

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo

HCO POLICY LETTER OF 3 FEBRUARY 1966

Issue V

All Divisions

AdCouncil Hats

Exec Sec Hats

AdComm Hats

Secretary Hats

LRH Comm Hat

HCO Area Sec

HCO Steno Hat

SEC EDS

DEFINITION AND PURPOSE

CROSS DIVISIONAL ORDERS

In a SEC ED neither an Advisory Committee nor a Secretary may order another division than their own.

An Executive Secretary may issue a SEC ED that crosses divisions but only those divisions directly under that Executive Secretary (HCO Exec Sec SEC EDs may only order the two HCO divisions, Org Exec Sec SEC EDs may only order the four divisions).

The Advisory Council SEC EDs may order HCO and Org Divisions at the same time.

Advisory Councils, in approving the text of SEC EDs before passing them on to the LRH Communicator for an okay to issue should be very careful to see that no AdComm issues SEC EDs to other divisions than their own.

The LRH Communicator in authorizing the issue of a SEC ED, should be careful that this policy letter is not violated.

No SEC ED of any kind may be issued unless it has been authorized by the LRH Communicator and any violation of issue authority should be reported to the LRH Communicator WW who is to refer it to the AdCouncil WW for action.

SEC EDs improperly issued have no validity and need not be obeyed and may not be used for hearings or Comm Evs.

The meaning of the word SEC ED is "Secretarial to the Executive Director". The word "Secretarial" applies to the signature meaning it is signed as official by a person other than LRH personally. It is the written initials in the lower left hand corner that are "secretarial".

The system came into use to accommodate cable orders originally. By being sealed and initialed by an official person like a notary public in the org, the validity of the order was attested as a valid order of LRH.

Approval by an Advisory Council or an Exec Sec and authorization by the LRH Communicator for issue are now both required before the secretarial official in HCO (usually the HCO Steno) may seal, initial and issue the order. It is this person who requires that the AdCouncil, or an Exec Sec and the LRH Communicator's initials appear on the original copy before she may type, seal and initial and then publish a SEC ED.

The HCO Steno may not issue any SEC ED today which does not have the initials of the AdCouncil or an Exec Sec and the initials of the HCO Communicator on it or unless it is in the handwriting of LRH or has come off the telex or through the mails from WW and is a valid communication from proper persons there. The LRH Communicator WW must be the transmitting authority from WW and must initial any despatch or telex before transmission that is to become a SEC ED at the other end. The HCO Steno must look for this before issuing. Her guide is that if the LRH Communicator's initials are not on it she may not issue it, excepting only it being in the handwriting of LRH or personally transmitted by him.

SEC EDs are fast orders and have top priority in transmission and execution. They take precedence over all other orders both in transmission speed and execution.

The priority of SEC EDs is as follows:

L RH Personally written or personally sent
SEC ED AdCouncil WW
SEC ED Exec Sec WW
SEC ED AdCouncil Area
SEC ED Exec Sec Area
SEC ED AdComm Area
SEC ED Secretary Area

The penalty for not complying with a SEC ED is a misdemeanor and must result in an Executive Ethics Hearing or an Ethics Hearing.

If Executive Secretaries in an area fail to respond to WW SEC EDs, they are usually scheduled for early removal by WW.

SEC EDs have the virtue of making orders known and setting them on file where they can be referred to by other than the recipient.

The only answers to a SEC ED if one isn't going to do it are:

- (1) An immediate petition to L RH on SEC EDs issued by L RH personally or
- (2) A job endangerment chit immediately filed in Ethics.

If this step is lacking and it is found that a SEC ED has not been complied with, then an Executive Ethics Hearing or an Ethics Hearing **MUST** follow when the non-compliance is discovered.

Every single major danger condition at Saint Hill in 1965 was found to have had as its source the non-compliance with a SEC ED. If this policy seems unduly harsh then add up that fact. Some of these danger conditions involved day and night work by top brass. And every one of them would have been prevented had Ethics had this attitude toward non-compliance with a SEC ED. The cost of these non-compliances ran above £10,000 and they threatened the very existence of Scientology. And each one would have been prevented had SEC EDs been complied with. From this, one should regard non-compliance with a SEC ED without instantly petitioning or filing a chit for job endangerment as something one does just before taking the arsenic.

The only thing that holds down the size of Scientology today is simply non-compliance. The only thing that makes trouble is non-compliance.

The SEC ED system is designed to make orders public and get them complied with fast.

Conversely, if the order wasn't in a SEC ED or Policy Letter, it does not have Ethics force - that is to say one can't be seriously tried for it.

All current projects and programmes should be in SEC EDs so people know what they are. Those written in despatches only are written in sand.

SEC EDs can be confidential and of limited issue.

SEC EDs expire one year from their date of issue if not sooner by reason of their text.

If a SEC ED is to be preserved beyond a year it must be converted into a Policy Letter by sending it to L RH.

The Director of Inspection and Reports is responsible for routinely checking the SEC ED file for non-compliances and when found must forward the matter to Ethics for prompt action.

L RH:ml
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