

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex  
HCO POLICY LETTER OF 31 MARCH 1961

Assn Sec  
HCO Sec  
D of P  
All Staff Auditors  
Mimeo Directions: Memo whole report as a Policy Letter.  
Then memo each form separately for D of P. Then have  
them letterpressed on flimsy paper.

#### THE DIRECTOR OF PROCESSING'S CASE CHECKING HAT

A system has been set up whereby a double check of every case at its most difficult crossroads in processing can be done.

While the staff auditor does all of the basic work and actual assessments, the D of P thoroughly checks each decisional step which would commit the case to an erroneous track or which would permit the case to continue less swiftly than is possible.

This checking system does not arise because staff auditors are unskilled. It arises from the fact that two points of view on a case are better than one. As an example of this it can occur that a staff auditor has the same withhold as the pc resulting at times in the staff auditor unconsciously avoiding that withhold. As another example, the pc terminal may be one to which the staff auditor has an antipathy resulting in an avoidance of that terminal. But in addition to these unlikely instances the pc will very often give up something to the D of P, thinking in terms of altitude, that he will not say to the staff auditor.

Our whole interest here is case speed of advance. The more accurately assessments are done and the more accurately rudiments are handled the more rapidly the case progresses. The D of P only checks. The D of P does not actually audit the pc. It can happen that the pc gives up withholds to the D of P rather than the staff auditor. This is quite in order but the D of P may not drum for them the way a staff auditor would.

There are eight types of checkouts that the D of P does on a pc. Each one of these as below is the subject of a technical report form. These forms should be mimeoed out at first and later printed on flimsy paper by letterpress. They are in red ink on white paper. We are not now checking arbitrarily every five hours. We are checking only when the pc has reached certain stages. Now that SOP Goals is proving itself we must smooth out every possibility of error in its running. It is a complex process but it is invariable. It has many steps but these are unchanging. Very little if anything in it is equivocal. Its answers are all in the black and white of being right or wrong once one actually reads the meter with precision.

#### CHECK TYPE ONE

HCO WW Form CT1

Pre-Intensive interview and Pre-Goals Assessment Check.

Before the preclear is audited in an intensive where SOP Goals may be employed the following check sheet is filled out by the D of P and passed by pc before a Goals assessment is made.

Name of Pc.....Date.....

Location of HGC .....

The Pc is put on the Meter.

The following statement is read to the pc: "You are about to receive Hubbard Guidance Centre Processing. Your auditor will do your case assessment in your first session. All I am going to do here is test your meter reaction for technical purposes."

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TA.....Needle Character.....

Have you ever received mental treatment of any kind?.....  
TA..... Needle Character.....  
How do you feel about help?.....  
TA..... Needle Character.....  
Do you wish to attain the state of release?.....  
TA..... Needle Character.....  
Does any of your family oppose Scientology?.....  
TA..... Needle Character.....  
How do you feel about control?.....  
TA..... Needle Character.....  
Are you prepared to answer your auditor truthfully when he or she asks you questions about your past?  
.....  
TA..... Needle Character.....  
"This is the end of this check out. Please be sure to get good food and plenty of rest during the time of your processing. I will see you again from time to time to make certain your processing is going well. Best of luck to you."  
Adjudication (No other significance than TA and needle are given heed at this time): (given to auditor):  
Did TA move during questioning?  
Did needle move during questioning?  
If both moved, the auditor is to go right on and assess with a case assessment and then SOP Goals assessment in accordance with staff auditor's partial hat. If TA did not move but needle moved, the auditor is to run the concentrate-shift attention process given in SOP Goals and come back for this type check again. If neither TA nor needle moved during questioning auditor is to run: "How have you tried to change a person?" "How have you failed to change a person?" "How have you tried to change yourself?" "How have you failed to change yourself?" If pc gave no intelligible answers to the questions, regardless of TA and needle motion, tell auditor to run CCHs.  
Assess.....Attention Process .....

Change Process.....CCHs.....  
Signed.....D of P.....  
Repeat this form without reading beginning and end to pc but reading only questions when the auditor says TA is moving well and comes back for recheck. If CCHs were assigned tell auditor to now do Change Process. Auditor returns for recheck when TA moving well. When Change Process doing fine, assign Attention Process. When Attention Process doing fine assess for SOP Goals.  
Use new check type one sheet for every D of P check on above.  
Include this sheet in pc folder.

## CHECK TYPE TWO

HCO WW Form CT2

### *Assessment Confirmation*

Name of Pc.....Date.....

Location of HGC .....

Check by D of P to confirm case assessment, Goals Assessment, Terminal level and command.

Done before any of these are run on pc. Questions are made to pc with pc on the meter.

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Has the auditor asked you all about your family and former life?.....

About how many goals did you find?.....(Should be 50 or more).....

Did the auditor cover secret or withheld goals too?.....

Did you cover childhood goals as well?.....

What was the principal goal found?.....

(D of P looks at assessment sheet): Was.....the  
principal goal found? (Note number of meter divisions it falls).  
.....

What was the terminal found for this?.....

(D of P looks at assessment sheet): Was.....the  
principal terminal found? .....(number of divisions it falls on meter).  
.....

If the number of divisions the terminal falls does not equal or exceed the number of divisions the goal

fell auditor must reassess.

If reassessment ordered end check here. Sign and put in folder.

What level of scale was found for this terminal?.....

(D of P looks at assessment sheet): Was.....

the level of scale found for the terminal?.....

Meter must fall the same number of divisions for the level as for the goal and the terminal. If this does not happen even when terminal and level are repeated by D of P to Pc, tell auditor to reassess and end check at this point.

What command did you evolve for this?.....

(D of P looks at assessment sheet): Was.....

the command evolved for this? (Notes divisions of fall).....

