



## Women in War Time Civilian Government Employment Cara Moore

During the 1st and 2nd world wars government agencies employed females to aid in the wartime efforts and to cover jobs previously filled by men. This employment created an extensive paper trail in an area previously harder to track, female genealogy. The civilian Official Personnel Folder's of various departments, such as the Department of the Army/Air Force,

Department of the Navy, Department of
State, often recorded the maiden names of married
women and sometimes even their parent's
information. These records include addresses of the
employee throughout employment and any
updates. Cara will cover the content of these series'
and how they can aid in genealogical research.







Cara Moore
Archives Specialist
National Archives at St. Louis

Cara Moore searches and provides access to the individual personnel records of former civil servants of the Federal government as an archives technician. She also is a lecturer at Southern Illinois University, Edwardsville (SIUe). Prior to serving as an archives technician for the National Archives, Cara worked as a teaching assistant for SIUe History Department, graduate assistant in the University Museum, and collections management assistant in a variety of museums.

Cara has a Bachelors Degree in History from Southern Illinois University, Edwardsville, and a Masters Degree in History with a Post baccalaureate in Museum Studies from Southern Illinois University, Edwardsville.

# Women in War Time Civilian Government Employment

Personnel Records at the National Archives at St. Louis

Luite atcherion

Lucile Atcherson, Department of State

## History

- Department of the Navy- established 1798 to begin building of naval ships
- Department of the Army/Air Force- Department of War prior to 1939 whom started creating the 201/Personnel Files; became a combined agency of Army/Air Force (formally Army and Air Corps as separate agencies) in 1947 under the Department of Defense
- Department of State- established 1781 as one of the first constitutional agencies; called the Department of Foreign Affairs until 1789.
- All Departments experienced a jump in employment following the first World War and again during the second World War.

#### Women involved

- Married
- Single
- Divorced



- Mothers, both married and divorced/widowed
- Childless and wanting to help the war effort



Nora O'Leary, Department of the Navy

#### Sub agencies & description of projects

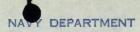
- Department of the Navy
  - Military Sea Transportation Service
  - Navy Yard
  - Navy Hospitals
- Department of the Army/Air Force
  - Army Transport Service
  - Labor Service Company
- Department of State
  - Department of State, Alien
  - Office of Facts and Figures
  - Office of War Information
  - Inter-American Affairs and Transportation
  - Texas Centennial Exposition

Jacqueline Jenkins Nye, Department of the Navy

	1.+ 2 .047
	(date)
	of Civilian Personnel f the Chief of Naval Operations
Navy Dep	
Dear Sir	
In respo	mse to your inquiry, my military record shows that I
(a)	Have completed service <u>No. 1945</u> in <u>Navy</u> (branch of service)
(b)	May expect to complete service on or about in (date)
(0)	
(d)	Am hospitalized at
	Am hospitalized at (name of hospital) (city)  and expect to be released (date)
My prese	ent address is 1573 East Falkland Lane. Silver Spring Md. (city) (state)
	Very truly yours,
	*-
	* Jacqueline Blacke * Now: Mrs. Edwin Darby Nye
	* now:

## Typical time served

- Many women served solely during wartimes, but there were a significant amount who continued their employment especially if they were faced with being the sole source of income
- Service Extension Act of 1941- allowed for employment to be extended for 18 months during times related to the declaration of national peril for those who were inducted under the Selective Training and Service Act of 1940 as well as allowing for release from service in hardship cases and some changes to reemployment rights
  - As seen in Mrs. Nye's Navy record



WASHINGTON, D. C.

June 22, 1942

Name

Jecqueline B. Jenkins

Nature of Action: War Service Appointment

Effective:

June 22, 1942

FROM		TO
Position Grade Salary	Paragraphic Committee Comm	Asst. Cryptanelyst's Aide SP-4 \$1620 per annum
Bureau Division Branch Section		Office of the Director of Naval Communications
Headquarters		Washington, D. C.
Appropriation		Pay, Subsistence and Transportation
Departmental or Field		Departmental

your appointment not to extend beyond the duration of the present war and six months thereafter under the provisions of War Service Regulation No. V, subject to proof of legal residence, with the understanding that you do not by such appointment acquire a competitive status, or except as otherwise authorized, become eligible for any other position or duties.

Your appointment is subject to a trial period of one year.

P S&M-58-MO

CIVIL SERVICE OR OTHER LEGAL AUTHORITY

CSC Let XL:RGH:hsa 6/12/42 War Service RGE ROFRIATION

P, S&T

3/14/21

LEGAL RESIDENCE

Maryland

Female

T. OHIGHT O

NATURE OF POSITION
NEW ADDIVIL IDENT.

