

(Blue Ink on Canary Paper)

FLAG DIVISIONAL DIRECTIVE
Issued from Flag to all Public Divs

FDD 388 DIV VI INT

25 April 1981

To: All PES's
Info: HAS's
Hatting Officers

PUBLIC EXECUTIVE SECRETARY

FULL HAT CHECKSHEET

NAME: _____ ORG: _____
POST: _____
DATE STARTED: _____ DATE COMPLETED: _____

PREREQUISITES:

1. Either Basic Study Manual, Student Hat or PRD.
2. Staff Status II.
3. Purification R/D.
4. Must have been instant hatted by HCO per HCO PL 9 Mar 72 III Esto Series 2 including instant purpose clearing per HCOB 4 Aug 71R.
5. KSW Technical Course Checksheet.

PURPOSE: To train the student on the duties and functions of the PES so he/she can successfully run Divisions 6A, 6B and 6C, so they easily achieve their VFP's in volume and viability.

STUDY TECH: This course is studied per HCO PL 25 Sept 79 I, URGENT - IMPORTANT, SUCCESSFUL TRAINING LINEUP, with full use of study tech. Starrate checkouts are indicated * for students who are not Fast Flow.

LENGTH OF COURSE: 5-6 weeks.

CERTIFICATE: The graduate of this course is awarded the certificate of FULLY HATTED PUBLIC EXECUTIVE SECRETARY (PROVISIONAL).

NOTE: Some of the practical exercises on the checksheet can be done on the staff member's post time (for example a product debug). While doing these practicals on post time he continues with the rest of his hat checksheet during his normal study time.

PRODUCT: A fully hatted Public Executive Secretary who can get the products of the post.

SECTION I - KEEPING SCIENTOLOGY WORKING

- | | | | | | |
|-----|----------------------|----------------------------|-------|-------|-------|
| 1. | HCO PL 7 Feb 65 | KSW Series 1, KEEPING | | | |
| | Reiss. 27.8.80 | SCIENTOLOGY WORKING | _____ | _____ | _____ |
| 2. | HCO PL 17 Jun 70R | KSW Series 5, TECHNICAL | | | |
| | Reiss. 30.8.80 | DEGRADES | _____ | _____ | _____ |
| 2A. | HCO PL 14 Feb 65 | KSW Series 4, SAFEGUARDING | | | |
| | Reiss. 30.8.80 | TECHNOLOGY | _____ | _____ | _____ |
| 3. | HCO PL 4 Apr 72R III | ETHICS AND STUDY TECH | | | |
| | Rev. 21.6.75 | | _____ | _____ | _____ |
| 4. | HCO PL 16 Nov 73 | STUDY TECH AND POST | | | |
| | | | _____ | _____ | _____ |
| 5. | HCO PL 15 Feb 79 | HOW TO DEFEAT VERBAL TECH | | | |
| 6. | | | _____ | _____ | _____ |
| 7. | | | _____ | _____ | _____ |
| 8. | | | _____ | _____ | _____ |

SECTION II - BOOK

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|----|--|-------|-------|-------|
| 1. | PROBLEMS OF WORK (to be read by the end of the course) by L. Ron Hubbard. This book is available from the Org Bookstore. | | | |
| 2. | | _____ | _____ | _____ |

SECTION III - KEY WORDS

Define the following words with a word clearer per HCOB 21.6.72, Word Clearing Series 39, METHOD 6. Use the "Dianetics and Scientology Technical Dictionary" and "Modern Management Technology Defined" as well as standard English dictionaries.

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|--------------------|-------|----------------------|-------|---------------|-------|
| PES | _____ | PUBLIC | _____ | SERVICES | _____ |
| CONTACT | _____ | SERVICE | _____ | REGISTRATION | _____ |
| CONTROL | _____ | ROUTING | _____ | INTRO | _____ |
| SALES | _____ | CHAPLAIN | _____ | SERVICES | _____ |
| THE BRIDGE | _____ | CIVILIZATION | _____ | BASIC COURSES | _____ |
| PUBLIC RELATIONS | _____ | PR | _____ | SALVAGE | _____ |
| TEST SECTION | _____ | TESTING PROCEDURE | _____ | SEMINAR | _____ |
| PES ACCOUNT | _____ | LECTURE | _____ | CO-AUDIT | _____ |
| INFORMATION PACKET | _____ | DIANETIC COUNSELLING | _____ | VOLUNTEER | _____ |
| (INFO PACK) | _____ | GROUP | _____ | MINISTERS | _____ |
| GROUP PROCESSING | _____ | OT COMMITTEE | _____ | PROGRAM | _____ |
| GUNG-HO GROUPS | _____ | FIELD | _____ | | |

SECTION IV - THE PUBLIC DIVS

- | | | | | | |
|-----|---|-------------------------|-------|-------|-------|
| *1. | HCO PL 24 Feb 81 I | 3 DIV PUBLIC DIVISIONS | | | |
| *2. | HCO PL 24 Apr 80 | PUBLIC DIV FUNCTIONS | _____ | _____ | _____ |
| *3. | HCO PL 19 Jan 80 VII | CLASS IV ORGS PUBLIC | | | |
| | | DIVISIONS ORG BOARDS | _____ | _____ | _____ |
| 4. | HCO PL 10 May 80 II | CANCELLATION OF EARLIER | | | |
| | | DIVISION 6 ORG BOARDS | _____ | _____ | _____ |
| 5. | CLAY DEMO: DIV 6A VFP. | | _____ | _____ | _____ |
| 6. | CLAY DEMO: DIV 6B VFP. | | _____ | _____ | _____ |
| 7. | CLAY DEMO: DIV 6C VFP. | | _____ | _____ | _____ |
| 8. | HCO PL 20 Nov 65R | THE PROMOTIONAL ACTIONS | | | |
| | Rev. 6.3.81 | OF AN ORGANIZATION | _____ | _____ | _____ |
| 9. | PRACTICAL: Inspect the Pub Divs and discover the exact status of each of the Pub Div Promo Actions listed in HCO PL 2.11.65R. | | _____ | _____ | _____ |
| 10. | ESSAY: Write up for your supervisor what you discovered in your inspection of the Pub Div Promo Actions. Include specific actions that could be taken with existing resources to get some of the Promo Actions in better. | | _____ | _____ | _____ |

