

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Renimeo
Dept 13
Qual Div
Qual Bu

HCO BULLETIN OF 4 AUGUST 1971R
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POST PURPOSE CLEARING

(This HCOB is the basic action of the Post Purpose Clearing Unit of Div V, Qual Div or by Auditors as a technology.)

An essential part of HATTING as done in HCO is to get the person's POST PURPOSE CLEARED by an auditor.

INSTANT PURPOSE CLEARING

HCO usually tells the person what the purpose of the post is and certainly the staff member's seniors would.

This action is not metered and goes along with instant hatting. It is not done by an auditor.

"George, the purpose of your post is to _____. Any questions?" Questions are answered and clarified.

Giving the person on the post the purpose is a basic hatting step.

FULL POST PURPOSE CLEARING

This requires an auditor, an E-Meter, and is done in session.

Ususally this is done after mini-hatting and after some experience with the post. It is NOT done in this full fashion before the person has any knowledge of the post. It can also be done during or at the end of full hatting.

But the sooner it is done after mini hatting and some weeks experience on the post the more successful it will be.

AUDITOR QUALIFICATIONS

The auditor doing Post Purpose Clearing must be expert with:

- (1) TRs
- (2) Metering
- (3) Code
- (4) 2 Way Comm
- (5) Flying Rudiments
- (6) L&N.

ADMIN

A Post Purpose Clearing is given full worksheet and report handling and person goes to Examiner.

A record of the session is kept with others done in the PPC RECORD BOOK with especially noted any Rock Slam.

PC

The pc must not be in an Ethics cycle, must be rested, not hungry and not ill or on drugs or medication.

ANY RINGS ON THE PC'S HANDS MUST BE REMOVED AS THEY CAUSE A FALSE ROCK SLAM.

HAT FOLDER

Staff Member must bring hat folder to the PPC session so if there is any confusion on purposes in it they can be cleared from the hat folder.

CASE FOLDER

Case folder of the pc must also be collected and examined before session. This is repeated in the Rundown so it won't be missed.

POST PURPOSE CLEARING STEPS

- PPC 1 - Get the staff member's folder. Verify that he is not in the middle of some processes, repair or Major Grade. If so, don't touch. Get C/S OK.
- PPC 2 - Fly a rud or do a C/S 53RI if TA high or low. Note that it WAS high on the session worksheet. If the TA does not come down refer the case to Staff C/S and do not proceed. Case would need Folder Error Summary and a Hi Lo TA List IX.
- PPC 3 - 2wc about person's post. Be alert to problems or w/hs and if these seem to be there do E/S to F/N on Problems and or E/S to F/N on w/hs.
- PPC 4 - 2wc "What do you think is your post?" to F/N. If pc can't tell you resort to his hat and clear up confusions to F/N.
- PPC 5 - 2wc "Tell me about opportunities you would have on your post." This is carried to F/N. If no F/N treat it as a w/h and ask if there's anything pc isn't telling you. Carry any w/h to F/N. Then check the question again and get the F/N back by 2wc or E/S to F/N. (If you start to clear w/hs in the middle of the Q then the w/hs will F/N but the Q hasn't yet so must be F/Ned also. Overts may come up as well as w/hs and if so F/N them by E/S.) Pc should finish this step with F/N, cog and GIs.

- PPC 6 - 2wc "How does your job align (compare) with what you incline (would like) to do?" Get any conflicts into view if not clean. Go E/S to F/N if there is conflict. If no F/N despite Itsa or conflict ask for overts or withholds and carry this to F/N. Check Q again to be sure it F/Ns.
- PPC 7 - Go over hat mat'ls covering pc's post purpose. Ask him how does it seem. Get an F/N or clear any confusions up to F/N.
- PPC 8 - L&N, "What do you think is the purpose of your post?" to BD F/N item.
- PPC 9 - 2wc "How does this purpose tie in with the purpose of your Division?" Clean this up if there's doubt. Use folders or OEC books. Be sure it's cleaned up to F/N.
- PPC 10 - 2wc "How does this purpose tie in with the purpose of the org?" Clean this up to F/N.
- PPC 11 - (Using PPC 8 purpose) "Then is (quote it) the purpose of your post?" Get a revision so it's really it or accept it. Say, when it's decided, "Then (quote) is the purpose of your post."
- PPC 12 - 2wc "If your post was not done what would happen to the org?" Clean this up to F/N.
- PPC 13 - 2wc "How do you feel about accomplishing your post purpose?" Clean this up to F/N.
- PPC 14 - Thank pc and send to Examiner.

Complete worksheet.

Enter results in log.

Put the session report in pc's folder.

Send a report to the E/O AND TO FLAG if the person Rock Slams and note it in the folder for pgming to include Ex Dn.

If you can get no satisfactory F/Ns and cogs and VGIs or if Exam report is bad, DIRECT THE FACT TO THE ATTENTION OF THE HAS AND THE C/O AND THE CASE SUPER FOR IMMEDIATE CORRECTION. The Remedy is L4B on the whole RD, LIC, C/S 53RI and do the clearing again.

Post Purpose Clearing counts as a completion for the Dept on an F/N at Examiners.

LRH:nt
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