Codes
UI = Unintelligible
TN (translator notes)
Underlined: English

[TN This document has many blank pages, one every other page.]

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In The Name Of God Most Gracious, Most Merciful

Al-Qa'ida

Internal Lists

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1. [Definition and Goal]

A sect from the Nation of Muhammad (Islam), God's blessing and peace be upon him (bpbuh), are the Sunnis as it was understood by the salafists, May God bless them; they will adopt Jihad as an agenda for change so that the word of God becomes the most important. They will seek to instigate and prepare for jihad and implement it in any possible way. Muhammad (bpbuh) has said: "people from my nation will continue to hold steadfast to Islam till they receive orders from God" [Hadith attributed to al-Bukhari]; He (bpbuh) also said: " there is a group of Muslims that will continue fighting for what is right; they shall be victorious against their enemy till the last of them fight Antichrist" Abu Dawud the Jihad Book, fourth section [Hadith attributed to Abu-Dawud]

2. General goals:
    i. To promote jihad awareness in the Islamic world
    ii. To prepare and equip the cadres for the Islamic world through trainings and by participating in actual combat
    iii. To support and sponsor the jihad movement as much as possible
    iv. To coordinate Jihad movements around the world in an effort to create a unified international Jihad movement.
3. General Policies
    1. Complete commitment to the governing rules and controls of Shari'a in all the beliefs and actions and according to the book [Qur'an] and Sunna as well as per the interpretation of the nation's scholars who serve in this domain
    2. Commitment to Jihad as a fight for God's cause and as an agenda of change and to prepare for it and apply it whenever we find it possible
    3. Our agenda is that of war and we shall not be preoccupied with humanitarian or similar matters
    4. Our position with respect to the tyrants of the world, secular and national parties and the like is not to associate with them, to discredit them and to be their constant enemy till they believe in God alone. We shall not agree with them on half-solutions and there is no way to negotiate with them or appease them
    5. Our relationships with truthful Islamic jihadist movements and groups is to cooperate under the umbrella of faith and belief and we shall always attempt to at uniting and integrating with them or at least coordinating with them and avoiding their animosity
    6. We shall carry a relationship of love and affection with the Islamic movements who are not aligned with Jihad and we shall acknowledge their good deeds and advise them of their mistakes if needed
    7. We shall sustain a relationship of respect and love with active scholars and shall learn from them what we see right and reject what we know is erroneous
    8. We shall maintain complete independence and will not align with any party
    9. We shall reject the regional fanatics and will pursue Jihad in an Islamic country as needed and when possible
    10. We shall care about the role of Muslim people in the Jihad and we shall attempt to recruit them for Jihad as they are the main fuel for combat
    11. We shall maintain our economic independence and will not rely on others to secure our resources.
    12. Secrecy is the main ingredient of our work except for what the need deems necessary to reveal
    13. our policy with the Afghani Jihad is support, advise and coordination with the Islamic Establishments in Jihad arenas in a manner that conforms with our policies;

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4. Generalities of the Internal Structure
    1. The principle of Shura (advisory council): The Shura Council shall work according to the Koran's text and the actions of the prophet Muhammad, (pbuh). The principle will be necessary but not committing and will be applied in all departments from the executive to the rest of branch committees
    2. Legality of the session: Shura sessions require a majority of membership to take place with the stipulation that no less than three members provided that the chairman or his deputy is present.
    3. Emergency meetings: Emergency meetings shall take place through summon from the president or by request of the majority of members
    4. Secret voting: The principal of secrecy depends on peoples'evaluation
    5. Follow up, accountability, rewards and punishment will be according to job ranking starting with the highest to the lowest and in conformity with the organizational structure
    6. Requests and grievances; they shall dealt with according to job ranking as shown by organizational structure from lowest to highest;
    7. Complaints; If the complaint is regarding the immediate supervisor and it was impossible to reach him then the complainant can bypass his supervisor to the one of higher rank
    8. Overstepping specialty bounds; It is a must to respect limits of authority in vertical and horizontal administrative responsibilities and not exceed them as follows
        a. If the overstepping occured vertically from higher to lower level through administrative decision, the action shall be stopped until it is discused with a person of higher ranking; then, it is retified or cancelled. If the higher ranking administrator insists on the overstepping without having any evidence; then, a omplaint is lodged against him
        b. If the overstepping occured horizontally; then, it shall be strongly rejected and the one who was overstepped shall lodge a complaint against the person who made the decision to their joint supervisor
        c. If an administrative overstepping occurs from lower to higher rank; it shall be returned to the immediate supervisor without any ruling and the overstepper shall be reprimanded or punished so that he and others will not repeat such action. On the other hand, if the supervisor accepted such overstepping; a complaint can be lodged against him to a higher supervisor.
    9. A higher ranked supervisor has the right to check and be assured about the workings of all lower levels in his directorate;
    10. Reports: Reports are considered to be one of the very important factors in decision making and in the follow up on activities; therefore, they are very important for all levels. Reports must be prepared periodically or as may be required by supervisors and must be submitted on time
    11. Rule one: The right man for the right job without taking into consideration previous regional, organizational affiliations or ethnicity;
    12. Rule two: Jihad is the essence of our work; thus, it is important to maintain the Jihad spirit alive in the souls of the people who are working with us especially those who are far removed from the military Demands and complaints; this can be achieved through including them in the domains of preparation for combat;

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13. During the main and branch meetings only matters that are within the jurisdiction of the directorate are discussed

