

This bill is designed as an aid to assist employers, supervisors, and instructors in organizing programs for training veterans in industrial establishments in North Carolina under Public Law 346, 75th Congress.

Training

Veterans' legislation is included in the program. Our purpose is to secure the veterans that are available for training and to provide them with the training that is necessary for their employment. This means that the program gives him the opportunity to receive the training that is necessary for his employment.

PLAN FOR TRAINING VETERANS

Provision for On-the-Job Training

Manufacturing plants, stores, business and industrial establishments. Before an agency can qualify to give training under provisions of the above law it must be approved by the State Veterans Education Committee. The veteran training is not eligible to receive financial aid from the Veterans Administration unless approved by an approved agency. Administrative penalties are explained in Part I, "Order" for the Veterans.

Approval of Training Agencies

Apprenticeship or On-the-Job Training

Public Law 346

Requests for approval of training agencies should be submitted to the State Veterans Education Committee, Veterans Administration, State College, North Carolina. The agency is required to submit a plan for training and to provide that it will have an organized training program. Approval will be given and the agency will be approved.

Financial Aid for Veterans in Training

In addition to the wages or salary paid to the veteran by the employer, there is provided a "subsistence allowance" of \$20.00 per month, if absent from home or dependent, or \$30.00 per month if he has a dependent or dependent child. In addition to the wages or salary paid to the veteran by the employer, there is provided a "subsistence allowance" of \$20.00 per month, if absent from home or dependent, or \$30.00 per month if he has a dependent or dependent child. In addition to the wages or salary paid to the veteran by the employer, there is provided a "subsistence allowance" of \$20.00 per month, if absent from home or dependent, or \$30.00 per month if he has a dependent or dependent child.

On-the-Job Training

This is a program designed to give the veteran practical on-the-job training under the direction of an approved employer. Under this plan, instruction is given in various phases of the work of the employer. The plan is approved or disapproved by the State Veterans Education Committee. The plan is approved or disapproved by the State Veterans Education Committee. The plan is approved or disapproved by the State Veterans Education Committee.

**VETERANS EDUCATION COMMITTEE
NORTH CAROLINA STATE DEPARTMENT OF PUBLIC INSTRUCTION
RALEIGH, NORTH CAROLINA**

1. A written statement of the proposed program.
2. A plan showing the number of men to be trained, the type of training, and the cost of the program.
3. A list of the names of the employers who are to be trained.
4. A list of the names of the instructors who are to be trained.
5. A plan showing how the program is to be financed.
6. A plan showing how the program is to be supervised.

This guide is designed as an aid to assist employers, supervisors, and instructors in organizing programs for training veterans in industrial establishments in North Carolina under Public Law 346, 78th Congress.

Purpose

Veteran's Legislation is dedicated to the veterans. Our purpose is to assure the veteran that he shall receive the benefits due him under that legislation. This means that our responsibility is to see that the veteran's on-the-job training program gives him the opportunity to receive his benefits, finish his training, and reach a definite job objective.

Agencies That May Give Training

Manufacturing plants, garages, shops, business and industrial establishments. Before an agency can qualify to give training under provisions of the above law it must be approved by the State Veterans Education Committee. The veteran trainee is not eligible to receive financial aid from the Veterans Administration unless employed by an approved agency. Retroactive benefits are explained in Part 7, under "For the Veteran".

Approval of Training Agencies

Requests for consideration for approval as a training agency should be addressed to J. D. Taylor, Executive Secretary, State Committee, Veterans Education, State College, Raleigh, North Carolina. If, after investigation, the agency is found suitable for training purposes and furnishes evidence that it does or will have an organized training program, approval will be given and the agency will be notified.

Financial Aid for Veterans in Training

In addition to the wages or salary paid to the veteran by the employer, there is provision that "a subsistence allowance of \$65.00 per month, if without a dependent or dependents, or \$90.00 per month if he has a dependent or dependents" shall be paid by the Veterans Administration to the veteran, provided that the sum of the wage allowance and the subsistence allowance when added together does not exceed the skilled rate for that craft, trade, or occupation for which the veteran is training.

