



Civilian Conservation Corps (CCC) Personnel Records

Ashley Mattingly

2.5 million men served in the Civilian Conservation Corps (CCC) between the years 1933 and 1942. The National Archives at St. Louis maintains and makes accessible the personnel records of these individuals; the records contain information about each individual's

service and often include educational, family, and work details about life prior to joining the CCC. Join this presentation in order to learn more about the genealogical information that can be found in these files and the request procedures for gaining access to these files.



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Archivist
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Ashley Mattingly maintains and provides access to the individual personnel records of former civil servants of the federal government. Prior to serving as an archivist for the National Archives Ashley worked as a preservation technician, costumed interpreter, education assistant, and collections management assistant at a variety of museums.

Ashley has a Bachelors Degree in History from Washington College, Maryland, and a Masters Degree in Library and Information Science with a concentration on Archival Administration from the University of Southern Mississippi.



Civilian Conservation Corps (CCC)

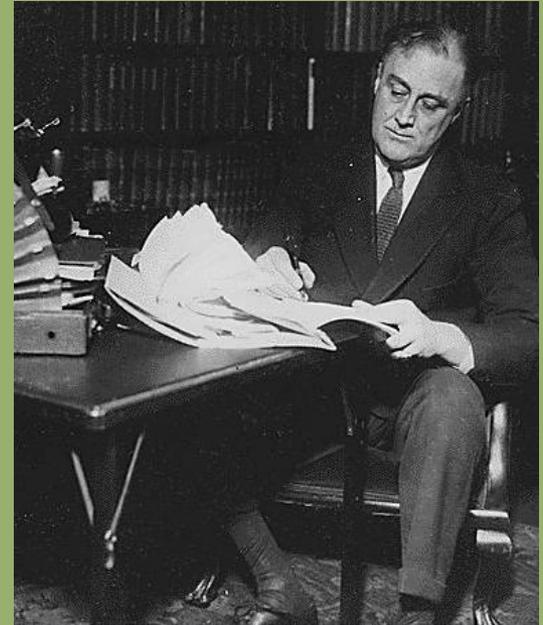
Personnel Records

*At the National Archives
@ St. Louis*



The Civilian Conservation Corps

- Instituted by Franklin D. Roosevelt by “Executive Order 6101 Starting the Civilian Conservation Corps,” on April 5, 1933.
- Lasted from 1933 until June 30, 1942
- Employed 2.5 million men
- Work was performed in every state, the District of Columbia, and the territories of Puerto Rico, the Virgin Islands, Hawaii, and Alaska



National Archives ID 195578

Who Participated?

- Men who were naturalized or native-born
 - **ENROLLEES**
 - **Juniors**
 - *Between the ages 18-28 (later 17-23)*
 - *Unmarried*
 - *Applied at local welfare offices. Selections were made by the Department of Labor.*
 - **Veterans**
 - *No age restrictions*
 - *Marital status did not matter*
 - *Applied at regional Veterans Affairs offices. Selections were made by the VA.*

Who Participated?

- Leaders and Assistant Leaders
 - Designated as leaders by the Department of Labor because of their experience “in the woods”
 - No age restrictions
 - Marital status did not matter
 - Could not work outside of the state in which they resided



National Archives ID 7004468

The CCC Program



The CCC was managed by the *War Department*

- *Transportation*
- *Conditioning (Training)*
- *Medical Care*
- *Entertainment*
- *Religious Activity*
- *Work Details*

CCC projects were managed by the *Department of the Interior*
and the *Department of Agriculture*

- *Reforestation*
- *Soil Conservation*
- *Fish and Wildlife Management*
- *Construction of Recreational Areas*
- *Emergency and Natural Disaster Aid*

The CCC Program

- Allowances and Allotments

- Enrollees (Juniors): Earned \$30 per month and were required to send *at least* \$22/month to an allottee
- Enrollees (Veterans): Earned \$30 per month and were required to send *at least* $\frac{3}{4}$ of their pay to an allottee
- Leaders: Assistant Leaders earned \$36 per month; Leaders earned \$45 per month. They were not required to send a portion of their pay home



National Archives ID 7004470

John A. Salamond reported in his 1967 book, *The Civilian Conservation Corps, 1933-1942*,: **\$72,500,000** was sent home to allottees during the course of the CCC

The CCC Program

- Duration of Service
 - Enrollees served for 6-month durations. They could re-enroll in the CCC for a total of two years with the program, but they had to wait 6 months after discharge before re-enrolling.



