

SCIENTOLOGY
DRUG RUNDOWN
CO-AUDIT COURSE

L. RON HUBBARD

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TO THE STUDENT

This course pack contains all of the written issues of the Scientology Drug Rundown Co-audit Course. Your new course pack includes such features as:

- A complete table of contents by page number,
- Each issue professionally printed in clear, easy-to-read type,
- An alphabetical list of titles, and
- A full chronological list of issues.

This pack has been produced with the aim of making your study as rapid and free from distraction as possible.

Good luck in your training!

The Editors

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HCO POLICY LETTER OF 7 FEBRUARY 1965

Remimeo
Sthil Students
Assoc/Org Sec
Hat
HCO Sec Hat
Case Sup Hat
Ds of P Hat
Ds of T Hat
Staff Member
Hat
Missions

Keeping Scientology Working Series 1

Note: Neglect of this PL has caused great hardship on staffs, has cost countless millions and made it necessary in 1970 to engage in an all-out, international effort to restore basic Scientology over the world. Within 5 years after the issue of this PL, with me off the lines, violation had almost destroyed orgs. "Quickie grades" entered in and denied gain to tens of thousands of cases. Therefore actions which neglect or violate this policy letter are HIGH CRIMES resulting in Comm Evs on ADMINISTRATORS and EXECUTIVES. It is not "entirely a tech matter," as its neglect destroys orgs and caused a 2-year slump. IT IS THE BUSINESS OF EVERY STAFF MEMBER to enforce it.

SPECIAL MESSAGE

THE FOLLOWING POLICY LETTER MEANS WHAT IT SAYS.

IT WAS TRUE IN 1965 WHEN I WROTE IT. IT WAS TRUE IN 1970 WHEN I HAD IT REISSUED. I AM REISSUING IT NOW, IN 1980, TO AVOID AGAIN SLIPPING BACK INTO A PERIOD OF OMITTED AND QUICKIED FUNDAMENTAL GRADE CHART ACTIONS ON CASES, THEREBY DENYING GAINS AND THREATENING THE VIABILITY OF SCIENTOLOGY AND OF ORGS. SCIENTOLOGY WILL KEEP WORKING ONLY AS LONG AS YOU DO YOUR PART TO KEEP IT WORKING BY APPLYING THIS POLICY LETTER.

WHAT I SAY IN THESE PAGES HAS ALWAYS BEEN TRUE, IT HOLDS TRUE TODAY, IT WILL STILL HOLD TRUE IN THE YEAR 2000 AND IT WILL CONTINUE TO HOLD TRUE FROM THERE ON OUT.

NO MATTER WHERE YOU ARE IN SCIENTOLOGY, ON STAFF OR NOT, THIS POLICY LETTER HAS SOMETHING TO DO WITH YOU.

ALL LEVELS

KEEPING SCIENTOLOGY WORKING

HCO Sec or Communicator hat check
on all personnel and all new personnel
as taken on.

We have some time since passed the point of achieving uniformly workable technology.

The only thing now is getting the technology applied.

If you can't get the technology applied, then you can't deliver what's promised. It's as simple as that. If you can get the technology applied, you *can* deliver what's promised.

The only thing you can be upbraided for by students or pcs is "no results." Trouble spots occur only where there are "no results." Attacks from governments or monopolies occur only where there are "no results" or "bad results."

Therefore the road before Scientology is clear and its ultimate success is assured *if* the technology is applied.

So it is the task of the Assoc or Org Sec, the HCO Sec, the Case Supervisor, the D of P, the D of T and all staff members to get the correct technology applied.

Getting the correct technology applied consists of:

One: Having the correct technology.

Two: Knowing the technology.

Three: Knowing it is correct.

Four: Teaching correctly the correct technology.

Five: Applying the technology.

Six: Seeing that the technology is correctly applied.

Seven: Hammering out of existence incorrect technology.

Eight: Knocking out incorrect applications.

Nine: Closing the door on any possibility of incorrect technology.

Ten: Closing the door on incorrect application.

One above has been done.

Two has been achieved by many.

Three is achieved by the individual applying the correct technology in a proper manner and observing that it works that way.

Four is being done daily successfully in most parts of the world.

Five is consistently accomplished daily.

Six is achieved by Instructors and Supervisors consistently.

Seven is done by a few but is a weak point.

Eight is not worked on hard enough.

Nine is impeded by the "reasonable" attitude of the not-quite-bright.

Ten is seldom done with enough ferocity.

Seven, Eight, Nine and Ten are the only places Scientology can bog down in any area.

The reasons for this are not hard to find. (a) A weak certainty that it works in Three above can lead to weakness in Seven, Eight, Nine and Ten. (b) Further, the not-too-bright have a bad point on the button Self-Importance. (c) The lower the IQ, the more the individual is shut off from the fruits of observation. (d) The service faces of people make them defend themselves against anything they confront, good or bad, and seek to make it wrong. (e) The bank seeks to knock out the good and perpetuate the bad.

Thus, we as Scientologists and as an organization must be very alert to Seven, Eight, Nine and Ten.

In all the years I have been engaged in research I have kept my comm lines wide open for research data. I once had the idea that a group could evolve truth. A third of a century has thoroughly disabused me of that idea. Willing as I was to accept suggestions and data, only a handful of suggestions (less than twenty) had long-run value and *none* were major or basic; and when I did accept major or basic suggestions and used them, we went astray and I repented and eventually had to "eat crow."

On the other hand there have been thousands and thousands of suggestions and writings which, if accepted and acted upon, would have resulted in the complete destruction of all our work as well as the sanity of pcs. So I know what a group of people will do and how insane they will go in accepting unworkable "technology." By actual record the percentages are about twenty to 100,000 that a group of human beings will dream up bad technology to destroy good technology. As we could have gotten along without suggestions, then, we had better steel ourselves to continue to do so now that we have made it. This point will, of course, be attacked as "unpopular," "egotistical" and "undemocratic." It very well may be. But it is also a survival point. And I don't see that popular measures, self-abnegation and democracy have done anything for man but push him further into the mud. Currently, popularity endorses degraded novels, self-abnegation has filled the Southeast Asian jungles with stone idols and corpses, and democracy has given us inflation and income tax.

Our technology has not been discovered by a group. True, if the group had not supported me in many ways, I could not have discovered it either. But it remains that if in its formative stages it was not discovered by a group, then group efforts, one can safely assume, will not add to it or successfully alter it in the future. I can only say this now that it is done. There remains, of course, group tabulation or coordination of what has been done, which will be valuable—only so long as it does not seek to alter basic principles and successful applications.

The contributions that were worthwhile in this period of forming the technology were help in the form of friendship, of defense, of organization, of dissemination, of application, of advices on results and of finance. These were great contributions

and were, and are, appreciated. Many thousands contributed in this way and made us what we are. Discovery contribution was not however part of the broad picture.

We will not speculate here on why this was so or how I came to rise above the bank. We are dealing only in facts and the above is a fact—the group left to its own devices would not have evolved Scientology but with wild dramatizations of the bank called “new ideas” would have wiped it out. Supporting this is the fact that man has never before evolved workable mental technology and emphasizing it is the vicious technology he *did* evolve—psychiatry, psychology, surgery, shock treatment, whips, duress, punishment, etc., ad infinitum.

So realize that we have climbed out of the mud by whatever good luck and good sense, and *refuse* to sink back into it again. See that Seven, Eight, Nine and Ten above are ruthlessly followed and we will never be stopped. Relax them, get reasonable about it and we will perish.

So far, while keeping myself in complete communication with all suggestions, I have not failed on Seven, Eight, Nine and Ten in areas I could supervise closely. But it's not good enough for just myself and a few others to work at this.

Whenever this control as per Seven, Eight, Nine and Ten has been relaxed, the whole organizational area has failed. Witness Elizabeth, NJ; Wichita; the early organizations and groups. They crashed only because I no longer did Seven, Eight, Nine and Ten. Then, when they were all messed up, you saw the obvious “reasons” for failure. But ahead of that they ceased to deliver and *that* involved them in other reasons.

The common denominator of a group is the reactive bank. Thetans without banks have different responses. They only have their banks in common. They agree then only on bank principles. Person to person the bank is identical. So constructive ideas are *individual* and seldom get broad agreement in a human group. An individual must rise *above* an avid craving for agreement from a humanoid group to get anything decent done. The bank-agreement has been what has made Earth a hell—and if you were looking for hell and found Earth, it would certainly serve. War, famine, agony and disease has been the lot of man. Right now the great governments of Earth have developed the means of frying every man, woman and child on the planet. That is bank. That is the result of Collective-Thought Agreement. The decent, pleasant things on this planet come from *individual* actions and ideas that have somehow gotten by the Group Idea. For that matter, look how we ourselves are attacked by “public opinion” media. Yet there is no more ethical group on this planet than ourselves.

Thus each one of us can rise above the domination of the bank and then, as a group of freed beings, achieve freedom and reason. It is only the aberrated group, the mob, that is destructive.

When you don't do Seven, Eight, Nine and Ten actively, you are working for the bank-dominated mob. For it will surely, surely (a) introduce incorrect technology and swear by it, (b) apply technology as incorrectly as possible, (c) open the door to any destructive idea, and (d) encourage incorrect application.

It's the bank that says the group is all and the individual nothing. It's the bank that says we must fail.

So just don't play that game. Do Seven, Eight, Nine and Ten and you will knock out of your road all the future thorns.

Here's an actual example in which a senior executive had to interfere because of a pc spin: A Case Supervisor told Instructor A to have Auditor B run Process X on Preclear C. Auditor B afterwards told Instructor A that "It didn't work." Instructor A was weak on Three above and didn't really believe in Seven, Eight, Nine and Ten. So Instructor A told the Case Supervisor, "Process X didn't work on Preclear C." Now *this* strikes directly at each of One to Six above in Preclear C, Auditor B, Instructor A *and* the Case Supervisor. It opens the door to the introduction of "new technology" and to failure.

What happened here? Instructor A didn't jump down Auditor B's throat, that's all that happened. This is what he *should* have done: Grabbed the auditor's report and looked it over. When a higher executive on this case did so, she found what the Case Supervisor and the rest missed: that Process X *increased* Preclear C's TA to 25 TA divisions for the session but that near session end Auditor B Q-and-Aed with a cognition and abandoned Process X while it still gave high TA and went off running one of Auditor B's own manufacture, which nearly spun Preclear C. Auditor B's IQ on examination turned out to be about 75. Instructor A was found to have huge ideas of how you must never invalidate anyone, even a lunatic. The Case Supervisor was found to be "too busy with admin to have any time for actual cases."

All right, there's an all-too-typical example. The *Instructor* should have done Seven, Eight, Nine and Ten. This would have begun this way. Auditor B: "That Process X didn't work." Instructor A: "What exactly did *you* do wrong?" Instant attack. "Where's your auditor's report for the session? Good. Look here, you were getting a lot of TA when you stopped Process X. What did you do?" Then the pc wouldn't have come close to a spin and all four of these would have retained their certainty.

In a year, I had four instances in *one* small group where the correct process recommended was reported not to have worked. But on review found that each one had (a) increased the TA, (b) had been abandoned, and (c) had been falsely reported as unworkable. Also, despite this abuse, in each of these four cases the recommended, correct process cracked the case. Yet they were reported as *not having worked!*

Similar examples exist in instruction and these are all the more deadly as every time instruction in correct technology is flubbed, then the resulting error, uncorrected in the auditor, is perpetuated on every pc that auditor audits thereafter. So Seven, Eight, Nine and Ten are even more important in a course than in supervision of cases.

Here's an example: A rave recommendation is given a graduating student "because he gets more TA on pcs than any other student on the course!" Figures of 435 TA divisions a session are reported. "Of course his Model Session is poor but it's just a knack he has" is also included in the recommendation. A careful review is undertaken because *nobody* at Levels 0 to IV is going to get that much

TA on pcs. It is found that this student was never taught to read an E-Meter TA dial! And no Instructor observed his handling of a meter and it was not discovered that he “overcompensated” nervously, swinging the TA 2 or 3 divisions beyond where it needed to go to place the needle at “set.” So everyone was about to throw away standard processes and Model Session because this one student “got such remarkable TA.” They only read the reports and listened to the brags and never *looked* at this student. The pcs in actual fact were making slightly less than average gain, impeded by a rough Model Session and misworded processes. Thus, what was making the pcs win (actual Scientology) was hidden under a lot of departures and errors.

I recall one student who was squirreling on an Academy course and running a lot of offbeat whole track on other students after course hours. The Academy students were in a state of electrification on all these new experiences and weren't quickly brought under control, and the student himself never was given the works on Seven, Eight, Nine and Ten so they stuck. Subsequently, this student prevented another squirrel from being straightened out and his wife died of cancer resulting from physical abuse. A hard, tough instructor at that moment could have salvaged two squirrels and saved the life of a girl. But no, students had a right to do whatever they pleased.

Squirreling (going off into weird practices or altering Scientology) only comes about from noncomprehension. Usually the noncomprehension is not of Scientology but some earlier contact with an offbeat humanoid practice which in its turn was not understood.

