

HUBBARD COMMUNICATIONS OFFICE
London and Washington

HCO POLICY LETTER OF 1 MAY 1957

Post on Boards
All Executives
Reception
HCO

COMM CENTER, ARRANGEMENT OF

Baskets in a Comm Center should be labelled in comparison to an Organization Chart.

Each post should be numbered on the Organizational Chart. These numbers are the order of appearance of baskets from high left to lower left and progressing vertically to right.

The card on the basket shows first a number, then below that the name of the post and then below that the person's name.

The name may be changed by pasting a new name on a white strip over the old.

A permanent sign on the Bulletin Board or on the Comm Basket Center itself should say:

"To find a basket look on Organizational Board for number of the post and then locate the basket so numbered. Name of post or person holding it may also be found directly on baskets."

The Receptionist in Comm Center is responsible for proper numbering, arranging and labelling baskets.

The HCO Secretary is responsible under the data of the Organization or Association Secretary for the proper corrections and numbering of posts on the Organizational Chart and the current name filling such posts.

Persons on staff for less than three weeks shall have no basket.

Report all errors in this system in writing to HCO Secretary.

Before numbering is undertaken, HCO Secretaries should compare lists to make Organizational Charts identical in numbering.

L. RON HUBBARD

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