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CROSSROADS

for the man
in uniform

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CROSSROADS

for the man in uniform

TRANSITIONAL MANPOWER PROGRAM
OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
MANPOWER AND RESERVE AFFAIRS

THE WHITE HOUSE

WASHINGTON

FOREWORD

Of all the decisions the man in uniform must make, perhaps the most important is what he will do with his life after he leaves the Service.

As your Commander in Chief, I have directed that this booklet be given to each of you before your period of military service concludes so that you may plan your own future as a free citizen in a free land, following your own personal dream wherever it may lead.

In order to expand the opportunities for self-improvement and self-achievement, the Congress has enacted laws to give you special rights and benefits as veterans. These benefits are equally yours whether you stay in the Armed Services or re-enter civilian life. They are described in this booklet, with helpful hints on ways in which you can use them to your own advantage.

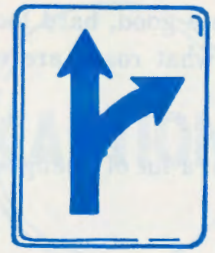
By your service in uniform you have earned these benefits. You are entitled to take full advantage of them, and I urge you to do so.

It is my hope that this booklet will be helpful as you plan your future and my wish that whatever road you take, you will find happiness and prosperity.

Richard Nixon

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TIME FOR DECISION

You have driven through lots of crossroads. Sometimes it is where only two roads meet; sometimes it is where many roads come together. Wherever you are driving, whether you know the road or not, it is a time of decision—which lane to get into, which turn to take.

You are at a big intersection now, where eight roads branch out. There is no car—just you. The roads lead to different things you can do with your life.

You don't have to make up your mind in a few seconds, as if you were driving on a superhighway. You have weeks or months to make your decision, but it is just as important as if your life depended on it . . . because it does.

This booklet will not make decisions for you, but it may help you make them for yourself. It

will help you take a good, hard look at where you stand today, and what roads are open to you for tomorrow.

There have been a lot of changes since you went into the Service.

You have changed; so has your community back home. Things didn't stay the same while you were gone, and you may not want to start over exactly where you left off.

Where do you go from here?



This is a time to ask yourself a few questions . . .

What am I worth to a civilian employer? Do I have a skill he will pay me for, or do I need some training for a job before I knock on his door?

What kind of training do I need? Where can I get it?

Should I finish high school first, or take some technical training, or go to college?

Can I go into business for myself?

You have a lot of choices open to you at this intersection. You can reenlist, get a job, go to school, work for yourself, or mix work with training to get ahead.

What combination best fits your own life?



THE EIGHT-ROAD INTERSECTION

There are eight roads open to you. None of them leads to a dead end. You can make your own choice on which one to follow, but keep two things in mind . . .

What you want out of life,
and
Your ability to get it.

On the next few pages, eight men are described. Each one is at the same intersection you now find yourself. Each one has picked a different goal and the road that leads to it. None of them is exactly like you, but some of them may have an education much like yours, or a Service background like yours, or want to do something that comes close to what you'd like to do yourself.

There is more information on each of their choices later on in this booklet, but for now, take a look at each of these men and see if one or two of them are like you in any way . . .



Are you like Specialist B _____, U.S. Army? He is a photographer, school trained in the Army and experienced over several years of duty both overseas and in the U.S. He has never had a job in civilian life, but knows that there are plenty of civilians earning a living doing the same thing he is doing in the Service. He would like to give civilian life a try, so. . . . he decides on Route #1:

Route #1—*From Uniform to a Job.* You have a skill in the Service that will help you get a job in civilian life doing

about the same thing. You don't need any more training or school, but you'll have to learn how to find and get jobs as you go along. You may need some help in getting the first job, and you may work in several places before you find the one you really like.

(There is more information on Route #1 starting on page 42)



You may be Corporal C _____, USMC. You're just finishing your first cruise in the Marines. You're now in Washington, after coming back from overseas, and have three months to do. You're an infantry type, with no civilian job skill; you came into the Marines right out of high school and have only worked part time in civilian life—nothing you'd want to do as a regular job. So . . . you take Route #2:

Route #2—*Bridges to Civilian Life.* This route is for men who need both a skill and a job after they are discharged. There is more than one bridge to take. Some are for high school graduates; some for men who didn't finish high school. Some can be taken before you get out of the Service; others after you are discharged. All

of them are for men who need a job skill and can't spend a lot of time in school before they start earning money.

(There is more information on Route #2 starting on page 50)



You could be Airman D _____, U.S. Air Force. You have been assigned to a number of Air Force Bases, both in CONUS and overseas. On each one, you have seen construction or maintenance by men in the skilled trades—masons and carpenters, electricians and steam fitters. You know these men make good money, that they have the chance to get around from job to job, and that they like their work. You have talked with some of them and know that each man can work up the scale to become a master craftsman—and draw top wages—in his own trade. You would like to try this yourself, so . . . you take Route #3:

Route #3—*Apprenticeships.* The apprenticeship route opens the way to a skilled

trade; it can be taken whether or not you have a high school diploma.

(There is more information on Route #3 starting on page 56)



You could be Storekeeper E_____. What you have been doing in the Navy isn't much different from many things you could also do in the

Government as a civilian employee. You like the idea of generous annual leave, a good retirement plan, sick leave benefits and a chance to shift from one area to another without losing a lot of seniority or pay. So . . . you take Route #4:

Route #4—*Government Jobs.* There are many jobs in government that the ex-serviceman can fill. Some of them are at city or State levels; some are with the U.S. Government both at home and overseas.

(There is more information on Route #4 starting on page 60)



You could be Sergeant A _____, USAF. You like the Service. You have moved up in it and are young enough to try another enlistment before planning the rest of your future. You are also young enough to complete 20 years of service and still get out at an age where you can select another profession. This would give you a retirement check each month for the rest of your life, to add to your civilian income. So . . . you take Route #5:

Route #5—*The Service as a Career.* This route is for the man who wants the full benefits his Service has to offer. Each Service has certain of these benefits to offer the man who reenlists — retraining assignments,

school, a selection of type of place of duty, and continuing opportunities for promotion. All the Services offer retirement benefits for 20 or more years of service. You retain all the benefits you have as a Vietnam era veteran if you elect to reenlist.