- *11. HCO PL 28 Oct 80R II PUBLIC DIVISIONS
Rev. 5.1.81 STATISTICS
- *12. HCO PL 28 Oct 80 II-1 COUNTING PUBLIC DIVISIONS
Addition of 5.1.81 STATS
- 13. PRACTICAL: Inspect the Pub Div lines and
terminals as they exist and find out how each of
the Pub Div stats is produced and by whom. Com-
pare what you find with the 2 above PL's.
- 14. ESSAY: Write up for your supervisor what you
found in your inspection of the Pub Div stats.
Include any specific actions that could be taken
to improve some of the stats' production.
- *15. LRH ED 311R INT HOW TO EVOLVE THE 3 DIV
13 Feb 80, PUBLIC DIVISIONS
Rev. 23.12.80
- 16. _____
- 17. _____
- 18. _____

SECTION V - THE PUBLIC EXEC SEC

- 1. HCO PL 29 Oct 71 II Exec Series 1, THE
EXECUTIVE
- *2. HCO PL 1 Feb 66 II INSPECTIONS BY EXEC SECS,
HOW TO DO THEM
- 3. DEMO: How a PES does an inspection of his area.
- *4. HCO PL 19 Oct 67 I EXEC SEC HATS FOLDER #2
- 5. CLAY DEMO: The performance of duty of an Exec
Sec (points 1-4 from HCO PL 19 Oct 67 I).
- 6. DEMO: Actions A-G from HCO PL 19 Oct 67 I.
- *7. HCO PL 20 Oct 66 II EXECUTIVE AND GOVERNING
BODY ERRORS AND ANSWERS
- 8. DEMO: How persons fail as execs (points a-d of
above PL).
- 9. CLAY DEMO: Holding an Exec Post while still
learning it.
- *10. HCO PL 25 Mar 63 A MODEL HAT FOR AN
EXECUTIVE
- 11. DEMO: The primary and secondary hats of an
exec.
- 12. HCO PL 21 Sep 80 MONITORING TECH QUALITY
IN ORGS
- 13. _____
- 14. _____
- 15. _____

SECTION VI - TRs

- *1. HCOB 17 May 80 ADMIN TRs
- 2. Using the above reference exactly, do these TRs:
 - a) TR MEST 0 _____ b) TR PEOPLE 0 _____
 - TR MEST 1 _____ TR PEOPLE 1 _____
 - TR MEST 2 _____ TR PEOPLE 2 _____
 - TR MEST 3 _____ TR PEOPLE 3 _____
 - TR MEST 4 _____ TR PEOPLE 4 _____
 - c) TR MEST BB 0 _____ d) TR PEOPLE BB 0 _____
 - TR MEST BB 1 _____ TR PEOPLE BB 1 _____
 - TR MEST BB 2 _____ TR PEOPLE BB 2 _____
 - TR MEST BB 3 _____ TR PEOPLE BB 3 _____
 - TR MEST BB 4 _____ TR PEOPLE BB 4 _____

4. CLAY DEMO: It's perfectly all right to cope. One always must. But one must organize things while he copes.
- *5. HCO PL 28 Jul 72 Esto Series 26, Exec Series 16, Org Series 32, ESTABLISHING - HOLDING THE FORM OF THE ORGANIZATION
6. DEMO: Esto action from beginning to end per HCO PL 28 Jul 72.
- *7. HCO PL 14 Mar 72 II Esto Series 7, FOLLOW POLICY AND LINES
- *8. HCO PL 2 Aug 71 STUDY TIME
9. DEMO: Why staff must study.
- *10. HCO PL 15 Sep 70R EXECUTIVE RESPONSIBILITY FOR TRAINING STAFF
Rev. 25.4.79
- *11. HCO PL 29 Aug 70 I Personnel Series 1, PERSONNEL TRANSFERS CAN DESTROY AN ORG
12. DEMO: a) Personnel errors A-E per HCO PL 29 Aug 70.
b) Action: 1-5 from this PL for managing a production org.
- *13. HCO PL 2 Sep 74RA RECRUITING AND HIRING
Rev. 13.7.79
14. HCO PL 8 Dec 80 PUBLIC EXEC SEC PRIVILEGE
15. CLAY DEMO: The PES PRIVILEGE.
16. DEMO: Demonstrate how you will keep this PL in and how you will handle any violations of it.
17. _____
18. _____
19. _____

SECTION X - STATISTICS

1. Read "What is a Statistic" (pg. 429 Vol 7).
2. CLAY DEMO: A statistic showing in clay what it represents.
3. Review HCO PL 28 Oct 80R II PUBLIC DIVISIONS STATISTICS (Rev. 5.1.81) (section IV and II)
- *4. HCO PL 5 Feb 70 STATISTICS, MANAGEMENT BY
5. DEMO: How statistics are determined, recorded and used in a Scientology organization.
- *6. HCO PL 16 Aug 70 STATISTIC MISMANAGEMENT
7. PRACTICAL: Locate an area in your divisions that has a no cause attitude toward statistics (points 1-4 from PL 16.8.70). Handle per above PL and report to your sup.
8. HCO PL 8 Feb 68 AKH 18, STATISTIC RATIONALIZATION
9. PRACTICAL: Go into another downstat area of your divs and note down all the reasons the person responsible gives you and whether they will or will not resolve the scene or result in upstats. Handle the person and the downstats and report to your supervisor.
- *10. HCO PL 5 May 71R II READING STATISTICS
Rev. 9.11.79
11. HCO PL 9 Feb 70 STATISTICAL JUDGEMENT
- *12. HCO PL 6 Nov 66R I STATISTIC INTERPRETATIVE
Rev. 9.11.79 STATISTIC ANALYSIS
13. HCO PL 1 Feb 66 IV STATISTICS - ACTIONS TO TAKE STATISTIC CHANGES
14. HCO PL 3 Oct 70R STAT INTERPRETATION
Rev. 9.11.79
15. HCO PL 9 Nov 79 HOW TO CORRECTLY DETERMINE A STAT TREND.

