Soon, when hours pick up and skill, all auditing will be sold by package not by hours. So learn economy of hours!

An auditor or C/S who really knows his theory and has a good grasp of practical application knows the right way. From that he can easily see how things are wrong.

An ounce of case study is worth ten pounds of wasted sessions.

L. RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 16 DECEMBER 1971RB
REVISED 24 SEPTEMBER 1978

Remimeo
Int RD Checksheet
HGC Auditors
C/Ses
Class V Grad
Checksheet

C/S Series 35RB

Interiorization Rundown Series 10

INTERIORIZATION ERRORS

Refs:

HCOB	11 Apr. 71RE	NED Series 20
	Rev. 8.4.88	L3RH, DIANETICS AND INT RD REPAIR LIST
HCOB	16 Sept. 78	NED Series 28
		POSTULATE OFF EQUALS ERASURE
HCOB	4 Jan. 71R	Int RD Series 2
	Rev. 24.9.78	EXTERIORIZATION AND HIGH TA THE INTERIORIZATION RUNDOWN REVISED
HCOB	24 Sept. 78RB I	Int RD Series 4RB
	Rev. 4.2.89	THE END OF ENDLESS INT REPAIR RUNDOWN
HCOB	24 Sept. 78 II	Int RD Series 13
		PREASSESSMENT, AESPs AND INT

Almost all the errors in an Interiorization Rundown are Dianetic errors. Most are very ordinary, even corny.

IT IS VITAL TO CORRECT AN INT RD ERROR AS A FIRST ACTION.

There is one Int RD error that is not a purely Dianetic error and that is the error of doing anything else at all before an Int RD is done properly or an Int RD error is fully corrected.

The Int RD error may be that the Int button run did not read on the meter, or read only because of an MU on the word, yet was run. (HCOB 4 Jan. 71R) This classifies as "running an unreading item."

A common Int error is that the pc is not cleared on the concept of interiorization and the words and commands, so he is being audited over misunderstands.

Or the Int RD could have been overrun. The EP is reached on F2, let us say. The auditor keeps on going past the win. This will hang up the rundown. One of the ways an overrun occurs is the pc goes exterior during it. Yet the auditor keeps on. Another way is pc has a big cog, big win. Auditor keeps going on with the RD.

When a pc is exteriorized by auditing and is then audited further without being given an Interiorization Rundown, his TA will go high or low and he may be very upset. Heavy masses may come in and he may also get ill.

Int RD errors also may go back to earlier Dianetic errors. A number of unflat incidents invite the overrun of these if they also occur on a Dianetic chain.

To clean up a balled-up Int RD chain or incident, one may have to find and clean up the Dianetic error it is sitting on *during* the cleanup of the Int RD error.

Int RD errors, goofs, etc., are handled by using an Int RD Correction List Revised, HCOB 29 Oct. 71RA.

This must be excellently metered so that the original error is not further compounded by misassessment of the correction list and a falsely reading item taken up.

Auditors who can't run ordinary R3RA with great success should not be let near an Interiorization RD, as their lack of smoothness in handling Dianetics will wreck the Int RD.

Auditors who cannot read a meter flublessly should not be let near an Int RD or an Int RD Correction List or the End of Endless Int Repair RD.

HUBBARD CLASS V GRADUATE AUDITORS

An excellent Hubbard Class V Graduate Auditor can easily repair a messed-up Interiorization Rundown after a folder study and by use of an Int RD Correction List Revised, HCOB 29 Oct. 71RA and, as indicated, The End of Endless Int Repair RD, HCOB 24 Sept. 78RB I, Int RD Series 4RB.

A Hubbard Class V Graduate Auditor with an excellent Dianetic record of wins can be given an Int RD to do or to correct IF HE IS STAR-RATED ON THE INT PACK AND THE TWO-WAY COMM PACK.

REPAIR

Wherever you see a TA high and a pc in trouble, your first suspicions should be:

1. Audited past exterior in auditing without an Int RD being done.
2. Int RD botched by being unnecessary (none of the Int buttons read or read only on MUs) or overrun or auditor goofs in the session.
3. A previously messed-up Dianetic action has gotten fouled up with the Int RD.
4. The Int command was improperly cleared (such as “means go in and out again,” “means trapped,” “meant leaving,” etc.).
5. Firefights and worries over the high or low TA have ensued after an Int ballup has occurred.
6. Some major action like grades or items or Power have been run twice.
7. A C/S has hopefully kept on getting the pc audited without detecting the real reason as a flubbed Int RD and without getting the Int RD and any repair fully FESed.

PERCENTAGES

The percent of misrun Int RDs is high, many being unnecessary or overrun.

The liability of leaving them unrepaired is high.

Reasons for high TA are averaging out close to 100% as an unrun or a flubbed and unrepaired Int RD.

EXTERIORIZATION IN SESSION

When a pc exteriorizes in session, it is the end phenomena for that process or action. One gently ends off in any case. If the pc has not had an Interiorization Rundown, it is vital, in his next session, to check Int (per HCOB 24 Sept. 71RA, Int RD Series 11R, INTERIORIZATION RUNDOWN CORRECTION DRILL: DATE TO BLOW/LOCATE TO BLOW) as the first action. All manner of physical and emotional upsets can result, including a high TA, if this step is omitted.

INT MUST BE CHECKED AS THE NEXT ACTION AFTER THE FACT OF THE PC'S FIRST EXTERIORIZATION.

No other auditing is to be done before Int is handled fully or proves to be uncharged upon checking.

If even years after an Int RD the pc has a high TA or a low TA, then Int trouble is at once suspected and the original Int RD and any repair of it is suspect and *must be handled*.

The Int RD Correction List Revised (HCOB 29 Oct. 71RA) has been designed to straighten out Int RD errors. L3RH handles the Dianetic errors. Where Int Correction Lists have been done and the pc still has headaches or other Int troubles, a thorough FES must be done FIRST on any Int repairs and the Int RD itself BEFORE another correction list or other action is ordered.

Isolate any errors and get them cleaned up by an auditor who can read a meter and run and repair Dianetics standardly.

If Int troubles persist and the C/S is certain that any and all errors have been fully repaired and cleaned off the line, he orders the End of Endless Int Repair RD (HCOB 24 Sept. 78RB I, Int RD Series 4RB). This should totally handle Int.

Or if the C/S is in doubt about how to handle and gets into a mess trying to repair chains, he can cut directly onto the End of Endless Int Repair Rundown and he will get someplace.

There is no real trick to either running a correct Int RD or repairing a flubbed one.

The whole clue is whether or not the auditor can audit plain, ordinary, garden-variety R3RA and is able to read a meter.

So when ANY auditor audits a pc past exterior and the pc's TA goes high, he should be checked out fully on the Int RD Checksheet so he won't continue to commit the error.

And when ANYONE is going to run an Int RD he must:

- A. Be an expert New Era Dianetics Auditor and Class V Graduate.
- B. Be star-rated on all the Int RD Series.
- C. Be able to read a meter flublessly.

And when any C/S is confronted with high TAs or low TAs and doesn't handle at once by getting an Int RD properly run or properly repaired, he must be rechecked on the New Era Dianetics pack and the Int RD pack.

DIANETIC C/S-1

A very careful Dianetic C/S-1 must be done on a previously unindoctrinated pc before he is run on an Int RD.

Otherwise, it's all too new.

A C/S-1 isn't auditing.

The pc who can't do what the auditor says or can't correct an erroneous action is lost.

A fully safe pc would be one who when he goes exterior in auditing is made to do the Hubbard New Era Dianetics Course at once before he even gets any ruds put in and not audited again until he *is* a Hubbard New Era Dianetics Auditor. He'd be a pc who was relatively safe.

A pc who does what an inexpert auditor says without question can really get fouled up! Uneducated pcs require really flawless top-notch auditors. The auditor who can audit an uneducated pc is a jewel. He really has to know his business. Because the pc does whatever he says. And if he says wrongly, then there goes the session. Ever notice pc corrections in a worksheet? "I think you bypassed an F/N." "This feels overrun." "I *had* Grade I last year." Such auditors are not fully enough trained to handle wholly green pcs!

SIMPLICITY

Honest fellows, it's as easy to run an Int RD as it is to run "an ear pain."

It isn't even mysterious or tough.

IT IS ONLY VERY IMPORTANT TO DETECT WHEN IT NEEDS TO BE DONE OR REPAIRED.

There are no mysteries.

Some auditors have got me feeling like I'm trying to teach them to chew soft bread!

L. RON HUBBARD
Founder



C/S Series 36RD

**QUADRUPLE DIANETICS
DANGERS OF**

(Applies to Int Rundown)

Refs:

HCOB	7 Mar.	71RB	C/S Series 28RB
	Rev. 3.2.89		USE OF QUADRUPLE DIANETICS
HCOB	4 Apr.	71RB	C/S Series 32RB
	Rev. 3.2.89		USE OF QUAD DIANETICS
HCOB	5 Apr.	71RB	C/S Series 33RB
	Rev. 3.2.89		TRIPLE AND QUAD RERUNS

In observing Quad Dianetics in the hands of Scientology auditors not specially briefed or who had additives and figure-figure on how to move a case already run on Singles and Triples into Full Flow,

INVARIABLY THEY OVERRAN.

This makes getting Quad Dianetics in on a case dangerous unless the auditor has the hang of it.

The flagrant (and I do mean flagrant) errors found consisted of:

- a. not being able to run precise New Era Dianetics in the first place;
- b. re-running already erased chains "to find if they were flat";
- c. out TRs to a wild extent;
- d. refusing utterly to accept pc's data;
- e. faulty metering;
- f. complete ignorance of the Auditor's Code, notably committing the crime of invalidating the pc;
- g. running unreading flows when catching a pc up to Quad.

REQUIREMENTS

Anyone essaying to run Quad Dianetics **MUST HAVE AN HGC OK TO AUDIT ON NED.**

TRs

TR 0 exists so an auditor is not ducking the session but can sit there relaxed, doing his job.

TR 1 must be done so the pc can *hear* and understand the auditor (without blowing the pc's head off either).

TR 2 must be done so that the pc gets acknowledged. This can be so corrupted that the auditor doesn't ack at all but gives the pc meter reads! Instead of acks! Or keeps saying, "I didn't understand you," etc.

TR 3 basically existed so that the auditor would continue to give the pc commands and not squirrel off or pack up with total silence.

TR 4 exists so that the pc's origins are accepted and not Q-and-Aed with or invalidated.

And, surprise, surprise, TRs are for use in the session itself, not just a drill. They are *how* one runs a session.

Metering can miss every F/N. And one *never* feeds meter data to the pc: "That read," "That didn't read," "That blew down," just must not exist in session patter. "Thank you. That F/Ned," is as far as an auditor goes. And that's the end of the cycle and says so.

Erasure can be overlooked by an auditor. In Dianetics this fault is *fatal*.

Auditor's Code must be in on all points and particularly invalidation. Pc says, "That's so and so." An auditor who says, "I'm sorry. You are wrong," or any other invalidation, is going to wreck a pc's case. A full knowledge of the Auditor's Code and actually applying it saves endless troubles. It is an auditing TOOL, not just a nice idea.

REHABBING CHAINS

One rehabs a Dianetic chain that, according to a previous worksheet, erased by saying, "According to session records (flow direction) (item) erased." That's all. One does not say, "Did the chain giving others a headache erase?" One does not run it again to find out. One does not run a single command "to see if it F/Ns again." One can say, "Do you agree that the chain giving another a headache erased?" But the more you ask the pc to look for an erased chain the more messed up things will get. It isn't there. But the auditor by his action can imply it *should* be there or *might* be there. A totally wrong approach would be "Look around your bank and see if what isn't there anymore isn't there."

Dianetics is NOT Scientology. A Dianetic chain is *not* a release. If you try to use Scientology rehab tech on a Dianetic chain, you have had it. It isn't a "release" (which is a key-out). A Dianetic chain is an erasure. You can't rehab erasures with "How many times?" etc.

The test of this is the doing. If you try to use Scientology rehab on Dianetic chains, the PC MIGHT TRY TO FIND SOMETHING. This causes him to key in other unrun or similar items.

It is a dangerous action at best to try to handle old erased chains. The best you can do is to tell the pc what the old worksheet said. If no worksheet exists, leave the already erased flows alone!

FLUBBED CHAINS

Many times, a Folder Error Summary will give a flubbed chain and then fail to note it was repaired in the next session!

A C/S and auditor would have been pretty irresponsible to just go on auditing past flubbed chains.

The only safe way to handle some previous flubbed chain is to:

- a. Verify in the folder if it was repaired.
- b. If still unrepaired, assess the L3RH on it and handle according to the L3RH.

L3RH

Using the new L3RH (HCOB 11 Apr. 71RE) is a Dianetic action.

A Scientology auditor erroneously can try to use it as a two-way comm type of list. If a chain needed one more DEF, then two-way comm on it with no DEF is not going to complete it.

L3RH has its own directions. Questions not marked with directions are used to indicate the fact. This can amount to two-way comm as the pc chews it over. But L3RH where marked is handled by Dianetics actions. Look over the list and its directions for each question and you will see that some are given directions that are NOT two-way comm.

Example: “Earlier beginning” reads. You can’t just say, “The incident had an earlier beginning,” and you can’t say, “Tell me about the earlier beginning.” The pc will go up the wall. There’ll be no erasure. You have to use R3RA and get him to the earlier beginning and then run it and, if it still doesn’t erase, get him to an earlier-similar and erase that.

L3RH is a Dianetics list. It is not a Scientology list that is cleared each question to F/N by two-way comm.

OVERRUN

Overruns are demonstrated by a rising TA.

If as you seek to get in Full Flow Dianetics (Refs: HCOB 7 Mar. 71RB, C/S Series 28RB, USE OF QUADRUPLE DIANETICS; HCOB 4 Apr. 71RB, C/S Series 32RB, USE OF QUAD DIANETICS; HCOB 5 Apr. 71RB, C/S Series 33RB, TRIPLE AND QUAD RERUNS) the pc’s TA begins to average higher, overrun is occurring.

Example: While doing FFD, pc’s TA has been riding at 2.2 and F/Ns. After a new FFD action it begins to ride at 2.5 and F/Ns. Something is being overrun. Find it and indicate it. And cease to stir the bank up so much! The fault is going over items already run.

In doing a Full Flow Table you often find that the same or similar items have been run in the past. Sometimes you find that a previous attempt to run the item a second or third time has resulted in an ARC break, the reason for which was never detected.

The right action is to note the session date it was *first* run and just tell the pc, “Feeling surprised was run three times. On (first date it was erased) it was



erased. When later run it was an overrun.” This tends to blow the later charge laid in by trying to run the same item again.

It sounds so strange that erased chains can be overrun. But it is true. What happens is that pcs try to cooperate and put something there.

FIREFIGHTS

The action of a quarrel between an auditor and a pc is called a firefight.

Restimulating earlier unrun engrams or overrunning chains upsets a pc. The best action, as soon as a pc is disturbed, is to do an L3RH fast and handle what reads the way it should be handled according to the L3RH.

The wrong way is to argue or try to go on.

The pc does NOT know what it is. He just feels awful. He tries to guess. He will ARC break or get sad if the auditor continues.

The correct action is an L3RH.

L1C is not of great use in a Dianetic ARC break. L3RH *is*.

If the pc remains ARC broken, try L3RH again, particularly the *whole* L3RH.

A Scientology session would be handled with some other list (L1C, L4BRA, etc.). A Dianetic session, including and especially FFD, is handled with L3RH.

You NEVER prepcheck while doing Dianetics. This mashes up the engrams.

INTERIORIZATION

ALL these cautions apply as well to an Interiorization–Exteriorization Run-down; when restim occurs one uses an L3RH quickly.

Int–Ext RD is essentially a Dianetic, not a Scientology, action.

SAFE ACTIONS

A fully genned-in auditor, well crammed, well drilled, well skilled, can be trusted with Dianetics, Dianetic Quads and an Int–Ext RD. Auditors not so handled can get pcs into serious trouble with these things.

A safe course is to use Quads on new, never-audited-before pcs. Those begun on Quads use then only Quad Flows.

C/S RESPONSIBILITY

Any trouble a C/S is running into comes from the factors of TRs, metering, Code and incomplete or false auditors’ reports.

If when I am C/Sing I ever find an auditor has omitted key session actions or has falsified a report, I order that auditor not to Cramming but a full retrain.

A C/S does not see these points. He can get the pc asked what the auditor is doing or did. He can get sessions monitored. This helps him fill this gap in his data.

It's what isn't in the auditor's report that is often the trouble. Auditors omit what they said, omit the firefight, omit session alter-is in their worksheets.

All this sticks the C/S's neck out for the axe of failure.

So particularly in FFD, Int-Ext and other such actions, a C/S has to act to obtain confidence in the auditor's TRs, metering, Code use and accurate worksheets.

RISK

In FFD, Int-Ext RD and Power, experience has proven that if the auditor is not top grade, if the C/S is not alert, we put a pc at risk.

The USUAL is what keeps the pc safe.

A thorough study of his case, looking for obvious bugs (such as Int-Ext RD done twice, the case a druggie but drug engrams never run, Int done but its two-way comm flubbed, to name a few serious ones), sending auditors to Cramming for the slightest flub, insisting on standard TRs USED IN SESSION, good metering, use of the Code, accurate and complete worksheets, use of standard tech, all guarantee the safety and progress of the pc.

INTRODUCING FFD

FFD (like the Int-Ext RD) requires flawless C/Sing and auditing or the case goes wrong.

When these actions were introduced, they showed up any flaws in case studying, TRs, metering, Code and worksheets.

There are two ways to handle. (a) Cancel FFD and Int-Ext as actions. Obviously that is going backwards and is impossible. (b) Begin and continue a serious, effective campaign in the org to (1) Train auditors better, (2) Cram expertly on every flub, (3) Raise quality of TRs and metering.

As you can see, my approach is to improve quality of training, cramming and delivery.

Please help me out in getting this in.

L. RON HUBBARD
Founder

Revision assisted by
LRH Technical Research
and Compilations

HCO BULLETIN OF 3 JUNE 1971

Remimeo
All C/Ses
Class XI

C/S Series 37R

Revised

(C/S Series 37, HCOB 19 May 71 and C/S Series 37 Addition, HCOB 21 May 71, have been cancelled and are not for use. They are replaced by this HCOB, C/S Series 37R.)

MUST BE CHECKED OUT STAR-RATE
AND IN CLAY BEFORE USE!

HIGH AND LOW TA BREAKTHROUGH

(The rundown described in this bulletin may only be delivered at the Flag Service Organization by auditors and C/Ses specially trained and qualified to audit and C/S it.)

High and low TAs have been a long-time puzzle and stumbling block to auditors.

The usual definition of OVERRUN is “gone on too long” or “happened too often.” This causes high TAs to occur.

In examining a few failures on using “overrun,” I have found that underlying this there is a more basic principle.

When a thetan believes something is “overrun” or “has gone on too long” or “was done too often” he is expressing only a symptom of another mechanism.

The truth is A THETAN CAN DO ANYTHING FOREVER.

To audit “overruns” is auditing toward an untruth. Thus if carried on as a process it is really an out-of-ARC process.

That which makes a thetan *believe* something can be overrun is the EFFORT TO STOP or THE EFFORT TO STOP HIM.

The effort to stop something, when generalized, becomes a “stop everything” and IS the entrance point of insanity. This has been known since 1967. But I did not earlier connect it with the OVERRUN phenomenon.

When a thetan has a long chain of efforts to stop or a chain of efforts to stop him (mixed up with protest, of course, and shame, blame and regret and other human emotion and reaction) he accumulates ridges. These make mass.

This mass makes the high TA.

In truth, it is not possible to kill a thetan, so therefore any effort to stop a thetan would only have partial success. So the chain is also full of INCOMPLETES.

An incomplete cycle of action causes ARC breaks.

Thus an OVERRUN is full of MASS and ARC breaks!

As you possibly recall from the material of about 1955 the one process you must not run on a pc is "Look out of here and find something you can go out of ARC with." This sends him into a dwindling spiral.

The common denominators of a bank are OUT OF ARC and STOP!

Thus if too long a list of "What has been overrun" is required to obtain the first BD F/N item, the listing action may very well restimulate much more bank than can easily be handled on some pcs.

As these are *also* the pcs with very high TA, if one lists for overrun and runs much too long a list to get his first BD F/N item, the pc can be heavily restimulated.

Listing errors or upsets can make this, then, too uncomfortable a proceeding for a pc and should NOT now be done.

And if it doesn't work on some pcs in the hands of some auditors, it must therefore be cancelled. Any recommendation on VIII Course to do it is cancelled.

The theory is correct as given on the VIII Course. There, a *few* items were intended. But now some very long lists have come up on some pcs which made the pc uncomfortable and were hard for the auditor to handle. Thus the BD F/N item overrun list must not be done.

CONTINUE is then the reverse action to overrun. Continue equals survival.

The REVERSE to overrun therefore can be run as a process, to wit, "What would you be permitted to continue?" or "What could be continued?"

This however would not be very successful. Thus the listing action is recommended as the process to use.

LISTS

SEVEN lists can be done on overrun itself by using the in-ARC approach.

Assess:

- A. Self to another _____
- B. Another to self _____
- C. Others to others _____
- D. Others to self _____

- E. Self to self _____
- F. Another to others _____
- G. Others to another _____

Ordinarily the biggest read or any read has located a flow that will run and will be most real to the pc. But this is not true in handling overruns. The most stopped or rising read is where he's really hung. To get a TA down list the most stopped read or the *rise* of the read or the item that raised the TA when called. This is ONLY true of overruns.

The list questions for the above are:

If A stopped: "What could you continue to do to another?"

If B stopped: "What could another continue to do to you?"

If C stopped: "What could others continue to do to others?"

If D stopped: "What could others continue to do to you?"

If E stopped: "What could you continue to do to yourself?"

If F stopped, list "What could another continue to do to others?"

If G stopped, list "What could others continue to do to another?"

The "most stopped read" would be one that really froze the needle or caused it to rise or caused the TA to RISE such as 3.5 to 3.6.

The lists would be listed to a BD F/N item, cog, VGIs. Actually the list could be listed forever. But the pc will get an item he likes and that F/Ns. He is then given his item. One does NOT null such lists unless one has really goofed.

ALL the lists A, B, C, D, E, F and G can be listed. To get a TA DOWN you list the flow that sends the TA UP. Then reassess for the next that sends the TA up, etc.

LOW TA

The same exact thing causes LOW TAs. The flow could be said to have overwhelmed the pc.

Exactly how you read the list for low TA will be given in another HCOB after further tests are made. In theory it would go lower on assessment.

Please note that OUT-TRs on the part of auditors is the most frequent cause of low TAs. TR 1 that drives the pc out through the back of his head can cause a low (below 2.0 TA) on a lot of pcs.

END PHENOMENA

The end phenomena, the "EP" of a TA HANDLING RUNDOWN would be all lists assessed or listed to F/N and the pc's needle doing a persistent, continual F/N for *days*. This means an F/N, wide, that nothing can kill.



DEPT 10

The Department of Special Cases should have auditors who can do this rundown by the book and with perfect results. It is really a Dept 10 technique.

FLOWS NOTE

There are about seven flow directions that can be used or listed:

1. Self to another
2. Another to self
3. Others to others
4. Self to others
5. Others to self
6. Another to others
7. Others to another.

“Flow” is an electronic flow in a direction. In Phoenix, Arizona, in 1952 an “oscilloscope” (has a face like a radar, shows wave patterns and directions) was once hooked up to an E-Meter movement and showed that a mental flow will flow just so long in one direction. By reversing the repetitive commands when the left-right directional flow slowed, the flow turned around and flowed right-left then slowed, etc.

So actual electrical flow occurs in response to the directional command (like “self to another”). Also it jams up when run too long on an average human because his mind has “overruns” in it already.

“Ridges” and masses come about from a conflict of flows opposing or being pulled back as in withholds.

High TAs are caused by two or more flows opposing thus making a mass or ridge. Low TAs are caused by overwhelm by flows.

The thetan thinks of them as overruns and so quits on a subject or wishes he could.

This is why the TA behaves as it does on life and certain subjects.

There is no real reason why a flow can't go on forever in one direction unless a thetan tries to stop it. Then it ridges and makes mass which then reads on a TA.

AUDITOR QUALIFICATIONS

An auditor must be a master at Listing and Nulling in order to touch such actions as these lists. To foul up on listing on an already fouled-up pc is quite out-tech!

An auditor's TRs should have been passed the hard way.

His metering must be excellent and flawless.

His command and use of the Auditor's Code must be complete.

He should himself have had case gain.

He *must* have a full checkout on this HCOB and be able to do it in clay.

And as I say, he must know the subject of Listing and Nulling so well, he can always list smoothly to a BD F/N item with never a quiver.

INTERIORIZATION RUNDOWN

This HCOB does not change the Interiorization Rundown in theory or in practice.

It does however give this procedure.

1. On a high or low TA pc check for exteriorization in auditing.
2. If pc has gone ext in auditing make *sure* he has not had an Ext-Int RD earlier before giving him another.
3. If an earlier Int RD exists, repair, complete or rehab it.

Often an Int RD is itself overrun. An L3B on it will show what is wrong with the earlier one. Some poor high TA pcs have had 2 or 3 Ext-Int RDs! All run past the EP.

Some Ext-Int RDs went totally flat on the secondaries! Or on the recalls. All else was overrun.

4. If no earlier Ext-Int RD was done, then do one.
5. If the check of the Ext-Int RD situation shows it not to be the reason, or was the reason but the TA goes high or low days later, then DO THIS TA HANDLING RD.

As pc high and low TAs have been blocking auditing for a lot of auditors, this discovery and its remedy is delightful news!

L. RON HUBBARD
Founder



HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 15 JUNE 1971

Remimeo

C/S Series 37R, Addition

HI-LO TA ASSESSMENT RULES

(The rundown described in this bulletin may only be delivered at the Flag Service Organization by auditors and C/Ses specially trained and qualified to audit and C/S it.)

In assessing and listing the Continue Process it is VITAL to continue to assess the seven flows and list until the entire list widely F/Ns.

There can be more than seven lists taken from the seven flows.

One finds a rise or blow-up item, does a list on it, then reassesses ALL seven flows, finds the next most rising item, lists that and assesses ALL seven flows and finds the next most stopped or rising item and lists that. One just keeps this up.

Eventually, on assessing the seven flows you can only get a stopped needle. Then a slowed or killed F/N. One uses these for lists.

Sometimes toward the last they blow on indication and cog.

The end of it all is the auditor assessing the seven flows without being able to disturb a wide, wide, persistent F/N.

THAT is the EP of the 37R process. There is no other EP. If not done to that EP, the 37R process is incomplete.

CLEARING FLOWS

The idea of *flows* should be cleared with the pc before assessment is done.

One can do this by getting the pc to draw them.

Don't confuse the pc with this clearing and make sure he is not confused before assessing the seven flows.

REPEATED ASSESSMENT

One can take a sheet of paper lengthwise and write the seven flows along the left edge with lines to the right. By putting in dividing vertical lines one then has 10 or 12 assessments laid out ready to do.

LOW TA

Unless one does a THOROUGH JOB to the 37R end phenomena on a low-TA case, the TA will continue to go low in future sessions.

A low TA takes more times through the assessments and listing than a high TA.

CRAMMING

Auditors who can't do this well must be fully crammed on reading a needle and TA on stops, rises and *blow-ups*.

The result, if properly done, is invariably good.

L. RON HUBBARD
Founder

C/S Series 37R, Addition 2R

LOW TA ASSESSING

(The rundown described in this bulletin may only be delivered at the Flag Service Organization by auditors and C/Ses specially trained and qualified to audit and C/S it.)

If after an apparent EP of a wide F/N on the last assessment, the pc then has a low TA at the Examiner or subsequently has a low TA, one must NOT start a new program as the existing one (37R) is incomplete.

The correct C/S for an apparent 37R EP which then went sour would be:

1. L4B Method 3 and handle.
2. Ask if there is another flow not yet touched. Note its read as it is described and list it.
3. Reassess the existing and the additional flows for any slightest slow or choke and list it.

Should there still be trouble with low or high TA subsequently, it lies in the area of overts and withholds which blow loose on the Continue process. This is true because overts and withholds add up to stopping something which is discontinuance.

The next process (when all possible thoroughness has been taken with 37R yet trouble of high or low TA persists) has not yet been released.

L. RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE
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HCO BULLETIN OF 26 JUNE 1971

Remimeo

Issue I

C/S Series 37R, Addition 3

(The rundown described in this bulletin may only be delivered at the Flag Service Organization by auditors and C/Ses specially trained and qualified to audit and C/S it.)

37R is a *very* beefy process.

It has been combined into L9S, HCOB 17 June 71, and is best done as part of this full rundown.

37R works on anyone, regardless of TA or state of case. Neither it nor L9S are used only on bad-off cases. They work on both the worst and the best.

In doing 37R the items are sometimes very heavy and it takes the pc a bit to accept them. Therefore, when one gets a BD F/N item, one asks, "Is _____ your item?" If he says "Yes," indicate it to him by saying, "_____ is your item." The meter should give a fall and the F/N will widen.

If the pc says it is NOT his item, ask the question again and continue to list. The pc will put the item back on the list usually for it was his item. But he has to list further to realize it. He can also fail to put it back on the list and if so and he is getting restless in listing, give him the BD F/N item again and he'll buy it.

A very big item that alters the pc's whole concept of things with big cogs and 2WC is a good place to stop a session. 37R doesn't all have to be done in one session. When you begin a new list before the last item is discharged the pc can get a bit overwhelmed. This is a "nice" point, not a vital one.

Also the big item will often cause the next assessment to be a bit hard as the pc's attention remains tied up in it for a while.

If after 37R the pc's TA later goes up or down again out of normal 2.0 to 3.0 range the action to do is an L4B in general on 37R. It usually picks up the cognitions and confirms rather than corrects. L4B reads on wrong item. Auditor says which one. Pc gives it. Quite usually it's a right item pc hasn't cogged on.

After the L4B, one can again run 37R. However, a better action is to:

Fly all ruds

Continue with L9S.

RUDS

When ruds are out during 37R a pc can feel strange. Of course with a high or low TA you can't get the ruds *in*.

So you can do a list of 37R and as this will F/N the meter, you can get in all ruds.

FLOWS

The pc may have NO idea of flows. So before assessing the first time one must clear "flows." The pc must understand that these words self to another mean a *flow* from himself to any another, etc.

If while clearing the word "flow" and "flows" you watch your meter also you will get your first blow-up of the TA.

ASSESS SLOWLY

By reading a flow and waiting a moment, you give the TA time to rise.

You can assess too rapidly and find that the TA has gone up, but which of the last items did it go up on? By proceeding a little more slowly you will be sure.

ADDITIONAL FLOW

There is another flow.

H. ANOTHER TO ANOTHER.

This should be added to your assessment sheet.

ASSESSMENT FORM

An assessment form can be printed. The flows A to H (adding the new one above) are put in on the left-hand edge of the paper held the long way. They can be repeated A-H and A-H. Lines and boxes lead out for repeated assessments.

This makes it easier for the auditor.

STEPS 37R

1. Clear the word "flow."
2. Clear the idea of flow (watch meter) for each flow A to H so you have no misunderstandings.
3. Assess the listing sheet. Take the biggest blow-up or speeded rise (if no big blow-up).
4. Mark it on the assessment form and W/S.

5. Fit it into the Q on a separate listing sheet, “What could _____ continue to do to _____?”
6. Ask the question of the pc.
7. Get the pc to give you items.
8. Write the items down while watching the meter. Mark needle reads or BDs. Put down TA reads regularly on the list.
9. Get the first item that blows down (or up) and F/Ns.
10. Ask pc if _____ is his item.
11. If pc says “Yes,” say, “_____ is your item.” Circle it on listing sheet and mark the F/N and “*Ind*” for indicated to pc. If pc says “No,” continue to list. Pc will put item back on the list, at which time do (10) and (11) above. Pc will accept it. If he goes on and begins to protest, give him the first BD F/N item and do (11) and (12). He will accept it.
12. Mark item and TA and any 2WC on the item or cogs on the W/S.

DON'TS

Don't do this process without:

- a. Checking out on C/S Series 37R, with Additions 1, 2 and this one, 3.
- b. Do 1 hour confront and 1 hour Reach and Withdraw on your meter.
- c. Dummy-running the 12 steps above with no pc but all the paper and tools until it is a faultless action.
- d. Don't call pc's attention to the meter with comments or stares or looks of horror or edginess or fumbles.
- e. Have smooth, perfect TRs.
- f. Follow the Auditor's Code.

USING L9S

If used in conjunction with L9S, then L9S should also be drilled on Dating and Locating and dummy run.

SESSION FORM

These processes and rundowns are done in a streamlined session form.

SPECIAL 37R

The various flows of auditor to pc can be run and indeed an assessment of many subjects or dynamics can be assessed by rise and then flow-patterned as in auditor-pc as below.

This special 37R is mentioned here but will be laid out in full for other subjects in another issue.

Pcs who have protest on auditing can be done in this way.

The flows are:

Auditor to pc _____

Pc to auditor _____

Auditors to pc _____

Pc to auditors _____

Pc to self _____

Auditor to self _____

Aside from list change, auditor-pc is done like general 37R.

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HCO BULLETIN OF 26 MAY 1971R
REVISED 23 OCTOBER 1983

Remimeo
All Orgs
Basic Course
 Supervisor Hat
D of P Hat
C/S Hats
Tech Sec
Qual Sec
Dn Course
 Checksheet
All Course
 Supervisor Hats
Pro TRs Course
 Checksheets
All AOs, FSO

C/S Series 38R

**TRs COURSE AND AUDITING
MIXING MAJOR ACTIONS**

Ref:
HCOB 28 Sept. 82 C/S Series 115
 MIXING RUNDOWNS AND REPAIRS

With the use of TRs The Hard Way on auditors and students, a rule must be laid down:

A PERSON ON A TRs COURSE OR IN PROGRESS ON A TRs CYCLE MAY NOT ALSO BE AUDITED.

And a second rule:

HGC ADMIN AND THE D OF P MUST BE INFORMED OF ENROLLMENTS ON TRs COURSES OR TRs IN CRAMMING AND MUST SO MARK A PC'S FOLDER WITH DATE.

And a third rule:

IN AN ADVANCED ORG THE ADVANCED COURSE ADMIN MUST ALSO BE INFORMED OF STUDENTS ENROLLING ON A TRs COURSE.

And a fourth rule:

A SIGN MUST BE PLACED IN QUAL AND IN A TR CLASSROOM "WHILE WORKING ON TRs AND UNTIL THEY ARE PASSED, DO NOT ACCEPT AUDITING." IN AN AO OR SH THIS READS "WHILE WORKING ON TRs AND UNTIL THEY ARE PASSED, DO NOT ACCEPT AUDITING OR DO SOLO."

And a fifth rule:

PERSONS IN PROGRESS ON OT III, NEW OT V (AUDITED NOTs) OR NEW OT VII (SOLO NOTs) MAY NOT DO TRs COURSES.



The reason for these rules lies in the major C/S rules:

DO NOT BEGIN NEW PROGRAMS TO END OLD.

DO NOT START A NEW ACTION BEFORE COMPLETING THE EXISTING ONE.

And the auditor rule:

OBTAIN AN F/N BEFORE STARTING THE NEXT C/S ACTION. IF UNABLE TO DO SO, NEVER BEGIN THE NEXT C/S ACTION BUT END SESSION AND RETURN THE FOLDER TO THE C/S.

The surest way in the world to bog a case is to:

1. Begin a new process without obtaining an F/N on the one just run.
2. Begin a major action without completing the old one.
3. Begin a major action without setting up a case with ruds and F/Ns.
4. Begin a new program without completing the old one.
5. Start several programs without finishing any.
6. Enter a new major action into a case already in progress on another incomplete major action.

I have seen a case on as many as *five* major actions with none complete. And when I see this, the first thing I take up is the first unflat incomplete program and get it finished, then the next, then the next. The case comes out all smooth.

Example: Case is on, but not complete on, Dianetic auditing. Switched to grades. Incomplete on grades, gets a Progress Program. Incomplete on a Progress Program, shifted to Power.

The only apparent exception is a repair. A case can be repaired if bogged PROVIDING THE ORIGINAL ACTION IS REHABBED IF OVERRUN OR COMPLETED TO EP.

A Progress Program may reach EP before the *written up* program is completed.

Thus, a process completion is defined as the END PHENOMENA of the process. A program is complete when the END PHENOMENA of the program is attained.

TRs

Any course or program containing TRs 0–4, 6–9 or Admin TRs, while not ordinarily a case action, is a major program in itself. It produces case gain—if run right—and has an end phenomenon.

Further, by actual experience, when a person is on a real (not a patty-cake and weak) TRs Course and is also being audited at the same time, the C/S and auditor, if they don't know the person is also on TRs, can be utterly baffled and worried, as the case does not run right. "What did I do?" "What C/S was wrong?" "Look, his TA is high." "Now it's low." "Last session he _____." And the C/S and auditor engage in efforts to handle the odd case behavior. But the person, unknown to them, was *also* on a real TRs Course and his case was changing! He was realizing vast personal changes and gain as his ability to confront and handle communication was improving!

TRAINING AND CORRECTION

None of this means that a person in progress on an auditing program may not also train. It *does* mean that he would not do the TRs section of a course or program while also in progress on auditing.

And it most definitely means that he would not do a full TRs Course concurrently with an auditing program.

In a case where a pc is found to be hung up on Solo Grades due to a partially completed earlier TRs Course, the handling is given in HCOB 23 Dec. 71R, C/S Series 73R, THE NO-INTERFERENCE AREA, CLARIFIED AND RE-ENFORCED.

Should *cramming* on TRs be required on HGC auditors or others who are themselves on an auditing program, per HCOB 28 Sept. 82, C/S Series 115, MIXING RUNDOWNS AND REPAIRS, it is mandatory to first obtain C/S okay. The safe rules for giving a C/S okay are exactly as written in C/S Series 115.

INTERJECTED PROGRAMS

You can also run into this same oddity of unusual case behavior with a mystic who does "bathe the body in light" every night or a wife whose husband audits her between HGC sessions or a self-auditor.

The principle is the same. The C/S and auditor are going down Wellbeing Street and hidden trucks keep dashing out of alleys and running into the pc.

LIFE

The reason auditing should be done in intensive packages, not one hour a week or a session a month, lies in the fact that LIFE can run a new action in on a pc.

It's a great way to waste auditing to let a pc have a session once a week. You can't even keep his ruds in if he lives in any confusions.

So nothing is done for the *case*, all the auditing goes to handle the life interjections!

CROSS PROGRAMING

A case runs on cycles of actions. This is true in the auditing comm cycle. It is true in a process cycle. It is true in a program cycle.

New things being crossed into old incomplete things make a sort of ARC break situation like a cut comm cycle.

One could do everything with a process or a program OR A COURSE that you find on an LIC. It would not be very wise.

No case gain can be created by lack of a comm cycle in an auditor, lack of an action cycle in processes or messing up a program cycle.

If you don't believe it, run an LIC on a pc with "processes" and "programs" and "courses" as a prefix. You'd be amazed.

Further, the fellow who doesn't reach the EP of a *course* is likely never to use that material or be faulty with the subject.

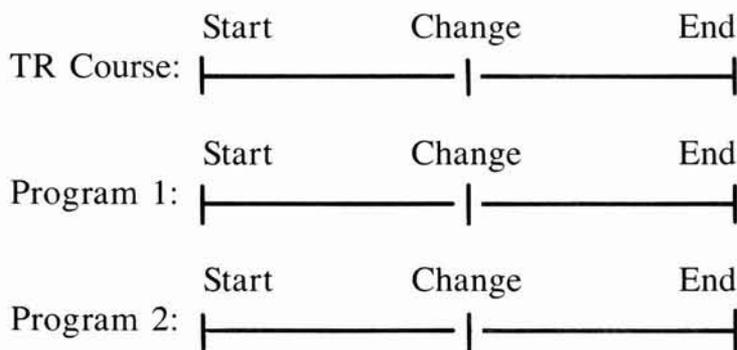
Usual study courses like admin or tech give case gain. One can carry on with auditing parallel to them. But still expect a case to change a bit by study and baffle a C/S once in a while.

But a *real* TRs Course produces changes up and down and up that are not possible to *also* audit around. So they don't mix.

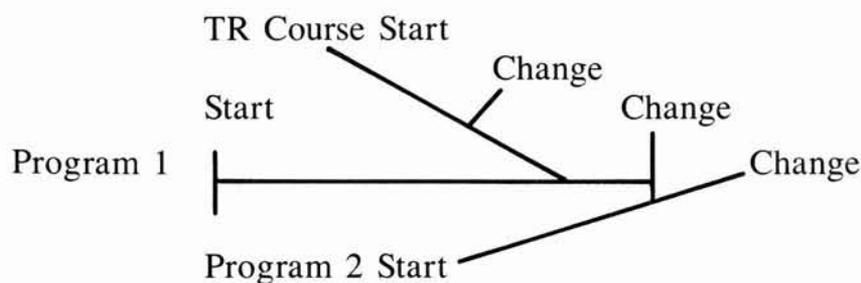
VISUAL IDEA

To get a visual idea of this:

Optimum:



Ghastly:



Where's the End?

Why, here, of course:



Got it?

L. RON HUBBARD
Founder

C/S Series 39R

STANDARD 12½-HOUR INTENSIVE PROGRAMS

The sale of 12½-hour intensives modifies earlier versions of Advance Programs (Grade Chart) since a C/S now needs everything he can get a pc audited on. It is not now a question of selling the public anything with a name. You just sell 12½-hour intensives. The C/S decides what to run and runs all he can as lengthily as he can. Refunds come from not enough auditing. Gains come from auditing in large blocks of hours such as 1 to 6 12½-hour intensives, always delivered at 12½-hours per week or weekend.

SAMPLE PROGRESS PROGRAM

Repair Program

(Can include GF)

Life Repair

C/S Series 53

(Int Repair or Int RD wherever indicated and if reading)

GF 40X Revised Method 3

Dianetic C/S-1

Engram, Handling of, R3R Triple

GF 40X Revised.

ADVANCE PROGRAM

C/S 54 (omit running things already run in GF 40X)

Dianetics R3R Triple to Completion (Any ruds or repair needed during Dianetic actions)

ARC Straightwire Triple

Grade Zero Expanded Triple (or Ex Single if you don't have the Triple processes in)

Grade I Expanded Triple (or Ex Single if you don't have the Triple processes in)

Grade II Expanded Triple (or Ex Single if you don't have the Triple processes in)
Grade III Expanded Triple (or Ex Single if you don't have the Triple processes in)
Grade IV Expanded Triple (or Ex Single if you don't have the Triple processes in)
(Any repairs above at any place during above, using GF, etc.)

Power Setup: Life Ruds and Green Form

Power Triple

VA

R6EW

Clearing Course

OT I

OT II

OT III to attest

OT VII

OT III Expanded to attest

L10 (when released)

OT IV

OT V

OT VI

Rehab OT VII

Any higher OT grade.

L. RON HUBBARD
Founder

HCO BULLETIN OF 7 JUNE 1971

Remimeo

C/S Series 40

LOW TAs

(The rundown described in this bulletin may only be delivered at the Flag Service Organization by auditors and C/Ses specially trained and qualified to audit and C/S it.)

As per C/S Series 37R, further work was done on low TAs.

LOW TAs ALSO ASSESS ON RISE JUST LIKE HIGH TAs.

There is no difference of procedure except that a low TA can blow UP to 2.0+ and F/N.

Thus one can't say using 37R on a low TA case, "List to a BD F/N item," as it may be a blow UP F/N item.

The TA may be at 1.8 in listing and when the F/N item goes on the list, the TA will blow UP to 2.0 or 2.1 and F/N.

Further if the F/N promptly dies, and the TA falls, one lists further until one blows *up*, the F/N continues and the pc is pleased with it.

Assessment on a low TA is done on RISE for the item listed or a blow *UP*, just as in the case of high TAs.

When you list a low TA's falling flow (in assessing the seven flows) and use *it* for the Continue list the pc can get very unhappy and will get even more overwhelmed.

Thus low TA or high TA, list the seven flows for *rise* or blow *UP* and list the one that rose most. This is true of the first and every other flows assessment.

Realize this blow UP rule only applies to 37R and the Continue list and is not used in any other listing.

37R works on low TAs like a bomb!

L. RON HUBBARD
Founder

C/S Series 41RA

C/S TIPS

LISTS

Always C/S to correct lists first when lists are out or suspected to be out.

Don't do ARC breaks first in a case of out-lists as an out-list can make an ARC break that can't be handled by ARC break but only an L4BRB.

On a GF when lists show up or overlists you should handle that (first action in handling the GF) but also you must order an "L4BRB Method 5 and handle." Method 5 is the once through for assessment.

NO-READ AUDITORS

When auditors can get no reads on things, you get their:

- a. TRs checked to see if they can even be heard.
- b. Their metering checked for meter position on auditing table, can they see meter, pc and write without shifting eyes?

And can they see pc's hands on the cans?

And was the meter turned on and charged and can an auditor work the tone arm smoothly with his thumb?

- c. Does the auditor discount reads gotten on clearing commands? (They are the reads.)
- d. Can the auditor read out a list and see the meter reads as a coordinated action?

CRAMMING

Send auditors to Cramming on all flubs, insist they GO to Cramming, insist Cramming calls them in and crams them and insist on a carbon copy of the fact that cramming has been done.

All the hard work of C/Sing comes in when auditors are flubby.

It takes weeks to make an auditor after he has had a course and it's only done by cram—cram—cram.

R-FACTORS

Never order an R-factor that takes pc into future or past as he then won't be in session. Example: C/S's R-factor: "We are setting you up for Dianetics." Promptly the pc is up ahead not in *this* session.

MIXING STARTS

There are many ways to start a session. Don't mix them.

It's "2WC what do you have your attention on?"

"Fly a rud if no F/N."

"Fly all ruds."

"2WC the TA down."

"Fly a rud or GF +40 Method 5 and handle."

It's not a mixture of frantic efforts to get a TA down.

If the auditor can't on what the C/S says, THE AUDITOR ENDS OFF.

Interiorization is undone or out, there may be list errors, there may be overruns, but for sure it's a case for FOLDER STUDY, not for an auditor C/Sing in the chair.

HIGH TA AND ARC BREAKS

Train your auditors NEVER TRY TO GET A TA DOWN FROM ABOVE 3.0 ON ARC BREAKS.

LOW TA QUILTS

Some auditors see a TA sink below 2.0 and then won't continue the 2WC or process to get the TA back up.

"The TA sank so I quit" is a common auditor note.

Compare this: "The TA rose above 3.0 so I quit."

See? Doesn't make sense.

If a TA sinks below 2.0—and the auditor's TRs are good—the same action will usually bring it up to 2.0 and F/N.

Come down hard on auditors who do this.

Get their TRs checked, make them continue.

EXAM F/Ns AFTER FLUBS

Pcs whose TAs are high in session or low in session yet F/N at the Exams put the finger on the auditor. They are protesting or being overwhelmed.

Always C/S “Examiner! Ask pc what auditor did in session.”

Then you know it’s the auditor or the case. The pc will say the auditor was okay. So it’s case. But usually *when cases are puzzles* there’s weird things going on with TRs.

Also the auditor may be noisy or laugh hard or is boisterous and being “interesting.”

C/S VIA

The C/S is handling cases on the via of an auditor.

If the auditor is *perfect*, the C/S can handle the workout of the case. If the auditor is not perfect in TRs, metering, Code, reports and doing the C/S, then the C/S is solving a factor unknown to him, not the pc’s case.

So, be a perfect C/S. Demand perfect auditing. Cases fly.

HIGHER LEVELS

A C/S who assesses a pc to higher levels to solve lower ones is really asking for a wreck.

It’s always the earlier actions that are out.

Trying to cheat a case up to Grade II when he won’t run on Grade I is like trying to run the whole Grade Chart to cure a cold.

A pc can always be solved in or below where he is.

“Oh, we’ll put him up a grade and cure his high TA” is like “He can’t pass kindergarten so we’ll enroll him in college.”

C/S EXPERTISE

A C/S has to know his auditing materials, HCOBs and texts MUCH better than an auditor.

If a C/S is not being successful, get a reread on VI and VIII materials.

A C/S also must be confident HE could crack the case as an auditor.

When a C/S is shaky on his materials, then the world of auditing looks very unstable.

The tech is very exact, very effective. If any errors existed in it, they’ve been corrected.

So the variables are the knowledge of the C/S, his discipline and demands of auditors and the actions of the auditor.

If THESE are stable, then the cases that come along are easy as can be.

The successful C/S knows his materials. If he wants to be even more successful, he keeps his study up.

Then he is steady and calm for he is totally certain.

L. RON HUBBARD
Founder

C/S Series 42

C/S RULES

COMPLETE CYCLES

Don't leave cycles incomplete on a case.

If a C/S starts a 37R and the auditor goofs, correct the auditor and then get the 37R completed. Don't disperse and do something new.

If you have a program going and it's goofed, repair the auditor and the goofed pc and continue the program you began on the case.

Repair (Progress) Programs are ended when the pc is flying nicely. When a repair hits that, don't rerepair.

On Advance Programs, take each step to its EP. Don't suddenly start something new.

A sure way to solve a case is go back and find the earliest incomplete program, complete it and so on up to PT.

Keep your "finger in the book" on a case. Don't lose your place. That's done by having the current program on the inside front cover, paper clipped on, and checked off with each step done. When it's done, put a new program on top of it.

Insist that auditors keep up the inside front cover Folder Summary each session with their auditing time and admin time in the box. This Folder Summary is a two-column set of boxes, date, what's run, F/N or bogged and time.

By seeing admin is in, you can keep your place in the book or study back rapidly to find what's been done.

DOUBLE ACTIONS

The deadliest faults on cases are running the same action or grade twice. This drives TAs up through the roof.

Example: Power done in '65. Done again in '69!

Example: Grade IV done in '69, done in '70.

You find the case isn't doing well or find the error. In doubles, rehab by date of the first time it was done.

I've seen Interiorization done three times on one pc, Power twice and the same Dianetic chains run over and over. And people wondered "Why is the TA high"!

So when you order a major action, always check to see if it's ever been done before! Save you grief. And if a major action won't run, suspect it may have been done before.

SETUPS

Always set up a case fully for the next major action.

Don't overrepair. But be sure the case is not sick, has had good Exam Forms and does well.

Then C/S the next major action.

BLAMING THE PC

Never blame the pc. Many it is true are dog cases.

But even dog cases can be handled.

When you find auditors (or feel yourself) blaming the pc, get the overts and withholds run out.

Once I got the most splendid sessions out of an HGC. I had the auditor's overts and withholds checked on each auditor before he went into session. It was just research, but my it worked! Those were the smoothest sessions! Pcs began to fly!

Too many times one blames the pc only to find later that the auditor's TRs were ghastly and that a major action had been run twice. Such discoveries make a C/S out of a C/S.

L. RON HUBBARD
Founder



C/S Series 43

C/S RULES

TROUBLE FOR THE PC

Never make trouble for the pc.

When a pc is running well, let it roll. The C/S can spot a *possible* error but the pc is wide F/N VGIs at the Exam, let it go.

Chew the auditor, send to Cramming. But don't throw the well-running pc into extensive repair—don't break into a winning program harshly. It gives the pc a loss.

The pc who *isn't* running well is the one you repair. Don't keep a pc going on and on, running badly, with no case study. Study the case folder, find the right Why by going back to where the pc was running consistently well and then come forward for the error. It will be in the exact next session.

If the pc wasn't ever audited before, you go into his life, of course, with a GF + 40 Method 5 and handle, and other life repairs.

OVERREPAIR

Any repair or progress action has reached its end phenomena when the pc is running well again.

This is peculiar to the Repair or Progress Program.

Wrong Example: Pc was on Grade III, fell on his head. C/S studied case, found out-lists, wrote an extensive Repair Program and C/S. Halfway through Repair, the pc again was flying. C/S continued the repair. Pc bogged. C/S C/Sed the pc to flying again. C/S continued the repair. Pc bogged.

Right Example: Pc falls on his head on Grade III. C/S writes a Repair Program and C/S. Auditor finds the out-list, corrects it. Pc flies. C/S puts pc at once back on Grade III to complete.

AUDITOR INVAL

An auditor can be invalidated by a C/S by having a lot of questionable tech points thrown at him.

The auditor's *data* gets shaky.

If no decision was ever made—is not in HCOBs and tapes—is not to hand and can't be referred to by HCOB and tape, then a C/S should not be making the point.

Example: Auditor extends a list three more items beyond an F/N. C/S chops him. There is no such rule. The pc maybe wouldn't accept the item until he listed a few more. Result is a firefight between C/S and auditor, simply because it isn't a valid point.

HCOBs and tapes *are* the stable data that form the agreement between the auditor and the C/S. "If it isn't written (or spoken on tape), it isn't true."

Don't wander off known tech points in C/Sing.

Never shake an auditor's data by advancing data not on HCOBs and tapes.

Always know your data, your HCOBs and tapes and refer the auditor to them in Cramming.

Cramming **MUST** have a library of all materials.

A hidden data line can build up in C/S-auditor lines (or course lines or cramming lines) that **CAN UNSTABILIZE ALL TECH AND DENY FURTHER RESULTS.**

The decay of tech in areas begins with hidden data lines that **ARE NOT TRUE.**

So use and refer to HCOBs and tapes and leave all other points alone. Your auditors will become confident and certain and tech will improve.

It's enough just to insist on the usual.

Then auditors and cases will fly.

L. RON HUBBARD
Founder

C/S Series 44R

**C/S RULES
PROGRAMING FROM PREPARED LISTS**

There are many vital prepared lists.

King of these is the Green Form. The additional no. 40 items are the original Seven Resistive Cases. The best way to do a GF +40 is Method 5 (once through), lengths of reads and BDs marked and C/S to then write a C/S for it.

Hi-Lo TA is also such a list, also done Method 5.

Any such prepared list can be done Method 5 and the C/S to then write a C/S.

But L4B (lists correction), L3B (Dianetic errors) and L1C (ARC breaks and bypassed charge) are usually done Method 3 (auditor assesses to a read, gets the action done and/or earlier-similar to an F/N, not going on until his action has resulted in an F/N and then going on to complete, handling and F/Ning each read he gets).

When the C/S has a list assessed Method 5, he expects usually to get it back with the reads and then write the C/S for it. Sometimes he asks for a GF +40 and a Hi-Lo TA both to be done Method 5.

Now the question comes up, which reads does the C/S write up to be handled first? And second? And third? Etc. In other words, how does he arrange the C/S the auditor is to do now? What sequence are the items handled in?

These rules apply:

Handle an out-Int RD first.

Handle anything connected with "lists" (meaning listing and nulling lists) first if Int isn't out. Like "Listed past right item" reads. The C/S would get that handled FIRST. Always handle list errors first. And usually do an L4B additionally, auditor to handle. A pc can get sick after a listing error and you can't get auditing done when lists are out.

Doesn't want auditing, why, is then handled if it read.

Next, C/S to handle anything to do with rudiments. ARC breaks, PTPs and W/Hs take precedence in that order.

(Listing errors are first, before ARC breaks because an apparent ARC break after a listing error can only be handled by getting the charge off the list.)

Anything that *looks* like a withhold comes next.

After that, one just takes the lengths or BD of reads. Take the biggest reads before you take the smaller ones, once you have C/Sed for lists, doesn't want auditing and ruds and evident other withholds.

The only confusion that one can get into is a very high TA. But list errors can cause high TAs. Next in frequency is withholds.

Never C/S to take a TA down with an ARC break rud or an LIC. *Never*.

You can C/S to "talk a TA down" only when there are no list errors or withholds reading on a GF.

Of course, an Interiorization Rundown error is a primary target. But you don't have that once it's handled. You will get a soaring TA if Int is out. L3B is a potent tool to order for Int outnesses, the auditor handling as he goes, Method 3.

So the above gives you the rules by which you C/S from assessed prepared lists.

Basically—when Int is out, auditing will drive the TA up.

When lists are out, nothing will handle but lists, and LIC won't nor will ruds.

When ruds are out, nothing else will straighten up and you mustn't order auditors to audit with out-ruds.

Doesn't want auditing can come from a bad L&N list. Or out-Int. Or out-ruds. Previous bad auditing can be cured by LIC on previous bad auditing. The craziest out-auditing I ever ran into was an auditor using reads and F/Ns when there were none and failing to take up or flatten reads he did get. So there can be variations on bad auditing and there can be, to our shame, false auditing reports. The best C/S is to find what auditor and find out what the error was. Bad TRs on a poor TRs course where the pc was a student (false passes and invalidated wins) can also cause "doesn't want auditing."

"Protest" is a frequent reason for high TA and is a cousin to "doesn't want auditing" and is handled by checking "lists" for read and doing an L4B if it reads or finding the out-ruds or other BPC as in LIC.

As there are so many combinations of reading items from prepared lists, you have to C/S according to these general principles.

These rules serve as a steadying guide that you'll find win for you.

L. RON HUBBARD
Founder

Remimeo
C/Ses
Auditors
Cramming

C/S Series 44R, Addition

THE SEQUENCE OF PROGRAMS

(Taken from an LRH briefing to
tech personnel in October 1971)

Progress Programs (Repair) also follow the sequence laid out in HCOB 10 June 71 I, C/S Series 44R, C/S RULES, PROGRAMING FROM PREPARED LISTS.

The first action of a Progress Program would of course be to ensure that any reasons for false TA per HCOB 24 Oct. 71RA, FALSE TA, were handled.

The Progress (Repair) Program MUST then handle the following:

Int Rundown (or Int repair if rundown already done and Int still reads).

Repair of past listing actions.

Doesn't want auditing and all out-ruds.

Full drug handling per C/S Series 48R.

Full handling of psychiatric and psychoanalytic treatment, etc., handled R3R Narrative Triple. (Data from GF 40XR and Pc Assessment Sheet.)

Incomplete or tangled engram chains and other things may also need handling to fully repair the pc. The various prepared lists are used to get all the data on what needs handling on a Progress Program.

Any other reason for resistiveness as a case.

These things above are the things that prevent or slow case gain. Just handling them correctly and fully gives the case terrific wins. Failure to handle them sets the *pc*, the *C/S* and the *auditor* up for losses.

Once the *pc*'s case is fully repaired with the Progress Program, he is then set up for excellent gains and will be very auditable. He is now put onto the Advance Program which completes any incomplete grade cycles and fills in any missing ones as it takes him up the Grade Chart. (See HCOB 31 May 71R, C/S Series 39R, STANDARD 12½-HOUR INTENSIVE PROGRAMS.)

Processes should *not* be extracted from the Expanded Grades and other *standard programs* for use in Progress Programs (Repair) or “Special Program” but should be taken from other sources, so as not to break up the standard program for later use on the case.

L. RON HUBBARD
Founder

Compilation assisted by
Training and Services Aide

C/S Series 45

C/S RULES

A C/S never C/Ses exclusively for result. He C/Ses for exact tech application. If *that* occurs, he'll also get his result. If a goof still wins, the C/S stomps on the goof.

This prevents auditors getting hung on an accidental win. The wins a C/S wants are exact tech application.

If a C/S can finally get auditors exactly auditing the exact processes with exact TRs, metering and Code, everybody then wins all the time.

So the pc got an F/N at the Exam after the auditor failed to do the final run through, leaving the TA high at session end. That's a goof. To hell with the F/N at Exams or how PR the pc was. *That* is a goof. The C/S stomps on it.

Never give a "very well done" on wins only. Give them on tech exactness. Got an Exam F/N not quite by the book. That's only "well done." Got an Exam F/N *and* did it by the book is the "very well done."

We know the tech works. That's no surprise. Perfect application by the auditor is what the "well done" and "very well done" are for.

The moment a C/S loses sight of this point, he has started his team on a downgrade that will wind up with everyone losing— org, auditors and pcs.

That's the secret of how I as a C/S make star auditors. If it's by the book, hurrah. If it isn't by the book, then a pc dialwide-F/N-VGI rave at Exams gets, from me, a flunk! on the auditor. With a good plain why.

The very well done means "You applied the tech splendidly." It does *not* mean "You helped the pc." We know the standard tech will do that.

So watch this point. It's an awful big one. It will make your auditors into stars or bums.

Auditor runs a narrative chain. Gets away with it. Pc F/N VGIs at Exam. *My* C/S includes "Auditor to Cramming on HCOBs covering types of items."

Now, please recognize that auditors for whom I C/S *do* make it and go on making it. Well, in addition to knowing the subject, this is the one thing I do that is not always done by C/Ses.

L. RON HUBBARD
Founder

C/S Series 46
Keeping Scientology Working Series 18

DECLARES

It is the C/S's responsibility that a pc or pre-OT is sent to Declare?

This is *not* an admin point I'm making. It is a technical point.

Every so often a pc is found hung up in not having declared and attested the state attained.

A declare completes his cycle of action and is a *vital* part of the action.

One never forces or feeds one to the pc. I recall one org where the entire tech and income structure crashed, the C/O and several personnel had to be removed because they were forcing "Clear cogs" on their Dianetic pcs who hadn't had them (and then telling them they couldn't be audited further on Scientology) (Connie Broadbent, ASHO, March '70).

So this goes two ways:

THE PC OR PRE-OT WHO KNOWS HE MADE IT MUST BE SENT TO EXAMS AND C&A TO ATTEST.

THE PC OR PRE-OT WHO HASN'T MADE IT MUST NEVER BE SENT TO EXAMS TO DECLARE AND ATTEST.

This gives us a third:

PCs AND PRE-OTs WHO HAVEN'T MADE IT MUST BE HANDLED UNTIL THEY HAVE MADE THAT SPECIFIC DECLARE, EVEN THOUGH IT MEANS SIGNING UP FOR MORE AUDITING.

TRUTH is the keynote, the essence, the point here.

All the "PR" (slang for promotional talk) in the world will not supplant truth.

The pc KNOWS he made something. Therefore, he must be sent to declare it whether it's a standard grade or not!

The pc who hasn't made it KNOWS he hasn't and so when forced to declare or ordered to attest tends to cave in.

His concept of the validity of the org and honesty of Scientology depends on this, and really on this alone.

The correct declare or not-declare decision of the C/S is a vital C/S action.

L. RON HUBBARD
Founder

Remimeo

C/S Series 47

THE SUPREME TEST OF A C/S

(Reference HCOB 19 Aug. 67, THE SUPREME TEST,
which must be read with this HCOB)

A C/S or auditor who knows his tech is able to hold the line on any given action in auditing or C/Sing and not mix up.

One C/Ses Dianetics purely. Not Dianetics, Class VI, Class VIII, Dianetics, Class VI.

One C/Ses or audits a rundown as itself, not as a botch of several actions run into it.

So this brings to view that some can run the process or program for A to B.

And some, worse luck,

- a. Go from A to G to Q to A and wonder why they don't arrive at the B of result.
- b. Some go from A to B all right but when at B go right on past it.

Both, actually, are a type of nonconfront. The A-G-Q-A can't confront and disperses off arriving at B. The A beyond B hasn't confronted B and so doesn't recognize B.

The ability to confront the pc and the session and parts of the session permits one to accurately go from A to B.

Proving this, perception reduces in ratio to overts. Accept that fact as it's true. If you run O/W on an auditor regarding the pc he is to audit, the auditor will give a perfect session to that pc. Why? He can confront because he can see.

Programing is simply an A to B action. The road is all laid out.

Auditing a process is a simple A to B action.

What if you had an auditor who halfway through Level Zero with no completion found a picture, did Dianetics on it, didn't flatten the R3R because pc clogged it was like his mother and the auditor did O/W on mother in the middle of the engram!

The pc would be a mess! B was run away from.

Same way with programing that isn't handled.

What if you had an auditor who got an F/N Cog VGIs and continued the same process to TA 5.6? He got to B and kept right on going.

Same way with programs.

So really, the Supreme Test of an auditor or C/S is to begin at the A and arrive at the B in any process or program.

You should look into some folders where the C/S or auditor dispersed off B or where B was reached with no halt.

The most recent examples I've seen have been taking processes out of one rundown and using them in another rundown all in an effort to achieve a maximum effect when the error that was present came from failure to complete two earlier programs.

The correct action would have been to complete the earliest program left incomplete and then complete the next incomplete program, not scramble parts of two *new* programs.

A to B is a cycle of action. A clean one.

It is best to keep it so.

The Supreme Test of an auditor or a C/S is to make auditing go right—by the book.

L. RON HUBBARD
Founder

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HCO BULLETIN OF 15 JULY 1971RD

Issue III

REVISED 8 APRIL 1988

Remimeo
NED Checksheets
All NED Auditors
All C/Ses

IMPORTANT

URGENT

C/S Series 48RE

New Era Dianetics Series 9RC

DRUG HANDLING

Refs:

HCOB 28 Aug. 68 II	DRUGS
HCOB 29 Aug. 68	DRUG DATA
HCOB 23 Sept. 68	DRUGS AND TRIPPERS
HCOB 19 May 69RB	DRUG AND ALCOHOL CASES
Rev. 14.11.78	PRIOR ASSESSING
HCOB 8 Sept. 71R	CASE SUPERVISOR ACTIONS
Rev. 20.5.75	(Resistive Case 220D)
HCOB 2 Nov. 57RA	AN OBJECTIVE RUNDOWN
Rev. 22.2.75	
HCOB 3 July 59	GENERAL INFORMATION
HCOB 11 June 57	TRAINING AND CCH PROCESSES
HCOB 19 Sept. 78R I	THE END OF ENDLESS DRUG
Rev. 31.1.79	RUNDOWNS
HCOB 12 Nov. 81RC	GRADE CHART STREAMLINED
Rev. 1.7.85	FOR LOWER GRADES

A person who has been on drugs is one of the “seven types of resistive cases.” (These types are found on the Scientology Green Form No. 40.)

A person who has been on drugs, alcohol or medicines seldom runs on any other type of engram, seldom goes backtrack well and is subject to somatic, emotional and perceptic shut-offs making any other type of Dianetic running a vain activity.

Drugs since 1962 have been in very widespread use. Before then they were rare. A worldwide spread of drugs occurred. A large percentage of people became and are drug takers.

By drugs (to mention a few) are meant—tranquilizers, opium, cocaine, marijuana, peyote, amphetamine and the psychiatrist’s gifts to man, LSD and angel dust, which are the worst. Any medical drugs are included. Drugs are drugs. There are thousands of trade names and slang terms for these drugs.

ALCOHOL is included as a drug and receives the same treatment in auditing.

By alcohol (to mention a few) is meant whiskey, beer, wine, vodka, rum, gin, etc.—in other words, any fermented or distilled liquor or drink of any kind or fumes of such with some percentage of alcohol content.

Drugs are supposed to do wonderful things but all they really do is ruin the person.

Even someone off drugs for years still has “blank periods.” The abilities to concentrate or to balance are injured.

The moral part of it has nothing to do with auditing. The facts are that:

- a. People who have been on drugs can be a liability until the condition is handled in auditing.
- b. A former drug user is a resistive case that does not make stable gains until the condition is handled.
- c. Auditing is the only successful means ever developed for handling drug damage.

DRUG ENGRAMS

People who have been on drugs are sometimes afraid of running engrams.

In fact, it is almost a way to detect a “druggie.”

The drugs, particularly LSD and even sometimes antibiotics or other medicines to which the person has an allergy, can turn on whole track pictures violently.

These tend to overwhelm the person and make him feel crazy. Some of these people are afraid to confront the bank again.

If a person “doesn’t like Dianetics” and doesn’t want to be run on engrams, it is necessary to put him through the Purification Rundown, TRs 0–9, Objectives and the Scientology Drug Rundown or get these FESed and repaired if done earlier. If Dianetics *has* been run but poorly, it should of course be repaired fully with an L3RH (list used to correct Dianetic errors). But if the person still flinches, the Purification Rundown, TRs 0–9, Objectives and the Scientology Drug Rundown successfully completed will handle.

THOSE ON DRUGS

Objective Processes are numerous. It may be necessary to run these on a person still on drugs and even put the person through TRs 0–9 to get the person off drugs. Doing this usually avoids the painful “withdrawal symptoms” particularly present in coming off heroin or psychiatric “treatment” drugs. (Note: Some persons have been put on some therapeutic drug by an MD—such as

insulin—and possibly should remain on it until well advanced into auditing. But these are not the usual drug. It is up to the pc, the auditor and the doctor what should be done in such cases. Tranquilizers are not acceptable, however.)

DONE FIRST

Drugs are done *first*.

Why? Because drugs make a resistive case! Other Dianetic actions and Scientology as well will get loses if drugs are not handled first.

Any current Dianetic case failures are from flubby Dianetic auditing or the person has been on drugs or alcohol which were not handled by Dianetics.

It hasn't harmed anyone to omit drug handling. But it made it hard or impossible to get stable case gain.

THUS ANY DIANETIC PC WHO HAS HAD DRUG HANDLING OMITTED MUST BE RUN ON DRUGS AS SOON AS POSSIBLE BEFORE MORE AUDITING IS GIVEN.

I repeat, drugs or alcohol in most instances make a resistive case so the point must be handled before the case will attain and hold case gain.

NED DRUG RUNDOWN AND EXPANDED GRADES

It may happen that a person with a heavy drug history will not be successful at running Expanded Grades before his drugs have been run out with NED.

If a person runs into trouble due to unhandled drugs while running Expanded ARC Straightwire and Expanded Grades 0–IV, despite having had the Purification RD, TRs 0–9, Objectives and the Scientology Drug RD, he should be switched to the NED Drug RD. In such cases one would handle the drugs with a NED Drug RD, then resume Expanded Grades and fully complete them to EP, and then go on to the rest of the NED program.

ANY PC WHO IS NOT MAKING IT IN AUDITING SHOULD BE CHECKED FOR A DRUG OR ALCOHOL HISTORY.

DISCOVERY

In investigating a series of cases who were not making it, I found in each one that the person had been on drugs or alcohol and that the drugs or the alcohol had not been run out.

Drug data was not covered fully enough in the Dianetics pack. Only prior assessment to drugs was given.

Thus I have found several Dianetic pcs were only run on the prior assessment to drugs. This is not good enough as it is only a partial handling.

FULL NED DRUG RUNDOWN

Here is the full New Era Dianetics Drug Rundown.

0. *The Original Assessment Sheet*. Ask the pc each question on the Original

Assessment Sheet. Mark all reads. Make sure you get specific and complete answers to your questions.

NOTE: On Item E, do not ask the pc for whole track drugs. You want only drugs, medicine or alcohol he has taken this lifetime.

1. *Objective ARC.* (Ref: HCOB 19 June 78, NED Series 3, OBJECTIVE ARC) (Note: This process is now part of the full battery of Objectives which follow the Purification Rundown and is part of Expanded Grade I. The C/S should verify whether or not it has been run on the pc to EP; if it has not been, it is run at this point in the NED Drug Rundown.)
2. *Purification Rundown.* The only cases that would not require the Purification Rundown are those with no heavy drug history and whose OCA scores are all in the upper half of the graph. (Ref: HCOB 12 Nov. 81RC, GRADE CHART STREAMLINED FOR LOWER GRADES) (Note: This rundown is most often done early in a pc's progress up the Grade Chart. The C/S should verify whether or not the pc has done the rundown to EP; if the pc has not, it is run at this point in the NED Drug Rundown steps.)

Refs:

HCOB 6 Feb. 78RC	Purif RD Series 1
Rev. 31.7.85	PURIFICATION RUNDOWN REPLACES THE SWEAT PROGRAM
HCOB 12 Nov. 81RC	GRADE CHART STREAMLINED FOR LOWER GRADES
Rev. 1.7.85	

3. *A battery of Objective Processes.* This includes CCHs 1–10, SCS on an Object and SCS. (Note: Many pcs will have had a full battery of Objectives earlier in their auditing, following the Purification Rundown or as part of Expanded Grade I. The C/S should verify whether Objectives have already been run to EP; if they have not been, they are run at this point in the NED Drug Rundown.)

(SOP 8-C and Op Pro by Dup are included in later steps of the NED Drug Rundown.)

4. *TRs 0–9.* (Note: Some pcs may have done TRs 0–9 earlier in their progress up the Grade Chart. The C/S should verify whether or not the pc has done TRs 0–9; if the pc has not, they are done at this point in the NED Drug Rundown.)

Refs:

HCOB 16 Aug. 71R II	TRAINING DRILLS REMODERNIZED
Rev. 5.7.78	
HCOB 7 May 68	UPPER INDOC TRs

5. *Full Dianetic C/S-1* to educate the pc so he fully understands Dianetic procedure and is able and willing to be audited successfully.

Ref:

HCOB 9 July 78RA	NED Series 21
Rev. 8.4.88	DIANETIC C/S-1

6. *Narrative handling on drugs—first.* All drugs, medicine and alcohol which the pc has taken in this lifetime have been listed on the Original Assessment Sheet.

At this point, choose the best reading drug, alcohol or medicine from the Original Assessment Sheet and run it out Narrative R3RA Quad. (For example: “Return to the time you took whiskey and tell me when you are there.”)

YOU DO NOT CHECK INTEREST ON DRUG ITEMS.

RUN OUT EACH READING DRUG, ALCOHOL OR MEDICINE ON THE DRUG LIST (IN ORDER OF READ) BY NARRATIVE R3RA QUAD *FIRST*. Otherwise, you can end up spinning the pc way down the track.

In running Narrative on this lifetime drug, medicine or alcohol individual items, you will find that it is easier to do if you run earlier beginning and earlier incident rather than attempt to limit him to the first this-lifetime incident he comes up with, as there will usually be more than one incident when he took whiskey, for example. So you always ask earlier beginning but if it is necessary you ask earlier incident with the question, “Is there an earlier incident when you took whiskey?” Pcs commonly tend to wind up way back down the whole track at this stage of their auditing and that is not what you’re aiming for here either. What you’re interested in is this lifetime, this body. But this doesn’t mean you don’t run track on the NED Drug Rundown; just don’t push it. And never insist the pc run any type of chain when he says there’s nothing there. When all reading drugs, medicines and alcohols on the list have been run to EP by Narrative R3RA Quad, go on to the next step.

7. *Preassessment on each reading drug, medicine or alcohol taken in this lifetime.*
 - A. Choose the best reading drug, alcohol or medicine from the Original Assessment Sheet and do a *preassessment* on it.

“ARE (preassessment item) CONNECTED WITH TAKING (the drug, medicine or alcohol)?”

is the preassessment question.

- B. Take the best reading preassessment item off the preassessment and ask the pc:

“WHAT (best reading preassessment item) ARE CONNECTED WITH TAKING (the drug, medicine or alcohol)?”

This is the running item list question for that particular drug. You write this question at the top of the page and write down exactly what the pc said, noting any read that occurred when he said it.

- C. Take up the best reading running item (make sure you noted reads as the pc gave you the items) and run it R3RA Quad.

DO NOT CHECK INTEREST ON DRUG ITEMS.

