

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

Gen Non-  
Remimeo HCO POLICY LETTER OF 2 NOVEMBER 1965  
CF Officer Issue II  
Address-in-  
Charge

FOUNDATION CENTRAL FILES OFFICER AND  
ADDRESS-IN-CHARGE

Until such time as the Foundation warrants a C/F Officer and Address-In-Charge, the Day Org C/F Officer and Address-in-Charge is to cater for the Foundation posts as well as the day posts. People doing amends projects may be used to help on these posts.

The duties that need to be filled are for the Address-In Charge to:

(1) Make a new plate for anyone making use of Foundation services, from the invoice, and file it in a Foundation drawer, irrespective of whether the person has a plate elsewhere.

(2) Supply a sticker to C/F for the making of a folder.

The C/F Officer is to:

(1) Check to see if the person named on the sticker has a file in C/F. If there is he must simply tab the folder with a green tab on the right hand side of the folder. If there is no folder for the person named on the sticker, he is to make a new folder with a green tab on the right hand side of the folder and file it. There are no separate files for the Foundation.

(2) Supply the Letter Reg (Foundation), if there is one, with a pile of 20 folders, or more if requested, each day, so that letters can be written.

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