

HUBBARD COMMUNICATIONS OFFICE
1812 19th Street N.W., Washington, D.C.

HCO SECRETARIAL POLICY LETTER OF 17 DECEMBER 1958

DUTIES OF SEC'L ED

The Sec'l ED shall publish all Secretarials to the Exec Dir on blue paper, black ink, marked for local area. One copy to go on Staff Bulletin Board, one copy to each staff person affected. Each copy carries the corporate seal over signature.

The Sec'l to the Exec Dir is also HCO Steno and is under the HCO Area Secretary.

The Sec'l ED shall act as secretary to the board where one exists, to the Ad Comm or Ad Council and at staff meeting, shall type, get signed and distribute the minutes.

The Sec'l ED shall put into HCO Secretarial Letters any item she is given originally from LRH intended for all orgs.

The Sec'l ED shall convert any HCO Sec'l Letter she receives into a Sec'l ED for the local area.

Sec'l ED shall capture all seals of an org and shall hold and be the only person to use these.

Sec'l ED shall perform any other duties given by HCO Area Secretary or HCO Communicator.

Sec'l ED shall capture all random orders from exterior sources which have by-passed the lines of the Exec Dir and shall refer them to him for issue or cancellation.

All Org Board changes shall be done by the Sec'l ED, all Hats, and Hat changes.

DISTRIBUTION OF ORDERS

Original goes on Bulletin Board.

1 copy to Dept addressed.

1 copy to each hat affected.

1 copy to master file.

These in essence are the only legal hats of the org.

Colour of a Sec'l mimeo is white paper green ink.

Colour of typewritten—green paper black ribbon.

No single mimeo or copy of Sec'l ever goes out unsealed.

SEC'L ED

Priority of Speed:

1. Sec'l ED
2. HCO Steno.

Importance of Job:

1. HCO Steno
2. Sec'l ED.

Number all orders of F.C.D.C.

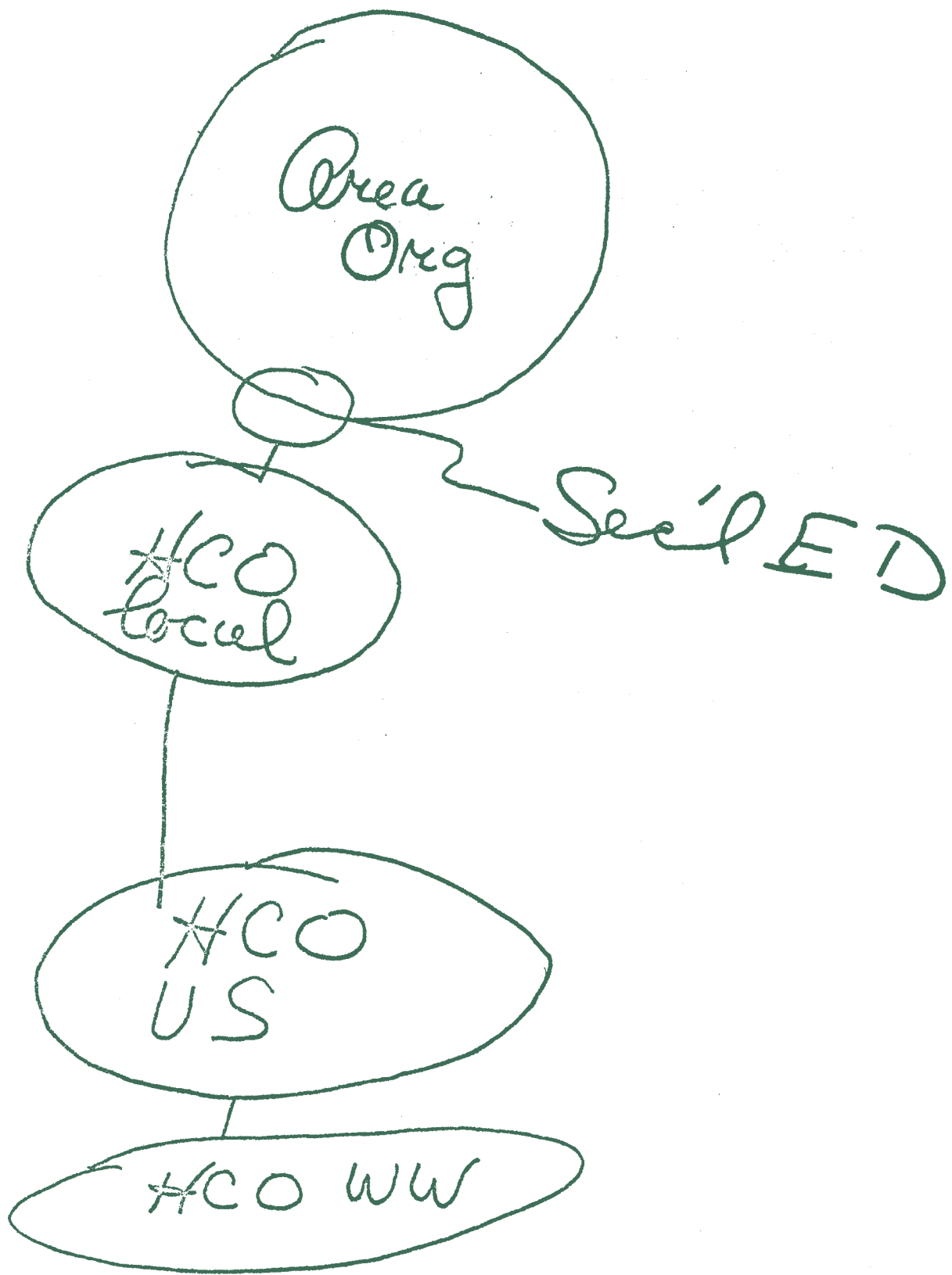
Sec'l ED 1st Duty:

Capture all seals of org and HCO.

Sec'l DC:

Pub Reg and CF Promotion/Liaison on rush basis.

No order may be valid in Area Organization from outside it without Sec'l ED publication.



The duty of HCO Comm and Sec' ED is to corral all random orders running on lines and tunnel through Sec' ED.

L. RON HUBBARD

LRH:rd
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