

HEALTH AND COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

Gon Non-

Remimeo

SH only

Ad Council

Secretaries' Hats

Director' Hats

Dept Insp & Rpts Hats

Other orgs Info only

HCO POLICY LETTER OF 9 JANUARY 1966

OIC SECTION SH

The Hco Div I OIC Section SH having been relieved of Worldwide OIC reports which have been turned over to OIC NW and must concentrate upon getting in and executing a standard Central Org OIC System, complete with posted charts, for SH only.

Chart posting boards have existed at SH for some time and one should be set up in HCO.

OIC SH collects statistics for SH Divisions, Departments and Sections, graphs them and posts them.

OIC SH is responsible for devising the department and section statistics. This is normally done by the Secretary of the Division and okayed by the Ad Council and OIC is given what the statistic is and then obtains it weekly from Ad Comm minutes and graphs it. But OIC is responsible that it be devised and done. OIC accomplishes this by insistence to Secretaries and Ad Council.

OIC SH submits the full set of graphs each week to the Ad Council by Tuesday noon and, getting them back, posts them.

Occasional Xerox copies are made and sent to a Secretary, always when that Division has been declared in Emergency or Danger.

OIC SH is responsible for sending the SH Gross Divisional statistics Data to OIC NW as well as graphing them for SH.

OIC SH draws up a Sec Ed for SH weekly for approval by the Ad Council and forwarding to the Office of LRH SH for issue by Thursday of the week after the Thursday the figures represent.

LTH:aml:gmh  
Copyright (c) 1966  
by L. Pon Hubbard  
ALL RIGHTS RESERVED

L. PON HUBBARD