

HUBBARD COMMUNICATIONS OFFICE
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CenOcon

HCO POLICY LETTER OF AUGUST 10, 1959
(Issued St. Hill-Reissued HCO, DC-Reissued HCO, LA)

Administration in a Scientology Organization

Administration is a necessity in most businesses and Scientology is no exception. Poor administration results in poor inflow.

Staff personnel should be taught to pay attention to pieces of paper and handle them properly.

We have Policy Letters, Bulletins, Sec E.D.'s, Dispatches, Letters and other pieces of paper to handle. They each have their proper place in our organization. If these pieces of paper are mishandled, misrouted, mis-filed, what results is confusion.

An HCO Policy Letter consists of data on which an organization should be running. Remember that what's wrong isn't the Policy but the fact that we are not applying it or have mis-duplicated it.

An HCO Bulletin is a general form of data, usually technical.

A Sec E.D. consists of policy which must be carried out, e.g., hats.

When hats are written up as is being done at the moment, these hats apply to every Central Organization - no exception.

A dispatch is a memo from another staff member in your organization or in another. Handle it - do something with it.

A letter is simply a letter. If it has come to you, answer it. If it has come to you by mistake, pass it to the correct terminal.

Always be precise - write the date in the right hand corner. On the left put the person's title (post) to whom you are writing and directly under that write your own title (post).

If you are in doubt as to what to do with the communication find out about it. Ask someone or do something. See how prompt you can be in your handling of pieces of paper. Make it a goal each day to empty your In basket, and do something about that Pending basket. It shouldn't have much in it you know. Don't put your filing in your Pending basket - put it in your Filing basket.

Just remember that you are responsible for all those pieces of paper in your baskets so don't be the effect of a piece of paper - just handle them.

When you write a memo be precise and exact. Say what you mean - communicate. It's just like giving an auditing command.

Be willing to take responsibility for your administrative work, also for those you work with. Keep communication lines flowing freely. Use A&C, good CC, be accurate and precise.

What we want is Doingness, and that we can achieve. So stop fooling around and juggling with pieces of paper. Just read them, understand them and handle them.

NORMA WEBB
HCO SECRETARY WW

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