

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 14 FEBRUARY 1961

Cen Orgs
Copy for each
Staff Hat
Not for Franchise

THE PATTERN OF A CENTRAL ORGANIZATION

HCO AREA OFFICE

An HCO Area Office is attached to each Central Organization.

It expedites internal and external communications and in particular communications to and from HCO WW and myself.

As part of communications supervision it hat checks into existence with staff members HCO Bulletins, HCO Policy Letters and other official releases.

It issues and keeps to date the organization hats. HCO Area keeps the Org Board.

Fundamentally it is also a library of technical and administrative data consisting of books, mimeos, tapes and general know-how.

HCO Area has the power to take action to maintain a high technical level, a good administrative form in the organization and to security check personnel.

It examines students and issues certificates through its HCO Board of Review.

Mainly through the HCO Continental of a continent it reaches broad masses of the public where a Central Organization reaches individual members of the public.

The whole activity of an HCO Area Office is Communication, Collection, Local Book Sales, Technical Level, Administrative Form, Ethics, Certificates and Awards. To this, through HCO Continental, is added broad promotion and dissemination such as public book sales, the magazine, ads and special events.

L. RON HUBBARD

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