



T261

PERSONNEL RECORDS OF THE NATIONAL ARCHIVES AT ST. LOUIS



BRYAN K. McGRAW

Director & Access Coordinator – St. Louis & Midwest

Agenda

- Construction of New Facilities
- Records Available for Research
- Access to Records
- Resources Available to Guide Research
- How to Request Records

Background



- National Personnel Records Center (NPRC) facilities were constructed to house the military & civilian personnel records of the U.S. (predominately 20th Century)
- Constructed in 1956 & 1960 in St. Louis, Missouri
- Facilities needed to be replaced by early 2000's
 - Comply with Federal Laws & Regulations (36 CFR)
 - Original facilities not build to house permanent, archival records
- New buildings constructed in 2008 & 2011
 - Valmeyer, Illinois (Rock City Cave Complex)
 - Suburban North St. Louis County, Missouri (Spanish Lake)

NPRC Annex – Valmeyer, Illinois

473,000 square feet / Capacity: 2.3 Million Cubic Feet of Records

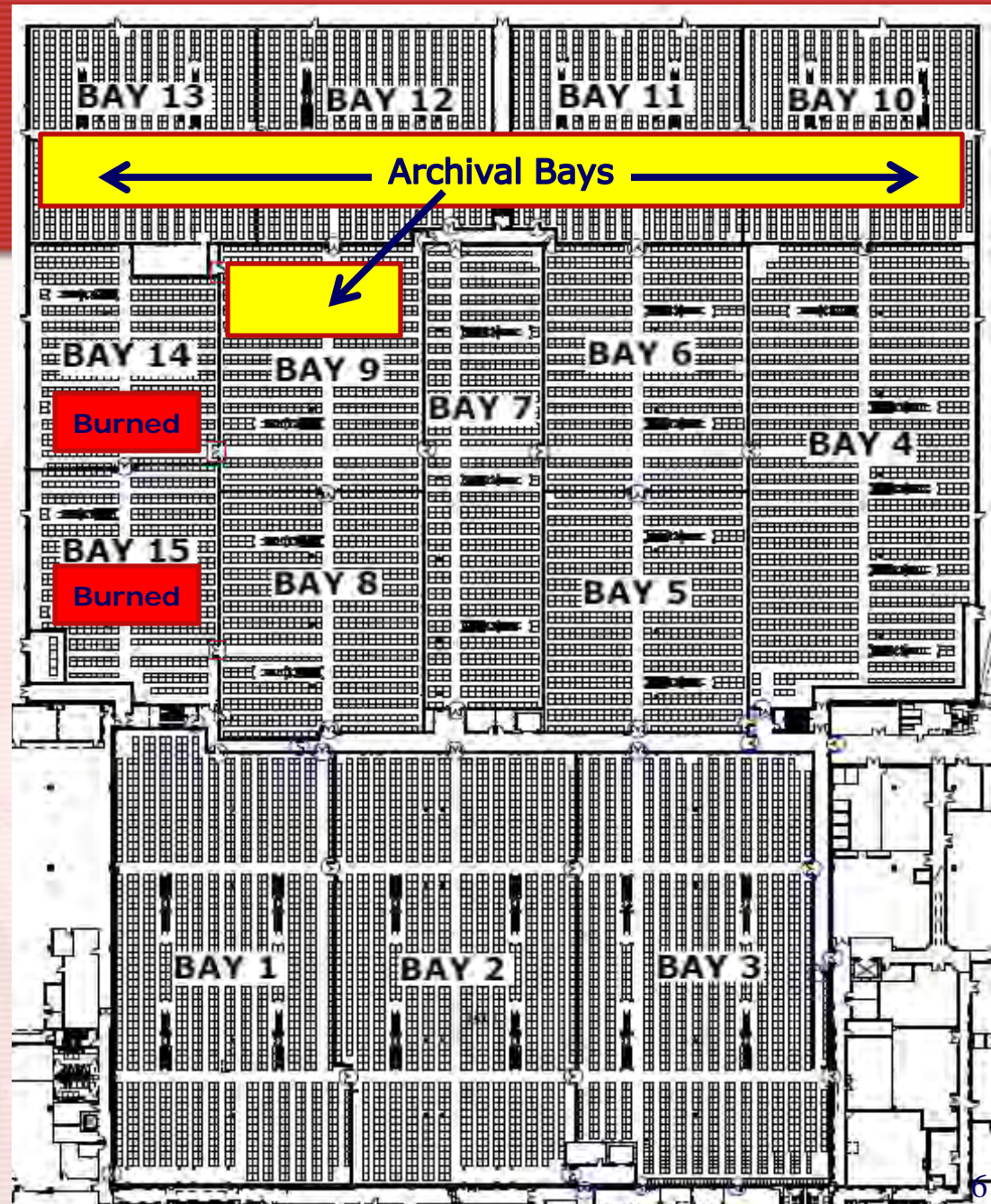


Archives Drive Construction

- 250,000 SF for records storage
 - Shelving is 29-boxes high with 2 levels of catwalk
 - Capacity for 2.3 million cubic feet of records on 385,000 shelves
 - 15 separate climate controlled storage bays
- NARAs most modern/state-of-the-art facility to-date
 - Fully complies with 36 CFR 1234 and NARA directive 1571 (archival storage)
 - 63 F temps/35%-45% RH for archival storage
 - 50 F/35% RH for burned records storage
 - Particulate & UV filtration
 - Low/No VOCs for all finishes & materials used in storage bays and archival work areas
 - Card-in/Card-out secure access to records storage areas
 - Constructed to high seismic standards for area (New Madrid Fault Zone)
 - Each storage bay is its own structure (pre-cast concrete tilt panels)
 - Sprinklers in aisles at each level of storage
 - Live fire test of shelving system resulted in 163 CF damaged/destroyed (NARA maximum 300 CF)
- Construction numbers:
 - 2,000 tons of rebar
 - 25,000 cubic yards of reinforced concrete
 - 354 separate concrete tilt-panel walls weighing from 63-160 tons each
