CONFIDENTIAL--Info Br I dir hat--do not rempve from GO

<u>hat writeup</u> -- covering functions held by Info

INFO BR I DIR

Info br I dir is responsible for the direction, coordination and completion of Br I production.

Responsibility extends to following areas:

1. Received and duplicate orders and pgms and pjcts for Br I area.
2. Plan out how they will be done, by priority and as rapidly and as thoroughly as necessary. 2
3. Be alert to any other areas heating up or of particular interest (see GO Intel Its Role)
4. Do recruiting so there are personnel for the Br I area.
5. Coordinate work
6. Ensure completion of planned production.
7. Ensure that stats are up and area of knowledge and control is expanding.
8. Aim for area in affluence or better. There should certainly be the resources and a raw material to do this.

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DATA NEEDED BY OPS ON EACH LOCATED WHO

☆ 1. Standard ODC with time track and a brief, summarized, well-rounded picture of terminal. (Following # 2,3,4,5&6 are the key areas data is needed) ______

☆ 2. Criminal background of terminal. ______

☆ 3. Financial involvements(inflow & outflow of meney) ______

☆ 4. Legal involvements (summary of actions) ______

☆ 5. Terminal's main interests, personal habits, fears, vices and any other items of interest. ______

☆ 6. Friends and enemies on the terminal's 1st Dynamic ______
Friends and enemies on the terminal's 2nd Dynamic ______
Groups that the terminal belongs to and any groups or terminals, who are enemies of that group. ______

7. What the terminal considers valuable & is protecting ______

☆ 8. Simple org board the terminal is on, clearly noting his position and his seniors and noteworthy juniors. ______

9. What persons have the power to fire terminal from the position he holds. ○ ______

10. Any rules or regulations that if broken would cause the terminal to lose his job/position. ○ ______

11. Any regulations concerning licenses that the terminal holds that would cause him to lose his license if violated(ie. law, medical, contractor,etc.) ______

☆ 12. Scandals, conflicts, disputes directly or indirectly connected to terminal. ______

☆ 13. Documents that show criminality of terminal (ie. cheating on income tax, discrediting data in personal letters, use of drugs, etc.) ______

14.

15.

Ops Planning

Ops planning goes over all the data on the WHO that Ops research has compiled and with all the data available on the WHO, plans out channels of attack on the WHO that will effectively remove/restrain the WHO from his position of power. Ops planning on a WHO is done using the data series, target series, all Scientology tech applicable, and intelligence tech. The following points should be followed in planning an operation:

1. Initially plan out at least 3 channels of attack with the data you have at hand. Do not wait forever to get all data collected, but also do not run Ops that would be dangerous without essential data. Basically a brighter idea is needed with less data available. 3 channels being done instead of less is because there is a higher percentage of getting results and also this will tend to confuse and spin the WHO as there are 3 attacks instead of just one.

2. Continue to plan Ops utilizing feedback from completed Ops so that the WHO has persistent attack on him and continual pressure. Do this consistent attack until the WHO is obliterated.

3. Stay away from harassment actions that are only for the sake of doing channels or revenge. ie: Sending pizzas from every Pizza delivery restraunt. These basically have been unsuccessful as they do not achieve any real effective result, except for letting the WHO know that he is under attack. There may be times when 50 pizzas every day being sent to a WHO would be effective, but this would be in such a case where the WHO was restimulated heavily by seeing pizzas, smelling pepperoni or seeing pizza delivery boys, etc.

4. Always include a way of getting feedback in an operation, so you know what type of result you are getting and for further planning of channels in those areas that give good results.

5. Ensure proper security is planned in an operation, ie: use of an untraceable typewriter, paper without fingerprints, proper covers by FSM's, etc. (See security write-up and security section data in hat materials of Ops US hat checksheet)

6. Use the target series exactly to programme out an operation on a WHO. Ensure the major target is based on a real, current situation and is an achievable purpose.

7. Find out what the exact resources are for the area the Op will be implemented in and what the capabilities are of your terminals implementing the Op.

8. Keep the targets in an operation simple, yet complete.

9. Analyse properly the actual situation with the WHO and what the best line of attack should be done by the GO as a whole. It may be be necessary to suggest that PR or Legal do some specific action as a finishing off of the WHO. Never wait for another bureau to handle a WHO, as Ops is responsible and has the capabilities to handle WHO's totally without the other Bureaus in the GO. Liasion though is very important with the various GO bureaus, specifically the Legal Branch 2(attack area of Legal) and PR Branch 1(attack area of PR).

10. A believable source must be provided in an operation, thereby

Sept 2.

Plan for disguise

To create the image of an aging guy wanting to x look hip as a means of regaining his youth a bit.

Mock-up would be as follows—

1. A somewhat mod wardrobe, bright colors, open necks, necklace, rings on fingers, cigarette holder, tan.

2. His head will be shaved and then NAIR'd to create "bays" and the impression that he is partly balding. This would involve shaving and plucking to create Balys and then using Nair on bald area and using a sun lamp.

3. The contacts would be rechecked with the doctor who gave them out to see if they can be worn more often and for longer periods—debug. If not different frames would be gotten for his glasses.

4. His tooth would be capped.

5. He would lose some weight (or gain it) as he wished. Preferably lo~~o~~se some weight.

6. His eyebrows would be lightened and plucked. His hair done a light blonde. Side burns grown a different length.

7. Earth shoes would be gotten to change the posture.

These are the contemplated changes for Jeff.

SECURITY OF PENETRATION PEOPLE

Aside from normal action of briefing person on security also do the following:

1. Have all folders pulled on person and stored in safe location or in go including personnel folders, ethis folders, pc folders. Have person removed from any mailing lists . Notifiy US to have this done in other areas, include ASHO, AO etc.

