

BOARD POLICY LETTER

Remimeo
OEC Courses
Orgs
SHs

8 OCTOBER 1976R
REVISED 16 DECEMBER 1976

CANCELS
BPL 8 OCTOBER 1976, SAME TITLE

MANAGEMENT SERIES CHECKSHEET

(Management Section of the OEC)

NAME: _____ ORG: _____
POST: _____ SECT: _____ DEPT: _____ DIV: _____
DATE STARTED: _____ DATE COMPLETED: _____

THE COURSE: This checksheet covers the Management Section of the Organization Executive Course. The textbook for this Course is OEC Volume Management Series in its entirety, which is available from all Scientology Organization Bookstores, or the Scientology Publications Organization, Jernbanegade 6, 1608 Copenhagen V, Denmark or Scientology Publications Organization US, 2723 West Temple Street, Los Angeles, California, 90026.

PREREQUISITES: Student Hat.

PURPOSE: To train the student to know and understand the subject of production and exchange, to be able to get production and expand an org, whilst organizing to hold and increase the expansion.

CONDITIONS: All Scientology Organizations are authorized to run the OEC for org staff and public.

HOW TO STUDY THIS COURSE: Twin checkouts are not required. The student studies the Course Materials according to BPL 18 Oct 76R SUCCESSFUL TRAINING LINEUP, ensuring that items are studied to achieve 100% understanding and ability to apply. The student studies all the materials, does all the drills on the checksheet. All written drills, charts and essays must be handed in to the Supervisor when done.

CERTIFICATE: The graduate of this course is to be awarded the certificate of Management Section of the OEC Course (Provisional).

The number following each checksheet item is the page number in Management Series OEC Volume.

All cancelled policy contained in OEC Volume Management Series have been deleted from the checksheet. These cancelled issues are listed in Correction Section A at the back of the Checksheet with their OEC Vol page number.

All Series contained in OEC Volume Management Series have been updated on this Checksheet.

WORD LISTS

Define each word in the group of words before studying the theory sections, using a dictionary when a word cannot be easily defined, and putting each word into sentences until the concept is duplicated.

SECTION 0

KEEPING SCIENTOLOGY WORKING

- | | | | | | |
|-----|------------------|-----------------------------|-------|-------|-------|
| *1. | HCO PL 7 Feb 65 | KEEPING SCIENTOLOGY WORKING | _____ | _____ | _____ |
| *2. | HCO PL 17 Jun 70 | TECHNICAL DEGRADES | _____ | _____ | _____ |
| 3. | | | _____ | _____ | _____ |
| 4. | | | _____ | _____ | _____ |
| 5. | | | _____ | _____ | _____ |

SECTION 1 - DATA SERIES

- | | | | |
|----|-------------------|----------------|-------------|
| A. | IMPORTANCE _____ | ILLOGIC _____ | LOGIC _____ |
| | FALSEHOOD _____ | OBSERVE _____ | OMIT _____ |
| | REASONING _____ | SURVIVAL _____ | THINK _____ |
| | SITUATION _____ | SEQUENCE _____ | TIME _____ |
| | INFORMATION _____ | THOUGHT _____ | TRUE _____ |
| | INDICATOR _____ | DATA _____ | VALID _____ |
| | ANALYZE _____ | LAW _____ | |

Look up "VALUE OF DATA" in Science of Survival Glossary, page 300.

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|-----|---|--|-------|-------|-------|
| 0. | The Logics 1-24 (demo each) (Ref: Book of Axioms and Logics - on sale at all Scientology Bookstores) | | _____ | _____ | _____ |
| 1. | HCO PL 11 Apr 70 | THIRD DYNAMIC TECH | 1 | _____ | _____ |
| 1a. | DEMO: | Third Dynamic Tech increases survival of the Group | | _____ | _____ |
| 2. | HCO PL 26 Apr 70R Rev 15 Mar 75 | DATA SERIES 1R | | _____ | _____ |
| 2a. | CLAY DEMO: | THE ANATOMY OF THOUGHT Sanity is the ability to recognize differences, similarities and identities. | 3 | _____ | _____ |
| 2b. | DEMO: | Basic Law, Incidental Fact and Opinion. | | _____ | _____ |
| *3. | HCO PL 11 May 70 | DATA SERIES 2 | | _____ | _____ |
| | | LOGIC | 8 | _____ | _____ |

- 3a. DEMO: How you arrive at a correct conclusion and show why that conclusion is right _____
- 3b. DEMO: How you arrive at a wrong conclusion and show why that conclusion is wrong _____
- 3c. CLAY DEMO: (a) Omit a fact _____
(b) Change sequence of events _____
(c) Drop out time _____
(d) Add a falsehood _____
(e) Alter importance _____
- 3d. DRILL: Write up 5 examples of your own to illustrate similarities, 5 examples of differences, 5 examples of identities _____
- 3e. ESSAY: Write an essay on how the Logics apply in the field of admin, with an example of how at least 5 different Logics can be applied in the area of admin _____
- *4. HCO PL 12 May 70 DATA SERIES 3 BREAKTHROUGHS 11 _____
- 4a. CLAY DEMO: How you can test and establish truth and value of the data being used in Logic _____
- 4b. DRILL: Write up 5 examples of data of comparable magnitude _____
- *5. HCO PL 15 May 70 DATA SERIES 4 DATA AND SITUATION ANALYZING 13 _____
- 5a. DEMO: Definition of an Outpoint _____
- 5b. DEMO: Definition of a Pluspoint _____
- 5c. CLAY DEMO: Data analysis _____
Situation analysis _____
- *6. HCO PL 15 May 70 DATA SERIES 5 INFORMATION COLLECTION 15 _____
- 6a. DEMO: The correct sequence to do when an "indicator" is spotted (Steps 1-7) _____
- 6b. DRILL: Write out 5 examples of a "Bad Indicator" _____
- 6c. DRILL: Do the steps 1-7 on an example situation, being careful to keep each of the steps consistent and within the area of the cycle. Then write up the incorrect sequence, steps A and B, and compare what might have been done with what should have been done. _____

| | | | |
|----|-------------------|----------------|-----------------|
| 8. | COLLECTION _____ | FACTUAL _____ | SOURCE _____ |
| | FAMILIARITY _____ | REPORT _____ | SYSTEM _____ |
| | OBSERVATION _____ | ERROR _____ | MULTIPLE _____ |
| | FIXED IDEA _____ | ACCURATE _____ | AWARE _____ |
| | INVESTIGATE _____ | CYCLE _____ | EXISTING _____ |
| | ESTIMATION _____ | IDEAL _____ | OUTPOINT _____ |
| | PERCEPTION _____ | SCENE _____ | DUB-IN _____ |
| | STATISTICS _____ | RELIABLE _____ | PLUSPOINT _____ |

7. HCO PL 17 May 70

DATA SERIES 6
 DATA SYSTEMS

19

- 7a. DRILL: (a) Give 5 examples of a report from a reliable source _____
- (b) Give 5 examples of multiple report _____
- (c) Give 5 examples of reports with outpoints and name the outpoints _____
- (d) Write up the benefits of a system which uses Data and Situation Analysis rather than Reliable Source and Multiple Reports for analysis _____

*8. HCO PL 18 May 70

DATA SERIES 7
 FAMILIARITY

21

- 8a. ESSAY: Why it is important to establish an Ideal Scene _____
- 8b. DRILL: Locate the Ideal Scene for 3 areas of an org from the exact and applicable policy _____

9. HCO PL 19 May 70

DATA SERIES 8
 SANITY

23

- 9a. DEMO: How one can gradually lift any situation up to sanity and survival _____
- 9b. DRILL: Write up 5 examples of a fixed idea and the consequences of the fixed idea _____
- 9c. ESSAY: Why the purpose of the activity must be part of the Ideal Scene established for that area _____

10. LRH ED 102 INT
 20 May 70

THE IDEAL ORG

27

- 10a. DEMO: The points of an Ideal Org _____

11. HCO PL 23 May 70

DATA SERIES 9
 ERRORS

28

- 11a. DEMO: The difference between an error and an outpoint _____
- 11b. DRILL: (a) Write out 5 examples of errors _____
- (b) Write out 5 examples of outpoints _____

- (c) Write up 5 examples of what a person with fixed ideas might consider to be an outpoint
- (d) Write up 5 examples of outpoints which compare to the ideal for that particular scene, stating what that ideal is

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|----|----------------------|------------------|-------------|
| C. | DISASSOCIATION _____ | APPLICABLE _____ | SCALE _____ |
| | IDENTIFICATION _____ | DEPARTURE _____ | MAJOR _____ |
| | AVAILABILITY _____ | RESOURCES _____ | STATE _____ |
| | CIRCUMSTANCES _____ | GRADIENT _____ | WHY _____ |
| | IRRATIONALITY _____ | STATICIZE _____ | |

- | | | | | |
|------|------------------|---|----|-------------------------|
| 12. | HCO PL 23 Jun 70 | DATA SERIES 10 THE MISSING SCENE | 30 | _____ _____ |
| 12a. | CLAY DEMO: | Incorrectly included datum | | _____ _____ |
| 12b. | ESSAY: | How including a datum in a body of data that does not classify in similar connections or similar locations is an outpoint | | _____ _____ |
| 12c. | DRILL: | (a) Write up 3 examples of how data would classify into similar connections or locations or time periods (b) Write up 3 examples of how data could be misgrouped or incorrectly included | | _____ _____ _____ |
| *13. | HCO PL 30 Jun 70 | DATA SERIES 11 THE SITUATION | 34 | _____ _____ _____ |
| 13a. | DEMO: | A situation | | _____ |
| 13b. | DEMO: | The steps to take in finding a situation | | _____ |
| 13c. | DRILL: | Write up a full example of the 1-7 steps necessary to find a situation. Re-read Data Series No. 4 "DATA AND SITUATION ANALYZING" again and align with Data Series 11 steps | | _____ |
| 13d. | DRILL: | Do the 1-7 steps and locate a real situation. Write up the exact sequence as done. Coach checks the write-up and ensures steps done properly and in sequence | | _____ |
| *14. | HCO PL 5 Jul 70 | DATA SERIES 12 HOW TO FIND AND ESTABLISH AN IDEAL SCENE | 37 | _____ _____ |
| 15. | HCO PL 6 Jul 70 | DATA SERIES 13 IRRATIONALITY | 43 | _____ _____ |
| 15a. | DEMO: | The procedure for finding & establishing an Ideal Scene | | _____ _____ |

- 16b. DRILL: Write up 5 examples of locating the change and reverting, resulting in a return to the Ideal Scene
- 16c. ESSAY: Why viability has to do with Ideal Scenes and stats
- 16d. DRILL: Work out 5 Ideal Scenes by first finding the expressed on-policy purpose for the area. Then work out a production stat which is consistent with the Ideal Scene and the Purpose

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|----|-----------|-------|---------------|-------|-----------|-------|
| D. | FALSE | _____ | ALTERED | _____ | VIABILITY | _____ |
| | STATUS | _____ | INVESTIGATORY | _____ | WRONG | _____ |
| | MANAGING | _____ | NARROWING | _____ | INCORRECT | _____ |
| | TERMINAL | _____ | VIEW | _____ | FORM | _____ |
| | OBJECTIVE | _____ | OPINION | _____ | BASIS | _____ |
| | TARGET | _____ | FUNDAMENTAL | _____ | JUSTICE | _____ |
| | ATTEMPT | _____ | RELATIVE | _____ | PROCEDURE | _____ |
| | ACTIONS | _____ | STABLE | _____ | GOAL | _____ |

17. HCO PL 7 Jul 70 DATA SERIES 14 WORKING AND MANAGING 51

17a. DRILL: Go through the stats for one Div in the org and work out who, by stats, has probably got a situation in their area. Check into the stat & verify against purpose and ideal scene. Then look into the person's work area (without disturbing production), observing for actual PT production, state of the area, quality of the products, volume of products per unit of time. Count up the out-points collected. Verify that they are correct outpoints for the area by comparing to the ideal scene. Write up your findings plus a prediction of what is going to happen in the area if not handled.