 - 21.5 miles of fire sprinkler piping
 - 12,318 sprinkler heads

Storage Bays

- 3 Levels of storage
- Bays 14 & 15 dedicated to Burned Records from 1973 Fire
 - 50 F/35% RH
- Bays 9 – 13 are Archival Bays
 - 63 F/35-45% RH



Site Work (Nov 09 – Feb 10)



Floor & Walls (Spring 2010)



Building Takes Shape (Spring/Summer 2010)



Main Entrance Construction



February 2011



April 2011

Shelving & Catwalk Construction



NPRC – 1 Archives Drive

474,500 Square Feet / Capacity: 2.3 Million Cubic Feet of Records



Move Outcomes



1. Total Volume moved: **4,209,834 cubic feet**
2. Average cubic feet moved per day:
 - **Move 1: 5,594**. We had to slow down on 6/26/09 to 3,100 cubic feet per day to allow for construction to be completed. At that time we were moving at an average of **7,053 CF per day!**
 - **Move 2: 4,200 CF per day**
 - **Move 3: 5,767 CF per day**
4. Top month: **March 2009: 170,020 cf** (an average of 7,728 cf each work day during the month)
5. Mind boggling numbers:
 - Distance in miles if all 4,209,834 CF were lined up end-to-end: **996 miles** or the distance from St. Louis, MO to Walt Disney World in Orlando, Florida.
 - Number of 53 foot long semi-truck loads of records: **3,761**
 - Number of cart loads of records to fill trucks: **189,619**
 - Number of trailer loads for office moves: **54**
 - Number of days to move all employees: **7**
 - Average time a record was not available:
 - Valmeyer moves: **3 hours** / Archives Drive move: **2 hours**
6. No workdays lost by NARA staff due to injury, no move accidents.
7. No records lost. We located over 200 cubic feet of record material (primarily loose documents) we didn't know we had.
8. Average costs per cubic foot all moves: **\$1.45**
9. Direct move savings: **\$9.2 million**. Estimated to cost \$15 million. Actual: \$5.8 million

What Goes on Inside the Building at 1 Archives Drive?

- See the YouTube videos available at the links below on the National Archives and Records Administration's YouTube Channel