On-the-Job Training

This is a program designed to give the veteran practical on-the-job training under the direction of an experienced workman. Under this plan, instruction is given in various phases of the trade and covers jobs involving a list of operations approved as suitable for training purposes by the Veterans Education Committee. On-the-job training is in many ways similar to apprenticeship. It may not be as broad in scope but is probably more suitable for trades that require less than two years to learn. On-the-job training programs should include all of the following provisions:

1. A written statement of the proposed program.
2. A man selected from workers to whom trainees will be assigned, who will act as instructor.
3. A list of jobs to be learned.
4. A breakdown of each job to be learned into a list of operations.
5. An estimate of the amount of time necessary to learn each job.

6. Supplementary text material to be studied by trainee under the direction of an instructor, either by supplementary classes or under the direction of the on-the-job instructor.
7. A graduated schedule of wages to be paid during the training period.

Training of veterans by on-the-job method will be most apt to be successful if the following conditions are met.

1. The company personnel is sincere in its desire to really train veterans.
2. A written statement of the training plan has been prepared and all parties concerned with training understand and agree to it.
3. The written statement includes a schedule of the operations to be learned with the approximate amount of time necessary for learning each step.
4. There is a schedule of pay with regular increases as the learner progresses.
5. An attempt is made to select veterans with aptitude and interest for the different trades to be learned.
6. Skilled men with instructional ability are designated as instructors. It is the duty of these instructors to guide the veterans in their learning. They should, by telling how and by demonstration, make learning easy for the veteran.

Responsibilities of and Steps to be Taken by a Veteran and His Employer

The following steps are suggested to make it as simple as possible for the veteran and his employer to do the things necessary so that the veteran may receive from the Federal Government the training benefits to which he may be entitled under Public Law 346.

For the Veteran

1. The veteran should contact the nearest U. S. Employment Office for information on job opportunities.
2. The veteran should find out if his employer or prospective employer has been approved by the State Committee on Veterans Education.
3. If the place of business has not been approved, he should request the employer to apply to the State Committee on Veterans Education for such approval.
4. The veteran must obtain from the Veterans Administration in Winston-Salem a Certificate of Eligibility, stating the length of training time during which he may receive subsistence.
5. To get this certificate, the veteran must secure from the office of the Veterans Administration, or its field representative, or the local representative of the Veterans Service Commission, either in person or by mail, Form 1950 (further instructions given in Form 1950).
6. This Certificate of Eligibility, when received by the veteran, must be filled in and signed by him and then presented to his employer for endorsement. If satisfactory to the veteran and the employer, the veteran may start work at this point.
7. The veteran's benefits are retroactive to the date his application Form 1950 was received at the Veterans Administration, or the day he entered training, whichever is the later date.

8. The veteran should not return the Certificate of Eligibility to the Veterans Administration until the company or firm has received a written notice of approval from the State Committee on Veterans Education.

For the Employer

1. The company or firm should contact the State Committee on Veterans Education asking for approval to give on-the-job training to veterans. This must be done before the veteran can become eligible to receive training benefits.
2. The company or firm will receive from the State Committee an application form. This form is also available at the United States Employment Service Office and at Veterans Service Offices.
3. After a company or firm is approved, it is qualified to sign the endorsement on the veteran's Certificate of Eligibility.
4. The quota assigned to each establishment is based on the number of skilled or trained workmen in each trade or profession. In some cases the Committee will not be able to grant the full quota requested because the number of trained or experienced workmen did not justify it. Under certain conditions the Committee will consider granting an additional number of trainees for specific trade classifications, provided an additional allotment is justified.
5. The time ordinarily required to process an application is approximately from two to three weeks. During that time your application will receive proper attention and every effort will be made to write you as soon as possible. When so many applications are coming in, the committee will appreciate your kind and patient waiting until your request can be reviewed. If you fail to hear from this office after a three week period, please write or telephone for information that you desire.

How to Prepare a Training Program

Step I

Break the job down into all the main operations in which an employee must become proficient before he can be classed as trained or skilled in the particular job.

Step II

Under each main operation, list and describe the different duties that must be performed by the trainee in learning each main operation.