2. If needed do up a dummy ethics order and have a copy printed for you and person backdated declaring them, etc.

3. Do not use office phones for comm as they may be tapped.

4. Brief them so they fully understand what is needed and wanted.

5. Give them over to a competent CO.

CO HATTING

Case officer is responsible for running the penetration personnel recruited..

CO is responsible for hatting on security, hatting as operative, defining objects as assinged bypenetration I/C and ensuring that objectives are achieved.

CO is responsible for operatives ethics both as regards work and personnel and for this reason should be familiar with PTS tech type A and type I handling and phenomena. Should keep operatives morale up.

CO sets meeting time and place, responsible for overall security. Hat of personal security of the operative belongs to the operative. Hat of product officering and pusing for completions is that of CO--must be done with ARC and not to extent that operative is not maintaining proper security or is not false reporting to "protect self".

(ex. Order go to zoo, have crocadile open mouth and count teeth by yourself now--reply Sure--crocadile has 17 teeth (lie))

Ensure that if persxon unwilling that they can tell you about it and handle bug instead of false reporting or pr'ing.

The Key to being a good CO is to stay in good comm with the operative Often the CO is the single link btween the operative anD scientology As such the comm line must remain clean and open.

Therefore I nev:r yell at an operative or hit them with heavy anything. I handle gently, using data series. Let them know when they are doing well, validate them for wins--let them know Br I area in upper condition when it is, nt let them know in very vague terms of wins in other areas.

Usual procedure is to sit down, polish off business if first 5 or 10 minutes of meeting and then spend remaininder of meeting (hour or so) just being in comm. Let operative talk, blow charge, get off considerations or whatever. Just be there as a friendly, interested terminal. Be businesslike for handling business and then let them know--so much for business, have coffee cigarette and just chat. If you feel good about being with them they pick this up and high arc level can be maintained.

~~Ifxymuxhaxmx~~ Cardinal rule to be observed is no 2D envolvement with any operatives. You will pay if you violate this rule and may pay very heavily.

Personal ethics of operative is under supervision of CO. Anything which affects the FSM's ability to work or function or produce or production is legitemately the domain of the CO regardless of what.

[illegible] be able to locate such areas and get FSM to confront and handle whatever needs to be handled in area to keep on top of situation. If it does not affect work it is very wise to know abou [illegible]--but unnecessary to do anything about it.

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Ex. operative wants to "have an affair" with Wog. Give good R-factor on exact position FSM would be putting self i regarding must of maintaining security and never disseminating to wog and being on constant withold, on never being able to tell and make it clear that this is the case..

Then put it to FSM--if you can handle it go ahead, watch for any bad indicators and check this area in casual conversation freqaently. Ex. Howis it going with Bill?

Make sure that FSM able to talk with you about most anything (high ARC level ensures this) Do not make FSM feel wrong or inadquate etc. Let them know that they are doing a hard thankless type work and are appreciated and valued, etc.

As a standing rule only handle to point that FSM capable of handlin for self. Handle toward this. Ex. rollercoastering-- check for PTS and if SP located work with FSM on handling he or she can do. Ex--running around with several men and no time for work production down--find out why not producing. Let FSM know that running around with men detracting from work and that if she wants to do this it is her business so long as she produces and that it doesn't interfere.

I have had several instances of FSM/wog 2 d activity. They have resolved with R-factor on exactly what situation is and probable results. FSM dropped wog. Had one case of FSM caving in on relationship with married wog--found on inspection to be PTS 1 to person at evening job--haxx problem not with married wog at all--person could handle this.

If at all possible arrange autiding for your people.

Make sure that you stay in comm with people (minimum of one meeting gogether a week.)

Best way to arrange meetings is to set up next meeting at current one--this eliminates phone calls whcih can be tapped and enables good shheduling.

Simple phone codes can be used for signaling as needed

CO must communicate to oprative that CO is out for operative and will do all possible to protect and take care of operative..

Best wzy to judge operatives is by their production.
Best way to run area is to get competent people and put them on job, brief them, let them get on with it, debug as needed and when they do well let them know. Extensive management not needed if compeyent well-briefed operatives there.

Let them propose solutions to problems, etc-xxxxxxxxxxxxx

Best to plan ahead regarding FSM leaving job to ensure that FSM replaces self--work with to ensure this.

Remember FSM's are volunteers and doing it because they are dedicated and want to. I try to keep ordering at a minimum and simple requests at maximum. Then a simple request has effect of an order--they just do it because they want to.

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If you can't tell FSM something--let him or her know that
If you can't do that--lie well.

One particular occupational hazard is that you are trainig these people to lie well, deceive, be tricky. There will often be a certain point wehre probably just out of cockiness or because it appers to be a workable operating basis they will try this with you.

You better be sharper and just let them know that it's good to be km clever and all but not with you.

Better to have them tell you that the decided to go fishing instead of working and ack this and say--well now I want you to get me the file than to chop them for thiss so that they will try and put by some sort of story the next time instead of telling you about fishing.

If you listen, repeate objective and let them know that you need and want fiel and so do they next time they won't go fishing, or if they do there is a sit. to be unraveled..

For some of finer points on dead drops etc see Spy and Masters or Pridhkov lecture in the Pentkovsky papers.

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OPS OFF

Ops Officer is responsible for the planning, researching and carrying out of ops (planned and put together locally and approved by US Ops or or sent down from US)

This includes coordination with Coll Off as to ongoing hot arecas and close comm with Br I dir as to areas needdding Ops planned for them.

Responsibility extends to the following areas:

1. ENSURING THAT WITHOUT QUESTION OR ANY RESERVATION THAT NOTHING DONE IN THE OPS AREA BOUNCE BACK AT THE CHURCH OR PUT THE CHURCH IN ANY JEOPARDY.

