

HUBBARD COMMUNICATIONS OFFICE
SAINT HILL MANOR, EAST GRINSTEAD, SUSSEX

GEN Non-
REMIMEO

HCO CABLE DESIGNATION SYSTEM

(REVISES HCO POLICY LETTER OF 2 MARCH
1959, HCO CABLE AND DISPATCH
DESIGNATION SYSTEM)

TO SAVE TIME AND MONEY AND TO INCREASE UNDERSTANDING AND EASE OF HANDLING COMMUNICATIONS A PRECISE CABLE DESIGNATION SYSTEM IS NECESSARY. SMOOTH HCO COMMUNICATION DEPENDS UPON CLOSE ADHERENCE.

NUMBERING

ALL CABLE MESSAGES BETWEEN AND AMONGST HCO OFFICES MUST BE CONSECUTIVELY NUMBERED FROM EACH OFFICE.

THE NUMBERS BEGIN JANUARY FIRST OF ANY YEAR AND CLOSE DECEMBER 31ST AT MIDNIGHT. TO BEGIN THE SYSTEM START WITH THE NUMBER AT ONE.

LETTER DESIGNATIONS

AFTER THE CABLE NUMBER COMES THE LETTER DESIGNATION OF THE HCO AREA OFFICE (AS GIVEN BELOW) SO THAT THE BEGINNING OF THE TEXT OF A CABLE FROM WASHINGTON DC WOULD BE 344DC -344 BEING THE CABLE NUMBER AND DC BEING WASHINGTON DC, THE ORIGINATOR OF THE CABLE. LETTERS MUST NOT BE THE SAME FOR ANY TWO OFFICES.

WORLD WIDE DESIGNATIONS

R-CABLE PERSONALLY ORIGINATED BY MYSELF. THE NUMBER PRECEDING IT IS THE DATE SENT E.G., 16R MEANS ORIGINATED ON THE 16TH DAY OF THE MONTH BY MYSELF.

WW-WORLD WIDE-INTERNATIONAL EXECUTIVE DIVISION. THESE ARE NUMBERED CONSECUTIVELY.

HCO CONTINENTAL OFFICE DESIGNATIONS

UNITED STATES.....	US	NEW ZEALAND.....	NZ
UNITED KINGDOM.....	UK	AFRICA.....	AF
AUSTRALIA.....	AU	FRANCE.....	FR

HCO AREA AND CITY OFFICE DESIGNATIONS

SAINT HILL.....	SH	SEATTLE.....	SE
LONDON.....	L	HAWAII.....	HAW
WASHINGTON DC.....	DC	MELBOURNE.....	ME
LOS ANGELES.....	LA	PERTH.....	PE
NEW YORK.....	NY	SYDNEY.....	SY
MIAMI.....	MM	ADELAIDE.....	AD
TWIN CITIES.....	TC	JOHANNESBURG.....	JB
PORTLAND.....	PRT	CAPETOWN.....	CT
DETROIT.....	DET	DURBAN.....	DB
AUSTIN.....	AST	PORT ELIZABETH.....	PEL
AUCKLAND.....	AK	PARIS.....	PS

MESSAGE FORM

WHEN A SPECIFIC PERSON IS TO BE REACHED THE MESSAGE STARTS WITH THAT NAME; USUALLY THE SHORTEST FIRST NAME OF THE PERSON IN THE RECEIVING OFFICE OR THE HAT TO

REACHED IS USED. EXAMPLE:

344 DC STENO..... OR 344DC MARY.....

PERSONS SENDING CABLES SHOULD SIGN THE CABLE WITH THEIR NAME FOLLOWED BY THE NAME OF THEIR POST ABBREVIATED. EXAMPLE:

MARY STENO

THE FINAL FORM OF A MESSAGE WOULD BE:

CABLE ADDRESS OF THE ORG. SCIENTOLOGY WASHINGTONDC=

344DC JOHN BOOKS SHIPPED TODAY BE EXCALIBUR US LINES BEST=
GEORGE SHIPPING=

IF THE CABLE MESSAGE IS TO A COMM MEMBER DESIGNATE THE CABLE AS PER THE COMM MEMBER SYSTEM.