National Archives ID 7004474

CCC Personnel Records

- *Individual Record, CCC Form No. 1*

- Maintained for each enrollee
- Information recorded from induction to discharge included:

- Name
- Address
- Date of birth and place of birth
- Physical appearance
- Allottee's name (often their mother)
- Medical information
- Education and CCC training courses
- Camp and work assignments
- Character of discharge (honorable, administrative, or dishonorable)

INDIVIDUAL RECORD
CIVILIAN CONSERVATION CORPS

I. GENERAL INFORMATION*

Serial No. CC 1687 Union Term. of Hawaii (Class) (Date)

1. Name Furya, George Motomi 2. Address P.O. Box 233, Hilo, Hawaii
3. Date of birth August 2, 1925 4. Birthplace Hawaii
5. Nearest relative Estero Furya P.O. box 233, Hilo, Hawaii Territory of Hawaii Father (Name) (Address) (Relationship)
6. Citizenship: * Native born; ~~alien~~ 7. Color Japanese
8. Military or naval service None
9. Education (circle highest grade completed): Grammar school, 1 2 3 4 5 6 7 8; high school, () 2 3 4; college, 1 2 3 4; other education _____
10. Occupational qualifications:

Occupation	Length of experience
<u>Caneva Sugar Co. Laborer, Agriculture</u>	<u>2 Months</u>
<u>Hilo Sugar Co. "</u>	<u>2 Months</u>

11. Were you previously a member of the Civilian Conservation Corps? No. If so, furnish the following information:

Company	Location	Enrolled	Discharged	Character of discharge

II. OATH OF ENROLLMENT

I, George (First name) Motomi (Middle name) Furya (Last name), do solemnly swear (or affirm) that the information given above as to my status is correct. I agree to remain in the Civilian Conservation Corps for a period of 6 months from March 2, 1942, to September 2, 1942, unless sooner released by proper authority, and that I will obey those in authority and observe all the rules and regulations thereof to the best of my ability and will accept such allowances as may be provided pursuant to law and regulations promulgated pursuant thereto. I understand and agree that any injury received or disease contracted by me while a member of the Civilian Conservation Corps cannot be made the basis of any claim against the Government, except such as I may be entitled to under the act of February 15, 1934 (48 Stat. 351; U. S. C. S. 796), and that I shall not be entitled to any allowances upon release from camp, except transportation in kind to the place at which I was accepted for enrollment. I understand further that any articles issued to me by the United States Government for use while a member of the Civilian Conservation Corps are, and remain, property of the United States Government and that willful destruction, loss, sale, or disposal of such property renders me financially responsible for the cost thereof and liable to trial in the civil courts. I understand further that any infraction of the rules or regulations of the Civilian Conservation Corps renders me liable to expulsion therefrom. So help me God.

Place Hawaii National Park, Hawaii Signature George Motomi Furya (Date) (Last name)
* Sworn to and subscribed before me this 9th day of March, nineteen hundred and forty-two.

I, Herbert R. Rennie (Signature) Camp Director, CCC-ENP (Name typed) (Grade and organization) Enrolling Officer.
* Print or type. * Strike out words not applicable. * Oath may be taken before any officer. 3-1004
C. C. C. Form No. 1 January 1, 1939

Page 1 of an Individual Record

CCC Personnel Records

- *Individual Record, CCC Form No. 1*
- Recorded information sometimes included:
 - Parents' names
 - An application form for emergency relief, often called an *Application for Enrollment* or an *Application Memorandum*
 - A *Record of Hearing* for disciplinary accusations
 - A *Civilian Conservation Corps Enrollee's Cumulative Record, CCC Ed. Form No. 2* or a *Qualification Card*, which includes pre-CCC educational, occupational, and family history

R.O.W. Form 1 UNITED STATES DEPARTMENT OF LABOR
EMERGENCY CONSERVATION WORK CCL-64860

APPLICATION FOR ENROLLMENT

Date **July 1 1935.**

APPLICANT'S NAME **Audibert Benoit Bernard** APPLICATION RECEIVED BY **SELECTMAN'S OFFICE**
(Last name) (First) (Middle Initial)

ADDRESS **23 Elm St.** LOCAL AGENCY **SELECTMAN'S OFFICE**
POST OFFICE **Fort Kent** ADDRESS

STATE **Maine** COUNTY **Arroostook** CITY OR TOWN **Fort Kent**

Age **19** Place and date of birth **Fort Kent, Maine.** **April 27 1916**
(City and State) (Month) (Day) (Year)

If not born in the United States, First papers (Date) Final papers (Date)
have you been naturalized?