2. Ensure that needed security precations are kpet in regading clean (no fingerprint ma erials) so that source cannot be traced on ops.

3. Hat sufficient FSM's to carry out the bulk of routine ops work (typingz and stuffing of envelopes)

4. Hat personnel or carry out needed surveys and research for ops or have reseach done by Coll Off as coordinated by Br I Dir.

5. Have a safe place to store ops materials and maintan an adequate supply of clean materialand instrucments (ops typewrit.r, et

6. Take the time to do ops right. It's worth it to do it right and not cut corners..

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OPERATIONS OFFICER

Successful:

(1) Allowing outer Org Bls to develop their own Ops ideas to submit for approval - and demanding such.

(2) Allowing outer Org Bls to run approved Ops based on first hand data as long as it's kept within the framework of the Op.

(3) Providing a believable source of an operation, thereby filling the vacuum, so that Scn. isn't dubbed in as source.

(4) When planning an Op, ~~taking~~ mentally following it all the way through looking for areas which need to be taken into account and taking the enemy's viewpoint of the Op for the same purpose.

(5) Full and correct use of target series for each Op. Targets simply stated and specific as possible. (Helps in debugging and to hat inexperienced persons)

(6) The major target of the Op is based on a real, current situation.

(7) When hitting a group, hitting their finance and comm lines. or individual

(8) Getting an enemy to attack another enemy.

(9) Working off of programmes which align Ops actions to other Br 1 sections and other Bureaus and which contain command intention from LRH on down. (Admin scale and priorities aligned)

(10) Working for VFPs and having such reflected in the statistics, rather than a lot of sub-products.

(11) Exposure of real, documented enemy crimes and material of a scandalous nature.

(12) Utilizing current events and trends(and finding the right buttons) for exploitation in Ops channels.

(13) Keeping plans bright and simple and on target.

(14) Finding ~~real~~ buttons.

(15) Keeping up persistent pressure until the product is achieved.

(16) Establishing some type of feedback line so that exact effects are known.

(17) Mini-hatting by giving examples of successful Ops.

Unsuccessful:

(1) Ops on random attackers instead of WHOs, just to be doing Ops for Ops sake.

(2) Dubbing in buttons.

(3) Trying to do everything on an Op by yourself from a management or senior executive level, and therefore not allowing origination or juniors to wear their hats.

(4) A one shot approach, rather than persistent pressure and several channels to a product.

(5) Harassment actions.

(6) Not planning or providing for a believable source of the Op so that a vacuum is left allowing the recipients to dub in Scn amongst others.

(7). When planning not considering all the effects as the Op runs it's full course, and not taking the enemy's viewpoint, leaving critical holes in the plan which will later backfire on you, make you scramble on an emergency basis to handle or make the Op less effective.

(8) No use of, or misuse of, target series (too few, unspecific targets; many unaligned, hard to understand targets).

(9). An Op or major target based on revenge or out-of-PT situation.

(10) Producing, and stats aligned with, many sub-products as opposed to VFPs.

(11) Manufacturing documented enemy crimes (there are rare exceptions to this)

(12) Long involved and overly complex operations with many conditionals which if any or any one of several aren't done exactly would cancel out the effectiveness of the Op. (There are rare exceptions)

(13) No feedback line; results of Ops not really known or dubbed in.

# # # # #

WALK-INS

A walk-in cycle goes generally as follows:

1) You must have a means of access to the building you are interested in. In a government building this almost always means either a government ID (or going in with someone that has a government ID), or an excellent suitable guise. A private building may be as simple as signing in.

When signing in to either a government or private building, the signature should be scrawled and the destination should not be your actual destination. Except in rare cases it is usually sufficient to say you are going to the library or some such place.

You should have a story already made up that will be plausibel should you be asked what you are doing. This story also has to be very flexible or else you have to have different stories for different stages of the walk-in. A story that you would tell a guard on your way into the building may be entirely inappropriate if you're caught with your hand in the file cabinet. And it will make a difference if the person questioning you is a cleaner, guard, employee, and where you are, what you're doing, etc. So think it out well before you go in.

2) Locate a safe space in the building where you can sit down and relax and talk without feeling paranoid.

This can be a library table, an empty office - whatever looks good to you, and that you would feel comfortable with. Lots of times in a walk-in you'll have to sit around and wait a couple of hours for your target area to clear out. If you're not comfortable in the area you're waiting the rest of the cycle can go pretty rough.

While you're looking for this space you also have to really assume the beingness of the type of person you're alleging to be. For instance, if your story is that you are an employee of the organization you are in, you have to feel that you <u>are</u> an employee. I f a cleaner walks in on you or a guard asksyou a question you have to approach your response and manner of response from the viewpoint of your beingness. If a cleaner walked in on you in your office at the Org you'd probably say "Hi" and go about your business. You wouldn't get startled or upset or make some dumb excuse and run out of the room.

3) After you've located a safe space and are relaxed in it you should go out and get familiar with the building.

The first thing you have to locate is a xerox machine because if you can't copy the documents there's not much sense in being there. Also, you don't want to have already obtained the file and then have to waste time in finding someplace to copy it.

(Note: There is always the alternative of taking the file out of the building to copy. I very seldom do this unless I have to. I much prefer to copy it in the building because you add too much time to the cycle by traveling to another buildng. You also have to sign in and out again with the guard, which looks somewhat odd to an observant guard.)

Most government buildings have an excess of xerox machines. They are usually easy to find. Even most private buildings have a xerox machine in any large office.

You want to choose a machine that is located away from the area that you will be obtaining material from.

In a large government building you simply go to a different divisional area from the target area and find a xerox machine.

