

HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy St. London W.1.

CONVERT

HCO POLICY LETTER OF MAY 26TH, 1959

TO DEPARTMENT HEADS

Each Department Head assumes responsibility for his Department. This means ensuring that each member of his staff knows his hat fully and is willing and able to carry out the duties therein. Where consistent mis-duplication or hold-up occurs, investigate, understand and rectify. Watch out for veers on all Department lines. Reallocate duties when necessary. When something goes wrong, YOU do something to put it right. Department Heads have the right to hire or fire their own staff with the approval of the Assoc. Sec.

In order to co-ordinate the purpose and function of Departments, a short meeting of Department Heads will be held daily. The Assoc. Sec. will be present at these meetings. Minutes will only be taken at the regular Ad Comm meeting on Tuesdays, when no other meeting need be held.

The purpose and function of Departments is to provide a public service and help in the dissemination of Scientology. There is a responsibility in this which effects everyone. Therefore be causative against destructive forces. Every person in each department shares and owns the purpose of the department.

This is what I expect from each Department Head;

- Training: Lots of students graduated, well trained, with a high reality on Scientology and the ability to run HAS Co-audits and the ability to Theta clear individual pc's.
- Processing: To undercut the reality of all cases and to Theta clear as many cases as possible.
- PrP: To get in the income for the Org. as a chief responsibility. To sign up as many students and pc's as possible.
- Materiel: To provide quarters and materiel to get the work done - to keep CF serviceable for PrP and Address useful for Certainty, Membership and statements.
- Accounts: To get the income accounted for and into the bank, to pay the bills accurately and keep good records and to raise the devil with PrP if income is too low, with Material and printing if collections are not made.
- P.E. Foundation: To run an amazingly successful HAS CO-audit course, to keep new people coming in and the Co-audit growing at least five new people per week and all cases cracked and everyone keen to get trained further or cleared fully in the HGC.

In general, get more done, get the show on the road, be in on time and make Scientology felt by digging the grooves deeper.

We've got it made with administration and technology. We can take the whole of UK. Well, let's do it !

LRH:MP.ei.js.

L. RON HUBBARD