When people can't get results from *what they think* is standard practice, they can be counted upon to squirrel to some degree. The most trouble in the past two years came from orgs where an executive in each *could not* assimilate straight Scientology. Under instruction in Scientology, they were unable to define terms or demonstrate examples of principles. And the orgs where they were got into plenty of trouble. And worse, it could not be straightened out easily because neither one of these people could or would duplicate instructions. Hence, a debacle resulted in two places, directly traced to failures of instruction earlier. So proper instruction is vital. The D of T and his Instructors and all Scientology Instructors must be merciless in getting Four, Seven, Eight, Nine and Ten into effective action. That one student, dumb and impossible though he may seem and of no use to anyone, may yet someday be the cause of untold upset because nobody was interested enough to make *sure* Scientology got home to him.

With what we know now, there is no student we enroll who cannot be properly trained. As an Instructor, one should be very alert to slow progress and should turn the sluggards inside out personally. No *system* will do it, only you or me with our sleeves rolled up can crack the back of bad studenting and we can only do it on an individual student, never on a whole class only. He's slow = something is awful wrong. Take *fast* action to correct it. Don't wait until next week. By then he's got other messes stuck to him. If you can't graduate them with their good sense appealed to and wisdom shining, graduate them in such a state of shock they'll have nightmares if they contemplate squirreling. Then experience will gradually bring about Three in them and they'll *know* better than to chase butterflies when they should be auditing.

When somebody enrolls, consider he or she has joined up for the duration of the universe—never permit an “open-minded” approach. If they're going to quit

let them quit fast. If they enrolled, they're aboard; and if they're aboard, they're here on the same terms as the rest of us—win or die in the attempt. Never let them be half-minded about being Scientologists. The finest organizations in history have been tough, dedicated organizations. Not one namby-pamby bunch of pantywaist dilettantes have ever made anything. It's a tough universe. The social veneer makes it seem mild. But only the tigers survive—and even *they* have a hard time. We'll survive because we are tough and are dedicated. When we *do* instruct somebody properly, he becomes more and more tiger. When we instruct half-mindedly and are afraid to offend, scared to enforce, we don't make students into good Scientologists and that lets everybody down. When Mrs. Pattycake comes to us to be taught, turn that wandering doubt in her eye into a fixed, dedicated glare and she'll win and we'll all win. Humor her and we all die a little. The proper instruction attitude is, "You're here so you're a Scientologist. Now we're going to make you into an expert auditor no matter what happens. We'd rather have you dead than incapable."

Fit that into the economics of the situation and lack of adequate time and you see the cross we have to bear.

But we won't have to bear it forever. The bigger we get, the more economics and time we will have to do our job. And the only things which can prevent us from getting that big fast are areas in from One to Ten. Keep those in mind and we'll be able to grow. Fast. And as we grow, our shackles will be less and less. Failing to keep One to Ten will make *us* grow less.

So the ogre which might eat us up is not the government or the High Priests. It's our possible failure to retain and practice our technology.

An Instructor or Supervisor or Executive *must* challenge with ferocity instances of "unworkability." They must uncover what *did* happen, what *was* run and what *was* done or not done.

If you have One and Two, you can only acquire Three for all by making sure of all the rest.

We're not playing some minor game in Scientology. It isn't cute or something to do for lack of something better.

The whole agonized future of this planet, every man, woman and child on it, and your own destiny for the next endless trillions of years depend on what you do here and now with and in Scientology.

This is a deadly serious activity. And if we miss getting out of the trap now, we may never again have another chance.

Remember, this is our first chance to do so in all the endless trillions of years of the past. Don't muff it now because it seems unpleasant or unsocial to do Seven, Eight, Nine and Ten.

Do them and we'll win.

L. RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 17 JUNE 1970RB

Issue I

REVISED 25 OCTOBER 1983

Remimeo
Applies to all
SHs and
Academies
HGCs
Missions

URGENT AND IMPORTANT

Keeping Scientology Working Series 5R

TECHNICAL DEGRADES

(This PL and HCO PL 7 Feb. 65
must be made part of every study pack as
the first items and must be listed on checksheets.)

Any checksheet in use or in stock which carries on it any degrading statement must be destroyed and issued without qualifying statements.

Example: Level 0 to IV checksheets SH carry "A. Background Material— This section is included as an historical background but has much interest and value to the student. Most of the processes are no longer used, having been replaced by more modern technology. The student is only required to read this material and ensure he leaves no misunderstood." This heading covers such vital things as TRs, Op Pro by Dup! The statement is a falsehood.

These checksheets were not approved by myself; all the material of the Academy and SH courses IS in use.

Such actions as this gave us "quickie grades," ARC broke the field and downgraded the Academy and SH courses.

A condition of TREASON or cancellation of certificates or dismissal and a full investigation of the background of any person found guilty will be activated in the case of anyone committing the following HIGH CRIMES:

1. Abbreviating an official course in Dianetics and Scientology so as to lose the full theory, processes and effectiveness of the subjects.
2. Adding comments to checksheets or instructions labeling any material "background" or "not used now" or "old" or any similar action which will result in the student not knowing, using and applying the data in which he is being trained.
3. Employing after 1 Sept. 1970 any checksheet for any course not authorized by myself or the Authority, Verification and Correction Unit International (AVC Int).

(Hat checksheets may be authorized locally per HCO PL 30 Sept. 70, CHECKSHEET FORMAT.)

4. Failing to strike from any checksheet remaining in use meanwhile any such comments as "historical," "background," "not used," "old," etc., or VERBALLY STATING IT TO STUDENTS.
5. Permitting a pc to attest to more than one grade at a time on the pc's own determinism without hint or evaluation.
6. Running only one process for a lower grade between 0 to IV, where the grade EP has not been attained.
7. Failing to use all processes for a level where the EP has not been attained.
8. Boasting as to speed of delivery in a session, such as "I put in Grade Zero in 3 minutes." Etc.
9. Shortening time of application of auditing for financial or labor-saving considerations.
10. Acting in any way calculated to lose the technology of Dianetics and Scientology to use or impede its use or shorten its materials or its application.

REASON: The effort to get students through courses and get pcs processed in orgs was considered best handled by reducing materials or deleting processes from grades. The pressure exerted to speed up student completions and auditing completions was mistakenly answered by just not delivering.

The correct way to speed up a student's progress is by using two-way comm and applying the study materials to students.

The best way to really handle pcs is to ensure they make each level fully before going on to the next and repairing them when they do not.

The puzzle of the decline of the entire Scientology network in the late 60s is entirely answered by the actions taken to shorten time in study and in processing by deleting materials and actions.

Reinstituting full use and delivery of Dianetics and Scientology is the answer to any recovery.

The product of an org is well-taught students and thoroughly audited pcs. When the product vanishes, so does the org. The orgs must survive for the sake of this planet.

L. RON HUBBARD
Founder

HCO POLICY LETTER OF 14 OCTOBER 1968RA
REVISED 19 JUNE 1980

Remimeo
Class VIIIs
All Auditors

(Also HCOB 19 June 1980)

THE AUDITOR'S CODE

The pledge of practitioners of pastoral counseling.

Required to be signed by the holders of or before the issuance of certificates for the certificates to be valid.

I hereby promise as an auditor to follow the Auditor's Code.

1. I promise not to evaluate for the preclear or tell him what he should think about his case in session.
2. I promise not to invalidate the preclear's case or gains in or out of session.
3. I promise to administer only standard tech to a preclear in the standard way.
4. I promise to keep all auditing appointments once made.
5. I promise not to process a preclear who has not had sufficient rest and who is physically tired.
6. I promise not to process a preclear who is improperly fed or hungry.
7. I promise not to permit a frequent change of auditors.
8. I promise not to sympathize with a preclear but to be effective.
9. I promise not to let the preclear end session on his own determinism but to finish off those cycles I have begun.
10. I promise never to walk off from a preclear in session.
11. I promise never to get angry with a preclear in session.
12. I promise to run every major case action to a floating needle.
13. I promise never to run any one action beyond its floating needle.
14. I promise to grant beingness to the preclear in session.
15. I promise not to mix the processes of Scientology with other practices except when the preclear is physically ill and only medical means will serve.
16. I promise to maintain communication with the preclear and not to cut his comm or permit him to overrun in session.

17. I promise not to enter comments, expressions or enturbulence into a session that distract a preclear from his case.
18. I promise to continue to give the preclear the process or auditing command when needed in the session.
19. I promise not to let a preclear run a wrongly understood command.
20. I promise not to explain, justify or make excuses in session for any auditor mistakes whether real or imagined.
21. I promise to estimate the current case state of a preclear only by standard case supervision data and not to diverge because of some imagined difference in the case.
22. I promise never to use the secrets of a preclear divulged in session for punishment or personal gain.
23. I promise to never falsify worksheets of sessions.
24. I promise to see that any fee received for processing is refunded following the policies of the Claims Verification Board, if the preclear is dissatisfied and demands it within three months after the processing, the only condition being that he may not again be processed or trained.
25. I promise not to advocate Dianetics or Scientology only to cure illness or only to treat the insane, knowing well they were intended for spiritual gain.
26. I promise to cooperate fully with the authorized organizations of Dianetics and Scientology in safeguarding the ethical use and practice of those subjects.
27. I promise to refuse to permit any being to be physically injured, violently damaged, operated on or killed in the name of "mental treatment."
28. I promise not to permit sexual liberties or violations of patients.
29. I promise to refuse to admit to the ranks of practitioners any being who is insane.

Auditor

Date

Witness

Place

L. RON HUBBARD
Founder

TECH DIVISION

E-METER DRILL COACHING

The following was submitted by a Supervisor on the Saint Hill Special Briefing Course.

Here are some observations I have made on the coaching of E-Meter drills, which I feel could be of use:

1. The coach's needle is dirty. The student's out-comm cycle has cut his comm in some way, but PRIOR to that the coach failed to flunk the part of the comm cycle that went out. Correct flunking by coaches equals students with no dirty needles.
2. If a coach's TA starts climbing on a drill and the needle gets sticky, it means that the student's comm cycle has dispersed him and pushed him out of PT. The coach is either (1) not flunking at all, (2) flunking the incorrect thing.
3. The correct flunking by the coach of an out-comm cycle, which has dispersed him and pushed his TA up will always result in a TA blow-down. If there is no blowdown, the coach has flunked the wrong thing.
4. Needle not responding well and sensitively on assessment drills, although the needle clean. Coach has failed to flunk TR 1 (or TR 0) for lack of impingement and reach.
5. Coach reaching forward and leaning on the table, means TR 1 is out with the student.
6. Student asking coach for considerations to get TA down, but TA climbing on the considerations—the coach is cleaning a clean, instead of flunking the out-comm cycle, which occurred earlier and pushed his TA up.
7. Student getting coach's considerations off to clean the needle, but needle remaining dirty—student is cutting the coach's comm while getting the considerations off and the coach is not picking this up.
8. Students shouting or talking very loudly on assessment drills to try and get the meter to read by overwhelm. The reason for this is invariably—"but I'm assessing the bank!" They haven't realized that *banks* don't read, only thetans impinged upon by the bank—therefore, the TR 1 must be addressed to the thetan. The meter responds proportionately to the amount of ARC in the session.

L. RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 11 MAY 1969R

Issue I

REVISED 8 JULY 1978

Remimeo
All Orgs
Exec Secs
Tech Sec
Qual Sec
All Tech Hats
All Qual Hats
Dianetic Course

(Replaces HCOB 27 July 1966, same name.)

Tech Division

Qual Division

METER TRIM CHECK

E-Meters can go out of trim during a session because of temperature changes.

Thus, even if the meter is properly calibrated and reads at 2.0 with a 5,000 ohm resistor across the leads and 3.0 with 12,500 ohms, by the end of the session a pc can be *apparently* reading below 2.0 because the meter is off trim.

The following meter procedure is therefore to be followed AT THE END OF EACH SESSION (AFTER GIVING "END OF SESSION"):

1. DON'T MOVE THE TRIM KNOB
2. PULL OUT THE JACK PLUG
3. MOVE THE TA UNTIL THE NEEDLE IS ON "SET" AT THE SENSITIVITY YOU WERE USING IN THE SESSION
4. RECORD THE TA POSITION AT THE BOTTOM OF THE AUDITOR'S REPORT FORM AS:

"Trim Check—TA = _____"

5. IF YOUR METER IS KNOWN TO BE OUT OF CALIBRATION (as in paragraph two above), RECORD ALSO: "Calibration error—_____ on meter = 2.0 actual" at the bottom of the form.

L. RON HUBBARD
Founder

Remimeo

INSTANT READS

Refs:

| | |
|-----------------|---|
| HCOB 28 Feb. 71 | C/S Series 24 METERING READING ITEMS |
| HCOB 8 Apr. 78 | AN F/N IS A READ |
| HCOB 18 June 78 | NED Series 4 ASSESSMENT AND HOW TO GET THE ITEM |

Book: *E-Meter Essentials*, "Rock Slam"

The correct definition of INSTANT READ is THAT REACTION OF THE NEEDLE WHICH OCCURS AT THE PRECISE END OF ANY MAJOR THOUGHT VOICED BY THE AUDITOR.

All definitions which state it is fractions of seconds after the question is asked are cancelled.

Thus, an instant read which occurs when the auditor assesses an item or calls a question is valid and would be taken up, and latent reads, which occur fractions of seconds after the major thought, are ignored.

Additionally, when looking for reads while clearing commands or when the preclear is originating items, the auditor must note only those reads which occur at the exact moment the pc ends his statement of the item or command.

L. RON HUBBARD
Founder

HCO BULLETIN OF 22 JULY 1978

Remimeo
All Auditors

ASSESSMENT TRs

The right way to do an assessment is to ask the pc the question in a *questioning* tone of voice.

