

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

Remimeo HCO POLICY LETTER OF 25 JANUARY 1966  
HCO Area Sec Hat Issue 11  
Dir of Comm Hat  
Comm Inspector Hat HCO Division, Dept 2

COMMUNICATION INSPECTOR HAT

The purpose of the Communication Inspector is:

"TO HELP RON KEEP THE ORGANIZATION THERE BY ASSURING COMMUNICATIONS IN  
TO THE ORGANIZATION ARE ANSWERED."

The duties of the Communication Inspector are:

1. To inspect in baskets for unanswered communications especially when the Letters Out statistic is down and Letters In statistic is up and to make a complete report to the HCO Area Sec via the Dir of Comm who calls a hearing immediately on people responsible for not acknowledging communications promptly.

2. When statistics still do not rise, the Comm Inspector goes through Pending baskets weeding out Dev T and Misrouted particles and putting them back on lines to the originator, and makes a complete report to the HCO Area Secretary.

3. If the statistic still has not gone up, the Comm Inspector goes through desk drawers, filing cabinets and any nook and cranny in the org searching for hidden letters, book or tape orders, requests for information, or any communication dead ended some place. In this inspection he can look through CF files, personnel files, all Letter Registrars' files, random baskets, shelves, book-cases or any place else he wants to look. He then reports what he finds and the HCO Area Secretary acts accordingly. It may be found that orders for books, tapes, or advance registration payments and letters may be stacked up in Invoicing or in the Shipping department and in one case, some of these orders months old were found in a box in Tape Archives!

The Communication Inspector has as his primary concern ferretting out jammed inflow lines and getting letters flowing. If the HCO Area Secretary does not act on reports of Negligence by an Ethics Hearing and in cases of Gross Negligence and Danger by assigning a Danger Condition, the Comm Inspector makes a report to the HCO Exec Sec and if still no result cables the HCO Exec Sec WW.

LRH:ml,mek  
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