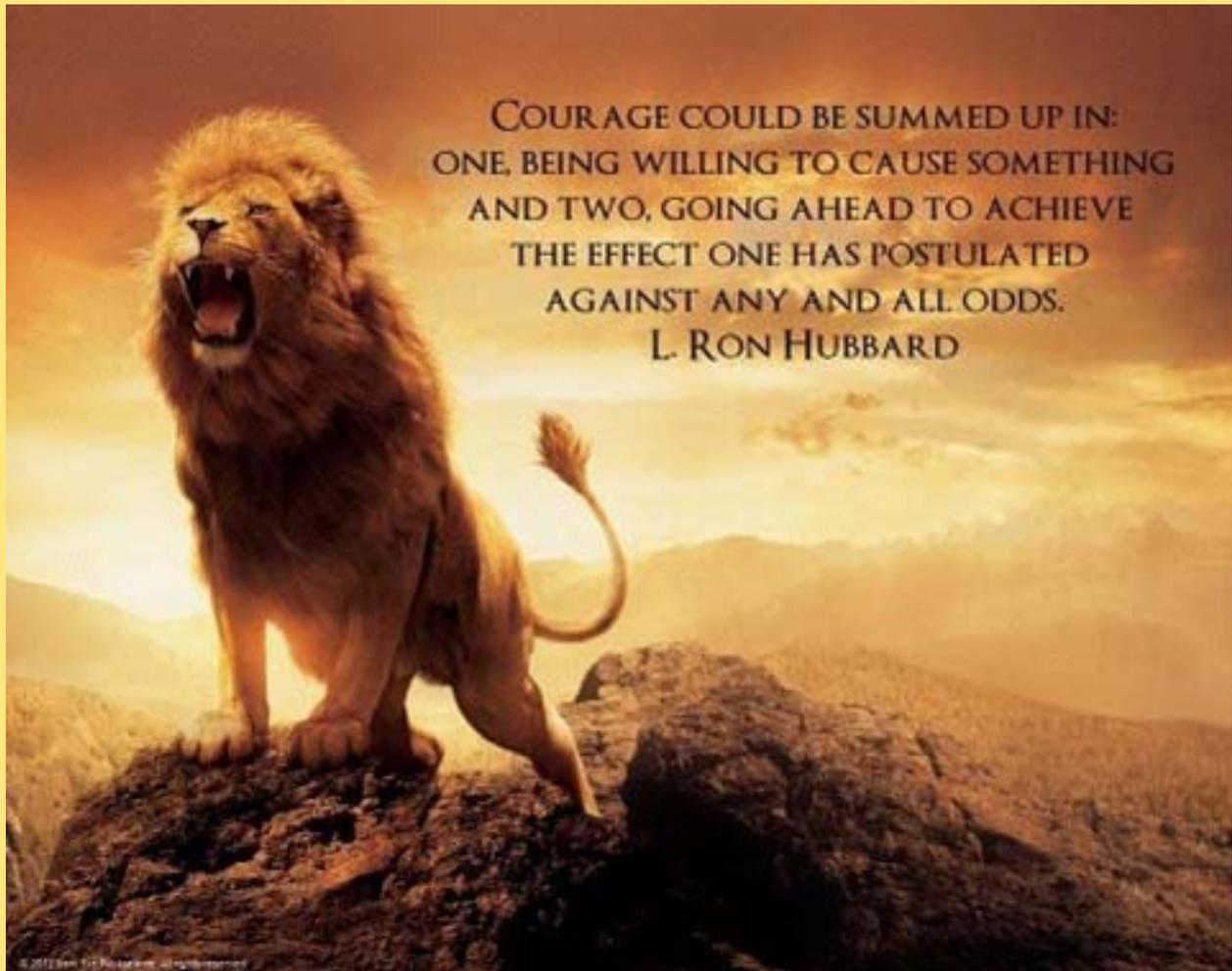


# Group Starter Kit for Scientologists



## **A Handbook for Field Scientologists Starting up a Group**

Published by The Association of Professional Independent Scientologists.



# A Group Starter Kit for Field Scientologists

Published by the Association of  
Professional Independent Scientologists

## Group Starter Kit for Scientologists

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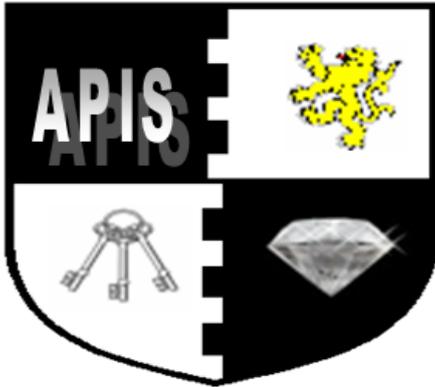
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reservo, servo, proveho

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## Introduction

**D**ianetics started off in the 1950s as a grass roots movement. People were reading the book Dianetics: The Modern Science of Mental Health, and using it in their living rooms to find engrams and clear them. Many wonderful and startling results were obtained and even today 'Book 1 auditing', as it is known, is still validly practiced around the world.

The purpose of this booklet is to provide some tools and resources necessary to help an individual or group of individuals to start up a group and deliver auditing in their area.

Scientology is the resource that opens the door to changing conditions for an individual. As an individual moves up the Tone Scale he, and those around him, become more capable and able. His responsibility level comes up and his area of influence and control increases. That this flies in the face of today's emphasis on 'labor saving' devices and having things 'done for one', and only serves to indicate how diminished responsibility begets more diminished responsibility until the individuals capabilities become even more deteriorated.

Within Scientology and Dianetics is the purpose that man should not just be more capable than he is but that he **can** become more capable than he is.

This Group Starter Kit is simply another step in forwarding that purpose.

~oo00oo~

(Originally issued as an article in *Ability* 50 on 5 July 1957 and issued as an HCO PL on 5 Oct. 87.)

## Lonesome?

Have people who don't know Scientology stopped making "sense" to you?

### Start a group.

When the groups in Chicago, LA and Houston have pushed out to the city limits, we hope they will continue to expand until they find themselves merged with New York, Seattle and Miami.

If Scientology is ever to travel, it will be accomplished by groups.

I hope to see the AMA defined as "that building in Chicago which is totally surrounded by Scientology groups." And the government in Washington defined as "that group which has not yet been validated." And Earth defined as "that planet where people settle things peacefully via Scientology groups."

Scientology is basically communication. If you knew all the wisdom in the universe and had none to whom you could communicate, you would still be unhappy.

People don't bite. Ask them over to a sociable evening to discuss forming a mental health group. When they get there, don't ask them to join. Just elect them as officers. Get them to agree on future meetings and the programs. Assume they want to know more about Scientology. Explain Scientology offhandedly as though it's sort of strange they don't know and get on with group organization and business. Don't run Decisional Processing on them. Assume they've decided and lo! you've got a group.



**Groups fail to form in absence of purpose. People fail to join in absence of purpose they can understand.**

Mock up the purpose. Invite in the people. Form up a program around the purpose and away you go.

If you don't have one, it's because you've been trying to explain Scientology to people and so get them to join. Just get them to join and let Scientology soak in.

A group is fun.

A group is communication.

A group is society.

It's a poor man who isn't king in some corner. Form a group and stop being poor.

### Form a Group!

**L. Ron Hubbard**

~oo00oo~

# What does it take to start a group?

Essentially it takes five things to start a group in this field.

**1. Purpose.** The genuine purpose and desire to help people is the first prerequisite to starting a group. If this is lacking then there will be no group. A proper Admin Scale should be done at the start or inception of any group to ensure that the Goals and Purposes and the rest of the scale are in alignment. When one does an Admin Scale (HCO PL 6<sup>th</sup> December 1970 Third Dynamic De-aberration), One starts from the top of the scale and decides ones goals firstly. Many people, particularly in the Church, are told to start from the bottom, The Valuable Final Products, but Ron said, "I have developed a scale for use which gives a sequence (**and relative seniority (bold added)**) of subjects relating to organization." So one starts with the most senior item of the scale which, of course, is the goals of the organization. He also stated, "This scale is worked up and worked down UNTIL IT IS (EACH ITEM) IN FULL AGREEMENT WITH THE REMAINING ITEMS."

Doing this first before one has even formulated the group will go a long way to ensuring that the group is on purpose, understood and able to function and expand.

**2. Knowledge.** The group starter or starters need to have some knowledge and abilities in regard to delivering the services they intend within the group. Obviously the more knowledge and training they have the better, but it is not a case of having to have before one does. And a little knowledge is not always a bad thing. Having knowledge of Book One auditing, (Using Dianetics: The Modern Sci-

ence of Mental Health) is quite valid for starting up a book one group and being a Class VIII auditor is not a prerequisite for such. One can deliver a service to the degree one is trained and has the knowledge and even some experience. A Class IV auditor can open a practice and hang out his shingle\* and audit up to the level he or she is trained. The same for a Class O auditor or a Class VIII or even a Book One auditor.

**3. Organization.** When one has a group, it is sensible to have an organization so that each individual within the group knows what their job is and how it relates to others within the organization. If one has a one man band then that means that one has to do all the deliver, auditing etc, oneself.

**4. Delivery.** Seek pcs oneself. Promotion and procurement Handle the finances. Handle all the Rudiments, legal issues, etc oneself

**5. Discipline.** Discipline is that tool one can use to ensure that something that must be done, gets done regardless of any stops or justifications.

This means that ones time would be divided up among the various functions that any business needs to do and so there is consequently less time to do each of them. Perhaps more importantly it means that the group is not going to expand. There is only so much time an individual can put into a business. And, as we know, groups and businesses either expand or contract, they never stay the same. So organization is a vital part of any group and the follow sections provide some input into that.

Putting the organization there is an important part of the job. Is the organization registered? Does it conform to the legal requirements of the state and country in which you reside? How are the finances organized? Is there going to be a tax issue to be addressed.

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What sort of publics will you be promoting to? Where will you get your public from? How will you promote to them?

Some basic promotional actions of an organization will be needed to ensure the group continues to gain pcs and, if your group intends to deliver courses, students. For a small group it does not have to be large. Ron wrote Org Program no 1 for small organizations and groups. It is a very simple and easy org board can be later expanded if required. A small starting out group does not have to have a full blown organizing board. There are such things as gradients.

A proper legal disclaimer for students and pcs should be used. This is to protect the group from pc or students who are there on a other determined basis and also from other groups, such as the church, who may object to the group's activities and seek to render them ineffective.

It is vital for any group to have technical back up and assistance when required. Having a higher classed C/S in the background is a must. Even with the best will in the world, issues arise and sometimes one can hit a difficult or problematic pc or student. Usually in this case a more experienced person with a higher technical expertise would be required and it is essential to have one on call when the need arises. The C/S need not be a member of the group and, initially when the group is small, is probably better if he or she is not a

member of staff, as it were, as that enables the c/s to operate exterior to the group and maintain the ivory tower expected of a C/S. When the group is large enough to have a full organization with many auditors and course room, there would be a need for an on staff C/S

Probably the most important thing it takes to start a successful group is purpose and determination. The most important is to keep focused on the purpose and goals.

Starting a Group in Scientology and Dianetics is an adventure and a wonderful game of immense satisfaction as you see those shining faces and up toned beings at the end of the day.

Then you really feel, it is all worth it!

A C/S can be arranged through the Association of Professional Scientologists (APIS) [independent-scientologists-association.net](http://independent-scientologists-association.net)

A Legal disclaimer for students and preclears can be found at [independent-scientologists-association.net/auditor-tools.shtml](http://independent-scientologists-association.net/auditor-tools.shtml)

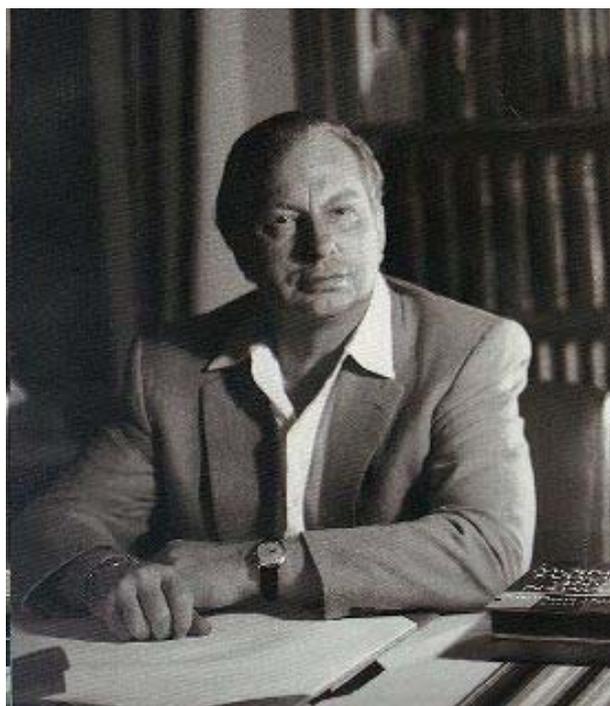
\*Hang out one's shingle, Informal. to establish a professional practice, esp. in law or medicine; open an office.

<http://dictionary.reference.com/browse/hang+out+one+shingle>

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*Lafayette Ron Hubbard Quote*

**You can't beat a man into sanity.  
Science of Survival**



**HUBBARD  
COMMUNICATIONS  
OFFICE**

Saint Hill Manor, East Grinstead, Sussex

**HCO POLICY LETTER OF**

**7 FEBRUARY 1965**

**KEEPING SCIENTOLOGY WORKING**

Series I

*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 ADMIN-*

*ISTRATORS 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.

## Group Starter Kit for Scientologists

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 in correct 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

<b>The FREE THETA</b>	<b>The Members Quarterly Journal of the Association of professional Independent Scientist</b>	
	<i>Preserve, Protect &amp; Promote</i>	
	<a href="http://independent-scientologists-association.net">http://independent-scientologists-association.net</a>	reservo, servo, proveho

"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 val-

uable -- 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 advice 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, N.J.; 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

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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 enrol 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 panty-waist 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 technolo-

gy.

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 nev-

er 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.

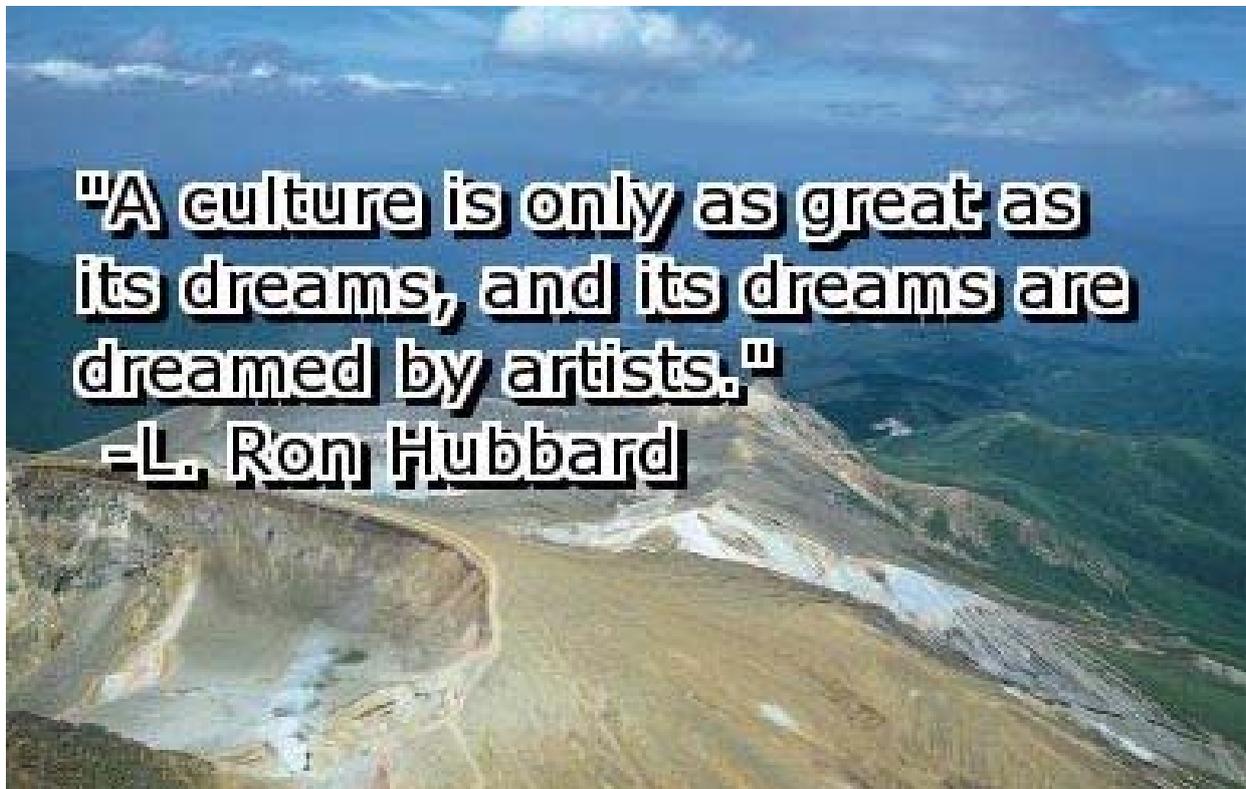
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**HUBBARD COMMUNICATIONS OFFICE**

**Saint Hill Manor, East Grinstead, Sussex  
HCO POLICY LETTER OF 14 FEBRUARY 1965**

(Reissued on 7 June 1967, with the word "instructor" replaced by "supervisor".)

