

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 28 NOVEMBER 1974

Remimeo  
EDs/COs  
HESEs/Supercargos  
HASes/3rd Mates  
Department Ones

BUILDING HCO

AN HCO THAT BUILDS ITSELF CAN BUILD AN ORG.

The following is the cycle of building an HCO:

1. You take arriving recruits who are not scheduled for specific posts.
2. Product Zero them (for SO orgs only); SS 0 them (for Cl IV orgs only).
3. Temporarily post them as HCO expeditors with actual duties on a post in HCO.
4. Actually SS I and SS II them.
5. Actually hat checksheet and pack them for the HCO post they will hold.
6. Require and hold them to 5 hours study a day.
7. Build an HCO without robbing affluence posts or working installations which is the reverse of HCO functions.

GET BUSY AND BUILD YOUR HCO AND YOUR ORG.

L. RON HUBBARD  
FOUNDER

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