16. PRACTICAL: Do an analysis of your divisions' stats using the above PL's. Determine which area is in most need of handling. Report to your supervisor. _____
17. _____
18. _____
19. _____

SECTION XI - INSPECTION AND DEBUG

- *1. HCO PL 28 Apr 68 STANDARD EXECUTIVE ACTIONS _____
- *2. HCO PL 29 Mar 65 II ADMIN - FLOWS AND EXPAN-
SION THE FAST FLOW SYSTEM _____
3. PRACTICAL: Get in THE FAST FLOW SYSTEM PL and do steps 1-5 exactly. After some experience with the system, write up for your supervisor what you observed about it. _____
- *4. HCO PL 23 Aug 79 I Product Debug Series 1,
Esto Series 37, DEBUG TECH _____
5. CLAY DEMO: A product inspection per HCO PL 23 Aug 79. _____
6. PRACTICAL: Do a product inspection in some area of your divisions. _____
7. DEMO: How you proceed on a debug. Make sure you include the step of finding a product that can be gotten as well as steps A-R. _____
8. PRACTICAL: Do a product debug on the area you inspected above, if products are not coming out in volume. If they are, find an area where they are not and debug. Write up the results for your supervisor. _____
- *9. HCO PL 23 Aug 79 II Product Debug Series 2,
Esto Series 38, DEBUG TECH CHECKLIST _____
10. PRACTICAL: Do another debug using the checklist administratively. _____
- *11. HCO PL 14 Feb 80 Esto Series 40, Org Series
40, Product Debug Series 9 ORDER VERSUS DISORDER _____
12. DRILL: The steps you use per HCO PL 14 Feb 80 to determine and handle an area's orderliness and knowledge of basics:
a) With a doll. _____
b) With a twin. _____
13. PRACTICAL: Now do the inspection and handling you've just drilled somewhere in your divisions and write up the results for your supervisor. _____
- *14. HCO PL 26 Jan 72 I AKH 29, Exec Series 5
NOT DONES, HALF DONES AND BACKLOGS _____
15. DEMO: The eight steps of the cure for backlogs. _____
16. HCO PL 25 Oct 68 ADMIN KNOW-HOW _____
17. _____
18. _____
19. _____

SECTION XII - CONDITIONS AND ETHICS

- *1. HCO PL 6 Mar 66 REWARDS AND PENALTIES _____
- *2. HCO PL 15 Aug 67 DISCIPLINE, SP'S AND ADMIN,
HOW STATS CRASH _____
3. DEMO: When you use discipline and when you don't. _____

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|------|--|---------------------------|-------|-------|-------|
| 4. | HCO PL 24 Feb 69 | JUSTICE | _____ | _____ | _____ |
| 5. | TAPE: Five Conditions | 6505C25 | _____ | _____ | _____ |
| *6. | HCO PL 20 Oct 67 | CONDITIONS, HOW TO ASSIGN | _____ | _____ | _____ |
| 7. | <u>PRACTICAL:</u> Put in HCO PL 20 Oct 67: Assign conditions in your divs per the PL. Note the results. If expansion results, very good. If not, inspect and find out why. Write up your findings for your supervisor. | | | | |
| *8. | HCO PL 3 May 72R | Exec Series 12, ETHICS | _____ | _____ | _____ |
| | Rev. 18.12.77 | AND EXECUTIVES | _____ | _____ | _____ |
| *9. | HCO PL 9 Jul 80 | ETHICS, JUSTICE AND THE | _____ | _____ | _____ |
| | | DYNAMICS | _____ | _____ | _____ |
| *10. | HCO PL 21 Jan 81 | CONDITIONS - AWARDS & | _____ | _____ | _____ |
| | | PENANCES | _____ | _____ | _____ |
| 11. | <u>PRACTICAL:</u> Handle the ethics of a downstat junior with 3 May PL procedure above to VGI's and upstats and report to your supervisor. | | | | |
| 12. | | | _____ | _____ | _____ |
| 13. | | | _____ | _____ | _____ |
| 14. | | | _____ | _____ | _____ |

SECTION XIII - THE TEN PUB DIV DEPARTMENTS

Reference: The LRH ED 311R INT REFERENCE PACK

DEPARTMENT 16A DEPARTMENT OF PUBLIC BOOKSALES

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|-----|--|-------------------------|-------|-------|-------|
| 1. | Review the Dept 16A Org Board in HCO PL 19 Jan 80 VII. | | _____ | _____ | _____ |
| 2. | Review the Dept 16A stats in HCO PL 28 Oct 80R II. | | _____ | _____ | _____ |
| 3. | Review the counting of the Dept 16A stats in HCO PL 28 Oct 80 II-1. | | _____ | _____ | _____ |
| *4. | HCO PL 28 Apr 71 II | BOOKS ARE DISSEMINATION | _____ | _____ | _____ |
| | (Originally issued as HCOB 28 Apr 60) | | | | |
| 5. | SO ED 1258-1RB INT | BOOKS | _____ | _____ | _____ |
| 6. | PAB 104 | DISSEMINATION | _____ | _____ | _____ |
| | 15 Jan 1957 | | | | |
| 7. | HCO PL 10 Feb 65 | AD AND BOOK POLICIES | _____ | _____ | _____ |
| 8. | HCO PL 28 May 72 | BOOM DATA | _____ | _____ | _____ |
| | Reiss. 24.7.79 | | | | |
| 9. | <u>DEMO:</u> Why it is that business should be driven into an org from an outside point. | | | | |
| 10. | HCO PL 15 Mar 75R | BOOK OUTLETS OF AN ORG | _____ | _____ | _____ |
| | Rev. 22.5.75 | | | | |
| 11. | <u>CLAY DEMO:</u> The VFP of Dept 16A. | | | | |
| 12. | <u>PRACTICAL:</u> Sell some books to new public. | | | | |
| 13. | <u>ESSAY:</u> Write up your experience selling books for your supervisor. | | | | |
| 14. | | | _____ | _____ | _____ |
| 15. | | | _____ | _____ | _____ |
| 16. | | | _____ | _____ | _____ |