(There is more information on Route #5 starting on page 63)



You may be like Sergeant F _____, U.S. Army. You came into the Army before you finished high school, but you've done a lot in the Army, made sergeant, and feel you know a lot more than any high school graduate. You know you're going places, but you also know a high school education will help as you start out. So . . . you take Route #6.

Route #6—*Education—The Solid Base.* This is for men who don't have a high school diploma but want to better their chances for a good job, either by finishing high school or by getting something that shows they can do as much or more than a high school graduate.

(There is more information on Route #6 starting on page 68)



You could be like a certain Engineman aboard a ship. You finished high school and have proved yourself in the Navy, doing technical and responsible work. You are a topnotch mechanic on the Navy gear you have been handling, but you may need some extra training to work that experience into civilian type jobs. So . . . you take Route #7:

Route #7—*Education—The Specialist.* Even if you have a high school diploma and a special skill of some kind, you may want to get some extra training in a vocational school, technical school or junior college before you move into a full-time civilian job, using your veterans benefits to help finance this training. Route #7 guides you along this line.

(There is more information on Route #7 starting on page 72)



You may be like Specialist G_____. Your Army time is coming to an end. You enlisted just after you graduated from high school, to get your military obligation over with before you went

on. You meant to go to college then, and you still do. Now, there is a difference: your veterans benefits mean you can go to school with the U.S. Government paying a good part of the expenses. So . . . you select Route #8:

Route #8—*Higher Education.* If you want to go into higher education and can qualify to enter a college or university, there are many paths open to you. Working for a full 4-year degree will make you a Bachelor of Arts or Bachelor of Science in your selected field. You can also get the academic degree of Associate in Arts or Associate in Science with a 2-year program of studies. You will get a general education as you prepare yourself for a chosen profession or career under expert guidance and counseling.

(More information on Route #8 is contained in the following pages.)



Before you make your decision, take a good look at yourself . . .

What do you really want in the way of a job?

What have you really got to offer an employer?

What has the future really got to offer you?

FROM UNIFORM TO A JOB

BRIDGES TO CIVILIAN LIFE

APPRENTICESHIPS

GOVERNMENT JOBS

THE SERVICE AS A CAREER

EDUCATION—THE SOLID BASE

EDUCATION—THE SPECIALIST

HIGHER EDUCATION

You have eight choices, but no one man will fit all eight.

Each choice has to match up with you, to see if it fits either what you want or what you need. So, look at yourself first. . .

INTERCHANGE AHEAD

WHICH ROAD DO YOU WANT?

If you want to stay in the Service, you will. If you want to get out, you will. If you want more schooling or training, you can get it. If you want a job, you'll get one; you hope it will be the right job for you.

Picking when and where you find the job you want starts right now, with you. . .

What do you consider important in a job?

Is it how fast you start earning money after you get out of uniform?

The size of the paycheck you will get?

How steady the job is, with full-time work and no layoffs?

A chance to move up to better jobs?

Doing what you like to do?

Don't underrate that last one—doing what you like. There is a lot of happiness in finding the right place for yourself. Sometimes, the way to get there is through more education or training; or, you may be able to make it without going back to school. Just don't forget that jobs are different in more ways than the size of the paycheck. There are a lot of unhappy people making lots of money.

You may be one of the many men who have to start working as soon as they get out of the Service, taking the first job that comes along. If you are, keep some things in mind. . .

Remember that all the G.I. benefits you rate will still be there for a long time, for you to use when you need them and can use them.

Remember that whatever route you take now, the other routes are still there for you to move into.

Remember that you have a long time to make better money, to use your own skills best, and to move up the ladder into better jobs.

These may be things to think about tomorrow, but how about today?

You're a different man today than when you entered the Service. You've been around, learned to

handle yourself, know how to get down to business when there is a job to be done. You have probably learned some skills that match up with civilian jobs you couldn't have handled before.

If you decide to try civilian life again, where should you start?

First, try looking at yourself. Check off each of the remarks on the next page if you agree with them:

1. I have always known what kind of work I wanted to do.
2. I like to work where I can do things my own way.
3. A good worker doesn't mind a strict boss.
4. I never bother to think about what I will do with my life.
5. I enjoy responsibility.
6. There never was anyone I wanted to be like.
7. I have talked to people about the kind of job I want.
8. My job interests are always changing.
9. When I am working, I get absorbed in what I am doing.
10. I can't make myself do the things that don't interest me.
11. I admire the men who have good jobs.
12. I want to earn money for dates and cars, that's about all.

Now think this over . . .

If you have checked mostly *even* numbers, you need help. You have lived perhaps 1/4 of your life, and it's time to make a move. See a counselor, in the Service or at the Veterans Administration. See if they agree that you should try Routes #6 or #7 for additional education, or Route #2 for a job where you can get your feet on the ground; then, consider the other routes as you are ready for them.

If you have checked mostly *odd* numbers above, you should start thinking of moving into a career: how to land a job in business or industry or government; how to prepare yourself with specialist or professional skills through training or education. You are ready to move out; plan to move up, too . . .

And whatever numbers you checked a few minutes ago, ask yourself this:

What do I have to offer an employer, so he wants to hire me?



CHECKING THE GAS GAUGE

Your fuel on this trip is your own ability.

Your tank may not be full yet, but it isn't empty, either.

No matter what your duties have been, you have two years or more of travel and learning that you didn't have when you entered the Service.

You are a trained man. What you did with your feet or hands may not mean much to a civilian employer, but he will hire *ability*, and you have ability . . .

Maybe you have the *ability* to work with complicated equipment, whether it is a 105-mm howitzer in the Service, or a dragline on a construction job.