In assessing, some auditors have made assessment questions into statements of fact, which of course is a cousin to evaluation.

A downcurve at the end of an assessment question contributes to making it a statement. Questions should go up at the end.



A remedy for this is to record ordinary conversation. Ask some normal questions and make some normal statements and you will find that the voice tone rises on a question and goes down on a statement.

Assessing with a statements tone of voice instead of a questioning tone of voice results in evaluation for the pc. The pc feels accused or evaluated for rather than assessed and an auditor can get a lot of false and protest reads.

It's all tone of voice. Auditors have to be drilled in asking questions. Assessment questions have an upcurve at the end.

Get it?

Then drill it.

L. RON HUBBARD
Founder

Auditor Admin Series 14RA

THE WORKSHEETS

Refs:

HCOB 7 May 69 VI SUMMARY OF HOW TO WRITE AN
AUDITOR'S REPORT, WORKSHEETS AND
SUMMARY REPORT, WITH SOME
ADDITIONAL INFORMATION

HCOB 3 Nov. 71 Auditor Admin Series 15
C/S Series 66
AUDITOR'S WORKSHEETS

Cancels:

BTB 6 Nov. 72R VII Auditor Admin Series 14R
THE WORKSHEETS

An auditor's worksheet (abbreviation: W/S) is supposed to be a complete running record of the session from beginning to end. The auditor should not be skipping from one page to another but should just be writing page after page as the session goes along.

A worksheet is always on 8" x 13" or 8½" x 14" paper. It is written on both sides of the page, 2 columns on each side and with every page numbered front and back. The pc's name is written on each separate sheet.

Numbering the worksheet pages is important, as it makes it possible to quickly refer to something that occurred in a session. "The rock slam occurred on page 26" in a report to the C/S tells him exactly where in the worksheets to find this and can save more time than you ever cared to look at. Numbering the pages also gives you the proper number of pages the session went.

WORKSHEET CONTENT

During auditing one keeps his worksheet in PT as the session progresses, with comments, time and TA.

The important points of a session worksheet are:

- A. When the TA goes up (on what?).
- B. When the TA goes down (on what?).
- C. When an F/N occurs (on what?).
- D. When GIs or VGIs occur (on what?).
- E. Any cognitions that occur (on what?).

- F. When BIs occur (on what?).
- G. The process being run, including time it was started, process command numbers and time it was completed.
- H. Reads on questions, commands, items, etc. (e.g., sF, F, LF, LFBD).

TA and time notations should be made at *regular* intervals throughout the session.

When a process EP is reached, mark the F/N and note whether it was indicated, the pc's indicators, cognition, time and TA position.

Good worksheet action results in a communication—a communication of truth. The C/S should be able to look the worksheets over and see what the auditor did, what the meter said, the key things that the pc did or said and how the session went. It is a running record of the session.

CORRECTION

One NEVER writes up the worksheet *after* the session from notes. One never copies the worksheet into “more readable form” from “notes taken in session.” A worksheet *is* the worksheet.

The auditor should always read over his worksheets before turning in the folder to the Case Supervisor and if any words or letters are missing or cannot be read, they should be written in with red ink in block print.

Example:

UNCONSCIOUS (red)
I must have been ~~unconsi~~ at the time.

People often do this too extensively. It is just the word which is not decipherable that is marked in block letters. At the most this would be about one or two corrections to a page.

If the auditor is having to do a lot of correction of his worksheets, he should learn how to write more clearly faster.

“STENOGRAPHIC” AUDITING

Admin must not be used to stop or slow a pc.

Sometimes one sees an auditor sit there trying to write everything down and interrupting the pc with “Just a minute, just a minute—wait a minute, wait a minute. . . .” That is stenographic auditing, and it violates the Auditor's Code.

If you start writing down every word said, all you do is slow up the session and you really slow up the C/S, too. An honest auditing report is not necessarily a verbose auditing report.

SHORTHAND

Auditors sometimes develop a sort of shorthand. For example, any time anybody says “without” it is written “w/o” and every time somebody says “understanding” it is written “U.” That is all right just as long as the auditor

and the C/S know what is meant. Remember, a worksheet must result in a *communication*.

ROCK SLAMS, EVIL PURPOSES AND SERVICE FACSIMILES

If a rock slam occurs in a session, make sure it isn't a mechanical fault of the E-Meter and note that a check for a mechanically caused R/S was done. Then write the R/S down **BIG** on the worksheet, write down **EXACTLY** what the pc was saying and note **EXACTLY** what question was asked. After the session go back and circle your notes at that point in red. During the session you can simply put a bar on the worksheet alongside the portion to be circled; it could be very distracting to the pc if he noticed you picking up another pen and heard a circle being drawn.

If the pc voices an evil purpose or service facsimile during a session, note it down in full, put a bar beside it and circle it in red after the session.

FALSIFYING WORKSHEETS

Falsifying a worksheet makes it so the C/S can't C/S and nobody can trace what happened to the pc. It is quite an overt act. It is a violation of the Auditor's Code and in fact is probably the most covert and vicious crime in auditing. A falsified auditing report is inevitably detected and the penalty is severe. (Ref: HCOB 26 Oct. 76 I, C/S Series 97, Auditor Admin Series 25, **AUDITING REPORTS, FALSIFYING OF**)

Keeping accurate session worksheets will ensure the Case Supervisor has all the data he needs to keep you and your preclears winning with the correct application of standard tech.

L. RON HUBBARD
Founder

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Auditor Admin Series 13RA

THE AUDITOR'S REPORT FORM

Ref:

HCOB 7 May 69 VI SUMMARY OF HOW TO WRITE AN AUDITOR'S
REPORT, WORKSHEETS AND SUMMARY
REPORT, WITH SOME ADDITIONAL
INFORMATION

Cancels:

BTB 6 Nov. 72R VI Auditor Admin Series 13R
THE AUDITOR REPORT FORM

The Auditor's Report Form (abbreviation: ARF) is a printed form filled out by the auditor after a session. It gives the details of the beginning and end of the session, condition of the pc, the wording of the process, etc.

The form is so written that one can see the whole session at a glance, just by looking at the one side of the Auditor's Report Form.

The form is filled in at the top with:

1. Name of pc.
2. Name of auditor.
3. Pc's grade.
4. Date.
5. Time length of session, excluding time for breaks (example: "1 hour 58 minutes"). This is "hours in the chair."
6. Total number of hours paid for (12½, 25, 50, etc.).
7. Running total of paid hours used to date.
8. Total tone arm motion for the session. (Often neglected but important as an indicator of case progress.)

The body of the form is filled in with:

9. Time session started.
10. TA and sensitivity setting at start of session.
11. Condition of pc at session start.
12. Rudiments.
13. What process was run—LISTING THE EXACT COMMANDS (often forgotten by most auditors).
14. Time and TA at start and end of each process.
15. End phenomena (including F/N, cognition, pc indicators).
16. Whether process is flat or not.
17. Time session ended.
18. TA at end of session.
19. Condition of pc at session end.
20. Pc gains or comments.

21. TA range.

22. Meter trim check result and notation of any known meter calibration error, per HCOB 11 May 69R, METER TRIM CHECK.

Example:

AUDITOR'S REPORT FORM

Preclear Jody Smith Date 26 Oct. 1986

Auditor Dave Swift Session Length 1 hr 58 min

No. of Intensive Hours 12½

Total Intensive
Hours Used to Date 1 hr 58 min

Total TA 19.4

Pc's Grade ARC SW Expanded

| Process | Time | Tone Arm Reads | Sensitivity | Results and Comments |
|--|------|----------------|-------------|--|
| <i>This is the session</i> | 3:32 | 2.8 | 8 | <i>Pc is GIs</i> |
| <i>Rudiments</i> | 3:34 | 2.5 | 8 | <i>F/N VGIs</i> |
| <i>A Basic Comm Process:</i> | | | | |
| <i>F1 "Recall a time another communicated to you."</i> | 3:57 | 2.4 | 8 | <i>F/N, cog, VGIs</i> |
| <i>F2 "Recall a time you communicated to another."</i> | 4:28 | 2.5 | 8 | <i>F/N, cog, VGIs</i> |
| <i>F3 "Recall a time others communicated to others."</i> | 4:59 | 2.3 | 8 | <i>F/N, cog, VGIs</i> |
| <i>F0 "Recall a time you communicated to yourself."</i> | 5:28 | 2.3 | 8 | <i>F/N, cog, VGIs</i> |
| <i>End of session</i> | 5:30 | 2.3 | 8 | <i>F/N, VGIs, "feel terrific!"</i> |
| TA Range: 2.2-3.7 | | | | Trim Check — TA = 2.0 |

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AUDITOR'S REPORT FORM

Preclear _____ Date _____

Auditor _____ Session Length _____

No. of Intensive Hours _____

Total Intensive
Hours Used to Date _____

Total TA _____

Pc's Grade _____

| Process | Time | Tone Arm Reads | Sensi- tivity | Results and Comments |
|-----------|------|----------------------|------------------|----------------------|
| TA Range: | | | | Trim Check — TA = |

Remimeo

Auditor Admin Series 12RA

SUMMARY REPORT FORM

(Amends HCOB 14 June 65 II, SUMMARY REPORT)

The Summary Report Form is a report used simply as an exact record of what happened and what was observed during the session.

Copies of this HCOB are to be run off on 8½" x 14" or 8" x 13" paper. Each blank below is filled in with the appropriate data.

DATE: _____

PC or PRE-OT: _____ AUDITOR: _____

PROCESS RUN: _____ TA: _____ TIME: _____

ASPECTS AND GAINS:

1. How did pc do in relation to what was run? _____
2. Effectiveness of process. _____
3. Any free needles? _____
4. General needle behavior. _____
5. Did TA go below 2.0 (how low)? _____ Did it come up? _____
6. Did TA go high (how high)? _____ Did it come down? _____
7. General TA range. _____
8. Emotional tone of the pc and whether this improved. _____
9. Any misemotion? _____
10. Preclear appearance. _____
11. Mannerisms. _____
12. Mannerism changes. _____
13. Any change in skin tone? _____
14. Did color of eyes change? _____ Get brighter? _____ Get dull? _____

15. Any comm lags? _____
16. Any cognitions? _____
17. Any pains turn on? _____ Blown? _____
18. Any sensations turn on? _____ Blown? _____
19. Any difficulties? _____
20. Did you complete C/S instructions? _____
21. Was pc happy at session end? _____
22. TA at session end. _____ Needle at session end. _____

ETHICS REPORT:

USE OF SUMMARY REPORTS

The Summary Report is used extensively in training. It is a tool for increasing an auditor's obnosis of what goes on in a session, and also teaches auditors how to quickly and concisely analyze and report on a case.

EVERY STUDENT AUDITOR ON COURSES AND CO-AUDIT MUST WRITE A SUMMARY REPORT FORM AFTER EACH SESSION.

Requiring use of Summary Report Forms by interns and staff auditors is left entirely to the discretion of the C/S.

FILLING IN THE REPORT

The top of the form is filled in with the date, pc or pre-OT's name, etc., as called for. Each of the questions 1 to 22 of the form are then answered. Write down briefly what the preclear was doing in the session. Do not write opinions with regard to what was happening or how the preclear was running the process. The C/S is interested in the aspects of the case in relationship to the process or processes being run.

In the "Ethics Report" section a brief note is made on any report being made to Ethics. For example, a report that the pc is PTS; a report on a rock slam observed in session; a Knowledge Report on others' overts or crimes against Scientology revealed by the pc in session; or in an HCO Confessional, a Knowledge Report on the pc's overts and withholds. All that is noted in this space is that a report to Ethics has been made, and its subject. The actual ethics report is written and routed separately. (Ref: HCO PL 10 Mar. 82, CONFSSIONALS—ETHICS REPORTS REQUIRED; HCOB 10 Aug. 76R, R/Ses, WHAT THEY MEAN; HCO PL 7 Mar. 65R III, OFFENSES AND PENALTIES; HCOB 7 Jan. 85, HCO CONFSSIONALS)

The Summary Report should be LEGIBLE. If the auditor's handwriting is poor, the answers should be neatly printed out.

Two or more sessions in one day call for only one Summary Report with the TA and data of each session.

The Summary Report is not stapled to the worksheets but is paper-clipped on top of the Auditor's Report Form and beneath the Exam Report.

Writing a Summary Report should only take the auditor a matter of minutes. Having just audited the preclear, he should quite easily fill the report out.

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HCO BULLETIN OF 31 OCTOBER 1987

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Auditor Admin Series 7RA

THE FOLDER SUMMARY

Cancels:

BTB 5 Nov. 72R III Auditor Admin Series 7R
THE FOLDER SUMMARY

The Folder Summary (abbreviation: FS) is a summary of the actions taken on a pc in consecutive order. It is kept up every session by the auditor and is stapled to the left inside front cover of the folder as a running summary for C/S use.

CONTENTS

All entries on the Folder Summary are done in blue or black ink, except where otherwise noted. The following data is entered:

1. ADMIN DETAILS

Session date, length of time of session and admin time. When a new folder is started. When an OCA is taken. When a Folder Error Summary is done.

2. PROCESSING DETAILS

What processes were run and the result of each. Mark an EP beside each action taken, or if it was not taken to EP mark in red "UNFLAT," "O/R," "BOGGED," etc., as applicable.

