

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 30 OCTOBER 1980  
ISSUE III

Remimeo  
Tech Secs  
D of P  
DTS  
C/S

(Originally LRH OODs Item  
of 12 July 1971)

REF: HCOB 5 Mar 71 C/S Series 25  
THE FANTASTIC  
NEW HGC LINE

DELIVERY DUTIES

Auditing and Supervisor and study hours are coins which if not spent, can then never be spent as the time has gone.

It is the primary duty of a D of P TO KEEP ALL HIS AUDITORS AUDITING. A D of P who can't do that is a liability or worse. A D of P who does that is doing the most important part of his job. Ds of P commonly dump this on the C/S or on Tech Services. True, these are responsible for their part of it.

A C/S must not permit an unprogrammed or unC/Sed folder to exist. A C/S is doing his job if all folders in the place are programmed and C/Sed. This means any folder can be audited, and in an org any pc can be written to and told to report for his \_\_\_\_\_. A C/S has an FES unit for new folders.

HGC Admin is responsible for connecting up the folder, the pc, the auditor and the room with NO auditor time loss and safeguarding folders and caring for the folder library and state of folders. This connect-up is kept track of by boards. The folder flow line is basically HGC Admin. HGC Admin depends upon a daily schedule of pcs and auditors made up by the D of P.

If just these minimum functions were done an HGC and a Dept 10 would work smoothly.

The main outness is not wearing the basic duty hat but doing other things.

L. RON HUBBARD  
FOUNDER

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