Step III

Estimate the length of time that may be required to learn each main operation. (see sample)

Application for Approval of Industrial Establishment for
"On-The-Job" Training for Veterans Under G. I. Bill (Public Law 546)

Date: April 26, 1946

1. Name of company or firm: N. C. Agr. Exp. Sta., Agronomy Department
2. Address- Street No: - College Station, City: Raleigh, N. C.
3. Nature of business: Agricultural experimentation
4. Name of trade or occupation for which this application is submitted: Scientific Aid.
5. Estimated number of years required to learn this trade: Two years
6. How many skilled workers now employed by you for this trade? One
7. What is the total number of workers of all types employed by this company? _____
8. What rate do you pay skilled workers in this trade? Hour ___ Wk ___ Mo. \$175.
9. What rate will you pay veteran learners at beginning? Hour ___ Wk ___ Mo. \$120.
10. Who will direct your training program? R. W. Cummings.
11. Who will be the instructor for this trade? Paul H. Harvey
12. How many workers will you want to train in this trade of occupation? One
13. When you return this application submit with it a written description of your training program; the minimum requirements for your training should include each of the following:

a. A brief description of the trade to be learned

Ans. The scientific aid is an assistant who aids in carrying out the routine field and laboratory sets in the research program. When ~~the~~ trained the individual will act somewhat as a foreman in supervising day labor in the field and laboratory.

b. A detailed job breakdown, listing the different operations to be learned, arranged in proper sequence, and indicate the estimated amount of time for each division or operation. (A sample breakdown is attached).

Ans. Because of nature of work seasons will be referred to with unit Nos.

1st unit - One to 2 months (April and May) planting experimental test plots at different locations across the state.

2nd unit - One month (May-June). Preparation of field record books, labeling field plots, thinning corn plots, etc.

3rd unit - Two months (June-July-Aug). Pollination of corn.

4th unit - Two to 3 months (Aug., Sept., Oct.) Harvest seed corn and corn yield tests.

5th unit - Two months (Nov., Dec.). Shelling, cleaning, recording seed samples.

6th unit - Three months (Jan., Feb., March). Preparing seed for planting; counting lots of seed, arranging in planting order, checking tests before planting.

Units 7 to 12 would follow same order of season as 1 to 6, the veteran being expected to take more of the responsibility during the second year.

c. Make a list of the essential related technical information necessary for this trade.

Answ. The veteran will be given special instruction in botany by instructor to enable him to understand the seed breeding work.

d. Describe briefly how you will select your applicants.

Answ.

e. Describe briefly how the training will be supervised.

Answ. Dr. Paul H. Harvey will act as instructor. The worker is being trained to assist in the corn breeding work in which the instructor is engaged.

f. Submit a graduated schedule of wages to be paid during training.

1st 6 months	\$120	per mo.
2nd 6 "	150	" "
3rd 6 "	140	" "
4th 6 "	150	" "
End of training	175	" "

Paul H. Harvey

Signature

Agonomist in Charge of corn Investigations.

4. Greenhouse attendant

13a. The greenhouse attendant is expected to operate the greenhouses used for research purposes.

13b. Detailed job breakdown

1st unit - 3 months (August, September, October)

Cleaning greenhouse, fumigation, soil preparation and planting fall crops, potting soil and transplanting.

2nd unit - 5 months (November, December, January, February, March)

Regulating room temperatures, watering crops, learning spray and fumigation methods and schedules.

3rd unit - 4 months (April, May, June, July)

Removal of crops either by harvest or transporting to field, preparation of greenhouses for summer use (i.e. putting up shades, screening, etc.), continuation of temperature and watering regulations

4th to 6th unit

Would follow the same order of season as 1 to 3, the attendant being expected to take more responsibility during the second year, but still under the direction of the instructor.

- 13c. The attendant will be given special instruction in use of spray and fumigation material; also bulletins covering greenhouse operation will be supplied for the attendant to study.
- 13d. On the basis of applicant's interest in plant life and willingness to learn proper care of plants.
- 13e. Dr. Paul H. Harvey will act as instructor, as chairman of the Agronomy Greenhouse Committee.

P. H. Harvey

Dec. 17, 1946

Mr. J. D. Taylor, Executive Secretary
State Committee
Veterans Education
1911 Building
Campus

Dear Mr. Taylor:

On May 21, 1946 I was notified that this department was approved as a training agency for veterans of World War II in six positions as scientific aids, one position as greenhouse assistant, and one position as field and laboratory technician. The length of training period specified in these applications was two years and the basic salary at the end of the two-year period was set as \$175 per month. This was graduated up from a beginning of \$120 per month for the first six months' period to \$175 at the end of the two-year period. I should like to amend this training schedule for each of these positions, extending the training period to three years and placing the proposed salary at the end of the three-year period of training at \$2400 per year. Will you please advise me as to the procedure which I should follow in getting these schedules amended.

Very truly yours,

Ralph W. Cummings, Head
Agronomy Department.