

BOARD POLICY LETTER

4 FEBRUARY 1971R

REVISED & REISSUED 10 SEPTEMBER 1975 AS BPL  
(Revision in Script)

CANCELS  
HCO POLICY LETTER OF 4 FEBRUARY 1971  
SAME TITLE

Remimeo  
All Staff  
Hats

CHECKLIST

HOW TO COMPLETE YOUR  
FULL HAT CONTENT A TO I

This checklist is designed to assist you to complete A to I of your post's hat content per HCO PL 22 Sept 70, "Hats".

By doing the steps below, you wind up with your post hat fully established per A to I. First you starrate any referenced PLs for each step, then you do the practical step per the PLs just starrated. These steps are done in the sequence given.

Anyone who has not done A to I of his hat content is to do this checklist. If you have done some part of A to I, but not all of it, do the steps of this checklist applicable to completing your hat content.

This checklist also has a review function of checking over any already existing hat content against the referenced PLs.

NAME \_\_\_\_\_ ORG \_\_\_\_\_  
POST \_\_\_\_\_  
Date Checklist begun \_\_\_\_\_ Date Completed \_\_\_\_\_

(NOTE: "A to I" below are directly quoted from HCO PL 22 Sept 70, "Hats".)

INTRODUCTION - BASIC POLICIES

1. HCO PL 15 Sept 59 Hats and Other Folders \_\_\_\_\_
2. HCO PL 22 Sept 70 Hats \_\_\_\_\_
3. HCO PL 6 Dec 70 Third Dynamic De-Aberration \_\_\_\_\_
4. HCO PL 23 July 72 The Vital Necessity of Hatting \_\_\_\_\_
- A. A purpose of the post.
5. HCO PL 6 Dec 70 Third Dynamic De-Aberration (p. 4 paragraph 7) \_\_\_\_\_
6. HCO PL 5 July 70 How To Find and Establish an Ideal Scene \_\_\_\_\_
7. HCO PL 13 Mar 65 The Structure of Organization What is Policy? \_\_\_\_\_
8. WRITE DOWN THE PURPOSE OF YOUR POST. \_\_\_\_\_

- B. Its relative position on the Org Board.
- 9. GO TO YOUR ORG'S ORG BOARD AND LOOK - THEN WRITE IT DOWN. \_\_\_\_\_
- C. A write-up of the post (done usually by people who have held it before relief and when so done it has no further authority than advice).
- 10. HCO PL 1 Jan 68 Hat Write-ups and Folders \_\_\_\_\_
- 11. WRITE UP YOUR HAT. \_\_\_\_\_
- D. A checksheet of all the Policy Letters, Bulletins, Advices, Manuals, Books and Drills applicable to the post. (As in a course checksheet.)
- 12. HCO PL 22 Sept 70 Hats (p. 2 section entitled Gradient Scale of Hats) \_\_\_\_\_
- 13. HCO PL 30 Sept 70 Checksheet Format \_\_\_\_\_
- 14. PL 27 Oct 70 How to Write a Checksheet \_\_\_\_\_
- 15. COMPILE YOUR POST CHECKSHEET. \_\_\_\_\_
- E. A full pack of the written materials plus tapes of the checksheet plus any manuals of equipment or books.
- 16. GET E DONE. \_\_\_\_\_
- F. A copy of the Org Board of the portion of the org to which the post belongs.
- 17. LOCATE ANY FO OR POLICY LETTER WHICH GIVES THE ORG BOARD OF THE PORTION OF THE ORG TO WHICH YOUR POST BELONGS OR MAKE YOUR OWN COPY FROM THE ORG BOARD IN RECEPTION. \_\_\_\_\_
- G. A flow chart showing what particles are received by the post and what changes the post is expected to make in them and to where the post routes them.
- 18. HCO PL 13 Sept 70 Basic Organization \_\_\_\_\_
- 19. DRAW UP A FLOW CHART FOR YOUR POST. \_\_\_\_\_
- H. The product of the post.
- 20. HCO PL 29 Oct 70 The Analysis of Organization by Product \_\_\_\_\_
- 21. HCO PL 13 Nov 70 Planning by Product \_\_\_\_\_
- 22. HCO PL 1 Dec 70 Reality of Products \_\_\_\_\_
- 23. HCO PL 25 Mar 71 Valuable Final Products \_\_\_\_\_
- 24. WRITE DOWN THE PRODUCT OF YOUR POST. \_\_\_\_\_
- I. The statistic of the post, the statistic of the section, the statistic of the department and division to which the post belongs.
- 25. HCO PL 5 July 70 How to Find and Establish an Ideal Scene \_\_\_\_\_
- 26. HCO PL 6 July 70 Irrationality \_\_\_\_\_

27. WRITE DOWN THE IDEAL SCENE AND STAT FOR THE FOLLOWING:

- A. Your Post
- B. Your Section
- C. Your Department
- D. Your Division

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I ATTEST I HAVE DONE THE ABOVE STEPS PER THE REFERENCED POLICY LETTERS AND THAT I HAVE COMPLETED A TO I OF MY HAT CONTENT (I UNDERSTAND IT IS MY CONSTANT RESPONSIBILITY TO SEE THAT MY HAT CONTENT IS KEPT UP TO DATE AND IN GOOD ORDER AT ALL TIMES):

Signed \_\_\_\_\_

HATS OFFICER INSPECTION AND PASSED AS OKAY:

Signed \_\_\_\_\_

Date \_\_\_\_\_

Ens. David Ziff  
Personnel Hatting Chief Flag

Revised & Reissued as BPL  
by Flag Mission 1234 2nd  
Molly Gilliam

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

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