REPLIES

WHEN A MESSAGE IS REPLIED TO, THE SENDING OFFICE DESIGNATION IS RETAINED AND A NUMBER GIVING CONSECUTIVE TIMES IT HAS BEEN USED IS ADDED AFTER THE OFFICE LETTERS OF THE SENDING OFFICE, SUCH AS:

334DC
REPLIED TO BY SAINT HILL BECOMES
344DC2

THERE IS NO REASON TO SAY 344DC1 BECAUSE THE 344DC IS ALWAYS "MESSAGE ONE". WHEN 344DC2 IS REPLIED TO THE NEXT MESSAGE BECOMES 344DC3.

THIS IS A VITAL ACTION. WE HAVE SEVERAL TIMES HAD AN OFFICE RECEIVE THREE OR FOUR CABLES ALL ON THE SAME SUBJECT EACH CORRECTING THE LAST AND HAVE BEEN UNABLE TO DETERMINE EVEN FROM THE CABLE COMPANY WHICH WAS THE LAST MESSAGE AND THEREFORE THE CORRECT ONE.

344DC AS ABOVE WOULD BE ANSWERED FROM SAINT HILL:

SCIENTOLOGY WASHINGTONDC=
344DC2 THANKS=
JOHN BOOKS

ANOTHER CABLE, STILL CONCERNED WITH THE SAME BOOKS FROM DC WOULD BE:

SCIENTOLOGY WASHINGTONDC=
344DC3 CORRECTION SHIPMENT ON SS CONSTITUTN=
GEORGE SHIPPING

MEANING THE TELEX OPERATOR WAS TOLD TO CORRECT AND DID SO. AS 344DC IS STILL AVAILABLE IN THE CABLE FILE THE TEXTS DO NOT NEED LONG DESCRIPTIONS TO CONTINUALLY IDENTIFY THE MESSAGE OR PEOPLE INVOLVED. THIS MEANS GREATER CLARITY AND GREATER ECONOMY.

CHARACTER OF CABLES

CABLE MESSAGES MUST BE MEANINGFUL. DON'T LET ECONOMY ROB THE MEANING BY TOO CLOSE WORDING FOR IT THE TEXT ARRIVES UNCLEAR, TWO MORE CABLES WILL BE NEEDED TO EXPLAIN IT.

EXAMPLE OF ERROR: 235JB ARRIVING TODAY = JOHN ADDRESSO

WHO IS ARRIVING? WHERE? So we'd have to send:-

235JB2 WHO WHAT = T JOAN TELEX

MEANING THE TELEX OPERATOR AND THE RECIPIENT ARE IN THE DARK. THIS WOULD THEN HAVE TO BE REPLIED TO WITH THE TEXT THAT SHOULD HAVE BEEN SENT IN THE FIRST PLACE:

235JB3 TOTAL MAILING LIST ARRIVING LONDON AIRPORT TODAY

THE TWO NEEDLESS MESSAGES ARE NOTHING TO SNEEZE AT AT THE CURRENT COST OF CABLES. YET THEY BECOME NECESSARY BECAUSE THE SENDER FAILED TO REALISE THE TEXT WAS INADEQUATE.

CABLES REPEATED

ALL ORG CABLES ARE REPEATED IN ROUTINE AIRLETTER DESPATCHES CARRYING THE SAME NUMBERS AS THE CABLE AS CONFIRMATION THAT A CABLE WAS SENT OR A COPY OF THE CABLE FROM THE TELEX, WITH "CONFIRMATION COPY" WRITTEN ALONG THE TOP OF IT, IS SENT TO THE ORG CONCERNED BY AIRMAIL IN THE USUAL ORG MAIL.

L. RON HUBBARD

LRH:ML/TS
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