17b. DEMO: What the biggest outpoint would be.

18. HCO PL 8 Aug 70 DATA SERIES 15 WRONG TARGET 53

18a. CLAY DEMO: Wrong target.

18b. PRACTICAL: Write up 5 examples of the outpoint "wrong target".

19. HCO PL 19 Sep 70 DATA SERIES 16 INVESTIGATORY PROCEDURE 54

19a. DRILL: Write up 3 examples of an investigator investigating something he does not understand by pulling the string until he gets to the end of it.

19b. DRILL: Coach gives the student a written statement of a situation and tells student to do an investigation. Student asks coach his initial question and coach gives several answers, including one which is not understandable. Student must pull the right string and ask more questions until he gets to the end of his investigation. Coach flunks for picking up the wrong string, Q&A, getting off the track of the investigation, into other things. Student passes when he can do a rapid, correct investigation.

20. HCO PL 19 Sep 70 DATA SERIES 17
NARROWING THE TARGET 57

20a. ESSAY: Write an essay on the way to observe so as to find out what to observe.

20b. DRILL: (a) Look over the GDSs of an org. Narrow the target to the GDS which is worst, and continue to narrow target, by stats alone, until student has located the section or unit which is the exact area for correction. If student takes unduly long to do this, have him do more until he can do it rapidly and easily.

(b) Look over the GDSs of an org and locate the most upstat GDS. Narrow the target by upstats to the area which is most creating or bringing about the upstat situation.

21. HCO PL 19 Sep 70 DATA SERIES 18
SUMMARY OF OUTPOINTS 59

21a. DRILL: (a) Coach drills student giving examples of outpoints and has student identify each one correctly. Do not skimp on this drill.

(b) Go through any mag or news paper and locate 20 outpoints.

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| E. | CONTRADICTION _____ | OUTNESS _____ | FACTS _____ |
| | INTERROGATION _____ | IMPROVED _____ | CAUSED _____ |
| | IDENTIFIED _____ | ORDERS _____ | CONTROL _____ |
| | EXPLANATION _____ | CONTRARY _____ | INABILITY _____ |
| | SELF- _____ | HELP _____ | EFFECTS _____ |
| | CONCEIVED _____ | TROUBLE _____ | REASONS _____ |
| | CONFUSION _____ | | |

- *22. HCO PL 13 Oct 70 DATA SERIES 19 THE REAL WHY 62 _____
- 22a. CLAY DEMO: The Real Why. _____
- 22b. DRILL: Write how you would know you had a right why, a wrong why, and a mere explanation, after an evaluation. _____
- 22c. DRILL: Work out and write up what would happen if a person decided on the why before he located the real situation or did the investigation to find the Why for the situation. _____
- 22d. DRILL: Drill with coach, coach giving the stats and the situation and student doing his investigation to find outpoints, down the trail of outpoints to find the Why. Student must do 3 well done investigations to find the Why to pass. Student is flunked for any earlier Data Series violations and must clean up any misunderstands and restudy the materials. _____
23. HCO PL 26 Nov 70 DATA SERIES 20 MORE OUTPOINTS 64 _____
- 23a. CLAY DEMO: Wrong Source. _____
- 23b. CLAY DEMO: Contrary Facts. _____
- 23c. DRILL: Write up 5 examples each of Wrong Source, and Contrary Facts. _____
24. HCO PL 15 Mar 71 DATA SERIES 21 DATA SERIES AUDITING 65 _____
- *25. HCO PL 31 Jan 72 DATA SERIES 22 THE WHY IS GOD 66 _____
- 25a. DRILL: Write up 5 examples of the Why is God. _____

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|----|---------------------|----------------|----------------|
| F. | INTELLIGENCE _____ | CATEGORY _____ | PROGRAM _____ |
| | COORDINATED _____ | DEBUG _____ | PROJECT _____ |
| | INTENTIONS _____ | EXECUTE _____ | SURVEY _____ |
| | ESTABLISHMENT _____ | BE _____ | DO _____ |
| | OPPOSITION _____ | HAVE _____ | EXCHANGE _____ |
| | NO-SITUATION _____ | OBSTRUCT _____ | PRODUCTS _____ |
| | SUPPLEMENTARY _____ | ORDER _____ | LOCAL _____ |
| | DIVISIONS _____ | PLANS _____ | SOURCES _____ |
| | RESOURCES _____ | POLICY _____ | STAGES _____ |

| | | | | | | |
|------|------------------|--|----|-------|-------|-------|
| *26. | HCO PL 17 Feb 72 | DATA SERIES 23 PROPER FORMAT AND CORRECT SEQUENCE | 68 | _____ | _____ | _____ |
| 26a. | DEMO: | Observe, evaluate, program, supervise and review. | | _____ | _____ | _____ |
| 26b. | DRILL: | Do a chart showing an actual example of the correct format and correct action of an evaluation. | | _____ | _____ | _____ |
| *27. | HCO PL 29 Feb 72 | DATA SERIES 24 HANDLING, POLICY, PLANS, PROGRAMS, PROJECTS AND ORDERS DEFINED | 75 | _____ | _____ | _____ |
| 27a. | DEMO: | How to do a debug. | | _____ | _____ | _____ |
| 27b. | DRILL: | Write up 3 sets of examples each of policy, plan, program, project, order, which are consistent. | | _____ | _____ | _____ |
| 27c. | DRILL: | Write up an explanation of the specific use of a Debug Eval. | | _____ | _____ | _____ |
| 28. | HCO PL 19 Mar 72 | DATA SERIES 25 LEARNING TO USE DATA ANALYSIS | 79 | _____ | _____ | _____ |
| 28a. | DEMO: | The 8 steps of Standard Action. | | _____ | _____ | _____ |
| 28b. | DRILL: | A. Coach gets student to give 3 examples of 11 main barriers to evaluation. | | _____ | _____ | _____ |
| | | B. Select an area you are not familiar with and try to write up the Ideal Scene. Now look up some data on the area, clear any MUs, work out the products and then the Ideal Scene, and stat. | | _____ | _____ | _____ |
| | | C. Go around the org and find 3 people who are producing a product. Work out the Ideal Scene and inspect the existing scene then determine if you have a situation to handle. | | _____ | _____ | _____ |
| | | D. Do steps 1-8, using proper eval format, on any section or unit in the org. | | _____ | _____ | _____ |
| | | E. Find the Why for a sudden improvement by locating a high product period (by stats and other signs of production) and comparing it as an Ideal Scene to the existing scene before it (and just after it if there was a slump) and looking into that for a Why that will lead to prosperity or improvement. | | _____ | _____ | _____ |
| 29. | HCO PL 12 Jun 70 | DATA SERIES 26 LENGTH OF TIME TO EVALUATE | 83 | _____ | _____ | _____ |

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|------|--|---|----|--|-------|-------|
| 30. | HCO PL 25 May 73 | DATA SERIES 27 SUPPLEMENTARY EVALUATIONS | 85 | _____ | _____ | _____ |
| 30a. | DEMO: | A Supplementary Eval and when one would be required. | | _____ | _____ | _____ |
| 31. | HCO PL 19 Sep 73R (Rev 22 Jul 75) | DATA SERIES 28R CHECKING EVALS | 88 | _____ | _____ | _____ |
| 31a. | DEMO: | How you would get a conditional guess for the sit. | | _____ | _____ | _____ |
| 31b. | DRILL: | Look up the definition of Ethics in Exec Series 12 and give examples of Ethics Whys to your coach until coach is satisfied you have it. | | _____ | _____ | _____ |
| 31c. | <u>DRILL</u> : | Find a Situation by full use of procedure in Data Series 28R. | | _____ | _____ | _____ |
| G. | CONFLICTING _____ INTERRELATED _____ COINCIDENCE _____ | CATEGORY _____ POINTER _____ SOPHIST _____ | | SUPPLANT _____ CONFLICTS _____ CRITICISM _____ | | |
| *32. | HCO PL 30 Sep 73 | DATA SERIES 29 OUTPOINTS, MORE | 89 | _____ | _____ | _____ |
| 32a. | CLAY DEMO: | (a) Added Time (b) Added Inapplicable Data | | _____ | _____ | _____ |
| 32b. | DRILL: | Write 5 examples each of the above outpoints. | | _____ | _____ | _____ |
| *33. | HCO PL 30 Sep 73 | DATA SERIES 30 SITUATION FINDING | 91 | _____ | _____ | _____ |
| 33a. | DRILL: | Go to an area where you find outpoints and find the situation. | | _____ | _____ | _____ |
| 34. | HCO PL 25 Nov 73 | DATA SERIES 31 FINAL TARGETS | 93 | _____ | _____ | _____ |
| 34a. | DRILL: | Write up a full list of all the ways a program could be stopped, or not done. | | _____ | _____ | _____ |
| 34b. | DRILL: | Draw up a chart showing the responsibility of the Evaluator in the actual execution of programs. | | _____ | _____ | _____ |
| 35. | HCO PL 14 Dec 73 | DATA SERIES 32 TARGET TROUBLES | 96 | _____ | _____ | _____ |
| 35a. | DEMO: | How you would debug a stalled target. | | _____ | _____ | _____ |
| *36. | HCO PL 3 Jul 74R (Rev 17 Sep 74) | DATA SERIES 33 EVALUATION, CRITICISM OF | 99 | _____ | _____ | _____ |
| 36a. | DEMO: | The 6 duties of a person who is responsible for passing evaluations. | | _____ | _____ | _____ |

| H. | SIGNIFICANCES | FIXATED | REVIEW |
|------|----------------------|--|---------------|
| | CLASSIFICATION _____ | VERIFY _____ | IDEA _____ |
| | PROPAGANDA _____ | BRIGHT _____ | WHO _____ |
| | INCOMPLETE _____ | TRAIL _____ | WHERE _____ |
| | ENVISION _____ | DELUSION _____ | SHALLOW _____ |
| 37. | HCO PL 18 Jul 74 | DATA SERIES 34 | |
| | | SITUATION CORRECTION | 101 _____ |
| 37a. | DEMO: | How a generalized situation will cause your evaluation to fail. | _____ |
| 38. | HCO PL 19 Jul 74 | DATA SERIES 35 | |
| | | EVAL CORRECTION | 103 _____ |
| 39. | HCO PL 11 Aug 74 | DATA SERIES 36 | |
| | | ENVISIONING THE IDEAL SCENE | 104 _____ |
| 39a. | DEMO: | A Situation is the most major departure from the Ideal Scene. | _____ |
| *40. | HCO PL 12 Aug 74 | DATA SERIES 37 | |
| | | WHYS. OPEN THE DOOR | 106 _____ |
| 40a. | DEMO: | What should be done if the Why that is found does not open the door to handling. | _____ |
| *41. | HCO PL 3 Oct 74 | DATA SERIES 38 | |
| | | PLUSPOINT LIST | 108 _____ |
| 41a. | CLAY DEMO: | (a) Related facts known | _____ |
| | | (b) Events in correct sequence | _____ |
| | | (c) Time noted | _____ |
| | | (d) Data proven factual | _____ |
| | | (e) Correct relative importance | _____ |
| | | (f) Expected time period | _____ |
| | | (g) Adequate data | _____ |
| | | (h) Applicable data | _____ |
| | | (i) Correct source | _____ |
| | | (j) Correct target | _____ |
| | | (k) Data in same classification | _____ |
| | | (l) Identities are identical | _____ |
| | | (m) Similarities are similar | _____ |
| | | (n) Differences are different | _____ |
| 41b. | DRILL: | Write 5 examples each of the above pluspoints. | _____ |
| *42. | HCO PL 28 Oct 74 | DATA SERIES 39 | |
| | | WHO-WHERE FINDING | _____ |
| 42a. | DEMO: | Demo how it is that "an eval" that only has a Who or a Where as its Why is incomplete. | _____ |
| 43. | HCO PL 12 Mar 75 | DATA SERIES 40 | |
| | | THE IDEAL ORG | 111 _____ |
| 43a. | ESSAY: | How you could get your Org to be an Ideal Org. | _____ |
| 44. | DRILL: | Work out the exact procedure of doing an Eval. | _____ |
| 45. | DRILL: | Write up an eval on a Div or Dept with down stats following exact procedure. | _____ |
| 46. | DRILL: | Write up an eval on a Div or Dept with upstats following exact procedure. | _____ |
| 47. | | | _____ |
| 48. | | | _____ |

