

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex.

CenOCon

Staff

HCO POLICY LETTER OF APRIL 1, 1964

NEW MIMEO LINE
HCO EXECUTIVE LETTER

(Adds to HCO Pol. Ltr. of Feb. 4, 1961 - Types of Letter Established)

An HCO Executive Letter is mimeoed at Sthil only, blue Ink on Green Paper. By definition it is a letter from Ron or the Organization Supervisor addressed personally to a Continental or Area chief (Continental Dir. or Assn Secretary) but which is of interest to other organizations. As such communications are often retyped for other orgs., it is easier to mimeo them. They contain interpretations of policy and comments on projects which do not otherwise have a channel of issue.

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Several copies go to the HCO Sec of the org to which the communication is addressed. The HCO Sec. retains one for her own use and HCO Files, The remainder go to the person addressed. This person can then use them as required. Two copies also go to every continental office, one each for HCO Continental Sec. and the Continental Director. Two copies go to every org, one for the HCO Area Sec and one for the Assn/Org Sec.

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LRH;dr:tlm
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