

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 9 FEBRUARY 1964

St Hill Office
Staff only

COMM BASKETS

Joe Breeden, Miss Harris and Mrs. Thrupp are to be congratulated on the state of their Comm Baskets.

Three baskets constitute a Comm Station and consist of an "IN", "PENDING" and "OUT". These baskets are for the use of the staff member to whom the station belongs and the Communicator who distributes and picks up despatches, messages and letters.

Handling one's Comm Station does not constitute a large part of one's job. But it should be done well.

The "IN" basket should be emptied once a day at least and if one cannot care for the matter at once, the despatch or message or receipt et al is placed in "PENDING".

Money, cheques, valuables, should not be left in "IN" baskets, particularly over weekends.

The "PENDING" basket should be clean by Friday afternoon of each week. Usually this is only hard to do because it contains many things that don't belong to one and should be re-routed to those they do belong to or to files.

Work papers should never be put in drawers or out of sight, if active. They are placed in "PENDING" or left on the desk.

The "OUT" Basket is of course emptied by the Communicator and all messages and letters going out should be placed in it.

Letters and despatches should never be placed on someone's desk. They go only into the "IN" basket. The exception is Telex or rush, which on receipt is placed in the Centre of the Staff Member's blotter. No other messages should be placed on anyone's desk.

A neat and uniform handling of one's comm station is appreciated.

Every administrative staff member, without exception, should have a Comm Station. The Saint Hill Administrator is now continually responsible for this provision and for seeing that the staff member's name is on it.

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