

## JOB SPECIFICATION TEMPLATE

**Profile of Position: JNCO Paramedic  
[ For Army and RAF posts only] SLIM No: New**

### Position Details

Rank	OR4	Org. Unit	Sovereign Base Areas Ambulance Service (SBAAS)	UIN	D2444D
Upper Lower Rank	Not applicable	Org. Type	Permanent	Exchange With	Not applicable
Service (Job)	Army RAMC CMT	TLB	B00	Location	CYPRUS - DHEKELIA - DHEKELIA GARRISON
Start Date for Position	ASAP	Proposed End Date for Position	Not applicable	Workforce Requirement Driving	Yes
Hiring Status	Active	Position Status	Valid	Position Type	Shared
Person Category	Army FTRS(HC)	Position Status EIT	Valid	Service Option	Army FTRS(HC)
Domain	COMBAT MED TECH	Career Field	Not applicable	Sub Career Field	Not applicable
Talent Management	Not applicable	Tour Length	24 months	Handover	5 days
Type of Operation	Not applicable	Operation Name	Not applicable	Operation PID	Not applicable
Hierarchy Parent 1	PARAMEDIC TEAM LEADER TBA	Hierarchy Parent 2	DSMO 1865476	Hierarchy Parent 3	
Incumbent	Vacant	Incumbent Future Availability Date	Not applicable	Environment	Military & Civilian
Minimum Medical Standard	MFD/MLD	Child Positions	Not applicable	Preferred Gender	Not applicable

### Career Management and Rotational Information

Position CM Desk	Service (CM)	Applicable From	Applicable To
SO2A MED SVCS SLDR MED SP	ARMY		
Branch/Arm/Group	Main Trade	Sub Regt/Corp	
RAMC	COMBAT MED TECH		

### Alternative Branch or Trade

Alternative 1	Alternative 2	Alternative 3
Not applicable		

### Specialist Pay

Specialist Pay 1	Specialist Pay 2	Specialist Pay 3	Specialist Pay 4	Specialist Pay 5
Not applicable				

### Unit & Position Role

Unit Function	DPHC Cyprus provide safe & effective healthcare (inc. the SBA Emergency Ambulance Service) to meet patient & CoC need; contributing to Fighting Power.
Position Role	Accountable for the good administration & organisation of your dept. As a HCPC Paramedic, contribute to delivery of a Front Line Ambulance Service.

### Responsibilities

1. DELIVER full range of paramedic duties to a Level 5 Pre-Hospital Emergency Care standard iaw JRCALC & Ambulance Services' Operational Instructions.
2. DELIVER. Maintain professional registration, competencies & clinical portfolio IAW sS policies iot personally deliver high quality patient care.
3. TREAT. Assess, treat, manage, refer & convey to alt care pathways, patients according to their condition. As appropriate, provide care at home.
4. LEAD. Carry out JNCO Paramedic duties IAW national clinical practice guidelines, BFC Ambulance Service specific PGDs/guidelines & trg req.
5. SUPPORT planning & undertake duties related to Major Incidents & CONPLANS, inc. Ex. May inc. recall to duty IAW Major Incident Procedures.
6. CONTRIBUTE to development of integrated PHC>Emergency care delivery inc. spt to CPD, Practice & Ambulance Service Mgmt & Governance processes.
7. SUPPORT Ambulance governance systems to ensure effective risk mgmt, safeguarding, significant event reporting, audit & quality of care improvement.
8. SUPPORT PHC output within capacity inc supporting delivery of Trg, Medical Administration, Aeromedical Evacuation, Medical Stores & Medical Boards.

### Competence Requirements

Competence - Full Name	Proficiency Level	Essential	Acquired
CRB Criminal Records Bureau Check (Enhanced) Joint		✓	
NSV Security Security Check Joint No		✓	
Newly Qualified Paramedic		✓	
HCPC Registered Paramedic.		✓	
BATLS		✓	
MPHEC		✓	
PHEC CCE		✓	
ALS		✓	
PALS		✓	