EDUCATION: [Circle highest grade completed] Grammar or grade school 1 2 3 4 5 6 7 8 High school 1 2 3 4 College 1 2 3 4

Other education
State experience in club or community activities such as
Red Cross, Boy Scouts, 4-H Clubs, etc. **Boy Scouts First Class**

How long unemployed (Months) Are you registered for work with the nearest public employment office? **Yes**

Last job held **Printing**

Work best qualified for **Clerical Work**

Amount and kind of outdoor work experience **none**

What kind of a job do you hope to find after completion of C.C.C. enrollment? **Clerical**

Previously enrolled in Civilian Conservation Corps? **No** If so, state former company location (Year or no)

Former company number Former individual serial number Type of discharge (check) HONORABLE ADMINISTRATIVE DISHONORABLE

Length of previous service (Months) Date Enrolled Date discharged

ALLOTMENT OF PAY FROM MONTHLY CASH ALLOWANCE TO BE MADE TO DEPENDENT RELATIVES AS FOLLOWS:

Name	Relationship	Amount
Mrs. V. M. Audibert	Mother	\$25.00
23 Elm St. Fort Kent, Maine.		
Name	Relationship	Amount
Address	Amount	

The foregoing statements are true, to the best of my knowledge. If I am accepted and enrolled, I agree to abide faithfully by the rules and regulations governing the work and the camps in which I may be employed.

APPLICANT'S SIGNATURE **Benoit Bernard Audibert**

THE UNITED STATES DEPARTMENT OF LABOR
Certifies that **Benoit Bernard Audibert** (Name)
residing at **Fort Kent, Maine.** (Address) **23 Elm St.**
has been properly selected for enrollment in Emergency Conservation Work (Civilian Conservation Corps)
and for the completion of his enrollment has been directed to report to U. S. Army authorities at **77 Central Street, Bangor, Maine, Saturday, July 20, 1935.**

NOTE: This form to be used only for children 18-28 years of age.
ALL THREE (3) COPIES of this form to be sent C.C.C., Augusta, Maine.

Center MAINE EMERGENCY RELIEF ADMINISTRATION AUGUSTA, MAINE
Maine Date **JUL 26 1935**
only signed by **John A. McDonough, State Administrator.**
By **William G. [Signature]** DIRECTOR OF C.C.C.
(Official designation)

An Application for Enrollment

CC 2-286600

Civilian Conservation Corps Enrollee's Cumulative Record

I. PERSONAL HISTORY

Name BENN, WALTER C Race WHITE Date of C. C. C. enrollment 7/13/38 Date of record 7/13/38
(Last) (First) (Middle) 136
 Home address 610 Montgomery St. Jersey City, N.J. Company No. 274 Camp No. P-98 Camp address Huntington, N.Y.
(Street or R. F. D.) (City) (State) Transfer: Co. No. 219 Camp No. SP-11 Camp address Fort Bragg, Cal.
 Type of home community: Urban ; rural nonfarm _____; rural farm _____
 Birthplace Jersey City, New Jersey Date of birth 2 23 17 Height 6:1 1/2 Weight 190 Religion Protestant
(Month) (Day) (Year)
 Marital status: Single; Married; Divorced; Widowed; Membership—Clubs, fraternal and military organizations No clubs
 Father Charles Bean Nationality American Citizen Yes Education Unknown Occupation Machinist
(Name)
 Mother Anna Bean Nationality American Citizen Yes Education Unknown Occupation Housewife
(Name)

PREVIOUS EDUCATION

SCHOOL	LOCATION	YEARS COMPLETED (Circle proper number)	DATE LEFT	DATE GRADUATED	MAJOR COURSE	DIPLOMA OR DEGREE
<u>P.S. 11</u>	<u>Jersey City, N.J.</u>	Elementary 1 2 3 4 5 6 7 <input checked="" type="checkbox"/>	<u>Jan. 31</u>	<u>Jan. 31</u>	<u>Elementary</u>	<u>Diploma</u>
<u>Lincoln H.S.</u>	<u>Jersey City, N.J.</u>	High School <input checked="" type="checkbox"/> 2 3 4 5 College 1 2 3 4 5	<u>Jan. 31</u>	<u>—</u>	<u>General</u>	<u>—</u>

