

Many different types of civilian jobs are available...

Examples of Non-Appropriated Funds (NAF) opportunities include:

- Hospitality
- Sports and recreation
- Child development
- Youth programs
- Food and beverage services
- Retail

Examples of Civil Service opportunities include (but are not limited to):

- Engineers
- Welders, carpenters and other crafts
- Police and security officers
- Information technology specialists
- Maintenance workers

To find more opportunities at MCAGCC, use online job boards, such as Monster.com and CareerBuilder.com. Use search terms such as “Marine Corps Air Ground Combat Center” and verify the job location as Twentynine Palms, CA.

Questions?

For questions regarding employment opportunities at MCAGCC contact the Human Resources Office at 760-830-7704/7696

For questions regarding NAF positions, contact the MCCS personnel office at 760-830-6163 x422

For personal career advice, contact the Defense Applicant Assistance Office

1-888-DOD-4USA or daao@cpms.osd.mil



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Employment Opportunities at MCAGCC

Did you know the Department of Defense employs more than 700,000 civilians worldwide? The Marine Corps alone employs 33,000 civilians in non-military jobs. Here are some tips for making one of these jobs yours.

Conduct your job search

Civil Service

Start your Civil Service job search at <https://chart.donhr.navy.mil/> Select 'Jobs Jobs Jobs' to find opportunities of interest.

Next, create an account. You will then be able to create and post your resume. This will allow you to start your job search and gain access to applicant tools, such as:

- DON Online Resume Builder
- Additional Data Sheet (ADS)

Non-Appropriated Funds (NAF)

Finding a NAF job begins at <http://mccs29palms.com/pages/mccsEmployees/naf.html#>

Simply follow instructions to submit an application.

Remember! In order to be considered for job opportunities you need to submit both a resume and the Additional Data Sheet (ADS) by the closing date.

Navy Career Intern Program (NCIP)

The Navy Career Intern Program is designed to help recruit and attract exceptional individuals into a variety of occupations. Generally, individuals are appointed to a two-year internship. Upon successful completion of the internships, an intern may be eligible for permanent placement within the organization.

Candidates will be evaluated using specific Department of Defense or Department of the Navy qualification standards. Eligible applicants must meet all applicable requirements for the position which may include being a United States citizen, being able to obtain an appropriate security clearance and/or meet any job-related physical or medical requirements.

To apply or to obtain additional information, contact or email your resume and transcripts to jobs.navo@navy.mil.

Do's and Don'ts of Resume Writing

Do

- Describe your experience and education in a simple, straightforward way
- Emphasize your accomplishments
- Use action words, modifiers and plain English
- Proofread and use spell-check before submitting for a job opportunity

Don't

- Use unnecessarily flowery language
- Be repetitive
- Use fancy fonts, treatments or graphics
- Be vague
- Exaggerate