SECTION II - THE PR SERIES

| | | | |
|-----|--------------------|--|------------------|
| A. | LIABILITY _____ | BUTTON _____ | TECHNOLOGY _____ |
| | PERVERSION _____ | CAUSATION _____ | CAPITALIST _____ |
| | ALTRUISTIC _____ | PERSUASION _____ | MECHANIC _____ |
| | INGREDIENT _____ | RUMOR _____ | RAW _____ |
| | PSYCHIATRIC _____ | RECOIL _____ | ENCODED _____ |
| | PRESENTATION _____ | LEADER _____ | PRESS BOOK _____ |
| | AUDIENCE _____ | CAUSE _____ | VITAL _____ |
| | CONFRONT _____ | CAMPAIGN _____ | PUBLISH _____ |
| | COMM CYCLE _____ | PROPORTIONAL _____ | HOMEWORK _____ |
| | ORGANIZE _____ | MANNERS _____ | IMPINGE _____ |
| | DUTY _____ | PRIMARY _____ | EFFECTIVE _____ |
| | TABULATION _____ | | |
| 1. | HCO PL 13 Aug 70 | PR SERIES 1 | |
| | (Iss I) | LIABILITIES OF PR | 113 |
| 1a. | CLAY DEMO: | The 3 PR Liabilities | _____ |
| 1b. | DEMO: | The 3 points of what has been done with PR in our hands | _____ |
| *2. | HCO PL 13 Aug 70 | PR SERIES 2 | |
| | (Iss II) | THE MISSING INGREDIENT | 116 |
| 2a. | CLAY DEMO: | How the ARC Triangle works. | _____ |
| 2b. | DEMO: | Correct defensive PR. | _____ |
| 3. | HCO PL 13 Aug 70 | PR SERIES 3 | |
| | (Iss III) | WRONG PUBLICS | 119 |
| 3a. | CLAY DEMO: | Definition of the word "Public". | _____ |
| 3b. | DRILL: | Write examples of 5 Wrong Publics, 5 Right Publics | _____ |
| 4. | HCO PL 9 Oct 70 | PR SERIES 4 | |
| | | THE PR PERSONALITY | 122 |
| 4a. | CLAY DEMO: | What a PR personnel has to be spot on in. | _____ |
| 5. | HCO PL 11 Apr 72 | PR SERIES 4 ADDITION | 122 |
| 6. | HCO PL 18 Nov 70 | PR SERIES 5 | |
| | (Iss II) | PR DEFINITION | 124 |
| 6a. | METER: | Get the definition meter cleared per the PL. | _____ |
| 6b. | CLAY DEMO: | Every word of the Definition per the PL. | _____ |
| 7. | HCO PL 11 May 71 | PR SERIES 6 | |
| | | OPINION LEADERS | 125 |
| 7a. | CLAY DEMO: | How one properly uses an opinion leader. | _____ |
| 7b. | DEMO: | What occurs when one neglects using an opinion leader in a group one is trying to reach. | _____ |
| 8. | HCO PL 11 May 71 | PR SERIES 7 | |
| | | BLACK PR | 131 |
| 8a. | CLAY DEMO. | PR is overt. | _____ |
| 8b. | CLAY DEMO: | Intelligence is covert. | _____ |
| *9. | HCO PL 28 May 71 | PR SERIES 8 | |
| | | TOO LITTLE TOO LATE | 135 |
| 9a. | CLAY DEMO: | The success of any event is directly proportional to the timely preparation. | _____ |
| 10. | HCO PL 30 May 71 | PR SERIES 9 | |
| | | MANNERS | 137 |

| | | | | |
|-----------------|--|---|-----|--|
| 10a. CLAY DEMO: | The 3 points of Good Manners. | | | |
| *11. HCO PL | 2 Jun 71 | PR SERIES 10 BREAKTHROUGH PR AND PRODUCTION - TONE SCALE SURVEYS | 140 | |
| 11a. CLAY DEMO: | The 4 laws of PR. | | | |
| 12. TAPE: | 7101C18SO | PR BECOMES A SUBJECT FEBC No. 2 | | |
| 13a. DRILL: | Write a Tone Scale Survey for 3 different publics. | | | |
| 13b. DRILL: | Take 1 of the above surveys and do the survey on 20 people. Note down the answer and the Tone Level of the reaction to each question. | | | |
| *14. HCO PL | 15 Jun 72 | PR SERIES 11 PR AREA CONTROL - THREE GRADES OF PR | 142 | |
| 14a. CLAY DEMO: | All three grades of PR. | | | |
| 15. FO | 3094 16 Dec 71 | PRO AREA CONTROL | 142 | |
| 15a. CLAY DEMO: | PRO Area Control (regulate, start change and stop from cause point) is the Basic Action of Div 6 in an org. | | | |
| 16. HCO PL | 5 Oct 71 | PR SERIES 12 PROPAGANDA BY REDEFINITION OF WORDS | 143 | |
| 16a. CLAY DEMO: | Words are redefined to mean something else to the advantage of the Propagandist. | | | |
| 16b. DEMO: | A bad example of it and a good example of it. | | | |
| *17. HCO PL | 5 Dec 71 | PR SERIES 13 HOW TO DO A PR SURVEY (Reissued as BPL) | 145 | |
| 17a. CLAY DEMO: | The sequence of how to do a survey. | | | |
| 17b. DEMO: | The actions of tabulating a survey. | | | |
| 17c. DEMO: | All the don't of surveying. | | | |
| 17d. DRILL: | Tabulate the survey you did for Drill 13b. | | | |
| *18. HCO PL | 7 Jan 72 | PR SERIES 14 CREATING SURVEY QUESTIONS (Reissued as BPL) | 148 | |
| 18a. DEMO: | Every Maxim that is in caps. | | | |
| *19. HCO PL | 25 Jan 72 | PR SERIES 15 POPULATION SURVEYS (Reissued as BPL) | 162 | |
| 19a. CLAY DEMO: | The 2 crimes in the game of Public Response. | | | |
| 19b. DRILL: | Look over the survey results you came up with on Drill 17d, and list every button found and match up with the service that handles. | | | |

| Formulate a separate promo-PR message on each button with matching service. | | _____ | _____ | _____ |
|---|------------------|--|-------|-------|
| 20. | HCO PL 13 Jul 72 | PR SERIES 16 SURVEY BUTTONS AND PROMO (Reissued as BPL) | 166 | _____ |
| 20a. | DEMO: | How a promo piece is to be done. | _____ | _____ |
| 21. | HCO PL 7 Aug 72 | PR SERIES 17R PR AND CAUSATION (Revised) | 168 | _____ |
| 21a. | CLAY DEMO: | Axiom 28. | _____ | _____ |
| 21b. | DEMO: | Every sentence that is in italics. | _____ | _____ |
| 22. | HCO PL 21 Nov 72 | PR SERIES 18 HOW TO HANDLE BLACK PROPAGANDA | 172 | _____ |
| 22a. | CLAY DEMO: | Where there is no data available people will invent it. | _____ | _____ |
| 22b. | DEMO: | The 7 points one does in handling a Black PR Campaign against one. | _____ | _____ |
| 22c. | DRILL: | Write 3 examples each on: (a) Fill the vacuum (b) Disprove false data (c) Disprove every rumor (d) Handle the level (e) Carefully study out the scene (f) Impede or destroy (g) Continue to fill the vacuum | _____ | _____ |
| 23. | HCO PL 12 Jan 73 | PR SERIES 19 THE SAFE POINT (Reissued as BPL) | 180 | _____ |
| 23a. | CLAY DEMO: | What a Safe Point is. | _____ | _____ |
| 24. | HCO PL 26 Feb 74 | PR SERIES 20 THE UNTRAINED PR | 182 | _____ |
| 24a. | CLAY DEMO: | The 2 things at least the untrained PR will do. | _____ | _____ |
| 25. | HCO PL 27 Feb 74 | PR SERIES 21 WASTED PLANNING | 183 | _____ |
| 25a. | CLAY DEMO: | A = A = A | _____ | _____ |
| 25b. | DEMO: | How this would apply to PR | _____ | _____ |
| 26. | HCO PL 18 Mar 74 | PR SERIES 23 THE PRESS BOOK | 184 | _____ |
| 26a. | CLAY DEMO: | What a press book would consist of. | _____ | _____ |
| 27. | HCO PL 27 Oct 74 | PR SERIES 25 SAFE GROUND | 186 | _____ |
| 27a. | CLAY DEMO: | The 2 rules of PRs safe ground. | _____ | _____ |
| 27b. | DRILL: | Write down 5 examples each: (a) how truth is told in the art of PR (b) how the lie is disproved in the art of PR | _____ | _____ |

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| 28. | HCO PL 30 Mar 75 | PR SERIES 26 PR AND INFORMATION | 188 | _____ | _____ | _____ |
| 28a. | ESSAY: | Collection of information on any subject is a first step must in any PR action. | | _____ | _____ | _____ |
| 29. | HCO PL 9 Jun 75 | PR SERIES 27 THE ENEMY LINE | | _____ | _____ | _____ |
| 29a. | CLAY DEMO: | The two maxims. | | _____ | _____ | _____ |
| 30. | BPL 12 Jul 76 | PR SERIES 28 A REFINED DEFINITION OF PR (Corrected & reissued 20 Aug 76) | | _____ | _____ | _____ |
| 30a. | CLAY DEMO: | The refined definition of PR. | | _____ | _____ | _____ |
| 31. | DRILL: | Write up a full PR campaign to get study tech into a school. | | _____ | _____ | _____ |
| 32. | DRILL: | Write up a short plan, in detail, how you'd get a VIP Party done so it was a success. | | _____ | _____ | _____ |
| 33. | | | | _____ | _____ | _____ |
| 34. | | | | _____ | _____ | _____ |
| 35. | | | | _____ | _____ | _____ |

