

HUBBARD COMMUNICATIONS OFFICE
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LTD -

HCO SECS ONLY

REPORTS REQUIRED FROM HCO SECRETARIES

Following on the Special Telex bulletin which was sent to HCO Secretaries by LRH on August 8, 1959, here is a shortened questionnaire which HCO Secretaries can use to insure that they are checking on all the data required in this report. It is suggested that the HCO Secretary should at least once in the week, inspect some part of the whole picture as outlined below:

- FIRST: Promotion and Dissemination
Magazine going out on schedule?
Dir PrR functioning alertly?
- SECOND: Financial
Weekly reports from Accounts coming in to the HCO every week?
And sent through to LRH?
Registrars weekly report on number of signups?
- THIRD: Effectiveness of Service
Quality of training and processing?
- FOURTH: General State of Org. Depts:
Finance
Statements going out monthly?
Statements book up to date?
Current bills book up to date?
Training
Number of students?
Quality of training?
P. E. Foundation
Numbers?
Quality?
Materiel
Quarters clean?
Holding down expenses?
Books
Book orders coming in?
Book orders being filled?
C.F.
Have they got the data we want in the files?
Filing up to date?
New names quickly in the files?
Address
Is setup geared to help promotion?
General efficiency?
Special Programs
Staff Co-Audit?
Staff being used for optimum efficiency?
Other programs?

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HCO COMMUNICATOR WW

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