

HUBBARD COMMUNICATIONS OFFICE
1812 19th Street, N.W.
Washington 9, D.C.
(Re-issued HCO LA)

All HCO HCO POLICY LETTER OF OCTOBER 14, 1959
Personnel
Everywhere.

COMM SPEED

Speed of relay of communication, external and internal, should be improved in HCO.

HCO is basically a communications office. This means fast relay.

If a communication arrives in an In basket, inspect, handle and pass it on.

In baskets should not contain anything twenty minutes after a delivery. This means any In Basket.

A communicator should report to me chronically full or delayed In baskets.

Out baskets should be cleaned and contents routed at least twice a day.

Mail should always be fully distributed within an hour of receipt.

Don't put comm lags on the line by slow relay. If you are a relay or handling point on comm, when it arrives get it gone in the hour.

Redistribute your own out basket into the message centre.

Hand dispatches over to other stack baskets to which they belong.

Do what you please but put snap into comm answer and relay.

If you don't you develop special rush systems, you get by-passed.

If it's comm, handle it now.

L. RON HUBBARD

LRH:dd:mg:bg
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