Created
5/1/42 same
as new pos.
allo. rec'd
12/15/41
JCS# 874

VETERANS' PREFERENCE

SUBJECT TO RETIREMENT

Yes

6/22/42

DATE OF LAST SALARY

CHARLES PIOZET

NAVY DEPARTMENT JOURNAL

@ ANTON PATENTED

Jacqueline Jenkins Nye, Department of the Navy

## Genealogical Information in records

- Applications for employment
  - Date and place of birth
  - Emergency contact: Husband or parents
  - Addresses of previous employers, parents, references
  - Parents' citizenship or naturalization
  - Previous government employment
  - Relatives employed in government
  - Maiden name of individual and of mother, alternate names
- Religious Affiliation
- Job description and pay grade
- Address changes and updates post employment
- Reason for resignation
- Leave taken

#### Department of the Navy

#### EMERGENCY INFORMATION

Fill in followin, accident or death:	g data for use in case of mericum libers,
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four home address:	49 St. Wichclas Tarrace New York N.Y.
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iddress of much person:	Nicholas 49 St. Wattones Terrors Hew York B.Y.
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(I	f friend only, so state)
In case of death do you rabbi? Mini	wise the services of a clergyman or pricat or ster
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In case any of the foregoing data should require change at any time, notify the Personnel Section, Telephone Extension 117.

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Left: Mamie Oatney, Religion listed Right: Rose B Moore, Application with parent's naturalization information

#### Department of the Army/Air Force

Session 9

Self-addressed envelope.

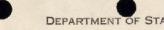
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UNITED STATES OF AMERICA & # PERSONNEL SECURITY QUESTIONNAIRE 32

## Department of State



OFFICE OF FOREIGN PERSONNEL

August 31, 1927.9 AUG 31 1927

MR. CASTLE

A - E.

Mr. Cast le:

The announcement by the Department of Miss Atcherson's resignation will probably give rise to considerable newspaper comment. Although, in her despatch, Miss Atcherson states that her resignation is submitted "for personal reasons", it may in some measure be due to the fact that she has not received promotion. Some time ago, you will remember, she inquired why she had not been promoted; and she was informed that her efficiency rating had not been

high enough to place her in line for advancement.

In view of our general promotion situation and the publicity given thereto we may be attacked for failure to promote Miss Atcherson. In order that our record of her services may be complete, I hope we may obtain from Ambassador Gibson a full statement regarding Miss Atcherson's work at Berne. You were to write him for such a statement. I merely send this as a "follow-up".

E.J.N.

Jird.

Left: Lucile Atcherson, gender bias dispute Right: Anna von Bucovich: Naturalization information

C.S. C. Dept. Cir. No. 332			R FEDERAL			Territories.	
NSTRUCTIONS.—Answer every question clearly and com nasure clear photographic copies for appointing agencies. If y Citell Service Examination, read the Examination Announcement cution to the Other annot therein; if not, mail with an explanatory wASEINGTON, D. C., unless otherwise circutch. Notify amo off	ou are t carefull letter to ice of an	applying ly, follow a the U.S. C	for a specific United Sa Il directions, and mail this in CIVIL SERVICE COMMISS of address,	INK. tates appli- ION,	r use:		
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NATURALIZED: 46286759  14. Are you a citizen of the United States? Unless otherwise instructed, noturalized citizens must submit along with this application. Naturalization Certificate, other foreignborn, documentary proof of citizenship. Documents with be returned.	X		22. (a) Were you ever in	a the U.S. military or navo service and date of last di Marine Coast Guar	al service?		X
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15. Have you ever been arrested, or summoned into court as a defendant, or indicted, or convicted, or fined, or imprisoned, or placed on probation, or has any case against you been filed, or have you ever been ordered to deposit collateral for allaqed breach or violation of any law or police regulation or ordinance whatsaever?  If so, list all cases, without any exception whatsaever, under hem 45, page 4, qiving in each case (1) the date, (2) your age of the hims read of the court, (3) the nature of the dispession of the court, (3) the nature of the disease or violation, (6) the penalty, it only, imposed, or other disposition. The above question includes arrests by millitary or naval authorities and disciplinary action imposed by courts martial, as well as in civil cases. If oppointed, your lingesprints will be taken.			If so, check kind of p	rges granted under honorally established military prei Commission?	d Widow of		
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45, page 4, giving in each case (1) the date, (2) your age at the time, (3) the place where the alleged offense or violation occurred, (4) the							×
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17. Do you advocate or liave you ever advocated, or are you now or have you ever been a member of any organization that advo- cates the overthrow of the Government of the United States by force	N. Parket	433	(b) Are you now on	active duty?			
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18. Have you ever been discharged for misconduct or unsatisfactory service, or forced to resign from any position? It so, state funder them 45% when and where smployed and give the name and address of your employer and the reason for your discharge or towed resignation in each case.		-	26. Would you accept st				
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20. Are any members of your family or relatives (either by blood or by marriage), employed by the United States Government, excluding persons in the armed forces?  If so, give name, address, relationship, and branch of service of each such relative under flem 43.		x	docepiane				
If so, give name, address, relationship, and branch of service of each such relative under Item 45.			(c) Would you acce	pt appointment in Washin	gton, D. C.?	X	
21. Are you NOW employed by the Federal Government?	3	5	examination announcem (C. S. C. Form 12) is to be	ept appointment in Washin lying for a specific examination to see if the Certifical submitted. Proof of residents.	te of Residence		
(a) If so, Department of State (Business B.D.	-		for many kinds of position	ns.	2 4	300	nn,
(Location)				ntrance salary you will acc dered for positions paying	less. A	II per	
(b) If you now are or have ever been so employed, give dates:  from (Mosth) (Year) (Mosth) (Year)			29. If you are willing to travel specify:	Occasionally Frequen	ntly Constant	tly.	
(Month) (Year) (Month) (Year)	1		30. How much notice wi	ll you require to report for	work?		