You may have the *ability* to work with other people and get things done, whether it is in the Service or in a civilian warehouse.

You may have the *ability* to handle a mass of information and boil it down to where it makes sense to others, whether it is in a Command and Control setup in the Service or in a broker's office.

The trick is to go over what you have done in the Service and figure out the abilities you needed to do it; abilities are what employers pay money for.

Look at how you did things, not what you did.

Try and remember what abilities you were using when you felt you were at your best.

Was it with words and ideas, or with numbers or scientific and technical information?

Was it with people? Were you a member of a team at the time, or helping, instructing, or leading men?

Was it with things? Were you at your best with vehicles, or devices or tools of some kind?

Now, take a look at the civilian jobs that match what you have done the best:

INFORMATION

Draftsman
Bookkeeper
Office Clerk
Laboratory Assistant
Computer Operator
Advertising Assistant
Bank Teller
Claims Adjustor
Detective
Inspector
Investigator

PEOPLE

Travel Agent
Hospital Attendant
Law Enforcement Officer
Salesman
Service Station Manager
Hotel-Motel Manager
Occupational Therapist
Recreation Therapist
Sales Representative
Teacher

THINGS

Construction Machine Operator
Aircraft Mechanic
Refrigeration and Air-Conditioning Mechanic
Welder
Carpenter
Office Machine Repairman
Small Appliance Repairman
Automobile Mechanic
Electrical Repairman
Jeweler

Maybe you can move into such work without any more skill than you have right now; maybe you need to fill some gaps in what you know or can do before you take off in one of these jobs.

Can you read well enough?

Most jobs require reading, either to learn the job or to keep up with technical changes. Do you turn to books readily or do you try to avoid them?

How well do you handle numbers?

You'll never get away from figures. Even if they are not needed on the job—and there are few jobs that don't need some skill in math—you still need some basic math in your daily life: figuring your budget, interest, taxes, payments on your car or apartment or home, buying, selling, or saving.

—Get some advice on education while you are still in the Service; try and brush up on reading or math if you need it. See your Education Officer.

—Visit the Veterans Administration if you don't intend to reenlist; ask their advice on how to improve your reading or math.

Do you have a high school diploma?

If the answer is no, try to finish high school. Whatever your plans are, a high school diploma—or other proof of education—will give you a better chance, in or out of the service.

—See about completing high school work while you're still in the Service; or, get tested to see if you can get certified as having enough education to qualify as a high school graduate. See your Education Officer.

—If you leave the Service, try Route #6. Visit the Veterans Administration Office. Get qualified.

Do you need special training?

You may want to do something where a little shop math, mechanical drawing, tech manual reading, English, or some instruction on the slide rule, is all you need to fill out what you already know. A little more know-how may be a big step up the ladder to a good position.

—Find out what special training is available. See your Education Officer.

—If you leave the Service, try Route #7 or Route #8 for specialist training you may need. Visit the local Veterans Administration Office.

Gauge your own ability before you take off. If you need some, add a little to the tank. You will have a better trip if the needle reads high.

WATCH FOR FALLING ROCK

WHAT'S UP AHEAD?

Each road leads in a slightly different direction. None of these is a shortcut, because each goes all the way to the end of your life. There are some road maps that can tell you something of what is over the next hill and down the road. One of them is yourself. . .

How does what you want and what you have to offer fit into your future?

Begin by looking at yourself once more—by reading the list of things on this page and checking the ones that look good to you:

Lots of money

Adventure; unusual experiences

A steady job

No boss over you

Being helpful to others

Working in your own specialty

Being a boss

Doing something original

A chance to advance, get promotions

Working with a friendly group of people

Of the things you checked off as looking good, there must be one that you feel is the most important. Which one is that?

The answer you come up with is something you should keep in mind as you plan your future. Remember it when you go job hunting. Mention it to the Career Counselor for reenlistment, the Veterans Administration counselor if you talk with him, and let the interviewer at the Employment Service know about it, too. The information will help each of them guide you into employment, training, or education that most closely matches what you want.

So you have something to go after. As you move out, keep your eyes open for the chances to move *up* in whatever you select to do.

As you find things that will give you what you want the most, take a look at what the future will offer you, five or ten years from now.

You know the Service pretty well now; you have your own idea on what the future will offer you if you reenlist. But how about civilian jobs?

What are the jobs, right now, that show growth; jobs where they are looking for men and where you will be given a chance to go up the ladder of promotion as the business or industry expands? Here are some hints:

—*Medical and health services* are in need of people now, and will be for as long as you can see ahead. You don't have to be a doctor; there are many career jobs in health work: medical research, laboratories, clinics and hospitals that a man like you can fill with some special training.

—*Air transportation* is growing now and will continue to grow. Men like aircraft mechanics and traffic agents will be needed more and more.

—The number of *automobiles and trucks* will increase as our population grows. Auto mechanics, as well as Diesel mechanics, will be in demand.

—*Farmwork* will get more and more mechanized and many more farm equipment mechanics will be needed.

—The growth of *cities* will mean many more firemen, police officers, sheriffs, and marshals than there are at the present.

—The *metal trades* are bound to grow, with better chances for anyone skilled as a machine tool operator, sheet metal worker, welder or oxygen arc cutter.

—The *construction industry* will keep up with our growing number of people, making demands for operating engineers for heavy equipment, carpenters, bricklayers, stationary engineers, and other specialists like elevator mechanics.

—Increased *technology* will create demands for draftsmen, instrument repairmen, office machine operators, producers of miniaturized devices, and TV or radio service technicians.

—Increased *leisure time* in the future will mean more and better jobs for recreation workers, hotel and motel clerks, vending machine mechanics and distributors.

The types of jobs you have just looked at are those that show a good future the way things are

today. These may change as time goes on, and there will always be differences between one area and another. Before you make your final choice, visit your local State Employment Service office. Talk with an employment counselor; he will have the latest road map for the future.



