



Personnel Records of the National Archives at St. Louis

Bryan K. McGraw

Mr. McGraw provides an overview of the extensive holdings of the National Archives at St. Louis. This large federal archive is home to tens of millions of personal data series records including the official military personnel file of former military members of all branches of the U.S. military, official personnel folders of former federal civilian

employees, selective service registration cards and ledgers, various courts martial records, individual deceased personnel files of former military members, Veterans Administration deceased claim files, and many others. He will also discuss how to request records on-site and off-site, and additional resources for further research.



Bryan K. McGraw

Access Coordinator & Director
National Archives at St. Louis

Bryan McGraw joined the National Archives and Records Administration in 2004 and was selected to his current position in 2012. Mr. McGraw is responsible for and oversees the day-to-day operations of five federal archives, in Chicago, Denver, Fort Worth, Kansas City, and St. Louis.

Previously Mr. McGraw served as the Director of Quality for the Defense Finance and Accounting Service; the Director of Quality for Deutsche Financial Services; President and General Contractor of a residential construction and

development company; and as a commissioned officer in the United States Air Force with tours of duty in the U.S. and in the Pacific theater.

Mr. McGraw's education includes a Bachelor of Science Degree from Southeast Missouri State University, a Master of Public Administration from the University of Oklahoma, and a Ph.D. (all but the dissertation) in Public Policy from Saint Louis University. He is also a Senior Fellow and graduate of the Partnership for Public Service Excellence in Government Fellowship Program.



Personnel Records of the National Archives - St. Louis



BRYAN K. McGRAW
Access Coordinator – St. Louis & Midwest

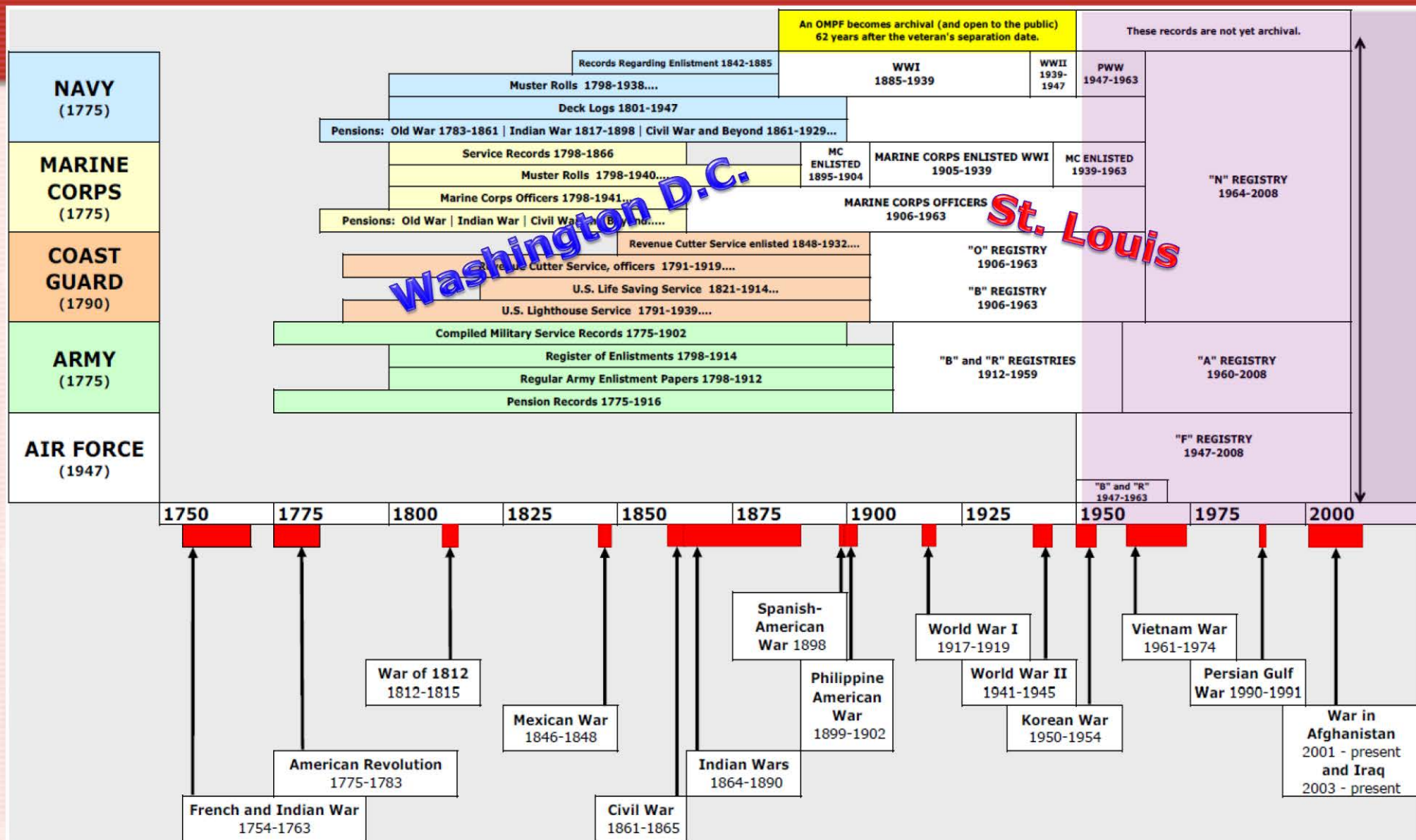
Agenda

- Records Available for Research
- Access to Records
- Resources Available to Guide Research
- How to Request Records

Records Available for Research

- National Archives at St. Louis is a personal data records series archive
 - Official Military Personnel File (OMPF)
 - Official Personnel Folder (OPF)
 - Selective Service System Registration Cards & Ledgers
 - Army Courts Martial Records
 - Many other personnel-related records rich in genealogical material