SECTION III - THE PERSONNEL SERIES

| | | | | | |
|------------------------|-------|-------------|-------|----------|-------|
| MUSICAL CHAIR | _____ | TECHNOLOGY | _____ | COPE | _____ |
| DISENFRANCHISE | _____ | CHECKSHEETS | _____ | BOARD | _____ |
| STABLE TERMINAL | _____ | PROMOTION | _____ | POST | _____ |
| ANNIHILATION | _____ | APPLICANT | _____ | MORALE | _____ |
| CAMOUFLAGED | _____ | MAELSTROM | _____ | UPSTAT | _____ |
| UTILIZATION | _____ | INCUMBENT | _____ | KNOW-HOW | _____ |
| MOONLIGHTING | _____ | ORG BOARD | _____ | HAT | _____ |
| APPRENTICESHIP | _____ | PURPOSES | _____ | ORGANIZE | _____ |
| VALUABLE FINAL PRODUCT | _____ | DELIVERY | _____ | LINES | _____ |
| INEFFECTUAL | _____ | INSURGENCY | _____ | HIRING | _____ |
| RELAY POINT | _____ | DIRECTORS | _____ | FINANCE | _____ |
| PROGRAMMES | _____ | CHECKLIST | _____ | COVERT | _____ |
| ABERRATION | _____ | WITHHOLD | _____ | PRICING | _____ |
| | _____ | DOWNSTAT | _____ | | _____ |

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| *1. | HCO PL 29 Aug 70 (Iss I) | PERSONNEL SERIES 1 PERSONNEL TRANSEERS CAN DESTROY AN ORG | 189 | _____ | _____ | _____ |
| 1a. | DRILL: | Draw an example of musical chairs. | | _____ | _____ | _____ |
| 1b. | ESSAY: | Write why one doesn't put a person trained in Tech and not Admin on an Admin post. | | _____ | _____ | _____ |
| 1c. | CLAY DEMO: | Why an undermanned division will empty. | | _____ | _____ | _____ |
| 2. | HCO PL 29 Aug 70 | PERSONNEL SERIES 2 PERSONNEL PROGRAMMING | 192 | _____ | _____ | _____ |
| 2a. | DEMO: | The right way to get in HCO personnel prediction per steps 1-8, PERS SERIES 2. | | _____ | _____ | _____ |

- 2b. DRILL: Write up an example of how HCO and Qual work together on hiring, enhancement and programming on a new staff member to make the person a utilized staff member.
- *3. HCO PL 29 Aug 70 PERSONNEL SERIES 3 RECRUIT IN EXCESS 195
- 3a. DEMO: Why one has to be so careful when selecting for tech training, according to each point of the A-I steps of PERS SERIES 3.
- 3b. ESSAY: The income of the org depends wholly on its GDSs... how the GDSs are affected by under-manning, under-training and under-production and how it is handled.
4. HCO PL 30 Aug 70 PERSONNEL SERIES 4 RECRUITING ACTIONS 198
- 4a. DEMO: Demo the personnel pools of an org and how they are developed to get new staff. Include examples of the promotional actions into each of these pools.
- 4b. DEMO: How to do an Ethics E-Meter check.
- 4c. DRILL: Drill with your twin the Chart of Human Evaluation until it is known well.
- *5. HCO PL 10 Sep 70 PERSONNEL SERIES 5 TRANSFERITIS 202
- 5a. CLAY DEMO: A camouflaged hole.
- 5b. DEMO: How you would handle a staff member who was
(a) never trained in the first place
(b) never grooved in on post purpose
(c) has unreality and unfamiliarity with the Ideal Scene in its practical aspects, resulting in omitted data or a missing scene.
- 5c. DEMO: How the Management Cycle is an answer to "transfer".
- 5d. ESSAY: Explain why a staff member would continue to be unaware of his lack of knowledge, blame it on another or have considerations about status and thus putting any flub onto a withhold basis, resulting in continuously deteriorating performance each time it occurs. How to handle.
6. HCO PL 12 Sep 70 PERSONNEL SERIES 6 TRAINING 204

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| 6a. | ESSAY: | A fully trained on policy Executive will raise the stats of an Org. | | | |
| 7. | HCO PL 13 Sep 70 | PERSONNEL SERIES 7 HATS - VITAL DATA | 205 | _____ | _____ |
| 7a. | DEMO: | A successful Executive is one who understands (a) organization (b) His own hat. has a checksheet and pack for it and knows these (c) he is at extreme risk if he does not enforce hat checksheet and pack checkouts on his juniors. | | _____ | _____ |
| 7b. | ESSAY: | Why an Exec is expected to take full responsibility for the hattedness of his staff, regardless of HCO Dept 1 actions. | | _____ | _____ |
| 8. | HCO PL 22 Sep 70 | PERSONNEL SERIES 8 ETHICS AND PERSONNEL | 207 | _____ | _____ |
| 8a. | DEMO: | The sequence of actions which culminate in the necessity for heavy ethics action to handle an area. | | _____ | _____ |
| 9. | HCO PL 22 Sep 70 | PERSONNEL SERIES 9 HATS | 211 | _____ | _____ |
| 9a. | DRILL: | Make up a complete A-I hat for a staff member in the org who doesn't have one. | | _____ | _____ |
| 9b. | CLAY DEMO: | What happens if one remains in cope too long and the real steps to handle. | | _____ | _____ |
| 9c. | DEMO: | The gradient scale of hatting. | | _____ | _____ |
| 10. | HCO PL 6 Oct 70 | PERSONNEL SERIES 10 MOONLIGHTING | 216 | _____ | _____ |
| 11. | HCO PL 9 Oct 70 | PERSONNEL SERIES 11 THE PR PERSONALITY | 217 | _____ | _____ |
| 12. | HCO PL 11 Apr 72 | ADDITION - THE PR PERSONALITY | 218 | _____ | _____ |
| 13. | HCO PL 20 Apr 70 | PERSONNEL SERIES 12 ORGANIZATION MISUNDERSTOODS (Corrected and reissued 29 Aug 74) | 219 | _____ | _____ |
| 13a. | DRILL: | Clear a staff member on the key words of organization as listed in PERS SERIES 12. | | _____ | _____ |
| *14. | HCO PL 6 Dec 70 | PERSONNEL SERIES 13 THIRD DYNAMIC ABERRATION | 223 | _____ | _____ |
| 14a. | DEMO: | The varieties of counter-policy. | | _____ | _____ |
| 14b. | DRILL: | Based on what you know of your org, write up what needs to be done to clear the org of any counter policy per the steps 1-7 of PERS SERIES 13. | | _____ | _____ |

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| *15. | HCO PL 14 Dec 70 | PERSONNEL SERIES 14 GROUP SANITY | 227 | _____ | _____ | _____ |
| 15a. | DRILL: | Do a utilization survey on 10 staff and locate those who: (a) don't know what they are doing or (b) don't know but think they do. No more than 2 minutes per staff member allowed. | | | | |
| 15b. | DEMO: | How the psychosis of hiring, training, apprenticeship and utilization affect the operation of an org. | | _____ | _____ | _____ |
| 16. | HCO PL 30 Dec 70 | PERSONNEL SERIES 15 ENVIRONMENTAL CONTROL | 238 | _____ | _____ | _____ |
| 16a. | DEMO: | What competent means. | | _____ | _____ | _____ |
| 17. | HCO PL 27 Dec 70 | PERSONNEL SERIES 16 HATS PROGRAM PITFALLS | 240 | _____ | _____ | _____ |
| 17a. | DRILL: | Give one example of each of the main pitfalls of hat programs | | | | |
| 18. | HCO PL 19 Jan 71 | PERSONNEL SERIES 17 DUPLICATING FUNCTIONS | 241 | _____ | _____ | _____ |
| 18a. | DRILL: | Write up three examples of duplicating functions in an org. | | | | |
| 19. | HCO PL 10 Feb 71 | PERSONNEL SERIES 18 ADDS TO PERSONNEL SERIES 8, ETHICS AND PERSONNEL, 16 Sep 70. | 242 | _____ | _____ | _____ |
| 19a. | DEMO: | What must be done when personnel are being demanded. | | | | |
| 20. | HCO PL 16 Mar 71 | PERSONNEL SERIES 19 LINES AND HATS | 243 | _____ | _____ | _____ |
| 20a. | DRILL: | Work out 3 examples each of problems involved with personnel, hats and lines, which may be related but not identical. | | | | |
| 20b. | DRILL: | Go around the org and find an unhandled situation re personnel, hats and lines, which may be related but not identical. | | _____ | _____ | _____ |
| 21. | HCO PL 19 Mar 71 | PERSONNEL SERIES 20 PERSONNEL PREDICTION | 245 | _____ | _____ | _____ |
| 21a. | DRILL: | Do a personnel prediction on the org per steps 1 to 5 of PERS SERIES 20 by studying the stats, production and personnel files. | | | | |
| 21b. | DRILL: | On existing resources, work out a realistic plan for how many additional personnel are needed and where and how to implement in order to double the stats, bearing in mind current un-utilized personnel must be handled or | | _____ | _____ | _____ |

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| | replaced with stronger personnel. | | | |
| 22. | HCO PL 29 Jul 71 | PERSONNEL SERIES 21 WHY HATTING? | 247 | _____ |
| 22a. | CLAY DEMO: | The power of a thetan stems from his ability to hold a position in space. | | _____ |
| 22b. | DRILL: | Go around the org and find six staff who are holding their positions in space on the job and how you knew they were doing this. | | _____ |
| 23. | HCO PL 11 Aug 71 | PERSONNEL SERIES 22 DON'T UNMOCK A WORKING INSTALLATION | 249 | _____ |
| 23a. | DRILL: | Go around the org and find six working installations. Write up what you found. Write a commendation on the Execs concerned for putting a working installation there. | | _____ |
| 24. | HCO PL 23 Dec 71 | PERSONNEL SERIES 23 1:1 TECH ADMIN RATIO ON NEW RECRUITS (Reissued as BPL) | 250 | _____ |
| 24a. | DEMO: | PCO assignment of new recruits. | | _____ |
| 25. | HCO PL 12 May 72 | PERSONNEL SERIES 25 PTS PERSONNEL AND FINANCE | 254 | _____ |
| 25a. | ESSAY: | Write up how you would detect a PTS or chronically ill or NCG on a post and how the person is handled. | | _____ |
| 26. | HCO PL 3 Apr 73 | PERSONNEL SERIES 26 HATTING (Reissued as BPL) | 256 | _____ |
| 26a. | DEMO: | You hat to get a product. | | _____ |
| 27. | HCO PL 24 Jun 73 | PERSONNEL SERIES 27R Taken from LRH OODs item of 18 Nov 71 | 258 | _____ |
| 27a. | DEMO: | What a complement is. | | _____ |
| 27b. | DRILL: | Taking the current org boards, make up a chart of a full complement. | | _____ |
| *28. | HCO PL 14 Nov 76 | PERSONNEL SERIES 28 MANNING UP AN ORG | | _____ |
| 28a. | CLAY DEMO: | The sequence of manning up an org. | | _____ |
| 29. | DRILL: | Write up a full summary of HCO, Dept Pubs, Executive and Qual actions necessary to make a fully hatted staff. | | _____ |
| 30. | | | | _____ |
| 31. | | | | _____ |
| 32. | | | | _____ |
| 33. | | | | _____ |

