

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
Tech Sec Hat
Dept of Tech Services Hats
Dept of Processing Hats
Dept of Training Hats

TECH DIVISION, DEPARTMENTS OF
TECH SERVICES, TRAINING, AND PROCESSING

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 TECH SERVICES

Director of Tech Services

TECH ROUTING SECTION

Tech Routing Administrator

Tech Pages

STUDENT ADMINISTRATION SECTION

Student Administrator

Student Unit and Level Log Clerk

Student Materials Supply Clerk

Student Location Clerk

Student Files Clerk

Student Pc Files Clerk

HGC ADMINISTRATION SECTION

HGC Administrator

HGC Pc Assignment Clerk

HGC Room Assignment Clerk

HGC Priority List Clerk

HGC Pc Location Clerk

HGC Files Clerk

SERVICE SECTION

Service Administrator

Information Clerk

Housing Clerk

Transportation Clerk

Passport Clerk

Student/Pc Comm Courier

TECH RESERVATIONS UNIT

Tech Reservations Administrator

Letter Typists

DEPARTMENT OF TRAINING

Director of Training

BASIC COURSES SECTION

Basic Courses Chief Supervisor

HAS Supervisor

HQS Supervisor

Dianetic Co-Audit Supervisor

ACADEMY COURSES SECTION

Academy Courses Chief Supervisor
Dianetic Auditor Course Supervisor
Level 0 Supervisor
Level I Supervisor
Level II Supervisor
Level III Supervisor
Level IV Supervisor

SAINT HILL SPECIAL BRIEFING COURSE SECTION

SHSBC Chief Supervisor (Saint Hill only)
Unit A Supervisor
Unit B Supervisor
Unit C Supervisor

SOLO SECTION (Saint Hill Only)

Solo Course Chief Supervisor
Unit D Supervisor (Class VI)
Solo Audit Course Supervisor (Grade VI)

ADVANCED COURSES SECTION (WW Only)

Advanced Courses Chief Supervisor
Clearing Course Supervisor
Asst Clearing Course Supervisor
OT Course Supervisor
Asst OT Course Supervisor

DEPARTMENT OF PROCESSING

Director of Processing

CASE SUPERVISION SECTION

Case Supervisor

SECTION A AUDITORS

Section A Leading Auditors
Auditors

SECTION B AUDITORS

Section B Leading Auditor
Auditors

SECTION C AUDITORS

Section C Leading Auditor
Auditors

INTERN AUDITOR SECTION

Leading Intern Auditor
Intern Auditors

Note that only the services actually delivered in your Department of Training are to be posted. Only Saint Hill would post the SHSBC and only WW would post Advanced Courses.

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