Military Personnel Records at NARA



OMPFs – Archival Date

- **All OMPFs become a public, archival record 62 years to-the-day from when the veteran retired, separated (final) or was killed in service**
- This is a rolling date...
 $(62 - \text{Today's date}) = \text{October 21, 1953}$
- Any record with this date of retirement, separation or KIA or EARLIER is a public, archival record
 - Anyone can request & review or purchase a copy (subject to Freedom of Information Act (FOIA) Privacy Screening requirements)
 - If a record is newer than the current archival date it has limited access
 - Veteran, Next-of-Kin, military service department, law enforcement



Branch of Service	Official Military Personnel Files, Archival Holdings
Army (includes Army Air Corps & Army Air Forces)	Enlisted discharge dates 1912 to today's date in 1953 Officers discharge dates 1917 to today's date in 1953
Navy	Enlisted discharge dates 1885 to today's date in 1953 Officers discharge dates 1902 to today's date in 1953
Air Force	All Personnel with discharge dates 1947 to today's date in 1953
Marine Corps	All Personnel with discharge dates 1895 to today's date in 1953
Coast Guard	All Personnel with discharge dates 1898 to today's date in 1953

What is in an OMPF?

- The OMPF documents the individual's military service:
 - Date and type of enlistment/appointment
 - Duty stations and assignments
 - Training & qualifications
 - Performance reports
 - Awards and decorations received
 - Non-judicial disciplinary actions (e.g., Article 15; Letter of Reprimand)
 - Insurance
 - Emergency data
 - Administrative remarks
 - Date and type of separation/discharge/retirement (including DD Form 214, Report of Separation, or equivalent)
 - May also contain: birth certificates, marriage certificates, divorce decrees, letters, and photographs
- **Detailed information about the veteran's participation in battles and their military engagements is NOT contained in the record**

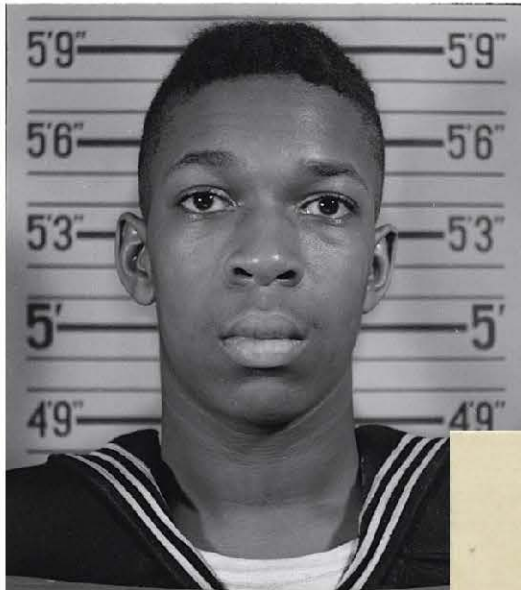
U.S. Navy Report of Separation – Pre- DD Form 214

NOTICE OF SEPARATION FROM U. S. NAVAL SERVICE NAVPERS-553 (REV. 9-45)				
1. SERIAL OR FILE NO.		2. NAME (LAST) (FIRST) (MIDDLE)		3. RATE AND CLASS OR RANK AND CLASSIFICATION
978 44 26		BISHOP, WILLIAM A.		1145-587-3
		SEAMAN 1/C SV6 USNR		11-25
		R.R. 1 BOX 217		
		COVINGTON, KY. KENTON CO.		
4. PERMANENT ADDRESS FOR MAILING PURPOSES				5. PLACE OF SEPARATION
				USN PERS. SEP. CEN. UNIT #3 GREAT LAKES, ILL.
6. CHARACTER OF SEPARATION				7. ADDRESS FROM WHICH EMPLOYMENT WILL BE SOUGHT
HONORABLE				
8. RACE				9. SEX
W				M
10. MARITAL STATUS				11. U.S. CITIZEN (YES OR NO)
MARRIED				YES
12. REGISTERED				13. SELECTIVE SERVICE BOARD OF REGISTRATION
X YES NO				KENTON CO, KY.
14. MEANS OF ENTRY (INDICATE BY CHECK IN APPROPRIATE BOX)				15. DATE OF ENTRY INTO ACTIVE SERVICE
<input type="checkbox"/> ENLISTED <input checked="" type="checkbox"/> INDUCTED <input type="checkbox"/> COMMISSIONED				5-29-44
DATE DATE DATE				16. PLACE OF ENTRY INTO ACTIVE SERVICE
5-29-44				LOUISVILLE, KY.
17. RATINGS HELD				18. NET SERVICE (FOR PAY PURPOSES) (YRS., MOS., DAYS)
AS, S2/C, S1/C				01-05-27
19. SERVICE (VESSELS AND STATIONS SERVED ON)				20. FOREIGN AND/OR SEA SERVICE WORLD WAR II
USNTS GT. LAKES, ILL. NT SCH, NAVY PIER, CHICAGO, ILL. NAVAL AMMUNITION DEPOT CRANE, IND.				<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
21. SERVICE SCHOOLS COMPLETED				22. SERVICE (VESSELS AND STATIONS SERVED ON)
S1/C				USNTS GT. LAKES, ILL. NT SCH, NAVY PIER, CHICAGO, ILL. NAVAL AMMUNITION DEPOT CRANE, IND.
23. WEEKS				24. REMARKS
NONE				DEPENDENCY AMERICAN AREA VICTORY BAR.
IMPORTANT: IF PREMIUM IS NOT PAID WHEN DUE OR WITHIN THIRTY-ONE DAYS THEREAFTER, INSURANCE WILL LAPSE. MAKE CHECKS OR MONEY ORDERS PAYABLE TO THE TREASURER OF THE U. S. AND FORWARD TO COLLECTOR'S SUBDIVISION, VETERAN'S ADMINISTRATION, WASHINGTON 25, D. C.				
25. KIND OF INSURANCE		26. EFFECTIVE MONTH OF ALLOTMENT DISCONTINUANCE	27. MO. NEXT PREMIUM DUE	28. AMOUNT OF PREMIUM DUE EACH MONTH
NSI		NOV	DEC	6.50
29. INTENTION OF VETERAN TO CONTINUE INS.		30. NAME OF DISBURSING OFFICER		
YES		J.P. COLE 520025		
31. TOTAL PAYMENT UPON DISCHARGE		32. INITIAL MUSTERING OUT PAY		
\$ 38.69		\$ 16.55		
33. SIGNATURE (BY DIRECTION OF COMMANDING OFFICER)				
FL Marx FOR T. V. RILEY, LIEUT, USNR				
34. NAME AND ADDRESS OF LAST EMPLOYER			35. DATES OF LAST EMP'L'MT.	36. MAIN CIVILIAN OCCUPATION AND D. O. T. NO.
F.A. KLAENE FOUNDRY COVINGTON, KY.			FROM 1-42 TO 4-43	MOLDER
37. JOB PREFERENCE (LIST TYPE, LOCALITY, AND GENERAL AREA)			38. PREFERENCE FOR ADDITIONAL TRAINING (TYPE OF TRAINING)	
MOLDER				
39. NON-SERVICE EDU. (YRS. SUCCESSFULLY COMPLETED)			40. DEGREES	41. MAJOR COURSE OR FIELD
GRAM. B H. S. 1 COLL. 1				
42. RIGHT INDEX FINGERPRINT			43. OFF DUTY EDUCATIONAL COURSES COMPLETED	
			NONE	
44. DATE OF SEPARATION			45. SIGNATURE OF PERSON BEING SEPARATED	
11-25-45			MA	
TO: BUREAU OF NAVAL PERSONNEL				