CITY, TOWN, AND COUNTRY

There is one more thing to think about before you roll on down the road: where would you like to stop?

You have seen a lot of places during your military service—some that you may have thought about as a place to live someday.

At this point in your life, your chance to choose where to go is probably better than you'll ever have again.

You can go back to where you lived before

or

You can go back to a place you've seen and liked

or

You can follow the school or job opportunities as they come up.

Remember that this is a big decision, and a chance that might not come easily again. Consider these things before you decide:

What is the employment picture? Is there a job for me now? What are the future job prospects? What types of jobs are hard to find?

Can I get the training I need?

Can I settle in a new place without making it too hard on myself? How much will it cost to move? How much does it cost to live there?

When you've got an idea of what you will make in the way of money, do a little figuring:

Generally, about one week of salary is the most to be spent for rent per month.

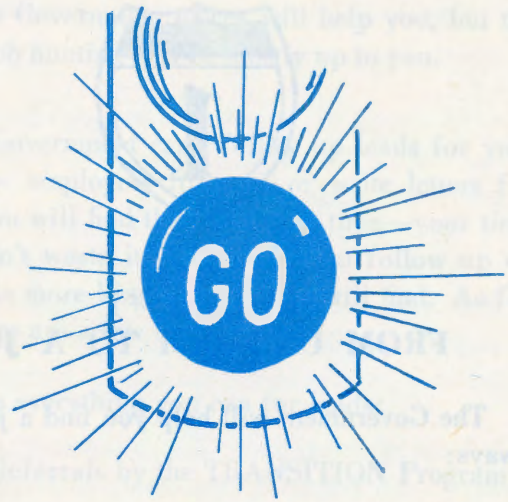
Another week's salary goes for food for a month.

Still another week's salary may go for savings, and major payments, such as on a car.

Transportation to and from work can turn into a major problem every day. How far will you have to go? Can you go by public transportation?

It takes time to get all the good things you want. Few people start out at the top. Start out easy and build up to what—and who—you want to be, and how you want to live.

Now . . .



You have had a look at the routes open to you, earlier in this booklet. You have also been asked to take a look at yourself to see how you will fit into each of the routes ahead.

The pages after this one give you a more complete picture of where you can go from here.

Make your own decision . . .

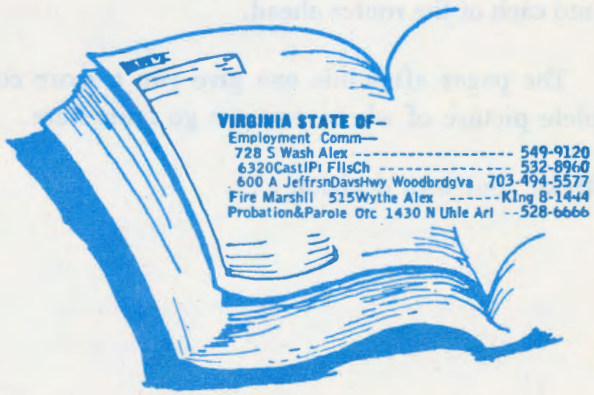


ROUTE #1
FROM UNIFORM TO A JOB

The Government will help you find a job in two ways:

The TRANSITION Program, in the Service (see your Transition Office).

State Employment Services, in every State (see the phone book).



These Government offices will help you, but the actual job hunting will be mostly up to you.

The Government can't follow up leads for you, interview employers for you, or write letters for you. You will find that this takes time—your time—so don't waste it. The more you follow up on leads, the more kinds of jobs you will find. As for skill, here are a few tips:

Use everything you can for leads:

Referrals by the TRANSITION Program

State Employment Service

Personnel offices of employers

Employment agencies

Unions

Ads in the newspapers

Civil Service offices (U.S., State, and city)

Friends and relatives

Move out on your own and follow up all the leads you get to employers who might hire you.

Size up the job market where you think you have a chance.

See what the employers—more than one or two—are willing to offer in pay, work conditions and work location.

Open the doors. Once you follow up on a lead, it is also up to you to sell yourself to the employer. The best way is to get in and see someone who is in the business of hiring people.

It may be the boss himself, or one of his foremen, or a personnel manager. First, you have to get the door open. There are three ways other than banging on the door (which sometimes works, too):

Letters of Application. Write a letter to the person you think might hire you.

HELPFUL HINTS FOR LETTERS OF APPLICATION

—Type or write in ink on regular size white paper

—Write to a person by name if you can find it out

—Tell them what job you want and how you found out about it

—Tell them what you can do that will want them to hire you

—Ask them what you should do next: show up for an interview, wait for an answer to your letter, wait for an application form, or whatever else they want.

Direct Applications. These are usually filled out at the place of employment. They ask direct questions, for you to fill in. Make sure you go to the employer's office with all the information he might need. Check over the following list and see if there is any personal information you need to make a record of:

HELPFUL HINTS FOR APPLICATION FORMS

—Birth date and place of birth

—Social Security number

—Home address, and addresses of other places you have lived

—Birth dates of your wife and children, if any

—Names and addresses of people you know who will give you a good reference if the employer asks them

—Zip codes for all addresses you think you will need

—Copy of your Armed Forces of the United States Report of Transfer or Discharge (DD 214), which will show your proof of discharge and experience while in uniform

Resumes. There is one other tool that is sometimes used as a door opener, called a resume. This is a listing of all the basic information on you, much like the application form you fill out at an employer's office, only you write this up about yourself and mail it in to employers—usually attached to a letter of application. The resume also lists all your experience and training as far back as you have worked or gone to school. The resume is used mostly for the professional type of job: engineer, office manager, architect, researcher, and similar positions. If you feel you can use a resume, it is best to get advice from the library, someone in the Service such as the TRANSITION or Education Officer, or an employment agency, on how to write one up for yourself. Have the resume done by a good typist, in as many copies as you think you will need.