Remimeo  
All Hats  
BPI

**SAFEGUARDING TECHNOLOGY**

For some years we have had a word "squirreling". It means altering Scientology, off-beat practices. It is a bad thing. I have found a way to explain why.

Scientology is a workable system. This does not mean it is the best possible system or a perfect system. Remember and use that definition. Scientology is a workable system.

In fifty thousand years of history on this planet alone, Man never evolved a workable system. It is doubtful if, in foreseeable history, he will ever evolve another. Man is caught in a huge and complex labyrinth. To get out of it requires that he follow the closely taped path of Scientology.

Scientology will take him out of the labyrinth. But only if he follows the exact markings in the tunnels.

It has taken me a third of a century in this lifetime to tape this route out.

It has been proven that efforts by Man to find different routes came to nothing. It is also a clear fact that the route called Scientology does lead out of the labyrinth.

Therefore it is a workable system, a route that can be travelled.

What would you think of a guide who, because his party said it was dark and the road rough and who said another tunnel looked better, abandoned the route he knew would lead out and led his party to a lost nowhere in the dark. You'd think he was a pretty wishy-washy guide.

What would you think of a supervisor who let a student depart from procedure the supervisor knew worked. You'd think he was a pretty wishy-washy supervisor. What would happen in a labyrinth if the guide let some girl stop in a pretty canyon and left her there forever to contemplate the rocks? You'd think he was a pretty heartless guide. You'd expect him to say at least, "Miss, those rocks may be pretty, but the road out doesn't go that way."

All right, how about an auditor who abandons the procedure which will make his preclear eventually clear just because the preclear had a cognition?

People have following the route mixed up with "the right to have their own ideas." Anyone is certainly entitled to have opinions and ideas and cognitions-so long as these do not bar the route out for self and others.

Scientology is a workable system. It white tapes the road out of the labyrinth. If there were no white tapes marking the right tunnels, Man would just go on wandering around and around the way he has for eons, darting off on wrong roads, going in circles, ending up in the sticky dark, alone.

Scientology, exactly and correctly followed, takes the person up and out of the mess.

So when you see somebody having a ball getting everyone to take peyote because

Group Starter Kit for Scientologists

it restimulates prenatales, know he is pulling people off the route. Realize he is squirreling. He isn't following the route.

Scientology is a new thing-it is a road out. There has not been one. Not all the salesmanship in the world can make a bad route a proper route. And an awful lot of bad routes are being sold. Their end product is further slavery, more darkness, more misery.

Scientology is the only workable system Man has. It has already taken people toward higher I.Q., better lives and all that. No other system has. So realize that it has no competitor.

Scientology is a workable system. It has the route taped. The search is done. Now the route only needs to be walked.

So put the feet of students and preclears on that route. Don't let them off of it no matter how fascinating the side roads seem to them. And move them on up and out. Squirreling is today destructive of a workable system.

Don't let your party down. By whatever means, keep them on the route. And they'll be free. If you don't, they won't.

L. RON HUBBARD  
Founder

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**HUBBARD  
COMMUNICATIONS  
OFFICE**

Saint Hill Manor,  
East Grinstead,  
Sussex

HCO POLICY LETTER  
OF 17 JUNE 1970

**TECHNICAL DEGRADES**

(This PL and HCO PL Feb 7, 1965 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 labelling 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 and the SO Organizing Bureau Flag.

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 grade between 0 to IV.

7. Failing to use all processes for a level.

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 labour-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.

Group Starter Kit for Scientologists

**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 2 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.

Reinstating 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

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## Org Rudiments

In many countries there are now legal requirements to starting a group such as this. For legal reasons and financial reasons it is advisable to have a lawyer or legal representative and a financial adviser, such as an accountant for example. The group may need to be registered as a business. You will have to consider what type of business you want it registered as.

Some points to keep in mind that may be helpful:

You are not delivering any Scientology or Dianetics service. These services, and indeed the very names also, are registered with the Church of Spiritual Technology and Religious Technology center and they own and hold various copyrights and trademarks relating to these.

What you would be doing is selling your **time**, either on an individual basis, when in consultation with an individual, or on a group basis, when training students in aspects of life. Many self betterment groups register themselves as a business in this way.

One needs to keep strict financial records and so an accountant is advisable. Tax needs to be paid in many countries. Of course one needs to make more money than one is spending so initially keeping the expenses down and recording any funds invested into the business is important both for tax considerations as well as for the eventual recovery of the funds when the business is on its feet and producing an income and a profit.

If you are in the USA I recommend registering one's business in Delaware as it is the most suitable State for registering businesses. Most corporations and businesses are registered in Delaware. The Association of Professional

Independent Scientologists (Registered as the International Freezone Inc) is registered in Delaware.

There are no tax advantages to be registered in Delaware but there are some privacy and legal advantages.

Having premises is important. When one starts out perhaps a family house can be used, in which case there may be tax advantages there, but the sooner one can get independent office space the better.

The first three Org Rudiments as per HCO POLICY LETTER OF 11 DECEMBER 1961 ORGANIZATION RUDIMENTS (Include: Duties of the HCO Area Sec.) includes the following:

For some time, I have been advocating that you get one piece of organizational data in before you do another. This has been a very rewarding action. Orgs have become better off at once by doing this.

Therefore, let's call it 'Rudiments of an Org' and have the HCO Area Sec get them in one at a time all the while the Assn Sec is keeping things running.

While orgs are not cases, they sometimes act aberrated. This is never from unwilling staff in my opinion. It is always from uninformed staff, untrained staff, disorganized staff.

Therefore, to make an organization whizz, while keeping it running, you don't try to get everything straight at once. You get in one simple thing. Then you get in another.

An org is composed of two factors. These are Technical and Administration. These must never get out of balance, in either personnel numbers or programs. Therefore when getting in Org Rudiments, you always get one in in

Tech and one in in Admin at the same time.

Do the rudiments in order. Get one in before going on to the next.

### **RUDIMENT 1**

ADMIN: Be sure organization is properly registered and in proper legal relationship to HCO WW. Be sure key posts are covered even if doubled. Make sure there is an Association Secretary on post doing Assn Sec work of running org, a Registrar, a Letter Registrar, somebody on PE, somebody on Accts, somebody receiving and mailing the mail, somebody answering the phone, somebody selling books, and that the persons on these posts are doing these jobs.

Do up the org board properly and truly.

Make sure that quarters exist adequate to need, that bank accounts exist in proper order and that records of income and disbursement are being kept.

Be sure the standard unit system is in force without large sums going out on fixed pay or unjust favoritisms.

TECH: Be sure that there is an Academy in the hands of a person who knows his Scientology and that there is an HGC in the hands of somebody who can crack cases and that staff auditors exist who can audit.

The extent of action of this rudiment is to get basic legal, basic posts, basic quarters entirely covered, a condition which may deteriorate at other times than at an org's beginning. So cover all these points by careful review each time this Rudiment is done.

Incidentally, make sure there are no new departments or posts which are contrary to the six department system.

### **RUDIMENT 2**

ADMIN: Get the personnel busy. We don't care at what, but really rip up people who stand around talking and who burn up the staff's units with no production.

Get staff meeting reorganized and going. Hold a staff meeting, explain unit system and how nobody can afford idle hands. The way to raise the unit is to get busy. New wild ideas won't work. It's getting busy on the existing ideas that raise the unit. The org makes as much as it can deliver service and no more. Find out who thinks they are overworked and underpaid and find out what they've done on their jobs the past week. Raise a storm and get people busy.

TECH: Get the Instructors training and the Auditors auditing. We don't care how at this stage. Just get them busy doing technical actions flat out. We don't care how, but get pcs being audited so they're better and students trained so they can audit.

### **RUDIMENT 3**

ADMIN: Get the Current Policy Letter on the Six Department system brought to date and then hat checked on everybody including all executive, admin and tech staff and the janitor. Get everyone to pass it from Assn Sec to cat on all departments until every person knows the functions and actions of all departments. Then they see what's supposed to be happening.

TECH: Get all trained Scientologists checked over on operating an E-Meter until there isn't anybody present who hasn't passed E-Meter Essentials 100% perfect and can actually run a pc on a Meter without goofs of any kind.

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## **Org Program No 1.**

**This is an excellent program for a small group to start off with. It provides the basic structure of an org board and the basic functions without any complexity or excess. It can be started with just three people and can extend to hundreds.**

*Here are some quotes from org Program No 1 as given in L. Ron Hubbard EXECUTIVE DIRECTIVE LRH ED 58 INT 9th December 1969*

### **ORGANIZATION PROGRAM NO. 1**

(Includes correction of PES functions per LRH ED 58 Int] HCOES for activation)

Where an org is forming or where its stats are low or its performance poor or it is failing it is URGENT that this LRH ED be put into immediate effect.

As the form of the org is the first thought and action of the HCO Exec Sec, he or she should activate this ED as it applies, promptly and positively.

Where an org has less than five staff do the following, no matter whether it is forming or performing poorly or failing. If the org has less than 3 persons in it bring it up to 3 persons or it isn't an org.

Appoint this much org board

#### **HCO ES OES PES**

The senior auditor of the three is the Org Exec Sec.

The one who can type or manage is the HCOES. The one with the best public reach is the Public Exec Sec.

These three beings give you the first glance at the 2 to 1 Admin-Tech ratio. An org may have 2 or less Admin personnel to every Tech personnel (auditor or instructor). There must never be more than 2 Admin to 1 Tech.

No matter how many functions you see on a 9 division Org Board each one of the above is responsible for all the major functions which appear in his org portion.

This org board goes down to as few as 3 staff members as above or as high as thousands. In its most basic view, in such a tiny org the major duties are as follows:

#### **HCOES**

Form of org. Reception, Registration, Procurement letters. Central Files, Ethics, Personnel, Appearance of org and staff, any LRH Comm and Assistant Guardian duties. Communications, legal.

The functions that MUST be covered for the org's basic survival are Form of the org. Reception, Registration, and Central Files. These are the income getting actions of her org. Anyone who ever buys anything from the org whether via the PES such as a book or small course, is INVOICED with the person's name and address very legible and correct on the invoice and a copy of this goes to Central Files and into a folder and into a file cabinet. To omit these actions prevents the org from having a record for the Registrar to use to contact and sign people up and the org will probably fail or go broke. This one admin action is the most neglected and the most destructive. Addresses for mailings come from CF folders and out of this Address will grow. These folders never decay unless the person dies or asks to be taken off the list. Everything relating to comm with this person and new invoices etc including phone notes goes in his folder.

### **OES**

The Org Executive Secretary-Org Exec Sec combines Accts, Tech and Qual functions. Elementary banking and bill paying (with the registrar and PES both able to invoice in, giving the money over to the OES with an invoice copy) is done by the OES. All auditing and major course supervision is done by the OES. The combination of duties may look all but impossible to combine but the strange part of it is, they do and I have done all three at once in a small unit. The trick is to arrange one's time. The major functions that must be done for the org to be successful are safeguarding funds by recording and banking and paying bills, auditing pcs, teaching students and correcting those cases that fail or students that are slow. If one of those functions is omitted, especially correction (Qual) then the org will falter and fail.

### **PES**

The Public Executive Secretary-Public Exec Sec works to get NEW people. He does not work on people who have already bought something unless they are dissatisfied or ARC Broken with service and muddying up his field at which time he severely gets the HCO ES to bring them in and smooth them out and the OES or a higher org (preferably) to handle them as a tough case. If the HCO ES fails to handle or the OES has out tech, the PES can have a very hard time of it. By low level public courses, Sunday Services, invitations, lectures and contacts and book sales, the PES gets people into the org, drives them in in a number of ways. When they are in and getting some service the HCO ES signs them up for higher level higher priced auditing and training. The PES also runs group processing sessions and c-audits and schedules such activities. As soon as possible he gets in a Field Staff Member Program using persons who have had service. Getting people to give their success stories is part of it.

THE PES GETS OUT A TWICE MONTHLY

NEWS LETTER TO HIS FSMs TELLING THEM WHAT IS BEING SUCCESSFUL AND WHAT IS NOT. HE COAXES FRANCHISES TO SELECT TO HIS ORG AND GIVES THEM ADVICE, PARTICULARLY BASED ON WHAT OTHER FRANCHISES ARE DOING WELL. HE KEEPS HIMSELF INFORMED OF WHAT IS SUCCEEDING AND KEEPS OTHERS ADVISED OF IT AND KEEPS THE PICTURE CURRENT WITH CONTINUAL REOBSERVATION. He also sells memberships as well as books, tapes, meters, insignia.

Methods of getting new names and getting people into the org vary. One follows the formula of pushing what was successful and dropping what wasn't. However, all of the above functions are accomplished by the PES. He is also the PRO and seeks to establish PRO Area Control meaning keeping the area handled so the org is well thought of no matter how hard this is to do where there is an active enemy or a muddied up field or a hostile press.

TECH BACKLOGS are the primary menace in an org. If it can't deliver auditing it will shortly find no pcs apply. Neither a tech nor qual backlog must ever exist and must be reduced.

An org is far better off selling courses and when pcs tend toward backlog the org increases its tech staff on a long range and starts heavily pushing courses on a short range basis as there is no real limit to the number of students one can handle. Students also disseminate better and an org that only audits pcs stays small and is more expensive to run.

### **ALL AUDITORS ACTIONS**

Whenever an org has a tech or qual backlog it is usual to call an "all auditors" action. Any admin personnel assist with scheduling and getting pcs in to the auditors without making pcs wait or wasting an auditor's time. All tech trained personnel in the org devote a certain

number of hours in the day to delivering auditing for tech or qual and spend a certain amount of time on their regular posts until the backlog is gone.

Too many of these "All Auditors" can cut an org to bits. They are only done so long as there is a backlog. If too frequent the HCOES should get in volunteer (but paid) field auditors to help (which was always MSH's successful solution to tech backlogs). The HCOES is personnel so if personnel stays short, particularly tech personnel, then the HCOES is not taking adequate personnel action and doesn't have a Program to get adequate or qualified staff auditors. Such programs are vital, their training and support costs money. The program "Steal the VIs and VIIIs from another org" is both dishonest and org wrecking and recoils on one's org eventually. Interne programs for students help this problem and are to be found in recent Policy Letters.

The above describes a 3 man functioning org. Yet it also describes all orgs. It is a circle. The HCOES, mind, routes people to the org's body, the OES, who routes them to the PES as FSMs and the product of the basis of a field. From a field stimulated by processed trained people the PES routes new people to the HCOES and around it goes.

If tech and org integrity and service are good,

you get an expansion. More and knowledgeable people in the field stimulate more and more new people who then by being routed to the HCOES etc. Around and around. The cycle is only interrupted by inattentive or poor service resulting in ARC Breaks in the field which if not handled end expansion. Even the attacks of competitors and the press have never stopped this circle. Only inattentive service or staff inattention to functions or poor service halts it. AN ORG THAT BELIEVES ANYTHING ELSE IS DELUDING ITSELF.

Thus organization and function is everything.

...

You say, what do you do with the bill collectors and the enemy and the half complete project on surveying salesmen? Well, I'll tell you. You turn those over to the respective Exec Sees each comes under and the enemy to the Guardian's Office and get the show on the road. You'll never clear the planet sitting around here worrying. Remember the old maxim? When all else fails, do What Ron Said."

Love,

Ron  
L. RON HUBBARD  
Founder

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### *Lafayette Ron Hubbard Quote*

*"...Today the bulk of the human race is walking around with the belief that there is something wrong somewhere but they don't quite know what it is."  
The Auditor 36*

# Financial Planning Program No. 1

**We live in a world in which money is the grease that oils commerce. It is, for some also, the driving force.**

**Regardless of the connotations of money one does need it to persist in current society so it is important to understand it and how we can manage and control it.**

**Ron Hubbard stated that ‘money is an idea backed by confidence.’ And this is so true. All around us we can see the results of this. When confidence in money drops, the value of the money drops too. As I write this there is a global financial crisis occurring as a result of too much debt and not enough production. An out exchange in other words.**

**Any group starting out must start out exchange. Money is needed to initiate the start up this is a debt to be returned. But it is vital that the group understands the basic costs to running a group so they have some idea of the level of income they need.**

**Here is an quote from the OEC Volumes about Financial Planning by L. Ron Hubbard.**

## **FINANCIAL PLANNING PROGRAMME NO. 1**

Carefully planned financial handling will result in an organization which is not only solvent, but expanding on a sound gradient scale.



