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 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

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

Anne Singleton, Department of State

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
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.
**Name:** Jacqueline B. Jenkins  

**Nature of Action:** War Service Appointment  

**Effective:** June 22, 1942  

<table>
<thead>
<tr>
<th>Position</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asst. Cryptanalyst’s Aide</td>
<td>SF-4</td>
<td>$1620 per annum</td>
</tr>
</tbody>
</table>

**Office of the Director of Naval Communications**  

**Department:** Fay, Subsistence and Transportation  

**Departmental:**  

**Remarks:** The U. S. Civil Service Commission has approved of 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.

**Charles Piozet**  

**Navy Department Journal**

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 following data for use in case of various illness, accident or death:

Your name in full: Mamie Oatney
Your home address: 49 St. Nicholas Terrace New York N.Y.
Person to be notified in emergency: Mr. Oatney
Address of such person: 49 St. Nicholas Terrace New York N.Y.
Telephone No. of such person:
Relationship: Husband
(If friend only, so state)

In case of death do you wish the services of a clergyman or priest or rabbi? Minister
Specify faith: Protestant

In case any of the foregoing data should require change at any time, notify the Personnel Section, Telephone Extension 17.

Left: Mamie Oatney, Religion listed
Right: Rose B Moore, Application with parent’s naturalization information
### Subject: Character Investigation of Ruth Cooper

**To:** 
Hopkins University College of Chemistry, 1307 Hall Street, Dallas, Texas.

1. This office is considering the employment of Ruth Cooper who claims previous employment with you.

2. In view of the fact that this office is engaged in work vital to the War effort, it is necessary that employees be of unquestionable loyalty. Therefore, as a former employee, it is desired that you furnish the following information:

- **How long in your employ:** From Dec. 1941 to Dec. 1943
- **Designation and Salary:** Librarian, $110.00 monthly
- **Were Services Satisfactory:** Yes
- **Reason for Leaving:** To enter War work.
- **Do you consider him qualified to perform duties of Clerk-Typist:** Yes
- **Is he honest:** Yes
- **Do you believe this person is loyal to the United States:** Yes
- **Is he of good character:** Yes

### United States of America

**Personnel Security Questionnaire**

<table>
<thead>
<tr>
<th>Department</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Army/Air Force</td>
<td>7000 Main Street, Dallas, Texas</td>
</tr>
</tbody>
</table>

**Father:** Clarence Allen Flores
**Mother:** Gladys Flores ([auger])
**Children:**
- Priscilla Joanne Flores, Jr.

**Parents:**
- **Father:** Edward Flores, Sr.
- **Mother:** Elizabeth Flores (Powers) Hill

**Maiden Name:** Self, mother and in laws

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**Left:** Ruth Cooper, Entering War Work

**Right:** Kathryn Bokovoy, maiden name of self, mother and in laws

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**Session 9**
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
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
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
  cara.moore@nara.gov
  314-801-0877
Presenter didn’t get to your question?

You may email us at inquire@nara.gov