

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 2 NOVEMBER 1967

Gen Non-Remimeo
OIC Hats

OIC REPORT FORM

(Amends OIC report form given in HCO Pol Ltr 25 Aug 1966)
Reissue of HCO PL 11 October 1967 with errors corrected.

Effective immediately

The OIC report form is now extended to include recent change in Gross Divisional statistics, and other data required by World Wide.

Thus the pattern is as follows:

HCO despatch number
RON
Arithmetical date
Month abbreviated
Week Ending abbreviated (W/E)
Date of week ending in code (day/month/year)
Day
Gross income for week
Number of Releases and Clears (as per HCO Pol Ltr
1 May 1966 for outer orgs and as per HCO Pol Ltr
12 Oct 1966 for SH only)
Tech space available in square paces (as per HCO
Pol Ltr 6 Nov 1966)
Admin space available in square paces (as per HCO
Pol Ltr 6 Nov 1966)
Total useful building space in square paces (as per
HCO Pol Ltr 6 Nov 1966)
Total useful ground space in square paces (as per
HCO Pol Ltr 6 Nov 1966)
All org bills owed - Org's Gross Bills
Orgs' Gross Cash reconciled
Total debt of the org
Org assets and property
Letters In
Letters Out
Book Sales
Enrolments
Credit collected
Bills paid
Student completions
Pc completions
Qual: CASH collected by reason of the Division for the
week
Number new names of
Number attendances Sunday Service
Number people interviewed by Registrar
Number of ARC broken Pcs found
Number of ARC broken Pcs contacted
Number of ARC breaks found
Number of ARC breaks handled
Rudiment Number
Signatory

Foundation OIC report form will be as follows:-

Foundation abbreviated (Fdn)
Gross income
Releases and Clears (as per HCO Pol Ltr 1 May 1966)
Letters In
Letters Out
Book Sales

Enrolments
Credit collected
Student completions
Pc completions
Income for services collected by Qual
Number new names CF
Number people interviewed by Registrar
Number of ARC Broken Pcs found
Number of ARC Broken Pcs contacted
Number of ARC Breaks (not Pcs) found
Number of ARC Breaks handled
Rudiment number
Signatory

Note that this policy does not alter HCO Pol Ltr 27 Sept,
which outlines how the reports are to arrive at World Wide.

Bene Neal - OIC WW
Betty James - DO HCO WW
Joan McNocher - HCO Exec Sec WW
Fred Hare - Org Exec Sec WW
Ken Delderfield - LRH Comm WW

Joan McNocher
D/Guardian WW

For Mary Sue Hubbard
The Guardian WW

For L. RON HUBBARD
Founder

LRH:jp
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