If you're in a private buildng, chances are there are many different organizations in the building. Go to another organization or suite of offices and locate a xerox machine there.

Oftentimes you will find the xerox machine locked. If you are familiar with xerox machines you'll know where the "Main On" button is. (Note: its a very good idea to be thoroughly familiar with all manner of xerox, SCM, etc., copiers so that you can easily change paper and toner, clear jams, etc.) It will be protected by a locked cover but should be accessible by lifting up or pulling out a corner of the cover. For instance, on the xerox 7000 you simply lift up the corner of the cover nearest you as high as you can without bending the cover, and stick a finger (or a long instrument like a letter opener) in and push down the "MainOn" button which is located to the front, just a few inches in front of the middle of the machine. Nearly all copiers are accessible with some variation of this, it just takes looking and experience.

Ensure that you can turn on the machine, it works, and that you have sufficient paper. Then leave the machine on and leave the room.

4) Locate the target area. You should already know the room number before going in.

Walk past the room, observing all rooms in the area for any lights or other indications that they are occupied.

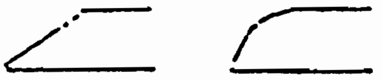
If it is apparent that the room, or rooms clsoe to it are occupied, then go back and wait and check again in 30-45 minutes. But don't get into making a lot of trips past the area.

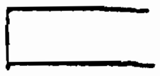
5) When the area is clear then go to the room door and try it to see if it is unlocked.

(Note: it isn't unusual for room lights to be left on and the doors closed with noone in the room. If you have any feeling that someone may still be in a room, then go up and knock. If someone answers, open the door and ask them for a match or to use their phone, or some such. Also, use the opportunity to look at the door latch so that you know its configuration.)

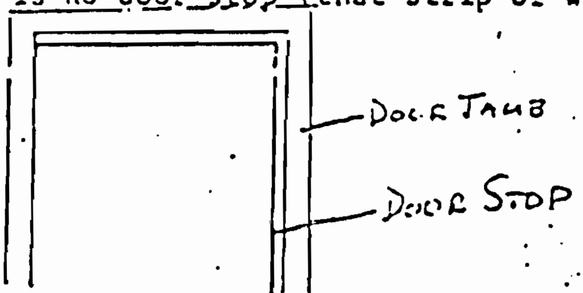
If the door is unlocked, just open it and go in.

If it is locked then you have to figure out a way in. The most successful ways of opening a locked door have been variations on the credit card. This can be used if the latch is slanted or curved going into the door jamb:



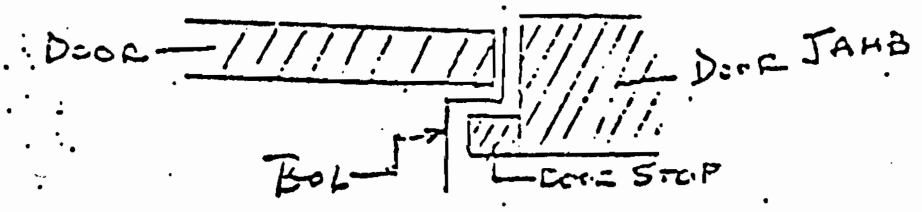
If the latch is straight  then the lock will have to be picked.

If you have a curved or slanted latch (this is the most common type of door latch) and there is no door stop (that strip of wood that

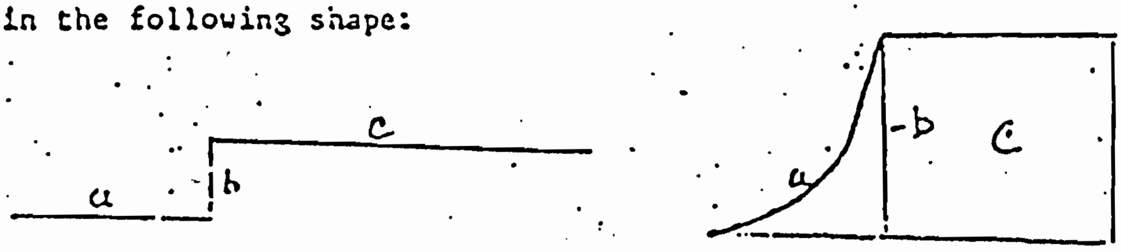


the door closes against) then it is a straight in shot with a credit card type tool (a piece of straight sheet metal is best). You just slide the tool in between the closed door and the jamb and slide it up under the latch - the door should open. In doing this it is usually best to pull the door towards you as it relieves pressure on the latch and makes the card easier to slide up. (SEE PAGE 3a)

If there is a door stop (as happens most frequently) then you can't just stick a credit card straight in - it has to bend around two corners:



The best thing is to manufacture a permanent tool rather than trying to bend up cards. You should obtain a thin sheet of metal and cut it out in the following shape:



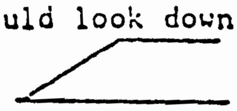
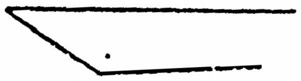
The curved shape assists in raising the latch better than a straight-edge would do. The "b" section should be about as long as the average door stop (about 3/4", but measure it for yourself). The "c" section should be as long as will comfortably fit into your hand. The "a" section should be about 2-1½" long, but only a portion of it will actually be working on the latch. Note that the slope of the "a" section drops off sharply at the beginning.

This tool is then inserted at the bottom of the doorway, slid up the doorway between the jamb and the door - thus opening the latch. If you have trouble inserting the tool, use your foot and push in the lower corner of the door as far as it will go. This should give you sufficient room to insert the tool. (See Pictures 4a, 4b)

It should be noted that you will need two tools - one for right hand doors and one for left hand doors.

As with the straight in shot it is usually best to pull the door towards you to relieve someof the pressure on the latch.