To do this an organization has to first of all assess the following:

1. How many basic staff members are required to run and handle the organization?
2. How much is required for the basic organizational needs to merely KEEP the organization there:
  - (a) How much is the rent weekly?
  - (b) How much is the telephone weekly?
  - (c) How much is the electricity weekly?
  - (d) How much is the water weekly?
  - (e) How much are rates weekly?
  - (f) How much are basic admin supplies like pens, paper, file folders, carbon paper, staples, paper clips, etc, weekly?
3. How much is required for basic promotional actions:
  - (a) How much are envelopes, stationery and stamps for so many letter registrar letters out weekly?
  - (b) How much is needed to keep up book stocks weekly?
  - (c) How much is required to keep up and mail out advance registration packets weekly?

(d) How much does it cost on a weekly basis to mail a magazine or broad mail ing to your full address list once a month?

(e) How much does it cost on a weekly basis to mail out statements to people who owe the organization money?

(f) How much does it cost to mail out information packs to your new names weekly?

(g) How much does it cost to advertise your basic PE courses weekly?

4. How much does it cost weekly to keep in your basic communication lines:

(a) How much is your weekly 10% to WW?

(b) How much does it cost weekly to pay your 1070

(c) How much is your weekly 5X to your general liability fund so as to build up a reserve in case of necessary legal ex penses?

After carefully figuring out your weekly costs as per above, you now know exactly how much income you will require weekly in order to exist and to promote. If you do not make this amount of income weekly, you will know at once that you are spending more than you are making, at which point everything must be done to sell more services to your public.

An organization could be in the situation where it has spent more than it has made, in other words it has greater bills than it has money with which to pay them. Now this places an organization into a danger condition as regards the society which runs on the basis generally of "pay within 30 days or else."

An organization in this situation, therefore, has got to make more money than simply its basic weekly costs. Therefore, all excess monies over its basic weekly costs must be used to pay off its bills, carefully paying such on a date

line payment basis and as per policy with regard to threatening creditors.

When an organization is no longer in a danger condition as regards society and now has more income than it has in bills, it can gradually use its excess income to do more promotion, to expand its staff to make more income to do more promotion and to buy more facilities to increase promotion and so on.

There are many ways an organization can obtain service facilities like chairs, desks, typewriters, address machine, and mimeo or off-set machines without driving the organization into debt and causing it to have vast monthly payments which exceed its ability to pay. Inexpensive second hand equipment can be obtained while the org sets aside so much money until outright purchase can be made or it can lease equipment with an option to buy.

There is definitely a maxim with regard to money and it is:

**THE LESS AMOUNT OF INCOME AN ORGANIZATION OR AN INDIVIDUAL HAS, THE MORE CAREFULLY AND WISELY FINANCIAL PLANNING MUST BE DONE.**

Even if an organization is in the position of having more income than bills such basic data as this will help in planning for better expansion.

Therefore, each Executive Council of each organization should meet weekly to review its basic operational costs in order to really get in this Financial Planning Programme.

L. RON HUBBARD  
Founder

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## **DIANETIC COUNSELING GROUPS**

**By L. Ron Hubbard**

**T**he isolated practitioner who hung out his shingle, and sought its work all alone would have to be a “one-man band”.

Let us list the basic essential “hats” he would have to wear:

Reception  
Registrar  
Cashier  
Ethics Officer  
Examiner  
Case Supervisor  
Auditor  
Review Auditor  
Public Relations Officer

If successful he would spend about 5 hours a day auditing, 2 hours eating and 8 hours sleeping. This leaves 9 hours in which to do the remaining “hats”. Of necessity one or more would be neglected. On that point he would tend to cave in as a “one-man band”.

It takes about 2 Admin personnel to keep a tech personnel going. Even a group of auditors, trying to make lots of money, usually try to do nothing but audit. It is not that they have case failures. It is that they fail to wear the essential hats.

The best auditing results are obtained from teamwork.

A Review Auditor has to be a trained Scientologist. Lack of one means a roughed-up pc has

to be sent to the nearest org. But there is no reason one cannot work as part of a group, even if the others are only part-timers.

The best solution to all this is to form a DIANETIC COUNSELING GROUP and get the essential posts on the org board held. Then the advances and gains the group makes will be advances that are stable.

This group would of course have to have liaison with a competent Medical Doctor or Clinic. In the United States especially, the COUNSELORS would have to be ministers.

A Dianetic auditor would be able to audit all day even if the whole group only worked evenings but, lets face it, the auditor auditing alone will have case failures. He won't have time to pick them up. He won't be able to get them to Qual. After a while he will have losses and some failed cases that muddy up his neighbourhood just as other professions get.

Psychiatry and psychology failed as single practitioners not only because they had no real tech but because they tried to work alone. This turned them toward governments which then used them only to control populations and there went whatever tech they might have developed.

The single practitioner theory in Dianetics failed badly as an early Dianetics practice. Auditors that made it only attached themselves to the rich. Others became drifters.

The answer, we have found out long since, is the group.

The full hats, organization and activities and how they interrelate are available to Dianetic Counseling Groups. It is a wide area of interesting development all by itself.

We had to know org basics to make orgs.

A Dianetic Counseling Group can be enfranchised and made regular and helped. It will tend to stabilize any practice area. And it will MINIMIZE case failures.

The official position of orgs is that they cannot take responsibility for the results obtained by single practitioners.

Auditing is a team activity.

Even if one were a medical doctor or a psychiatrist or psychologist, it would be best to have on hand or on call the rest of the team or at least a Dianetic Counseling Group even if one were not an integral part of it. The purpose of auditing is healthy sane people.

The largest percentages are very grateful and very happy.

And then there are the few who, through mis-conducted lives, are quite a handful to say the least.

Realism requires that auditing be a group action.

As such a group can also teach a course, it is not difficult to recruit able people to help.

I recall in particular two pathetic cases of singlism. One was a psychoanalyst who learned how to be an auditor and had to stop using Dianetics as it cleaned up all his practice and he had so much trouble finding "patients". The other was an auditor who found himself with the whole of a war vessel's crew as pcs and no help in sight. In either case forming a Dianetic Counseling Group, getting them checked out on their "hats" and doing their duties even part-time would have solved all. One stick won't

burn. One auditor cannot in truth live and work alone.

*Now we have some quotes and extracts from the Dianetic Counseling Group Series as written by Ken Delderfield and Diana Hubbard for L. Ron Hubbard*

### **Starting a Dianetic Counseling Group.**

The most fundamental error a Dianetic Counseling Group could make would be to use other than straight, standard Dianetics, and be "not quite with Hubbard" or to call itself something else than Dianetics.

**SUCH A GROUP WOULD NOT HAVE PEOPLE LONG.**

In all the years of Dianetics and Scientology, every group or activity that has given out "we don't quite agree with Hubbard but ..... or have called themselves psychology, etc, have been short-lived. The public simply stays away in droves! Such groups get into trouble financially, dwindle then die.

There have been dozens, slightly off or wholly defiant, and it has happened time and time again. They have all gone. Not because we have done anything about them, but they were doomed by the public which at the first whiff of alter-is or non-Hubbard avoids them utterly.

We don't know of any group which has survived this so be very sure your Dianetic Counseling Group to stays on source and acknowledges fully the source of Dianetics, L. RON HUBBARD. Never make these fundamental errors or permit them to be made in your group. These are cold hard facts based on- 19 years of experience with groups.

**WE WANT YOU TO PROSPER.**

The potential of application of Dianetics in society is so phenomenal that an urgent need for basic organization has arisen and DIANETIC COUNSELING GROUPS have been created to fill that need.

The 1950 text of "DIANETICS, THE MODERN SCIENCE OF MENTAL HEALTH", by L. Ron Hubbard, has sold millions of copies and produced endless miracles around the world.

STANDARD DIANETICS is much simpler in application and has far greater results. It is well expected that Dianetic Counseling Groups and their members will become builders of a new era of health and well being for mankind. The sights are high, but Dianetics has already touched the lives of many millions and will, through STANDARD DIANETICS bring about a saner society.

The following series of texts are each based upon the philosophic and practical principles of organization that have been evolved in the 19 years since the first Dianetic Group was formed by L. Ron Hubbard.

These principles work. They are the results of those 19 years and more experience with groups of all sizes. A complete study of each text will bring you to a complete understanding of exactly what is involved in bringing into existence a successful and expanding Dianetic Counseling Group.

They will eventually be compiled into a new book on group organization. In the meantime take each as you receive it and file it in consecutive order, and you will have all the data you need to start, run and organize a successful Dianetic Counseling Group.

For an organized activity to persist and expand it must have a worthwhile purpose to

which its members and activities are aligned.

The purpose of a DIANETIC COUNSELING GROUP is:

TO CREATE AN ENVIRONMENT OF WELL HAPPY HUMAN BEINGS WHO BEING FREED FROM BODILY CONSIDERATIONS AND - THE PRESENT TIME PROBLEM OF THE BODY CAN NOW ACHIEVE THE SCIENTOLOGY RESULTS OF A FREE, POWERFUL AND IMMORTAL BEING

To this purpose there is no hidden, secret intention, it is purely and simply as stated. It is envisioned that with the expansion of the group and others like it, sanity and calm will spread into the society around as people become aware of the fact that someone really can help them and as they themselves become well, their attention freed from being fixed on their body.

**A well society is a sane society.**

A being who is stuck with pain and suffering, much of which is so suppressed he is hardly aware of it, cannot be at ease with his fellows and cannot easily achieve the spiritual freedom that he seeks.

The purpose of the group is to ease this and make well happy human beings, who, freed from bodily considerations and the present time problem of the body can move on up to the spiritual freedom achievable through Scientology.

You will probably be the first Dianetic Counseling Group in your area and as such you have the responsibility for the whole area. This is not something to be afraid of, but a challenge to rise to. Never before has anyone had the precise rapid power to relieve the suffering of mankind that you have.

## Group Starter Kit for Scientologists

The Pastoral Counseling procedures you will be using are unique in their precision and results.

To date, people have been subjected, in the name of "mental healing" to brutalities even torture and murder. "Mental Healing", apart from Dianetics, has not been developed in recent centuries as a science or study to relieve man, but rather has been aborted to use as a means of political control. Treatments such as electric-shock have killed or permanently crippled millions through the violence of the convulsions it creates. Pre-frontal lobotomy makes man into a vegetable. It is true it calms him down, but he can never become well again, if he even survives the operation. Drugs can kill through the severity of their effects on the human body.

"Mental healing" has become almost totally associated with brutality and control and is used for the most sordid purposes.

Your purpose is pure, you are unique.

You will do well to place a sign, in a place that it is clearly visible, stating:

**"THIS GROUP EXISTS TO CREATE AN ENVIRONMENT OF WELL HAPPY HUMAN BEINGS WHO BEING FREED FROM BODILY CONSIDERATIONS AND THE PRESENT TIME PROBLEM OF THE BODY CAN NOW ACHIEVE THE SCIENTOLOGY RESULTS OF A FREE, POWERFUL AND IMMORTAL BEING"**

Also place another sign not quite as bold:

"This group will not recommend or condone political mental treatment such as electric shocks or brain operations or convulsive drugs and condemns utterly this Fascist approach to 'mental health' by extermination of the insane. Because we will not agree to brutality and murder under the guise of mental healing or to the easy and lawless seizure of persons in the name of 'mental health' for political reasons, our associate organizations are fought ceaselessly by those who seek domination of this country through 'mental treatment'. You are safe so long as we live"

Place these well so that visitors know exactly what you stand for.



The whole of your activity will be aligned to this purpose and you will progress to the degree that as a group you agree with and follow it. This is what Dianetics is for.

Your power in the society will be judged by your ability to make good this purpose.

The technology of Dianetics is refined to the point that applied exactly, as your auditors are taught, and backed up by Scientology review, you cannot fail, you will succeed 100%.

Your purpose takes you right into the public, you will be contacting many people.

The product that your group will deliver is one that has been searched for since time immemorial, it is your task to deliver that product exactly and flawlessly. Within the society there is no other group which has the technology to do what your group will be engaged in.

You will be in competition with no one.

In applying Standard Dianetics you will work in co-operation with Medical Doctors, and in some cases they are essential. It is important that a working understanding be established between the Dianetic Counseling Group and a local medical doctor or clinic.

The position of the group is to be operating harmoniously within the society, providing a product which is needed and wanted by that society, and where necessary in liaison with a doctor or clinic.

### **STAGES OF FORMING, INCREASING, AND EXPANDING A DIANETIC COUNSELING GROUP**

#### **WHY A GROUP?**

We don't ever expect an isolated individual to go out and audit all by himself. We expect him to audit as part of a team because he is going to have case failures if he doesn't. The best auditing results are obtained from teamwork. One person on his own would be liable to overwhelm by the amount of work that would be built up. It will not be the pure auditing that will overwhelm him, but the other essential hats that he will have to wear. By forming up a group to hold these hats, each one covered, he will be successful and, well run, and the group will expand.

#### **GENERAL OUTLINE**

The following is a general outline of the formation, increase and expansion of a Dianetic Counseling Group.

It is set out in easy stages, each one of which has a useful and profitable product. Even while the group is still forming up and before it even has a trained Hubbard Dianetic Counsellor, the

group can be selling and distributing books, which names and addresses of buyers collected, forms the basis of future auditing prospects.

#### **STAGE ONE-BOOKS**

Activity. Sells books.

1. Get a group together.
2. Form up the group, appoint personnel to posts.
3. Train up the personnel on their respective posts, and the lines and activities of the group.
4. Ensure the person who will supervise the Introductory Course is trained up for the purpose.
5. Get the legal status of the group sound and regular. Register the business name of the group. The Counsellor should ideally, especially in the US, be a minister, and the group should be registered as a religious fellowship.
6. Sell and distribute Dianetic and Scientology books widely. Collect the names and addresses of all buyers. A card is inserted in the back of every book, inviting buyer to write the Letter Registrar of the group for more information.

#### **STAGE TWO-INTRODUCTORY COURSE**

Activities: Sells books, runs Introductory Course.

7. Get some modest economical quarters in a population dense area. One of the members own homes to start with to keep the costs down until a regular income is sufficient to warrant leasing sufficient space.
8. When you have an Introductory Course supervisor trained up, commence running the Introductory Course. Sell books to every student.
9. Continue to sell books widely and collect names and addresses of every buyer. Ensure every inquirer is sold a book.
10. Get a sound Central Files/Letter Registrar Activity going.

### **STAGE THREE-STANDARD DIANETIC AUDITING**

Activities: Sells books, runs Introductory Course, delivers Standard Dianetic Auditing.

13. Commence delivery of Standard Dianetic Auditing as soon as you have a Hubbard Dianetic Counsellor. Failed cases and pcs in trouble are routed to nearest APIS Certified Field Group Qual Division for Scientology Review if you do not have an established Classed auditor able to handle problem cases.

14. Form a liaison with a competent medical Doctor or Clinic.

16. The full group can work mainly in the evenings and weekends while auditing continues all day. A receptionist would be needed during the days to handle callers and sell books.

#### **Group Formation**

A Dianetic Counseling Group is easy to form, run and expand. It is based on a successful pattern that has endured and brought about expansion.

The group in its Organisation uses the necessary amount of Organisation to allow for maximum production. If there are only three people the Organisation is very simple. If there are twenty people the Organisation is still simple, but there is much more of it. The basic cycle of the formation of a group follows the following pattern.

- Somebody there
- Worthwhile purpose
- Somebody taking responsibility for the area or action
- Form of Organisation well planned
- Form of Organisation held or re-established Organisation operating.

#### **Starting the Group**

To start the group then requires that one person first of all examine the area and decide he is there, for him to look at the purpose of the group and feel that it is a worthwhile purpose,

and then for him to feel that he can take responsibility for the area or action of making people well and happy in that area and for him to actually start taking responsibility by telling his friends.

That is the genus of the group. The individual gets two or three or more friends in agreement with the idea of the group and then the Organisation must be planned and brought into existence.

#### **Hubbard Dianetic Counsellor**

To operate at all a Dianetic Counseling Group must have an auditor trained up to the level of Hubbard Dianetic Counsellor, and later in order to run the Hubbard Standard Dianetics Course must have an auditor trained to the level of Hubbard Dianetic Graduate, the next higher qualification.

The purpose of the Dianetic Counselling Group programme is to boom Dianetics in the field. It can be delivered in high volume to the masses anywhere and everywhere.

The more Dianetics there is in the field, the better!

The programme is designed so that people can operate and run Dianetics FREELY. Dianeticians are given a free rein to expand and operate on this planet everywhere. There are no stops or limitations.

A boom in Dianetics will mean a boom for Scientology.

~oo00oo~

Quote from

## HCO POLICY LETTER OF 14 JANUARY 1969

By **L. Ron Hubbard**

### OT ORGS

What it takes to make an org go right is the intelligent assessment of what really needs to be done, setting these as targets and then getting them actually fully done.

We have all the data necessary to make orgs boom.