14. A member who misses a main or branch meeting, must present his excuse to the secretary of the council within reasonable time frame prior to the meeting or after the meeting when not possible so that it can be submitted to the chairman of the council;

B. Details regarding the organizational structure

1. Al-Emir [Commander]

   A. Definition: He is the brotheren who is responsible for all the actions of the Al Qa'idah; he represents it internally and externally in an effort to meet its goals and policies. He is responsible for following up on all operations through the administrative channels

   B. General controls:

      i. Al-Imarah [the command] in here has the rights of a private domain; however, due to the current situation whereby Al Amir might have to perform the duties of the general Imamate by issuing fatwa for distributing the loot from Jihad and rule on other issues according to Jihad policies

      ii. Selecting the best available people for work; it is not necessary the best in qualities in as much as employing the best for the job, it is permissible to give preference to a candidate who brings support or prevents harm.

      iii. It is not necessary to choose a person who likes to be Enir (commander)

      iv. When capabilities are comparable, age should taken into consideration in the selection.

   C. Attributes of the Emir:

      i. Fairness in its totality as described by many scholars in their books

      ii. Sifficient knowledge of Shar' that qualify the Emir to carry out the responsibilities of this work

      iii. Understanding of Jihad through enjoying clear commitment without hesitation in the believe that Jihad is the way for change

      iv. He must be trustworthy, honest, not greedy, team player, patient, wise, farsighted, wise, intelligent and clever. He should not be a man of leasure or one who reveals wealth. Lastly, he needs to be courageous and firm

      v. Experience: He must have had practical Jihad experience and earned enough experience in leadership and must be well aware of current realities about Muslims and their enemies.

      vi. Affiliation with the organization not to be less than xx years

      vii. Availability; he must be available to carry out the tasks of his responsibilities

      viii. Scientific achievement; it is preferred if he completed university studies

      ix. Physical fitness; he must be fit in good health and sane and be able to undertake the responsibilities of the job.

      x. Military competency; it is preferred that he is familiar with combat information as much as possible.

      xi. It is crucial that the he satisfies the basic conditions for Imam; they are: Islam, adulthood bachelor, and good thiker.

   D. Duties of Emir:

i. Commitment to shura (consultation with others) as a guiding rule and the appointment of a Shura Council named the "Leadership Council" (LC)

ii. Hiring and firing of his deputy, members of the LC, Chairman of the Executive Council, chairpersons of committees and his own secretary.

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iii. Represent the Al Qa'ida internally and externally and to take the responsibility for that

iv. Work towards attaining the goals and general politicies of Al-Qa'ida

v. Discuss and implement the annual plan and alter it in emergency cases

vi. Discuss and implement the annual budget and alter it in emergency cases

vii. Discuss and t implement the internal structure and make alterations when needed

viii. Address the important emergency issues that are not included in the internal structure.

ix. Review the periodic reports that are submitted to him and discuss them with his seniors

x. Evaluate the competencies of supervisors who are responsible for different tasks and endeavor towards improving and developing their skills.

xi. Formulate the annual financial plan and to work towards its implementation

xii. Follow up on the work of supervisors in the leadership, executive and regional councils in implementing the plans and resolutions.

xiii. Get acquainted and be reassured with work progress in all departments

xiv. Participate in the periodic meetings that he has to attend.

xv. Participate, through lectures and publications, in the pedagogical Jihad plans that are prepared by shari'ah committee

xvi. Be kind to his followers, mindful of their needs and solve their problems

xvii. Take the pledge to Al-Qa'ida from his followers .

E. The Deputy Emir: His attributes are similar to those of the Emir and his duties will be as delegated by the Emir

F. The Secretary: He is appointed by the Emir and is responsible for organizing the appointments, external relations, schedule of work and filing for Emir. He also accompanies the Emir wherever he goes. He should not be pry to the secrecies of the Emir's work

2. The Leadership Council

A. Internal Structure:

i. The same preceding general rules apply to the Council

ii. Number of Council's members number of Council's members should not exceed ten or be less than seven including the Emir and his deputy;

iii. Appointments of members and their dismissal: members are appointed and dismissed by Emir and his deputy

iv. Regular **meetings:** regular meetings are held monthly;

v. Decision making: Issues are brought up according to the agenda, they are discussed till they are clarified and explored; then, then the decision is left to the president of the meeting. If he

is in doubt, he has the authority to adopt the vote of the majority and he has the breaking vote if there is a tie.

vi. Loss of membership: A members shall lose his membership if he misses two consecutive meetings without a valid or acceptable excuse by the president

vii. Term of the Council: The Council is appointed for one year. Emir is authorized to appoint a new council, he is allowed to appoint members from the old Council or retain all the members of previous Council.