- D. Handle all reading running items found in step B in order of read with R3RA Quad.
- E. Using that same original drug item, repeat step A.
- F. Repeat steps B to E.
- Fa. Using the first original item continue steps A, B, C, D, E, until the Preassessment List simply F/Ns.
- Fb. Take the next individual drug, medicine or alcohol item that read on the original list and repeat steps A to Fa on it until you have handled every item that read on the Original Assessment Sheet.
- G. When there are no more items unhandled on the original list that read and no further items reading, but there are some unrun original items on the list, null with Suppress and Invalidate buttons.
- H. Run any now-reading items with steps A to Fb.
- I. Use up the whole list of drugs in this way, doing the preassessment and steps B to H on all reading drugs. Reassess the drug list. Handle per above instructions any drug which now reads. This is done until the entire drug list F/Ns when called. (Note: If, during the rundown, the pc thinks of other drugs he has taken in this lifetime, add them to the original list with their reads noted and handle them in turn according to size of read, ensuring you run them Narrative R3RA Quad *first*.)

8. *The Prior Assessment.*

- A. Using the drug list obtained on the Original Assessment, take up the largest reading drug, medicine or alcohol and ask the pc the following preassessment question:

“PRIOR TO TAKING (the best reading drug, medicine or alcohol) WERE THERE (preassessment item)?”

- B. Take the best reading preassessment item and ask:

“WHAT (preassessment item) DID YOU HAVE PRIOR TO TAKING (the drug, medicine or alcohol)?”

- C. Use full preassessment steps and run out all reading running items R3RA Quad.
- D. Reassess any remaining unrun items found in step B to see if they now read. If they do, run them. Also check for any more items the pc has to add to the list, and mark down their reads as the pc gives them.
- E. Repeat above steps on any items that now read.

- F. When there are no more items to add and no more items reading, but there are some unrun items on the list, null with Suppress and Invalidate buttons.
- G. Run any now-reading items R3RA Quad.
- H. Reassess the Preassessment List, using the drug, medicine or alcohol in step A. Follow remaining steps until all reading items are taken to EP and there are no further reads on reassessment of the Preassessment List.
- I. Take up the next best-reading drug, medicine or alcohol from step A. Repeat steps B to I.

The above Prior Assessment steps are done on each drug, medicine or alcohol that has read. They are handled in order of largest read.

- 9. *More Objectives.* The final step of the NED Drug Rundown, when all above steps are fully complete, is to run another set of Objectives on the pc.

These are:

- A. SOP 8-C
- B. OP PRO BY DUP

run in that order, each to its complete EP.

If the pc has already had these processes run to EP earlier, he is run on the process Spotting Objects. This process is run in a place with ample space and objects, using the command “Spot an object.” The EP of the process is F/N, cog and VGIs. (Ref: Operational Bulletin No. 4, 11 Nov. 55, SIX LEVELS OF PROCESSING—ISSUE 5)

This Objective Processing is done to bring the pc fully into present time, and it will be a present time which he is now far better able to confront.

This completes the New Era Dianetics Drug Rundown.

L. RON HUBBARD
Founder

Revision assisted by
LRH Technical Research
and Compilations

C/S Series 49RB

ASSISTS

There are three types of assists.

They are:

1. Contact Assist
2. Touch Assist
3. Dianetic Assist.

They are quite different from each other.

They are VERY effective when properly done.

Clears, OTs and Dianetic Clears may be run on NED for OTs, Contact Assists and Touch Assists. It is forbidden, however, to run Dianetics on anyone who is Clear or above. (Ref: HCOB 12 Sept. 78R, DIANETICS FORBIDDEN ON CLEARS AND OTs)

A *preclear* with a severe injury or illness can be run on all three and SHOULD BE.

If the handling is very soon after injury, burns do not blister, breaks heal in days, bruises vanish.

But to obtain such results it is necessary that the C/S and auditor or auditor alone know and RESPECT the assist tech. It is too often a toss-off, only one kind being done and then not to EP.

Every assist must end with an F/N (at Examiner or checked on a meter).

CONTACT ASSIST

Done off meter at the physical MEST universe location of the injury. EP—pain gone. Cog. F/N.

See HCOB 9 Oct. 67RA, CONTACT ASSIST.

DIANETIC ASSIST

Done in session on the meter. EP—pain gone. Cog. F/N.

See HCOBs:

12 Mar. 69 II	PHYSICALLY ILL PCs AND PRE-OTs
24 Apr. 69RA	DIANETIC USE
14 May 69	SICKNESS
23 May 69R	AUDITING OUT SESSIONS, NARRATIVE VERSUS SOMATIC CHAINS
24 July 69R	SERIOUSLY ILL PCs
27 July 69	ANTIBIOTICS
15 Jan. 70	THE USES OF AUDITING
21 June 70	C/S Series 9 KSW Series 10 SUPERFICIAL ACTIONS
8 Mar. 71R	C/S Series 29R CASE ACTIONS, OFF-LINE
23 July 71R	ASSISTS
2 Apr. 69RA	DIANETIC ASSISTS
11 July 73RB	ASSIST SUMMARY
4 Apr. 71-IRC	USE OF QUAD DIANETICS

New Era Dianetics Series bulletins

TOUCH ASSIST

Done off the meter by an auditor on the pc's body. EP—pain gone. Cog. F/N.

See HCOBs:

2 Apr. 69RA	DIANETIC ASSISTS
23 July 71R	ASSISTS
7 Apr. 72RA	TOUCH ASSISTS, CORRECT ONES
25 Aug. 87 II	TOUCH ASSISTS, MORE ABOUT
9 Oct. 67RA	CONTACT ASSIST

UNCONSCIOUS PC

An unconscious pc can be audited off a meter by taking his hand and having him touch nearby things like pillow, floor, etc., or body without hurting an injured part.

A person in a coma for months can be brought around by doing this daily.

One tells them a hand signal like “Press my hand twice for ‘Yes,’ once for ‘No,’ ” and can get through to them, asking questions and getting “Yes” and “No” hand responses. They usually respond with this, if faintly, even while unconscious.

When one has the person conscious again, one can do the assists.

See HCOB 15 Aug. 87, UNCONSCIOUS PERSON ASSIST.

FIRST AID RULES APPLY TO INJURED PERSONS.



IN MAKING THEM TOUCH SOMETHING THAT WAS MOVING, STOP IT FIRST.

IN MAKING THEM TOUCH THINGS THAT WERE HOT, COOL THEM FIRST.

WHEN POSSIBLE, MAKE THEM HOLD THE THINGS THEY WERE HOLDING, IF ANY, WHILE DOING A CONTACT ASSIST.

IF AFTER A TOUCH OR CONTACT ASSIST THEY DON'T F/N WHEN TAKEN TO OR GIVEN AN EXAM, CHECK FOR O/R AND IF NO F/N TAKE THEM AWAY AND COMPLETE THE ASSIST.

DIANETIC ASSISTS CAN BE RUN QUAD.

This is important tech. It saves pain and lives. Know it and use it.

L. RON HUBBARD
Founder

C/S Series 50

C/S CASE GAIN

Some C/Ses get audited over the present time problem "How to get case gain."

Working with pcs who sometimes don't can become a minor PTP.

This is also true of some auditors.

The way to C/S this is to run it Triple PTP, but in this sequence:

THE C/S

1. 2WC "Have you ever had a problem in getting case gain for another?"
E/S to F/N.
2. 2WC "What solutions have you had in getting case gain for another?"
E/S to F/N.
3. 2WC "Have others ever had a problem getting case gain for others?"
E/S to F/N.
4. 2WC "What solutions have others had getting case gain for others?"
E/S to F/N.
5. 2WC "Have you ever had a problem getting case gain for yourself?"
E/S to F/N.
6. 2WC "What solutions have you had getting case gain for yourself?"
E/S to F/N.

Once handled, it ceases to be a problem when one does it in the future.

L. RON HUBBARD
Founder

Remimeo
C/Ses
Testing
Personnel
Class IX
Checksheet

C/S Series 51R

OUT OF VALENCE

(OCA Graphs)

On OCA graphs (the plotted test score of a pc) you find sometimes a case that read high on the graph will drop and read lower after auditing.

This is caused by the fact that the person was OUT OF VALENCE in the first place.

Social machinery was what the first registered.

Now after auditing, the graph expresses something closer to the actual being even though it dropped.

We have known about this since '57 or '58 but I do not think it was fully written up. Further, we now know MORE about it.

If you look into suppressive person tech, you will find an SP *has* to be out of valence to be SP. He does not know that he is because he is himself in a nonself valence. He is "somebody else" and is denying that he himself exists, which is to say denying himself as a self.

Now, this doesn't mean all persons whose graphs dropped were active SPs. But it *does* mean they weren't being themselves.

After some auditing, they became themselves somewhat and this self isn't the social cheery self the first graph said.

But the dropped graph is nearer truth.

Now, how to get the graph UP again?

The person with the dropped graph is closer to being himself but is not yet fully restored, not yet fully into his "own valence."

While Class XI would handle this a bit differently, Class VIII Rundown already has an answer.

The Class VIII out-of-valence lists LX1, LX2 and LX3 and the recall, secondary and engram Quad for each assessed item from these lists is a way to handle.

Additionally, we now have a New Era Dianetics process specifically designed to getting a pc into valence. (Ref: HCOB 20 June 78, NED Series 15, IDENTITY RUNDOWN) It is not done out of sequence in the Dianetic Rundown as a hit-and-miss patch-up.

Completing any cycle the pc is on is of course fundamental.

The fact is that the pc is emerging more and more and becoming himself and then he himself begins to gain.

The graph that dives will come back up if general processing is done.

The pc will keep saying he is “more there.” And it is true.

L. RON HUBBARD
Founder

Remimeo

C/S Series 52

INTERNS

The word INTERN or INTERNE means “An advanced graduate or a recent graduate in a professional field who is getting practical experience under the supervision of an experienced worker.”

An internship, then, is serving a period as an intern, or an activity offered by an org by which EXPERIENCE can be gained.

Internships have been arranged this long while for every auditing class.

The apprenticeship of an auditor is done as an org intern.

C/Ses very often have interns on their lines and sometimes have trouble with getting them to audit.

The Why of this is that the intern seldom knows the definition of the word “intern” (which is as above). They sometimes think they are still students. They do not know this fact:

A COURSE GRADUATE BECOMES AN AUDITOR BY AUDITING.

That means LOTS of auditing.

The failure of “auditors” is that they go from one level to the next, HDC to IV to VIII, without ever becoming an auditor for that class.

Thus you can get a silly situation where a Class IX can't audit or C/S well. Thus you get tech going out.

An HDC graduate who doesn't then audit under an experienced Case Supervisor who knows and demands the standard actions rarely gets to *be* an HDC AUDITOR. It takes tons of hours to make a real Dianetic Auditor who can toss off standard sessions and get his routine miracles.

So if an HDC doesn't INTERN, but simply goes on to the Academy courses or SHSBC, he has skipped his apprenticeship as a Dianetic Auditor.

If he gets his Class VI and never interns but goes on to VIII—well, we now have somebody who has long since lost touch with the reality of why he is studying.

Therefore, you CAN'T take a Class VI graduate who was never a Dianetic Auditor and intern him as a VI. He'll goof-goof-goof. So you have to intern him as an HDC.

WHEN he can turn out flawless Dianetic sessions on all kinds of pcs, you can intern him as a IV, etc.

In other words, you have to catch up all neglected apprenticeships.

I don't care if the guy is an VIII; if he wasn't ever a Dianetic Auditor and a Class VI Auditor and isn't interning as an VIII, then he is only a provisional.

Flubby auditors are the biggest time wasters a C/S has. If auditors on his lines aren't good, he'll take forever to get his C/S work done. And he won't get results.

The answer is, regardless of class as a course graduate, a C/S MUST INTERN HIS AUDITORS FOR EACH INTERNSHIP MISSED ON THE WAY UP.

The "okay to audit" system is used.

One takes any graduate and interns him on the lowest internship he has missed. He reviews his material, gets his drills checked, gets his misunderstood words cleared and gets an "okay to audit" for *that* level. If he goofs he is crammed. And sometimes wholly retreaded. The "okay to audit Dianetics" would be his first okay. This suspends if he has to retread.

When he then has turned out pcs, pcs, pcs, pcs, 5, 6, 8, 10 hours a day for weeks and weeks and is a total success as a Dianetic Auditor, he can go on up.

At first as a Dianetic intern he is part time studying Dianetics. Then as he gets flawless and while he is getting experience and practice on Dianetics, he can gradually phase over into restudying his next internship, usually IV or VI.

Then one day he is word cleared, checked out on his drills, and he qualifies for "okay to audit" for IV or VI.

Now it begins all over again. Flubs—Cramming, midnight oil, audit audit cramming audit audit new word clear new drill work audit audit audit audit 5, 6, 8, 10 hours a day.

Now he *is* a IV or VI Auditor.

His next real step is a VI or VII intern at an SH. If he has been a good IV intern *auditor* his VI internship after his SHSBC will be a VII internship. VII *is* an intern activity.

When he's an *auditor* that can do VI and Power, he is ready for VIII and IX.

If he is going to be a good VIII–IX Auditor, he will intern in an AO or SH under an experienced C/S.

Now when he goes to his own org, you have a real honest-to-goodness C/S. And as a C/S he must know how you use internships to make auditors.

Wherever this function is neglected, you don't get auditors. You get doubtful students and out-tech.

On Flag C/Ses have to catch up every missed internship to make a high-volume, high-quality auditor.

The world-renowned superiority of Flag auditors is built just like I am telling you here.

There is no reason just that same quality can't be built in any org.

One does it by the intern method.

By using this method, you get IN-tech and high volume.

Any auditor in any org that is limping and fumbling simply has never been properly interned.

The way to remedy it is to set up a good Cramming that uses only HCOBs and has them available (and no verbal tradition), a good Word Clearer and a Qual "okay to audit" intern system. The interns are a section in Qual. They have a Course Supervisor. They study and audit cram audit cram study audit, audit audit audit.

And one day you have IN-tech and high-volume, high-class auditing all over the place.

Otherwise you just have a bunch of students, in doubt, chewing on their misunderstood words and failed tech.

There IS a right way to go about it.

It is by internship.

L. RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 24 NOVEMBER 1973RF

CI V Grad
Checksheet
CI VI Checksheet
C/Ses
CI V Grad
and above Auditors

Issue I
REVISED 26 JULY 1986

C/S Series 53RM LF
(Long Form)

HI-LO TA ASSESSMENT C/S

The C/S Series 53 Long Form is used to get a TA up or down into normal range or to correct case outnesses. It is exactly the same as the C/S Series 53 Short Form except that it puts the items into full questions so a pc relatively new to auditing can understand what is being asked.

Assess this list Method 5 and handle reads in the order they occur on the list. When taking the list to F/Ning assessment, it is reassessed Method 5 until the entire list F/Ns. The C/S 53 is never assessed Method 3.

HCOB 30 Oct. 78R, C/S SERIES 53, USE OF, contains data vital to the proper use of the C/S Series 53. Also HCOB 4 July 79, HANDLING CORRECTION LISTS ON OTs, applies when the list is being used on an OT III or above.

PC NAME: _____ DATE: _____

- | | | |
|---------------------------------------|------------------------------------|-------|
| A. Interiorized into something? _____ | Have you been given a | _____ |
| Go in? _____ | wrong Why? _____ | _____ |
| Went in? _____ | Have you been given a | _____ |
| Put in? _____ | wrong indication? _____ | _____ |
| Want to go in? _____ | Have you been given a | _____ |
| Can't get in? _____ | wrong PTS item? _____ | _____ |
| Can't go in? _____ | C. Do you have an ARC break? _____ | _____ |
| Want to get out? _____ | Do you have a problem? _____ | _____ |
| Kicked out of spaces? _____ | Are you withholding | _____ |
| Being trapped? _____ | anything? _____ | _____ |
| Forced in? _____ | Is there some sort of | _____ |
| Pulled in? _____ | withhold? _____ | _____ |
| B. Have there been list errors? _____ | Is there something you're not | _____ |
| Have you had an overlisted | saying? _____ | _____ |
| list? _____ | Has someone said you had | _____ |
| Have you been given any | a withhold when you didn't? _____ | _____ |
| wrong items? _____ | Did you have to get the same | _____ |
| Have you felt upset with | withhold off more than once? _____ | _____ |
| giving items to the auditor? _____ | Have you committed any | _____ |
| Have you been given a | overts? _____ | _____ |
| wrong date? _____ | Have you been audited | _____ |
| Have you found a wrong | over out-rudiments? _____ | _____ |
| location? _____ | Do you feel sad? _____ | _____ |

- | | | | |
|-------------------------------------------------------------|-------|-------------------------------------------------|-------|
| Do you feel rushed? | _____ | Couldn't you understand what was being said? | _____ |
| Are you upset? | _____ | Couldn't you understand what was being done? | _____ |
| Are you tired? | _____ | Do you feel attacked? | _____ |
| Deadness? | _____ | Has there been something wrong with F/Ns? | _____ |
| Unconsciousness? | _____ | Have F/Ns been overrun? | _____ |
| Do you feel like you can't get it? | _____ | Have F/Ns been missed? | _____ |
| Are you protesting anything? | _____ | Do you feel like items didn't really read? | _____ |
| Is there something you don't like? | _____ | Have there been false reads? | _____ |
| D. Have you taken drugs? | _____ | Reading items were ignored? | _____ |
| Have you taken LSD? | _____ | Have you had bad auditing? | _____ |
| Have you drunk alcohol? | _____ | Are there any incomplete actions? | _____ |
| Have you smoked pot? | _____ | Has there been any invalidation? | _____ |
| Have you taken medicine? | _____ | Has there been any evaluation? | _____ |
| E. Is there an engram in restimulation? | _____ | Couldn't you get auditing? | _____ |
| Has the same engram been run twice? | _____ | Have actions been interrupted? | _____ |
| Can't you see engrams too well? | _____ | K. Is there something you can't have? | _____ |
| When you look for incidents, is it invisible? | _____ | Is your havingness low? | _____ |
| When you look for incidents, is it all black? | _____ | L. Are you PTS? | _____ |
| Have you experienced a loss? | _____ | Do you feel suppressed? | _____ |
| Have you lost something? | _____ | M. Has something gone on too long? | _____ |
| F. Has the same thing been run twice? | _____ | Have you been audited past a release-point? | _____ |
| Has the same action been done by another auditor? | _____ | Have you gone past Dianetic Clear? | _____ |
| G. Are you doing something with your mind between sessions? | _____ | Has something been overrun? | _____ |
| Are you involved in some other practice? | _____ | Has the auditor kept on going? | _____ |
| H. Have there been word clearing errors? | _____ | Have you been overrepaired? | _____ |
| Is there a misunderstood word? | _____ | Are you puzzled why the auditor keeps on going? | _____ |
| Have there been misunderstandings in session? | _____ | Are there stops? | _____ |
| Have there been any study errors? | _____ | N. Is there something else wrong? | _____ |
| I. Do you have a false TA? | _____ | Are you physically ill? | _____ |
| Have you used the wrong-sized cans? | _____ | O. Are we repairing a TA that isn't high? | _____ |
| Do your hands get tired? | _____ | Are we repairing a TA that isn't low? | _____ |
| Are your hands dry? | _____ | Has the meter been faulty? | _____ |
| Are your hands wet? | _____ | Is there nothing wrong? | _____ |
| Do you loosen the can grip? | _____ | P. Have there been false Exam Reports? | _____ |
| Are you using the wrong cream? | _____ | Did you have to wait at Exams? | _____ |
| J. Is the auditor overwhelming? | _____ | Have you been upset by the Examiner? | _____ |
| Couldn't you hear the auditor? | _____ | | |

- A. If A or any of the A group reads on ANY pc (including Clears, OTs) who has had an Int RD, do an Int RD Correction List Revised (HCOB 29 Oct. 71RA) and handle the reads. If Int correction has already been done on the pc, get an FES on the Int RD AND its corrections. When all errors are corrected, the C/S may order the End of Endless Int Repair RD per Int RD Series 4RA, THE END OF ENDLESS INT REPAIR RUNDOWN.

If the pc is Clear or OT and has not had an Int RD, do the End of Endless Int Repair RD. Do not run any Dianetics.

Otherwise, if the pc has never had an Int RD, give him a standard Int RD per Int RD Series 2, EXTERIORIZATION AND HIGH TA, THE INTERIORIZATION RUNDOWN REVISED.

WHEN DOING AN INT HANDLING, RUN ONLY THE INT BUTTONS GIVEN ON THE INT RD SERIES HCOBs. Note on the assessment which button(s) have just read on the C/S 53. Other items in the A group are designed to detect out-Int but don't embrace the earlier beginning, so do NOT run these.

- B. If any of these read, do an L4BRA on the earliest lists you can find that have not been corrected. Lacking these, do an L4BRA in general. You can go over an L4BRA several times, handling each read to F/N until the whole L4BRA gives nothing but F/Ns. Handle a wrong Why or wrong indication or wrong PTS item per C/S Series 78.
- C. Any reading item must be F/Ned. Use standard handlings on rudiments questions. On "Out-Ruds" find which rud and handle. "Feel Sad" = ARC break of long duration so handle the ARC break. If "Deadness" or "Unconsciousness" read, 2WC to F/N (E/S if necessary) and then program for the Personal Revival Rundown.
- D. 2WC to F/N. Do a Drug RD Repair List if the pc has had his Drug RD (HCOB 19 Sept. 78R II, THE END OF ENDLESS DRUG RUNDOWNS REPAIR LIST). L3RG if needed. Advance Program to handle all reading drugs as soon as possible per NED Series 9RB, DRUG HANDLING. (The above handling does not apply to Clears and OTs. On these, indicate the read. See HCOB 30 Oct. 78R, C/S SERIES 53, USE OF, for further data on the handling of Dianetics questions which are reading on Clears and OTs.)
- E. If any of these read, do an L3RG and handle per the instructions. (On Clears and OTs simply indicate the read. Don't run any engrams or seek further to repair. See HCOB 30 Oct. 78R, C/S SERIES 53, USE OF.)
- F. Clean up any protest and inval and rehab to F/N.
- G. Find out what it is. If yoga or mystic exercises or some such, 2WC E/S it to first time done, find out what upset had occurred before that and, if TA now down, do L1C on that period of pc's life.
- H. If Word Clearing, do a Word Clearing Correction List, handle all reads. If study errors, 2WC E/S to F/N, and add a Student Correction List to the pc's program.

- I. False TA is wrong cans or other error. Use HCOB 12 Nov. 71RB, FALSE TA ADDITION; HCOB 15 Feb. 72R, FALSE TA ADDITION 2; HCOB 18 Feb. 72RA, FALSE TA ADDITION 3; HCOB 21 Jan. 77RB, FALSE TA CHECKLIST; HCOB 23 Nov. 73RB, DRY AND WET HANDS MAKE FALSE TA, all on false TA. Then clean up the bypassed charge with (1) Assess for best read, (a) TA worries, (b) F/N worries. (2) Then 2WC times he was worried about (item) E/S to F/N. (3) Rehab any overruns due to false TA obscuring F/Ns.
- J. These are auditor errors. Low TA is generally caused by overwhelming TRs and incomplete actions. A high TA can be caused by an auditor overrunning F/Ns or failing to call them. Or trying to assess through an F/N and mistaking an F/N right swing for a read. An F/N can be obscured and mistaken for a read if sensitivity too high. These items are all 2WC E/S to F/N. Auditors who made them need cramming badly or retread. Rehab F/Ns that have been missed.
- K. Can't have or havingness. Find correct Havingness Process and remedy.
- L. 2WC to F/N. C/S to program as needed for further PTS handling.
- M. Find out what. Clean up any protest. Rehab to F/N or date/locate. On "Have you gone past Dianetic Clear?" 2WC to F/N. Return to C/S. A qualified C/S who has fully checked out on the materials must adjudicate whether this state has been attained before the preclear may attest to Dianetic Clear.
- N. 2WC to find what. Note BD item. If BD item covered by one of these categories, handle per instructions. If not, just 2WC to F/N and get further C/S instructions for handling if necessary.
- O. Get pc to tell you about it briefly. If correct, then indicate to F/N. Go E/S and indicate it if no F/N on first. If false TA, handle per (I) above.
- P. Indicate and 2WC to F/N.

Per HCOB 30 Oct. 1978R, C/S SERIES 53, USE OF, the order in which reads are to be taken up is built into the C/S 53 itself. You simply start at the top of the list and take up and handle to F/N each read as you come to it.

L. RON HUBBARD
 Founder

Revision assisted by
 LRH Technical Research
 and Compilations



HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 24 NOVEMBER 1973RE

CI V Grad
Checksheet
CI VI Checksheet
C/Ses
CI V Grad and
above Auditors

Issue II
REVISED 26 JULY 1986

C/S Series 53RM SF
(Short Form)

SHORT HI-LO TA ASSESSMENT C/S

The C/S Series 53 Short Form is the basic prepared list used by auditors to get a TA up or down into normal range or to correct case outnesses. A pc who is relatively new to auditing should be assessed on the C/S Series 53 Long Form, which puts the items into full questions.

Assess this list Method 5 and handle reads in the order they occur on the list. When taking the list to F/Ning assessment, it is reassessed Method 5 until the entire list F/Ns. The C/S 53 is never assessed Method 3.

HCOB 30 Oct. 78R, C/S SERIES 53, USE OF, contains data vital to the proper use of the C/S Series 53. Also HCOB 4 July 79, HANDLING CORRECTION LISTS ON OTs, applies when the list is being used on an OT III or above.

PC NAME: _____ DATE: _____

- | | | | |
|--------------------------------|-------|--------------------------|-------|
| A. Interiorized into something | _____ | Some other practice | _____ |
| Go in | _____ | H. Word Clearing errors | _____ |
| Went in | _____ | Misunderstood words | _____ |
| Put in | _____ | Misunderstood in session | _____ |
| Want to go in | _____ | Study errors | _____ |
| Can't get in | _____ | I. False TA | _____ |
| Can't go in | _____ | Wrong-sized cans | _____ |
| Want to get out | _____ | Tired hands | _____ |
| Kicked out of spaces | _____ | Dry hands | _____ |
| Being trapped | _____ | Wet hands | _____ |
| Forced in | _____ | Loosens can grip | _____ |
| Pulled in | _____ | Wrong hand cream | _____ |
| B. List errors | _____ | J. Auditor overwhelming | _____ |
| Overlisting | _____ | Couldn't hear auditor | _____ |
| Wrong items | _____ | Couldn't understand | _____ |
| Upset with giving items | _____ | what was being said | _____ |
| to auditor | _____ | Couldn't understand | _____ |
| Wrong date | _____ | what was being done | _____ |
| Wrong location | _____ | Feel attacked | _____ |
| Wrong Why | _____ | Something wrong with | _____ |
| Wrong indication | _____ | F/Ns | _____ |
| Wrong PTS item | _____ | Overrun F/Ns | _____ |
| C. ARC break | _____ | Missed F/Ns | _____ |
| Problem | _____ | Items really didn't read | _____ |
| Withholding something | _____ | False reads | _____ |
| Some sort of withhold | _____ | Reading items ignored | _____ |
| Not saying | _____ | Bad auditing | _____ |
| False withhold | _____ | Incomplete actions | _____ |
| Withholds gotten off | _____ | Invalidation | _____ |
| more than once | _____ | Evaluation | _____ |
| Overts | _____ | Couldn't get auditing | _____ |
| Audited over out-ruds | _____ | Interruptions | _____ |
| Sad | _____ | K. Can't have | _____ |
| Rushed | _____ | Low havingness | _____ |
| Upset | _____ | L. PTS | _____ |
| Tired | _____ | Suppressed | _____ |
| Deadness | _____ | M. Something went on too | _____ |
| Unconsciousness | _____ | long | _____ |
| Can't get it | _____ | Went on by a release | _____ |
| Protest | _____ | point | _____ |
| Don't like it | _____ | Went on past Dianetic | _____ |
| D. Drugs | _____ | Clear | _____ |
| LSD | _____ | Overrun | _____ |
| Alcohol | _____ | Auditor kept on going | _____ |
| Pot | _____ | Over repair | _____ |
| Medicine | _____ | Puzzled why auditor | _____ |
| E. Engram in restimulation | _____ | keeps on | _____ |
| Same engram run twice | _____ | Stops | _____ |
| Can't see engrams too well | _____ | N. Something else | _____ |
| Invisible | _____ | Physically ill | _____ |
| Black | _____ | O. Repairing a TA that | _____ |
| Loss | _____ | isn't high | _____ |
| Lost | _____ | Repairing a TA that | _____ |
| F. Same thing run twice | _____ | isn't low | _____ |
| Same action done by | _____ | Faulty meter | _____ |
| another auditor | _____ | Nothing wrong | _____ |
| G. Doing something with | _____ | P. False Exam Report | _____ |
| mind between sessions | _____ | Waited at Exam | _____ |
| | | Upset by Examiner | _____ |

- A. If A or any of the A group reads on ANY pc (including Clear or OT) who has had an Int RD, do an Int RD Correction List Revised (HCOB 29 Oct. 71RA) and handle the reads. If Int correction has already been done on the pc, get an FES on the Int RD AND its corrections. When all errors are corrected, the C/S may order the End of Endless Int Repair RD per Int RD Series 4RA. If the pc is Clear or OT and has not had an Int RD, do the End of Endless Int Repair RD. Do not run any Dianetics.

Otherwise, if the pc has never had an Int RD, give him a standard Int RD per Int RD Series 2R.

WHEN DOING AN INT HANDLING, RUN ONLY THE INT BUTTONS GIVEN ON THE INT RD SERIES HCOBs. Note on the assessment which button(s) have just read on the C/S 53. Other items in the A group are designed to detect out-Int, but don't embrace the earlier beginning, so do NOT run these.

- B. If any of these read, do an L4BRA on the earliest lists you can find that have not been corrected. Lacking these, do an L4BRA in general. You can go over an L4BRA several times handling each read to F/N until the whole L4BRA gives nothing but F/Ns. Handle a Wrong Why or Wrong Indication or Wrong PTS item per C/S Series 78.
- C. Any reading item must be F/Ned. Use standard handlings on rudiments questions. On "Out-Ruds" find which rud and handle. "Sad" = ARC break of long duration so handle the ARC break. If "Deadness" or "Unconsciousness" read, 2WC to F/N (E/S if necessary) and then program for the Personal Revival Rundown.
- D. 2WC to F/N. Do a Drug RD Repair List if the pc has had his Drug RD (HCOB 19 Sept. 78R II). L3RG if needed. Advance Program to handle all reading drugs as soon as possible per NED Series 9RB. (The above handling does not apply to Clears and OTs. On these, indicate the read. See HCOB 30 Oct. 78R, C/S SERIES 53, USE OF, for further data on the handling of Dianetic questions which are reading on Clears and OTs.)
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- K. Can't have or havingness. Find correct Havingness Process and remedy.
- L. 2WC to F/N. C/S to program as needed for further PTS handling.
- M. Find out what. Clean up any protest. Rehab to F/N or Date/Locate. On "Went on past Dianetic Clear" 2WC to F/N. Return to C/S. A qualified C/S who has fully checked out on the materials must adjudicate whether this state has been attained before the preclear may attest to Dianetic Clear.
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- O. Get pc to tell you about it briefly. If correct then indicate to F/N. Go E/S and indicate it if no F/N on first. If false TA handle per I above.
- P. Indicate and 2WC to F/N.

Per HCOB 30 Oct. 78R, C/S SERIES 53, USE OF, the order in which reads are to be taken up is built into the C/S 53 itself. You simply start at the top of the list and take up and handle to F/N each read as you come to it.

L. RON HUBBARD
Founder

Revision assisted by
LRH Technical Research
and Compilations

C/S Series 54RB

New Era Dianetics Series 8RA

DIANETICS, BEGINNING A PC ON

Make Dianetics work fully in our modern culture.

DO NOT BEGIN DIANETICS WITH A HEALTH FORM ANY LONGER.

BEGIN DIANETICS WITH THE ORIGINAL ASSESSMENT SHEET,
HCOB 24 JUNE 1978RA. THIS IS VITAL.

DRUGS OR ALCOHOL

IF YOU GET ANY TA ACTION OR READS ON DRUGS OR ALCOHOL
EVEN IF THE PC SAYS "NO," IT IS THE FIRST DIANETIC ACTION TO
HANDLE THESE AS COVERED ON HCOB 15 JULY 71RD III, C/S SERIES
48RE, NED SERIES 9RC, DRUG HANDLING.

If the pc is currently on drugs, it may be necessary to put him through
Objective Processes and TRs 0-9 to get him off drugs. Doing this will avoid the
painful withdrawal symptoms particularly present in coming off heroin or psychi-
atric drugs. The usual sequence of Drug Rundown steps is given in HCOB 22
June 78RA, NED Series 2RA, NEW ERA DIANETICS FULL PC PROGRAM
OUTLINE, and HCOB 15 July 71RD III, C/S Series 48RE, NED Series 9RC,
DRUG HANDLING.

The pc in many cases won't be able to run any engrams at all unless you run
out drugs, alcohol or medicines first. They will run these and these alone until
the engrams are gone.

People who "can't run engrams" are usually drug cases.

MEDICINE

If Medicine, part E of the Original Assessment Sheet, reads, then handle it
per C/S Series 48RE, as it reacts like any other drug, but pcs sometimes don't
think of medicines as drugs. They are.

LOSSES AND DEATHS

If Losses (of position, possessions, pets, etc.) reads or if Deaths of relatives,
etc., read on parts F and G, check for interest and run them out Narrative
Secondaries R3RA Quad.

UPSETS

If Upsets reads and the pc is interested in running it out, handle it with Narrative R3RA Quad. They can also be handled with regular preassessment, etc., as in New Era Dianetics Series 4R.

DANGERS

If part I reads and the pc is interested, run the danger out Narrative R3RA Quad. They can also be handled with regular preassessment, etc., as in New Era Dianetics Series 4R.

ILLNESSES, ACCIDENTS, OPERATIONS

Parts J, K, L, M and N are handled, if reading, by checking interest with the pc and running out the illness, operation, accident or undesired physical condition Narrative Quad R3RA.

Preassess these items if needed to take to a full and complete handling with R3RA Quad.

FAMILY INSANITY

If section P reads, run the loss out R3RA Secondaries Quad. This can be preassessed if needed.

PERCEPTION DIFFICULTIES

Lack of perception (sight, hearing, etc.) comes from overts and improves when Flow 2 is done on any R3RA chain.

Having found the complaint regarding perception (which can include lack of feeling, lack of emotion), you would treat it as an original item and would preassess the condition and then handle it with R3RA Quad, like any other original item. See New Era Dianetics Series 4R on handling original items.

COMPULSIONS, REPRESSIONS, FEARS

If any compulsions, repressions or fears read in part AA, treat them as original items just as given in New Era Dianetics Series 4R.

PREVIOUS DIANETIC OR SCIENTOLOGY PROCESSING

If the pc has charge on his previous processing, the auditing can be run out Narrative R3RA Quad, first checking interest with the pc. Earlier beginning and earlier-similar are used.

LOOK ON YOURSELF AS SOMEONE ELSE

If section FF reads, the pc should be given the Identity Rundown when he reaches the correct step on his New Era Dianetics program.

FORMER PRACTICE

If section GG reads, Former Practices, treat any former practice as an original item and handle per New Era Dianetics Series 4R.

PROBLEMS YOU'RE TRYING TO SOLVE WITH PROCESSING

If this section reads and the pc is interested, treat the problem as an original item per New Era Dianetics Series 4R.

DONE SOMETHING HARMFUL TO DIANETICS, DIANETICISTS, SCIENTOLOGY, SCIENTOLOGISTS, ORGANIZATIONS

If this reads, check interest and treat it as an original item per New Era Dianetics Series 4R.

ELECTRIC SHOCK/PLANT

If the pc says that he has been given electric shock or that he was instructed to come into the organization, the C/S must have the pc sent to Ethics for handling per policy on sources of trouble and illegal pcs. (Refs: HCO PL 6 Dec. 76RB, ILLEGAL PCs, ACCEPTANCE OF, HIGH CRIME PL; and HCO PL 27 Oct. 64R, POLICIES ON PHYSICAL HEALING, INSANITY AND SOURCES OF TROUBLE)

Handling of a person instructed to come in to the org includes getting a full documented confession including (as found) who so instructed the person and where.

REPAIR

REPAIR BY L3RH ANY FLUBBED DIANETIC SESSION OR CHAIN WITHIN 24 HOURS. Do not let it go unrepaired.

L. RON HUBBARD
Founder

Revision assisted by
LRH Technical Research
and Compilations

Remimeo

C/S Series 55

THE IVORY TOWER

It has been stated before that the Case Supervisor is most successful when he supervises in seclusion.

This is called the IVORY TOWER rule.

It comes from the practical experience that in C/Sing thousands of cases the only few mistakes I made (and repaired) were when I listened to the opinion of the auditor or saw the pc.

This can be quite fatal to a case's progress.

The fantastic results I achieve as a C/S mainly stem from not permitting what I know of tech and cases to be clouded by "Human Emotion and Reaction" (a Scientology public relations term) by others.

Part of a C/S's duty is to get the case through it despite auditor opinions and flubs or the opinions of others.

A C/S has no political or personnel opinions. He can of course have his own opinions of the pc's case. But he is the FRIEND of the pc even when being harsh.

Often the C/S, unseen by the pc, is sometimes never suspected but quite often adored by those for whom he C/Ses. One often sees this in success stories, "Thank you, thank you to my great auditor (name) and the C/S (name) and Ron." Sometimes it's only the auditor. But most pcs know the C/S is there.

This awareness is also a great trust and it is a trust that is earned by great results and is never betrayed.

To the majority of pcs, then, it is a trio—always in the same order—his auditor, his C/S and myself.

He trusts us. And we do our best for him.

We don't change our actions, then, if he is a dope addict, a wife beater, a criminal, a degraded being or an upstat (one who has high statistics) and a sterling person.

When we are researching, C/Sing or auditing, we do our best for him.

We have nothing to do with whether his seniors like him or for that matter whether *we* like him.

It is our job. We hold it in trust.

In our hands is his future, his sanity, his immortality.

It depends on us whether he survives and lives a full life or whether he goes into limbo.

If we do our duty, when we know and do our jobs, he achieves everything. When we don't, he is gone.

No priest or fancied idol has ever been endowed with more cause over the beingness of another than a C/S and his auditor. This isn't my opinion or my feeling about it. It's the way pcs look at it.

Actually, one can't really state the full actuality of it.

The pc is justified in trusting us when we keep up-to-date on our tech, know our job, take every care that a good job is done and do our duty.

AUDITOR OPINION

Some auditors develop overts and withholds on pc and color their auditing reports with critical remarks about a pc = more withholds.

A C/S who pays much attention to these *opinions* is foolish. When they get too bad on too many pcs, get the auditor's overts and withholds pulled, as he'll begin to flub.

The worksheet and what the pc said or did is important. The opinions aren't.

An auditor has a right to refuse to audit certain pcs as long as he audits others. That's as it should be.

But a lot of "dog cases" are just unsolved cases that can be solved. Some are very difficult, true, but the difficulty is finding the bug. Some pcs are rather wild in conduct. But they solve too.

So an auditor's *opinion* is not a study of the case. Talking to an auditor about a case he is auditing is *not* of any technical value to a C/S.

Again, a case does not know what is wrong with it or it would as-is and wouldn't be wrong. So talking to a case about his case is a waste of time for a C/S. Some write huge notes to a C/S. The only value in all this is to analyze whether it's a hidden standard or an ARC break or a W/H or a PTS matter. TECHNICAL considerations are all that enter in, looking over such.

EXECUTIVE opinion is the world's worst source of data on a pc. No C/S should ever take what seniors say about a junior. It's all human emotion and reaction. It's not tech.

FAMILY, husbands, wives, fathers, mothers, brothers and sisters, aunts and uncles are of little value to listen to about a case. The most they could give you would be a list of accidents or illness or time in a home. But beware, they may be worse off than the pc.

No. The C/S is the pc's safest friend.

The pc trusts the C/S and the auditor. Or he wouldn't sit still at all.

Sometimes he only trusts me. And that's the time I have to trust you.

And I do.

L. RON HUBBARD
Founder

Auditor Admin Series 2

C/S Series 56

HOW TO GET RESULTS IN AN HGC

Obtaining excellent case results is an ADMINISTRATIVE, not a wholly technical function.

Auditors and C/Ses are often weak on administrative. They think general tech results improve only by more tech study. If they continue to think this way, they wind up squirreling. For they are working on a wrong target for improvement, a wrong Why or reason.

Auditing is a *team* activity. The day of the individual country doctor is dead. Even if an individual field auditor starts out as an individual, he goes one of two directions: He overworks and squirrels himself into failure or he builds up a team—may only be a Receptionist and an apprentice auditor but he is still building up a team. I have never seen individual auditors succeed over a long period. Failing to form or become part of a team, they eventually fade out or squirrel.

The reason is simple enough.

These rules apply:

TO IMPROVE TECH RESULTS, YOU MUST IMPROVE ADMINISTRATION.

And I don't mean just writing better in folders.

DEFINITION

ADMINISTRATION consists of the formation and handling of the lines and terminals involved in production.

Unless an auditor understands this fully, he will never insist on a Tech Sec, a Tech Establishment Officer, D of P, C/S, Examiner, Pages, Folder Admin, and himself will begin to omit keeping a Folder Summary and then omit the session actions and then, with big loses, retire from it all.

If I were an auditor and saw some of these things missing, I'd be liable to say, "Are you guys kidding? I thought we were here to audit pcs."

Without the correct pattern of lines and terminals, **YOU DON'T GET RESULTS**, you get headaches, mad neighbors and refunds.

Auditing on lines, an auditor should regard himself as a highly skilled expert, a technical specialist whose work requires respect and *service*.

And case supervising on lines, a Case Supervisor should consider himself a sort of czar whose word is so law even the Executive Director thinks several times before he approaches—duly servile, of course, and bowing the prescribed three times as he exits.

A Class XII on Flag is listened to by others with a hush, even if he is only commenting on the weather.

These are the stars of the team. Their worldwide reputation for smooth flubless auditing is an *administrative* result!

Short of space, overloaded, short of admin personnel, turning out the highest well done hours in the world, Flag's Div 4 produces because of an *admin* system.

The highest of these C/Ses and auditors goes to Cramming if he misplaces a comma or drops a TR 1.

If the sessions' exams at Examiner drop from 90 percent F/N, the whole place gets overhauled.

Folders are Folder Error Summaried by an FES section. The Folder Summary is kept up each session (or cramming). The folder is studied and C/Sed. The D of P assigns the sessions. The C/S is done correctly (or cramming). The folder travels on *its* lines. The tests are done.

In short, it is a complex but constantly flowing pattern of moving pcs, folders and examinations interspersed with testing and interviews and re-registration.

There is a *right* way to do it.

RESULTS

If an org has only 65 percent of its sessions F/N VGIs at Examiner, the *right* answer is to organize the place.

Why?

Well, the first answer is that the *third* dynamic is stronger than the *first* dynamic.

An auditor auditing alone is a first dynamic. The pc is a first dynamic. As it is the auditor plus pc that must be greater than the reactive mind, one can easily work the rest out.

If the auditor is part of a functioning third dynamic, not just an individual, the auditor plus pc versus the bank is a LOT more than the bank.

Another answer is that an auditor knows the pc, if only because of sessions, and personal opinion enters into it. That is not a pure technical view as a C/S's must be.

Another answer is that an auditor, in a group, gets more *auditing* done.

Individually practicing auditors often fail because nobody is taking care of the auditor as a person. Further, they get loses. No one sends them to Cramming. When they get loses, they often start squirreling. Then they *really* get loses.

That ends them as auditors.

An auditor working in a good on-policy organization is given service. He does get sent to Cramming. He does keep his tech updated. He gets wins. When he doesn't, he's put back on standard tech. So he happily keeps going and makes lots of happy people.

So if I were auditing in a group, I would *insist* as a condition of work that Div 4 and Div 5 be good on-policy divisions, fully organized with no nonsense.

I know whereof I speak. As a part-time duty, I work as a consulting C/S with a good 4 and a good 5. Sometimes, I have had to take over the whole C/S line. When the organization bogs in any way, I know the whole thing is heading toward single-handing the lot. So I get the lines back in and get people to Cramming and get the F/N-at-Examiner ratio approaching 100 percent again.

Thus, the advice you get about C/Sing is live-live-live, not canned theory.

ORG WINS

Being on administrative lines to all orgs, I can tell you point-blank that:

THEIR STATS DEPEND ON THEIR VOLUME AND QUALITY OF SERVICE.

That isn't propoganda. It's pure fact.

The F/N—no-F/N-at-Examiner ratio tells you at once if Divs 4 and 5 are organized and operating or if they are just fooling about.

At 50 percent to 75 percent F/N-at-Examiner, the administrative functions of Divs 4 and 5 are stinking bad. C/S Series 25 is out. Cramming is out. Hidden data lines exist. HCOBs, books and tapes are not used.

The public, at that percent of F/N, will stay away in droves. Registrars will go batty and adopt "Hot Prospect Systems."

The staff will go low pay and the execs will be a perpetual dark shade of purple from yelling. The cash/bills ratio will be the subject of finance missions and the neighbors will be phoning the police.

Why?

Because an org is itself a technical delivery organization and 50 percent to 75 percent F/N at Examiner is an overt product.

The Academy has already failed to apply student study tech and Word Clearing. Qual is a joke.

There is no library of tech available and if available isn't read.

The org, as a tech service delivery unit, is treating its public to a no-auditing situation and will get in trouble.

REMEDY

The way to remedy is to get on-policy with tech organization.

Put in a Qual with Word Clearing and a library and cramming.

Put in the C/S Series 25 Tech lines.

Tolerate NO out-tech or out-admin in folders.

Dummy run the lines until they're in.

Cram, cram, cram C/S and auditor and Tech personnel flubs whenever they occur.

Get the organization *functioning*.

Your F/N-at-Examiner ratio will climb straight up to 90 percent–95 percent–98 percent.

By actual *test*, pcs will flood in, Reg lines will get easy, success stats soar.

More auditors, more C/Ses, more organization. A second, a third HGC.

And the more thoroughly the admin lines are manned, the better the tech lines work.

This conclusion came from actual inspections of orgs and studies of their stats.

Orgs should be selling more training than processing.

But why train if you can't intern them in a good Qual and HGC? They'll never amount to anything as auditors unless they work in an organization that is on-tech and on-policy.

So you need an HGC.

Tech, done in a proper administrative framework, works.

Some orgs really don't believe they could ever attain the flubless auditing quality of Flag.

But they *can*.

It is even easy.

It is even easier to attain flubless quality of auditing than any other kind.

You put in a real on-policy admin pattern in 4 and 5. You begin with a Qual intern course.

You send to Cramming for any C/S or auditing error, no matter how minute.

The results come up.

The errors cease.

You're a success! If you do it.

L. RON HUBBARD
Founder



C/S Series 57

**A C/S AS A TRAINING OFFICER
A PROGRAM FOR FLUBLESS AUDITING**

It is wholly and entirely up to the C/S whether or not his auditors ever come to be FLUBLESS AUDITORS.

Auditing flubs are the main things that make a C/S's job long and hard and the main thing that denies his pcs high results.

For example, with competent auditors I can C/S the day's folders in 2½ hours. With green flubby auditors, the same number of folders takes 6½ hours.

The answer, plainly, is to groove the auditors in until they are flubless.

And this is what a competent C/S does.

Because he has interns on his lines and because any group of auditors can be bettered, the training officer part of the C/S hat is one which is always worn.

Also, if the Tech/Qual administrative setup is nonextant or a confused mess, the errors in folders and various upsets react suppressively both on the C/S and auditors and they—both C/S and auditors—make mistakes.

So the administrative lines and terminals must be there.

Thus, a C/S out of self-defense is not merely a training officer of auditors but of other Tech/Qual personnel as well.

Officially, this hat belongs with the other terminals. But to *coordinate* the operation, the C/S has to have a large amount of know-how about the lines and terminals of Tech and Qual.

As it is the C/S who is directing the running of cases and as the lines and terminals exist only to obtain auditing results in volume with high quality, no C/S can afford to neglect his duties as a training officer. Otherwise, he will promptly drown.

The folder flow must be smooth with no flaps. The auditor-pc assignments must be smooth with no lost auditing time. The sessions must occur.

The auditors who flub must be promptly handled.

The Cramming Officer in Qual must know his business. The C/S depends on him to get the kinks out of the auditors' tech and its application.

The processing must be paid for adequately or there will be no funds to hire enough terminals and, indeed, there would be no HGC at all.

The C/S is trying to obtain volume, quality and viability.

By experience, volume comes from the whole org working and the auditors auditing correctly without lost hours spent in fumbles and repairs. Quality comes from smooth Tech/Qual lines and hatted terminals and the auditors auditing flublessly.

It is not that the C/S is in charge of the whole org. But every point where a C/S is having trouble is where an org terminal has broken down. Therefore, a C/S has every right to INSIST upon hatted, functioning terminals.

The C/S has a definite effect upon the efficiency of an org's personnel. He can ensure the staff gets audited either on his lines or from Dept 13. And he can insist on quality staff auditing, for it will help keep his own post going.

Tech *works*. It works splendidly.

The materials are there. Read, understood and applied, FLUBLESS AUDITING occurs.

It is so *easy* to C/S just for cases using standard actions. All puzzles come from FLUBS.

The sequence of actions a C/S should take to attain flubless auditing could be listed more or less in this order.

1. Make sure his own tech is up-to-date and do part-time study or retread where needed. _____

2. Make sure *he* has no misunderstood words the length and breadth of the subject.

Get Word Clearing Method 2 on every major tech writing, each HCOB or PL if it comes to that.

Then get Word Clearing Method 1 to full EP. _____

3. Practice locating the bugs in "failed cases" or "dog cases" long in auditing until the C/S knows it was an application failure, an auditor failure or a former C/S failure. _____

4. Study out the terminals and lines necessary IN YOUR ORG, physically going over them, to:

a. Get a pc in. _____

b. Get an auditor employed. _____

c. Get a pc assigned to an auditor. _____



- d. Get auditor and pc together in an auditing room. _____
- e. Get the pc examined. _____
- f. Get the folder turned in for C/Sing. _____
- g. Get an auditor to Cramming and back. _____
- h. Get a pc to Ethics and *handled*. _____
- i. Get a D of P to interview pcs, muster auditors, do assignments and other D of P duties. _____
- j. Get a pc to attest. _____
- k. Get a pc to Success. _____
- l. Get folders FESed. _____
- m. Get folders stored and found. _____
- n. Get folders made up or neatly covered. _____
- o. Get supplies for auditors. _____
- p. Get an area for auditor admin. _____
- q. Get an area for pcs to wait. _____
- r. Get the various boards made and *kept up*. _____
- s. Get stats kept and reported. _____
- t. Get bonuses paid. _____
- u. Get pcs handled when adrift on lines. _____
- v. Get a Qual in. _____
- w. Do his own job. _____
- x. How to get and keep all this and any more points going all at once rapidly. _____

He will now know the *scene* and can achieve a more ideal scene by insisting the org officer (emergency) or the HAS (permanently) handle. Now it all gets less confusing as one understands what is out when it is out.

- 5. Set up a close, fast line with the Cramming Officer so that auditors who flub are in actual fact rapidly straightened out and gotten back to auditing without great time loss. _____
- 6. Fend off and refuse to give tech advice as such. KNOW WORD CLEARING SERIES 16 THOROUGHLY and get a great reality on it and insist that the Qual Sec and Cramming Officer know it, _____



use it and hammer away with it. Otherwise, such weird tech confusions will be floating about that even the C/S gets confused and begins to wonder if the material IS in the books and bulletins!

7. Gather up a tech and admin library for fast reference for personal use.

8. Get in a system whereby every flub by an auditor, a D of P, a Div 4 or 5 admin personnel, a Page, anyone that flubs, as it affects the C/S in ANY way, gets a cramming chit with the exact reference to be crammed on. Keep a carbon of the chit, send the original to Cramming, get the chit back when done and marked off on the carbon. Keep the admin of it simple but the execution of it TOTALLY effective.

9. The Qual Sec, Cramming Officer and Intern Supervisor are the close technical links with the C/S. In technical matters the C/S is senior. Sometimes the C/S is sent to Cramming by the Qual Sec and should accept and do it gracefully. Sometimes there is a Senior C/S in the org (the ED or some other senior exec may be an HSST or even a Class X). In such a case he has the right to cram or send any of these terminals (or any other terminal) to Cramming. Including any Senior C/S, and including any C/S for another department or for crew, these terminals constitute the tech hierarchy of the org: Senior C/S, C/Ses, Qual Sec, Cramming Officer and the Intern Supervisor have to hold a hard *technical* line. The Tech Sec is mainly concerned with production and administration and a Tech Establishment Officer is concerned with establishing. It can happen that a Tech Sec or TEO are also very well trained technically and, if so, are part of this *technical* hierarchy, but they are not necessarily so. Therefore, there is a sort of ex officio technical committee on the subject of technical matters, composed generally of the Senior C/S, C/Ses, Qual Sec, Cramming Officer and Intern Supervisor, that monitors the quality of HGC and Dept 10 auditing. The Director of Training can be advised concerning the results of his students after graduation in order to remedy his training and, as such, is a part of the committee, as can be the Tech Sec. Most narrowly and most continually, tech quality is between the C/S and the Cramming Officer. More widely, the Senior C/S, Qual Sec and Intern Supervisor enter in. And in the widest sense, the Tech Sec, Tech Establishment Officer and Director of Training enter in. It is an error to suppose the C/S and auditors are the technical monitors of the org. They are the main technical personnel. But a C/S can waste tons of time by talking to or with auditors beyond an auditors conference and can really get whizzing if he spends the same time with the Cramming Officer who then crams auditors and with the Intern Super who then persuades interns to function. Knowing who is as important in organization as knowing how. So hold some meetings, small and large, and thresh out the bugs.

10. Missing materials is a C/S point of upset.

WHAT IS A COURSE? PL can be out on tech courses to a degree that you wouldn't believe. Not only no routing form or roll book but NO MATERIALS.

The books, HCOBs, tapes MUST be available. They exist. It is suppressive to run a course without them. Pubs Org, CLOs have them. Financial Planning can't deny this necessity as they're what their income comes from.

Qual MUST have a complete *and safeguarded* library for use in Cramming actions.

Under Omitted Materials would be omitted meters and at this writing there is no restriction on these and supply is abundant.

The "no materials" gag is the last straw for a C/S.

Future auditors won't have a clue and current auditors will have no way to find out.

So the C/S must not permit "economy" or plain laziness or "we sent a despatch three months ago" to get in the road of materials. IT IS CHEAPER TO PUT SOMEBODY ON A PLANE WITH A CHECK TO BRING THEM BACK than to do without materials.

So a C/S should definitely defend himself against a "no materials" blockage and handle it.

11. No study. When one has materials and particularly when one is getting new materials, a breakdown can occur when the materials, especially new ones, aren't *read*.

A technical person must keep up with the advances in technology. That is true of any profession.

A primary failure of new technology is (you won't believe it, but it is true) the materials aren't read before the process is tried!

I have even caught Class IXs out on this, believe it or not, so don't think it can't happen.

Process G is received. Auditors audit it. Process fails. Why? Auditors never read the bulletin first!

SO BE SURE YOUR AUDITORS READ THE MATERIALS AND CHECK OUT BEFORE THEY DO THE PROCESS.

Write C/Sec like this:

"Auditor to Cramming to check out on HCOB _____.

When attested, do the following: 1. _____."

Do this on new materials and, on new auditors, on any materials you believe he may goof.



Why have the first 12 pcs on Process G go sour just because the auditor only glanced at the commands and missed the tech?

Interiorization Rundowns are *still* in this category in some areas. The auditor doesn't study and clay demo the pack before doing them. So they fail.

Now and then Power hits the same snag.

So, simple as it seems, get new materials read and checked out in Cramming as the first part of a C/S on them!

And get new materials read. And keep up on them yourself.

12. Hidden data line trouble can wreck an HGC (and the org and field).

A "hidden data line" is a pretense that certain data exists outside of HCOBs, books and tapes. It can include "data in HCOBs is conflicting" and "nowhere does it say how to _____." This is deadly and a C/S should work hard to stamp it out. THE CAUSES OF A HIDDEN DATA LINE OR IMAGINED CONFLICTS IS A FAILURE TO USE WORD CLEARING METHODS TWO AND THREE ON COURSES AND A FAILURE TO USE AND ONLY USE METHOD TWO IN CRAMMING.

A C/S can go straight up the wall trying to grapple with these omissions and eventually begin to believe that it takes 500 cramming chits to make an auditor who still isn't made and that flubless auditing can't be done from HCOBs, books and tapes. As soon as a C/S finds his cramming orders getting too thick, he should check:

- a. Is Method 2 (meter) Word Clearing used hard in Cramming as a first action?
- b. Are Methods 2 and 3 Word Clearing in use constantly on tech courses?
- c. Is Method 1 Word Clearing (full rundown) available and faultlessly done on every auditor?

Get these points IN.

Poof! The hidden data line vanishes. (See Word Clearing Series 16.)

Word Clearing has been around for years, but people sometimes are themselves so fogged by misunderstood words that they don't hear you at all when you say **USE WORD CLEARING!**

13. Invalidation kills auditors. So don't chew on them any harder than is necessary to get the job done.

Get “To Cramming” to mean “normal procedure even for Class XIs.”

We had one student who every evening gasped with relief that he hadn’t been sent to Cramming. We finally found out that he was really terrified *he* would be found out for false study stats!

Only when an auditor refuses to go to Cramming do you begin to push.

The auditor sent to Cramming to do an action must not do the action on another pc until he has been to Cramming on it.

This can “hold up production” in somebody’s mind. But how an auditor can *produce* anything while flubbing is someone else’s misunderstood, not mine. He can’t. Better five hours in Cramming and one good session than no Cramming and five goofed sessions.

The *real* invalidation of an auditor is failing at tech. So don’t let them fail. “Johnny, your TRs are too hard to hear. Get over to Cramming and get hearable,” is perfectly acceptable. If it is correct.

So invalidation could be defined as:

- a. Letting an auditor lose.
- b. Correcting things he does right.

That’s about the extent of invalidation.

-
14. Auditor morale depends not on PR (Public Relations) or phony stats. It depends on actual, honest completions.

A well-trained auditor allowed to get completions will have high morale.

Thus, a C/S must push an auditor toward:

- a. Flubless tech.
- b. Completions.

You keep pushing and he’ll make it.

You don’t push or push on the wrong things and he won’t.

As to completions, try to get auditors to do the whole program so something is completed. This is for the auditor not the pc. The Auditor’s Code on a frequent change of auditors was written for pcs. But it also applies to auditors. Let them complete programs. Even if they spend half the day in Cramming. Don’t yank them off cases. And don’t let your D of P assign auditors to different cases or he’ll soon have downtone, apathetic auditors who never see what their auditing finally does for one particular pc.

Auditor morale has little to do with anything but the above two things.

Also, if you have those two things in as a C/S, you will see something new happen. Pcs will be around slapping auditors on the back and cheering the org and the place becomes a very happy place.

So work for auditor morale with pushing them relentlessly toward flubless tech and toward completions.

The above actions are numbered. If a C/S were to work to get these in, one by one, and if he then went over them again and again, he would wind up about the most complimented upstat C/S anywhere around.

These are the giant points to get in while plugging along each day, C/Sing the usual and handling the noise.

The way to get out of cope is to organize. And these fourteen points give a sequence of organizational steps that lift one out of cope and into a smooth productive time of it.

The org would become very prosperous.

The staff would be very happy.

The field would be delighted.

Just remember that when you reach an average 700 well done auditing hours, you better have a new C/S in training and persuade him to follow himself these 14 points in a new and necessary additional HGC.

L. RON HUBBARD
Founder

Remimeo

C/S Series 58

PROGRAMING CASES BACKWARDS

When you see a case that has struggled along through 200 hours of processing without much gain, you sometimes see a C/S has only recently ordered, or has not ordered at all as yet, an Interiorization RD check and a Green Form No. 40 Expanded. That would be programing backwards.

The tools of auditing are the Grade Chart processes and the numerous correction lists.

Like a gardener, a C/S has the choice of numerous tools to raise a flower.

If you were to see a gardener digging holes with the lawn mower and cutting grass with a spade, you would say he needed to be checked out on the use of his tools, what each is for.

Similarly, running Power on someone who needs Dianetics, doing a Life Repair on someone who is ready for R6EW, would be a misuse of tools.

Similarly, going on auditing someone on Dianetics who desperately needs his ruds put in or an Interiorization Rundown is wasting auditing and messing up a preclear.

Let me give you some examples I have seen recently:

- A. Case audited through many major actions since his Int RD. Auditor and C/S in despair. Pc not progressing. A C/S 53 disclosed the Int RD was faulty *and* its repair was also faulty. Int RD was handled. Case began to run. Months of auditing had been wasted. Needed had been a C/S 53 where out-Int would have shown.
- B. After 200 or more hours of no change in his personality graph (Oxford Capacity Analysis), the pc came up with the withhold that he was a homosexual and also that he did not know what "Scientology" meant. About 2 years of auditing had been wasted. Needed had been Word Clearing and rudiments.
- C. After scores of hours of no-win auditing and no graph change, it was finally decided to run a GF 40X and found the person practiced witchcraft!

- D. After a year of auditing on major grades, all wasted, it was finally found that the person had had a leg injury he was trying to cure that required only a simple Dianetic assist. Today that would be a C/S 54. He had never had a Pc Assessment Form.
- E. After racing from Power to OT III without doing any real auditing or having any change, it was found on a GF 40X that the whole world had been unreal and the person could not begin to face the idea of looking at pictures or the bank and had not been able to since her first drug experiences. Needed had been Objective Processes, CCHs, Op Pro by Dup, etc., which get a drug addict to look and be aware.

All these are simple if flagrant errors in ordering the right program actions.

In order to be able to say what should be done on the case, one has to have three things:

1. Data about the case.
2. A knowledge of what lists are available.
3. Auditors who can do the actions required.

From a C/S point of view, all these things are under the C/S's control.

DATA

In the Class VIII materials the 7 Resistive Cases are described. The full lot of them are now found in GF 40X.

There are numerous other lists for assessment.

If a C/S really doesn't know his lists, he can order them all, Method 5, and take his choice of symptoms.

Also a C/S can have the pc simply asked questions.

From this data a C/S knows why the case is not running well and can order the actions to remedy it.

If nothing is wrong, complete the earliest incomplete grade on the Grade Chart.

KNOWLEDGE

A C/S who is well word cleared on his materials and has studied on the courses knows what things hang a case up more than what other things.

This gives one the knowledge necessary to choose what lists.

Case no-case-gain, then it's GF 40X.

And to keep from auditing over an out-Int RD there is C/S 53.

And for chronic aches and pains there is C/S 54.

And for “might be anything” there’s a GF.

What lists and actions that can be done are for is very easy to sort out.

AUDITORS

If a C/S’s auditors aren’t flubless or expert, one needs to get in a Cramming and needs to get hired and interned lots of new auditors. C/S Series 57, A C/S AS A TRAINING OFFICER, solves a lot of this. And a Tech Establishment Officer is vital to keep it solved.

Then auditors, the numbers and quality of, are not on the C/S’s plate as a continual problem.

Scientists want to audit. They will go on auditing as long as you make them audit well enough and C/S for them well enough to keep them winning on pcs.

SUMMARY

So the tools of the C/S are:

1. Data from pcs.
2. Knowledge of list uses.
3. Knowledge of the Grade Chart.
4. Auditors.
5. The organization of delivery.

L. RON HUBBARD
Founder



C/S Series 59R

DIANETIC LIST ERRORS

It *can* happen that a Dianetic list of somatics, pains, emotions and attitudes can act as a list under the meaning of the Laws of Listing and Nulling as per HCOB 1 Aug. 68.

The most violent session ARC breaks occur because of list errors under the meaning of Listing and Nulling. Other session ARC breaks even under withholds are not as violent as those occurring because of listing errors.

Therefore, when a violent or even a “total-apathy-won’t-answer” session upset has occurred in Dianetics, one must suspect that the preclear is reacting under the Laws of Listing and Nulling and that he conceives such an error to have been made.

The repair action is to assess the prepared list which corrects listing errors. This is L4BRA—HCOB 15 Dec. 68 amended to 18 Mar. 71.

It is used “On Dianetic lists _____” as the start of each of its questions when employed for this purpose.

When a pc has not done well on Dianetics and when no other reason can be found, the C/S should suspect some listing error and order an L4BRA to be done “On Dianetic lists _____” at the start of each question.

Each read obtained on the list is carried earlier-similar to F/N as per HCOB 14 Mar. 71R, F/N EVERYTHING, or, preferably, the list is found in the folder and properly handled in accordance with what read on L4BRA.

Dianetic lists can be carried to an item that blows down and F/Ns.

This does not mean the item found is now wholly clean. Even though it F/Ned it will in most cases need to be run on secondaries and/or engrams (R3RA Quad) to erasure and full Dianetic end phenomena. (Ref: New Era Dianetics Series 1 through 18)

A C/S must be alert to the fact that:

- a. Extreme upsets and deep apathies are almost always list errors.

- b. That a Dianetic list can be conceived to be a formal list and can behave that way.
- c. L4BRA is the correction list used in such cases.
- d. Laws of Listing and Nulling, HCOB 1 Aug. 68 can sometimes apply to Dianetic lists.

Very few Dianetic lists behave this way but when they do they must be handled as above.

L. RON HUBBARD
Founder

Remimeo

C/S Series 60

THE WORST TANGLE

Sometimes a C/S gets a terrible tangle handed to him as follows:

1. INTERIORIZATION RUNDOWN IS UNDONE OR MESSED UP.
2. FAULTY LISTS HAVE BEEN DONE.
3. THE PC IS IN A HEAVY ARC BREAK, WITH PTPs AND W/Hs.

Now, each *one* of these three things “must be done first.”

Auditing cannot be done with *Int messed up* except to handle the Int RD.

Auditing cannot be done over *bad lists* without repairing the lists.

Auditing cannot be done over *out-ruds* without putting the ruds in.

So WHAT does the C/S do?

There is fortunately a different degree of upset in these three things.

Int RD trouble is worse than list trouble is worse than out-ruds.

Therefore, the correct C/S would be to:

1. Repair Int
 2. Repair lists
 3. Put in ruds.
1. Repair Int RD is done by using L3B on each flow. And (on Flag) by dating to blow and locating to blow.
 2. Lists are repaired with L4B on each list, preferably with the list available and preferably with the actual list repaired (such as added to if incomplete or correct item found and given to pc).
 3. And if the pc also had out-ruds THESE ARE NOW PUT IN WITH “Have you been audited over an (ARC break, PTP, W/H)?” as the pc has been.

It will all come out all right if properly done.

Very few pcs get that messed up. But when they do, even they can be untangled.

If a lot of engrams were also run on top of that and these are also in the mess, repair them last as a fourth action.

And don't forget to send auditors responsible to Cramming and report C/Ses who get a case *that* snarled up.

C/S Series 53 is written with the above sequence of handling. But it omits ARC breaks (as these don't raise or lower TA out of normal range). And C/S Series 53, as it is designed only for high or low TA, does not cover the trick of putting in the ruds as "Were you audited over an (ARC break, PTP, W/H)?" as it purposely has to omit ARC breaks.

Hope this helps.

L. RON HUBBARD
Founder

C/S Series 61

**THE THREE GOLDEN RULES
OF THE C/S
HANDLING AUDITORS**

There are three firm rules in handling auditors which make the difference between good auditors and poor auditors or even having auditors or no auditors at all.

1. NEVER FAIL TO FIND AND POINT OUT AN ACTUAL GOOF AND SEND THE AUDITOR TO CRAMMING.
2. NEVER INVALIDATE OR HARASS AN AUDITOR FOR A CORRECT ACTION OR WHEN NO TECHNICAL GOOF HAS OCCURRED.
3. ALWAYS RECOGNIZE AND ACKNOWLEDGE A TECHNICALLY PERFECT SESSION.

By reversing these three things, a C/S can wreck and blow every auditor in the place.

By *always* doing these three things correctly, the C/S winds up with splendid auditors.

An auditor who knows he goofed and yet gets a well done doesn't think the C/S is a good fellow. He holds the C/S in contempt and his auditing worsens.

An auditor who didn't goof and yet is told he did becomes bitter or hopeless and begins to hate the C/S.

The test of a C/S in the auditor's eyes is "Is he 'spot on'?" meaning is the C/S *accurate* in giving the right program, the right C/S, spotting the goof and ordering cramming, and being well enough trained to see and commend a well done.

You never get bad indicators in an auditor or student when you state the truth.

You only get bad indicators when your statement is not true.

"PR" (public relations cheery falsehoods) has nothing to do with getting good indicators.

Good indicators in auditors are made with TRUTH.

“You goofed, go to Cramming, do TRs 101 to 104 until you cease to alter commands.”

“Well done by Exams. Practice handwriting so I don’t take so long reading your worksheets.”

“This F/N VGIs at session end and the Bad Exam Report do not agree. Is there any way this report was falsified? Is there any goof you didn’t write down?”

or

“Very well done” on a very well done totally ON-tech, ON-admin and correct auditor’s C/S session.

Auditors work well even for a bad tempered C/S *when* that C/S is always “spot on” with program, C/S, auditor’s grade or censure of auditor and TO CRAMMING.

Auditors like a businesslike, accurate C/S.

A “good fellow” C/S who “lets it slide” and says nothing becomes a very bad fellow indeed in auditors’ eyes.

A C/S who doesn’t recognize and who invalidates good auditing is looked on as a suppressive even when it’s just ignorance.

The Golden Rules of C/Sing are:

1. Never fail to find and point out an actual goof and send the auditor to Cramming.
2. Never invalidate or harass an auditor for a correct action or when no technical goof has occurred.
3. Always recognize and acknowledge a technically perfect session.

Only those C/Ses who follow these Golden Rules are truly loved by their auditors.

L. RON HUBBARD
Founder

C/S Series 62

KNOW BEFORE YOU GO

A C/S may and *should* know exactly what is wrong with a case.

When he “knows” by hunches or intuition and does not bother to confirm or make a wider effort, he can miss the case entirely.

Example: C/S says to himself—I know what’s wrong with Joe. His wife. So I’ll C/S “O/W on your wife.”

Some of the time the C/S will be right. This gives him a win and confirms him in sloppy C/Sing. He does not bother to know before he C/Ses.

A C/S who gets a low percentage of cracked cases and a low percent of F/N VGIs at Examiner usually fails to “know before he goes.” He just goes, which is to say he just writes programs and C/Ses without finding out enough about the case.

A skilled C/S may very well be able to figure out exactly what’s wrong with the case. That’s his job. But how does he find out anything about the case at all?

The answer is very simple. So simple it gets missed. **THE C/S GETS DATA ON THE CASE.**

How does he do this?

The broadest, most used answer to how to know is prepared lists. These have all sorts of questions on them that read or don’t read. There are *lots* of these lists beginning with the famous Pc Assessment Form. There are all sorts of lists. An end product of any list is **DATA ON THE PC ONE USES TO PROGRAM AND C/S THE CASE.**

The next answer to how to get data is lists prepared by the C/S himself and which are assessed by the auditor.

Another answer is two-way comm on questions written by the C/S. “What do you consider hasn’t been handled on your case?” is a jewel which gives you the hidden standard to list and null and run “Who or what would have ___?” to BD F/N item and O/W on the item found. But there are dozens more. “How do you feel about your family?” “R-factor: The C/S is concerned about your saying your case sags after wins in auditing. Could you tell me exactly what happens and what your history has been on this?” There is no limit to such questions. And, if taken from what the pc says to Examiner or from auditors’ comments on worksheets, they will usually F/N. But mainly they give *data*.

When regular actions fail, there is always the D of P. “D of P to interview Richard Roe and find out what he’s trying to do in session. Also how he looks, mannerisms, etc.”

Data, data, data. Now you have a picture of this case.

COMBINED ACTION

Usually, by prepared lists issued or from C/S prepared lists, the C/S finds and *gets* handled by the auditor in the same session much of what is wrong. This combines finding out with handling.

Any prepared list carried to F/N on each read (Method 3) or the indicated action done will give case gain. Maybe it’s all the case gain one could ask for.

But such reads even if F/Ned and the text in the worksheet give the C/S new data about this case.

BROAD SHOOTING

Even if he now KNOWS, the C/S does not narrowly shoot at one target. He gives alternatives as well in his C/S.

Example: C/S knows pc is concerned about F/Ns. He does not necessarily just write “Prepcheck F/Ns.” Instead the C/S writes “Assess auditors, auditing, Dianetics, Scientology, F/Ns, processing, false reads. Prepcheck each reading item, taking largest read first.” This gives a broader band, more chance of hitting the button needed.

There are many ways to do this. Example: You “know” it is a misdefined word. You don’t C/S “Find the misdefined word.” You write, “Assess Method 3 and handle the Word Clearing Correction List.” For you see, the session might also have been run over an out-rud.

EVALUATION

To abruptly C/S everything the pc has just said is a Q and A. But worse, it can lead to evaluation.

LITTLE FLAGS

Pc remarks are like little flags that may signal a much deeper deposit of aberration. Only the little flag shows. “I don’t like women,” can uncover a whole background. “I keep getting this pain in my side” opens the door to a whole chain of operations and one to be done next week!

But by the broad rule, the C/S doesn’t dive at it. He says “Pc has pain in side. (1) C/S 54.”

Not “List the somatics in his side.” But a whole coverage of accidents, illnesses. *One* will also have a side pain as a result. “Appendicitis operation” is enough to give anyone a pain in the side if never audited out!



TAGGING CASES

A C/S who sees a case is thick foldered and not well, tags the case “Resistive.” There are 7 Resistive Cases listed in the Class VIII material. For this the C/S has “GF 40 Expanded Method 3” and then handles the lists and engrams indicated in it in his next C/S.

If *this* doesn’t handle, the case is in an out-ethics situation that should be looked into.

The C/S mentally tags the easy ones and the tough ones. The tough ones he plays on the Resistive Cases side.

The C/S can also find an auditor considers a fast case a bad case when it is just a fast case.

PRIMARY RECORD

The primary record is the pc’s folder. When the case does not run well it can be assumed that the case is:

- a. Resistive
- b. Errors have been made in auditing.

These two assumptions are valid in all cases which do not easily resolve. They are both valid because the case, being resistive, was running poorly, was hard to audit and C/S earlier.

From the folder, from prepared lists, from C/S’s own additions to prepared lists, from C/S’s own prepared lists, from two-way comm on questions and from D of P interviews one can get ENOUGH DATA TO INTELLIGENTLY PROGRAM AND C/S A CASE.

All this may seem very obvious. BUT, in Word Clearing the most common C/S error has been to fail to order a Word Clearing Correction List done. Instead one reads, “Correct the last word found.” This misses that the whole thing may be being done over a withhold or ARC break. It might be another word entirely. So a C/S who does this risks the wrong target. He is not C/Sing broadly enough.

Also one sees a repair or life program consisting of two or three special processes and without any lists at all.

One also sees a program which seeks to handle several things the C/S “knew” were wrong followed by “(8) C/S 53, (9) GF 40X, (10) C/S 54.” Having gone, this program then seeks to find out. It’s quite backwards.

Thus, the C/S who goes before he knows is going to have an awful lot of no F/Ns at the Examiner.

The watchword is KNOW BEFORE YOU GO.