DEPARTMENT 16B DEPARTMENT OF BODY ROUTING

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|----|---|-------------------------|-------|-------|-------|
| 1. | Review the Dept 16B Org Board. | | _____ | _____ | _____ |
| 2. | Review the Dept 16B Stats in HCO PL 28 Oct 80R II. | | _____ | _____ | _____ |
| 3. | Review the counting of the Dept 16B stats in HCO PL 28 Oct 80 II-1. | | _____ | _____ | _____ |
| 4. | SOED 1236RA INT | INTRO SERVICES (section | _____ | _____ | _____ |
| | 1 Mar 79, Rev. | B re Body Routing) | _____ | _____ | _____ |
| | Rev. 13.2.80 | | | | |
| 5. | HCOB 15 Sep 59 | DISSEMINATION TIPS | _____ | _____ | _____ |
| | | (especially section | _____ | _____ | _____ |
| | | "General Comments") | _____ | _____ | _____ |
| 6. | HCO PL 30 May 71 | PR Series 9, MANNERS | _____ | _____ | _____ |

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|-----|---|-----------------------------------|-------|-------|-------|
| 7. | HCO PL 16 Apr 65 III
Reiss. 24.12.78 | HANDLING THE PUBLIC
INDIVIDUAL | _____ | _____ | _____ |
| 8. | <u>CLAY DEMO:</u> The Dept 16B VFP. | | _____ | _____ | _____ |
| 9. | <u>PRACTICAL:</u> Body Route raw public into the Org until you can do it comfortably. | | _____ | _____ | _____ |
| 10. | <u>ESSAY:</u> Write up for your supervisor your experience Body Routing. Include your stats of how many were routed in and how many of those did an intro or bought a book. | | _____ | _____ | _____ |
| 11. | | | _____ | _____ | _____ |
| 12. | | | _____ | _____ | _____ |
| 13. | | | _____ | _____ | _____ |

DEPARTMENT 16C DEPARTMENT OF PUBLIC CONTACT

- | | | | | | |
|-----|--|---|-------|-------|-------|
| 1. | Review the Dept 16C Org Board. | | _____ | _____ | _____ |
| 2. | Review the Dept 16C stats in HCO PL 28 Oct 80R II. | | _____ | _____ | _____ |
| 3. | Review the Counting of Dept 16C stats in HCO PL 28 Oct 80 II-1. | | _____ | _____ | _____ |
| 4. | HCO PL 20 Aug 79 | Mktng Series 1, PR Series 34, DIANETICS AND SCIENTOLOGY ARE NEW | _____ | _____ | _____ |
| 5. | SOED 1236RA INT
1 Mar 79
Rev. 13.2.80 | INTRO SERVICES (section B re Dept of Public Contact and sources of raw public) (This SOED is also in the Dept 16B Section, item 4.) | _____ | _____ | _____ |
| 6. | HCO PL 15 Aug 66 | INFORMATION PACKETS | _____ | _____ | _____ |
| 7. | HCO PL 6 Sep 66 | THE HANDLING, PURCHASED OR RENTED MAILING LISTS | _____ | _____ | _____ |
| 8. | FBDL 474
10 Jan 75 | TICKETS | _____ | _____ | _____ |
| 9. | Review SOED 1258-1RB BOOKS (especially target 10) (This SOED is in the Dept 16A Section, item 5.) | | _____ | _____ | _____ |
| 10. | SOED 1258-2 INT
23 July 79 | THE BOOK SEMINAR SERIES DIRECTIONS FOR USE | _____ | _____ | _____ |
| 11. | <u>DRILL:</u> Pick out one of the Book Seminars in the series and drill giving it until you can do it comfortably. | | _____ | _____ | _____ |
| 12. | <u>PRACTICAL:</u> Arrange to give the seminar that you have drilled to a group of public or FSM's. And give it. | | _____ | _____ | _____ |
| 13. | FDD 290 DIV VI INT
9 June 78 | PRODUCER HAT WRITE-UP | _____ | _____ | _____ |
| 14. | <u>DRILL:</u> Write a short program for setting up and holding an event in the org. Dummy run the program with a demo kit to make sure it is complete. | | _____ | _____ | _____ |
| 15. | HCO PL 28 May 71 | PR Series 8, TOO LITTLE TOO LATE | _____ | _____ | _____ |
| 16. | <u>PRACTICAL:</u> Run an evening intro lecture as an event. Pick a night and run through the whole procedure. Hold the event. | | _____ | _____ | _____ |
| 17. | <u>CLAY DEMO:</u> The Dept 16C VFP. | | _____ | _____ | _____ |
| 18. | | | _____ | _____ | _____ |
| 19. | | | _____ | _____ | _____ |
| 20. | | | _____ | _____ | _____ |

DEPARTMENT 16D DEPARTMENT OF INTRODUCTORY SERVICES

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|----|---|--|-------|-------|-------|
| 1. | Review the Dept 16D Org Board. | | _____ | _____ | _____ |
| 2. | Review the Dept 16D stats in HCO PL 28 Oct 80R II. | | _____ | _____ | _____ |
| 3. | Review the counting of Dept 16D stats in HCO PL 28 Oct 80 II-1. | | _____ | _____ | _____ |