Army Air Corps Separation Document - 1944

REPORT OF SEPARATION														
1. LAST NAME GABLE		FIRST NAME CLARK		MIDDLE INITIAL (NMI)		ARMY SERIAL NUMBER 0-565390		2. GRADE Major		3. COMPONENT AUS				
4. HOME ADDRESS AT TIME OF ENTRY INTO SERVICE 4525 Petit Avenue, Encino, California								5. BRANCH OF SERVICE AT SEPARATION Air Corps						
6. PERMANENT ADDRESS FOR MAILING PURPOSES (IF SAME AS ITEM 4, SO STATE) Same as Item 4								7. RACE White <input checked="" type="checkbox"/> Negro <input type="checkbox"/> Other <input type="checkbox"/>		8. U. S. CITIZEN? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>				
9. ADDRESS FROM WHICH MAN WILL SEEK EMPLOYMENT (IF SAME AS ITEM 4 OR 6, SO STATE) Same as Item 4								10. EDUCATION (IN YEARS) GRAMMAR <input checked="" type="checkbox"/> HIGH SCHOOL <input checked="" type="checkbox"/> COLLEGE <input type="checkbox"/>						
11. SELECTIVE SERVICE DATA		REGISTERED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		LOCAL SELECTIVE SERVICE BOARD NO. 146		COUNTY and STATE 18451 Sherman Way, Resida, Calif. (?)				SEL. SERV. ORDER NO.		12. IS JOB AID DESIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
13. CIVILIAN OCCUPATION Motion Picture Actor				14. MILITARY OCCUPATION Motion Picture Photo-Gunner				15. SPEC. SERIAL NO. 8537		16. FOREIGN SERVICE WORLD WAR II YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>				
17. MARITAL STATUS SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/>		18. NO. OF DEPENDENTS		19. PLACE OF BIRTH Ohio				20. DATE OF BIRTH 1 Feb 1901		DO NOT USE THIS COLUMN 2. Gr. 3. Comp.				
21. MEANS OF ENTRY INTO SERVICE INDUCTION <input type="checkbox"/> ENLISTMENT <input checked="" type="checkbox"/> COMMISSION <input type="checkbox"/>				22. PLACE OF ENTRY INTO SERVICE California				23. DATE OF ENTRY INTO SERVICE 7-12-42		5. Branch				
24. CAUSE OF SEPARATION (I.e. C.D.D., Minority, Convenience of the Gov't) Convenience of the Government				25. PLACE OF SEPARATION Culver City, California				26. DATE OF SEPARATION 12 June 1944		7. Race / Cit. 8.				
				27. TYPE OF DISCHARGE Honorable <input checked="" type="checkbox"/> Dishonorable <input type="checkbox"/> Other <input type="checkbox"/>		28. CHARACTER AT SEPARATION Excellent		29. HAS PENSION CLAIM BEEN MADE YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		15. M O \$				
INSURANCE NOTICE IMPORTANT:—IF A PREMIUM IS NOT PAID WHEN DUE OR WITHIN THIRTY-ONE DAYS THEREAFTER INSURANCE WILL LAPSE. Make checks or money orders payable to The Treasurer of the United States, and forward to Collections Subdivision, Veterans' Administration, Washington, D. C.														
30. Kind of Insurance National Service Life Insurance <input type="checkbox"/> U. S. Government Life Insurance <input checked="" type="checkbox"/> None <input type="checkbox"/>				(31) How Paid Allotment <input type="checkbox"/> Direct to V.A. <input checked="" type="checkbox"/>		(32) Effective Date of Allotment Discontinuance		(33) Date Next Premium Should be Mailed (One Mo. After 32)		(34) Premium Due Each Month				
I certify that all information on this form is in accordance with the records of the War Department regarding the individual above-named and that a copy of this form informing him of his obligations under the Selective Service Law and of his rights and benefits (except where separated from the armed forces by reason of death), has been delivered to him in person.														
36. Signature of Organization Commander or Adjutant RONALD REAGAN, Capt., A.C., Pers.O. Type Name of Officer, Grade and Organization														
37. It is my intention to: (A) Continue my insurance in full <input type="checkbox"/> (B) Continue \$ insurance in force (C) Discontinue my insurance <input checked="" type="checkbox"/>														
NOTE:—If (c) is checked no premium notices will be sent. If reduction in insurance is desired see item 7 on reverse side of form.														
39. If discharged for physical disability, state physical limitations, if known														
40. If discharged for a physical or mental cause, copy sufficient data from page 2 (W. D., A. G. O. Form No. 40) to clearly indicate the cause														
41. If discharged for the convenience of the Gov't or transferred to the reserve, state circumstances Transferred to Inactive Status.														
W. D., A. G. O. Form No. 53 1 August 1943 (See AR 615-300)														
POSTING COPY To: The Adjutant General's Office, Washington 25, D. C. (Folded and inserted in the Service Record of enlisted men)														