L. RON HUBBARD
Founder



C/S Series 63

C/Sing FOR NEW AUDITORS OR VETERANS

There is a considerable difference between C/Sing for interns and new auditors and C/Sing for veterans.

This shows up mainly in C/Sing prepared lists.

For an intern or new auditor or one who is not very experienced or expert, the rule is that a C/S gives as little thinking to do as possible in the session.

It is enough for such an auditor to do the actions. It is too much to also ask him to use judgment or work something out *while* auditing.

A veteran on the other hand knows the tools so well that he can also figure out what to do.

Example:

C/S for nonveteran:

1. Assess GF Method 5 and return to C/S.

C/S for a veteran:

1. Assess GF Method 5 and handle.

It is quite a trick to assess a whole list, then take the biggest reads and handle. It is quite beyond an auditor who is still worrying about his TRs or how you run a meter.

In an effort to speed up lines or escape work, a C/S can err *badly* in this. It becomes mysterious why Word Clearing Correction List ceases to work, why F/Ns are few at the Examiner.

Giving an inexperienced auditor the responsibility for assessing a list and also handling it is in fact asking him to audit and to a faint degree C/S in the chair. It is quite beyond a green auditor.

Given that he knows his tech, most of a C/S's troubles come from:

- a. Asking green auditors to follow C/Ses for which they have not studied the HCOBs or on which they have not been crammed,
- b. C/Sing for green auditors to decide something in session or combine actions such as assessing and handling without a new C/S in between,

- c. Not sending the auditor (green *or* veteran) to Cramming for *every* goof,
- d. Having no Cramming.

It takes a while to make an auditor.

The C/S is responsible for all actions in the session. He has only himself to blame if he is asking someone to C/S for him in the chair.

It is easier to plan out and write up the needed GF actions (or any other list) from the Method 5 reads than it is to correct a messed-up handling. It does not save any time at all but more than likely makes new problems for the C/S.

It is very easy to have even a green auditor assess some prepared list. One can even now say, “Take the list just assessed and do 2WC on each item I have marked. Carry each E/S to an F/N before leaving it.” The C/S simply puts a dash ahead of each item that read in the assessment.

The C/S can also number the items in different order than the list (because of better programing or bigger reads) and have each one handled to F/N.

An L3B can be ordered “Method 5” and then the C/S can get it back and precisely order what’s to be done with its reads. And in what sequence.

This is true of any prepared list.

The only small hitch is that a C/S has to be there and available so as not to stall the session. Even so, in the long run it is faster because less mistakes are made. Assess—send to C/S—handle. Instead of “Assess and handle.”

This even applies to a C/S 53 or C/S 54 or White Form or GF 40X. Any prepared list.

Perhaps this will greatly improve your F/N VGI ratio.

L. RON HUBBARD
Founder



HCO BULLETIN OF 5 OCTOBER 1971

Remimeo
Qual Hats
Tech Estab
Officers

C/S Series 64
F/Ning AUDITORS

Students who study well are said to be F/Ning students.

An auditor who is auditing well could be said to be F/Ning the whole time.

When an auditor goofs or is having a rough time because of his own TRs and misunderstood words and lack of data, he is not F/Ning.

A C/S who lets an auditor struggle along without insisting on a Cramming being in existence and without sending an auditor to Cramming on each goof is actually condemning the auditor to a miserable time.

When an auditor's production is low and when he is making goofs, he is not an F/Ning auditor. This shows up heavily in the exams of his pcs. These exams will drop away from F/N VGIs.

An auditor should be sent to Cramming when his production is low or he goofs in order to get his TRs, misunderstood words and lack of data remedied.

Cramming should be carried out until he is F/N VGIs.

EVERY AUDITOR LEAVING CRAMMING SHOULD GO THROUGH THE EXAMINER.

The Exam Report with TA and needle state and indicators should be done exactly like a pc report.

Compliance reports on the cramming cycle should have the Exam Report attached so the C/S can see if the fault was remedied. If it was, then it will be F/N GIs.

This also puts Cramming on its toes.

An auditor, just crammed, who doesn't F/N VGI should be hauled straight back into Cramming, for the cycle is incomplete or invalidative or faulty in some way.

Cramming Officers who win on auditors and students are F/Ning Cramming Officers.

C/Ses who send auditors to a good Cramming for every goof will wind up as F/Ning C/Ses.

L. RON HUBBARD
Founder

C/S Series 65R

[Note: C/S Series 65R does not exist as a numbered issue in this series. The original C/S Series 65R, BTB 6 Oct. 71R, AUDITING OF STAFF AND PUBLIC was not written by LRH and was cancelled.]

Auditor Admin Series 15
C/S Series 66

AUDITOR'S WORKSHEETS

A very fast way for a C/S to do himself in is to fail to insist on GOOD LEGIBLE HANDWRITING.

When a C/S has auditors who can't write well and rapidly, he gets misunderstood words when he tries to read the worksheets.

One temporary solution is to make the auditor block print the word in red above each hard-to-read word. Some auditors go to an extreme of block printing the whole W/S.

The more permanent solution is to have auditors in Cramming practice writing WELL and CLEARLY no matter how slowly and then, maintaining the same clarity, speed it up. The auditor after many such practice sessions winds up writing clearly and fast. This can be increased until an auditor can write clearly as fast as people talk.

The occasional headaches a C/S might get are not from the restim of the case he's studying but are from the words on W/Ses he can't make out.

If a C/S does not insist on both block print clarification *and* auditor writing practice, he will wind up not reading worksheets and may even get foggy about certain cases.

A remedy is to go back to the first folders not understood and get the words clarified and then keep this C/S Series HCOB IN.

L. RON HUBBARD
Founder

PS: In the nineteenth century secretaries wrote beautiful copperplate longhand faster than a man could talk. So don't say it can't be done.

C/S Series 67

[*Note: C/S Series 67 does not exist as a numbered issue in this series. The original C/S Series 67, BTB 30 Nov. 71R, THE CODE OF A C/S, was not written by LRH and was cancelled.*]

Remimeo
All C/Ses
Cramming
Officers

Cramming Series 2

C/S Series 68R

THE C/S AND CRAMMING CYCLES

A fast way for any C/S to go into doubt about the skills of his auditors is to send them to Cramming and get only a “done” back.

Cramming is there to find the real cause of any error. So if this is not made known to the C/S, he has a “something is wrong with Joe’s TRs” which hangs up in time and never is resolved.

A response from Cramming to an order from the C/S to “check his TRs—pc’s TA went low in session—” which states: “I checked his TRs and they are good. But he audited the pc in a room that was overhot and the cans were too big. He has been drilled on Auditor’s Code and session environment handling and HCOBs on TA errors and now has this down pat. It won’t happen again,” leaves the C/S in no doubt as to what really happened. What’s more, he can order this repaired on the pc by a “2WC on times he felt worried about his TA or F/Ns” taken E/S to F/N (which will clear it up).

Furthermore the auditor now knows that the C/S knows what the real error was, doesn’t get hung with a withhold or a false idea about his TRs from the C/S.

In essence one is putting the exact truth on the line.

So the following rule is now mandatory in all HGCs and Quals:

THE CRAMMING OFFICER IS ALWAYS ON ANY CRAMMING ORDER TO REPORT THE EXACT OUTNESSES FOUND OR THE EXACT SESSION GOOFS, WITH ANY ADDITIONAL DATA, IN DETAIL, TO THE C/S.

A C/S receiving a cramming order back which hasn’t found the real cause of the error or which is incomplete or does not make sense when compared with the session and its results **MUST** return the cramming slip to the Cramming Officer requiring the cram be completed or the actual outness found and corrected.

A good C/S should be able to spot such outpoints at once. He would go over the session with the Cramming Officer and point out what it is he wants handled.

This data is not theoretical but is taken from actual, practical experience in C/Sing.

L. RON HUBBARD
Founder

Assisted by
Flag C/S

C/S Series 69

REPAIRING A CASE

(Previously entitled C/S Series 69
Addition, C/Sing CHECKLIST)

The time-honored way of seeing what has to be repaired in a case not running well is:

GO BACK IN THE FOLDER TO WHERE THE CASE WAS RUNNING WELL AND COME FORWARD.

The major error or departure is in the very next session after that. The bugs after the high point should be repaired as the fast action to set the case going again.

The repair and handling of bogged cases is the finest skill of a C/S. Really it is why he is there.

To do this he has to know the C/S Series thoroughly, know all the materials of all levels he is C/Sing better than the auditor.

The use of prepared lists, W/C Correction List, Green Form, C/S 53, GF 40RR, Int-Ext Correction List, LIC and others, including "Have Examiner ask the pc what happened in session" are used to get information and correct, as well as folder studies. **KNOW BEFORE YOU GO.**

L. RON HUBBARD
Founder

Revision assisted by
LRH Technical Research
and Compilations

Remimeo
Cramming Officers
C/Ses

Cramming Series 8

C/S Series 70

HOW TO WRITE UP A CRAMMING ORDER

There is a certain technology on how to write up a cramming order.

1. Isolate the exact outnesses in the folder.
2. Order those HCOBs or PLs crammed.
3. Now look in a slightly wider circle around the data flunked and get which *basic* is involved (e.g., Auditor's Code, TRs, metering, handling the session, handling the pc, etc.) and get that crammed, too.

The C/S can have a feeling the intern or auditor is doing something peculiar in a certain area (e.g., weak TR 1 or slow TR 2; or can this auditor see the pc, meter and worksheets all in the same range of vision?) and request that this be looked into and handled.

There is a great spirit of cooperation between the Cramming Officer and the C/S.

Together they are building a better Bridge in their org and Keeping Scientology Working.

L. RON HUBBARD
Founder

Assisted by
Qual Aide

Remimeo

C/S Series 71

D OF P OPERATES BY OCAs

A Director of Processing is a director of PROCESSING of cases.

All his functions are involved with this. He MUST understand his title and what its duties involve.

It is his job to get people PROCESSED.

To do this he has to KNOW (a) what people there are to be processed, (b) how much processing they will need, (c) what facilities can be maintained and expanded to get processing done and (d) to see that the processing is paid for and occurs.

The D of P does not have to be a C/S or to know C/Sing.

ALL HE HAS TO KNOW OF TECH IS HOW TO READ AN OCA, IQ, APTITUDE AND OTHER TESTS.

He does not even have to open a folder. If all he ever looked at was a pc's OCA (Oxford Capacity Analysis or by some other name), the D of P would win every time.

If the D of P considered his job as "To raise OCAs with paid-for processing and to be sure the pc is happier" he would be performing his duties.

To raise OCAs one has to know how to "read" an OCA. That's easy. It says how right on its border. Unacceptable, Needing Improvement, Desirable, etc.

An OCA with any point on the left side of the graph in low or undesirable range means the pc is out of valence. Any low point on the right side of the graph means the pc is crazy.

If the graph is not in the desirable range and the pc happy and looking better, the HGC has not done its job yet.

The D of P goes wholly on the idea of MORE AUDITING when he wants to raise a graph or IQ.

It's not up to the D of P what is audited, only that auditing is done. The C/S, if he knows his business, will say *what* is audited. The D of P just knows MORE AUDITING. A D of P can tell by the OCA improvement and improvement of

TONE and APPEARANCE of the pc and what the pc says in an interview whether the required high-quality result has been achieved. If it has not, then it's MORE AUDITING.

The REGISTRAR can have very similar functions as to graphs and where there is no D of P the REGISTRAR must do these things.

A D of P who has a backlog is a dog. It means he isn't getting auditors or recruiting Academy students or getting people to auditor intern and isn't BEING by DEFINITION a D of P.

If there is an "ARC broken field," look at the D of P. He didn't see that the OCA was raised and that the pc was happy before he left the org.

A good D of P has a potential processing line of EVERY OCA EVER GIVEN BY THE ORG.

He is in the business of raising graphs and making people happy with their auditing IN PAID VOLUME. If his HGC isn't turning out 700 well done hours a week, he's failing. If he is, he's a success. If he turns out more, a second HGC is needed.

The traffic cop is the D of P.

He has to know what traffic he will have and what traffic he does have.

He can be defeated by a poor Registrar, a poor C/S and a poor Qual. Therefore he has the right to demand these people get hatted. But he only has the right if he himself is hatted and doing his job. Given that, he can demand Comm Evs.

If a D of P exists, knows his job and does it, an org will become prosperous.

The first thing he has to know is the *meaning* of his TITLE.

The second thing is that his job is getting OCA graphs raised IN PAID-FOR VOLUME.

(By current US rates a D of P should be running at least a \$17,000 cash gross of auditing through an HGC each week to be considered a competent D of P.)

Any "field ARC breaks" is a direct reflection on the D of P. He didn't raise graphs and see people were happy before leaving.

During periods when the post of D of P was empty or "not on the org board" or not filled, the org has slumped.

The post is very important.

It is also a very simple, direct post.

Its duties are covered in C/S Series 25 along with others. But his use of the OCA is not listed there.

Procurement of auditors is currently the weakest point of a D of P's duties. Without this he cannot deliver volume. I have known Ds of P to train auditors themselves to have auditors and others to train Academy graduates after the course to have quality.

There are no limits on what a D of P can do—

So long as he is DIRECTING PROCESSING and RAISING OCAs *in paid volume*.

L. RON HUBBARD
Founder

Remimeo
Div 6 Personnel
Tech Personnel
Qual Personnel

C/S Series 71A

WORD CLEARING OCAs

An illegal practice has been uncovered in which the words on the Oxford Capacity Analysis, American Personality Analysis and other tests have been word cleared by testers and Directors of Processing.

Example: Pc does an OCA (or any test) that shows a state of case in July. He gets auditing. He takes another test that shows what the auditing did by August. If somewhere along this line a Test I/C or D of P word clears him on the test, the test will change. Entering this variable wipes out any possibility of establishing what the auditing did for the case.

Example: If a child is measured as to height and then fed certain foods to see if he will grow and then someone changes or stretches the tape by which he was measured, you can't find out if the food did any good.

In science this is known as holding a constant.

We don't give a hoot in hell if the pc understands the test or not. The next time he takes it he'll probably have the same misunderstandings but he'll have a change of opinion or even have a new cleverness or better memory and the test will change.

Therefore *none* of these things may ever be done:

1. Never tell the pc the right answers to a test.
2. Never tell a pc to look up words on a test he doesn't understand.
3. Never word clear the question sheet for a pc on *any* test.
4. Never answer a pc's question as to what a question means.

DO THESE THINGS

- A. Be sure any test person grasps this HCOB fully so he knows what a test is and why we test people.
- B. Never let a person who falsely reports routinely near a test line.
- C. Safeguard test answer sheets from being known or seen by unauthorized personnel.

- D. Use second test and third test question sheets, each different from the first one. (Tests are issued this way.)
- E. Give other tests (Aptitude or Otis,* etc.) to compare with the second or third OCA or APA if it is in doubt to see if the OCA has been “word cleared” or falsified.
- F. Groove in Examiners: Give a meter check on ALL ATTESTS at the Examiner. “Do you have any doubts or reservations concerning attesting to (whatever the attest is)?” Note any INSTANT read (a latent surge can occur as a protest). This question is asked before the question asking him if he wants to attest. E.g., “Do you have any doubts or reservations concerning attesting to Word Clearing Method One complete?” No instant read. Then ask the attest question, “Would you like to attest to _____?”

Never let an Examiner permit any attest or pass to even be asked for if the meter tone arm is high or low or not F/Ning. If an INSTANT read is gotten on the first question above, the Examiner does not ask the second question, and sends the folder back to the C/S.

- G. Require a meter check at Success with the TA position and needle behavior noted on the success form. Those with high or low TA and/or not F/Ning are not valid success stories. The Success person makes the meter check after the story is written, notes it without pc seeing it and smiles and acks. He does not refuse the story as it will ARC break the pc. But he must call it to the attention of the Dist Sec and Qual Sec that a false attestation and poor result came from Div 4 and it must be taken off Div 4’s stat.
- H. Both Examiner and Success must know of the False TA HCOBs so they don’t put the pc on wrong cans or use cans when the auditor used footplates.

This safeguards our test line.

The test line is a check on C/S and auditing quality. We are not trying to find out if Dianetics and Scientology work. We *know* that. We are trying to find out by test, Examiner and Success if it is being *properly* taught and *applied* in Div 4 and Dept of Pers Enhancement.

HONESTY is a primary requirement on test lines. PR types that falsify to attain status or seem good fellows need not apply for these posts and shouldn’t be on them.

THE PC OR STUDENT DEEP DOWN KNOWS WHETHER HE HAS MADE IT OR NOT.

If you or tests tell him he’s made it when he hasn’t, he will get a false opinion of you and doubt you.

*Otis: the Otis Quick-scoring Mental Ability Test, a type of IQ test.

If you tell him he hasn't made it when he has he will get a false opinion of you.

He will think you don't know your business and blow.

SANITY is basically HONESTY and TRUTH.

When false data or altered data is entered, this is ABERRATION.

So be *honest* and run a *sane* D of P, Examiner, Success and TEST line.

L. RON HUBBARD
Founder

Remimeo

C/S Series 72

USE OF CORRECTION LISTS

A current survey shows that the weakest point in C/Sing done in orgs is failure to use prepared lists for case correction.

There are some other points. For some reason C/Ses are being inventive instead of following the C/S Series and doing standard repairs and grades.

Probably the failure to use prepared correction lists derails the use of standard actions.

There are very few actions which do not have their own correction lists.

THERE IS NOTHING IN DIANETICS AND SCIENTOLOGY AS MIRACULOUSLY WORKABLE AS CORRECTION LISTS.

The only things which prevent the list from working are:

- a. AUDITOR'S METERING
- b. AUDITOR'S TRs.

METERING

When the auditor's meter is habitually placed where he cannot see (1) the meter needle, (2) the worksheet and (3) the pc **WITH ONE DIRECTED LOOK**, then he misses reads.

All three have to be seen at once.

The faults are:

- i. Eyesight poor
- ii. Glasses rims obscure one while looking at another
- iii. Position of the meter.

It is a standard cramming action to look into these points **WHENEVER A CORRECTION LIST IS SAID TO BE BLANK.**

For example a GF is done by Auditor A on Monday. It is done again by Auditor B on Tuesday. Reads are found by B. This means Auditor A is missing reads.

THIS IS FAR MORE COMMON THAN BELIEVED.

TRs

When an auditor can't be heard or is overwhelming the pc, the list won't be valid.

An auditor's TRs show up more quickly on a correction list than anything else.

A pc ARC broken by TRs 0 to 4 will not read properly on a correction list.

NUMBERS OF LISTS

The number of correction lists is large.

It is unthinkable to do Word Clearing without ever using a Word Clearing Correction List. Yet we find folders with bogged Word Clearing sessions where the list was never used.

There is the Green Form for general case upset, the Green Green Form for Solo, L1C for ARC breaks over a period, L3B for Dianetic bogs, L4B for listing and nulling goofs, Int RD Correction List for Int-Ext corrections, a Power Correction List for Power, GF 40R for resistive cases, C/S 53 and Hi-Low TA for TA misbehavior, L7 for Clearing Course, and others.

C/Ses trying to "solve cases" without using correction lists is like trying to repair flat tires without puncture patches. It just CAN'T BE DONE.

THE PRIMARY TOOL OF A C/S IS PREPARED CORRECTION LISTS.

It is not inventive ways of "solving cases."

METHOD OF USE

Where you have inexpert auditors, you always order Method 5, which is just a full rapid assessment. Then the C/S sorts out the reads and C/Ses what to do as *very* well covered on the lists themselves and the C/S Series.

Then the auditor does the C/S.

A Green Form is *always* done this way. It will bog on any other method like 3.

There are different methods of handling lists. L1C is always done Method 3, carrying each read as it is found earlier-similar to F/N.

A GF 40R is done Method 3 and then the engrams are run for each read where engrams are indicated.

It's up to a C/S to use correction lists, to coach his auditors into proper list use and to get corrected any misuse.

A C/S who can't or doesn't use prepared correction lists isn't a C/S at all but a "person puzzled about cases."

Correction lists, standard programs and the Grade Chart and grade commands and materials; these are the tools of the C/S.

There are NO others.

A C/S is one who uses these things. He is supervising that they are used when they are supposed to be.

L. RON HUBBARD
Founder

Remimeo
All Orgs
All Missions
All C/Ses
All Auditors
Tech/Qual

Solo C/S Series 10RB
C/S Series 73RB

**THE NO-INTERFERENCE AREA CLARIFIED
AND RE-ENFORCED**

Refs:

THE CLASSIFICATION GRADATION AND AWARENESS
CHART OF LEVELS AND CERTIFICATES

HCOB 12 Dec. 81	THE THEORY OF THE NEW GRADE CHART
HCOB 12 Nov. 81RD Rev. 20.4.90	GRADE CHART STREAMLINED FOR LOWER GRADES
HCOB 12 Sept. 78R Rev. 2.12.85	DIANETICS FORBIDDEN ON CLEARS AND OT's
HCOB 26 May 71R Rev. 23.10.83	C/S Series 38R TRs COURSE AND AUDITING MIXING MAJOR ACTIONS
HCOB 28 Sept. 82	C/S Series 115 MIXING RUNDOWNS AND REPAIRS
HCOB 27 Mar. 84	C/S Series 119 STALLED DIANETIC CLEAR: SOLVED

Modifies:

HCOB 3 Feb. 72	R6EW-OT III NO-INTERFERENCE AREA
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MAJOR ADVANCES

Two phenomenal technical advances made in recent years—New Era Dianetics and the technology resulting in the NED for OTs levels—have, by their nature, made it especially necessary to clarify and re-enforce the No-Interference Area.

These two powerful developments alone represent giant strides in the refinement of the technology. With their release in 1978 we were suddenly making Clears and OTs more rapidly than ever before.

One result of the research which culminated in NED and the NED for OTs levels was the discovery that Dianetics must not be run on Clears and pre-OTs. This required a full review of auditing materials to align all of the various levels and actions with that vital technical rule.

With the additional developments which followed upon the heels of these advances—the Purification Rundown, the Happiness Rundown, the shift in the Grade Chart which puts Grades 0 to IV before NED, the Clear Certainty Rundown and Sunshine Rundown, the new Solo Auditor Course Part I which can be

done in orgs, OT Preparations and Solo Auditor Course Part II done at Saint Hills or higher orgs, all of these major advances in themselves—I made certain that brand-new NED Clears moving up the Grade Chart through OT III, the NED for OTs levels and beyond would have available the tech they need, both auditing wise and training wise, each step of the way.

Some C/Ses and auditors have had confusions regarding the No-Interference Area and have not fully aligned the technical developments made in recent years with the basic principle and rules regarding the No-Interference Area. Some pcs, as a result, have been audited on actions which were not needed or which they should not have been given between Clear and OT III.

The route to Clear and OT is now swifter. It needs to be very well defined and handled standardly, from an administrative as well as a technical viewpoint.

Therefore, I have revised and updated this HCOB to state exactly what can and cannot be delivered in the No-Interference Area.

CLARIFICATION AND RE-ENFORCEMENT OF THE NO-INTERFERENCE AREA

The No-Interference Area is still the No-Interference Area, with exclamation points!

It is defined today as:

THE ZONE FROM NEW OT I TO OT III COMPLETION (FOR THOSE WHO WENT CLEAR ON NED) OR FROM R6EW TO OT III COMPLETION (FOR THOSE WHO DID NOT GO CLEAR ON NED).

This is the critical band of the Gradation Chart.

On Flag it was learned the hard way that you don't do other major auditing actions between these points.

Example: Pre-OT doing OT III is given the End of Endless Int Rundown. Result: You will have nothing but trouble, trouble, trouble. Right action: Get the pre-OT through Solo OT III to completion.

The rule is: FROM NEW OT I TO OT III COMPLETION (FOR THOSE WHO WENT CLEAR ON NED) OR FROM R6EW TO OT III COMPLETION (FOR THOSE WHO DID NOT GO CLEAR ON NED) ONE DOES NOT DO ANYTHING EXCEPT KEEP THE PC WINNING.

A person between New OT I and the completion of OT III (for those who went Clear on NED), may only audit on New OT I, OT II and OT III.

A person between R6EW and the completion of OT III (for those who did not go Clear on NED), may only audit on R6EW, Clearing Course, New OT I, OT II and OT III.

Pre-OTs in the No-Interference Area may only be audited on repairs for those levels (by a trained and qualified Advanced Courses Review Auditor), as covered by standard C/Sing HCOBs regarding these Solo levels.

EXCEPTION

Pre-OTs progressing well in the No-Interference Area should not be interfered with by Sec Checking or anything else. However, when a pre-OT is stalled or moving slowly, any of the actions listed below, as appropriate, can be ordered by a qualified C/S (Ref: HCOB 27 Mar. 84, C/S Series 119, STALLED DIANETIC CLEAR: SOLVED):

1. Nonaudited PTS handlings
2. Confessionals and O/Ws
3. The handling of postulates, considerations, attitudes, evil purposes or evil intentions (False Purpose Rundown)
4. Service Fac handling (bracket method only, no R3RA)
5. Disagreement Checks.

A pre-OT in the No-Interference Area would never be given Dianetics or Book One auditing (any R3RA as part of NED or a rundown or assist or repair list), lower grades, any Clay Table Processing, TRs or any Int Rundown.

For those who went Clear on NED, Power Processing (Grade V or VA), R6EW and the Clearing Course would also not be given.

THE AREA BETWEEN CLEAR AND NEW OT I FOR THOSE WHO GO CLEAR ON NED

A person who goes Clear on NED gets his Clear Certainty Rundown and Sunshine Rundown at an org qualified to deliver them, then does the Solo Auditor Course, Part I. From there he is promptly routed to a Saint Hill Org or higher for OT Preparations, Solo Setups, Eligibility for OT Levels Check and to continue on up the Bridge.

Orgs must not hold on to Clears unnecessarily and anyone who is Clear but not OT III had better be pushed up to OT III fast because otherwise he is at risk.

Persons who go Clear on NED and who are progressing and doing well should not be interfered with; however, when a Clear is stalled or moving slowly, any of the actions listed earlier under the "Exception" section may also be given to pcs between Clear and New OT I.

ADDITIONAL SERVICES THAT MAY BE DELIVERED BETWEEN CLEAR AND NEW OT I FOR THOSE WHO GO CLEAR ON NED

A person between Clear and New OT I may also receive the following actions to prepare him to move onto the OT levels:

- A. PTS Rundown and Suppressed Person Rundown, but no R3RA
- B. Scientology Drug Rundown
- C. Method One Word Clearing

- D. Int handlings if required, including End of Endless Int, but no R3RA
- E. The Happiness Rundown and any other such special rundowns that do not include R3RA, such as the Asthma or Allergy Rundown, Auditing Repair List for People from Est or Scientology Marriage Counseling
- F. Primary Rundown
- G. The Flag-only rundowns of L10, L11, L12
- H. Super Power
- I. Professional TR Course (with Clay Table Processing)
- J. The Hubbard Key To Life Course
- K. The Hubbard Life Orientation Course.

A person between Clear and New OT I would never be given Dianetics or Book One auditing (any R3RA as part of NED or a rundown or assist or repair list), Power Processing (Grade V or VA), R6EW or the Clearing Course.

THE AREAS BETWEEN OT LEVELS FOLLOWING COMPLETION OF OT III

Pre-OTs completed on OT III or who are completed on any other OT level may never be given Dianetics or Book One auditing (any R3RA as part of NED or a rundown or assist or repair list), Power Processing (Grade V or VA), R6EW, Clearing Course or lower grades. In the instance of someone who did not make lower levels before New OT I, yet started on the OT levels anyway (called a “bypassed case” per confidential AO materials), the person, after OT III, could be put back to complete some lower action that he had not honestly attained. This would ONLY be done at an Advanced Organization, by a qualified AO C/S.

The only other restrictions that apply to pre-OTs between any OT level following the completion of OT III are:

a. Pre-OTs in the area between the start of New OT V (Audited NOTs) and the completion of New OT VIII (Truth Revealed) may not receive the Happiness Rundown or the Flag-only rundowns of L10, L11, L12.

b. Pre-OTs in the area between the beginning of New OT VI (Solo NOTs Auditing Course) and the completion of New OT VII (Solo NOTs) may not receive any other auditing, with the exception of those services allowed in the No-Interference Area (between the start of New OT I and the completion of OT III) for pre-OTs who are stalled or moving slowly.

TRs

Never order TRs after Solo materials study or before OT III is attested.

TRs should be done before or during Solo study but not after materials are issued. And TR courses may not be done from then on to OT III.

A partially completed earlier TR course found to be hanging up a pc on Solo grades can be handled to completion and should be. This does not mean long additional hours of TR 0, nor does it mean auditing a pc on TRs Clay Table Processing. It usually means word clearing on the TR materials and rehab.

MAJOR ACTIONS

It is a very losing game to throw a major rundown in between R6EW (or New OT I for those who went Clear on NED) and OT III. The result is a mess.

The way to recover such a blunder is to get the pc rehabbed or to a rest point and then finish up the Solo grades to OT III attest and then complete the rundown.

SET UP

It is VERY important that a pc be fully set up with Purification Rundown, Objectives and any other needed drug handling steps, lower grades and any other needed lower Grade Chart actions, before he goes onto NED and goes Clear.

AUDITING SKILL

None of this states that you cannot improve a pc's auditing skill between Clear/R6EW and OT III (excepting only TRs).

BIG wins are to be had by doing so.

THE MAJOR CAUSE OF FAILURE ON SOLO GRADES IS THE INABILITY TO AUDIT.

The sources of failure on Solo are:

1. No or incomplete drug handling actions
2. Incomplete NED (Did not go Clear on NED but was incorrectly declared Clear when he had not made it.)
3. Case not set up
4. Inability to audit.

SUMMARY

Realize that from Clear (or R6EW) to OT III you have a closed band for other major actions.

So don't let people onto Solo auditing who have points 1-4 out.

If it has happened, patch it up as you can and let the pre-OT get on with it.

L. RON HUBBARD
Founder

Revision assisted by
LRH Technical Research
and Compilations

HCO BULLETIN OF 16 FEBRUARY 1972

Remimeo
All Tech
Terminals
All Auditors
Missions

C/S Series 74

TALKING THE TA DOWN MODIFIED

The expertise of talking the TA down should be preserved. It is a skill.

But we have had high and low TAs solved for nearly a year and don't have to talk them down anymore as a constant action.

Auditors SHOULD know how to do it. And then use it as a rare action.

The right way to handle a high TA is to:

Do HCOB 24 Oct. 71, HCOB 12 Nov. 71, HCOB 15 Feb. 72, each named FALSE TA, if it has not been done by the auditor on the pc.

THEN if TA is high don't talk it down or do unusual solutions, do a C/S Series 53 or a Hi-Lo TA Assessment and handle. The Int-Ext Correction List is done as indicated and so is the Word Clearing Correction List.

As far as a C/S is concerned, when the pc's TA is seen to be high at session start, he should order as follows: "Check as per False TA HCOBs," then when that is done he orders "C/S Series 53 assess and return to me." Or "Hi-Lo TA Assessment and return to me." He then rapidly C/Ses the required actions.

He should have a standing order with all his auditors:

IF TA IS HIGH OR LOW AT
SESSION START, DO NOT
CONTINUE THE SESSION
BUT SEND FOR A C/S.

An auditor should not in fact talk a TA down, we know now, as he may be auditing over an out-Interiorization Rundown, either not done or botched.

It therefore saves time if other auditing is not done when the TA is high.

In general practice it will now be considered standard for an auditor, Dianetic or upper class, to not start a session over a high TA but to call for a C/S.

And where there is no C/S it will be considered standard for an auditor, seeing a high TA, to at once do a C/S 53 Method 5 (assessing it all), and then handling.

THERE ARE EXACT REASONS
FOR A TA BEING HIGH AND THESE
TODAY ARE EASILY HANDLED.

There is no need to talk a TA down. It is faster to directly locate the reason it is up.

Smoothly handling such situations is the mark of an expert.

L. RON HUBBARD
Founder

HCO BULLETIN OF 10 APRIL 1972

Advanced Courses

URGENT

C/S Series 75
Solo C/S Series 13

PRE-OTs DON'T C/S

HCOB 31 July 71 II, corrected, required pre-OTs to C/S their folders for the next session.

I did not write this HCOB.

Research has proven that a Solo pre-OT who is required by any C/S to write a C/S for his next session can be put into that next session action.

This C/Sing for himself his own next session violates the "continued session rule" wherein an auditor does not "finish" a session by telling the pc "The process will be continued in the next session."

This puts the pc into continued sessions and in Solo *can* put the pre-OT from Solo auditing to self-auditing. There is a vast difference between the two. Solo auditing occurs in session with a meter. Self-auditing is out-of-session wondering and chewing on bank.

A Solo pre-OT must NOT self-audit.

He ends the session he has done when he ends session on his worksheet.

He then goes to Examiner and gets his exam. The Examiner sends the completed Exam Form to Solo Admin who puts it in the folder.

The Solo C/S then, from his study of the folder, does the next C/S for the pre-OT in proper C/S form. This is a diagonal two green stripes on the left-hand corner of the sheet, the pre-OT's name and date in black. The C/S itself is in black pen.

The pre-OT takes this C/S and does it in his next session.

In rare instances, when the pre-OT is going really well, the C/S permits him to do several sessions. The C/S can tell from Exam Forms that all is well. This **MUST** carry a notice "Come in at once to the D of P if you cease to audit or run into trouble. Do this C/S in the next several sessions. Come in for a new C/S the moment you feel this C/S is complete and are ready for a new C/S."

When no Exam Forms come in, the Solo D of P chases the pc up.

If a Solo Exam Form is bad, the *Examiner* must mark it “Urgent Attn Solo C/S” IN RED.

Solo Admin must alert the D of P who chases up the pc.

Tab is kept on ALL Solo pcs on lines by the D of P and, if one falls off lines, the fact must be visible to the Solo D of P who keeps a board on sessions with all pre-OTs’ names on it!

The above is the correct C/Sing line.

The worst features of a pre-OT doing his own C/Sing are:

1. He is not a trained C/S.
2. Sudden ideas pop up he wants to handle instead of going on and he gets into an off-line action when he should keep going.
3. A pre-OT can “rabbit” (run away from the bank) by proposing a C/S that does not make him confront it.
4. And last but far from least, a “C/S” by a pre-OT is an invitation to the Solo Case Supervisor to Q-and-A with it. (Q-and-A means to just repeat whatever another says as a lazy way out.)

Pc plus auditor is greater than bank.

In Solo auditing, C/S plus pre-OT is greater than bank.

Pre-OTs do NOT C/S their own folders!

THE PRE-OT *DOES* KEEP UP HIS SESSION SUMMARY EACH SESSION.

L. RON HUBBARD
Founder

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HCO BULLETIN OF 17 APRIL 1972R
REVISED 20 DECEMBER 1983

Remimeo
Tech/Qual
C/Ses
PTS/SP
Checksheet

C/S Series 76R

C/Sing A PTS RUNDOWN

Refs:

HCOB	9 Dec.	71RD	PTS RUNDOWN, AUDITED
	Rev.	28.3.89	
HCOB	20 Jan.	72R	PTS RD ADDITION
	Rev.	8.12.78	
HCOB	3 June	72RA	PTS RUNDOWN, FINAL STEP
	Rev.	8.12.78	
HCOB	31 Dec.	78RA II	OUTLINE OF PTS HANDLING
	Rev.	20.12.83	
HCOB	31 Dec.	78RA III	EDUCATING THE POTENTIAL TROUBLE SOURCE, THE FIRST STEP TOWARD HANDLING: PTS C/S-1
	Rev.	21.3.89	
HCOB	24 Apr.	72 I	C/S Series 79 PTS INTERVIEWS
			PTS HANDLING
HCOB	10 Aug.	73	PTS HANDLING
HCOB	10 Sept.	83	PTSness AND DISCONNECTION
HCOB	16 Apr.	72R	PTS RD CORRECTION LIST
	Rev.	20.12.83	
HCOB	29 Dec.	78R	THE SUPPRESSED PERSON RUNDOWN
	Rev.	20.12.83	
HCOB	30 Dec.	78R	SUPPRESSED PERSON RUNDOWN PROBLEMS PROCESSES
	Rev.	6.1.79	

Tape: 6510C14 "Briefing of Review Auditors"
Any subsequent issues on PTSness and its handling.

The whole point of a PTS Rundown is to make a person *not PTS any longer*.

The point is not to just run some processes. It is to have a person all right now.

To really understand this rundown, one would have to know what PTS is in the first place and why one was doing the rundown.

This would apply to the auditor as well as the C/S.

PTS means *POTENTIAL TROUBLE SOURCE*. It means someone connected to a person or group opposed to Scientology.

It is a **TECHNICAL** thing.

It results in illness and roller coaster and IS the CAUSE of illness and roller coaster.

When you do a PTS Rundown on a pc CORRECTLY, he or she should no longer be ill or roller-coaster.

BUT THIS INCLUDES THE PERSON HANDLING HIS PTS CONDITION IN THE REAL UNIVERSE, NOT IN JUST HIS BANK.

An auditor and C/S must:

- a. See that the person is handled properly in HCO or by the D of P if HCO isn't there so that the person handles the PTS connection itself. (See HCO PL 20 Oct. 81R, PTS TYPE A HANDLING.)
- b. Do the rundown correctly (see reference HCOBs above).
- c. D of P interview the person AFTER the rundown is "complete" to be sure the person is now all right (not PTS).
- d. Watch the person's folder for any new signs of illness and roller coaster and if these occur find out what was missed by assessing PTS RD CORRECTION LIST, HCOB 16 Apr. 72R.
- e. Handle the PTS RD CORRECTION LIST.
- f. Reinterview to be sure the person is all right now.

DATA

Anyone handling or auditing or C/Sing PTS cases should have done the current PTS/SP Course checksheet, which is based on HCO PL 31 May 71, the original checksheet for available tech and policy on the subject.

To this checksheet (HCO PL 31 May 71 and/or any subsequent revisions to it) must be added these issues:

HCOB 9 Dec. 71RD Rev. 28.3.89	PTS RUNDOWN, AUDITED
HCOB 20 Jan. 72R Rev. 8.12.78	PTS RD ADDITION
HCOB 3 June 72RA Rev. 8.12.78	PTS RUNDOWN, FINAL STEP
HCOB 31 Dec. 78RA II Rev. 20.12.83	OUTLINE OF PTS HANDLING
HCOB 31 Dec. 78RA III Rev. 21.3.89	EDUCATING THE POTENTIAL TROUBLE SOURCE, THE FIRST STEP TOWARD HANDLING: PTS C/S-I
HCOB 24 Apr. 72 I	C/S Series 79 PTS INTERVIEWS
HCOB 10 Aug. 73	PTS HANDLING
HCO PL 20 Oct. 81R Rev. 10.9.83	PTS TYPE A HANDLING
HCOB 10 Sept. 83	PTSness AND DISCONNECTION

HCOB 16 Apr. 72R Rev. 20.12.83	PTS RD CORRECTION LIST
HCOB 29 Dec. 78R Rev. 20.12.83	THE SUPPRESSED PERSON RUNDOWN
HCOB 30 Dec. 78R Rev. 6.1.79	SUPPRESSED PERSON RUNDOWN PROBLEMS PROCESSES
HCOB 17 Apr. 72R Rev. 20.12.83	C/S Series 76R C/Sing A PTS RD (this HCOB)

Tape: 6510C14 "Briefing of Review Auditors"
Any subsequent issues on PTSness and its handling.

PTS SITUATIONS

The hardest thing to get across about a PTS situation is that it IS the reason for continued illness and roller coaster (loss of gains).

The condition *does* exist. It is in fact common.

We *do* have the auditing tech to handle now.

The material has to be applied correctly, just like any other material.

The reason we do the rundown is not to do some sessions or sell some auditing or just explain why the person is like that. We do the rundown so the person will no longer be PTS.

The EP (end phenomenon) of the PTS Rundown is attained when the person is well and stable.

As a C/S you MUST put a YELLOW TAB marked PTS on a PTS-pc folder that stays on until the person is NO LONGER PTS.

If you do NOT do this, there will be about 25 percent of your pcs or more that YOU WILL BE IN CONTINUAL TROUBLE WITH! Because you will be C/Sing auditing for a person who is PTS, will be ill, will roller-coaster because the person has NOT been handled to EP on being PTS.

These people, by the way, (UNLESS they have received a standard PTS C/S-1) will tell you, "Oh, I'm not PTS." "But your father is suing the org." "Oh yes, I know, but it doesn't bother me. Besides, my illness is from something I ate last year. And I roller-coaster because I don't like the Examiner. But I'm not PTS."

The mystery is solved when you find they haven't a clue what the letters mean or what the condition is. If PTSness is to be handled, the pc must have an understanding of the basics involved, and it was for this reason the PTS C/S-1 was released in late 1978. (See HCOB 31 Dec. 78RA III, EDUCATING THE POTENTIAL TROUBLE SOURCE, THE FIRST STEP TOWARD HANDLING: PTS C/S-1.) The PTS C/S-1 must always be done before one begins any other type of PTS handling.

In cases such as the above, the PTS C/S-1 has been skimmed and nonstandard or, worse, not done at all. The handling is to get it done fully and correctly. It is very important to get PTS cases educated in the fundamentals of PTS/SP tech and to ensure they have a good grasp of the data in HCO PL 20 Oct. 81R, PTS TYPE A HANDLING. If, after this, they still want to know more, give them HCO PL 23 Dec. 65RA, SUPPRESSIVE ACTS, SUPPRESSION OF SCIENTOLOGY AND SCIENTOLOGISTS. (Remember, it has to be word cleared Method 4 or they won't have a clue even if they read it.)

We are on no campaign to rid the world of suppressives when we are handling a PTS pc. But facts are facts and tech is tech.

In handling a PTS person as a C/S, you are on a borderline of policy violation unless you make the person do what it says in HCO PL 20 Oct. 81R first. That handles the situation itself. Then you can handle the person with the PTS Rundown.

PTSness AND DISCONNECTION

Correct use of the data in HCOB 10 Sept. 83, PTSness AND DISCONNECTION, is a vital part of PTS handling. It is a C/S's responsibility to be fully familiar with the tech contained in that HCOB and to ensure its standard application as this, too, can have a bearing on the success of the PTS Rundown.

The PTS Rundown is a great rundown. Like any other, it has a standard way of going about it.

And note: Once the pc has been handled as a case on the PTS Rundown, the person to whom he was PTS may exist in present time and may still be making trouble. In this instance the pc must be given THE SUPPRESSED PERSON RUNDOWN. Its EP is nothing short of miraculous. (Ref: HCOB 29 Dec. 78R, THE SUPPRESSED PERSON RUNDOWN) This handles the OTHER person—the person to whom the pc has been PTS.

With the wealth of technology we have on the subject, there is no reason for any case of PTSness to not be fully and terminatedly handled. And promptly so.

When a PTS Rundown is required to accomplish this, it's the job of the Case Supervisor to ensure it is standardly run and C/Sed.

L. RON HUBBARD
Founder

Keeping Scientology Working Series 8
C/S Series 77

“QUICKIE” DEFINED

The reason an auditor can say he doesn't “quickie a rundown” (and none ever say they do) is because he has no definition for the word *QUICKIE*.

The word has been used to designate rundowns that were not completely and fully done.

It is not a slang word.

In the dictionary you will find “*quickie* also *quicky*: something done or made in a hurry. Also: a hurriedly planned and executed program (as of studies).”

What happens in auditing, for instance, is a “Grade Zero Expanded” is “done” by just doing a single flow to its first F/N.

That is obviously “quickie.”

A more subtle one is to do a “PTS Rundown” with no ethics action to begin and no check for stability, holding gain and not ill a week or two after the RD. Only if both these actions were done would one have a “Complete PTS Rundown,” as it would give a PRODUCT = a pc no longer PTS.

So what makes a quickie “completion” quickie?

Is it length of time? Not necessarily.

Is it fewness of processes? Not necessarily, as Power can be done quickie simply by not hanging on for the EP and only going to F/N.

To define *COMPLETE* gives us the reverse of *quickie*.

“*COMPLETE*: To make whole, entire or perfect; end after satisfying all demands or requirements.” A completion is “the act or action of completing, becoming complete or making complete.”

So “completing” something is not a loose term. It means an exact thing. “End after satisfying all demands or requirements” does not mean “doing as little as possible” or “doing what one can call complete without being detected.”

Anything that does not fully satisfy all requirements is *QUICKIE*.

So “*quickie*” really means “omitting actions for whatever reason that would satisfy all demands or requirements and doing something less than could be achieved.”

In short, a quickie is not doing all the steps and actions that could be done to make a perfect whole.

Standard auditing actions required for ages that auditors cleared each word of each command. Yet when they went quickie they dropped this. When this was dropped, GAINS ON 75% OF ALL PCs LESSEned OR VANISHED. We are right now achieving spectacular wins on pcs just by clearing up commands and words on all lists. We are finding that these pcs did not recover and NEVER BEFORE HAD BEEN IN SESSION even though previously “audited” hundreds of hours.

By omitting an essential action of clearing commands, processing did not work because the pc never understood the auditing commands!

So quickie action did not save any time, did it? It wasted hundreds of hours!

Quickie programs are those which omit essential steps like vital lists or 2WCs to get data. FESes for past errors are often omitted.

To slow down the torrent of quickie actions on clearing commands, HCO PL 4 Apr. 72 III, ETHICS AND STUDY TECH, has clause 4, “An auditor failing to clear each and every word of every command or list used may be summoned before a Court of Ethics. The charge is OUT-TECH.”

Ethics has to enter in after quickie tech has gotten in. Because quickie tech is a symptom of out-ethics. HCO PL 3 Apr. 72, Esto Series 13, DOING WORK, and HCO PL 4 Apr. 72, Esto Series 14, ETHICS, are vital know-how where a C/S is faced with quickie actions—or flubby ones that will not cure.

Essentially, quickie tech is simply *dishonest*. Auditors who do it have their own ethics out in some way.

To be sure, their confront is down.

There are numerous remedies for the quickie impulse. The above-mentioned policy letters and plain, simple TR 0 are standard remedies. TR 0 properly done and completed itself usually cures it.

Quickie study in 67 and 68 almost destroyed auditing quality. LRH ED 174 Int, STUDY AND TECH BREAKTHROUGH, which really pushes in study tech, will achieve the primary reason for quickie—the auditor didn’t understand the words himself.

Wherever quickie tendencies or false stats (the quickest quickie possible) show up, the above PLs had better be gotten into full use fast.

L. RON HUBBARD
Founder

C/S Series 78

**PRODUCT PURPOSE AND WHY AND
W/C ERROR CORRECTION**

Where untrained auditors are finding Whys for a Danger Formula, or post purposes or post products as called for in the Esto system, you will get a certain amount of error and case disturbance. Such upsets also come from Word Clearing by incompetent persons.

The C/S should look for these especially when such campaigns are in progress. He should suspect them as a possibility when a case bogs.

A C/S must be sure all such papers and worksheets get into pcs' folders.

A common repair action is to:

1. Do an assessment for type of charge.
2. Handle the charge found by the assessment done.
3. Fly all the reading items found on such assessments by two-way comm or direct handling.
4. Suspect LISTING ERRORS on any Why or purpose or product found, even though no list exists, and reconstruct the list and L4B and handle it.
5. Handle Word Clearing of *any* type in or out of session with a Word Clearing Correction List done in session by an auditor.
6. When Word Clearing is too heavy on the pc or doesn't clean up, suspect he has been thrown into implants which are mostly words or the words in some engram. As implants are actually just engrams, handle it with an L3B.

LISTING

Any item found out of session or by a nonauditor is suspect of being a Listing and Nulling (L&N) error even though no list was made.

TODAY A CORRECT L&N ITEM MUST BLOW DOWN AND F/N.

So treat such items as you would list errors and try to reconstruct the list and either confirm the item or locate the real item (may have been invalidated and suppressed) or extend the list and get the real item.

The real item will BD F/N.

One can establish what the situation is with a post purpose, a Why or a product or any other such item by doing an L4B.

SELF-AUDITING

The commonest reason for self-auditing is a wrong or unfound L&N item.

People can go around and self-list or self-audit trying to get at the right Why or product or purpose after an error has been made.

REACTION

NOTHING PRODUCES AS MUCH CASE UPSET AS A WRONG LIST ITEM OR A WRONG LIST.

Even, rarely, a DIANETIC LIST can produce wrong list reactions. Ask the pc for his somatics and he blows up or goes into apathy. Or blows. Or attacks the auditor.

ALL of the more violent or bad reactions on the part of the pc come from out-lists.

Nothing else produces such a sharp deterioration in a case or even illness.

OUT-LISTS

Therefore, when one gets a sharp change in a case (like lowered tone, violence, blows, “determination to go on in spite of the Supervisor,” long notes from pcs, self-C/Sing, etc., etc.), the C/S SUSPECTS AN OUT-LIST.

This outness can occur in regular sessions even when the item was said to BD F/N.

It can occur in “coffee shop” (out-of-session auditing of someone) or by Estos or poorly trained or untrained staff members or even in life.

PTS

When such actions as finding items by nonauditors are done on PTS people, the situation can be bad, so one also suspects the person to be PTS to *someone* or *something*.

“PTS” does not communicate well in an assessment question so one says, “Someone or something is hostile to you” and “You are connected to someone or something that doesn’t agree with Dianetics or Scientology.”

REPAIRS

The main things to know when doing such repairs are (a) that such situations as wrong lists or upset people can occur in an org where untrained people are

also using meters and (b) THAT IT IS UP TO THE C/S TO SUSPECT, DETECT AND GET THEM HANDLED IN REGULAR SESSION.

Do not ignore the possible bad influence.

As the good outweighs the bad in such cases, it is not a correct answer to forbid such actions.

It is a correct answer to require all such actions and worksheets become part of the folder.

One can also persuade the D of T or Qual to gen in the people doing such actions.

And do not ignore the effect such actions can have on cases and do not neglect to include them in C/Ses before going on with the regular program.

They can all be repaired.

L. RON HUBBARD
Founder

HCO BULLETIN OF 24 APRIL 1972

Remimeo
D of P
Auditors
PTS Pack
Ethics Officers

C/S Series 79
Expanded Dianetics Series 5

PTS INTERVIEWS

Ref:
HCOB 17 Apr. 72R C/S Series 76R
 C/Sing A PTS RUNDOWN

Interviews to discover a PTS condition are done on a meter with all reads marked.

The interview asks (a) about persons who are hostile or antagonistic to the pc, (b) about groups that are anti-Scientology, (c) about people who have harmed the pc, (d) about *things* that the pc thinks are suppressive to the pc, (e) about locations that are suppressive to the pc and (f) about *past* life things and beings suppressive to the pc.

In doing the interview, the interviewer must realize that a sick person *is* PTS. There are no sick people who are not PTS to someone or a group or something somewhere.

A somewhat suppressive pc will find the good hats suppressive. This does not relieve his condition. He is PTS to SP people, groups, things or locations, no matter how SP he is.

He can have been audited by someone he knew in an earlier life and who goofed the session. A few auditors have since been declared. Not because they goofed but because they *were* SP.

However, some PTS pc will make trouble for good people because that is what PTS means (potential trouble source). So do not buy all the good people he is PTS to.

Further, when you do get the person or group or thing or location, the PTS person will F/N VGI and begin to get well.

The PTS condition is actually a *problem* and a mystery and a withdrawal, so it is sometimes hard to find and has to be specially processed (3 S&Ds) to locate it.

Usually it is quite visible.

Don't have a sick, roller-coaster pc appear for interview and then say "not PTS." It's a false report. It only means the interviewer did not find it.

The pc sometimes begins to list in such an interview, and such an interview where a wrong item is found has to be audited to complete the list or find the right item. (See C/S Series 78, HCOB 20 Apr. 72 II, PRODUCT PURPOSE AND WHY AND W/C ERROR CORRECTION.)

So interview worksheets are VITAL.

The interview should end on an F/N.

The interview is followed by the ethics action of HCO PL 20 Oct. 81R, PTS TYPE A HANDLING, or other ethics actions such as handling or disconnection and posting as called for in policy.

An interviewer has to use good TRs and operate his meter properly and know 2-way comm and PTS tech.

Some interviewers are extremely successful.

Such interviews and handling count as auditing hours.

When properly done, plus good auditing on the PTS RD, well people result.

L. RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 15 JUNE 1972

Remimeo
Cramming

IMPORTANT

C/S Series 80

“DOG PCs”

AN AUDITOR WHO CANNOT AUDIT, WHOSE TRs ARE OUT, WHOSE METERING IS BAD AND WHO NEVER KEEPS THE CODE ALWAYS SAYS HIS PCs ARE DOGS.

When you find an auditor on this route, the remedy is:

1. Show him this HCOB and explain to him that an auditor is not likely to get any real results when he is so out of ARC with pcs.
2. PL 3 May 72, two lists L&N by an auditor.
3. Get off his overts and omissions on pcs and pull his W/Hs.
4. Check out his meter position so that he can see needle, paper and pc all in the same look without eye shift and drill him to do so.
5. Educate his left thumb so that he corrects a TA on BDs and catches the F/N and doesn't leave the needle stuck to the right of the dial while the pc F/Ns and corrects only after the F/N has been O/R.
6. Make him do an electronic attest and get his TRs up to where the pc has a chance to be in session.
7. WC M4 him on his materials so he isn't swimming in misunderstandings.
8. Tell him there are no dog pcs now and get busy and help them out.

WHOLE HGC

An entire HGC can go bad this way. Shortly afterwards it will disintegrate and you will have few or no auditors left.

Some auditor who is covering up his overts, false bonuses or false stats begins it and it becomes “fashionable” to call various pcs dogs. Then other auditors, finding this an easy way to justify not trying hard, follow suit.

Next thing you have no HGC.

C/S ERROR

A C/S can err by being too critical of auditors. Or worse he can err by agreeing about what dogs the pcs are. If he does, HE HAS NOT REALIZED THAT HIS C/S EFFORTS ARE BEING WASTED BY THE AUDITOR'S OVERTS, FALSE REPORTS, METERING, CODE AND TR FLUBS.

The way to handle this in the C/S is:

1. 3 May 72 PL.
2. M4 on the C/S Series.
3. Require he listen to and okay okay-to-audit tapes.
4. Get him to come down on critical auditors with the above cramming action.

Suddenly this C/S will begin to get wins.

CASES

Every "dog pc" investigated traced to incompetent programing, C/Sing, out-TRs, bad metering, Code breaks and bad lists.

By forcing an auditor to cool off his opinions and properly handle the pc, each one of these "dog pcs" has begun to fly.

L. RON HUBBARD
Founder

C/S Series 81RA

AUDITOR'S RIGHTS MODIFIED

It occasionally (rarely) happens that an HGC's line stops and programs do not get finished and pcs go unaudited or sent to Ethics or Cramming instead of getting their programs completed.

It also happens that a D of P becomes incapable of getting auditors to audit per the schedule he writes.

12½-hour intensives drop out. Auditing falls back to the bit-and-piece game.

The C/S finds all his work in programing wasted as the programs staledate or just get abandoned.

Hours fall. Lines tangle. Tech Services cannot get assignments done.

THE MAJOR WHY OF THIS AND MANY SUCH CONFUSIONS CAN BE TRACED TO AN ABUSE OF "AUDITOR'S RIGHTS" IN PICKING AND CHOOSING PCs ON THE GROUNDS OF "FEELING THEY CANNOT HELP THE PC."

This "right" is also abused by auditors seeking pcs who F/N easily at the Examiner.

See HCOB 15 June 72, C/S Series 80, "DOG PCs."

The refusal to audit is in fact an admission, in most cases, of a feared inability to audit.

Therefore, an auditor may only refuse to audit a pc if a direct personal relationship exists such as husband and wife or some friend's wife or familial relationship.

An auditor advising others about this or that "dog case" or seeking to exclude pcs from auditing by abusing his "right to choose pcs" is SUBJECT TO COMM EV AND SUSPENSION OF CERTIFICATES UNTIL RETREADED.

For the real Why of it is his inability to handle TRs, meter, use the Code or apply tech.

Nearly every "dog pc" has out-lists or incomplete chains or is not being run on what needs to be handled. In other words they are simply problems in repair which modern tech handles easily. The drug case who is audited on grades but has had no Drug Rundown is an example of misprograming.

The C/S can get many loses and the whole HGC go into a bedlam where you have auditors refusing to audit. Their reasons given are false. The real reasons involve fast F/Ns and bonuses or out-TRs, metering, Code breaks and tech.

The D of P has a right, and so does Tech Services, to assign pcs to such and such auditors in the sequence listed without a lot of pick and choose by the auditors.

A C/S has a right to get his programs completed.

12½-hour intensive plans blow up where auditors choose their own pcs.

STATS

The stats of auditors may only be HOURS AUDITED with FES and admin hours separately noted.

The D of P has a dual stat. The stats are (a) Pcs completed or out of hours routed to Dept 6. Penalty: If one pc not routed to the Reg, the D of P loses stats for the day. If found that D of P is encouraging small or inadequate tech estimates so that the pc frequently runs out of hours, the D of P forfeits his stats for the day. (b) WDAHs is the second D of P stat.

When the stats are this way the C/S can get his programs done without worry.

The D of P can get cases completed.

The D of Tech Services has the stat of completed intensives and completed courses. Definition: The completed intensives stat is a 12½-hour intensive completed within a period of one week. If an ExDn, Introspection RD, L Rundown, Power (or any other processing which is delivered at other than regular rate) is fully completed and attested in the middle of a 12½-hour intensive, that last intensive may be counted as one on the stat for that week.

HONESTY

Sanity is truth.

Truth is sanity.

The road to truth is begun with honesty.

There was the story of the “man who sold his soul for a mess of pottage” (soup). We could parallel this with the auditor who sold his case gain for a mess of false stats.

An honest clean job and an honest clean line are the milestones of the road to truth.

L. RON HUBBARD

Founder

Assisted by

CS-4 and

Training and Services Aide

C/S Series 81RA, 81-IRA

[Note: HCOB 14 June 77-1, Addition of 12 June 79, PAID COMPS SIMPLIFIED—ADDITION 1, C/S Series 81RA, AUDITOR’S RIGHTS MODIFIED—ADDITION 1, and BTB 28 Dec. 72RA, C/S Series 81-1RA, AUDITOR’S RIGHTS ADDITION REVISED, were not written or approved by LRH and were cancelled.]



Remimeo

Expanded Dianetics Series 6
C/S Series 82

DIANETIC HCOB
INTEREST

On two certain subjects the "Interest?" question is omitted from Dianetic R3R patter.

On *drugs* and when running evil purposes or intentions one does NOT ask the pc if he is interested in running the item.

The requirement on both drug items and intentions is that the item *read* on the meter (Suppress and Inval can be used) and has not been run by R3R previously.

Many pcs, it has now been found, have replied "No, no interest" on a drug item, the item has not been run and the pc then continued to have trouble with drugs.

Checking back pcs who returned to drugs after auditing showed "drug rundowns" that were so brief as to be nothing. One pc who had been on LSD for years had only a one-hour quickie drug rundown. Later this person relapsed.

Tracing this, in each case the "Interest?" question had been used and the pc had replied "No interest" BUT MEANT "I'M NO LONGER INTERESTED IN DRUGS."

So drug items that have read are run R3R without asking for interest. The command is simply omitted.

In Expanded Dianetics the same thing has occurred in running evil purposes or intentions. The auditor asked the pc if he was interested in running the item and the pc said "No" and so it went untouched. But the pc had it confused with interest in doing the purpose and missed running it and then fell on his head later. Tracing the case back it was found that R/Ses and such had not been run due to the pc saying "No interest."

Nothing bad will happen if the item is run.

C/S RESPONSIBILITY

The C/S must keep telling his auditors, on drugs or Expanded Dianetics, "Omit asking for interest on R3R on these (drug) (intentions). Run them if they read on the meter."

REPAIR

In repairing cases it is good sense to check this point on drugs and intentions to see if they were neglected in R3R due to "No interest."

If so, then have them run and the case will suddenly do well.

L. RON HUBBARD
Founder

C/S Series 83RA

[*Note: C/S Series 83RA does not exist as a numbered issue in this series. The original C/S Series 83RA, BTB 11 Aug. 72RA, CORRECTION LISTS, was not written by LRH and was cancelled.*]

Remimeo

C/S Series 84

FLUBLESS C/Sing

A C/S cannot C/S flublessly while he has ANY auditors flubbing.

The *standard* procedure is:

1. The C/S makes sure tech courses are taught okay and raises hell until they are.
2. C/S makes sure Qual has a Cramming Officer and crams him until he gets flubless Cramming and can supervise TRs, do W/Cing Method 7, Method 6, Method 4, can correct metering and has packs to hand for reference.
3. The C/S follows a *very* standard handling of auditors:
 - A. One error of any kind—instruct by reference to HCOB.
 - B. A second error of any kind—send to Cramming and get the auditor crammed at once, without any loss of auditing time but before the auditor is allowed to audit further. (This is 2 hours, not 2 days!)
 - C. A third error of any kind—RETRREAD, wherein the auditor's weak areas are located and the auditor has to M7, M6, M4 and restudy the materials of that area. This takes the auditor back to step A.

A retread under a good Supervisor takes 4 or 5 days.

Now if the auditor again errs he goes to step A.

If he goes the route again he hits RETRAIN and is retrained fully like any other student. His PRD is done or verified and he goes through the course starting with basic books.

This puts the auditor back to A.

But if he now lands at RETRAIN again, he is given a full and complete RETRAIN from his earliest contacts with the subject.

It is highly unlikely he will flub further but if he does, he should not be on auditing at all.

FALSE REPORTS

A falsified auditing report puts the auditor at once at retrain as he is not sufficiently aware of the potentials of the subject to know he *can* get results and does not have to be dishonest.

TR 0

OT Zero and TR 0 are the key to good auditing.

Two C/Ses were found in orgs who “wouldn’t let the auditors do TR 0 because of their cases.” Both orgs had horrible stats and bad results and ARC broken fields.

OT Zero and TR 0 are a *routine* action for auditors.

They do TRs in spare time, not because they are being crammed, just to get professional.

Every cramming order includes TRs, especially Zero, to also be done on the auditor’s own time.

This gets the auditor up to really confronting. His errors come mainly from an inability to confront (and from faulty metering or misunderstands or out-ethics).

OT Zero and TR 0 are the keys to flubless auditing.

ELECTRONIC ATTEST

Auditors using LRH tapes and electronic attest (and with OT Zero, TR 0, metering and Mis-Us cleaned up and ethics in) become very spectacular auditors in terms of results.

Results bring *pride*.

Auditors who get results are happy auditors.

And the above is how, the standard how, to get them to get results.

EASY C/Sing

Only if he spends some of his time TRAINING, as above, can a C/S ever get down to really C/Sing cases and getting programs DONE.

SUMMARY

The above is the way I C/S and handle auditors *as a C/S*.

I long since found that the flubby auditors were the ones who consumed the C/S time. The ratio is 2½ hours to 6½ hours wherein it only takes me 2½ hours to C/S piles of folders when I have the auditors auditing honestly and flublessly and it takes me 6½ hours when I have some flubbers.

It is neither kind nor decent to let auditors lose.

Only when I (or MSH) have not been doing the C/Sing has auditing gone wrong in any area where I was.

This is traced directly to the drop-out of the above actions. So it is the above actions which give standard results, and any C/S who omits them (to be a good fellow or “these are my friends”) is an auditor killer.

Auditors sometimes achieve a high status and are “above being crammed.” Well watch it, watch it because they will fall on their heads with a crash.

An auditor is not unlike a race horse. He needs a lot of care and handling. And he needs his periodic drills and exercises or he goes sloppy. Like a race horse, a good auditor is very, very valuable. And all good auditors are made by C/Ses!

The proof is that even the best go bad when they no longer have a tight C/S rein. Experience has taught that. The exceptions are very, very few and you don't have any of them.

It takes me about 3 or 4 weeks to get an auditor through his course and doing a good flubless job. The majority of Scientologists want to be auditors. So you have auditor scarcity? That's a laugh.

It's the C/S! The Course Supervisor, the Cramming Officer.

And it's done just exactly as above.

Given the materials, there is *no other answer*. So stop dreaming of hiring or getting perfect auditors.

The ones you have are fine.

Get more.

And do the above!!!

The auditors must not blame the pc (nor must you), the C/S must not blame the auditor.

It's you, the Course Supervisor and the Cramming Officer. And mainly *you* the C/S.

You can and must build a corps of good auditors.

Or you'll never make it as a C/S.

And listen, if you don't make it as a C/S, where's the world?

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Founder

C/S Series 84-1

[Note: BTB 16 Aug. 72-1, Addition 24 Oct. 72, C/S Series 84-1, FLUBLESS C/Sing IN MISSIONS, was not written or approved by LRH and was cancelled.]



HCO BULLETIN OF 13 SEPTEMBER 1972

Remimeo
All Dn & ExDn
Auditors
Class VIII
C/Ses

DIANETICS

Expanded Dianetics Series 7
C/S Series 85

**CATASTROPHES FROM AND REPAIR OF
“NO INTEREST” ITEMS**

I have done a review of several failed cases which blew or went bad after auditing.

THE COMMON FACTOR IN EVERY ONE WAS *CASE BYPASSED DUE TO “NO INTEREST.”*

The auditor finds a reading drug item or an evil purpose and proposes to run R3R on it. The auditor asks if the pc is interested in running it. The pc says “No.” The auditor does not run it. BANG, we have a BYPASSED CASE.

The pc will blow or go sour or not recover.

One of these cases was unchanged after “a drug rundown.” He had a pair of eyes that looked like blank discs. Check of folder showed all major drug items “not run due to no interest.” The solution was to recover the lists, run the items that had read R3R Triple and complete the case.

Another one blew. His folder was examined. Every evil purpose had been left unrun! Of the items from the “Wants Handled Rundown,” the intentions were mislisted. The drug rundown failed due to “no interest.”

Each flubbed case I am finding has had his drug items and evil purposes left unrun on R3R due to “no interest.”

So DON'T ASK FOR INTEREST ON INTENTIONS, EVIL PURPOSES AND DRUG ITEMS.

IF THEY READ, RUN THEM!

REPAIR

1. On any stumbling case that has had a “drug rundown” or Expanded Dianetics, get the folder FESed to see if reading items were left unrun on R3R Triple. List them chronologically, early to late.
2. Get the case back, with an R-factor of “Incomplete.”

3. Run every one of those unrun drug items, intentions and evil purposes.
4. If the items don't now read, then get in Suppress and Invalidate on them.
5. If the case bogs, do L3RD Method 5 and handle on that chain only.
6. Go on with the action and complete it.

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HCO BULLETIN OF 20 JANUARY 1973RE
REVISED 19 APRIL 1990

Remimeo
D of P
Pc Examiner
Qual Sec
Tech Services
Senior C/S
C/Ses
Auditors

C/S Series 86RE

THE RED TAG LINE

Refs:

HCO PL 13 Oct. 68RA	PC EXAMINER
Rev. 18.10.86	
HCOB 13 June 70	C/S Series 3
	SESSION PRIORITIES—REPAIR PGMS AND THEIR PRIORITY
HCO PL 20 July 70	CASES AND MORALE OF STAFF
HCOB 21 Aug. 70	C/S Series 16
	SESSION GRADING
HCO PL 8 Sept. 70RA	EXAMINER'S 24-HOUR RULE
Rev. 24.10.75	
HCO PL 13 Jan. 71	EXAM 24-HOUR RULE (Additional Information)
HCOB 6 Apr. 71	C/S Series 34
	NON-F/N CASES
HCOB 26 Sept. 74	HANDLING FLUBBED PCs
HCOB 3 May 83	C/S Series 117
	WHO OR WHAT IS A "C/S"?

There is a precise line for handling red tags which must be put in and maintained.

A red tag is a large red card placed on the outside front cover of a pc folder which indicates that a REPAIR SESSION must be done within 24 hours. An FES may be called for but does not waive the 24-hour rule.

A red tag is placed on the front of a folder by the Pc Examiner, C/S, Senior C/S or Qual Sec for one or more of the following reasons:

- A. No F/N at Exams after a session, metered Word Clearing, Product or Post Purpose Clearing, Cramming, False Data Stripping, Why Finding, 3 May 72 PL or PTS check.
- B. Roller-coaster bad Exam Report within a few hours of a session.
- C. Pc ill within a few days of any major case action or metered Word Clearing, Product or Post Purpose Clearing, Cramming, False Data Stripping, Why Finding, 3 May 72 PL or PTS check.
- D. Flunked Declare of any major action or grade, accompanied by a BER.

This pertains to staff and students as well as HGC pcs.

The Red Tag Line is handled in the following manner:

1. PC RED TAGS AS PER A-D ABOVE.
2. EXAMINER PAPER CLIPS A RED TAG TO THE EXAM FORM, LOGS THE EXAM IN THE EXAMS LOGBOOK IN RED AND BODY ROUTES (OR GETS IT BODY ROUTED BY QUAL PAGE) THE EXAM FORM INTO THE HANDS OF THE DTS FOR *IMMEDIATE HANDLING*. THE DTS NOTIFIES THE D OF P.
3. If red tagged after a session the auditor is expected to take the pc back into session for the appropriate correction list. If this has been done yet the pc remains red tagged, the auditor *must* immediately write up the session for the C/S. The DTS in this case verifies that one or the other of these actions is occurring.
4. The D of P is responsible for seeing that an auditor is assigned to the pc.
5. The DTS is responsible for seeing that the folder gets to the C/S and that *all* necessary arrangements are made to get the pc and auditor into session as rapidly as possible.
6. The C/S is responsible to see that the folder is immediately C/Sed *and* the auditor corrected. He puts the exam red tag on the folder.
7. Once the folder is C/Sed the DTS ensures that the session takes place.
8. After the session is given and pc is now F/Ning, the auditor, pc and folder revert to routine traffic lines. The C/S would remove the red tag at this point.
9. *ALL* red tags must be seen by the Senior C/S, preferably before the next session. This may not always be possible in orgs where the Senior C/S has other duties.

In no case should this take more than 24 hours and, in most, it should be handled the same afternoon or evening.

None of this, of course, relieves the auditor (even if taken off the case by reason of retread, retrain or higher class auditor needed) of his responsibility for seeing that *his* pc is rapidly handled and F/Ning again.

As the HGC operates on intensive auditing, bit and piece repair actions would be disruptive of scheduling and delivery. For that reason an org would do well to invest in a Qual Emergency Review Auditor to handle Word Clearing and Why Finding flubs, assists for loss, illness and injury, student review, etc. In that case the DPE and Qual Page would substitute for D of P and DTS in the line. The HGC would handle its own red tags as part of their intensives.

MONITORING THE LINE

In order to ensure no red-tagged pcs get lost on lines and not handled in 24 hours, the following must be done:

Pc Examiner sends a list at the end of each day of all red tags to the Qual Sec with a copy to the C/S, Senior C/S and Cramming Officer. For the C/S, this provides a confirmatory line against his own marked red tags for the day. For the Cramming Officer, this provides data on who should be sent to Cramming. If those persons do not report for cramming within 24 hours, the Cramming Officer must investigate and handle.

The Examiner must verify that any red-tagged pc has been handled within 24 hours or report any not handled to the Senior C/S, Qual Sec and Dir I&R for investigation and handling. When handled he crosses off the red tag in his log.

AOs AND SOLO

All the above applies to Solo auditing also and a red-tagged Solo auditor must keep himself available for a cram, Solo repair C/S or review session. His folder would get immediate C/S attention.

Regardless of whether the red tag was handled or not, any non-F/N session logged by the Examiner is included in the Senior C/S F/N percentage stat. The Paid Comps bonus for F/N percentage remains as per the Paid Comps stat issues.

The Qual Sec and Senior C/S are responsible for getting this line in and drilled and the Qual Sec is responsible for maintaining it. A wall chart should be made up for drills and Chinese school.

PENALTY

Penalty for violation of the 24-hour rule is loss of a day's stats for the division, the day being that day when the unrepaired flub occurred and subtracted at the time the flub is found. (Ref: HCO PL 8 Sept. 70RA, EXAMINER'S 24-HOUR RULE)

In addition to losing the hours for a red tagged session, the penalty for an auditor failing to take a pc back into session at once and instantly repair a red tag is loss of DOUBLE hours of the session which resulted in the red tag. This double penalty also applies to the HGC Well Done Auditing Hours stat. (In the event the auditor does not know what repair list to do or action to take to handle the red tag, he is to get the folder rushed to the C/S for C/S instructions, and then take the pc right into session.)

If all on the line assume their share of responsibility for the well-being of pcs, the penalty should never occur.

L. RON HUBBARD
Founder

Assisted by CS-5

Revision assisted by
LRH Technical Research
and Compilations

C/S Series 87RC

NULLING AND F/Ning PREPARED LISTS

A prepared list is one which is issued in an HCOB and is used to correct cases. There are many of these. Notable amongst them is C/S 53 and its corrections.

It is sometimes required of the auditor to F/N such a list. This means on calling it that the whole list item by item is to F/N.

QUICKIE

It is wrong think that one has to quickie a prepared list and “get it to F/N in a hurry.” A prepared list should always be done so as to get optimum results on a pc.

If a prepared list reveals that more needs to be handled, then it should be handled. For example, if “Engram in restimulation?” reads, the handling would be to assess an L3RG and handle the reads. (Warning: You would not run Dianetics on a Clear or OT. For Clears you would assess the L3RG and then simply indicate the read. For persons at OT III or above, you would handle the L3RG as per HCOB 4 July 79, HANDLING CORRECTION LISTS ON OTs.)

If something hot leaps into view on a prepared list, handle it.

If a more major action were found to be needed, it should be programed for later handling, per list instructions.

C/S SERIES 53

A C/S Series 53 is always done Method 5. When one is doing a C/S 53 to F/Ning list, it is assessed Method 5 and then reassessed Method 5 until the whole list F/Ns. It is never done Method 3.

“NONREADING AND NON-F/Ning” LISTS

Now and then you get the extreme oddity of a list selected to exactly remedy the case not reading but not F/Ning.

Of course, this might happen if the list did not apply to the case (such as an OT prepared list being used on a Grade IV, heaven forbid). In the case of lists to correct listing, and in particular the C/S 53 Series, it is nearly impossible for this situation to occur.

A C/S will very often see that the auditor has assessed the list on the pc, has gotten no reads and the list did not F/N.

A “reasonable” C/S (heaven forbid) lets this go by.

Yet he has before him first-class evidence that the auditor:

1. Has out-TRs in general,
2. Has no impingement whatever with TR 1,
3. Is placing his meter in the wrong position in the auditing session so that he cannot see it, the pc and his worksheet,
4. That the auditor’s eyesight is bad.

One or more of these conditions certainly exist.

To do nothing about it is to ask for catastrophe after catastrophe with pcs and to have one’s confidence in one’s own C/Sing deteriorate badly.

An amazing number of auditors cannot make a prepared list read for one of the above reasons.

Putting in Suppress, Invalidation or Misunderstood Words on the list will either get a read or the list will F/N. If a list does not F/N, then the subject of the list is still charged or the auditor is doing something wrong with the list.

The moral of this is that prepared lists that do not read, F/N. When prepared lists that do not read do not F/N or when the auditor cannot get a prepared list to F/N, serious auditing errors are present which will defeat a C/S.