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| *4. | SOED 1236RA INT
1 Mar 79
Rev. 13.2.80 | INTRO SERVICES (sections
A&C re intro services)
(This SOED is item 4 of
the Dept 16B section.) | _____ | _____ | _____ |
| 5. | HCOB 17 Mar 58 | BODY ROUTING IN CENTRAL
ORGANIZATION | _____ | _____ | _____ |
| 6. | HCO PL 24 Nov 60 | TESTING PROMOTION REVISED | _____ | _____ | _____ |
| 7. | HCO PL 16 Jan 61
(excerpt) | TESTING LINES (Vol 6, pg 167)
(This is excerpted from
HCO PL 16 Jan 61, HELP ME
PUT IN THE NEW PUBLIC LINES.
A complete copy is in Vol
7, page 145.) | _____ | _____ | _____ |
| 8. | HCOB 10 Apr 74 | Art Series 3, STAGE
MANNERS | _____ | _____ | _____ |
| 9. | FDD 345 DIV VI INT
15 Nov 79 | HOW TO UNDERSTAND YOUR
MIND INTRO LECTURE | _____ | _____ | _____ |
| 10. | HCO PL 18 Jun 57R
Rev. & Reiss. 26.10.80 | PEOPLE'S QUESTIONS | _____ | _____ | _____ |
| 11. | <u>DRILL</u> : Drill the above lecture in item 9 until
you can give it comfortably. | | | | |
| 12. | <u>PRACTICAL</u> : Give the above lecture to a group of
raw public. | | | | |
| 13. | SOED 1649 INT
31 Mar 81 | "PROBLEMS OF LIFE" FILM
UTILIZATION CHECKLIST | _____ | _____ | _____ |
| | Note: The above issue is a checklist of success-
ful actions in using the film POL. The actions
are applicable to any intro film or tape play
and are included for your information and use. | | | | |
| 14. | FIL 399
31 Mar 81 | DIVISION 6 SUCCESS WITH
"PROBLEMS OF LIFE" | _____ | _____ | _____ |
| | Note: The above is a list of successful actions
in use by one org in using POL. The information
is applicable to any public tape film play and is
included for your information and use. | | | | |
| | <u>NOTE</u> : See the Dept 17B Section of this checksheet
for more data on films and tapes. | | | | |
| 15. | LRH ED 306 INT | MAKING AUDITORS (Section
on Free Scientology
Center) | _____ | _____ | _____ |
| 16. | HCO PL 17 May 65 | FREE SCIENTOLOGY CENTER
(Vol 4, pg 222) | _____ | _____ | _____ |
| 17. | <u>CLAY DEMO</u> : The VFP of Dept 16D. | | | | |
| 18. | _____ | | | | |
| 19. | _____ | | | | |
| 20. | _____ | | | | |

DEPARTMENT 17A DEPARTMENT OF PUBLIC REGISTRATION

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|----|---|--|-------|-------|-------|
| 1. | Review the Dept 17A Org Board. | | | | |
| 2. | Review the Dept 17A stats in HCO PL 28 Oct
80R II. | | | | |
| 3. | Review the counting of Dept 17A stats in HCO PL
28 Oct 80 II-1 | | | | |
| 4. | SOED 1236RA INT
1 Mar 79
Rev. 13.2.80 | INTRO SERVICES (sections
E, F, G, H re regging)
(This SOED is item 4 of
Dept 16B) | _____ | _____ | _____ |
| 5. | HCOB 26 Sep 56 | REGISTRAR
(Vol 2, pg 309) | _____ | _____ | _____ |
| 6. | HCO PL 13 Jan 80 | DIVISION 2/DIVISION 6
REGISTRAR PUBLICS | _____ | _____ | _____ |
| 7. | HCO PL 14 Jan 80 | Big League Reg Series 16R
SUCCESSFUL REGISTRAR
ACTIONS | _____ | _____ | _____ |

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|-----|--|--|-------|-------|-------|
| 8. | HCO PL 23 Oct 80 II | CHART OF ABILITIES GAINED FOR LOWER LEVELS AND EXPANDED LOWER GRADES | _____ | _____ | _____ |
| 9. | GRADATION CHART, 1980 | ISSUE | _____ | _____ | _____ |
| 10. | HCO PL 25 Jun 78 | Mktng Series 6, PR Series | _____ | _____ | _____ |
| | Reiss. 31.8.79 | 32, COME-ON DISSEMINATION | _____ | _____ | _____ |
| 11. | HCOB 13 Oct 59 | DEI EXPANDED SCALE | _____ | _____ | _____ |
| 12. | HCO PL 23 Oct 65 | DISSEMINATION DRILL | _____ | _____ | _____ |
| | Reiss. 20.2.79 | | _____ | _____ | _____ |
| 13. | <u>DRILL</u> : Drill the Dissemination Drill until you can do each part of it comfortably. | | _____ | _____ | _____ |
| 14. | <u>PRACTICAL</u> : Using the Dissemination Drill and the data from this section close someone for: | | _____ | _____ | _____ |
| | a) | An Intro Service (Dept 16D). | _____ | _____ | _____ |
| | b) | A Basic service (Dept 17B). | _____ | _____ | _____ |
| 15. | <u>CLAY DEMO</u> : The VFP of Dept 17A. | | _____ | _____ | _____ |
| 16. | | | _____ | _____ | _____ |
| 17. | | | _____ | _____ | _____ |
| 18. | | | _____ | _____ | _____ |

