

HUBBARD COMMUNICATIONS OFFICE  
1812 19th St., N.W., Washington 9, D.C.

Central Orgs.  
Franchise  
Field

HCO POLICY LETTER OF OCTOBER 12, 1962

RE-ISSUE SERIES (1) -

BASIC PURPOSES OF A SCIENTOLOGY ORGANIZATION

(Taken from HCO Policy Letter of Nov. 27, 1959  
and HCO London Letter of Jan. 9, 1958.)

L. RON HUBBARD FOUNDER. Purpose: To develop and disseminate Scientology. To support and assist Scientologists. To write better books. To act as a court of appeals in all organizational disputes. To form and to make official policies and orders affecting the Founding Church.

FOUNDING CHURCH OF SCIENTOLOGY (H.A.S.I.) Purpose: To disseminate Scientology. To advance and protect its membership. To hold the lines and data of Scientology clean and clear. To educate and process people toward the goal of a civilized age on Earth second to none. To survive on all dynamics.

FOUNDING CHURCH CONGREGATION. Purpose: To communicate to the congregation the principles and philosophy of Scientology. To ensure for each individual an awareness of their health, happiness and immortality through good training, processing and fellowship.

HUBBARD COMMUNICATIONS OFFICE. Purpose: To be the office of LHM. To handle and expedite the communication lines of LHM. To prepare or handle the preparation of manuscripts and other-to-be-published material of Scientology. To keep, use and care for LHM's office equipment. To assist the organizations of Scientology and their people. To set a good example of efficiency to organizations.

PUBLIC RELATIONS (under HCO). Purpose: To maintain and increase good public relations for the organizations of Dianetics and Scientology.

EDITORIAL DIRECTOR (under HCO). Purpose: To keep material in publications within Organization Policy, and to prepare publishable material.

HCO COMMUNICATOR. Purpose: To keep the communication lines flowing and the files in order in HCO.

HCO BOARD OF REVIEW. Purpose: To validate for full results every certificate ever issued in Dianetics and Scientology. To be the final authority on any certificates to be issued. To be the final authority on Clear certification.

ORGANIZATION SECRETARY. Purpose: To get people to get the work done. To enforce the policies and advise the Board.

LEGAL. Purpose: To make legal the actions of the organizations of Dianetics and Scientology and safeguard their public and private interests.

ADVISORY COUNCIL. Purpose: To advise the executives of the organization as to needed changes and policies. To act as a meeting ground for department heads. To assemble and report the statistics of finance and action to the Executive Director. To advance ideas for promotion and improvement.

STAFF MEETING. Purpose: To gather agreement and permit staff origination upon matters relating to personnel and duties. To report on performance of duties. To suggest promotional maintenance and organizational changes to FC executives.

T E C H N I C A L D I V I S I O N .

TECHNICAL DIRECTOR. Purpose: To ensure good training and processing, good service and ARC inside and outside the organization.

ACADEMY OF SCIENTOLOGY. Purpose: To train the best auditors in the world.

TRAINING ADMINISTRATOR. Purpose: To keep the materials and comm. lines of the Academy in good order. To keep a Roll Book. To prepare and collect certification materials.

COMMUNICATION COURSE. Purpose: To give people a reality on Scientology and to teach the communication formula by Dummy Auditing.

HUBBARD GUIDANCE CENTER. Purpose: To do more for people's health and ability than has ever before been possible and to give the best auditing possible. To help people.

PROCESSING ADMINISTRATOR. Purpose: To handle the persons, communications and materials of the HGC to the end of improving and continuing the quality and business of the HGC.

SCIENTOMETRIC TESTING IN CHARGE. Purpose: To give all and any tests and exams that may be required to any department or organization or personnel, and keep and file results accurately to assist research and presentation, and to have test materials in abundance to hand.

PERSONAL EFFICIENCY FOUNDATION. Purpose: To make a better worker of the worker, a better executive of the executive, a better home sap on all dynamics.

A D M I N I S T R A T I V E D I V I S I O N .

Purpose: To ensure good and accurate communication inside organization. To handle business and administrative affairs. To ensure good working quarters and conditions for and good work from organizational personnel.

DEPT. OF PROMOTION AND REGISTRATION. Purpose: To procure students and preclears by actual direct and personal contact using personal letters and assuring an adequate number of students and preclears.

RECEPTION. Purpose: To create and maintain good communication and service amongst staff, students and public.

DEPT. OF MATERIEL. Purpose: To hold in readiness and good repair all the communication material, files, addresses, furniture, equipment, quarters, and transport necessary to adequate function of the organization.

DEPT. OF ACCOUNTS. Purpose: To keep the business affairs of the organization in good order, to maintain the good business repute of the organization and to see to it that the business activities of Scientology are up to date in an excellent condition. To make sure that income exceeds outgo.

DISBURSEMENT CLERK. Purpose: Break down income into proportions; validate bills; issue checks.

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