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viii President of the Council: The Emir presides when he is present and his deputy when he is absent. However, the Emir has the right to appoint someone else who will have all or partial authorities of the president in conducting the meeting during his presence .. The president of the Council is supposed to do the following::

a. Control and direct the sessions,
b. follow up on implementation of decisions,
c. approve or adjust the agenda of the meeting as prepared by the secretary
d. decisions shall be taken on all items in the agenda after discussing them,
e. follow up on the secretary's work.

ix The secretary of the Council: The Council has a permanent secretary selected from the general membership by the president of the Council; he secretary is responsible for the following:

a. Record and file the minutes of the sessions,
b. Receive suggestions from members that are submitted for discussion in the meetings
c. prepare the agendas for the meetings
d. notify members of the meetings dates and times provide them with the agenda at least two days before regular meetings and a minimum of one day before emergency meetings
e. distribute resolutions of the meetings to those who are concerned
f. record attendance and absence of the members and follow up on their reasons and excuses for absences and submit to the president of the Council for his review
g. forward requests of members to convene the council in emergency sessions to the president of the Council or his deputy after the conditions to hold such emergency meeting are met

B. **Qualifications of a Council member:**

1. He needs to be a member of the Al-Qa'ida and to be understanding of its agenda
2. He has to possess an adequate Jihad experience
3. He needs to have adequate competency commensurate with his scholarly achievements and experiences to prove that he is deserving of the membership.
4. He needs to be pragmatic and possess opinions that evoke dialogues in the sessions and is trustworthy with secrets.
5. It is preferred that he is married and that he is no less than twenty five years old.

C. Rights and responsibilities of the leadership Council:

a. Definition of the leadership Council: It is a Council selected by the Emir to serve as a Shura/advisory board; it is responsible for planning and following through on the overall orders and decisions. The Council makes every effort in advising the Emir so that the execution of the goals and policies of Al-Qa'ida are met; it is the second highest authority after the Emir and his deputy.

b. Authorities of the Council:

i Retify and alter goals of work and its general policies,

ii discuss and change the internal structure and present it to Emir for approval or modification,

iii discuss and prepare the annual work plan and the needed budget for its implementation and submit the two to the Emir for approval or ratification;

iv appoint committees or individuals to follow up on committees' work

v suggest nominations or dismissal of members of the Council to Emir

vi dissolve old committees or combine them or establish others

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vii. dismiss the Emir thief he deviates from Shari'ah to the pint where he must be dismissed or when he loses his competency to be Emir and replace him with new Emir;

viii. select a new Emir in case he and his deputy die together or both taken prisoners with no hope for their release;

ix. pledge allegiance to the deputy Emir and appoint him as the new Emir in case the former dies or is taken prisoner with no hope for his release.

x. select another deputy to assume responsibilities of the Emir if the Emir and his deputy are taken prisoners with no hope for their release.

xi. check with the Emir when he violates the objectives and general policies, discuss the situation with him and either retify the action or reject by majority vote of the Council;.

xii. prepare the monthly progress reports about work in general and submit them to the Emir

c. The Foreign Relations Section: This section is a part of the leadership Council and is responsible for follow up on foreign relationship aspects of the regional Council activities, call for its meetings, prepare for its sessions, maintain contacts with its members and visiti and meet with them or with their representatives. It is suggested that this section be formed from three members who can devote part of their time to this work. Their qualifications and status are to be discussed with the brethren who have practiced this type of responsibility before. Then, the section-after completing the appointments of its members-is required to establish an internal organization structure and action plan.

d. The light has been shed on the nature of this Council and a general consensus is reached that it is a symbolic Council with no pre determined particular mission as a whole; but it has a chairperson and has a separated action plan that the leadership Council supervises. There is not common interest between the committees that are convened periodically except the general directives and the practical coordination. It is convened when Such events might necessitate meetings as needed by the charman; therefore, it becomes important for this council delimit qualifications, responsibilities, and authorities of its chairman. I suggest that we do that at the next session God's willing.[TC: It is confusing whether the document refers to a new council or board that is not defined in this paragraph-d]

e. The Regional Council: The nature of this Council is somewhat similar to that of the leadership Council's as there are no common factors between their members due to the differences in their regions and their issues. However they are unified by a common destiny as far as the need to know the situation of the Islamic world, the status of Jihad in general, their common need for focused and unified educational programs, coordinated military curricula, studied political stand and others. Thus, for these considerations and for the security issue in particular, the meeting needs to take place annually. Also, it is possible to benefit from such meetings of this council by addressing the issues of different regions on an individual basis with the Emir. This introduction highlights the need for discussing the internal structure and authority of this Council.

Attributes qualifications, and Responsibilities of the Chairman of the executive Council

First: Attributes and Conditions:

1. Shall be a member of the leadership Council
2. Shall devote full time to this responsibility and not be assigned any other work for Al-Qa'ida unless totally urgent and needed, with the understanding that every effort will be made to end such need;
3. Shall be successful manager organized in his work habits and his and punctual in his appointments
4. Shall be patient in accepting, understanding and dealing with issues and problems and attempt at solving them as the executive Council is a working arena with many problems;

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5. Shall be in good health and capable of handling his duties with precision.
6. Shall enjoy a general scholarly level that allows him to understand specialties of committees, work towards resolving their issues and in helping them develop and progress.
7. Shall reside in the city where the executive Council exists.

Second: Authorities and Responsibilities

1. Shall make all arrangements, efforts and decisions to advance and develop the work according to the plan and after consultation with the concerned committee
2. Shall follow up, hold accountable, and rewards chairs of committees
3. Shall submit a monthly report about the work of each committee in the executive Council to the leadership Council. .
4. Shall hold periodic-at least-bi-weekly meetings with chairmen of committees individually.
5. Shal hold general meetings with the presidentschairmen of committees as needed.
6. Shall make the field visits as necessary to be sure of work progress.
7. Shall have the right to know all side details of work of committees under his jurisdiction.

