

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCC Secs
Assoc. Secs
Dept. Heads

HCO POLICY LETTER OF DECEMBER 11, 1962.

HCO Area Sec
OrgSec
DofP
HGC Admin
DofT
Acad Admin
PE Dir
PE Admin
DofPrR
Chief Reg
Ltr Reg
Dir Accts
Dir Mat

CHANGE IN REPORT LINE

The purpose of the report line from the Orgs to Ron and HCO WW is three-fold:

1. To provide information.
2. To encourage the HCC Sec., the Assoc. Sec., and Dept. Heads to have a close look, personally, each week at their Org and Depts.
3. To enable Ron, and trained staff at HCO WW, to pick up possible goofs and trouble spots early and correct them before they grow to major proportions.

With this purpose in mind, various experiments in reports have been introduced in the past three years.

On the basis of this experience, it has been found that the Organizational Information Centre, with its associated reports, is at once the most effective report line and also the least burdensome to all staff concerned.

Therefore, it has been decided that the O.I.C. report system is the mandatory report system for all Scientology Orgs which have an HCO attached to them. A final refinement has been added in HCO Pol. Ltr. of December 11, 1962, "C.I.C. Reports to HCO WW", which outlines a system for a weekly cabled or telexed O.I.C. report in addition to the routine C.I.C. reports which are mailed to HCO WW as before.

At the same time, this permits the cancellation of some other reports which, by experience, have proved less effective for the purposes described above.

Effective immediately, therefore, the following reports are cancelled:

1. HCO 1, and HCO 3 - The personal reports of the HCO Sec and Assoc. Sec. on the Org.
2. Org. Rudiment Reports as described in HCO Pol. Ltr. of December 15, 1961, "Rudiment Check Sheet for Orgs." This does not however obviate the necessity for keeping the Org. Rudiments in, as per HCO Pol. Ltr. of December 11, 1961. Also, of course, it remains the privilege and duty of the Assoc. Sec. and HCO Sec. to send their own individual and personal reports on the Org direct to LRH whenever they deem it necessary.

The routine reports of D of T and D of P to HCO Tech. Sec. WW remain unchanged.

Financial reports - (HASI Proportionate Income Breakdown (A.C.I.) and HCO A.C.42) remain unchanged.

HCO Book Reports to WW remain unchanged.

HCO Secs should continue to send copies of Org Board to HCO WW at quarterly intervals, and HCO Inventories on the 1st of each year.

HCO Secs, Assoc. Sec., and Dept. Heads are advised to re-read HCO Policy Letter of August 11, 1960, and subsequent issues on the O,I,C. board and report line.

LRH:jw:pc
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L. RON HUBBARD

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