

HUBBARD COMMUNICATIONS OFFICE
23, Hancock St, Joubert Park, Johannesburg, S.A.
(Re-issued HCO LA)

ALL Cent. Orgs.

HCO POLICY LETTER OF 18 DECEMBER 1960

C.F. AND ADDRESS CHANGE

Dist: Dir. of PrR
Letter Reg.
Dir. of Mat.
Staff hats-info.
C.F. -Addresso, Clerk

Central Files, Address and the typing pool are transferred herewith to the Dept. of PrR. and are placed under the direct charge of the Letter Registrar.

An administrative personk formerly CF in Charge, shall become the assistant to the Letter Registrar.

This change may not necessarily alter the office space of CF and Address. but it may alter the office space of the Letter Registrar who should be close to CF and Address.

The reason for this change is the increase in mailing of various types of info packets and the new test set up. All this is better done by and in CF and Address and under the direct control of the Letter Registrar.

The materials of CF and Address remain in the Dept. of Materiel. The functions of CF and Addresso and their personnel now shift to the Letter Registrar.

New designations will be required on address plates for "Tested and Evaluated" - "P.E." - "Anatomy Course" etc. and new info packets must be designed for each new category. It is my feeling this is all best done under the direct supervision and orders of the Letter Registrar who may even now be covering areas already being covered. New uses for C F and Address and Info packets should be discovered.

Test Evaluation may shortly come under Letter Reg. while Testing and Test Files remain with P.E., due to an experiment now being undertaken in evaluating by mail for persons tested rather than bringing them in for evaluation. If this works out as superior in returns, then place test evaluation and evaluators under the Letter Registrar at once. A new test evaluation system makes this very easy to handle.

L. RON HUBBARD

LRH:aec:rh
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