

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex.

S.A. only.
Info All Gen Orgs.

HCO POLICY LETTER OF NOVEMBER 18, 1960

ISSUE II

EXECUTIVE TIME SALVAGE AND CONFERENCES CURTAILED

I find that HCO Bulletin of August 27, 1958, page 2, paragraphs 4 and 5 is being violated.

It should be adhered to scrupulously.

Also conferences amongst executives and departments held in executive offices are using up hours and hours of valuable time. Despatch releases containing the info and phone or personal check on it by the issuing executive usually suffices.

I myself find despatches, general staff releases, phone and personal visits to offices get the work done better, get the pictures much clearer and get the job done.

On studying staff time investment, I have already salvaged 200 + hours of auditing time per week for the Org.

I have no objection to executives being in their offices. I object to many meetings, conferences, and staff members being called in when they should be on post.

I believe it may be necessary for all executives to be on the job Saturday afternoons, but haven't taken this step yet, thinking I may be able to salvage effectiveness during the week.

Hours of work for executives is the same as staff members.

L. RON HUBBARD.

LRH:js
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