If the command does not fall as much as the goal, terminal and level the D of P may try a better command remembering to take into account the phenomena of stuck flows and putting the pc at cause. New command evolved which falls as much as Goals, Terminal and Level.....

.....

.....

Auditor told to.....

Signed..... D of P.....

### CHECK TYPE THREE

HCO WW Form CT3

***General Check-up on a Session***

***May be done at any time or***

***when D of P unconvinced of Case Progress***

Name of Pc..... Date.....

Location of HGC.....

All questions are addressed to pc who is on a meter.

What processes are being run on you?.....

Do you have any ARC breaks with your Auditor?.....

Are you worried about something in your life?.....

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Have you done anything while you have been in the HGC you shouldn't have done?.....

.....

Do you think what we are doing with you is in error?.....

.....

Is your auditor doing anything that upsets you?.....

If needle did a marked dip on any of the above the D of P should continue the question until the dip vanishes, using various different forms of the question until he gets the whole story to his satisfaction.

D of P findings:

Recommendation to Auditor:

Signed..... D of P.....

### CHECK TYPE FOUR

HCO WW Form CT4

***Rudiments Check***

Name of Pc..... Date.....

Location of HGC.....

After eight or ten hours of auditing on processes that were in Model Session (not CCHs) the D of P checks rudiments to make sure that they are cleaned up.

Check done on Pc who is on a meter.

What goals have you been setting for your sessions?

Do you have any upset with your auditor about anything at all?

Are you withholding anything from us about yourself or your processing?

Do you have any present time problems?  
Is there anything you dislike about your auditing?  
Is there anything you would like to change about your auditor?  
Is there anything it would embarrass you to tell us about?  
Is there something you wouldn't want known?  
Is there anything in your life right now that is very upsetting to you?  
D of P sorts out any needle fall until he is sure that there is something there that needs attention and either it has cleared by his asking or he gives the auditor an alert to it so it can be handled.  
Recommendation to auditor:  
Signed.....D of P.

## CHECK TYPE FIVE

HCO WW Form CT 5

### ***Flat Check***

When the staff auditor states that the terminal he has been running is now flat the D of P makes a very careful check before he permits a new assessment to be started. The TA does not have to be on clear read for a terminal to be flat.

Name of Pc.....Date.....

Location of HGC.....

Terminal that has been run "flat" according to auditor.....

Check terminal on every level of the Pre-Hav Scale against the *needle only*. Check from bottom to top of scale then back to bottom of scale.

Needle changed characteristic or fell on the following levels.....

If any change or fall noted, send auditor back to flatten that level, or those levels and do his own recheck and flattening before returning.

Use this form for D of P recheck.

If no level reacted on the terminal, take the Goal which the terminal represented and check it out thoroughly on the meter.

Goal Terminal Represented.....

Reaction of the Goal:.....

If Goal had a reaction send auditor back to find another terminal that reacts as much as the Goal reacts, flatten that terminal on any and all levels and return for recheck on this same form.

1. Return for recheck.....or

2. Do new Goals, Terminal, Level, Command Assessment.....

Signed.....D of P.

## CHECK TYPE SIX

HCO WW Form CT6

### ***Bog Check***

Name of Pc.....Date.....

Location of HGC.....

When the Auditor reports or D of P thinks case is not progressing well the following check-offs are done: (This is a "When all else fails" check-off.)

D of P does check type one without the message to the Pc:.....

D of P does check type three:.....

D of P orders Johannesburg Security Check. Done:.....

D of P does check type four:.....

If SOP Goals has been "flattened" on one or more terminals D of P does check type five on all SOP terminals run to date:.....

Only when all of this has been cared for according to each check type listed and the Johannesburg Security Check has been fully cleared on all questions does the D of P make further recommendation to the Staff Auditor:

Recommendation:  
Signed.....D of P.

## CHECK TYPE SEVEN

HCO WW Form CT7

### *A "Release" Check Sheet*

Name of Pc.....Date.....

Location of HGC.....

The following may be made out on the pc at any time but preferably at a time when the pc is to receive no further intensives at the moment or is leaving the HGC.

This whole check sheet is rechecked by HCO Area as indicated:

Pc is put on a meter and asked:

Are you happy with the auditing you have had?

D of P.....HCO Area Sec.....

Do you think you will get any worse?

D of P.....HCO Area Sec.....

Do you intend to get more auditing?

D of P.....HCO Area Sec.....

Did they find your Havingness process?

D of P.....HCO Area Sec.....

Did they find your Confront process?

D of P.....HCO Area Sec.....

Do you think you can handle life any better?

D of P.....HCO Area Sec.....

Do you think Scientology works?

D of P.....HCO Area Sec.....

If satisfactory meter reaction (fairly free needle) and if Tone Arm is not abnormally high or low, and if pc answers "Yes" to above, a D of P sends the pc with this form to HCO Area, and HCO Area again checks it out, has Address prepare a Certificate, HCO Continental gets Certificate and this form and signs, and Certificate is handed to or mailed to the pc. A pin is also given or sent when available, denoting pc is a "Release".

D of P.....HCO Area Sec.....

## CHECK TYPE EIGHT

HCO WW Form CT8

### *Clear Check*

D of P checks out this form and then sends it to HCO Area Sec for a second check out. The whole pc file folder with all filed forms, Assessments, various sheets and auditor's reports are to hand when this check out is done.

Check over all goals listed on the Goals Assessment Sheet and any subsequent additions. Look for a fall of the needle on any of them.

Any fall disqualifies the pc.

Check over all terminals listed in all auditor's reports and note any fall on any of them with high sensitivity.

Any fall disqualifies pc.

We find the needle without reaction and pronounce this person to be clear.

D of P.....HCO Area Sec.....

Give letter to HCO Continental and send bracelet to pc.