Therefore we find that when they don't, these faults must be present:

1. Completely unreal analysis of what needs to be done to make things really go.
2. Cross orders-juniors setting other targets across vital targets.
3. Non-compliance with vital target accomplishment.
4. False reports on actions or false data concerning targets.
5. Failure to doggedly follow through on one action and get it done fully and completely.
6. Distractions leading to any of the above.

#### MAJOR TARGET

The desirable overall purpose being undertaken. This is highly generalized, such as "To become an auditor".

#### VITAL TARGET

By definition a VITAL Target is something that must be done to operate at all.

Man's worst difficulty is his inability to tell the important from the unimportant. "Every target is the same as every other target" is part of A=A=A.

It takes good sense to be able to survey an area and find out

1. What **MUST** be done.
2. What **SHOULDN'T** be done.
3. What is only desirable to be done.
4. What is trivial.

As Man all too easily specializes in stops he tends to stress what **SHOULDN'T** be done. While this enters into it, remember that it's a **STOP**.

**STOPS ALL OCCUR BECAUSE OF FAILED PURPOSES.**

**BEHIND EVERY STOP THERE IS A FAILED PURPOSE.**

A stuck picture or a motionless org are similar. Each has behind it a failed purpose.

**THERE IS A LAW ABOUT THIS-ALL YOU HAVE TO DO TO RESTORE LIFE AND ACTION IS TO REKINDLE THE FAILED PURPOSE. THE STOPS WILL AT ONCE BLOW.**

That law (it comes out of OT VIII materials) is so powerful it would practically revive the dead!

It applies to orgs.

It applies to cities or nations.

When you diverge from a constructive purpose to "stop attacks", the purpose has been abandoned. You get a stop. The real way to stop attacks is to widen one's zone of responsibility. And pour the coal on the purpose. Thus all attacks one makes should be in **THE DIRECTION OF ENLARGING ONE'S SCOPE AND AUGMENTING BASIC PURPOSE.**

Thus, in the case of Scientology orgs one should attack with the end in view of taking over the whole field of Mental Healing. If our purpose was this then it had to be this on all dynamics. We only got into trouble by failing to take responsibility for the whole field!

We'll win back by reasserting that responsibility and making it good.

Targets, to that degree, are purposes.

Purposes must be executed. They are something to **DO**.

#### OT

Let us look at the definition of OT-cause over Thought Life Form Matter Energy Space and

Time.

As one falls away from that one becomes a SPECTATOR, then one becomes an effect.

Then one is gone.

One causes things by action. Not by thinking dim thoughts.

One can be doing an IN basket as simply a spectator.

In the society today spectatorism is very common. Magazine writers, reporters write weird pieces that look at how odd things are. The writer doesn't understand them at all. He just watches them.

Spectatorism is not so low as total effect.

The total effect-no cause-person has mainly a case. He doesn't even look.

Thus there is a gradient scale of OT. It's not an absolute. One is as OT as he can CAUSE things.

One of the things to cause is target attainment.

When somebody can push through a target to completion he's to that degree OT.

People who don't push targets are either just spectators or they are total effect.

ORG STATE

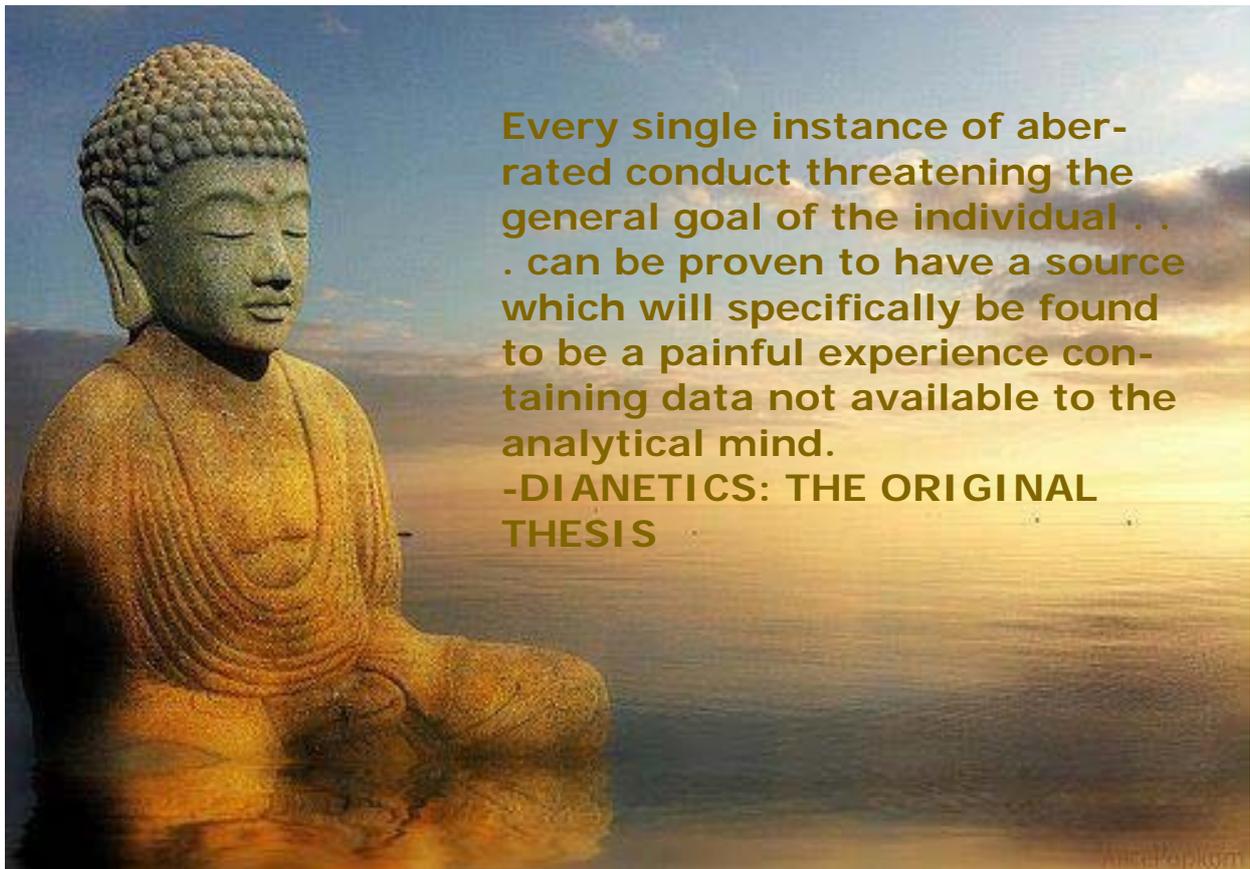
An Org is somewhere on the OT scale. Any org is. Of any kind.

An org can figure out the vital targets and push them through to completion or it can't.

It's a gradient scale.

An org succeeds or fails to the degree its individual executives and staff members can measure up to the OT formula: Cause.

~oo00oo~



**Every single instance of aberrated conduct threatening the general goal of the individual . . . can be proven to have a source which will specifically be found to be a painful experience containing data not available to the analytical mind.**

**-DIANETICS: THE ORIGINAL THESIS**

## **DISSEMINATION TIPS**

By L. Ron Hubbard

For a very long time we have been working on optimum dissemination to find out if there was such a thing.

Over the years we have found that in order of importance the following methods were workable.

Personal Contact: This by far is the very best method of dissemination. It is better done on individual basis rather than talking to groups since there is the factor in groups of being able to escape by saying "they aren't talking to me". Personal contact then means just that. No matter whether it is done to friends and then to other people or secondarily to total strangers there is nothing better than personal contact.

Books: Personal contact usually requires books to back it up. But books make a personal contact all by themselves if they can be put in the right places. If the library nearest you had some book about Dianetics and Scientology granted by you to them and your name and address was in the front as donor, you would get people calling on you. HCO WW Book

Admin recently made books available for this purpose at a very reduced cost. You send in the cost of the books and the books are sent to your local library-providing you give HCO WW the address-and the books are sent with your name and address in them straight to the local library.

Books placed in bookstores works mildly but it should be done. Books such as Problems of Work or Dianetics, Evolution of a Science should be on hand in plenty to put in people's hands.

~oo00oo~

## **FIELD ACTIVITIES**

By L. Ron Hubbard

To: All Scientologists

For Scientology to go well in any area, it is only necessary for the trained auditor in that area to follow the following steps:

1. Get good results on every pc processed individually,
2. Operate a group and do PE and Group Processing.
3. Keep the group recruited.

It is not necessary that a field auditor has great sums of money to finance his activity. All successful Scientology activities have fi-

nanced themselves. In extreme, an auditor with no pcs to keep him going can get a job and run group evenings until the income of the group activity makes the job unnecessary.

The keynote of handling any area is to bring order. Every time you put some order into a pc or a group, or society, a little confusion blows off. Ignore the confusion. It is transitory. Order is not. It stays. Therefore the more order (not necessarily the more activity) you put into things the more continuance you have. This is new data, extremely important and should be carefully gone over again and again and applied. It is data that brings big wins in a society, a group or a pc. Bring a little order.

Get the pc to see that he can bring order into his affairs. Ask him bluntly, "What order

could you bring into your life?" And his case will start resolving.

The highest ability of a thetan is to Bring Order. Therefore, orderly processing brings results, disorderly processing does not. All an ARC break is, is a disorder.

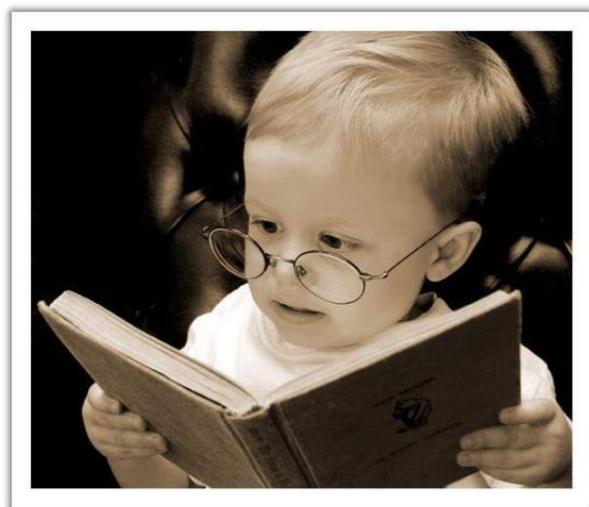
What order, then can a trained auditor bring into his area? Into his own life? Into his pc's? Into his group? That is the question worth answering.

The confusion that flies off when the order is entered in seems so important to many auditors that they Q and A with it. They stop pursuing order and start pursuing confusion. Never change from order to disorder just because confusion blows off. Let the confusion go. If you want it all gone, just put more order into it. That's why CCH works when properly used.

An auditor who just starts a group blows some disorder out of a society. The disorder flies into view. Ignore it. Just put some more well-run, exactly –scheduled group there. More disorder discharges. Order put in too suddenly always discharges disorder too fast. That's an explosion. You don't want that.

Leave explosions to the government (its highest level of entering order is to blow everything up).

Here's a program. Get hold of all the people



you have processed in the area you are in. Give them an interview. In it, ask each one, "What order are you trying to bring into your life?" "What part of your life?" Tell them that's what Scientology is trying to help them do. You'll have more pcs. Weld them into a group. Give them some group processing Tone 40. Bring order into their lives.

Take responsibility for every pc's whole life. Take responsibility for all the reactive banks in your area. Clear them up by bringing more order. Money cannot flow back to you on disorderly lines.

#### AUDITOR CONFIDENCE

Every field auditor has had some loses. These cut down his confidence. He should rebuild his confidence. He should rebuild his confidence as his first step. He failed where he failed to bring order into lives. Therefore, he had better now discipline himself to use one simple process and use it right and without



change until he has won with it. Don't change the process because it blows off disorder. To the devil with the disorder-put the order in regardless of how much disorder it blows off

#### KEY REHABILITATION PROCESS

1. Start session.
2. Find out if the pc has an auditor.
3. Find out if the pc has an auditing room.
4. Ask pc (goals) "What part of your life would you like to bring some order into?" Two way comm on it for no more than five minutes. Get into session then.
5. For one hour at the beginning of each session every session run "Look around here and find something you have." Only that command. If pc originates, understand and acknowledge. **DON'T DO ANYTHING ELSE ABOUT IT.**

6. For remainder of session run "Recall something you have done." When he says he has, acknowledge only. Session after session run nothing else but this. And you'll bring order to a pc, believe me. And he'll have great case changes and he'll be moving forward toward clear. This process will give you wins unless you do something else to vary it.

The only people it doesn't work well on are nearly unconscious. On these only CCH 1, 2, 3 and 4 work. If the process doesn't bite at all, use CCH 1, 2, 3 and 4. But don't worry it will bite-if you keep your mouth shut and don't flub.

Now you want some wins. Don't talk to the pc much during a session. Use TR 4 whenever he talks. Keep him reassured, happy, comfortable and don't let him out of session until you end it. And you'll win. If you lose, it's because you got fancy or chopped the pc up. Factual Havingness will ease off p.t. problems and ARC breaks. That's why you use it for an hour always.

If a process regimen comes along that's simpler or better than the above I'll let you know

right away. Until then, this is the very best you can do.

#### GROUP RECRUITING

Groups fall apart on sloppy scheduling. They need one night a week at the minimum. Always the same night, same hours. That's order. Always a one hour lecture and one hour group processing Tone 40. We have new phonograph records of lectures for you. They're cheap. Buy them.

When you have a group processed a while get people into an HAS Course. Teach them TRs 0 to 9 and then let them co-audit on exactly the above regimen.

By permitting co-auditing, the trained auditor actually gets more pcs. Charge for co-auditing consultations. Keep them at it. We're taking the lid off. The country is full of people. They should be in groups and co-auditing. In that way we'll bring enough order to the country to make even it survive.

...

In recruiting a group, keep explaining Scientology as something that helps people bring order into their lives. You'd be amazed how little order they believe they can inject. Call on new people. Run an ad for your group:

"Tired of Being Human?

..... Scientology Group Clears People." or "Does Life Seem Disorderly?" Join the ..... Scientology Group and begin to win for a change."

We need action. In an all but leaderless world, somebody has to make some people. Let's begin.

~oo00oo~



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## Quotes from the PR series

By L. Ron Hubbard

### **P** R DEFINITION

The definition of Public Relations is very precise. The definition is not given sufficient importance in the texts and it is way down in the middle of most books. It is what the subject is all about and without it the subject doesn't make sense. (And doesn't make sense to many PR Pros either.) It took me a whole hour to clear this definition and misunderstandings of it and related words on a PR student. It should be meter cleared. Every word in it should be clay tabled.

THE DUTY AND PURPOSE OF A PUBLIC RELATIONS MAN IS THE INTERPRETATION OF TOP MANAGEMENT POLICY TO THE DIFFERENT PUBLICS OF THE COMPANY-TO ADVISE TOP MANAGEMENT SO THAT POLICY IF LACKING CAN BE SET-TO MAKE THE COMPANY ITS ACTIONS OR PRODUCTS KNOWN ACCEPTED AND UNDERSTOOD BY THE DIFFERENT PUBLICS-AND TO ASSIST THE COMPANY TO EXIST IN A FAVORABLE OPERATING CLIMATE SO THAT IT CAN EXPAND PROSPER AND BE VIABLE.

If a PR man understands all that so he can apply it rapidly and perfectly, he will then be in a position to know what PR procedures are and do his job.

### **THE MISSING INGREDIENT**

The primary corrective discovery about PR has to do with the ARC Triangle of Scientology. This triangle is Affinity-Reality-Communication. If one corner (say A) is raised, the

other two will rise. If one corner is lowered, the other two are as well. Thus with high Affinity, one also has a high Reality and a high Communication, With a low Affinity one has also a low Reality and a low Communication. With a high or low R one has a high or low A and C. And so it goes. The whole triangle rises and lowers as one piece. One cannot have a low R and a high A and C. PR is supposed to be a Communication technique. It Communicates ideas. Suppose one were to try to communicate an out the bottom R. In such a case the communication would possibly at first reach, but then it would recoil due to its R. This is of course an advance in the mental technology of Scientology.

So the first lesson we can learn that enables us to use PR safely is to KEEP A HIGH R. The more lies you use in PR the more likely it is that the PR will recoil. Thus the law

### **NEVER USE LIES IN PR.**

The trouble with PR then was its lack of Reality. A lie of course is a false Reality. The trouble with PR was R!

In getting out a press release on a new can opener, that opens cans easily and you want to say "A child could use it" find out if it's a fact. Give one to a child and have him open a can. So it's true. So use the line and say what child. Don't call it the "Can Opener of the Century". It won't communicate.

Just because radios, TVs and press pour out does not mean they communicate. Communication implies that somebody is reached. Don't tell a lie to city officials when the truth is just as easy to tell. Why go to all the work of dreaming up a lie? If you do it will weaken you if it is found out that it is a lie. Now you do have a PR problem with the "official public". Any lie will either blunt the C communica-

tion) or end the C off one day with revulsion. Handling truth is a touchy business also. You don't have to tell everything you know-that would jam the comm line too. Tell an acceptable truth. Agreement with one's message is what PR is seeking to achieve. Thus the message must compare to the personal experience of the audience. So PR becomes the technique of Communicating an acceptable truth-and which will attain the desirable result.

