

HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W.1

HCO POLICY LETTER OF 14 MAY 1959

Convert to
local Sec'l E.D.

HUBBARD COMMUNICATIONS OFFICE

The purpose of the HCO offices is to act as stable terminals to an organization in any given area so as to provide immediate administrative assistance to LRH when in that area and communications from operations to him and from him when he is not.

The HCO is, in essence, a stable point to which can be communicated communications and difficulties in any area and these communications are forwarded to the proper terminals in the organization, or an analysis is made of the difficulty and communicated to another HCO terminal for clarification there. In addition to that, LRH may require reports on or about a given area and it is up to the HCO office to supply this information.

In use as a communication system from one area to another or from an area to LRH, the following procedure must be followed: The area must be instructed that any communications to any other Scientology area or to LRH must be forwarded through the HCO office. In this sense the HCO office in any area is a message center receiving from any other area and emanating to any other area in this network. Furthermore, the HCO receives materials from other areas and communicates these in their own area directly.

For example—A Director of Training dispatch which originates with the Dir of Training London: It passes from the D of T London to HCO London across the Atlantic to HCO Washington, and to D of T, Washington. This same procedure would be followed from Washington. D of T, Wash, originates communication. It goes to HCO Wash, then crosses over to HCO London, and HCO London passes it on to D of T London.

HCO also acts as a preparation and distribution area of HCO Bulletins. These are Bulletins or instructions to operations in general, to staff auditors, and to other things very intimate in the Scientology areas.

Casual communication with this office inhibits its efficiency and involves it in concerns which inhibit a swift expedition of my work.

L. RON HUBBARD

LRH:gh.rd
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