### Pre-Employment Training

Pre-Employment Training 1	Pre-Employment Training 1 Priority	Pre-Employment Training 2	Pre-Employment Training 2 Priority	Pre-Employment Training 3	Pre-Employment Training 3 Priority
Safeguarding Level 1 and 2		ALS		BATLS	
Pre-Employment Training 4	Pre-Employment Training 4 Priority	Pre-Employment Training 5	Pre-Employment Training 5 Priority	Pre-Employment Training 6	Pre-Employment Training 6 Priority
MPHEC		Blue Light Driving		Newly Qualified Paramedic	

## Local Considerations

Domestic

None

### Employer Comments

Will involve work with HN services, local nationals, vulnerable populations. Able to communicate professionally and effectively

## Education/Training

### Military Quals:

#### Essential;

1. BATLS - Pre-requisite prior to arriving at post.
2. MPHEC - Be able to provide advanced trauma and life support.
3. PHEC CCE

#### Desirable;

1. MIMMS
2. DTTT

### Other Quals/Competencies:

#### Essential;

1. HCPC Registered Paramedic
2. Blue Light Driving - Trust Quals to be registered on JPA/MT Systems
3. Newly Qualified Paramedic

### Education:

#### Essential;

1. MPHEC - Provide lifesaving skills when required.
2. ALS
3. PALS

### Language:

#### Essential – English

To communicate effectively with patients, colleagues and CoC.

### Experience:

1. Service/Arm/OGD  
**Army - Essential**
2. Operational  
**PHEC – Highly desirable**
3. Staff  
**Not applicable**
4. Command  
**Not applicable**
5. Fields/Trades  
**Paramedic Essential**
6. Environments  
**DPHC – Desirable**

### Other comments:

Minor Injury & Illness experience – **Desirable**.

Hazardous Area or Special Operations Response Team (HART/SORT) Civilian Experience - **Desirable**

SECURITY CLASSIFICATION (Note 29)

## JOB SPECIFICATION - GUIDANCE NOTES

*Note: Sers 1 to 9 and elements of 22 of the following comprise the core information required to establish the post and will therefore provide the basis for completion of the TWRF. Once established, these fields will auto-populate on creation of the Job Spec Report and may only be amended through an establishment variation.*