SECTION IV - THE ORGANIZING SERIES

| | | |
|--------------------|----------------------|----------------------|
| FUNCTION _____ | FSM _____ | CHINESE SCHOOL _____ |
| DESPOTISM _____ | COUNTER-EFFORT _____ | ROLLING STOCK _____ |
| CHAOTIC _____ | MILLENNIA _____ | CONSIGNEE _____ |
| EXCHANGEABLE _____ | EST-0 _____ | GENERATOR _____ |
| JUNTA _____ | LONGEVITY _____ | CONTROL _____ |
| CONFRONT _____ | ASSOCIATED _____ | STOP _____ |
| ETIQUETTE _____ | CUT RATE _____ | HSST _____ |

- *1. HCO PL 13 Sep 70 **ORG SFRIES 1**
- BASIC ORGANIZATION** 259
- 1a. CLAY DEMO: Organization is a dynamic activity, not an identity or a being. _____
- 1b. DRILL: Write 10 examples of classes of action or thing. _____
- 1c. CLAY DEMO: An organization without an org board will break down by overload and cross flows and currents. These in conflict become confusion. _____
- 1d. CHART: Any activity has a sequence of actions and has to have stable points which do not flow in order to handle things which do flow. _____
- 1e. DRILL: Work out a simple org board for 3 different types of businesses, firstly putting in only terminals, then converting these to a flow pattern by
- (a) surveying the types of particles
- (b) working out the changes desired for each to make a product
- (c) posting the terminals who will do the changing along a sequence of actions. _____
2. HCO PL 14 Sep 70 **ORG SERIES 2**
- COPE AND ORGANIZE** 263
- 2a. WORDS: Clear every word of the rule "Organizational genius is composed of arranging sequences of action and designating channels for types of particles." _____
- 2b. DRILL: Write up 5 examples of the above rule. _____
3. HCO PL 24 Sep 70 **ORG SERIES 3**
- HOW TO ORGANIZE AN ORG** 265
- 3a. DRILL: Write up an example of correctly applying steps 1-12 of ORG SFRIES 3 on a newly formed org with 10 persons in it, to build it up to a 35-40 man org in 3 months. _____

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| 3b. | CLAY DEMO: | The actions necessary to take an org from cope to fully organized. | | | |
| 4. | HCO PL 22 Sep 70 | ORG SERIES 4 HATS | 267 | _____ | _____ |
| 4a. | DEMO: | How to get out of cope. | | _____ | _____ |
| 5. | HCO PL 26 Sep 70 | ORG SERIES 5 ORG BOARD CUTATIVES | 272 | _____ | _____ |
| 5a. | DRILL: | Write up 3 examples of any major function, action or post left off an org board which will wrap itself around the I/C like a hidden menace. | | _____ | _____ |
| 5b. | DRILL: | Look up the original 1954 London Org Board in Vol 7 and make a full list of all posts and functions not on their current Mini Org Boards. | | _____ | _____ |
| 6. | HCO PL 27 Sep 70 | ORG SERIES 6 CUTATIVE PRICES | 275 | _____ | _____ |
| 6a. | DRILL: | Write up 5 examples each of how points 1-10 price cuts forbidden can be violated in an org. | | _____ | _____ |
| 7. | HCO PL 1 Oct 70 | ORG SERIES 7 HATS AND COUNTER-EFFORT | 276 | _____ | _____ |
| 7a. | DRILL: | Make up a simple hat for a non-org post in life which contains the rights and duties, write-up, checksheet and pack. | | _____ | _____ |
| 7b. | CLAY DEMO: | Singlehanding. | | _____ | _____ |
| 7c. | CHART: | Counter-effort caused by unhattedness. | | _____ | _____ |
| 8. | HCO PL 8 Oct 70 | ORG SERIES 8 ORGANIZING AND PRODUCT | 280 | _____ | _____ |
| 8a. | CHART: | Disorganization gives a poor product. Organization will produce a good product. | | _____ | _____ |
| 8b. | DRILL: | Write up 5 examples of posts doing an irreducible minimum, writing up against each what they really should be doing and producing. | | _____ | _____ |
| 8c. | CHART: | How to organize a person who has six hats so each of the functions are known and done. | | _____ | _____ |
| 9. | HCO PL 28 Oct 70 | ORG SERIES 9 ORGANIZING AND HATS | 282 | _____ | _____ |
| 9a. | DRILL: | Take 3 Depts on the Org Board and work out the section products which add up to the Dept products or VFPs. | | _____ | _____ |
| 9b. | CHART: | An org staff which does not know the org board and its functions. | | _____ | _____ |

- 9c. DRILL: Work out the Div 4 Org Board for a small business per the steps 1-8 per ORG SERIES 9.
- *10. HCO PL 29 Oct 70 ORG SERIES 10
THE ANALYSIS OF ORGANIZATION BY PRODUCT 287
- 10a. DRILL: Make up a separate card for each product 1 to 4, plus quantity, quality, viability. Coach then drills student on Prods 1 to 4, giving examples and having student name the right product by producing the correct card. Coach must ensure that examples given are the fully completed Prod 1 to 4. Coach sorts out student's confusions by referring to the PL & locating & clearing the MUs involved, then having PL restudied. Coach fully covers Prods 1-4 in an org from the viewpoint of org execs.
- 10b. DRILL: Coach then gets student to make up own examples of the 4 basic Prods, proceeding to indicate the quantity, quality and viability factors, until student is fully conversant with the subject.
- 10c. DRILL: Student makes up a checklist of the 12 factors influencing the 4 major prods and does an analysis of the org using this checklist. Fully write up the findings with copy to Flag Data Files.
11. HCO PL 1 Nov 70 ORG SERIES 11
ORGANIZATION AND MORALE 291
- 11a. DRILL: Do an inspection in at least 2 Divs and work out whether the Divs are in good or bad morale. Inspect the Div organization to confirm that good morale goes with good organization and vice versa.
12. HCO PL 2 Nov 70 ORG SERIES 12
THE THEORY OF SCN ORGANIZATIONS 294
- 12a. CLAY DEMO: A "live" organization and a machine organization.
- 12b. CHART: An organization is a number of terminals and communication lines united with a common purpose.
13. HCO PL 13 Nov 70 ORG SERIES 13
PLANNING BY PRODUCT 298

| | | | | |
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| 13a. DRILL: | Figure out the Be, Do, Have by working backwards from product for any three posts. | | | |
| 14. HCO PL 14 Nov 70 | ORG SERIES 14 THE PRODUCT AS AN OVERT ACT | 300 | _____ | _____ |
| 14a. DRILL: | Inspect 6 org staff producing their products and write up what their products are and whether they are good or flubby products. | | _____ | _____ |
| 15. HCO PL 20 Nov 70 | ORG SERIES 15 ORGANIZATION MISUNDERSTOODS | 301 | _____ | _____ |
| 15a. WORDS: | Clear each of the Organization Words with Method 5 word clearing (HCOB 21 Jun 72, Word Clearing Series 38) | | _____ | _____ |
| 16. HCO PL 25 Nov 70 | ORG SERIES 16 POLICY AND ORDERS | 305 | _____ | _____ |
| 16a. CLAY DEMO: | What policy means in the specialized field of Management and organization | | _____ | _____ |
| 16b. CLAY DEMO: | The definition of an "order". | | _____ | _____ |
| 16c. DEMO: | What clearing post purpose is. | | _____ | _____ |
| 17. HCO PL 1 Dec 70 | ORG SERIES 17 REALITY OF PRODUCTS | 309 | _____ | _____ |
| 17a. ESSAY: | Why a knowledge of the VFPs of an activity is necessary before one can do (a) FP, (b) arrange, buy or sell property, (c) allocate spaces assigned for different functions, (d) assign personnel. | | _____ | _____ |
| 17b. DRILL: | Do the three-part survey on a small business in the district and thusly work out the VFP or VFPs concerned. | | _____ | _____ |
| 18. HCO PL 6 Dec 70 | ORG SERIES 18 THIRD DYNAMIC DE-ABERRATION | 314 | _____ | _____ |
| 18a. DRILL: | Write up the Admin Scale for your-self as a Mgmt student. Work the scale up and down until it agrees and is consistent. | | _____ | _____ |
| 18b. DEMO: | Why the skill with which the Admin Scale is worked out and aligned and gotten into action is called Management./ | | _____ | _____ |
| 19. HCO PL 14 Dec 70 | ORG SERIES 19 GROUP SANITY | 318 | _____ | _____ |
| 19a. ESSAY: | Why the 11 points of the Sanity Scale are the points of success or failure in an Org. | | _____ | _____ |

- 19b. DRILL: Work out an Admin Scale for an Org Executive and then align the Admin Scale with the 9 points of the Sanity Scale.
- 19c. DRILL: Do an inspection of nearby org and work out which points of the Sanity Scale are in or out, with full reasons why. This drill must be done on the basis of look, don't listen.
20. HCO PL 30 Dec 70 ORG SERIES 20 ENVIRONMENTAL CONTROL 329
- 20a. DRILL: Purely on the basis of an inspection of the environment draw up a list of 10 staff who have control over their environment.
21. HCO PL 19 Jan 71 ORG SERIES 21 DUPLICATING FUNCTIONS 331
- 21a. DEMO: What can happen in an org with duplicative functions and how you handle.
22. HCO PL 25 Jan 71 ORG SERIES 22 SQUIRREL ADMIN 332
- 22a. DRILL: Write up 5 exact examples of standard admin in an org.
23. HCO PL 16 Feb 71 ORG SERIES 23 LINES AND TERMINALS 335
24. HCO PL 6 Mar 71 ORG SERIES 24 LINE DESIGN - HGC LINES AN EXAMPLE 337
25. DRILL: A. Clear all the words on the lines and terminals scale.
B. Work out how each of the parts of the scale could be identified by an exec in an org.
C. Coach then drills student by giving examples of persons on the scale until student can correctly name and identify the examples against the scale.
D. Coach must get student to actually do lines and terminals drilling, using the C/S Series 25 line, using the coach and any other students available.
E. Coach redrills student on the scale to ensure that student can identify a person's awareness on the scale.
26. HCO PL 16 Mar 71 ORG SERIES 25 LINES AND HATS 338
- 26a. CLAY DEMO: The interrelated problems of lines, personnel & hats, showing an example of an unsolvable problem which is resolved by locating the real problem and handling that.