<https://www.youtube.com/watch?v=HA4vU-JoQsE>

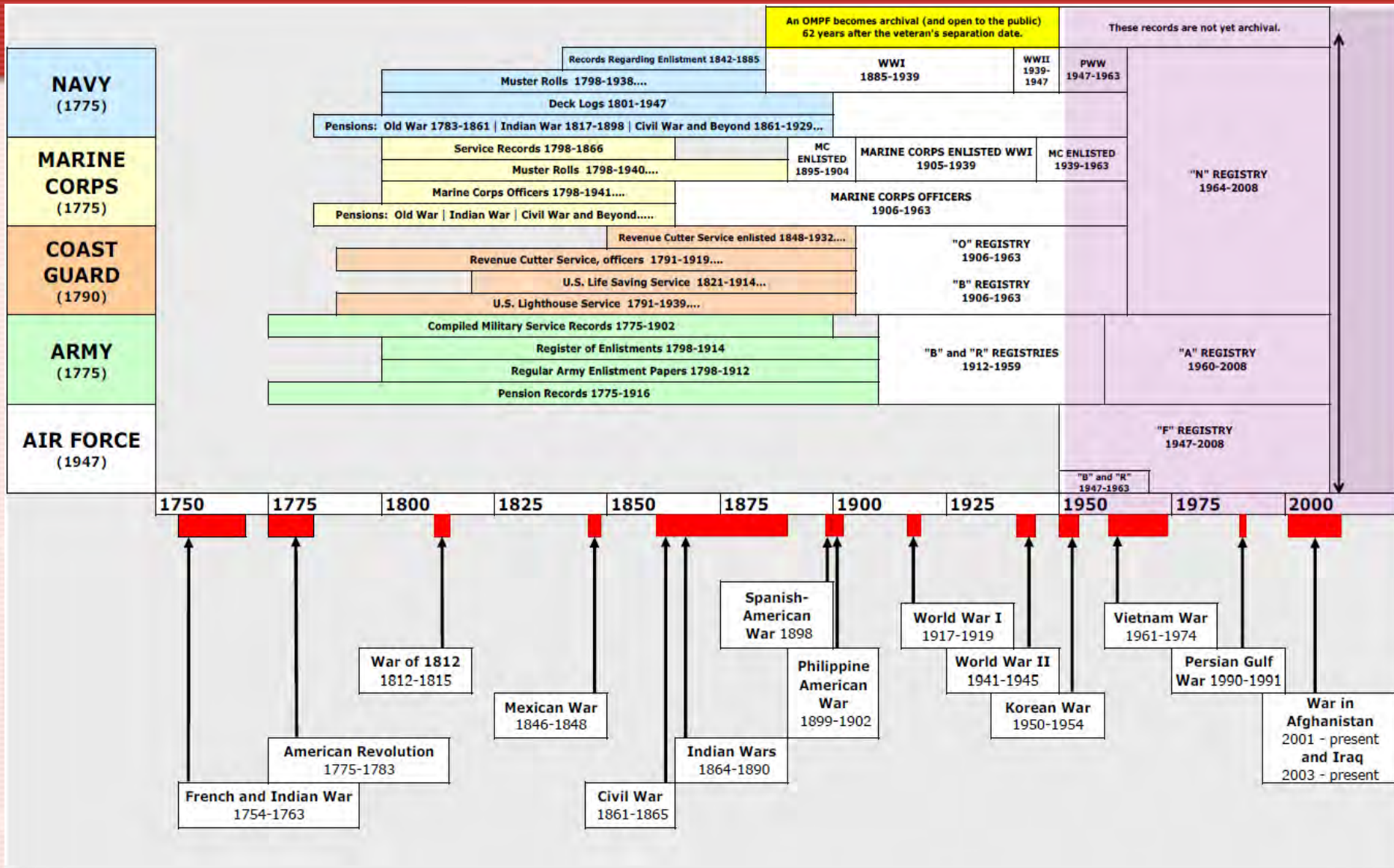
<https://www.youtube.com/watch?v=6WXQMiR5xxk>

