

HUBBARD COMMUNICATIONS OFFICE
SAINT HILL MANOR, EAST GRINSTEAD, SUSSEX

REMIMEO
LRH COMM HAT
EXEC SEC HAT

HCO POLICY LETTER OF 3 FEBRUARY 1966
ISSUE IV

SEC ED CHANGE IN ISSUE
AND USE

ANY SEC ED WRITTEN PERSONALLY BY THE EXECUTIVE DIRECTOR WILL
HEREAFTER BE:

WHITE PAPER

BLUE INK

THOSE SEC EDs ISSUED FOR AND ON BEHALF OF THE EXECUTIVE DIRECTOR BY
EXECUTIVE SECRETARIES OR THE AdCOUNCIL

BLUE PAPER

BLUE INK

BUT WILL BE SIGNED:

ADVISORY COUNCIL (LOCATION)
FOR THE EXECUTIVE DIRECTOR
(LOCATION)

OR: HCO EXEC SEC OR ORG EXEC SEC
FOR THE EXECUTIVE DIRECTOR
(LOCATION)

ALL SEC EDs FOR AdCOMMS OR SECRETARIES ARE:

DIVISION COLOUR PAPER

BLUE INK

AND ARE SIGNED BY THE NAMED AdCOMM OR SECRETARY "FOR THE EXECUTIVE DIRECTOR
(LOCATION)"

THE LRH COMMUNICATOR OF THE AREA MAY SIGN AND OK FOR ISSUE ANY SEC ED
FOR THE AREA PROVIDING ONLY IT IS NOT CONTRARY TO POLICY OR ORDERS FROM A
HIGHER ORG OR THE INT EXEC DIV (WW) OR THE EXEC DIR.

NO SEC ED OR EXECUTIVE ORDERS OF ANY KIND MAY BE ISSUED WITHOUT AN OKAY
BY THE LRH COMMUNICATOR AND ALL GENERAL ORDERS OF THE AdCOUNCIL OR AN
EXECUTIVE SECRETARY MUST BE IN SEC ED FORM AND ALL GENERAL ORDERS OF AdCOMMS
OR SECRETARIES MUST BE PASSED BY THE AdCOUNCIL OF THAT ORG AND ISSUED AS
SEC EDs WITH LRH COMM OK.

WW SEC EDs TAKE PRECEDENCE OVER LOCAL SEC EDs WHERE THERE IS ANY
CONFLICT OR QUESTION OF IMPORTANCE AND SEC EDs WRITTEN BY THE EXEC DIR
(WHITE ONES) TAKE PRECEDENCE OVER ALL OTHERS

SEC EDs RETAIN THEIR TRADITIONAL FORMS AND SEALS.

A COPY OF EVERY SEC ED ISSUED MUST BE SENT TO WW.

THIS POLICY LETTER CANCELS EXECUTIVE ORDERS OF DIVISIONS OR ORGS ISSUED
IN ANY OTHER FORM THAN SEC EDs.

DIRECT ORDERS TO SPECIFIC POSTS IN OWN PORTION OF AN ORG NEED NOT BE IN
SEC ED FORM BUT ANY EXTENSIVE PROJECT MUST BE.

DIRECTORS MAY ISSUE GENERAL ORDERS AND PROJECTS ONLY AS SEC EDs BY
THE SECRETARY IN THE FASHION DESCRIBED ABOVE FOR SECRETARIES AND ONLY WITH
THE APPROVAL OF THEIR SECRETARIES.

LRH:ML
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