One hears "the Public", a star says "my public". You look in the dictionary and you find "public" means an organized or general body of people. There is a specialized definition of the word "PUBLIC" which is not in the dictionary but which is used in the field of public relations. "PUBLIC" is a professional term to PR people. It doesn't mean the mob or the masses. It means "a TYPE OF AUDIENCE".

The broad population to PR professionals is divided up into separate publics. Possibly the early birds in PR should have begun to use "Audiences" back in 191, But they didn't. They used the word "Publics" to mean different types of audiences for their communications. So you won't find this in the dictionaries as a PR professional term. But you sure better wrap your wits and tongue around this term for USE. Otherwise you'll make more PR errors than can easily be computed. WRONG PUBLIC sums up about 99% of the errors in PR activities and adds up to the majority reason for PR failures.

So what's a "public"? In PRese (PR slang) use "public" along with another word always. There is no single word form for "public" in PR. A PR never says THE public. There is the "Community Public", meaning people in the town not personally grouped into any other special public. There is the "Employee Public" meaning the people who work for the firm. There's the "Shareholder Public" meaning the

birds who own shares in the PR's company. There's the "teenage public" meaning the under 20 people. There's the "doctor public" meaning the MD audience the PR is trying to reach. There are hundreds of different types of publics.

An interest in common or a professional or caste characteristic in common-some similarity amongst a special group, determines the type of public or audience. The PR needs this grouping as he can expect each different type of public to have different interests. Therefore his promotion to them must be designed especially for each type of public. In the PR world there aren't kids-there is a "child public". There aren't teenagers-there's a "teenage public". There aren't elderly people, there's an "elderly public".

The PR man does not think in huge masses. He thinks in group types within the masses. PR is an activity concerned with presentation and audience. Even when he writes a news release, he "slants" it for a publication that reaches a type of audience and he writes it for that audience (modified by editorial idiosyncrasies).

### **THE PR PERSONALITY**

A Public Relations personnel has to be spot on in:

- (a) Confronting
- (b) Organizing
- (c) Working

### **CONFRONT**

In Confronting, a shy or retiring PR is not about to handle suppressive persons or situations. A PR must be able to stand up to and handle the more wild situations easily and with composure. When he does not, his confront blows and any sense of presentation or organization would go up in smoke. A PTS (Potential Trouble Source) person or one who roller coasters case-wise or one who tends to

retreat has no business in PR. His connections that make him PTS and his case would have to be handled fully before he could make good on PR lines.

### **ORGANIZE**

In Organizing, a PR has to be able not only to organize something well but to organize it faultlessly in a flash. Every action a PR takes concerns groups and therefore has to be organized down to the finest detail; otherwise it will just be a mob scene and a very bad presentation. A PR who can confront, can "think on his feet" and grasp and handle situations rapidly and who can organize in a flash will succeed as a PR.

### **WORK**

The last essential ingredient of a PR is the ability to WORK. When appointing people to PR training the person's work record is very very important.

The ability to address letters, push around files, haul furniture into place, handle towering stacks of admin in. nothing flat are all PR requisites. To be able to tear out to Poughkeepsie before lunch and set up the Baby Contest and build a scene for a press conference on catfish before two and get dressed, meet the governor by 6 is WORK. It takes sweat and push and energy.

A PR should be able to get out a trade paper in hours where an "editor" might take weeks. The ability to work must be established in a potential PR before wasting any training time as a PR who can't work fails every time.

### **DELUSORY REQUIREMENTS**

People think a PR must be charming, brilliant, able to inspire, etc, etc. These are fine if they exist. But they are actually secondary qualities in a PR. Lack of the (a), (b), (c) qualities is why you see PRs begin to hit the bottle, get sick, fail. If a PR is also charming, brilliant,

able to inspire, he is a real winner. Possibly one is born with all these qualities every few generations. Personnel in appointing and training PR must look for the wish to be a PR and (a), (b) and (c). And anyone taking up PR who does so to escape hard work will fail as it IS hard work. A real top PR wants to be one, has the abilities of (a), (b) and (c) and is trained hard and well on the subject. Then you have a real stat raiser, a real winner, a real empire builder.

### **TOO LITTLE TOO LATE**

The hallmark of bad promotion is "Too Little Too Late". Probably the most aggravating and most suppressive error that can be made by those doing promotion or other PR actions, is to plan or announce an event too close to the date for anyone to come. Typical report "Only 50 came to the Congress. I guess it just wasn't popular." An exec hearing this can validly suspect "too little too late" as the real WHY. He would be 95% right without even querying further. "When did you announce the July I Congress?" Usual true answer: June 25! "How many mailings were sent?" Usual true answer: 500 "because FP What other promotion was done?" Usual true answer: None. Reason for only 50 at the Congress: "Too little promotion announced too late for anyone to come."

Often this factor is hidden. Other more dramatic reasons, not the true WHYs are advanced. "There was a football match the same date." "We are in disrepute." "There is an anti-campaign." "The press Yap, yap, yap. All lies. It was just too little promotion too late. "Nobody showed up for the VIP dinner." The right response to this is "When did you send the invitations?" "Well, you see, FP wouldn't give us any stamps so "WHEN did you send the invitations?" "The same morning as the dinner was held." "Were they engraved?" "No we sort of ran them off on mimeo."

Just why event failures are 95% traced "handled at the last moment without proper planning and without proper verified addresses and without enough posh or volume" is itself a mystery. Undermanned PR section is the most charitable reason. PR in reality is about 80% preparation of the event and about 20% event. If the preparation is not planned and prepared fully well in advance of the event, the events fail. Off the cuff PR is sometimes necessary. But usually made necessary by lack of foresight and hard work. There is a rule about this:

**THE SUCCESS OF ANY EVENT IS DIRECTLY PROPORTIONAL TO THE TIMELY PREPARATION.**

In other words, poor preparation made too late gives an unsuccessful event. PR is hard work. But the hard work mostly occurs before there is any public view of it. The work in the event itself is pie. You see these beautifully staged affairs, these flawless polished occurrences. They look so effortless. Well, they LOOK effortless because a fantastic amount of preparation went in to them ahead of time. A well attended event is planned and drilled and announced ages ahead of the occurrence. Even a mere dinner has to be announced at least a week in advance.

PRs who don't work hard to plan and drill and who don't announce in time with enough promotion have, flops. So PR flops come from failures to plan, drill, and promote enough and in plenty of time. Therefore PR successes are best guaranteed by data gathering, sharp planning, heavy drilling, timely announcement and adequate promotion. Even a surprise event has to be handled this way for everyone except those for whom the surprise is intended. So gather the data that will guide planning, plan well, program it, do all the clerical ac-

tions necessary, announce it in ample time, drill all those connected with it heavily until they're flawless and then stage it. And there you are, a "spontaneous", highly successful event. Whether it's a protest march, a press conference, a Congress, a new Course or dinner for VIPs or even just friends, if it's to be a success, prepare it and announce it widely in plenty of time.

There was this grave where they buried a failed PR man. And on the headstone they put, "George Backlog. Too Little, Too Late." They had to shoot him because he broke the company's leg.

A mediocre event very well prepared and announced well and in time will succeed better than the most splendid event done off the cuff. The next time you see empty seats remember and use this P/L. Or better still do it right in the first place.

**THE LAWS OF PR**

**THE PRIMARY BARRIER TO PRODUCTION IS HUMAN EMOTION AND REACTION.**

**PR IS THE SOCIAL TECHNOLOGY OF HANDLING AND CHANGING HUMAN EMOTION AND REACTION.**

**A LOW PRODUCTION AREA IS OUT-MORALE BECAUSE IT IS LOW PRODUCTION. IF YOU CAN NURSE THE AREA UP TO PRODUCTION YOU HAVE MORALE. DON'T USE NEGATIVE ARC IN A PR SURVEY. MAKE IT LIGHT SO IT INVOLVES COMMUNICATION.**

**PROPAGANDA BY REDEFINITION OF WORDS**

A long term propaganda technique used by socialists (Communists and Nazis alike) is of interest to PR practitioners. I know of no place it is mentioned in PR literature.

But the data had verbal circulation in intelligence circles and is in constant current use.

The trick is-WORDS ARE REDEFINED TO MEAN SOMETHING ELSE TO THE ADVANTAGE OF THE PROPAGANDIST.

A prime example is the word CAPITALIST. Once it meant "one who makes his income from the interest of loaning money to others". That is still the definition in economics. Through propaganda redefinition a capitalist became a person of wealth who invested in business (making him an owner, not a banker) and currently is someone who exploits others, urges war and stamps on workers! In short the word is changing in meaning by the efforts of those who are trying to own everything in the

country under the guise of being the workers' friend. Totalitarian socialism must eradicate the private owner in order to grab the property for themselves. Hence, an intense concentration on redefining the word "Capitalist" and "Capitalism". Many instances of this exist. They are not "natural" changes in language. They are propaganda changes, carefully planned and campaigned in order to obtain a public opinion advantage for the group doing the propaganda. Given enough repetition of the redefinition public opinion can be altered by altering the meaning of a word.

~oo00oo~

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(Auditors Around The World)*

Quote from the Phoenix Lectures

## GROUP PROCESSING

There is a subject of considerable interest to us, which is quite a remarkable subject, and that is group auditing. There are a number of things to be known about this.

A group auditor is one who stands in front of, sits in front of, or relays by loudspeaker system to a group (and a group consists of two or more people), auditing, so as to improve their condition of beingness as thetans. That is a full, complete definition of a group auditor.

If he's there to improve their condition, he will of course do his group auditing well. If he is simply standing there giving rote commands, he might do something too, because the mechanics of auditing will carry forward a great distance. But if he really wants to make people more cheerful, better, put them up into an operative band, change their condition, make the able more able, then he recognizes as he audits a group that he is auditing a number of preclears and he is auditing them collectively and individually all at one time, and a good group auditor recognizes that this is not unlike driving a twenty-mule team - it's a trick. So, some people are good group auditors. They recognize what it takes to do it, they don't flinch, and they can do it. And there are some who stand up at the front of a room and give auditing commands, but whom you'd hardly call group auditors. Now what are the conditions under which group auditing is best done:

First, the atmosphere should be quiet. And the methods of ingress into the group auditing room, such as doors, windows, chimneys, and skylights, should be to some degree policed so that we don't get people walking into the ses-



sion. And this would include, under a sub-heading, the fact that people don't come late to a group auditing session. A group auditor who knows his business simply follows that as a rule. He doesn't let people come late. They just don't come. When they get there they will find the next group auditing session is next Thursday, which fact might be announced on the door. He impresses this upon his people and upon his group, that people mustn't come stumbling in fifteen or twenty minutes after the group auditing starts, fall over a couple of chairs, fall over a couple of preclears, drop a couple of ashtrays, step on a couple of ashtrays, and then drop their pocketbook, upset the chair nudge the fellow in front of them so they can say "excuse me", and, in other words, interrupt the session. That is because of the things that can happen by reason of that. You might have somebody sitting there in the back of the room where these people came in and sat down, who was just at that moment getting into something that was pretty darned hard to handle, and was having to wrestle it with himself. You were there helping him as a group auditor, true, and your next command would have a tendency to straighten this up, but this individual has started to flounder, and all of a sudden somebody comes in and helps him out by falling all over him. This introduces a randomness of unpredicted motion into the environment which is not

conducive to that person's case improvement. So the Group Auditor has a Code all of his own which happens to be the Auditor's Code, but the Group Auditor's Code has some more things to it. And amongst those things is:

People don't ever come late to a Group Auditing Session.

Just to give a few other little items on this Code -- he doesn't audit with processes which establish long comm lags. He avoids processes which do this on individual preclears. If he knows that a certain process produces a long communication lag on individual preclears here and there, he certainly avoids it in auditing a group. He audits primarily with techniques which will discover every person in the group alert at the end of an hour's processing. And that certainly doesn't include anything that will give somebody a twenty-two hours' comm lag.

Another part of his Code is: He must be willing to grant beingness to the Group. He isn't a lion tamer sitting up there with a bunch of lions about to pounce on him. He is somebody who is standing up in front of a group willing to grant beingness to that group. And as he grants beingness to the group, so the group recovers. If he is willing to grant beingness to a group, a great many things immediately fall into line. And these things follow: He gives his commands in a clear, distinct voice, and if he notices that people in one part of the room or another look at him suddenly after he has given the command, or look at him questioningly, he simply repeats the command for the whole group. In other words his mission is to get that command through and registered. He recognizes and must recognize, that the people to whom he is talking in this group are not an audience. They are a number of people who are in a greater or lesser degree involved in recognizing looking at or resolving problems relating to their beingness, and as

such, of course, are slightly out of communication with him. He must recognize this just as in an individual session he has to give his commands clearly, distinctly and get them answered.

In a group auditing session he doesn't have the answer. He doesn't get that answer that says, "Yes, I've got that." Yes, I've finished that, and so forth. Therefore he must do all of his auditing on such a basis that it obviates those answers. You see, he gives a command, and he's not going to get a reply from his preclear, and so he must therefore take enormous precautions, actually very exaggerated precautions, to make sure that every word he says is clearly registered to the most anaten (Anaten: an abbreviation of "analytical attenuation", meaning a diminution or weakening of the analytical awareness of an individual for a brief or extensive period of time) person in the entire group. His words must register. He must also be careful to give his commands in such a way as not to give a number of failures to one or more individuals in the group. For instance he says, "Now get a place, get a place where you are not... Just contact that place." And he shouldn't give another, contradictory command until he's sure that everybody in the group has found at least one location. Let's take an example of that. He says, "Get a place where you are not." And he waits for a moment, and several people in the group already have spotted this place with accuracy, and so he says "Get one place certainly, and then some more." Now, what he has done is to take those five, six, eight people in the group who did not find that one place right now right away, and he let it be all right for them to go on and comm lag on it. And he still made it all right for the remainder of the group to go on and get other places.

One does not need to have a stylized patter in order to do this, but that does happen to be a very stylized patter. "Get one place, one place

for sure ... and when you've got that one place, get some more, and get some more places." Now, if the auditor is willing to grant beingness to the group, he'll be heard all the way through the group, and if he's not willing to grant beingness to the group, he won't be heard all the way through the group. Furthermore, if he's not willing to grant beingness to the group, he'll find himself, willy-nilly, shifting processes half way through. He suddenly decides he'd better run something else. He'd better run something tricky. He'd better run something that's very stunty. We were doing all right, we were spotting the walls of the room, we were doing Group Opening Procedure which, given in the Group Auditor's Handbook (Group Auditor's Handbook: This was a 1954 compilation of group auditing sessions resulting from the Advanced Clinical Courses of that year), is a very precise process. The auditor got that going fairly well, had just gotten that well started -- and he decides -- Well, let's shift off to some... Ah! Duplication by Attention! All right. Look at the right wall, look at the left wall, look at the right wall, look at the left wall, look at the right wall, look at the left wall... uh... I don't know, that doesn't seem to be getting very far. Let's see -- what really should we do. And he switches to another process and another.

The group by this time is getting sort of restless. What's basically the trouble here? Is it the fact that the man doesn't know what he's doing? Well, it could be to some slight degree. But why doesn't he know what he's doing? Every single one of those commands and theory behind it can be found in the publications of Scientology. What's he doing not knowing what he's doing? Well I'll tell you what he's doing. He's trying not to grant beingness to that group. And there will be people in that group who are worried about granting beingness to the group and all these people getting bright and improving and becoming the-tans and flying around and demoniacally at-

tacking people and "You shouldn't make everybody free like that, you know." And these people will step on ashtrays, upset chairs, come late, get up in the middle of a group session and open and close windows, open and close doors, and then we discover, of course, that they don't want to have beingness granted to them. But particularly, they are worried about the group session going on with this individual granting all that beingness to all these people and improving all these people, and if all these people improved, why, goodness knows what would happen -- something horrible would happen, competition would get too high or something of the sort, or something dreadful would occur. That's the computation that it's running on when bad auditing commands are used, and don't ever think otherwise.

No, don't say, "Well, he just doesn't know." Every one of those homo sapiens, individualized the way he is to an Only-One computation, has some facet of his beingness which is refusing to grant beingness. Every man alive has it to some degree, otherwise he'd never have a game or a contact. There's always "the other side". He isn't going to grant any beingness to the Princeton football team -- that sort of thing. And when you exaggerate this consistently and continually you'll get somebody who doesn't want to have any beingness granted to anybody anywhere, and so before he does some group auditing he won't bother to read over the way you do it. And if he does he'll do something else. And he won't study up on his subject, he won't look over his people, and he won't audit in such a way as to make them improve or win, and you will find, by the way, that his group session will not be well attended. A group auditor's group session cannot be anything but well attended. They will be continually well attended, and they will increase in their attendance, to the degree that the individual is willing to grant beingness to people, in other words, do a good job.