Financial Policies

A. Baking accounts
    i. Banking accounts must be in the name of Emir, his deputy, the supervisor of financial affairs and one or two more individuals from the Leadership Council that are acceptable to the Emir;
    ii. It is preferred that dollar transactions be under one account and if more for security reasons, it should not exceed two; in any case, one account shall be for expenses of the regional directorates.
    iii. Rupees accounts-might be more than one according to need-with authority after consultation with the Emir; it shall be as follows:
        a. An account for the executive Council,
        b. An account for the Emirate and operations; it is to be used for expenses of the regional directorates and other matters that are considered by the Emirate not to fall within the internal categories.,
        c. An account for the Economic Committee

B. Expenditure Controls
    i. Expenditures of Executive Committees:
        1. Fixed budgets: each committee has a fixed budget that is established after discussion and dialogue between the chairman of the committee in question and the budget committee and after it is retified by Emir. Overspending by any committee is not allowed under any circumstances. These budgets are disbursed periodically by the accounting division after their approval by the president of the executive Council.
        2. Unexpected needs and expenditures: Certain percentage of fixed budgets is allocated to the committees as contingencies for unexpected needs and expenditures which might exceed what the supervisor is allowed to spend. We think that this percentage should be the fourth and the decision to spend should be approved by the president of the executive Council
        3. The president of the executive Council is authorized to disperse non monetary rewards and incentives to the members of the Council or to committees with the condition that these rewards do not exceed five thousands rupees each time and within provisions of the preceeding contingency limits.
        4. Expenditures outside the agreed upon annual plan has to be covered from the account of the higher authority.

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5. It is totally prohibited to borrow from the accounts of executive committees so that budgets are not disturbed.
6. The president of the Council has the right to spend from the budget assigned to his committee according to the bylaws agreed upon in the approved action plan. He needs to do that in good faith; it is suggested that each committee chairman has a ceiling that he is not allowed to exceed but once;
7. The president of the committee can disperse monetary rewards and bonuses to the members of his committees not to exceed the ceiling of two thousands Rupees at a time and within the limits of the specified committee

ii. Expenditures of the Regional Account and the High Command; it includes two branches

   a. The first branch is what concerns the budgets of the fixed regional areas and it will be dispersed periodically by the foreign relations branch after adoption of the budget by the Emir or his deputy and with the signature of two of the members of the committee. It is not permitted under any circumstances to borrow from fixed budgets

   b. with some exception to fixed budgets some special expenditures can be authorized by the Emir or his deputy as bonuses, rewards or other

iii. Account of the Economic Committee

   a. The budgets of projects shall be adopted as selected by the Emir and approved by him and the chairman of the executive council;

   b. Expenditures from this account shall be dispersed by the signature of two members of the Shura council of the economic committee, one of them shall be the chairman of the committee.

iv. Salaries; The principle of sufficiency will apply as detailed below

   a. Shall be allotted a monthly salary of one thousand Rupees

   b. Married

      i. shall be allotted a monthly salary of six thousands five hundreds Rupees
      ii. an increase of three hundreds Rupees shall be added for each child
      iii. an additional increase of seven hundreds Rupees shall be added for an additional wife, in the case of multiple wives;
      iv. a cost of living increase will be added yearly at the rate of xxx from the initial salary
      v. specialized technical staff or cooperators with Al-Qa'ida will be treated under the principle of sufficiency and according to the above mentioned two paragraphs; if such arrangements are not possible and they are needed, their salaries shall be established on individual basis and per agreements that are retified by the Emir or his deputy.

v. Financial Considerations Regarding Contracting with Collaborators.

1. Salaries: allocation to member will be established in the contract according to the provisions in the above mentioned paragraph [b-v]
2. Tickets:
   a. A married man who has family in his home country will be treated the same as the single person as far as his salary is concerned and he will be given one ticket a year
   b. A single man will earn one ticket after a year and a half,

c. The married man who has his family with him will be given a ticket for himself and a ticket each for his wife and children every two years.

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d. Those who earn tickets and are unable to travel to their home countries are allowed to use the tickets for other travel or to give them to their family members to visit them. Also, they can use the tickets to go to Hajj [the pilgrimage] or the ‘Umrah [visit the grand mosque at a time other than that of Hajj] provided that cost of the trip does not exceed the allocated value of the original ticket.
e. It is prohibited for the brethren to exchange the ticket for cash if he is unable to travel or transfer their use as mentioned in paragraph [e] above.
f. The Emir or his deputy may stop the issuing of tickets to those who earn them because of a special reasons as they see fit.
g. The tickets shall be dispersed from the general accounting branch and from the specific expenses category..

3 Medical:

a. It is the right of the members to seek medical care at the camp and to obtain free treatment;
b. In a case where treatment is not attainable; or the medicines are not available in the stores on base, the patient shall be paid the cost if it exceeds one hundred Rupees provided that the treatment and medicine are in Peshawar
c. For treatment or medicines outside Peshawar, can be sought after approval of by the chairman of the administrative committee or the president of the executive Council or the deputy Emir or the Emir according to that managerial hierarchy and the case provided such action is supported by the physician on the base.;

4. Loans: The administration will disburse the following loans when the need arises

a. A loan for lease is issued to secure the security deposit and the rent advance payment provided that it does not exceed ten thousands Pakistani Rupees; the security deposit matures in a year and only the amount equivalent to one month is discounted annually.
b. General loans are dispersed by the administration to the brethren for when urgent need arises; it cannot exceed ten thousands Rupees and is t be repaid during a maximum of one year.
c. The above mentioned loans are to be disbursed by order of the administrative committee chairman after a written approval of the immediate supervisor.