<https://www.youtube.com/watch?v=2xNvAudiRwU>

Records Available for Research

- National Archives at St. Louis is a personal data record series archive
 - Official Military Personnel File (OMPF)
 - Official Personnel Folder (OPF)
 - Selective Service System Registration Cards & Ledgers
 - Army Courts Martial Records
 - Current listing of holdings
 - Records are 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, discharged or was killed in service**
- This is a rolling date...
 - (62 – Today's date) = May 12, 1953
- Any record with this date of retirement, discharge 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. 8-45)							
1. SERIAL OR FILE NO.		2. NAME (LAST) (FIRST) (MIDDLE)		3. RATE AND CLASS/OR		5. PLACE OF SEPARATION	
RANK AND CLASSIFICATION		4. PERMANENT ADDRESS FOR MAILING PURPOSES				USN PERS. SEP. GEN. UNIT #3 GREAT LAKES, ILL.	
6. RACE		9. SEX	10. MARITAL STATUS	11. U.S. CITIZEN (YES OR NO)	12. DATE AND PLACE OF BIRTH		
W		M	MARRIED	YES	11-5-22 FALMOUTH, KY.		
13. REGISTERED		14. SELECTIVE SERVICE BOARD OF REGISTRATION		15. HOME ADDRESS AT TIME OF ENTRY INTO SERVICE			
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		KENTON CO, KY.		ROUTE 1, BOX 217 COVINGTON KY.			
16. MEANS OF ENTRY (INDICATE BY CHECK IN APPROPRIATE BOX)		17. DATE OF ENTRY INTO ACTIVE SERVICE		18. NET SERVICE (FOR PAY PURPOSES) (YRS., MOS., DAYS)			
<input type="checkbox"/> ENLISTED <input checked="" type="checkbox"/> INDUCTED <input type="checkbox"/> COMMISSIONED		5-29-44		01-05-27			
DATE		DATE		DATE			
19. QUALIFICATIONS, CERTIFICATES HELD, ETC.		21. RATINGS HELD		22. FOREIGN AND/OR SEA SERVICE WORLD WAR II			
SEE RATING DESCRIPTION BOOKLETS		AS, S2/C, S1/C		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
23. SERVICE SCHOOLS COMPLETED		24. SERVICE (VESSELS AND STATIONS SERVED ON)					
NONE		USNTS GT. LAKES, ILL. NT SCH, NAVY PIER, CHICAGO, ILL. NAVAL AMMUNITION DEPOT CRANE, IND.					
WEEKS							
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.		YES					
30. TOTAL PAYMENT UPON DISCHARGE		31. TRAVEL OR MILEAGE ALLOWANCE INCLUDED IN TOTAL PAYMENT		32. INITIAL MUSTERING OUT PAY		33. NAME OF DISBURSING OFFICER	
\$ 38.69		\$ 16.55		100.00		J.P. COLE 520025	
34. REMARKS		35. SIGNATURE (BY DIRECTION OF COMMANDING OFFICER)					
DEPENDENCY AMERICAN AREA VICTORY BAR.		FL Marx FOR T. V. RILEY, LIEUT, USNR					
36. NAME AND ADDRESS OF LAST EMPLOYER		37. DATES OF LAST EMPL'MT.		38. MAIN CIVILIAN OCCUPATION AND D. O. T. NO.			
F. A. KLAENE FOUNDRY COVINGTON, KY.		FROM 1-42 TO 4-43		MOLDER			
39. JOB PREFERENCE (LIST TYPE, LOCALITY, AND GENERAL AREA)		40. PREFERENCE FOR ADDITIONAL TRAINING (TYPE OF TRAINING)					
MOLDER		-----					
41. NON-SERVICE EDU. (YRS. SUCCESSFULLY COMPLETED)		42. DEGREES		43. MAJOR COURSE OR FIELD			
GRAM: 8 H. S.: 1 COLL: -		-		-----			
45. RIGHT INDEX FINGERPRINT		46. OFF DUTY EDUCATIONAL COURSES COMPLETED					
		NONE					
47. DATE OF SEPARATION		48. 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 type="checkbox"/> Negro <input checked="" type="checkbox"/> Other <input type="checkbox"/>	8. U. S. CITIZEN? YES <input type="checkbox"/> NO <input checked="" 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"/> Grad.	
11. SELECTIVE SERVICE DATA YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	REGISTERED <input checked="" 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	
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	
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	
				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 S	

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			(31) How Paid	(32) Effective Date of Allotment Discontinuance	(33) Date Next Premium Should be Mailed (One Mo. After 32)	(34) Premium Due Each Month
National Service Life Insurance	U. S. Government Life Insurance	None <input checked="" type="checkbox"/>	Allotment <input type="checkbox"/> Direct to V.A. <input type="checkbox"/>			

35. 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. *Ronald Reagan*
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: **NOTICE TO VETERANS' ADMINISTRATION**
(A) Continue my insurance in full (B) Continue \$ _____ insurance in force (C) Discontinue my insurance

