

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 11 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

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)