

16a. HCO B 12 Feb 62

HOW TO CLEAR WITHHOLDS AND MISSED WITHHOLDS

17. PRACTICAL: Now write up your own O/Ws with C/S OK. Start with the first dynamic and get all O/Ws off. Then the second dynamic, etc., and through the rest of the dynamics. Do them per the W/H system. These O/Ws are totally confidential to your supervisor and C/S, no one else. They will not be used against you. The point is that this is your chance to come fully clean. After the O/Ws are complete present them to your supervisor. Then get an exam and write a success story. The write up goes to your pc folder.

- 18.
- 19.
- 20.

5. COMPOSITION OF ETHICS:

SECTION A:

1. M9 with demos the definitions of the following key words:

SANITY	_____	IDENTITIES	_____
INSANITY	_____	THOUGHT	_____
INSANE	_____	REACTIVE MIND	_____
THETA	_____	ANALYTICAL MIND	_____
ENTHETA	_____	A=A=A	_____
AS-IS-NESS	_____	ABBERATION	_____
ALTER-IS-NESS	_____	SELF-DETERMINISM	_____
IS-NESS	_____	PAN-DETERMINISM	_____
NOT-IS-NESS	_____	OTHER-DETER-	_____
PSYCHOTIC	_____	MINISM	_____
PSYCHOSIS	_____	NEUROSIS	_____
GROUP THETA	_____	GROUP THINK	_____
DIFFERENCES	_____	SIMILARITIES	_____
	_____		_____
	_____		_____
	_____		_____

SECTION B: RATIONAL THOUGHT:

- \*1. HCO PL 26 Apr 70 THE ANATOMY OF THOUGHT
- \*2. HCO PL 11 May 70 LOGIC
- \*3. HCO PL 19 May 70 SANITY
- 4. CLAY DEMO: How the ability to reason and use logic relates to the ethics level and survival of an individual.
- 5.
- 6.
- 7.

SECTION C: CODES, RIGHTS AND REGULATIONS:

- \*1. BOOK: INTRO TO SCIENTOLOGY ETHICS  
Page 37-53 The Ethics Codes



TRUTH	_____	OVERT MOTIVATOR	_____
SINCERITY	_____	SEQUENCE	_____
INTEGRITY	_____	WITHHOLD	_____
PERSONAL	_____	MISSED WITHHOLD	_____
INTEGRITY	_____	WITHHOLD SYSTEM	_____
BEINGNESS	_____	BLOW	_____
PRIDE (both the	_____	CONTINUOUS	_____
arrogant and	_____	MISSED W/H	_____
non-arrogant	_____	CONTINUOUS	_____
sense)	_____	OVERT ACT	_____
CODE OF HONOR	_____	CYCLE OF AN	_____
OVERT ACT	_____	OVERT	_____
MOTIVATOR	_____	ROBOT	_____
FALSE OVERTS	_____	DWINDLING	_____
DYNAMICS	_____	SPIRAL	_____

SECTION B: INTEGRITY:

1. TAPE: 1 Nov 62 THE ROAD TO TRUTH
- \*2. CODE OF HONOR - HCO B Vol II Page 104
3. CLAY DEMO: Each point of the Code of Honor.
4. Certainty Vol 13 No. 3 Mar 66 WHAT IS GREATNESS HCO B Vol VI Page 154
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

SECTION C: OVERTS AND WITHHOLDS:

- \*1. HCO B 5 Oct 61 CLEAN HANDS MAKE A HAPPY LIFE
- \*2. HCO B 8 Feb 60 HONEST PEOPLE HAVE RIGHTS TOO
3. DEMO: How survival is related to honesty.
- \*4. HCO B 23 Dec 69 RESPONSIBILITY
- \*5. HCO B 4 Feb 60 THEORY OF RESPONSIBILITY
- \*6. HCO B 31 Dec 59 BLOW OFFS
- \*7. HCO B 29 Sep 55 THE CONTINUOUS OVERT ACT
8. TAPE: 1 Jan 60 RESPONSIBILITY
9. CLAY DEMO: Responsibility.
10. CLAY DEMO: The mechanism behind why someone blows.
- \*11. HCO B 29 May 68R OVERT MOTIVATOR  
Rev 5 Mar 74 SEQUENCE
12. CLAY DEMO: The overt motivator sequence.
13. CLAY DEMO: How overts reduce one's responsibility and ability to communicate and handle his life.
14. CLAY DEMO: The entire sequence of an overt (including overt, withhold, justification, missed withhold, criticism, motivator, being unwilling effect).
- 14a. HCO B 15 Dec 73 THE CONTINUOUS MISSED WITHHOLD AND CONTINUOUS OVERT
15. HCO B 1 Mar 59 TWO RULES FOR HAPPY LIVING
16. HCO B 25 Feb 60 SCIENTOLOGY CAN HAVE A GROUP WIN