In the interest of obtaining results and being merciful on pcs, the wise C/S never lets this situation go by without finding what it is all about.

L. RON HUBBARD
Founder

Revision assisted by
LRH Technical Research
and Compilations

C/S Series 88R

[*Note: C/S Series 88R does not exist as a numbered issue in this series. The original C/S Series 88, BTB 22 Oct. 73R, TECH DEGRADES, was not written by LRH and was cancelled.*]



C/S Series 89

F/N WHAT YOU ASK OR PROGRAM

Ref:

HCOB 21 Nov. 73

THE CURE OF Q AND A
MAN'S DEADLIEST DISEASE

When an auditor asks one question but F/Ns something else, it is simply a version of Q and A.

Example: AUDITOR: Do you have a problem?

PC: (ramble-ramble) I was thinking of last night's dinner.

AUDITOR: That F/Ns.

Every few folders you pick up, if you can find examples of this:

The auditor is not trained not to Q-and-A.

He is NOT getting answers to his questions.

When the auditor starts something (such as a question or process), he MUST F/N what he started EVEN THOUGH HE DID SOMETHING ELSE DURING IT AND GOT AN F/N ON SOMETHING ELSE. HE MUST F/N THE ORIGINAL ACTION.

The result can be:

- a. Missed W/H phenomena.
- b. High or low TA an hour after the pc "F/Ned at Examiner."
- c. A stalled case.
- d. An undone program.
- e. An unhandled pc.
- f. Continual need for repair programs.

To get this disease out of an HGC requires that auditors go through an anti-Q and A handling.

C/S Q AND A

C/Ses can also Q-and-A. They simply handle whatever the pc originates to the Examiner or auditor, over and over and on and on.

The result is:

- A. Incomplete programs.
- B. Tripled or quadrupled C/S effort, as the case never seems to get solved.
- C. Loads of repair programs.

Yet a C/S who does it will never look for it as THE primary error being committed.

The remedy is to have the C/S do an anti-Q and A program.

L. RON HUBBARD
Founder

Remimeo

C/S Series 90

THE PRIMARY FAILURE

Refs:

HCOB 28 Feb. 71	C/S Series 24 METERING READING ITEMS
HCOB 15 Oct. 73	C/S Series 87 NULLING AND F/Ning PREPARED LISTS

A C/S who cannot get a result on his pcs will find the most usual, biggest improvement by getting the offending auditors' ASSESSING handled.

We used to say that "the auditor's TRs were out" as the most fundamental reason for no results.

This is not specific enough.

THE MOST COMMON REASON FOR FAILED SESSIONS IS THE INABILITY OF THE AUDITOR TO GET READS ON LISTS.

Time after time I have checked this back as the real reason.

It became evident when one could take almost any "null" (no read) list in a pc's folder, give it and the pc to an auditor who COULD assess and get nice reads on it with consequent gain.

Example: Pc has a high TA. C/S orders a C/S 53RF. List is null. Pc goes on having a high TA. C/S gets inventive, case crashes. Another C/S and another auditor takes the *same* pc and the same list, gets good reads, handles. Case flies again.

What was wrong was:

- a. The auditor's TR 1 was terrible.
- b. The auditor couldn't meter.

REMEDY

One takes the above two reference HCOBs and gets their points fully checked on the flunking auditor.

The C/S gets the auditor's TR 1 corrected. In doing the latter, one may find a Why for the out-TR 1 like a notion one must be soft-spoken to stay in ARC or the auditor is imitating some other auditor whose TR 1 is faulty.

QUAL CRAMMING

It can happen that these actions are reported done in Qual and the auditor still flubs.

In this case the C/S has to straighten out Qual Cramming by doing the above reference HCOBs on the Cramming Officer and getting the Cramming Officer's TR 1 ideas unscrewed and straight.

REQUIREMENTS

It takes correct metering and IMPINGEMENT to make a list read.

If the auditor does not have these, then drug lists, Dianetic lists, correction lists, will all go for nothing.

As the prepared list is the C/S's main tool for discovery and correction, an auditor failure to get a list to respond or note it then defeats the C/S completely.

SUMMARY

THE ERROR OF AN AUDITOR BEING UNABLE TO GET A LIST TO READ ON A METER IS A PRIMARY CAUSE OF C/S FAILURE.

To win, correct it!

L. RON HUBBARD
Founder

Remimeo

C/S Series 91

MUTUAL OUT-RUDS

It has been known for many, many years that the phenomenon of “mutual out-ruds” existed.

This means TWO OR MORE PEOPLE WHO MUTUALLY HAVE RUDS OUT ON THE WIDER GROUP OR OTHER DYNAMICS AND DO NOT GET THEM IN.

Example: A husband–wife co-audit team never runs O/Ws on the rest of the family because both of them have similar overts and so consider it usual.

Example: Prisoners engaged in co-auditing (as in Narconon) may have similar overts, withholds, ARC breaks and/or problems with the rest of society and so do not think of handling them as out-ruds.

Example: Two top-class auditors, co-auditing, have similar overts on the junior auditors and the org and so never think to get them in.

THIS CAN STALL CASES!

A C/S has to take this factor into account wherever he has a possibility of its occurring.

In one instance, mutual out-ruds went so far as four auditors, co-auditing, agreeing never to put their overts down on worksheets “so they would not lose reputation.” Needless to say all four eventually blew.

If the C/S had done a *routine* check for mutual out-ruds, this whole scene would have been prevented and four beings would not have ruined each other.

IN ANY SITUATION WHERE A SMALL PORTION OF A LARGER GROUP IS ENGAGED IN CO-AUDIT, THE C/S MUST CHECK ROUTINELY FOR MUTUAL OUT-RUDS.

This could even apply to an org or vessel which was separate from the rest of society around it: Its members could develop mutual out-ruds from the rest of society, and cases could fail on this point.

Be alert to MUTUAL OUT-RUD SITUATIONS AND HANDLE BY GETTING THEM IN ON THE REST OF THE SURROUNDING PEOPLE OR SOCIETY.

L. RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 8 JULY 1974R

Issue II

REVISED 24 JULY 1974

Remimeo

C/S Series 92R

Word Clearing Series 51

WORD CLEARING ERRORS

(Applies to Methods 1, 2,
4 and 5 done on a meter.)

The attention of the C/S is called to the revised Word Clearing Series 32RA which requires words be F/Ned and to HCOB 8 July 74 of the Word Clearing Series which requires Word Clearing errors be RED TABBED and that all Word Clearing worksheets be placed in folders.

Case troubles have occasionally been traced to metered W/Cing over a high TA or failure to F/N words.

This is a hidden area from the C/S unless W/C worksheets are included in folders and the RED TAB system for non-F/N at conclusion is used. Only in this way is a C/S able to get all the data.

Correction of W/C errors is done by a Word Clearing Correction List.

High TA or low TA at start of a W/C session is usually handled by C/S 53RM.

All "nonsession" worksheets such as Why Finding, Contact or Touch Assists and Word Clearing should go into the pc's folder.

None of this can be used as an excuse not to word clear somebody. Make a C/S handle that TA fast and red tab the folder until handling occurs. Then do the Word Clearing.

L. RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 31 AUGUST 1974RA
REVISED 9 APRIL 1977

Remimeo
Tech Secs
C/Ses
Auditors
Registrars

URGENT

C/S Series 93RA

NEW GRADE CHART

(Cancels HCOB 30 Oct. 71,
TRIPLE GRADES vs. EXPANDED)

The "NEW" thing to do is the Grade Chart. Everything you are doing should contribute to getting the pc up the Bridge. THIS is the Bridge.

There is a new Grade Chart being prepared which has some changes in it, based on recent discoveries. It is urgent that you know of these in advance.

DRUG RUNDOWN

The effects of an omitted or incomplete Drug RD are severe enough to deny a person any lasting case gain.

This is covered in HCOB 31 May 74, UNHANDLED DRUGS AND ETHICS. Some orgs have taken this HCOB so literally, however, that they have taken pcs off Advanced Courses grades, refused to do assists on ill pcs and some showed pcs the HCOB and inval'ed their gains.

This was not the intention of the HCOB. The C/S Series remain valid.

The Drug RD belongs on the Grade Chart after Life Repair. A Drug RD cannot be done over out-ruds and a Life Repair may be necessary to get in a pc's ruds.

Life Repair is not a prerequisite for the Drug RD, however, and if done is not to be dragged out intensive after intensive. In some cases a pc could not complete Life Repair without a Drug RD.

Following the Drug RD is ARC S/W, then the rest of Dianetics to completion.

QUAD VERSUS EXPANDED GRADES

Expanded Grades are *not* a prerequisite for Power. They may come anywhere on a pc's program as given in HCOB 5 Apr. 77, EXPANDED GRADES, including after OT III. Quad Grades are a prerequisite for Power.

EXPANDED DIANETICS

ExDn, by the way, belongs ideally after Grade IV Expanded, but can be done after Dianetics, after Power but before Solo, and after OT III or any single OT level above OT III.

Some pcs R/S and have evil purposes to do others in. But no Grade 0 or Grade I or Grade II. What others? Martians?

“Got to secretly do everybody in” probably applies to Apeville some long date ago and he’s never come up to PT.

The best answer is to bring the pc up the Grade Chart to Grade IV *then* do his ExDn unless the pc would need ExDn to make it at all. (See HCOB 15 Apr. 72, ExDn Series 1R and HCOB 28 Nov. 70, C/S Series 22.)

The prerequisites for ExDn are covered on HCOB 23 Apr. 74R, ExDn Series 22R, EXPANDED DIANETICS REQUISITES.

GRADE II

Some orgs specialize in Grade II, especially on org staff. The pc is always getting Confessionals or his O/Ws pulled on so-and-so.

If you look on the Grade Chart you will find withholds and overts are Grade *TWO*.

Below Grade II lies Grade I (Problems) and Grade 0 (Communications). And below that is Dianetics and at the bottom end of Dianetics is the drug handling.

Now how do you expect a fellow who has unhandled drugs (or omitted drug items because of “no interest”) to even know (no Grade 0) that other people are around or that (Grade I) he is caved in with problems he’s never cognited on?

And he’s supposed to have enough responsibility to answer up on Grade II? With real overts and withholds?

This does not mean you must never sec check. It does mean that Sec Checks are no substitute for auditing or guarantee of innocence.

Grades are grades and the Grade Chart sequence is correct.

SOLO SETUPS

Setups for Solo are fully covered on HCOB 8 Jan. 72RC, Solo C/S Series 11RC.

This will be included as part of Solo on the Grade Chart as it is a vital step.

Pcs won’t make it on Solo if they aren’t set up.

FULL LIST

Here’s the full list of grades showing where the various RDs now offered fit.

GROUP PROCESSING—not mandatory or a prerequisite.

LIFE REPAIR—as needed but not prerequisite for Drug RD. To get ruds in on life.

DRUG RD, means:

TRs 0-4, 6-9—mandatory for a druggie currently on drugs, FLAT.

Full C/S-1—where not done. To fully educate pc.

Objectives—full battery to full EPs per basic books and early HCOBs on them.

Class VIII Drug Handling—list and rehab all drugs, 3-way Recalls, Secondaries and Engrams of taking and giving drugs.

AESPs on each reading drug—listed separately and handled with R3R, each drug to full F/N assessment of drug list.

“No Interest” drug items—all reading ones run where they exist.

Prior Assessment—AESPs listed separately and run R3R, prior to first drug or alcohol taken.

ARC S/W QUAD.

DIANETICS, means:

C/S 54—complete handling of Pc Assessment Form begun with Drug RD.

Health Form—fully handled to full F/N assessment.

QUAD GRADE 0—as issued.

QUAD GRADE I—as issued.

QUAD GRADE II—as issued.

QUAD GRADE III—as issued.

QUAD GRADE IV—as issued.

ExDn—not mandatory except where pc is a low OCA, an R/Ser (2 percent), chronically ill or psycho. Means:

Setups—per HCOB 23 Apr. 74R, ExDn Series 22R.

OCA left-hand side handling—as issued.

OCA right-hand side handling—as issued.

ALL EV PURPS AND R/Ses *FULLY* HANDLED WITH NO SHORT-CUTS.

EXPANDED GRADES—ideally can go after ExDn and before Power, but is not a prerequisite for Power (Quad Grades are a prerequisite). Can come

after Drug RD, full Dn RD, Quad Grades, ExDn, Power (but before Solo), after OT III or any single OT level on up.

POWER PROCESSING—Grade IV Quad and Drug RD required and as per the Power Checklist.

SOLO GRADE VI, means:

Solo Setups—done at SH or AO per Solo C/S Series 11RC.

Solo Auditor's Course.

Solo audit Grade VI materials.

CLEARING COURSE

OT I

OT II

OT III

OT VII PROCESSES

OT III EXPANDED

OT IV

OT V

OT VI

FULL OT VII VERIFICATION

OT VIII—when issued.

OT IX on up.

PROGRAMING

The C/S Series, especially the early HCOBs, numbers 1–13RA, fully cover the use of the Grade Chart in programing.

THE GRADE CHART IS THE BASIC PROGRAM OF A PC.

This datum has been neglected in some orgs, who have specialized in the new RDs developed since '71.

With refinement of repair and corrective actions and the release of new RDs, some may have forgotten that repair is only done to get off the overwhelm so that you can put the pc back on the Grade Chart.

SUMMARY

I thought I'd better fill you in on these changes and how the new Grade Chart lines up.

Make full use of this chart with C/S Series programing tech in and your pcs will fly.

Here's to lots of case gain and rave success stories.

L. RON HUBBARD
Founder

Assisted by CS-5

HCO BULLETIN OF 25 SEPTEMBER 1974

Remimeo
All Execs
All Tech and
Qual Divs

URGENT-IMPORTANT

C/S Series 94

**REDUCTION OF REFUNDS
C/Ses AND OVERLOAD**

When a C/S is overloaded, he is a potential cause of OUT-TECH.

He may try to make up time by not reading worksheets of auditors, by failing to do Folder Error Summaries, by not taking time to write cramming orders and neglecting other C/S duties.

Recent evaluation has shown that OVERLOADED C/Ses CAN BE THE REASON FOR A HUGE REFUND RATIO IN THE ORG'S GI-CGI.

Any nontech person such as the Ethics Officer can tell at once when a C/S is either not working or overloaded. THE HANDWRITING IN THE WORKSHEETS CAN'T BE READ, WORDS ARE NOT CLARIFIED IN RED, NO FESES ARE SEEN IN FOLDERS AND NO CRAMMING ORDERS EXIST TO MAKE AUDITORS DO HANDWRITING DRILLS TO WRITE FAST AND WELL.

Proper C/S posting was piloted by me on Flag years ago. The existing technical executives failed to export it to orgs.

The irreducible minimum C/S postings are:

SENIOR C/S who handles bugged cases and very upper-level actions and keeps the other C/Ses functioning well. He is the highest classed C/S in the org. He is responsible for proper handling and results on all cases. (This is a hat I usually wore in an area.)

EXPANDED DIANETIC C/S who does only Expanded Dianetics.

GRADE C/S who C/Ses grade pcs.

DIANETIC C/S or C/Ses who handle all routine C/Sing of Dianetics including Drug Rundowns.

There are several other C/S posts. In AOs additionally there are Solo C/Ses. In Saint Hills there are Power (Class VII) C/Ses.

As an org expands it can have additional *types* of C/Ses. Some of these are:

REVIEW C/S who reviews tech case failures, taking this load off the Senior C/S.

STAFF CASES C/S who C/Ses for audited staff.

STUDENT AUDITING C/S who C/Ses student sessions.

AO REVIEW C/S who C/Ses for fast reviews on Advanced Course students.

CO-AUDIT C/S where a co-audit exists separate from HGC lines.

WHAT IS OVERLOAD?

When a C/S can't read every worksheet and study and program *every* case he has, due to time, he is overloaded.

WASTED C/Ses

To get a Class VI or even a Class IV to C/S lower-action folders is a waste of C/Ses since it is easy to *train* Dianetic C/Ses.

SUMMARY

TRAIN AND POST enough C/Ses and watch the GI go up and refunds go down.

It is not enough just to get auditors and more and more auditors.

DON'T OVERLOAD C/Ses. GET MORE OF THEM!

L. RON HUBBARD
Founder



HCO BULLETIN OF 26 OCTOBER 1975

Remimeo
All Students
All HGC Auditors
All C/Ses
All Interns

C/S Series 95

“FAILED” CASES

There are no failed cases. There are only failed C/Ses and auditors.

In a recent test, this was proven conclusively. A number of no-case-gain, slow-case-gain, sickie and “failed cases” were rounded up. Using well-trained Flag auditors and the most basic of lists, every one of these cases was soon flying.

At another time, lists which had been “nulled” by a group of trainee auditors were then taken over, on the same pcs, same lists, and renulled by Class Xs. Over half the reading items had been missed by the trainees—they simply couldn’t make the list read on the pcs. Yet the lists were as alive as skyrockets. The pcs under the trainee auditors had accumulated all manner of bypassed charge by having reading items ignored. And in some cases, having nonreading items given attention.

To a trainee, all this seems incredible and mysterious. He does not realize how very bad his metering can be, how faint and fainting his TR 1. He has numerous tricks which defeat him—such as keeping his sensitivity on 32 for a pc who only requires sensitivity 1, whereas the auditor misses all his F/Ns as he can’t keep the needle at set. He doesn’t put his meter so he can see pc, paper and meter dial all in the same scope of vision and misses the reads. His auditor presence is so poor and his attitude so unprofessional that the pc isn’t really in session. His own introversion prevents him from really observing the pc’s tone or reaction.

All these faults can be cured and HAVE to be before an auditor can call himself a real auditor. Short of that he is just a fooling-about dilettante. And he has “failed pcs.”

It takes hard, sweating work to get good enough to be a real auditor. It takes hours and hours and hours of TRs the hard way. It takes a high degree of honesty that includes never faking and going by misunderstandings in his materials, always being honest in his auditing reports, constant practice with his metering, drills with the Tone Scale and a large degree of self-discipline.

It isn’t “talent” that makes the good auditor. It is practice and more practice until he himself knows first that he didn’t know and then knows that he really knows.

The source of out-tech is only laziness and dishonesty. Someone who is

afraid of work thinks he can PR the C/S and the pc, fumble his way through and succeed out of fakery. That route is failure. And it ends in “failed cases.” Don’t be a psychologist or psychiatrist. That was their route.

In the hands of a thoroughly trained and drilled auditor, Scientology works and works splendidly.

There are no dog cases, no “NCGs,” no failed cases.

But there are “auditors” who don’t study and drill hard enough to become real auditors. And there are C/Ses who don’t know their business and who don’t keep up their study and are too lazy to FES or read sessions or cram their auditors.

There are an awful lot of excellent auditors and many very fine C/Ses. But in some local areas, where verbal tech gets going and ethics is out, the quality sags. And there you have NCGs and slow pcs and “failed cases.”

Want to know how lazy your C/Ses and auditors are? How many NCGs and failed cases do you have around? If you have *any* at all, tech in your area is out.

A C/S 53RJ taken to F/Ning list and a GF 40X taken to an F/Ning list will cure any NCG or failed case. BUT it has to be done by an auditor who has sweated it out doing the checksheets of Qual required to make a list read.

So do not send to find the real who when cases bog or “fail.” Don’t blame and repair cases. Repair the auditors and C/Ses.

It not only can be done. It is easier to do it than wrestle around with an “ARC broken field.”

And it not only can be done, it MUST be done.

L. RON HUBBARD
Founder

C/S Series 96RA

DELIVERY REPAIR LISTS

(LRH ED 257 Int of 1 Dec. 74,
revised and reissued as an HCOB)

Cancels:

BTB 11 Aug. 72RA C/S Series 83RA
CORRECTION LISTS

THERE'S NOTHING WRONG WITH YOUR CF, YOUR PC, YOUR STUDENT, STAFF MEMBER OR YOUR OWN DELIVERY THAT A PREPARED LIST WON'T HANDLE.

"ARC broken CFs," blown students, demanded refunds, low success stories, withdrawn auditors, ineffective staffs are pretty silly problems to have these days.

Many years ago I developed a system called "Prepared Lists."

These isolated the trouble the pc was having in auditing without taxing anyone's imagination and sending the auditor into a figure-figure on the pc.

These prepared lists were assessed on an E-Meter. One took up the biggest read first and then cleaned up all other reads.

Time has gone on. The system of prepared lists has been expanded to include not only pcs but students and staff.

It may have gone overlooked that such lists now include anything that could happen to a pc or student. In other words, prepared lists have become very thorough.

WHO CAN USE

The only reason ever found for prepared lists not working was an auditor's weak TR 1 and inability to read a meter.

Even this difficulty has been handled by the modern training and internship system. (Refs: The Classification and Gradation Chart and HCOB 26 Feb. 78, INTERNSHIPS VERSUS COURSES)

Before an auditor should be let near a prepared list in anything but student auditing he should be put through the Professional TR Course and Academy Levels, followed by the checkout steps of the Class IV Auditor Internship, done in Qual.

Qual is *not* fast flow. Things done in Qual are Method 4 word cleared and star-rated, with all demos and drills. Only if this is done can you have some certainty that a prepared list will read on the pc and that the pc or student will get handled.

It takes standard auditor training to handle the points found reading on a list.

CASE SUPERVISING

A C/S who is trained as a C/S must know what lists to use. And he must see to it that his auditors are trained via the above standard route. Otherwise the lists just won't read and the C/S, the pc and the org are left up the creek!

LOTS of "lists that didn't read" are found in folders. I used to make a practice of just having them nulled again by an auditor whose metering and TRs were good and **THEY READ AND THE CASE RESOLVED.**

PC LISTS

1. HCO BULLETIN 24 NOVEMBER 1973RE II, C/S SERIES 53RM SF (Short Form), SHORT HI-LO TA ASSESSMENT C/S. This is a famous list. It solved the long, long problem of high and low TAs and really solved it. Unfortunately it has a name of being done for high and low TAs. In truth it practically handles the whole repair of any difficult case today! One assesses it Method 5. One handles the reads from the top down. It can also be reassessed several times until it F/Ns on a whole M5 assessment. It is quite remarkable what it will do for a case that has been running badly or is bogged, quite in addition to handling high and low TAs!

2. HCO BULLETIN 24 NOVEMBER 1973RF I, C/S SERIES 53RM LF (Long Form), HI-LO TA ASSESSMENT C/S. This is the same list as the C/S 53RM Short Form, but gives *whole questions* for each subject covered so that a less educated pc can more easily understand what is being asked.

3. HCO BULLETIN 29 OCTOBER 1971RA, INT RUNDOWN CORRECTION LIST, REVISED. As Interiorization-Exteriorization problems (when they exist) have to be handled before any other thing is handled, an auditor sometimes assesses another list and then finds himself doing this list. "Int" appears on many other lists and when it reads one does this list. One has to go back and complete the original list of course. "Int" problems cause high TA, headaches and general upset. I've begun to think after seeing a lot of headache cases that maybe only Int-Ext problems cause headaches! Instead of repairing Int, sometimes auditors will run it again and again. Also Int can go flat to cog VVGIs on an early flow, even a recall flow. Then if one insists on finishing the Int RD, one has trouble and I mean trouble. So this is a valuable list.

4. HCO BULLETIN 15 DECEMBER 1968RA, L4BRA, FOR ASSESSMENT OF ALL LISTING ERRORS. An out-list (meaning one done by Listing and Nulling, not a prepared list) can raise more concentrated hell with a pc than any other single auditing error. The amount of misemotion or illness which a wrong list generates has to be seen to be believed. When a pc is ill after a session or up to 3 days after, always suspect that a listing action done on the pc had an error in it. It **MUST** be corrected. This prepared list L4BRA corrects lists of the

Listing and Nulling variety. It can be run on old lists, current lists, general listing. There has been no reason to revise this since 1977. It really works!

5. HCO BULLETIN 29 SEPTEMBER 1968RA, LIST CORRECTION—THE SHORT L4. This is the shorter version of the L4BRA. It is used by an auditor to sort out any error in a current Listing and Nulling action or recently done L&N list and contains the most common Listing and Nulling errors.

6. HCO BULLETIN 19 MARCH 1971, LIST 1C—L1C. This is the updated version of the earliest list ever compiled. It is used during sessions at the auditor's discretion and in other ways. It also prevents some pc from insisting "it's an ARC break" (which never clears) when it's really a withhold, a common error. It can also be addressed to life. Usually when a session blows up, an L1C is used fast rather than just sit and ack!

7. HCO BULLETIN 11 APRIL 1971RE, L3RH, DIANETICS AND INT RD REPAIR LIST. This is the key list of Dianetic auditing and is the Dianetic standby in case of trouble. As the Int RD is also Dianetics, while doing it, one uses L3RH for trouble.

8. HCO BULLETIN 21 JANUARY 1977RB, FALSE TA CHECKLIST. This was a very important discovery about TAs. One uses this when another list indicates a false TA or one is suspected. Auditors have been known to get so desperate about a pc's TA that they falsified worksheets. This (and C/S 53RM) make that totally needless. I've seen this change a case from despair to VVVVGIs!

9. HCO BULLETIN 16 APRIL 1972R, PTS RD CORRECTION LIST. It also gives the expected actions of a PTS Rundown. Doing PTS Rundowns without this prepared list handy can be risky.

10. HCO POLICY LETTER 7 APRIL 1970RD, GREEN FORM. This was the earliest Qual Saint Hill weapon (26 June 65) for case cracking. It is modernized up to 27 June 88 in the above issue. Used for general case cleanup particularly on an out-rud-type pc or when ruds won't fly. It is not used to handle high or low TA.

11. HCO BULLETIN 30 JUNE 1971RD, EXPANDED GF 40RF. Called "GF 40X." This is the "7 resistive-type cases" at the end of the Green Form expanded out. This is how you get those "earlier practices" and other case stoppers. This done well gives a lot of extensive work in Dianetics. It's lengthy but really pays off. If you were to do a C/S 53RM Method 5, all handled, and to an F/Ning list and then do a GF 40XRF, all handled, reassessed to an F/Ning list, you would "crack" most cases to a point where they ran well.

12. HCO BULLETIN 23 JULY 1980R, CONFSSIONAL REPAIR LIST—LCRE. If a Confessional or other O/W action such as an O/W write-up goes awry, the matter is straightened out with an LCRE.

13. HCO BULLETIN 13 JUNE 1984, FPRD SERIES 9, FALSE PURPOSE RUNDOWN CORRECTION LIST. This list is used to locate and handle factors causing trouble in False Purpose Rundown auditing.

14. HCO BULLETIN 21 JANUARY 1984R, HRD SERIES 5R, HAPPINESS RUNDOWN REPAIR LIST (HRL). This is the prepared list used for correcting errors in Happiness Rundown auditing. It is also used if a person receiving the HRD runs into an inability to free up on one of the precepts of *The Way to Happiness*.

15. HCO BULLETIN 25 OCTOBER 1985, PURIF RD SERIES 10, PURIFICATION RUNDOWN CORRECTION LIST. In the event of a bog on the Purification Rundown, the C/S can have this list assessed to help locate and handle any errors occurring with the case on the rundown. This list can also be used to clean up BPC on a person who, having completed the Purification Rundown months or even years earlier, appears to need further handling in the area.

16. HCO BULLETIN 19 SEPTEMBER 1978R II, THE END OF ENDLESS DRUG RUNDOWNS REPAIR LIST. This is the repair list for a pc who has bypassed charge on past audited drug handlings.

17. HCO BULLETIN OF 16 OCTOBER 1978, REPAIR CORRECTION LIST. Occasionally an auditor encounters a pc who protests a prepared list or repair action or who has BIs on the subject of repair or prepared lists. This list is used to locate and handle bypassed charge on improperly done or unnecessary prepared lists or repairs.

18. HCO BULLETIN 11 JULY 1982, QUESTIONABLE AUDITING REPAIR LIST. This list is used to spot and handle hidden errors in a pc's auditing made by a questionable or squirrel auditor.

19. HCO BULLETIN 29 JULY 1981 I, FULL ASSIST CHECKLISTS FOR INJURIES AND ILLNESSES. While you don't put the pc on the cans for this one, you mark it as to the state the pc is in and it says what you do for illness and injury. This one, done correctly, is how the minister runs the medico out of business.

STUDENT LISTS

20. HCO BULLETIN 15 NOVEMBER 1974R, STUDENT REHABILITATION LIST. This is the one that gets the bogged student sailing, gets a blown student back, gets an auditor back auditing. This is the master list for students—even students in grammar schools and colleges! A real winner.

21. HCO BULLETIN 27 MARCH 1972RD I, STUDENT CORRECTION LIST. A list for correcting students on course.

22. HCO BULLETIN 4 MAY 1981RA, STUDY SERIES 10RA, STUDY GREEN FORM. This is an analysis list which addresses the troubles a person is having with the subject of study, independent of or in addition to misunderstood words. Different from the Student Correction List which corrects students on course, or the Student Rehabilitation List which is for handling blown students or students who failed in practice, the Study Green Form is for a student with persisting study troubles or who is very misemotional about study itself. Its EP is that the person knows he can study. It even cures the revolutionary student!

STAFF AND DEBUG LISTS

23. HCO BULLETIN 27 MARCH 1972RA II, COURSE SUPERVISOR CORRECTION LIST. This is to get the Course Supervisor going well.

24. HCO BULLETIN 27 MARCH 1972RC III, AUDITOR CORRECTION LIST, AUDITOR RECOVERY. This one corrects auditors who are having a tough time.

25. HCO BULLETIN 15 NOVEMBER 1973R, FEAR OF PEOPLE LIST REVISED. This is for the handling of timid tech staff who back off from handling rough pcs.

26. HCO BULLETIN 12 NOVEMBER 1980R I, CASE SUPERVISOR CORRECTION LIST. This one corrects Case Supervisors, gets them back on the rails.

27. HCO BULLETIN 23 DECEMBER 1980R I, EXECUTIVE CORRECTION LIST. This prepared list locates an executive's troubles and indicates handling.

28. HCO BULLETIN 27 NOVEMBER 1978RC, WORD CLEARING SERIES 35RI, WORD CLEARING CORRECTION LIST. Usually written "WCCL." This is the famous list that goes with Method 1 Word Clearing or with any Word Clearing bog. Also corrects high and low TA WHEN it occurs in a Word Clearing session. This is the Word Clearer's friendly friend.

29. HCO POLICY LETTER 9 APRIL 1972R, CORRECT DANGER CONDITION HANDLING. Locates the trouble area that got him into a Danger condition. Goes with the famous "3 May PL" HCO PL 3 May 1972R.

30. HCO POLICY LETTER 13 MARCH 1972, ESTO SERIES 5, PRODUCTION AND ESTABLISHMENT ORDERS AND PRODUCTS. An invaluable text and list for PRODUCT CLEARING. It's a list of what you do to clear products. From it a prepared list can be made.

31. HCO POLICY LETTER 23 MARCH 1972, ESTO SERIES 11, FULL PRODUCT CLEARING LONG FORM.

32. HCO POLICY LETTER 12 JUNE 1972R, DATA SERIES 26R, ESTO SERIES 18R, LENGTH OF TIME TO EVALUATE. A list you assess to locate trouble an evaluator might be having. Also for slow evaluators or slow students on a Data Series Course.

33. HCO BULLETIN 28 AUGUST 1970RB, HC OUTPOINT-PLUSPOINT LISTS RB. This is a prepared list that locates the outpoints in a person's own thinking. When people can't seem to evaluate (or think brightly) this list will do wonders. Some Data Series Course students make no progress at all until they are assessed on this list and handled.

34. HCO BULLETIN 2 JUNE 1978RC, CRAMMING SERIES 18RC, CRAMMING REPAIR ASSESSMENT LIST. A botched cram can bog an auditor, staff member or even an org or area. This list can get miscramming repaired with miraculous results.

35. HCO BULLETIN 20 SEPTEMBER 1978R III, NED SERIES 19R, C/S SERIES 103R, NED AUDITOR ANALYSIS CHECKLIST. When a New Era Dianetics Auditor has pcs who are not making good gains and the auditor is not rapidly coming right with ordinary cramming actions, this checklist can isolate the auditor's areas of weakness or uncertainty. Once located, the checklist also provides the handlings needed to get the auditor really corrected.

36. HCO BULLETIN 22 NOVEMBER 1985, FSM SERIES 9, FIELD STAFF MEMBER REPAIR AND REVITALIZATION LIST. This is the list used when an FSM is having difficulty getting his products or having failures or losses as an FSM. It can be used to sort out an inactive FSM and even to help an otherwise active Scientologist who is hesitant about becoming a field staff member. It is an invaluable tool to assist a field staff member to overcome any barriers to his effective contribution to Scientology expansion.

37. HCO POLICY LETTER 23 AUGUST 1979R II, ESTO SERIES 38R, PRODUCT DEBUG SERIES 2R, DEBUG TECH CHECKLIST. This gives a person doing a debug a list of things that could be standing in the way of production, as well as the actions to handle them and get production flying.

38. HCO BULLETIN 23 AUGUST 1979R II, PRODUCT DEBUG SERIES 10R, PRODUCT DEBUG REPAIR LIST. In a case where product debug actions (as covered in HCO PL 23 Aug. 79R I, DEBUG TECH, and HCO PL 23 Aug. 79R II, DEBUG TECH CHECKLIST) have been messed up, this list is used to clean up any bypassed charge so that the debug can be taken to successful completion.

39. HCO BULLETIN 18 JUNE 1979R, PRODUCT DEBUG SERIES 4R, WORD CLEARING SERIES 62R, THE CRASHING MIS-U REPAIR LIST—LC1R. This is the list used to repair Crashing Mis-U Finding that has gone off the rails. While it is usually used during or directly after Crashing Mis-U Finding, when an immediate repair action is needed, it can also be used after a Crashing Mis-U has been found but the person is still not completing cycles of action or getting products.

40. HCO BULLETIN 11 JULY 1988, PRODUCT DEBUG SERIES 11, FALSE DATA STRIPPING REPAIR LIST. This list is used to locate and clean up any bypassed charge that may occur as a result of False Data Stripping errors.

WORD LISTS FOR PREPARED LISTS

Nearly every prepared list has all its words on a separate sheet, ready for word clearing on the pc. All the words on a list are cleared on a pc without repeating the same word or asking the list question. Such lists are issued for auditor convenience.

A list of these word lists is being issued as HCOB 1 Dec. 74R, WORD CLEARING LISTS FOR PREPARED LISTS, so that you can match them to the prepared lists in this bulletin.

OTHER LISTS

There are great Solo lists for Solo repair used on Advanced Courses, and special lists used for repair on audited upper levels and rundowns.

And from time to time when a need for a prepared list is found new ones will be issued on different subjects.

One can REPAIR a pc or student or staff member. One can also FORWARD a case into new areas with other prepared lists.

MIMEO AND AVAILABILITY OF LISTS

Some orgs backlog their mimeos.

The AVAILABILITY of lists to auditors is something which should NOT be neglected. It is highly uneconomical as one loses re-signs and students and staff when prepared lists are in nonexistence in an org or even short supply. It was because of this that in 1980 a special package of prepared lists was produced, making it possible for auditors to have copies of each list right at their fingertips. Thus precious session time and potential pc upset can be saved by an auditor using this package, making it a vital tool for *any* classed auditor, whether student, intern, staff auditor or field auditor.

Tech is the atomic fuel an org runs on.

KEEP PREPARED LISTS IN SUPPLY FOR USE.

TRANSLATED ISSUES

In non-English-speaking orgs lists must be very carefully translated and mimeoed for use. In such orgs, more than any others, great care must be taken to have and use lists, as they keep tech straight where it tends to go hearsay and verbal.

So, that's quite an array of prepared lists, isn't it?

If they are not in full use in your org, don't wonder about your delivery stats' Why. Or your org and CF problems. It's a lack of full use of this tech.

Hidden in these prepared lists is a wealth of tech that explodes into wins for your org, your CF, your pcs and students.

L. RON HUBBARD
Founder

Revision assisted by
LRH Technical Research
and Compilations

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 26 OCTOBER 1976

(Also issued as HCO PL 26 Oct. 76 I, same title)

Remimeo
All HCOs
All Tech Divs
All Qual Divs
All Courses

C/S Series 97

Auditor Admin Series 25

AUDITING REPORTS, FALSIFYING OF

Probably the most covert and vicious crime in auditing is falsifying an auditing report.

At first glance, to someone who is trying to PR himself as an auditor or to escape consequences of session goofs, this might not seem to be the huge crime that it is.

When an auditing report is falsified, means of repairing the pc are denied, out-tech and a need for restudy or redrilling of materials is covered up, out-tech is spread about and the repute of the org and Scientology are at risk.

There are many ways of falsifying an auditing report. Chief amongst them is omission of vital data in the report. Another is faking the things run or the pc's actions or reactions.

To the person doing this, it may seem that he has covered up his incompetence, but in actual fact it is eventually detected.

A twice-declared person recently messed up the cases of several VIPs by simply omitting some of their disagreements with what was being done.

Three SPs, now declared, some years ago had a mutual understanding that they would not put down each other's withholds. These three also falsified auditing reports to the effect that they had run certain things on pcs "and there was nothing on them," when in fact they either had not run them or there was reaction which they did not put into the report. They messed up about a dozen people before they were caught and it took many, many hours of careful C/Sing and auditing to salvage those cases (and it also took about two years). They made several hundred serious enemies for themselves and today I doubt any Scientologist would even speak to them and their names are remembered with scathing contempt.

It is not only easy to detect a falsified auditing report, it is also inevitable that it will be detected.

The person whose auditing reports have been falsified is easy to spot in folders and records. The auditor marks "VGIs, F/N" and the Examiner notes bypassed charge and bad indicators. An auditor seeking to prevent this being detected has been known to take the Examiner Report from the folder, but that there is no Examiner Report would be the first thing a C/S would notice. Examiner Reports have been forged and exchanged with the actual one but this too is very visible.

Lack of a proper success story points directly to out-tech, and if it is not visible in the folder, then that folder contains falsified auditing reports.

The pc in the midst of his auditing refuses to re-sign for more. An inspection of folder either finds the out-tech in the auditing reports or it doesn't. If the Folder Error Summary finds no out-tech, the next thing that is looked for is falsified auditing reports and this is extended to looking at the other cases this auditor has handled to see if there is any similarity of reaction.

A D of P interview with the pc will reveal falsified auditing reports. It will contain data that does not appear in the auditing reports. The first thing suspect is the auditing reports.

Basically, correct tech applied by a competent auditor who has been trained and interned, works and works every time. When it "doesn't work," a C/S begins to look for the real scene. There are many ways he can ascertain the actual scene. Amongst these are outside-the-door session taping, monitors, interviews, lack of success stories, failures to declare, failures to re-sign, Examiner Reports at variance with the session reports, personal checkup into the case and many others.

The only thing which temporarily misleads a C/S is a falsified auditing report. But in all our experience with these, the detection of such reports is inevitable even if it occurs a long time afterwards.

The person who would falsify an auditing report is usually found to be a suppressive with abundant R/Ses and evil intentions who never should have been trained in the first place.

Therefore, the penalty for knowingly falsifying an auditing report in order to make oneself seem more competent than one is or to hide departures from the C/S or to omit vital data necessary to C/Sing, resulting in upsets to a case and time spent in investigation by seniors, is actionable by a Committee of Evidence and, if the matter is proven beyond reasonable doubt, a cancellation of all certificates and awards, a declare and an expulsion order are mandatory.

Should the person perpetrating the falsification of auditing reports run away (blow) before action can be taken, the result is the same and is enforceable even if the person is not present.

A green auditor may look upon the offense as slight. If he is too untrained to realize that proper application of tech works every time and that improper application is a gross overt act, he may not realize the seriousness of his action. This, however, cannot be pleaded as a defense. It is not a light thing to end the hopes and close the door on a pc just because one is trying to cover up his blunders. The blundering auditor can be repaired by cramming and retraining. But only if it is known how he has blundered. That in itself is nowhere near as serious as hiding the fact.

Honesty is the road to truth.

L. RON HUBBARD
Founder

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HCO BULLETIN OF 28 OCTOBER 1976

Remimeo
All HCOs
All Tech Divs
All Qual Divs
All Courses

(Also issued as HCO PL 28 Oct. 76, same title)

C/S Series 98

Auditor Admin Series 26

**AUDITING FOLDERS,
OMISSIONS IN COMPLETENESS**

Refs:

HCOB	26 Oct. 76	C/S Series 97 Auditor Admin Series 25 AUDITING REPORTS, FALSIFYING OF
HCO PL	26 Oct. 76 I	Same title

Omissions from folders and complete loss of folders is a very serious matter.

A Case Supervisor, as well as a Folder Error Summary auditor and the auditor himself, can be impeded greatly by folder omissions. Loss of folders entirely is a much greater catastrophe.

While cases and even folders can be reconstructed and eventually handled (at enormous trouble and time to the pc and technical people) this does not minimize the offense.

Usually Folder Pages are regarded too lightly as a post and are subject to much transfer even when posted. The Director of Tech Services is often far too lax in posting a Folder Archives I/C, even as a double hat. Space restrictions often impede the careful preservation of folders in orgs. But all these posts and spaces are vital to a smooth delivery of auditing and should not be lightly looked upon.

The commonest (and most senseless) omissions from folders are:

1. **WORD CLEARING WORKSHEETS.** These are done in Academies or training or intern areas as well as the HGC and it is often an omitted action to forward them to the person's pc folder. Often the lines to do so are unknown or completely missing. Yet *every* metered Word Clearing action should not only be the subject of a worksheet but also *must* be included in the person's pc folder in date order. Word Clearers can fail to F/N a chain or even fail to clear a word as a chain when it doesn't F/N. Such goofs can mess up cases and leave a C/S perplexed as to how the pc was running well one day and badly the next—yet there is no Word Clearing worksheet there, so the fact of ANOTHER AUDITOR on the case is hidden.

2. **QUAL WHY FINDING ACTIONS.** As Why Finding also includes listing, possibly the most vicious omission is the failure to include Why Finding worksheets in the person's folder or even do a worksheet on it. Yet at least one org has been temporarily wrecked by indiscriminate "Why Finding" in Qual that resulted in wrong items and wrong lists and messed up the cases of whole staffs. This poor Why Finding has led at times to Why Finding becoming a restricted or forbidden practice. Qual worksheets of Why Finding **MUST** be included in the person's folder, along with any list made, which itself must include the question asked.

3. **HCO WHY FINDING.** These actions must also be the subject of worksheets and must also be included in the person's folder.

4. **ALL SEC CHECKS AND INTEGRITY PROCESS LISTS AND ACTIONS.** It doesn't matter who or what is doing the Sec Check, the resulting action is **NOT** the property of the department or branch or person doing the Sec Checking. A full worksheet must be made and **ALL** such actions done **MUST** be included in the routine pc folder of the person.

As it is very vital that a pc's folder be **COMPLETE** as well as exist, hereinafter the loss of a pc's folders and the failure to make worksheets and include them in the person's pc folder shall be actionable by a Committee of Evidence, to be convened by the Senior C/S of an org, and applies to any person or auditor whether staff, mission or field.

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HCO BULLETIN OF 10 DECEMBER 1976RB

REVISED 25 MAY 1980

Remimeo
All Auditors
All Intern
Supervisors
All C/Ses

URGENT—IMPORTANT

C/S Series 99RB

SCIENTOLOGY F/N AND TA POSITION

Through verbal tech just located, it has been found that some auditors have been ordered to disregard all F/Ns that were above 3.0 or below 2.0 on the meter.

Auditors have also called F/Ns which were ARC break needles, thus falsely indicating to the pc.

These two actions—disregarding actual F/Ns because the TA was not between 2.0 and 3.0 and calling “F/Ns” that were actually ARC break needles—have upset many preclears.

The outnesses here are (A) not considering pc indicators as senior and (B) not noting pc indicators when calling an F/N and (C) ignoring and giving junior importance to the technology covered in false TAs. (See list of references at end of this HCOB or the Subject Index of the HCOB Volumes.)

Auditors have even been led to falsify worksheets (giving TA as in range when it actually was not when calling an F/N) because they might “get in trouble” for calling an F/N in the wrong range, such as 1.8 or 3.2.

The CORRECT procedure for out-of-range F/Ns is:

1. Look at the pc's indicators.
2. Call the F/N regardless of its range.
3. Mark down the ACTUAL TA position.
4. Handle the false TA at the earliest opportunity when it will not intrude into the current cycle on which the pc is being audited. (You don't interrupt a Quad R3RA, for instance, to handle false TA; you complete it and then, when directed by the C/S, you handle the false TA.)
5. On any pc you suspect has had his F/Ns disregarded because of false TA, you C/S for and get run a repair and rehab of this error.

E-Meter cans can monitor or change TA position when the palms are too dry or too wet or when the cans are too big or too small or when the wrong hand cream is used. The E-Meter does not read on hand moisture alone as was long

believed by people in electronics. But TA depends upon resistance to electrical current in the palms, leads and meter, as well as its main resistance which happens to be mental masses or lack of them.

To simply tell some intern "Always disregard an F/N not in correct range" is to set him up for loses and set the pc up for crashes. The correct information is that an F/N which isn't in range is accompanied by pc indicators that indicate whether it is an F/N or not. AND indicates you better get the false TA handled fast as soon as it won't interrupt the current cycle. AND you always note where it F/Ned so the C/S can C/S for false TA handling.

Where an ARC break needle (which looks like an F/N) is observed, whether it is in range or out of range (2.0 to 3.0 or below 2.0 or above 3.0) you LOOK at the pc and establish the pc's indicators before falsely calling an F/N. A pc who is about to cry is NOT an F/Ning pc, and if you indicate an F/N to that pc, you will further the ARC break and suppress the emotional charge that is about to come off.

REPAIR

Where the above matters have not been fully understood and errors have occurred on pcs, it must be assumed that:

1. Auditors have falsified their worksheets as to TA position and thus built up withholds and made themselves blowy.
2. That every pc who has ever had high or low TA trouble has had F/Ns disregarded and ARC break F/Ns falsely indicated.
3. That a briefing and drilling of all interns and auditors must occur on this HCOB.
4. That a brief program of cleanup of disregarded F/Ns and falsely called ARC break F/Ns be done on every pc.
5. That every such pc be considered as having false TA troubles and these must be C/Sed for and corrected.
6. That all auditors and interns be drilled on all HCOBs relating to pc indicators.

SAMPLE CLEANUP C/S

Disregard TA position, use only F/Ns and pc indicators in doing this C/S.

1. It has been found that some of your F/Ns (release points) may have been disregarded by past or present auditors.
2. Have you ever felt an F/N (release point or end of an action) had been bypassed on your case?
3. Find and rehab the overrun of the release point to F/N. Check for any other bypassed F/Ns and rehab them.

4. Have you ever felt an F/N should not have been indicated by the auditor when it was?
5. Find the point and get in Suppress on it and complete the action. Check “Are there any other F/Ns which should not have been indicated by the auditor when they were?” and handle as above.
6. Find and run the ARC breaks bypassed, with ARC break handling.
7. Find and handle the false TA in totality.

DIANETIC F/Ns

An F/N seen by the auditor in running R3RA is not called until the full Dianetic EP is reached.

An auditor running R3RA is NOT looking for F/Ns. He is looking for the postulate which is sitting at the bottom of the chain he is running.

The EP of a Dianetic chain is always always always the postulate coming off. The postulate is what holds the chain in its place. Release the postulate and the chain blows. That’s it.

The auditor must recognize the postulate when the pc gives it, note the VGIs, call the F/N and end off auditing that chain.

An F/N seen as the incident is erasing is not called.

The pc does not have to state that the incident has erased. Once he has given up the postulate, the erasure has occurred. The auditor will see an F/N and VGIs. NOW the F/N is called. F/Ns are not indicated until the EP of postulate off, F/N and VGIs is reached.

It’s the postulate—not the F/N—that we are going for in New Era Dianetics.

POWER F/Ns

F/Ns are disregarded in Power.

Each Power Process has its own end phenomena and is ended only when that is obtained.

REFERENCE HCOBs FOR FALSE TA

HCOB 8 June 70	LOW TA HANDLING
HCOB 16 Aug. 70R	C/S Series 15R
Rev. 7.7.78	GETTING THE F/N TO THE EXAMINER
HCOB 24 Oct. 71RA	FALSE TA
Rev. 25.5.80	
HCOB 12 Nov. 71RB	FALSE TA ADDITION
Rev. 25.5.80	
HCOB 15 Feb. 72R	FALSE TA ADDITION 2
Rev. 26.1.77	
HCOB 18 Feb. 72RA I	FALSE TA ADDITION 3
Rev. 25.5.80	

HCOB 16 Feb. 72	C/S Series 74
	TALKING THE TA DOWN MODIFIED
HCOB 23 Nov. 73RB	DRY AND WET HANDS MAKE FALSE TA
Rev. 25.5.80	
HCOB 24 Nov. 73RE II	C/S Series 53RL SF
Rev. 26.7.86	SHORT HI-LO TA ASSESSMENT C/S
HCOB 24 Nov. 73RF I	C/S Series 53RL LF
Rev. 26.7.86	HI-LO TA ASSESSMENT C/S
HCOB 19 Apr. 75	OUT-BASICS AND HOW TO GET THEM IN
	VANISHING CREAM AND FALSE TA
HCOB 23 Apr. 75RA	
Rev. 25.5.80	
HCOB 24 Oct. 76RA	C/S Series 96RA
Rev. 12.7.88	DELIVERY REPAIR LISTS
HCOB 10 Dec. 76RB	C/S Series 99RB
Rev. 25.5.80	SCIENTOLOGY F/N AND TA POSITION
HCOB 21 Jan. 77RB	FALSE TA CHECKLIST
Rev. 25.5.80	
HCOB 24 Jan. 77	TECH CORRECTION ROUNDUP
HCOB 26 Jan. 77R	FOOTPLATES USE FORBIDDEN
Rev. 25.5.80	
HCOB 30 Jan. 77R	FALSE TA DATA
Rev. 25.5.80	
HCOB 4 Dec. 77R	CHECKLIST FOR SETTING UP SESSIONS AND AN E-METER
Rev. 19.8.87	
HCOB 13 Jan. 77RB	HANDLING A FALSE TA
Rev. 25.5.80	
Owner's Manual for your E-Meter	

PC INDICATORS HCOBs

HCOB 29 July 64	GOOD INDICATORS AT LOWER LEVELS
HCOB 28 Dec. 63	INDICATORS, PART ONE: GOOD INDICATORS
HCOB 23 May 71R VIII	RECOGNITION OF RIGHTNESS OF THE BEING
Rev. 4.12.74	
HCOB 22 Sept. 71	THE THREE GOLDEN RULES OF THE C/S, HANDLING AUDITORS
HCOB 21 Oct. 68R	FLOATING NEEDLE
Rev. 9.7.77	

L. RON HUBBARD
 Founder

Revision assisted by
 LRH Technical Research
 and Compilations



Remimeo
EDs, COs
HESEs, S/Cs
HCOs
HASes
HEJSCs
Sec Checkers
Case Supervisors
Staff Section Officers

(Also published as HCO PL, same date)

C/S Series 100

JOKERS AND DEGRADERS

It is an old principle that people who do not understand something occasionally make fun of it.

A recent investigation, however, into the backgrounds and case condition of a small handful of people who were joking about their posts and those around them showed a somewhat more sinister scene.

Each of these persons fell into one or more of the following categories:

1. Were rock slammers (some List 1).
2. Were institutional-type cases.
3. Were "NCG" (meaning no case gain) (the only cause of which is continuous present time overts).
4. Were severely PTS (potential trouble source) (connected to rock slammers).

It might be supposed that misunderstood word phenomena could also be part of this. The rebellious student in universities is usually handled by clearing up his misunderstandings or curing his hopelessness for his future. However, the investigation did not find that any of these jokers or degraders were acting that way solely because of misunderstood words, but the possibility cannot be ruled out.

The four categories above were, however, fully verified.

All the persons investigated were found to be the subject of declining statistics, both having them and causing them. Their areas were enturbulated. At least one of the jokers was physically driving basic course students out of an org.

In some cultural areas, wit and humor are looked upon as a healthy release. However, in the case of orgs, this was not found to be the case. Intentional destruction of the org or fellow staff members was the direct purpose.

Therefore, all executives, HCO personnel and Case Supervisors as well as Qual personnel and Staff Section Officers have a valuable indicator. Where they have a joker or degrader on their hands, they also have one or more of the above four conditions in that person.

This opens the door to handling such people.

Properly assigned and then fully done conditions are the correct ethics handlings.

Correctly done Expanded Dianetics, which includes Confessionals, and fully done PTS handlings are the case remedies.

Where ethics tech itself is not known or neglected and where there are no HCOs, one can, of course, not expect the matter to be handled. And this would be too bad, because the case gain and life improvement available in proper ethics handlings, when fully followed through, can be quite miraculous.

Where rock slammers have been undermining the tech and it is not fully known or used or is altered into unworkability one cannot expect Confessionals to be properly done or Expanded Dianetics to be known and properly applied.

The joker is advertising his symptoms. He is also advertising an area of the org where there is enturbulation and down statistics as well as staff members being victimized.

Therefore, this is an administrative and technical indicator which cannot be overlooked and should be followed up.

Spotted, investigated and handled, this can be the beginning of an upward spiral for an organization.

Where someone is driving ethics out, tech is not likely to go in. You have to get in ethics and tech before you can begin to get in admin.

The next time you, as an executive, wonder why you are working so hard, look for the joker in the deck.

Humor is one thing. Destroyed orgs and human beings are quite something else.

It is our business to get the show on the road and get the job done.

L. RON HUBBARD
Founder

HCO BULLETIN OF 23 JULY 1978

Remimeo
All Dianetic
Auditors
C/Ses
Supervisors

C/S Series 101

LIST OF PERCEPTICS

This was researched and dated of 1951.

It's the 57 human perceptions.

1. Time
2. Sight
3. Taste
4. Color
5. Depth
6. Solidity (barriers)
7. Relative Sizes (external)
8. Sound
9. Pitch
10. Tone
11. Volume
12. Rhythm
13. Smell (The sense of smell has four subdivisions which are categories of the type of odor.)
14. Touch
 - a. Pressure
 - b. Friction
 - c. Heat or Cold
 - d. Oiliness
15. Personal Emotion



16. Endocrine States
17. Awareness of Awareness
18. Personal Size
19. Organic Sensation (including hunger)
20. Heartbeat
21. Blood Circulation
22. Cellular and Bacterial Position
23. Gravitic (self and other weights)
24. Motion of Self
25. Motion (exterior)
26. Body Position
27. Joint Position
28. Internal Temperature
29. External Temperature
30. Balance
31. Muscular Tension
32. Saline Content of Self (body)
33. Fields/Magnetic
34. Time Track Motion
35. Physical Energy (personal weariness, etc.)
36. Self-determinism (relative on each dynamic)
37. Moisture (self)
38. Sound Direction
39. Emotional State of Other Organs
40. Personal Position on the Tone Scale
41. Affinity (self and others)
42. Communication (self and others)
43. Reality (self and others)

44. Emotional State of Groups
45. Compass Direction
46. Level of Consciousness
47. Pain
48. Perception of Conclusions (past and present)
49. Perception of Computation (past and present)
50. Perception of Imagination (past and present)
51. Perception of Having Perceived (past and present)
52. Awareness of Not Knowing
53. Awareness of Importance, Unimportance
54. Awareness of Others
55. Awareness of Location and Placement
 - a. Masses
 - b. Spaces
 - c. Location Itself
56. Perception of Appetite
57. Kinesthesia

L. RON HUBBARD
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Interiorization Rundown Series 16

C/S Series 102

C/S CHECKLIST OF INT ERRORS

There are two major errors that occur most frequently on Int handling which a C/S must be on the alert for:

1. DOING OR RUNNING *ANYTHING* ELSE BEFORE AN INT RUNDOWN WHEN ONE IS NEEDED.
2. OVERRUNNING THE INT RUNDOWN.

By far the commonest error is number one above. It happens most often at the very beginning of a session on Int itself, by the auditor engaging in two-way comm or ruds or a belabored and overcomplicated clearing of commands, or some other action than getting right onto the running of Int.

This is flagrant. When I was C/Sing, it is what I kept running into—the auditor doing all kinds of preliminary steps before starting Int. It boils down to auditing over out-Int, and it can't be done.

You'll get the auditor who says, "But all I did was ask him how he was feeling." That's enough. That's two-way comm, and you can't run *anything* else but Int when Int is out, and that includes two-way comm. You don't ask the pc how he feels about anything. You just start the Int Rundown.

So that's the first major error to watch for: somebody trying to run something else before the Int Rundown itself.

The second is OVERRUN. Pc has a big cognition, a big win, TA blowdown, and the auditor misses it, goes right on past it and continues auditing. Or the pc exteriorizes and the auditor continues past exterior.

There is vital data on the end phenomena of Int on HCOB 4 Jan. 71R, Int RD Series 2, and both C/S and auditor MUST have this data and know and be able to recognize the EP of Int when it occurs. Otherwise it will really mess up a case. Those are the two major violations a C/S (and an auditor) must not permit in the running of Int if it is to be successful.

Because they are the most major errors they have been included first on the checklist below.

C/S CHECKLIST FOR DETECTING ERRORS ON INT

The following is a checklist to be used in the C/Sing of Int. The C/S checks a bogged session or any session on Int against this list to detect the exact cause of

the trouble or an error that could be the source of future trouble in ensuing sessions.

1. Doing or running *anything* else before an Int Rundown when one is needed. (Includes ruds, 2-way comm, LIC, anything.)
2. Auditing over out-Int.
3. Overrunning the Int Rundown.
4. Auditing past exterior.
5. Overdoing the clearing steps preceding the actual rundown.
6. Running an Int button that only read on a Mis-U or false read. (Failure to clear an Int button before running it.)
7. Clearing *all of* the Int buttons before assessment, instead of clearing only the button with the largest valid read.
8. Failure to use Suppress, Invalidate and Misunderstood on an unreading Int button list.
9. Misassessment of the Int button list.
10. Doing an Int Rundown when none of the buttons have read. (Constitutes running an unreading item.)
11. Auditor can't get reads or make a list read.
12. Not taking the Int Rundown to its full EP.
13. Not understanding the theory of Int and R3RA and WHY one goes earlier or asks for an earlier beginning to the incident.
14. Running the concept of "was in" or "stuck in" instead of the concept of "moving in" or "going in" (on whatever the reading Int button is).
15. Not repeating the actual button for the chain when asking for an earlier incident. (Not knowing R3RA commands.)
16. Not completing a chain to full Dianetic EP.
17. Not completing any one flow on an Int button in one session, thus ending a session on an unflat flow.
18. Introducing Flow 0 to a pc for the first time on Int Rundown or Int repair (i.e., running a Triple pc on Quad Flows).
19. Auditing over an earlier Dianetic error.
20. Auditing the rundown "to exteriorize" the pc.
21. Using preassessment or AESPs on Int.
22. Misassessing or incorrectly handling the Int Correction List.

23. Overcorrecting the Int Rundown.
24. Running Dianetics on a Dianetic Clear, Scientology Clear or OT.
25. And, on the part of the C/S, attempting to correct a botched Int Rundown without a full FES of the Int RD, or any Int repair, being done first.

The above points are all covered fully in the Int Rundown Series. Cases that are not running well on Int will be found to have had one or more of these errors committed on them.

Using the above list to spot and *prevent* Int errors will make the C/S's job lighter and give both auditor and pc a smoother run on Int.

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HCO BULLETIN OF 20 SEPTEMBER 1978R

Remimeo
Class V Grad C/S
Course
All C/Ses
Cram Offs

Issue III
REVISED 23 APRIL 1988

New Era Dianetics Series 19R

C/S Series 103R

NED AUDITOR ANALYSIS CHECKLIST

When an auditor is not having good success with New Era Dianetics, this NED Auditor Analysis Checklist is used to find his exact trouble areas and misunderstands and get them corrected.

New Era Dianetics is so powerful and exact that when correctly applied it is successful on pcs, one for one. If an auditor is not getting good results, it is important to get the situation handled early on, for the sake of his pcs, the auditor himself, and to protect this vital, workable tech against invalidation through misuse.

A C/S should order an auditor to have a NED Auditor Analysis Checklist when that auditor's pcs are not making good gains or when the auditor's reports show indicators of misunderstands or misapplications, or when the auditor is goofing and does not correct with ordinary cramming.

HOW THE CHECKLIST IS DONE

The checklist has two parts. Part One consists of an assessment done on the auditor by the Cramming Officer or another auditor. The assessment will disclose general areas of weakness or uncertainty on the part of the auditor (TRs, metering, etc.), which are then looked into extensively on Part Two.

Part Two is divided into sections which correspond to those in Part One. If a section has read on Part One, that section is taken up on Part Two, where the auditor must do exact drills, demos and checkouts which will show up his ability or inability to handle that aspect of R3RA. The purpose of this checklist is to help the auditor; it must be done without invalidating him or making him wrong.

Each area taken up is fully explored, per the checklist, and is signed off, point by point, by the Cramming Officer as it is covered. The Cramming Officer decides how to best correct the auditor based on what he has found. This can be a cram, retread, retrain, and/or handling in session or in Ethics. (Cramming is of course not limited to the references given in each section, and should cover fully, with Word Clearing, False Data Stripping, Crashing Mis-U Finding, checkouts, demos, clay demos and drills, whatever the auditor is weak on or misunderstands.)

When all corrective actions have been completed, the auditor sees the Cramming Officer, who ensures he's really got it. The auditor should be very bright and eager by this point. He then goes to the Examiner and attests to the NED Auditor Analysis Checklist.

The auditor may now resume auditing New Era Dianetics.

This checklist, promptly C/Sed for and promptly done, can save entire HGCs, not to mention needless stress and strain on individual pcs, auditors and C/Ses. Use it to get to the bottom of auditors who are not winning as they should.

PART ONE

AUDITOR'S NAME: _____ DATE: _____

CRAMMING OFFICER OR AUDITOR ASSESSING LIST: _____

R-factor to auditor: I am going to assess a NED Auditor Analysis Checklist so we can locate any weak points in your auditing of NED and get them corrected. (If assessment is done by an auditor other than the Cramming Officer, explain that the second part will be handled in Cramming.)

Assess the list Method 5. Handle any reading section on Part One by taking up the corresponding section in Part Two. Vigorously check out each item in the section you take up and cram the auditor appropriately, based on what is found. (This is not an auditing action, it is a cramming tool.)

A-1. **IN SESSION, DO YOUR TRs GO OUT?** _____

A-2. **IN SESSION, DO YOU GET NERVOUS OR AFRAID?** _____

A-3. **IS IT HARD TO SIT STILL DURING A LONG SESSION?** _____

A-4. **DO YOUR PCs HAVE TROUBLE HEARING YOU?** _____

(If any of the questions in section A read, go to section A of Part Two and fully handle per the instructions given.)

B-1. **HAVE YOU BEEN UNSURE THAT ITEMS REALLY READ?** _____

B-2. **HAVE YOU INDICATED F/Ns WRONGLY?** _____

B-3. **IS THERE ANY AREA OF METERING YOU FEEL UNSURE OF?** _____

B-4. **CAN'T YOU READ A METER?** _____

(If any of the questions in section B read, go to section B of Part Two and fully cover each item in that section.)

C-1. **IS IT HARD TO KEEP UP WITH THE PC?** _____

C-2. **DO YOU FORGET THE COMMANDS?** _____



- C-3. **ARE YOU IN MYSTERY ABOUT WHAT'S HAPPENING DURING A SESSION?** _____
- C-4. **IS THERE SOMETHING ABOUT R3RA YOU DON'T GET?** _____
 (If any of the questions in section C read, go to section C of Part Two and fully cover each item in that section.)
- D-1. **ARE YOU CONFUSED ABOUT WHAT A POSTULATE IS?** _____
- D-2. **DO YOU WORRY ABOUT EPs?** _____
- D-3. **HAVE YOU WONDERED WHETHER YOU'VE GOTTEN EPs ON YOUR PCs?** _____
 (If any of the questions in section D read, go to section D of Part Two and fully cover each item in that section.)
- E-1. **ARE YOU UNSURE ABOUT WHICH ITEMS TO RUN?** _____
- E-2. **DO YOU KNOW WHICH ITEM THE PC SHOULD BE RUN ON BEFORE ASSESSING?** _____
- E-3. **IS THERE SOME CONFUSION ABOUT HOW TO PREASSESS?** _____
- E-4. **IS THERE SOMETHING YOU DON'T GET ABOUT NARRATIVES?** _____
 (If any of the questions in section E read, go to section E of Part Two and fully cover each item in that section.)
- F-1. **DO YOUR TRs GO OUT WHEN A CHAIN BOGS?** _____
- F-2. **ARE YOU UNCERTAIN ABOUT YOUR ASSESSMENT TRs?** _____
- F-3. **DO YOU DREAD DOING L3RHs?** _____
 (If any of the questions in section F read, go to section F of Part Two and fully cover each item in that section.)
- G-1. **IS THERE SOME PART OF THE DRUG RUNDOWN YOU NEVER UNDERSTOOD?** _____
- G-2. **IS THERE SOMETHING ABOUT THE DRUG HANDLING STEPS THAT DOESN'T MAKE SENSE?** _____
- G-3. **IS THERE SOMETHING ABOUT DRUG HANDLING YOU DISAGREE WITH?** _____
 (If any of the questions in section G read, go to section G of Part Two and fully cover each item in that section.)
- H-1. **IS THE MIND REAL?** _____
- H-2. **DO YOU EVER WONDER IF THERE REALLY ARE SUCH THINGS AS ENGRAMS OR MENTAL IMAGE PICTURES?** _____



H-3. HAVE YOU NOT HAD WINS BEING AUDITED ON NED OR DIANETICS?

(If any of the questions in section H read, go to section H of Part Two and fully handle per the instructions given.)

I-1. IS THERE SOME TRICK YOU USE TO MAKE SURE THE SESSION COMES OUT OKAY?

I-2. IS THERE SOMETHING YOU DO IN SESSION YOU WOULDN'T WANT THE C/S TO KNOW?

I-3. HAVE YOU TRIED TO MAKE A SESSION LOOK BETTER THAN IT REALLY WAS?

I-4. HAVE YOU EVER FALSIFIED A WORKSHEET?

I-5. HAVE YOU EVER AGREED NOT TO PUT SOMETHING DOWN ON A WORKSHEET?

I-6. HAVE YOU DONE SOMETHING WITH A PC YOU DON'T WANT US TO FIND OUT?

I-7. ARE PCs MEAN OR UNCOOPERATIVE?

I-8. ARE YOU INVOLVED IN AN OUT-ETHICS SITUATION?

I-9. ARE YOU JUST FAKING THAT YOU CAN AUDIT?

(If any of the questions in section I [Eye] read, go to section I [Eye] of Part Two and fully handle per the instructions given.)

J-1. AS A STUDENT, HAVE YOU FAILED TO LOOK UP MISUNDERSTOODS?

J-2. ON COURSE, HAVE YOU LET THINGS GO BY WHICH YOU DIDN'T REALLY GET?

J-3. HAVE YOU FAKED THAT YOU GOT IT?

J-4. DO YOU HAVE DIFFICULTIES AS A STUDENT?

J-5. DON'T YOU LIKE TO STUDY?

J-6. HAVE YOU PRETENDED KNOWINGNESS YOU DON'T HAVE?

J-7. WHEN YOU READ A STABLE DATUM, DO YOU FAIL TO WORK OUT HOW YOU CAN USE IT?

(If any of the questions in section J read, go to section J of Part Two and fully handle per the instructions given.)

K-1. DOES SOMEONE OBJECT TO YOUR BEING TRAINED?

K-2. HAS SOMEONE BEEN ENTURBULATING YOU? _____

K-3. ARE YOU PTS? _____

(If any of the questions in section K read, go to section K of Part Two and fully handle per the instructions given.)

PART TWO

A. TRs

Check out and correct the auditor's TRs 0-4. It may be that he has never done a Professional TR Course, in which case he should be sent to do the Professional TR Course immediately.

Check the possibility of the auditor not having seen the LRH Technical Training Films on TRs and communication, including "The Professional TR Course" tech training film. Include the viewing of such films (those assigned to his highest auditor training level and its prerequisites) on any re-tread or retrain assigned.

The auditor's TRs may be going out due to misunderstands and uncertainties about the tech. Be sure to explore this possibility also.

Refs:

HCOB	16 Aug. 72	C/S Series 84
		FLUBLESS C/Sing
HCO PL	23 Jan. 83	AUDITOR TRAINING PREREQUISITE
HCOB	3 Feb. 79 I	CHANGE THE CIVILIZATION EVAL
LRH Technical Training Films covering TRs and communication		

B. METERING

1. Have the auditor set up a meter. _____

(Note any uncertainties in handling the meter.)

2. Show me how you would check to make sure your meter is operational. _____

3. Check: Does the auditor wear glasses? If so, do the rims obstruct his seeing the meter while he is looking at the worksheets or the pc? _____

Are his glasses satisfactory? Does he have any difficulty with them at all? Is the prescription correct (i.e., can he see with them)? Don't just ask. Check it out. _____

4. Tell me what a reading item is. _____

5. Demonstrate each of the reads and which you would take up first. _____

6. Is there any area of metering you feel unsure of? _____

7. Check the auditor out on the following meter drills:

EM 12 _____ EM 23 _____ EM 26 _____

EM 13 _____ EM 24 _____

Handle any MUs, then have him do meter drills, meter drills, meter drills.

Check the possibility of the auditor not having seen the LRH Technical Training Films on metering and the E-Meter. Include the viewing of such films (those assigned to his highest auditor training level and its prerequisites) on any retread or retrain assigned.

Refs:

HCOB 26 June 78RA II Rev. 15.9.78	NED Series 6RA ROUTINE 3RA, ENGRAM RUNNING BY CHAINS
HCOB 13 Sept. 78	NED Series 27 R3RA ENGRAM RUNNING BY CHAINS AND NARRATIVE R3RA AN ADDITIONAL DIFFERENCE
HCOB 28 Apr. 69R Rev. 20.9.78	HIGH TA IN DIANETICS
HCOB 12 Sept. 78 II	NED Series 26 OVERRUN BY DEMANDING EARLIER THAN THERE IS
HCOB 18 June 78R Rev. 20.9.78	NED Series 4R ASSESSMENT AND HOW TO GET THE ITEM
HCOB 28 Feb. 71	C/S Series 24 METERING READING ITEMS
HCOB 4 Dec. 77R Rev. 19.8.87	CHECKLIST FOR SETTING UP SESSIONS AND AN E-METER
Book: <i>Introducing the E-Meter</i>	
Book: <i>The Book of E-Meter Drills</i>	
Book: <i>E-Meter Essentials</i>	
HCOB 29 Apr. 69	ASSESSMENT AND INTEREST
LRH Technical Training Films covering the E-Meter and metering	

C. *R3RA THEORY AND PROCEDURE*

1. Define "lock," "secondary," "engram," "basic." _____
 2. Have the auditor demonstrate what each R3RA command does, showing in detail how it affects the pc and the bank. _____
 3. How would you know whether an incident was erasing or going more solid? _____
 4. Have the auditor "run out" an item on you, keeping full session admin. _____
- Auditor knows R3RA commands *cold*. _____



While the auditor is running out the item, mock up situations which require the auditor handles the following:

- a. Pc bouncing from incident. _____
- b. Recognizing and handling the basic incident on the chain when it is reached. (Does he ask, "Has it erased?") _____
- c. TA rising after the first run through the incident. _____
- d. Pc gets no visio. _____
- e. Pc says there's nothing earlier. _____
- f. Incident has erased, but no postulate volunteered. _____
- g. Cognition volunteered, but no postulate. (Can he tell the difference between a cog and a postulate?) _____
- h. TA high, pc says, "It's erased." No VGIs. _____
- i. Incident blown by inspection. _____

(While doing this section, note all aspects of the auditor's handling: his TRs, his session admin, meter position as well as procedure.)

If it's out-admin, cram on handwriting until the auditor can write fast and legibly without effort. Outnesses on commands indicate out-basics. Handle with TRs 101-104 (per HCOB 17 July 69RB, NEW ERA DIANETICS COMMAND TRAINING DRILLS) and/or cram using the appropriate references.

Refs:

HCOB	3 Oct.	78	NED Series 29 NED RULE
HCOB	27 Jan.	74	R3R COMMANDS HAVE BACKGROUND DATA
HCOB	26 June	78RA II	NED Series 6RA
	Rev. 15.9.78		ROUTINE 3RA, ENGRAM RUNNING BY CHAINS
HCOB	15 May	63	THE TIME TRACK AND ENGRAM RUNNING BY CHAINS, BULLETIN 1
HCOB	8 June	63R	THE TIME TRACK AND ENGRAM RUNNING BY CHAINS, BULLETIN 2
	Rev. 3.10.77		HANDLING THE TIME TRACK
Book: <i>Dianetics: The Modern Science of Mental Health</i>			
Book: <i>The Dynamics of Life</i>			
HCOB	16 Sept.	78	NED Series 28 POSTULATE OFF EQUALS ERASURE
HCOB	6 Nov.	87	Auditor Admin Series 14RA THE WORKSHEETS



D. POSTULATE AND ERASURE

- 1. Demonstrate what holds a chain in place. _____
- 2. Demo erasure and how it is accomplished. _____
- 3. Define postulate. _____
- 4. Give some examples of postulates. _____

Refs:

HCOB 26 June 78RA II	NED Series 6RA
Rev. 15.9.78	ROUTINE 3RA, ENGRAM RUNNING BY CHAINS
HCOB 16 Sept. 78	NED Series 28
	POSTULATE OFF EQUALS ERASURE

E. ASSESSMENT AND PREASSESSMENT

- 1. Have the auditor give several examples of narrative items, somatic items, after-the-fact items and medical terms. _____
- 2. Mock up a situation of the pc offering to the auditor medical terms, after-the-fact items and conditions to run. Auditor to handle correctly, without evaluation or invalidation. _____
- 3. Mock up a session. Start with an original item. Have the auditor do a full preassessment and choose the correct running item. (Note all aspects of his handling, as above.) _____

Auditor's preassessment procedure correct. _____

During the preassessment, mock up the following situations for the auditor to handle:

- a. No reads on list. _____
- b. An instant F/N. _____
- c. A body motion "read" on a preassessment item. _____
- d. Prior and latent reads. _____
- e. Pc wants to run something that hasn't read. _____

Check the possibility of the auditor not having seen the LRH Technical Training Films on TRs and metering. Include the viewing of such films (those assigned to his highest auditor training level and its prerequisites) on any retread or retrain assigned.