That's the long and short of it, and that's a very uncompromising statement, and one could say that there are a lot of things which mitigate this statement, but I'll argue you out of them. The truth of the matter is that it comes down just to the granting of beingness. He will or he won't. Now, can that be remedied with him? Yes, when he has a little more freedom. Just a standard auditing session as given in the Group Auditor's Handbook will bring him up to a point where he will grant more beingness to people. It will do this.

You could run this as a straight process, as a group session -- just "grant some beingness to the front walls", "some beingness to the back walls". You could do this if you wanted to. But again this is putting too much significance into the process. The reason anyone is not granting beingness is that he himself is enchained and enslaved and he feels himself attacked to some degree by the environment, and you've got to get him up to the point where he has a little more operating margin in his own survival, and if he has a little survival margin he's willing to let somebody else survive. He begins to treat survival as a commodity. There are only five quarts of it in the world, and he's darned if anybody's going to get any part of those five quarts, because he knows he needs it all himself.

Right on this point you can tell immediately a good auditor and a bad one. So there is a case computation at the bottom of group auditing ability.

An individual who is afraid of effort is an accurate measure of this. People recognize

instinctively, that a fear of effort, an unwillingness to put out effort, goes right along with "bad off", "won't grant beingness", "got to slow other people down too". So, do we have a group auditor who sits back and puts his feet on the desk and audits a group? Oh no, we don't. The group won't get better, won't recover, won't do anything. Why? They'll sit there and run the commands because they've heard that Scientology is a good thing, but they will say, This guy doesn't care. He isn't interested.

There is no necromancy involved here. We don't have a beam of energy coming out from the group auditor settling like a little star over the head of every person. That is not the case in point. But there's another case in point: There's the simple matter of duplication of the communication. Why do people recognize this rather instinctively, that a person doesn't care, if he hasn't energy or effort.

Well, here's this individual. He seems to have some vitality. The communication line has as its Source Point VITALITY. And whatever there is at Effect point at the beginning, it will at least wind up at the end with vitality. If you've ever talked to somebody for a while in a rather bored tone of voice, you found them after a while getting bored. This is just "Q and A" (Q and A: From "Question and Answer"). This term originally referred to the fact that the answer to the question is the question. Q and A has been used as the term for "changing when the preclear changes". It here refers to the pre-clear duplicating the beingness of the auditor). Have you ever listened to somebody who was

very electrifying -- a William Jennings Bryan sort of a speaker -- pound and howl and so forth -- and when you look at an audience that's been talked to this way -- they're aroused, they definitely are aroused. The man didn't say anything logical at all at any time during the whole time he was talking, and yet just simply the fact that they are duplicating a speaker who seems to have some vitality comes on through to the audience and seems to give them some vitality. But does it give them some vitality -- no, they are simply duplicating it.

Now a group auditor could sit down, and talk to the group. As a matter of fact (this is a very dangerous thing to tell a group auditor) this actually brings about a little bit better duplication, because the group is sitting down. But if he is sitting down, think of how much now his voice has to do. He can't depend on anything else to do anything for him. Everything he does must be contained in his voice. Everything he THINKS must be contained in his voice. Oh, you say, this then requires an actor. Yep. If you're not willing to be various things, and if you can't be various things at will, you actually haven't even got any business auditing. Why? Because in that case you're trying to keep things from being. And the first person you're trying to keep from being is you. And if you're trying to keep you from being, to any marked degree, you will, on a duplication basis, restimulate this fact on the other end of the line. You'll keep others from being. So a group auditor could sit down. I don't mean he should or must.

As a matter of fact the best results I have ever gotten in group auditing sessions was actually walking up and down in front of a group and picking them out every now and then singly -- "Did you get that all right?" etc. And the group tone just starts going up, and then the fact that they are doing drills which are just

dynamite of course in themselves will just practically lift them right straight out of their heads. In one of the last broad group auditing sessions I did I came away from the mike and I was simply talking to the crowd and I was really trying to do something for their cases and so forth, and I was quite interested because it was getting on down toward the end of the series of group sessions. And I got the report afterwards: that there were more people exteriorized during that particular session than in any other single session I had given. Well, here I was feeling more alive, interested, urgent about what was going on and that in itself was communicating, and it was communicating very strongly.

A group auditor who has no wish to have anything happen, however, will be disappointed if he sits there and reads the commands in a flat dull dead voice out of the Group Auditor's Handbook, to a crowd of people. He will still get some results. This has been tested out. We took the worst group auditor you ever saw or ever heard of and gave him some commands that were not too well written and we sent him out to audit. His style was, "Well, I've got some commands here now... I've got some commands... let's see now ... uh... let's see... hum... uh... look at the front of the room... it says here... Lookattherightwall ..." And this guy still got some results!

So what we're doing with just the processes themselves is fabulous.

Something important to know about group auditing is this: If you're afraid of a crowd, you won't want to grant beingness to them, because that's why you're afraid of them. You're sure that they're about to interrupt you. You're sure that they're about to jump over the seats and attack you. If you're in that frame of mind toward a group, you will not be heard clearly through the group, you'll have a

tendency to change techniques, and your attention hunger will probably cause you to drop ashtrays, lose your place, and other wild things.

Now let's look at this thing called "stage fright", and how a person could resolve it. One way he could resolve it is simply by some kind of creative processing. Just do mockups on being scared to death -- body reacting, jumping, and so forth -- but that's a very crude way to handle stage fright. The best way to cure stage fright is to walk up on a stage before a vast number of people and do your best, and after you've done that a few times you recognize that this is an As-is-ness, this condition and generally everything connected with it, the strain and so forth, will blow. You just recognize clearly that you're under strain when you talk to this audience. You're just under strain and so what. "So I'm under strain when I talk to the audience" -- and you won't be. All it is, is fear of what you will do, that you might do something unpredicted, or something strange might occur, and after you've done this a few times you discover that no strange things occur, that you get away with it every time. You survive, and you become quite accomplished.

There's something else that you could do to improve your capabilities as a group auditor. And that is beingness. If you could just practice beingness. You could be actors and be therapists and be swamis and be this kind of thing and be that kind of thing, and just work on it on kind of a gradient scale until you got the idea you could be anything. You could have this run on you, you see, in processing, and this would handle stage fright too, because a person with stage fright is being somebody who has stage fright. That's all there is to it.

The answer to the problem is the exact problem. The whole subject of Group Auditing, then, involves itself today not so much with a

knowledge of technique, but involves itself with a stage presence on the part of the group auditor and his command over the group itself. If he's willing for the group to make gains, they'll make gains. If he's interested in giving them wins, they'll have wins. If he's interested in having a group, he'll have one. It's a very odd thing, but the best auditors have no difficulty in collecting groups.

Now, you can't have a feeling of embarrassment toward your fellow man actually and be able to walk up to him on the street and tell him anything or get him to do anything. As long as you have an embarrassment toward people you'll have difficulty collecting a group or running a group or anything of this sort. Well, what is this quantity called embarrassment? It's a matter of exhibition.

Here we have appearance and disappearance as a dichotomy. And a group auditor is somebody who has to be willing to appear, and if one has been compulsively made to appear many, many times against his will -- one of his mother's favorite phrases might have been, "Look at you. Here you are dirty from head to foot and I just cleaned you up. Look at you! You're appearing, you little swine!" -- some gentle upbringing of this character will tend to promote embarrassment. But you shouldn't go looking, for the answer to embarrassment, into deep-seated significances. The embarrassment is that the fellow is there, kind of apologizing for his presence, and trying to disappear, at the same time. That's the As-is-ness of embarrassment. And that's just an As-is-ness. We don't care where it came from. He's apologizing. So one of the first things you could do is simply not apologize for your presence. You might expect people to apologize for theirs but don't you apologize for yours. You're here, and their hard luck they're there too or their good luck that they're there. But if a fellow's in really good shape, why this is the sort of an at-

mosphere that goes around a group session -- this atmosphere says: "I'm here and you're right there and I'm real glad to see ya and you're sitting there and that's awful unlucky for you if you're sick because you're going to get well anyway and you could come in and sit down and not run any of the commands at all and you'd still improve, naturally. That's a matter of course. And I'm sorry you've got some things to be ashamed of, but you know, I haven't got a single one" -- that sort of an atmosphere. A fairly calm atmosphere rather than an excited, ecstatic atmosphere. But even an excited, ecstatic atmosphere or a swami atmosphere or an Amie Semple McPherson atmosphere is better than somebody standing there and saying, "You know I'm sorry I'm up here visible."

So the best way to get into the groove of group auditing is to get your case in good shape just exactly as you would get your case into good shape, just with standard processing -- nothing peculiar, nothing slanted, nothing odd or unusual run on it, just get in good shape.

You're a little freer, and as you become freer then you are more competent to let yourself appear.

**Dear Reader,**

I hope that this little booklet provides not only an inspiration for you start up a group but some useful resources and tools for you to be successful and flourish and prosper. Most of the quotes in this booklet come from L. Ron Hubbard policy letters and other issues and there are further tools you can use on the <http://independent-scientologists-association.net/> website as well as assistance through the feedback pages. The following people are thanked for their assistance and contributions.

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Michael Moore

President

Association of Professional Independent Scientologists

<http://independent-scientologists-association.net>

'Preserve, Protect & Promote'

And the other thing that goes right along with that and is not at all dependent on you getting your case in good shape, is the fact that you just go on making public appearances and group auditing people with this postulate: Everybody's glad to see me, they're very happy to hear me talk, and I'm here and I know at the same time I'm scared to death and that's the As-ness of it, so what, but I'm putting on a good show anyhow -- and the next thing you know, why, all of that is gone, all that feeling of strain and tension is gone, and you'll go on and give the group a session. But you give sessions to people to make them better, not to be somebody standing on a stage running off a set of words. You have reason, purpose and meaning in what you are doing and consider it a personal affront if somebody in this group did not immediately get totally improved after a couple of hours' processing. That's a personal affront, and you treat it as such when they tell you about it. "You mean you've come to one of my sessions and not gotten big gains? Humph!" and, "Well I'll let you come to another session but don't pull this again."

~oo00oo~



## Glossary

*Here is an extensive list of words and terms found in Lafayette Ron Hubbard's Philosophy.*

### **A=A=A**

Anything equals anything equals anything. This is the way the Reactive Mind thinks, irrationally identifying thoughts, people, objects, experiences, statements, etc., with one another where little or no similarity actually exists. Example: Mr. X looks at a horse, knows it's a house, knows it's a school teacher, so when he sees a horse he is respectful. This is the behavior of the Reactive Mind. Everything is identified with everything on a certain subject.

### **Aberration:**

is a departure from rational thought or behavior. From the Latin, "aberrare", to wander from, Latin "ab", away, "errare", to wander. It means basically to err, to make mistakes, or more specifically to have fixed ideas which are not true. The word is also used in its scientific sense. It means departure from a straight line. If a line should go from A to B, then if it is "aberrated", would go from A to some other point, and finally arrive at B. Taken in its scientific sense, it would also mean the lack of straightness or to see crookedly.

### **Admin:**

(in auditing) is used about the action or fact of keeping auditor's reports, summary reports, worksheets and other records related to an auditing session. "He kept good "admin"" meaning that his summary report, auditor's report and worksheets were neat, exactly on pattern, in proper sequence and easily understood, as well as complete.

### **Affinity:**

Degree of liking or affection or lack of it. Affinity is a tolerance of distance. A great affinity makes you feel 'close' to somebody or something. It's a tolerance of or liking of closeness or close proximity. A lack of affinity would be an intolerance of or dislike of closeness. Affinity is one of the components of understanding, the other components are reality and communication. One's level of affinity is expressed on the so-called tone scale.

### **Ally:**

is a person from whom sympathy came when the PC was ill or injured. An ally coming to the PC's defense of his words or actions aligns with the individual's survival. The Reactive Mind of the PC gives that ally the status of always being right--especially if this ally-relationship originally is coming from a highly painful Engram. The ally is seen as a person that has to be blindly followed or supported as 'he can do no wrong'.

### **Alter-is:**

To change or falsify the way something actually is.

### **Analytical:**

means capable of resolving, such as problems and situations. The 'Analytical' mind would be the conscious aware mind which thinks, observes data, remembers it and resolves problems. It would be essentially the conscious mind as opposed to the unconscious mind. In Ability Clearing the Analytical mind is the one which is alert and aware and the Reactive Mind simply reacts without Analysis.

The word "analytical" is from the Greek, "analysis", meaning resolve, undo, loosen, which is to say take something to pieces to see what it is made of. This is one of those examples of the shortcomings of the English language since no dictionary gives the word "analytical" any connection with thinking, reasoning, perceiving, which in essence is what it would have to mean, even in English.

## Group Starter Kit for Scientologists

### **ARC:**

A word made from the initial letters of Affinity, Reality and Communication which together equals understanding. ARC is pronounced as three letters A-R-C.

### **ARC Break:**

- 1) A sudden drop or cutting of one's affinity, reality, or communication with someone or something. It is pronounced by its letters "A-R-C break".
- 2) A sudden drop or cutting of one's affinity, reality or communication with someone or something. This is in common language known as an upset or a condition of being shocked, disappointed, surprised, offended, etc. The A-R-C break gives an inside look in the anatomy of what is going on.

### **ARC break Assessment:**

Reading a prepared auditing list which applies to the activity. The list is read to the PC while on a Meter. In the ARC Break Assessment the auditor only locates and then indicates the charge found to the PC. It is used on very upset PCs where actual auditing is not possible. If auditing is possible you can do Auditing by Lists. The same list can be used but here you actually run a process to handle each read to F/N VGIs.

### **ARCU CDEINR:**

Stands for affinity, reality, communication, understanding. And curious, desired, enforced, inhibited, no, and refused. These are the points assessed by an auditor on the Meter when handling an ARC break. First he assesses ARCU, finds the most charged one and indicates it to the PC. Then he assesses CDEINR, finds the most charged one and indicates it to the PC. Example: The first Assessment finds 'Reality'. This is indicated. The second assessment could end up with "Inhibited Reality". This is indicated to the PC who will feel relief.

### **As-is:/As-is-ing:**

To view anything exactly as it is, without any distortions or lies, at which moment it will be fully understood. When a problem is As-is-ed it will vanish and cease to exist as a problem.

### **Assess:**

means to choose, from a list of statements - which item or thing has the biggest read on the Meter. The longest read usually will also have the PCs interest.

### **Assessment:**

is done by the auditor between the PCs Bank and the Meter. There is no need in assessing to look at the PC. Just note which item has the longest fall or Blow down. The auditor looks at the Meter while doing an Assessment. Also the action of an auditor reading down a list to find out which item on the list reacts more than the other items on the list, using a Meter, and so choose which item to handle. (See also, Prepared Lists).

### **Assist:**

A simple auditing action given as a first aid. Does not replace medical first aid. An action undertaken by an auditor to assist the spirit to confront physical difficulties.

### **Attention:**

When interest becomes fixed, we have attention; it's directed or held interest. Attention is aberrated by becoming unfixed and sweeping at random, or becoming too fixed without sweeping.

### **Attention unit:**

Could be considered a theta energy unit of awareness existing in the mind in varying numbers from person to person. This would be the theta endowment of the individual; attention units are what he enjoys with, thinks with and works with. Attention units can be caught up in incidents on the Time Track and be locked up in these incidents, problems, etc. A person who is 'not there' mentally has most of his attention units locked up. Auditing enables the PC to regain them as free attention. See also theta.

### **Auditing:**

Also called Processing, the application of Ability Clearing processes and procedures to a person by a trained audi-

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tor. The exact definition of auditing is: the action of asking a PC a question (which he can understand and answer), getting an answer to that question and acknowledging him for that answer.

### **Auditing Session:**

A period in which an auditor and PC are in a quiet place where they will not be disturbed. The auditor gives the PC certain and exact commands which the PC can follow.

### **Auditor:**

A person trained and qualified in applying Ability Clearing processes and procedures to individuals for their betterment; called an auditor because auditor means "one who listens."

### **Auditors Code:**

The technical or professional code of Ability Clearing auditors; a list of "do's" and "don'ts". The rules are based on experience and have proven themselves to be necessary to ensure optimum progress in auditing a case; the governing set of rules for the general activity of auditing.

2) Important set of rules, which guides the auditor's professional behavior and attitude. The purpose of these rules is to develop maximum trust between auditor and PC. Maximum trust leads to quickest and most lasting results.

It's a joy to be audited by an auditor, who sticks to this code rigorously all the time. Remember the important rule: Auditor plus PC is greater than PC's Bank (aud. + PC > Bank).

### **Auditors C/S:**

A sheet on which the auditor suggests the case supervision instructions for the next session. It has to be approved by the C/S before being carried out.

**Auditors Report Form (ARF):** This shows in summary form what actions were taken in session and how they went. The ARF is made out at the end of each session and is an outline of what happened during the session. (Abbreviation: ARF).