- 2. DEMO: Demonstrate 5 example situations of each class a) error, b) misdemeanor, c) crime, d) high crime. Be specific.
- \*3. HCO PL 15 Dec 65 STUDENTS GUIDE TO ACCEPTABLE BEHAVIOR
- \*4. HCO PL 14 Oct 68R THE AUDITOR'S CODE
- \*5. BOOK: SCIENTOLOGY 0-8  
Page 45 The Code of a Scientologist.  
Page 47 The Creed of the Church of Scientology.
- \*6. HCO PL 19 Apr 65 ETHICS TRAINING AND PROCESSING REGULATIONS
- \*7. HCO PL 27 Jan 72 PC HAT
- 8. HCO PL 28 Mar 62 STAFF REGULATIONS/ RELATIONS WITH PCS AND STUDENTS
- \*9. HCO PL 3 Mar 66 SEX AND ORGANIZATIONS
- \*10. HCO PL 11 Aug 67 SECOND DYNAMIC RULES
- 11. DEMO: Demonstrate why "we are also aware that those org staffs which are over active on the second dynamic seldom prosper" and how this could relate to your own life.
- \*12. HCO PL 17 Mar 65 RIGHTS OF STAFF MEMBERS, STUDENTS AND PCS TO JUSTICE
- 13. \_\_\_\_\_
- 14. \_\_\_\_\_
- 15. \_\_\_\_\_

SECTION D: REWARDS AND PENALTIES:

- \*1. HCO PL 6 Mar 66 REWARDS AND PENALTIES/ HOW TO HANDLE PERSONNEL AND ETHICS MATTERS
- \*2. BPL 16 Nov 71RA CONDITIONS AWARDS AND PENANCES
- 3. CLAY DEMO: When you reward down-statistics and penalize up-statistics you get down-statistics.
- \*4. HCO PL 1 Sep 65 ETHICS PROTECTION
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_

SECTION E: YOUR RESPONSIBILITY FOR ETHICS AS A SCIENTOLOGIST:

- \*1. HCO B 27 Mar 60 DEAR SCIENTOLOGIST
- 2. HCO B 10 Jun 60 WHAT WE EXPECT OF A SCIENTOLOGIST
- 3. HCO PL 7 Feb 65 KEEPING SCIENTOLOGY WORKING
- 4. CLAY DEMO: "The whole agonized future of this planet, every Man, Woman and Child on it, and your own destiny for the next endless trillions of years depend on what you do here and now with and in Scientology."  
"This is a deadly serious activity, and if we miss getting out of the trap now, we may never again have another chance."  
"Remember this is our first chance to do so in all the endless trillions of years of the past."



Don't muff it now because it seems unpleasant or unsocial to do Seven, Eight, Nine and Ten." (Quote from HCO PL 7 Feb 65.)

5. CLAY DEMO: a) How 7, 8, 9 & 10 relates to ethics and your own survival as a Scientologist.  
 b) What are the consequences of failing to do them.

6.  
 7.  
 8.

