

HUBBARD COMMUNICATIONS OFFICE  
WASHINGTON, D. C.

HCO POLICY LETTER OF MARCH 2, 1959

HCO CABLE AND DISPATCH  
DESIGNATION SYSTEM

To save time and money and to increase understanding and ease of handling of communications a precise cable and dispatch designation system is necessary.

Smooth HCO Communication depends upon close adherence.

NUMBERING

All cable and dispatch messages between and amongst HCO Offices must be consecutively numbered from each office.

The numbers begin January first of any year and close December 31 at midnight. (To begin system, start with the number at one when system is started.)

Each office starts with the numeral "One" and proceeds then, whether message is a cable, dispatch by air, dispatch by surface, telegram or other means of Communication.

Each office has a letter designation as follows, which will be added to as offices are added. (Letters must not be the same for any two offices.)

HCO CONTINENTAL OFFICE DESIGNATIONS

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

HCO AREA AND CITY OFFICE LETTERS

LONDON. . . . .	L	PUERTO RICO . . . . .	PR
WASHINGTON, D. C. . . . .	DC	CHICAGO . . . . .	CH
LOS ANGELES . . . . .	LA	SEATTLE . . . . .	SE
NEW YORK . . . . .	NY	SAN FRANCISCO . . . . .	SF
MELBOURNE . . . . .	ME	GLASGOW . . . . .	GL
SYDNEY . . . . .	SY	ATHENS GREECE . . . . .	AT
PERTH . . . . .	PE	SAN DIEGO. . . . .	SD
BRISBANE . . . . .	BB	HOLLYWOOD . . . . .	HD
JOHANNESBURG . . . . .	JB	DENVER . . . . .	DV
DURBAN . . . . .	DB	TUSCON . . . . .	TU
CAPETOWN . . . . .	CN	PHOENIX . . . . .	PH
PORT ELIZABETH . . . . .	PT	ST. LOUIS . . . . .	PH
BLOENFONTEIN . . . . .	BL	HOUSTON . . . . .	HU
PARIS . . . . .	PS	MIAMI . . . . .	MN
BERLIN . . . . .	BE	PITTSBURG . . . . .	PI
MOSCOW . . . . .	MW	PHILADELPHIA . . . . .	PL
AUCKLAND . . . . .	AK	BIRMINGHAM UK . . . . .	BI
WELLINGTON . . . . .	WE	ABERDEEN UK . . . . .	AB

### MESSAGE ADDRESSES

All Scientology addresses are SIENTOLOGY omitting the "C". Major continental offices are registered. As soon as a new office is in, it should register itself as a cable and telegraph address as "SIENTOLOGY (City Name)." The following are currently registered:

SIENTOLOGY LONDON  
SIENTOLOGY WASH DC  
SIENTOLOGY MELBOURNE  
SIENTOLOGY AUCKLAND  
SIENTOLOGY JOHANNESBURG

Western Union in the United States has SIENTOLOGY WASH DC registered. All offices everywhere should be registered with (1) Cable (2) Telegraph.

As soon as an office has gotten itself so registered, it should inform HCOWW in London of that fact.

### MESSAGE FORM

The most basic form of written dispatches is given in the Central Org. Color Flash and Dispatch system. These are numbered only if they are put into HCO lines between offices.

They are then given the next consecutive number of that office and so enter HCO lines numbered.

To enter HCO lines they are usually briefed on HCO color paper (orange) and numbered. In any event they are numbered. Sometimes they are briefed and cabled or telegraphed. But they are always numbered.

Because only HCO uses, in the main, cables and airletters, there is no reason to use the letters HCO. All messages are HCO. Other signatories use the system and the fact that a message isn't HCO is revealed in the signature. HCO makes certain an outside HCO signature is identifiable.

Example of outside signature appearing at cable end:

HASI ROBERTS

meaning that Roberts of the HASI, not HCO, is cabling.

Assigned messages means the HCO Communicator of the originating office or the same signator as last time in the same number of exchange.

A signature means the HCO Secretary.

Anyone else in HCO is fully identified such as:

JUDY BOOKS

or

JOAN CERTAINTY

A single name followed by the name of the hat in question gives ample data for routing in the receiving office.

Messages meant to go to Ron begin with "RON". Messages coming from Ron personally (not sent on his behalf only) are signed "RON".

