

Applies to  
US + WW  
ONLY

1. See HCO POL I March 1966, The Guardian.
2. Put a line in with the LRH COMM AIDE of your liason office (UKLO, USLO, ~~RUHO~~) and arrange for a member of your office to see each SOXX No I letter and the carbon of Ron's reply to it. This must include the entheta ones too.
3. Obtain a log book, for logging the So No I letters as you receive them. Keep one page per month, and mark the month at the top of the page. Divide the page in two, and keep one half for 'Good' letters and the other half for 'Bad' letters. In the left hand margin write down all the orgs in your continent. Keep a space at the bottom to add areas where we don't actually have orgs but might receive letters from, such as Norway, Finland, Pouto Rico, Mexico etc.
4. When you receive a batch of letters, do the following with each letter. Read the letter. If it is favourable mark a slash on the appropriate page for the month in which the letter was written, in the favourable column, of the nearest org to the origination point of that letter. If the letter is entheta or indicates that all is not well, mark a slash in the Bad column. If there is data in an SO NO I of interest to another bureau copy the letter and route to the bureau concerned. (letters indicating mishandling of celebrities, doctors etc goes to PR for their information, Gross tech outnesses or consistent tech outnesses in one area go to D/G Tech. Copy letters concerning PTS's, Mental cases, mixed practises, beefs from celebrities etc for your own files. Send to WW any letters of interest to them. NO ETHICS action may be taken on any one writing an SO'I and it should not be broadly known that you see them. Some letters will require quiet looking into as real trouble can be averted by this. These include such letters as 'If I do not get a refund tomorrow I will go to the Daily Mail', or 'I am in a mental institution and have got my friendly psychiatrist very interested in Dianatics' Other people on the S~ I line don't usually see the significance of such data. The so i line also will give you insight into outnesses in the orgs - such as too many PTS's on lines, wild ethics being applied (Only this week I got three letters concerning Postulate Cheques saying that the persons concerned had been told that if they do not cover the cheques within a certain time, Ethics action will be taken on them!!!).
5. At the end of each month, count up the good and bad letters and log them on a form such as follows.

GO \_\_\_\_\_

Date \_\_\_\_\_

SO NO I LINE

LONDON  
 Favourable  
 Unfavourable

SAINT HILL  
 Favourable  
 Unfavourable,

etc, only of course you will enter your own orgs.

Send this form to me and attach any letters of interest  
to WW.

6. I will then add these to my log, enter them on my form  
and route this, with a proposed ED to the Guardian.  
The SO NO I ED will then be distributed to A/G's, Exec  
Dir's, Commanding Officers, and LRI Comms.

Love.

*Helen*  
Helen