

(Blue on Blue)

EXECUTIVE DIRECTIVE

ED 1703R FLAG

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LEAVING STAFF ROUTING FORM

This form is originated by the PCO and is to be used without exception and done in full by any staff member leaving staff. The staff member's final pay may not be disbursed to him without presenting this form completed in full with all clearances given. Blown staff (then coming back and still wanting to leave) would also go on this RF.

ROUTING FORM

NAME: _____

POST: _____ DATE: _____

REASON FOR LEAVING: _____

1. HCO: _____

- a. HAS makes sure the person reads HCO PL 7 Dec 76 LEAVING AND LEAVES.
- b. Gives the person the routing form.
- c. Dir Pers assigns staff member an escort.
- d. Infos EO that staff member wants to route off staff.

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2. QUAL I & I: _____

- a. Invoices into Qual.

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3. EXAMINER: _____

- a. Takes exam statement "How do you feel about leaving staff?"
- b. Puts exam statement in staff member's PT folder and routes the pc folder to the Staff C/S for a review session.
- c. Staff C/S C/Ses the folder for a C/S 53 to detect and fully handle any out-Int, PTSness, etc., and then for a sec check. Routes folder to DPE who gets the session delivered that day.
- d. After session the folder is routed back to the Staff C/S for C/S okay to route off or instructions to handle specific things before C/S OK is given. I.e. to MAA for Type A or Conditions, etc.

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4. POST SENIOR: _____

- a. Reviews situation and ensures it is valid.
- b. Ensures the staff member's hat write-up (2 copies) is complete and accurate.
- c. If staff member's post involved confidential materials (e.g. NOTs auditor, AO Crse Sup) send him to log them in and get attest from HGC/Crse Admin that no materials are logged out to him.
- d. Gives OK to route off staff or writes a list of specific things which must be done to obtain OK.

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5. DIV HEAD: _____
- a. Reviews situation and gives OK or lists specific things that must be done to obtain OK. (✓)
6. SUPERCARGO/CHIEF OFFICER, HES/OES: _____
- a. Reviews situation and gives OK or lists specific things that must be done to get OK. ()
7. HATS OFFICER: _____
- a. Collects post hat write-ups (2 copies), files one in the hat write-ups file and routes the other one on to WW. ()
- b. Collects the post hat folder, the staff hat folder and the technical folder per HCO PL 15 Sep 59 HATS AND OTHER FOLDERS (page 65 OEC Vol 0) and files these. ()
- c. Collects any other hatting materials issued. ()
- d. If any of the hat material is found to be missing the staff member is routed to the Dir Income and billed for the materials. ()
- e. The staff member signs the hat materials back in the hats issuance log. ()
- f. All being in order gives OK. ()
8. DIR RAM: _____
- a. Receives a full inventory of the mest of the post; if this is not already written up it is done now. ()
- b. Checks the list against the list of mest turned over to the staff member upon taking post. Anything missing from the latter list is recovered or the staff member is billed for the loss. ()
- c. Has the staff member sign off the stock card signing the mest back over to the org. ()
- d. Has the staff member turn in all keys issued to him and signs them back on the key cards. Any lost keys the staff member is billed for per HCO PL 22 Sep 65 KEYS (Page 57 OEC VOL 0). ()
- e. Does an inspection of the mest of the post and gets any missing pieces or parts found for the mest should any be found missing. ()
- f. Attaches written OK and gives OK on the RF or lists specific things that must be done to get OK, i.e. the return of org property. ()
9. DIR INCOME: _____
- a. Collects for anything owed by the staff member. ()
10. DIR DISB: _____
- a. Gets all necessary data for the Treasury records, i.e. Social Security, W2 form filled out, etc. ()
- b. Ensures all OKs have been received on the form with none skipped and form is totally complete. ()
- c. If all in order disburses any back pay and disburses that week's pay if due. ()
11. ETHICS OFFICER: _____
- a. Reviews all earlier OKs and if all have been received proceeds. ()
- b. Checks the staff member's ethics file for any incomplete cycles like PT conditions or B of I the person may be a member of, etc. ()
- c. If staff member is clean or above, sends him to get attest from Crew Adv. Crses that no confidential materials are logged out to him. ()

- d. Checks the staff member has no unhandled debts to local merchants (i.e. laundry bills, lay-away items in local stores, time payments, parking tickets or traffic tickets, and library books).
- e. Checks to see that the staff member has handled all community commitments by personal contact or by letter (i.e. clubs, sports groups, public activities and all rosters).
- f. Gives ethics clearance or lists specific things that must be done to get ethics clearance.
- g. Security briefed.
- h. Affidavits written up and signed by staff member.

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12. EXEC DIR: _____
 a. Gives staff member OK to leave.

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13. ETHICS OFFICER: _____
 a. Searches luggage to ensure that no org property or org material is taken.
 b. Gives final security clearance.

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14. HCO AREA SEC: _____
 a. Reviews the entire form, ensures all cycles are completed and all OKs have been gotten.
 b. Gives final OK.

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15. TRANSPORT: _____
 a. Ensures all OKs are listed on routing form and sends the person off.
 b. Routes routing form back to the Ethics Officer.

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16. ETHICS OFFICER: _____
 a. Writes up a freeloader statement as an FCO and gets it to Mimeo.
 b. Sends RF to person's personnel file.

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17. PERSONNEL FILE: _____
 a. Files in staff member's personnel file, files the personnel file in the non-staff section and takes the name off the staff list.

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- END OF ROUTING FORM -

Tom Provenzano
 Snr MAA FLB

Approved by
 TEM Mission

Revised by
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Authorized by AVC

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 of the CHURCH OF SCIENTOLOGY
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