5. Furnishing expenses: The married brethren whose guarantee has been approved for support is given a sum of twenty thousands Rupees to buy furniture with the provision that he presents a list of all purchased furniture according to bills of purchase that must be submitted and with the understanding that the furniture is will be assigned as trust as long as he is on the job; he is required to return it in case he is transfered for whatever reason. The disbursed amount is treated in a similar manner as the loans. .

6. Preverts/deviates: The administrate will try to alleviate such hardships for brethren in the organization after having inspected and confirmed the hardship and within the authority of supervisors in the hierarchial organizational structure; when it is beyond such limit, the decision is referred to the deputy Emir an if it is impossible; then it will be submitted to the Emir.

7. Handicap: The administration shall try for helping the handicapped who became so during the course of their work or in combat by training them to perform a necessary job that could support the administrative work; if this is impossible, then the administration will allocate a fixed one time reward that will allow him to establish a profession that enables him at supporting himself and his family; then, and arrange for him and his family to travel back to his home country if possible.

8. Vacations:

a. Those who work in Peshawar have all Fridays and the two ‘Eid’s holidays off as well as an annual vacation of one month to be enjoyed after working for eleven months. They have the right to a sick leave not to exceed fifteen days a year

b. Those who work in military bases or are in combat: A married man will enjoy a monthly leave of seven days. A single man will enjoy a monthly vacation of five days. Both will enjoy this along with the yearly vacation and the sick leave as specified in the above paragraph

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c. Whatever exceeds the above mentioned vacations will be deducted from their salaries unless accompanied by approval of supervisors according to their managerial ranks

9. Dismissal: A minimum of one month notice is needed for the directorate to dismiss one of its members. If the rule is not followed, then the directorate will pay him an additional month salary.
10. Salary schedule for employees:
    a. Official Salaries:
        i. Cook (xx) Rupees; assistant cook (yy) Rupees
        ii. Driver (aa) Rupees
        iii. Genetor/Maid (yy)Rupees
        iv. Employee with elementary education (aa) Rupees.
    b. An annual increase for all above listed jobs y%. of the basic salary;;
    c. The supervisors at different directorates are allowed to pay, rewards and bonuses to the employees according to their financial authority;
    d. The principle of early dismissal is to be followed for employees as well

In the name of God most Merciful most Gracious

The military committee

Definition:

This is an organization that is responsible to prepare the Jihad youth and to train them and get them ready for combat. It is also responsible for their participation in Jihad in the battle fields; also, for improving their combat competencies and military technologies and for the planning and implementation of the military agendas according to shari'ah and other issues such as training, preparation and combat .

Goals.

General goals.

1. To prepare the Jihad youth and to train them for war and combat
2. To structure and to supervise the military participation in the fields of combats
3. To prepare the military plans and curricula
4. To provide what is needed of military technologies for war and combat

Specific goals.

1. To recruit members to join Al-Qa'ida
2. To improve the military capabilities and competencies of the Al-Qa'ida's members
3. Make al-Qa'ida an incubator of training and combat expertise; in other words, prepare training and combat manpower for the Islamic World.

Operation policy for the Controls Board

Organizational structure of the military committee

Chairman of the committee

Chiefs of Staff

Readiness Section	Technical Section	Combat Section
Laboratory	Repair and Maintenance	Electronics
Section chief		Section Chief
Shura Council		Military Council
Military bases for individual affairs	Medical affairs agenda	Combats of Individual affair

Chairman of the military committee:

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Conditions and Attributes:

1. Shall be knowledgeable in the science of Shari'ah
2. Shall be a member for a minimum of three years; during such time he should have earned adequate military experience in combat and at bases which would equip him for undertaking the task.
3. Shall be healthy physically and in his senses; they should be at an adequate level that enable him at executing his full responsibilities;
4. Shall not be less than xxx years old
5. Shall have a minimum of college education; it is preferred if he is a graduate of the military college.
6. Shall have vast knowledge of military sciences
7. Shall be wise judicious and well disciplined

Duties and responsibilities of the committee chairman

1. Appoint and dismiss a deputy from the members of the general command
2. Contact chairmen of the other committees to coordinate the work
3. Follow up on the work of sections chairmen and evaluate their performances
4. Attend periodic and emergency meetings of the military committee and the executive Council
5. Appoint and to dismiss chairmen of sections
6. Submit a monthly report about accomplishments of the committee to the executive Council
7. Submit to the executive Council detailed temporal plans that are formulated in consultation with chiefs of command ;
8. Review the periodic reports that are submitted by chairmen of the branches.
9. Submit the annual plan of the military committee which is prepared in consultation with the chiefs of staff to the executive Council.
10. Formulate the military committee's policy in consultation with the chiefs of staff and submit it to the executive Council.

Chiefs of Staff

Definition: It is a Council chaired by the chairman of the military committee. It is made of the chairman, heads of sections and whoever the president sees fit for the duty from members of the committee; its membership shall not be less than four and no more than six. The Council meets monthly.