Interviews. All the door openers are used for one reason: to get you in to talk to someone about a job. Once you are in, it is your business to sell yourself to whoever talks to you. You may not want the job after you're done talking, but if you want it you have to make sure they want you, too. This is called the interview. It means a lot to you.

HELPFUL HINTS FOR INTERVIEWS

—Learn as much about the employer as you can, before you get there: What does he do; what kind of people do they hire; what is he looking for to fill a vacancy?

—Try to come up with a good answer on why you want to work for that particular outfit.

—Have all the facts you think they will want—the same type of thing listed under *Applications* above.

—While they are sizing you up, size them up. Will they offer you a good place to work, good people to work with, a chance to move up?

—Watch for chances to show that you are the man they need; listen carefully and throw in something in your favor, related to the job, when you can.

—Don't be too broad. Don't claim you can do "anything," or will take "any job they have." Tell them what you are fitted for, and see where they want to plug you in.

—Be reasonable about wages or salary. Any good outfit will give you a chance to move up if you have anything on the ball.

—Be friendly, even if you don't like the place. Leave them with a good taste in their mouth; they may recommend you to some other outfit.

—Be neat.

—Be polite.

—Don't argue.

—Go it alone; there are very few places that hire a team.

—Be confident. You've got a lot to offer.



ROUTE #2
BRIDGES TO CIVILIAN LIFE

Route #2 is the route where you can find a bridge between your Service life and something to do in civilian life. It is mainly for men who need a skill before they get out on a job hunt. There are several bridges offered to you.

The TRANSITION Bridge

If you have some active duty remaining, you may find that TRANSITION is the answer.

TRANSITION offers counseling, training, and education at most large military installations in the United States. It helps men to train for civilian jobs and to make up on education. Training is provided by both industry and government agencies.

To enter TRANSITION, check with the TRANSITION office where you are stationed. They will ask you to complete a questionnaire and guide you



into education or training that fits your needs. While not every course is available at every base, some of the typical courses offered are:

Auto repairman

Postal clerk

TV repairman

Diesel mechanic

Office machine repairman

Sheet metal worker

Service station manager

Welder

Air-conditioning mechanic

Refrigeration mechanic

TRANSITION is a good program for the man who does not have a high school education or does not have a civilian job skill. Remember, though, that not all military bases have the civilian industry, schools or Government agencies available in their area to run TRANSITION training. Remember, also, that you may need 30 days or more left on your enlistment to get through the courses offered.

For a man coming back from overseas, with little time left on his enlistment, and unable to use in service TRANSITION training, there are opportunities for post-service job training.

The JOBS Bridge. JOBS stands for "Job Opportunities in the Business Sector." With the support of the Government, businessmen throughout the country have organized to train men on the job so they can get a skill while earning pay.

For Job Opportunities in the Business Sector (JOBS), go to any local office of your State Employment Service; they will be able to give you the local information on the program:

What businesses are in the program;

What kind of training they offer;

What jobs they offer.

The MDTA Bridge. MDTA stands for "Manpower Development and Training Act," passed by Congress to train men in skills that are needed in their own or other locations.

MDTA training can give you enough skill to get into some kind of work where you can move up on your own ability. It covers such jobs as auto mechanic, welder, draftsman, and TV repairman.

For Manpower Development and Training Act (MDTA) programs, go to the local office of your State employment service. The information on your own local area will be there.

The New Careers Bridge. New Careers is a program that helps men find steady jobs by starting them out in work where there are labor shortages. New Careers jobs and training are in professional fields, such as hospitals, schools, and in social work. The new men are helped to find jobs that suit them. They work for pay while training under professionals. While they are working, they are helped to get the education and other training they will need to hold down the job and move up to higher pay. Men who finish the job-and-training part can go on to permanent jobs on the staffs of places they were trained. New Careers covers both government and non-government jobs. Such careers are offered as:

Practical Nurses
Teacher Aides
Social Work Assistants
Policemen
Health Workers

For New Careers training, go to the local office of your State employment service. Tell them you are interested in New Ca-

reers training and let them take it from there. Formal tests, or a high level of education, are not required.

If you are not near a State Employment Service, you can get information on the New Careers program by writing to:

Manpower Administration
U.S. Department of Labor
Washington, D.C. 20210

With the exception of TRANSITION training, which is done while you are drawing full pay in the Service, these programs (JOBS, MDTA Training, and New Careers) qualify you for a training allowance of about $50 a week during training. All the programs are designed to lead directly into a regular job after training.

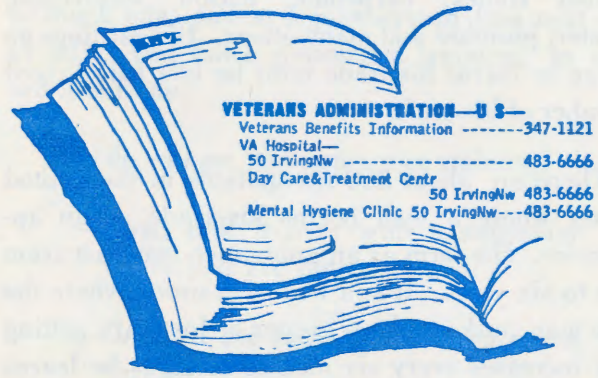
These may not be the only bridges to civilian life jobs at the time you may decide to leave the Service. Other programs are always being examined to help take care of the thousands of men like you who reenter civilian life each year.

If you feel you need a boost in education or training, check Routes #6 and #7.

Be sure you set aside some time to visit your local Veterans Administration office when you start

looking for training or employment; they will have the latest information on any G.I. benefits the Congress has authorized. Make the date and carry through on it—the earlier the better. It may mean a lot to you.

For assistance from the Veterans Administration, look up the local office in the telephone book, under "United States Government."





ROUTE #3
APPRENTICESHIPS

An apprentice is a learner, in one of the highly skilled trades: carpenter, mason, electrician, printer, plumber and many others. His earnings go up as he learns his trade until he is a full-fledged member of his craft.

