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Document Summary:

This is a two page Arabic document contains a list of 22 items that describe the duties of the media office of a sector. The list includes such duties as publishing written broadcasts of the lawful and security sections of the military area of the sector, writing about the military missions against the Americans, Iraqi national guard, and agents without filming the missions, gathering military and intelligence reports from the military Emirs in charge of military sections of the sectors, and training the photographers and archiving the filmed materials.

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Duties of Media Office:

- 1- Composing, writing, copying and publishing articles in the (military) area, as for lawful and security sections, either through the Emirate or through the official of al-Anbar media committee.
- 2 – Claiming responsibilities for operations pertaining Americans, national guards and informants in writing without filming, (unless it was damaged) through e-mail Digital or through other mails provided to the brethren occasionally.
- 3- Gathering military intelligence reports from whomever in charge of military and sectors.
- 4- Pursuing photography, seeking required materials, training photographers, presenting archives as earliest as possible and do not keep them, as well as writing reports and the information of every concluded film.
- 5- Copying CDs and cassettes expanded by the official of the media committee and do not copy undistributed ones.
- 6- Establishing a mechanism for publishing and distributing (numbers of copies, locations and time) every thing issued by media center, to include voice materials, films, statements and magazines, along with submitting a report including the method of distribution to the official of the sector and the media committee.
- 7- The official of the media committee provides the phrases for the banners inside the area.
- 8- The official of the media committee provides English and Arabic phrases for the sheet metals on the high ways.
- 9- Large paper posters.
- 10- Photographing operations and sending the films to the media center, unless fostering the operation, along with its accuracy and methods is possible, and after

fostering it, the official of the sector media sends the original film to the official of the media committee along with the fostered file after the montage.

11- Creating and implementing a plan to gain the support of the public for the benefit of Mujahidin, inciting them against the enemy through general publications and others.

12- Granting the center the basics, such as articles from the Mosques, voice materials and films.

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13- Must maintain communication with the official of the sector through weekly meeting, informing him of various issues and providing him with constant reports.

14- Providing weekly report to the official of the media committee regarding workflow, obstacles and suggested ideas and projects.

15- Must maintain communication with the official of the lawful sector if possible, in order to gain knowledge of how to phrase publications.

16- Granting special basics to the lawful brothers, such as copies and prints of unpublished materials, and the same for military official brothers by copying military courses and other useful notes.

17- Must search for any films shared among the brothers and send them to the official of media committee.

18- Must establish a location agreed upon, such as mail between the media, the military and the lawful in order to expedite and maintain the communication.

19- Conducting steady meetings with the media brothers in the sectors, granting their needs and receiving their reports.

20- If obstacles or problems occurred, present them to the official of the sector, informing the media committee as well and in the event no progress took place by the official of the sector, the official of the media committee must resolve the problem.

21- All personnel of the media organization in the sector are under the command of the official responsible for the media sector and can not be transferred or assigned tasks until permission is obtained from the official of the media sector.

22- Any devices or media belongings are in the custody and the keeping of the official of the media sector and can not be transferred or disposed until permission is obtained from him and he is accountable for it.

At last: May God Bless work for this religion

[End of translation]