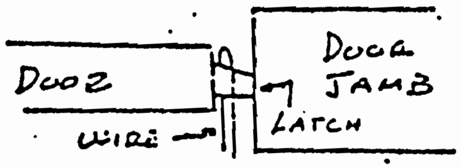
Often you will have to move the tool back and forth several times (or more correctly - up and down) to catch the latch correctly, while moving the door back and forth. Its a "feel" thing that you need experience on.

Now, very occasionally you find a latch that slants back into the room rather than out - that is, if you could look down on the latch from the corridor you would see  rather than the normal . I have only found that this occurs on doors without stops.

In this case, the tool, or credit card, won't work because the slant of the tool or the credit card is going in the wrong direction. You have to get something behind the latch to pull towards you.

Therefore, you should also carry about a 5 inch strand of flexible wire. The wire should be woven strands rather than one thick strand. The best I've found is the type of wire used to hang pictures that you can pick up at most hardware or drug stores.

Take this strand of wire (assuming there is no stop on the door jamb) and bend it in a semicircle. Slip the wire under the latch and maneuver the top of the wire out above the latch. Grasp both ends of the wire firmly and work it back and forth, pulling both ends towards you - and thereby working the latch out of the door jamb:



You have to be careful not to go too fast on this or you'll slip the latch out of the door jamb and have it slip right back in after the wire clears it.

These methods of opening locked doors have worked about 75% of the time. There are occasions where they won't work due to doors too tight, unoiled latches, etc.

There are also many odd configurations of latches and it helps to know exactly what the latch looks like. You can often find an unlocked door in the area, examine it (the latch), and try your tool out first on that door to get the feel for slipping that particular type of latch.

You'll also very occasionally run into doors with two locks on it which can be slipped. In this case you need two tools. Insert one of the tools from the tope of the door, slip the latch and hold [illegible]. Then insert the second tool from the bottom of the door, slip the second latch and the door should open.

If a door won't open at all with this method, there is a very good chance (especially in government buildings) that there is a suite of interconnecting rooms adjacent to the room you are interested in. In this case, just try an adjacent door and go through the same routine again. If you have a number of different doors that could lead you to the same room, check the amount of "play" or looseness in each door and try the one that is loosest first.

Also, en old successful action if you know you are dealing with a suite ofrooms, is to go into the rooms during the day and unlock one of the locked doors. It is likely that a door found locked during the day remains locked all the time and that other doors in the suite are used as the entrances/exits. The "locked" door is likely to not be checked each day on the assumption that it will stay locked. The best doors to choose for this are ones that tables, chairs, etc., have been pushed up against, as these doors are obviously not used as entrances/exits.

Of course, when you go into the suite of rooms during the day you shold have a well worked out suitable g uise that will logically explain your being there, or you won't get close enough to the door to unlock it unobtrusively.

One such suitable guise that was used involved going into the offices during the day with a clipboard and informing the secretaries that "Facilities Management" needed to check the locks on all doors. We had one door stay unlocked for three months using this technique.

By this time you should be in the office. If you're not, you either need more practice or you'll have to pick the lock.

The advantage, by the way, of slipping a latch as opposed to picking a lock is 1) to slip a latch takes 2-10 seconds compared with at least several minutes to pick it (unless you're very good), and 2) you don't need as much training and experience.

6) Once inside the office you have to locate the file you are interested in.

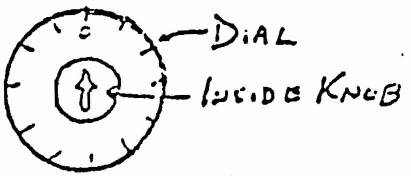
Most often the file will be located in a file cabinet and probably 50% of the time the cabinet will be locked.

As soon as you run into a locked file cabinet, immediately check the top middle drawer of every desk in the area of the cabinet and you'll almost surely find the key. If you can't find the key there, you'll have to search more thoroughly in different desk drawers. These keys have also shown up in file card boxes, taped to the cabinet, and locked in safes. But, I have <u>never</u> found a locked file cabinet and not been able to find the key in the room.

Combination safes occur infrequently. Like file cabinets, the combination is almost always laying around somewhere in the room.

again, check the top middle desk drawers of any desks in the vicinity of the safe, looking mainly for an index card sized piece of paper with the combination on it. (For some reason, all combinations I have found have been on this type of paper.) If you find nothing then check any alphabetical file card boxes. I have found the combination listed under "safe", "file", and "lock", but oddly, neveer under "combination". If you dont find it there you'll have to do a thorough search of other drawers and desk areas. There has been only one occasion where we weren't able to locate a safe combination - they are pretty easy to find.

Also, make sure that you know how to dial a safe combination. The most normal are 4 turns left (this is actually three times past the number and the 4th turn stops at the number), 3 turns right, 2 turns left, and one turn right to zero. You then turn the inside knob of the dial all the way to the right while holding the dial at zero:



When this is done then turn the dial as far right as it will go and the safe will open. On safes with no inside dial, just don't stop at zero. Go all the way to the right on the last turn and the safe will open.

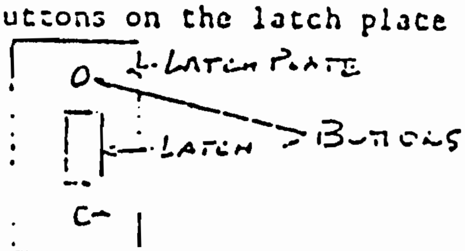
When you're finished with the safe make sure to set the dial back where it was before you opeaed it.

By going through the file cabinets, safes, desk drawers and desk tops you should now locate the file you are looking for.

One point to keep in mind while searching for the file is to keep the area (and the file when you find it) free of fingerprints. Optimumly you should wear gloves. If this is not possible and you have to touch something, do so with the sides of your fingers or make sure that you smudge the piints. Prints can be easily smudged by giving your fingers a half turn as you withdraw them from the surface.