### **Bad indicators: (BIs):**

Those observable indications on the PC and Meter that things are not going well for a PC.

### **Bank:**

Reactive Bank; Reactive Mind; Engram Bank.

The mental image picture collection of the PC. It comes from computer technology where all data are in a "Bank"; portion of the mind which contains Engrams, Secondaries and Locks.

### **Blow:**

1) Something that suddenly disappears (such as a problem or charge in general) is said to have blown.

2) To depart without authorization from an area. To leave suddenly without explanation. It can be used as a noun and as a verb.

### **Bullbaiting:**

In coaching certain drills the coach attempts to distract the student auditor by doing Bullbaiting. This should be done by play acting situations that could occur in session, but other things can be used from time to time. As a bull-fighter attempts to attract the bull's attention and control the bull, so does the coach attempt to attract and control the student auditor's attention; however the coach flunks the student auditor whenever he succeeds in distracting the student from the drill and then repeats the action until it no longer has any effect on the student (see also Buttons).

### **By-passed Charge: (BPC):**

1. Mental energy or mass that has been restimulated in some way in an individual, and that is either in part or wholly unknown to that individual and so is capable of affecting him negatively.

2. reactive charge that has been by-passed (restimulated but overlooked by both PC and auditor). When found and indicated the PC will experience relief. On a Meter you would see a Blow down.

### **Case:**

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The sum of aberrated conduct or behavior resulting from the influences of the Reactive Mind.  
When a practitioner is displaying 'case' they are acting in an irrational and also unprofessional manner.

### **Case gain:**

The improvements and resurgences a person experiences from auditing and training; any case betterment according to the PC.

### **Case Supervision: (C/S):**

The inspection of auditing, by a qualified Case Supervisor (using auditor reports, session worksheets and Examiner reports); the ordering of standard actions and remedies to ensure maximum gains for the PC. The written instructions of a case supervisor.

### **Chain:**

A series of incidents of similar nature or similar subject matter. When running a Chain the PC is sent earlier and earlier until it the Chain fully handled.

Chain of incidents: A whole adventure or activity of many incidents, related to each other by the same subject, general location or people. It can go way back in time.

### **Charge:**

1. harmful energy or force accumulated and stored within the reactive mind. It's attention units trapped in past conflicts and unpleasant and painful experiences, etc. Auditing discharges this charge so the energy is no longer trapped nor there to affect the individual negatively.
2. *emotional* charge or energy.
3. by charge is meant anger, fear, grief, or apathy contained as misemotion in the case.

### **Check-out:**

The action of verifying a student's knowledge of an item given on a checksheet. This is much like a verbal examination in school. But special attention is given to definitions of words and the student's ability to demonstrate principles with a demo kit.

### **Checksheet:**

A Checksheet is a printed form that sets out the items to be studied or done by a student, item by item, on a course. It lists all the materials and drills of the course in the order in which they are to be studied.

### **Clay Demo:**

Clay Demonstration. Making an illustration of the principles studied in model clay. The student demonstrates definitions, principles, etc. in clay to obtain greater understanding by translating significance into actual mass.

### **Clear:**

- 1) A person (thetan) who can be at cause knowingly and at will over mental matter, energy, space and time as regards the first dynamic (survival for self). The state of Clear is above the release Grades (Grade 0-4) of Ability Clearing (all of which has to be done before you get to Clear).
- 2) A Being, who no longer has his own Reactive Mind.

### **Clearing:**

Various techniques directed at improving abilities and awareness leading to the state of Clear. The activity done in auditing.

Coach: The person who helps another student understand or apply a particular text or drill. He is a one-on-one instructor. Usually students take turns being coach and student.

In Drilling: The one, that *directs the student*. She is the instructor of the drill, the one that calls the shots. The term 'coach' is best known from sports; he instructs the players and shows them what to do. During a game he gives the players practical advice from the sideline. 'Coach' is also used about a private instructor teaching a student.

### **Coaching:**

Training intensively by instruction, demonstration and practice. In training drills, one twin is made the coach and the other the student. The coach helps the student to achieve the purpose of the drill. He coaches with reality and

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intention following the materials pertaining to the drill to get the student through it. When this is achieved the roles are reversed--the student becomes the coach and the coach becomes the student.

### **Co-auditing:**

An abbreviation for co-operative auditing. It means a team of two people who are using Ability Clearing processes to help each other reach a better life. Sometimes three or more people make up a class of co-auditors who audit each other.

### **Cognition: (cog):**

A PC origination indicating he has "come to realize." It's a "What do you know? I . . ." statement. A new realization of life. It results in a higher degree of awareness and consequently a greater ability to succeed with one's endeavors in life.

### **Communication Lag or Comm lag):**

The time that passes between a question and an actual answer. It can be hesitation or reflection, but it can also be not answering the question by talking about something that isn't an answer. In study comm lag in a check-out is flunked. It shows the student doesn't know the materials 100%. In auditing comm lag is just an indicator. A long comm lag means there is aberration in the area.

### **Communication (Comm):**

1) The interchange of ideas or objects between two people or terminals. More precisely the definition of communication is the consideration and action of impelling an impulse or particle from source point across a distance to receipt point, with the intention of bringing into being at the receipt point a duplication of that which emanated from the source

point. The formula of communication is: cause, distance, effect, with intention, attention, duplication and understanding. Communication by definition does not need to be two-way. Communication is one of the component parts of understanding.

2) The exchange or interchange of ideas or objects between two people or designated locations (terminals). More precisely the definition of communication is the consideration and action of impelling an impulse or particle from source point across a distance to receipt point, with the intention of bringing into being at the receipt point a duplication and understanding of that which emanated from the source point.

### **Communication, Control, Havingness Processes:**

or CCHs. Processes which bring a person into better control of his body and surroundings, put him into better communication with his surroundings and other people, and increase his ability to have things for himself. They bring him into the present, away from his past problems.

### **Communication cycle: (comm cycle):**

A completed communication, including origination of the communication, receipt of the communication, and answer or acknowledgement of the communication.

### **Computation:**

technically is that aberrated evaluation and postulate that one must be consistently in a certain state in order to succeed.

### **Confront:**

To face without flinching or avoiding. Confronting is actually the ability to be there comfortably and perceive.

### **Control:**

The ability to start, change and stop things at one's own choice.

**CT: Clearing Technology:** Consists of Ability Clearing (the Grades) and Engram Clearing (Level 5). In this handbook we mainly use "Ability Clearing" to describe the whole subject.

### **Destimulation:**

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The action of deleting the moments of restimulation of the Reactive Mind or some portion of it, so that it moves away from the PC and he is no longer connected to it.

### **D of P Interview: (Director of Processing Interview):**

An interview of a PC by a D of P or available person. It is usually done on a Meter. The purpose is to get data for programming and C/Sing a case. It is not auditing.

### **Dramatization: (Dramatize):**

To repeat in action what has happened to one in experience. It's a replay out of its time period now of something that happened then. The person is going through the motions of some incident as if he was an actor, but he does the re-enacting unknowingly.

### **Earlier Similar: (E/S):**

When the auditor is checking the rudiments, he may run into the situation, that the difficulty doesn't resolve right away. To resolve the situation he will have the PC look for an earlier similar incident.

*Earlier*, means it happened before or further back in time, than the incident they were just talking about.

*Similar*, means it was somewhat the same type of incident. Maybe having to do with the same person or persons, the same place or the same surrounding circumstances. To ask for an *earlier similar incident* is used in many processes, as the reason the present incident does not resolve is because it unknowingly reminds the PC about earlier times. When he is sent earlier and the exact circumstances get known to him the subject matter will clear up.

**EP:** End Phenomena Those indicators in the PC and Meter which show that a Chain or process is ended. In Engram running It shows that basic on that Chain and flow has been erased.

### **Engram:**

is a mental image picture of an experience containing pain, unconsciousness, and a real or fancied threat to survival. It is a recording in the Reactive Mind of something which actually happened to an individual in the past and which contained pain and unconsciousness, both of which are recorded in the mental image picture called an Engram. It must, by definition, have impact or injury as part of its content. These Engrams are a complete recording, down to the last accurate detail, of every perception present in a moment of partial or full unconsciousness.

### **Engram Clearing:**

This is Ability Clearing Grade 5 - Engram Clearing. It uses Engram running by Chains, Routine-3-RA as its main process. It routinely lead to the state of Clear. There are other processes that will take the PC to the state of Clear in the case this doesn't happen. But they will have to be done under the guidance of a professional auditor/ case supervisor. Engram Running: Techniques used to run Engrams with. Also the activity of applying these techniques to a PC. Today the principal process used is R-3-RA.

### **Engram Running, 1950 Style:**

Auditing out Locks, Secondaries and Engrams by using the original techniques of 1950.E/S, see Earlier Similar

### **Evaluate:**

To judge and determine the meaning, correctness, value, and consequence of a datum (verb).

### **Evaluation:**

#### 1) Evaluation:

The act of evaluating. The result of something being evaluated (noun). A student has to evaluate the data studied. On the other hand he should not try to evaluate for somebody else. Each student should arrive to a result based on their own efforts. Only in this way will anybody achieve sufficient certainty.

2) In auditing: Telling a PC "what's wrong with him or why he is the way he is incorrect. In auditing the auditor guides the PC to find explanations and solutions for himself. It is against the Auditors Code to evaluate for a PC in session. When a person is allowed to do his own evaluations he achieves greater certainty.

3) Any attempt by someone to impose his data or knowledge upon another. An example would be someone telling

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another why he is the way he is instead of permitting or guiding him to discover it for himself.

### **Flat:**

No longer producing change or a reaction. Or, in Engram running, referring to an Engram, erased.

### **Flatten:**

To continue to do (something) until it no longer produces a reaction.

Flatten a process: To continue a process as long as it produces change and no longer. In Engram running it is to continue running a Chain of incidents until basic on that Chain is reached and erased. With CCHs, it is three commands getting equal comm lag response with the PC doing the process.

### **Floating Needle:** or F/N.

1. A floating needle is a certain needle behavior on a Meter. It is a harmonic motion sweep of the needle over the dial at a slow, even pace. A valid floating needle is always accompanied by very good indicators in the PC.

2) The idle uninfluenced movement of the needle on the Meter dial without any pattern or reactions in it. It can be as small as 1-inch or as large as dial wide. It does not fall or drop to the right of the dial. It moves to the left at the same speed as it moves to the right. It is usually observed on a Meter calibrated with the Tone Arm between 2.0 and 3.0 with good indicators in on the PC. It can occur after a cognition, Blow down of the Tone Arm, or just moves into floating. The PC may or may not voice the cognition.

### **Floating TA:**

The PC is so released the needle can't be gotten onto the dial. The needle is swinging wider than the Meter dial both ways from center and appears to lay first on one side and then the other. The Tone Arm can't be moved fast enough to keep the extreme floating needle on the dial.

### **Flow:**

A stream of energy between two points. An impulse or direction of energy particles or thought or objects between terminals. In processing the auditor works with four main flows:

*FLOW 1:* something happening to self. Another doing something to you, *FLOW 2:* doing something to another. You doing something to another., *FLOW 3:* others doing things to others. You see it happen as a spectator, *FLOW 0:* self doing something to self. You do something to yourself.

### **Flunk:**

1) To make a mistake. Fail to apply the materials learned. Opposite of pass. Also used by coaches as a command: "Flunk!", to tell the student a mistake was made.

### **Fly a Rud:** Fly a rudiment:

The auditor must get a free needle (floating needle) on one of the rudiment questions (ARC breaks, PTPs, Missed Withholds.) This is done to get a PC ready to run a Major Action.

### **Folder:**

A folder sheet of cardboard which holds all the session reports and other items related to one PCs auditing. The folder is A4 or Legal size file folder made of light cardboard.

### **Folder Summary:**

Sheets located inside the front cover of a PC folder giving an adequate summary of actions taken on a PC in consecutive order. It gives the content of the PC folder. The auditing history session by session, if you will.

### **Good indicators:**

(GIs): Those observable indications that all is going well for a PC. The PC is bright, happy and winning. PC smiling and happy.

### **Grade Chart:**

This chart shows all the levels of Clearing Technology auditing and training. It is the map of the road to Clear.

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**Grade:**

A series of processes culminating in an exact ability attained, examined, and attested to by the PC.

**Gradient:**

Something that starts out simple and gets more and more complex. The essence of a gradient is just being able to do a little bit more and a little bit more and a little bit more until you finally make the Grade.

**Grinding** (Grinding out):

Going over and over and over a Lock, Secondary or Engram without obtaining an actual erasure. The sense of the word comes from the action of using an emery wheel on a hard substance with it not getting much smaller or thinner no matter how long it is done. It specifically applies to Engram running. It's a bad indicator.

**Handwriting Drill:**

If the C/S can't read the worksheets due to bad handwriting or lack of data he sends the folder back to the auditor for clarification. The auditor should overprint unreadable words with a red pen. The C/S sees to that his auditors catch up on writing understandable reports the first time and can have them train in handwriting drills to catch up on speed and clarity. The auditor should not have to spend a lot of time after session clarifying worksheets. He simply have to drill to write fast and readable, keep to essentials and quickly clarify worksheets after session. He may have to work on his handwriting letter for letter to make it easier to read.

**Havingness:**

The concept of being able to reach. Owning, possessing, experiencing. Affinity, reality, communication with the environment.

**In:**

Things which should be there and are or should be done and are, are said to be "in," i.e., "We got scheduling in."

**Incident:**

The recording of an experience, simple or complex, related by the same subject, location or people understood to take place in a short or finite time period such as minutes or hours or days.

**In-session:**

Interested in own case and willing to talk to auditor.

Interest: is absorbed attention and a desire to talk about it.

**Invalidation:**

Means a degrading, 'trashing', ridiculing, discrediting or denying something someone else considers to be a fact or of value.

**Is-ness:**

Something that is persisting on a continuum.

**Item:**

Any one of a list of things, people, ideas, significances, purposes, etc., given by a PC to an auditor while listing; any separate thing or article; in particular, one placed on a list by a PC.

**Itsa:**

A term made from "It is a"; a term for a PC's action of answering an auditor's question in which the PC positively identifies something with certainty.

**Itsa-maker line:**

Communication line from the PC to his own Bank. The PC is inspecting his Bank and is somewhat introverted. It's the most important part of the auditing comm cycle as the PC is confronting his Bank and finding answers.

**Key in:**

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Is a moment where an earlier upset or earlier incident has been restimulated and affect PC in a negative way. The action of recording a Lock on a Secondary or Engram; the moment an earlier upset or earlier incident has been restimulated.

### **Key out:**

The action of a reactive incident (or many related incidents) dropping away without the mental image pictures being erased. The picture is still there but now far away. The PC feels released or separate from his Reactive Mind or some portion of it. An action of an Engram or Secondary dropping away without being erased. Released or separate from one's Reactive Mind or some portion of it.

### **Know-to-Mystery Scale:**

The scale of affinity from Knowingness, down through Lookingness, Emotingness, Effortingness, Thinkingness, Symbolizingness, Eatingness, Sexingness, and so through to Not-knowingness to Mystery.

**L1C:** Repair List used by auditors in session when an upset occurs, or as ordered by C/S. It handles ARC Broken, Sad, hopeless or nattery PCs. Questions can be prefaced with "Recently", "In this life", "On the Whole Track", or used without. It is not to be used to handle high or low TA.

**L4 Short:** (L4): This is a short version of list correction. It contains all the most common errors. It is valid on listing in progress or recently done. If it doesn't resolve the difficulties a full L4BRB can be used (see below).

### **List:** As part of auditing procedure:

Items given by a PC and written down by the auditor. Prepared List: A printed form with questions used for assessment on a PC.

### **Listing:**

A special Ability Clearing procedure used in some processes where the auditor writes down items said by the PC in response to a question by the auditor, in the exact sequence that they are given to him by the PC.

Listing and Nulling: (

### **L & N):**

An Ability Clearing procedure in auditing done according to very exact rules as given in the Laws of Listing and Nulling. This is taught on Ability Clearing-3.

### **Locational processing:**

1) Processing which establishes confront and communication with the environment. It brings the person into present time; he becomes more alert and responsive. It can be run on one PC or on a whole class of students at the same time with benefit. 2) Processing which establishes a stability in the environment of the PC on the subject of objects and people. It can be run in busy thoroughfares, parks, confused traffic or anywhere that there is or is not motion of objects and people. It is used in the auditing room itself to orient the PC.

### **Major Action:**

any auditing action designed to change a case or general considerations or handle continual illness or improve ability. This means a process or even a series of processes like four flows. It doesn't mean a Grade. It is any process the case hasn't had.

### **Mental mass:**

is contained in mental image pictures.

1) Mocking up matter, energy, space and time. Its proportionate weight would be terribly slight compared to the real object which the person is mocking up a picture of.

2) Mental matter, energy, space and time. It exists in the mind and has physical existence, that can be measured by a Meter. Its proportionate weight would be terribly slight compared to the real object which the person is making a picture of. The Meter registers mental mass; changes of the position of the needle indicates changes of the mass in PCs mind.

