

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 2 JANUARY 1968

Remimeo  
Hats Officer's Hat  
Staff Training  
Officer's Hat

HCO HAT SECTION  
ORDERS TO STAFF

HCO has always had the duty of getting policy known and applied by staff.

Though Review Staff Training Officer now has the duty of checking them out, this does not relieve HCO of the duty of seeing that staff get checked out on Policy relative to their post and basic Org Policy.

This is now the duty of the Hats Officer in Dept of Routing, Appearances and Personnel.

When a new person comes on to a post or a person is transferred to a new post, the Hats Officer collects the old hats and issues a Time Machine Order to the person to get checked out on the vital policy covering their post.

A person who is doing a lot of Dev-T actions and is offline or off-policy in any actions should be reported to the Hats Officer as well as Ethics so that the Hats Officer can order checkouts on the appropriate Policy Letters and on Bulletins.

The Secretaries can also order their personnel to check outs or can notify the Hats Officer of personnel who need check outs.

Since Dept 1 is responsible for the efficiency of personnel and for their knowing the Policy covering their hat, all staff is under HCO with regard to their Hat and so can be ordered to be checked out on Policy.

When a staff member is not productive even after grooving in, Personnel Control then takes over and handles the person by staff status policy.

Taken from SECED 543 SH written by  
Mary Sue Hubbard

Proposed by a Board of Investigation

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