There are about 350 occupations in the United States where a man begins his trade as an apprentice. His term as an apprentice may last from two to six years. It is a way of training where the new man works under a master of his craft, getting pay increases every six months or so as he learns his trade and becomes a skilled craftsman.

The trades that have apprentice programs are highly skilled, highly respected, and highly paid. They are careers. They offer a chance not only to be a topflight professional, but also to enter into the business world with special knowledge and skill



as an independent contractor, running your own company.

If you have a good feel for tools and know—or are willing to learn—some mathematics, one of these skilled trades may be open to you through one of the many apprentice programs.

As a man coming out of the Service, you have a special advantage in any apprentice program. If there is an opening, the Government will pay you a training assistance allowance while you are an apprentice. Generally, this allowance will give you as much total pay as a journeyman (the next step up after you finish apprentice training) in your selected trade.

How do you get into apprentice training?

—First, talk it over with a counselor where you are now stationed,

—Or, visit the local State Employment Service.

—After you get out of the Service, visit employers who use men in the trades you are interested in. Go to the local office of your State Employment Service. Find out what the openings are, and in what trades; the State Employment Service will help you.

Some examples of apprenticeships are shown below.

For those who like to work with machines, tools and equipment:

Metalworking Trades

Tool and Die Maker

Machinist

Auto Body Repairman

Electrical and Electronic Work

Electric Instrument Repairman

Radio-Television Repairman

Signal System Electrician

Construction Trades

Carpenter

Bricklayer

Electrician

Painter

Graphic Arts

Printer

Pressman

Photoengraver

Lithographer

For those who are skilled with their hands, like to work in direct contact with people, and have a bent for good customer relations:

Optical Technician-Dispenser

Watch Repairman

Orthopedic Technician

Photographer

Camera Repairman

Tailor

Office Machine Repairman

Meatcutter



ROUTE #4
GOVERNMENT JOBS

Government service as a civilian employee offers many chances to the ex-serviceman for good, steady jobs in a large number of different occupations. Service experience is a special advantage in such fields as law enforcement, recreation, and fire-fighting and fire prevention.

Government service can be with a city government, county or State, or with the U.S. Government.

Government jobs normally require a high school diploma or its equivalent; some require some college training. Regardless of this, it is worth some of your time to look into the job opportunities of your local government, or of the area where you want to live.

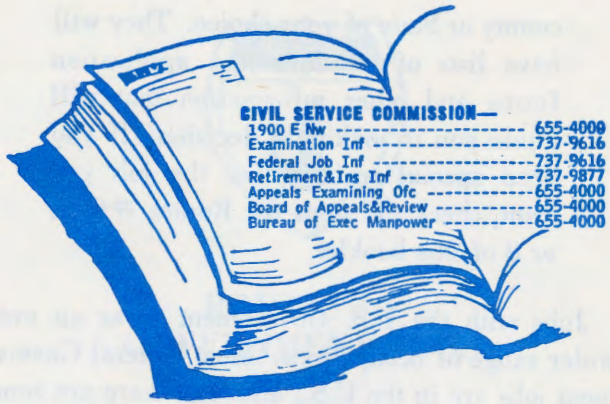
How to apply for local government jobs:
Go to the Civil Service office of the city,

county or State of your choice. They will have lists of job openings, application forms and other information that will guide you in making a decision. If you need special training for the job you want, check the steps for Routes #6, 7, or 8 of this booklet.

Jobs with the U.S. Government cover an even wider range of occupations. Most Federal Government jobs are in the U.S., although there are some where you work for our government overseas. As a veteran, you are given special consideration for U.S. Government employment, both in Wage Board (blue collar) and General Schedule (white collar) jobs.

How to apply for U.S. Government jobs:
Go to the local office of the U.S. Civil Service Commission; there is one in almost all major cities (see the phone book). Your local State Employment Service also lists available U.S. Civil Service job openings. In rural areas, you can get the same type of information at the local U.S. Post Office.

If you are not a high school graduate, or if you have completed less than one year of education after high school, you can combine education and Federal employment through a special veteran's



employment system of the U.S. Civil Service Commission. Ask about this program at the office of the Civilian Personnel Officer if you are on or near a military base. You can also write or go to any local U.S. Civil Service Commission office for the same information.

5

ROUTE #5
THE SERVICE AS A CAREER

Staying in the Service is one of the eight choices you have.

At the present time, you have probably made up your mind on whether to reenlist. Just remember two things:

1. Staying in the Service doesn't block you off from the other routes:

You can get basic education through the high school level while in the Service (Route #6).

You can get specialist or skill training as a serviceman, both in military and civilian schools (Route #7).

You can take college credit courses, or even go to college full time through some inservice programs (Route #8).



You can prepare yourself for a Government job (Route #4) while you are in the Service.

You can look forward to a retirement income that can be added to civilian pay after you leave the Service.

2. A decision to leave the Service doesn't have to be final. Each of the Services, including your own, has programs where a man can reenlist without loss of rank or pay within a few months. This gives you a chance to try civilian life, compare what it offers you with what the Service offers, and make your decision again.

Keep these two things in mind as you consider the other routes.



WINDING ROAD

The final three routes described in this booklet are on education:

How to get qualified as a high school graduate.

How to get special training to better qualify you for a job.

How to go into higher education for a degree of some kind.

Remember that education is to prepare you for your own future. After you have finished whatever education or training you need, you will find yourself on one of the routes that have already been discussed:

Finding your first full-time job (Route #1).

Applying for an apprenticeship (Route #3).

Getting a Government job (Route #4).

Also, as you read the sections on education, remember that they can be taken by a man in the Service as well as a man who leaves the Service. The veteran's benefits you have earned are just as available to you in uniform as they are to you in civilian clothes. In addition, each of the Services has educational benefits for men who are on active duty.





ROUTE #6
EDUCATION–THE SOLID BASE

Most employers want a man with a high school diploma. You improve your chances for a better job by having one. Later on, when you are ready to move up into higher paying jobs, not having such a diploma will be a handicap.