Attributes of Chiefs of staff; each member shall:

1. Have spent at least two years in Jihad work;
2. have sufficient knowledge of Shari'a to qualify him for the job;
3. be at least xx years old;
4. have completed a minimum of college education;
5. have adequate knowledge of military sciences;
6. be wise judicious and well disciplined militarily

Duties of member of Chiefs of Staff:

1. Shall formulate general policies for the military committee;
2. shall plan the implementation of the formulated military policy;
3. shall follow up on the implementation in the various sections
4. shall discuss the recieved reports; review the different issues and identify appropriate solutions;
5. shall appoint the supervisors for the military bases and commanders of platoons
6. shall prepare the annual action plan and the required budget for its execution;
7. shall include detailed staged military plans within the general action plan.

Training unit supervisor:

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Definition*: [Training unit supervisor]*

A supervisor appointed by the chairman of the military committee. He is in charge of planning training programs and following up on the implementation of all activities of the section. He is also a member of the Chiefs of Staff.

Attributes of training section supervisor:

His qualifications are the same as those for members of the Chiefs of Staff in addition to the necessity that he should have spent an appropriate period in military training camps where he would have gained adequate experiences that qualifies him to carry on the responsibilities of the training section.

Responsibilities of Training Section Supervisor:

1. Shall implement the military committee policy that concerns training according to whatever the Chiefs of Staff decide in their meeting and according to orders of the military committee's chief;
2. shall follow up on training matters in the different military bases and reward or punish those responsible;
3. shall propose training strategies and military educational curricula and present them to the chiefs of staff for approved;
4. shall coordinate the activities of his section [training] with the combat section in preparing Mujahideens in quantities and qualities as decided by the chiefs of staff.

Supervisor of the combat section

Definition: He is a supervisor that is appointed by the president of the military committee and who is responsible for implementing military strategies and submitting them to the assembly then following through on their executions after they had been approved. Along with that he is in charge of following through on all the other work of the rest of the branches and he is as well a member of the assembly

Attributes of combat section supervisor:

He shall possess the same qualifications as those of members of the chiefs of staff in addition to having spent an adequate time in combat whereas he has earned sufficient fighting experience to qualify for the job; his attributes include:

1. Needs to have spent a minimum of two years in jihad;
2. needs to have adequate knowledge in Shari'a field so he qualifies for the position;
3. cannot be less than xx years old;
4. cannot have less than high school education;
5. needs to have adequate knowledge of military sciences and
6. be wise judicious and well disciplined militarily

Responsibilities of combat section supervisor:

1. Shall suggest military strategies for combat, submit them to the chiefs of staff and follow up on their execution in the battle fields after their approval;
2. shall command the battles and coordinate with the training branch during combat;
3. shall coordinate the work of the section with the work of the training section in all aspects and
4. shall keep abreast with active Jihad sites and submit an assessment study about the situation to the chiefs of staff.

In the name of God most Gracious most Merciful

The Security Committee Chairman of the committee The Shura Council

The Central Division

Information Implementation

Suspected individuals of having other affiliations or relationships

Publications and investigations

Archives, prisons and reprimand.

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Page 27:

Computer, camouflage
Espionage and infiltration
Surveillance
Division of security of the organization and the country of residency and passports division.
Manuscripts.
Infrastructure
Guards
Security awareness

In the name of God most Gracious most Merciful

[Prayer and verse from Qur'an]

Introduction:[Security Committee]

This committee is responsible for ensuring the required security for work, the commands, infrastructures and personnel. It is also also responsible for gathering all necessary informations relating to security and improve security awareness of individuals and the facilitation of administrative security procedures of host country. Taking into consideration that all the preceding is to be within the rules of Shari'ah. .

Goals of the committee:

1. To provide the necessary security for work, the commands, the members and infrastructure;
2. To improve safety awareness of Al-Qa'ida members;
3. To facilitate the administrative security procedures of the host country of residence;
4. To gather the necessary information for security

Operation Policies and Controls:

First; all the committee's activities are subjected to Shar' controls and it is accomplished in coordination with Shar' committee and through chairmen of both committees.

Second; strict documentation of workers in the committee while being certain of their upbringing in religious faith and shari'ah

Third; regarding dangerous matters where personal interests and corruptions mix; the committee resolves its responsibility from acting on such matters by submitting such cases to the command for action.

Fourth; avoid some security exposures that may conflict with those of host countries such as arrests; these measures are intended to safeguard the mission and not conflict with security provisions of the country.

Details of the structure

Chairman of the committee; Attributes and qualifications:

1. He must have the adequate knowledge in Shar'science that enables him to perform the assigned job;
2. needs to have spent a minimum of two years in the organization through which he would have obtained the necessary practical experience for the job;
3. shall be healthy physically and in his senses; they should be at an adequate level that enable him at executing his full responsibilities;
4. shall be at least xx years old;
5. must posses high security conscious, be wise judicious and alert
6. shall have high school education as a minimum; though it is preferred that he has a college education
7. it is preferred that he is fluent in the English language
8. shall master the needed information to perform his job
9. shall have adequate knowledge of the general military information

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10. shall be trustworthy and well known in safeguarding secrets

Authorities and responsibilities of Committee Chairman:

1. Appointment and dismissal of his deputy from among the members of the Shura Council and the supervisors of the other sections.
2. communicate with chairmen of other committees to coordinate the work
3. review periodic reports that are submitted to him and discuss them with the Shura Council
4. follow up on the implementation of decisions by supervisors of various sections and evaluate their performances;
5. attend periodic emergency meetings;
6. appointment and dismissal of chairmen of sections in the committee;
7. submit a weekly report to the chairman of the executive Council about progress of the committee;
8. review the work of the committee to ensure of the progress being as planned;
9. Prepare an integrated plan to evacuate any of the command members safely in emergency.

