

HUBBARD COMMUNICATIONS OFFICE
SAINT HILL MANOR, EAST GRINSTEAD, SUSSEX
(REISSUED FROM SEC ED No. 398 OF WASHINGTON DC)

CENTRAL ORGS. HCO POLICY LETTER OF SEPTEMBER 13, 1962
LETTER REG.

COMMENTS ABOUT LETTER REGISTRAR

(TRANSCRIBED FROM A TAPE DICTATED BY L. RON HUBBARD, 10TH SEPT, 1962)

THE LETTER REGISTRAR IS RESPONSIBLE FOR ALL CASES IN CONNECTION WITH THE ORGANIZATION AND ON THE ORG. MAINLING LISTS. IT IS LREG'S JOB TO GET THESE PEOPLE CLEARED AND TRAINED. I AM COUNTING ON LREG TO HANDLE THE SITUATION- NOT TO SELL PEOPLE THINGS- BUT JUST TO MAKE SURE THAT THEY COME IN AND GET CLEARED AND TRAINED. THIS IS THE CRUX OF THE SITUATION.

THE LETTER REGISTRAR'S JOB IS DIFFICULT BECAUSE SHE COULDN'T PUT PEOPLE ON THE METER AND GET OFF THE MISSED W/H'S; BUT NEVERTHELESS I ASK THE LREG TO FIND SOME METHOD OF OVER-RIDING THIS FACT.

L.REG IS TO CONCENTRATE ON THE JOHANNESBURG RUNDOWN ON HOW TO WRITE LETTERS. LREG WRITING OF LETTERS IS TO TAKE A PERSONAL INTEREST IN THE PERSON'S CASE; A PERSONAL INTEREST IN THEIR ACTIVITIES; BE VERY INTERESTED IN WHAT THEY ARE DOING; AND ALL IN THE DIRECTION OF GETTING THEM CLEARED AND GETTING THEM TRAINED- THAT IS THE LEVEL OF RESPONSIBILITY ON THE LETTER REGISTRARS LINE.

THE LETTER REGISTRAR IS TO HANDLE ALL OUTGOING PROCURMENT LETTERS FROM THE ORGANIZATION, WITH THE EXCEPTION OF THE D OF P AND THE D OF T WHO MAY ALSO WRITE PROCUREMENT LETTERS. AUDITORS WILL NOT BE REQUIRED TO WRITE PROCUREMENT LETTERS PROVIDING THAT TIME IS SPENT ON THEIR OWN TECHNICAL IMPROVEMENT OF NOW EXISTING CASES.

WHILE THE LETTER REGISTRAR HAS QUOTAS, AND WHILE THESE QUOTAS MUST BE MET, THIS MUST NOT IN ANY WAY INTERFERE WITH THE FACT THAT SHE IS TRYING TO GET PEOPLE CLEARED AND TRAINED. THE QUOTA IS A SECONDARY ASPECT TO THE EFFECTIVENESS OF GETTING PEOPLE CLEARED AND TRAINED - ABOVE ALL OTHER THINGS SHE SHOULD BE EFFECTIVE.

WHEN THE LETTER REGISTRAR SITS THERE ASKING HERSELF QUESTIONS ABOUT THE PERSON, "WHY HAS HE MOVED FROM SEATTLE?", AND SO FORTH, ACTUALLY SHE SHOULD BE ASKING THESE QUESTIONS DIRECTLY AND STRAIGHTLY OF THE PERSON SHE IS WRITING TO, NOT ASKING HERSELF THESE QUESTIONS- SHE SHOULD KEEP HER REALITY HIGH ON THIS PARTICULAR ASPECT. THE R FACTOR IS VERY IMPORTANT AND I ROUTINELY HAVE TAKEN TWO OR THREE FOLDERS FROM CENTRAL FILES AND WRITE LETTERS TO THEM WITHOUT SIGNING MY NAME TO THEM AND GOT IMMEDIATE RESPONSES FROM THESE PEOPLE AND THIS WAS MERELY BECAUSE I HAD A HIGH REALITY FACTOR ON THE LINE TO THESE PEOPLE. LETTER WRITING CAN BE BRIEF AND RAPID AND STILL HAVE THE R FACTOR.

LRH:DR
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