Gen Non-Remimeo   HCO POLICY LETTER OF 7 NOVEMBER 1965
HCO Sec
Dept 1
Dept 3   RECEPTION LOG
Dept 7 .

                   IN-THE-ORG LIST

Reception belongs in HCO Division 1, Department 1.

Reception keeps a log book. It is usually a cheap, large accounts ledger such as bought at the dime store.

In this log book Reception notes mail received and outgoing (before it is given to Accounts), persons arriving and departing from the org, supplies received and sent away and all occurences of note.

This log book is kept by the day and hour using day, date, month, year and a 24 hour designation of time. Spaces exist between days and the days and dates are plainly marked.

The log is the official registry of activities.

It must be logibly kept.

It is resorted to when information is required concerning mail, supplies, personnel, students and pc arrivals and departures at the start and end of service.

IN-THE-ORG LISTS

Any person arriving in the org for service is logged. When they leave the org after service they are logged out.

People arriving give their local address to Reception.

People departing should depart via Reception and give their forwarding address which Reception sends on to Address.

Reception, from this data, makes up a weekly roster of persons present for service (training or processing or any other service). This is the "In the Org List".

Accounts uses this list to affect Area Collections for incidental credits or past credits.

The list is made by Reception by keeping a basic list and adding to it or subtracting from it and Xeroxing it at the end of each accounts week. It need not be continually re-typed. It is only corrected. The person's name, what he is there for and his or her local address is put on the list.

Reception gets these names by the person arriving and giving them or departing via Reception.

Near the public notice board a sign put up a nice sign, "Inform Reception of your arrival and departure from the Org before and after training or processing."

Reception is also part of the Accounting Invoice routine. The Central Files copy of student or pc invoices are routed to Reception before they go to Central Files.

Reception checks these invoices and notes:

(1) If a person has reported in person and is not leter invoiced.
(2) If a person is invoiced in but has not come to Reception.

In both cases Reception reports the discrepency to Inspection and Reports.

Inspection and Reports either finds the missing invoice as per (1) above or finds the missing person and gets him to Reception in case (2) above.

If the person is found to be receiving service (training or processing) without proper and adequate invoice for it, the matter is reported to the HCO Area Sec, to local Ethics AND BY CABLE TO SAINT HILL or by fast dispatch to the Office of LRH, Saint Hill.