

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

Remimeo HCO POLICY LETTER OF 13 MAY 1969  
Guardian (HCO Policy Letter of 14 November  
ECs 1966, Revised)  
LRH Comms  
HCO Area Sec  
Qual Sec  
All Staff

HOW TO SUBMIT A PROPOSED POLICY LETTER

These are the rules one follows in proposing a Policy Letter:

1. Make sure before you propose one that it is not already in existing policy or is not handling a non-existent problem (refer HCO Policy Letter of 23 April 1965, PROBLEMS).
2. Write it clearly and simply so that the least experienced staff member, or student, or pc to whom it would apply can understand it.
3. Type up the proposed Policy Letter exactly as it is to be issued.
4. Give in the top left-hand corner the distribution of the Policy Letter (refer HCO Policy Letter of 14 April 1969, BULLETIN AND POLICY LETTER DISTRIBUTION).
5. Give the title of the Policy Letter and any sub-titles or sections in capital letters, following the format of existing Policy Letters.
6. To be approved (as per HCO Policy Letter of 20 October 1966, SIGNATURES OF POL LTRS), the proposed Policy Letter must bear the signatures of (1) the actual composer and (2) each passing agency or identity required to make it legal, as listed in paragraph #8, below.
7. Attach to the proposed Policy Letter Completed Staff Work. Make sure that all data is presented so that seniors up the line can attest on the basis of this CSW that it is OK and that The Guardian in Policy Review Section need only read the proposed Policy Letter and the CSW to OK and issue it.
8. Send the proposed Policy Letter and CSW to the following terminals for their signature and attestation that the proposed Policy Letter is OK:-

1. Ones seniors in ones own Division.
2. Qual Sec
3. HCO Area Sec
4. Exec Council (Local Org)
5. LRH Comm (Local Org)
6. Ad Council WW
7. Exec Council WW
8. LRH Comm WW

and finally to The Guardian WW (Policy Review Section) for issue.

Any terminal along the way can either attest the Policy is OK, sign and pass it on, or say it is not OK, state reason why and return to originator. If you have a proposed Policy Letter sent to you which violates any point above, so note before returning that it may be corrected and re-submitted properly.

There is no effort to stop staff members from proposing necessary policy, but to get it done properly so the line flows smoothly and rapidly.

Tom Armistead, for Ad Council WW  
Jim Keely, Qual Sec WW  
Bruce Glushakow, HCO Area Sec WW  
Ad Council WW  
Exec Council WW  
Rodger Wright, LRH Comm WW  
Jane Kember, The Guardian WW

LRH:ei  
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Founder