Some OMPFs Contain Photographs



Persons of Exceptional Prominence (PEP)

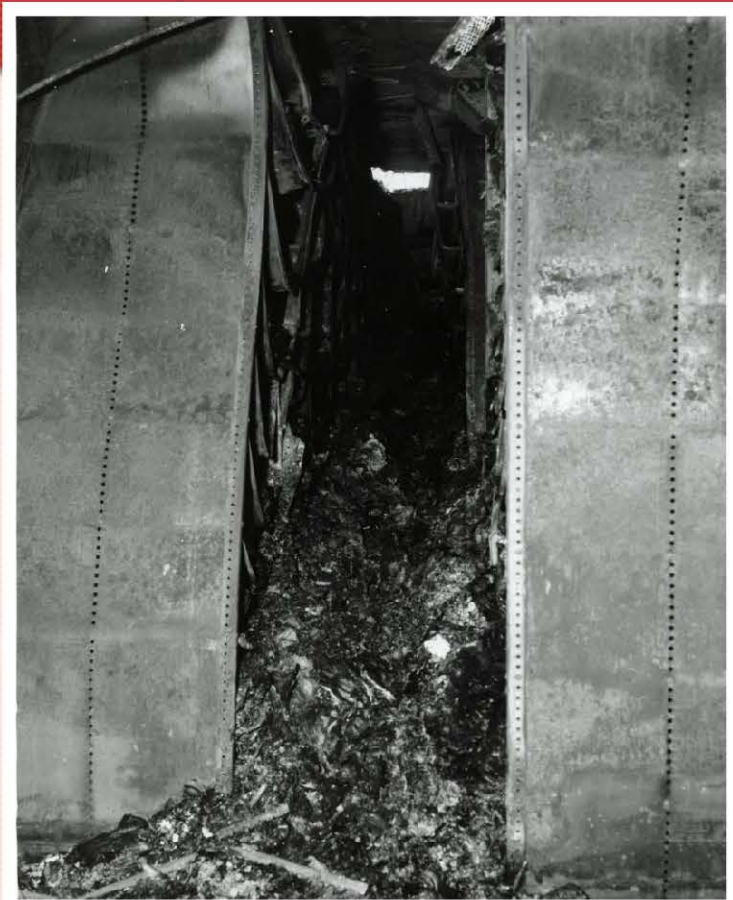
- Records of prominent individuals which served in the military (or as a civil servant):
 - Presidents, members of Congress and the Supreme Court; famous military leaders; decorated heroes; celebrities; infamous characters & other cultural figures who served in the military
 - Complete list of available records can be found at:
 - <http://www.archives.gov/st-louis/military-personnel/public/persons-of-prominence.html>

The 1973 Fire

Shortly after midnight, on July 12, 1973, a fire was reported at NPRC's military personnel records building

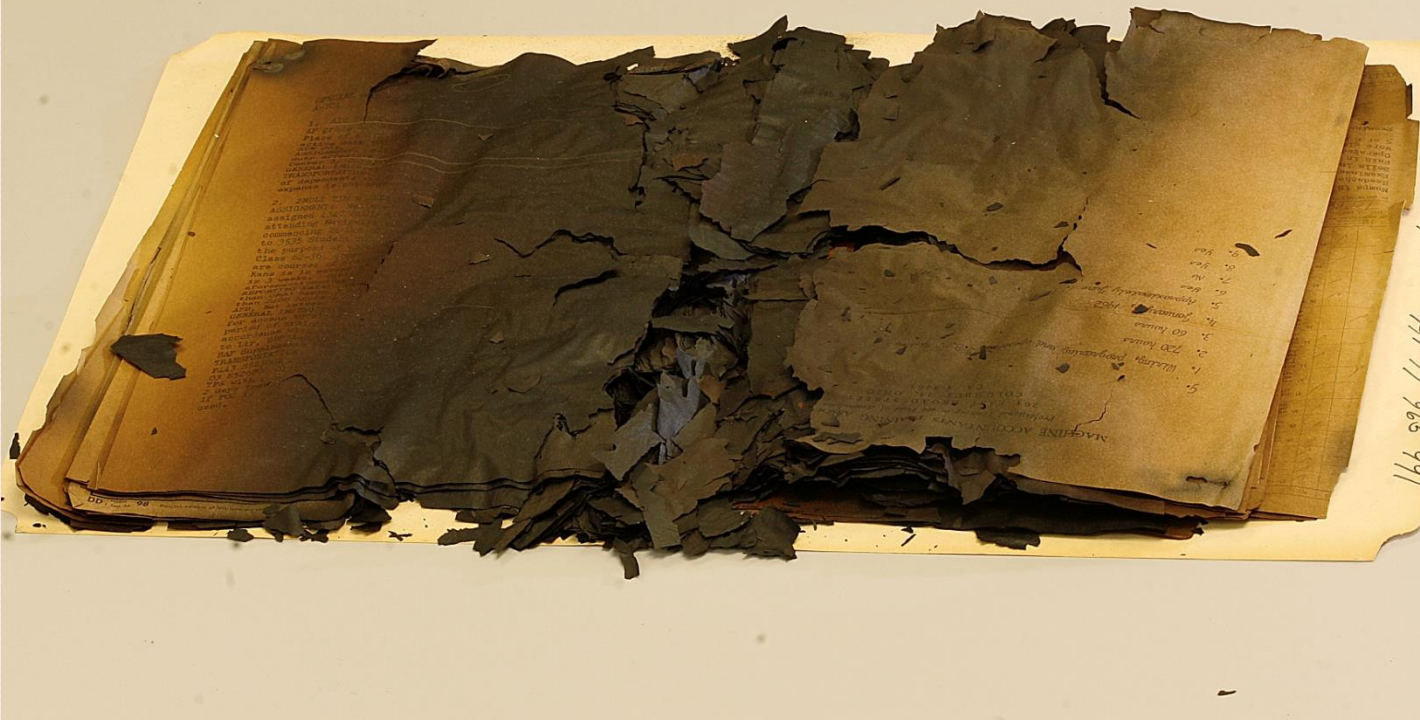


Irreplaceable loss...