Internal Structure

First: Shura Council:

1. Attributes of Council Members

a. shall be well known for his trustworthiness and for his ability to keep secrets;
b. shall be a member of the organization for a minimum of one and a half year during which he
c. shall be high security conscience, intelligent, judicious and quick thinker;
d. shall be skilled in using light weapons and familiar with the use of explosives;
e. shall have sufficient knowledge of the Shari'a to help him perform his job.
f. shall be physically fit at the level needed to allow him perform his full responsibilities.
g. shall not be less than xx Years old;
h. shall have completed at least high school education
i. shall be familiar with security information that are related to his work;
j. shall preferably be fluent in the English language
k. shall have the right in a higher position to review and be assured of performance of all lower levels within his supervisory area of responsibility;
l. shall be cognizant that the essence of work is Jihad; therefore, it is important to safeguard Jihad spirit in the souls of those members who are affiliated with the work especially the ones who are far removed from the military work arena through linking them with training and combat areas.

2. The Internal Structure of the Council:

a. The Council is made of four members; they are the president and chairmen of the three branches;
b. The Council normally meets weekly or by request from the chairman of the committee or the majority of members in emergency;
c. a legal quorum is when the majority of members are present including the president or his deputy;.
d. meetings are held in private residences that belong to the committee or at homes of members.
e. secret voting is adopted as the method of evaluating individuals
f. only what is within the rights and duties of the Council can be discussed during the Council's meetings
g. each member of the Council shall receive a licensed pistol and he is required to carry it during work;
h. each member shall be sworn never to reveal any of the secrets even after his disassociation with the organization
i. requests and complaints will follow the job order sequence as shown in the organizational structure.

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j. If the complain is about the immediate supervisor and the complainer is unable to reach his senior supervisor, then the complainer is allowed to reach a higher supervisor.

3. Authorities and Responsibilities of the Council

1. Discuss the weekly reports of the divisions;
2. research and discuss the problems at the divisions, identify solutions and take the appropriate decisions concerning them;
3. investigate the serious private matters which directly impact the work, discuss them and present present practical recommendations concerning them;
4. punish reward and hold accountable the workers in the council;
5. appoint and to dismiss the employees who are assigned to the council and transfer them to other location after consulting with supervisors of the new locations;.
6. discuss and approve proposed annual plan and budget of the council.

Central Division: This is considered to be the largest division in the Council; it is divided in four sections:

1. Espionage and defensive infiltration; it includes uncovering of espionage and infiltration operations that the enemy accomplished inside the organization along with identifying the means used by the enemy through his recruits;
2. espionage an infiltration of enemy defenses, employing agents and use of available technologies to obtain the most information about enemy strategies;
3. monitor and follow up on all published material by different media that is related to work area;
4. the archives; file all the gathered information in hard copy and computer filing systems.

Second: Implementation Division of Security Command Decision

This division is made up of the following sections:

a. Investigations/interrogations;
b. Prisons and reprimand;
c. Coordination and communications which is responsible for coordination with security parties outside the organization after approval by the command/Emirate
d. Documents

Security of the Organization Division and it is into two sections:

First: The section that provides safety and security for the commanders of the organization; and Second: The section responsible for the security of documents and infrastructure of the organization. This section is responsible for providing all security procedures that are needed to safeguard manuscripts from theft, destruction, or espionage through strict follow up on clearances of individuals who are assigned to such service. Also, the use of administrative and technological means that are appropriate for this type of work, issue appropriate instructions to those concerned and follow up on their implementation.. Furthermore the section is responsible for providing security and for selection of suitable secure areas in the facilities..

General Controls

First: Attributes and Conditions of Guards: The commander of the guard and members must possess certain qualifications that prepare them for this job; these include: such as:

1. must be known for his trustworthiness and ability to safeguard secrets;

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2. his membership in the organization shall not be less than one year during which he should have earned the confidence and trust of the working brotheren
3. must be mindful of the importance of the command and its legal rights
4. must possess a high security conscience;
5. must be of good character, patient, calm, mindfull brave, wise and known for his integrity and for his disinterest in achieving personal gains
6. must be skillful in use of the necessary weapons for protection
7. must be healthy, of good senses, athletic and fit so that he can take full responsibility for his guard duties
8. shall not be less than xx years old
9. must have successfully passed the specific security sessions of his job
10. the commander of the guards must, in addition to the preceding, possess good managerial skills, be quick thinker and courageous in making the right decisions according to shari'a. Shari'a. He shall not be less than xx years old with a minimum of a high school education. Also, He must be aware of all the security information relating to his job.
11. The commander of the guards cannot e from the Gulf States or from the Yemen

Second: General policy for Security/Guarding

1. It is preferred that the guards are organized in two groups to be able at switching shifts which enables them to provide a better performance;
2. the commander shall undertake the necessary actions for the brethren guards to stay fit and competent militarily;
3. [LC; not listed]
4. the commander and drivers shall be supplied with revolvers But the guards will be armed with guns or pistols depending on availability
5. the commander of the guard will personally check security of employees and the non Arab guards of the Emir and to be reassured, he will undertake the arrangements for their search .
6. the commander is responsible for arranging the yearly an monthly leaves of his employees according to the situation of workwork requirements and needs; at that time
7. cars that are used by the commander of the guard must be similar to those of the Emir's.

