

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 15 SEPTEMBER 1978

HCOs in AOs
and Flag
GO in AOs
and Flag
Tech/Qual
in AOs
and Flag

**CONFIDENTIALITY
OF UPPER LEVEL RUNDOWNS**

In order to safeguard the materials of confidential rundowns and levels and to prevent their unauthorized use or misuse, the following is to be done:

1. Before being given access to confidential materials such as "NED for OTs," any student, auditor, Case Supervisor, Course Supervisor, etc., must sign a bond not to disclose the materials or to communicate them to any unauthorized person, nor to use them in an unauthorized manner, nor to use them without being properly trained by checksheet and qualified. "NED for OTs" materials may only be studied by contracted staff members properly enrolled on course.
2. Folders of pre-OTs being audited on "NED for OTs" must be colour flashed with red diagonal slash across corner of folder, and the folder marked as confidential, with the level on folder, and such folders must be kept secure.
3. The HGC auditors and C/S must be trained at Flag before the AOs can deliver "NED for OTs."

L. RON HUBBARD
Founder

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