

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Gen Non Remimeo

HCO POLICY LETTER OF 29 APRIL 1965

MIMEO DISTRIBUTION CHANGES

SEC ED DISTRIBUTION

SECRETARIAL EXECUTIVE DIRECTOR
(MODIFIES DISTRIBUTION ONLY)

As a bulletin board is often not seen and a SEC ED is vital and usually urgent, being a temporary order made to handle a current situation, broad SEC ED distribution is vital.

Therefore All SEC EDs will be distributed to all staff in all orgs.

SEC EDs are no longer to be posted on public or staff bulletin boards as they sometimes reflect a down condition or a Comm Ev sentence.

Awards are usually carried by HCO Exec Ltr.

No SEC ED may be distributed to only one org. Every SEC ED is distributed to all orgs and all staff in all orgs.

Every SEC ED must be clearly marked in caps at the beginning with the org or orgs to which it applies, followed by ONLY where it is not total.

Therefore there is now only one distribution of a SEC ED and that is to each staff member in every org including Saint Hill.

SEC EDs are not Remimeo. They are done in two ways:-

(1) On thin airmail type blue paper at Saint Hill with enough copies are run off to supply one to each org member and one to the org's master files.

(2) By cable to Continental Orgs which relay to their Continent by Telex. On receipt the HCO steno cuts a stencil and signs the stencil and runs it off on blue paper of normal weight and issues fast to every staff member.

The Saint Hill issued copies (1), bear the signature on the stencil of HCO Exec Sec WW or HCO Area Sec WW.

The locally mimeoed SEC EDs bear the signature of the local LRH Communicator or the HCO Steno only.

The form of a SEC ED is unchanged except that the stencil signed signature must be legible.

No SEC ED is locally issued.

I personally write all SEC EDs and the signature merely means they are signed for me.

In distribution (2) above, a copy of the received cable, wire or telex must be stapled to the local released copy in the Master File, proving it was received, and that filed copy of the cable wire or telex must be signed as received by the Director of Communications and must also be Time-Date stamped by HCO.

Reason: Comm Member system despatches often refer to SEC ED, and if they are only distributed in one org, a Dev-T situation is set up where "What are you talking about?" is asked, at once tripling the number of despatches regarding SEC EDs.

LTD AND GEN NON-REMIMEO
SAINT HILL DISTRIBUTION

All Scientologists at Saint Hill get everything that is marked Remimeo, General Non Remimeo and Limited Non Remimeo and all HCOBs.

The only exception is Class VI material or Power Process (VII) material. This is not distributed to anyone but the persons designated such as "R6 Co-audit" (Staff Prov Cl VI) or "Sthil R6 Students" (D Unit course students) or "Power Process Staff" meaning Review Technical Personnel in the Qualifications Division only.