

Dist: Assn Sec  
Dep Assn Sec  
HCO Sec

Assn Secs  
HCO Secs  
Area Sec  
City Offices

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex.  
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PATTERN FOR CITY OFFICES

There are now two types of Scientology Organizations. One is the large Central Organization as represented by Washington, Los Angeles, London, Melbourne and Johannesburg.

The other is the City Office as represented by Sydney, Perth, Durban, Capetown, Auckland, New York, Seattle, San Diego, etc.

Fundamentals

Fundamentally, a City Office evolves much as a large Central Organization did.

A City Office at first cannot use or afford the extensive pattern of a Central Organization and still remain solvent.

There is a make-break point above which one can afford the six department system and below which one has to "cope". This is at a minimum of £400 per week income or \$1200. Until one routinely has that, one cannot do otherwise than "cope".

A City Office is at its beginning characterized by the fact that everyone on staff wears all the hats. There is no individuation of departments. Later some semi-individuation can take place. This comes in as income grows.

Even if all the titles are worn, the departments do not exist in fact and a condition can arise where people try to be Dept. heads when they are really just sweeping the floors.

In a City Office at first one cannot afford to employ Administrative staff who only Administer. The first break-out of this is hiring a receptionist.

A City Office is composed almost entirely of technical personnel who while working at technical activities (teaching, processing) somehow handle Administration.

A City Office invoices everything received, banks it all and pays all its salaries and bills by cheque. That is the lowest rung of an Accts Dept. Probably the Assn. Sec. in a City Office does this. The records are kept no further and someday get audited.

The fundamental action of a City Office is technical service.

A Running City Office

A City Office could be said to be running when it is receiving income for its support. This is paramount above posts and patterns.

An Established City Office

A City Office which is well established may have seven or eight people on staff.

Almost all of these people render at least some technical service except reception.

For example:

Assn. Sec. is Promotion, also Interview Registrar, Dir. of Accounts and Purchasing.

D of F is a Registrar, does all Letter Registration and Invoicing.

Dir. of Mat. keeps the place clean, does Address and Mail.

D of T teaches all students all classes.

PE Director handles PE and Co-Audit both (staggered nights).

Any additional personnel are staff auditors.

A crew such as the above (such as HASI London, 1956) can actually make £500 or \$1500 a week using only five rooms and this small staff.

Now very little Admin is expected of these people. The whole of Admin is a weekly financial breakdown for the unit and Ad Comm reports, pc graphs and auditors reports, student training reports and local mailings. Nobody expects CIC boards to be kept or long winded reports to be made.

### The Test Line

With forthcoming Automatic Evaluation, to an established City Office, already doing well, a Test Line may be added providing it requires only the services of two people - one as Test-in-Charge, the other as Test Marking, Evaluation and Test Mailing.

If the PE Director is the best control person in the Org, the test line would then have a hope of paying off very well. A test line should probably not be put into a City Organization which is not yet established.

### H C O Office

A City Office has an HCO Area Office.

The actions and duties of this office are covered by a recent HCO Policy Letter.

But in a City Office there is an added action for the HCO Area Sec. She may or may not have a Communicator, depending on the size of the 5%. But the HCO Area Sec in a City Office assumes the HCO Continental Hat for Broad Dissemination in that Area.

The HCO Area of a City Office must think about, handle and bring off special events.

These consist of Free Open Evenings, Tape Plays, Junior Congresses, Meetings for Field Auditors in the area and any special activity calculated to interest people in Scientology in that area.

### Summary

A City Office, well handled, can grow to become a Central Organization with a Six Department System. But its income must rise above £ 500 a week or \$1500 before it starts adding anything but technical personnel.

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