## List form of papers found in records

- Application
- Reference details
- Change in job
- Change in pay
- Correspondence
- Letters of Reference
- Position changes
- Certifications/Awards
- Training completed
- Efficiency ratings

Majorie Fullen: Department of the Army/Air Force

ARMY AIR FORCES AIR SERVICE COMMAND SANTA MARIA ARMY AIR FASE

> Santa Maria, California 20 Nov. 1943

SMAAB - 201

SUBJECT: Resignation.

TO:

Goiré Post Surgeon (Section, Branch or Unit)

l. It is requested that my resignation be accepted. It is my desire that the last day of work will be 27 Nov. 1943 and that my resignation be made effective to allow payment for accrued annual lasve.

for man trained as an x-ray technician.

Marjarie Fullen

(Signed) Marjorie Fullen

SP-4, ASST. MED. TECH.
(Désignation)

Flease forward check to: 608 Walnut Street, Austin, Minnesota.

(Street & Mo.) (Gity) (State)

Lst Ind. SU-l-jv

Office of the Surgeon, Station Hospital, AAFld, Santa Maria, California. 20 November 1943.

TO: Chief, Civilian Personnel Section, AAFld, Santa Maria, Cal.

1. Approved.



J. A. RESCH, Major, M. C., Post Surgeon:

#### Information SOMETIMES found

- Reason for employment- "Urgent need" "Current emergency"
- Husband's family information
- Husband's employment
- Medical leave/ relevant medical notation/ injury on job
- Badges and passes administered
- Pictures
- Newspaper clippings
- Other languages known/spoken
- Loyalty statements
- Fingerprints

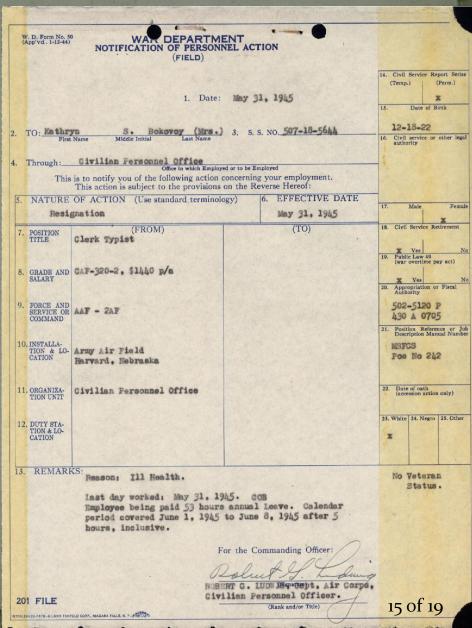


Mercedes Davalos, Department of the Army/Air Force

#### Info NOT found, Info RARELY found

Complete medical history

Kathryn Bokovoy, Department of the Army/Air Force



#### Request Process

#### • Include:

- full name used during Federal employment
- date of birth
- Social Security Number (if applicable)
- name and location of employing Federal agency
- beginning and ending dates of Federal Service

#### • Write to:

National Archives & Records Administration ATTN: Archival Programs P.O. Box 38757 St. Louis, MO 63138

#### • Email:

Stl.archives@nara.gov



Nellie Ruth Martin, Department of the Army/Air Force

## Valmeyer/Non Archival Clause

- The National Personnel Records Center's (NPRC)
   Federal Records Center Program maintains the Official Personnel Folders (OPF) of former Federal civilian employees whose employment ended after 1951.
- Written requests (hand signed in cursive and dated) may be mailed or faxed to:

National Personnel Records Center, Annex 1411 Boulder Boulevard Valmeyer, IL 62295

Fax: 618-935-3014

#### Questions?

• My information is:

Cara Moore, Archives Technician

314-801-0877





## Presenter didn't get to your question?

You may email us at inquire@nara.gov