The listing question of an L&N action is written out in full.

Dianetic items run are written out in full.

Any rock slam that occurred in the session is noted in red, giving the session worksheet page where it occurred and the question or subject which rock slammed, phrased exactly.

Any evil purpose or service facsimile stated by the pc is noted in red, giving the session worksheet page where it occurred.

3. EXAM REPORT

At the bottom of the process details mark "F/N," indicating an F/N occurred at the Examiner, or "BER" (red) if a Bad Exam Report. If TA was high or low at exam, that datum is also noted in red.

4. **ATTESTS**

Date and what was attested.

If pc sent to attest but did NOT attest, this is noted in red.

5. **ADVANCED COURSE DATA**

Date started Advanced Course, level, date attested to completion.

(The individual Solo sessions are NOT noted but should be entered on a separate Folder Summary in the Solo folder.)

6. **MEDICAL DATA**

When pc reports sick or injured. Give date and a brief statement of illness or injury. Written in red.

When pc is off Medical Liaison Officer lines another entry is made to indicate this.

The auditor is responsible for keeping up this summary after each session and immediately on receipt of a medical report or pc-volunteered BER. It is a standard part of the auditor's session admin.

FORMAT

The Folder Summary sheets are on 8" x 13" or 8½" x 14" paper divided into four columns, as in the following example:

(see example on following page)

FOLDER SUMMARY

PC NAME Jody Smith

PAGE 3

| Date/Time | What was run/Result | Date/Time | What was run/Result |
|--------------------------|---|-----------|---------------------|
| 4 July 87 2:12 :10 | ARC Brk to EP ARC S/W Quad: F1 to EP F2 to EP F/N | | |
| 5 July 87 | New Folder – No. 3 | | |
| 5 July 87 1:25 :12 | ARC S/W Quad: F3 bogged BER TA 3.5 | | |
| 6 July 87 :37 :08 | 3 Ruds to EP ARC S/W Quad: F3 rehabbed to EP F/N | | |
| 7 July 87 1:51 :12 | ARC S/W Quad: F0 to EP ARC S/W Havingness: F1 to EP F2 to EP F3 to EP F0 to EP F/N | | |
| 7 July 87 | Declared ARC S/W Release | | |
| | | | |

Folder Summary sheets are stapled to the inside front cover, earliest at the bottom to most recent on top. When a new pc folder is made, ALL Folder Summary sheets are removed from the old folder and advanced to the inside cover of the new folder so that the complete Folder Summary of the case is always in the current folder.

A Folder Summary, standardly kept, is a communication. It makes what has been run on the pc visible. It communicates fully and rapidly amongst a technical elite who know how these things are done. Someone who is trained as an

auditor or Case Supervisor can look through the Folder Summary and immediately see what has been run on the case, what has been omitted, the items that were run and any actions that were started but never completed. This summary is vitally important to both the auditor and the C/S for study of the pc's case and seeing that he is correctly programed and handled.

Failure to keep up the Folder Summary can lead to C/S errors, so the auditor must always remember to fill it out after every session.

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Auditor Admin Series 3RA

THE PC FOLDER AND ITS CONTENTS

Refs:

The HCOBs and HCO PLs of the Auditor Admin Series

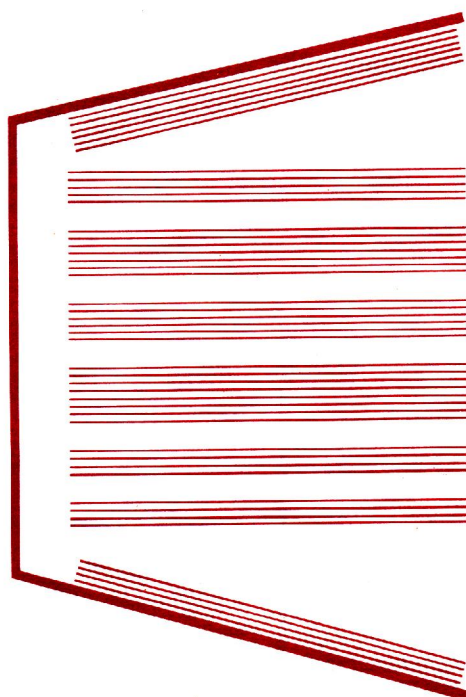
Cancels:

| | | |
|-----|-----------------|---|
| BTB | 3 Nov. 72R | Auditor Admin Series 3R THE PC FOLDER AND ITS CONTENTS |
| BTB | 5 Nov. 72R I | Auditor Admin Series 5R CASE PROGRESS SHEET |
| BPL | 14 Sept. 71RA I | CASE PROGRESS SHEET |

The pc folder represents a record of all the auditing actions and other handlings taken on a preclear as he moves up the Bridge. With the administration of the folder in good shape, following the exact forms and in correct sequence, it is a *communication*. An auditor or C/S can pick it up and see what has been done with the pc.

THE FOLDER

The folder itself is a folded sheet of cardboard which encloses all the session reports and other items. The folder is legal size—large enough to hold 8" x 13" or 8½" x 14" paper. (Ref: HCOB 29 Oct. 87, Auditor Admin Series 4R, THE FOLDER) The folder's contents are arranged as shown here:



**FRONT COVER
ITEMS**

Yellow Sheet
Folder Summary
FES Checklist
OCA Graph
Grade Chart
Program Sheets

**FOLDER
CONTENTS**

Auditor's C/S
Exam Report Form
Summary Report Form
(when used)
Auditor's Report Form
Worksheets
Correction Lists
L&N Lists and/or
Dn Assessment Lists
Miscellaneous Reports

**BACK COVER
ITEMS**

Dn Full Flow Table
FES and FES Summary
Routing Form
Invoice Form

FRONT COVER ITEMS

Attached to the inside front cover of the folder are several forms.

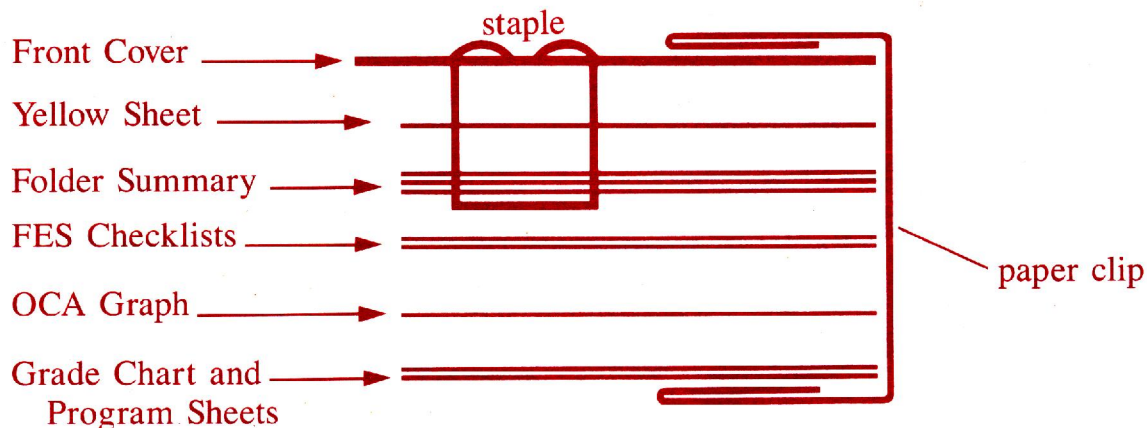
The Yellow Sheet is a yellow sheet of paper on which is noted the different correction lists or sets of commands which have been word cleared on the pc, his Havingness Process and the size cans he uses. (Ref: HCOB 30 Oct. 87, Auditor Admin Series 6RA, THE YELLOW SHEET)

The Folder Summary is a very brief summary of the actions taken on a pc listed out consecutively session by session. The Folder Summary is placed on top of the Yellow Sheet and both are stapled to the front cover. (Ref: HCOB 31 Oct. 87, Auditor Admin Series 7RA, THE FOLDER SUMMARY)

An FES (Folder Error Summary) Checklist provides data a C/S needs to ensure that full setups have been done before a pc starts a major level. FES checklists for starting or continuing Expanded Grades, New Era Dianetics and other rundowns are included as attachments to HCOB 29 Jan. 81R I, Auditor Admin Series 24RA, FES CHECKLISTS AND SUMMARY. FES checklists are placed inside the front cover of the folder, on top of the Folder Summary. (Ref: HCOB 29 Jan. 81R I, Auditor Admin Series 24RA, FES CHECKLISTS AND SUMMARY)

The OCA (Oxford Capacity Analysis) Graph is a graph which plots 10 traits of the pc's personality based on his answers to the OCA test questions. The OCA graph goes on top of the FES checklists. (Ref: HCOB 1 Nov. 87, Auditor Admin Series 8R, OCA GRAPHS)

The Program Sheet is a sheet which outlines the sequence of actions, session by session, to be run on the pc to bring about a definite result. It is placed on top of the OCA graph and secured to the front cover of the folder with a large clip as shown in the diagram below. The pc's current program is the topmost item inside the front cover of the folder. The master program for every case is given on the Classification and Gradation Chart, and a copy of the chart is put in every pc's folder along with any other program sheets written. (Ref: HCOB 2 Nov. 87, Auditor Admin Series 9RA, THE PROGRAM SHEET, and HCOB 12 June 70, C/S Series 2, PROGRAMING OF CASES)



SESSION REPORTS

Each auditing session the pc receives is written up by the auditor and placed in the pc's folder.

The Worksheets are the sheets on which the auditor notes what is happening in the session from beginning to end. After the session the auditor puts his worksheets in sequence (page 1, 2, 3, 4, etc.) for inclusion in his session report. (Ref: HCOB 6 Nov. 87, Auditor Admin Series 14RA, THE WORKSHEETS, and HCOB 3 Nov. 71, Auditor Admin Series 15, C/S Series 66, AUDITOR'S WORKSHEETS)

The Auditor's Report Form is a form made out after each session, giving an outline of what actions were taken during it. The form is placed on top of the session worksheets and the resulting packet is stapled together at the top left-hand corner. (Ref: HCOB 5 Nov. 87, Auditor Admin Series 13RA, THE AUDITOR'S REPORT FORM)

The Summary Report Form is a fill-in-type standard form. It provides data on what happened and what was observed during the session. When used, it is placed on top of the Auditor's Report Form. (Ref: HCOB 17 Mar. 69R, Auditor Admin Series 12RA, SUMMARY REPORT FORM)

The Exam Report Form is a report made out by the Qual Examiner when the pc goes to the Examiner after session. It includes the pc's name and grade, date, time, meter details, pc's indicators and any pc statement. It is placed on top of the Summary Report Form. (Ref: HCO PL 8 Mar. 71, Auditor Admin Series 11, EXAMINER'S FORM)

The Auditor's C/S is a sheet on which the auditor writes the C/S instructions for the next session. It is placed on top of the Exam Report Form and the whole packet is clipped together with a paper clip. (Ref: HCOB 5 Mar. 71, C/S Series 25, Auditor Admin Series 10, THE FANTASTIC NEW HGC LINE)

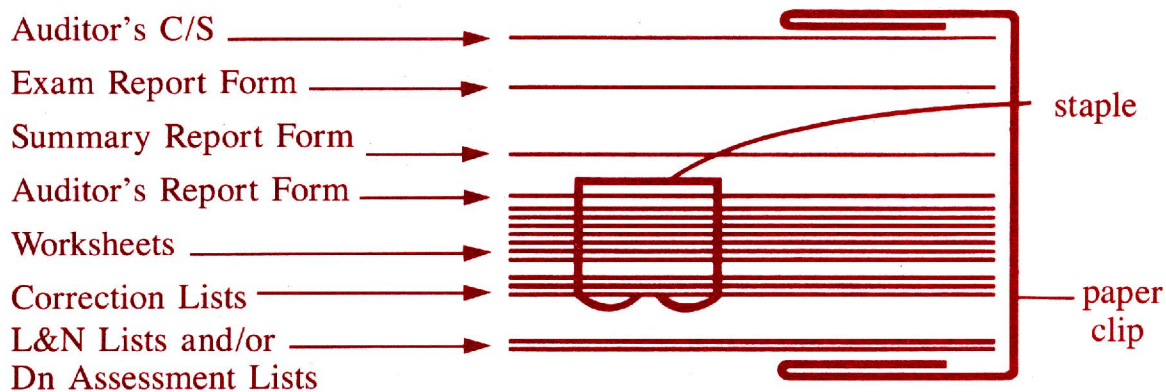
There are several other forms that are part of some session reports, depending on what was done in the session.