Note	Field Title	Guidance								
1	Rank	The rank required for the post, including any rank ranging where appropriate, using NATO (OR/OF) and single-Service annotations.								
2	Org Unit, Type, UIN & TLB	The unit establishment on which the post is created, including the unit title, whether Permanent or Lifer/Temporary, the UIN and parent TLB, and work location for the post.								
3	Exchange With	For use with international/NATO exchanges only								
4	Service (Job) Domain	The Service to which the post is allocated with Branch, Trade and specialisation information (a concatenated value created by Establishments staff based on the EAF/TWRF).								
5	Start & End Date, Workforce Requirement	Dates to be used where post has yet to come into existence or is lifed, and indicator as to whether post is included in overall single-Service workforce requirement (Yes/No)								
6	Hiring Status	For use by single-Service establishment administrators to indicate whether post is currently in use (Active/Inactive)								
7	Position Type, Status & EIT	Will be completed by Establishments staff based on information on EAF/TWRF.								
8	Person Category	Will be completed by Establishments staff based on information on EAF/TWRF.								
9	Service Option	For use when post can be filled by more than one Service								
10	Career Field	For officer posts only. See guidance at Section 2 and Annex B above.								
11	Sub Career Field	For officer posts only. See guidance at Section 2 and Annex C above.								
12	Talent Management	To be used in accordance with single-Service direction on the identification of posts such as those deemed Where Talent Endures (WTE) or Medium & Short Term Areas for Reinforcement (Army). Values available are: Yes / No / Not Applicable.								
13	Tour Length & Handover	To comply with single-Service policy direction on tour lengths for respective branch, cap badge, trade or specialisation. Handover periods in excess of one week must be justified separately.								
14	Operation type, Name & PID	Only to be used for posts on an Operational Establishment Table (OET)								
15	Hierarchy Parent	The JPANs reflecting the 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> ROs for the post as defined in the Unit Hierarchy.								
16	Incumbent & FAD	Will be populated by JPA from information relating to current incumbent.								
17	Environment	Select from the following the value that best reflects the environment within which the post operates:  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>Environment</b></td> <td style="width: 50%;"><b>Description</b></td> </tr> <tr> <td>Army</td> <td>Army single-Service environments.</td> </tr> <tr> <td>Military &amp; Civilian</td> <td>Mixed military and civilian (e.g. MOD Head Office).</td> </tr> <tr> <td>Military Only</td> <td>Military only environments that do not match other values.</td> </tr> </table>	<b>Environment</b>	<b>Description</b>	Army	Army single-Service environments.	Military & Civilian	Mixed military and civilian (e.g. MOD Head Office).	Military Only	Military only environments that do not match other values.
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		<p>Multinational OGD RAF RM RN Tri-Service</p>	<p>Multinational (e.g. NATO or other international HQs or embassies). Other Government Departments (inc loans and secondments). RAF single-Service environments. RM single-Service environments. RN single-Service environments. Tri-Service joint environments.</p>							
18	Min Med Standard	<p>This field is only to be used where the post has specific characteristics that require consideration of the Joint Medical Employment Standard (JMES) of the incumbent. Values available are:</p> <table border="0"> <thead> <tr> <th><b>Min Med Std</b></th> <th><b>Description</b></th> </tr> </thead> <tbody> <tr> <td>MFD</td> <td>Medically Fully Deployable.</td> </tr> <tr> <td>MLD</td> <td>Medically Limited Deployable.</td> </tr> <tr> <td>MND</td> <td>Medically Non-Deployable (will be assumed to be the default unless otherwise specified).</td> </tr> </tbody> </table>	<b>Min Med Std</b>	<b>Description</b>	MFD	Medically Fully Deployable.	MLD	Medically Limited Deployable.	MND	Medically Non-Deployable (will be assumed to be the default unless otherwise specified).
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MFD	Medically Fully Deployable.									
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19	Child Positions	The JPANs of the posts reporting to this post as defined in the Unit Hierarchy.								
20	Preferred Gender	This field is only to be used where there is a Genuine Occupational Requirement impacting on the gender appropriate to the role. Single-Service Diversity & Inclusion SMEs should be consulted before completion.								
21	Career Management & Rotational Info	For single-Service use.								
22	Specialist Pay	Reflecting Specialist Pay entitlements associated with the post. See JSP 754 for guidance. Single-Service pay policy staff should be consulted before completion.								
23	Unit & Position Info	Mission statement of the parent unit and a succinct description of the individual's role. Avoid abbreviations and unfamiliar terminology. Should be consistent with information entered on OJAR/SJAR of incumbent.								
24	Responsibilities	A numbered list of the main responsibilities of the post (maximum of 8). Include: standing duties and tasks; enduring additional roles; position within the branch; interaction with other branches and HQs; supervisory responsibilities. Maximum 150 characters (including spaces). These fields will populate the front page of the OJAR/SJAR for the incumbent.								
25	Competence Requirements	Those competencies, including Security Clearance and FKSE, required for the post, including the proficiency level and whether the competencies are essential or can be acquired in post. See paras 3.01 and 3.04 for guidance and JSP 794 for details of the administration of professional and personal development.								
26	Pre-Employment Training	Detail and duration of any pre-employment training required to equip the individual for the post. Include any individual pre-deployment training required. See paras 3.01 and 3.04 for guidance.								
27	Domestic Considerations	Any domestic considerations relating to the post or its environment, including factors related to accompanied service, schooling, medical facilities, travel required, spouses' work restrictions etc.								
28	Employer Comments	Additional context and information on factors such as temporary changes or future workstrands, e.g. a location move, policy review, overseas deployment/travel etc. This section is also to be used to express additional criteria applicable to the selection, including essential and desirable criteria.								
29	Security Classification	Job Specifications are 'Official' unless they contain sensitive information.								

