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.
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.
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
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
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

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.
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)
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
Civilian Conservation Corps Enrollee’s Cumulative Record, CCC Ed. Form No. 2 (page 1)
<table>
<thead>
<tr>
<th>Name</th>
<th>Dena, Walter C.</th>
<th>Age</th>
<th>31</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of term</td>
<td>31 July, Sept 1942</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of discharge</td>
<td>5/29/39</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### II. COMPANY RECORD

#### SUBJECT

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety</td>
<td>Av.Safety 11/2</td>
</tr>
</tbody>
</table>

#### INSTRUCTION ON THE 20TH

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<thead>
<tr>
<th>Type of Job</th>
<th>Hours per Month</th>
<th>Type of Job</th>
<th>Hours per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Guard</td>
<td>14</td>
<td>Post Guard</td>
<td>14</td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Comments by camp supervisors:

Good, Good, Very Good, Very Good, Very Good

#### Comments by company commander:

Good, Good, Very Good, Very Good, Very Good

#### Comments by camp advisor:

Good, Good, Very Good, Very Good, Very Good

#### Name of advisor:

John Doe

#### Vocational interests:

Bowling, Boating, Typing, Typing, Typing

#### Outstanding accomplishments:

Average, Average, Average, Average, Average

#### Personality qualities:

Cooperating, Cooperating, Cooperating, Cooperating, Cooperating

#### Physical health:

Good, Good, Good, Good, Good

#### Attitude in camp:

Fair, Fair, Fair, Fair, Fair

#### Date, purpose, and result of interviews:

11/29/39, 11/30/39, 12/1/39

#### Date of discharge:

5/29/39

#### Employment:

Par 44a, WDR, OGC, Dec 1/37

#### Job secured with:


#### Position and duties:

Apprentice

#### Rate of $12.00 per wk.:

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**Civilian Conservation Corps Enrollee’s Cumulative Record, CCC Ed. Form No. 2 (page 2)**
CCC Personnel Records

• **Individual Record, CCC Form No. 1**

  • Information *NEVER* included in the personnel records of enrollees:
    
    • Photographs
    
    • Certificates 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

- *Individual Records* for those who served in Hawaii and Alaska
  - Paper records
  - One enrollee record per folder
  - Arranged by state, thereunder by surname

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

- 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