Refs:

HCOB 17 July 69RB	NEW ERA DIANETICS
Rev. 4.9.78	COMMAND TRAINING DRILLS
HCOB 26 June 78RA II	NED Series 6RA
Rev. 15.9.78	ROUTINE 3RA, ENGRAM RUNNING BY CHAINS



HCOB 18 June 78R Rev. 20.9.78	NED Series 4R ASSESSMENT AND HOW TO GET THE ITEM
HCOB 28 July 71RB Rev. 8.4.88	NED Series 8RA DIANETICS, BEGINNING A PC ON
HCOB 13 Sept. 78	NED Series 27 R3RA ENGRAM RUNNING BY CHAINS AND NARRATIVE R3RA, AN ADDITIONAL DIFFERENCE
HCOB 20 July 78	NED Series 18 AFTER THE FACT ITEMS
HCOB 23 May 69R Rev. 11.7.78	AUDITING OUT SESSIONS NARRATIVE VERSUS SOMATIC CHAINS
HCOB 9 Nov. 87	Auditor Admin Series 19RA DIANETIC ASSESSMENT LISTS
LRH Technical Training Films covering TRs and metering	

F. L3RH

1. Have the auditor give several examples of when an L3RH would be used. _____
2. Have the auditor assess an L3RH on a doll. _____
(Check his assessment TRs, meter position, etc.)
3. Choose several L3RH items and have the auditor handle them as he would in a session. _____
4. Are there any L3RH items you don't feel certain about or don't understand? _____
5. Check out the auditor on E-Meter Drill 24. _____

If the auditor is having trouble getting prepared lists to read, have him do the full battery of assessment drills. Check the possibility of the auditor not having seen the LRH Technical Training Films on TRs and metering. Include the viewing of such films (those assigned to his highest auditor training level and its prerequisites) on any retread or retrain assigned.

Refs:

HCOB 22 July 78	ASSESSMENT TRs
HCOB 11 Apr. 71RE	NED Series 20 L3RH, DIANETICS AND INT RD REPAIR LIST
HCOB 22 Apr. 80R Rev. 26.7.86	ASSESSMENT DRILLS
(and references in the metering section)	

G. DRUG HANDLING

1. Demo why you run out drugs narrative. _____
2. Demo why you preassess drugs. _____



3. Demo why you do a prior assessment to drugs. _____
4. Demonstrate why you don't list whole track drugs. _____
5. Demo what drugs do to a person and why they have to be handled. _____
6. Is there anything about drug handling that isn't clear? _____

Refs:

HCOB 15 July	71RD III	NED Series 9RC
Rev. 8.4.88		DRUG HANDLING
HCOB 19 Sept.	78R I	THE END OF ENDLESS DRUG
Rev. 31.1.79		RUNDOWNS
HCOB 19 May	69RB	DRUG AND ALCOHOL CASES
Rev. 14.11.78		PRIOR ASSESSING
HCOB 28 July	71RB	NED Series 8RA
Rev. 8.4.88		DIANETICS, BEGINNING A PC ON

H. DOESN'T KNOW AUDITING WORKS

2WC the reading question with the auditor to establish whether he has any personal reality on the mind and engrams and whether he has had any wins from receiving Dianetic auditing himself. If he doesn't know from personal experience that the mind is real, that engrams and mental image pictures are real, and that auditing gives personal gains, put him on a program to finish his Drug RD, including Objectives. If that doesn't handle, then do an Expanded Green Form 40RF. _____

I. OUT-ETHICS AS AN AUDITOR

Send to Ethics to handle any out-ethics situation and program for complete handling by using the Auditor Confessional List, the False Purpose Rundown Auditor Form (and Super Power, when released). He will not win as an auditor until he is honest and straight. _____

J. STUDY DIFFICULTIES

Program for full handling by using a Student Confessional List, Student Rehab List, Study Green Form, Student Rescue Intensive or any other appropriate auditing action. Also, handle study difficulties with any retreats or retrains warranted (i.e., Student Hat, PRD, etc.). _____

K. PTS

Return to C/S to program for PTS handling. _____

This completed checklist plus the corrective actions taken are kept in the auditor's pc folder.

L. RON HUBBARD
 Founder

Revision assisted by
 LRH Technical Research
 and Compilations



All Orgs
Tech/Qual
Auditors
C/Ses

C/S Series 104RB

Clear Certainty Rundown Series 2R

CLEAR CERTAINTY RUNDOWN:

PURPOSE

Cancels and Replaces:

HCOB 29 Nov. 78R	C/S Series 104R
Rev. 31.3.81	Dianetic Clear Series 8
	DIANETIC CLEAR ATTESTS
HCOB 29 Nov. 78	C/S Series 104
	DIANETIC CLEAR ATTESTS
	(remains cancelled)

Refs:

HCOB 24 Sept. 78RC III	CCRD Series 1R
Rev. 18.12.88	DIANETIC CLEAR
HCOB 12 Dec. 81	THE THEORY OF THE NEW GRADE CHART
HCOB 14 Dec. 81	THE STATE OF CLEAR

The purpose of the Clear Certainty Rundown is: To safeguard the state of Clear and to provide a procedure whereby those who have achieved Clear can get it properly acknowledged and attain a full resurgence of the state.

The Clear Certainty Rundown (CCRD) is done to:

- a. Accurately establish, with no eval or inval in the procedure, whether or not the person has actually achieved Clear;
- b. Ensure that the person who has made it attains a FULL resurgence of the state;
- c. Establish for the person who has not yet made Clear that he hasn't, acknowledge the case win he did have, and get him programed onto his next auditing to get him further toward achieving the state of Clear;
- d. Establish the proper program for any person who might have the mistaken idea that the CCRD is going to make him Clear, and get him onto *that* program and progressing toward Clear.

DEVELOPMENT

I made Clears with Book One back in the early days of Dianetics. But it took many years of tech research, refinement and codification to arrive at the tech of NED, with which others can now also produce Clears.

Just as in 1950, a Book One Auditor can bring about some remarkable wins and gains for his preclears. But in its current (Div 6) use on the modern Grade Chart, Book One auditing is primarily an unburdening action. (Ref: Book, *Science of Survival*) It generally does not cut very deeply into a case before the preclear comes into an org or mission and gets onto the Purification Rundown, Objectives and so forth. These actions also have the effect of unburdening the case.

When the preclear receives his Expanded ARC Straightwire and Expanded Grades the job of unburdening is continued at the accelerated pace this powerful tech makes possible when administered by a standard Academy-trained auditor.

The early steps of the NED auditing program are also unburdening steps. The NED Drug Rundown is designed to unsnarl the tangle of incidents on the track and general case trouble produced by drugs, medicine and alcohol so that the pc is then able to run NED with greater reality and reach incidents deeper on the track. This is followed by actions such as the Relief Rundown which address secondaries on the case. As the preclear continues his NED auditing, he begins to address heavy engrams. With standard NED auditing by a competent and qualified NED auditor, it is possible to finally reach those case factors which, confronted and handled, can enable the pc to achieve the state of Clear.

The earlier “Dianetic Clear Special Intensive” was primarily designed to handle a situation whereby many individuals had gone Clear in Dianetics and the R3R or R3RA had been carried on past that point. As it had not been earlier suspected that the state of Clear would occur at that point on the Grade Chart, it had been bypassed in many cases. A good many of those cases had been audited past Clear on processes a Clear would not necessarily respond to. Additionally, the state of Clear itself had gone unacknowledged. It often required a cleanup of any charge thus built up before a valid state of Clear could be properly verified and rehabilitated to a full resurgence of the state. Compounding the scene were misunderstandings and misconceptions on the state of Clear which led to a certain number of people being incorrectly declared Clear. The majority of those Clears have been located and handled to full resurgence of their Clear state.

With the new Grade Chart, where NED auditing is placed after the Scientology grades, we have an even more streamlined route by which a person can attain the state of Clear.

This in no way invalidates those who attained Clear earlier, before this latest refinement of the Grade Chart. However, it now gives us candidates for the Clear verification and rehab who have very recently come up the new Grade Chart route and gone Clear on NED. So those requiring a Clear verification can now be grouped, roughly, into the following classes:

1. Persons with their lower grades well in who have just gone Clear on NED. A person in this category should be a breeze for the CCRD Auditor. He’s just gone Clear; he’s sitting there bright and shiny; and he hasn’t had time, ordinarily, to accumulate any inval or eval on the state. If he has validly made it, the evidences of Clear should be easily observable and thus easily verified.

2. Those audited in the past on R3RA or R3R or earlier Dianetics, who have gone Clear on that processing.
3. Last-life Clears (persons who achieved Clear in Dianetics auditing or on the Clearing Course, in their previous lifetime).
4. Additionally, one will get individuals who read on “Have you gone Clear?” on prepared lists with a valid read (not a False or Protest read) or who otherwise originate they’re Clear. In some of these cases past auditing records may not be available or may not show evidence of NED or any Dianetics having been run. Clears are made on NED; in some cases, they were made in running R3R or earlier Dianetics, and they are also made on the Scientology Clearing Course. Scientology lower grades do not, to my knowledge, produce Clears. Thus, for example, if it appears the person has had only Scientology grades and is reading on or originating “Clear,” it could be that one is faced with handling either someone who has mistaken a major release for having gone Clear, or a pc with false data or misunderstands or a Crashing Mis-U on the subject, or a missing folder situation or a last-lifetime Clear or something else. Whatever the situation, it requires a full sort-out and handling with no invalidation of the pc and with the pc either correctly declared Clear or put onto a program where he can achieve it.

On any of these cases, but more particularly on cases (2), (3) and (4), there may be bypassed charge and/or misunderstands or other case outnesses to clean up on the person before the state can be accurately adjudicated.

Thus, there has been a need for a Clear verification action which would encompass all of these categories—streamlined enough for the person who has just made it, but with built-in conditional steps for those with accumulated charge, misunderstands, misconceptions, etc., on the state, so that these, too, can be handled.

That need has now been answered with the Clear Certainty Rundown.

With the Clear Certainty Rundown, all cases needing a Clear verification and rehab can now be handled smoothly.

L. RON HUBBARD
Founder

Revision assisted by
LRH Technical Research
and Compilations

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 5 DECEMBER 1978RB
REVISED 18 DECEMBER 1988

Remimeo
All Orgs
All Missions
C/Ses
Auditors

C/S Series 105RB
Clear Certainty Rundown Series 4R

CLEAR DATA

Cancels:

HCOB 5 Dec. 78R	C/S Series 105R
Rev. 31.3.81	Dianetic Clear Series 9
	DIANETIC CLEAR ATTESTS
	ADDITIONAL DATA

The original HCOB 5 Dec. 78, C/S Series 105, DIANETIC CLEAR ATTESTS—
ADDITIONAL DATA, remains CANCELLED.

Refs:

HCOB 24 Sept. 78RC III	CCRD Series 1R
Rev. 18.12.88	DIANETIC CLEAR
HCOB 17 Nov. 85R	C/S Series 104RB
Rev. 18.12.88	CCRD Series 2R
	CLEAR CERTAINTY RUNDOWN: PURPOSE
HCOB 13 Oct. 82	C/S Series 116
	ETHICS AND THE C/S

Well, well. I seem to have been right in Book One about making Clears, but it seems to have exceeded mass reality.

NOTE FOR NED AUDITORS AND C/Ses

When a person goes Clear and cognites on what has happened, one can expect to see a very loose and floppy needle even at low sensitivity, an F/N that nothing can break up and very often a floating TA.

If the case you are auditing on NED has a fantastic win and then, audited beyond that point, seems to go into a decline, beware—the pc might have become a pre-OT, and that funny behavior of the needle and the tone arm might have been a floating TA when he went Clear.

NOTE FOR C/Ses

I have found some very interesting case phenomena being resolved since past Dianetic Clears are attesting to the state.

Some of the manifestations of a few of the cases who were audited on Dianetics past Dianetic Clear (unrecognized and unattested to) are:

- a. Not moving up the Bridge but remaining “parked” at some point. (They have many “reasons” for this.)
- b. Becoming inactive as a Scientologist.
- c. Appearing to be no-case-gain, out-ethics cases.

A cleanup of these cases and proper verification, rehabilitation and acknowledgment of the state of Clear brought about full resurgence of the state. The result was increased activity and continued progress up the Bridge.

C/S CAUTION

When a Clear is audited on Dianetics, he can get into trouble and may even wind up in ethics trouble as a result. We now also know that in a few cases where Clear was achieved but was unacknowledged and bypassed, the person went into a case slump which made him appear to be no-case-gain and out-ethics.

This is important data for a C/S to have and use in his analysis and handling of cases. But it does *not* mean that every no-case-gain, out-ethics case has an unacknowledged state of Clear underlying it! And it does *not* give any license to go nonstandard and neglect to use standard ethics and basic case supervision tech or to send a person indiscriminately for a Clear Certainty Rundown in the hope that it will “solve everything.” Most people in ethics trouble are in ethics trouble because their ethics are out—not because of some other factor. Out-ethics is out-ethics, and we have the know-how and the materials to handle it. (See HCOB 13 Oct. 82, C/S Series 116, ETHICS AND THE C/S.)

Stalled or no-case-gain pcs may be snarled up casewise due to out-Int, out-lists or other past rough auditing or lack of auditing. PTSness is handled with the application of PTS/SP tech. The fact that a person may currently be in ethics trouble or case trouble is no basis on which to adjudicate, either way, whether or not he has gone Clear.

The C/S has tools in the form of correction and repair lists to detect and handle exactly where the trouble lies and what it stems from. He does not rotely assume “the pc must have gone Clear” when a pc’s case isn’t resolving easily. If the pc has been run on Dianetics, that is one POSSIBILITY. The resolution lies in use of the C/S Series HCOBs in full.

BYPASSED CLEAR

In a case where a Clear state actually has been bypassed, you will almost always find that the nonoptimum condition started at a certain point in the pc’s Dianetic auditing (or in his last life, as a Dianetic pc).

If a *thorough* folder study is done and the pc is put through a standard Clear Certainty Rundown, it might very likely be found that the pc went Clear on Dianetic auditing just prior to the case going awry. (Or by the same procedure, it might be found that he went Clear on Dianetic auditing *or* the Clearing Course received in his last life.)

INVAL/EVAL

The state of Clear having been truly attained yet not acknowledged and attested to can cause an extraordinary amount of invalidation. Evaluation also occurs on this subject and comes from others and even the pc himself.



It is not only lack of acknowledgment but also invalidation by having been audited on certain processes that a Clear wouldn't respond to, such as engrams, Goals Processing, etc. (Also, with Clears who went Clear before they did the Clearing Course and never knew or spotted it, bypassed charge can result. This is because when they were auditing on the Clearing Course they were running something which was trying to achieve what they had already achieved. It serves as an overrun.)

These things are cleared up on the Clear Certainty Rundown so that when a state of Clear does exist it can then be rehabilitated successfully.

CLEAR IN LAST LIFE

Some people didn't believe one had lived before this life. Also, some people wondered what happened to old Dianeticists and Scientologists who had died. But others used to have the phrase "Well, we'll pick them up in the next lifetime" or "the next time around."

Well, it seems the former shouldn't have wondered and the latter were right. We are coming up with people who went Clear in their last lifetime during Book One auditing. (And, as the years go by, we will more than likely begin to see others who went Clear in their last lifetime on the Clearing Course.) This is sometimes something that the pc originates or that he has been "wondering about" but invalidated. Any uncertainty on it can be resolved on the Clear Certainty RD.

THE POWER OF AUDITING

The power of modern auditing shouldn't be underestimated. It was pretty hot in 1950, but realize there were twenty-eight years of research and development between that time and the release of NED. For twenty-eight years, apparently, the power of auditing has been underestimated. With the release of NED, that power was enormously stepped up.

With auditors better trained than ever, with their TRs and metering really in, the C/S who is keeping tech in on his lines can expect to see an awful lot of Clears made on NED.

He will also get some cases who attained Clear earlier on Dianetics, bypassed it in auditing and then went into a slump. The C/S must be alert to these, without at the same time going delusory or failing to handle cases that are really bogged for quite some other reason.

Given standard tech used by standard auditors and C/Sed by standard C/Ses, there is no reason why we cannot make real Clears by the millions.

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Founder

Revision assisted by
LRH Technical Research
and Compilations



HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 6 DECEMBER 1985R
REVISED 18 DECEMBER 1988

All Orgs
All Missions
Tech/Qual
All C/Ses

C/S Series 106RB

C/S STUDY REQUIREMENT

Cancels and Replaces:

HCOB	3 Apr. 81	C/S Series 112 Dianetic Clear Series 14 C/Sing THE DIANETIC CLEAR SPECIAL INTENSIVE (DCSI)
HCOB	30 Apr. 79R Rev. 31.3.81	C/S Series 106R Dianetic Clear Series 12 AUDITING THE DIANETIC CLEAR
HCOB	30 Apr. 79	C/S Series 106 AUDITING THE DIANETIC CLEAR remains CANCELLED.

C/Ses are required to study and be able to apply the following issues:

HCOB	17 Nov. 85R Rev. 18.12.88	C/S Series 104RB CCRD Series 2R CLEAR CERTAINTY RUNDOWN: PURPOSE
HCO PL	1 May 79RB Rev. 18.12.88	CCRD Series 3R CLEAR CERTAINTY RUNDOWN: ADMINISTRATION
HCOB	5 Dec. 78RB Rev. 18.12.88	C/S Series 105RB CCRD Series 4R CLEAR DATA

This applies even if they have not yet attained Clear themselves.

It is vitally important for anyone C/Sing NED to be familiar with what the expected meter phenomena are when an individual goes Clear on NED, understand the case manifestations which can occur when a person is continued on NED auditing past Clear, and be familiar with the standard routing of persons who originate that they are Clear.

Studying the above 3 HCOBs does not authorize a C/S to now C/S people on the Clear Certainty Rundown. But with this knowledge, he can be alert to such phenomena occurring and bring it to the attention of a trained and qualified Clear Certainty Rundown C/S.

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HCO BULLETIN OF 21 DECEMBER 1979R

REVISED 30 JULY 1990

Remimeo
Case Supervisors
Cramming Officers
Ds of P
Ds of T
Dir Correction
Tech/Qual
Execs

C/S Series 107R
Cramming Series 16

AUDITOR ASSIGNMENT POLICIES
CRAMMING ASSIGNMENT POLICIES

Refs:

HCOB 23 July 69	AUDITOR ASSIGNMENT POLICIES
HCOB 24 Sept. 79RA	Cramming Series 4R
Rev. 18.10.86	FLYING RUDS IN CRAMMING

It is longstanding policy that auditors are assigned pcs by comparable grade. The rule is that the auditor is not assigned pcs of higher grade than his own.

As a person gets audited he becomes quicker mentally, is more familiar with the technology and is less afraid of himself and his bank. When the pc advances to upper levels, the auditor assigned must be trained in the specific techniques of the upper level before attempting to audit a pre-OT at that level.

The same principle has application in the area of audited corrective actions and cramming ruds. The Cramming Officer must take note of the case level of any person he intends to cram so that the person can be handled appropriately.

CRAMMING ASSIGNMENT RULES

The basic rule that applies to assignment of cramming ruds and/or audited corrective actions is:

TO DELIVER CRAMMING RUDS OR AUDITED CORRECTIVE ACTIONS THE CRAMMING OFFICER MUST NOT BE OF A LOWER CASE LEVEL THAN THE PERSON BEING CRAMMED OR CORRECTED.

In relation to this rule there are some specific points that must be known and adhered to by all orgs as follows:

a. A person below the case level of Clear may have cramming ruds flown and audited corrective actions delivered by a Cramming Officer of any case level, provided that the Cramming Officer is also trained to deliver the action.

b. A person who is (or is on) OT III or New OT IV must have cramming ruds flown and audited corrective actions delivered by a Cramming Officer who

is OT III or above, provided that the Cramming Officer is also trained to deliver the action and has studied and checked out on the materials related to delivering it to OT III pre-OTs.

c. A person who is New OT V or above can only receive cramming ruds or audited corrective actions from a Class IX Auditor of the same or higher case level.

d. A person of any case level may receive any nonaudited corrective action from a Cramming Officer of any case level.

Cramming Ruds:

The first step of any cramming cycle is cramming ruds, which must be flown to set up the person for a cram. (Ref: HCOB 24 Sept. 79RA, Cramming Series 4R, FLYING RUDS IN CRAMMING)

In a case where the Cramming Officer could not fly someone's ruds and where an auditor qualified to do so exists in the org, the Cramming Officer would see that the cramming ruds were flown by an auditor. The Cramming Officer would then proceed himself with the rest of the steps of the cram.

Sometimes a situation can exist where no one in the org is of comparable case level to the person who is in need of correction. In such a circumstance corrective actions most certainly *should be* taken but are limited to those covered in the list of "nonaudited corrective actions," covered later in this issue. These only require that the person delivering the action has studied and checked out on it.

Audited Corrective Actions:

Listed below are some of the audited corrective actions that a person might require as part of a cramming cycle. These fall under the cramming assignment rules above and must be delivered by someone of comparable case level who is also qualified by auditor training to do the action. In a case where the Cramming Officer could not do the action himself, he would see that the audited corrective action was done by a qualified auditor as part of the cramming cycle. Such actions include the following:

a. Repair lists, such as Cramming Repair Assessment List, Word Clearing Correction List, The Crashing Mis-U Repair List, Product Debug Repair List, Study Green Form, Student Correction List, False Data Stripping Repair List, etc.

b. Trouble Area Questionnaire or Trouble Area Short Form as given in HCO PL 9 Apr. 72R, CORRECT DANGER CONDITION HANDLING

c. Disagreement Check as laid out in HCOB 22 Mar. 72RA, DISAGREEMENT CHECK

d. The sections of the Debug Tech Checklist that must be done by a qualified auditor using an E-Meter as contained in HCO PL 23 Aug. 79R II, Esto Series 38R, Product Debug Series 2R, DEBUG TECH CHECKLIST. These include sections O. Out-Ethics and O/Ws, P. PTS and S. Drugs

e. Pulling withholds as part of Crashing Mis-U Finding, as covered in the "O/Ws" section of HCOB 17 June 79, Word Clearing Series 61, Product Debug Series 3, CRASHING MIS-Us: THE KEY TO COMPLETED CYCLES OF ACTION AND PRODUCTS

f. The handlings contained in HCOB 23 Aug. 79 I, Word Clearing Series 65, Product Debug Series 6, CRASHING MIS-Us, BLOCKS TO FINDING THEM, which are steps B. Overts and Withholds, D. Justifications and E. Service Facsimiles

g. Method One Word Clearing

h. Post Purpose Clearing

i. Audited handlings given in any of the Auditor Analysis Checklists (Scientology Auditor Analysis Checklist, Confessional Auditor Analysis Checklist, NED Auditor Analysis Checklist or the Solo Auditor Analysis Checklist).

Nonaudited Corrective Actions:

There are many, many tools which exist for use in correcting staff and public. A large amount of them are nonaudited actions and these do not fall under the above assignment rules.

The list of nonaudited corrective actions below can and *should* be regularly used as corrective tools regardless of case level. Some of these actions include:

a. All methods of Word Clearing except Method One

b. Product Clearing

c. Conditions and Exchange by Dynamics

d. Crashing Mis-U Finding (except where O/W pulling is required as covered in the "O/Ws" section of HCOB 17 June 79, Word Clearing Series 61, Product Debug Series 3, CRASHING MIS-Us: THE KEY TO COMPLETED CYCLES OF ACTION AND PRODUCTS)

e. Study tech tools such as: checkouts, theory coaching, demonstrations, clay demos, etc.

f. Drilling, such as: drilling of post actions, TRs, Tone Scale Drills, Obno-sis Drills, Assessment Drills, Anti-Q and A Drills, Confront Drills, Supervisor Drills, Dissemination Drill, Disassociation Drills, etc.

g. Confront and Reach and Withdraw

h. Esto Series 16 steps, per HCO PL 24 Apr. 72, Esto Series 16, HAT-TING THE PRODUCT OFFICER OF THE DIVISION

i. The Debug Tech Checklist sections that are not mandatory to be done by a qualified auditor using an E-Meter as per HCO PL 23 Aug. 79R II, Esto Series 38R, Product Debug Series 2R, DEBUG TECH CHECKLIST



j. False Data Stripping.

There is an abundance of powerful tools at the Cramming Officer's disposal for correcting staff and public of any case level. The entire range of cramming actions available can and must be liberally used where corrective actions are needed to ensure standard application and results in all cases.

L. RON HUBBARD
Founder

Revision assisted by
LRH Technical Research
and Compilations

C/S Series 108

[*Note: C/S Series 108 does not exist as a numbered issue in this series. The original C/S Series 108, HCOB 11 Jan. 80 I, QUAL CORRECTIVE ACTIONS ON OTs, was not written or approved by LRH and was cancelled. The issue entered major confusions into the subject of cramming OTs, such as a datum that one must not ever do any subjective actions on an OT. HCOB 21 Dec. 79R, C/S Series 107R, Cramming Series 20R, AUDITOR ASSIGNMENT POLICIES, CRAMMING ASSIGNMENT POLICIES, contains the correct procedure for cramming OTs.]*



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HCO BULLETIN OF 13 MARCH 1980RA
REVISED 26 JULY 1986

Remimeo
C/Ses
Qual/Tech
Auditors
Cramming Officers
Supervisors

C/S Series 109RA

Purification Rundown Series 11

**CONDITIONAL STEP AFTER
THE PURIFICATION RUNDOWN**

Refs:

HCOB 6 Feb. 78RC	Purif RD Series 1
Rev. 31.7.85	THE PURIFICATION RUNDOWN REPLACES THE SWEAT PROGRAM
HCOB 16 Oct. 78	REPAIR CORRECTION LIST
HCOB 24 Nov. 73RF I	C/S Series 53RM LF
Rev. 26.7.86	HI-LO TA ASSESSMENT C/S
HCOB 24 Nov. 73RE II	C/S Series 53RM SF
Rev. 26.7.86	SHORT HI-LO TA ASSESSMENT C/S
HCOB 2 June 78RB	CRAMMING REPAIR ASSESSMENT LIST
Rev. 31.3.82	

Deposits of drugs and biochemical substances in the body can prevent or inhibit case gain. They can also impede learning. The Purification Rundown is now a very early step on the Grade Chart so that a person can get the most possible gains from his later auditing.

Where a person has had case actions, repair, cramming or hatting *before* doing the Purification Rundown, he may not have benefited from these actions to the extent he could have, due to the effects of unhandled drugs. A person who has had extensive repair, little gain on auditing actions or trouble in cramming or hatting before doing the Purification Rundown may need a sort-out on those previous actions once the Purification Rundown is complete so that any errors can be handled. (The majority of such preclears would be drug cases who received auditing or cramming actions before the release of the Purification Rundown in early 1980.)

In such a case it may be necessary to:

1. CORRECT ANY FAILED AUDITING REPAIR HE WAS GIVEN BEFORE THE PURIFICATION RUNDOWN.
2. REPAIR AND COMPLETE ANY FAILED AUDITING PROCESS HE WAS GIVEN BEFORE THE PURIFICATION RUNDOWN.
3. REPAIR ANY FAILED CRAMMING, CORRECTION OR ESTO ACTIONS HE WAS GIVEN BEFORE OR DURING THE PURIFICATION RUNDOWN.

These steps are *not* necessarily done in the sequence laid out above, and they are not actions that would be done on every pc. Not every pc will need them. However, they are steps that should be considered by the C/S in programming a pc who has had auditing or cramming prior to doing the Purification Rundown.

Any needed repair should be programed standardly per the C/S Series HCOBs, in particular the following:

HCOB 10 June 71 I	C/S Series 44R PROGRAMING FROM PREPARED LISTS
HCOB 24 Nov. 73RE II Rev. 26.7.86	C/S Series 53RM SF SHORT HI-LO TA ASSESSMENT C/S
HCOB 15 Sept. 71	C/S Series 60 THE WORST TANGLE
HCOB 20 Apr. 72 II	C/S Series 78 PRODUCT PURPOSE AND WHY AND W/C ERROR CORRECTION
HCOB 28 Sept. 82	C/S Series 115 MIXING RUNDOWNS AND REPAIRS

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Revision assisted by
LRH Technical Research
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C/S Series 110, 111

[*Note:* Neither C/S Series 110 nor 111 appear as numbered issues in this series. HCOB 4 May 80, C/S Series 110, Survival Rundown Series 4, C/Sing THE SURVIVAL RUNDOWN, and HCOB 2 Apr. 81, C/S Series 111, DCSI RULE MODIFIED, were not written or approved by LRH and were cancelled.]



HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 2 DECEMBER 1985R
REVISED 18 DECEMBER 1988

All Orgs
All Missions
All Staff

(Also issued as an HCO PL,
same date and title)

C/S Series 112RA

**CLEAR CERTAINTY RUNDOWN
NEW SERVICE**

Since 1978, an auditing action called the "DCSI" (Dianetic Clear Special Intensive) has been used to rehabilitate the state of Clear, when that state was achieved in Dianetics or NED auditing.

In light of recent technical discoveries a new rundown has been assembled for the verification and rehab of the state of Clear, superseding and replacing the DCSI. The object of this new rundown is to remove any doubt a person might have as to whether or not he had attained the state of Clear, and give him *certainty* of his state, a positive knowingness of where he stands on the Bridge to Total Freedom and a stable starting point for his continued journey upwards. Its name is the Clear Certainty Rundown.

This in no way invalidates those individuals—and there are many—who have gone Clear and have had the state fully rehabbed on a Dianetic Clear Special Intensive. Truth is truth. And a Clear is a Clear. Those people know who they are and they number in the thousands.

THE ROLE OF ORGS

A primary role of Class IV Orgs as regards clearing is to standardly audit people up through the Grades and NED. They should be getting pcs through Method One Word Clearing, the Happiness Rundown and other such auditing rundowns which help to unburden the bank and straighten out the pc's life and livingness, *before* starting the pc on NED. They can and should be delivering the invaluable and very popular new False Purpose Rundown, ideally *after* Expanded Grades and *before* NED.

Class IV Orgs should be concentrating on getting a high volume of public through their beginning steps and up through the Expanded Grades and NED, to Clear or to NED Case Completion. At the point where a preclear goes Clear on NED, or where it is suspected that this has occurred, personnel qualified to deliver the Clear Certainty Rundown take over.

In the case of a mission or in the case of an org which does not have personnel trained to deliver the CCRD, a well-defined and established line must exist for the routing of pc folders and persons in need of the CCRD to the nearest org which is qualified to deliver the rundown.

Tech Secs in orgs and missions are responsible for this line and for seeing that proper routing occurs.

WHO IS ROUTED ONTO THE CLEAR CERTAINTY RUNDOWN

Pcs are routed onto the Clear Certainty Rundown:

1. When it appears a pc has just gone Clear on NED, or when he originates he is Clear or that he might be, or
2. When a pc has read on a prepared list as being Clear or “audited past Clear,” with a valid read, not a False or Protest read.

In neither of these cases is ANY adjudication made as to whether or not the person is Clear on any line except as part of a standard Clear Certainty Rundown.

Persons who have been audited to full NED completion but have not yet gone Clear are routed to the nearest Saint Hill when NED is complete. Such pcs are not given the Clear Certainty Rundown, but are programed at the Saint Hill org for the Alternate Clear Route (Power Processing, OT Preps, Solo Auditor Training, R6EW, Clearing Course, Sunshine Rundown and onto New OT I). NED completions may do the Solo Course Part 1 and other training such as the Academy Levels and NED training in their local org, before going to a Saint Hill.

LINES AND TERMINALS

The exact lines, terminals and tactical steps for handling this vital section of the Bridge must be set up and carried out according to the following examples:

- a. A preclear being audited on NED goes Clear or appears to have gone Clear; he originates that he is Clear or might be. The C/S’s action is to send him to the Examiner in Qual to make a statement or
- b. A pc reads on a prepared list as being Clear or “audited past Clear.” Provided the read is valid, not a False or Protest read, the pc is now routed to the Examiner to make his statement or
- c. An individual comes into the org and originates to a Reg that he is Clear or thinks he might be. The Reg’s action is to route him to Tech Services who then takes him to the Examiner in Qual to make his statement.

In each case, the handling is the same. There is no review session, no interview, no “Clear check.” The person is simply sent to the Examiner in Qual where he makes his statement. The statement is placed in his pc folder. The person himself is now routed to a Div 2 Registrar. In an org without personnel trained to deliver the CCRD or in a mission, the Registrar gives the person the following R-factor:

“Your next step is the Clear Certainty Rundown. Your preclear folders are being routed to (nearest qualified org). There they will be reviewed at once and the Tech Div will contact you to schedule you to receive your Clear Certainty Rundown.”

The Reg then selects him, on behalf of the org or mission, to the nearest qualified org (or higher org, if the person requests it). An up-to-date record of all such selections must be kept in a logbook maintained for this purpose alone.

If the org where the person makes his origination about Clear is qualified to deliver the CCRD, the same procedure is followed. When the person is routed to Div 2, the Registrar gives him the following R-factor:

“Your next step is the Clear Certainty Rundown. Your preclear folders are being routed to the Clear Certainty Rundown C/S where they will be reviewed at once and the Tech Div will contact you to schedule you to receive your Clear Certainty Rundown.”

The Tech Sec, Qual Sec, Director of Tech Services, Dir of Reg and, in a Saint Hill or higher org, the Bridge Control Sec are all notified, on standard forms designed for this purpose, that the person has originated he is Clear or might be. All copies of the form must be legible and bear the person's name and address, as well as the org or mission where the pc is making his exam statement.

If the person will be receiving his CCRD in another org, Tech Services marks the person's pc folders, packs them up and sends them off at once to Tech Services at the org which will be delivering the service. The D of P and Dir Tech Services at the org where the person will be receiving his CCRD are immediately notified by telex (with copies to the Dir Reg and, in a Saint Hill or higher org, the Bridge Control Sec) that the folders of “Pc Joe Doakes” are en route for the Clear Certainty Rundown.

DELIVERY ORG LINES AND TERMINALS

When the person's folders arrive, Tech Services logs them in promptly with a notation included in the log: “For Clear Certainty Rundown.”

The Tech Sec, C/S and D of P are notified and arrangements made to get the folders FESed at once. The folder is C/Sed and programed. The person is called in, signed up and he receives the Clear Certainty Rundown.

If he is Clear, the state is rehabilitated to full resurgence and he attests to the state of Clear. He should then be continued on his next programed actions—the Sunshine Rundown, Solo Auditor Course Part 1, etc., and on up the OT levels.

If, on the Clear Certainty RD, the pc is found to be not yet Clear, he is informed of this and returned to his local org to continue up the Bridge towards Clear. His folders are sent back along with an auditing program written by the CCRD C/S.

AUDITING AND TRAINING OF CLEARS

Persons who have attested to Clear but have not yet moved up to a Saint Hill or higher org may be given False Purpose Rundown auditing or other C/S Series 119 handlings at local org level. (Ref: HCOB 27 Mar. 84, C/S Series 119, STALLED DIANETIC CLEAR: SOLVED)

Solo Auditor Course Part 1 training may be done at Class IV Orgs or at a Saint Hill, Advanced Org or the FSO.

Class IV Orgs may continue to train Clears on any other courses.

ROUTING FORMS

Routing forms covering the entire routing line should be billed and drilled until they are fast and flubless.

Courteous and efficient SERVICE is the watchword here.

There should be NO delays or backlogs in handling this vital line.

With these lines kept swift and smooth, it should not be too long before we have achieved a cleared planet!

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Founder

Revision assisted by
LRH Technical Research
and Compilations

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 1 DECEMBER 1978RB
REVISED 18 DECEMBER 1988

Remimeo
All Orgs
Tech/Qual
C/Ses
Auditors
Solo C/Ses

C/S Series 113RA

PROGRAMING OF CLEARS

Ref:

HCOB 12 Nov. 81RC
Rev. 1.7.85

GRADE CHART STREAMLINED
FOR LOWER GRADES

Upon completion of the Clear Certainty Rundown, where the person's Clear state has been established and acknowledged and the person has attested to the state of Clear, he should be immediately routed onto the Sunshine Rundown. (This also applies to anyone who has taken the Alternate Clear Route and has gone Clear on the Clearing Course.)

The Sunshine Rundown is to be done at once following any Clear attest. The standard programing for a person who has gone Clear on NED and has completed the Clear Certainty Rundown is:

1. Sunshine Rundown at his local org
2. Hubbard Solo Auditor Course Part 1 at his local org
3. OT Preps at a St. Hill or Advanced Org

(OT Preparations are done to ensure the person is in good shape case-wise to get the most possible gain from the Advanced Courses. OT Preps must be completed before Solo Assists are begun on the Solo Auditor Course Part 2, per HCOB 3 Dec. 81RC, OT PREPARATION/SOLO SETUPS.)

4. Hubbard Solo Auditor Course Part 2 at a St. Hill or Advanced Org
5. Eligibility for OT Levels Check at a St. Hill or Advanced Org

(The Eligibility for OT Levels Check is done to ensure the person is a valid candidate for OT levels, is not a security risk and is in good shape ethicswise for the Advanced Courses.)

6. New OT I
7. OT II (and on up the OT levels)

For the person who has gone Clear on the Clearing Course, the program is:

1. Sunshine Rundown

2. New OT I
3. OT II (and on up the OT levels)

(Solo Course Parts 1 and 2, OT Preps and Eligibility for OT Levels Check must all be done prior to R6EW and Clearing Course.)

Every effort should be made to get the Clear actively progressing on this program and moving on up through the OT levels.

For Clears who are stalled or having difficulty in getting onto their next correct action, HCOB 27 Mar. 84, C/S Series 119, STALLED DIANETIC CLEAR: SOLVED, provides a full array of allowed technical actions which can be used to assist the person to resume his progress up the Bridge.

L. RON HUBBARD
Founder

Revision assisted by
LRH Technical Research
and Compilations

C/S Series 114

[*Note:* C/S Series 114 does not exist as a numbered issue in this series. The original C/S Series 114, HCOB/PL 30 Oct. 71, KSW Series 28, C/Sing FOR THE PC, was not written by LRH and was cancelled.]



HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 28 SEPTEMBER 1982

Remimeo
All C/Ses
All Auditors

C/S Series 115

MIXING RUNDOWNS AND REPAIRS

Refs:

- | | | | |
|------|---------------|-------|-------------------------------------------------------------------------------------|
| HCOB | 6 Mar. | 74 | INTROSPECTION RD, SECOND ADDITION
INFORMATION TO C/Ses
(Section: "Integrity") |
| HCOB | 9 June | 71 II | C/S Series 42
C/S RULES |
| HCOB | 20 Nov. | 73 II | C/S Series 89
F/N WHAT YOU ASK OR PROGRAM |
| HCOB | 26 May | 71 | C/S Series 38
TRs COURSE AND AUDITING
MIXING MAJOR ACTIONS |
| HCOB | 20 June | 71 | C/S Series 47
THE SUPREME TEST OF A C/S
POST PURPOSE CLEARING |
| HCOB | 4 Aug. | 71R | POST PURPOSE CLEARING REVIVED |
| | Rev. 26.11.74 | | |
| HCOB | 17 Dec. | 81 | C/S Series 72 |
| HCOB | 20 Dec. | 71 | USE OF CORRECTION LISTS |
| HCOB | 16 June | 70 | C/S Series 6
WHAT THE C/S IS DOING
(Section: "C/S Purpose") |
| HCOB | 8 Aug. | 71 | C/S Series 55
THE IVORY TOWER |
- Book: *Dianetics: The Modern Science of Mental Health*
Book Three, Chapter 3, "The Auditor's Role"
- Book: *Scientology 0-8, The Book of Basics*
Chapter 3, "Consideration and Mechanics"

WHEN C/Sing A RUNDOWN, ONE C/Ses *THAT* RUNDOWN, NOT A MIXTURE OF DIFFERENT RUNDOWNS. EACH RUNDOWN IS *ITSELF* AND NO OTHER, AND EACH RUNDOWN HAS ITS *OWN* REPAIR.

To do otherwise is violent and actionable out-tech.

EXAMPLES OF MIXED RUNDOWNS AND REPAIRS

Recently, one particular (now removed) C/S was found to have an "anything goes" pattern of C/Sing and programing cases. This C/S mixed rundowns one with another into hash and did not do the standard rundown or repair it standardly as its own rundown.

Example: A case was being run on Post Purpose Clearing and got up through the L&N step. The C/S decided something was wrong with the purpose that

had been listed and ordered an Expanded Dianetics action on it. The result was an evaluated-for and caved-in pc. PPC is just PPC; it is not mixed with other rundowns.

Example: A pre-OT on the level of Solo OT III was Solo auditing as per the directions given in the OT III materials. At one point the pre-OT ran into some BPC. Instead of C/Sing for the repair list for that level, the C/S took parts of another rundown (Audited NOTs) and wrote out C/S instructions for the Solo auditor to run Solo, as part of OT III. Before this was caught by another C/S and handled, the pre-OT had done a number of attempted Solo sessions and gotten her case into quite a snarl. OT III and New OT V (Audited NOTs) are two entirely separate rundowns and must *not* be mishmashed together.

Example: A pre-OT was left incomplete on a NOTs Drug RD and put onto the HRD. Then, with the HRD only half done, was put onto a rundown of HC Lists “on your marriage,” and then put onto yet another action. Needless to say, the end product of these mixed rundowns was a totally and utterly messed-up case.

Example (taken from earlier C/S errors): A pc was C/Sed for Book One Dianetics, was audited halfway down a chain and was left there. Then, because he was upset, was C/Sed to be “repaired” by flying Scientology ruds instead of a Dianetics repair prepared list!

Example: A pc on Grade IV was given a wrong item, got upset, was “repaired” with an O/W session! And blew.

Example: A pc was started on NED and, with it incomplete, was begun on Scientology grades. Then, with Grade 0 incomplete, was C/Sed to begin Book One auditing and, when this bogged, was “repaired” with an L&N prepared list!

The result in all these cases was a thoroughly snarled-up case. It required expert C/Sing and auditing to handle and can cause a *lot* of trouble (including for the C/S found doing it).

Mixing rundowns or repairs for rundowns as in the above examples is out-tech of a very *serious* nature and must *not* be done. It is the job of the C/S to make *sure* that it doesn’t happen and handle it when he finds others doing it.

CORRECT C/Sing

The right way to go about C/Sing is:

1. Ensure the pc is set up for rundown “X.”
2. C/S the pc standardly through rundown “X.”
3. If trouble, repair the pc using the repair action or repair list designated for rundown “X.”

4. Get rundown "X" completed to its full EP and attested.

Then you can C/S the case for rundown "Y" or rundown "Z" or whatever the next grade or level on the Grade Chart is that pc's next step.

When you find a case where "C/Sing" has not followed the proper Grade Chart or the case has been snarled up with each rundown interrupted with something else or wrong repairs used, the following is the proper procedure:

- A. Go back in the folder to find where the case was doing well. (Or spot it on a meter with dating and get the data that way if folders are unavailable or suspected false.)
- B. Plot out the rundowns run but incomplete.
- C. Spot the wrong prepared lists that were used to "repair."
- D. Program the case to:
 - i. Complete each action in sequence of incompletes OR use the *correct* prepared list to repair it.
 - ii. Get the case back onto an Advance Program that follows the Grade Chart.

CRAMS, PPC AND CONFESSIONALS

It would be thought that, by this, no one could ever cram a person or do a PPC or require a Confessional.

There is a dicey point here. If a case cannot be crammed or post purpose cleared or have a current withhold pulled while he is on a rundown, then no one could be hatted or corrected or gotten back if blown.

This is why it is mandatory to get a C/S okay to cram or PPC or pull O/Ws on a pc.

The safe rules for giving a C/S okay are as follows:

RULE ONE: DO NOT do or permit a cram or PPC or Qual Why Finding on a pc who is NOT at a rest point or win on a rundown. Get the pc to a rest point or win on his current rundown before these are done.

RULE TWO: ALWAYS require ruds be flown before a cram or PPC.

RULE THREE: ALWAYS use only the repair actions or prepared lists for the rundown the pc is ON, not some other "repair" action for some other rundown or some action that is squirrel tech.

RULE FOUR: ALWAYS C/S the pc for his own gain, not for any other purpose. The purpose of auditing is to help the pc, not to remedy social or organizational ills. If this is followed, those same ills vanish. If this is not followed, the ills multiply. The purpose of auditing is to help the pc become more able as a being and has no part of discipline or "getting even."

RULE FIVE: It is the C/S who C/Ses the case, NOT the pc or his or her spouse or the Ethics Officer or some senior.

RULE SIX: *All* cramming, PPCing, withhold pulling and even coffee-shop auditing must be part of the pc's auditing folder.

RULE SEVEN: Get the pc on the Grade Chart and keep him progressing up it smoothly, repairing what he is on with what was designed and intended to repair it and not with something else.

RULE EIGHT: C/Sing and auditing are *very* straightforward procedures, well laid out. If no one in the near infinity of years behind us in this universe came up with a precise and doable system to unsnarl a being—and they didn't—the auditor in the chair and the C/S are not going to find any new-and-wonderfuls off the cuff. Or any "different" cases or pcs either.

RULE NINE: C/Sing and auditing are a straight silver path to a golden future for the pc. It is there to be followed step by step with standard tech and all side trips lead only into grief and thorns.

RULE TEN: All C/Ses and auditors are trusted beings. They earn that trust by being very standard. When they depart from standard tech, when they mix up rundowns or repairs, they betray that trust, the pc and themselves and block the way to a better being and far better universe.

RULE ELEVEN: Standard, straight tech will get the pc there every time. It is only auditors and C/Ses who fail and they fail only when they don't apply completely available, fully published standard tech. So don't scatter around on the Grade Chart or mix rundowns or use wrong repairs, and handle the hell out of it when you find another has done it. And when you find it, report it swiftly to the Senior C/S Int and the new Inspector General Network via Flag. Standard Dianetics and Scientology tech has never been known to harm anyone. *Pretending* to apply it when not doing so is applying something else and falsely calling it Dianetics and Scientology. Thus, nonstandard actions become a violation, not only of trust but of trademark and copyright law and can be actionable.

RULE TWELVE: You are safe and secure doing standard tech.

L. RON HUBBARD
Founder

Data collected by
Senior C/S International

P.S. What happened to the "C/Ses" and "auditors" who did the above examples? Don't ask! This is a bulletin not a horror movie!

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 13 OCTOBER 1982

Remimeo
All C/Ses
All Auditors
Ethics Officers

C/S Series 116

ETHICS AND THE C/S

Refs:

HCO PL 18 June 68	ETHICS
HCO PL 17 June 65	STAFF AUDITOR ADVICES
HCO PL 1 May 65	STAFF MEMBER REPORTS
HCO PL 22 July 82	KNOWLEDGE REPORTS
HCO PL 29 Apr. 65 III	ETHICS, REVIEW
HCO PL 30 July 65	PRECLEAR ROUTING TO ETHICS
HCO PL 4 July 65	PC ROUTING REVIEW CODE
HCOB 24 Apr. 72 I	C/S Series 79
	PTS INTERVIEWS
HCOB 29 Mar. 70	AUDITING AND ETHICS
HCOB 25 June 70	C/S SERIES 11
HCOB 28 Oct. 76	C/S Series 98
	AUDITING FOLDERS, OMISSIONS IN COMPLETENESS
HCOB 10 Nov. 87	Auditor Admin Series 20RA
	MISCELLANEOUS REPORTS
HCOPL 27 Oct. 64R	POLICIES ON PHYSICAL HEALING,
Rev. 15.11.87	INSANITY AND SOURCES OF TROUBLE
HCO PL 16 May 65 II	INDICATORS OF ORGS
HCO PL 16 Oct. 67	Admin Know-How Series 16
	SUPPRESSIVES AND THE ADMINISTRATOR—HOW TO DETECT SPs AS AN ADMINISTRATOR
HCO PL 23 Feb. 78R	BOARD OF REVIEW
Rev. 7.5.84	

It has just been brought to my attention that over the last few years a C/S had been advising staffs that C/S approval was required before somebody could be handled in Ethics!

(The *real* problem he was solving was that he had an out-ethics situation of his own going on and didn't want an Ethics Officer anywhere around. He has since been removed from post.)

The above was not known at the time C/S Series 115 was written and it's possible some people could use HCOB C/S Series 115 to inadvertently or otherwise deny needed ethics actions on a person.

Technically, it is very proper indeed to get a C/S okay before somebody meddles with a case, regardless of the circumstances. But let's put this into a proper framework: If some pc is standing over a body with a smoking gun in his hand, it certainly does not require a C/S okay to take him to jail!

HCOB 28 Sept. 82, C/S Series 115, does not specifically state that C/S okay is required before someone can get ethics handling, but people could alter-is it and say, "See, this person has an out-ethics situation but he can't be sent to Ethics because he is on the Grade Chart."

HANDLING PC ETHICS

To handle pc ethics, a C/S must, first of all, have data. He must ensure that the various reports and worksheets, such as for cramming or Word Clearing or Product Debug actions, *do* get filed in pcs' folders, as such reports often alert the C/S to existing ethics situations. (Refs: HCO PL 28 Oct. 76, C/S Series 98, AUDITING FOLDERS, OMISSIONS IN COMPLETENESS and HCOB 10 Nov. 87, Auditor Admin Series 20RA, MISCELLANEOUS REPORTS)

For example, the C/S sees a report that the pc has an unhandled PTS situation. He would have the pc routed to Ethics via Review. (Refs: HCO PL 29 Apr. 65 III, ETHICS, REVIEW and HCO PL 4 July 65, PC ROUTING REVIEW CODE)

Once the pc's ethics handling is complete, he's returned back to auditing lines via Review, and copies of any Ethics interview must be filed in his pc folder.

When ethics action on a pc is originated by a terminal other than the C/S (a lower condition, Court of Ethics or Comm Ev), the D of P should be advised and make note of this in the pc's folder. The pc's auditing is then suspended until the action is complete. (Ref: HCOB 29 Mar. 70, AUDITING AND ETHICS)

When the pc is off auditing for any of these handlings, there must be a tight liaison maintained with Ethics and/or Review (via the D of P) to ensure pcs aren't lost off lines or kept waiting interminably for handling.

Where any auditing handling, such as a Confessional, etc., is recommended by a Court or Comm Ev, C/S okay must, of course, be obtained and the C/S would oversee the action from his hat.

PC PROGRAMS AND ETHICS

There is a difference between a program—which is a general plan for the case—and the day-to-day C/Sing which, of course, is gauged to keep the program going forward.

Thus, it is often found that additional steps have to be added to a program to handle outnesses as they turn up, without violating the program itself.

Example: One pc had gotten into ethics trouble and was given a Repair Program to unsnarl him, the first step of which was to get up through the conditions which he was already on. He got hung up at Doubt, couldn't get through it and virtually went off post. Step 1 of the program was then unbugged by pointing out that the Doubt would either be false data or PTSness. The PTS condition was then found and, by report, the pc was then able to get up through the conditions.

Thus, the program discovered an earlier tech outness: A PTS pc was being audited on grades. Because of this an additional step had to be added to the

program, step 1A to get the PTSness handled. With that resolved, the remainder of the program could be continued.

That is an example of a program in action which is unsnarling the case, but it requires considerable alertness. From it it can be seen that C/Ses are necessary and valuable on an ethics line, but they must know what they're doing.

HOW MUCH ETHICS IS CORRECT?

There is (or can appear to be) a conflict of targets between a C/S and an Ethics Officer. An Ethics Officer is trying to get in discipline and a C/S is trying to improve a case. But it is true that an out-ethics pc does not make case gain.

So one could say that one measures the amount of ethics which must go in to satisfy the viewpoint of the Ethics Officer who is charged with maintaining discipline and to still keep in Rule 4 of HCOB C/S Series 115 to C/S the pc for his own case gain.

In normal operating practice, the way I handle ethics in relationship to C/Sing is to:

1. Take the ethics actions necessary for the benefit of discipline in the group, and when this has been done,
2. Salvage the being independently of the organizational requirements.

So I would say that a C/S must not forbid ethics actions but that he follows steps 1 and 2 above, in that sequence. For it is very certain that tech won't go in unless ethics is in.

Thus, the two viewpoints (Ethics Officer and C/S) are maintained.

HCO BOARD OF REVIEW

As the pendulum can swing too far in either direction (too much or too little ethics), there is a third port of call in this scene. That is the HCO Board of Review action. The HCO Board of Review exists in Department 21. In an org, the board is convened by any LRH Comm or KOT who appoints a chairman and two other members.

Its function is to look into injustices or technically incorrect findings and cancel any miscarriage of justice or incorrect handlings. (Ref: HCO PL 23 Feb. 78, BOARD OF REVIEW)

A properly established HCO Board of Review is obviously necessary as a point of recourse to keep some sanity in between the ethics actions and the C/Sing.

SUMMARY

The data in this HCOB and in the references listed at the beginning should resolve any conflict between a C/S and Ethics and prevent a majority of pendulum swings from occurring.

The basic datum upon which all of these references are founded is just this:
TECH WILL NOT GO IN WHEN ETHICS IS OUT.

As a note, with misuse of this datum it can also go to total ethics, no tech!
In one org, many years ago, the C/Ses and auditors handily got rid of all the
evidence of their out-tech and their inactivity and put themselves on a long loaf
by simply sending every pc that came on the lines over to the Ethics Officer. The
pcs, unhandled, then moved out of the org and no cases were finished at all.

So there can be abuses both ways in case handling and ethics. Ethics can be
overused or it can be not used at all when needed. A C/S has simply got to know
his stuff and steer a sane path on the subject.

It is the correct ethics and the correct tech action used in the correct
amounts, that result in winning pcs.

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HCO BULLETIN OF 3 MAY 1983

Remimeo
Tech/Qual
Snr C/S Hats
C/S Hats
Auditors
Tech Sec
Qual Sec

C/S Series 117

WHO OR WHAT IS A "C/S"?

<i>Refs:</i>		
HCOB	21 Aug. 70	C/S Series 16 SESSION GRADING, WELL DONE, DEFINITION OF
HCOB	10 Nov. 70	C/S Series 21 C/S RESPONSIBILITY FOR TRAINING
HCOB	5 Mar. 71	C/S Series 25 Auditor Admin Series 10 THE FANTASTIC NEW HGC LINE
HCO PL	6 Mar. 71	Org Series 24 LINE DESIGN
HCOB	9 June 71 II	C/S Series 42 C/S RULES
HCOB	8 Aug. 71	C/S Series 55 THE IVORY TOWER
HCOB	25 Aug. 71	Auditor Admin Series 2 C/S Series 56 HOW TO GET RESULTS IN AN HGC
HCOB	1 Sept. 71 I	C/S Series 57 A C/S AS A TRAINING OFFICER A PROGRAM FOR FLUBLESS AUDITING
HCOB	7 Sept. 71	C/S Series 58 PROGRAMING CASES BACKWARDS
HCOB	22 Sept. 71	C/S Series 61 THE THREE GOLDEN RULES OF THE C/S
HCO PL	29 Oct. 71 II	Exec Series 1 THE EXECUTIVE
HCO PL	29 Oct. 71 III	Exec Series 2 LEADERSHIP
HCOB	20 Nov. 73 II	C/S Series 89 F/N WHAT YOU ASK OR PROGRAM
HCOB	26 Sept. 74	HANDLING FLUBBED PCs
HCOB	28 Sept. 82	C/S Series 115 MIXING RUNDOWNS AND REPAIRS
HCO PL	7 Apr. 83	Exec Series 37 PR Series 48 GOODWILL

The C/S is the CASE SUPERVISOR.

He has to be (a) an accomplished and properly certified auditor and (b) a person trained additionally to supervise cases.

The C/S is the auditor's "handler." He tells the auditor what to do, corrects his tech, keeps the lines straight and keeps the auditor calm and willing and winning.

The C/S is the pc's case director. His actions are done FOR THE PC.

The C/S may believe or be told that he is working for gross income or quantity as opposed to quality.

What he is actually accomplishing can be listed:

1. The C/S is keeping Scientology working in the hands of auditors for the benefit of pcs.
2. The C/S is keeping the correct sequence of programs and processes being used on the pcs.
3. The C/S is keeping the org tech *flow lines* straight and in proper sequence of actions.
4. The C/S has the repute of the org and Dianetics and Scientology in his area fully in his hands.

HANDLING AUDITORS

Studying the worksheets of auditors written during the session the C/S can tell whether or not they are doing the processes right, staying within the Auditor's Code, attaining the end phenomena of the process without chop, doing what the C/S said to do and generally keeping the session flowing along with good TRs. Where he detects errors he puts the auditor right or sends the auditor to Cramming, specifying the materials to be restudied.

Where he sees that an apparent gain is noted by the auditor which does not compare with the Examiner's Report or sees that Dianetics or Scientology doesn't seem to be working, he has the pc questioned by the Examiner as to what really happened in the session.

The C/S must earn the confidence of his auditors by knowing what he is doing and getting results via the auditors.

The skill of an auditor can be enormously improved by a good C/S. And reversely, under an incompetent C/S the skill and enthusiasm of an auditor can be badly deteriorated. A C/S who fails to see errors the auditor knows were there is soon regarded as incompetent. A C/S is in effect a tech leader. His skill, attitude and demands bring about the state of tech in the area. His attitude toward session length, the exactness required, the state of case preparation he requires, when he will let a pc go, what he demands of his auditors all add up to the general tech attitude in an org. If this is good, the org will be a good, respected org.

HANDLING THE PC

The pc (or pre-OT) *is* the real reason the C/S is there.

All C/Sing as to programing and what to run when is FOR THE PC.

It is not for the org, actually, except as it influences the org's repute. It is not for the auditor except as it influences the auditor's willingness and attitude and skill.

The product the C/S is after is the pc's (or pre-OT's) case gain.

This is accomplished by applying the usual, by preventing errors and keeping pcs in session and winning.

Correctly applied tech works. The C/S has to know this. Auditor worksheet false reports or an unskilled auditor or a failure to study the case are the main reasons the pc does not win.

Thus a C/S who is not policing his actions on the case and is not detecting departures from standard auditing begins to believe some cases are very tough, begins to get inventive and departs from the usual and eventually fails on cases.

As the C/S is directing the case on a via of the auditor his view of the case can be obscured. When this occurs he has an Examiner question the pc about the sessions he has received. And he can order a 2-way comm session to get the pc's reactions.

Sometimes a pc has questions. The C/S can have the Examiner ask a pc who runs oddly what questions the pc has and thus get them answered.

It is very bad to let a flubbed session go unrepaired. Let go longer than 24 hours the C/S should not be surprised to have an occasional unrepaired pc go physically ill. Thus all repairs of goofed sessions are priority.

A C/S gets so he knows certain cases. But he errs when he gets upset or angry with a case or regards one with contempt. A pc's repute has nothing to do with a C/S. When a C/S begins to regard a case as willful or hopeless or mean, he might commit errors. Admittedly some cases are very trying. But there is always a reason. It is up to the C/S to find it. I have never failed to find the reason some cases require more work than others.

The C/S is there to efficiently and effectively order the right action based on a survey of the case and then see that it is done.

The end product is a winning pc and an expansion of Dianetics and Scientology.

DIRECTING CORRECT PROGRAM SEQUENCE

The C/S who has mastered the small points of individual sessions must expand his view, widen it to take in the whole progress of the pc's or pre-OT's case from his entrance into auditing to its conclusion—a span which may include several *years*, due to many factors.

This SEQUENCE of programs includes the actions laid out on the Class Chart and Progress and Advance Programs. In C/Sing any *one* session, the C/S must fit it into the overall programed auditing. An assist cutting into an

Interiorization Rundown, not finishing a GF40 Expanded before doing something else and similar errors in broad programing can upset a case as much as a bad session.

The C/S must be alert to the broad, long-term cycles of programs.

CONTROLLING FLOW LINES

Alterations in sequence is an outpoint. Omitting administrative steps is an outpoint. When the C/S fails to enforce the correct sequence of actions in the administration of the cases, the lines go psychotic.

A pc has to have a new invoice to get audited. He may have a former folder. He needs to have a C/S done. And he has to be scheduled. And, scheduled, he has to have an auditor and an auditing room. Then he gets a session. He goes to an Examiner, is put on a meter and makes a statement. The meter reads are recorded in the Exam Report, the Exam Report goes into the folder, the auditor completes his admin. The folder goes to the C/S for a new C/S.

While most of these actions belong to a Tech Services, WHEN THEY ARE NOT KEPT IN THE C/S HAS TROUBLE.

The C/S's trouble may be only from the flustered state of a pc who doesn't know when or where or who, or from an auditor who is overdue in his last session and is upset by the rush and upset of the pc. A lot of such factors can slow down gains.

Thus it's the C/S who must demand that the correct sequence of events occur, that admin personnel are on their toes.

Ordinarily a C/S does a folder when he receives it. That is his job. But if he doesn't receive it or doesn't receive it in correct sequence and form he can't do his job.

I have nearly always been served as a C/S by competent and dedicated tech admin personnel. I cannot imagine this would be true for all C/Ses. But when it isn't true a C/S is obligated to make it true or it will upset his own lines and affect both his auditors and pcs.

A C/S who "short-sessions" of course increases admin line stresses. So a C/S who long-sessions will have an easier time of it generally.

Most of the trouble a C/S has on cases is permitting auditors on his lines who flub without sending them to retrain.

Thus even competent cramming, if absent, can keep a C/S's job difficult.

Auditing is a TEAM ACTION.

The C/S should be aware of this and work to make the TEAM function. If he doesn't it will show up in results.

ORG REPUTE

By doing the usual, and seeing that it is done well, the C/S has the tech repute of his org in his hands.

The number of public pcs and pre-OTs who leave an org with F/N VGIs at the Examiner determines the repute of the org in that area.

The percent of staff members who currently have an F/N VGI Examiner's Report as their last report determines directly the efficiency and solvency and expansion of the org. This is by actual survey.

Thus the C/S, by knowing tech, by ordering the usual and seeing that it was smoothly done, by keeping the auditors willing and supervising the flow lines in correct order *is* the person who regulates the future of Dianetics and Scientology.

The hat of C/S is a very honorable hat.

The org and all of us depend utterly on its being very well done.

L. RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE
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HCO BULLETIN OF 28 FEBRUARY 1984

Remimeo
Execs
MAA/EO Hat
HCO
Tech/Qual
C/Ses
Sec Checkers
De-PTSers
PTS Packs
SSOs
Missionaires

(Also issued as an HCO PL,
same date and title.)

C/S Series 118

PRETENDED PTS

(This data is also issued as an HCO PL so that executives know what to look for when somebody that they have requested be handled in Ethics hasn't been handled.)

Refs:

HCOB	19 June	70 II	C/S Series 8 CHART OF HUMAN EVALUATION
HCOB	3 May	80	PC INDICATORS
HCOB	13 Oct.	82	C/S Series 116 ETHICS AND THE C/S
HCO PL	11 May	65	ETHICS OFFICER HAT
HCOB	9 May	77 II	PSYCHOSIS, MORE ABOUT
HCOB	28 Nov.	70	C/S Series 22 PSYCHOSIS
HCO Info Letter	2 Apr.	64	TWO TYPES OF PEOPLE HUBBARD CHART OF HUMAN EVALUATION

It is evident that asking directly for evil purposes as part of Sec Checking has been knocked out of use over the years by SPs.

It recently occurred that, in using Sec Checking to clean up several persons who had gotten into ethics trouble on their posts, a peculiar phenomenon and pattern came to light. The persons being handled had been asked for "overts" before and had "gotten them off" but would continue committing the overts. In each case they had blamed their difficulty on having been the effect of false data and black PR fed them by bad hats long since detected and removed from the area. However, these particular cases did not straighten out with de-PTSing actions.

These persons were then asked directly for evil purposes and this action finally got to the root of the matter.

APPARENT SEQUENCE

Apparently, the sequence with such persons is:

- a. They "get off overts" but then continue committing them.

- b. When overt products and flaps in their areas get investigated, they palm it off as having “gone effect of others’ black PR or false data.” In other words, the person appears to be PTS.
- c. They manage to convince those doing the investigating that that’s the end of the investigation.
- d. If something flaps, they get off some overts and start the cycle again at (a).

In other words, they were actively committing suppressive actions while pretending to be PTS. And were busy making people around them feel PTS. While apparently the effect of suppression or black PR, they were actually generating it themselves: originating black PR to cover their own overt acts.

What had been omitted in the handlings these persons had gotten previously was the full follow-through, because routine PTS tech would of course not handle someone who was on the other side of the coin—and by pursuing it all the way through, it would have exposed the pretense.

We have in the (a) through (d) sequence above, the exact mechanism by which such people skid through the lines undetected. This may explain a great deal to many executives who have ordered staff handled and then have had to conclude that the tech didn’t work because the staff wasn’t handled. What had actually occurred is that evil purposes had been omitted from Sec Checking tech with malice aforethought and that PTS checks did not include checks for evil purposes.

This sequence shows the exact “failure” to handle people in RPFs, etc.

HANDLING

In handling a PTS, the C/S must monitor the person’s progress closely. This means inspection of all interviews and session worksheets, observing the results of each PTS handling action, his change of position (or lack of) on the Chart of Human Evaluation as evident from the pc folder and so forth.

Also, it is important that the Ethics Officer advise the D of P when a staff or public person is undergoing an ethics or justice action so that this can be noted in the person’s pc folder. In this way, the C/S can also find out if the pc has landed in ethics trouble. (Ref: HCOB 13 Oct. 82, C/S Series 116, ETHICS AND THE C/S)

If the person is not making change, or repeatedly slipping into further out-ethics behavior, the C/S must recognize this. It is, possibly, the (a) to (d) sequence above in action. If the C/S suspects this to be the case, his action is to begin to handle the case with Sec Checking by a competent Sec Checker. And such Sec Checking must include questions about the person’s purposes and intentions.

Instead of only Sec Checking on, for example, “Have you committed an overt on the org?” one would also ask, “Have you had an evil purpose regarding the org?”



Handled standardly in this way, the person can be expected to experience tremendous relief and case change.

CAUTION

If a person is progressing well on a de-PTSing program (such as PTS interview, PTS RD, Suppressed Person RD), is making change, keeping his personal ethics in and moving up the Chart of Human Evaluation, then it would be a C/S error to suddenly interject a Sec Check into his program.

ETHICS

None of this sets aside standard ethics and justice procedures. Such a person as would be found with a pretended-PTS situation is quite likely already under some justice action, and in fact doesn't deserve immediate handling other than what HCO deals out.

SUMMARY

Some executives have gotten in the frame of mind that it is a waste of time trying to handle a bad hat. It is true the bad hat probably doesn't deserve to be handled but it is nevertheless true that we do have the tools to handle one.

We're not out to handle the insane, but whether we like it or not we live in a pretty insane civilization. Any data which handles that or amplifies it technically or solves it is of course extremely vital.

L. RON HUBBARD
Founder

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HCO BULLETIN OF 17 JUNE 1984

Remimeo
Auditors
C/Ses
HCO
Tech/Qual
MAAs/Ethics Offs

C/S Series 118-1

EVIL PURPOSES AND FALSE PR

Refs:

HCOB	28 Feb. 84	C/S Series 118
		PRETENDED PTS
HCO PL	2 Apr. 65	FALSE REPORTS
HCO PL	4 Apr. 72	Esto Series 14
		ETHICS

An additional point in the behavior of people with evil purposes has been found: They often cover their evil purposes up and usually with PR statements. These are actually false reports of one kind or another. The dominating behavior action is false reports and neglect of the real situation. Under all of that can generally be found an evil purpose.

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HCO BULLETIN OF 27 MARCH 1984

Remimeo
All Orgs
Tech/Qual
C/Ses
Auditors
Sec Checkers
Solo C/Ses

URGENT – IMPORTANT

C/S Series 119

STALLED DIANETIC CLEAR: SOLVED

(This bulletin modifies any earlier HCOBs on the subject
of what can or cannot be run on Dianetic Clears.)

Refs:

Book: *Advanced Procedure and Axioms*, 1951, Chapter "Postulates"
Book: *Scientology 0-8*, Chapter 3, "Consideration and Mechanics"
HCOB 6 Sept. 78 II SERVICE FACSIMILES AND
ROCK SLAMS
HCOB 6 Sept. 78 III ROUTINE THREE SC-A
FULL SERVICE FACSIMILE
HANDLING UPDATED WITH
NEW ERA DIANETICS
HCOB 12 Sept. 78 DIANETICS FORBIDDEN ON
CLEARS AND OTs
HCOB 3 May 80 PC INDICATORS
HCOB 30 July 80 THE NATURE OF A BEING
HCOB 14 Dec. 81 THE STATE OF CLEAR
HCOB 8 Mar. 82R CONFESSIONALS AND THE
NON-INTERFERENCE ZONE
HCOB 28 Feb. 84 C/S Series 118
PRETENDED PTS

Note: Earlier, various persons carefully obliterated the technical data given below (and the tech of Expanded Dianetics) from use, to effectively bar Dianetic Clears from going any further up the Bridge and becoming fully powerful beings.

The major steps for a Dianetic Clear moving up the Bridge are:

CCRD and the Sunshine Rundown

Solo Auditor Course Part 1

OT Preparations/Solo Setups

Solo Auditor Course Part 2

Eligibility for OT Levels Check.

There is no reason to interfere with a Dianetic Clear who is progressing on that route *or* who is progressing on the route between OT I and OT III and doing well. They should not be interfered with by Sec Checking or anything else, really.



But where the person in this zone is moving slowly or stalled, there is a technical factor which must be known and taken into consideration:

Dianetic Clears who do not go up the Bridge are still subject to the vagaries and pressures of life.

Therefore, to handle any of the points of possible hang up, the following are included as allowed handlings on a Dianetic Clear:

PTS handlings, but no Dianetics

Confessionals, including Sec Checking on evil purposes

The handling of postulates, considerations, attitudes, evil purposes or evil intentions

False purpose checks

O/Ws

Disagreement Checks

Black PR handling

Service fac handling (by the bracket method only, which does NOT use engram running)

Rudiments

Happiness Rundown

Scientology Drug Rundown (as it uses Recalls), only if required

Method One Word Clearing

End of Endless Int Rundown, only if required (Note: This is a major rundown, not a repair action.)

and the Flag-only rundowns of L10, L11, L12.

The following actions can also be done to assist a Dianetic Clear who is stalled or not actively moving up the Bridge:

Ethics condition formulas

Repair of Past Ethics Conditions

Conditions and Exchange by Dynamics

Actions given in the Product Debug Series HCOBs (False Data Striping, Crashing Mis-U Word Finding, Product Debug Checklist, etc.)

Getting the 21-department org board in in one's own life.

POSTULATES

The fact that one can see check a Dianetic Clear and can locate purposes and nonsurvival considerations does not in the least make less of the state of Clear. It is simply a matter of a different case phenomena on a Clear than on a preclear.

The definition of Clear is:

A BEING WHO NO LONGER HAS HIS OWN REACTIVE MIND.

Postulates and considerations can stand independently of mental mass. Therefore, if anybody said you couldn't find postulates or try to spot them on Dianetic Clears then that is false data.

One can locate all the postulates one wants on a Dianetic Clear so long as he doesn't go into running engrams. Finding postulates and considerations is a free field on a Dianetic Clear; there is no slightest prevention of it. Finding and handling evil purposes is also in the area of postulates. And a Dianetic Clear can also be black PRed and go PTS.

Because someone is Dianetic Clear is no reason he does not still have postulates in place or counter-survival considerations which, cleared up, could improve his power as a being.

You will find that people who are *not* burdened with overts and black PR and evil purposes *ARE* going on up the route to the top. What stalls the person is lack of Sec Checking and discovery of any PTSness or black PR or evil purposes and the like—all of them counter-survival.

THE TECHNICAL FACT IS THAT IF THE PERSON IS *NOT* GETTING ON UP THE LEVELS, IF HE IS CLEAR AND/OR IS IN THE NON-INTERFERENCE ZONE AND IS MOVING SLOWLY OR STALLED, HE IS A CANDIDATE FOR HANDLING OF THESE FACTORS.

The handling of a Dianetic Clear on these is the same as for any preclear, with the proviso that no engram running may be attempted. One CAN handle postulates, purposes, considerations, attitudes, evil purposes or intentions and O/Ws. One can do false purpose checks, Disagreement Checks, black PR handlings, service fac handling (without running engrams) and rudiments on a Dianetic Clear, and one can also do all types of PTS handling that do not call for running engrams. And one had better get the appropriate handling done in such cases. You'll find the person experiences huge relief from being rid of these nonsurvival factors and he can then move on up to his next level and get the gains that are there to be achieved.

SUMMARY

It is expected that responsible technical terminals will ensure the needed handling gets done where a Dianetic Clear is not progressing well.

A person at the point of Clear should take effective measures to get himself

up the Bridge. But where this is not occurring, he needs help in the form of the exact technical action that will enable him to progress.

We are in the business of making beings more able. Here we have restored to use powerful tools with which to do it.

L. RON HUBBARD
Founder

HCO BULLETIN OF 1 MAY 1985

Remimeo
BPI
C/Ses
Ethics Courses
Hubbard Senior
Sec Checker Course

C/S Series 120

HONESTY AND CASE GAIN

Refs:

HCOB	5 Oct.	61	CLEAN HANDS MAKE A HAPPY LIFE
HCOB	8 Feb.	60	HONEST PEOPLE HAVE RIGHTS, TOO
HCOB	15 Nov.	72 II	STUDENTS WHO SUCCEED
HCOB	13 Oct.	82	C/S Series 116
			ETHICS AND THE C/S

Booklet: *The Way To Happiness*

Booklet: *Axioms and Logics*

DISHONESTY CAN PREVENT CASE GAIN.

Case gain depends entirely upon the person's ability to view the truth of something in order to bring about an as-isness. (Ref: The Axioms of Scientology, Booklet: *Axioms and Logics*)

This ability is gained or regained on a gradient scale. The Grade Chart is designed to assist one to view gradiently larger areas of truth at each level. As one progresses up the Chart his ability to view the truth of things improves and expands. The accumulated masses and burdens and problems and falsities of a lifetime or lifetimes are dissolved and vanished, leaving the being free and clean and in control of his life and environment.

But to receive help as a pc or pre-OT, one has to be honest with his auditor.

Dishonest people have withholds, and withholds stack up mass and bring about stupidity. They cut the person's reach and his ability to perceive. They hold in place the masses that imprison and pin the being at the level of *Homo sapiens*—and a miserable *Homo sapiens*, at that! Who is such a person really fooling?

Thus, one can bar his own way up the Bridge by dishonesty.

I always feel a bit sad when I see somebody doing himself in this way. It is so pointless.

One sees this in those who, for whatever irrational reason, cling knowingly to withholds and wind up critical, nattery and generating hostility. If one finds himself feeling hounded or persecuted, he should ask himself what his condition is on the first dynamic instead of going around persuading others to do him in.

How precious, after all, are one's dishonesties, withholds and falsities in the face of the real freedom there is to be gained?

One CAN be honest. He will find it a happier, more comfortable existence when he is.

And more important—he'll find the route to stable case gain is now open to him.

HONESTY OPENS THE DOOR TO CASE GAIN.

That is the route to sanity. It is the route up the Bridge to OT and real freedom. With honesty, one can make it and make it all the way!

Why settle for anything less?