## **CAREER FIELDS – ADDITIONAL GUIDANCE**

### **CAREER FIELD DEFINITIONS**

<b>CAREER FIELD &amp; DEFINITION</b>	<b>NOTES</b>
<p><b>Operations (Ops)</b></p> <p>Posts that are involved in the planning, direction, command and control, and execution of operations.</p>	<p>Includes posts involved in the planning and execution/delivery of soft/non-kinetic military effect in support of an operational mission (e.g. PsyOps, Cyber, EOD, Media Ops, Influence Ops).</p> <p>Includes posts directly involved in the planning, tasking and command and control of deployed assets on operations. These posts are able to directly influence or own elements of the battlespace.</p>
<p><b>Operational Support (Op Sp)</b></p> <p>Posts that are involved in the generation, preparation and provision of support and advice to the forces that conduct operations.</p>	<p>Includes those involved in collective training.</p> <p>Excludes posts that deliver the individual training of those forces as these belong in the Pers CF.</p> <p>Captures operational enablers eg Intelligence, Medical, Logistics and Infrastructure Support.</p>
<p><b>Personnel (Pers)</b></p> <p>Posts involved with all aspects of individual training and the provision of trained personnel; recruiting; personnel strategy; policy and planning; manpower planning and career management of SP; and the technical delivery and assurance of personnel administrative policies.</p>	<p>Excludes collective training (Op Sp).</p>
<p><b>Defence Engagement (DE)</b></p> <p>Posts which either enable and/or deliver engagement between UK Defence and other organisations and audiences (e.g. Defence Diplomacy; liaison, exchange and loan service with other nations, international organisations and UK Government departments; UK international policy and planning; NATO and European Policy; media operations &amp; corporate communications; and culture and language appointments).</p>	<p>Excludes those NATO posts (or from similar organisations) that are delivering Operations, Operational Support or Management of Defence functions. For example, those involved with the planning and execution of operations in a NATO HQ will sit in the Ops CF.</p>
<p><b>Management of Defence (MD)</b></p> <p>Posts that develop Defence and sS policy and strategy, manage at the military strategic level</p>	

and deliver Departmental and TLB non-operational outputs.	
<p><b>Capability, Acquisition and Project Delivery (C&amp;A)</b></p> <p>Posts that develop and execute capability and acquisition policy, strategy, planning and finance; infrastructure development; identify and manage capability requirements; conduct research including operational analysis; manage capability programmes and projects, engineering support and in-service capability management.</p>	

## CAREER FIELD POST ALLOCATION PRINCIPLES AND PRACTICES

### ALLOCATION PRINCIPLES

<b>Principle 1</b>	DS Sec is responsible for the allocation of all joint and rotational posts at OF5 and above to the Defence CF. The sS are responsible for the allocation of all sS posts to CF.
<b>Principle 2</b>	As the norm, posts are mapped on the basis of their individual function and not the function of the organisation of which they are a part. Hence organisations that perform multiple roles may have staff in different CF that reflect this (e.g. HQ LONDIST is assessed to generally perform an Op Sp function but as it has home security responsibilities some of its posts are likely to fall into the Ops CF). There will be instances where the function of the organisation can be used as additional guidance for determining the appropriate CF of a post.
<b>Principle 3</b>	Posts from the staff branches within deployable formation HQ are likely to fall into the following CF: J1 – Pers or Op Sp CF (depending on precise post function) J3 & J5 – Ops CF J2, J4, J6 & J7 – Op Sp CF J8 – Op Sp CF J9 – DE CF
<b>Principle 4</b>	A post should be allocated to only one CF, which should be the CF to which the majority of its functions relate or to which the majority of the post-holder's time is dedicated.

### ALLOCATION PRACTICES

<b>Practice 1</b>	MA appointments may fall into the CF of the principal they support (on the basis that they accumulate significant knowledge and experience relating to the CF within which their principal operates) or Management of Defence, as deemed most applicable by Job Owner/Sponsor.
<b>Practice 2</b>	Staff posts in DSF, SRR and SFSG will generally relate to the Ops CF but posts performing enabling functions within these organisations are likely fall into the other relevant CF.
<b>Practice 3</b>	PJHQ performs a function that relates directly to the Ops CF but a number of staff branches have posts that will better align with other relevant CF.
<b>Practice 4</b>	Staff posts associated with the planning, execution and command and control of intelligence gathering operations (HUMINT, ISTAR, etc.) fall into the Ops CF but Int and Sy posts generally fall into the Op Sp CF.

