

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 28 APRIL, 1968

Remimeo
Executive Sec.
Hat.

STANDARD EXECUTIVE ACTIONS.

Once a day each Executive Secretary, should walk through his divisions and inspect what is happening. He should see every Secretary, Director and walk into every office.

This is an inspection activity designed to keep divisions real by finding out what is going on. You should ask questions such as .. "How are you doing?" "Is there anything I can help you with?" This is not designed to bypass, nor should it be used to do so.

Answers to the questions, anything found wrong is written down by the executive and orders written up to necessary personnel.

The rule IS: EVERY EXECUTIVE SECRETARY WILL WALK THROUGH HIS DIVISIONS AT LEAST ONCE A DAY, AND INSPECT ALL ACTIVITIES.

LRH:jc
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L. RON HUBBARD
Founder.