

**WORLD HEADQUARTERS**

HSI:HSE August 27, 2013 No. C-20907S

**CONFIDENTIAL**

Branch Committee  
ALL BRANCHES

Re: *Guidelines for Branch Office Service Desks (S-66)*

Dear Brothers:

We are pleased to inform you of the release of *Guidelines for Branch Office Service Desks (S-66)*. These revised deskman guidelines take into account the latest direction to all bodies of elders on child abuse matters. The S-66 replaces the current *Guidelines for Branch Service Desk Use Only*—September 1, 2005, which were sent with our letter to all branches dated SC:AT September 7, 2005, and which were then later updated in our letter to all branch offices GAJ:AT April 30, 2007. These older guidelines should be destroyed.

The S-66 document is now available to Branch Committee and Country Committee members who have access to the “Highly Confidential” security role in the Materials Distribution System (MDS). As explained below, translations of the S-66 will be made available in MDS in other languages. The Branch or Country committee is responsible to provide a printed copy of the S-66 to each member of the Branch or Country committee as well as to each of the elders serving as deskmen in the Service Department. (*Branch Organization* 6:36) No one else is authorized to access the S-66. Electronic copies should not be distributed and the S-66 will not be made available in any Research library.

As a further aid to your understanding the latest refinements to these guidelines, the MDS item also contains a copy of the S-66 showing the additions and deletions that were made. A printed copy of that second document may also be provided to each authorized brother for his review. Once he has reviewed that document showing the revisions, it should be destroyed. On October 1, 2013, that second document will be removed permanently from the MDS item.

Since it is understood that translations of the S-66 will be needed, vernacular editions of the S-66 may be made available by translation branches on MDS in the major languages. Since the S-66 is considered non-publication material, the Translation Department should not take the lead in translating this material. (See *Branch Organization* 8:23 and the circular letter to all branches dated GED:ETA June 29, 2010) **Only Service Department deskmen or their secretaries who are elders should be used for the translation work.** In the case of the S-66, any translation inquiries that cannot be answered by the Branch Committee should be referred to the Service Committee in a numbered letter.

Please be assured of our warm Christian love and best wishes.

Your brothers,

Service Committee

c: Governing Body  
WHQ Legal Department  
Writing Committee  
Writing Prepress