<b>Practice 5</b>	All Media and Corporate Communications posts fall into the DE CF.
<b>Practice 6</b>	All DA, Exchange Officer and Liaison Officer posts generally fall into the DE CF. However, while the purpose of having an Exchange Officer post is to gain influence with the host nation this is not the function of the post (i.e. it could be Ops). Career managers and Job Owners will need to decide which CF has primacy. This may also apply to Liaison Officer posts.
<b>Practice 7</b>	Posts in MSP, IPP, NEP, Ops Dir, TIO, DOC or DCMC will generally fall into the MD CF but some posts will be in the Ops CF.
<b>Practice 8</b>	As a rule, posts within Cap Dev will fall into the C&A CF.
<b>Practice 9</b>	As a rule, DE&S SCM posts will fall into the C&A CF.
<b>Practice 10</b>	Specialist technical and engineering posts are likely to be allocated to the Op Sp CF if providing direct support to deployable operations and otherwise to the C&A CF. This will include: military infrastructure engineering; maritime platform, safety and systems engineering; electrical and mechanical platform, safety and systems engineering; aviation and aero platform, safety and systems engineering and communications and network engineering.

## **DEFENCE CAREER FIELD SPONSORS AND SINGLE SERVICE LEADS**

1. Each CF has a nominated Defence Sponsor. The sS are to nominate a lead for each CF. The career management and assignment of individual Service personnel and the appointing decisions relating to posts in a CF remain the responsibility of the sS and not the Defence CF Sponsor. The Defence CF Sponsors take an overview of the Defence need within each CF, focussing on the cohort of posts within the CF that sit outside the sS TLBs, and liaise with the sS to optimise the development of officers to meet the needs of the CF in the pan-Defence environment. The Defence CF Sponsor also advises and ensures coherence across the CF where required.
2. Defence CF Sponsors have the following generic responsibilities:
  - a. To assist sS and Job Owners in ensuring posts are 'tagged' with the correct CF. This predominantly relates to posts in the joint arena; however, CF Sponsors may wish to be assured that 'feeder' posts in the sS are appropriately identified.
  - b. To provide sS with guidance as to how individuals should progress through employment and training in the CF to ensure consistency of approach to development pathways and leading to employment in the wider Defence arena.
  - c. To inform sS manpower planning and career management by building an overall picture of the posts within the wider Defence element of the CF and their relative weight, allowing sS to judge the shape and size of the cohort of officers likely to be required to meet the Defence requirement and the posts that sit in the 'top tier' (translating to WTE, Exec Stream, succession plans or other career management tools).
  - d. Informing the sS of the relative priority of posts in the joint arena.



3. The Defence Sponsors and sS Leads are:

<b>Career Field</b>	<b>Defence Auth</b>	<b>Defence CF Sponsor</b>	<b>Naval Service CF Sponsor</b>	<b>Army CF Sponsor</b>	<b>RAF Sponsor</b>
<b>Operations</b>	ACDS Ops	ACDS Ops	PORFLOT CDRE	COS Fd Army	ACOS Ops
<b>Operational Support</b>	Multiple Def Auths	Hybrid Approach required	ACOS SUPPORT	GOC RC	ACOS A4
<b>Personnel</b>	CDP	ACDS Pers Cap	ACOS PERS CAP	D Pers	ACOS Pers Pol
<b>Defence Engagement</b>	Comms – DDC DE – DG Sec Pol (TBC)	ACDS Defence Engagement	UK MIL REP to EU	D Engagement & Comms	Air Cdre Air Staff
<b>Management of Defence</b>	Fin Mgmt & Approvals DG Fin	ACDS (C&FD)	HD NS POL	D Engagement & Comms	Hd Air D Res RP
<b>Capability, Acquisition and Project Delivery FKSE Framework</b>	ACDS (C&FD) and Director Acquisition and Project Delivery	ACDS (C&FD) <i>Sp by Dir Tech DE&amp;S</i>	NAVY ACQ-SHIPS Dep Dir	D Progs	ACOS Cap Dev