The 1973 Fire: A Burned Record (B-File)

6.5 million records were recovered from the fire. Some are severely damaged



The 1973 Fire

Records damaged or lost include an estimated 16-18 million military records. Records damage occurred from both fire and water

Records Affected	Discharge Dates	Estimated Loss
Army WWI	11/1/1912 - 9/7/1939	80%
Army WWII	9/8/1939 - 12/31/1946	
Army Post-WWII	1/1/1947 - 12/31/1959	
Air Force	9/25/1947 - 12/31/1963 surnames Hubbard - Z	75%

Official Personnel Folders (OPFs)

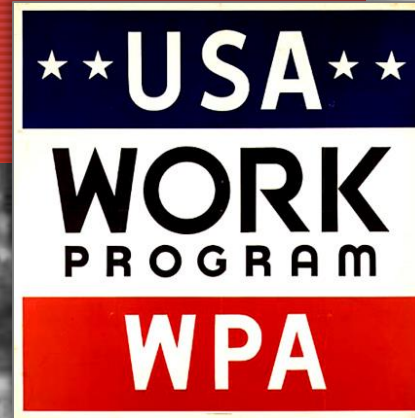
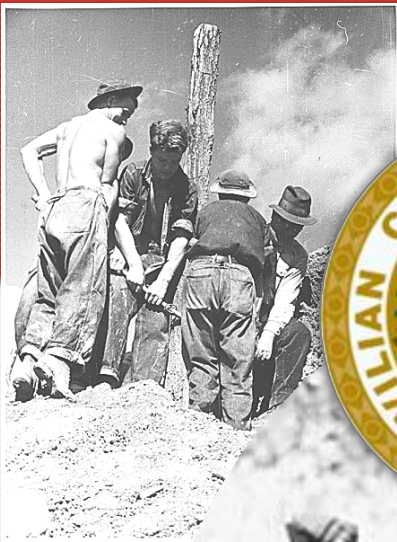
[Federal Civilian Personnel Files]

- Archival records date from the mid-nineteenth century through 1951:
 - In the complete custody of NARA
 - Information is available to the public
 - Certain information is restricted under terms of the Freedom of Information Act [5 U.S.C. 552 (b) (6)]
- Non-archival records date 1952 to the present
 - In the custody of the agency that created the record
 - The National Personnel Records Center has physical custody of the records
 - Information is available to the public under FOIA
 - Information is protected by the Privacy Act of 1974

Official Personnel Folders (OPFs)

OPFs may contain the following documents:

- Applications
- Oaths of Office
- Correspondence
- Appraisals
- Leave and Pay Information
- Letters of Recommendation/Protest
- Changes in Work Status
- Photographs
- Rarely: Vital Records



Also available are the records of the Civilian Conservation Corps (CCC) and the Works Progress Administration (WPA)

Selective Service System Registration Cards & Ledgers

National Archives at St. Louis maintains World War II through Vietnam era Selective Service Records – men born **April 28, 1877 to March 28, 1957**

Honorable Disch 3-1-46

REGISTRATION CARD—(Men born on or after February 17, 1897 and on or before December 31, 1921)

SERIAL NUMBER 906	1. NAME (Print) T. Stanley Frank Musial (First) (Middle) (Last)	ORDER NUMBER T. 10994
2. PLACE OF RESIDENCE (Print) 53 S. McKean Donora Wash. Pa. (Number and street) (Town, township, village, or city) (County) (State) [THE PLACE OF RESIDENCE GIVEN ON THE LINE ABOVE WILL DETERMINE LOCAL BOARD JURISDICTION; LINE 2 OF REGISTRATION CERTIFICATE WILL BE IDENTICAL]		
3. MAILING ADDRESS Same (Mailing address if other than place indicated on line 2. If same insert word same)		
4. TELEPHONE 416 (Exchange) (Number)	5. AGE IN YEARS 31 DATE OF BIRTH Nor. 21 1920 (Mo.) (Day) (Yr.)	6. PLACE OF BIRTH Donora Penna. (Town or county) (State or country)
7. NAME AND ADDRESS OF PERSON WHO WILL ALWAYS KNOW YOUR ADDRESS Lillian Musial - 53 S. McKean Donora, Pa.		
8. EMPLOYER'S NAME AND ADDRESS St. Louis Base Ball Club - St. Louis, Mo.		
9. PLACE OF EMPLOYMENT OR BUSINESS St. Louis Missouri (Number and street or R. F. D. number) (Town) (County) (State)		
I AFFIRM THAT I HAVE VERIFIED ABOVE ANSWERS AND THAT THEY ARE TRUE. Stanley Frank Musial (Registrant's signature)		
D. S. S. FORM 1 (Revised 1-1-42) ☆ gpo 10-21630-1		

World War II 4th Registration April 27th 1942: "Old Man's Draft"