6. ETHICS TOOLS:

SECTION A:

1. M9 with demos the definitions of the following key words:

CONDITIONS	_____	DANGER	_____
CONFUSION	_____	EMERGENCY	_____
TREASON	_____	NORMAL	_____
ENEMY	_____	AFFLUENCE	_____
DOUBT	_____	POWER	_____
LIABILITY	_____	POWER CHANGE	_____
NON-EXISTENCE	_____	STATISTICS	_____
THIRD PARTY	_____	DEV-T	_____
	_____		_____
	_____		_____

SECTION B: STATISTICS:

- \*1. HCO PL 6 Jul 70 DATA SERIES 13  
 IRRATIONALITY
2. HCO PL 6 Mar 66 STATISTIC GRAPHS, HOW  
 TO FIGURE THE SCALE
- \*3. HCO PL 8 Feb 68 ADMIN KNOW HOW SERIES  
 18 STATISTIC  
 RATIONALIZATION
4. HCO PL 16 Aug 70 STATISTIC MANAGEMENT
5. HCO PL 3 Oct 70 STAT INTERPRETATION
6. DEMO: Demonstrate "rationalization" of statistics and what the result is. Then demonstrate how you should handle a downstat situation.
7. PRACTICAL: Look over 5 student graphs in the course room and determine the condition trend of each.
8. DEMO: Demonstrate how you could use statistics in different areas of your own life to improve conditions.
9.  
 10.  
 11.

SECTION C: CONDITIONS:

- \*1. BOOK: INTRO TO SCIENTOLOGY ETHICS  
 Page 23 - 36 The Conditions



- \*2. HCO PL 9 Feb 74 ETHICS CONDITIONS BELOW TREASON
- \*2a. HCO PL 20 Apr 69 HATS, NOT WEARING
- \*3. HCO PL 8 Nov 75 NON-EXISTENCE FORMULA EXPANDED
- 4. DEMO: Demonstrate what each condition is and with each demo demonstrate the condition formula.
- 5. DEMO: Demonstrate why statistics are the basis of conditions.
- 6. HCO PL 12 Feb 67 THE RESPONSIBILITIES LEADERS
- 7. HCO PL 20 Oct 67 ADMIN KNOW HOW CONDITIONS HOW TO ASSIGN
- 8. HCO PL 16 Jan 66 DANGER CONDITION
- 9. HCO PL 3 May 72 ETHICS AND EXECUTIVES (ESPECIALLY RE FIRST DYNAMIC DANGER FORMULA)
- 10. DEMO: Demonstrate how you can apply conditions formulae to different areas of your life and improve conditions.
- 11. PRACTICAL: Find someone who is in a condition below normal (either in the org from the E/O or someone you know) and get them up the conditions to normal. Get a success story.
- 12. PRACTICAL: Now locate some area of your own life and use the conditions to raise it into a higher condition with the help of a twin, passed by the Supervisor.
- 13. \_\_\_\_\_
- 14. \_\_\_\_\_
- 15. \_\_\_\_\_

SECTION D: DEV-T:

- \*1. HCO PL 27 Oct 69 DEV-T
- 2. HCO PL 4 Nov 69 DEV-T GRAPHED
- \*3. HCO PL 27 Jan 69 DEV-T SUMMARY LIST
- 4. DEMO: Demonstrate 10 specific examples of Dev-T and how you would handle each.
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_

SECTION E: DYNAMICS AND SURVIVAL:

- \*1. BOOK: DMSMH, Chapters 3, 4 & 5
- \*2. HCO PL 4 Apr 72 ETHICS - ESTO SERIES 14
- \*3. HCO PL 24 Apr 72 ESTO SERIES 16 HATTING THE PRODUCT OFFICER OF A DIVISION
- 4. DEMO: Demonstrate how to do Conditions by Dynamics.
- 5. DEMO: Demonstrate how you do Exchange by Dynamics.



- 6. PRACTICAL: (a) Get C/S OK and do Conditions by Dynamics with your twin on each other to EP - F/N, VGIs, Success Story.
- (b) Get C/S OK and do exchange by Dynamics with your twin to EP.

- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_

SECTION F: MORE ETHICS TOOLS:

- 1. HCO PL 29 Apr 65 ETHICS REVIEW
- \*2. HCO PL 26 Dec 68 THE THIRD PARTY LAW
- \*3. HCO PL 24 Feb 69 JUSTICE
- \*4. HCO PL 15 Mar 69 THIRD PARTY HOW TO FIND ONE
- \*5. HCO PL 25 Aug 69 THIRD PARTY INVESTIGATION
- 6. CLAY DEMO: The Third Party Law.
- \*7. HCO PL 1 May 65 STAFF MEMBER REPORTS
- \*8. HCO PL 4 Oct 68 ETHICS PRESENCE
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_
- 11. \_\_\_\_\_

7. PTS AND SP:

SECTION A:

- 1. M9 with demos the definitions of the following key words:

PTS	_____	SUPPRESSIVE	_____
PTS TYPE A	_____	GROUPS	_____
PTS TYPE ONE	_____	SUPPRESSIVE	_____
PTS TYPE TWO	_____	PERSON	_____
PTS TYPE THREE	_____	ANTI-SOCIAL	_____
SUPPRESS	_____	PERSON	_____
SUPPRESSION	_____	CHAOS MERCHANT	_____
SUPPRESSIVE	_____	CRIMINAL	_____
ACTS	_____	DEGRADED BEING	_____
NO CASE GAIN	_____	ROLLERCOASTER	_____

SECTION B: SUPPRESSIVES:

- \*1. HCO B 27 Sep 66 THE ANTI-SOCIAL PERSONALITY
- 2. TAPE: THE ANTI-SOCIAL PERSONALITY
- 3. DEMO: The traits of an Anti-Social Personality
- 4. DEMO: The traits of a Social Personality.
- 5. TAPE: 2 Aug 66 SUPPRESSIVES AND GAES
- 6. CLAY DEMO: A suppressive and why he is one.
- \*7. HCO PL 7 Aug 65 SUPPRESSIVE PERSONS, MAIN CHARACTERISTICS







SECTION B: HEARINGS, COURTS, BOARDS AND COMM EVS:

- 1. HCO PL 26 May 65 COURTS OF ETHICS
- 2. HCO PL 4 Jun 66 BOARD OF INVESTIGATION
- 3. HCO PL 7 Sep 69 COMMITTEES OF EVIDENCE
- 4. CLAY DEMO: What ethics action must occur when an individual does not keep his own ethics in and why this must occur.
- 5.
- 6.
- 7.

SECTION C: RECOURSE AND INJUSTICE:

- \*1. HCO PL 24 Feb 72 INJUSTICE
- 2. HCO PL 29 Apr 65 PETITION
- 3. HCO PL 26 May 65 PETITIONS
- 4. HCO PL 6 Mar 65 AMNESTY
- 5. DEMO: What you can do if there has been an injustice.
- 6.
- 7.
- 8.

SECTION D: CHAPLAIN:

- 1. HCO PL 2 Sep 68 CHAPLAIN
- 2. HCO PL 19 Jan 66 CHAPLAIN TRANSFER OF
- 3. HCO PL 5 Aug 66 CHAPLAIN'S COURT
- 4. DEMO: The use of the Chaplain.
- 5.
- 6.
- 7.

SECTION E: ETHICS AND THE FIELD:

- 1. HCO PL 16 Apr 70 ETHICS AND FRANCHISES
- 2. HCO PL 21 Apr 70 FIELD ETHICS
- 3. FDD 58 DIV I INT ETHICS HANDLINGS BY
- FIELD SCIENTOLOGISTS
- FORBIDDEN
- 4.
- 5.
- 6.

9. GOALS AND PURPOSES AND ETHICS:

SECTION A:

- 1. M9 with demos the definitions of the following key words:

GOALS  
PURPOSES

PROJECTS  
ORDERS



POLICY \_\_\_\_\_  
PLANS \_\_\_\_\_  
PROGRAMMES \_\_\_\_\_

IDEAL SCENES \_\_\_\_\_  
STATS \_\_\_\_\_  
VALUABLE FINAL PRODUCTS \_\_\_\_\_

SECTION B: GOALS AND PURPOSES:

- \*1. HCO PL 6 Dec 70 THIRD DYNAMIC DE-ABERRATION \_\_\_\_\_
- 2. DEMO: Demonstrate how you do an Admin Scale. \_\_\_\_\_
- 3. CLAY DEMO: Re-look at the definition of Ethics & Clay Demo that to the degree one did not have definite goals and purposes, the more susceptible he would be to letting his own ethics go out. \_\_\_\_\_
- 4. PRACTICAL: Now work out Admin Scales for your 1st, 2nd and 3rd Dynamics separately to F/N, VGIs at the Examiner. \_\_\_\_\_

ATTESTATION SECTION:

I attest that I have fully completed the above checksheet, have no misunderstands on the course materials, and can consistently and successfully apply the course materials.

STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

I attest that the above named student has fully completed the checksheet, knows and can apply the materials of the course and has no misunderstands.

SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

If the student is not Fast Flow an exam is fully passed in Qual on the materials of the checksheet. The examiner also checks to see that the checksheet has been completed and meter checks for "falsified" or "missed".

STUDENT EXAMINER: \_\_\_\_\_ DATE: \_\_\_\_\_

The student attests that he has (a) properly enrolled on the course, (b) paid for the course, or in the case of 2½ or 5 year contracted staff signed a no-charge invoice, (c) studied and understands all the materials on the checksheet, (d) done the drills called for on the checksheet and (e) can produce the results required on the materials of the checksheet.

The student is awarded a HUBBARD PERSONAL ETHICS AND INTEGRITY COURSE Certificate (provisional).

CERTS & AWARDS: \_\_\_\_\_ DATE: \_\_\_\_\_



10. INTERNSHIP SECTION: (Done in Qual)

Intern under the Public E/O and Staff E/O doing the following actions and until you are fully competent on applying the Ethics Technology you have learned. This can be done on Public on lines, staff, or your own friends, associates, etc.

1. Find someone who is not doing well on post, life, 2D, etc. Find the condition they are in and get them up the conditions to Normal. (Do this with at least 2 people.) \_\_\_\_\_
2. Find someone who is manifesting O/Ws (nattery, on a dwindling spiral, etc). Get his agreement to handle. Clear the key words of O/Ws with him. Then have him write-up his O/Ws on the area(s) of difficulty to F/N VGIs. Then find the correct condition he is in in that area and get him up the conditions to normal. \_\_\_\_\_
3. Do a 3rd Party investigation to EP. \_\_\_\_\_
4. Run Conditions by Dynamics on someone who is having difficulty and out-ethics in life to EP. \_\_\_\_\_
5. Run Exchange by Dynamics on someone to EP. \_\_\_\_\_
6. Work out a full PTS handling with someone who has a PTS A situation and handle it to EP. \_\_\_\_\_
7. Find an area, person or persons who are having difficulty and where an ethics situation exists. This can be either on your own friends, associates, areas, etc or as assigned by the Staff or Public E/O. Using all the Ethics Tech you now know, apply all the tools necessary to find and fully handle the ethics situation to a full EP where the person, persons or area are now surviving well. \_\_\_\_\_

This is to be done on 5 different situations, each to EP. \_\_\_\_\_

ATTESTATION SECTION:

I attest that I have fully completed the above Internship, have no misunderstands, and can consistently and successfully apply the materials.

INTERNE: \_\_\_\_\_ DATE: \_\_\_\_\_

I attest that the above named Intern has fully completed the Internship checksheet successfully.

PUBLIC/STAFF E/O: \_\_\_\_\_ DATE: \_\_\_\_\_

Examiner checks to see that the checksheet has been completed and meter checks for "falsified" or "missed".

STUDENT EXAMINER: \_\_\_\_\_ DATE: \_\_\_\_\_



The Intern attests he can produce the results required on the Internship.

The Intern is awarded the HUBBARD PERSONAL ETHICS AND INTEGRITY COURSE CERTIFICATE, Permanent with Gold Seal.

CERTS AND AWARDS: \_\_\_\_\_ DATE: \_\_\_\_\_

Ron Anderson  
Flag MAA

Approved by  
CSG  
GWW  
AFFRS  
Aides Council  
CS Aides  
LRH Comm Flag  
Board of Issues  
Authorized by AVC  
and LRH Pers Comm  
for the  
BOARDS OF DIRECTORS  
of the  
CHURCHES OF SCIENTOLOGY

BDCS:JM:LF:BOI:PS:CSA:AC:  
AFFRS:JK:MSH:RA:jk