

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 19 SEPTEMBER 1967

Remimeo
HCO Exec Sec Hat
HCO Area Sec Hat
Dept of RAP Hats

HCO DIVISION, DEPARTMENT OF ROUTING
APPEARANCES AND PERSONNEL

In accordance with HCO Policy Letter of February 28, 1966 entitled "Danger Condition Data, Why Organizations Stay Small", the following sets out the sections and units of the Department of Routing, Appearances, and Personnel.

All Organization Boards are to be posted in accordance with this line-up.

DEPARTMENT OF ROUTING, APPEARANCES AND PERSONNEL

Director of Routing, Appearances and Personnel

PARTICLE SPEED FLOW SECTION

Particle Speed Flow Officer

ROUTING UNIT

Routing In-Charge

Receptionist

HCO Courier

Routing Inspector

Routing Forms Compiler

Routing Signs & Badges Clerk

ORG BOARD UNIT

Org Board In-Charge

Staff Posting Clerk

Status, Classification, & Grade

Posting Clerk

Conditions Flagging Clerk

APPEARANCES SECTION

Appearances Officer

STAFF APPEARANCES UNIT

Staff Appearances Clerk

OFFICE APPEARANCES UNIT

Office Appearances Clerk

GROUNDS APPEARANCES UNIT

Grounds Appearances Clerk

MAINTENANCE CHECKING UNIT

Maintenance Checking Clerk

PERSONNEL PROCUREMENT SECTION

Personnel Procurement Officer

PERSONNEL ALLOCATION UNIT

Personnel Allocator

PERSONNEL ADVERTISING UNIT

Personnel Advertising Clerk

PERSONNEL INTERVIEW UNIT

Personnel Interviewer

PERSONNEL HIRING UNIT

Personnel Hiring

PROSPECTIVE PERSONNEL FILES UNIT

Prospective Personnel Files Clerk

PERSONNEL CONTROL SECTION

Personnel Control Officer

PERSONNEL ASSIGNMENT UNIT

Personnel Assignment In-Charge

HCO Expeditors

PERSONNEL STATUS UNIT

Personnel Status Clerk

PERSONNEL ATTENDANCE UNIT

Personnel Attendance Clerk

PERSONNEL LEAVING UNIT

Personnel Leaving Clerk

PERSONNEL FILES UNIT

Personnel Files Clerk

HAT SECTION

Hat Officer

HAT ASSEMBLY UNIT

Hat Assembly Clerk

HAT ISSUANCE UNIT

Hat Issuance Clerk

HAT CHECKING UNIT

Hat Checking Clerk

HAT CHECKSHEET UNIT

Hat Checksheet Clerk

HAT RECEIPT UNIT

Hat Receipt Clerk

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Mary Sue Hubbard
The Guardian WW
For L. RON HUBBARD
Founder