When you locate the file(s) put them in your briefcase.

On your way out of the room, if the door was locked when you went in, make sure that the door is now unlocked as you'll want to get quickly back in when you return. There are normally buttons on the latch place of the door that push in and out:



Push in whichever button is out and check the outside doorknob to make sure it is unlocked, and then leave, closing the door behind you.

One other point when going into the room - often you will [illegible] working at night and you'll need a source of light. It is inadvisable to turn on lights unless you are thoroughly familiar with the area. You have no way of knowing who can see them especially if the office has an outside window. Instead, you should carry some type of small penlight flashlight. The batteries in these usually wear out after 30 minutes or so, so make sure you have sufficient batteries with you.

7) Return to the xerox room you originally picked out, (or, if absolutely necessary, go to an outside xerox machine.).

It is best, if possible, to lock yourself into the xerox room so that noone can easily walk in on you unexpectedly.

One person should xerox while the other person puts the material back in the file, therefore, start xeroxing from the last sheet in the file folder.

You have to keep the files and papers clean of prints, so, if at all possible, wear gloves. If this can't be done then make sure you handle all pages with the sides of your fingers and your palms. This is easy to do after you get used to it.

Usually there is a title written or typed on the file folder. This should be xeroxed also so thatyou can keep the files separated.

If this is an "active" area - i.e. there is some type of current case going on and new material will be added to the file, it is wise to put a small pencil mark (inconspicuously) on the latest page in the file that you copy so you'll know where to start next time. Also, if there are a large number of separate files, you should mark them also inconspicuously so that you will know they have been done should you or someone el se have to come back again.

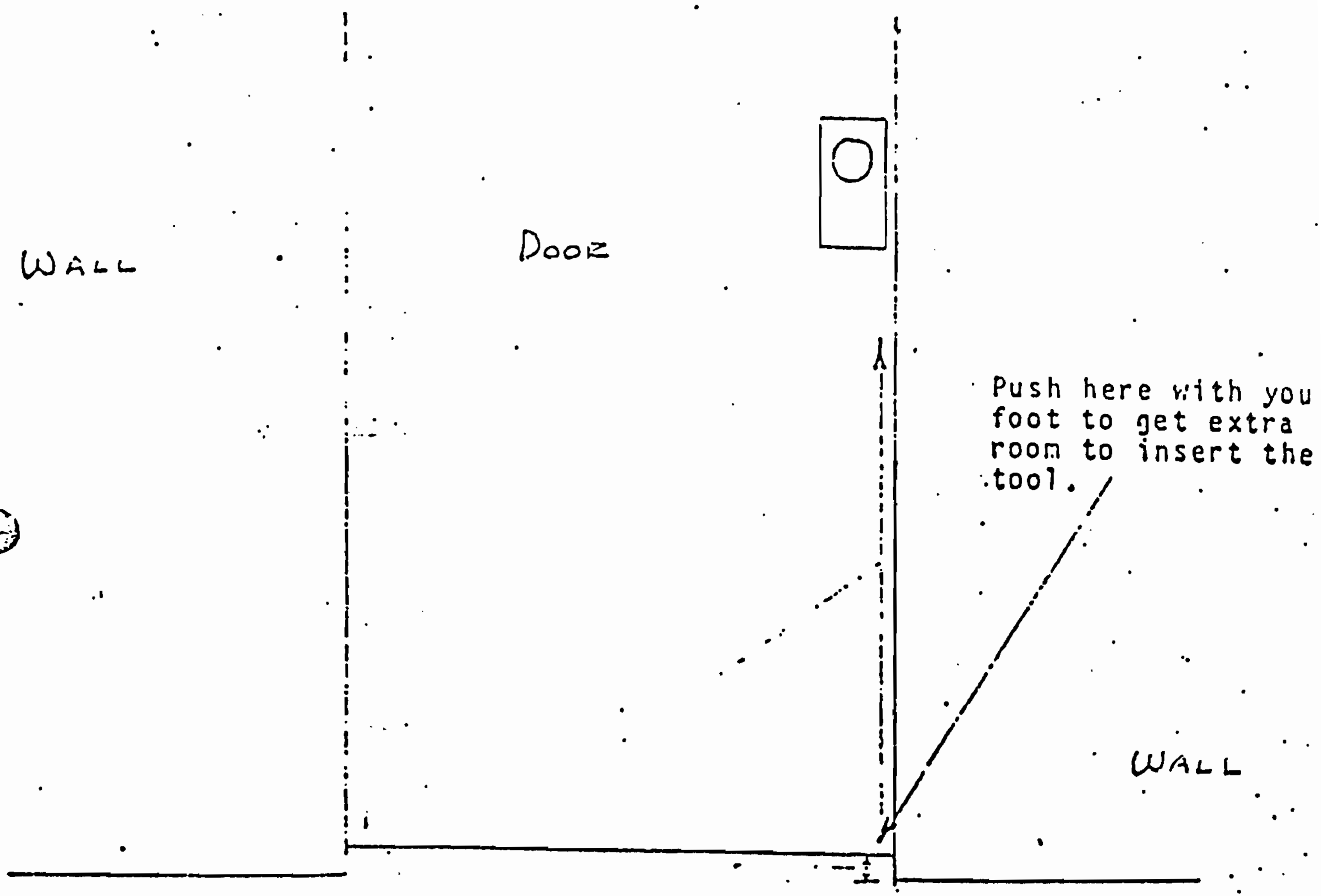
Although I have never found it a problem, you should know that there is an internal counter in virtually all copying machines that will record the number of copies you make.

