

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

Remimeo HCO POLICY LETTER OF 2 NOVEMBER 1967  
HCO Exec Sec Hat  
Org Exec Sec Hat  
Dissem Sec Hat  
Dept of Prom Hats  
Dept of Pubs Hats  
Dept of Reg Hats

DISSEMINATION DIVISION, DEPARTMENTS  
OF PROMOTION, PUBLICATIONS, AND REGISTRATION

All Organization Boards are to be posted in accordance with the following line-up which complies with HCO Policy Letter of February 28, 1966 entitled, "Danger Condition Data, Why Organizations Stay Small":

DEPARTMENT OF PROMOTION

Director of Promotion

PROMOTIONAL ACTIONS PLANNING SECTION

Promotional Actions Planning In-charge

Promotional Actions Liaison  
Successful Promotions Liaison  
Approval from Exec Council Liaison

PROMOTIONAL DESIGN SECTION

Promotional Design In-charge

Data Collection Clerk  
Cost Planning Clerk  
Design Dummy & Specifications Clerk  
Promotional Materials Files Clerk

COMPILATION SECTION

Compilations Officer

EDITING & WRITING UNIT

Editing & Writing In-charge

Writers  
Editors  
Transcription Typists

PHOTOGRAPHY UNIT

Photographer

MAKE-UP UNIT

Make-up In-charge

Make-up Typists  
Typographer  
Artists  
Lay Out Artist

PROOFREADER UNIT

Proofreader

AUDIO AND VISUAL AIDS SECTION

Audio and Visual Aids In-charge

Film Projectionist  
Slide Projectionist  
Educational Aids

PROMOTIONAL MATERIAL LIAISON SECTION

Promotional Materials Liaison In-charge

Issue Authority Liaison

Copyright & Registered Mark Liaison

"The Auditor" News & Photo Correspondent

DEPARTMENT OF PUBLICATIONS

Director of Publications

PRINTING AND MANUFACTURING LIAISON SECTION

Printing & Manufacturing Liaison In-charge

Printer Liaison Clerk

Manufacturer Liaison Clerk

Printing & Manufacturing Liaison to  
Financial Planning

Printer & Manufacturer Files Clerk

PUBLICATIONS STOCK SECTION

Publications Stock In-charge

Finished Product Receipt & Routing Clerk

Publications Stock Clerk

Publications Inventory Clerk

Publications Delivery Clerk

Publications Ordering Clerk

PUBLICATIONS SHIPPING SECTION

Publications Shipping In-charge

Orders Assembly Clerk

Packing Clerk

Package Addressing Clerk

Shipping Admin Clerk

Back Orders Handling Clerk

BOOKSTORE SECTION

Bookstore In-charge

Book Display Clerk

Bookstore Sales Clerk

Bookstore Inventory Clerk

Bookstore Promotion Clerk

Bookstore Ordering Clerk

MIMEOGRAPH SECTION

Mimeograph In-charge

Mimeo Typist

Mimeo Operator

Mimeo Stapler

Mimeo Files Clerk

Bulletin & Policy Supply Clerk

DEPARTMENT OF REGISTRATION

Director of Registration

BODY REGISTRATION SECTION

Body Registrar

Forms Clerk

Selection Slip File Clerk

Selection Slip Issuance Clerk

Telephone Registration Promotion Clerk

LETTER REGISTRATION SECTION

Letter Registration Officer

LETTER REGISTRAR UNIT

Letter Registrar In-charge

Letter Registrars

REGISTRAR TYPING UNIT

Registrar Typing In-charge

Registrar Typists

ADVANCE RESERVATIONS RECORDS UNIT

Advance Reservations Records In-charge

Advance Reservations Logging Clerk

Advance Reservations Tally Clerk

Advance Registration Packet Assembly  
Clerk

Advance Registration Stock Clerk

REGISTRAR MAIL UNIT

Registrar Mail Clerk

ARC BREAK REGISTRATION SECTION

ARC Break Registrar

Accounts ARC Break Liaison Clerk

Review ARC Break Liaison Clerk

CF ARC Break Liaison Clerk

CENTRAL FILES SECTION

Central Files In-charge

Central Files Clerk

CF Liaison Clerk

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