

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex.

Gen Non Remimeo
Ltr Reg Hats

HCO POLICY LETTER OF JULY 1, 65

URGENT

LETTER REG
BODY REG

In answering a form sent back by the public such as the F Scn form

(1) Look at the person's plans for training and processing.

(2) If he says yes to either one, schedule the person promptly and inform him asking for any correction of date.

(3) If the person is vague send a Graduation Chart with his routing as a pc or auditor.

(4) Look at what he or she does in life and explain how Scientology can help him do it better.

DONT ignore the above steps. If you do you will ARC Break people plenty. They originated an intention and it wasn't given attention, so they ARC Break. They can't complete a cycle.

To ignore those points on the forms or to use forms the public sends back that do not give you the above data is a big mistake and will lose hot prospects like mad.

The above is a MUST for any body answering forms (or letters).

DON'T waste our replies by doing something else.

LRH:mh RL
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