Correction Lists are lists of prepared questions in HCOB or HCO PL form, designed to find bypassed charge and *repair* a faulty auditing action or life situation. If a correction list is used in a session, it is placed just beneath the worksheets and stapled along with the worksheets and Auditor's Report Form. (Ref: HCOB 29 Nov. 87, Auditor Admin Series 16RA, CORRECTION LISTS)

An L&N List (Listing and Nulling List) is a list of items said by the pc in response to a specific Listing and Nulling question from the auditor. Each list is done on a separate sheet. If an L&N list is made in a session, it is placed underneath the worksheets and paper-clipped in place as part of the whole session report. It is not stapled to the worksheets. (Ref: HCOB 28 Nov. 87, Auditor Admin Series 18RA, L&N LISTS)

A Dianetic Assessment List is a list of somatic items given by the pc to the auditor. The auditor writes each one down along with any meter read. Such lists are made as part of New Era Dianetics auditing. They go underneath the worksheets and are paper-clipped in place as part of the whole session report. They

are not stapled to the worksheets. (Ref: HCOB 9 Nov. 87, Auditor Admin Series 19RA, DIANETIC ASSESSMENT LISTS)



MISCELLANEOUS REPORTS

A "miscellaneous report" is a report such as a medical report, a D of P interview, a report from the Ethics Officer, a success story, etc. These are filed in the pc's folder at the correct chronological point. Such reports give a C/S important information about the case. They must be filed at the proper place in the folder and must not be omitted. (Ref: HCOB 10 Nov. 87, Auditor Admin Series 20RA, MISCELLANEOUS REPORTS, and HCOB 28 Oct. 76, C/S Series 98, Auditor Admin Series 26, AUDITING FOLDERS, OMISSIONS IN COMPLETENESS)

THE BACK COVER ITEMS

Attached to the inside of the back cover of the folder is another set of forms.

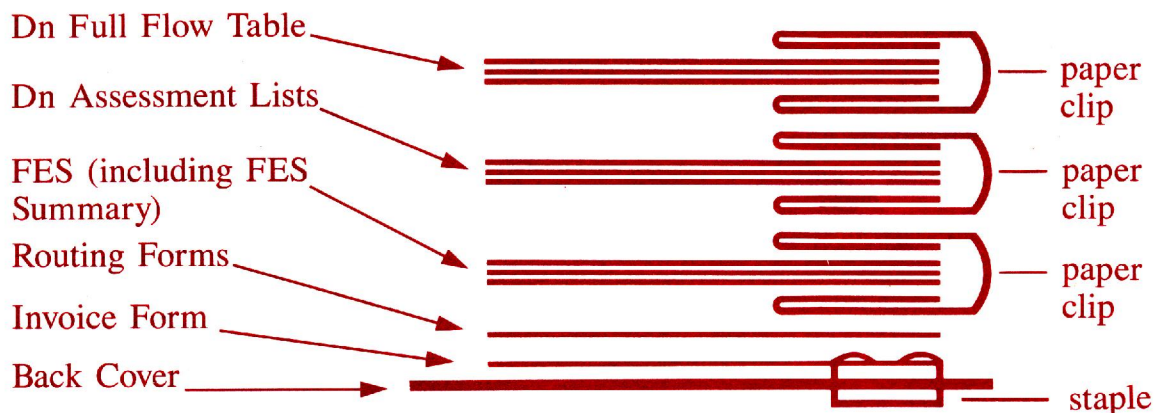
The Invoice Form is a sheet which shows how much auditing a pc has signed up and paid for, and how much of that has been delivered. It is stapled just inside the back cover of the folder. (Ref: HCOB 12 Nov. 87, Auditor Admin Series 23RB, INVOICE FORM AND ROUTING FORMS)

A *Routing Form* is a form that gives the step-by-step sequence of actions that are taken in routing a person or particle into, within and out of an organization. It gives the post titles of those responsible for each step and the actions they take in handling the person or particle. A routing form gives the full road map by which someone or something is routed. The routing forms filed in a pc folder are those used to route the pc into the HGC and through his service. Routing forms are placed on top of the invoice form. (Ref: HCOB 12 Nov. 87, Auditor Admin Series 23RB, INVOICE FORM AND ROUTING FORMS)

The FES (Folder Error Summary) is a summary of any errors made in handling the pc's case. The FES also should show the actions which have been taken to correct specific errors. All FES sheets and the FES summary are kept clipped together and are placed on top of the routing forms. (Ref: HCOB 11 Nov. 87, Auditor Admin Series 22RB, FOLDER ERROR SUMMARY FORMAT, and HCOB 29 Jan. 81R I, Auditor Admin Series 24RA, FES CHECKLISTS AND SUMMARY)

Dianetic Assessment Lists not being used in the pc's current auditing are clipped together and kept at the back of the folder. They are placed on top of the FES. (Ref: HCOB 9 Nov. 87, Auditor Admin Series 19RA, DIANETIC ASSESSMENT LISTS)

The Dianetic Full Flow Table lists in chronological order all Dianetic items the pc has run. Beside each item it shows whether or not each flow was run to EP. The table is placed on top of the Dianetic Assessment Lists. (Ref: HCOB 8 Nov. 72RA, Auditor Admin Series 21RA, THE DIANETIC FULL FLOW TABLE)



A pc folder that contains the necessary forms, reports and information, all in good order, makes it much easier to get auditing delivered. And that benefits everyone.

L. RON HUBBARD
Founder

Compilation assisted by
LRH Technical Research
and Compilations

Remimeo
All Levels
All Auditors

**CHECKLIST FOR SETTING UP
SESSIONS AND AN E-METER**

In order to prevent constant interruptions of a session to get dictionaries, prepared lists, etc., etc., and in the vital interest of keeping the pc smoothly in-session—interested in own case and willing to talk to the auditor—the following checklist has been made.

An auditor should drill this checklist until he has it down thoroughly, without reference to it.

A. PRE-APPOINTMENT:

- 1. Paid invoice slip of pc. _____
- 2. Pc Folders:
 - 2a. Current. _____
 - 2b. Old. _____
- 3. Pc folder study by auditor. _____
- 4. Folder Error Summary. _____
- 5. A C/S for the session. _____
- 6. Any cramming actions on the C/S. _____

B. CALL-IN:

- 7. Enough time to do session. _____
- 8. APPOINTMENT (made by auditor or Technical Services). _____
- 9. Scheduling board (auditor, pc, room, time). _____

C. ROOM READINESS:

- 10. Clean up room. _____
- 11. Smells removed. _____
- 12. Room temperature handled. _____
- 13. Area and hall silence signs made. _____

14. Silence signs placed. _____
15. Knowing where the water closet is. _____
16. Right-sized table, sturdy, doesn't squeak. _____
17. Side table. _____
18. Adequate light if room gets dark. _____
19. Flashlight in case power fails. _____
20. Quiet clock or watch. _____
21. Blanket for pc in case gets cold. _____
22. Fan or air conditioner in case pc gets too hot. _____

D. AUDITING MATERIEL:

23. Paper for worksheets and lists. _____
24. Ballpoints or pencils. _____
25. Kleenex. _____
26. Antiperspirant for sweaty palms. _____
27. Hand cream for dry palms. _____
28. Dictionaries including tech and admin dictionaries and a nondinky one in language. _____
29. Grammar. _____
30. Auditing materiel, Original Assessment Sheets, prepared lists, including those that might be called for on other prepared lists. _____
31. E-Meter. _____
32. Spare meter. _____
33. Preliminary meter check for charge and operational condition. _____
34. Meter shield (to obscure meter from pc). _____
35. "In Session" sign for door. _____
36. Extra meter lead. _____
37. Different-sized cans. _____
38. A plastic bag to cover one can for pcs who knock cans together. _____
39. Finalize setting up room for session. _____

E. PC ENTRANCE TO AUDITING ROOM:

- 40. "In Session" sign on door. _____
- 41. Phone shut off. _____
- 42. Putting pc in chair. _____
- 43. Comfort of chair—check with pc and handle. _____
- 44. Adjusting pc's chair. _____
- 45. Check pc's clothes, shoes for tightness and handle. _____
- 46. Check with pc if room is all right and handle. _____

F. METER SET UP FOR SESSION:

- 47. Check test (for charge). _____
- 48. See that needle is not dancing by itself or auditing itself. _____
- 49. Make sure 2.0 = 2.0 by trim. _____
- 50. Snap in leads. _____
- 51. Verify trim by calibration resistor onto alligator clips. _____
- 52. Put pc on. _____
- 53. Put needle on set. _____
- 54. Adjust pc sensitivity for 1/3-dial drop by pc can squeeze. _____
- 55. Go through False TA correction as needed including change of cans, cream, antiperspirant as needed. _____
- 56. Have pc take a deep breath, hold it for just a moment, then let it out through his mouth. See if needle gives a latent fall (which it should). _____
- 57. Check for adequate sleep. _____
- 58. Check to be sure pc has eaten and is not hungry. _____
- 59. Ask for any reason not to begin session. _____

G. START THE SESSION.

L. RON HUBBARD
Founder

Revision assisted by
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Word Clearing Series 59RB

CLEARING WORDS

Refs:

| | |
|-------------------------------------|--|
| HCOB 7 Sept. 74 | Word Clearing Series 54 SUPERLITERACY AND THE CLEARED WORD |
| HCOB 17 July 79RA I Rev. 30.7.83 | Word Clearing Series 64RA THE MISUNDERSTOOD WORD DEFINED |
| HCOB 13 Feb. 81R Rev. 25.7.87 | Word Clearing Series 67R DICTIONARIES |

In research concerning Word Clearing, study and training done with various groups over the recent past months, it has become all too obvious that a misunderstood word remains misunderstood and will later hang a person up unless he clears the meaning of the word in the context of the materials being read or studied *and also* clears it in all of its various uses in general communication.

When a word has several different definitions, one cannot limit his understanding of the word to one definition only and call the word "understood." One must be able to understand the word when, at a later date, it is used in a different way.

HOW TO CLEAR A WORD

To clear a word, one looks it up in a good dictionary. Dictionaries recommended are covered in HCOB 13 Feb. 81R, Rev. 25.7.87, Word Clearing Series 67R, DICTIONARIES.

The first step is to look rapidly over the definitions to find the one which applies to the context in which the word was misunderstood. One reads the definition and uses it in sentences until one has a clear concept of that meaning of the word. This could require ten or more sentences.

Then one clears each of the other definitions of that word, using each in sentences until one has a conceptual understanding of each definition.

The next thing to do is to clear the derivation—which is the explanation of where the word came from originally. This will help gain a basic understanding of the word.

Don't clear the technical or specialized definitions (math, biology, etc.) or obsolete (no longer used) or archaic (ancient and no longer in general use) definitions unless the word is being used that way in the context where it was misunderstood.

Most dictionaries give the idioms of a word. An idiom is a phrase or expression whose meaning cannot be understood from the ordinary meanings of the words. For example, "give in" is an English idiom meaning "yield." Quite a few words in English have idiomatic uses and these are usually given in a dictionary after the definitions of the word itself. These idioms have to be cleared.

One must also clear any other information given about the word, such as notes on its usage, synonyms, etc., so as to have a full understanding of the word.

If one encounters a misunderstood word or symbol in the definition of a word being cleared, one must clear it right away using this same procedure and then return to the definition one was clearing. (Dictionary symbols and abbreviations are usually given in the front of the dictionary.)

EXAMPLE

You are reading the sentence "He used to clean chimneys for a living" and you're not sure what "chimneys" means.

You find it in the dictionary and look through the definitions for the one that applies. It says "A flue for the smoke or gases from a fire."

You're not sure what "flue" means so you look that up: It says "A channel or passage for smoke, air or gases of combustion." That fits and makes sense, so you use it in some sentences until you have a clear concept of it.

"Flue" in this dictionary has other definitions, each of which you would clear and use in sentences.

Look up the derivation of the word "flue."

Now go back to "chimney." The definition, "A flue for the smoke or gases from a fire," now makes sense, so you use it in sentences until you have a concept of it.

You then clear the other definitions. One dictionary has an obsolete definition and a geological definition. You would skip both of these, as they aren't in common usage.

Now clear up the derivation of the word. One finds in the derivation that it originally came from the Greek word "kaminos," which means "furnace."

If the word had any synonym studies, usage notes or idioms, they would all be cleared too.

That would be the end of clearing "chimney."

CONTEXT UNKNOWN

If you don't know the context of the word, as in Word Clearing Methods 1, 5 (when done from a list), 6 or 8, you should start with the first definition and clear *all* definitions, derivation, idioms, etc., as covered above.

"WORD CHAINS"

If you find yourself spending a lot of time clearing words within definitions of words, you should get a simpler dictionary. A good dictionary will enable you to clear a word without having to look up a lot of other ones in the process.

CLEARED WORDS

A CLEARED WORD IS ONE WHICH HAS BEEN CLEARED TO THE POINT OF FULL CONCEPTUAL UNDERSTANDING BY CLEARING EACH OF THE COMMON MEANINGS OF THAT WORD PLUS ANY TECHNICAL OR SPECIALIZED MEANINGS OF THAT WORD THAT PERTAIN TO THE SUBJECT BEING HANDLED.

That's what a cleared word is. It is a word that is understood. In metered Word Clearing, this would be accompanied by a floating needle and very good indicators. There can be more than one F/N per word. Clearing a word must end in an F/N and VGIs. Off the meter this would be accompanied by very good indicators.

The above is the way a word should be cleared.

When words are understood, communication can take place, and with communication, any given subject can be understood.

L. RON HUBBARD
Founder

Revision assisted by
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Word Clearing Series 52

CLEARING COMMANDS

Refs:

| | | |
|--------------|----------------|-------------------------------|
| HCOB | 14 Nov. 65 | CLEARING COMMANDS |
| HCOB | 9 Nov. 68 | CLEARING COMMANDS, ALL LEVELS |
| HCO PL | 4 Apr. 72R III | Word Clearing Series 48 |
| Rev. 21.6.75 | | ETHICS AND STUDY TECH |

Always when running a process newly or whenever the preclear is confused about the meaning of commands, clear each word of each command with the preclear, using the dictionary if necessary. This has long been standard procedure.

