

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

Gen Non-  
Remimeo  
OIC Hats

HCO POLICY LETTER OF 27 SEPTEMBER 1966

OIC REPORT FORM

(Cancels HCO Pol Ltr 3 March 1966  
Issue II, and amends HCO Pol Ltr 6 Feb 1966)

In order to maintain uniformity of OIC reports and to simplify the compilation of WW and Continental statistics, all Day Orgs irrespective of Class will use the OIC Report Form as per HCO Policy Letter of 25 August 1966.

Foundations attached to a Day Org will use an amended version of this cable form which eliminates the need to report those statistics which are handled by the Day Org.

This version follows immediately after the last item of the Day Org (RUD No.) and takes this form:-

FDN. Gross Income/Release Points/Letters In/Letters Out/  
Book Sales/Enrolments/Credit Collected/Completions/Qual  
Income/New Names/Amount Paid FSMs/Rudiment being worked  
on (always preceded by RUD)/Signatory.

OIC Continental cables to OIC WW take the following form:-

HCO Despatch Number of Continental Org  
RON  
Arithmetical Date  
Month abbreviated  
Week-ending abbreviated  
Date of week ending in code (day/month/year)  
Cable designation of Area Org  
DAY  
Text of statistics of Day Org  
RUD No.  
FDN.  
Text of statistics of Foundation  
RUD No.  
Cable designation of Area Org  
DAY  
Text of statistics of Day Org  
RUD No.  
FDN.  
Text of statistics of Foundation  
RUD No.  
Signatory.  
ETC., for all orgs in its Continental Area.

WW and Continental monetary statistics are combined and graphed using the currency of the Org to which they are attached. Continental Orgs however, when reporting to OIC WW, must report monetary statistics in the currency of the Area Org concerned, any conversion necessary being handled by OIC WW.

An Org operation on the 6 Dept. System and whose Qual is as yet non-existent, must not omit reporting a figure for Qual Income in the OIC Cable, even though that figure may be consistently reported as zero. Any "No Reports" should be cabled as "NR".

LRH:lb-r:gmh  
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Founder