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| 26b. DEMO: | Demo The Factors for the coach. | | _____ | _____ | _____ |
| 27. HCO PL 25 Mar 71 | ORG SERIES 26 VALUABLE FINAL PRODUCTS | 340 | _____ | _____ | _____ |
| 27a. CLAY DEMO: | Valuable Final Product. | | _____ | _____ | _____ |
| 28. HCO PL 7 Jul 71 | ORG SERIES 27 HCO ESTABLISHMENT FUNCTIONS | 342 | _____ | _____ | _____ |
| 28a. CLAY DEMO: | The internal and external lines of HCO, showing the terminals who control the particles on the lines. | | _____ | _____ | _____ |
| 29. HCO PL 29 Jul 71 | ORG SERIES 28 WHY HATTING | 344 | _____ | _____ | _____ |
| 29a. ESSAY: | Explain how the power of a thetan stems from his ability to hold a position in space and how a whole staff can be brought to this level of operation to get a whole org into Power. | | _____ | _____ | _____ |
| 30. HCO PL 11 Aug 71 | ORG SERIES 29 INFINITE EXPANSION | 346 | _____ | _____ | _____ |
| 30a. DEMO: | The points for infinite expansion. | | _____ | _____ | _____ |
| 31. HCO PL 14 Jul 72 | ORG SERIES 30 ESTO FAILURES | 347 | _____ | _____ | _____ |
| 31a. DEMO: | What an Esto does on return to his org. | | _____ | _____ | _____ |
| *32. HCO PL 23 Jul 72 | ORG SERIES 31 THE VITAL NECESSITY OF HATTING | 350 | _____ | _____ | _____ |
| 32a. CLAY DEMO: | Hatting = Control. | | _____ | _____ | _____ |
| 32b. CHART: | The route followed by new staff on the fast flow hiring system until the person becomes eligible for FT training. | | _____ | _____ | _____ |
| 32c. ESSAY: | The benefits and advantages of the fast flow system of hiring. | | _____ | _____ | _____ |
| *33. HCO PL 28 Jul 72 | ORG SERIES 32 ESTABLISHING - HOLDING THE FORM OF AN ORG | 353 | _____ | _____ | _____ |
| 33a. CHART: | What org form really is. | | _____ | _____ | _____ |
| 34. HCO PL 13 Jul 74 | ORG SERIES 33 PRODUCTION BUGS | 356 | _____ | _____ | _____ |
| 34a. DRILL: | Write 5 examples of experimenting on a standard production line. What would have been the right thing to do if experimenting or changing the standard production line. | | _____ | _____ | _____ |
| 35. HCO PL 13 Jul 74 | ORG SERIES 34 WORKING INSTALLATIONS | 357 | _____ | _____ | _____ |
| 35a. DRILL: | Write 5 examples of unmocking a working installation and how each should have been handled. | | _____ | _____ | _____ |

- *36. HCO PL 20 Sep 76 . ORG SERIES 35
THE STAT PUSH
- 36a. DRILL: Write up 5 examples each of
stat pushing, stat ignoring,
stat faking.
- *37. HCO PL 14 Nov 76 ORG SERIES 36
MANNING UP AN ORG
- 37a. ESSAY: On how wrong sequence will
contract an org while trying
to expand it and how this
is avoided or remedied.
- 38. HCO PL 16 Nov 76 ORG SERIES 37
PRODUCTION QUOTAS
- 38a. DRILL: List out the GDSs of each
Division. Break these down
into sub-products needed in
order to attain each GDS.
- 39. ESSAY: Write out a full example of
exactly what should be done
on a failing company to get
it operating and expanding.
- 40. _____
- 41. _____
- 42. _____
- 43. _____
- 44. _____

SECTION V - THE FINANCE SERIES

| | | | | | |
|-------------|-------|------------|-------|---------------|-------|
| FINANCE | _____ | FBO | _____ | ACCOUNTS | _____ |
| TRANSMITTED | _____ | RECEIPTED | _____ | MINUS INVOICE | _____ |
| BOUNCED | _____ | COLLECTION | _____ | ALLOCATION | _____ |
| COLLECT | _____ | INCOME | _____ | SOLVENCY | _____ |
| BANKING | _____ | AUTONOMOUS | _____ | REFUND | _____ |

- 1. HCO PL 29 Jan 71 FINANCE SERIES 1
FINANCE BANKING
OFFICER 358
- 1a. WORDS: Fully clear the difference
between Treasury and Finance.
- 1b. WORDS: Clear Finance Banking Officer.
- 1c. CHART: The duties and responsibilities
of an FBO in relation to an
org.
- *2. HCO PL 13 Feb 71 FINANCE SERIES 2
FINANCIAL PLANNING
TIPS 360
- 2a. DRILL: Do up an example of a simple
FP against the production
of VFPs.
- 2b. DRILL: Work out an example of how
an FBO could allocate X
beans and get X beans plus
return.

| | | | | | | |
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| 2c. | DRILL: | Make up a full list of real org necessities required to get products out. | | _____ | _____ | _____ |
| 3. | HCO PL 17 Feb 71 | FINANCE SERIES 3 BASIC FBO DUTIES (Reissued as BPL) | 362 | _____ | _____ | _____ |
| 3a. | DEMO: | The basic FBO duties. | | _____ | _____ | _____ |
| 4. | HCO PL 17 Feb 71 | FINANCE SERIES 3-1 HANDLING OF BOUNCED CHECKS AND REFUNDS (Reissued as BPL) | 364 | _____ | _____ | _____ |
| 4a. | DEMO: | Handling of bounced checks, refunds. | | _____ | _____ | _____ |
| 5. | HCO PL 1 Mar 71 | FINANCE SERIES 4 INCOME SOURCES (Reissued as BPL) | 366 | _____ | _____ | _____ |
| 5a. | DRILL: | Inspect copies of recent income source summaries and div income breakdowns and work out (a) areas and services which are buying and selling and (b) areas and services which are not buying and selling. Write up a list of actions which should be done on these publics. | | _____ | _____ | _____ |
| 6. | HCO PL 26 Apr 71 | FINANCE SERIES 5 FP ACTIVATION (Reissued as BPL) | 368 | _____ | _____ | _____ |
| 7. | HCO PL 10 Mar 71 | FINANCE SERIES 6 FBO HAT (Reissued as BPL) | 369 | _____ | _____ | _____ |
| 7a. | DEMO: | The FBO products and purposes. | | _____ | _____ | _____ |
| *8. | HCO PL 19 Mar 71 | FINANCE SERIES 7 BEAN THEORY ... FINANCE AS A COMMODITY (Reissued as BPL) | 374 | _____ | _____ | _____ |
| 8a. | CHART: | Bean theory in operation. | | _____ | _____ | _____ |
| 9. | HCO PL 8 Jun 71 | FINANCE SERIES 8 FBO ACCOUNTS (Reissued as BPL) | 377 | _____ | _____ | _____ |
| 10. | HCO PL 23 Sep 71 | FINANCE SERIES 9 FINANCE BANKING OFFICER PURPOSES | 378 | _____ | _____ | _____ |
| 10a. | CLAY DEMO: | The purposes of the FBO. | | _____ | _____ | _____ |
| 10b. | DEMO: | How an FBO achieves his 3 purposes in an org. | | _____ | _____ | _____ |
| 11. | HCO PL 22 Oct 71 | FINANCE SERIES 10 PURCHASING AND CHECK SIGNING LINES MODIFIED (Reissued as BPL) | 379 | _____ | _____ | _____ |
| 12. | HCO PL 9 Mar 72 | FINANCE SERIES 11 INCOME FLOWS AND POOLS PRINCIPLES OF MONEY MANAGEMENT | 381 | _____ | _____ | _____ |
| 12a. | CHART: | The income flows and pools. | | _____ | _____ | _____ |
| 12b. | CLAY DEMO: | The A-L governing Policy of Finance. | | _____ | _____ | _____ |

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|------|-----------------------------------|---|--|-----|-------|
| 12c. | ESSAY: | An ED's responsibility on Finance. (See point 11 above and HCO PL 10 April 68, WHAT AN EXEC WANTS ON HIS LINES) | | | |
| 13. | HCO PL 12 May 72 | FINANCE SERIES 12 PTS PERSONNEL AND FINANCE | | 385 | _____ |
| 13a. | ESSAY: | Why PTSs are not OK on finance, registration, top exec, HAS or Ethics lines. | | | _____ |
| 14. | HCO PL 3 Jun 72 | FINANCE SERIES 13 PROMOTION ALLOCATIONS (Reissued as BPL) | | 387 | _____ |
| 14a. | DRILL: | Do an example of the promo schedule for one month which is a correct PT expenditure. | | | _____ |
| 15. | BPL 3 Nov 72RA (Rev 26 Apr 75) | FINANCE SERIES 14RA PAYMENT OF FLAG BILLS INCURRED LOCALLY | | 402 | _____ |
| 15a. | DEMO: | The only 4 types of Flag Bills which are paid locally by FBOs. | | | _____ |
| 16. | HCO PL 8 Mar 73 | FINANCE SERIES 15 PROMOTION (Reissued as BPL) | | 405 | _____ |
| 16a. | DEMO: | The policy regards Promotion | | | _____ |
| 17. | BPL 10 Nov 73R | FINANCE SERIES 16R FBO NETWORK ORGANIZATION LOCATION (Rev & Reiss as BPL 25 Apr 75) | | 406 | _____ |
| 18. | ESSAY: | Why the FBO Network exists. | | | _____ |
| 19. | | | | | _____ |
| 20. | | | | | _____ |
| 21. | | | | | _____ |
| 22. | | | | | _____ |
| 23. | | | | | _____ |

SECTION VI - EXECUTIVE SERIES

| | | |
|----------------------|----------------|-----------------|
| RESPONSIBILITY _____ | QUAGMIRE _____ | CHRONIC _____ |
| TARGETTING _____ | BY-PASS _____ | PLUNDER _____ |
| EXECUTIVE _____ | QEO _____ | KNOWLEDGE _____ |
| MAGISTRATE _____ | QUOTAS _____ | TEO _____ |
| SUPREMACY _____ | | |

| | | | | | |
|-----|------------------|--|--|-----|-------|
| *1. | HCO PL 29 Oct 71 | EXECUTIVE SERIES 1 THE EXECUTIVE | | 407 | _____ |
| 1a. | WORDS: | Method 9 on HCO PL 29 Oct 71 THE EXECUTIVE. | | | _____ |
| 1b. | DRILL: | Coach does the Learning Drill per HCOB 26 Jul 63 on student on HCO PL 29 Oct 71 THE EXECUTIVE. | | | _____ |

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|------|------------------|---|-----|-------|-------|-------|
| 2. | HCO PL 29 Oct 71 | EXECUTIVE SERIES 2 LEADERSHIP | | _____ | _____ | _____ |
| 2a. | CLAY DEMO: | The most ideal character of an Executive. | | _____ | _____ | _____ |
| *3. | HCO PL 27 Nov 71 | EXECUTIVE SERIES 3 MONEY | 410 | _____ | _____ | _____ |
| 3a. | CLAY DEMO: | Money | | _____ | _____ | _____ |
| *4. | HCO PL 3 Dec 71 | EXECUTIVE SERIES 4 EXCHANGE | 412 | _____ | _____ | _____ |
| 4a. | CLAY DEMO: | Exchange | | _____ | _____ | _____ |
| 4b. | ESSAY: | How an Exec can know exchange is occurring. | | _____ | _____ | _____ |
| *5. | HCO PL 26 Jan 72 | EXECUTIVE SERIES 5 NOT DONES, HALF DONES AND BACKLOGS | 414 | _____ | _____ | _____ |
| 5a. | DEMO: | An area with routine traffic and a backlog. | | _____ | _____ | _____ |
| 5b. | DRILL: | Write up three examples of how a backlog can develop and what must be done to handle. | | _____ | _____ | _____ |
| 6. | HCO PL 6 Feb 72 | EXECUTIVE SERIES 6 EXECUTIVE INTENTION (Reissued as BPL) | 416 | _____ | _____ | _____ |
| 6a. | DRILL: | Write up what happens in an org with an Exec who disagrees with Policy, Flag or a FOLO. | | _____ | _____ | _____ |
| 6b. | DRILL: | Write up 3 examples of illegal or contrary orders and how to handle. | | _____ | _____ | _____ |
| *7. | HCO PL 8 Feb 72 | EXECUTIVE SERIES 7 TARGETTING OF DIVISIONAL STATISTICS AND QUOTAS | 418 | _____ | _____ | _____ |
| 7a. | DRILL: | Give 5 examples of a production quota | | _____ | _____ | _____ |
| 7b. | DRILL: | Give 5 examples of targetting necessary to achieve and increase production quotas. | | _____ | _____ | _____ |
| 8. | HCO PL 18 Feb 72 | EXECUTIVE SERIES 8 THE TOP TRIANGLE | 420 | _____ | _____ | _____ |
| 8a. | DRILL: | Give 3 examples of actually increasing KRC on a staff member and how it is done. | | _____ | _____ | _____ |
| 9. | HCO PL 27 Feb 72 | EXECUTIVE SERIES 9 ROUTING | 422 | _____ | _____ | _____ |
| 9a. | DEMO: | Demonstrate how an Exec must handle routing and what happens if he doesn't. | | _____ | _____ | _____ |
| 10. | HCO PL 29 Feb 72 | EXECUTIVE SERIES 10 CORRECT COMM | 424 | _____ | _____ | _____ |
| 10a. | DRILL: | Student gives one example each of the 19 points of the basic elements of correct comm. | | _____ | _____ | _____ |
| 10b. | DRILL: | Coach writes up examples of correct and incorrect comm and has student handle rapidly and correctly. If any slows, find out why and handle. | | _____ | _____ | _____ |