You want a pc set up to run smoothly, knowing what is expected of him and understanding exactly the question being asked or the command being given. A misunderstood word or auditing command can waste hours of auditing time and keep a whole case from moving.

Thus, this preliminary step to running a process or procedure for the first time is VITAL.

The rules of clearing commands are:

1. UNDER NO CIRCUMSTANCES IS THE AUDITOR TO EVALUATE FOR THE PC AND TELL HIM WHAT THE WORD OR COMMAND MEANS.
2. ALWAYS HAVE THE NECESSARY (AND *GOOD*) DICTIONARIES IN THE AUDITING ROOM WITH YOU.

This would include the Tech Dictionary, the Admin Dictionary, a good English dictionary and a good nondinky dictionary in the pc's native language. For a foreign-language case (where the pc's native language is not English) you will also need a dual dictionary for that language and English.

(*Example:* English word "apple" is looked up in English/French dictionary and "pomme" is found. Now look in the French dictionary to define "pomme.")

So for the foreign-language case two dictionaries are needed: (1) English to foreign language, (2) foreign language itself.

3. HAVE THE PC ON THE CANS THROUGHOUT THE CLEARING OF THE WORDS AND COMMANDS.

4. CLEAR THE COMMAND (OR QUESTION OR LIST ITEM) BACKWARDS BY FIRST CLEARING IN TURN EACH WORD IN THE COMMAND IN BACKWARDS SEQUENCE.

(Example: To clear the command "Do fish swim?" clear "swim" first, then "fish," then "do.")

This prevents the pc starting to run the process by himself while you are still clearing the words.

- 4A. NOTE: F/Ns OBTAINED ON CLEARING THE WORDS DOES NOT MEAN THE PROCESS HAS BEEN RUN.

5. NEXT, CLEAR THE COMMAND ITSELF.

Auditor asks the pc, "What does this command mean to you?" If it is evident from the pc's answer that he has misunderstood a word as it is used in the context of the command:

- a. Reclear the obvious word (or words) using the dictionary.
- b. Have him use each word in a sentence until he has it. (The worst fault is the pc using a new set of words in place of the actual word and answering the alter-ised word, not the word itself. See HCOB 10 Mar. 65, Word Clearing Series 14, WORDS, MISUNDERSTOOD GOOFS.)
- c. Reclear the command.
- d. If necessary, repeat steps a, b and c above to make sure he understands the command.

- 5A. NOTE: THAT A WORD READS WHEN CLEARING A COMMAND, AN ASSESSMENT QUESTION OR LISTING QUESTION DOES NOT MEAN THE COMMAND OR QUESTION ITSELF HAS READ NECESSARILY. MISUNDERSTOOD WORDS READ ON THE METER.

6. WHEN CLEARING THE COMMAND, WATCH THE METER AND NOTE ANY READ ON THE COMMAND. (Ref: HCOB 28 Feb. 71, C/S Series 24, METERING READING ITEMS)
7. DON'T CLEAR THE COMMANDS OF ALL RUDS AND RUN THEM, OR OF ALL PROCESSES AND RUN THEM. YOU'LL MISS F/Ns. THE COMMANDS OF ONE PROCESS ARE CLEARED JUST BEFORE THAT PROCESS IS RUN.
8. ARC BREAKS AND LISTS SHOULD BE WORD CLEARED BEFORE A PC GETS INTO THEM AND SHOULD BE TAGGED IN THE PC'S FOLDER ON A YELLOW SHEET AS CLEARED. (Ref: HCOB 30 Oct. 87, Auditor Admin Series 6RA, THE YELLOW SHEET)

As it is difficult to clear all the words of a correction list on a pc over heavy bypassed charge, it is standard to clear the words of an L1C and ruds very early in auditing and to clear an L4BRA before commencing listing processes or an L3RE before running R3RA. Then, when the need for these

correction lists arises, one does not need to clear all the words as it has already been done. Thus, such correction lists can be used without delay.

It is also standard to clear the words of the Word Clearing Correction List early in auditing and before other correction lists are cleared. This way, if the pc bogs on subsequent Word Clearing, you have your Word Clearing Correction List ready to use.

9. IF, HOWEVER, YOUR PC IS SITTING IN THE MIDDLE OF AN ARC BREAK (OR OTHER HEAVY CHARGE) AND THE WORDS OF THE LIC (OR OTHER CORRECTION LIST) HAVE *NOT* BEEN CLEARED YET, DON'T CLEAR FIRST. GO AHEAD AND ASSESS THE LIST TO HANDLE THE CHARGE. OTHERWISE, IT'S AUDITING OVER AN ARC BREAK.

In this case you just verify by asking afterwards if he had any misunderstandings on the list.

All the words of the LIC (or other correction list) would then be cleared thoroughly at the first opportunity—per your C/S's instructions.

10. DO NOT RECLEAR ALL THE WORDS OF ASSESSMENT LISTS EACH TIME THE LIST IS USED ON THE SAME PC. Do it once, fully and properly the first time and note clearly in the folder, on the yellow sheet for future reference, which of the standard assessment lists have been cleared.
11. THESE RULES APPLY TO ALL PROCESSES, LISTING QUESTIONS AND ASSESSMENTS.
12. THE WORDS OF THE PLATENS OF ADVANCED COURSE MATERIALS ARE NOT SO CLEARED.

Any violation of full and correct clearing of commands or assessment questions, whether done in a formal session or not, is an ethics offense per HCO PL 4 Apr. 72R III, Word Clearing Series 48, ETHICS AND STUDY TECH, section 4, which states:

“AN AUDITOR FAILING TO CLEAR EACH AND EVERY WORD OF EVERY COMMAND OR LIST USED MAY BE SUMMONED BEFORE A COURT OF ETHICS.

“The charge is OUT-TECH.”

L. RON HUBBARD
Founder

MODEL SESSION

(Note: If a Dianetic or Level 0, I, II auditor is not trained in flying rudiments, he would have to get a Level III [or above] auditor to fly the pc's ruds before starting the major action of the session.)

1. SETTING UP FOR THE SESSION

Prior to the session, the auditor is to make sure the room and session are set up, to ensure a smooth session with no interruptions or distractions.

Use HCOB 4 Dec. 77, CHECKLIST FOR SETTING UP SESSIONS AND AN E-METER, getting in every point of the checklist.

The pc is seated in the chair furthest from the door. From the time he is asked to pick up the cans, he remains on the meter until the end of the session.

When it is established there is no reason not to begin the session, the auditor starts the session.

2. START OF SESSION

The auditor says, "This is the session." (Tone 40)

If the needle is floating and the pc has VGIs, the auditor goes directly into the major action of the session. If not, the auditor must fly a rud.

3. RUDIMENTS

Rudiments are handled per HCOB 11 Aug. 78 I, RUDIMENTS, DEFINITIONS AND PATTERN.

(If the TA is high or low at session start, or if the auditor cannot get a rud to fly, he ends off and sends the pc folder to the C/S. A Class IV Auditor [or above] may do a Green Form or another type of correction list.)

When the pc has F/N, VGIs, the auditor goes into the major action of the session.

4. MAJOR ACTION OF THE SESSION

- a. R-factor to the pc. The auditor informs the pc what is going to be done in the session with
“Now we are going to handle _____.”
- b. Clearing commands. The commands of the process are cleared per HCOB 9 Aug. 78 II, CLEARING COMMANDS.
- c. The process. The auditor runs the process or completes the C/S instructions for the session to end phenomena.

In Dianetics, the end phenomena would be F/N, erasure of the chain, cognition, postulate (if not voiced in the cognition) and VGIs.

In Scientology processes, the end phenomena is F/N, cognition, VGIs. The Power Processes have their own EP.

5. HAVINGNESS

When Havingness is indicated or included in the C/S instructions, the auditor runs approximately ten to twelve commands of the pc's Havingness Process to where the pc is bright, F/Ning and in PT. (*Note: Havingness is never run to obscure or hide the fact of failure to F/N the main process or an auditing or Confessional question.*)

(Ref: HCOB 7 Aug. 78, HAVINGNESS, FINDING AND RUNNING THE PC'S HAVINGNESS PROCESS)

6. END OF SESSION

- a. When the auditor is ready to end the session, he gives the R-factor that he will be ending the session.
- b. Then he asks:
“Is there anything you would care to say or ask before I end this session?”
Pc answers.
Auditor acknowledges and notes down the answer.
- c. If the pc asks a question, answer it if you can or acknowledge and say, “I will note that down for the C/S.”
- d. Auditor ends the session with “End of session.” (Tone 40)

(*Note: The phrase “That's it” is incorrect for the purpose of ending a session and is not used. The correct phrase is “End of session.”*)

Immediately after the end of session, the auditor or a page takes the pc to the Pc Examiner.

L. RON HUBBARD
Founder

HCO BULLETIN OF 21 DECEMBER 1980RA
REVISED 23 APRIL 1991

Remimeo
Tech/Qual
Class III Auditors
and Above
Scn DRD Co-audit
Course

THE SCIENTOLOGY DRUG RUNDOWN

| | |
|--------------------|--|
| <i>Refs:</i> | |
| HCOB 30 June 65 | RELEASE, REHABILITATION OF FORMER RELEASES AND THETAN EXTERIORS |
| HCOB 21 July AD 15 | RELEASE REHABILITATION |
| HCOB 7 Nov. 65 | RELEASE REHABILITATION ERROR |
| HCOB 19 Dec. 80R | REHAB TECH |
| Rev. 16.11.87 | |
| HCOB 30 June 62 | ARC PROCESS |

I have just finalized a new rundown concerning the handling of drugs. It is called the Scientology Drug Rundown and it uses Scientology auditing techniques to handle drugs on Dianetic Clears who, of course, cannot be run on engrams and the New Era Dianetics Drug Rundown. This rundown will make for smoother gains up the Grades and OT levels for the Dianetic Clear because it will handle any charge on the case on the subject of drugs. And in some instances it could mean the difference between a case that is resistive and rocky and a case that flies in auditing.

THEORY

It is very important to handle the effects of drugs, medicine and alcohol on a case. In the 60s drug use became widespread in the culture and it was then that I discovered the need to audit out drugs as a first action on pcs. Drugs make it difficult to get stable auditing gains. In fact, a drug history makes one a resistive case in many instances until the drugs are handled.

This requires both an objective and a subjective handling. The Purification Rundown and TRs and Objectives Co-audit Course are objective handlings; they don't involve or directly address the person's own thinkingness to accomplish the intended results. These rundowns work wonders when done correctly.

Normally, the subjective handling consists of the New Era Dianetics Drug Rundown, wherein the pc's engrams and mental pictures concerning drugs are erased. The total package, then, is made up of objective and subjective handlings. Both are necessary to effect the proper result. The objective handlings (Purification Rundown and TRs and Objectives Co-audit) won't do the whole job by themselves.

The case which has gone Clear prior to receiving a NED Drug Rundown has had no means of handling the subjective aspects of drugs until now. You must not run engrams on a Clear, so the problem we were faced with solving was: How do

you handle a case's charge on drugs if you can't run engrams on him? Well, I've put together a lineup which solves this problem simply and effectively—the Scientology Drug Rundown. It accomplishes a necessary release of charge on drugs, and thus helps to remove drugs as a case factor for Dianetic Clears and allows them to get the maximum gains out of the Grades and OT levels. The Scientology Drug Rundown also runs with enormous benefit on preclears after the Purification RD and the TRs and Objectives Co-audit, as covered in HCOB 12 Nov. 81RD, GRADE CHART STREAMLINED FOR LOWER GRADES.

THE LINEUP

The Scientology Drug Rundown handles charge on drugs with the following tools:

1. Rehabbing chemical releases on drugs, which unsticks the person from masses pulled in during drug experiences or "trips."
2. Recalls on drugs to handle the charge on drugs and drug incidents.
3. Further Objective Processing to extrovert the person after the charge is handled.

REHABS OF RELEASES ON DRUGS

Definition: RELEASE—When the preclear disconnects from the bank that is a Release. When you take a thetan out of a mass that is a Release. This is not the same as getting rid of the mass which is called erasure. There are many releases which normally occur in auditing. The Classification, Gradation and Awareness Chart, displayed in any org, explains these in detail.

Definition: REHAB (Short for REHABILITATION)—When the person was originally released he had become aware of something that caused the reactive mind to *destimulate* at that point or become weak. This is a release. When the sudden point of awareness is again found, the Release state can be regained or rehabilitated. The procedure of regaining a former Release state is called a rehab.

Some years ago I made the discovery that drugs can give a person the sensation of releasing from the bank while pulling in mass on the person at the same time. This is one of the factors which makes drugs as deadly as they are.

When such "chemical releases" are located and rehabbed, the person becomes unstuck from mass pulled in during "trips." This is covered in HCOB 23 Sept. 68, DRUGS AND TRIPPERS.

Drug rehabs were part of the original Class VIII Drug Rundown and are now reinstated as the first step of the Scientology Drug Rundown.

RECALL PROCESSING

One of the oldest methods of processing we have in Dianetics and Scientology is the Recall Process. It has been a mainstay of auditing techniques since 1951. It has a new application now on the Scientology Drug Rundown.

The charge a Dianetic Clear has on drugs can be released by running charged drugs using simple Recall techniques. On the Scientology Drug Rundown this is done after the drug rehabs.

OBJECTIVE PROCESSING

In order to extrovert the pc's attention after the Recalls, one runs some Objective Processing. This isn't a long parade of processes. It is just intended to get the pc extroverted and in PT.