PREVIOUS OCCUPATIONAL EXPERIENCE

COMPANY OR FIRM	ADDRESS	NATURE OF BUSINESS	DATES EMPLOYED	POSITION	REMARKS
<u>Standard Diesel Engine Company</u>	<u>Red Bank, N.J.</u>	<u>Diesel Engines</u>	<u>Aug. 31</u> <u>to</u> <u>June '38</u>	<u>Lathe Hand</u>	<u>Satisfactory</u>

Occupational preference: Tool and Die Maker Mechanic
(First choice) (OVER) (Second choice)

Civilian Conservation Corps Enrollee's Cumulative Record,
CCC Ed. Form No. 2 (page 1)

CCC Personnel Records

- *Individual Record, CCC Form No. 1*
 - Information NEVER included in the personnel records of enrollees:
 - Photographs
 - Certificates of Discharge

REIS, Joseph

Certificate of Discharge
from
Civilian Conservation Corps

TO ALL WHOM IT MAY CONCERN:

THIS IS TO CERTIFY THAT * Joseph REIS, A MEMBER OF THE
Re- CIVILIAN CONSERVATION CORPS, WHO WAS ENROLLED October 1, 1954. AT
(Date)
Honolulu, T.H. IS HEREBY DISCHARGED THEREFROM, BY REASON
OF ** Resigned to obtain other employment.

SAID Joseph Reis. WAS BORN IN Kona, Hawaii.
IN THE STATE OF Territory of Hawaii Re- WHEN ENROLLED HE WAS 21 YEARS
OF AGE AND BY OCCUPATION A Nursery worker HE HAD Brown EYES,
Black HAIR, Fair COMPLEXION, AND WAS 5 FEET
10 INCHES IN HEIGHT. HIS COLOR WAS White.

GIVEN UNDER MY HAND AT Honolulu, T.H. THIS 30 DAY
OF March ONE THOUSAND NINE HUNDRED AND thirty five

G.W. Russ
(Name) (Title)
G.W. Russ, Associate Territorial Forester.

CCC Form No. 1
April 1, 1951

* Insert name, as "John J. Doe".
** Give reason for discharge.

8-1071

A Certificate of Discharge

CCC Personnel Records

- Official Personnel Folders (OPFs)

- Records maintained for individuals who served as a leaders, medical officers, superintendents, or in any other role not designated as “enrollee”

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

- Additional CCC personnel records:

- Clinical and Medical
- Fatality



CCC Personnel Records

Format and Arrangement

- *Individual Records* and medical/clinical records

- On microfilm
- Arranged by surname

- Fatality Records

- Paper records
- One enrollee record per folder
- Arranged by surname
- There is not a record for every fatality

- *Individual Records* for those who served in Hawaii and Alaska

- Paper records
- One enrollee record per folder
- Arranged by state, thereunder by surname

- Official Personnel Folders (OPFs)

- Paper records
- One employee record per folder
- Arranged by agency (i.e. *Interior, Agriculture, War Department*), thereunder by surname

CCC Personnel Records

Request Process

- 1) Written requests may be generated by using form NA 14136 at <http://www.archives.gov/st-louis/archival-programs/civilian-personnel-archival/ccc-holdings-access.html>. Or by written request that includes the following information:
 - Individual's full name (including nicknames)
 - Date of birth
 - Home address (city and state) at time of the service
 - Parents' names
 - Dates of service
 - CCC Company numbers
 - Location of camp (city and state)
 - Title(s) of position(s) held
- 2) Mail request to:
National Archives & Records Administration
ATTN: Archival Programs
P.O. Box 38757
St. Louis, MO 63138

Or fax request to: 314-801-9187

Or email stl.archives@nara.gov
- 3) Wait for response from National Archives in St. Louis staff, which will include either an invoice for the cost of reproduction services (see below) or a negative reply if a record is not located
 - \$70.00 for records over five pages
 - \$25.00 for records five pages or less

Additional CCC Records

Available at NARA in D.C., College Park, and at the Regional Locations are administrative files such as:

- Project reports
- Correspondence and memoranda
- Photographs (Still Photographs, College Park)
- Diagrams, plans, and survey maps
- Camp reports
- Architectural drawings and blueprints
- Injury, accident, and death reports and claims
- Narratives of camp activities
- Directives
- Bulletins
- Lists of projects, program officers, and enrollees
- Cooperative agreements
- Educational and activity-related reports
- Camp lease history files

Regional facilities also have the personnel records of those who served under the Civilian Conservation Corps--Indian Division



Questions?

*Contact Ashley Mattingly,
Archivist: 314-801-0620
ashley.mattingly@nara.gov*





Presenter didn't get to your question?

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