

GUARDIAN ORDER

GO 112009 KSH

26th November, 1964.

PERSONNEL PROGRAM NO.2.

PERSONNEL ASSIGNED: D A/G for Personnel or A/G if no separate D A/G for Personnel.

OBSERVATION: The HCO Policy Letter of 27th October, 1964 - POLICIES ON PHYSICAL HEALING, INSANITY AND POTENTIAL TROUBLE SOURCES - lists 10 categories of Potential Trouble Sources. Invariably when an organization runs into any difficulty or trouble, investigation has revealed that the source of such trouble traces directly to organizational violations of this Policy Letter. Potential Trouble Sources cause us enough Dev-T when they come on organizational lines, but are dynamite when they come into the organization on personnel lines. Until we, as organizations, have stronger control of our environments, any organizations with Potential Trouble Sources on staff are in danger.

MAJOR TARGET: To spot all personnel on staff who are Potential Trouble Sources and to assemble sufficient data with regard to each found so that a decision can be made as to action required.

PRIMARY TARGET:

1. To have sufficient questionnaire forms mimeographed for all Day and Foundation staff.
2. To check all records available as to information with regard to possible Potential Trouble Sources, i.e., HCO Personnel Files, HCO Ethics Files, HGC Auditing Files and Qual Review Files, if such are separately kept.

VITAL TARGET: To elicit the co-operation of all staff in this program.

OPERATING TARGETS:

1. Make up a checklist of all personnel on Day and Foundation staff and use this list to check off those who have answered questionnaires.
2. Contact all staff who did not answer their questionnaire and have them complete questionnaire in your presence.