AUDITOR REQUIREMENTS

In order to deliver the Scientology Drug Rundown, any auditor must:

1. Be at least a Provisional Class III Auditor.
2. Have high crimed this issue and drilled the procedure until he can attest he knows it cold.
3. Have high crimed HCOB 19 Dec. 80R, REHAB TECH, and thoroughly drilled the rehab procedures until expert.

(Note: The rundown can also be delivered by an unclassified auditor on a properly supervised co-audit.)

PRECLEAR PREREQUISITES

The Scientology Drug Rundown is for cases who have gone Clear before having completed a New Era Dianetics Drug Rundown. I discovered in 1978 that we had been far more successful in making Clears than anybody had guessed. A number of these Clears had attained the state prior to getting their drugs run out using Dianetics. Also, some went Clear while on the Drug Rundown itself and were left with charge connected with drugs. So the prerequisites for someone receiving the Scientology Drug Rundown are:

1. Is Dianetic Clear (but NOT in the Non-Interference Zone. See HCOB 23 Dec. 71RB, C/S Series 73, THE NO-INTERFERENCE AREA CLARIFIED AND RE-ENFORCED).
2. Has not had a full NED Drug Rundown or was on it when Dianetic Clear was attained and so has charged drugs unrun.
3. Has done a successful Purification Rundown.
4. Has done the TRs and Objectives Co-audit Course or a full, thorough program of Objectives.

Note: A case not yet Clear may receive the rundown after points 3 and 4.

It will be pointless to run someone on the Scientology Drug Rundown without points 3 and 4 above well in, so don't do it.

Preliminary Steps:

1. Fly the pc's ruds so he is F/N, VGIs before starting the rundown.
- 1A. *CONDITIONAL STEP:* If the pc has never had an Original Assessment Sheet done on him, do one per HCOB 24 June 78RA, NED Series 5RA, ORIGINAL ASSESSMENT SHEET. Even though the pc is not going to be run on Dianetics, the Original Assessment Sheet must be done if he has never before had one in his auditing. This will provide the C/S, the D of P and the auditor with essential data on the case.
2. From the pc, get a list of each drug, medicine or alcohol he has taken this lifetime if one doesn't already exist in the folder. Note the read the item gives at the exact end of the pc's statement of the item. If a drug list already exists, it may be used and a new list need not be made.
3. Clear the terms "release" and "rehab" and the rehab procedure with the pc if these have not been cleared previously. Use HCOB 19 Dec. 80R, REHAB TECH. Make sure the pc has a good grasp of what rehabs are and how they fit into the Scientology Drug Rundown procedure as explained on page 2 of this issue.

A. Drug Rehabs:

1. R-factor the pc that you will now begin rehabbing releases on drugs.
2. Clear the question "DID YOU GO RELEASE ON _____?" and let the pc know you will fill in the blank with an item (drug) off the drug list and that this is the question you will use to check for releases on each drug.
3. Take the first drug off the list and check the question with the pc, noting any instant read.

Note: Each drug will be checked for release whether or not the drug read when listed. You are looking for periods when the pc felt released while he was under the influence of the drug and this is not dependent on whether the drug is reading in PT. To repeat, each drug on the list is checked for release, reading or not.

4. If the question reads and the pc was released, find out how many times he was released and it will F/N. Don't go at this too strenuously. It is a light action and the pc may F/N just on spotting that he had felt released on the drug.
5. If no read on the question but the pc says he did go release, check Suppressed or Invalidated. (The Assert or Protest buttons may be checked if the pc is assertive or protesty about having gone release.)
6. If the question reads but the pc says he didn't go release, the read is False or Protest. Find which and handle.
7. If no read on the question, check Suppress and Invalidate. If still no read, leave off trying to rehab it. Instead, do step 8.

8. If the pc didn't go release on the drug (or if there is an ARC break F/N while rehabbing it), put in ruds on the drug by checking and handling the following questions:

a. **"IN TAKING (drug) WAS THERE AN ARC BREAK?"**

ARCU CDEINR E/S to F/N.

b. **"IN TAKING (drug) WAS THERE A PROBLEM?"**

Itsa E/S to F/N.

c. **"IN TAKING (drug) WAS A WITHHOLD MISSED?"**

Pull it E/S to F/N.

An out-rud can obscure a release, so after the ruds have been put in on the drug, recheck for a release. If still no release, that's it. Drop it and go on to the next drug.

9. Occasionally a rehab won't go to F/N even though the pc did release on the drug. If this occurs put in ruds on the period before the release using the following questions:

a. **"BEFORE THE RELEASE ON (drug) WAS THERE AN ARC BREAK?"**

b. **"BEFORE THE RELEASE ON (drug) WAS THERE A PROBLEM?"**

c. **"BEFORE THE RELEASE ON (drug) WAS A WITHHOLD MISSED?"**

With the ruds in, continue the rehab.

10. If you get a release that just won't rehab, clear the following question and ask the pc, **"DID YOU TAKE ANYTHING EARLIER ON THE TRACK THAT WAS SIMILAR TO (drug)?"** (When you find and rehab that earlier drug, the one which wouldn't rehab also releases, so there is no need to go back to the one which was hung up.)

11. Repeat steps 3–10 as necessary for each remaining drug, medicine or alcohol on the drug list. Each item is checked for release whether it is reading or not. Of course, the rehab question itself *must* read before you proceed with any rehab steps.

12. When all the drugs on the list have been checked you can ask the pc if there are any other drugs he would like to add to the drug list. If so, add them, being sure to catch any read. Then, on any added items do steps 3–10 until all items on the list have been handled.

These steps comprise the first part of the Scientology Drug Rundown.

B. Recalls on Drugs:

On this part of the rundown each reading drug on the drug list is run out using Recall Processing. PC INTEREST IS NOT CHECKED. If the item reads, run it.

0. **CONDITIONAL:** If the drug list used is one which already existed in the folder before the person went Clear the list would have to be reassessed at this point to see which items were reading in PT. It is possible that charge on some of the items would have keyed out or blown when the person went Clear and if the list were not assessed in PT, items might get run which do not have available charge. (Items added by the pc on Step 12 of the Drug Rehabs section of this RD are validly reading if they read when the pc listed them.)

1. Taking the item with the largest read (sF or better), run it in the commands below. (Clear a flow before running it for the first time.)

Note: A flow must read before it is run as covered in HCOB 3 Dec. 78, UNREADING FLOWS.

Flow 1: **“RECALL A TIME YOU TOOK/HAD (drug being run).”**

Run it repetitively to F/N, Cog, VGIs.

Flow 2: **“RECALL A TIME YOU GAVE ANOTHER (drug being run).”**

To F/N, Cog, VGIs.

Flow 3: **“RECALL A TIME ANOTHER GAVE ANOTHER OR OTHERS (drug being run).”**

To F/N, Cog, VGIs.

Flow 0: **“RECALL A TIME YOU GAVE YOURSELF (drug being run).”**

To F/N, Cog, VGIs. (Quad pcs only.)

Note: Ensure the pc tells you what he has recalled. A pc may just recall the time and not tell you about it unless you ask him “What was it?” or some such question.

2. When the first reading drug selected has been run to EP on each reading flow take the next best reading drug off the list and run it as covered in step 1.

3. Repeat steps 1 and 2 until all reading drugs have been run.

4. Reassess the items on the list which didn't read on first assessment. Run any now-reading items as per step 1. Use the Suppress and Invalidate buttons as needed.

5. Repeat the reassessment of any unreading items (using Suppress and Invalidate as needed) until all reading items have been run.

When all reading items have been run, the Recalls on Drugs portion of the rundown is completed.

C. Objective Process:

The final step of the Scientology Drug Rundown consists of running the pc on an Objective Process. The purpose of this is to extrovert his attention after it has been introverted while doing the subjective parts of the rundown. Almost any Objective Process would do, so long as it had not been run before.

Which Objective Process gets run is not so important as the point that something must be run to extrovert the person's attention. It can be a process as simple as Reach and Withdraw on the environment per HCOB 10 Apr. 81R, REACH AND WITHDRAW. Whichever process is run it would be taken to a point where the pc was cheerful, fully extroverted and in present time.

This completes the rundown.

ABILITY GAINED AND EP

The Ability Gained of the rundown is "Released from harmful effects of drugs, medicine or alcohol." Doing each step of the Scientology Drug Rundown fully will achieve that EP on any pc who is fully set up for it in the first place.

There are gains to be had from this rundown which might not be expected from such a seemingly simple set of actions. Run a pc or two on the rundown and you'll see what I'm talking about.

One thing which you may observe on pcs is a point of sudden resurgence during or near the end of the rundown. At this point, the pc comes up to PT and out of drug masses or ceases to be introverted and becomes extroverted (both of the above are the same thing—the phenomenon of the person having been parked down the track due to drugs and then snapping up to PT). This is significant and shows that the EP of the rundown has been obtained.

Depending on the pc, this resurgence may happen suddenly, accompanied by a big cog, dial-wide F/N and VVGIs, in which case, one would be safe to end off the Recall steps of the rundown. Any charge on drugs will have moved off. So you can run an Objective Process next and that would complete the rundown.

On other cases, the resurgence may not be as sudden, i.e., it will happen gradually with the pc rolling happily along, having his wins and cogs and feeling better session after session. He may remark that he is feeling more in PT and this is to be expected. In these cases, one continues handling reading drugs and reassesses the drug list as needed to ensure that all charged drugs and flows are run to EP. By the time this is done and the pc has run the ending Objective Process, if the auditing has been standard he will have come up to PT and out of drug masses just the same as the pc who achieves this as a big win and sudden resurgence. The end product is the same in both cases.

It is very important, however, that the Recall step is not ended simply because the pc has a good win which is mistaken for the EP. To do this could result in the auditor and C/S being accused of taking part in a very disreputable activity—quickyng. And nobody wants to be hung with that kind of reputation!

If there is any question as to whether a big win the pc has had represents the resurgence being looked for, continue the rundown after the pc has had his win. You will be safe in doing this. No one thus far has shown evidence of overrun when continuing the rundown past the point of a big win (after the persistent F/N dies down, of course) and in completing the steps of the rundown. (As a note, that possibility does exist though, if the pc's big win also happened to be the EP. Should this occur and the pc begin to manifest overrun of the rundown—and not simply overrun of a process or drug—then the EP is rehabbed and the rundown completed with the Objective Process.)

If no point of resurgence occurs in the pc, then something is amiss with the auditing the pc has received. An FES would have to be done to locate the errors and they would have to be repaired. The FES may have to only go back a few sessions or the whole case may need to be FESed.

TIPS

Pcs often have big wins on these Recall Flows, followed by persistent F/Ns. When this happens it is wise to let the pc have his win so you don't miss a reading drug or flow because of the F/N.

Occasionally the pc may run a flow that runs much longer and deeper than other flows.

Don't be surprised if drug manifestations turn on while running certain drugs—they blow when the process is taken to EP. And don't mistake the euphoria of a drug incident in restim for the EP of a flow.

It is not unusual for a pc to go through a revivification on this rundown. This isn't anything to puzzle over though, as it is simply something which may occur on this rundown. If it does occur, don't stop the process. Carry on and the pc will come through it.

SPECIAL NOTE

Occasionally, a pc goes Clear in the middle of the NED Drug Rundown. In such a case, the correct thing to do is a verification and rehabilitation of the attainment of the state to full EP and resurgence, per the Clear Certainty Rundown. After this is done, the Scientology Drug RD Recall steps are done on the remaining unhandled drugs which are now reading. You would have to reassess the unhandled portion of the drug list before doing any Recalls to ascertain which drugs would now get run. The drug rehabs would not need to be done on these cases.

PREVIOUSLY RUN DRUGS

Once in a while a C/S will run across a Dianetic Clear who, despite having had a Drug Rundown still has unhandled charge, incidents and masses in connection with drugs. Possible reasons for this are: drug residues left in the body which prevented auditing gains; lack of a full set of Objectives as contained on the TRs and Objectives Co-audit Course thoroughly done each one to EP; or poorly done or quickied auditing on the Drug Rundown itself.

Such a case might be obvious from an FES of the Drug Rundown the person had. Where such things as no Objectives run or "run to EP in 3 minutes," drug items unrun because the pc had "no interest" in the item (which usually means the person was no longer interested in taking the drug), reading items left unrun or items not run to full EP, are obvious from folder study, the C/S may find that the case would need the Scientology Drug Rundown. This would particularly apply to Dianetic Clears who still manifested heavily the effects of drugs whether in auditing, on post or in life. (Ref: HCOB 8 Jan. 69, DRUGS AND "INSANITY," NONCOMPLIANCE AND ALTER-IS applies in particular, but all the 1969 HCOBs on drugs as well as later issues would also apply and help the C/S decide whether the case is one which would benefit from the Scientology Drug Rundown.)

The point here is that a case that has gone Dianetic Clear and had a poorly done Drug Rundown could possibly hang up on auditing on the Expanded Lower Grades because of unhandled charge on drugs.

If this proved to be the case through folder study and other indicators the basic handling would be:

1. Purification Rundown,
2. TRs and Objectives Co-audit,
3. End of Endless Drug Rundowns Repair List,
4. Scientology Drug Rundown.

This battery of actions would handle any lingering unhandled drug charge or manifestations on a Dianetic Clear due to botched earlier drug handling.