Third: the Security Awareness Division

The main task of this division is to enhance the security awareness of the organization's members and to prepare them to face the difficulties that would be confronted at any time through the following:

a. by conducting short session within military sessions or separately;

b. through printing small booklets and flyers that address this issue;

c. by holding public security lectures at military bases and guest houses when necessary.

Fourth: Host Country and Passports Division

This division is concerned with information about the host country that are needed for operations such as the laws, the constitution, addresses of government establishments and addresses and phone numbers of hotels. Also, get to know the responsible people in the country and establish relationships with them. The person in charge of this assignment must be fluent in English, socially suave and skillful in mixing and communicating with others.

In the name of God most Gracious most Merciful

The Political Committee

Be He Exalted -----Said—

Definition:

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It is a committee whose functions are to disseminate political awareness among the working members and Muslim people; prepare the political studies that are necessary for operation, interact with Jihad movements around the world and prepare political cadres that are competent according to general policy of work within the framework of Shari'ah provisions. .

General Objectives:

1. To extend political awareness among the members involved in the work through preparing a plan which is specific to individual needs of workers according to their organizational occupation;
2. To extend political awareness among the Muslim people [Populous];
3. To prepare studies and political reports that are necessary for operations;
4. To coordinate with Jihad movements around the world through introducing them and publishing their news etc
5. To prepare the needed political cadres for operations.

The Organizational Structure of the Political Committee
The Political Committee
Chairman of the committee
The Deputy Chairman
The Shura Council
Political Studies Division Foreign Relations Division The Archives Division Political Awareness Division Political Research Coordination with Foreign Media

The general policies or bylaws:

1. Complete commitment to the Sari'a provisions and controls in all committee;work
2. Advance the armed jihad imperative as the agenda for change;
3. uncover and to expose the tyrants of the earth as well as the laic and national parties as well as other enemies of Islam.
4. Our relationship with the Muslim groups is based on support, advise and adoption the good deeds they may have and point out their mistakes if the need arises;.
5. It is prohibited to criticize Islamic movements and scholars except through Shari' Committee;
6. endeavor to establish unity among Jihad Islamic groups;
7. Prior to taking any decision regarding issues that emerge it is a must to take it up with the command for making the appropriate policy to deal with such problems.

Attributes and Qualifications of the Committee' Chairman

1. Shall have been a member of the organization for at least three years and is fully devoted to the work;
2. shall not be less than xx years old;
3. shall be familiar with the Shari'ah and is specialized in shari'ah political matters and Islamic rules and regulations;
4. shall be honest, patient, visionary, wise, farsighted, clever and intelligent;
5. shall be specialist in this area with experience.
6. shall be characterized of the ability to safeguard secrets and be trustrworthy;
7. must have had combat experience in the Jihad field
8. must be fluent in the English language and has completed a minimum of college education.
9. shall be of sound mind that enables him at performing the task..

Authorities and Responsibilities of the Committee'Chairman

1. appoint and dismiss deputy chairman from the Shura Council;

2. appoint and to dismiss chairmen of the other committees;
3. submit a monthly report to the chairman of the Executive Council
4. follow up, rewards and punish the workers in the committee.

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5. Develop the annual plan of work and its budget and discuss it with the Shura Council for submission to the chairman of the executive Council.
6. Foreign consultation to whomever he sees to be qualified.

Deputy Chairman of the Committee:
He must have similar or nearly the same attributes as those of the Chairman of the Council

Authority and Responsibilities:
To help the president when he is present and to substitute for him when he is absent

The Shura Council
Attributes of a Shura Council member:

1. Shall have been a member of the organization for at least two years;
2. shall not be less than xx years old
3. shall be familiar with the Shari'ah and is specialized in shari'ah political matters and Islamic rules and regulations;
4. shall be honest, patient, visionary, wise, farsighted, clever and intelligent
5. must be capable at invigorating a dialogue and is effective in discussion sessions;
6. shall be characterized of the ability to safeguard secrets and be trustrworthy;
7. must have political inclinations/tendencies
8. shall have attained a minimum of high school education.

Internal Structure of the Council

1. The Shura's Council needs to have a minimum of five members including the president, his deputy and the departments chairmen; the president shall increase the members to seven;
2. the principle of Shura [dialogue] is suggested but it is not forced;
3. meetings are held biweekly; it is considered official when the majority of members are present;
4. in emergencies the president of the Council or the majority of members may call a meeting;
5. in case a member is unable to attend, he must notify the secretary of the meetings one or two days before the meeting.

Authorities of the Shura's Council

1. discuss the biweekly reports that aresubmitted by chairmen of the divisions;
2. research the issues that encountered by work and to find solutions for them;
3. discuss appointment and dismissal of divisions' members and transfer them to other locations
4. discuss the annual strategic plan of the committee and its budget.

In the name of God most Gracious most Merciful

1. It is prohibited to publish any news or report or talk to condemn or to criticize scholars and leaders of Islamic movements unless it is verified and the president has approved its publication.
2. trustworthiness in transmitting a news item as to wording, date and source.
3. title of the news item should not contradict the morals and values of Islam
4. it is prohibited to have any advertisements during the news broadcast
5. news accuracy is the responsibility of the source;
6. Sahri'a reports are selected by the Shari'a committee
7. published political reports must conform with the general policies for work and the guidance of the command

8. it is prohibited to print anything other than the daily and the weekly news and the weekly political reports without permission from the command..

[END OF TRANSLATION]

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