

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 5 FEBRUARY 1971
Issue IV

Limited
non-remimeo
FEBC Exec Dirs ONLY
OIC WW
CLOs

FEBC EXECUTIVE DIRECTOR

OIC CABLE CHANGE

(Cancels and revises HCO PL 31 March
1969 - OIC Report Form)

(Implements HCO PL 5 February 1971 -
FEBC Exec Dir Org GDSes)

EFFECTIVE for Executive Directors returning to their orgs at this
this time for the week beginning 18 March 1971 and ending 25 March 1971
for the 1st report, and effective thereafter.

For Executive Directors returning after this date, effective
beginning and ending the 6th week after return to their orgs, and
effective thereafter.

The Weekly OIC Cable for orgs operating on the new FEBC Org Board
will contain: -

1. Gross Divisional Statistics for FEBC Orgs as outlined in
HCO PL 5 February 1971, FEBC Executive Director Org GDSes.
2. All other current GDSes now being reported for the current
9 Division Org Board.

This will facilitate OIC WW and Flag in maintaining International
Stat totals, and will remain in effect until all Organizations have an
FEBC Exec Dir and are operating on the FEBC Org Board.

The weekly OIC Cable Report for FEBC Orgs will therefore follow
the following pattern: -

HCO Cable Number
RON
Arithmetical Date
Month Abbreviated
Week ending abbreviated (W/E)
Date of week-ending in code (day/month/year)
DAY (for DAY org)

1. Total number (in points) of Releases and Clears.
2. Org's Gross Cash reconciled.
3. Org's Gross Bills. (The Guardian Statistics, Nos. 2 and 3,
continue to be reported as per HCO PL 1 March 1966, The
Guardian Statistic.)
4. Total points for all staff passing hat checks for the week.
5. Total Org Letters IN.
6. Total Org Letters OUT.
7. Total Bulk Mail OUT.
8. Total number of Bodies in the Shop for the week.
9. Total number of Registrar Interviews for the week.
10. Gross Income of the Org.
11. Total amount of Advance Payments received less Advance Payments
bounced and Advance Payments refunds for the week.
12. Total amount of Credit Collected.
13. Total amount of Bills Paid.
14. Total org material and liquid assets.
15. Total points for all students in the Dept. of Training
(excluding basic courses).

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16. Total points for all students in the Dept. of Training for Basic Courses.
17. Total number of WELL DONE hours audited in the HGC for the week past.
18. Total amount of money paid for student training into the org.
19. Total number of creditable Success Stories turned in.
20. Gross Income divided by the number of persons on staff for the the week.
21. Number of New Names to Prospect Card files.
22. Number of people routed to Registrars.
23. Number of New Names to Central Files.
24. Number of Scientologists fully hatted that week.
25. Value of FSM Commissions paid.
26. Total value of Books sold.
27. Signatory.

PROCEDURE FOR REPORTING STAT CHANGES

Current GDSes are to be reported up to and for 3 weeks following the specified date of change.

Every new statistic reported from the date of change is prefixed by the word NEW.

The format of the OIC weekly cable during the 3 weeks following the data of change will be as follows: -

DAY / Releases and Clears / Org Gross Cash / Org Gross Bills / NEW Staff Hat Checks / Letters IN / Letters OUT / Bulk Mail OUT / Bodies in Shop / NEW Reg Interviews / Gross Income / NEW Advance Payments / Credit Collected / Bills Paid / NEW Org Assets / Student Points / NEW Student Basic Course Points / WD Hours / Money for Courses / Success Stories / NEW GI divided by number on staff / NN to Prospect Files / Number people routed to Reg / NN to CF / NEW Number Scientologists hatted / FSM Commissions paid / Total Value Books Sold / Sig.

On the 4th week following date of change, and thereafter, the OIC Cable is reported as above, without the prefixes "NEW."

FEBC Foundation Organizations follow the same pattern as given above during and following the specified date of change. The Foundation cable designation "FDN" is inserted after date of W/Ending.

All weekly OIC Cable Reports from FEBC Organizations are sent directly after each week ending on Thursday to their nearest Continental Liaison Office. After compilation at the CLO they are directly cabled to OIC WW and then to Flag.

HCO Aide

for

L. RON HUBBARD

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