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HCO BULLETIN OF 21 MAY 1985

Remimeo
C/Ses
Execs
MAAs/Eth Offs
Tech/Qual

(Also issued as an HCO PL,
same date and title)

C/S Series 121

False Purpose Rundown Series 11

TWO TYPES OF PTSes

Refs:

HCOB 28 Feb. 84	C/S Series 118 PRETENDED PTS
HCOB 17 June 84	C/S Series 118-1 EVIL PURPOSES AND FALSE PR
HCOB 5 June 84	FPRD Series 1 FALSE PURPOSE RUNDOWN
HCOB 29 Dec. 78R Rev. 20.12.83	THE SUPPRESSED PERSON RUNDOWN A MAGICAL NEW RUNDOWN
HCOB 9 Dec. 71RC	PTS RUNDOWN, AUDITED
HCOB 10 Aug. 73	PTS HANDLING

Modifies:

HCOB 24 Apr. 72 I	C/S Series 79 PTS INTERVIEWS
HCOB 17 Apr. 72R Rev. 20.12.83	C/S Series 76R C/Sing A PTS RUNDOWN
HCOB 31 Dec. 78 II	OUTLINE OF PTS HANDLING

There are two types of PTSes:

1. Pretended PTS so as to cover up black PR and evil purposes or justify them, and
2. Actual PTSness.

Although PTSness can cease simply on spotting the person accurately that one is PTS to, there are two full rundowns to handle this condition: the PTS Rundown and the Suppressed Person Rundown.

On pretended PTSness as mentioned in (1) above, your very reliable clue is that the person says he is PTS to a well-intentioned person, such as a staff member or a Scientology VIP. This is almost totally conclusive evidence that you are dealing with a person with an evil purpose. Thus, he would be programed for auditing geared to locating and handling evil purposes. He won't get any relief from being found "PTS" to a well-intentioned person. From time to time one sees "PTS finding" of that nature cropping up. This probably is the first analysis given as to why and what it is all about. The person who does that has been black PRing, has O/Ws and probably, under those, evil purposes.

The usual action, when someone is observably roller-coastering and manifesting a PTS condition, is to interview the person and find out who he is PTS to. (Ref: HCOB 24 Apr. 72, C/S Series 79, PTS INTERVIEWS) If a standard interview is done and the pc names well-intentioned persons as the people he is PTS to, the C/S, seeing this, would not order a PTS Rundown. The C/S would program the case for those auditing rundowns designed to uncover and blow O/Ws and evil purposes.

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HCO BULLETIN OF 24 OCTOBER 1985R
REVISED 28 MARCH 1990

All Orgs
All Missions
Tech/Qual
Purif RD
C/Ses
I/Cs
FESers
Medical Liaison
Officer

C/S Series 122R
Purification Rundown Series 9R

TROUBLESHOOTING
THE PURIFICATION RUNDOWN PC

Refs:

All Purification Rundown Series HCOBs

Book: *Purification Rundown Delivery Manual*

HCOB 8 Mar. 71R	C/S Series 29R
Rev. 25.7.78	CASE ACTIONS, OFF-LINE
HCOB 28 Sept. 82	C/S Series 115
	MIXING RUNDOWNS AND REPAIRS
HCOB/PL 7 Aug. 79	Product Debug Series 8
	Esto Series 36
	FALSE DATA STRIPPING
HCOB/PL 9 Feb. 79R	KSW Series 23R
Rev. 23.8.84	HOW TO DEFEAT VERBAL TECH
	CHECKLIST
HCOB/PL 6 Dec. 76RB	ILLEGAL PCs, ACCEPTANCE OF
Rev. 8.4.88	HIGH CRIME BULLETIN

(We are not concerned with handling bodies on the Purification Rundown; our concern is freeing up the individual spiritually. The data released herein is a record of research results which appeared to be effective in the piloting and developing of the Purification Rundown and, when necessary, its correction. The only dosages recommended on the Purification Rundown or its correction are those classified as food. There are no medical recommendations or claims for it. The only claim is future spiritual improvement.)

The following is an outline of points which may require handling and correction in the course of administration of the Purification Rundown. The list reflects points encountered in the piloting and development of the Purification Rundown and reported from various areas where the Rundown has been successfully delivered. It is simply an itemized list of outnesses found to have existed in some cases which were not getting full results from the Purification Rundown until those outnesses were found and handled.

USE

If a Purification Rundown pc is not doing well, the C/S or Purification Rundown I/C uses this checklist in inspecting for the source of the bug. The list

would also be filled out by an FESer when doing a Folder Error Summary on a Purification Rundown pc.

One checks each point on the list by actual inspection of the pc's folder, the Purification Rundown delivery area and personnel, and, where necessary, by having the pc asked.

The points which will then require handling are those which have been answered as "Yes" on the form.

The list, used in conjunction with Purification Rundown Series HCOBs, gives an instant look at any Purification Rundown pc. Thus it permits the C/S, the Purification Rundown I/C or the FESer to spot exactly where the rundown has gone off the rails so the situation can be corrected.

The checklist may also be used in routine inspection of Purification Rundown delivery to *prevent* errors or omissions in the rundown before they occur.

The list is *not* meant for use as an audited correction list.

A. SCHEDULE IRREGULARITIES

1. Doing the Purification Rundown on an erratic schedule—not on a regular daily schedule. _____
2. Skipping days on the rundown. _____
3. Skimping on recommended running or sauna time. _____
4. Trying to do the rundown on insufficient sleep. _____
5. Pc on a 2½-hour daily schedule when, in view of drug history or other factors, should be on a 5-hour daily schedule. _____
6. Pc, due to age or other factors, should be on a modified schedule as directed by a medical doctor (but is not now on such a schedule). _____
7. Pc has been given a modified schedule as directed by a medical doctor, but is not following it. _____
8. Pc tires easily on current schedule. (Check other factors on the rundown as well as pc's schedule.) _____

B. RUNNING/EXERCISE

1. Not taking the exercise on a proper gradient, (i.e., straining too much or too breathless while running to talk to another). _____

2. Ratio of running time to sauna time is incorrect, (i.e., too great a percentage of time allotted to running, or not enough time running to work up the circulation). _____
3. Not exercising at all prior to going into the sauna. _____

C. SAUNA

1. Insufficient time being spent in the sauna. _____
2. Taking overlong breaks. _____
3. Becoming overheated in the sauna due to not taking sauna breaks when needed. _____
4. Insufficient liquids taken while in the sauna to replace liquids lost in sweating. _____
5. Not taking salt or bioplasma as needed while in the sauna (or prior to running). _____
6. Not getting sufficient potassium. _____
7. Salt, bioplasma and potassium not in supply or not located near the sauna and easily accessible. _____
8. Going out-gradient on sauna time, or not working up to higher temperatures on a gradient. _____
9. Cutting sauna time short when in the middle of a past drug (or other) restimulation. _____
10. Sauna temperature is too hot. _____
11. Sauna temperature is not hot enough to induce sweating. _____
12. Cessation of sweating while in the sauna not spotted and handled. _____
13. Sauna is not being kept clean and free of odors. _____
14. Sauna is insufficiently ventilated. _____
15. Crowded conditions in the sauna, with too many people saunaing at one time. _____

D. NUTRITION

1. Skimping on regular meals, not eating properly or not eating regularly. _____
2. Not getting enough vegetables. _____
3. Vegetables pc is eating are overcooked. _____



4. Pc has drastically changed his diet in some way. _____
5. Pc has gone on a fad diet. _____
6. Using the rundown to try to lose weight. _____
7. Not taking vitamins and/or minerals in the recommended quantities. _____
8. Taking vitamins and/or minerals sporadically (skipping them some days) rather than taking them regularly. _____
9. Has dropped out one or more vitamins resulting in vitamin imbalance and/or created vitamin deficiency. _____
10. Taking vitamins on an empty stomach rather than with yogurt or after meals. _____
11. Not taking enough minerals or vitamins to replenish the minerals and water-soluble vitamins lost in sweating. _____
12. Vitamins and/or minerals not being increased in correct proportion to niacin increase. _____
13. Taking vitamins and minerals at the same time as the oil. _____
14. Not taking the oil on a regular daily basis, (i.e. skipping the oil altogether on some days). _____
15. Not taking the oil in consistent amounts, (i.e., varying the amount of oil from one day to the next). _____
16. Not taking the oil in recommended amounts (i.e., taking more or less than recommended). _____
17. Recommended quantity of oil needs adjustment (i.e., pc is getting too much or too little oil). _____
18. Has dropped out taking the oil completely. _____
- 18A. Not taking lecithin with the oil. _____
- 18B. Not taking enough lecithin in proportion with the oil. _____
- 18C. Not taking evening primrose oil when this is needed. _____
19. Oil is stale or rancid. _____
20. Oil is not kept refrigerated. _____
21. Taking Cal-Mag only sporadically or not at all. _____

22. Taking Cal-Mag regularly but in insufficient amount. _____
23. Cal-Mag is being improperly mixed and is unpalatable. _____
24. Cal-Mag is not being kept in fresh supply. _____
25. Niacin has been increased on too steep a gradient. _____
26. Niacin has been increased on too low a gradient. _____
27. Niacin has been increased before the effects experienced at a certain dosage had diminished. _____
28. Pc has turned on something on the rundown which has not yet turned off. _____
29. Pc is experiencing “grinding” effect, with no change, at his current niacin dosage. _____
30. Pc is not being permitted to “go through” restimulation of past drugs or other substances at his own rate and without interruption. _____
31. Pc has worked up to a high niacin dosage, with no niacin flush and no further change or manifestation occurring, but is continuing on the rundown despite this. _____
32. Pc continuing to experience a slight niacin reaction at high dosages, with no other change or manifestation occurring, and folder has not been inspected for possible earlier violation of standard Purification Rundown procedure. _____

E. OTHER AREAS TO INSPECT

1. Pc is not turning in his Purification Rundown Daily Reports. _____
2. Pc is not filling out his Daily Report Form completely. _____
3. Pc has not been reporting all manifestations or changes occurring while he is on the rundown. _____
4. Pc is not using the *Purification Rundown Delivery Manual*, or is not using it exactly per its instructions. _____
5. Pc has not been assigned a twin. _____
6. Pc is not actually doing the rundown with his twin. _____
7. Pc has misunderstands on the purpose of the Purification Rundown and/or its procedures. _____



8. Pc does not understand the EP of the rundown and/or is looking for some result beyond the end phenomena. _____
9. Pc has been subjected to verbal data and/or case discussion regarding the Purification Rundown. _____
10. Pc is comparing his reactions to another's while on the Purification Rundown. _____
11. Pc is on some kind of medication while doing the Purification Rundown. _____
12. Pc is doing the Purification Rundown while in the middle of some other incomplete case action. _____
13. Pc is mixing the Purification Rundown with some other practice. _____
14. Pc has an unreported medical history or physical condition requiring medical attention. _____
15. Pc has an undetected illness or physical condition. _____
16. Pc was not given medical okay to start the rundown initially by an informed medical practitioner. _____
17. Pc has an unreported psychiatric history or history of having been institutionalized. _____

Use of this list does not exonerate one from being fully familiar with the remainder of the Purification Rundown Series HCOBs and the issues listed in the reference section of this bulletin.

(Note: The data given herein cannot be construed as a recommendation of medical treatment or medication. It is released here as a record of researches and results noted, and the Purification Rundown and/or its correction are undertaken or delivered by any person on his own responsibility.)

L. RON HUBBARD
 Founder

Revision assisted by
 LRH Technical Research
 and Compilations

HUBBARD COMMUNICATIONS OFFICE
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HCO BULLETIN OF 5 DECEMBER 1985R
REVISED 18 DECEMBER 1988

All Orgs
C/Ses
Tech Secs
Auditors
DTSES
Nannies
Parents

C/S Series 123R

HANDLING OF PAST-LIFE AUDITING

Refs:

HCOB	6 Oct. 70	C/S Series 19
		FOLDER ERROR SUMMARIES
HCOB	4 Dec. 85	CASE EVALUATION AND CHILDREN

As a C/S, one of the things you must take into account is that the person whose case you are C/Sing might have received Dianetics or Scientology auditing prior to this lifetime.

There are Scientologists around who received auditing in a former life but now have a new body and a different name. Same thetan, but a new body. Such cases, as with any case, must be programed and C/Sed accurately.

BODY AGE

The body age of such persons can vary. At this writing there are undoubtedly a number of past-life auditing cases who currently have child bodies, but there are also those whose current life age is in the teens and older.

People were receiving Dianetics way back as early as 1947. You could have, for example, a person who received not only some Dianetics but also some Scientology grades processing in the early '60s and who now, having picked up a new body, is 21 years old.

Persons who say they've had "auditing" prior to 1947 are confusing Dianetics and Scientology with earlier practices on the track, and are candidates for a GF 40 Expanded.

PAST-LIFE PC FOLDERS

A missing folder, as with any case, can present a problem for the C/S in that you cannot tell which grades or processes have been run or not run on the case, which ones went to EP and which are unflat, and so on. So you should always try to track down the folders of the person when possible and get them FESed. The full C/S Series and all HCOBs on Repair and Advance Programs apply to any such auditing.

When a case originates that he had auditing in a past life and knows the identity (name) that he had, you should get Tech Services to locate the folders. (It is also helpful if the pc recalls what org he was last on lines at, in the past life, or at least in which continent.)

This gives the Director of Tech Services in each Advanced Org an additional post responsibility of making and maintaining a list of pcs and pre-OTs in that continent who have dropped the body, and seeing to it that their case folders are collected up and stored properly in a central location, separate from other case folders. And the DTS for the Solo NOTs HGC in the FSO needs to do the same for any such Solo NOTs pre-OTs. Proper collection and storage of such folders is important, as otherwise it can be difficult and time consuming to search for them.

If a person originates that he was audited in a past life but cannot immediately recall the name he had, or he recalls the name but the folders cannot be found, simply carry on anyway—just as you would with any pc whose current life case folders had been lost or destroyed in a fire or whatever. Don't give the person a PTP about it or allow his auditing to be held up. Somewhere along the line he will probably remember the name and, if any folders exist, they can very likely be traced.

It is helpful, but not crucial, if the C/S has the earlier folders to refer to.

VERIFICATION OF IDENTITY

When a pc gives the name of his past-life identity, before you start Tech Services hunting for the folders under that name, get an HCO Sec Check done by a qualified auditor. This is simply for the purpose of security and is to consist of cleaning up any possible withholds or lies told about the past-life auditing received, and any false information given concerning past-life auditing.

Once the pc passes the Sec Check, ask Tech Services in your org to locate and get the folders for (past-life name given).

HANDLING OF FOLDERS

Tech Services in the org where the pc is would get in touch with Tech Services in the Advanced Org and ask to have them sent.

The AO and FSO Tech Services personnel must not hand out the folders of past-life Clears to anyone other than those authorized to have them. AO Tech Services can turn over the folders of a past-life *pre*-Clear to a Class IV Org or Saint Hill. Folders of past-life Clears who were audited on Power Processing, R6EW and the Clearing Course or who did any OT level must, however, remain at the AO. This restriction also applies to any past-life Clear who went Clear on Dianetics but who then did any OT level. Solo NOTs folders would remain at the FSO. Folders of OT levels above Solo NOTs remain at the org delivering those levels.

PAST-LIFE CLEARS

On cases that not only originate that they received auditing in a past life, but also that they went Clear, then regardless of whether they state the name of the former identity or not, they should be signed up and routed onto the Clear Certainty Rundown. (Ref: HCO PL 1 May 79RB, Rev. 18.12.88, Clear Certainty Rundown Series 3R, CLEAR CERTAINTY RUNDOWN: ADMINISTRATION)

The CCRD C/S would then handle the matter from there, as per the issues (which are limited in distribution to qualified delivery personnel in Class IV Orgs, Saint Hills, Advanced Orgs and the FSO) on the handling of past-life Clears. Any person who has allegedly completed a Grade Chart level above Clear in a past life must *only* receive case handling at an AO or higher org.

DIANETICS

On any case who had auditing in a past life, there is a possibility that the person may have gone Clear (on Dianetics or on the Clearing Course). And one must not run any Dianetics on a Clear.

A C/S must be alert for any such case who might fit this category and see to it that a proper determination is made.

The way to check if a person may fall into the category of past-life Clear (and who therefore must not be given any further Dianetics auditing) is to have an auditor check, in a formal session, the question “Have you received any Dianetics or Scientology processing in a past life?” If this reads it should be 2WCed to F/N. One does not engage in any additives to this question—no leading questions or suggestions about what case state the person achieved, etc.

If the person answers “no,” one is then safe to proceed with Dianetics auditing.

If the person says “yes,” he has been audited in a past life, the earlier folders should be found and so on, as given above. Having the folders to hand you can then program accordingly.

If the person says “yes” but does not know the former name (so you can locate the folders) or the folders otherwise cannot be located, find out by 2WC what auditing processes he received. In this 2WC if the person answers that he went Clear (or might have gone Clear) or that he Solo audited on the Clearing Course, he should be signed up and routed onto the Clear Certainty Rundown. (Ref: HCO PL 1 May 79RB, Rev. 18.12.88, Clear Certainty Rundown Series 3R, CLEAR CERTAINTY RUNDOWN: ADMINISTRATION) If the person, in the 2WC on what processing he received in the past life, cannot recall any details whatsoever, and doesn’t originate anything about having gone Clear, go ahead and run Dianetics.

Not everyone who is starting out on Dianetics or who has been receiving Dianetics auditing requires this check. For instance, if a pc is receiving Dianetics auditing and winning on it there is no cause to interject a check for past-life auditing into his program. A person wanting to do a Book One co-audit would not necessarily need such a check. (Ref: HCOB 9 June 71 III, C/S Series 43, C/S RULES)

But a C/S should be alert for manifestations on any person receiving Dianetics which might indicate that the person was audited on Dianetics or Scientology in a past life and who may have in fact gone Clear. These manifestations are

covered in HCOB 5 Dec. 78RB, Rev. 18.12.88, C/S Series 105RB, CCRD Series 4R, CLEAR DATA. It is the C/S's responsibility to ensure that cases who may have gone Clear in a past life receive proper programing and auditing.

BABIES AND CHILDREN

The processing of children should be limited to Scientology processes, not NED or Book One, during the early years of life. There are many processes that can be run on children, including extremely simple ones which do not require the pc to have much of a word vocabulary. One would not attempt to run a baby on NED.

Children should be run only on Scientology processing until they are old enough to express themselves clearly in spoken communication and understand formal auditing questions. At that point, before running any Dianetics on the child, if the C/S suspects from folder data that the child may have been audited in a past life, he can C/S for the 2WC "Have you received any Dianetics or Scientology processing in a past life?" to be done as per above.

EVALUATION

Obviously, it would be unnecessary to ask a child or anyone about past-life auditing if the person has already originated this. But parents or friends must refrain from making suggestions or speculations to the child about the subject.

It is out-tech and a violation of the Auditor's Code to evaluate for a child or for anyone about their case, or to suggest possible past-life identities or case states achieved in a past life. It can confuse the thetan and can result in misconceptions or invalidation of true memories, and should simply not be done.

With diligent application of this tech you can accurately program the case of any thetan.

Apply the tech standardly.

Those pcs and pre-OTs who have been audited before this life will be very grateful.

L. RON HUBBARD
Founder

Revision assisted by
LRH Technical Research
and Compilations

HCO BULLETIN OF 18 JUNE 1990

Remimeo
C/Ses
Tech Sec
Qual Sec

C/S Series 124

PCs WHO REFUSE AUDITING

Refs:

HCOB	11 May 69 II	FORCING A PC
	Rev. 12.10.69	
HCOB	16 June 70	C/S Series 6 KSW Series 20 WHAT THE C/S IS DOING
HCOB	19 June 70	C/S Series 7 C/S Q AND A
HCOB	31 Mar. 71	C/S Series 31 PROGRAMING AND MISPROGRAMING
HCOB	23 May 71R VIII	Basic Auditing Series 10R
	Rev. 4.12.74	RECOGNITION OF RIGHTNESS OF THE BEING
HCOB	28 Sept. 71	C/S Series 62 KNOW BEFORE YOU GO
HCOB	28 Sept. 82	C/S Series 115 MIXING RUNDOWNS AND REPAIRS
HCOB	3 May 83	C/S Series 117 WHO OR WHAT IS A "C/S"?

Book: *The Dynamics of Life*, Chapter Sixteen, "The 'Laws' of Returning"
Book: *The Book of Case Remedies*

It is absolutely forbidden for a C/S to force his opinion on a pc about what the pc should be running in session or on his program. That is evaluative C/Sing and is the worst sort of mishandling of pcs.

There was an instance once where a pc who didn't want auditing on a repair action was nevertheless forced to do what the C/S and auditor said in spite of the pc's protest. When this was carried on, the pc who was refusing the auditing then *really* refused auditing.

The Why of this was that the C/S was running a know best on the pc instead of "know before you go." It was actually suppressive C/Sing.

The handling of a pc who is objecting to what he is being audited on is not to force more auditing on the pc. You don't keep calling a pc into session to keep running the action the pc is refusing to run.

The standard handling is to find out why the pc doesn't want the auditing and straighten it out. That is really all you do.

HANDLING

The steps for a C/S to take when he encounters a pc who refuses auditing are to:

1. Call for a D of P interview.



2. Find out why the pc is refusing the auditing.
3. Handle it smoothly.
4. Correct the pc's program.
5. Get the pc going again, paralleling the mind.
6. Method 9 word clear any C/S or auditor guilty of forcing auditing on a preclear on *Dianetics: The Modern Science of Mental Health*, Book Three, Chapter One, "The Mind's Protection"; HCOB 25 Feb. 60, THE MODEL SESSION; HCOB 23 Aug. 71, C/S Series 1, AUDITOR'S RIGHTS; and HCOB 28 Sept. 71, C/S Series 62, KNOW BEFORE YOU GO.
7. If the pc still persists in refusing auditing after the above have been done, then the C/S and auditor are still forcing auditing on the pc and auditing is being used suppressively. Any C/S or auditor guilty of the above must be handled with group justice proceedings which would include a Comm Ev and could include a penalty of being declared suppressive and expelled from the Church.

Handling a pc who refuses auditing is easy. One has the auditor or D of P talk with the pc and *listen* to what the pc says. You find out why the pc is refusing auditing and get it out of the road. That is the simplicity of it.

Q&A

None of this authorizes a C/S or auditor to Q&A off a correct program, such as backing off from completing a needed Confessional on a pc who needs a Confessional.

None of this permits a C/S to fail to handle a pc who is refusing any more auditing on a grade or a pre-OT who is refusing to do any more auditing on a Solo level, when it is evident from data in the folder that the person is not yet complete on the grade or OT level. (Ref: HCO PL 26 Oct. 71, TECH DOWN-GRADES)

SUMMARY

One is not handling the case in front of one if he is trying to force auditing on the pc. One has to listen to what the pc has to say and one must parallel the pc's mind.

C/S for the pc. Then everybody wins.

L. RON HUBBARD
Founder

Compilation assisted by
LRH Technical Research
and Compilations

HCO BULLETIN OF 30 JULY 1990

Remimeo
Qual
C/Ses
Cramming Officers

C/S Series 125

SCIENTOLOGY AUDITOR ANALYSIS CHECKLIST

This is an analysis list for use in handling of Scientology auditors who are flubby and not coming straight with more routine cramming actions, or whose pcs are not progressing as expected in their Scientology auditing. It is a simple tool for *fast* handling of a Scientology auditor who is goofing.

The checklist is divided into two parts. Part One of the checklist locates the auditor's general areas of difficulty. It is assessed by the Cramming Officer or by another auditor. It must be assessed by someone qualified to operate a meter and assess prepared lists. Then, in Cramming, Part Two is used to dig more deeply into the areas found in assessing Part One so that exact handling steps can be worked out and fully done. Case actions would be determined by the Case Supervisor.

Assess the list accurately, handle what is found thoroughly and use it to get to the bottom of auditors who are not winning as they should.

PART ONE

AUDITOR'S NAME: _____ DATE: _____

CRAMMING OFFICER OR AUDITOR ASSESSING LIST: _____

R-factor to auditor receiving the assessment: "I am not auditing you. I am going to assess a Scientology Auditor Analysis Checklist so we can locate any weak points in your application of Scientology processes and procedures and get them corrected. This is not a case action and the data obtained will be used in Cramming. Any out-ethics situation disclosed will be reported to the Ethics Officer and is actionable." (If assessment is done by an auditor other than the Cramming Officer, explain that the second part will be handled in Cramming.)

Assess the entirety of Part One, Sections A through I, Method 5. Handle any reading section on Part One by taking up the corresponding section in Part Two.

Vigorously check out each item in the section you take up and cram the auditor based on what is found. Handling can include Word Clearing, False Data Stripping, Crashing Mis-U Finding, Ethics, etc., as needed to handle the auditor rapidly and terminatedly. The checklist itself is not an auditing action, it is a cramming tool.

When all corrective actions have been completed, the auditor again sees the Cramming Officer, who ensures he's really got it. The auditor should be very bright and eager by this point. He then goes to the Examiner and attests to the Scientology Auditor Analysis Checklist.

A-1 **IS THERE SOME TRICK YOU USE TO MAKE SURE THE SESSION COMES OUT OKAY?** _____

A-2 **IS THERE SOMETHING YOU DO IN SESSION YOU WOULDN'T WANT THE C/S TO KNOW?** _____

A-3 **HAVE YOU TRIED TO MAKE A SESSION LOOK BETTER THAN IT REALLY WAS?** _____

A-4 **HAVE YOU EVER FALSIFIED A WORKSHEET?** _____

A-5 **HAVE YOU EVER AGREED NOT TO PUT SOMETHING DOWN ON A WORKSHEET?** _____

A-6 **HAVE YOU DONE SOMETHING WITH A PC YOU DON'T WANT FOUND OUT?** _____

A-7 **HAVE YOU DONE SOMETHING TO A PC YOU DON'T WANT THAT PC TO FIND OUT?** _____

A-8 **IS THERE SOMETHING YOU DO IN SESSION THAT PCs DON'T LIKE?** _____

A-9 **HAVE YOU VIOLATED THE AUDITOR'S CODE?** _____

A-10 **HAVE YOU AUDITED A PC FOR SOME OTHER REASON THAN TO HELP THAT PC?** _____

A-11 **HAVE YOU COFFEE-SHOPPED A PC AFTER SESSION?** _____

A-12 **ARE PCs MEAN OR UNCOOPERATIVE?** _____

A-13 **ARE YOU INVOLVED IN AN OUT-ETHICS SITUATION?** _____

A-14 **ARE YOU JUST FAKING THAT YOU CAN AUDIT?** _____

(If any of the questions in Section A read, go to Section A of Part Two and fully handle per the instructions given.)

B-1 **DOES SOMEONE OBJECT TO YOUR BEING TRAINED?** _____

B-2 **HAS SOMEONE BEEN ENTURBULATING YOU?** _____

B-3 **ARE YOU PTS?** _____

(If any of the questions in Section B read, go to Section B of Part Two and fully handle per the instructions given.)

C-1 **IS THE MIND NOT REAL?** _____

C-2 **DO YOU EVER WONDER IF THERE REALLY ARE SUCH THINGS AS MENTAL MASSES OR MENTAL IMAGE PICTURES?** _____



- C-3 **DO YOU HAVE ANY DOUBTS ABOUT THE WORKABILITY OF SCIENTOLOGY PROCESSES?** _____
- C-4 **HAVE YOU YOURSELF NOT HAD GAINS IN AUDITING?** _____
 (If any of the questions in Section C read, go to Section C of Part Two and fully handle per the instructions given.)
- D-1 **IN SESSION, DO YOUR TRs GO OUT?** _____
- D-2 **IN SESSION, DO YOU GET NERVOUS OR AFRAID?** _____
- D-3 **IS IT HARD TO SIT STILL DURING A LONG SESSION?** _____
- D-4 **DO YOUR PCs HAVE TROUBLE HEARING YOU?** _____
 (If any of the questions in Section D read, go to Section D of Part Two and fully handle per the instructions given.)
- E-1 **HAVE YOU BEEN UNSURE THAT ITEMS REALLY READ?** _____
- E-2 **HAVE YOU INDICATED F/Ns WRONGLY?** _____
- E-3 **IS THERE ANY AREA OF METERING YOU FEEL UNSURE OF?** _____
- E-4 **WHEN ASSESSING PREPARED LISTS ON PCs, DO YOU HAVE TROUBLE GETTING READS?** _____
- E-5 **DO YOU HAVE TROUBLE SEEING THE METER DIAL?** _____
- E-6 **CAN'T YOU READ A METER?** _____
 (If any of the questions in Section E read, go to Section E of Part Two and fully cover each item in that section.)
- F-1 **ARE YOU UNSURE ABOUT WHICH ITEMS OR TERMINALS TO RUN?** _____
- F-2 **DO YOU HAVE TROUBLE FINDING ITEMS OR TERMINALS TO RUN?** _____
- F-3 **DO YOU KNOW WHICH ITEM OR TERMINAL THE PC SHOULD BE RUN ON BEFORE ASSESSING OR STUDYING THE FOLDER?** _____
- F-4 **IS THERE SOME CONFUSION ABOUT HOW TO ASSESS?** _____
- F-5 **IS THERE SOME CONFUSION ABOUT HOW TO FIND ITEMS OR TERMINALS?** _____
- F-6 **IS THERE ANY CONFUSION ABOUT CHECKING PROCESSES OR FLOWS FOR A READ?** _____
- F-7 **DO YOU HAVE TROUBLE FINDING A READING PROCESS OR FLOW?** _____

- F-8 **WHEN CHECKING PROCESS COMMANDS AND FLOWS, ARE THEY MOSTLY UNREADING?** _____
- F-9 **HAVE YOU RUN ITEMS, TERMINALS, PROCESSES OR FLOWS THAT REALLY DIDN'T READ?** _____
 (If any of the questions in Section F read, go to Section F of Part Two and fully cover each item in that section.)
- G-1 **IS IT HARD TO KEEP UP WITH THE PC?** _____
- G-2 **DO YOU KEEP THE PC WAITING?** _____
- G-3 **DO YOU FORGET THE COMMANDS?** _____
- G-4 **DO YOU FUMBLE WITH COMMANDS?** _____
- G-5 **DO YOU ALTER COMMANDS?** _____
- G-6 **ARE YOU IN MYSTERY ABOUT WHAT'S HAPPENING DURING A SESSION?** _____
- G-7 **IS THERE SOMETHING ABOUT A PARTICULAR PROCESS OR PROCEDURE YOU DON'T GET?** _____
- G-8 **DO YOU HAVE DIFFICULTY FLYING RUDIMENTS?** _____
- G-9 **DO YOU HAVE TROUBLE HANDLING PCs WITH OUT-RUDS?** _____
- G-10 **DO YOU CONTINUE TO AUDIT A PC WHO HAS INDICATORS OF OUT-RUDS?** _____
- G-11 **DO YOU Q&A WITH PCs?** _____
- G-12 **DO YOU HAVE DIFFICULTY RUNNING REPETITIVE PROCESSES?** _____
- G-13 **DO YOU HAVE DIFFICULTY RUNNING BRACKETS?** _____
- G-14 **DO YOU HAVE DIFFICULTY RUNNING OBJECTIVE PROCESSES?** _____
- G-15 **DO YOU HAVE DIFFICULTY DOING CONFESSIONALS?** _____
- G-16 **DO YOU AVOID PULLING PCs' WITHHOLDS?** _____
- G-17 **DO YOU Q&A WITH MANIFESTATIONS OF A MISSED WITHHOLD?** _____
- G-18 **DO YOU HAVE DIFFICULTY RUNNING TWO-WAY COMM?** _____
- G-19 **DO YOU HAVE DIFFICULTY DOING REHABS?** _____
- G-20 **DO YOU HAVE ANY UNCERTAINTY ABOUT HANDLING PREPARED LISTS?** _____



- G-21 **DO YOU AVOID TAKING UP SOME TYPE OF QUESTION IN HANDLING PREPARED LISTS?** _____
- G-22 **DO YOU END OFF ON PREPARED LISTS BEFORE THE PC IS REALLY HANDLED?** _____
- G-23 **ARE YOU UNSURE WHEN TO END OFF IN USING A PREPARED LIST?** _____
- G-24 **DO YOU HAVE DIFFICULTY TAKING A PREPARED LIST TO F/Ning ASSESSMENT?** _____
- G-25 **DO YOU HAVE DIFFICULTY WITH LISTING AND NULLING?** _____
- G-26 **DO YOU HAVE TROUBLE WITH CORRECTION OF LISTING AND NULLING ERRORS?** _____
- G-27 **DO YOU HAVE DIFFICULTY HANDLING PTS PCs?** _____
- G-28 **IS THERE SOME OTHER SCIENTOLOGY PROCESS OR PROCEDURE YOU HAVE DIFFICULTY WITH OR ARE UNSURE ABOUT?** _____
(If applicable)
- G-29 **DO YOU HAVE PROBLEMS WITH DOING OT REVIEWS?** _____
(If any of the questions in Section G read, go to Section G of Part Two and fully cover each item in that section.)
- H-1 **ARE YOU CONFUSED ABOUT THE END PHENOMENA OF ANY PROCESSES OR PROCEDURES?** _____
- H-2 **DO YOU WORRY ABOUT EPs?** _____
- H-3 **HAVE YOU WONDERED WHETHER YOU'VE GOTTEN EPs ON YOUR PCs?** _____
- H-4 **DO YOU HAVE TROUBLE WITH OVERRUNNING PCs?** _____
- H-5 **ARE YOU WORRIED ABOUT OVERRUNNING?** _____
- H-6 **DO YOU FREQUENTLY HAVE TO REHAB EPs YOU HAVE BYPASSED ON PCs?** _____
(If any of the questions in Section H read, go to Section H of Part Two and fully cover each item in that section.)
- I-1 **AS A STUDENT, HAVE YOU FAILED TO LOOK UP MISUNDERSTOODS?** _____
- I-2 **ON COURSE, HAVE YOU LET THINGS GO BY WHICH YOU DIDN'T REALLY GET?** _____
- I-3 **HAVE YOU FAKED THAT YOU GOT IT?** _____
- I-4 **ARE YOU AUDITING ACTIONS YOU HAVEN'T STUDIED OR CHECKED OUT ON?** _____

- I-5 **DO YOU HAVE DIFFICULTIES AS A STUDENT?** _____
- I-6 **DO YOU DISLIKE STUDYING?** _____
- I-7 **HAVE YOU PRETENDED KNOWINGNESS YOU DON'T HAVE?** _____
- I-8 **WHEN YOU READ A STABLE DATUM, DO YOU FAIL TO WORK OUT HOW YOU CAN USE IT?** _____

(If any of the questions in Section I read, go to Section I of Part Two and fully handle per the instructions given.)

PART TWO

A. OUT-ETHICS AS AN AUDITOR

First take up each reading question, in order of longest read, and handle as a withhold E/S to F/N.

Send the auditor to Ethics to handle any out-ethics situation. C/S to program for complete handling by using the Auditor Confessional List or the False Purpose Rundown Auditor Form. The person will not win as an auditor until he is honest and straight.

B. PTS

Two-way comm the reading question to get data on the situation. Send all data to the C/S to program for PTS handling.

C. DOESN'T KNOW AUDITING WORKS

Two-way comm the reading question with the auditor to establish whether he has any personal reality on the mind, on the reality of mental masses and mental image pictures, and whether he has had any wins from receiving auditing himself. If he doesn't know from personal experience that the mind is real, that mental masses and mental image pictures are real, and that auditing gives personal gains, get the data to the C/S so that the case can be FESed and correctly programed. Meanwhile, carry on with the cramming actions called for on this checklist.

D. TRs

Check out and correct the auditor's TRs. It may be that he has never done a Professional TR Course, in which case he should be sent to do the New Hubbard Professional TR Course immediately.

Check the possibility of the auditor not having seen the LRH Technical Training Films on TRs and communication,



including TR Instruction Film #4, "The Professional TR Course." Include the viewing of such films (those assigned to his highest auditor training level and its prerequisites) on any reread or retrain assigned.

The auditor's TRs may be going out due to misunderstandings and uncertainties about the tech. Be sure to explore this possibility also.

Refs:

HCOB	16 Aug. 72	C/S Series 84 FLUBLESS C/Sing
HCO PL	23 Jan. 83	AUDITOR TRAINING PREREQUISITE
HCOB	3 Feb. 79 I	CHANGE THE CIVILIZATION EVAL
LRH Technical Training Films covering TRs and communication		

E. METERING

1. Have the auditor set up a meter. (Note any uncertainties in handling the meter.)
2. Show me how you would check to make sure your meter is operational.
3. Check: Does the auditor wear glasses? If so, do the rims obstruct his seeing the meter while he is looking at the worksheets or the pc? Are his glasses satisfactory? Does he have any difficulty with them at all? Is the prescription correct (i.e., can he see with them)? Don't just ask. Check it out.
4. Tell me what a reading item is.
5. Demonstrate each of the reads and which you would take up first.
6. Is there any area of metering you feel unsure of?
7. Check the auditor out on the following meter drills:

EM 5RB ____ EM 13 ____ EM 24 ____

EM 12 ____ EM 23 ____ EM 26 ____

Handle any MUs, then have him do meter drills, meter drills, meter drills.

8. Check the auditor out on Assessment Drills, per HCOB 22 Apr. 80R, ASSESSMENT DRILLS:

TR 1-Q4A ____ TR 4/8-Q1 ____

9. Check the possibility of the auditor not having seen the LRH Technical Training Films on metering and the E-Meter. Include the viewing of such films (those assigned to his

highest auditor training level and its prerequisites) on any
retread or retrain assigned.

Refs:

HCOB 28 Feb. 71 C/S Series 24
METERING READING ITEMS
HCOB 4 Dec. 77R CHECKLIST FOR SETTING UP
Rev. 19.8.87 SESSIONS AND AN E-METER
Book: *Introducing the E-Meter*
Book: *The Book of E-Meter Drills*
Book: *E-Meter Essentials*
Book: *Understanding the E-Meter*
HCOB 22 Apr. 80R ASSESSMENT DRILLS
Rev. 26.7.86
LRH Technical Training Films covering the E-Meter and metering.

F. ASSESSMENT AND FINDING ITEMS AND TERMINALS

1. Have the auditor demonstrate how an assessment of a list of items or terminals is done. _____
2. Check the auditor out on Assessment Drills, per HCOB 22 Apr. 80R, ASSESSMENT DRILLS:
TR 1-Q3 ____ TR 1-Q4A ____ TR 4/8-Q1 ____
3. Have the auditor give several examples of general terminals and several examples of specific terminals. _____
4. Explore for misunderstood words on basic materials on the subject of finding and running items and terminals. _____
5. Set up a session. Have the auditor assess a list from the back of *The Book of E-Meter Drills* on another person taking the role of the pc, and have the auditor choose the correct item to be run. Note all aspects of his handling. _____

During the assessment, have the “pc” create (by squeezing the cans to simulate reads) the following situations for the auditor to handle:

- a. An instant F/N (auditor must show how it would be handled in doing the type of process he is running). _____
 - b. A body motion “read” on an assessment item. _____
 - c. Prior and latent reads. _____
 - d. No reads on list. _____
 - e. Pc wants to run something that hasn’t read. _____
6. Give the auditor a bracket of nonrestimulative commands, such as on “eating apples.” Have the auditor check each of the flows for a read on another person who takes the role of the pc and holds the cans, squeezing them to simulate reads. Note all aspects of the auditor’s handling. _____



7. Check the possibility of the auditor not having seen the LRH Technical Training Films on TRs and metering. Include the viewing of such films (those assigned to his highest auditor training level and its prerequisites) on any retread or retrain assigned.

Refs:

HCOB	28 Feb. 71	C/S Series 24
		METERING READING ITEMS
HCOB	5 Aug. 78	INSTANT READS
HCOB	23 June 80RA	CHECKING QUESTIONS ON GRADES
	Rev. 25.10.83	PROCESSES
HCOB	3 Dec. 78	UNREADING FLOWS
HCOB	7 Aug. 59	THE HANDLING OF COMMUNICATION
		PROCESSES, SOME RAPID DATA
HCOB	20 Sept. 78	AN INSTANT F/N IS A READ
HCOB	22 Apr. 80R	ASSESSMENT DRILLS
	Rev. 26.7.86	

LRH Technical Training Films covering TRs and metering.

G. SCIENTOLOGY PROCESSING THEORY AND PROCEDURE

Note: If the assessment of Part One Section G showed that the auditor has difficulty or uncertainty with more than one type of process or procedure, the one the auditor was trained on first is taken up and handled, followed by the others in the order in which the auditor was trained on them.

1. Take up the type of process or procedure the auditor is having difficulty with and, using the key references from the course on which that process or procedure is taught, select out and have the auditor define the key terms related to it.
2. Have the auditor demonstrate in clay how the process or procedure is run, showing how it affects the pc and the bank.
3. Have the auditor run the process or procedure on a doll, with another person answering for the doll, holding the cans and squeezing the cans to simulate reads. Give the person holding the cans situations to present which will test the auditor's understanding of the process or procedure and his ability to handle situations that could come up in auditing it. The checksheet for the course on which the specific process or procedure is taught can also be consulted for examples of specific situations to be checked.

While doing this section, note all aspects of the auditor's handling: his TRs, his session admin, meter position as well as procedure.

If it's out-admin, cram on handwriting until the auditor can write fast and legibly without effort. Outnesses on commands or procedure are handled with cramming on the appropriate references and drilling of the process or procedure until the auditor has it down cold.

Refs:

As given in the course packs for the courses on which the specific processes and procedures are taught.

H. END PHENOMENA

1. Define and demonstrate each of the parts of a Scientology process EP. _____
2. Conditional: If the auditor is having difficulty with the EP of a process or procedure which has a specific EP, have him define and demonstrate each of the specific EP's parts. _____
3. Demonstrate what a persistent F/N is and what it means. _____
4. Demonstrate what is done when a pc goes exterior while running a process. _____

Refs:

HCOB	20 Feb.	70	FLOATING NEEDLES AND END PHENOMENA
HCOB	8 Oct.	70	C/S Series 20 KSW Series 19 PERSISTENT F/N
HCOB	21 Mar.	74	END PHENOMENA
HCOB	7 Mar.	75	EXT AND ENDING SESSION

I. STUDY DIFFICULTIES

Two-way comm the reading question with the auditor to establish the specifics of any study difficulties. All data would then be sent to the C/S who would program the case for full handling by using a Student Confessional List, Student Rehab List, Study Green Form, Student Rescue Intensive, Student Booster Rundown or any other appropriate auditing action. Also, handle study difficulties with any retreads or retrains warranted (i.e., Student Hat, PRD, etc.). _____

This completed checklist plus the corrective actions taken are kept in the auditor's pc folder.

L. RON HUBBARD
Founder

Compilation assisted by
LRH Technical Research
and Compilations



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Cramming Officers

C/S Series 126

CONFESSIONAL AUDITOR ANALYSIS CHECKLIST

This is an analysis list for use in handling of Confessional Auditors who are flubby and not coming straight with more routine cramming actions, or whose pcs are not progressing as expected in their sessions. It is a simple tool for *fast* handling of a Confessional Auditor who is goofing.

The checklist is divided into two parts. Part One of the checklist locates the auditor's general areas of difficulty. It is assessed by the Cramming Officer or by another auditor. It must be assessed by someone qualified to operate a meter and assess prepared lists. Then, in Cramming, Part Two is used to dig more deeply into the areas found in assessing Part One so that exact handling steps can be worked out and fully done. Case actions would be determined by the Case Supervisor.

Note that the list may also be assessed on a False Purpose Rundown Auditor and includes a special section (Section K) which is assessed on an FPRD Auditor along with the remainder of the list. Section K is not assessed on those who are trained as Confessional Auditors but not on the False Purpose Rundown.

Assess the list accurately, handle what is found thoroughly and use it to get to the bottom of auditors who are not winning as they should.

PART ONE

AUDITOR'S NAME: _____ DATE: _____

CRAMMING OFFICER OR AUDITOR ASSESSING LIST: _____

R-factor to auditor receiving the assessment: "I am not auditing you. I am going to assess a Confessional Auditor Analysis Checklist so we can locate any weak points in your auditing of Confessionals (and/or FPRD auditing) and get them corrected. This is not a case action and the data obtained will be used in Cramming. Any out-ethics situation disclosed will be reported to the Ethics Officer and is actionable." (If assessment is done by an auditor other than the Cramming Officer, explain that the second part will be handled in Cramming.)

Assess the entirety of Part One, Sections A through J (or K, for FPRD auditors), Method 5. Handle any reading section on Part One by taking up the corresponding section in Part Two.

Vigorously check out each item in the section you take up and cram the auditor based on what is found. Handling can include Word Clearing, False Data

Stripping, Crashing Mis-U Finding, ethics, etc., as needed to handle the auditor rapidly and terminatedly. The checklist itself is not an auditing action, it is a cramming tool.

When all corrective actions have been completed, the auditor again sees the Cramming Officer, who ensures he's really got it. The auditor should be very bright and eager by this point. He then goes to the Examiner and attests to the Confessional Auditor Analysis Checklist.

A-1 **IS THERE SOME TRICK YOU USE TO MAKE SURE THE SESSION COMES OUT OKAY?** _____

A-2 **IS THERE SOMETHING YOU DO IN SESSION YOU WOULDN'T WANT THE C/S TO KNOW?** _____

A-3 **HAVE YOU TRIED TO MAKE A SESSION LOOK BETTER THAN IT REALLY WAS?** _____

A-4 **HAVE YOU EVER FALSIFIED A WORKSHEET?** _____

A-5 **HAVE YOU EVER AGREED NOT TO PUT SOMETHING DOWN ON A WORKSHEET?** _____

A-6 **HAVE YOU DONE SOMETHING WITH A PC YOU DON'T WANT FOUND OUT?** _____

A-7 **HAVE YOU DONE SOMETHING TO A PC YOU DON'T WANT THAT PC TO FIND OUT?** _____

A-8 **IS THERE SOMETHING YOU DO IN SESSION THAT PCs DON'T LIKE?** _____

A-9 **HAVE YOU VIOLATED THE AUDITOR'S CODE?** _____

A-10 **HAVE YOU AUDITED A PC FOR SOME OTHER REASON THAN TO HELP THAT PC?** _____

A-11 **HAVE YOU COFFEE-SHOPPED A PC AFTER SESSION?** _____

A-12 **ARE PCs MEAN OR UNCOOPERATIVE?** _____

A-13 **ARE YOU INVOLVED IN AN OUT-ETHICS SITUATION?** _____

A-14 **ARE YOU JUST FAKING THAT YOU CAN AUDIT?** _____

(If any of the questions in Section A read, go to Section A of Part Two and fully handle per the instructions given.)

B-1 **DOES SOMEONE OBJECT TO YOUR BEING TRAINED?** _____

B-2 **HAS SOMEONE BEEN ENTURBULATING YOU?** _____



B-3 ARE YOU PTS? _____

(If any of the questions in Section B read, go to Section B of Part Two and fully handle per the instructions given.)

C-1 IS THE MIND NOT REAL? _____

C-2 DO YOU EVER WONDER IF THERE REALLY ARE SUCH THINGS AS MENTAL MASSES OR MENTAL IMAGE PICTURES? _____

C-3 ARE OVERTS UNREAL? _____

C-4 DO PEOPLE NOT REALLY COMMIT HARMFUL ACTS? _____

C-5 DO YOU HAVE ANY DOUBTS ABOUT THE WORKABILITY OF CONFSSIONAL TECHNOLOGY? _____

C-6 DO YOU HAVE DISAGREEMENTS WITH O/W TECH? _____

C-7 HAVE YOU YOURSELF NOT HAD GAINS IN AUDITING? _____

(If any of the questions in Section C read, go to Section C of Part Two and fully handle per the instructions given.)

D-1 IN SESSION, DO YOUR TRs GO OUT? _____

D-2 IN SESSION, DO YOU GET NERVOUS OR AFRAID? _____

D-3 IS IT HARD TO SIT STILL DURING A LONG SESSION? _____

D-4 DO YOUR PCs HAVE TROUBLE HEARING YOU? _____

D-5 DO YOU GET EMBARRASSED ABOUT SOME OF THE THINGS YOU HAVE TO ASK THE PRECLEAR? _____

D-6 DO YOU FEEL UNCOMFORTABLE ABOUT CERTAIN SUBJECTS THAT COME UP IN PULLING OVERTS? _____

D-7 DO YOU HAVE TROUBLE GETTING YOUR QUESTION ANSWERED? _____

D-8 DO YOU HAVE TROUBLE DIRECTING THE PC'S ATTENTION ONTO OVERTS? _____

D-9 DO YOU HAVE TROUBLE CONTROLLING THE PC'S COMM? _____

D-10 DO YOU HAVE TROUBLE MAINTAINING SESSION PACE WHILE KEEPING CORRECT ADMIN? _____



D-11 HAVE YOU BEEN CONTINUALLY CRAMMED FOR Q&A?

(If any of the questions in Section D read, go to Section D of Part Two and fully handle per the instructions given.)

E-1 HAVE YOU BEEN UNSURE THAT QUESTIONS REALLY READ?

E-2 HAVE YOU INDICATED F/Ns WRONGLY?

E-3 HAVE YOU BEEN UNSURE OF WHAT THE NEEDLE WAS ACTUALLY DOING?

E-4 HAVE YOU BEEN CONFUSED IF THE NEEDLE WAS ACTUALLY FLOATING?

E-5 IS THERE ANY AREA OF METERING YOU FEEL UNSURE OF?

E-6 DO YOU HAVE TROUBLE SEEING THE METER DIAL?

E-7 CAN'T YOU READ A METER?

E-8 DO YOU HAVE TROUBLE TELLING IF A METER READ IS INSTANT, LATENT OR PRIOR?

E-9 SHOULD YOU BE WEARING GLASSES TO SEE PROPERLY?

E-10 DO YOU HAVE TROUBLE SEEING A READ ON CLEARING A QUESTION?

E-11 DO YOU HAVE TROUBLE SEEING THE PC AND METER IN ONE GLANCE?

E-12 WHEN CHECKING QUESTIONS ARE THEY MOSTLY UNREADING?

E-13 DO YOU HAVE TROUBLE STEERING WITH THE METER?

(If any of the questions in Section E read, go to Section E of Part Two and fully cover each item in that section.)

F-1 ARE YOU CONFUSED ABOUT WHAT AN OVERT IS?

F-2 ARE YOU CONFUSED ABOUT WHAT A WITHHOLD IS?

F-3 ARE YOU CONFUSED ABOUT ANY PART OF THE OVERT-MOTIVATOR SEQUENCE?

F-4 ARE YOU CONFUSED ABOUT WHAT A JUSTIFICATION IS?



- F-5 **ARE YOU CONFUSED ABOUT WHAT A MISSED WITHHOLD IS?** _____
- F-6 **DO YOU HAVE ANY PROBLEM ON WHEN AND HOW TO VARY THE QUESTION?** _____
- F-7 **DO YOU SOMETIMES HIT AN IMPASSE AND NOT KNOW WHAT TO DO NEXT TO GET OFF THE WITHHOLD?** _____
- F-8 **DO YOU HAVE ANY TROUBLE RECOGNIZING OR HANDLING WHEN THE PC HAS GIVEN YOU A MOTIVATOR?** _____
- F-9 **DO YOU HAVE ANY TROUBLE RECOGNIZING OR HANDLING WHEN THE PC HAS GIVEN YOU SOMEONE ELSE'S OVERT?** _____
- F-10 **DO YOU HAVE ANY TROUBLE RECOGNIZING OR HANDLING WHEN THE PC HAS GIVEN YOU A GENERALITY?** _____
- F-11 **DO YOU HAVE TROUBLE UNDERSTANDING WHAT THE PC IS SAYING?** _____
- F-12 **DO YOU Q-AND-A WITH MANIFESTATIONS OF A MISSED WITHHOLD?** _____
- F-13 **DO YOU EVER GET BORED OR DRIFT OFF WHILE DOING A CONFSSIONAL ON SOMEONE?** _____
- F-14 **HAS A PC EVER REALLY SCARED YOU WHILE YOU WERE TRYING TO PULL HIS O/Ws?** _____
- F-15 **DO YOU SOMETIMES FEEL SYMPATHETIC TOWARDS THE PC DURING A CONFSSIONAL?** _____
- F-16 **DO YOU SOMETIMES GO INTO AGREEMENT WITH A CONFSSIONAL PC'S COMPLAINTS?** _____
- F-17 **IS IT HARD TO KEEP UP WITH THE PC?** _____
- F-18 **DO YOU KEEP THE PC WAITING?** _____
- F-19 **DO YOU FORGET THE PROCEDURE?** _____
- F-20 **DO YOU FUMBLE WITH THE PROCEDURE?** _____
- F-21 **DO YOU ALTER THE PROCEDURE?** _____
- F-22 **ARE YOU IN MYSTERY ABOUT WHAT'S HAPPENING DURING A SESSION?** _____
- F-23 **IS THERE SOMETHING ABOUT THE PROCEDURE YOU DON'T GET?** _____



F-24 **IS THERE ANY CONFUSION ABOUT CHECKING QUESTIONS FOR A READ?** _____

F-25 **HAVE YOU TAKEN UP QUESTIONS THAT REALLY DIDN'T READ?** _____

F-26 **DO YOU GET CONFUSED WHEN YOU HAVE NO READ AND NO F/N ON A QUESTION?** _____

F-27 **ARE YOU UNSURE OF HOW TO FOLLOW UP ON DIRTY NEEDLES?** _____

F-28 **DO YOU NOT KNOW HOW TO HANDLE A STILL NEEDLE DURING A CONFESSIONAL?** _____

F-29 **DO YOU HAVE DIFFICULTY FLYING RUDIMENTS?** _____

F-30 **DO YOU HAVE TROUBLE HANDLING PCs WITH OUT-RUDS?** _____

F-31 **DO YOU CONTINUE TO AUDIT A PC WHO HAS INDICATORS OF OUT-RUDS?** _____

F-32 **DO YOU HAVE DIFFICULTY HANDLING END RUDS?** _____

(If any of the questions in Section F read, go to Section F of Part Two and fully cover each item in that section.)

G-1 **ARE YOU CONFUSED ABOUT THE END PHENOMENA OF AN OVERT CHAIN?** _____

G-2 **DO YOU NOT KNOW WHAT TO DO WHEN THE F/N STOPS PREMATURELY?** _____

G-3 **DO YOU WORRY ABOUT EPs?** _____

G-4 **HAVE YOU WONDERED WHETHER YOU HAVE GOTTEN EPs ON YOUR PCs?** _____

(If any of the questions in Section G read, go to Section G of Part Two and fully cover each item in that section.)

H-1 **HAVE YOU HAD TROUBLE MAINTAINING ETHICS PRESENCE IN SESSION?** _____

H-2 **ARE THERE PCs YOU DON'T FEEL YOU HAVE ENOUGH ALTITUDE TO HANDLE IN A CONFESSIONAL?** _____

H-3 **DO YOU LACK ETHICS PRESENCE?** _____



H-4 DO YOU SOMETIMES FEEL LIKE BACKING DOWN FROM A PC DURING A CONFSSIONAL? _____

(If any of the questions in Section H read, go to Section H of Part Two and fully cover each item in that section.)

I-1 ARE YOU AFRAID TO FIND SOMETHING OUT? _____

I-2 ARE THERE THINGS THAT SHOULDN'T BE REVEALED? _____

I-3 IS IT DANGEROUS FOR PEOPLE TO REVEAL THINGS? _____

I-4 ARE THE PC'S OVERTS REALLY NONE OF YOUR BUSINESS? _____

I-5 WOULD SOMETHING BAD HAPPEN IF THE PC TOLD HIS OVERTS? _____

I-6 DO YOU HAVE AN IMPULSE TO FORBID REVELATION IN ANOTHER? _____

(If any of the questions in Section I read, go to Section I of Part Two and handle per the instructions given.)

J-1 AS A STUDENT, HAVE YOU FAILED TO LOOK UP MISUNDERSTOODS? _____

J-2 ON COURSE, HAVE YOU LET THINGS GO BY WHICH YOU DIDN'T REALLY GET? _____

J-3 HAVE YOU FAKED THAT YOU GOT IT? _____

J-4 DO YOU HAVE DIFFICULTIES AS A STUDENT? _____

J-5 DO YOU DISLIKE STUDYING? _____

J-6 HAVE YOU PRETENDED KNOWINGNESS YOU DON'T HAVE? _____

J-7 WHEN YOU READ A STABLE DATUM, DO YOU FAIL TO WORK OUT HOW YOU CAN USE IT? _____

(If any of the questions in Section J read, go to Section J of Part Two and fully handle per the instructions given.)

[NOTE: SECTION K IS ASSESSED ONLY ON FALSE PURPOSE RUN-DOWN AUDITORS.]

K-1 WHEN AUDITING ON THE FALSE PURPOSE RUNDOWN, ARE YOU IN MYSTERY ABOUT WHAT IS HAPPENING IN SESSION? _____

K-2 **IS THERE SOMETHING ABOUT THE FALSE PURPOSE RUNDOWN YOU DON'T GET?** _____

K-3 **IS THERE SOME PART OF FALSE PURPOSE RUNDOWN AUDITING YOU CONTINUALLY GOOF ON?** _____

K-4 **IS THERE ANY PART OF FALSE PURPOSE RUNDOWN AUDITING YOU ARE NOT FULLY CONFIDENT ABOUT?** _____

K-5 **DO YOU THINK THAT IN FALSE PURPOSE RUNDOWN AUDITING YOU NEED NOT FOLLOW THE RULES OF CONFESSONAL AUDITING?** _____

(If any of the questions in Section K read, go to Section K of Part Two and fully handle per the instructions given.)

PART TWO

A. OUT-ETHICS AS AN AUDITOR

First take up each reading question, in order of longest read, and handle as a withhold E/S to F/N.

Send the auditor to Ethics to handle any out-ethics situation. C/S to program for complete handling by using the Auditor Confessional List or the False Purpose Rundown Auditor Form. The person will not win as an auditor until he is honest and straight. _____

B. PTS

2WC the reading question with the auditor to get data on the situation. Send all data to the C/S to program for PTS handling. _____

C. DOESN'T KNOW AUDITING WORKS

2WC the reading question with the auditor to establish whether he has any personal reality on the mind, on the reality of mental masses and mental image pictures, and whether he has had any wins from receiving auditing himself. If he doesn't know from personal experience that the mind is real, that people actually do commit harmful acts and that auditing gives personal gains, get the data to the C/S so that the case can be FESed and correctly programed. Meanwhile, carry on with the cramming actions actions called for on this checklist. _____



D. TRs

Check out and correct the auditor's TRs. It may be that he has never done a Professional TR Course, in which case he should be sent to do the New Hubbard Professional TR Course immediately.

Check the possibility of the auditor not having seen the LRH Technical Training Films on TRs and communication, including TR Instruction Film #4, "The Professional TR Course." Include the viewing of such films (those assigned to his highest auditor training level and its prerequisites) on any retread or retrain assigned.

The auditor's TRs may be going out due to misunderstands and uncertainties about the tech. Be sure to explore this possibility also.

Refs:

- | | | |
|-------------------------------------------------------------|-------------|-------------------------------|
| HCOB | 16 Aug. 72 | C/S Series 84 |
| | | FLUBLESS C/Sing |
| HCO PL | 23 Jan. 83 | AUDITOR TRAINING PREREQUISITE |
| HCOB | 3 Feb. 79 I | CHANGE THE CIVILIZATION EVAL |
| LRH Technical Training Films covering TRs and communication | | |

E. METERING

1. Have the auditor set up a meter. (Note any uncertainties in handling the meter.)
2. Show me how you would check to make sure your meter is operational.
3. Check: Does the auditor wear glasses? If so, do the rims obstruct his seeing the meter while he is looking at the worksheets or the pc? Are his glasses satisfactory? Does he have any difficulty with them at all? Is the prescription correct (i.e., can he see with them)? Don't just ask. Check it out.
4. Tell me what a reading question is.
5. Demonstrate each of the reads and which you would take up first.
6. Is there any area of metering you feel unsure of?
7. Check the auditor out on the following meter drills:

- | | | | | | |
|--------|-------|-------|-------|-------|-------|
| EM 5RB | _____ | EM 15 | _____ | EM 21 | _____ |
| EM 12 | _____ | EM 19 | _____ | EM 24 | _____ |

Handle any MUs, then have him do meter drills, meter drills, meter drills.



8. Have the auditor demonstrate how an assessment of a list is done. _____
9. Check the auditor out on Assessment Drills, per HCOB 22 Apr 80R, Rev. 26.7.86, ASSESSMENT DRILLS: _____

TR 1-Q4A_____ TR 4/8-Q1_____

10. Check the possibility of the auditor not having seen the LRH Technical Training Films on metering and the E-Meter. Include the viewing of such films (those assigned to his highest auditor training level and its prerequisites) on any retread or retrain assigned. _____

Refs:

HCOB	28 Feb. 71	C/S Series 24
		METERING READING ITEMS
HCOB	4 Dec. 77R	CHECKLIST FOR SETTING UP
Rev. 19.8.87		SESSIONS AND AN E-METER
HCOB	5 Aug. 78	INSTANT READS
Book: <i>Introducing the E-Meter</i>		
Book: <i>The Book of E-Meter Drills</i>		
Book: <i>E-Meter Essentials</i>		
Book: <i>Understanding the E-Meter</i>		
HCOB	20 Sept. 78	AN INSTANT F/N IS A READ
HCOB	22 Apr. 80R	ASSESSMENT DRILLS
	Rev. 26.7.86	
LRH Technical Training Films covering the E-Meter and metering		

F. CONFSSIONAL THEORY AND PROCEDURE

1. Take up the part of Confessional theory or procedure the auditor is having difficulty with and, using the key references from the sections of the Hubbard Senior Security Checker Course or Academy Level II on which that theory or procedure is taught, select out and have the auditor define the key terms related to it. _____
2. Have the auditor demonstrate how Confessional procedure is run, showing how it affects the pc and the bank. _____
3. Have the auditor run Confessional procedure on a doll, with another person answering for the doll, holding the cans and squeezing the cans to simulate reads. Write out a list of Confessional questions such as, "Have you ever eaten an apple?" etc., for use in the drilling. Give the person holding the cans situations to mock up which will test the auditor's understanding of Confessional procedure and his ability to handle situations that could come up in auditing it. _____

During the drill, mock up the following situations for the auditor to handle:

- a. No reads on a question or buttons. _____



- b. Pc manifesting false on the question. _____
- c. Pc misdirecting the auditor. _____
- d. Handling a “withholdy pc that ARC breaks a lot.” _____
- e. Handling a pc who refuses to give up his withholds. _____
- f. Varying a Confessional question. _____
- g. Handling recurring overts and withholds. _____
- h. Handling a bog in a Confessional. _____

While doing this section, note all aspects of the auditor’s handling; his TRs, his session admin, meter position as well as procedure.

If it’s out-admin, cram on handwriting until the auditor can write fast and legibly without effort. Outnesses on procedure are handled with cramming on the appropriate references from the Hubbard Senior Security Checker Course or Academy Level II including Word Clearing, False Data Stripping and drilling of the procedure until the auditor has it down cold.

Refs:

HCOB 30 Nov. 78R CONFESSIONAL PROCEDURE
Rev. 10.11.87

As given on the Hubbard Senior Security Checker Course
or Academy Level II

G. END PHENOMENA

- 1. Define and demonstrate each of the parts of a Scientology process EP. _____
- 2. Demonstrate what a persistent F/N is and what it means. _____
- 3. Demonstrate what is done when a pc goes exterior while running a process. _____

Refs:

HCOB 20 Feb. 70 FLOATING NEEDLES AND END PHENOMENA

HCOB 8 Oct. 70 C/S Series 20
KSW Series 19
PERSISTENT F/N

HCOB 21 Mar. 74 END PHENOMENA

HCOB 7 Mar. 75 EXT AND ENDING SESSION

H. BEINGNESS

If a Confessional Auditor is weak on his beingness or ethics presence, the following steps are to be done as part of any handling:

- a. Get the auditor programed to receive the False Purpose Rundown Sec Checker Form, FPRD Series 10-J, at the next possible point in his auditing program. _____



- b. Retread him on the materials on “beingness” and “ethics presence” from the Hubbard Senior Security Checker Course. _____
- c. Get him false data stripped on the subjects of “Security Checker beingness” and “ethics presence.” _____
- d. Have him write up any O/Ws on the subject of “Security Checker beingness” and “ethics presence.” _____
- e. Have him restudy the theory items from the Hubbard Senior Security Checker Course checksheet on the subject of “beingness” and “ethics presence.” _____
- f. Make him listen to LRH model auditing demonstrations of pulling overts and withholds. _____
- g. Get him to work out for himself what ethics presence is and how one attains it. _____
- h. Get him to work out and then settle on his beingness as a Security Checker. _____
- i. Drill the auditor heavily on doing a Confessional with correct Sec Checker beingness and presence until he has this down cold. _____
- j. Have him continue doing Confessionals and submitting session videos to a pass by the Cramming Officer. _____

Refs:

HCO PL	4 Oct.	68	ETHICS PRESENCE
HCOB	10 Apr.	80	AUDITOR BEINGNESS
HCOB	8 Nov.	84R	SECURITY CHECKER BEINGNESS
Rev. 18.6.89			

I. SUPPRESSOR

Get this data to the C/S so that the case can be programed to receive the False Purpose Rundown Series 10-J, SEC CHECKER FORM. _____

J. STUDY DIFFICULTIES

2WC the reading question with the auditor to establish the specifics of any study difficulties. All data would then be sent to the C/S who would program the case for full handling by using a Student Confessional List, Student Rehab List, Study Green Form, Student Rescue Intensive, Student Booster Rundown or any other appropriate auditing action. Also, handle study difficulties with any retreads or retrains warranted (i.e., Student Hat, PRD, etc.). _____



K. FALSE PURPOSE RUNDOWN PROCEDURE

Review the Hubbard False Purpose Rundown Auditor Course and find the auditor's specific areas of uncertainty. Handle with Word Clearing, False Data Stripping and drilling. _____

This completed checklist plus the corrective actions taken are kept in the auditor's pc folder.

L. RON HUBBARD
Founder

Compilation assisted by
LRH Technical Research
and Compilations

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 1 AUGUST 1990

Remimeo
C/Ses
CO/ED
Tech Sec
Qual Sec

C/S Series 127

THE TEST OF A C/S

The test of a C/S is: did he let one folder go under his eyes with out-tech in it without raising hell?

L. RON HUBBARD
Founder

BASIC AUDITING SERIES

Basic Auditing Series 1R

THE MAGIC OF THE COMMUNICATION CYCLE

(From the LRH tape 6 Feb. 64,
"The Communication Cycle in Auditing")

If you look over communication, you will find that the magic of communication is about the only thing that makes auditing work.

The thetan in this universe has begun to consider himself MEST and has begun to consider himself mass, and the being that considers himself mass of course responds to the laws of electronics and the laws of Newton. He is actually incapable of generating very much or as-ising very much.

An individual considers himself mesty or massy and therefore he has to have a second terminal. A second terminal is required to discharge the energy.

Here we have two poles. We have an auditor and a pc, and as long as the auditor audits and the pc replies, we get an exchange of energy from the pc's point of view.

Many auditors think they are being a second terminal to the degree that they pick up the somatics and illnesses of the pc. Actually, there is no backflow of any kind that hits the auditor, but if he is so convinced that he is MEST, he will turn on somatics in echo of the pc. Actually, nothing hits the auditor; it has to be mocked up or envisioned by him.

You have set up, in essence, a two-pole system, and that will bring about an as-ising of mass.

It isn't burning the mass; it is as-ising the mass and that's why there is nothing hitting the auditor.

Now, that is the essence of the situation. The magic involved in auditing is contained in the communication cycle of auditing. You see, now you are handling the SMOOTH INTERCHANGE BETWEEN THESE TWO POLES.

When you look over the difficulties of auditing, realize that you are handling simply the difficulties of the communication cycle, and when you yourself as the auditor do *not* permit A SMOOTH FLOW BETWEEN YOU AS A TERMINAL AND THE PC AS A TERMINAL, AND THE PC AS A TERMINAL BACK TO YOU, you get a no as-ising of mass. So you don't get TA action.

Part of the trick, of course, is what has to be as-ised and how do you go about it, but that we call technique—what button has to be pressed. We find, oddly enough, if the auditor is actually capable of making the pc willing to talk to him, he wouldn't have to hit a button to get tone arm action. (He cannot make the pc get tone arm action basically because a communication cycle doesn't exist.)

The person who is insisting continuously upon a new technique is neglecting the *basic* tool of his auditing which is *the communication cycle of auditing*.

When the communication cycle does not exist in an auditing session, we get this horrible compounding of a felony of trying to get a technique to work but the technique cannot be administered because there is no communication cycle to administer it.

Basic auditing is called *basic auditing* because it goes PRIOR to the technique.

A communication cycle *must exist* before the technique can exist.

The fundamental entrance to the case is not on a level of the technique but is on a level of the communication cycle.

Communication is simply a familiarization process based on reach and withdraw.

When you speak to a pc, you are reaching. When you cease to speak, you are withdrawing. When he hears you, he's at that moment a bit withdrawn but then he reaches toward you with the answer.

You'll see him go into a withdraw while he thinks it all over. Then he reaches the reason. Now he will reach the auditor with the reason and he will say that was it.

You have made an exchange from the pc to the auditor and will see it reflect on the meter because that exchange now is giving an as-ising of energy.

IN THE ABSENCE OF *THAT* COMMUNICATION YOU DO NOT GET METER ACTION.

So, THE FUNDAMENTAL OF AUDITING IS THE COMMUNICATION CYCLE. *That's* the fundamental of auditing and that is really the *great* discovery of Dianetics and Scientology.

It's such a simple discovery but you realize that nobody knew anything about it.

L. RON HUBBARD
Founder

Basic Auditing Series 2R

THE TWO PARTS OF AUDITING

(From the LRH tape 2 July 64,
“O/W Modernized and Reviewed”)

In order to do something for somebody, you have to have a communication line to that person.

Communication lines depend upon reality and communication and affinity. And where an individual is too demanding, the affinity tends to break down slightly.

Processing goes in two stages.

1. To get into communication with that which you are trying to process.
2. Do something *for* him.

There is many a pc who will go around raving about his auditor, whose auditor has not done anything *for* the pc. All that has happened is that a tremendous communication line has been established with the pc. And this is so novel and so strange to the pc that he then considers that something miraculous has occurred.

Something miraculous *has* occurred, but in this particular instance the auditor has totally neglected *why* he formed that communication line in the first place. He formed it in the first place to *do* something for the pc.

He very often mistakes the fact that he has formed a communication line—and the reaction on the pc for his having formed one—with having *done* something for the pc.

There are two stages.

1. Form a communication line.
2. Do something for the pc.

Those are the two distinct stages. It is something like (1) walking up to the bus and (2) driving off. If you don't drive off you never go anyplace.

It is a very tricky and no small thing to be able to communicate to a human being who has never been communicated to before. This is quite remarkable, and is such a remarkable feat that it appears to be an end-all of Scientology to some.

But you see, that's just walking up to the bus. Now you have got to go someplace.

Any upset that the individual has is so poised, it is so delicately balanced, that it is difficult to maintain. It is not difficult to get well. It is very hard to remain batty. A fellow has to work at it.

If your communication line is *very* good and *very* smooth, and if your auditing discipline is *perfect* so you don't upset this communication line, and if you just made a foray of no more importance than saying something like, "What are you doing that's sensible and why is it sensible?" and kept your communication line up all the while and kept your affinity up with the pc all the while—did it with perfect discipline—you would see more aberration fall to pieces per square inch than you ever thought could exist.

Now, that's what I mean when I say *do something for the pc*.

You must audit well, get *perfect* discipline and get your communication cycle *in*. Don't ARC break the pc; let your cycles of action *complete*.

All of that is simply an entrance. You see, the discipline of Scientology makes it possible to do this. And one of the reasons why other fields of the mind never got anyplace and could never get near anybody was because they couldn't communicate to anybody.

So that discipline is *important*.

That is the ladder that goes up to the door. And if you can't get to the door, you can't do anything.

The perfect discipline of which we speak—the perfect communication cycle, the perfect auditor presence, perfect meter reading, all of these things—are just to get you in a state where you *can do* something for somebody.

So when you're real slow picking up the discipline, real slow picking up keeping in the communication cycle, when you're pokey on the subject, you are still nine miles from the ball. You're not even attending yet.

What you want to be able to do is audit *perfectly*. By that we mean keep in a communication cycle; be able to approach the pc, be able to talk to the pc; and be able to *maintain* the ARC; get the pc to give you *answers* to your questions; be able to read a meter and get the reactions.

All of those things have to be *awfully good* because it's very difficult to get a communication line *in* to somebody anyway. They all have to be present and they all have to be *perfect*. If they are all present and they are all perfect, *then* we can *start* to process somebody. *THEN* we can start to process somebody.

I'm giving you an entrance point here of, if all your cycles were perfect, if you were able to sit there and confront the pc, *and* meter that pc, *and* keep your auditing report *and* do all these multiple various things, *and* keep a pleasant smile on your face and *not chop his communication*, well then there is something you *do* with these things. It takes a process now.

We used to have it all backwards. We used to try and teach people what they could do for somebody. But they could never get in communication with him to do it, so therefore you had failures in processing.

The most elementary procedure would be “What do you think is sensible?” or anything of that sort. The pc says, “Well, I think *horses sleep in beds*. That’s sensible.” The auditor says, “All right. Now, why is that sensible?” The pc says, “Well . . . ah . . . Hey! . . . That’s not sensible. That’s nuts!” You actually wouldn’t have to do anything more than that. He’s cognited. You’ve flattened it. It’s so easy to do, but you keep looking for some magic.

Well, your magic is in getting into communication with the person. The rest is very easy to do, all you have to do is *remain* in communication with the person while you are doing this, and realize that these huge aberrations he’s got are poised with the most fantastically delicate balance on little pinheads. All you have to do is to *phooph* and these things crash.

Now, if you’re *not* in communication with this person, he doesn’t cognite. He takes it as an accusative action. He tries to justify thinking that way. He tries to make himself look good to you and tries to put on a public front of some kind or another. He tries to hold up his status.

Anytime I see a bunch of pcs around who want to jump happily to something else—“because sane people run on that and crazy people run on something else, and they never have to be run on the crazy one”—I right away know their auditors are *not* in communication with them and that auditing discipline itself has broken down, because the pc is trying to justify himself and trying to uphold his own status. So he must be defending himself against the auditor.

The auditor couldn’t possibly be in communication with him.

So, we are right back to the fundamental of, why didn’t the auditor get into comm with the pc in the first place.

You get into communication with the pc in the first place by doing proper Scientology discipline. That is not any trick. It goes off one, two, three, four.

You sit down and you start the session and you start handling the pc and his problems and that sort of thing, and you do it by completing your communication cycles and not cutting his communication—the *very things you are taught in the TRs*, and you find you are in communication *with* the person. Now you’ve got to do something for the person.

Unless, having gotten into communication, you *do* something for the person, you lose your communication line because the R-factor of why you’re in communication with the pc breaks down. He doesn’t think you’re so good, and you go out of communication with him. That having happened, the person will be in a sort of status defensive and wonder why he is being processed.

On the other hand, if you *have* done something for the pc and he has *had* his cognition, and you try and go on and get more TA action out of the fact that “all horses sleep in beds,” you don’t get there as you’ve *already* flattened the process.

You can over audit and you can under audit.

If you don't notice that *one* answer come your way, that indicates you *have done* something for the pc and if you keep him working on that same thing, your TA action will disappear, your pc will get resentful and you'll lose your communication line.

He's already *had* the cognition, you see. *You are now restimulating* the pc. You have gotten your key-out destimulation factor—it has occurred right before your eyes. You have *done* something for the pc. One more mention of the subject and you've had it.

