

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

Gen Non Remimeo  
LRH Comm Hat

HCO POLICY LETTER OF 4 JANUARY 1966  
Issue IV

OFFICE OF LRH

SEC EDS AND HCO EXEC LTRS

The LRH Communicator is responsible for seeing that Sec Eds and Exec Ltrs requiring action by an org are executed and acknowledged.

The order is this:

1. Int Exec Div LRH Comm: Enter the Sec Ed or Exec Ltr on the WW Project Board, with area designation (Int, WW or an org - Int is every org, WW is Int Exec Div SH only, an org is by area name).
2. Area LRH Communicator: Enter each Sec Ed or Exec Ltr applying to the org on the Area Project Board.
3. Call the attention of the area persons who will execute it to the Sec Ed.
4. Put it on the Org Time Machine (Int Exec Div Time Machine is used by Int Exec Div LRH Comm).
5. Occasionally query in it to the person or persons responsible.
6. If there is a delay, info LRH Comm WW on it.
7. When executed, relay fact on to LRH via LRH Comm WW.
8. Locally file papers on it in the LRH Comm Completed Project F.

It is important if the Sec Ed or Exec Ltr name no specific person that the Area LRH Communicator consult the Exec Secs in charge of the probable division to get it specifically assigned to a person or persons who will be responsible for doing it. If no person is designated then the LRH Communicator must assign it to a person in the org off his or her own bat, right or wrong. Any person to which a project is assigned is noted on the Area Project Board.

Sec Eds and Exec Ltrs containing projects require doingness. They must be done by someone.

When they are not done, but only discussed, then the whole line balls up. The LRH Comm wants them done, not discussed.

POLICY LTRS

Pol Ltrs are not put on the Project Board. They are routine in the org.

A pol Ltr overlooked can become a Project such as "Project Get in Pol Ltr 22 Nov 65". These are called into play by Sec Eds when overlooked by an org.

The LRH Communicator can assign projects based on Pol Ltrs. This becomes a local project. To do this the LRH Comm consults with the Exec Secs first. If they agree it becomes a local project and goes on the project board. If thrown off or forbidden, get authority from LRH at Saint Hill who will order the Pol Ltr in by Sec Ed and it becomes a project.

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L. RON HUBBARD