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| 11. | HCO PL | 1 Apr 72 | EXECUTIVE SERIES 11 MAKING AN EXECUTIVE | 427 | _____ | _____ | _____ |
| 11a. | DRILL: | | Draw up an example of wrong flow lines, then an example of right fast flow comm lines. | | _____ | _____ | _____ |
| 11b. | DRILL: | | Write up 5 examples of inter- departmental and inter-div comm. | | _____ | _____ | _____ |
| 11c. | DRILL: | | Draw up a chart showing the command lines in one color and fast flow comm lines in another color. | | _____ | _____ | _____ |
| *12. | HCO PL | 3 May 72 | EXECUTIVE SERIES 12 ETHICS AND EXECUTIVES | 431 | _____ | _____ | _____ |
| 12a. | DRILL: | | Write up 5 examples each of the 7 out-ethics offenses | | _____ | _____ | _____ |
| 12b. | DRILL: | | Write up 5 examples each (additional) of the 7 out- ethics offenses. | | _____ | _____ | _____ |
| 12c. | DRILL: | | Steps 1 thru 5 of Ethics and Executives PL. | | _____ | _____ | _____ |
| 13. | HCO PL | 12 May 72 | EXECUTIVE SERIES 13 PTS PERSONNEL AND FINANCE | 435 | _____ | _____ | _____ |
| 13a. | ESSAY. | | Write up Why a PTS Exec could do (a) to (e) in an org. | | _____ | _____ | _____ |
| 14. | HCO PL | 14 Jul 72 | EXECUTIVE SERIES 14 ESTO FAILURES | 437 | _____ | _____ | _____ |
| 14a. | DEMO: | | How an Esto can aid an ED/ Prod Officer in an org. | | _____ | _____ | _____ |
| 15. | HCO PL | 23 Jul 72 | EXECUTIVE SERIES 15 THE VITAL NECESSITY OF HATTING | 440 | _____ | _____ | _____ |
| 15a. | ESSAY: | | On a first job for an Exec being to get things for his people to do. | | _____ | _____ | _____ |
| 16. | HCO PL | 28 Jul 72 | EXECUTIVE SERIES 16 ESTABLISHING HOLDING THE FORM OF THE ORG | 443 | _____ | _____ | _____ |
| 16a. | DEMO: | | How the Form of the Org is held. | | _____ | _____ | _____ |
| 17. | HCO PL | 9 May 74 | PROD-ORG ESTO AND OLDER SYSTEMS RECONCILED | 446 | _____ | _____ | _____ |
| 18. | HCO PL | 7 Dec 74 | PROD-ORG, ESTO AND OTHER SYSTEMS RECONCILED REINSTATED | 450 | _____ | _____ | _____ |
| 19. | CLAY DEMO: | | How the Prod-Org Esto Systems are reconciled. | | _____ | _____ | _____ |
| *20. | HCO PL | 20 Sep 76 | EXECUTIVE SERIES 17 THE STAT PUSH | | _____ | _____ | _____ |
| 20a. | CLAY DEMO: | | What production is. | | _____ | _____ | _____ |
| 20b. | ESSAY: | | On what a stat is and how it should be used. | | _____ | _____ | _____ |
| *21. | HCO PL | 14 Nov 76 | EXECUTIVE SERIES 18 MANNING UP AN ORG | | _____ | _____ | _____ |
| 21a. | ESSAY: | | On how single handing from the top comes from long-standing failures to man or man in sequence and how to handle so that the org takes over. | | _____ | _____ | _____ |

22. HCO PL 16 Nov 76 EXECUTIVE SERIES 19
PRODUCTION QUOTAS
- 22a. DRILL: Chart the entire cycle of how you would get a Division in an org to work on products and get the GDS up. (Pick any Division)
23. _____
24. _____
25. _____
26. _____
27. _____

SECTION VII

ESTABLISHMENT OFFICER SYSTEM

| | | |
|---------------------|-----------------|-----------------|
| ESTABLISHMENT _____ | FORM _____ | PREVALENT _____ |
| MONOPOLIZING _____ | HARMONY _____ | GURGLING _____ |
| COGNITION _____ | EXPERTISE _____ | HATTING _____ |
| CONSULTANT _____ | CCH'S _____ | OPERATION _____ |
| HAVINGNESS _____ | BLUE CHIP _____ | SCS _____ |
| CONFESSIONAL _____ | WORK _____ | |

1. HCO PL 7 Mar 72 ESTO SERIES 1R
(Rev 13 Apr 72) THE ESTABLISHMENT OFFICER 451
- 1a. DRILL: The Esto Org Board. _____
2. HCO PL 9 Mar 72 ESTO SERIES 2
HATTING THE ESTO 459
3. HCO PL 9 Mar 72 ESTO SERIES 3
DEV-T AND UNHATTEDNESS 460
- 3a. DRILL: Do the Instant Hat Drill on Coach and others until it can be done smoothly and well. _____
- 3b. CLAY DEMO: The 3 points to handle a non-productive chaos in an org or division. _____
4. HCO PL 10 Mar 72 ESTO SERIES 4
EXEC ESTO HATTING DUTIES 464
- 4a. CLAY DEMO: The answer to your off policy solution is "NO!" Find the Why. _____
5. HCO PL 13 Mar 72 ESTO SERIES 5
PRODUCTION AND ESTABLISHMENT ORDERS AND PRODUCTS 468
- 5a. DRILL: Write up 3 examples of persons requiring orders to do their own post. _____
- 5b. DRILL: Do the 1-14 steps on a staff member to F/N VGIs at Exams. _____
- *6. HCO PL 14 Mar 72 ESTO SERIES 6
SEQUENCE OF HATTING 472

| | | | | | |
|------|------------------|--|-----|--|--|
| 6a. | DEMO: | How to speed up an org. | | | |
| 7. | HCO PL 14 Mar 72 | ESTO SERIES 7 FOLLOW POLICY AND LINES | 474 | | |
| 7a. | DRILL: | Draw the lines which are under the control of HCO Dept 2 and those under the Esto for the Div. | | | |
| 7b. | DRILL: | Give 3 examples of dis- establishing a working installation. | | | |
| 7c. | ESSAY: | Write up how an Exec would know which staff are operational and which are inoperational, with exact examples. | | | |
| 8. | HCO PL 16 Mar 72 | ESTO SERIES 8 LOOK DON'T LISTEN | 477 | | |
| 8a. | DRILL: | Do an inspection of the org purely on the basis of "Look don't listen", writing up a full report of what found. Observe the scene, action, stats, products, lines, mest, pattern used, quality of products. | | | |
| 8b. | DRILL: | Write up 5 examples of Esto handling situation in an org, and how the Esto handles these. | | | |
| 9. | HCO PL 16 Mar 72 | ESTO SERIES 9 STUCK IN | 481 | | |
| 9a. | DRILL: | Do the following dummy drills with a coach: (a) instant hatting (b) getting production (c) doing a HAT PL checkout on the person (d) getting more production (e) doing another PL checkout (f) Getting more production | | | |
| 9b. | ESSAY: | Why an Esto handles staff on short cycles. | | | |
| 9c. | DRILL: | Give 3 examples of a Dev-T staff member handled with instruct, cram, retread, dismiss. | | | |
| 10. | HCO PL 18 Mar 72 | ESTO SERIES 10 FILES | 482 | | |
| 10a. | CLAY DEMO: | Set up a big clay demo of how to set up and maintain divisional files. | | | |
| 11. | HCO PL 23 Mar 72 | ESTO SERIES 11 FULL PRODUCT CLEARING LONG FORM | 484 | | |
| 12. | HCO PL 1 Apr 72 | ESTO SERIES 12 MAKING AN EXECUTIVE | 490 | | |
| 12a. | DEMO: | The real scene of an executive. | | | |
| 13. | HCO PL 3 Apr 72 | ESTO SERIES 13 DOING WORK | 494 | | |

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|-----------------------|---|-----|--|--|
| 13a. DRILL: | Write up 5 examples of a staff member not doing what he should be doing. | | | |
| 13b. CLAY DEMO: | Happiness is Power and Power is being able to do what one is doing when one is doing it. | | | |
| 13c. DRILL: | Write up 3 different staff situations and what handling drills should be done on them. | | | |
| 14. HCO PL 4 Apr 72 | ESTO SERIES 14 ETHICS | 498 | | |
| 14a. ESSAY: | The consequences of permitting a staff member to receive without contributing. | | | |
| 15. HCO PL 6 Apr 72 | ESTO SERIES 15 PRODUCT CORRECTION | 502 | | |
| 15a. DRILL: | Do the hats and org board drill on a staff member and complete the steps, writing up fully what was found. (This is a student drill and it is not permitted to send the result to the staff member) | | | |
| 15b. ESSAY: | What to do when stats are down or lines tangled. | | | |
| *16. HCO PL 24 Apr 72 | ESTO SERIES 16 HATTING THE PRODUCT OFFICER OF THE DIVISION | 507 | | |
| 16a. DRILL: | Coach drills student on Esto Series 16 situations one by one until he can handle well. | | | |
| 16b. DRILL: | Coach drills student on Esto Series 16 Sits 1, 2 and 8 on staff situations. | | | |
| 16c. ESSAY: | Why and how for the general why of inactivity or non-production being a low condition on one or more dynamics, causing inability to confront. | | | |
| 17. HCO PL 13 May 72 | ESTO SERIES 17 CHINESE SCHOOL | 511 | | |
| 17a. DRILL: | Student does a Chinese School on other students till he can do it well. | | | |
| 18. HCO PL 12 Jun 72 | ESTO SERIES 18 LENGTH OF TIME TO EVALUATE | 513 | | |
| 19. HCO PL 13 Jun 72 | ESTO SERIES 19 PROGRAM DRILL | 515 | | |
| 19a. DRILL: | Do a dummy project 1. | | | |
| 19b. DRILL: | Do a dummy project 2. | | | |
| 20. HCO PL 26 Jun 72 | ESTO SERIES 20 SUPERVISOR TECH | 517 | | |

- 20a. DRILL: Obnosis drill. Coach takes student around the org and stops at various points and asks the student what he sees. If student misses obvious things or omissions, coach looks for and finds MUs in the area, then gets the student to look and see again. This is done all around the org till student can report what is there or should be there but isn't.
21. HCO PL 28 Jun 72 ESTO SERIES 21
FILES ACCURACY 519
- 21a. DRILL: Coach gets student to rattle off the alphabet forwards and backwards and then to give each letter ahead of or behind each letter. Handle any trouble with location of MUs.
- 21b. DRILL: Coach drills student on a map of the world, locating cities, states, countries and continents, plus a map of the area covered by org activities.
- 21c. DRILL: Student now drills a staff member who controls files (during study time) on Drill 21b above.
22. HCO PL 14 Jun 72 ESTO SERIES 22
ESTO FAILURES 520
- 22a. DRILL: Using a 35-man org posted per the Mini Org Board complement, work out future posting priorities by paralleling with production to man up the org against production.
23. HCO PL 23 Jul 72 ESTO SERIES 23
THE VITAL NECESSITY OF
HATTING 523
- 23a. CLAY DEMO: Hatting = Control.
24. HCO PL 25 Jul 72 ESTO SERIES 24
THE FORM OF THE ORG 526
- 24a. CLAY DEMO: A terminal.
- 24b. CLAY DEMO: Org Form.
- 24c. DRILL: Draw up a diagram of how to utilize space properly in order to get in the form of the org.
- 24d. DRILL: Draw up a flow plan of the main public body lines in an org as would be used for drilling public line posts. Now compare this to the org board and the existing location of terminals in the org. Write up a full report on your findings.

