

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 8 MAY 1965
Issue II

Gen Non Remimeo

FLASH COLOURS AND DESIGNATIONS

SEC EDs. FORM

Secretarial Executive Director will now have the following form:

They will be on BLUE paper with BLUE ink.

They will begin with a number system as follows: Consecutive number of an area followed by the local cable initials of the area or the zone. Example, for Melbourne: SECED 10ME. For Washington SECED 10DC. For International SECED 10INT.

For a Continental zone only one would have SECED 10SA for South Africa, meaning all orgs in South Africa.

The number is the consecutive number *for that designation*.

The initials SECED always precede a SECED Number.

All personnel orders will now also appear in SECED form.

The form itself shall be

SECRETARIAL EXECUTIVE DIRECTOR
Office of LRH

Number

Date

(Any Addressee to which it is particularly directed.)

1. (Text with numbered paragraphs)
- 2.
- 3.



Initials only of
HCO Personnel
on seal

L. RON HUBBARD

DUPLICATION

The small Banda methyl alcohol duplicator should be obtained as early as possible. It is not expensive.

Telex rolls containing Banda carbon are obtainable. Thus any Telex SEC ED need only be taken off the telex and stamped with a seal and initialled, its carbon paper then removed at which it will duplicate at once on the Banda duplicator.

The machine is also easily used on any colour paper for other purposes.

SEC EDs sent by mail, are sometimes done at Saint Hill ready for issue, but until a Banda is secured, should be locally redone as a mimeo when not received in quantity.

HCO EXECUTIVE LETTER

This will now be on WHITE PAPER with BLUE INK, using the old Info Letter flash mark to make SEC EDs easier to identify.

HCO ETHICS ORDER

All Ethics Orders will now be on GOLD paper with BLUE ink. This includes all local Committee of Evidence issues and other matters.

An Ethics Order may only be issued by the HCO Executive Secretary or an HCO Area Secretary. Any findings must be passed by the Office of LRH but if so are issued as an Ethics Order colour flashed gold with blue ink.

The form of an Ethics Order will be:

HCO Ethics Order

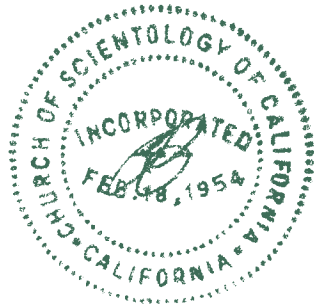
Date

To:

From: The HCO Secretary
(or Executive Secretary)

Subject: (Convening a Comm Ev, Ethics Court, findings, summons, etc.)

1. (Text with numbered paragraphs)
- 2.
- 3.



HCO Secretary (or Executive Secretary)

ETHICS INTERROGATORY

An Ethics Interrogatory is used as a despatch to carry out an investigation.

It is used to collect data to determine the facts of a situation.

It is on GOLD paper with BLUE ink.

Its form is as follows:

HCO DIVISION I
Department of
Inspection and Reports
Ethics Section

Interrogation Number --

Date

To: (Name of person from whom Info is desired)

From: Ethics Section Officer

RETURN TO ETHICS PROMPTLY

Text of Query.

(lots of space for reply)

Initial of Ethics Section Officer

Any investigation is given a file number and that same number appears on all interrogatories.

QUALIFICATIONS CHITS AND FORMS

All Qualifications chits are GREY and all forms of Qualifications are GREY.

The colour of ink is usually BLACK.

TECH DIVISION Chits & Forms

All Technical Division chits and forms are now GREEN with normally *BLACK* ink.

It is quite important for the Tech Division to use Green and the Qual Division to use Grey paper as it makes admin between these two divisions faster.

The Tech Division must NOT use white paper on its forms as these then tangle up with the white of HCOBs and Pol Ltrs.

WHITE PAPER

WHITE mimeograph paper and RED GREEN and BLUE ink in combination with WHITE paper in mimeograph work is exclusively the Office of LRH and may not be used casually in mailings or inside other divisions.

Any colour of ink may be assigned to divisions in combination with coloured papers, but never with WHITE paper.

WHITE mimeo paper identifies for a staff member HCOBs and HCO Pol Ltrs, and will now identify HCO Exec Ltrs, Info Letters having been abandoned.

SIGNATURES

When I have personally written anything only my name may appear on it. The only exception is initials on a SEC ED. The reason for this is that staff members could become confused as to the issuing person.

The practice of signing anything on WHITE paper with RED, GREEN or BLUE ink that I have not myself written or dictated or personally released has long since been abandoned and is not now done.

Thus a staff member can be sure that all current issues on white mimeograph paper or blue SEC ED paper were in fact written by myself.

L. RON HUBBARD

LRH:wmc.rd
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