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“Example of a Simple Structure for Managing the State Affairs”

**Full Translation**

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**Translator's Notes:**

1. The source document for this translation is an Adobe Acrobat (PDF) file consisting of 4 pages. Translator's instructions are to do a full translation of the document.

2. Unintelligible text in the source document, whether from poor scanning or poor handwriting, is indicated by [U/I-], followed by a number indicating the approximate number of words that are unintelligible, i.e., [U/I-3], for three unintelligible words.

3. Words for which no translation can be found are indicated by [UNK-], followed by a number indicating the number of unknown words, i.e., [UNK-3], for three unknown words. A footnote may be included that gives additional information.

4. Page breaks in the source document are indicated in the translation, accompanied by the corresponding page number of the source document.

5. Translator's comments will be indicated with brackets [ ] or a footnote.

-----**BEGINNING OF TRANSLATION**-----  
**[Page 1-4 of the PDF/Source Document]**

**[Presentation of a Simple Structure for Managing the State Affairs]**

Province Level:

- 1- General Administrative and Financial Director (Accountable)
- 2- Department of Finance
- 3- Soldiery Department
- 4- Movement and Maintenance Department
- 5- Sales and Spoils Department

The responsibilities of all these departments is to manage and present all reports that were received by them from different sectors (daily reports), then presents those reports to the Wali (Emir or Governor) of the Province.

This means that the main function of these departments is to collect and sort the daily information that concerns each sector according to each department's specialty, for example soldiery information goes to Soldiery department....etc, and we will mention the responsibilities of each department later on.

In order to manage and control the financial and administrative activities of the province effectively and smoothly we should commit our self to the following:

- 1- Sector leader (Emir) communicates with the Administrative responsible regarding reports that concern the daily activities of their sector.
- 2- Sector leader should appoint an honest faithful hard working administrative Manager for his sector.
- 3- Sector leader with the help of his administrative Manager chooses four responsible individuals to run the rest of the departments that were mentioned before.

A- Department of Finance:

The person in charge of this department must be the sector leader or the administrative manager in which must prepare and maintain two registers, one for the incoming documents and the second for the outgoing documents.

B- Soldiery Department:

The main function of this department is to follow-up on all soldier's issues such as training, monthly aids, marriages, active, non-active, injuries, captured....etc, plus pledges and writing daily report status about the daily issues.

Remarks:

- 1- It is preferable to have a person from the same sector as a department head due to his knowledge of the people and situations in the sector
- 2- If the number of fighters in the sector is low, then the sector's administrative leader could run the soldiery department too.

C- Movement and Maintenance Department:

The main function of this department is to inventory the number of vehicles that belong to the sector, and follow up the conditions, legality and operability of the vehicles plus buying and selling vehicles by coordinating with the State manager of the Movement and Maintenance Department.

Remark: It is preferable to have an experienced person in repairing and maintaining vehicles as a head for this department and it is recommended strongly that each sector should have vehicle's repair shop of their own.

D- Sales and Spoils Department:

Leader of this sector's department forms a special group that is specialize in collecting spoils only, besides helping the leader of the sector and the province manager of the Spoils department in finding save place to store the spoils before selling them as soon as possible

Main responsibilities of each Department:

First: Finance Department:

1. Open and Maintain a Register for the incoming documents
2. Open and Maintain a Register for the outgoing documents
3. Incoming status report with the Daily situations
4. Outgoing status report with list of monthly miscellaneous expenses.

Second: Soldiery Department:

1. Tally the number of active, non-active fighters, captures and martyrs who pledged their life for the cause only plus sectors miscellaneous expenses.
2. Following up the fighters rental expenses
3. Following up the Fighters marriage Issues
4. Following up the pledges of the new comers (fighters)
5. Daily status report about any changes in the fighters situation such as number captured, killed, injured, marriage....etc

Third: Movements and Maintenance Department:

1. Vehicle's Inventory as scheduled previously
2. Daily status about vehicles conditions (Good, burned, confiscated...etc)
3. Following up Vehicle's maintenance situation
4. Following up the vehicle's buy and sale situations that belong to the sector with person who is in charge of the movements.

Fourth: Sales and Spoils Department:

1. Forming a special group for spoils only
2. Finding a safe place to store the spoils
3. Direct connection with the province spoils Manager to coordinate the sale of the spoils in his province
4. Collecting the spoils from the Security and military wing Office
5. Preparing two copies report, one for the province spoils manager and the second for the sector leader

-----END OF SOURCE DOCUMENT-----

===== (END OF FULL TRANSLATION) =====