Also, once I ran across an agency which issued counting device to their employees as an economy measure to cut down on the use of the xerox machine. These devices are rectangular in shape - metal cases about 4"x2"x3/4" - that have a counting mechanism showing through the front "window" of the case. Without having one of these devices you can't operate the xerox machine. To operate the machine you place on of these devices into a rectangular hole on the control panel of the machine and when so placed, the machine will operate (after it is turned on of course).

If you run across this situation you'll have to search the desk tops and drawers in the vicinity of the machine to find one of these devices. This should be done before you search for the file(s).

When you finish xeroxing make sure there are no copies of yours [illegible] in the machine, and turn it off.

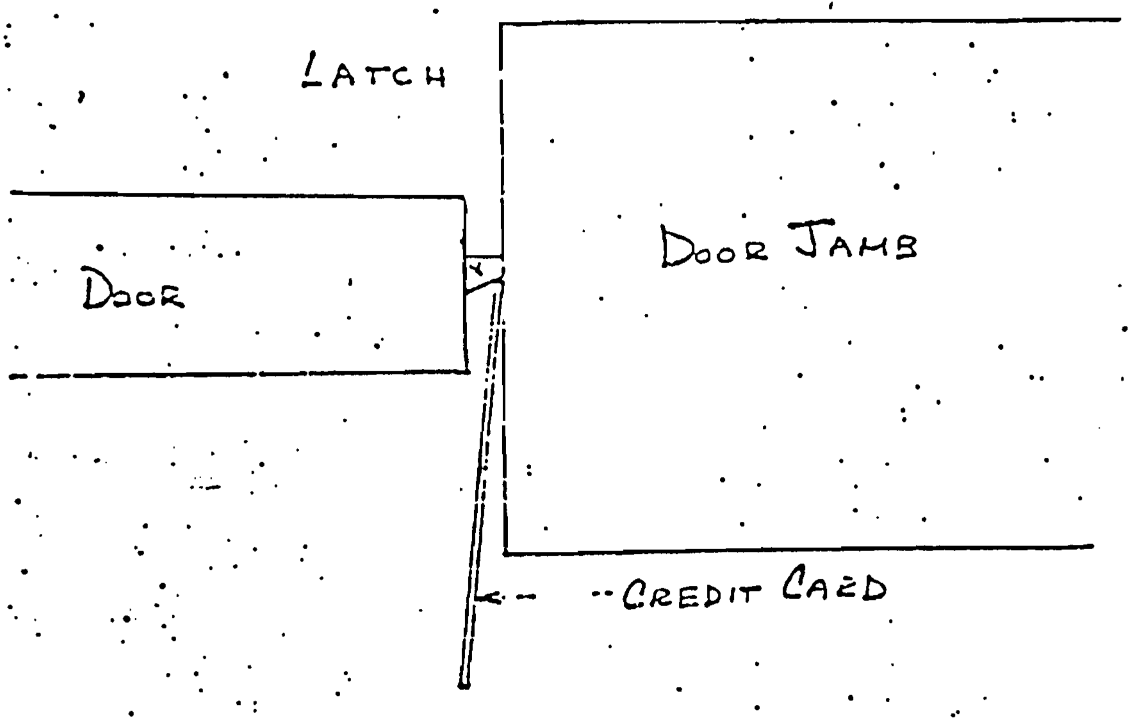
[illegible]



Push here with you foot to get extra room to insert the tool.

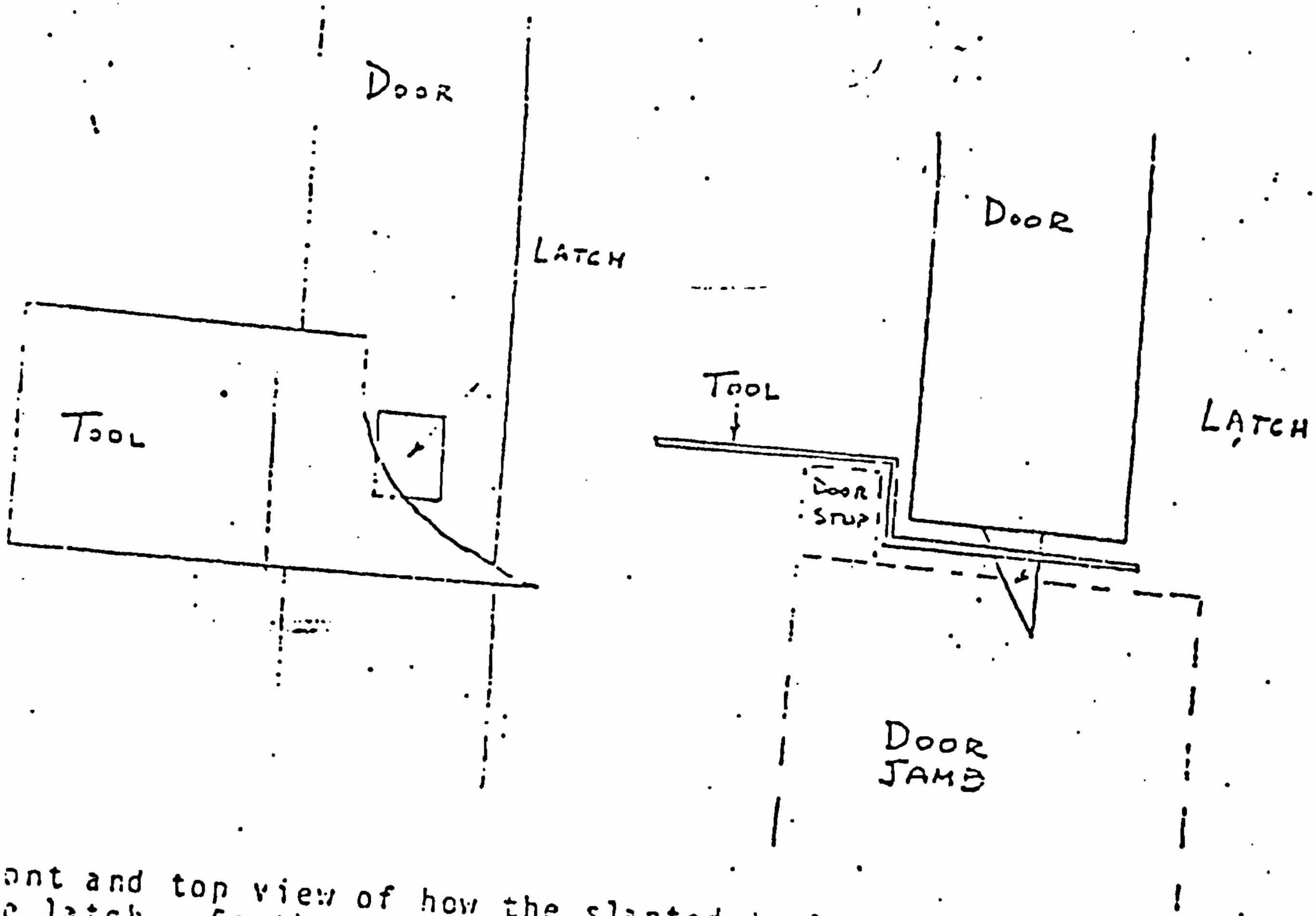
Once the tool is in position then slide it up the side of the door/door jamb to the latch.