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
Wa E

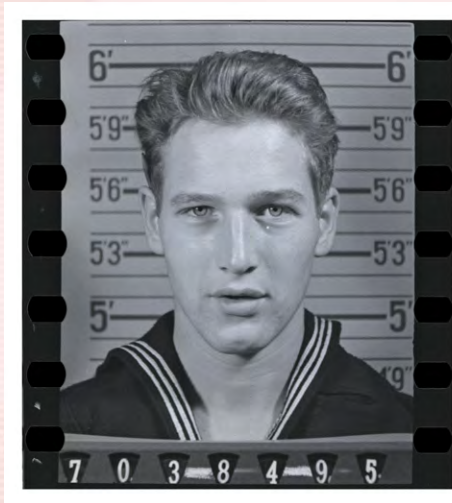
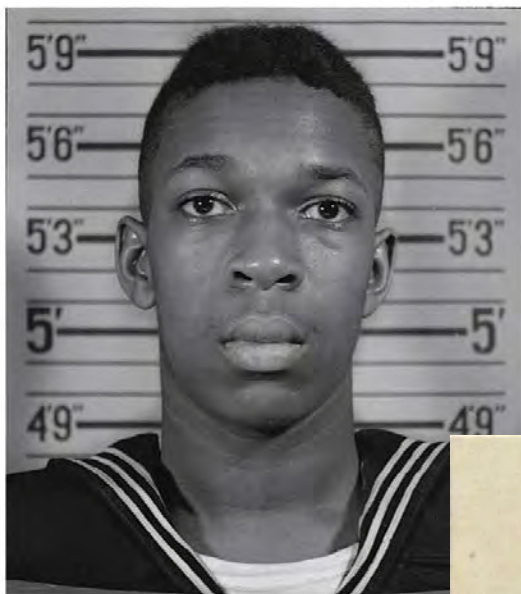
41. If discharged for the convenience of the Gov't or transferred to the reserve, state circumstances
Transferred to Inactive Status.

File in [unclear] 4331 2088-44
13 July 44
meted OKS
Felkman
15-1
501 21 04
100-130