There are two ways to get that high school diploma:

—You can take the High School Level General Educational Development Tests.

—You can attend school under the G.I. Bill; this is free, and will not count against any G.I. benefits you want to use later.

If you are not a high school graduate and want to qualify as one:

The General Educational Development Tests (GED Tests) find out if your experience and background over the years since you left school have qualified you for a high school graduate rating—whether or not you have a diploma. If you make a good enough grade on these tests (and many men with no high school at all can pass them) you will be given proof that your education level is equal to that of a high school graduate. This proof can generally be used in getting employment where a high school diploma is one of the requirements, and to enter education courses past high school.

—You can take a GED test in the Service by applying to the Education Officer of your unit or base.

—After you get out of the Service you can still take a GED test through your local school system; make your application to the Adult Education Counselor in your local high school, or to the Department of Education in your State.

If you are not a high school graduate and would like additional schooling:

You may attend—

High school, for general education.

Vocational high school, for trade courses such as automobile mechanics, the building

trades, and other useful and well-paying civilian jobs.

A junior college or community college.

Junior or community colleges usually have an open door admission policy and little or no tuition. The "open door" admission policy usually allows anyone in the community who is over 18 to take courses, whether or not he has graduated from high school.

These colleges offer courses that, in two years or less, will give you a good start in almost any technical job in industry, business, government or service (public utilities, transportation, repair, laundry and drycleaning, etc.) occupations.

To go to school, full or part time, first check with the Veterans Administration. They can advise you on where to go for what you want and also arrange for Government assistance to you under the G.I. Bill.

Any program of education or training that is approved for Servicemen or veterans can be taken under the G.I. Bill.

Assistance from the Government to finish high school won't count against your benefits for college training later.

The Veterans Administration will pay educational assistance toward your going to school to learn a trade, or vocation. If you need special training—such as reading, or mathematics—before you start such a course, the Veterans Administration will pay educational assistance toward that also. Be sure to check with the Veterans Administration before you start any such courses.

Counselors can advise you on courses to take that will tie in your military experience with civilian jobs.

The Veterans Administration can provide counseling also, and answer any questions you have on any training or education programs under the G.I. Bill, including how to complete high school without losing any of your total benefits.



ROUTE #7
EDUCATION–THE SPECIALIST

If you are already a high school graduate, many doors are open to you. You may, however, intend to better your chances by going into further education—technical or academic—before you go out on your job search.

If you are thinking about working toward a degree, you should look into Route #8: The Higher Education Route. But, if you are looking for some special education to improve your chances in civilian life without tying yourself up for the next four years, there are a number of opportunities you should consider.

High School Courses. Most high schools offer courses in adult or vocational education that could give you what you want. Such subjects as machine shop, woodshop, drafting, graphic arts, creative writing, bookkeeping, typing and shorthand are all



normally offered by high schools in day or night courses.

Junior or Community Colleges. These schools offer a wide range of technical and semiprofessional courses in industry and government, business and service fields, that can be taken to match your own interests.

Colleges and Universities. Most colleges and universities allow courses to be taken on a selective basis, whether or not you are working toward a degree. Their courses include both day and night classes, and cover almost all of the technical and professional fields, as well as academic subjects such as languages.

Technical Schools. There are many private technical and trade schools offering specialist courses. It is well to check these out before signing up, to make sure you can get veterans benefits for the courses you intend to take. If you choose a correspondence course, be sure it will give you the amount of training you need to qualify you for the type of job you are seeking.

How to go to school:

—First check with the Veterans Administration. They will not only have

information on the local and national schools offering courses in all specialties, but will also be able to advise you on your education program and arrange for Government assistance through the G.I. Bill.

—Once you have been helped by the Veterans Administration, write or visit the schools you are interested in and make your own selection on where you want to go and what kind of courses you want to take.

—Be sure you check out your decisions with the Veterans Administration to make sure that what you intend to do still qualifies for Government assistance while you are under instruction or training.

Before you decide to take this route, check Route #8 on the following pages. Compare its path to the one you have just read; pay some attention to the scholarship and other programs that are separate from the G.I. Bill—they may be of help to you, wherever you go to school.



ROUTE #8
HIGHER EDUCATION

The high school graduate can move into many opportunities through advanced schooling. The G.I. Bill offers up to 36 months of financial support to veterans taking college level courses, one of the benefits you have earned for the time you have been in uniform.

These are your choices under this program:

Junior or Community College:

For a two-year general education course that will give you an Associate in Arts (A.A.) or Associate in Science (A.S.) degree.

Regular College or University:

For a full four-year course that will give you a Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) degree.

or—

For a two-year course that will give you an Associate in Arts (A.A.) or Associate in Science (A.S.) degree.

Under the G.I. Bill, the courses you take, or the direction of your effort toward a profession, is entirely up to you. The fields are unlimited and there is adequate professional advice on any campus you select to guide you.

How to get into higher education:

—If you are still in the Service, see your Education Officer, or TRANSITION Officer.

—If you have left the Service, get professional advice at the local Veterans Administration office.

—Look over one of the standard references on colleges and universities available at your installation Education Center or library, or at the local community library.

—Talk with college students or graduates about their selections.

—Visit one or more of the likely choices if you can.

—Use the guidance facilities of the college of your choice before choosing a course of study.

Remember, in your selection, that you must meet certain scholastic requirements wherever you decide to go, and whatever type of course you decide to enter. Junior as well as four-year colleges can assist you in identifying and overcoming any uncompleted schoolwork, so long as your basic educational qualifications allow you entrance. The rest is up to you.

Can you afford to go to college?

The average junior college, or community college, is not expensive; you should count on having to spend about $350 a year in a college of your State for tuition and fees.

Junior or community colleges have certain other advantages also:

They offer good counseling services;

Their instruction is of high quality;

Their courses are flexible, pointed toward technical, vocational training in health, industry, business and public service.

