

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo

HCO POLICY LETTER OF 4 SEPTEMBER 1965

HCO Division
Dept of Inspection and Reports
Dept of Routing, Appearances and Personnel

INSPECTION OFFICER

The duty of the Inspection Officer is to inspect the status of various projects and orders and to report this to the Secretary of the Division concerned.

The Inspection Officer does not issue orders or instructions to staff.

In reporting the status of projects and orders the Inspection Officer does not send a carbon to the personnel concerned but sends a carbon of his report to the Secretary concerned.

These reports are forwarded through the Director of Inspection and Reports, the HCO Area Sec and the HCO Exec Sec, then to the Secretary concerned.

Copies of all Inspections made are filed by the Inspection Officer in the Org Personnel file of the personnel concerned.

Therefore all Inspection Reports are in triplicate, Original and one copy on the route noted above, one copy to the Org Personnel File of the person concerned.

All Ethics hits originated because of non-compliance and alter-is on projects or orders are filed by the Secretary concerned, not by the Inspection Officer.

THE ORG PERSONNEL FILES

The Personnel Officer in the Dept of Routing, Appearances and Personnel keeps the Org Personnel Files.

These consist of a file by Division and Department with the personnel in separate folders filed alphabetically in their Department. The HCO Exec Sec and Org Exec Sec are filed in the Executive Division by their offices. Secretaries are filed as the Division Personnel name.

Nothing is filed nebuloously by Division Department or Section only but by a person's name in that portion. Example: A report concerning the "Organization Division" is filed in the folder of the actual name of the Org Sec. A report concerning the "Dept of Tech Services" is filed under the actual name of the Director of Tech Services.

When Personnel are transferred their whole folder is shifted to the new post. On a dismissal the file is closed out and filed under Past Personnel by alphabetical name.

The Personnel Officer puts a separate copy of any SEC ED, Admin Letter or Ethics Order into the folder of every person it mentions and when a Division, Dept or Section is nebuloously mentioned (no actual name, only the Division, Dept or Section) a copy of it goes into the files of the personnel in it.

To do this, extra SEC ED copies are run off by Secretarial Executive Director or by mimeo.

The name on the directive is ringed with a pen before it is filed in a person's file.

Inspection Reports are filed as above.

As each new person is hired, a folder is made by the Personnel Officer and put into the Org Personnel files.

Copies of all Contracts, Agreements or legal papers connected with the person are filed in the Org Personnel Files. The originals are kept in Val Doc.

At Saint Hill such a file is kept for every organization in the world. It is kept as above but is of course much thinner.

All Leadership Surveys, HCO Exec Letters answered by the person are filed in his file at Saint Hill as well as any correspondence from the Comm Member System and its reply.

Continental Orgr keep a skeletal file of the other orgs in their Continental Area.

All org board copies of other orgs are kept by a senior org in the Org Personnel Files at the head of the file for that org.

Orgs other than Saint Hill and Continental orgs have for their outer org file only the org board copies of their senior orgs when issued.

The Org Personnel File is used for purposes of promotion and any needful reorganization and so should contain anything that throws light on the efficiency, inefficiency or character of personnel.

The Org Personnel File is consulted by Ethics (see HCO Pol Ltr 1 September 65 Ethics Protection) to determine whether or not a personnel's statistics are up or down so that it can monitor its own actions accordingly and not bother personnel with up statistics, handle medium statistic personnel routinely and come down hard on down statistic personnel.

Copies of the Divisional Ad Comm reports, the Ad Council reports and occasional spare OIC graphs that show a number of weeks are also filed in the Org Personnel Files to help Ethics decide who or what to investigate when receiving bad reports.

Ethics has its own files. HCO also has a Valuable Document file kept under lock and other files. The Org Personnel File does not abolish any of these for it is purely a personnel matter to aid in appointments, assignments and promotion and Ethics actions against personnel.

Great care should be taken by the Personnel Officer to see that anything creditable or discreditable about any personnel is filed under that person's name in the Org Personnel Files.

LRH:ml
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