

HUBBARD COMMUNICATIONS OFFICE
1812 19th Street, N.W.
Washington 9, D.C.
(Re-issued HCO LA)

HCO POLICY LETTER OF JANUARY 6, AD9

All HCO
Personnel

HCO PERSONNEL TRAINING

All HCO personnel must be checked out on the following items:

- (1) Telephone
- (2) Tape Recorders
- (3) HCO Comm System
- (4) Cable Procedure

The responsible person for this briefing is the HCO Communicator, or in cases of isolation, from local equipment sales people.

Telephone companies put out or publish in phone books the correct use of phones, how to articulate numbers etc. In offices with various intercomms, all personnel must know how to use them.

It is vital to know safe operation of tape recorders. One can wipe or break tapes or tangle tape into a machine very easily. In handling a master this could be total disaster. Further HCO will soon be called on in some operations to play all tapes played for all purposes.

The HCO letter Comm System has been written up. The basket and number system and how they are used should be well known to all HCO personnel.

All existing and new cable procedures should be given to all HCO personnel.

We are, after all, a communications office. These, plus typewriters, are our tools of communication.

L. RON HUBBARD

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