

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo

HCO POLICY LETTER OF 25 JANUARY 1966

DIVISION 1 HCO DIVISION
ORGANIZATION CHART

ADDITIONS TO HCO POL LET OF 17 JAN 1966
Dept 1, Dept 2, Dept 3 Additions

Add to HCO Policy Letter of 17 January 1966 in HCO Division Dept 1:

Expediter Unit

Fills in temporarily in spots of overload to expedite the backlog and get the flows moving (Assigned by Personnel Control)

Add to Dept 2:

Communication Inspection Unit

(This post is most active when Letters Out statistic has dropped)

Inspects all In baskets and Pending Baskets for unanswered communications and reports to the HCO Area Sec via Dir of Comm what is found. If the statistic doesn't rise - may go around and empty Pending baskets back onto lines routed Back to Sender, Dev T or Misrouted Particles, and reports what is found to HCO Area Secretary via Dir of Comm

Inspects, when Letters Out still does not rise, drawers, file cabinets and other places unanswered comm may be stored, and reports what is found to HCO Area Secretary via Dir of Comm.

Add to Dept 3:

Committee of Evidence Section

Handles all matters regarding Committees of Evidence

Org Rudiment Section

Gets in routinely any Rudiments

LRH:ml
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