DEPARTMENT 17B DEPARTMENT OF PUBLIC SERVICES

- | | | | | | |
|-----|--|---|-------|-------|-------|
| 1. | Review the Dept 17B Org Board. | | _____ | _____ | _____ |
| 2. | Review the Dept 17B stats in HCO PL 28 Oct 80R II. | | _____ | _____ | _____ |
| 3. | Review the counting of Dept 17B stats in HCO PL 28 Oct 80 II-1. | | _____ | _____ | _____ |
| 4. | HCO PL 29 Sep 59 | THE ORGANIZATION OF A PE FOUNDATION (Vol 6, pg 187) | _____ | _____ | _____ |
| 5. | HCO PL 29 Dec 60 | THE NEW PE AND THE NEW HAS CO-AUDIT (Vol 6, pg 189) | _____ | _____ | _____ |
| 6. | HCO PL 14 Feb 61 (excerpt) | THE PERSONAL EFFICIENCY FOUNDATION (Vol 6, pg 192) | _____ | _____ | _____ |
| *7. | SOED 1236RA INT 1 Mar 79 Rev. 13.2.80 | INTRO SERVICES (section D re Dept 17 services) (This SOED is item 4 of Dept 16B.) | _____ | _____ | _____ |
| 8. | HCO PL 15 Dec 79 | SURVEYING FOR DEPT 17 SERVICES | _____ | _____ | _____ |
| 9. | HCO PL 11 Dec 79 I | DEPT 17 COURSE CHECK-SHEETS | _____ | _____ | _____ |
| 10. | HCOB 30 Oct 78 | COURSES - THEIR IDEAL SCENE | _____ | _____ | _____ |
| 11. | HCO PL 16 Mar 71R Rev. 29.1.75 | WHAT IS A COURSE? | _____ | _____ | _____ |
| 12. | HCO PL 13 Aug 80 | SUCCESS THROUGH COMMUNICATION | _____ | _____ | _____ |
| 13. | <u>BOOKLET</u> : SUCCESS THROUGH COMMUNICATION available from Org Bookstores. SUPERVISOR SECTION pages 47-56. | | _____ | _____ | _____ |
| 14. | <u>PRACTICAL</u> : Inspect your STCC course compared to the above data. | | _____ | _____ | _____ |
| 15. | <u>ESSAY</u> : Write up for your supervisor what you discovered in your investigation of the STCC. | | _____ | _____ | _____ |
| 16. | HCO PL 9 Sep 80 | HOW TO ACHIEVE EFFECTIVE COMMUNICATION | _____ | _____ | _____ |
| 17. | <u>BOOKLET</u> : HOW TO ACHIEVE EFFECTIVE COMMUNICATION available from Org Bookstores. SUPERVISOR SECTION pages 71-84. | | _____ | _____ | _____ |
| 18. | HCO INFO LTR 2 Sep 64 | ANATOMY OF THE HUMAN MIND COURSE | _____ | _____ | _____ |
| 19. | HCOB 8 Apr 57 | GROUP AUDITING | _____ | _____ | _____ |
| 20. | HCO PL 11 Aug 72 | FILMS AND TAPES NOT PROHIBITED | _____ | _____ | _____ |

21. DRILL: Inspect your Divisions and find out what tapes and films are available for playing to the public. Check this list against what films and tapes are available in the most recent PUBS catalogue (including tapes and films translated into local languages if applicable). Also check over the list of materials in What Is Scientology? Chapter 19: "The List of Dainetics and Scientology Publications, Films & Tapes" pages 287-321.
22. ESSAY: Write up what you found in your inspection and work out what should be ordered for the Public Divisions' use (both tapes and films) and what you can do with the material you do have in PT. Present this to your supervisor, but keep a copy for your use.
23. HCO PL 6 May 71 AUDIENCE ALERTNESS AND
 TAPE PLAYERS
24. SOED 1557 INT PUBLIC FILM READINESS
4 Nov 80 PROGRAM
Note: The above issue is advice on setting up space and lines to deliver a film to the public and the basic actions described apply to any film, not only POL.
25. DRILL: Inspect the tape playing and film equipment available for the Public Divisions' use against the standards required by the above issues. Note any points that need handling and take action to handle them.
26. DEMO: Demonstrate the actions required to set up and show a film and handle the public before, during and after the film.
27. HCO PL 20 Nov 65R PROMOTIONAL ACTIONS OF AN
(excerpt) ORGANIZATION: PROMO
 ACTION #113
(Note: This PL appears earlier in the checksheet at Section III, item #9.)
28. PRACTICAL: Arrange to set up a Tape or Film play for an up coming event or FSM rally. Then carry through and have the tape or film play.
29. HCO PL 5 Jan 81 EXTENSION COURSES
30. CLAY DEMO: The VFP of Dept 17B.
31. _____
32. _____
33. _____

DEPARTMENT 17C DEPARTMENT OF THE CHAPLAIN

1. Review the Dept 17C Org Board.
2. Review the Dept 17C stats in HCO PL 28 Oct 80R II.
3. Review the counting of Dept 17C stats in HCO PL 28 Oct 80 II-1.
4. HCO PL 16 Apr 70 MORALE
 (Vol 5, pg 293)
5. HCO PL 29 Aug 79R THE DEPARTMENT OF THE
Rev. 14.3.80 CHAPLAIN
6. HCO PL 5 Aug 66 II CHAPLAIN'S COURT CIVIL
 HEARINGS
7. HCO PL 26 Dec 68 I THE THIRD PARY LAW
8. HCO PL 27 Jan 80 II RUDIMENTS (ARC BREAK)
 PROGRAM
9. SOED 1597 INT HCO STATS AND CHAPLAIN
3.1.81
10. CLAY DEMO: The VFP of Dept 17C.
11. _____
12. _____
13. _____

DEPARTMENT 18A DEPARTMENT OF PUBLIC RELATIONS

1. Review the Dept 18A Org Board.
2. Review the Dept 18A stats in HCO PL 28 Oct 80R II.
3. Review the counting of Dept 18A stats in HCO PL 28 Oct 80 II-1.
- *4. HCO PL 2 Sep 70 FIRST POLICY
- *5. HCO PL 17 Jun 69 THE ORG IMAGE
6. DEMO: The 13 zones which comprise the org image.
7. HCO PL 7 Aug 72R PR Series 17R, PR AND Rev. 9.8.72 CAUSATION
8. FO 3094 PRO AREA CONTROL 16 Dec 71 (Vol 7, pg 422)
9. HCO PL 18 Nov 70 II PR Series 5, PR DEFINITION
10. HCO PL 9 Oct 70 Pers Series 11, PR Series 4, THE PR PERSONALITY
11. HCO PL 2 Sep 79 Mktng Series 4, PR Series 36, SURVEYS ARE THE KEY TO STATS
- *12. HCO PL 5 Feb 69 II PRO ACTIONS
13. CLAY DEMO: The purpose of a Public Relations Officer given in HCO PL 5 Feb 69 II PRO ACTIONS.
14. HCO PL 11 Oct 65 PRESS RELATIONS
15. HCO PL 21 Nov 72 I PR Series 18, HOW TO HANDLE BLACK PROPAGANDA
16. HCO PL 11 Dec 69 APPEARANCES IN PUBLIC DIVS
17. HCO PL 3 May 80 SUCCESS I/C
18. CLAY DEMO: The VFP of Dept 18A.
- 19.
- 20.
- 21.

