

[Translator's Note: A handwritten note appears on top of the document and reads "Pending approval"]

<i>The Islamic State</i>	[Stamp of Delegated Committee]	Issue: 188
Central Administration for	[Signature]	Date: 17/02/1438 Hijri
Human Resources	19 Safar 1438 Hijri [20 NOV 2016]	17 NOV 2016

In the name of Allah, Most merciful, Most compassionate
To: Mufawwadah [Delegated] Committee, May Allah protect them
Subject: Process of dealing with the new Munasirin [Recruits]

Praise be to Allah. Prayers and peace be upon the messenger of Allah, and upon his household, Companions, and followers. Thereafter:
May peace, mercy and blessing of Allah be upon you

Our Honorable Shaykhs, we present to you the special process of the new recruits. Please review and approve this process if no additions or modifications are required.

- All sectors must receive the local recruits of their sectors based on their area of origin due to their familiarity with them. These sectors must also receive the newcomer recruits through the Newcomer Department of the Central Administration for Human Resources.
- Full coordination is required between these sectors and the Newcomer Department of the Central Administration for Human Resources. In order to enter the data of these recruited brothers within these sectors when they join initially.
- In case the recruit continuous to work with the ranks of Islamic State in the sector where he originally stationed for a period of 30 days. Then, the recruit is entitled to request to pledge his allegiance, be issued a census number, and receive a monthly stipend.
- The Administration of Sectors is responsible for submitting the names of the recruits who continued to work from more than 30 days to the General Administration of Diwan al-Jund [Soldiers] for confirmation. Next, the General Administration must submit these names to the Central Administration for Human Resources in order to issue their census numbers.
- Any recruited brother who is killed prior to the period of 30 days must be issued a census number on the condition that his name was submitted through the chain of the sectors, the General Administration of Diwan al-Jund [Soldiers], and then the Central Administration for

Human Resources.

- Any recruited brother who gets injured during combat prior to the period of 30 days, his status must as follows:
 - A. If he suffers a minor injury, then he must report back to the frontlines upon recovery, and his name must be submitted after 30 days, if he requests to pledge his allegiance.
 - B. If he suffers a major injury, then he must receive the same treatment as a martyred brother, provided that his condition was monitored until he was able to report back to work upon recovery.
- Census numbers must not be issued to any recruit prior to the period of 30 days, except by the Mufawwadah [Delegated] Committee exclusively.
- The Central Administration for Human Resources does not issue any Census number, except for those whose data have been entered at their sectors when they join initially; and that to ensure census numbers are only issued to the individuals who continued to work in the ranks of Islamic State, and to ensure the authentication of the working period in their stationed sectors.

[Translator's Note: A handwritten note appears on the bottom of the document and reads "Newcomers"]

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The Islamic State
The Central Administration for Human Resources