

The copy of this HCO P/L is corrected on the last paragraph, page 1.

Please replace your copy with this amended one and hand in your previous one to the HCO Area Sec.

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 2 SEPTEMBER 1968  
ISSUE II

Remimec  
To all Orgs,  
HCO Area and  
Addresso Hats

WORLD ADDRESSO  
CO-ORDINATION

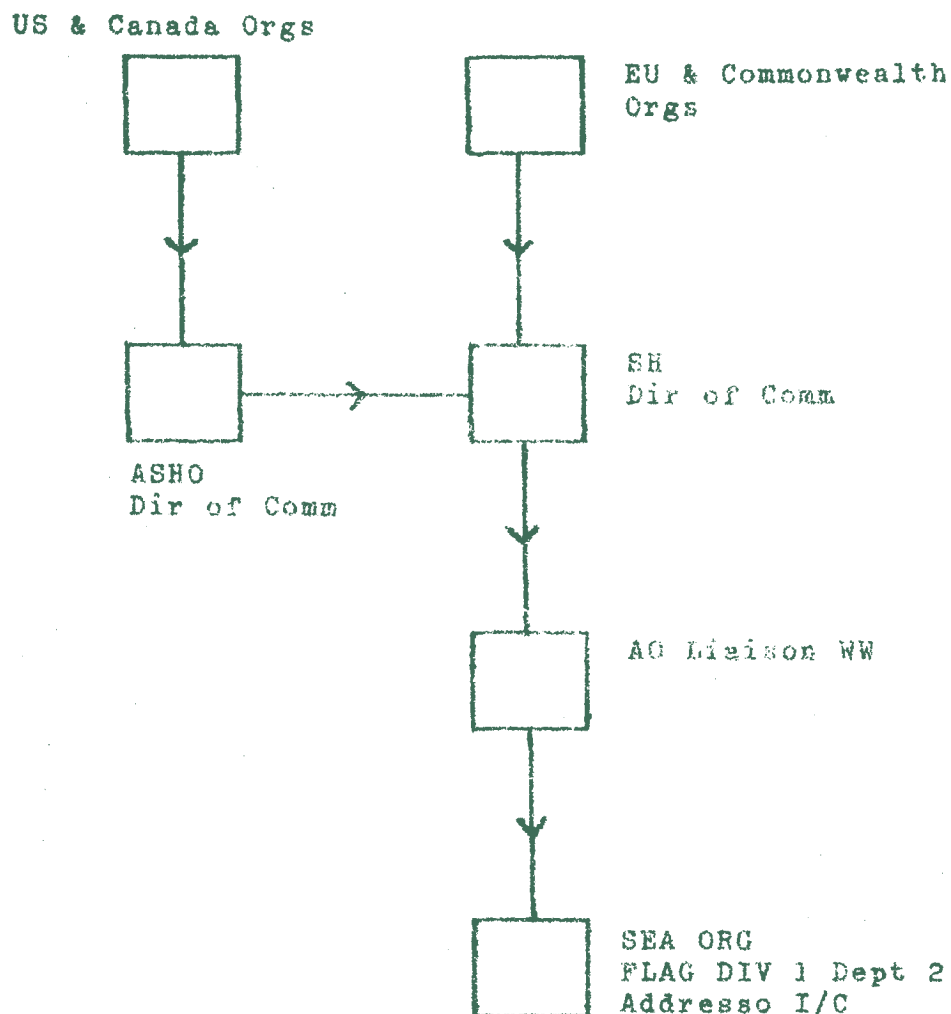
This policy letter takes precedence over any other system, ED or policy letter. The system of filling out "Forms" of new names is abolished.

The post of WW Addresso Co-ordinator is hereby created, to be placed under Dept 2 WW. He is responsible to see that the lines set up to expedite the routing of new names, flow fast and are not blocked with non-compliances. He sees that the Org Addresso policy is followed to avoid confusion. He makes sure that addresso lists are routed to the right place at the right time. Backlogs are severely treated.

Mailing lists and new names are becoming increasingly valuable; They are the gold coins of an org which will lead to future prosperity. The Addresso Section of an org must not be unmocked.

At the end of every month each org runs off a tape of stickers of their pc and student graduates and address changes during that month.

The following diagram shows the routing of such sticker tapes:-



US and Canadian Orgs send their address stickers to ASHO.

ASHO checks them and makes its own plates of these and runs off the full list of the US and Canada orgs combined with its own new grads for that month which it sends to SH addresso. AO liaison in LA is to ensure that this is done.

SH addresso checks them and makes plates. SH runs off a full list of Europe and Commonwealth lists of the month combining it with its own and ASHO's. This new grads. world list is sent to AC liaison WW at OT liaison Unit WW who routes this to the addresso of the SEA ORG.

The result of this system of routing results in every org having an up to date list, SH and ASHO having full up to date lists of their areas, WW having an up to date WW list and the SEA ORG having an up to date list for the world consisting of SHSBC and solo grads, Academy grads, Grade IV pc's and VA pcs.

LRH:ei  
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Diana Hubbard  
CS 6  
For  
L. RON HUBBARD  
Founder