There are a lot of things you could do *with* the pc, without doing anything *for* him. You can turn on some very, very handsome somatics on a pc at one time or another without turning them off either. You've got to do something *for* the pc, not *to* him.

Now, you can be doing something (A) and the pc is doing B, and you go on doing A while the pc is doing B. Then somewhere on down the line you wind up in a hell of a mess and you wonder what happened.

Well, the pc never did what you said so you didn't do anything *for* the pc. There was in actual fact no barrier to your willingness to do something for the pc *but there must have been a tremendous barrier to your understanding of what was going on.*

That you could ask A while the pc answered B in itself showed the auditor observation was very poor, so therefore the auditor *wasn't* in communication with the pc.

So again the communication factor was out and once more we weren't doing anything for the pc.

It requires of the auditor discipline to *keep* in his communication line. He has got to *stay* in communication with his pc. Those cycles have got to be *perfect*. He can't be distracting the pc's attention onto the TA, e.g., "I'm not getting any TA action now." That's not staying in communication with the pc, has nothing to do with it. You're distracting the pc from his own zones and areas.

Don't put the pc's attention out of session. Keep him going and keep that communication line *in*. And the next requirement is to do something productive for the pc *using* the communication line.

L. RON HUBBARD
Founder

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Basic Auditing Series 3

THE THREE IMPORTANT COMMUNICATION LINES

(From the LRH tape 15 Oct. 63,
“Essentials of Auditing”)

When you are sitting in an auditing session, what are the 3 important communication lines and what is their *order of importance*?

1. The first is the pc's line to his bank. The *itsa maker* line.
2. The second is the pc's line to the auditor. The *itsa* line.
3. The third is the auditor's line to the pc. The *whatsit* line.

Now the definition, “*Willing* to talk to the auditor,” is very easy to interpret as “*Talking* to the auditor.” So the auditor *cuts the line the pc has to the bank* in order to get the pc to talk, because “It's the *itsa* line that blows the charge,” he says.

So the auditor *cuts the pc's communication line* with his bank in order to *bring about* an *itsa* line—and then he wonders why he gets no TA action and why the pc ARC breaks.

This cut communication line is not perceivable to the naked eye. It's hidden because it's from the pc—a thetan unseen by the auditor—to the pc's bank, unseen by the auditor.

The auditor is simply there to use the *whatsit* line in order to get the pc to confront his bank. The charge blows off it to the degree that it's confronted and this is represented by the *itsa* line.

The *itsa* line is a report on what has been as-ised, that gives it its flow.

The *sequence* of use of these lines in an auditing cycle is 3, 1 and then 2.

Where the auditor neglects this hidden line from the pc to the pc's bank, where he doesn't understand that hidden line and can't integrate it or do anything with it, he is going to fail.

L. RON HUBBARD
Founder



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Basic Auditing Series 4R

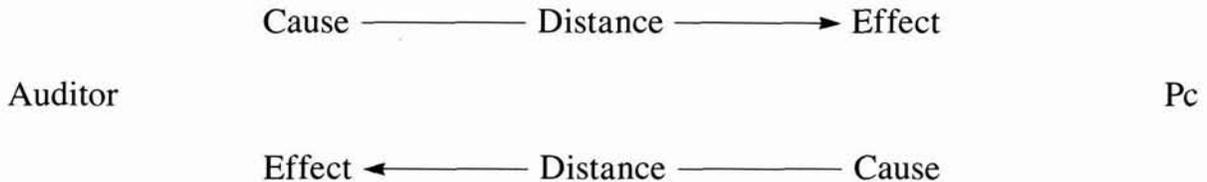
**COMMUNICATION CYCLES WITHIN THE
AUDITING CYCLE**

(Taken from the LRH tape, "Comm Cycles in Auditing," 25 July 63)

The difficulty that an auditor gets into is normally found in his own *auditing cycle*.

There are basically two communication cycles between the auditor and the pc that make up the *auditing cycle*.

They are cause, distance, effect with the auditor at cause and the pc at effect, and cause, distance, effect with the pc at cause and the auditor at effect.

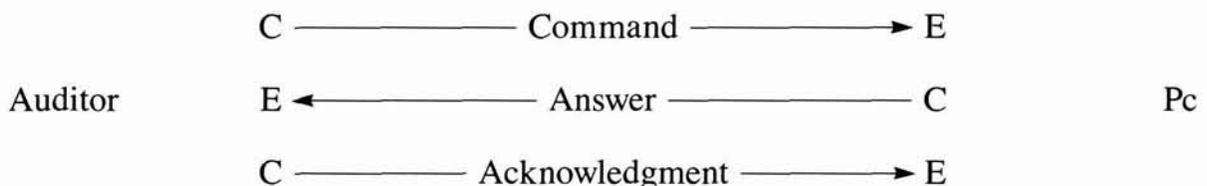


These are completely distinct one from the other. The only thing that connects them and makes an auditing cycle is the fact that the auditor, on his communication cycle, has calculatingly restimulated something in the pc which is then discharged by the pc's communication cycle.

What the auditor has said has caused a restimulation and then the pc needs to answer the question to get rid of the restimulation.

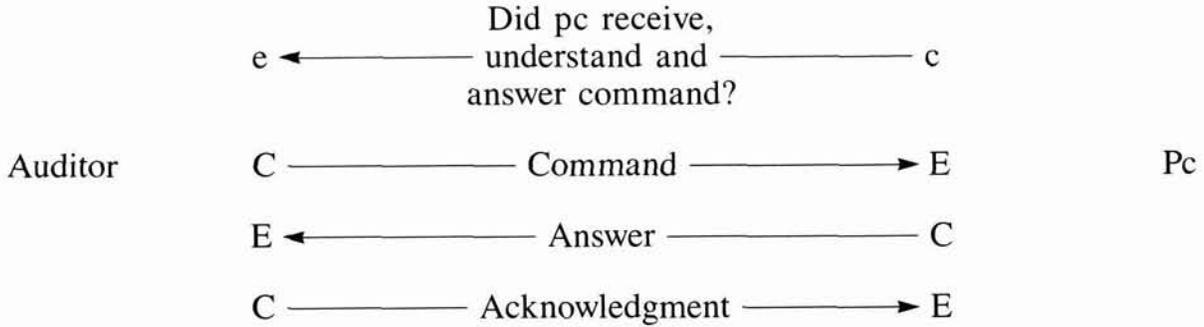
If the pc does not answer the question, he doesn't get rid of the restimulation. That is the game that is being played in an auditing cycle and that is the entirety of the game. (Some auditing breaks down because the auditor is unwilling to restimulate the pc.)

There is a little extra communication cycle on here. The auditor says "Thank you" and you have this as the acknowledgment cycle.



Now, there are some little inner cycles that can throw you off and make you think that there are some other things to the auditing cycle. There is another little shadow cycle: It is the observation of “Has the pc received the auditing command?” This is such a tiny “cause” that nearly all auditors who are having any trouble finding out what’s going on with the pc are missing this one. “Does he receive it?” Actually, there is another cause in here and you’re missing that one when you’re not perceiving the pc.

You can tell by looking at the pc that he didn’t hear or understand what you’d said or that he was doing something peculiar with the command he was receiving. Whatever that message is in response, it rides on this line.



An auditor who isn’t watching a pc at all never notices a pc who isn’t receiving or understanding the auditing command. Then all of a sudden somewhere along the line there is an ARC break and then we do assessments and we patch up the session and all kinds of things go wrong.

Well, they actually needn’t ever have gone wrong in the first place if this line had been in. What is the pc doing completely aside from answering? Well, what he is doing is this other little subcause, distance, effect line.

Another of these tiny lines is the cause, distance, effect line of “Is the pc ready to receive an auditing command?”

This is the pc causing and it rides up the line across distance, is received at the auditor and the auditor perceives that the pc is doing something else.

It is an important one and you find that auditors goof that one very often—the pc’s attention is still on a prior action.

Now, here’s another one—“Has the pc received the acknowledgment?” Sometimes you violate this one. You have been acknowledging but you’ve never seen that he didn’t receive the acknowledgment. That perception has *another* little tiny one in it that actually comes on this line; it is, “Has the pc answered everything?”

The auditor is watching the pc, and the auditor sees that the pc has not said all that the pc is going to say. You sometimes get into trouble with pcs that way. Everything at “cause” hasn’t moved on down the line to effect and you haven’t perceived all of the “effect” and you go into the acknowledgment one before this line has completed itself.

That’s chopping the pc’s communication. You didn’t let the communication cycle flow to its complete end. The acknowledgment takes place and of course it



Now, there is a completely *different* cycle inside the same pattern. The pc is going to originate and it's got *nothing to do* with the auditing cycle. The only thing they have in common is that they both use communication cycles. But this is brand new. The pc says something that is not germane to what the auditor is saying or doing and you actually have to be alert for this happening at any time, and the way to prepare for it is just to realize that it can happen at any time and just go into the drill that handles it. Don't get it confused with the drill that you have as an auditing cycle. Consider it its own drill. You shift gears into this drill when the pc does something unexpected.

And, by the way, this handles such a thing as the pc originates by throwing down the cans. That's still an origin. It has nothing to do with the auditing cycle. Maybe the auditing cycle went to pieces and this origination cycle came in. Well, the auditing cycle can't complete because this origin cycle is now here. That doesn't mean that this origin has precedence or dominance but it can start and take place and have to be *finished off* before the auditing cycle can resume.

So this is an interruptive cycle and it is cause, distance, effect. The pc causes something. The auditor now has to originate, as the auditor has to understand what the pc is talking about—and then acknowledge. And to the degree that it is hard to understand, you have the cause, distance, effect of the auditor trying to clarify this thing; and every time he asks a question, he's got a new communication cycle.

You can't put a machine action at that point because the thing has to be *understood*. And this must be done in such a way that the pc isn't merely repeating his same origination or the pc will go frantic. He'll go frantic because he can't get off that line—he's stuck in time and it really upsets him. So the auditor has to be able to understand what the devil the pc is talking about. And there's really no substitute for simply trying to understand it.

There is a little line where the pc indicates he is going to say something. This is a line (cause, distance, effect) that comes *before* the origination takes place so you don't run into a jam and you don't give the auditing command. The effect at the auditor's point is to shut up and let him. There can be another little line (cause, distance, effect) where the auditor indicates he is listening. Then there is the origination, the auditor's acknowledgment of it and then there is the perception of the fact that the pc received the acknowledgment.

That's your origination cycle.

An auditor should draw all these communication cycles out on a scrap of paper. Just take a look at all these things; mock up a session and all of a sudden it will become very straight how these things are and you won't have a couple of them jammed up. What's mainly wrong with your *auditing cycle* is that you have confused a couple of *communication cycles* to such a degree that you don't differentiate that they exist. That's why you sometimes chop a pc who is trying to answer the question.

You know whether the pc has answered *the* question or not. How *did* you know? Even if it's telepathy, it's *cause, distance, effect*. It doesn't matter how that communication took place, you know whether he's answered the command by a communication cycle. I don't care how you sense this.

If you are nervy on the subject of handling the basic tool of auditing and if that's giving you trouble (and if you get into trouble by suddenly breaking it down and analyzing it) then it should be broken down and analyzed at a time when you're auditing something nice and simple.

I've given you a general pattern for an auditing cycle; maybe in working it over you can find a couple of extra communication cycles in the thing. But they are all there and if you made someone go through each one painstakingly, you would find out where his auditing cycle is jammed up. It isn't necessarily jammed up on his ability to say "Thank you." It may very well be jammed up in another quarter.

L. RON HUBBARD
Founder

Basic Auditing Series 5R

THE COMMUNICATION CYCLE IN AUDITING

(From the LRH tape 6 Feb. 64,
"The Communication Cycle in Auditing")

The ease with which you can handle a communication cycle depends on your ability to observe *what* the pc is doing.

We have to add to the simplicity of the communication cycle OBNOSIS (observation of the obvious).

Your inspection of what *you* are doing should have ended with your training. Thereafter it should be taken up exclusively with the observation of what the pc is doing or is not doing.

Your handling of a communication cycle ought to be so instinctive and so good that you're never worried about what *you* do now.

The time for you to get all this fixed up is in training. If you know your communication cycle is good, you haven't any longer got to be upset about whether you're doing it right or not. You *know* yours is good, so you don't worry about it any more.

In actual auditing, the communication cycle that you watch is the *pc's*. Your business is the communication cycle and responses of the *pc*.

This is what makes the auditor who can crack any case, and when absent, you have an auditor who couldn't crack an egg if he stepped on it.

This is the difference. It's whether or not this auditor can *observe* the communication cycle of the pc and repair its various lapses.

It's so simple.

It simply consists of asking a question that the pc *can* answer, and then observing that the pc *answers* it, and when the pc has answered it, observing that the pc has completed the answer to it and is *through* answering it. Then give him the acknowledgment. Then give him something else to do. You can ask the same question or you can ask another question.

Asking the pc a question he *can* answer involves clearing the auditing command. You also ask it of the pc so that the pc can *hear* it and knows what he's being asked.

When the pc answers the question, be bright enough to know that the pc is answering *that* question and not some other question.

You have to develop a sensitivity—when did the pc finish answering what you’ve asked? You can tell when the pc has finished. It’s a piece of knowingness. He looks like he’s finished and he feels like he’s finished. It’s part sense; it’s part his vocal intonation; but it’s an instinct that you develop. You know he’s finished.

Then knowing he’s finished answering, you tell him he’s finished with an acknowledgment—“Okay,” “Good,” etc. It’s like pointing out the bypassed charge to the pc. Like, “You have now found and located the bypassed charge in answer to the question and you have said it.” *That’s* the magic of acknowledgment.

If you don’t have that sensitivity for when the pc is finished answering, he answers, gets nothing from you, you sit there and look at him, his social machinery goes into action, he gets onto self-auditing and you get no TA action.

The degree of stop you put on your acknowledgment is also your good sense because you can acknowledge a pc so hard that you finish the session right there.

It’s all very well to do this sort of thing in training and it’s forgivable, but *NOT* in an auditing session.

Get your own communication cycle sufficiently well repaired that you don’t have to worry about it after training.

L. RON HUBBARD
Founder

Basic Auditing Series 6

AUDITOR FAILURE TO UNDERSTAND

(Originally issued as
HCOB 17 Oct. 62, same title)

If a pc says something and the auditor fails to understand what the pc said or meant, the correct response is

“I did not (hear you) (understand what was said) (get that last).”

To do anything else is not only bad form, it can amount to a heavy ARC break.

INVALIDATION

To say “You did not speak loud enough . . .” or any other use of “you” is an invalidation.

The pc is also thrown out of session by having responsibility hung on him or her.

The *auditor* is responsible for the session. Therefore, the auditor has to assume responsibility for all comm breakdowns in it.

EVALUATION

Far more serious than invalidation, above, is the accidental evaluation which may occur when the auditor *repeats* what the pc said.

NEVER repeat anything a pc says after him, no matter why.

Repeating not only does not show the pc you heard but makes him feel you're a circuit.

The highest advance of 19th century psychology was a machine to drive people crazy. All it did was repeat after the person everything the person said. Children also do this to annoy.

But that isn't the main reason you do *not* repeat what the pc said after the pc. If you say it wrong, the pc is thrown into heavy protest. The pc must correct the wrongness and hangs up right there. It may take an hour to dig the pc out of it.

Further, don't gesture to find out. To say, pointing, "You mean this item, then," is not only an evaluation but a nearly hypnotic command and the pc feels he must reject very strongly.

Don't tell the pc what the pc said and don't gesture to find what the pc meant.

Just get the pc to say it again or get the pc to point it out again. That's the correct action.

DRIVING IN ANCHOR POINTS

Also, do not shove things at a pc or throw things to a pc. Don't gesture toward a pc. It drives in anchor points and makes the pc reject the auditor.

ROCK SLAMMER

The reason a person who rock slams on Scientology or auditors or the like can't audit well is that they are wary of a pc and feel they must repeat after the pc, correct the pc or gesture toward the pc.

But rock slammer or not, any new auditor may fall into these bad habits and they should be broken fast.

SUMMARY

A very high percentage of ARC breaks occur because of a failure to understand the pc.

Don't *prove* you didn't with gestures or erroneous repeats.

Just audit, please.

L. RON HUBBARD
Founder

Basic Auditing Series 7

PREMATURE ACKNOWLEDGMENTS

(Originally issued as
HCOB 7 Apr. 65, same title)

Here's a *new* discovery. Imagine my making one on the comm formula after all these years.

Do people ever explain to you long after you have understood?

Do people get cross with you when they are trying to tell you something?

If so, you are suffering from premature acknowledgment.

Like body odor and bad breath, it is not conducive to social happiness. But you don't use Lifebuoy soap or Listerine to cure it; you use a proper comm formula.

When you "coax" a person to talk after he has begun, with a nod or a low "yes," you ack, make him forget, then make him believe you haven't got it and then make him tell you at GREAT length. He feels bad and doesn't cognite and may ARC break.

Try it out. Have somebody tell you about something and then encourage before he has completely told you all.

THAT'S why pcs itsa on and on and on and on with no gain. The auditor prematurely acknowledged. THAT'S why pcs get cross "for no reason." The auditor has prematurely and unwittingly acknowledged. THAT'S why one feels dull when talking to certain people. *They* prematurely acknowledge. That's why one thinks another is stupid—that person prematurely acknowledges.

The quickest way to become a social pariah (dog) is to prematurely acknowledge. One can do it in *many* ways.

The quickest way to start the longest conversation is to prematurely acknowledge, for the person believes he has not been understood and so begins to explain at greater and greater length.

So this was the hidden ARC break maker, the cognition wrecker, the stupidifier, the itsa prolonger in sessions.

And why some people believe others are stupid or don't understand.

Any habit of agreeable noises and nods can be mistaken for acknowledgment, ends cycle on the speaker, causes him to forget, feel dull, believe the listener is stupid, get cross, get exhausted explaining and ARC break. The missed withhold is inadvertent. One didn't get a chance to say what one was going to say because one was stopped by premature acknowledgment. Result, missed W/H in the speaker, with all its consequences.

This can be counted on to make you feel frightened of being "agreeable with noises or gestures" for a bit and then you'll get it straight.

What a piece of tech to remain incompletely explained. Fair scares one it does. And in the comm formula too!

L. RON HUBBARD
Founder

Basic Auditing Series 8

**“LETTING THE PC ITSA”
THE PROPERLY TRAINED AUDITOR**

The most painful thing I ever hope to see is an auditor “letting a pc itsa.”

I have seen auditors let a pc talk and talk and talk and talk and run down and talk and run down and talk again until one wondered where if anywhere that auditor had been trained.

In the first place, such an auditor could not know the meaning of the word ITSA.

The word means “It is a”

Now, how an auditor letting a pc talk believes he is getting a pc to spot what IT is, is quite beyond me.

This pc has been talking all his life. He isn't well. Analysts had people talk for five years and they seldom got well.

So how is it supposed to happen today that a pc, let talk enough, will get well.

It won't.

The auditor does not know the very basics of auditing skills. That's all. These are the TRs.

An auditor who can't do his TRs can't audit. Period.

Instead he says he is “letting the pc itsa.”

If by this he means he is letting the pc drive all over the road and in both ditches, then this isn't auditing.

In auditing, an auditor guides. He gives the pc something to answer. When the pc answers, the pc has said “IT IS A” and that's itsa.

If the pc answers and the auditor acknowledges too soon, the pc tends to go into an anxiety—he has been chopped. So he talks more than he wanted.

If the pc answers and the auditor does not acknowledge, then the pc talks on and on, hoping for an acknowledgment that doesn't come, "runs dry," tries again, etc.

So premature or late-or-never acks result in the same thing—the pc running on and on and on.

And they *call* it "letting the pc itsa." Bah! If a pc talks too much in session, he either is getting cut off too fast by the auditor or hasn't got an auditor at all. It isn't "itsa." It's lousy TRs. (The one single exception is the pc who had years in analysis, but even he begins to get better with proper TRs used on him.)

The proper cure is to drill the auditor until the auditor realizes

1. The *auditor* asks the questions.
2. The pc says what is the answer, "It's a"
3. The auditor acks when the pc has said it to the pc's satisfaction and
4. The auditor acks when the pc has finished saying "It's a"

And *that's* itsa.

Scientology auditing is a precision skill, not a gag blop goo slup guck blah.

1. The auditor wants to know
 2. The pc says it is
- (1), (2), (1), (2), (1), (2), etc.

TECH SAVVY

Now, an auditor who doesn't know his technology about the mind and his processes of course never knows what to ask. So he or she simply sits like a lump of sacking hoping the pc will say something that makes the pc feel better.

A sure sign that an auditor doesn't know an engram from a cow about processes is seeing a pc "itsa" on and on and on.

In Scientology we *do* know what the mind is, what a being is, what goes wrong in the mind and how to correct it.

We aren't psychoanalysts or psychiatrists or Harley Street witch doctors. We *do know*.

The data about beings and life is there in Scientology to be learned.

It isn't "our idea" of how things are or "our opinion of. . . ."

Scientology is a precision subject. It has axioms. Like geometry. Two equilateral triangles aren't similar because Euclid said so. They're similar because they are. If you don't believe it, look at them.

There isn't a single datum in Scientology that can't be proven as precisely as teacups are teacups and not saucepans.

Now, if we get a person fresh out of the study of "the mystical metaphysics of Cuffbah," he's going to have trouble. His pcs are going to "itsa" their heads off and never get well or better or anything. Because that person doesn't know Scientology but thinks it's all imprecise opinion.

The *news* about Scientology is that it put the study of the mind into the precise exact sciences. If one doesn't know that, one's pcs "itsa" by the hour, for one doesn't know what he is handling that he is calling "a pc."

By my definition, an auditor is a real auditor when his or her pcs DON'T overtalk or undertalk but answer the auditing question and happily now and then originate.

So how to tell an auditor, how to determine if you have trained one at last, is DO HIS PCs ANSWER UP OR DO THEY TALK ON AND ON.

If I had an auditor in an HGC whose pcs yapped and yapped and ran dry and yapped while the auditor just sat there like a Chinese pilot frozen on the controls, I would do the following to that "auditor":

1. Remedy A, *The Book of Case Remedies*.
2. Remedy B, *The Book of Case Remedies*.
3. Disagreements with Scientology, technology and orgs and Scientology personalities all found and traced to basic and blown.
4. A grind study assignment of the Scientology Axioms until the "auditor" could DO THEM IN CLAY.
5. A memorization of the Logics, Qs (Prelogics) and Axioms of Dianetics and Scientology.
6. TRs 0 to 4 until they ran out of his or her ears.
7. TRs 5 to 9.
8. Op Pro by Dup until FLAT.
9. A hard, long study of the meter.
10. The ARC triangle and other scales.
11. The processes of Level 0.
12. Some wins.

And I'd have an *auditor*. I'd have one that could make a Grade Zero Release every time.

And it's lack of the above that causes an "auditor" to say "I let the pc itsa" with the pc talking on and on and on.

Scientology *is* the breakthrough that made the indefinite subject of philosophy into a precision tool.

And pcs get well and go Release when it is applied.

L. RON HUBBARD
Founder

Basic Auditing Series 9

COMM CYCLE ADDITIVES

(Originally issued as
HCO PL 1 July 65 II, same title)

There are *no* additives permitted on the auditing comm cycle.

Example: Getting the pc to state the problem after the pc has said what the problem is.

Example: Asking a pc if that is the answer.

Example: Telling pc "it didn't react" on the meter.

Example: Querying the answer.

This is the WORST kind of auditing.

Processes run best MUZZLED. By muzzled is meant using ONLY TR 0, 1, 2, 3 and 4 by the text.

A pc's results will go to HELL on an additive comm cycle.

There are a hundred thousand tricks that could be added to the auditing comm cycle. EVERY ONE of them is a GOOF.

The ONLY time you ever ask for a repeat is when you couldn't hear it.

Since 1950, I've known that all auditors talk too much in a session. The maximum talk is the standard Model Session and the TR 0 to 4 auditing comm cycle ONLY.

It is a serious matter to get a pc to "clarify his answer." It is in fact an ethics matter and if done habitually is a suppressive act, for it will wipe out all gains.

There are mannerism additives also.

Example: Waiting for the pc to look at you before you give the next command. (Pcs who won't look at you are ARC broken. You don't then twist this to mean the pc has to look at you before you give the next command.)

Example: A lifted eyebrow at an answer.

Example: A questioning sort of ack.

The whole message is:

GOOD AUDITING OCCURS WHEN THE COMM CYCLE ALONE IS USED AND IS MUZZLED.

Additives on the auditing comm cycle are ANY ACTION, STATEMENT, QUESTION OR EXPRESSION GIVEN IN ADDITION TO TRs 0-4.

They are gross auditing errors.

And should be regarded as such.

Auditors who add to the auditing comm cycle never make Releases.

So, that's suppressive.

Don't do it!

L. RON HUBBARD
Founder

HCO BULLETIN OF 23 MAY 1971R

Issue VIII

REVISED 4 DECEMBER 1974

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Basic Auditing Series 10R

RECOGNITION OF RIGHTNESS OF THE BEING

(Taken from the LRH Tape
"Good Indicators," 7 January 1964)

An auditor's tendency is to look for wrongnesses. He is always trying to find something wrong with the pc. That's the nature of Scientology; we assume that there is something wrong with somebody otherwise he wouldn't be here and be dead in his head, and he would be capable of doing a great deal more than he is doing at the particular moment.

An individual is basically and routinely good, capable of many actions and considerable power.

In the state of a Free Thetan or Native State he is a far more powerful individual than when he's been complicated up.

It's the idea of the additive data to the thetan. Try to give somebody something he doesn't want and you are going to overthrow his power of choice. His power of choice is the only thing that he had to begin with, which gave him power, capability and anything else and that power of choice has been consistently and continuously overthrown by giving him things he didn't want and taking away from him things he didn't want to get rid of back and forth. You get the individual pretty overwhelmed and he goes down in power.

What happened to him *actually* is he solved something that didn't need solving. There was something he couldn't confront so he *solved* it and he fixed the solution.

Anytime you fix these solutions, for ever and ever you put the individual down grade. An individual becomes aberrated by additives. His experiences in this universe are usually calculated to degrade and depower him. Now all *you* have to do is pick up all of these crisscrosses and you return him to power.

Man is an added-to being and everything that has been added to him has decreased his ability to cope. When you add something to the being, he gets worse.

We are in the business of deleting wrongnesses from the individual.

Even the Freudian analyst realized that some additive had been added that should be deleted. So the idea of deleting something to bring about a recovery is not new with us.

Because we are in the business of deleting wrongnesses from the individual, we seldom look at rightnesses and that's what's wrong with most auditors. They are so anxious to find the wrongness—and quite properly—and they never really look at the rightness. If they don't look at the rightnesses that are present, then they aren't appreciating the degrees of truth that are present that can be promoted into *more* truth.

In other words they are starting at a level of no truth present all the time so of course they never make any forward progress.

You must realize that there must be truth present and that this truth must be *recognized* and that this is hand-in-glove a part of auditing—the *recognition of the fact that truth is present*.

If you only look for wrongnesses and only recognize wrongnesses then you will never be able to pull anything up a gradient because you won't think you have any rightnesses to work with. It just all looks wrong to you.

You have to be *able* to look at the wrongnesses in order to right them but we also have to be able to look at the rightnesses in order to *increase* them.

We are *only* trying to find wrongnesses in order to increase rightnesses, and that's very important. If you have *no* rightnesses present in a session, you will never be able to make any progress of any kind. Progress is built on a gradient scale of rightnesses by which you delete wrongnesses and they drop and fall away.

Therefore, processing is an action by which wrongnesses can be deleted from the case to the degree that rightnesses are present in the session. You cannot take a case that doesn't have any rightness present and delete a wrongness. So you have to realize that there are rightnesses present and then you increase those rightnesses. That makes it possible for you to pick up the wrongnesses and that's what auditing consists of.

Auditing is a contest of *maintaining* rightnesses so that we can delete wrongnesses. If you keep on deleting wrongnesses, all the while *maintaining* and *increasing* the rightnesses, you eventually wind up with a very right being. You are trying to get a *right being*, therefore if you don't continually encourage right beingness you never wind up with a right being.

You must learn to observe an auditing session. You want your pc to wind up in a right state—in a more native, more capable, less overwhelmed, higher power of choice sort of state. You want him to wind up with more rightnesses.

Therefore, if you audit so that you do not encourage and increase rightnesses then you won't wind up with a right pc.

The degree of rightness you have present must *exceed* the wrongness you are going to pick up. It's a proportional action. If you've got as much *wrongness* in a session as you've got rightness, you're not riding on any cushion. It makes a very difficult job of auditing. If you want to pick up this little wrongness, you have to have rightnesses present which are big enough to engulf it. That makes easy auditing.

If the rightnesses in the session are very minor and the problem is a tiny one, there isn't enough rightness in the session to handle the problem and the pc cannot erase it.

THE PC'S ABILITY TO AS-IS OR ERASE IN A SESSION IS DIRECTLY PROPORTIONAL TO THE NUMBER OF GOOD INDICATORS PRESENT IN THE SESSION.

And his *inability* to cope in a session rises proportionally to the number of bad indicators present in a session.

Any process has its own series of bad indicators. And the bad indicator moves in when the good indicator moves out. So you have to have a primary knowledge of good indicators.

Don't *look* for bad indicators on and on and on; you'll drive the pc around the bend and suppress the good indicators. What you want to do is know your good indicators for the level you are running so well that when one of them disappears out of the session, your ears go up and you instantly look for the bad indicator. Don't look for the bad indicator until you see the vanishment of the good indicator. Otherwise you're continually prowling around looking for wrongnesses in a session and you keep a pc very upset and you get no auditing done of any kind whatsoever.

Remember this next time you see a pc start to bog down and drag and flounder one way or the other. You've got to get the pc's good indicators back in before you can get the pc to handle what you want him to handle.

What influences the attitude of the pc is an ARC break (that of course is influenced earlier by the *auditor's* behavior), or the pc has an overt on the auditor or the pc has a missed withhold.

An auditor who never gets in and finds out what is wrong in the session—the reasonable auditor—messes up pcs like mad.

If all the good indicators are present, the auditor *knows* he is doing a good job of auditing.

L. RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 23 MAY 1971

Issue IX

Remimeo
Auditors
Supervisors
Students
Tech and Qual Staff
Checksheets of All
Courses Teaching Metering

Basic Auditing Series 11

METERING

One does NOT tell the pc anything about the meter or its reads ever, except to indicate an F/N.

Steering a pc with “That—that—that” on something reading is allowable. But that isn’t putting attention on the meter but on his bank.

Definition of “in-session” is “pc interested in own case and willing to talk to the auditor.”

Saying “That reads,” “That didn’t read,” “That blew down” is illegal. It is no substitute for TR 2. It violates the “in-session” definition by putting pc’s attention on the meter and can make him very unwilling to talk to the auditor!

L. RON HUBBARD
Founder

AUDITOR ADMIN SERIES



Auditor Admin Series 1RA

**THE AUDITOR ADMIN SERIES
FOR USE BY ALL AUDITORS**

Cancels:

BTB 2 Nov. 72R

Auditor Admin Series 1R
THE AUDITOR ADMIN SERIES FOR
USE BY ALL AUDITORS

In auditing, the term “admin” (a contraction or shortening of the word “administration”) is used to denote the action or fact of keeping Auditor’s Reports, Summary Reports, worksheets and other records related to an auditing session. “He kept good admin” means that an auditor’s Summary Report, Auditor’s Report and worksheets were neat, exactly on pattern, in proper sequence and easily understood as well as complete. “His admin was bad” means that from the scribble and disorderly keeping of records of the session while it was in progress one could not make out what had happened in the session.

An auditor’s administration is a communication. Good administration by an auditor results in a communication of truth, not a communication of PR.

The different forms and reports in a folder communicate different aspects of the case. When all of these forms and reports are standardly done, the C/S or another auditor can pick up the folder and easily see what has been going on.

The Auditor Admin Series lays out the basics of administration as it applies to auditing. These HCOBs and HCO PLs should be studied and adhered to by all auditors and C/Ses.

L. RON HUBBARD
Founder

Compilation assisted by
LRH Technical Research
and Compilations

Auditor Admin Series 2

C/S Series 56

HOW TO GET RESULTS IN AN HGC

Obtaining excellent case results is an ADMINISTRATIVE, not a wholly technical function.

Auditors and C/Ses are often weak on administrative. They think general tech results improve only by more tech study. If they continue to think this way, they wind up squirreling. For they are working on a wrong target for improvement, a wrong Why or reason.

Auditing is a *team* activity. The day of the individual country doctor is dead. Even if an individual field auditor starts out as an individual, he goes one of two directions: He overworks and squirrels himself into failure or he builds up a team—may only be a Receptionist and an apprentice auditor but he is still building up a team. I have never seen individual auditors succeed over a long period. Failing to form or become part of a team, they eventually fade out or squirrel.

The reason is simple enough.

These rules apply:

TO IMPROVE TECH RESULTS, YOU MUST IMPROVE ADMINISTRATION.

And I don't mean just writing better in folders.

DEFINITION

ADMINISTRATION consists of the formation and handling of the lines and terminals involved in production.

Unless an auditor understands this fully, he will never insist on a Tech Sec, a Tech Establishment Officer, D of P, C/S, Examiner, Pages, Folder Admin, and himself will begin to omit keeping a Folder Summary and then omit the session actions and then, with big loses, retire from it all.

If I were an auditor and saw some of these things missing, I'd be liable to say, "Are you guys kidding? I thought we were here to audit pcs."

Without the correct pattern of lines and terminals, **YOU DON'T GET RESULTS**, you get headaches, mad neighbors and refunds.

Auditing on lines, an auditor should regard himself as a highly skilled expert, a technical specialist whose work requires respect and *service*.

And case supervising on lines, a Case Supervisor should consider himself a sort of czar whose word is so law even the Executive Director thinks several times before he approaches—duly servile, of course, and bowing the prescribed three times as he exits.

A Class XII on Flag is listened to by others with a hush, even if he is only commenting on the weather.

These are the stars of the team. Their worldwide reputation for smooth flubless auditing is an *administrative* result!

Short of space, overloaded, short of admin personnel, turning out the highest well done hours in the world, Flag's Div 4 produces because of an *admin* system.

The highest of these C/Ses and auditors goes to Cramming if he misplaces a comma or drops a TR 1.

If the sessions' exams at Examiner drop from 90 percent F/N, the whole place gets overhauled.

Folders are Folder Error Summaried by an FES section. The Folder Summary is kept up each session (or cramming). The folder is studied and C/Sed. The D of P assigns the sessions. The C/S is done correctly (or cramming). The folder travels on *its* lines. The tests are done.

In short, it is a complex but constantly flowing pattern of moving pcs, folders and examinations interspersed with testing and interviews and re-registration.

There is a *right* way to do it.

RESULTS

If an org has only 65 percent of its sessions F/N VGIs at Examiner, the *right* answer is to organize the place.

Why?

Well, the first answer is that the *third* dynamic is stronger than the *first* dynamic.

An auditor auditing alone is a first dynamic. The pc is a first dynamic. As it is the auditor plus pc that must be greater than the reactive mind, one can easily work the rest out.

If the auditor is part of a functioning third dynamic, not just an individual, the auditor plus pc versus the bank is a LOT more than the bank.

Another answer is that an auditor knows the pc, if only because of sessions, and personal opinion enters into it. That is not a pure technical view as a C/S's must be.

Another answer is that an auditor, in a group, gets more *auditing* done.

Individually practicing auditors often fail because nobody is taking care of the auditor as a person. Further, they get loses. No one sends them to Cramming. When they get loses, they often start squirreling. Then they *really* get loses.

That ends them as auditors.

An auditor working in a good on-policy organization is given service. He does get sent to Cramming. He does keep his tech updated. He gets wins. When he doesn't, he's put back on standard tech. So he happily keeps going and makes lots of happy people.

So if I were auditing in a group, I would *insist* as a condition of work that Div 4 and Div 5 be good on-policy divisions, fully organized with no nonsense.

I know whereof I speak. As a part-time duty, I work as a consulting C/S with a good 4 and a good 5. Sometimes, I have had to take over the whole C/S line. When the organization bogs in any way, I know the whole thing is heading toward single-handing the lot. So I get the lines back in and get people to Cramming and get the F/N-at-Examiner ratio approaching 100 percent again.

Thus, the advice you get about C/Sing is live-live-live, not canned theory.

ORG WINS

Being on administrative lines to all orgs, I can tell you point-blank that:

THEIR STATS DEPEND ON THEIR VOLUME AND QUALITY OF SERVICE.

That isn't propoganda. It's pure fact.

The F/N—no-F/N-at-Examiner ratio tells you at once if Divs 4 and 5 are organized and operating or if they are just fooling about.

At 50 percent to 75 percent F/N-at-Examiner, the administrative functions of Divs 4 and 5 are stinking bad. C/S Series 25 is out. Cramming is out. Hidden data lines exist. HCOBs, books and tapes are not used.

The public, at that percent of F/N, will stay away in droves. Registrars will go batty and adopt "Hot Prospect Systems."

The staff will go low pay and the execs will be a perpetual dark shade of purple from yelling. The cash/bills ratio will be the subject of finance missions and the neighbors will be phoning the police.

Why?

Because an org is itself a technical delivery organization and 50 percent to 75 percent F/N at Examiner is an overt product.

The Academy has already failed to apply student study tech and Word Clearing. Qual is a joke.

There is no library of tech available and if available isn't read.

The org, as a tech service delivery unit, is treating its public to a no-auditing situation and will get in trouble.

REMEDY

The way to remedy is to get on-policy with tech organization.

Put in a Qual with Word Clearing and a library and cramming.

Put in the C/S Series 25 Tech lines.

Tolerate NO out-tech or out-admin in folders.

Dummy run the lines until they're in.

Cram, cram, cram C/S and auditor and Tech personnel flubs whenever they occur.

Get the organization *functioning*.

Your F/N-at-Examiner ratio will climb straight up to 90 percent–95 percent–98 percent.

By actual *test*, pcs will flood in, Reg lines will get easy, success stats soar.

More auditors, more C/Ses, more organization. A second, a third HGC.

And the more thoroughly the admin lines are manned, the better the tech lines work.

This conclusion came from actual inspections of orgs and studies of their stats.

Orgs should be selling more training than processing.

But why train if you can't intern them in a good Qual and HGC? They'll never amount to anything as auditors unless they work in an organization that is on-tech and on-policy.

So you need an HGC.

Tech, done in a proper administrative framework, works.

Some orgs really don't believe they could ever attain the flubless auditing quality of Flag.

But they *can*.

It is even easy.

It is even easier to attain flubless quality of auditing than any other kind.

You put in a real on-policy admin pattern in 4 and 5. You begin with a Qual intern course.

You send to Cramming for any C/S or auditing error, no matter how minute.

The results come up.

The errors cease.

You're a success! If you do it.

L. RON HUBBARD
Founder

Auditor Admin Series 3RA

THE PC FOLDER AND ITS CONTENTS

Refs:

The HCOBs and HCO PLs of the Auditor Admin Series

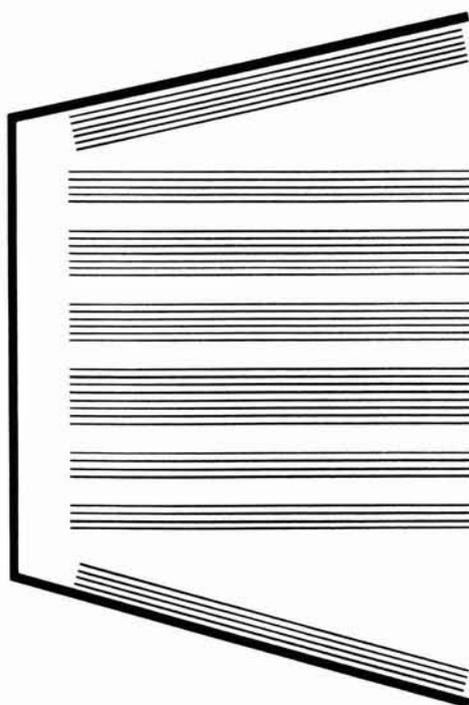
Cancels:

BTB	3 Nov. 72R	Auditor Admin Series 3R THE PC FOLDER AND ITS CONTENTS
BTB	5 Nov. 72R I	Auditor Admin Series 5R CASE PROGRESS SHEET
BPL	14 Sept. 71RA I	CASE PROGRESS SHEET

The pc folder represents a record of all the auditing actions and other handlings taken on a preclear as he moves up the Bridge. With the administration of the folder in good shape, following the exact forms and in correct sequence, it is a *communication*. An auditor or C/S can pick it up and see what has been done with the pc.

THE FOLDER

The folder itself is a folded sheet of cardboard which encloses all the session reports and other items. The folder is legal size—large enough to hold 8" x 13" or 8½" x 14" paper. (Ref: HCOB 29 Oct. 87, Auditor Admin Series 4R, THE FOLDER) The folder's contents are arranged as shown here:



FRONT COVER
ITEMS

Yellow Sheet
Folder Summary
FES Checklist
OCA Graph
Grade Chart
Program Sheets

FOLDER
CONTENTS

Auditor's C/S
Exam Report Form
Summary Report Form
(when used)
Auditor's Report Form
Worksheets
Correction Lists
L&N Lists and/or
Dn Assessment Lists
Miscellaneous Reports

BACK COVER
ITEMS

Dn Full Flow Table
FES and FES Summary
Routing Form
Invoice Form

FRONT COVER ITEMS

Attached to the inside front cover of the folder are several forms.

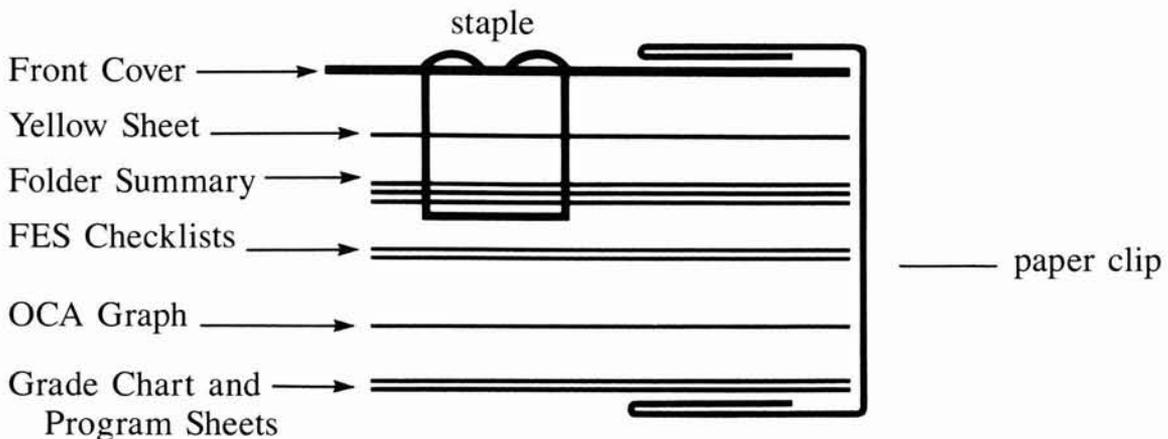
The Yellow Sheet is a yellow sheet of paper on which is noted the different correction lists or sets of commands which have been word cleared on the pc, his Havingness Process and the size cans he uses. (Ref: HCOB 30 Oct. 87, Auditor Admin Series 6RA, THE YELLOW SHEET)

The Folder Summary is a very brief summary of the actions taken on a pc listed out consecutively session by session. The Folder Summary is placed on top of the Yellow Sheet and both are stapled to the front cover. (Ref: HCOB 31 Oct. 87, Auditor Admin Series 7RA, THE FOLDER SUMMARY)

An FES (Folder Error Summary) Checklist provides data a C/S needs to ensure that full setups have been done before a pc starts a major level. FES checklists for starting or continuing Expanded Grades, New Era Dianetics and other rundowns are included as attachments to HCOB 29 Jan. 81R I, Auditor Admin Series 24RA, FES CHECKLISTS AND SUMMARY. FES checklists are placed inside the front cover of the folder, on top of the Folder Summary. (Ref: HCOB 29 Jan. 81R I, Auditor Admin Series 24RA, FES CHECKLISTS AND SUMMARY)

The OCA (Oxford Capacity Analysis) Graph is a graph which plots 10 traits of the pc's personality based on his answers to the OCA test questions. The OCA graph goes on top of the FES checklists. (Ref: HCOB 1 Nov. 87, Auditor Admin Series 8R, OCA GRAPHS)

The Program Sheet is a sheet which outlines the sequence of actions, session by session, to be run on the pc to bring about a definite result. It is placed on top of the OCA graph and secured to the front cover of the folder with a large clip as shown in the diagram below. The pc's current program is the topmost item inside the front cover of the folder. The master program for every case is given on the Classification and Gradation Chart, and a copy of the chart is put in every pc's folder along with any other program sheets written. (Ref: HCOB 2 Nov. 87, Auditor Admin Series 9RA, THE PROGRAM SHEET, and HCOB 12 June 70, C/S Series 2, PROGRAMING OF CASES)



SESSION REPORTS

Each auditing session the pc receives is written up by the auditor and placed in the pc's folder.

The Worksheets are the sheets on which the auditor notes what is happening in the session from beginning to end. After the session the auditor puts his worksheets in sequence (page 1, 2, 3, 4, etc.) for inclusion in his session report. (Ref: HCOB 6 Nov. 87, Auditor Admin Series 14RA, THE WORKSHEETS, and HCOB 3 Nov. 71, Auditor Admin Series 15, C/S Series 66, AUDITOR'S WORKSHEETS)

The Auditor's Report Form is a form made out after each session, giving an outline of what actions were taken during it. The form is placed on top of the session worksheets and the resulting packet is stapled together at the top left-hand corner. (Ref: HCOB 5 Nov. 87, Auditor Admin Series 13RA, THE AUDITOR'S REPORT FORM)

The Summary Report Form is a fill-in-type standard form. It provides data on what happened and what was observed during the session. When used, it is placed on top of the Auditor's Report Form. (Ref: HCOB 17 Mar. 69R, Auditor Admin Series 12RA, SUMMARY REPORT FORM)

The Exam Report Form is a report made out by the Qual Examiner when the pc goes to the Examiner after session. It includes the pc's name and grade, date, time, meter details, pc's indicators and any pc statement. It is placed on top of the Summary Report Form. (Ref: HCO PL 8 Mar. 71, Auditor Admin Series 11, EXAMINER'S FORM)

The Auditor's C/S is a sheet on which the auditor writes the C/S instructions for the next session. It is placed on top of the Exam Report Form and the whole packet is clipped together with a paper clip. (Ref: HCOB 5 Mar. 71, C/S Series 25, Auditor Admin Series 10, THE FANTASTIC NEW HGC LINE)

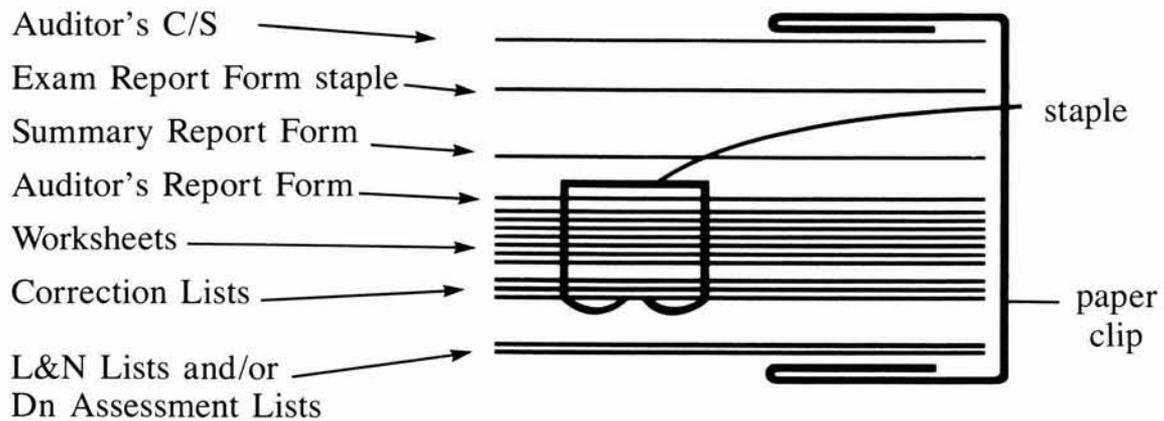
There are several other forms that are part of some session reports, depending on what was done in the session.

Correction Lists are lists of prepared questions in HCOB or HCO PL form, designed to find bypassed charge and *repair* a faulty auditing action or life situation. If a correction list is used in a session, it is placed just beneath the worksheets and stapled along with the worksheets and Auditor's Report Form. (Ref: HCOB 7 Nov. 87, Auditor Admin Series 16RA, CORRECTION LISTS)

An L&N List (Listing and Nulling List) is a list of items said by the pc in response to a specific listing and nulling question from the auditor. Each list is done on a separate sheet. If an L&N list is made in a session, it is placed underneath the worksheets and paper-clipped in place as part of the whole session report. It is not stapled to the worksheets. (Ref: HCOB 8 Nov. 87, Auditor Admin Series 18RA, L&N LISTS)

A Dianetic Assessment List is a list of somatic items given by the pc to the auditor. The auditor writes each one down along with any meter read. Such lists are made as part of New Era Dianetics auditing. They go underneath the worksheets and are paper-clipped in place as part of the whole session report. They

are not stapled to the worksheets. (Ref: HCOB 9 Nov. 87, Auditor Admin Series 19RA, DIANETIC ASSESSMENT LISTS)



MISCELLANEOUS REPORTS

A "miscellaneous report" is a report such as a medical report, a D of P interview, a report from the Ethics Officer, a success story, etc. These are filed in the pc's folder at the correct chronological point. Such reports give a C/S important information about the case. They must be filed at the proper place in the folder and must not be omitted. (Ref: HCOB 10 Nov. 87, Auditor Admin Series 20RA, MISCELLANEOUS REPORTS, and HCOB 22 Oct. 76, C/S Series 98, Auditor Admin Series 26, AUDITING FOLDERS, OMISSIONS IN COMPLETENESS)

THE BACK COVER ITEMS

Attached to the inside of the back cover of the folder is another set of forms.

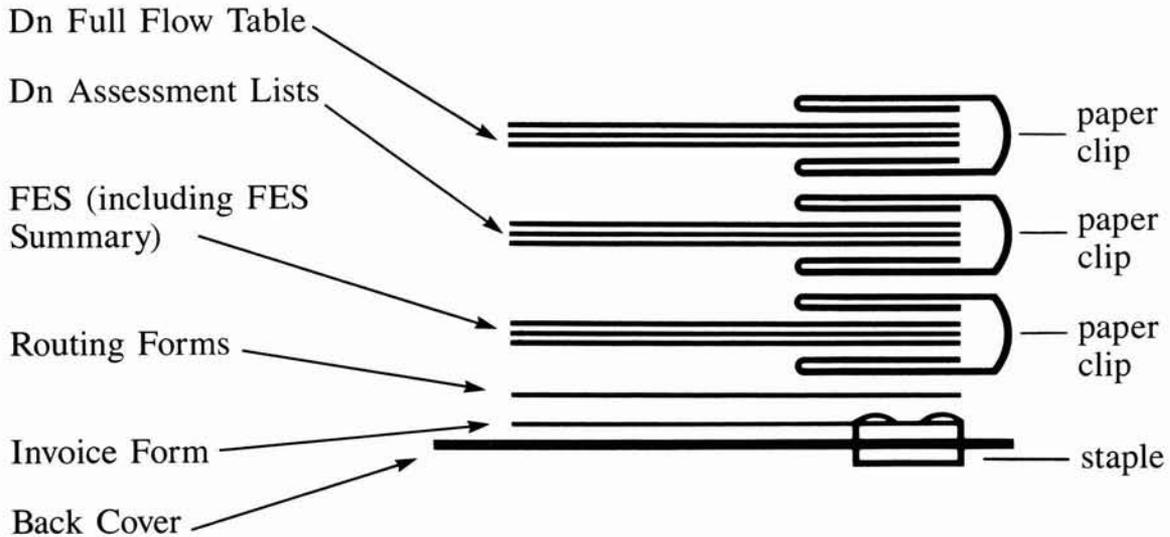
The Invoice Form is a sheet which shows how much auditing a pc has signed up and paid for, and how much of that has been delivered. It is stapled just inside the back cover of the folder. (Ref: HCOB 12 Nov. 87, Auditor Admin Series 23RB, INVOICE FORM AND ROUTING FORMS)

A Routing Form is a form that gives the step-by-step sequence of actions that are taken in routing a person or particle into, within and out of an organization. It gives the post titles of those responsible for each step and the actions they take in handling the person or particle. A routing form gives the full road map by which someone or something is routed. The routing forms filed in a pc folder are those used to route the pc into the HGC and through his service. Routing forms are placed on top of the invoice form. (Ref: HCOB 12 Nov. 87, Auditor Admin Series 23RB, INVOICE FORM AND ROUTING FORMS)

The FES (Folder Error Summary) is a summary of any errors made in handling the pc's case. The FES also should show the actions which have been taken to correct specific errors. All FES sheets and the FES summary are kept clipped together and are placed on top of the routing forms. (Ref: HCOB 11 Nov. 87, Auditor Admin Series 22RB, FOLDER ERROR SUMMARY FORMAT, and HCOB 29 Jan. 81R I, Auditor Admin Series 24RA, FES CHECKLISTS AND SUMMARY)

Dianetic Assessment Lists not being used in the pc's current auditing are clipped together and kept at the back of the folder. They are placed on top of the FES. (Ref: HCOB 9 Nov. 87, Auditor Admin Series 19RA, DIANETIC ASSESSMENT LISTS)

The Dianetic Full Flow Table lists in chronological order all Dianetic items the pc has run. Beside each item it shows whether or not each flow was run to EP. The table is placed on top of the Dianetic Assessment Lists. (HCOB 8 Nov. 72RA, Auditor Admin Series 21RA, THE DIANETIC FULL FLOW TABLE)



A pc folder that contains the necessary forms, reports and information, all in good order, makes it much easier to get auditing delivered. And that benefits everyone.

L. RON HUBBARD
Founder

Compilation assisted by
LRH Technical Research
and Compilations



Remimeo
Tech/Qual

Auditor Admin Series 4R

THE FOLDER

Refs:

HCO PL	8 Aug. 66	OT COLOR FLASH
		COLOR FLASH ADDITION
HCOB	25 June 70	C/S SERIES 11

Cancels:

BTB	4 Nov. 72	Auditor Admin Series 4
		THE FOLDER

A folder is provided for each pc. It contains the consecutive sessions, Examiner reports, C/Ses and other reports and forms which show what has occurred with the pc in his auditing and other handlings. The folder is always legal size (large enough to hold 8" x 13" or 8½" x 14" paper) and is made of light cardboard.

EXAMPLE:



This is a folder of Helen Long, OT III.

The pc's *name* and *grade* are printed (using a fat felt pen) on the top face of the folder. The name and grade are also printed on the spine so that the folder can be recognized rapidly and pulled out of a stack when the folders are standing in piles.

A rubber band is placed around each folder to prevent loss of contents and to make for easy handling.

COLOR CODING

Folders of pcs and pre-OTs on confidential levels are marked "Confidential" and coded with colored tape as follows:

Red — L's rundowns

Dark Green — Clear and R6EW

Gold — New OT I, OT II, OT III and New OT IV

Gold and Red — New OT V

Gold and Purple — New OT VI and New OT VII

Gold and Blue — New OT VIII and above.

Tape of the correct color flash, for the level of auditing the pc is on in *that* folder, is placed diagonally across the top right-hand corner of the folder and also on the folder spine, from the front cover around to the back, a few inches from the bottom.

NEW FOLDERS

The folder mustn't get too fat. When it starts to get fat (about 2½ inches) a new folder is started.

When a new folder is made, the front cover and back cover items are all brought forward to the new folder.

The new folder is given a folder number which is the next consecutive number from the folder before. This is marked boldly on the bottom left-hand side of the front cover and along the spine.

The old folder, which is already numbered, has the dates of the contents marked next to the number (on the front face and on the spine), e.g., "(12) 29 July 86–14 Sept. 86."

The fact of the change to a new folder is marked in on the Folder Summary, with the date.

If the folders are correctly numbered, dated and entered in on the Folder Summary, a C/S can tell if he has *all* the folders and can easily find in which numbered folder a particular session, or series of sessions, appears.

It is the responsibility of HGC Admin (or Advanced Courses Admin, for Solo folders, in an Advanced Org) to see that all the above is done.

FOLDER SERIES

There may be only TWO numbered series of folders for any pc or pre-OT:

1. The *audited folders*, containing all audited sessions and related reports and forms. These are numbered consecutively 1, 2, 3, 4, 5, etc., starting with the person's very first folder.

2. The *Solo folders*, containing all Solo auditing session reports. Solo folders are given numbers just as the HGC folders are. They are numbered "SOLO #1," "SOLO #2" and so on. When a new Solo folder is started, the change to a new folder is marked in the Folder Summary of the Solo folder *and* in the current audited folder.

There are NO other folder series apart from these.

FOLDER STORAGE

Old folders and those of pcs not currently on auditing lines are carefully preserved in secure storage rooms, in alphabetical order.

A logbook of pc folders is maintained. This includes the number of folders for each pc and where stored if not in current use.

TRANSPORT OF FOLDERS

The pc's audited folders are never handed to the pc.

When pc folders are sent to another org such as an AO, the folders are checked for completeness and packaged securely. Packages containing confidential folders must be so marked with the word "Confidential" and the appropriate color-flash tape. This pack is then included in another pack *not* marked "Confidential."

A "Mail Slip" system is used to ensure that the folders are not lost in transit.

The mail slips are done in 3 copies; plain paper and carbon can be used or 3-copy invoice books can be purchased.

The original is kept by the sender. The other two copies (and they must be dark and legible) go inside the mail pack. They may *not* be put in an envelope in the pack. They are left on the top of the folders inside the wrapping so they will be easily visible when the package is opened.

The package is addressed to the Director of Tech Services of the org to which it is being sent.

On receipt of the folders, one of the mail slip copies is filed so that there is a complete record of all folders received by the org. The other copy is marked "well received," with the receiver's name and the date, and sent on normal despatch lines back to the originating org to complete the cycle.

Standardizing pc folders as above provides an accurate communication of basic data about pcs which HGC personnel need to know.

L. RON HUBBARD
Founder

Compilation assisted by
LRH Technical Research
and Compilations

Auditor Admin Series 5

**C/Sing OR AUDITING WITHOUT
FOLDER STUDY**

A two-weeks loss of pay *and* a suspension of certs is a penalty for any C/S or auditor who acts on a case:

1. Without an up-to-date folder summary,
2. Without an FES done on auditing and
3. Without a preliminary study of the folder before C/Sing or auditing,
4. Who C/Ses for or delivers quickie auditing of any level for "completion,"
5. Who does not work for the product of a fully and utterly completed pc on that grade,
6. Who falsifies a statistic or a worksheet.

FES Units must exist to FES folders for C/Ses.

WE MUST END ALL QUICKIE TENDENCIES IN C/Ses AND AUDITORS.

Failure to *complete* the pc totally and utterly on any level can cost us our friends.

Bonuses may only be paid to C/Ses and auditors on twenty-five CHAIR HOURS OR MORE A WEEK PLUS A LESSER BONUS FOR ADMIN TIME, NOT VALID WITHOUT THE CHAIR HOURS.

NO bonuses of any kind may be paid henceforth to C/Ses or auditors for "completions" as these lead to quickie actions which then reduce the power inherent in auditing.

Auditing can perform miracles. But only in HONEST HANDS.

A Comm Ev may be requested and must be given in the event of false accusation.

L. RON HUBBARD
Founder

Remimeo

Auditor Admin Series 6RA

THE YELLOW SHEET

Refs:

HCOB 9 Aug. 78 II	Word Clearing Series 52 CLEARING COMMANDS
HCOB 21 Jan. 77RB Rev. 25.5.80	FALSE TA CHECKLIST

Cancels:

BTB 5 Nov. 72R II	THE YELLOW SHEET
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The Yellow Sheet is a sheet detailing each correction list or set of commands which have been word cleared on a pc. It also lists the pc's current Havingness Process and the size of can the pc uses.

The sheet is kept up-to-date by the auditor on a yellow sheet of paper. As additional lists are word cleared or as the pc's Havingness Process changes, they are noted on the sheet, with the date. The Yellow Sheet is stapled inside the front cover of the pc folder under the Folder Summary.

Example:

YELLOW SHEET	
Pc: Judy Smith	
Can size: medium	
Havingness Process:	
Look around here and find something you could have.	22 Aug. 85
Touch that _____.	14 Apr. 86
Commands/Correction Lists Cleared:	
Ruds	20 Aug. 85
Scn C/S-1	20 Aug. 85
WCCL	24 Aug. 85
L1C	10 Jan. 86
Rehabs	29 Mar. 86
L4BRA	12 July 86

Data from the Yellow Sheet is useful and auditors should see that one exists in the folder of each pc they audit.

L. RON HUBBARD
Founder

Compilation assisted by
LRH Technical Research
and Compilations

Auditor Admin Series 7RA

THE FOLDER SUMMARY

Cancels:

BTB 5 Nov. 72R III Auditor Admin Series 7R
THE FOLDER SUMMARY

The Folder Summary (abbreviation: FS) is a summary of the actions taken on a pc in consecutive order. It is kept up every session by the auditor and is stapled to the left inside front cover of the folder as a running summary for C/S use.

CONTENTS

All entries on the Folder Summary are done in blue or black ink, except where otherwise noted. The following data is entered:

1. ADMIN DETAILS

Session date, length of time of session and admin time. When a new folder is started. When an OCA is taken. When a Folder Error Summary is done.

2. PROCESSING DETAILS

What processes were run and the result of each. Mark an EP beside each action taken, or if it was not taken to EP mark in red "UNFLAT," "O/R," "BOGGED," etc., as applicable.

The listing question of an L&N action is written out in full.

Dianetic items run are written out in full.

Any rock slam that occurred in the session is noted in red, giving the session worksheet page where it occurred and the question or subject which rock slammed, phrased exactly.

Any evil purpose or service facsimile stated by the pc is noted in red, giving the session worksheet page where it occurred.

3. EXAM REPORT

At the bottom of the process details mark "F/N," indicating an F/N occurred at the Examiner, or "BER" (red) if a Bad Exam Report. If TA was high or low at exam, that datum is also noted in red.

4. **ATTESTS**

Date and what was attested.

If pc sent to attest but did NOT attest, this is noted in red.

5. **ADVANCED COURSE DATA**

Date started Advanced Course, level, date attested to completion.

(The individual Solo sessions are NOT noted but should be entered on a separate Folder Summary in the Solo folder.)

6. **MEDICAL DATA**

When pc reports sick or injured. Give date and a brief statement of illness or injury. Written in red.

When pc is off Medical Liaison Officer lines another entry is made to indicate this.

The auditor is responsible for keeping up this summary after each session and immediately on receipt of a medical report or pc-volunteered BER. It is a standard part of the auditor's session admin.

FORMAT

The Folder Summary sheets are on 8" x 13" or 8½" x 14" paper divided into four columns, as in the following example:

(see example on following page)

auditor or Case Supervisor can look through the Folder Summary and immediately see what has been run on the case, what has been omitted, the items that were run and any actions that were started but never completed. This summary is vitally important to both the auditor and the C/S for study of the pc's case and seeing that he is correctly programed and handled.

Failure to keep up the Folder Summary can lead to C/S errors, so the auditor must always remember to fill it out after every session.

L. RON HUBBARD
Founder

Compilation assisted by
LRH Technical Research
and Compilations

Remimeo
Tech/Qual

Auditor Admin Series 8R

OCA GRAPHS

Refs:

HCOB	17 July	71R	C/S Series 51R
	Rev. 6.7.78		OUT OF VALENCE
HCOB	19 Dec.	71	C/S Series 71
			D OF P OPERATES BY OCAs
HCOB	24 Feb.	72	C/S Series 71A
			WORD CLEARING OCAs

Cancel:

BTB	5 Nov.	72 IV	Auditor Admin Series 8
			OCA GRAPHS

The OCA (Oxford Capacity Analysis) graph is a specially prepared graph which plots 10 traits of a pc's personality from an OCA test.

An OCA test is taken by the pc to give information to the auditor, C/S and Director of Processing to help them in properly programing the pc and to monitor his progress. For example, if a pc takes an OCA test before he starts his NED auditing and then again after he has completed it, the results of the OCA can help the C/S and the Director of Processing ascertain if the required high-quality result has been achieved.

The results of the test are entered on a printed or mimeographed OCA graph sheet. If IQ or aptitude tests are also taken, their scores and testing dates should be neatly entered in the appropriate blank spaces so they can be easily referred to. The IQ score should additionally be shown by extending the graph line to the IQ column on the far right.

A series of results from OCA tests can be drawn on the same graph to give a comparison and show change that has occurred. The results of each test are drawn in a different color (red, blue, black, green) or in a different fashion (bold line, normal line, broken line, dotted line) so that the lines can be distinguished from each other. A key should be drawn on the top edge of the graph to show what testing date is represented by each of the different lines. The month is written in letters so no confusion on numbers occurs.

OCA graphs are kept in the front of the pc's folder, on top of the Folder Summary and FES checklists and underneath the Program Sheets and Grade Chart.

When a new OCA test is called for by the C/S or Director of Processing, the Director of Tech Services sees that the pc gets tested and that the results are entered on the graph and filed in the pc's folder.

Properly marked OCA graphs provide the C/S, the auditor and the D of P with information they need to correctly handle the pc.

L. RON HUBBARD
Founder

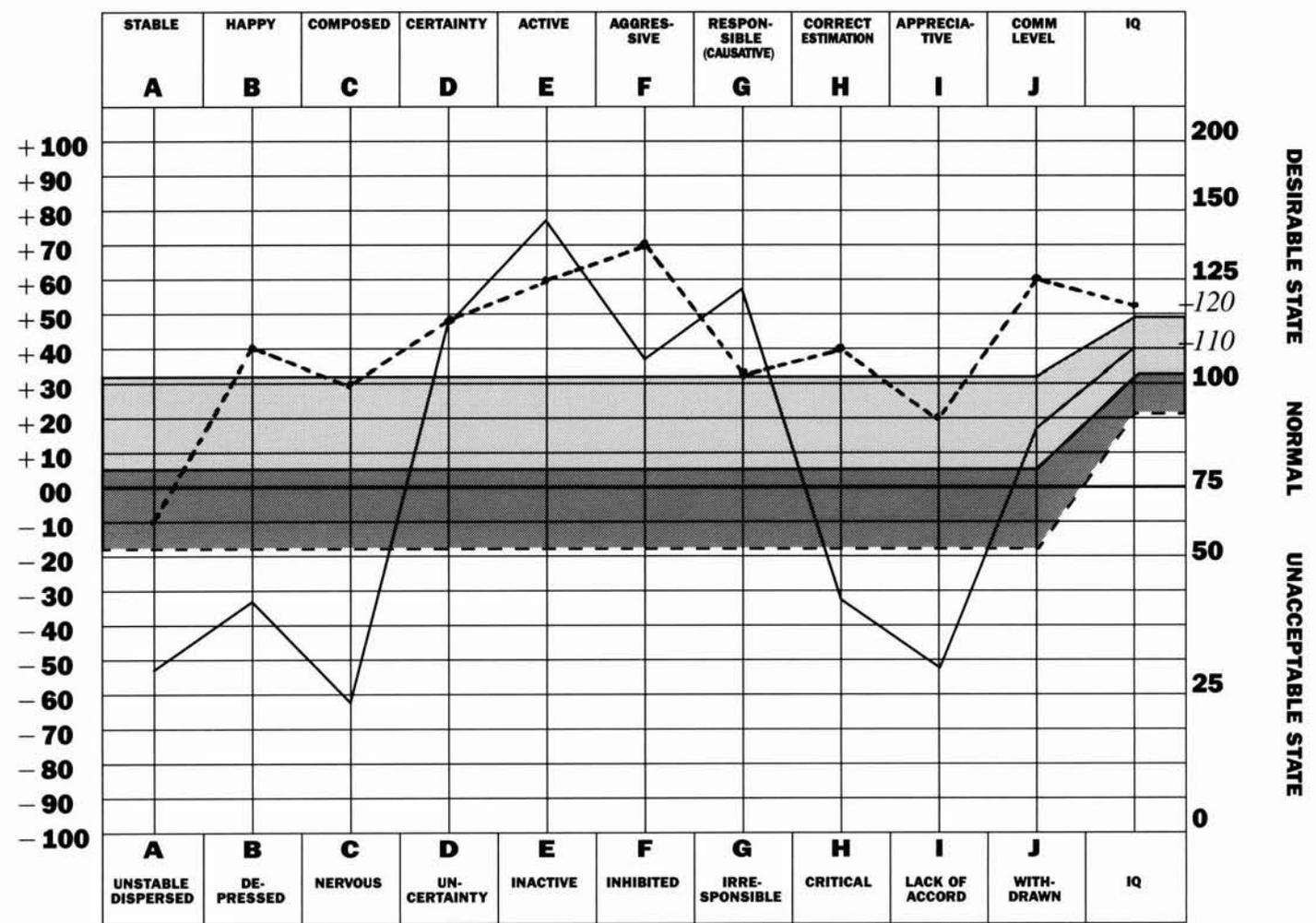
Compilation assisted by
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OXFORD CAPACITY ANALYSIS

NAME Jane Smith IQ 110 DATE 5 May 1987

ADDRESS 4233 Jackson IQ 120 DATE 20 May 1987 HOURS GIVEN 25

Miami, FL IQ _____ DATE _____ HOURS GIVEN _____



ACCEPTABLE UNDER PERFECT CONDITIONS
 ATTENTION DESIRABLE
 BELOW BROKEN LINE -- ATTENTION URGENT

470



Auditor Admin Series 9RA

THE PROGRAM SHEET

Ref:

HCOB 12 June 70

C/S Series 2

PROGRAMING OF CASES

Cancel:

BTB 6 Nov. 72R II

Auditor Admin Series 9R

THE PROGRAM SHEET

A PROGRAM is defined as: (1) The sequence of actions, session by session, to be undertaken on a case by the C/S in his directions to the auditor or auditors auditing the case. (2) Any series of actions designed by a C/S to bring about definite results in a pc.

THE THREE TYPES OF PROGRAMS

There are three types of programs:

1. THE BASIC PROGRAM: laid out in the Classification and Gradation Chart.
2. THE PROGRESS (REPAIR) PROGRAM: to eradicate case mishandling by current life or auditing errors. This program is written on pink (light red) paper.
3. THE ADVANCE (RETURN) PROGRAM: major actions to be undertaken to get the case back on the Class Chart from wherever he has erroneously gotten to on it. This program is written on a blue sheet of paper.

The program gives the pc's name and the date at the top of the sheet. Brief case notes or the reason the program is being written may be included. The program steps are numbered 1, 2, 3, etc., in the sequence they are to be done. The person writing the program signs his name at the bottom.

The program sheets are kept paper-clipped on the inside front cover of the pc's current folder, earliest at the bottom to latest on top.

C/S RESPONSIBILITY FOR MARKING PROGRAMS

A C/S works at completing the program that is topmost. As each step of the program is completed, it is checked off as done with the date.

When the whole program is done, it is marked "PROGRAM DONE (date)."

All flubs made in doing the program are marked in on the program and repaired.

If a program must be departed from before it has been completed, the C/S marks it at the point it was left. This way, he can find his place when the program is resumed.

Any program retired because of new data about a case should be so marked with the date.

The C/S is responsible for marking the programs as above.

EVIL PURPOSES AND R/Ses

Evil purposes and R/S items are neatly marked on the left-hand edge of the topmost program in red with the date and worksheet page number.

L. RON HUBBARD
Founder

Compilation assisted by
LRH Technical Research
and Compilations

HCO BULLETIN OF 5 MARCH 1971

Remimeo

C/S Series 25
Auditor Admin Series 10

THE FANTASTIC NEW HGC LINE

(A marvelous new C/S-auditor line
has just been piloted in for HGCs.)

In the new C/S line the auditor, in his admin time at the end of the day or when he has no preclears, does Folder Error Summaries or Progress and Advance Programs for his pcs and does the C/S form for the Tech C/S as well as adds the day's process and the length of the session and amount of admin time on that folder to the inside front cover of the folder, with the process run and result.

If his programs and C/Ses are acceptable to the Tech C/S, the auditor gets full well done auditing hour credit on his stat.

The auditor logs his sessions for the day in the general HGC auditor's log and his admin time is also logged.

This admin time is subtracted from the bought hours of the pc where auditing is sold by the hour.

Where auditors are so engaged and the new folder routing line is in use, this C/S form is used:

Full blank page.

Pc's Name (Red)

Date

Auditor's Name (Red)

Class of auditor
required next session

(Session Grade) left blank

Auditor's comment (Red) or think about the case if he wishes.

The next C/S

1. _____ Blue
2. _____ Blue
3. _____ Blue
4. _____ Blue

Auditor Signature (Red)

The auditor does not grade his own session. He leaves this blank.

The correctly admined folder is then given to Tech Services which routes it (usually with the auditor's other folders for the day) to the C/S.

The C/S looks it over (it is HIS final responsibility for the case being run right).

The C/S looks to see if the Examiner Form taken by the Examiner at session end F/Ned. If it did not, he leaves the grade line blank, as it is a no-grade session (see F/N and well done hours) as the auditor gets no hour credit for the session. If the C/S and other admin is okay, he writes "OK" with his initial in the session grade space. If none of it is okay, he leaves it blank and does the C/S form or programs completely new. In this last case he enters a subtract figure in his log for the auditing time for the week against that auditor's name.

If the Exam Form F/Ned, but the admin is not okay and the session actions were not okay, the C/S writes "Well Done by Exam" on his own new C/S in its proper place and ignores the form and subtracts the admin time in his book to subtract the admin from the auditor's week's stat.

If the session was not okay with no F/N at Exams yet the admin and next C/S are okay, the auditor loses the session time in the C/S but gets the admin time credited to his week's stat. The C/S subtracts the session time in his book, not the admin time.

Of course, as we hope is usually the case, if the auditor did the C/S, did a correct session, got an F/N at Exam and did the admin and next C/S is correct, then the C/S marks "Very well done" in the blank space for session grade with his initial. After inspection, this would be the sole action of the C/S regarding that folder.

By the C/S writing in the session grade (very well done, well done, okay, flunk, to cramming), the auditor is receiving acknowledgment for his work and is not just acking himself.

THE NEW LINE

The ideal folder-C/S line can shift the number of well done hours from a ceiling of 250-300 to 600-800 with one C/S. No matter how many auditors an org has, older lines put a 250-300 top ceiling on the org's well done hours.

When hours could go above 600 due to the available auditors (20 or 30), a new parallel line has to be manned by a new C/S, new D of P and another Examiner and more Tech Services personnel.

Despite how hard the C/S and anyone else in Tech works, a line not so run will ceiling at about 250 hours, no matter how many auditors are hired.

A C/S using the old lines can C/S for about 5 working auditors only with the line running any old way. And even so will work himself half to death.