### **Mental image pictures: (MIP):**

Mental pictures; facsimiles: a copy of one's perceptions of the physical universe of some time or incident in the

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past. It can also be mock-ups, meaning produced by the thetan with his imagination and not a copy of an actual incident.

### **Mental pictures:**

Facsimiles and mock-ups; usually a copy of one's perceptions of the physical universe sometime in the past.

### **MEST:**

Word coined from the initial letters of Matter, Energy, Space and Time; the physical universe and its component parts; also used as an adjective in the same sense to mean physical, as in "MEST universe," meaning "physical universe."

### **Method 3:** (M3 Assessment):

An Assessment in which each reading question is taken up and handled with the PC when it is seen to read and before continuing the Assessment.

### **Method 5:** (M5 Assessment):

Assessing a prepared list once through marking the length and Blow down of all reads as they occur when the questions are asked of the PC. Those questions which read are then handled one at a time in order from the largest read to the smallest.

### **Mind:**

A control system between the thetan and the physical universe. It is not the brain. The mind is the accumulated recordings of thoughts, conclusions, decisions, observations and perceptions of a thetan throughout his entire existence. The thetan can and does use the mind in handling life and the physical universe.

### **Misemotion:**

Anything that is unpleasant emotion such as antagonism, anger, fear, grief, apathy or a death feeling; mis-aligned emotion, irrational or inappropriate emotion. Misemotion is also emotion which has been suppressed and which remains part of the individual's Locks and Secondaries unless he is audited.

### **Missed Withhold:** (M/W/H):

A Withhold, which has been *restimulated* by another but not disclosed. This is a Withhold which another person *nearly* found out about, leaving the person with the Withhold in a state of wondering whether her hidden deed is known or not. The *Missed Withhold* is different from the Withhold as the PC's main worry is, if the other person found out or not. The action of the other to *nearly* find out or *maybe* he found out or guessed it is why it's called a *Missed Withhold*.

### **Mock-up:**

Any "knowingly created" mental picture that is not part of a Time Track; can be used as noun: "It's a mock-up" or a verb: "to mock-up something".

### **Model Session:**

The same exact pattern and script with which Ability Clearing sessions are begun and ended.

### **Motivator:**

Actions which were directed against the PC by others or another, used by him to justify (used as a "motive" for) Overts; an aggressive or destructive act received by the person.

### **Not-is, Not-is-ness, Not-is-ing:**

The effort to reduce an unwanted condition of existence by force. It can cause the person 'to forget about it' or make a thing look smaller, but does not handle the underlying difficulty. See also As-is

### **Null:**

- 1) To nullify or to reduce the value or effect of something to nothing.
- 2) means there was no reaction of the needle on the needle dial of the Meter when the auditor had asked a question

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of the PC; or simply it didn't read.

### **Nulling:**

The auditor's action in saying items from a list to a PC and noting the reaction of the PC's Bank on a Meter.

2) In Listing & Nulling: The auditor reads back the list of items the PC just gave him in order to find only one item that is still reading. This is done under the Laws of L&N.

### **Objective Processes:**

Ability Clearing Level 1 processes which familiarize a person with his environment, the physical universe. Objective processes increase a PC's control, communication, and havingness on the environment.

### **Obnosis:**

A word put together from the phrase, "observing the obvious."

### **Op Pro by Dup:**

Opening procedure by duplication. A process which increases the PC's ability to duplicate and so increases his ability to communicate. A type of objective process.

### **Origination:** In auditing:

A remark or statement from the PC, that concerns his ideas, reactions or difficulties. It is something he says, that is important to him, but isn't an answer to the auditor's question. It usually comes unexpectedly. It is different from a comment, that is defined as an attempt to distract auditor or an attempt to blow session. An auditor is trained in handling originations on TR-4.

### **Out:**

Things which should be there and aren't or should be done or aren't are said to be "out," i.e., "Enrollment books are out."

### **Overrun:**

1) Continuing to run an auditing action (in error) past the PC's attainment of its end phenomena. A person can also be overrun on things in life outside of auditing. This is doing something too long that has Engrams connected with it. As a result Engram Chains are being restimulated by life or auditing.

2) Accumulating protests and upsets about something until it is just a mass of stops.

### **Overt:**

1) Overt act; an Overt is an aggressive or destructive act by the individual against one or more of the eight dynamics (self, family, group, mankind, animals or plants, mest, life or the infinite).

2) A harmful act. A bad deed. An Overt act is an act of omission or commission which does the least good for the least number of dynamics or the most harm to the greatest number of dynamics.

3) An aggressive or destructive act by the individual against one or more of the eight dynamics

4) That thing which you have done to others, but you aren't willing to have happen to yourself.

### **Overt-Motivator Sequence:** or O/M: Overt Motivator):

1) The reactive series of events in which someone who has committed an Overt "has to" claim the existence of motivators (acts by others against self). Motivators are thus used to justify Overts and tend to be used to justify further Overts.

2) A chain of events of 'pay-back' or revenge that gets worse and worse.

3) See preclear.

### **Postulate:**

A conclusion, decision or resolution made by the individual himself; to conclude, decide or resolve a problem or to make a plan or set a pattern for the future or to nullify a pattern of the past (like in New Years resolutions). We mean, by postulate, a self-created truth. A postulate is, of course, that thing which the individual uses to start a directed desire or order, or inhibition, or enforcement; it is in the form of an idea. Postulate means to cause a think-

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ingness or consideration.

### **Preclear: (PC):**

From pre-Clear, a person not yet Clear; generally a person being audited, who is thus on the Road to Clear; a person who, through Ability Clearing processing, is finding out more about himself and life.

### **PC Information Sheet:**

A form done with new PCs, or PCs who haven't been audited for some time (years). Doing the Form with a PC gives certain basic data that is necessary for the Case Supervisor. It is done by an auditor in session.

### **Prepared List:**

The auditor, trained in using a Meter, can use prepared (printed) lists to find the specific problem or difficulty he needs to address to get the PC out of an unpleasant or puzzling situation in session. The list will contain all the possible difficulties for that action and the Meter will tell the auditor which ones to take up. A prepared list may turn up one thing or many things, that should be tackled before the routine process should be taken up again. Prepared lists can also be used to address a troubling area of PCs life and 'clean it up'.

### **Prep-check:**

An auditing action in which a subject found to be charged is discharged by the use of a prepared list of buttons (called the Prep-check Buttons). Buttons such as 'Suppressed', 'Invalidated', 'Didn't Reveal', etc. are used to find charge and reactivity connected with the subject being prep-checked. There are 20 Prep-check buttons on the list.

### **Present Time Problem: (PTP):**

A specific problem that exists in the physical universe now, on which a person has his attention fixed. This can be practical matters he feels he ought to do something about right away. Any set of circumstances that occupies the PCs attention, so he feels he should *do* something about it instead of being audited.

### **Problem:**

Anything which has opposing sides of equal force; especially postulate-counter-postulate, intention-counter-intention or idea-counter-idea; an intention-counter-intention that worries the PC.

### **Process:**

A specific technique used in auditing (processing). There are many processes. They consist of carefully worded questions and commands. They are used by an auditor in a formal session to help his PC.

### **Program:**

A program is the overall plan of auditing of a specific PC. A program is the sequence of actions session by session to be undertaken on a case by the C/S in his directions to the auditor or auditors, auditing the case.

### **Psycho-somatic:**

"Psycho", of course, refers to mind and "somatic" refers to body; the term psychosomatic means the mind making the body ill or illnesses which have been created physically within the body by derangement of the mind.

### **Quad Flows: (Quads):**

(Four Flows) To run a process Quad Flows means, the four flows--another to self, self to another, another to another, and self to self --are run on a PC by an auditor.

### **Q and A: (Q&A):**

Stands for Question and Answer. A failure to complete a cycle of action; to fail to complete a cycle of action; to deviate from an intended course of action; questioning the PC's answer; in auditing, it's a failure to complete a cycle of action on a PC.

### **Quickie:**

Means omitting actions, for whatever reason, that would satisfy all demands or requirements and instead doing something superficially and accomplish less than could be achieved.

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### **Reactive Mind:**

The portion of the mind which works on a stimulus-response basis (given a certain stimulus it will automatically give a certain response) which is not under a person's volitional control and which exerts force and power over a person's awareness, purposes, thoughts, body and actions. The Reactive Mind never stops operating. Pictures of the environment, of a very low order, are taken (recorded) by this mind even in some states of unconsciousness.

### **Read:**

The action of the needle on the Meter dial falling (moving to the right); SF, F, LF, LFBD are reads.

### **Reality:**

Has to do with agreement (or lack thereof). It is the agreed upon appearance of existence. A reality is any data that agrees with the person's perceptions, way of thinking and education. Reality is one of the components of understanding. Reality is what is.

### **Recall:**

Present time remembering something that happened in the past. It is "not" re-experiencing it, reliving or re-running it. You are in present time, thinking of, remembering, putting your attention on something that happened in the past --all done from present time.

### **Rehabilitation (Rehab):**

The restoration of some former ability or state of being or some more optimum condition.

### **Release:**

A PC whose Reactive Mind or some major portion of it is keyed out and is not influencing him. In Ability Clearing processing there are five major Grades of Release. They are, from the lowest to the highest: Grade 0, Communications Release, Grade 1, Problems Release, Grade 2, Relief Release, Grade 3, Freedom Release, Grade 4, Ability Release. Beyond that other Grades have been developed: Grade V Power Release, Grade VA Power Plus Release, Grade VI Whole Track Release.

These additional Grades are unnecessary if PC goes Clear on Engram Clearing. Each is a distinct and definite step toward greater levels of awareness and ability. (See also Grade).

### **Repair:**

Patching up past auditing or recent life errors. This is done by prepared lists and other processes or completing an incomplete process.

### **Repetitive Process:**

A process, where the same auditing question or command is given many times to the PC. The PC is finding new answers every time. The auditor will state the command as it has never been asked before in a new unit of time, but with no variation of words; he will acknowledge the PC's answer and handle the PC origins by understanding and acknowledging what the PC said. This type of process will permit the individual to examine his mind and environment thoroughly and sort out relative importance's.

### **Restimulation:**

Condition in which part of the Bank has been "triggered" by something in the person's environment (a restimulator) causing some greater or lesser degree of reactive behavior or condition; doing something unknowingly, unwittingly and without any understanding of what one is doing.

### **Review:**

When a PC is having difficulty of some sort that is not immediately resolving with the actions being done, he may be sent to Review, where his case folder is carefully checked over or "reviewed" and the necessary corrective actions then taken to resolve the difficulty.

### **R-Factor:**

Reality factor; explanation, information, data, etc., given to a person in order to bring about sufficient understand-

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ing for him to be able to perform a specific action. It is usually very short, like a few sentences.

**Roller coaster:** 1. A case that betters and worsens. A roller-coaster is always connected to a suppressive person and will not get steady gains until the suppressive is found on the case or the basic suppressive person earlier. Because the case doesn't get well he or she is a potential trouble source to us, to others and to himself.  
2. Case gets better, gets worse, gets better, gets worse.

### **Rudiments:**

First principles, steps, stages or conditions. The basic actions done at the beginning of a session to set up the PC for the major session action. The normal rudiments are ARC breaks (upsets), Present Time Problems (worries) and Withholds (something PC feels he shouldn't say) - they are explained under each heading.

### **Rundown (R/D, RD):**

A series of specific auditing actions done on a case designed to produce a specific result.

### **Secondary:**

A Secondary is a mental image picture of a moment of severe and shocking loss or threat of loss which contains misemotion such as anger, fear, grief, apathy or "deathfulness." It is a mental image picture recording of a time of severe mental stress. It may contain unconsciousness.

### **Self-Determinism:**

The ability to regulate and take responsibility for one's own considerations and actions; motivation by the thetan rather than by the environment.

### **Service Computation: or Service Facsimile:**

Serv Fac, a Ability Clearing Level 4 term. The service computation is that computation generated by the PC (not the Bank) to make self right and others wrong; to dominate or escape domination and enhance own survival and injure that of others.

### **Session:**

- 1) A precise period of time during which an auditor audits or processes a PC. That's an auditing session.
- 2) In coaching it is a precise period during which the coach instructs the student in a specific drill using his coaching instructions and written materials to correct the student. That's a coaching session.

### **Slow Assessment:**

means letting the pc itsa while assessing. This consists of rapid auditor action, very crisp to get something that moves the TA and then immediate shift into letting the pc itsa during which, "Be quiet!" The slowness is overall action. It takes hours and hours to do an old preclear assessment form this way but the TA flies.

### **Stable Datum:**

Any body of knowledge, more particularly and exactly, is built from one datum. That is its stable datum. Invalidate it and the entire body of knowledge falls apart. A stable datum does not have to be the correct one. It is simply the one that keeps things from being in a confusion and on which others are aligned.

### **Terminal:**

Anything that can receive, relay or send a communication (most common usage); also, anything with mass and meaning. "Terminal" means in our language "the end point of a communication line". It can be a person or a thing.

### **Theta:**

Energy peculiar to life or a thetan which acts upon the material in the physical universe and animates it, mobilizes it and changes it; natural creative energy of a thetan which he can direct toward survival goals, especially when it manifests itself as high-toned constructive communications.

### **Thetan:**

From THETA (life static), a word taken from the Greek symbol or letter: theta, traditional symbol for thought or spirit. The thetan is the individual himself--not the body or the mind. The

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thetan is the "I"; one doesn't have or own a thetan; one is a thetan.

### **Time Track:**

- 1) The endless record complete with 55 perceptions of the PC's entire past; the consecutive record of mental image pictures which accumulates through the PC's life or lives. It is very exactly dated.
- 2) The consecutive record of mental image pictures which accumulates through the PC's existence. The *Time Track* is a very accurate record of the PC's past, very accurately timed and very obedient to the auditor. If a motion picture film were 3D, had fifty-two perceptions and could fully react upon the observer, the *Time Track* could be called a motion picture film.

### **Tone 40:**

Intention without reservation or limit; an execution of intention.

Tone scale: The basic tone scale is a scale of emotions, from apathy to enthusiasm. Different levels of the tone scale have other characteristics visible in behavior and as potential survival (see also Uptone).

### **Touch Assist:**

An assist that brings the person's attention to injured or affected body areas. When attention is withdrawn from them, so is circulation, nerve flows and energy, which for one thing limits nutrition to the area, and for another limits the drainage of waste products. Some ancient healers attributed remarkable flows and qualities to the "laying on of hands." Probably the workable element in this was simply heightening awareness of the affected area and restoring the physical communication.

Training Routines: (

**TRs):** Training drills:

on Ability Clearing courses which train students to perfect their communication skills to the level needed by an auditor in session. The TRs take up and drill the component parts of communication. Good TRs are the 'Carrier wave' needed to make processes work. Specific auditor skills in communication and smooth session control are gained in doing the TRs.

### **Two-way communication (TWC, 2WC, Two-way comm):**

Are the precise process of getting somebody to open up and give emotional or personal information about himself. It is not chatter. It is governed by the rules of auditing.

### **Understanding:**

Composed of affinity, reality and communication. These three things are necessary to the understanding of anything. One has to have some affinity for it, it has to be real to him to some degree and he needs some communication with it before he can understand it. Greater understanding comes about by increasing any one of these three factors.

**Upper Indoctrination TRs (Upper Indoc's):** Purpose of these four training drills is to bring about in the student the willingness and ability to handle and control other people's bodies and to cheerfully confront another person while giving that person commands. Also to maintain a high level of control under any circumstances.

### **Uptone:**

At a high level of survival or state of being, plotted on the tone scale. A person who is Uptone, or high-toned, has a greater ability to handle his facsimiles, to control his environment and has a greater degree of survival than someone who is downtone, or low-toned.

### **Valence:**

Is the assumption at the reactive level by one individual of the characteristics of another individual. An individual may have a number of valences which he puts on and off as he might hats. Often these changes are so marked that an observant person can notice him dropping one valence and putting on another. The shift from valence to valence is usually completely outside the awareness and control of the individual doing so. In other cases an individual has one valence, not his own, in which he is thoroughly stuck.

### **Whole Track:**

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Time Track. The moment to moment record of a person's existence in this universe in picture and impression form.

**Withhold:**

An undisclosed harmful (contra-survival) act. After having committed an Overt, the person wants to keep it hidden or secret. So he/she withholds the Overt.

**Worksheet: (W/S: WS):**

The sheets on which the auditor writes a complete running record of the session from beginning to end, page after page, as the session goes along.

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**~ L. Ron Hubbard Quote ~**

If we take a man and keep giving him advice and giving him help and pushing him along, we don't necessarily wind up with a resolution of his problems. But if, on the other hand, we put him into a condition where he can confront life better, where his reaction time is better, where he can identify the factors in his life more easily, then he's in a position where he can solve his own problems. And so he looks around, starts solving his own problems and so betters his own life.

—"A Filmed Interview with L. Ron Hubbard," THE AUDITOR 23

