

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex,  
(Re-issued HCO LA)

Central Orgs.  
HCO's.

HCO POLICY LETTER OF AUGUST 24, 1961

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STAFF

HCO ORGANIZATION, FUTURE PLANS

The future spotlights of HCO will light on the following plans for Continental Organization.

No Continental HCO is to remain in or with a Central Org.

An HCO Continental Office will be situated so as to communicate easily with all Central Orgs and City Offices.

The HCO Continental Office will handle all orgs in HCO matters, will contain my Continental Office, will do all printing for the continent, all mimeographing, all make-up of mags, all mail order book sales, will do all filing for all HCO Offices on that Continent, will be the basic tape repository and clearing house for all Orgs and sales of Tapes, will handle all Franchise matters for the Continent, will clear all funds to HCO WW, will handle all technology, act as board of review for the Continent (Ds. of P. will give exams), will give any "HCO Special Course", will possibly conduct some special activity such as a Juvenile Delinquency Camp, and will have its own buildings and grounds.

A Central Org. or City HCO Office will be a one-person office, occupying one room and possibly ante room. There will be no local communicator or other HCO Officer until the Org so served has at least 100 staff members. The Area HCO will act as a comm relay point, will demand and attain high technology, will distribute all bulletins to the Org (sent to it in packets by HCO Cont.), collect all monies due HCO from the Org, distribute local books and tapes through reception, handle the org's tape library, keep HCO Continental and myself in touch and, in short, make my postulates stick locally. With no mimeo or filing, with no examinations to do, one person should be able to do an HCO Area job. That person should be a well trained Scientologist, able to obtain excellent results, preferably clear.

Telex connection should exist from HCO Continental to all HCO Area Offices and from Saint Hill to all HCO Continental Offices.

It will be seen that randomness amongst organizations will reduce if HCO Continental is attached to no one Org. It should also be seen that if all personnel over one person in HCO Area Offices were all attached to HCO Continental more people would be available in the Continental Office and work duplication would fall off, thus freeing HCO Continental and Area Offices from overburden.

My own Continental office and all its furniture, files and equipment should be re-established at the HCO Continental Office.

For this purpose, HCO Continental Washington DC should move to some

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