



JOINT FORCE HEADQUARTERS – NEW JERSEY AIR NATIONAL GUARD

MILITARY OPPORTUNITY ANNOUNCEMENT

CLOSEOUT: 31 December 2025

POSITION IS AVAILABLE FOR ELIGIBLE OFFICERS OF THE AIR NATIONAL GUARD.

Packages must arrive by e-mail to 108.wg.fal.mpmo-mil.personnl.mgmt.off@us.af.mil

POSITION: DIRECTOR OF MANPOWER, PERSONNEL, AND SERVICES

MINIMUM GRADE: MAJOR (Promotable)

MAXIMUM GRADE: LIEUTENANT COLONEL

STATUS: Drill Status Officer

AFSC: 38F4

DUTY LOCATION: Joint Force Headquarters (JFHQ), 3650 Saylors Pond Rd, JBMDL NJ 08640

WORKCENTER: A1

POINT OF CONTACT: Colonel Joseph W. Leonard, Director of Staff

SELECTING Official: Colonel Joseph H. Ruiz, Chief of Staff-Air

MINIMUM QUALIFICATIONS/ADMINISTRATIVE NOTES:

- (Number and types of personnel, e.g., Manpower Officers, Personnel Officers, Human Resources Specialists, Education and Training Managers, Family Support Program Managers, both full-time and traditional guardsmen))
- Must have eligibility to serve at least 3 years in the position
- Must be highly motivated, capable of fulfilling multiple duties with minimal supervision and possess exceptional communication, leadership and managerial skills
- Must meet minimum USAF standards and overall image must exceed minimum standards; maintain a minimum score of 75 on the PT assessment

JOB DESCRIPTION:

- The Director of Manpower, Personnel, and Services (A1) for the Air National Guard within the [State] Joint Force Headquarters (JFHQ) serves as the principal advisor to the JFHQ Commander on all matters pertaining to manpower management, personnel administration, human resources, military and civilian personnel programs, education and training, force development, family support, and quality of life issues. This position is responsible for leading, managing, and directing the activities of the JFHQ A1 Directorate, ensuring the effective management of the JFHQ's and Air National Guard's workforce to support mission readiness, state active duty (SAD) missions, homeland defense, homeland security, and support to civil authorities. The A1 Directorate is responsible for providing comprehensive personnel support services to all JFHQ members, Air National Guard units within the state, and their families. The A1 integrates manpower and personnel management processes across all domains and functions within the JFHQ, coordinating with both the Air National Guard and Army National Guard elements, as well as state and federal agencies.

APPLICATION PROCEDURES:

Candidates must submit the following six items in one PDF to: 108.wg.fal.mpmo-mil.personnl.mgmt.off@us.af.mil

(1) A letter of intent with chain of command endorsement, (2) resume (two-page limit – any format), (3) fitness history assessment, (4) last 3 OPRs (5) AF FM 422 and (6) a copy of vMPF Records printout (all pages). Submit in the following format: State,Wing,Rank,Last name,First name,MI. (ie:NJ108WGLtColSkywalkerLuke) Subject: JFHQ-Air Director of Plans, Programs, Requirements, Assessments, and Financial Management Position.

All applicants will be notified of their selection/non-selection status.