

GUARDIAN ORDER

GO 4
All D/A/Guardians

February 15,

GUARDIAN COMMUNICATION LINES

Due to the nature of Guardian activities and also due to the expanded functions of the Guardian Office, it is necessary at this time to review and to get in faster means of communication to and from the Guardian's Office NW and to and from Deputy and Assistant Guardian Offices.

The following is, therefore, to be studied and to be into effect immediately:

1). TELEX: Telex communications are to be reserved used strictly as top priority communication to alert the Guard NW or D/A/Guardian to a dangerous situation which needs urgent attention, which may cause repercussions in another area than ones own, or which reports important wins for Scientology.

Examples of dangerous situations which require urgent attention:

1) NBC news service putting on squirrel programme aligning Scientology to black magic ARC legal injunction obtained to prevent programme and PRO has appointment to see top NBC official to square up situation.

2) Franchise Bill Jones arrested in New Jersey for practicing medicine without a license ARC have obtained his release and Legal Institute counter-suit for false arrest.

Examples of situations which may cause repercussions in other areas:

1) News stories which might be picked up by International news services.

2) A troublesome SP leaving for another area.

3) Intelligence information which affects another area.

Examples of important wins for Scientology:

1) The winning of some legal action.

2) A favourable PRO action.

3) A tax situation handled.

2. DESPATCH:

As per previous Guardian Order 100 INT of November 24, 1969, despatches are marked as to priority - Priority A in red denotes danger and requires prompt action and attention; Priority B in green denotes matters which if not handled could develop into a survival threat to the Organization; and Priority C in blue denotes matters of long range survival value, future planning and future actions.

In cases of Priority A action, telephone direct to the original despatch and route it directly to the Guardian NW and

send a copy to the Continental Guardian's Office. This ensures there is absolutely no slowdown in the communication of vital data

In writing despatches the usual regulations apply -- one despatch per separate and distinct subject. Don't throw everything and the kitchen sink into one despatch as this makes difficulty in answering and difficulty in filing - one subject equals one despatch.

3. PROGRAMME REPORTS:

Report compliance and action on specific programme orders on separate despatches, and at the top of the despatch mark it so:

RE: (NAME OF BUREAU): (NAME OF PROGRAMME)

Programmes are the main actions pushed by the various bureaus and are set out in target form. Separate files are kept for each programme so that the progress and actions accomplished can be pushed, targets can be added or altered as needed, or separate projects established to help further the programme.

4. WEEKLY REPORTS:

Weekly reports are required by each D/Guardian in charge of a Bureau at UW. These are forwarded through the Continental Office of the Guardian where such exist. These reports should be made out every Thursday at 2:00 pm (as usual reporting time in Orgs).

If there is only an Asst. Guardian, as in a small organization, the Asst. Guardian is required to make seven separate reports - one for each of the Guardian bureaus: Legal, Intelligence, PRO, Policy Knowledge, Finance, Personnel and Tech. If an Asst. Guardian has in their Office someone on Legal and Intelligence, then these personnel make weekly reports and the Asst. Guardian makes separate reports for the five other bureaus.

If there is nothing to report as regards a Bureau, then report this fact in this wise reports are at least complete for all the Bureau.

Do not use a weekly report to make full detailed reports on programmes intelligence, finance, etc. Such reports are separate and are contained in programme reports and despatches.

The weekly report is short and to the point and involves only a resume of the weekly actions performed and work done.

For example, an A/Guardian for Intelligence would report the following:

RE: INTELL: WEEKLY REPORT W/E FEB. 12, 1970

Pgm: Intell: Public Media. Investigated Harry Smith reporter to Los Angeles Morning Star. Found interesting connections to SJAFA. Full report sent separately.

Pgm: Intell: WFMH: Went to Tuesday meeting of local MH group. Selected names of major pushers. Full report sent separately.

Was called in to investigate a person who had wandered into org. and he was just a harmless person who through we were an insuring firm. Handled and routed off premises. Report not as no danger involved but will watch for anything further in case.

With regard to communication, any communication, always start with two things in mind: (1) Is there a problem defined in this information or in this data and if so, what be my actions to resolve the problem.

And if there is a problem you are communicating, then also communicate either actions you have taken or the actions you intend to take. This will then enable a senior just to acknowledge, okay or give further orders in the matter.

The second thing to bear in mind: Is this data or information of any use in Guardian activities and if so, to what use can it be put.

And if there is any value to the information or data, give suggestions for its possible use.

For example, you have out a clipping out of a newspaper which tells of the harm done by electric shock. Well, this can be used by the D/Guardian for PRO in FREEDOM and it can be used by Intelligence in Dead Agent actions. So supply both these terminals at NW with the clipping and your ideas of suggested use.

Data and information is as valuable as it is used, that is why it is important to look at use in such.

Finally, in long articles, pamphlets or books sent in, learn excerpting in order to point up data and information of use. This is done by marking such passages in red pencil in brackets,

The brackets should be in red pencil.

Communication and speed of particle flow are vital to our lines. Let's improve communication quality and thereby speed up particle flow.

Mary Sue Hubbard
CS-G