DEPARTMENT 18B DEPARTMENT OF FIELD ACTIVITIES

1. Review the Dept 18B Org Board.
2. Review the Dept 18B stats in HCO PL 28 Oct 80R II.
3. Review the counting of Dept 18B stats in HCO PL 28 Oct 80 II-1.
4. HCO PL 9 May 65 FIELD AUDITORS BECOME Rev. & Reiss. 14.1.68 STAFF Reiss. 3.4.79
5. HCO PL 15 Oct 65 FSM SELECTION PAPERS AND Reiss 11.2.79 COMMISSIONS
6. HCO PL 21 Apr 70 FIELD ETHICS
7. HCO PL 26 Mar 65 IIR DEPT 18 - DIRECTOR OF Rev. 24.1.76 CLEARING HAT - FIELD STAFF MEMBERS
8. HCO PL 12 Dec 79 AN OPEN LETTER TO ALL FSMS
9. HCO PL 5 Apr 79 IIR NEW FSM (INSTANT PAYMENT) Rev. 12.6.79 ACCOUNT
- *10. HCOB 6 Jan 59 FIELD ACTIVITIES (Vol 6, pg 351)
- 10A. DEMO: Demonstrate the steps necessary for Scientology to go well in an area in the field, including the importance of scheduling.
11. HCO PL 27 May 75 SUPERIOR SERVICE IMAGE
12. HCO PL 29 Jun 80 BPL CANCELLATION THE GROUPS OFFICER (BPL 24 Nov 68R II)
- *13. HCO PL 10 Feb 59 GROUP SECRETARY (Vol 6, pg 353)
- 13A. DEMO: Demonstrate how groups are handled as given in paragraphs 4, 5 & 6 of HCO PL 10.2.59 GROUP SECRETARY.

- | | | | | | |
|-----|--|---------------------------|--|--|--|
| 14. | BPL 28 Apr 70RA | THE DIANETIC COUNSELLING | | | |
| | Rev. 7.9.75 | GROUP PROGRAMME | | | |
| 15. | HCO PL 21 Oct 66 II | CITY OFFICE SYSTEM | | | |
| 16. | HCO PL 2 Jan 65 | FRANCHISE: WHO MAY HAVE | | | |
| | | IT AND HOW TO MAINTAIN | | | |
| | | IT, AD 15 | | | |
| 17. | HCO PL 10 Nov 69 II | FRANCHISE GRANTS OR | | | |
| | | CHARTERS | | | |
| 18. | HCO PL 11 Nov 69 II | PROMOTION AND MOTIVATION | | | |
| | Reiss. 14.9.80 | | | | |
| 19. | HCO PL 21 Dec 80 | RELIGION - CHURCH MEMBER- | | | |
| | | SHIPS | | | |
| 20. | LRH ED 120R INT | AUDITORS ASSOCIATION | | | |
| | Rev. & Reiss. 16.1.75 | PROJECT IN YOUR AREA | | | |
| 21. | HCO PL 5 May 65 | CLASSIFICATION, GRADATION | | | |
| | Reiss. 4.7.70 | AND AWARENESS CHART | | | |
| | | (especially re THE | | | |
| | | BRIDGE) | | | |
| 22. | Review the material on events in the Department | | | | |
| | 16C section of this checksheet. | | | | |
| 23. | <u>DRILL</u> : Program out an FSM Rally as a Scientology | | | | |
| | event. Do the full drill on it per the event | | | | |
| | write-up and TOO LITTLE TOO LATE PL. | | | | |
| 24. | <u>DRILL</u> : Dummy run the program you have written | | | | |
| | and ensure it covers all necessary points to pull | | | | |
| | off a successful event. | | | | |
| 25. | <u>PRACTICAL</u> : Carry out the program you have written. | | | | |
| | Have the event. | | | | |
| 26. | <u>ESSAY</u> : Write up for your supervisor your | | | | |
| | experience holding the event. Include a plan on | | | | |
| | how you could set up and hold a large public event | | | | |
| | for Scientologists and how this would contribute | | | | |
| | to your departmental and divisional VFP's. | | | | |
| 27. | <u>CLAY DEMO</u> : The Dept 18B VFP. | | | | |
| 28. | | | | | |
| 29. | | | | | |
| 30. | | | | | |

DEPARTMENT 18C DEPARTMENT OF THE NEW CIVILIZATION

- | | | | | | |
|------|---|-------------------------|--|--|--|
| 1. | Review the Dept 18C Org Board. | | | | |
| 2. | Review the Dept 18C stats in HCO PL 28 Oct | | | | |
| | 80R II. | | | | |
| 3. | Review the counting of Dept 18C stats in HCO | | | | |
| | PL 28 Oct 80 II-1. | | | | |
| *3A. | HCOB 23 Jun 60 | SPECIAL ZONE PLAN - The | | | |
| | | Scientologist's Role in | | | |
| | | Life | | | |
| 4. | HCO PL 2 Dec 68 | GUNG-HO GROUPS | | | |
| 5. | HCO PL 3 Dec 68 | GUNG-HO GROUPS POLTR #2 | | | |
| 6. | HCO PL 26 Dec 68 II | GUNG-HO GROUP TECH | | | |
| 7. | HCO PL 11 Aug 67 III | OT CENTRAL COMMITTEE | | | |
| 8. | HCO PL 9 Jun 80 | BPL CANCELLATION | | | |
| | | WARNING GUNG-HO GROUPS | | | |
| | | (BPL 18 Dec 68R) | | | |
| 9. | SOED 1631 INT | "THE WAY TO HAPPINESS" | | | |
| | | A SPECIAL BRIEFING TO | | | |
| | | EXECUTIVES | | | |
| 10. | <u>DEMO</u> : Demonstrate how "The Way to Happiness" | | | | |
| | booklet can be spread in your community (ref: | | | | |
| | section on "DIV 6's ROLE" in SOED 1631). | | | | |
| 11. | <u>BOOK</u> : THE VOLUNTEER MINISTER'S HANDBOOK (VMH) | | | | |
| | by L. Ron Hubbard available from Org Bookstores. | | | | |
| | VMH: INTRODUCTION pages lxvii-lxxi | | | | |
| 12. | <u>BOOK</u> : VMH: ORIENTATION PACK pages 29-34 | | | | |
| 13. | <u>CLAY DEMO</u> : The VFP of Dept 18C. | | | | |
| 14. | | | | | |
| 15. | | | | | |