CAUTIONS AND REMEDIES

Never run Recalls on the same drug twice. Never run unreading drugs or flows. To do so may drop the pre-OT into more charge than one can easily get him out of. Should such happen and not resolve by the usual means (rehabbing the overrun, indicating an uncharged drug or flow was taken up and shouldn't have been or LIC on the session) the auditor can assess an L3RG and indicate any reads to key out the charge. No engram running would be done.

One should take care not to Q-and-A off the rundown into handling some other case manifestation or hidden standard. The purpose of the rundown is to handle drug charge, enabling the pc to make case gain in his subsequent auditing (where other aspects of the case would be handled).

An auditor can mistakenly let the pc sit on and on if his TR 2 and session control are not in. This cuts down the effectiveness of the rundown. If the auditor doesn't control this (without ARC breaking the pc, however) he can run the pc's havingness down and plow him in.

One must not audit this rundown (or any other for that matter) over out-ruds. If this has occurred, the action to take is to fly the pc's ruds checking for "audited over" ("Have you been audited over _____?") or an LIC on the recent session or sessions.

Should the rundown be messed up it can be repaired with the End of Endless Drug Rundowns Repair List.

SUMMARY

We now have a method for handling drugs on a person with unhandled drugs who, because he has gone Clear, should not be run on engrams, as well as for handling drug charge on persons not yet at the level of New Era Dianetics. It is essential to handle drugs as covered in this issue. Otherwise one is placing the person in jeopardy of wasting his auditing on the Grades as it will have been

done over the bypassed charge of unhandled drug incidents. Once a pre-OT has attained OT III any remaining effects from drugs can be terminatedly handled on the OT Drug Rundown.

Using this simple procedure we can ensure that anyone attains all the gains possible in his Grade Chart auditing, quite in addition to the relief and expansion one experiences when freed from drug influences, as will occur on this new rundown.

We now have the means by which the effects of drugs can be effectively handled for anyone at any position on the Bridge.

L. RON HUBBARD
Founder

Revision assisted by
LRH Technical Research
and Compilations

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HCO BULLETIN OF 24 JUNE 1978RA

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Remimeo
BPI
HGC
All Auditors

(Cancels BTB 24 Apr. 69RA, PRECLEAR
ASSESSMENT SHEET)

New Era Dianetics Series 5RA

ORIGINAL ASSESSMENT SHEET

WHEN IS THE ORIGINAL ASSESSMENT SHEET DONE

This Original Assessment Sheet is done as the beginning action of Dianetics and on all new cases. It is done in a formal auditing session in an auditing room with the pc duly signed up and in session.

WHO DOES THE ORIGINAL ASSESSMENT SHEET

The auditor assigned to audit the preclear does the assessment. It is included as part of the preclear's auditing time as it is valuable data collection on the preclear's case, done with the preclear on the meter.

PURPOSE OF THE ORIGINAL ASSESSMENT SHEET

The purpose of this form is to provide essential data regarding the preclear to the C/S, the D of P and the auditor, and to better acquaint the auditor with the preclear at the onset of auditing.

HOW IS THE ORIGINAL ASSESSMENT SHEET DONE

The assessment is done with the preclear on the meter.

The preclear is given the R-factor that you will simply be asking him for essential data about himself for the purpose given above.

The auditor notes down the data as the pc gives it. He does not take up the pc's answers to the questions, except, when necessary, to make sure the question is answered and the auditor has the facts straight. TA at start and end of the assessment is noted, along with any TA action during the assessment. Needle reactions to the questions are noted when the question is given, plus any needle reaction that occurs during the pc's reply.

NEATNESS OF THE ORIGINAL ASSESSMENT SHEET

The data should be written plainly and neatly on the assessment sheet so that it is readable, as the information is wanted. Auditor does not delay or hold up the pc giving answers, however, while he completes admin.

WHERE DOES THE ORIGINAL ASSESSMENT SHEET GO WHEN COMPLETED

When completed, the Original Assessment Sheet is kept in the preclear's folder. A note is made in the Folder Summary of the pc's folder that the Original Assessment Sheet has been done.

ORIGINAL ASSESSMENT SHEET

Name of pc: _____ Age of pc: _____

Auditor: _____ Org: _____

TA position at start of assessment: _____

A. FAMILY:

1. Is mother living? _____ E-Meter Reaction _____

2. Date of death: _____ E-Meter Reaction _____

3. Pc's statement of relationship with mother: _____

_____ E-Meter Reaction _____

4. Is father living? _____ E-Meter Reaction _____

5. Date of death: _____ E-Meter Reaction _____

6. Pc's statement of relationship with father: _____

_____ E-Meter Reaction _____

7. List brothers, sisters and other relatives of the pc, date of death of any and any E-Meter reaction:

| Relation | Date of Death | E-Meter Reaction |
|----------|---------------|------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

8. Where and with whom do you live? _____

_____ E-Meter Reaction _____

9. Are you currently associated with anyone who is antagonistic to mental or spiritual treatment or Scientology? _____

_____ E-Meter Reaction _____

| If yes, who? | E-Meter Reaction |
|--------------|------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

10. Is anyone actively objecting to your getting treatment? _____

E-Meter Reaction _____

If yes, who?

E-Meter Reaction

11. Has anyone insisted you get treatment? _____

E-Meter Reaction _____

If yes, who?

E-Meter Reaction

12. Has anyone ever objected to your getting treatment? _____

E-Meter Reaction _____

If yes, who?

E-Meter Reaction

13. Has anyone encouraged you to get treatment? _____

E-Meter Reaction _____

If yes, who?

E-Meter Reaction

14. Has anyone ever objected to you getting better? _____

E-Meter Reaction _____

If yes, who?

E-Meter Reaction

15. Has anyone ever assisted you in self-betterment? _____

E-Meter Reaction _____

If yes, who?

E-Meter Reaction

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

16. Does anyone not like you the way you are? _____

E-Meter Reaction _____

If yes, who?

E-Meter Reaction

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

17. Has anyone tried to make you change or be different? _____

E-Meter Reaction _____

If yes, who?

E-Meter Reaction

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

B. MARITAL STATUS:

1. Married: _____ Single: _____ Divorced: _____

E-Meter Reaction _____

No. of times divorced _____ E-Meter Reaction _____

2. Pc's statement of relationship with spouse: _____

E-Meter Reaction _____

3. List any marital difficulties pc presently has:

Difficulty

E-Meter Reaction

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

4. If divorced, list reasons for divorce and pc's emotional feeling about divorce:

| Reason, Emotional Feeling | E-Meter Reaction |
|---------------------------|------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

5. List children, date of death of any child and E-Meter reaction:

| Children | Date of Death | E-Meter Reaction |
|----------|---------------|------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

C. EDUCATION LEVEL:

State the level of schooling pc has had, university education or professional training.

| Schooling, Training | E-Meter Reaction |
|---------------------|------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

D. PROFESSIONAL LIFE:

State main jobs pc has held.

| Job | E-Meter Reaction |
|-------|------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

E. DRUGS:

(NOTE: LIST DRUGS, MEDICINE OR ALCOHOL TAKEN THIS LIFE-TIME ONLY.)

1. Are you taking any drugs currently? _____

| What Drug | Dates (How Long) | E-Meter Reaction |
|-----------|------------------|------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

5. List any medicine currently or previously taken.

| What Medicine | Dates (How Long) | E-Meter Reaction |
|---------------|------------------|------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

F. LOSSES:

What severe losses have you had in life that influenced it?

| Loss | Date | Description | E-Meter Reaction |
|-------|-------|-------------|------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

G. DEATHS:

What deaths have severely affected your life?

| Death | Date | Description | E-Meter Reaction |
|-------|-------|-------------|------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

H. UPSETS:

Are you upset with or cross about anything or anyone at this particular time?

Upset

E-Meter Reaction

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

I. DANGERS:

1. Are you in any particular danger at this time?

Description

E-Meter Reaction

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

2. Are there engrams that match this in the past? _____

E-Meter Reaction _____

J. ACCIDENTS:

List any serious accidents pc has had, the date of such, any permanent physical damage and E-Meter reaction.

| Accident | Date | Physical Damage | E-Meter Reaction |
|----------|------|-----------------|------------------|
|----------|------|-----------------|------------------|

| | | | |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

K. ILLNESSES:

List any serious illnesses pc has had, giving date of each, any permanent physical damage and E-Meter reaction.

| Illness | Date | Physical Damage | E-Meter Reaction |
|---------|------|-----------------|------------------|
|---------|------|-----------------|------------------|

| | | | |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

L. OPERATIONS:

List any operations, the date of each and E-Meter reaction.

| Operation | Date | E-Meter Reaction |
|-----------|-------|------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

M. PRESENT PHYSICAL CONDITION:

List any bad physical condition pc presently has and E-Meter reaction to such.

| Physical Conditon | E-Meter Reaction |
|-------------------|------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

N. PT ILLNESSES:

1. List any illnesses the pc currently has.

| Illness | E-Meter Reaction |
|---------|------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

2. Do you have any recurring physical ailment?

| Ailment | E-Meter Reaction |
|---------|------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

O. DISABILITY PAYMENT OR PENSION:

List any disability payment or pension received by the pc, what it is for, how much and for how long it has been received.

| What For | How Much | Duration | E-Meter Reaction |
|----------|----------|----------|------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

P. ANY FAMILY HISTORY OF INSANITY:

| Who | What | When | E-Meter Reaction |
|-------|-------|-------|------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Q. EYES:

| | E-Meter Reaction |
|------------------------------|------------------|
| Any tint in eye white? _____ | _____ |
| Eye color? _____ | _____ |
| Color blindness? _____ | _____ |
| Glasses? _____ | _____ |

R. BODY WEIGHT:

| | E-Meter Reaction |
|--------------------|------------------|
| Overweight? _____ | _____ |
| Underweight? _____ | _____ |

S. ANY PERCEPTION DIFFICULTIES:

| What | E-Meter Reaction |
|-------|------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

T. ANY PERCEPTION TROUBLE IN FAMILY:

| What and Who | E-Meter Reaction |
|--------------|------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

U. SICK OR DISABLED FAMILY:

Who and What

E-Meter Reaction

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

V. EARLIER ALLIES OR CLOSE FRIENDS:

Who

E-Meter Reaction

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

W. HUSBAND OR WIFE PHYSICAL TROUBLES:

What

E-Meter Reaction

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

X. ATTITUDE TOWARDS ILLNESS:

Attitude

E-Meter Reaction

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |

Y. ATTITUDE TOWARDS TREATMENT:

Attitude

E-Meter Reaction

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |

Z. ANY CURRENT TREATMENT IN PROGRESS:

Treatment

E-Meter Reaction

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

AA. COMPULSIONS, REPRESSIONS AND FEARS:

List any compulsions (things pc feels compelled to do), repressions (things pc must prevent himself from doing) and any fears of pc.

| Compulsions | E-Meter Reaction |
|--------------------|-------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

| Repressions | E-Meter Reaction |
|--------------------|-------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

| Fears | E-Meter Reaction |
|--------------|-------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Are you trying to change something someone else doesn't like?

| What and Who | E-Meter Reaction |
|---------------------|-------------------------|
| _____ | _____ |
| _____ | _____ |

GG. FORMER PRACTICES:

1. What practices or treatments have you engaged upon in the past?

| Practice or Therapy | Dates (How Long) | E-Meter Reaction |
|---------------------|------------------|------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

2. Are you continuing any of the above in the present?

| | E-Meter Reaction _____ |
|---------------|------------------------|
| If yes, what? | E-Meter Reaction |
| _____ | _____ |
| _____ | _____ |

HH. WHAT PROBLEMS ARE YOU TRYING TO SOLVE BY PROCESSING?

| Problem | E-Meter Reaction |
|---------|------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

II. HAVE YOU EVER DONE ANYTHING HARMFUL TO DIANETICS, DIANETICISTS, SCIENTOLOGY, SCIENTOLOGISTS OR ORGANIZATIONS?

| What? | E-Meter Reaction |
|-------|------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

JJ. ELECTRIC SHOCK/PLANT

1. Have you been given electric shock? _____

E-Meter Reaction _____

If yes, get the date and how many times.

| Date | How Many Times | E-Meter Reaction |
|-------|----------------|------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

2. Were you instructed to come here? _____

E-Meter Reaction _____

If yes, briefly get details.

E-Meter Reaction _____

NOTE: If the pc answers "yes" to either JJ-1 or JJ-2, the C/S must see that the pc is routed to the Ethics Officer for handling per policy on illegal pcs and sources of trouble. (Ref: HCO PL 6 Dec. 76RB, ILLEGAL PCS, ACCEPTANCE OF, HIGH CRIME PL, and HCO PL 27 Oct. 64R, POLICIES ON PHYSICAL HEALING, INSANITY AND SOURCES OF TROUBLE) If the pc was instructed to come into the org, the Ethics Officer's handling includes getting a full documented confession, including (as found) who so instructed the pc and where.

KK. REALITY FACTOR:

You know of course that people sometimes get cross at the auditor or run away when they are withholding information from them and we don't want you to do that.

Anything you tell me is confidential and is protected under ministerial confidence.

1. Is there anything we have missed or omitted while doing this assessment?

2. Is there anything you would care to tell me about this?

E-Meter Reaction _____

State of needle at the end of the above: _____

TA position at end of assessment: _____

L. RON HUBBARD
Founder

Revision assisted by
LRH Technical Research
and Compilations

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