

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
HCO Area Sec Hat
Dept of Comms Hats

HCO DIVISION, DEPARTMENT OF
COMMUNICATIONS

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 Communications.

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

DEPARTMENT OF COMMUNICATIONS

Director of Communications

PUBLIC ORIGINATION SECTION

Public Origination Officer

MAIL RECEIPT UNIT

Mail Receipt In-charge

Mail Logging Clerk
Mail Opening Clerk
Mail Invoicing Liaison Clerk
Customs Clearance Clerk

ORIGINATION INFORMATION UNIT

Origination Information In-charge

Telephonist
Bulletin Board Information Clerk
Public Originations Promotion Clerk

RETURN ADDRESS UNIT

Return Address Clerk

OUTFLOW COMM SECTION

Outflow Comm Officer

ADDRESS UNIT

Address In-charge

Address Collection Clerk
Address Checking & Mail Forwarding
Clerk
Plate Tabbing Clerk
Plate Embossing Clerk

ADDRESSING UNIT

Addressing In-charge

Envelope Addressing Clerk
Special Lists & Card File Clerk
Stuffing Clerk
Geographical Sorting Clerk

MAIL OUT UNIT

Mail Out In-charge

Mail Out Logging Clerk
Franking Machine Clerk
Package Insurance Clerk
Mail Out Delivery Clerk

LETTERS OUT UNIT

Letters Out In-charge

Letter Typists

Letter Signature & Collection Clerk

COMM SYSTEM ESTABLISHMENT SECTION

Comm System Establishment Officer

COMM CENTER UNIT

Comm Center In-charge

Comm Center Basket Clerk

Comm Center Ribboning Clerk

STAFF COMM STATION UNIT

Staff Comm Station Clerk

INTERNAL COMM SYSTEMS UNIT

Internal Comm Systems In-charge

Electronic Aids Technician

Inter-office Telephone System Clerk

Public Address Systems Clerk

INTERNAL COMM FLOW SECTION

Internal Comm Flow Officer

COMMUNICATIONS DISTRIBUTING UNIT

Comm Distributing In-charge

HCO Dispatch Courier

Mail Distributing Clerk

Mimeo Distributing Clerk

COMM INSPECTION UNIT

Communication Inspector

Bulletin Board Clerk

Letters Inspection Clerk

Lost Dispatch Clerk

Lost Mail & Packages Clerk

Letter Policy Checking Clerk

HCO STENO UNIT

HCO Steno

Secretarial to Executive Directive

HCO Mimeo Clerk

Xerox Clerk

HCO Steno Files Clerk

INTRA ORG COMM SECTION

Intra Org Comm Officer

INTRA ORG COMM UNIT

Intra Org Comm In-charge

Intra Org Dispatch Liaison

Intra Org Dispatch Expeditor

Intra Org Mail Packaging Clerk

TELEX UNIT

Telex In-charge

Telex Operator

Telex Distributing Clerk

Telex Files Clerk