

## HCO STANDING ORDERS

### *Standing Order No. 1*

“All mail addressed to me shall be received by me.”

### *Standing Order No. 2*

“A message box shall be placed in all Scientology Organizations so that any messages for me may be received by me.”

### *Standing Order No. 3*

“All HCO Personnel and Scientology Personnel should not discourage communication to me.”

I am always willing to help.

By my own creed, a being is only as valuable as he can serve others.

L. RON HUBBARD

*[From HCO Policy Letter of 18 December 1961  
STANDING ORDERS]*

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 10 JANUARY 1962  
(Reissued as amended on 21 June 1967)

Remimeo  
Tech Hats  
Qual Hats  
HCO Hats

**HCO STANDING ORDER NO. 5  
STUDENTS**

All students formally enrolled into any Academy of Scientology shall be thoroughly trained.

The standard of the lowest professional certificate shall be such as to permit immediate and unashamed use of the student on graduation in any Hubbard Guidance Centre.

The only lasting overt that can be done with Scientology is to fail to disseminate it well and accurately. This includes student training.

Students must be trained to expect and achieve spectacular processing results early in training.

Students must be oriented during training into caring for the cases of their preclears.

In event of a poor or difficult student, it must be demanded by Supervisors that the matter be remedied by Review or Ethics.

Students must be trained to resolve their problems with Scientology.

Students must be trained to audit regardless of their own restimulation or cases. When auditing, auditors do not have cases.

Students must not be permitted to sag or slack or fall away in attendance and this can be done because all such attitudes result from a student's failure to obtain a reality early in training.

We must train new Scientologists so that we can have pride and confidence in them as Scientologists, not from an examination of their record but from the sole fact that they have been Academy trained.

Students and Supervisors alike should fully understand that neither we nor this universe can afford to waste even one potential auditor.

**L. RON HUBBARD**  
Founder

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