

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

Cent. Con.
HCO Secs.
Assoc. Secs.

HCO POLICY LETTER OF JUNE 16, 1964

PERSONNEL RECORDS
ADMIN CERTS.

(Modifies HCO Pol. Ltr. of Aug. 12, 1963)

As a special project, Admin. Certs. are being issued to all current and past staff members of Scientology Organizations on the following basis:

Hubbard Administrator certificate: Will be issued to (1) any staff member, currently on staff, who does not qualify for a Hubbard Executive certificate; or (2) any person who has previously worked on the staff of a Scientology Organization, no matter how briefly, who does not qualify for a Hubbard Executive certificate.

Hubbard Executive certificate will be issued to:

1. Any staff member currently on staff, who can claim to have served on an Executive post in a Scientology Organization for a period of at least one year.
2. Any person who has previously worked in a Scientology Org., who can claim to have served on an Executive Post for at least one year.

Executive posts are defined as follows:-

In HASI:

Assoc. (or Org.) Sec.
PE Director
Director of Training
Director of Processing
Director of Enrolment
Chief Registrar (Body)
Letter Registrar
Director of Material
Director of Accounts

In HCO:

HCO Continental Secretary
HCO Area Secretary

IN ORDER TO OBTAIN THE CERTIFICATE, THE ATTACHED APPLICATION FORM MUST BE FILLED IN AND SENT TO HCO WW, SAINT HILL, VIA YOUR ASSOC. SEC. AND HCO AREA SEC.

HCO Area Secs:

1. Distribute these forms to all current Org. staff, including HCO personnel. Route to Org. Supervisor WW, with Assoc. Sec. comment and HCO Sec. comment, which are confidential, after completion by the staff member.
2. Send a form and explanation to every past staff member known to you or recorded in your files. Get them to send the application back to you for Assoc. Sec. comment and your comment, and then route to Org. Supervisor WW.
3. Advertise the offer in your Continental magazine, telling them to send to you for an application form.

The Admin. Certs. will be printed and issued by Saint Hill only. They will supersede the current Permanent Staff and Permanent Executive certificates, which are now abolished.

Holders of Permanent Staff and Permanent Executive certificates must however send in their application for the new certificates.

The deadline for this project ends on 31st December 1964, after which the Admin. Certs. will be available only to current staff members and requirements will be harder. So send in your application form NOW.