Attending college full time requires an investment of about $2500 annually for tuition and living expenses. This will vary from $1500 to $3500, depending on location, your ability to be prudent, and whether the college is public or private. *Educational assistance under the G.I. Bill is a major means of defraying the expenses of attending school.*

As a veteran, you may be eligible to receive tuition assistance from the Government, and living expenses while you are going to school. Any Veterans Administration office can give you the full details on these benefits. You will find that they are available for both part-time and full-time attendance, and adjusted to the amount of time you are going to spend in school, as well as to the number of dependents you have.

There are other resources, separate from the G.I. Bill, that may be also within your reach. . .

Federal Student Assistance Programs.

The Federal Government operates a variety of other student assistance programs for those who need them. These include such things as

College Work-Study, a program of part-time employment; Educational Opportunity Grants, a program of direct awards; Guaranteed Loans and National Defense Student Loans, programs of federally secured borrowing. These programs are administered through many colleges and universities and inquiries should be made to the college of your choice.

Scholarships.

Many colleges and universities also have a number of scholarships and other aid programs of their own which are available to qualified applicants.

Advanced Academic Standing.

Many colleges make it possible for the mature student to obtain advanced standing by passing the examinations of the College Level Examination Program. (These were formerly called the Comprehensive College Tests.) These examinations are given to men on active duty through the United States Armed Forces Institute, Madison, Wisconsin, and may be administered by a USAFI testing officer, usually at the Education Office of the unit or base to which you are assigned. As a veteran, you may obtain information on these tests from the nearest Veterans Administration

Office. If you have previously taken USAFI examinations, list your military service number and Social Security number in any inquiry concerning your records.

Credit for Military Service.

There are also ways by which you can get college credit for your Service experience:

—The college officials can get the information they need from the latest edition of the "Guide to the Evaluation of Educational Experiences in the Armed Services."

—If the Guide mentioned above does not fit your particular background, the college can write to the Commission on Accreditation of Service Experience (CASE), of the American Council on Education (ACE), 1 Dupont Circle, Washington, D. C., 20036, for an assessment of how much academic credit you should receive for what you have done in the Service.

SUMMARY

Education means money; money to you over your lifetime. The U.S. Department of Labor makes the following estimate on the lifetime earnings of average people with different levels of education:

$541,911—4 years or more college

$393,969—1-3 years college

$340,520—4 years high school

$283,718—1-3 years high school

$246,525—8 years elementary school

$188,659—less than 8 years elementary

If this makes sense to you, and you feel you can make the grade, move on—and up—into higher education.





IF YOU GET LOST

No one is perfect. You can make a wrong turn, or get the wrong directions. Even maps are sometimes off.

When you get bogged down in driving, you get local directions from someone who knows the area.

If you get bogged down in what you are trying to do after you are out of uniform, do the same thing you would do if you were driving: ask some people in the area who may know the right way. There is plenty of help around.

Government Assistance.

Most of the larger cities have a Veterans Assistance Center. You can find them in the telephone book, listed under "U.S. Veterans Assistance Center."





There is a Veterans Employment Representative in most of the local State Employment Service offices. These are listed under the State in the telephone book. Also under the State are such offices as the State Employment Service and Veterans Employment Service.

If you are in a rural area, the U.S. Post Office may be the closest U.S. Government office where information on other local offices you may need will be available. Also in rural areas, the County or Parish seat will have information on government offices that will be able to help you. Post Offices are listed under "U.S. Government" in the telephone books; County seats are listed under the County (or Parish) names.

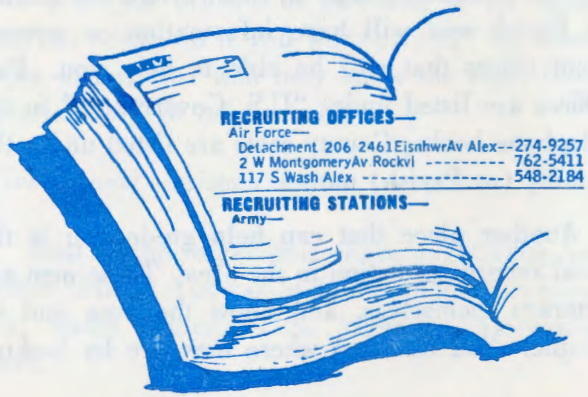
Another place that can help guide you is the local recruiting station in the area. These men are veterans themselves, and know the area and its people. You can find where they are by looking



under "U.S. Government" in the telephone book, and then under "Recruiting Stations."

Nongovernment Assistance.

There are many other places you can go for help that are not government offices.



You may be, or probably will be, a member of one of the several veterans organizations. You will find them very helpful, both locally and nationwide. They are made up of veterans like yourself and you will find them ready to assist you wherever you are. All of these organizations are listed under "Clubs" in the yellow pages of the telephone book.

If you are a member of a fraternal or service organization, you can find the local chapter listed under "Fraternal Orders," or "Clubs," also in the yellow pages of the telephone book.

The local Chambers of Commerce, or Junior Chambers of Commerce, are other places you can go for assistance. They are listed in the alphabetical section of the phone book.

If you become a member of one of the Armed Forces Reserve units you may find many of the other members helpful to you in the local community.

CONCLUSION

This booklet has given you some questions to ask yourself, and guided you toward some of the possible answers to those questions. It has given you some sample routes you can take to education, training, jobs, and a career.

During your time in the Service you have had many chances to see how important it is to be prepared for what you are going to do, whether it is changing a tire, overhauling a Diesel, or going out on a patrol. Now, it is your own future you must think about and be prepared for: the job you will get, the education or training you will need, the career you will end up in.

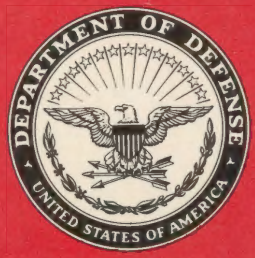
All the pieces may not fit together at first. Keep this booklet for a while as you find your own way; you will know when you don't need it any more.



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