

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Revised

HCO POLICY LETTER OF 17 JANUARY 1966
Issue 13

DIVISION 1
HCO DIVISION

ORGANIZATION CHART

HCO AREA SECRETARY
OFFICE OF THE HCO AREA SEC
SECRETARY TO THE HCO
AREA SECRETARY

Dept 1

Department of Routing, Appearances and Personnel

Routing Section

Writes and issues Body Routing Forms
Has Reception Events Log of Org
Sees that Reception is a promotional contact for books and literature
Logs Phone Calls
Logs people into and out of org

Appearances Section

Sees that Organization Staff Looks good
Sees that all entrances are of easy access and channelled by signs
Handles all signs

Personnel

Interviews all new Personnel
Keeps Personnel Roster
Handles staff status matters
Routes staff to Review
Has folders, compiles and issues

Letter Out Hat Check Unit

Keeps all letter emanation points hat checked, defending HCO's statistic

Org Board Unit

Keeps Main Org Bd posted
Inspects and causes to be posted all Divisional org boards

Dept 2

Dept of Communications

Mail Section

Logs incoming and outgoing mail
Franks all mail
Mails all mail
Bulk mailings
Package Insurance
Packaging Customs Clearances

Dispatch Section

Routes all Comms
Keeps Main Comms Centre
Inspects Divisional Comms Centres
Provides every staff member with a Comms Station

Telex and 'Phone Section

Handles all Telexes
Handles 'Phone Comm Systems
Liaison with GPO

Lost and Found Section

Cares for all property found
Looks for all property and dispatches lost

Comm Files Section

Handles all HCO Files
Handles Telex Files
Handles Personnel Files
Handles Ethics Files
Handles LRH Communicator Files
Xerox (Office Duplication) Machine

Secretarial Executive Director Section

Signs and seals SEC EDs and certificates
Handles all SEC EDs
Handles all Ethics and other HCO Orders

Address Section

Handles all Address actions and equipment
Keeps Address Files

Dept 3
Dept of Insp and Reports

Inspection and Reports Section

Inspects Projects and orders for completion and reports to those executives who issued them

Time Machine

Handles the Time Machine for Org Orders for all Executives of the organization

OIC

Designates statistics for AdCouncil approval
Collects statistics
Graphs statistics weekly
Posts the OIC Board for the Org
Handles Weekly report to OIC WW
Writes weekly SEC ED of Conditions for AdCouncil approval and issue by SEC ED

Ethics Section

Ethics Investigations
Writes Ethics Orders
Holds Ethics Hearings and suggests Executive Ethics Hearings
Handles all Ethics matters
Guards and Watchmen

Legal Section

Handles all legal matters, suits, court appearances
Attorney Liaison