

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 8 AUGUST 1970
ISSUE II

Mimeo
HCO Hats
Qual Hats
LRH Comm Hat

POLICY EXTRACTS FORBIDDEN
DISRELATED SUBMISSIONS FORBIDDEN

It is strictly forbidden to permit or forward or encourage any habit of culling extracts from several Policy Letters, HCOBs or other Mimeo issues, in order to present in one issue an "updating" of policy or tech or orders on a subject.

Only the original issues may be consulted. Where there are many, they are all consulted as necessary.

The executive who needs the information at his fingertips just has to learn the lot. He should anyway.

No material may be relegated by implication to "background" rating.

Where an issue is no longer applicable, it is cancelled, specifically.

Where an issue contains a reference which is later found incorrect, the whole PL is re-issued with the correction. The re-issue plainly states what in the earlier issue has been corrected.

A policy or HCOB is often found to be open to profitable development or extension. All further issues on the subject refer to earlier issues, none of which are cancelled or modified unless the new issues specifically states so by giving the date and title of the affected earlier issue and the reference which is cancelled or modified.

No earlier issue is withdrawn from circulation, packs or Master Files unless ordered so by a new issue of the same series.

Any proposed issue must cover the above in its CSW where applicable. No isolated proposal should be injected into an area in which items have already been issued without a rapid review of the area made possible for the issuing authority. This policy should not be taken as a method of stopping needed proposals by exaggerating the CSW to be required; a proposed PL on Comm Ev procedure would not require ALL Ethics PLs but just those on Comm Ev procedure. The intention of this policy is to (a) safeguard existing knowledge experience and skills (b) ensure a junior making a proposal does a thorough job of preparation (c) expedite the speed of approval and issue of needed items which are the result of valid experience on the ground (d) desire maximum benefit from the process of evaluating older material in the light of new experience (e) preserve existing efforts to establish proper Ideal Scenes.

Exceptions to this rule on CSW can and should be made on any matter of extreme urgency, on the attestation of the originator. The issue must be inspected and covered as above at the earliest opportunity, by the originator and resubmitted for full ratification. Where an issue has been subject to several changes, any further change should state the full policy which is being communicated, referring to dates and titles of the earlier issues, so that a full pack can be viewed and the whole picture grasped.

HCO P/L 8.8.1970

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Issue II

A far more valuable product than a "new" issue to explain several existing ones is a CHECKLIST of the existing ones which can be compiled into a pack and used for checkouts, study, and application.

It is the responsibility of the LRH Comm to ensure that Reference Files are available to all staff members, and that Master Files exist to supply Reference Files and other demands, especially compilations of packs.

LRH Personal Communicator

for

L. RON HUBBARD
FOUNDER

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