In trying to get pcs handled, auditors will be added. The C/S will not be able to handle his job. The line, being faulty, gets pegged at about 250 hours no matter how hard the C/S and admin people work.

With the same C/S and Tech Services people, and a correct new line, 24 to 30 auditors will be kept busy at their 5 hours a day (given auditing rooms) and the stat will be able to rise to 600 to 800.

NEW SEQUENCE

1. Auditor picks up his pc folders and his pc schedule list at Tech Services at the start of his day from the LEAVING rack.
2. Tech Services (having a duplicate list) begins sending pcs to him using Tech Pages.
3. The auditor gives the session.
4. The auditor leaves the folder in the auditing room at session end and takes the pc to the Examiner.
5. The Examiner simply does the Exam Form on a meter with no folder. He sends the Exam Form (hand route) to Tech Services.
6. The auditor returns at once to his auditing room and a Tech Page has a pc there waiting for him.
7. Having done all his pcs for the day, the auditor carries his folders to the Auditor Admin Room.
8. Tech Services has placed the Exam Forms in the Auditor Admin Room and sees they get into the auditor's basket *and* the folder.
9. The auditor does the complete admin of the session.
10. The auditor does any program needed for future sessions.
11. The auditor C/Ses the folder for the next session.
12. The auditor marks in a box (2 columns) on a sheet stapled to the inside front cover the process, the Exam result, the session time and the admin time he has just put in.
13. The auditor hands his completed folders in to Tech Services.
14. Tech Services gets the folders to the C/S using a Folder Page who comes on late and works the C/S's hours.
15. Fed the folders rapidly by the Folder Page who is standing in the C/S area, the C/S does his C/S work. If the Folder Page is fast, removing folders and putting the new one in, chasing up data and other bits for the C/S, the time of C/Sing even when done very carefully will be found to average 3 to 5 minutes a folder even when some require full programing (but not FESing). This makes a ceiling of about 100 folders (sessions) a day for the C/S, an output of 30 auditors. Needless to say the C/S and the auditors have to know their business and Qual Cramming is used extensively both for new material and for flubs both in auditing and C/Sing by auditors.

16. The Folder Page gets the folders over to the D of P office preserving the piles per auditor as much as possible.

The C/S posts the data he wants auditors to know or do on the AUDITORS' BOARD of the Auditor Admin Room. He turns in his cramming orders into the D of P basket. This finishes his actions.

Where there is a senior Review C/S, there is a hot spur line from the C/S to the Senior C/S and back to the C/S. This is not necessarily an instant line. It can be a 12-hour-lag line. In orgs where a CO or Exec Dir or Product Officer or Org Officer is also a very skilled C/S, this hot line would probably be in. New tech in use, fantastic completions and utter dog cases nobody can make anything out of go on this Senior C/S hot spur line. There are very few of these, only two or three a day in a very busy org. The Senior C/S "does" these and sends them back to the C/S. They are then sent on as usual to the D of P.

17. The Director of Processing comes on duty very early. The C/Sed folders will all be there. The D of P has assignment master sheets that are kept up by the D of P.

The D of P does the day's schedules, a list for each auditor. The lists preferably have a few too many pcs on them.

The D of P can tell what class of auditor is required for the next session because the auditor has marked it in, in the upper right-hand corner of the C/S for the next session.

When the D of P has the lists done, the folders are placed in the "leaving" rack of Tech Services, and Tech Services, now up and about, is given the lists and gets to work on the scheduling board, moving the names about to agree with the lists. Tech Services does any room shifts or handlings at this time.

18. The D of P now goes to the Auditor Admin Room and begins to muster auditors from her muster list as they come in and gets them over to Tech Services.
19. A Cramming personnel will be in there trying to get any crammings scheduled.
20. Tech Services hands out folders (which are in neat piles for each auditor) and schedules to the auditors as they turn up and handles any arguments or shifts in sequence.
21. Tech Pages are on phones or running to round up pcs and get them going to sessions, which work continues all day.
22. The D of P interviews any hung-up or curious pcs or as requested by the C/S or gets new auditors or keeps up admin. This goes on until the C/S comes in, when the D of P is off.
23. The auditor picking up his folders begins the cycle all over again at (1) above.

ABOVE 600

When the well done hours go above 600 a week, A WHOLE NEW HGC is put in duplicating the first, with its own C/S, D of P, T/S, auditing rooms and Auditor Admin Room. It would be HGC Section Two or HGC2, with the original being HGC1.

A special second Cramming would have to be provided in Qual for it.

At first they would share new hours and build up independently. More HGCs are added to the department at each multiple of 600 well done hours.

SENIORS

The two chief seniors in the area are the C/S (for tech) and the D of P (for auditors and bodies).

It is the D of P who must see that auditors exist and are on post.

It is Tech Services who sees pcs are rounded up and audited. The D of T/S is actually in charge of pcs and all folder files and all board keep-up work.

The D of P should have some tech training. The D of T/S need not have any. The C/S of course is the tech expert and should be an HSST.

If there are no auditors, it is the D of P's neck.

If there are no C/Ses, it is the C/S's neck.

If there are no folders, it is the D of T/S's neck.

And if there are no auditing rooms, it is the D of T/S's neck.

If signed-up, scheduled pcs don't get to session, it is the D of T/S's neck.

If there are no NEW pcs, it is the D of P's neck who should begin to shoot Dissem Secs and Registrars and procure new pcs on a bypass for the org.

From this a table of seniors and duties can be made.

CRAMMING

You will notice no pcs are sent to Review on this new line. Review actions are done in Tech as a patch-up in Tech. The Qual Sec is responsible for overall tech quality BUT DOES IT BY CRAMMING C/Ses or auditors.

Thus Cramming is a busy street.

Cramming must be good, checkouts excellent.

If an auditor doesn't grasp a C/S he has received, he gets help from Cramming.

Auditors new to the HGC are given a fast, hard grooving in in Cramming or a Qual intern course. (New auditors never audit until grooved in.)

Tech will be as good as the Cramming Officer can cram.

This line is grooved in by the HAS and kept in by Qual. Or if there is no Qual, it is kept in by the HAS who will find no Qual very embarrassing.

DUMMY RUN

The line should be dummy run by folders, "pcs" and auditors until they understand it.

People are often totally unaware of lines and get very sloppy.

Thus this line has to be drilled hard on old and new tech personnel. *All* must know this exact line.

It is a good line.

Fully in, it raises the well done hours stat from 250 per week maximum at total overload to an easy 600 to 800.

Auditors must audit five hours a day, 25 minimum per week of well done hours for any bonus to be paid at all. In the SO they get no pay at all much less bonuses if short on their 25.

Tech Services and an unenergetic D of P or a bad Dissem Sec and Registrar setup can cause a no-pc situation. And often do unless pushed.

But counting FESes and admin in on an auditor's well done time helps slack periods to even out. And one auditor can FES and program folders for others or from files if he is left adrift and short-timed by the D of P or D of T/S or until the Tech Division forces the Dissem Div and Distribution Div to really get on the ball and wear their hats on pc flow.

PROCUREMENT

The D of P has always had new pc procurement responsibility when all else failed or even when it didn't.

Old folders, for example, are a marvelous source of new auditing repairs and intensives. An FES done on an old folder and a letter to "come in and get audited before you fall apart" is excellent pc procurement, usually neglected by Registrars. Any procurement by a D of P is legitimate.

Auditors who have no pcs can write procurement letters and have for 20 years.

SUMMARY

This is a beautiful line. It has been piloted hard.

It will serve as well as it is checked out, drilled in and used.

This line is the key to affluence from pcs alone.



(But if the org isn't training auditors heavily, you'll soon have no auditors to be on it and the org will not gain its high-income, low-cost cushion from training.)

This line is the answer to really getting auditing done in an area.

L. RON HUBBARD
Founder

ROUTE THIS FORM TO TECH SERVICES WHICH ROUTES IT INTO THE FOLDER.

WHEN ILLNESS REPORTED, MAKE THIS OUT WITH A CARBON UNDER IT AND ROUTE ORIGINAL TO TECH SERVICES AND FOLDER, AND CARBON TO MEDICAL LIAISON OFFICER OR QUAL SEC.

RUSH ROUTE ANY ROLLER COASTER LATER REPORT OR SICK REPORT TO FOLDER TO PREVENT C/S ERRORS.

L. RON HUBBARD
Founder



HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 27 NOVEMBER 1987

Remimeo
Examiner's Hat
Tech Services Hat

Auditor Admin Series 11-1

EXAMINER'S FORM—ADDITIONAL DATA

(Taken from LRH Technical Training
Film number EM Ten, "Pc Indicators")

Refs:

HCO PL	8 Mar. 71	Auditor Admin Series 11 EXAMINER'S FORM
HCOB	8 Oct. 70	C/S Series 20 KSW Series 19 PERSISTENT F/N

When filling out an Exam Form, the Examiner should note the size of any F/N as follows: small F/N ($\frac{1}{3}$ dial), normal F/N ($\frac{1}{2}$ dial), wide F/N ($\frac{3}{4}$ dial), dial-wide F/N or floating tone arm.

L. RON HUBBARD
Founder

Compilation assisted by
LRH Technical Research
and Compilations



Auditor Admin Series 12RA

SUMMARY REPORT FORM

(Amends HCOB 14 June 65 II, SUMMARY REPORT)

The Summary Report Form is a report used simply as an exact record of what happened and what was observed during the session.

Copies of this HCOB are to be run off on 8½" x 14" or 8" x 13" paper. Each blank below is filled in with the appropriate data.

DATE: _____
PC or PRE-OT: _____ AUDITOR: _____
PROCESS RUN: _____ TA: _____ TIME: _____

ASPECTS AND GAINS:

1. How did pc do in relation to what was run? _____
2. Effectiveness of process. _____
3. Any free needles? _____
4. General needle behavior. _____
5. Did TA go below 2.0 (how low)? _____ Did it come up? _____
6. Did TA go high (how high)? _____ Did it come down? _____
7. General TA range. _____
8. Emotional tone of the pc and whether this improved. _____
9. Any misemotion? _____
10. Preclear appearance. _____
11. Mannerisms. _____
12. Mannerism changes. _____
13. Any change in skin tone? _____
14. Did color of eyes change? _____ Get brighter? _____ Get dull? _____

15. Any comm lags? _____
16. Any cognitions? _____
17. Any pains turn on? _____ Blown? _____
18. Any sensations turn on? _____ Blown? _____
19. Any difficulties? _____
20. Did you complete C/S instructions? _____
21. Was pc happy at session end? _____
22. TA at session end. _____ Needle at session end. _____

ETHICS REPORT:

USE OF SUMMARY REPORTS

The Summary Report is used extensively in training. It is a tool for increasing an auditor's obnosis of what goes on in a session, and also teaches auditors how to quickly and concisely analyze and report on a case.

EVERY STUDENT AUDITOR ON COURSES AND CO-AUDIT MUST WRITE A SUMMARY REPORT FORM AFTER EACH SESSION.

Requiring use of Summary Report Forms by interns and staff auditors is left entirely to the discretion of the C/S.

FILLING IN THE REPORT

The top of the form is filled in with the date, pc or pre-OT's name, etc., as called for. Each of the questions 1 to 22 of the form are then answered. Write down briefly what the preclear was doing in the session. Do not write opinions with regard to what was happening or how the preclear was running the process. The C/S is interested in the aspects of the case in relationship to the process or processes being run.

In the "Ethics Report" section a brief note is made on any report being made to Ethics. For example, a report that the pc is PTS; a report on a rock slam observed in session; a Knowledge Report on others' overts or crimes against Scientology revealed by the pc in session; or in an HCO Confessional, a Knowledge Report on the pc's overts and withholds. All that is noted in this space is that a report to Ethics has been made, and its subject. The actual ethics report is written and routed separately. (Ref: HCO PL 10 Mar. 82, CONFSSIONALS—ETHICS REPORTS REQUIRED; HCOB 10 Aug. 76R, R/Ses, WHAT THEY MEAN; HCO PL 7 Mar. 65R III, OFFENSES AND PENALTIES; HCOB 7 Jan. 85, HCO CONFSSIONALS)

The Summary Report should be LEGIBLE. If the auditor's handwriting is poor, the answers should be neatly printed out.



Two or more sessions in one day call for only one Summary Report with the TA and data of each session.

The Summary Report is not stapled to the worksheets but is paper-clipped on top of the Auditor's Report Form and beneath the Exam Report.

Writing a Summary Report should only take the auditor a matter of minutes. Having just audited the preclear, he should quite easily fill the report out.

L. RON HUBBARD
Founder

Revision assisted by
LRH Technical Research
and Compilations

Auditor Admin Series 13RA

THE AUDITOR'S REPORT FORM

Ref:

HCOB 7 May 69 VI SUMMARY OF HOW TO WRITE AN AUDITOR'S
REPORT, WORKSHEETS AND SUMMARY
REPORT, WITH SOME ADDITIONAL
INFORMATION

Cancels:

BTB 6 Nov. 72R VI Auditor Admin Series 13R
THE AUDITOR REPORT FORM

The Auditor's Report Form (abbreviation: ARF) is a printed form filled out by the auditor after a session. It gives the details of the beginning and end of the session, condition of the pc, the wording of the process, etc.

The form is so written that one can see the whole session at a glance, just by looking at the one side of the Auditor's Report Form.

The form is filled in at the top with:

1. Name of pc.
2. Name of auditor.
3. Pc's grade.
4. Date.
5. Time length of session, excluding time for breaks (example: "1 hour 58 minutes"). This is "hours in the chair."
6. Total number of hours paid for (12½, 25, 50, etc.).
7. Running total of paid hours used to date.
8. Total tone arm motion for the session. (Often neglected but important as an indicator of case progress.)

The body of the form is filled in with:

9. Time session started.
10. TA and sensitivity setting at start of session.
11. Condition of pc at session start.
12. Rudiments.
13. What process was run—LISTING THE EXACT COMMANDS (often forgotten by most auditors).
14. Time and TA at start and end of each process.
15. End phenomena (including F/N, cognition, pc indicators).
16. Whether process is flat or not.
17. Time session ended.
18. TA at end of session.
19. Condition of pc at session end.
20. Pc gains or comments.

21. TA range.
22. Meter trim check result and notation of any known meter calibration error, per HCOB 11 May 69R, METER TRIM CHECK.

Example:

AUDITOR'S REPORT FORM

Preclear Jody Smith Date 26 Oct. 1986

Auditor Dave Swift Session Length 1 hr 58 min

No. of Intensive Hours 12½

Total Intensive
Hours Used to Date 1 hr 58 min

Total TA 19.4

Pc's Grade ARC SW Expanded

Process	Time	Tone Arm Reads	Sensitivity	Results and Comments
<i>This is the session</i>	3:32	2.8	8	<i>Pc is GIs</i>
<i>Rudiments</i>	3:34	2.5	8	<i>F/N VGIs</i>
<i>A Basic Comm Process:</i>				
<i>F1 "Recall a time another communicated to you."</i>	3:57	2.4	8	<i>F/N, cog, VGIs</i>
<i>F2 "Recall a time you communicated to another."</i>	4:28	2.5	8	<i>F/N, cog, VGIs</i>
<i>F3 "Recall a time others communicated to others."</i>	4:59	2.3	8	<i>F/N, cog, VGIs</i>
<i>F0 "Recall a time you communicated to yourself."</i>	5:28	2.3	8	<i>F/N, cog, VGIs</i>
<i>End of session</i>	5:30	2.3	8	<i>F/N, VGIs, "feel terrific!"</i>
TA Range: 2.2-3.7				Trim Check — TA = 2.0

L. RON HUBBARD
Founder

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AUDITOR'S REPORT FORM

Preclear _____ Date _____

Auditor _____ Session Length _____

No. of Intensive Hours _____

Total Intensive
Hours Used to Date _____

Total TA _____

Pc's Grade _____

Process	Time	Tone Arm Reads	Sensi- tivity	Results and Comments
TA Range:				Trim Check - TA =



Auditor Admin Series 14RA

THE WORKSHEETS

Refs:

HCOB 7 May 69 VI SUMMARY OF HOW TO WRITE AN
AUDITOR'S REPORT, WORKSHEETS AND
SUMMARY REPORT, WITH SOME
ADDITIONAL INFORMATION
HCOB 3 Nov. 71 Auditor Admin Series 15
C/S Series 66
AUDITOR'S WORKSHEETS

Cancels:

BTB 6 Nov. 72R VII Auditor Admin Series 14R
THE WORKSHEETS

An auditor's worksheet (abbreviation: W/S) is supposed to be a complete running record of the session from beginning to end. The auditor should not be skipping from one page to another but should just be writing page after page as the session goes along.

A worksheet is always on 8" x 13" or 8½" x 14" paper. It is written on both sides of the page, 2 columns on each side and with every page numbered front and back. The pc's name is written on each separate sheet.

Numbering the worksheet pages is important, as it makes it possible to quickly refer to something that occurred in a session. "The rock slam occurred on page 26" in a report to the C/S tells him exactly where in the worksheets to find this and can save more time than you ever cared to look at. Numbering the pages also gives you the proper number of pages the session went.

WORKSHEET CONTENT

During auditing one keeps his worksheet in PT as the session progresses, with comments, time and TA.

The important points of a session worksheet are:

- A. When the TA goes up (on what?).
- B. When the TA goes down (on what?).
- C. When an F/N occurs (on what?).
- D. When GIs or VGIs occur (on what?).
- E. Any cognitions that occur (on what?).

- F. When BIs occur (on what?).
- G. The process being run, including time it was started, process command numbers and time it was completed.
- H. Reads on questions, commands, items, etc. (e.g., sF, F, LF, LFBD).

TA and time notations should be made at *regular* intervals throughout the session.

When a process EP is reached, mark the F/N and note whether it was indicated, the pc's indicators, cognition, time and TA position.

Good worksheet action results in a communication—a communication of truth. The C/S should be able to look the worksheets over and see what the auditor did, what the meter said, the key things that the pc did or said and how the session went. It is a running record of the session.

CORRECTION

One NEVER writes up the worksheet *after* the session from notes. One never copies the worksheet into “more readable form” from “notes taken in session.” A worksheet *is* the worksheet.

The auditor should always read over his worksheets before turning in the folder to the Case Supervisor and if any words or letters are missing or cannot be read, they should be written in with red ink in block print.

Example:

UNCONSCIOUS (red)
I must have been ~~unconsci~~ at the time.

People often do this too extensively. It is just the word which is not decipherable that is marked in block letters. At the most this would be about one or two corrections to a page.

If the auditor is having to do a lot of correction of his worksheets, he should learn how to write more clearly faster.

“STENOGRAPHIC” AUDITING

Admin must not be used to stop or slow a pc.

Sometimes one sees an auditor sit there trying to write everything down and interrupting the pc with “Just a minute, just a minute—wait a minute, wait a minute. . . .” That is stenographic auditing, and it violates the Auditor's Code.

If you start writing down every word said, all you do is slow up the session and you really slow up the C/S, too. An honest auditing report is not necessarily a verbose auditing report.

SHORTHAND

Auditors sometimes develop a sort of shorthand. For example, any time anybody says “without” it is written “w/o” and every time somebody says “understanding” it is written “U.” That is all right just as long as the auditor



and the C/S know what is meant. Remember, a worksheet must result in a *communication*.

ROCK SLAMS, EVIL PURPOSES AND SERVICE FACSIMILES

If a rock slam occurs in a session, make sure it isn't a mechanical fault of the E-Meter and note that a check for a mechanically caused R/S was done. Then write the R/S down **BIG** on the worksheet, write down **EXACTLY** what the pc was saying and note **EXACTLY** what question was asked. After the session go back and circle your notes at that point in red. During the session you can simply put a bar on the worksheet alongside the portion to be circled; it could be very distracting to the pc if he noticed you picking up another pen and heard a circle being drawn.

If the pc voices an evil purpose or service facsimile during a session, note it down in full, put a bar beside it and circle it in red after the session.

FALSIFYING WORKSHEETS

Falsifying a worksheet makes it so the C/S can't C/S and nobody can trace what happened to the pc. It is quite an overt act. It is a violation of the Auditor's Code and in fact is probably the most covert and vicious crime in auditing. A falsified auditing report is inevitably detected and the penalty is severe. (Ref: HCOB 26 Oct. 76 I, C/S Series 97, Auditor Admin Series 25, AUDITING REPORTS, FALSIFYING OF)

Keeping accurate session worksheets will ensure the Case Supervisor has all the data he needs to keep you and your preclears winning with the correct application of standard tech.

L. RON HUBBARD

Founder

Compilation assisted by
LRH Technical Research
and Compilations

Remimeo

Auditor Admin Series 15
C/S Series 66

AUDITOR'S WORKSHEETS

A very fast way for a C/S to do himself in is to fail to insist on GOOD LEGIBLE HANDWRITING.

When a C/S has auditors who can't write well and rapidly, he gets misunderstood words when he tries to read the worksheets.

One temporary solution is to make the auditor block print the word in red above each hard-to-read word. Some auditors go to an extreme of block printing the whole W/S.

The more permanent solution is to have auditors in Cramming practice writing WELL and CLEARLY no matter how slowly and then, maintaining the same clarity, speed it up. The auditor after many such practice sessions winds up writing clearly and fast. This can be increased until an auditor can write clearly as fast as people talk.

The occasional headaches a C/S might get are not from the restim of the case he's studying but are from the words on W/Ses he can't make out.

If a C/S does not insist on both block print clarification *and* auditor writing practice, he will wind up not reading worksheets and may even get foggy about certain cases.

A remedy is to go back to the first folders not understood and get the words clarified and then keep this C/S Series HCOB IN.

L. RON HUBBARD
Founder

PS: In the nineteenth century secretaries wrote beautiful copperplate longhand faster than a man could talk. So don't say it can't be done.

Remimeo

Auditor Admin Series 16RA

CORRECTION LISTS

Refs:

HCOB 3 July 71R AUDITING BY LISTS
Rev. 22.2.79

HCOB 24 Oct. 76R C/S Series 96R
Rev. 10.2.77 DELIVERY REPAIR LISTS

Cancels and replaces:

BTB 7 Nov. 72R I Auditor Admin Series 16R
CORRECTION LISTS

A correction list is a list of prepared questions on a mimeoed sheet which is used by the auditor for the repair of a particular situation, action or rundown.

Whenever an auditor uses a correction list, it must be stapled at the back of the worksheets after the session when he is doing the session admin.

The correction list must not be omitted and must be in the session reports so the C/S can look at the original assessment.

If it takes more than one session to handle the correction list completely, it is not stapled as above but left free. It is stapled to the worksheets of the session in which its handling is completed.

RELATION TO WORKSHEET ADMIN

When using a correction list, the number of the question being handled is marked on the worksheet.

Example:

On an LIC, question 2 "Has a withhold been missed?" reads.

WORKSHEET:

LIC

2. sF

Well I took the money . . .

The list is marked to show it is handled.

Example:

1. Has there been an error in listing? X
(If this reads, change to L4BRA at once.)
2. Has a withhold been missed? sF to F/N
3. Has some emotion been rejected? X
4. etc.

Correction lists are vital technology and their proper use includes the admin system laid out above.

L. RON HUBBARD
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Auditor Admin Series 17

AUDITOR'S STATS ON F/N VGI

An auditor's stats are computed on the Examiner's Report. The auditor is credited for his stat on hours that F/N VGI at the Examiner.

In Dianetic auditing it often occurs that the first few sessions F/N VGI at the end of session but do not F/N VGI at the Examiner's, the TA being high at Examiner. This situation gradually works off and soon the well-audited pc attains F/N VGIs at both the end of session and also at the Examiner. This shows the progress of the case. This is also true of Scientology auditing.

Therefore, WHEN AN AUDITOR HAS SEVERAL SESSIONS THAT F/N VGI AT SESSION END BUT NOT AT EXAMINER ON THE SAME PC, AND WHEN THE PC, THROUGH GOOD FLUBLESS AUDITING THEN F/N VGIs AT THE EXAMINER, THE AUDITOR MAY CREDIT THOSE PREVIOUS HOURS TO HIS STAT.

Example: Pc has 7 sessions that F/N at end of session but do not F/N at the Examiner. Finally, the pc F/Ns VGIs at the Examiner on the 8th session. The auditor may credit the earlier time (7 sessions) to his stat PROVIDING THERE HAS BEEN NO FLUB.

In the situation where the auditor was credited only with F/N VGIs at the Examiner, the phenomenon that the pc would F/N VGI at Examiner *eventually* if well audited was not taken into account and caused some auditors to avoid auditing pcs who did not F/N easily.

FES CREDIT

An auditor may also credit on his stat ½ hour for every hour spent doing Folder Error Summaries. A C/S should not be doing FESes and they are best done by an intern C/S in training or an advanced student, as they are *very instructive*.

There are times when a pc backlog occurs due to no FESes being done. They take a long time very often as they involve putting the folder in sequence and spotting and listing every auditing error in the folder. Thus, it is in such cases only fair to give some stat credit if an auditor has to do them.

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Remimeo

Auditor Admin Series 18RA

L&N LISTS

Cancels:

BTB 7 Nov. 72R

Auditor Admin Series 18R
L&N LISTS

An L&N list (Listing and Nulling list) is a list of items given by a pc in response to a listing question and written down by the auditor in the exact sequence that they are given to him by the preclear.

An L&N list is never done on the worksheets. It is always done on a separate sheet of paper.

The pc's name in brief, the date and page number of the list and the question being listed are put at the top of the sheet and on every succeeding sheet if more than one is used in making the list.

When the listing question is checked for a read, the read is marked on the list next to the question. (Example: Who or what would catch catfish? LF) If Suppress and Invalidate buttons are put in, they are also noted with any read.

All items are written down that the pc gives and, as each item is given, the read is marked. This is done AS YOU LIST. If the item does not read, you mark it with an "X."

The TA position is noted periodically as the pc lists.

The item given to the pc is circled plainly on the list, and "IND" is marked next to it for "indicated."

When extending a list, put a bar over the left side of the list and write "EXT" or "EXTENDED." If you extend a list at a later date, write "EXT" with the current date so somebody can tell when it was done.

Example of L&N list admin (using a question that is not legitimate for anything but the purposes of the example):

Pc's name	Date	(page 1)
Who done it? LF		
Joe	X	
Bill	X	
Pete	F	
Toger	X	
Lige	X	

This same list now nulled with the auditor marking the items as he nulled it would look like this:

Joe	X	X
Bill	X	X
Pete	F	LF
Toger	X	F
Lige	X	X

If the auditor has to extend a list, he puts a line from where it has been extended, and any additional item or items listed are written down with their reads in this manner:

Joe	X	X
Bill	X	X
Pete	F	LF
Toger	X	F
Lige	X	X

EXT _____

The Dog X

2.2

Biggo LFBD,

F/N 2.1

When the item has been found, it is given to the pc and circled on the list and the fact that the item was indicated is noted. The F/N and pc's indicators are noted down as well. For example:

Joe	X	X
Bill	X	X
Pete	F	LF
Toger	X	F
Lige	X	X

EXT _____

The Dog X

2.2

Biggo LFBD,

IND F/N 2.1

VGIs

CORRECTING L&N LISTS

Old lists are NOT TO BE COPIED. If a list needs to be corrected, it is corrected in its original form. However, the auditor must use a different color pen to show what has been done, such as renulling or extending the list. When correcting a list, it should be marked as "Corrected (date)," in the same color ink.

L&N lists are never stapled to the worksheets but are paper-clipped under them in case they have to be pulled forward for handling at a later date.

When a list is pulled forward to correct it, a sheet of paper is left at that date giving what the listing question was and the date of the session it is pulled forward to, so it can be easily located.

The corrected lists are left with the session reports of the session in which they were corrected.

Good, neat L&N admin is important. Standardizing it as laid out in this bulletin is something every auditor trained in L&N should perfect.

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Founder

Compilation assisted by
LRH Technical Research
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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 9 NOVEMBER 1987

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Tech/Qual

Auditor Admin Series 19RA

DIANETIC ASSESSMENT LISTS

Refs:

HCOB	29 Apr. 69	ASSESSMENT AND INTEREST
HCOB	21 May 69	ASSESSMENT
HCOB	28 Feb. 71	C/S Series 24 METERING READING ITEMS
HCOB	13 Sept. 72	ExDn Series 7 C/S Series 85 CATASTROPHES FROM AND REPAIR OF "NO INTEREST" ITEMS
HCOB	18 June 78R Rev. 20.9.78	NED Series 4R ASSESSMENT AND HOW TO GET THE ITEM
HCOB	11 July 78	NED Series 4-1 THE PREASSESSMENT LIST
HCOB	5 Aug. 78	INSTANT READS
<i>Cancel:</i>		
BTB	7 Nov. 72R IV	Auditor Admin Series 19R DIANETIC ASSESSMENT LISTS

A Dianetic assessment list is a list of somatics/items given by a pc and written down by the auditor with the reads marked that occur on the meter.

A Dianetic assessment list is always done on a separate sheet.

A New Era Dianetics preassessment is done using the Preassessment List, HCOB 11 July 78.

The pc's name and the date are put on the top of the sheet.

The assessment question is noted.

Any read on an item is noted on the list next to the item. If a button is put in on an item, this too is noted along with any read. When the auditor checks for pc interest before running an item from the list, this should also be noted.

R3RAed ITEMS

Items on the list that are run with R3RA should be marked "R3RA (flows run) (date)." For example, if an item was run on all four flows on 28 September 1987, the item would be marked "R3RA Quad 28 Sept. 87."

All items from the list run with R3RA are noted IN FULL on the Folder Summary.

POSITION IN FOLDER

When writing up a session in which Dianetic assessment lists (including Preassessment Lists) were made or used, they are paper-clipped (not stapled) under that session's worksheets.

Dianetic lists do not get scattered through folders. They are kept together and brought forward session to session. When the lists are no longer needed for sessions, they are all kept at the back of the current folder.

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HCO BULLETIN OF 10 NOVEMBER 1987

Remimeo

Auditor Admin Series 20RA

MISCELLANEOUS REPORTS

Refs:

HCOB	28 Oct.	76	Auditor Admin Series 26 C/S Series 98 AUDITING FOLDERS, OMISSIONS IN COMPLETENESS
HCO PL	30 Oct.	80 III	DELIVERY DUTIES
HCO PL	17 June	65	STAFF AUDITOR ADVICES
HCOB	29 Mar.	70	AUDITING AND ETHICS
HCOB	28 Sept.	71	C/S Series 62 KNOW BEFORE YOU GO
HCOB	13 Oct.	82	C/S Series 116 ETHICS AND THE C/S

A miscellaneous report is a report such as a Medical Liaison Officer (MLO) report, a D of P interview, an ethics report, a success story, etc., which is put in the pc's folder and gives a C/S more information about a case.

It is the responsibility of the HGC Admin to see that such reports get filed in the folder.

D OF P INTERVIEWS

D of P interviews are done on a meter, and the worksheets from the interview are filed in the folder.

DECLARE? AND SUCCESS

When a person goes to Declare? and through lines, an Exam Report is made, the pc signs an attestation form and then writes a success story. The exam, attestation and a copy of the success story are stapled to the completed "HGC pc to declare" routing form and filed in the pc folder, on top of the latest C/S sheet. The fact of the attestation and what the person attested to is also noted in the Folder Summary.

CRAMMING ORDERS

Cramming orders written on auditors, C/Ses or other tech personnel who have erred on a case are made out in duplicate. The original goes direct to the Cramming Officer. The copy of the cram goes in the folder of the pc on whom the error was made.

By leaving a copy in the folder, the corrective actions assigned to those handling the case can be viewed.

WORD CLEARING AND OTHER WORKSHEETS

Worksheets from Word Clearing actions, Cramming interviews, Qual or HCO Why Finding actions must be routed to Tech Services who files them in date order in the person's pc folder.

MEDICAL LIAISON OFFICER REPORTS

A pc goes to the MLO on a routing form via the Pc Examiner. The Examiner makes a carbon copy of the Exam Report and gives it to the MLO, then gets the original to Tech Services quickly.

Tech Services must get the original into the folder so the C/S can correctly program and C/S the case.

While the pc is on medical lines, Tech Services sees to it that reports from the MLO get filed in the folder.

When going off MLO lines, the pc goes to the Examiner and the "now well" Exam Report is given to Tech Services who puts it in the pc's folder.

ETHICS REPORTS

When an auditor finds an ethics situation with a pc, he should note it for the C/S. It is, however, illegal to try a pc on data revealed in his sessions. For this reason, a report is not written to Ethics nor is any data turned over to Ethics on the matter. But the auditor must make mention of the ethics situation on his Auditor's C/S so that the C/S is informed.

Sometimes one finds another person's offenses than the pc's in getting off withholds. These *are* reported to Ethics for any needed investigation, with a copy to the folder.

The *only* exception to the above is when a pc is receiving an HCO Confessional. In this case, a Knowledge Report of the overt and out-ethics disclosed in the Confessional is written to HCO. A copy of the report is always left in the pc folder.

When a person is undergoing an ethics action, such as a lower condition, Court of Ethics or Comm Ev, the D of P should be advised and make note of this in the person's pc folder. Copies of any Ethics interviews done on a pc must be routed to Tech Services for filing in the folder.

SUMMARY

Miscellaneous reports are vital in order to ensure that the pc's folder is complete and the C/S has full data on the case.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 8 NOVEMBER 1972RA
REVISED 27 OCTOBER 1985

Remimeo
FESers
NED Auditors
NED C/Ses
NED Course

Auditor Admin Series 21RA

THE DIANETIC FULL FLOW TABLE

Refs:

HCOB	7 Mar.	71RA	C/S Series 28RA USE OF QUADRUPLE DIANETICS
HCOB	7 Mar.	71-1RA	C/S Series 28RA-1RA USE OF QUADRUPLE DIANETICS
HCOB	4 Apr.	71RA	C/S Series 32RA USE OF DIANETICS
HCOB	4 Apr.	71-1RC	C/S Series 32RA-1RC USE OF QUAD DIANETICS
HCOB	5 Apr.	71RA	C/S Series 33RA TRIPLE RERUNS
HCOB	5 Apr.	71	C/S Series 33RA-1 TRIPLE AND QUAD RERUNS
HCOB	21 Apr.	71RC	C/S Series 36RC DIANETICS
HCOB	21 Apr.	71-1R	C/S Series 36RB-1R QUADRUPLE DIANETICS, DANGERS OF

Cancel:

HCOB	29 Sept.	78	FESing OF FOLDERS AND FULL FLOW TABLES
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A Dianetic Full Flow Table is a chronological list of all Dianetic items run, from earliest to latest, plotting whether each flow was run to EP or not.

The Full Flow Table is vital for the NED auditor as it tells him at a glance the state of every Dianetic item that the pc has run, if it has been run before and whether or not each flow was taken to EP.

It is invaluable in repairing past Dianetic chains and in getting in Full Flow Dianetics.

It is normally compiled and kept in PT by the auditor.

Here is an example of a Full Flow Table:

PC: MARY WILLS

FESer: ROBERT EVANS

FULL FLOW TABLE

AUDITOR (Name)	DATE	ITEM RUN	Flow 1	Flow 2	Flow 3	Flow 0
John Smith	2 Feb. 1962	Guf Shoulder	Unflat — Repaired to EP 10 Sept. 78 (red)	Run to EP 10 Sept. 78 (red)	Run to EP 10 Sept. 78 (red)	Run to EP 10 Sept. 78 (red)
John Smith	3 Feb. 1962	Gow in Foot	EP			
Joe Blogs	29 Sept. 1967	Chow in Chump	EP	Unflat — Repaired to EP 2 Oct. 70 (red)	Unflat — Repaired to EP 2 Oct. 70 (red)	
Joe Blogs	30 Sept. 1969	LX Anger	Unflat			
Joe Blogs	30 Sept. 1969	LX Peeved	Unflat			
Bill Adams	4 Oct. 1970	Feeling Numb	EP	EP	EP	
Bill Adams	16 Dec. 1970	Int RD Engrams	EP	EP	EP	
George Walker	9 Oct. 1971	Feeling of Goof	EP	EP	EP	
George Walker	10 Oct. 1971	Dianetic Assist on Head	EP			

Clearly note the auditor's name, as well as the date and the exact wording of the item run.

Any flow that is later run or repaired is marked on the table with a different color pen, with the date that it was later run or repaired.

The Full Flow Table is always kept at the back of the pc's current folder for reference and use.

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Founder



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HCO BULLETIN OF 11 NOVEMBER 1987

Remimeo
FES Unit Hats
Auditors
C/Ses

Auditor Admin Series 22RB

FOLDER ERROR SUMMARY FORMAT

Ref:

HCOB 6 Oct. 70 C/S Series 19
FOLDER ERROR SUMMARIES

Cancel:

BTB 8 Nov. 72RA Auditor Admin Series 22RA
FOLDER ERROR SUMMARIES

A Folder Error Summary (abbreviated FES) is a complete summary of the errors which have been made in the auditing and handling of a pc's case along with notations of what actions were taken to correct specific errors.

An FES is done to provide the Case Supervisor with information from which Progress and Advance Programs can be done.

An FES should be comprehensive, accurate and complete.

WHAT IS WANTED IN AN FES

An FES should contain the points of out-tech in the auditing of a case so that correction can occur.

The most important points which can bog a case are well covered in the C/S Series, with which an FESer should be familiar. In particular, anyone doing an FES must know very well C/S Series 1, 2, 15R, 19, 29R, 30, 34, 38R and 59R. He must be able to recognize and pick out any of the case errors described in these issues.

FORMAT

The following is an example of what an FES should look like. It is done on 8½" x 14" or 8" x 13" pink paper. The list of errors is chronological from earliest to latest.

(see example on following page)

DATE	C/S AUDITOR	ERROR	HANDLING DONE
22/10/85	C/S: J. Jones Aud: R. Smith	3 reading items on Scn Drug RD lists not run: Ether (F), Marijuana (sF), Aspirin (sF) Flunked declare.	Each unrun item completed. Attested 29/10/85.
15/2/86	C/S: Same Aud: Same	Self Analysis List 7 bogs. No EP. BER.	Ruds flown "In your last session _____." List run to EP. 16/2/86
17/7/86	C/S: Same Aud: B. Brown	Pc roller coaster. Sick. Interview shows PTS to mother.	Handled as PTS Type A 28/7/86. PTS RD completed 19/4/87.
18/10/86	C/S: Same Aud: Same	Sick after list: "WHO OR WHAT WOULD EAT APPLES?" Item: "A GOURMET."	

The right-hand column is filled in by the FESer as he goes along, or by the auditor as correction is done. For example, a note, "Chronic high TA," would be marked off by the auditor "C/S 53RM to F/Ning list, TA normal" with the date, when that action had been completed.

One can see at a glance that all the noted errors have been corrected. A blank space in the right-hand column would indicate that the error had not yet been handled.

The FES is kept inside the back cover of the pc's current folder and is kept in PT by the auditor or FESer as errors are noted and handled.

The C/S uses the FES in programing of the pc's case.

Folder Error Summaries which do not show clearly whether an error has been corrected later in the pc's auditing can lead the C/S into overrepair. Such a flaw lessens the usefulness of an FES and must be avoided.

WHAT ISN'T WANTED IN AN FES

An FES is NOT the same as a Folder Summary. The two must not be combined or confused.

Opinions have no part in an FES.

Any error which is not part of the case or its auditing has no place on the FES. An example of this would be: "Auditor did not fill in the Auditor Report Form correctly."

TWO METHODS OF FESing

There are two methods of FESing a case. The first is a full FES where one goes back and picks up and notes down *all* past errors on the case so that a full Progress Program can be done.

The other method is shorter and is an action a C/S uses to handle the case more rapidly. Let us say a pc was already fully repaired but was goofed in further auditing or was running smoothly and then stopped running well. One would go back in the folder to where the pc was running well and come forward and find the error on the case which would then be repaired. This method stems from the rule: “Go back in the folder to where the case was running well and come forward.”

The reason for the FES—pc needing a Progress Program *or* pc already fully repaired but goofed in later sessions—determines which method is employed.

FESes are valuable. Done well, they provide the C/S with the data he needs to solve cases left, right and center.

L. RON HUBBARD

Founder

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LRH Technical Research
and Compilations

Remimeo
Auditors
C/Ses
Ds of P
Tech Services

Auditor Admin Series 23RB

INVOICE FORM AND ROUTING FORMS

Refs:
HCO PL 20 Jan. 79 INCOME CUTATIVES AND SALARY SUM
HCO PL 4 June 59 INVOICING AND COLLECTION OF MONEY
HCO PL 25 July 72 Esto Series 24
THE FORM OF THE ORG

When a person signs up and pays for auditing, he arrives at the HGC Administrator with a routing form and an invoice copy.

The invoice does not go into the pc's auditing folder. The HGC Admin fills in the invoice details on a form called the Invoice Form which is stapled to the inside back cover of the pc folder. This form has columns for the date, invoice number, any special details, hours paid, hours used and balance on account. (See Attachment 1 for an example of this form.)

Once he has recorded this data, the HGC Admin routes the invoice copy to the invoice basket. (The invoices go to the Director of Tech Services' file of invoices.)

The completed routing form is then placed in the back of the folder, on top of the Invoice Form.

The auditor enters the intensive hours paid (e.g., 12½ or 25) on his next Auditor's Report Form and keeps a running total of hours used on the succeeding Auditor's Report Forms.

When the pc's total of used hours approaches the total intensive hours paid, the auditor notifies the Director of Tech Services, who puts the pc on a routing form to buy more auditing. As the first step of the routing form, the Director of Tech Services updates the Invoice Form by filling in the number of hours used and subtracting this from the balance column of the Invoice Form. When the pc has purchased additional intensive hours, he is routed back with a routing form and a copy of the invoice to the HGC Admin who updates the Invoice Form, routes the invoice copy and files the routing form in the pc's folder. The pc can now receive further auditing.

The auditor is *not* to continue auditing a pc who has run out of hours. He should see to it that the pc does get onto the correct routing form to purchase more intensive hours.

A staff is deprived of its pay and welfare when the Director of Processing and Director of Tech Services and auditors keep no track of the number of hours pcs have paid for and neglect to return the pc to the Registrar for re-sign and further payment for continuing.

Continuing to audit a pc who has no more paid hours on account with the org is an ethics offense, and it should be reported and the offending auditor routed to Ethics.

By using the Invoice Form in conjunction with the running total of hours on the Auditor's Report Forms, Directors of Processing, Directors of Tech Services and auditors will be able to keep track of the auditing hours paid for and used by the pc, and so avoid delivering free service.

L. RON HUBBARD
Founder

Compilation assisted by
LRH Technical Research
and Compilations



HCOB 12.11.87
Attachment 1

DATE	INVOICE NO.	ANY SPECIAL DETAILS	HRS PAID	HRS USED	BALANCE
4.10.86	000372	GRADES	50		50
11.10.86				47	3
12.10.86	000764	GRADES	50		53
25.10.86				51 hrs.& 3 min.	1 hr.& 57 min.
25.10.86	001075	NED	25		26 hrs.& 57 min.



HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 29 JANUARY 1981RA

Remimeo
FESers
C/Ses
Auditors

Issue I
REVISED 9 APRIL 1991

Auditor Admin Series 24RB

FES CHECKLISTS AND SUMMARY

Ref:

HCOB 24 Jan. 77

TECH CORRECTION ROUNDUP

In order to program a pc for optimum progress up the Grade Chart, a Case Supervisor must have an accurate picture of the full state of case of any pc. The C/S must know of any errors on such things as Int, L&N, drug handling, missed levels, etc., and thus relies on the FESer to provide him with a clear, summarized view of a case.

There are several FES checklists which exist for use by C/Ses to ensure full setups have been done for the major levels. These checklists are filled out by FESers and used by the C/S in programing the case.

FES checklists for starting or continuing New Era Dianetics, Expanded Grades and the False Purpose Rundown are attached to this HCOB. Copies of this HCOB for Flag have an additional FES checklist attached for starting or continuing L10, 11 or 12. These are "Flag Only" rundowns.

The appropriate FES checklist is filled out before starting the major action. Each requisite is checked off on the list to ensure they have all been met. The completed checklist is then attached to the inside left cover of the pc folder.

These checklists, properly used, will prevent pcs from being audited on skipped gradients and will ensure pcs are being fully set up for their next level.

FES SUMMARY

In addition to these checklists, an FES Summary form is also attached to this HCOB.

This is an additional tool for C/S use.

The purpose of the FES Summary is to provide the C/S with a list of key items he needs to know to properly program a case.

The FES Summary is filled out by the FESer and it is stapled to the top of the completed FES. Whenever a new FES is done or updated, the summary is also redone or updated.



Items on the summary which are important to handle and should be brought to the attention of the C/S are marked or circled in red. The dates when actions were completed or repaired would be filled in on the summary form as well. The C/S can then easily refer to the FES or Folder Summary to get the exact details as needed.

L. RON HUBBARD
Founder

Revision assisted by
LRH Technical Research
and Compilations

FES SUMMARY

(Staple to top of completed FES.)

PC NAME _____ DATE _____

TOTAL NUMBER OF FOLDERS? _____

ANY FOLDERS MISSING? _____

CURRENT CASE LEVEL? _____

SECURITY DATA:

PSYCHIATRIC OR INSTITUTIONAL HISTORY? _____

EVIDENCE OF ELECTRIC SHOCK, INSULIN OR ANY OTHER SORT OF SHOCK THERAPY? _____

BRAIN SURGERY OF ANY KIND? _____

TERMINALLY ILL? _____

CRIMINAL HISTORY? _____

ANY INDICATIONS PERSON MIGHT BE A PLANT? _____

SUICIDE ATTEMPTS, SUICIDE THREATS OR EVIDENCE OF PC HAVING SERIOUSLY CONTEMPLATED SUICIDE? _____

EVIDENCE THAT PERSON IS PTS TYPE III (Ref: HCOB 24 Nov. 65, SEARCH AND DISCOVERY) OR IS MENTALLY RETARDED OR IS A LUNATIC (Ref: HCO PL 30 Nov. 71, BLIND REGISTRATION)? _____

IS PC MEMBER OR EX-MEMBER OF OR IN THE FAMILY OF SOMEONE IN THE MEDIA, POLICE SPY ORGANIZATIONS, GOVERNMENT SPY ORGANIZATIONS SUCH AS THE FBI OR ANY OTHER FEDERAL OR NATIONAL AGENCY IN ANY COUNTRY WHETHER ALREADY KNOWN ABOUT BY HCO OR NOT? _____

UNDER HCO INVESTIGATION OR HANDLING? _____



PAST OR PRESENT CONNECTIONS TO A SUPPRESSIVE PERSON OR GROUP? _____

IS THIS PC AN ILLEGAL PC? _____

(Ref: HCOBs and HCO PLs regarding illegal pcs)

PTS DATA

ANY EVIDENCE OF A PTS SITUATION? _____

WHAT TYPE? _____

PHYSICALLY ILL OR INJURED? _____

ANY ROLLER COASTER OR LOSS OF GAINS? _____

WAS A PTS C/S-1 EVER DONE? _____ WHEN? _____

HAS THE PC DONE THE PTS/SP COURSE? _____ WHEN? _____

PTS INTERVIEWS OK? _____

S&Ds OK? _____

ANY SIGN OF WRONG PTS ITEMS? _____

WAS A PTS RD DONE? _____ WHEN? _____

IF SO, WAS IT SUCCESSFUL? _____

WAS A SUPPRESSED PERSON RUNDOWN DONE? _____ WHEN? _____

IF SO, WAS IT SUCCESSFUL? _____

IS THE PTS SIT FULLY HANDLED? _____

PRETENDED PTS? _____ WHAT INDICATORS? _____

FALSE PTS? _____ WHAT INDICATORS? _____

ETHICS DATA

DOES PC HAVE A RECURRING OUT-ETHICS SITUATION? _____



DRUGS

(Note: This is filled out fully regardless of case level of pc.)

HAS PC TAKEN DRUGS? (HALLUCINOGENIC, STREET OR MEDICAL) _____

WHICH? _____

HAS PC AN ALCOHOL HISTORY? _____

DOES PC HAVE A HEAVY DRUG OR ALCOHOL HISTORY? _____

HAS PC SUCCESSFULLY COMPLETED THE PURIF? _____ WHEN? _____

OBJECTIVES? _____ WHAT? _____

WHEN? _____

OBJECTIVE TABLE DONE AND ATTACHED? _____

SCN DRD WAS RUN TO FULL EP? _____ WHEN? _____

ANY DRUG OR ALCOHOL REVERSION? _____ WHEN? _____

DETAILS _____

INT DATA

ANY SIGNS OF OUT-INT? _____

INT RD DONE? _____ WHEN? _____

CORRECTED? _____ WHEN? _____

END OF ENDLESS INT RD? _____

INT TABLE DONE? _____ INT FES DONE AND ATTACHED? _____



LIST DATA

ANY SIGNS OF OUT-LISTS? _____ WRONG WHYS? _____

GIVE DETAILS: _____

2WCs THAT ACT LIKE A LIST? _____

HAVE LISTS BEEN CULLED, VERIFIED AND CORRECTED? _____

WHEN? _____

GRADES

HAS PC HAD A COMPLETE SCN C/S-1? _____

DOES PC UNDERSTAND WHAT AUDITING IS ALL ABOUT? _____

LIFE REPAIR DONE IF NEEDED? _____ WHEN? _____

PC HAS ACHIEVED THE FULL ABILITIES GAINED OF EACH OF THE FOLLOWING GRADES: (Ref: HCO PL 23 Oct. 80R II, CHART OF ABILITIES GAINED FOR LOWER LEVELS AND EXPANDED LOWER GRADES) FILL IN DATE ATTESTED.

ARC SW: SINGLE _____ TRIPLE _____ QUAD _____

SINGLE EXP _____ TRIPLE EXP _____ QUAD EXP _____

GRADE 0: SINGLE _____ TRIPLE _____ QUAD _____

SINGLE EXP _____ TRIPLE EXP _____ QUAD EXP _____

GRADE I: SINGLE _____ TRIPLE _____ QUAD _____

SINGLE EXP _____ TRIPLE EXP _____ QUAD EXP _____

GRADE II: SINGLE _____ TRIPLE _____ QUAD _____

SINGLE EXP _____ TRIPLE EXP _____ QUAD EXP _____

GRADE III: SINGLE _____ TRIPLE _____ QUAD _____

SINGLE EXP _____ TRIPLE EXP _____ QUAD EXP _____

GRADE IV: SINGLE _____ TRIPLE _____ QUAD _____

SINGLE EXP _____ TRIPLE EXP _____ QUAD EXP _____

ANY EVIDENCE OF OUT-GRADES? _____ LIST SPECIFICS _____



FALSE PURPOSE RUNDOWN

FORM _____ WHEN? _____ EP? _____
FORM _____ WHEN? _____ EP? _____
FORM _____ WHEN? _____ EP? _____
FORM _____ WHEN? _____ EP? _____
FORM _____ WHEN? _____ EP? _____
FORM _____ WHEN? _____ EP? _____
FORM _____ WHEN? _____ EP? _____
FORM _____ WHEN? _____ EP? _____
FORM _____ WHEN? _____ EP? _____
FORM _____ WHEN? _____ EP? _____
FORM _____ WHEN? _____ EP? _____

WAS PC SET UP FOR FPRD PER HCOB 11 June 84, C/Sing THE FALSE PURPOSE RUN-DOWN? (If not, what was missing.) _____

DID PC COMPLETE FPRD PGM? _____ WHEN? _____

EP OF PROGRAM? _____

NEW ERA DIANETICS/DIANETICS

(Note: This is filled out fully regardless of case level of pc.)

HAS PC HAD A COMPLETE DIANETIC C/S-1? _____

DIANETICS WAS RUN:

SINGLE FLOW _____ TRIPLE FLOW _____ QUAD FLOW _____

ARE THERE UNRUN FLOWS OR UNHANDLED BOGGED FLOWS? _____

DN DRD WAS RUN TO FULL EP? _____ WHEN? _____

ANY UNRUN NO-INTEREST ITEMS ON DRD? _____

DRUG LIST F/Ned? _____ WHEN? _____



END OF ENDLESS DRD REPAIR LIST DONE? _____ WHEN? _____

ANY NED RUNDOWNS PER NED SERIES 16RA DONE? _____

WHICH ONE(S)? _____

ANY BOGGED OR INCOMPLETE NED RDs? _____

CAN RUN R3RA EASILY? _____

CAN FIND, RUN AND ERASE ENGRAMS? _____

CAN RUN WHOLE TRACK? _____

EXPANDED DIANETICS

SINGLE _____ TRIPLE _____ QUAD _____

LIST ANY EXDN RUNDOWNS DONE: _____

ANY BOGGED OR INCOMPLETE EXDN RUNDOWNS? _____

ANY R/Ses OR EVIL PURPS FOUND WHICH WERE NOT PREVIOUSLY CULLED AND RUN? _____

POWER

POWER (GRADE V): SINGLE _____ TRIPLE _____ QUAD _____

POWER PLUS (GRADE VA): SINGLE _____ TRIPLE _____ QUAD _____

R6EW

SINGLE _____ TRIPLE _____ QUAD _____

ARE THERE ANY UNRUN FLOWS OR UNHANDLED BOGGED FLOWS ON ANY OF THE ABOVE? (GRADES, FPRD, DIANETICS, EXDN, POWER OR R6EW) _____

CLEAR DATA

DID CLEARING COURSE AND ACHIEVED FULL EP? _____



DIANETIC CLEAR? _____

CLEAR CERTAINTY RUNDOWN

HAS CASE HAD A STANDARD CCRD? _____ WHEN? _____

WAS CASE PROPERLY SET UP FOR CCRD? _____

IF HASN'T HAD CCRD, HAS HAD A DCSI? _____ WHEN? _____

HAS HAD PROPER EVIDENCES OF CLEAR? _____

WHERE IN FOLDER? _____

HAD FULL EP OF REHABILITATION OF DN CLEAR? _____ WHEN? _____

ANY EVIDENCE OF DN CLEAR OUTNESS? _____

DN CLEAR OUTNESS FULLY HANDLED? _____

PC MANIFESTING NEED FOR CCRD? _____

IF CCRD/DCSI DETERMINED PC NOT CLEAR, IS PC FULLY SATISFIED WITH THIS AND NO ATTENTION ON WHETHER CLEAR OR NOT? _____

HAS PC FALSELY ATTESTED TO CLEAR? _____

IF YES, HAVE CERTIFICATES FOR THESE BEEN CANCELLED? _____

HAS PC BEEN ASSERTING THAT HE HAS ALWAYS BEEN CLEAR? _____

SUNSHINE RUNDOWN

HAS PC DONE THE SUNSHINE RUNDOWN TO EP? _____

SOLO AUDITOR TRAINING

HAS THE SOLO AUDITOR COURSE PART ONE BEEN DONE? _____

HAS THE SOLO AUDITOR COURSE PART TWO BEEN DONE? _____

OT PREPARATION

C/S 53 _____ EXP GF 40 _____

OTHER ACTIONS DONE AS PART OF OT PREPS: _____



OT ELIGIBILITY

DOES PC HAVE A VALID "ELIGIBLE FOR OT LEVELS" CHIT? _____

IF ELIGIBILITY CHECK NOT PASSED, DOES PC HAVE AN ELIGIBILITY PROGRAM? _____

PRE-OT LEVELS

HAS ACHIEVED THE FULL EP ON EACH OF THE FOLLOWING (ALSO FILL IN DATE ATTESTED):

NEW OT I _____

OT I _____

OT II _____

OT III _____

OT VII _____

OT III EXP _____

NEW OT IV (OT Drug Rundown) _____

OT IV _____

NEW OT V (Audited NOTs) _____

OT V _____

NEW OT VI (Solo NOTs Auditing Course) _____

OT VI _____

NEW OT VII (Solo NOTs) _____

OT LEVELS

NEW OT VIII (Truth Revealed) _____

NEW OT IX (Orders of Magnitude) _____

NEW OT X (Character) _____

NEW OT XI (Operating) _____

NEW OT XII (Future) _____

NEW OT XIII _____



FURTHER CASE DATA

DOES PC GET TA ACTION? _____ HOW MUCH PER HOUR? _____

IF PC DOES NOT GET TA ACTION IN PT, HAS ANYTHING PRODUCED TA IN THE PAST? _____

WHAT? _____

WHEN WAS LAST TIME TA ACTION WAS GOTTEN? _____

MAKES CASE GAIN? _____

COMPLAINS OF NO GAIN? _____

IS PC COMPLAINING ABOUT AUDITING? _____

SOMETHING PC FEELS HASN'T BEEN HANDLED? _____

ANY CHRONIC SOMATICS? _____

ANY RECURRING PHYSICAL PROBLEMS? _____

IS PC DISSATISFIED WITH ANY LEVEL? _____

ANY RECURRING ITEMS, TERMINALS OR CONDITIONS? _____

ANY UNCHANGING CHARACTERISTIC? _____

HIDDEN STANDARD? _____

EARLIER PRACTICES? _____

HAD EXP GF 40? _____ WHEN? _____ TO F/Ning? _____

WHAT ITEMS HANDLED? _____

IF PC HAD LX LISTS HANDLED, WERE THEY TAKEN TO THEIR EP? _____

_____ WHEN? _____

DOES PC HAVE FREQUENT OUT-RUDS? _____ WHAT TERMINALS ARE INVOLVED? _____

HAS PC R/Sed? _____ GIVE DETAILS: _____



HAS PC R/Sed ON SUBJECTS CONNECTED TO SCN (LIST 1)? _____

WERE ALL MECHANICAL FACTORS CHECKED AT TIME OF REPORTED R/S(es)?

HAVE R/Ses BEEN FULLY HANDLED (and if so by what means)? _____

TA IN NORMAL RANGE? _____

HAS HIGH TA? _____ HAS LOW TA? _____

HAS HAD FALSE TA HANDLING? _____ WHAT? _____

DID IT HANDLE TA PROBLEMS? _____

HAS HAD C/S 53RM TO F/Ning LIST? _____ WHEN? _____

DID C/S 53RM HANDLE TA PROBLEMS/CASE OUTNESSES? _____

HAS PC HAD C/S 37R? _____ HAS PC HAD C/S SERIES 99RB? _____

HAS PC F/Ned WHAT HE WAS ASKED? (C/S SERIES 89)? _____

DOES PC HAVE BPC ON PREPARED LISTS? _____

DOES PC COMPLAIN OF OVERREPAIR? _____

IF SO, HAS PC HAD REPAIR CORRECTION LIST? _____ TO GOOD

RESULT? _____

CAN GO BACKTRACK EASILY? _____

HAS HAD PAST TRACK REMEDIES? _____

CAN FIND AND RUN FLOW 2's (OVERTS)? _____

DOES PC RESPOND TO CONFSSIONAL TECH? _____

GETS OFF O/Ws? _____

HAS HAD "NO OVERTS" REMEDIES? _____

IF PC HAS HAD "NO OVERTS" REMEDIES, DID IT RESOLVE THE CONDITION?

ANY EVIDENCE OF QUICKIE LEVELS? _____

IS PC A HEAVILY CHARGED CASE WHO F/Ns EASILY BUT RUNS LITTLE? (If yes, give details) _____

DOES PC ASSERT UNREAL OR FALSE CASE STATES? _____

ANY MAJOR ACTIONS RUN TWICE? _____

IS PC IN THE MIDDLE OF ANY MAJOR ACTION(S)? _____

HAVE ANY MAJOR ACTIONS BEEN LEFT INCOMPLETE OR NOT TAKEN TO FULL EP? _____

IS PC READING HEAVILY ON PAST GRADES OR ACTIONS OR THEIR SUBJECT MATTER? _____

ANY POINTS WHERE PC WAS DOING REALLY WELL AND THEN BOGGED? _____

WAS THIS HANDLED? _____

IS PC CURRENTLY DOING WELL WITH NO COMPLAINTS? _____

ADDITIONAL COMMENTS _____

HAS THE HANDLING COLUMN OF THE FES BEEN UPDATED TO PT? _____

FESer's Signature

FESer's Training Level



**FES CHECKLIST FOR
 STARTING OR CONTINUING EXPANDED GRADES**
 (Attach to the inside left cover of the folder.)

PC'S NAME _____ DATE _____

PC'S CASE LEVEL _____

1. Pc is not in the middle of another major action. _____
2. TA is in normal range or has been handled in full. _____
3. No trouble with Int or Int has been fully handled. _____
4. Lists (L&N lists, including Why Finding, etc.) okay or have been properly corrected. _____
5. Pc is not PTS or has been fully handled. _____
6. Pc has had a full and complete Scn C/S-1 and understands auditing. _____
7. Life Repair complete if needed. _____
8. Purif RD fully done. _____
9. Full Objectives done. _____
10. Scn DRD fully complete. _____
11. Pc has been fully Tripled or Quaded and does not have unrun flows. _____
12. Pc is not in Non-Interference Area. _____
13. Resistiveness fully handled with GF 40X if needed. _____
14. Each prior grade has been run to full EP on all flows with good Success Stories: _____

ARC SW:	Triple _____	Quad _____	Exp Triple _____	Exp Quad _____
GRADE 0:	Triple _____	Quad _____	Exp Triple _____	Exp Quad _____
GRADE I:	Triple _____	Quad _____	Exp Triple _____	Exp Quad _____
GRADE II:	Triple _____	Quad _____	Exp Triple _____	Exp Quad _____
GRADE III:	Triple _____	Quad _____	Exp Triple _____	Exp Quad _____
GRADE IV:	Triple _____	Quad _____	Exp Triple _____	Exp Quad _____
15. Pc is not complaining about past auditing. _____
16. By D of P interview, pc is happy with his gains and not still wanting something handled. Is not reading on past grades. _____
17. Not currently ill or in ethics trouble. _____

 FESer's Signature

 FESer's Training Level



**FES CHECKLIST FOR
STARTING OR CONTINUING NEW ERA DIANETICS**

(Attach to the inside left cover of the folder.)

PC'S NAME _____ DATE _____

PC'S CASE LEVEL _____

1. Life Repair complete if needed. _____
2. Purif RD fully done. _____
3. Full Objectives done. _____
4. Scientology Drug Rundown done and very complete. _____
5. Grades done. _____
6. Pc has been checked for having received any Dianetics or Scientology processing in a past life. (Ref: HCOB 5 Dec. 85R, C/S Series 123R, HANDLING OF PAST LIFE AUDITING) _____
7. No indication of PTSness or PTSness fully handled. _____
8. Pc is not in the middle of another major action. _____
9. TA is in normal range or has been handled in full. _____
10. No trouble with Int or Int has been fully handled. _____
11. Lists (L&N lists, including Why Finding, etc.) okay or have been properly corrected. _____
12. Pc has had a full and complete Dn C/S-1 and understands auditing and Dianetics. _____
13. NED Drug RD done and very complete. _____
14. Runs Dianetics well including past lives or has had this remedied. _____
15. Can find, run and erase engrams or has had this remedied. _____
16. Runs R3RA in valence. _____
17. Is not stuck in former therapies or earlier practices or has had them run out R3RA. _____
18. Does not have unrun Dianetic flows or bogged and unhandled Dianetic chains. _____
19. Pc has been run on Triples if a Triple pc, or on Quads if a Quad pc. _____
20. Pc is not complaining about past auditing. _____
21. Pc can find and run Flow 2 (overts). _____



- 22. Not currently ill or in ethics trouble. _____
- 23. Person is not Clear or OT. _____
- 24. If CCRD done, it has been completed and per CCRD pc is not yet Clear and has no attention on whether or not he is Clear. _____

FESer's Signature

FESer's Training Level



**FES CHECKLIST FOR
STARTING OR CONTINUING FALSE PURPOSE RUNDOWN**

(Attach to the inside left cover of the folder.)

PC'S NAME _____ DATE _____

PC'S CASE LEVEL _____

1. No trouble with Int or Int has been fully handled. _____
2. Lists (L&N lists, Why Finding, etc.) okay or have been properly corrected. _____
3. Purif RD fully done. _____
4. Full Objectives done. _____
5. Pc has had a full and complete Scn C/S-1 and understands auditing. _____
6. Scn DRD fully complete if needed. _____
7. NED DRD, if needed, went to EP and is very complete. _____
8. If pc has had NED, runs it well including past lives or has had this remedied. _____
9. Pc responds to Confessional tech. _____
10. Any flubbed Confessional has been fully repaired. _____
11. Resistiveness including out of valence fully handled with GF 40X to F/Ning list if needed. _____
12. Pc is not in the middle of any major action which should be completed before starting FPRD. _____
13. Pc is not currently in ethics trouble or in the middle of any ethics/justice handling which must be completed before FPRD auditing is started/continued. _____
14. Has pc R/Sed? _____
15. Has pc R/Sed on subjects connected to Scn (List 1)? _____
16. Were all mechanical factors checked at time of R/S(es)? _____
17. If pc has R/Sed, are these valid R/Ses? _____
18. Has pc had any other auditing actions to handle his R/S(es)?
What? _____

FESer's Signature

FESer's Training Level



**FES CHECKLIST FOR
STARTING OR CONTINUING L10, L11 OR L12**

(Attach to the inside left cover of the folder.)

PC'S NAME _____ DATE _____

PC'S CASE LEVEL _____

1. Pc is not in the middle of another major action. _____
2. TA is in normal range or has been corrected. _____
3. No trouble with Int or Int has been fully handled. _____
4. Lists (L&N lists, including Why Finding, etc.) okay or have been properly corrected. _____
5. Pc has not had 37R in the field. _____
6. Pc is not PTS or has been fully handled. _____
7. Pc is not in the Non-Interference Area. _____
8. Pc has had a full and complete Scn C/S-1 and understands auditing. _____
9. Life Repair complete if needed. _____
10. Purif RD complete. _____
11. Full Objectives done. _____
12. C/S 54RB fully done. _____
13. NED or Scn Drug RD very, very complete. _____
14. Fully complete on the NED full Pc Program Outline, per NED Series 16RA, to full Grade Chart EP. _____
15. If full NED program has not been done, person is Clear and has attested to Clear, after having had the CCRD and Sunshine RD. _____
16. Pc is not manifesting need for CCRD or correction of it. _____
17. Pc has been fully Tripled or Quaded and does not have unrun Dn flows or Scn flows. _____
18. Has had a complete GF 40X done to F/Ning list, and engrams handled (by R3RA if a pc, or if a pre-OT by Recalls or as otherwise indicated). _____
19. Has had a full set of Expanded Grades each to full EP on all flows with good Success Story. Triple () Quad ()
 - a. ARC SW _____
 - b. Grade 0 _____



- c. Grade I _____
 - d. Grade II _____
 - e. Grade III _____
 - f. Grade IV _____
20. Power, if run, went to full EP. _____
 21. Preclear is at one of the points as listed in HCOB 14 Feb. 1975R, L10, L11 AND L12 PREREQUISITES. (Mark which, as appropriate.)
 - a. After Grade IV Expanded. _____
 - b. After Grade IV Expanded and NED Case Completion (on a pc who did not go Clear on NED). _____
 - c. After Dianetic Clear and Sunshine RD and before starting New OT I. _____
 - d. After completing OT III. _____
 - e. After completing New OT IV, OT Drug Rundown, and before starting New OT V, audited NOTs. _____
 - f. After completing New OT VIII, Truth Revealed. _____
 - g. After completing any individual OT level above New OT VIII. (Note which level) _____
 22. Pc is not complaining about past auditing. _____
 23. Has not got a psychotic OCA. _____
 24. Does not have items, terminals and conditions recurring throughout the folders. _____
 25. Is not still trying to get something handled. No hidden standard. _____
 26. Is not a "No Overts" case or has had this remedied. _____
 27. No evidence of unusual needle behavior or no TA. _____
 28. Has pc R/Sed? _____
 29. Has pc R/Sed on subjects connected to Scn (List 1)? _____
 30. Were all mechanical factors checked at time of R/S(es)? _____
 31. If pc has R/Sed and R/Ses were true R/Ses, have they been fully handled and if so by what means? _____

 32. Is not currently ill or in ethics trouble. _____



33. By D of P interview, pc is happy with his gains and past auditing and does not still want something handled or waiting for a certain thing to happen. Is not reading on his past levels.

34. Any previous Ls run were to full EP.

FESer's Signature

FESer's Training Level

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 26 OCTOBER 1976

(Also issued as HCO PL 26 Oct. 76 I, same title)

Remimeo
All HCOs
All Tech Divs
All Qual Divs
All Courses

C/S Series 97

Auditor Admin Series 25

AUDITING REPORTS, FALSIFYING OF

Probably the most covert and vicious crime in auditing is falsifying an auditing report.

At first glance, to someone who is trying to PR himself as an auditor or to escape consequences of session goofs, this might not seem to be the huge crime that it is.

When an auditing report is falsified, means of repairing the pc are denied, out-tech and a need for restudy or redrilling of materials is covered up, out-tech is spread about and the repute of the org and Scientology are at risk.

There are many ways of falsifying an auditing report. Chief amongst them is omission of vital data in the report. Another is faking the things run or the pc's actions or reactions.

To the person doing this, it may seem that he has covered up his incompetence, but in actual fact it is eventually detected.

A twice-declared person recently messed up the cases of several VIPs by simply omitting some of their disagreements with what was being done.

Three SPs, now declared, some years ago had a mutual understanding that they would not put down each other's withholds. These three also falsified auditing reports to the effect that they had run certain things on pcs "and there was nothing on them," when in fact they either had not run them or there was reaction which they did not put into the report. They messed up about a dozen people before they were caught and it took many, many hours of careful C/Sing and auditing to salvage those cases (and it also took about two years). They made several hundred serious enemies for themselves and today I doubt any Scientologist would even speak to them and their names are remembered with scathing contempt.

It is not only easy to detect a falsified auditing report, it is also inevitable that it will be detected.

The person whose auditing reports have been falsified is easy to spot in folders and records. The auditor marks "VGIs, F/N" and the Examiner notes bypassed charge and bad indicators. An auditor seeking to prevent this being detected has been known to take the Examiner Report from the folder, but that there is no Examiner Report would be the first thing a C/S would notice. Examiner Reports have been forged and exchanged with the actual one but this too is very visible.

Lack of a proper success story points directly to out-tech, and if it is not visible in the folder, then that folder contains falsified auditing reports.

The pc in the midst of his auditing refuses to re-sign for more. An inspection of folder either finds the out-tech in the auditing reports or it doesn't. If the Folder Error Summary finds no out-tech, the next thing that is looked for is falsified auditing reports and this is extended to looking at the other cases this auditor has handled to see if there is any similarity of reaction.

A D of P interview with the pc will reveal falsified auditing reports. It will contain data that does not appear in the auditing reports. The first thing suspect is the auditing reports.

Basically, correct tech applied by a competent auditor who has been trained and interned, works and works every time. When it "doesn't work," a C/S begins to look for the real scene. There are many ways he can ascertain the actual scene. Amongst these are outside-the-door session taping, monitors, interviews, lack of success stories, failures to declare, failures to re-sign, Examiner Reports at variance with the session reports, personal checkup into the case and many others.

The only thing which temporarily misleads a C/S is a falsified auditing report. But in all our experience with these, the detection of such reports is inevitable even if it occurs a long time afterwards.

The person who would falsify an auditing report is usually found to be a suppressive with abundant R/Ses and evil intentions who never should have been trained in the first place.

Therefore, the penalty for knowingly falsifying an auditing report in order to make oneself seem more competent than one is or to hide departures from the C/S or to omit vital data necessary to C/Sing, resulting in upsets to a case and time spent in investigation by seniors, is actionable by a Committee of Evidence and, if the matter is proven beyond reasonable doubt, a cancellation of all certificates and awards, a declare and an expulsion order are mandatory.

Should the person perpetrating the falsification of auditing reports run away (blow) before action can be taken, the result is the same and is enforceable even if the person is not present.

A green auditor may look upon the offense as slight. If he is too untrained to realize that proper application of tech works every time and that improper application is a gross overt act, he may not realize the seriousness of his action. This, however, cannot be pleaded as a defense. It is not a light thing to end the hopes and close the door on a pc just because one is trying to cover up his blunders. The blundering auditor can be repaired by cramming and retraining. But only if it is known how he has blundered. That in itself is nowhere near as serious as hiding the fact.

Honesty is the road to truth.

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HCO BULLETIN OF 28 OCTOBER 1976

Remimeo
All HCOs
All Tech Divs
All Qual Divs
All Courses

(Also issued as HCO PL 28 Oct. 76, same title)

C/S Series 98

Auditor Admin Series 26

**AUDITING FOLDERS,
OMISSIONS IN COMPLETENESS**

Refs:

HCOB	26 Oct. 76	C/S Series 97 Auditor Admin Series 25 AUDITING REPORTS, FALSIFYING OF
HCO PL	26 Oct. 76 I	Same title

Omissions from folders and complete loss of folders is a very serious matter.

A Case Supervisor, as well as a Folder Error Summary auditor and the auditor himself, can be impeded greatly by folder omissions. Loss of folders entirely is a much greater catastrophe.

While cases and even folders can be reconstructed and eventually handled (at enormous trouble and time to the pc and technical people) this does not minimize the offense.

Usually Folder Pages are regarded too lightly as a post and are subject to much transfer even when posted. The Director of Tech Services is often far too lax in posting a Folder Archives I/C, even as a double hat. Space restrictions often impede the careful preservation of folders in orgs. But all these posts and spaces are vital to a smooth delivery of auditing and should not be lightly looked upon.

The commonest (and most senseless) omissions from folders are:

1. **WORD CLEARING WORKSHEETS.** These are done in Academies or training or intern areas as well as the HGC and it is often an omitted action to forward them to the person's pc folder. Often the lines to do so are unknown or completely missing. Yet *every* metered Word Clearing action should not only be the subject of a worksheet but also *must* be included in the person's pc folder in date order. Word Clearers can fail to F/N a chain or even fail to clear a word as a chain when it doesn't F/N. Such goofs can mess up cases and leave a C/S perplexed as to how the pc was running well one day and badly the next—yet there is no Word Clearing worksheet there, so the fact of ANOTHER AUDITOR on the case is hidden.

2. **QUAL WHY FINDING ACTIONS.** As Why Finding also includes listing, possibly the most vicious omission is the failure to include Why Finding worksheets in the person's folder or even do a worksheet on it. Yet at least one org has been temporarily wrecked by indiscriminate "Why Finding" in Qual that resulted in wrong items and wrong lists and messed up the cases of whole staffs. This poor Why Finding has led at times to Why Finding becoming a restricted or forbidden practice. Qual worksheets of Why Finding **MUST** be included in the person's folder, along with any list made, which itself must include the question asked.

3. **HCO WHY FINDING.** These actions must also be the subject of worksheets and must also be included in the person's folder.

4. **ALL SEC CHECKS AND INTEGRITY PROCESS LISTS AND ACTIONS.** It doesn't matter who or what is doing the Sec Check, the resulting action is **NOT** the property of the department or branch or person doing the Sec Checking. A full worksheet must be made and **ALL** such actions done **MUST** be included in the routine pc folder of the person.

As it is very vital that a pc's folder be **COMPLETE** as well as exist, hereinafter the loss of a pc's folders and the failure to make worksheets and include them in the person's pc folder shall be actionable by a Committee of Evidence, to be convened by the Senior C/S of an org, and applies to any person or auditor whether staff, mission or field.

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