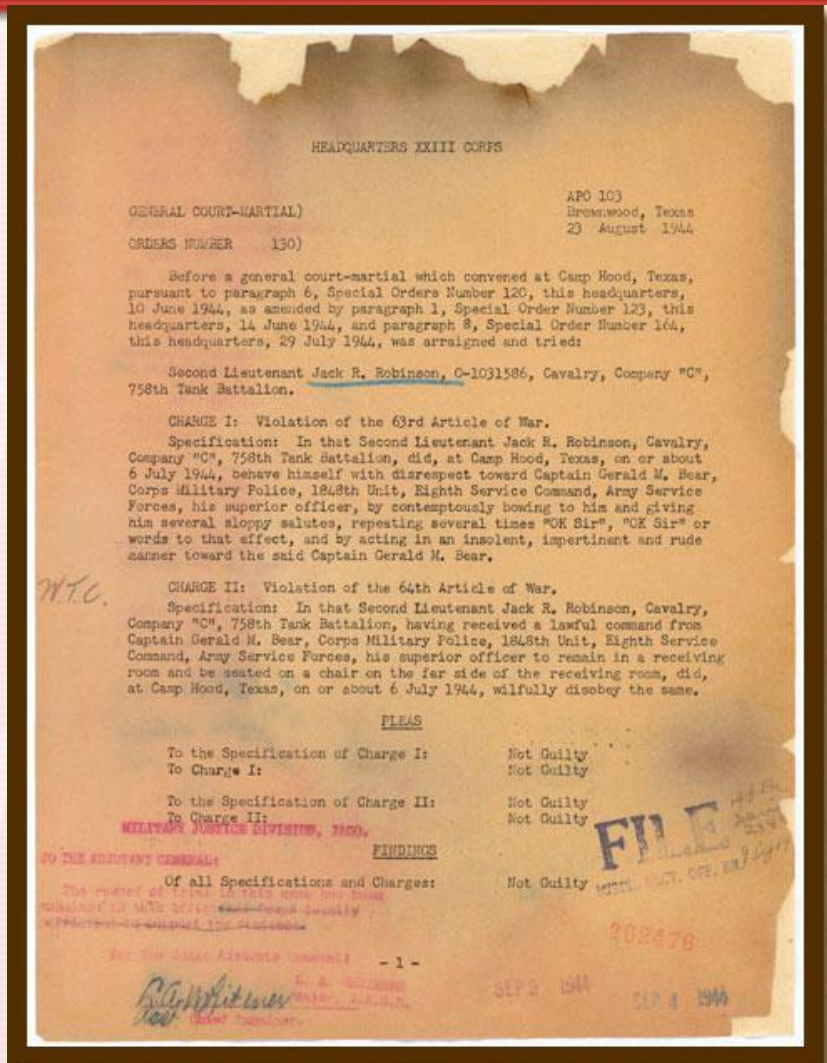
- DOB- April 28th 1877- February 16th 1897
- Not liable for military service
- Occupational Strength
- Registered 14,369,325 men (911,630 in NYC alone)

REGISTRATION CARD—(Men born on or after April 28, 1877 and on or before February 16, 1897)

SERIAL NUMBER U 1111	1. NAME (Print) ALBERT (none) EINSTEIN (First) (Middle) (Last)	ORDER NUMBER
2. PLACE OF RESIDENCE (Print) 112 MERCER ST. Princeton, N.J. (Number and street) (Town, township, village, or city) (County) (State)		
[THE PLACE OF RESIDENCE GIVEN ON THE LINE ABOVE WILL DETERMINE LOCAL BOARD JURISDICTION; LINE 2 OF REGISTRATION CERTIFICATE WILL BE IDENTICAL]		
3. MAILING ADDRESS Same (Mailing address if other than place indicated on line 2. If same insert word same)		
4. TELEPHONE Prin 1606 (Exchange) (Number)	5. AGE IN YEARS 63 DATE OF BIRTH March 14 1877 (Mo.) (Day) (Yr.)	6. PLACE OF BIRTH Ulm (Town or county) Germany (State or country)
7. NAME AND ADDRESS OF PERSON WHO WILL ALWAYS KNOW YOUR ADDRESS Institute of Advanced Study Princeton N.J.		
8. EMPLOYER'S NAME AND ADDRESS As above		
9. PLACE OF EMPLOYMENT OR BUSINESS Princeton (Number and street or R. F. D. number) (Town) (County) (State)		
I AFFIRM THAT I HAVE VERIFIED ABOVE ANSWERS AND THAT THEY ARE TRUE.		
D. S. Form 1 (Revised 4-1-42)	(over)	16-21630-2 Albert Einstein (Registrant's signature)

U.S. Army Courts-Martial Records

Available are Army General and Special Courts-Martial Records from 1918-1976



2nd Lt. Jackie Robinson – ca. 1940s (photo courtesy Major League Baseball Hall of Fame)

Current Listing of Holdings (except OMPF & OPF)

Branch of Service	Archival Record Series	Years
All Branches	Applications For Headstones	1925-1970
All Branches	Applications for Headstones and Markers; Department of Memorial Affairs	1970-1985
All Branches	Arlington National Cemetery Daily Logs	1948-2011
All Branches	Burial Case Files	1915-1939
All Branches	Deceased Veterans Claims (XC files) - successor series to "Pension Files"	1898-1945
All Branches	Deceased Veterans Claims Index Cards	1918-1945
All Branches	Interment Control Forms	1928-1962
All Branches	North Carolina WWI Index Cards	1917-1918
All Branches	VA Master Index File	through 1972
Air Force & Army	Daily Sick Reports/Books, US Army and Army Air Force	1912-1953
Air Force & Army	Separation and Discharge Records, US Army and Air Force	1942-1959
Air Force & Army	Enlistment/Induction Serial Number Ledgers	1947-1960
Air Force	Awards Card File, Air Force	1942-1963
Air Force	Casualty Files / Mortuary Files / Individual Deceased Personnel Files (IDPFs), Air Force	1940-1973
Air Force	Drop Cards	1947-1969
Air Force	Individual Flight Records	1911-1958
Air Force	Morning Reports, Air Force	1947-1966
Air Force	Pay Vouchers, Final	1947-1950, 1961-1962
Air Force	Publications (microfilm)	1940-1953
Air Force	Publications (paper)	1954-1968

Current Holdings (continued)