USE this extra space to maneuver the tool between the door, the stop and the door jamb.



The credit card is simply iserted in the space between the door and the door jamb and used to slide the latch out of the door jamb, working on the slanted part of the latch.

Page 4b



Front and top view of how the slanted tool works on the latch. As the tool is moved upwards, it forces the latch out of the door jamb.

H

CHECKLIST FOR TRAVELING

1. Determine that traveling is the best method of approach and that its potential worth is superior to its potential risks. Also ensure that other approaches have been tried first, and that this is the last method.

2. Ensure that personnel chosen for the task are not PTS. Also ensure that these personnel are checked out on what to do during one of these journeys and that they are properly checkedoutanddrilled and billed.

3. Ensurethat area is thouroughly scouted out before any entry is attempted. The area should be scoutedfor days or weeks or how ever long it takes to get a feel for the place and establish the usual for the place. The place should be scouted during all times of day, and especially during the time of the planned journey. Any traveling difficulties should be determined or observed during the daytime observations of thearea. Additionally, these observations prior to the journey should be made each time a substantial lapse in time has occurred since the last trip. Here any notablechanges from the previous trips should be noted.

4. Ensure that all appropriate equipment is obtained, on hand and in good working order prior to embarkation. This includes appropriate ID, the absence of inappropriate ID, flashlights with good batteries, signaling devices in case ofemergencies with good workablebatteries, gloves for bad weather, and other equipment as it is needed.

5. Ensure that any transportation equipment is firstly not reflective in any way of MOTHER. Also ~~i~~ ~~ensured~~ ensure that this equipment is not faulty in any way which wouldbe recognized by any bystanders either visually or sonica lly. *

6. Determine the most advantageous position to have the second person located, ensuring if possible that the transport is parked with easy viewing yet is as far away as is practicable. If a Rover is more practical determine this and the frequency of roving aswell as the pick up schedule.

7. Ensure that escape routes, meeting places, ~~x~~ schedules and procedures are known by each traveler. Also, ensure that each persn is drilled and bullbaited on travel stories and knows his coldly.

8. Ensure that appearance changes are on hand to thwart off any undesirable locals.

9. Conduct last minute search of the area immediately prior to the journey to ensure that nothinghas changed from what has been observed on prior occasions.

10. Check personal indicators about doing the job. If indicators are good start traveling, if not abort journey and stay home.

11. Ensuro that approach to target area is safe and unnoticed. If noticed, abort.

12. When entryway is breached, open slowly standing away from the opening, when wide enough to enter, do so, take 2-3 steps inside and then turn around, walk out door and close, but do not lock. Walk briskly away to safe observation point and wait for approx. 30 minutes, leaving the door closed but unlocked as you leave. Should anything occur in the area during this time which is odd or dangerous, abort the journey.

13. While ~~i~~ on location, one must ensure that all necessary ~~£~~ equipment is fully used, and that order is very meticulously maintained in all that is encountered. Also, once there, a method or technique for easier traveling on subsequent trips is to be searched for. This is a key element.

* "mother" is Scientology

This is part of a 10 page document listing the points given for various "dirty tricks", a secret Scientologist infiltrating an organization gets 5 points a week, 2 points for every document "covertly obtained" (stolen or photocopied secretly) etc.

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of data, used in preparing a full investigation report. Occasionally a subproduct itself is all that is wanted and is counted. Example: All the laws on commitment procedures in Vermont or all the recent press in the great education debate as overt data collection cycles.

I. (a) <u>Subproducts of a Completed Investigation</u>

1. All available overt data collection on a subject or group being investigated.

   covert - ie person poses as non-Scientologist / 5 points

2. One or more covert interviews that contribute to the completed investigation.

   5 points per interview

3. Covert - secret usually stolen documentation where necessary obtained.

   10 points

1. A person recruited, briefed and cover mocked up.

   10 points

2. Once a person gets placed in the right area or organization.

   10 points

3. An agent in place, counted each week.

   5 points

4. A person operating under suitable guise phony interview obtaining data that contributes to any of the major products.

   5 points

Product - Final products are files obtained or documents obtained covertly or clandestinely including ripped off Sen. materials recovered.

[redacted]