



# EMPLOYMENT OPPORTUNITIES at the Combat Center



Twentynine Palms, California



**T**he U.S. Department of Defense employs nearly 750,000 civilians in non-military jobs worldwide; more than 30,000 in the support of the Marine Corps. The Marine Corps Air Ground Combat Center offers many different types of civilian jobs in a variety of fields and skill levels.

Combat Center Civil Service job opportunities include, but are not limited to: engineers; information technology specialists; administrative positions; police officers; range safety officers; firefighters; mechanics; utility systems operators and maintenance workers. Marine Corps Community Services (MCCS) career opportunities include, but are not limited to: hospitality; human resources; sports and recreation; child development and youth programs; food and beverage services and retail.

## How to Find a Job in Civil Service

Begin your Civil Service job search at [www.usajobs.gov](http://www.usajobs.gov). Click on "Create an Account" to input your information and upload up to five distinct resumes. Once your account is active, you can apply for jobs in all federal sectors, including the Navy and the Marine Corps. The website also features interactive and written tutorials to assist job-seekers.



Users can create searches for up to 25 separate job categories, and sign up for email notifications of job postings, then follow links to apply from the website.

Job-seekers also can upload a variety of supporting documents, including a DD-214 (Certificate of Release or Discharge from Active Duty).



## Find Marine Corps Community Services jobs

Start your MCCS job search at <http://usmc-mccs.org/careers>. Follow the instructions to submit an application. You can search for jobs worldwide at all 15 installations with MCCS services, and upload resumes and supporting documents necessary to apply to all open positions.

## Other jobs at the Combat Center

In addition to positions with Civil Service and MCCS, job-seekers may want to consider contracting positions with companies that do business at the Combat Center. You can find job listings online via websites like CareerBuilder, Glassdoor, Indeed, Monster, LinkedIn and ZipRecruiter. Also consider setting up Google Alerts for jobs that interest you. Google will search all of the major job boards for listings, and email you a daily or weekly digest with links to job postings.

## If you have questions during your search

For questions about Civil Service employment opportunities at the Combat Center, call **(760) 830-7696/7704**

For questions about MCCS employment opportunities at the Combat Center, call **(760) 830-4606**

The Defense Applicant Assistance Office offers personal career advice for job-seekers. Call (888) DOD-4USA or email [daao.applicants@mail.mil](mailto:daao.applicants@mail.mil)

## Tips for Writing Your Federal Resume

### DO

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

### DON'T

- Use unnecessarily flowery language
- Be repetitive, be vague or exaggerate
- Use fancy fonts, layouts or graphics