Branch of Service	Archival Record Series	Years
Army	American Expeditionary Forces Card File	1917-1918
Army	Army Hospital Clinical Record Cover Sheets	1906-1959
Army	Award Cards, WWI Army	1918-1940
Army	Awards Precedence Files	1918-1920
Army	Berlin Airlift Device Cards	1948-1949
Army	Chaplain Files	1917-1950
Army	Chemical Warfare Service Officers Index	1941-1959
Army	Courts Martial Records of Trial, General	1917-1976
Army	Courts Martial Records of Trial, Special (resulting in Bad Conduct Discharge)	1939-1976
Army	Courts Martial Summaries, American Expeditionary Forces in Germany	1919-1921
Army	Daily Reports of Changes, US Army	1918-1919
Army	Dependency Folders, U.S. Army	1918-1943
Army	Deserters Vouchers, US Army	1926-1930
Army	Disability Discharges, US Army	1917-1939
Army	Discharge from the Draft, US Army	1918
Army	Discharge Reports, WWI, US Army	1918-1920
Army	District of Columbia National Guard	1887-1945
Army	Individual Civilian Internment Cards	1941-1946
Army	Mexican Border Service	1916-1917
Army	Miscellaneous Unit Records and Name Lists	1912-1957
Army	Morning Reports and Rosters, US Army	1947-1959
Army	Morning Reports, US Army	1912-1946
Army	Muster Rolls and Rosters, US Army	1912-1943
Army	National Guard Papers, WWI, US Army	1916-1919
Army	Nominal Checklist for Report of Sick and Wounded, US Army	1917-1939

Current Holdings (continued)

Branch of Service	Archival Record Series	Years
Army	Nurses Cards, World War II Army	1944
Army	Nurses (Student) Individual Academic Records, US Army	1919-1937
Army	Officers' Reports of Change	1918
Army	Patient Rosters, US Army	1940-1948
Army	Pay Cards, Army Deserters	1943-1945
Army	Pay Cards, Army Officers	1940-1951
Army	Pay Cards, Army WWI Officers & Nurses	1917-1921
Army	Pay Cards, Contract Nurses, US Army	1933-1940
Army	Pay Cards, Contract Surgeons and Chaplains, US Army	1935-1942
Army	Pay Cards, Field Clerks, US Army	1917-1921
Army	Pay Cards, National Guard Officers	1922-1936
Army	Pay Cards, Regular Army Officers and Field Clerks	1920-1941
Army	Pay Cards, US Army, Reserve Officer Training Corps Students	1920
Army	Pay Cards, Warrant Officers, US Army	1917-1921
Army	Pay Vouchers, Final, Army WWI, Officers & Nurses	1917-1921
Army	Pay Vouchers, Final, Post WWI, WWII, and Post WWII	1926-1950, 1961-1962
Army	Pay Vouchers, US Army Enlisted, WWI (Multiple-name and Single-name)	1917-1921
Army	Payments, Enlisted Men, US Army	1915-1917

Current Holdings (continued)

Branch of Service	Archival Record Series	Years
Army	Philippine Prisoners of War Card File (QTP in Registry)	1941-1945
Army	Reserve Officer Training Camps: Officers & Candidates for Commission, US Army	1917-1918
Army	Return of Nurse Corps, US Army	1917-1920
Army	Russian Railway Service Corps	1917-1920
Army	SGO (Office of the Surgeon General) Hospital Admission Electronic Data Files	1942-1945, 1950-1954, 1958-1963
Army	United States Soldiers Home Accounts	1900-1926
Marine Corps	Compiled Service Records	1895-1904
Navy	Casualty Reports (IDPFs)	1907-1970
Navy	Individual Deceased Personnel Files (IDPFs)	1964-1975
Navy	Inpatient (Clinical) Record Files Non-Fixed Medical Facilities	1943-1945
Navy	Officer Orders & Officer Personnel Jackets - South Pacific Force	not shown
SSS	Selective Service System - Registration Cards and Classification Ledgers	1940-1975
SSS	Alien Registration Forms	1940-1947
Merchant Mariners	Card Records of Licenses Issued to Merchant Marine Officers	1910-1946
Merchant Mariners	Deceased and War Casualty Seaman's Records	1937-1950

Access to Records

- Archived holdings of the National Archives at St. Louis are available to anyone and everyone
 - Some records are subject to privacy screening under FOIA
 - Social Security numbers
 - 3rd Party information
 - OMPFs: criminal activity which could cause embarrassment to surviving family members must be redacted
 - If subject of record is deceased privacy restrictions are relaxed
- Access to records can be either on-site (research room) or off-site (written reference)
- Archival records are subject to copy fees (44 USC 2116)

Resources Available to Guide Research

- Civilian Personnel Records open to the public (prior to 1952): <http://www.archives.gov/st-louis/archival-programs/civilian-personnel-archival/#written-requests>
- Civilian Personnel Records not yet open to the public (1952-present): <http://www.archives.gov/st-louis/civilian-personnel/index.html>
- Construction of National Personnel Records Center
https://www.youtube.com/watch?v=5dk_NbxHdk8
- Military Personnel Records not yet open to the public: <http://www.archives.gov/st-louis/military-personnel/about-ompfs.html>
- Military Personnel Records open to the public (62 years in the past from “today’s date”): <http://www.archives.gov/st-louis/archival-programs/military-personnel-archival/index.html>

Resources Available to Guide Research (continued)

- Persons of Exceptional Prominence records:
<http://www.archives.gov/st-louis/military-personnel/public/persons-of-prominence.html>
- Preservation Lab at the National Archives, St. Louis
<https://www.youtube.com/watch?v=2xNvAudiRwU>
- The National Archives at St. Louis: <http://www.archives.gov/st-louis/archival-programs/index.html>
- Veterans Personnel Records at the National Archives, St. Louis
<https://www.youtube.com/watch?v=6WXQMIR5xxk>

How to Request Records: (OMPfFs)

- Veteran's complete name as used in service
- Service number
- Branch of service
- Date and place of birth
- Dates of service

For records affected by the 1973 fire additional information such as:

- place of discharge
- last assigned unit &
- place of entry into service may be useful