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| 25. | HCO PL 27 Jul 72 | ESTO SERIES 25 FORM OF THE ORG AND SCHEDULES | 529 | _____ | _____ | _____ |
| 25a. | DRILL: | Write up examples of a schedule for 3 different types of activities. | | _____ | _____ | _____ |
| 26. | HCO PL 28 Jul 72 | ESTO SERIES 26 ESTABLISHING.... HOLDING THE FORM OF THE ORG | 531 | _____ | _____ | _____ |
| 27. | HCO PL 21 Aug 72 | ESTO SERIES 27 EFFECTIVE HATTING | 534 | _____ | _____ | _____ |
| 28. | BPL 4 Oct 72 | ESTO SERIES 28R HANDLING PTS AND OUT ETHICS PERSONNEL (Cancelled) | 536 | _____ | _____ | _____ |
| 29. | HCO PL 24 Jun 73 | ESTO SERIES 29R Taken from LRH OODs Item of 18 Nov 71. | 538 | _____ | _____ | _____ |
| 30. | HCO PL 22 Nov 73 | ESTO SERIES 30 | 539 | _____ | _____ | _____ |
| *31. | HCO PL 7 Aug 76 | ESTO SERIES 31 PRODUCT/ORG OFFICER SYSTEM, NAME YOUR PRODUCT | | _____ | _____ | _____ |
| 31a. | CLAY DEMO: | Name your product. | | _____ | _____ | _____ |
| *32. | HCO PL 7 Aug 76 | ESTO SERIES 32 PRODUCT/ORG OFFICER SYSTEM, WANT YOUR PRODUCT | | _____ | _____ | _____ |
| 32a. | CLAY DEMO: | Want your product. | | _____ | _____ | _____ |
| *33. | HCO PL 7 Aug 76 | ESTO SERIES 33 PRODUCT/ORG OFFICER SYSTEM, TO GET YOU HAVE TO KNOW HOW TO ORGANIZE | | _____ | _____ | _____ |
| 33a. | CLAY DEMO: | How to get the product. | | _____ | _____ | _____ |
| 33b. | ESSAY: | On... to get you have to know how to organize. | | _____ | _____ | _____ |
| 34. | DRILL: | With a coach, name, want and get your product having the coach mock up different situations and the student handling as a product officer until the student does it efficiently and feels good about it. | | _____ | _____ | _____ |
| 35. | | | | _____ | _____ | _____ |
| 36. | | | | _____ | _____ | _____ |
| 37. | | | | _____ | _____ | _____ |
| 38. | | | | _____ | _____ | _____ |
| 39. | | | | _____ | _____ | _____ |

SECTION VIII - CORRECTION

Under Section A are listed all policy contained in OEC Volume Management Series which have been cancelled. Cancelled issues which have been replaced by another PL have the replacement noted. (Your Course Admin will have an "Additions" pack).

Under Section B are listed all policy in OEC Volume Management Series which have been reissued and revised as BPLs. (The revised BPLs should be contained in the "Additions" pack). Only those issued not already published as BPLs are listed here.

Under Section C are listed all HCO PLs which have been revised. (These also are in the "Additions" pack).

A. CANCELLATIONS:

- | | | | | | |
|----|------------------------------|---|-------|-------|-------|
| 1. | HCO PL 14 Jan 72 (Iss IV) | PERSONNEL SERIES 24 THE "OK TO BE A...." SYSTEM - Cancelled | _____ | _____ | _____ |
| 2. | | | _____ | _____ | _____ |
| 3. | | | _____ | _____ | _____ |
| 4. | | | _____ | _____ | _____ |
| 5. | | | _____ | _____ | _____ |
| 6. | | | _____ | _____ | _____ |

B. REISSUED AS BPLS:

- | | | | | | |
|----|------------------|---|-------|-------|-------|
| 1. | HCO PL 5 Dec 71 | PR SERIES 13 HOW TO DO A PR SURVEY Reissued as BPL 5 Sep 75, same title. | _____ | _____ | _____ |
| 2. | HCO PL 7 Jan 72 | PR SERIES 14 CREATING SURVEY QUESTIONS, Revised & reissued as BPL 9 Sep 75, same title | _____ | _____ | _____ |
| 3. | HCO PL 25 Jan 72 | PR SERIES 15 POPULATION SURVEYS, Revised & reissued as BPL 3 Jul 74, same title | _____ | _____ | _____ |
| 4. | HCO PL 13 Jul 72 | PR SERIES 16 SURVEY BUTTONS AND PROMO, Revised & reissued as BPL 9 Sep 75, same title | _____ | _____ | _____ |
| 5. | HCO PL 12 Jan 73 | PR SERIES 19 THE SAFE POINT, Reissued as BPL 29 Jun 75, same title. | _____ | _____ | _____ |
| 6. | HCO PL 10 Feb 71 | PERSONNEL SERIES 18 Adds to Personnel Series 8, HCO PL 16 Sep 70 ETHICS AND PERSONNEL, Reissued as BPL, same title | _____ | _____ | _____ |
| 7. | HCO PL 23 Dec 71 | PERSONNEL SERIES 23 1:1 TECH ADMIN RATIO ON NEW RECRUITS, Revised and reissued as BPL 8 Sep 75, same title | _____ | _____ | _____ |

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| 8. | HCO PL 3 Apr 73 | PERSONNEL SERIES 26 HATTING, revised & reissued as BPL 20 Jul 75, same title. | _____ | _____ | _____ |
| 9. | HCO PL 17 Feb 71 | FINANCE SERIES 3 BASIC FBO DUTIES, reissued as BPL, same title | _____ | _____ | _____ |
| 10. | HCO PL 17 Feb 71 | FINANCE SERIES 3-1 HANDLING OF BOUNCED CHECKS AND REFUNDS (Modified 5 Jul 72) Revised & reissued as BPL 15 Aug 75, same title | _____ | _____ | _____ |
| 11. | HCO PL 1 Mar 71 | FINANCE SERIES 4 INCOME SOURCES, revised & reissued as BPL 18 Jul 75, same title | _____ | _____ | _____ |
| 12. | HCO PL 26 Apr 71 | FINANCE SERIES 5 FP ACTIVATION Revised & reissued as BPL 21 Jul 75, same title | _____ | _____ | _____ |
| 13. | HCO PL 10 Mar 71 | FINANCE SERIES 6 FBO HAT Reissued as BPL, same title | _____ | _____ | _____ |
| 14. | HCO PL 19 Mar 71 | FINANCE SERIES 7 BEAN THEORY - FINANCE AS A COMMODITY, Reissued as BPL, same title | _____ | _____ | _____ |
| 15. | HCO PL 8 Jun 71 | FINANCE SERIES 8 FBO ACCOUNTS, Revised & reissued as BPL 25 Aug 75, title change to FINANCE OFFICE ACCOUNTS | _____ | _____ | _____ |
| 16. | HCO PL 22 Oct 71 | FINANCE SERIES 10 PURCHASING AND CHECK SIGNING LINES MODIFIED Revised & reissued as BPL 26 Apr 75, same title | _____ | _____ | _____ |
| 17. | HCO PL 3 Jun 72 | FINANCE SERIES 13 PROMOTION ALLOCATIONS Reissued as BPL, same title | _____ | _____ | _____ |
| 18. | HCO PL 8 Mar 73 | FINANCE SERIES 15 PROMOTION Revised & reissued as BPL 25 Apr 75, same title | _____ | _____ | _____ |
| 19. | HCO PL 6 Feb 72 | EXECUTIVE SERIES 6 EXECUTIVE INTENTION, Revised & reissued as BPL 20 Jul 75, same title | _____ | _____ | _____ |

20. BPL 4 Oct 72 ESTO SERIES 28R
Cancelled 22 Jan 77 by
BPL 4 Oct 72R ESTO
SERIES 28RA, same
title

21.
22.
23.
24.
25.

C. REVISIONS OF HCO PLS:

1. HCO PL 19 Sep 73 DATA SERIES 28
Revised 22 Jun 75
(cancels earlier version)

2. HCO PL 3 Jul 74 DATA SERIES 33
EVALUATION, CRITICISM OF
Revised 17 Sep 74, same
title

3. HCO PL 13 Jul 72 PR SERIES 1
PR AND CAUSATION
Revised 7 Aug 72, same
title

4. HCO PL 20 Apr 70 PERSONNEL SERIES 12
ORGANIZATION MISUNDER-
STOODS, Corrected and
reissued 29 Aug 74,
same title

5. HCO PL 7 Mar 72 ESTO SERIES 1
THE ESTABLISHMENT OFFICER
Revised 13 Apr 72, same
title

6. HCO PL 24 Jun 73 ESTO SERIES 29
PERSONNEL SERIES 27
Revised 23 Oct 75
(The revision is the
signature)

7.
8.
9.
10.
11.

SECTION IX - ATTEST

A. 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: _____

B. 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: _____

C. The above named student has attested to (a) properly enrolled on course, (b) has signed a no-charge invoice for 2½ or 5 year contracted staff or paid in full for non-contracted staff or public, (c) has studied and understands all the materials on the checksheet, (d) has done the drills called for on the checksheet, (e) can produce the result required in the materials of the course.

If this checksheet completes the full study and completion of all OEC checksheets, the student has been awarded his certificate of Management Section of the OEC Course, Provisional, which will be validated as a full certificate with a Gold Seal when all Interneships for all OEC Checksheets have been successfully completed and attested to.

CERTS & AWARDS: _____ DATE: _____

D. CONDITIONAL: If the student has not completed M1 Word Clearing, an examination is fully passed in Qual on the materials of the checksheet.

DIR VALIDITY: _____ DATE: _____

Record of this checksheet completion is to be entered into Student's Personnel Enhancement Folder.

Revised by
W/O Louise Kelly
Flag Mission 1710 I/C
for
Training & Services Aide
Authorized by AVU
Approved by LRH Pers Comm
for the

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