

COLLECTIONS OFFICER

Successful

- (1) Obtaining enemy files on Scientology.
 - (2) Documenting 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,
 - (S) 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 EI 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 the 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 Sen.
- (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) Eunning 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 a ons[*sic*] tics.
- (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.

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