

COLLECTIONS OFFICER

Successful;

- (1) Obtaining enemy files on Scientology.
- (2) Documenting en enemy crimes.
- (3) **Ensuring agents are placed in key areas from where files can be obtained; even if it takes management to recruit and place.**
- (4) **Keeping seniors, all the way to CS-G, informed with ----- data of importance on a regular basis.**
- (5) **Maintaining an open comm line with outer org terminals for queries and instant hatting as necessary.**
- (6) **Lots of cramming to outer org terminals on basic admin, and Collections tech.**
- (?) **Maintaining an outstanding order folder for each outer org.**
- (8) **Maintaining a chart for Collections programme targets for each outer org,**
- (9) **Liaison with Cont Comm network to help nudge MSH and LRH targets.**
- (10) **Setting targets in weekly Branch One meeting***
- (11) **Liaison with *Programmes* Chief BI on outer org targets.**
- (12) **Working off a stat which reflects products rather than sub-products.**
- (13) **Maintaining a working space off of the body traffic lines of the Bureau. ***
- (14) **Getting instant hatting from experienced staff and from BI hat materials as needed to get che job done while handling a post.**
- (15) **Being on a personal enhancement training programs *and* progressing on it.**
- (16) **Recruiting part time FSMs to do overt data collection in libraries.**
- (17) **Using and exporting the basic source-file overt data collection -tech**
- (18) **Doing whatever necessary, while maintaining security and sanity, to get data needed by Command.**
- (19) **Doing several approaches to obtain data, usually laid out in standard project format.**
- (20) **On de-bugging a junior on a slowed or stopped cycle:
(a) finding the why, (b) getting the terminal to desire the produce through two-way com, (c) using the why found, mini-hatting the *person* on how to get *the* product, (Works on juniors who are generally doing well on post)**

Collections Officer (continued)

- (21) Good liaison and info line, with *PR and* Legal,
- (22) Handling work per policy.
- (23) Establishing and maintaining an overt clipping line per HCO PL 1 March 66.
- (24) Work aligned to priorities.
- (25) Staying informed or what others are doing by keeping in proper liaison lines.
- (26) Close liaison with SWI/C.
- (27) Recruiting qualified agents.

Unsuccessful:

- (1) Not getting enemy files on Scn.
- (2) Not documenting enemy crimes.
- (3) Not getting agents, placed in *key enemy* areas.
- (4) Not standardizing preparatory actions *in* safeguarding an agents cover.
- (5) Running agents on weak covers.
- (6) Assuming an agents cover needs to be more developed than is actually required, thus wasting time or never getting the job done.
- (7) Nattering about or ignoring juniors out-admin or out-tech instead of cramming.
- (8) Wording off a wrong stat.
- (9) Working space in a dev-t environment. (In or next to body traffic lines.)
- (10) Directly running agents from a management level, except as required-on a bypass.
- (11) Attempting to manage more than 8 juniors at one time
- (12) Relying on a one shot approach to obtain data.
- (13) Not reporting to the Service Bureau, for handling, outer org personnel or areas which are noc producing and don't correct with standard actions.
- (14) Not handling work properly, developing backlogs.
- (15) Not separating out the hats and functions of the post into separate entities and getting them routinely done.
- (16) Recruiting PTS and out-ethics agents.
- (17) *Work* not aligned with priorities.