SECTION XIV - FINANCES

- *1. HCO PL 1 Mar 66 THE GUARDIAN _____
- *2. HCO PL 2 Jun 59 PURCHASING LIABILITY _____
OF STAFF MEMBERS _____
- *3. HCO PL 28 Jan 65 HOW TO MAINTAIN CREDIT _____
STANDING AND SOLVENCY _____
- 4. DEMO: Paying bills by dateline until you fully _____
understand the system. _____
- 5. HCO PL 26 Nov 65 FINANCIAL PLANNING _____
- 6. DEMO: Demo out what financial planning is. _____
- *7. LRH ED 74 INT SOLVENCY _____
14 Jan 70 _____
- 8. HCO PL 13 Feb 71 FINANCIAL PLANNING TIPS _____
- *9. HCO PL 28 Sep 79RA I Finance Series 18RA, _____
Re-Rev 12.11.80 INTRODUCTION TO THE NEW
FINANCE SYSTEM (when
released to your org) _____
- 10. HCO PL 25 Mar 81 PES ACCOUNT _____
- 11. DEMO: Demonstrate what gets paid into the PES _____
ACCOUNT. _____
- 12. CLAY DEMO: The uses of the PES ACCOUNT. _____
- 13. ESSAY: How the PES ACCOUNT can be used to enable _____
the Public Divisions to really reach out to their
publics, and will generate many more public into
the org for service. _____
- 14. _____
- 15. _____
- 16. _____

SECTION XV - EXEC COUNCIL AND AD COUNCIL

- *1. HCO PL 21 Dec 66 I ADVISORY COUNCIL _____
(Vol 7, pg 466) _____
- 2. HCO PL 21 Dec 66 II EXECUTIVE COUNCIL _____
(Vol 7, pg 469) _____
- 3. HCO PL 9 Apr 70 CONFERENCE HATS _____
(Vol 7, pg 473) _____
- 4. DEMO: a) What happens when a person comes to _____
a conference. _____
b) The correct, vital actions of any _____
conference member. _____
- *5. HCO PL 19 Apr 70 CONFERENCE PLANNING _____
OFFICER _____
(Vol 7, pg 474) _____
- *6. FO 2478 CONFERENCE ACTIONS _____
17.6.70 (Vol 7, pg 475) _____
- 7. PRACTICAL: Actively participate in an EXEC _____
COUNCIL. _____
- 8. _____
- 9. _____
- 10. _____

SECTION XVI - ADDITIONS/CORRECTIONS

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

SECTION XVII - LONG FORM PRODUCT CLEARING

At this point the staff member should be programed by the C/S for Long Form Product Clearing per HCO PL 23 Mar 72 Esto Series 11, FULL PRODUCT CLEARING LONG FORM. He is to receive this as soon as possible, but this is not to prevent the staff member from completing his course.

SECTION XVIII - POST PURPOSE CLEARING

Full Post Purpose Clearing should be done per HCOB 4 Aug 71R POST PURPOSE CLEARING. This should be done by a qualified Auditor with in-TR's, and should be done as soon as possible. If there is any delay, it is not to prevent the staff member from completing the course, in which case the C/S should program the action for the first opportunity.

SECTION XIX - APPRENTICESHIP

A certificate of the post is to be issued but only when the period of apprenticeship has been served satisfactorily and valid stats of the post are presented (reference HCO PL 12 Aug 71 HAT CHECKSHEET REQUIREMENTS).

Upon successful completion of the above step, the following attest is to be completed (reference HCO PL 21 Jul 71 II VITAL HAS APPRENTICING ACTIONS):

- a) I have studied all the materials of the post I am in training for.
- b) I have studied and know:
 - my post in relationship to the org;
 - my post in relationship to all other orgs and Scn network;
 - my post in relationship to myself.
- c) I have worked on the post long enough to know the post, its functions, lines, terminals, what particles flow through the post, what changes I make to all these, what products I am expected to achieve and can achieve.
- d) And I have become a valuable and full contributive member of the org.

Also per this PL it is the action and duty of the HAS that apprenticeship actions occur.

The HAS, the Senior and the Staff Member attest to the achievement of the above criteria:

I attest that _____ has achieved each of the points (a)-(d) above, and he can now be certified and posted as a PES (Provisional).

HAS: _____ DATE: _____

SENIOR: _____ DATE: _____

STUDENT: _____ DATE: _____

SECTION XX - ATTEST

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: _____

CONDITIONAL: If the student is not Fast Flow, then an examination is to be passed in Qual on the materials of this checksheet.

I attest that this student has passed the exam.

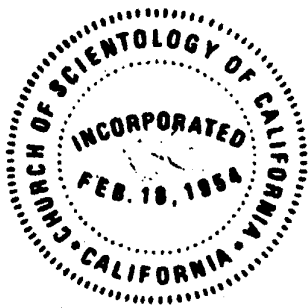
EXAMINER: _____ GRADE: _____ % DATE: _____

The above named student has attested to having (a) properly enrolled on the course, (b) paid for the course, (c) studied and understands all the materials of the checksheet, (d) done the drills called for on the checksheet and (e) can produce the results required in the materials of the course, and is awarded the certificate of:

PUBLIC EXECUTIVE SECRETARY (PROVISIONAL)

(Permanent Certification is to be awarded the PES upon evidence of consistent post upstats.)

CERTS & AWARDS: _____ DATE: _____



George Cuthbertson
Flag Compilations Bureau

Authorized by

AVC Int

Approved by

WATCHDOG COMMITTEE

for the

BOARD OF DIRECTORS
of the
CHURCH OF SCIENTOLOGY
OF CALIFORNIA