

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 25 JANUARY 1981  
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Remimeo  
HCO Hats

(Originally issued as Flag Order  
2661 23 Dec 70 Reiss 16 Apr 74,  
same title.)

HCO TRAFFIC

No non-HCO person may enter an HCO area.

An HCO Receptionist (not the Org Receptionist) is as deep as staff or public may go into HCO.

The HCO Receptionist handles all routing forms and such traffic.

Any Central Comm basket system is behind or near the Receptionist.

In a Public org the HCO Receptionist may call HCO staff out of HCO for interviews for employment or recruitment. This interview takes place in an interview booth or at a two chaired table near Reception, not in HCO.

The reason for this is that HCO belongs walking around the org or doing their admin at their desks. The public or other division staff inflow into HCO erodes and enturbulates the HCO work area so that it cannot work. HCOs then vanish.

This is the reason for HCOs disappearing in orgs.

HCO Reception is in Dept 1, Div 1. Again it is NOT the Org Receptionist. That is another post in the org Reception area. Org Reception handles all public customers.

HCO must recruit. It must do Admin. It has vital functions as given on a full HCO org bd.

To do these HCO must be able to get around the org to keep it working.

You have to keep HCO mocked up so it can keep the org mocked up and there and hatted and working.

The surest way to have no org is to let other than HCO staff or the public into an HCO office.

HCO's first duty is to bring order to itself so it can bring order to the org.

L. RON HUBBARD  
FOUNDER

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