

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

Remimeo

HCO POLICY LETTER OF 20 NOVEMBER 1965

Issue II

HCO Division

ORG RUDIMENTS SECTION

The HCO Division of every org must establish in Dept 3, Department of Inspection and Reports, an Org Rudiments section.

The section is headed by an officer. This person is called the Org Rudiments Officer.

This section's actions are senior to those of the Inspection Officer and if any choice exists the post of Inspection Officer may be left if both it and the Org Rudiments Officer post cannot both be filled. In a very small org it is a duty of the HCO Area Sec and in the absence of an Org Ruds Officer is a duty of the HCO Area Sec.

ORG RUDS ACTION

The Org Rudiments Officer ceaselessly gets in the Org Rudiments as issued in the past and revised from time to time.

These Org Rudiments are gotten in without regard to Divisions or Departments and are applied as a broad action.

ORG RUD REPORT

What Rudiment the Org Rudiments Officer last completed is made part of the Weekly Cable (or statistic report at Saint Hill) along with OIC data.

This is added as the last notation in the cable as RUD (number). This would be RUD 3 or RUD 12. It implies that the next number is being worked on and that the number given is completed.

ROTATION

When the last Org Rudiment on the list of Org Rudiments is completed one begins on Org Rud Number 1 again.

RAPIDITY

Org Ruds are done with some rapidity. Doing them through the list several times is superior to doing one or two in six months.

One does not do them superficially. One does them as well as he or she can and then goes on.

WRITTEN REPORT

Each Rudiment done is the subject of a written report.

This report gives the essential data only. Its form is:

To AdCouncil  
To Saint Hill  
To Files

\_\_\_\_\_ date

ORG RUDIMENT REPORT

NUMBER of Org Rudiment

When started \_\_\_\_\_

When completed \_\_\_\_\_

Conditions found \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Actions taken  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Persons Commended  
\_\_\_\_\_  
\_\_\_\_\_

Persons Not Commended  
\_\_\_\_\_  
\_\_\_\_\_

Items to be reviewed next time around  
\_\_\_\_\_  
\_\_\_\_\_

Attested as a correct and factual report

(Signed) \_\_\_\_\_ Org Rudiments Officer  
(Signed as OK) \_\_\_\_\_  
(Signed as OK) HCO Area Sec

The report is on goldenrod (HCO flash colour paper).

Three copies are made. The first copy is to the AdCouncil. The second is to Saint Hill Org Ruds Section. The third is to the local Org Rud Files.

This report passes independent of all AdComms to the local AdCouncil along with the OIC charts.

The Saint Hill copy passes straight to Saint Hill and is not routed via local AdComms or the local AdCouncil.

It is a crime to halt or alter an Org Rud Report in passage or to obstruct an Org Rudiments Officer in the execution of his or her duties.

The last List of Org Ruds issued prior to this policy letter date was 11 Dec 61 one copy of which is appended for each org.