ENLISTED RECORD AND REPORT OF SEPARATION
HONORABLE DISCHARGE

1. LAST NAME, FIRST NAME - MIDDLE INITIAL
Owens Thorman R

2. SERVICE NUMBER
36 908 453

3. DATE OF SEPARATION
16 Feb 46

4. ARM OR SERVICE
AAP

5. COMPONENT
AUS

6. ORGANIZATION
87th Airborne SQ AP/O 264

7. PLACE OF SEPARATION
Separation Center

8. PERMANENT ADDRESS FOR MAILING PURPOSES
RR 6 Louisville Ill

9. DATE OF BIRTH
6 Feb 19

10. PLACE OF BIRTH
Clay County Ill

11. ADDRESS FROM WHICH EMPLOYMENT WILL BE BOUGHT
See 9

12. COLOR EYES
Brown

13. COLOR HAIR
Brown

14. HEIGHT
5 6

15. WEIGHT
130 lbs

16. NO. DEPENDENTS
3

17. CIVILIAN OCCUPATION AND GRADE
Framer, Crane Ladle 6-91.613

18. DATE OF INDUCTION
4 Aug 44

19. DATE OF ENTRY INTO SERVICE
4 Aug 44

20. PLACE OF ENTRY INTO SERVICE
Chicago Ill

21. SELECTIVE SERVICE DATA
YES NO
X

22. SOCIAL S.S. NUMBER
1

23. COUNTY AND STATE
Clay Co Ill

24. HOME ADDRESS AT TIME OF ENTRY INTO SERVICE
907 S Clay St Litchfield Ill

25. MILITARY OCCUPATIONAL SPECIALTY (MOS)
Construction Helper 188

26. MILITARY EQUIPMENT AND DATE (i.e., helmet, uniform and marksmanship badge, etc.)
1K W/K-1 Rifle

27. BATTLES AND CAMPAIGNS
None

28. DECORATIONS AND CITATIONS
Victory Medal American Theater Ribbon Asiatic Pacific Theater Ribbon 2 Overseas Service Bars Good Conduct Medal

29. WOUNDS RECEIVED IN ACTION
None

30. LATEST IMMUNIZATION STATUS
SMALL POX TYPHOID TETANUS OTHER (Specify)

31. DATE OF DEPARTURE
10 Aug 45

32. DESTINATION
PTO

33. DATE OF ARRIVAL
14 Sep 45

34. TOTAL LENGTH OF SERVICE
YEARS MONTHS DAYS
1 0 13

35. HIGHEST GRADE HELD
TEC 5

36. DATE OF SEPARATION
27 Jul 46

37. SERVICE NUMBER
USA

38. DATE OF SEPARATION
9 Aug 46

39. REASON AND AUTHORITY FOR SEPARATION
Conv'n of Govt AR 615-365 RR 1-1 Demobilization And
TUX AEPMP DTD 1 Jul 46

40. SERVICE SCHOOLS ATTENDED
None

41. EDUCATION (Years)
6 0 0

42. PAY DATA
YEARS MONTHS DAYS
2 0 13

43. MONTHLY PAY
\$ 300

44. TRAVEL PAY
\$ 12.45

45. TOTAL AMOUNT, NAME OF ENDORSING OFFICER
176.25 J B NICHOLSON 1ST LT PF

46. INSURANCE NOTICE
Aug 46 Sep 46 \$ 6.80

47. REMARKS (This space for completion of claims items at every of other items specified in W. D. Discharge)
Lapel Button Issued
ASR Score 2 Sep 45 - 38

48. SIGNATURE OF PERSON BEING SEPARATED
Thorman R Owens

49. PERSONNEL OFFICER (Type name, grade and organization - signature)
J A KIERNAN
1ST LT INF J A Kiernan

WD AGO Form 53-33
1 November 1944

How do I Request Copies of OMPFs?

Individuals may access these records by:

- **Mail :** National Personnel Records Center
1 Archives Drive
St. Louis, MO 63138
- **Fax a Standard Form 180 to:** 314-801-9195
- **Unaccessioned Federal records requests may also be made online via eVetRecs:** <http://www.archives.gov/veterans/military-service-records/index.html> or by visiting the Federal research room, by calling 314-801-0800
- **In-person : Public Research Room**

How to Request Records: (OPFs)



- Full name of employee and any alternate names or spellings
- Date of birth
- Employing agency/agencies
- Dates of employment
- Location of employment
- Social security number (if known)

How to Request Records: CCC & WPA



- Full name used at the time of service
- Social Security Number (if known)
- Date of birth
- Place of birth
- Hometown (city and state) at time of employment
- Parents' name
- Spouse's name (for WPA employment)
- Dates of service (day, month and year)
- Location of employment
- Forms are available at:
 - Works Progress Administration: Form NA 14137
 - Civilian Conservation Corps: Form NA 14136

How do I Obtain Copies of OPFs and other non-OMPF records?

- Individuals may access these records by:
 - Mail: National Archives at St. Louis
P.O. Box 38757
St. Louis, MO 63138
 - Fax a request to: 314-801-9187
 - Inquiries can be submitted to:
 - General archival inquiries: stl.archives@nara.gov
 - Research room inquiries: stlarr.archives@nara.gov, phone: 314-801-0850
 - Persons of Exceptional Prominence records: pep.records@nara.gov
 - Facebook and Twitter inquiries: stlfb.archives@nara.gov
 - In-person: Public Research Room

**NOTE ADDRESS
& FAX #**

On-Site Access: Public Research Room

Location:

1 Archives Drive
St. Louis, MO 63138
(yes, it's in Google Maps)

Public Hours:

Tuesday – Friday, (7:30 a.m.-3:45 p.m. CT)

Effective November 1, 2015:

Monday – Friday 8 a.m.-4 p.m. CT

Contact Information:

(314) 801-0850

(314) 801-0608 (Fax)

Bring a government-issued photo ID to
enter the facility

**APPOINTMENTS ARE
STRONGLY SUGGESTED!**



Wrap-up

- Thank you for your time & attention!
- Contact Info:

Bryan K. McGraw

Access Coordinator, St. Louis & Midwest
National Archives and Records Administration
1 Archives Drive, Room 340F
St. Louis, MO 63138

Bryan.mcgraw@nara.gov
314-801-9132



**Presenter didn't
get to your question?**

**You may email us at
*inquire@nara.gov***