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 be reached is used: Such as:

STENO

Message form for cable, then becomes: "SIENTOLOGY, LONDON" (the cable address) "SHIPPING" (the short hat name of the person to be reached "335" (the consecutive number of all cables and dispatches sent out by the sending office) "DC" (meaning Washington, D. C.) "BOOKS YOU ORDERED SHIPPED TODAY BY EXCALIBUR US LINES (message text) "BEST" (Courtesy salutation) DICK BOOKS (Signatory).

#### REPLIES

When a message is replied to, the sending office designation is retained and a number, giving the consecutive times it has been used, is added after the office letters of the sending office, such as:

335DC

replied to by London becomes:

335DC2

There is no reason to say 335DC1 because the bulk of messages are not replied to and any single such number is always "message one".

When 335DC2 is replied to, the next message becomes 335DC3.

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.

335DC as above would be answered from London:

"SIENTOLOGY, WASH DC 335DC2 THANKS

Another cable, still concerned with the same books from DC would be :

"SIENTOLOGY, LONDON 335DC3 CORRECTION SHIPMENT ON SS  
CONSTITUTION"

meaning HCO Comm was told to correct it and did so. As 335DC is still available in the cable file, the texts do not need long descriptions to continually identify the message or the 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 if the text arrives unclear two more cables will be needed to explain it.

Blunder:

"SIENTOLOGY, JOHANNESBURG 218L ARRIVING TODAY

HASI SMALL"

Who is arriving? Where? So we'd have to send:

"SIENTOLOGY, LONDON 218L2 WHO WHAT"

meaning Communicator and the recipient are in the dark dark. This would then have to be replied to with the text that should have gone in the first place:

"SIENTOLOGY, JOHANNESBURG SHIPPING 218L3 THE EIGHTEEN CASES  
OF BOOKS YOU SHIPPED LONDON ARE ARRIVING SOUTHAMPTON TODAY."

Two needless messages are nothing to sneeze at at the current cost of cables. Yet they became necessary because the sender failed to realize the text was inadequate.

Ordinarily an HCO Communicator would have caught this and gotten it corrected.

#### DISPATCH BRIEFING

Dispatches, when converted to airletter are handled as follows:

The original is numbered and held in a folder in a basket stack along with other dispatches being briefed on that date. Two copies are inserted behind

the airletter. The airletter is started by the notation:

LA to L 613-619

(the dispatches included in the letter). The first dispatch is given its number and a briefed text -

613LA the text follows

614LA the text follows, etc.

One copy of this airletter is held in the folder for later files, one copy goes to the HCO Continental (or the continent of the originating office) and the airletter is mailed. No one is to use any lines but the HCO Communicator's lines in sending dispatches to me and only those things that are my personal business such as Washington dispatches and Advisory Council Reports are to be sent through the HCO Communicator's lines.

When this airletter arrives in London, it is presented to me as itself, but any message for another person is taken off of the airletter by the receiving HCO Communicator and put in the dispatch lines. When it is answered, the answer is added into the returning airletter dispatches.

The original airletter is presented to me in company with two airletters and one sheet and carbons so fixed that there is a carbon of anything written on the airletter.

The new airletter is as follows:

613IA2 Answered

614IA2 Answered, etc.

The answering airletters (one original and one a carbon) do not repeat text. The original of the answering is mailed airletter back to originating office. The carbon of the answering airletter is mailed to the HCO Continental office of the originating office. The orange carbon of the answering airletter is clipped to the original briefing airletter and held in London files.

The HCO Continental office has received a copy of the original brief airletter. When HCO Continental receives the answering carbon airletter it clips the two together, the dispatches and the answer, and is apprised of decisions and actions taken in and about area offices.

In any Continental office there is always also an area office. That the two are near together does not excuse failure to follow communication procedure as HCO Continental files will soon be wholly separate from Area files and even when in the same town they will be in different buildings.

When any office originates airletters, this procedure is followed except by HCO Continental offices where only the original and one orange copy is sent and the original and one orange of the answer are returned.

#### CABLES REPEATED

All cables are repeated in routine airletter dispatches, carrying the same number as the cable.

#### SURFACE MAIL

All heavy packets of papers are sent by surface mail, but packets so sent are still given designating numbers.

#### ADDRESSING

Addressing is much facilitated by rubber stamps for principle offices. But where a number of city offices and area offices are regularly distributed to, a hand addressograph machine with the office address files on silk screens should be resorted to.

When handling less than ten offices, rubber stamp addresses are adequate.

These should be kept on a Board near the person (usually HCO Steno) who actually packs up mail and mails letters for HCO.

This cable and dispatch system should go into effect immediately on its receipt, starting the numbers at "one" with the office letters following:

L. RON HUBBARD

LRH/iwh