## LIST OF SUB-CAREER FIELDS

Ser	Title	Short Title	Definition
1	<b>Operations/Plans</b>	Ops Plans	Posts that plan or direct operations that generate or deliver military effect. Can be used in conjunction with CF designators to indicate function within which activity is conducted.
2	<b>Strategy/Policy</b>	Strat Pol	Posts that focus on strategic outputs or develop policy. Can be used in conjunction with CF designators to indicate function within which activity is conducted.
3	<b>Intelligence</b>	Int	Develops Defence intelligence policy, conducts intelligence technical development or all-source intelligence and information exploitation, including the planning and direction of intelligence operations.
4	<b>Training</b>	Trg	Provides policy, direction or delivery of military training activity, including education. This includes liaison with contractors and the design, conduct and assessment of training, including the incorporation of lessons learned in the individual and collective training required for all SP. Can be used in conjunction with either Pers CF for individual training or Op Sp CF for collective training.
5	<b>Command, Control, Comms, Computing and Information</b>	C4i <sup>1</sup>	Manages the dominance and exploitation of the information domain, produces information strategy, policy and in-service capability, including innovating and exploiting emerging information technology. Excludes Cyber and Intelligence activity which are separate Sub CF. Elements of this Sub CF will have close relationship with Information FKSE.
6	<b>Media and Communications</b>	Media	Provides direction to Defence on media activities and shapes future Defence communication. Provides media advice across Defence and ensures the right message is consistently delivered to external and internal audiences. This Sub CF has a close relationship with Defence Comms FKSE.
7	<b>Cyber</b>	Cyber	Plans, directs or enables cyber operations, monitors and responds to cyber threats and technological developments along with producing strategy, policy and in-service capability.
8	<b>Logistics</b>	Log	Directs logistic supply and distribution, logistic assurance and logistic support to Defence activities.

<sup>1</sup> Note lower case 'i' should be used in JPA designator.

9	<b>Infrastructure</b>	Infra	Defines infrastructure requirements, resources the requirement and ensures that infrastructure solutions delivery meets Defence requirements.
10	<b>Medical/Health</b>	Med	Develops medical policy, medical force generation, assurance, plans or preparation for operations; delivers and integrates medical and health services capability into military operations; delivers firm base medical support.
11	<b>International</b>	Intl	Represents the UK National or operational interests in the planning and direction of military operations in an Alliance HQ (NATO or otherwise), involving liaison, engagement, interoperability or security cooperation activities. Includes Exchange Officer posts. Elements of this Sub CF will have a close relationship with the Defence Engagement FKSE.
12	<b>Recruiting</b>	Rec	Develops policy or delivers military recruiting activity, including outreach activity related to generation of interest in Armed Forces careers.
13	<b>Career Management</b>	CM	Develops policy or delivers career management of Armed Forces personnel, including governance and related casework. Excludes wider personnel management, discipline and welfare activity which form part of core Pers CF activity.
14	<b>Workforce Requirements</b>	WF Reqts	Develops strategy and policy for, and delivers structural development of Armed Forces personnel requirement, including the analysis of supply and demand and Whole Force development.
15	<b>Army Aviation</b>	Army Avn	Contributes to Capability and Acquisition in the Army Aviation environment and demands KSE covers the operation or support of Army Aviation capability, platforms and equipment.
16	<b>Space</b>	Space	Plans, directs or enables Space operations, monitors and responds to Space threats and technological developments.
17	<b>Test &amp; Evaluation</b>	T&E	Plans, coordinates, conducts or supervises evidence-based through-life assessment of military capability. T&E ranges from early developmental testing of capabilities prior to declaration of Initial Operational Capability, including air systems prior to Release to Service, through to operational evaluation of in-service capabilities in representative environments. Activity can be wholly virtualised or modelled through to live testing employing real or emulated external stimuli.
18	<b>Safety</b>	Safety	Develops and operates Safety Management Systems and other governance and assurance mechanisms (including policies and/or regulations and auditing) for the discharge of safety management responsibilities by

			commanders and, where applicable, Duty Holders at units and higher formations and in the Defence Safety Authority. Includes safety & environmental protection, Air Safety and other equivalent domain-specific terms.
19	<b>Air C2</b>	Air C2	Posts that direct, plan, coordinate and synchronise Air Power to deliver tactical, operational and strategic effects.
20	<b>Force Protection</b> (for Air use)	FP (Air)	Posts that prepare, plan, direct and coordinate sS, joint or combined force elements to protect UK assets, information and personnel from enemy threats or natural hazards in the UK and deployed ops.
21	<b>Collection Coordination and Intelligence Requirements Management</b> (for Air use)	CCIRM (Air)	Posts involved in the planning, direction, prioritisation and coordination of ISR activities.
22	<b>Targeting</b> (for Air use)	Targets (Air)	Posts involved in the planning, direction and support to the execution of kinetic or non-kinetic targeting operations.
23	<b>Not Specified</b>	NS	For use if required. Default is blank.