

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 13 MAY 1968
(Amends HCO POL Ltr of 23 April 1968)

Gen Non- Remimeo

TELEX COMM CLARITY.

(Dev T Series)

Communication, - particularly telex communications are to be written in such a way as to be understandable, - Vital words are not to be spared under the guise of "saving money", or some such consideration. All words necessary to the understanding of the communication are to be used.

Dev-T, expense, waste of time and executive man hours are spent by incomplete communication.

EXAMPLE:

Origination

127NT HCCESNT Immediately convene Board of 1 to investigate dropped stats in Wollongong Love HCCESWW.

Reply

127NT2 HCCESWW Done Love HCCESNT

This reply is incorrect as it doesn't say what this is all about and now requires executive time in looking up the original telex.

Correct reply would be-

127NT2 HCCESWW B of 1 convened on Wollongong stats.
Love HCCESNT.

Another example of incorrect communication would be an originating telex needing clarification, thereby requiring 3 telexes before one can begin to comply or answer. Telex lines are for speed and quite often there is not time to get clarification. Therefore a message may go unanswered.

Every person on these lines is ordered to grooze this in and be thoroughly conversant on the subject of telex communications and how to write them. Seniors are to ensure this is enforced.

LRH: jc
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For
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Commodore