W. D. A. G. O. Form No. 53
1 August 1943
(See AR 615-360)

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

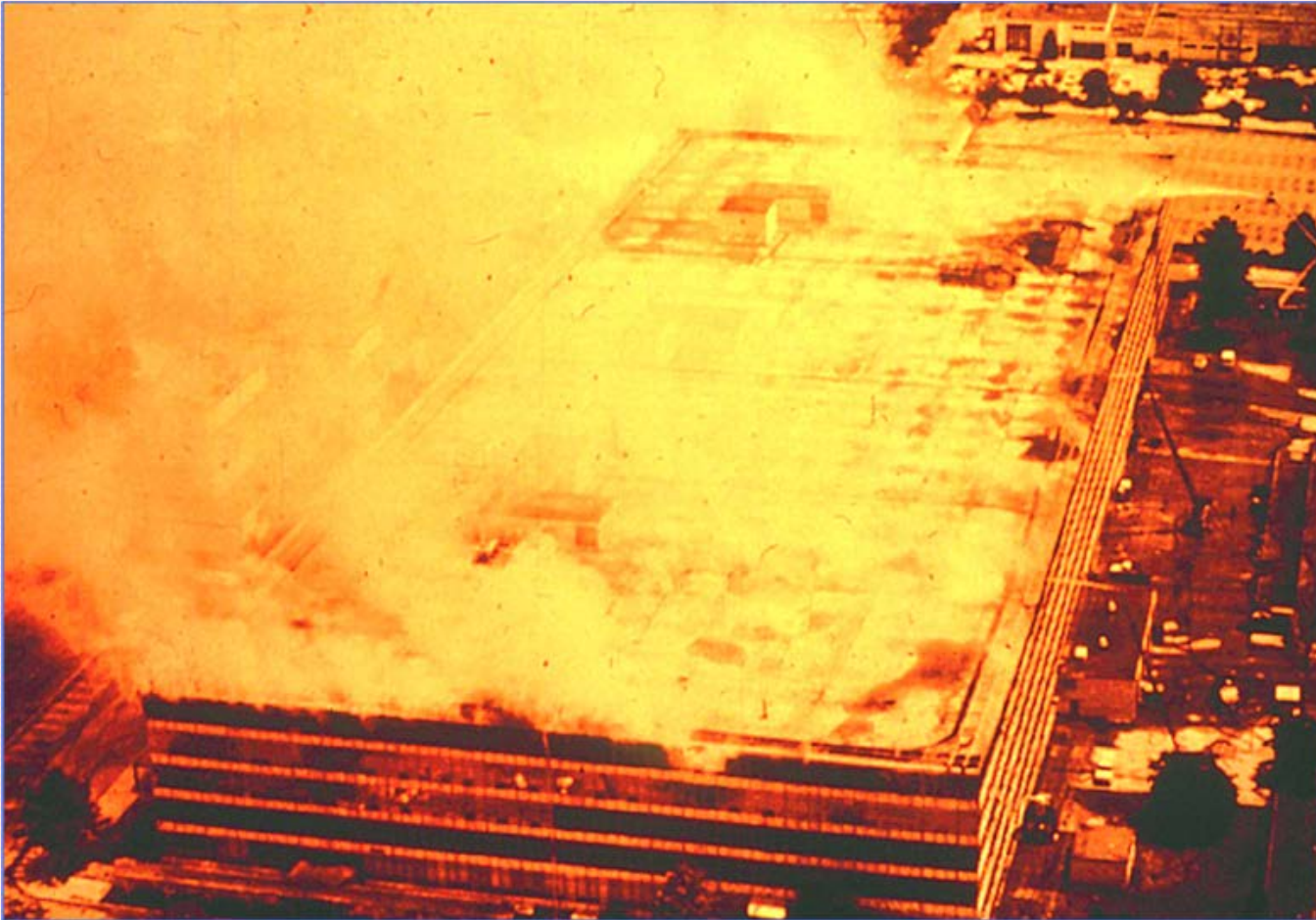


Persons of Exceptional Prominence (PEP)

- 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

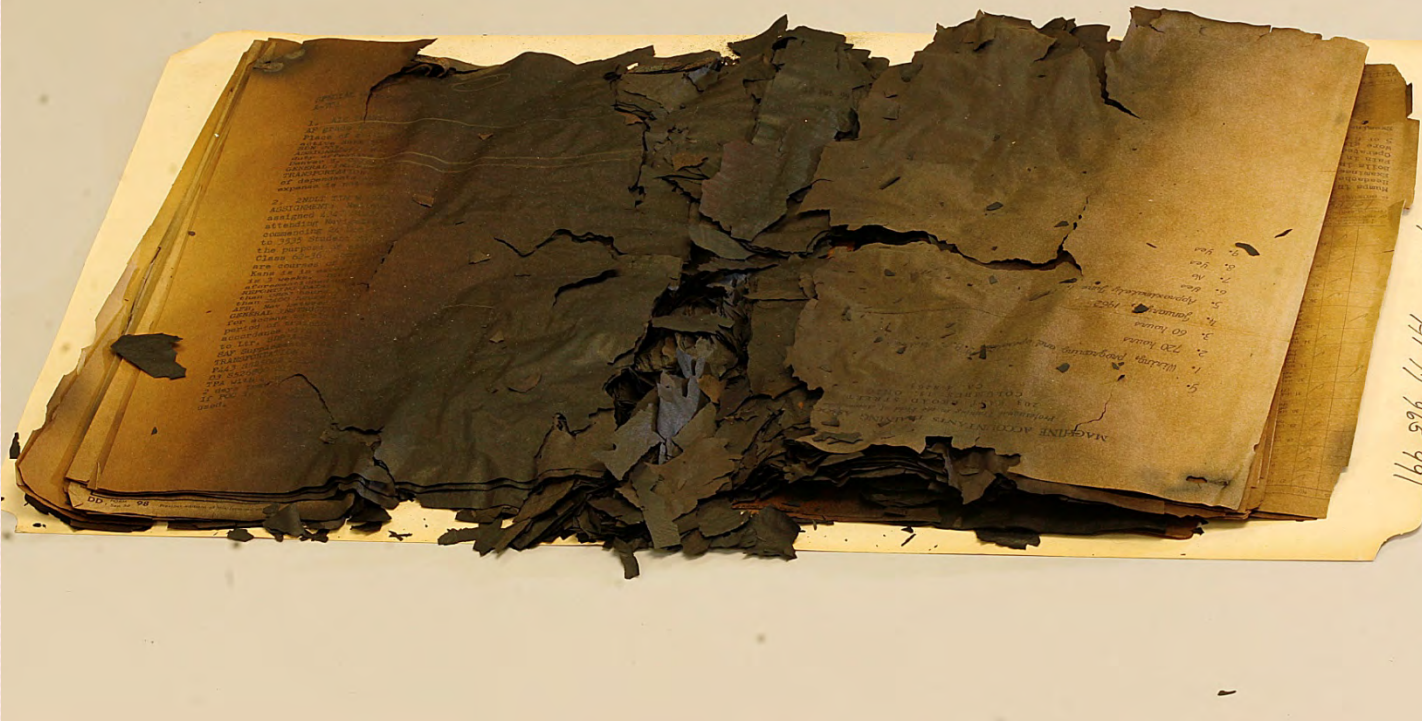


Irreplaceable loss...



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)

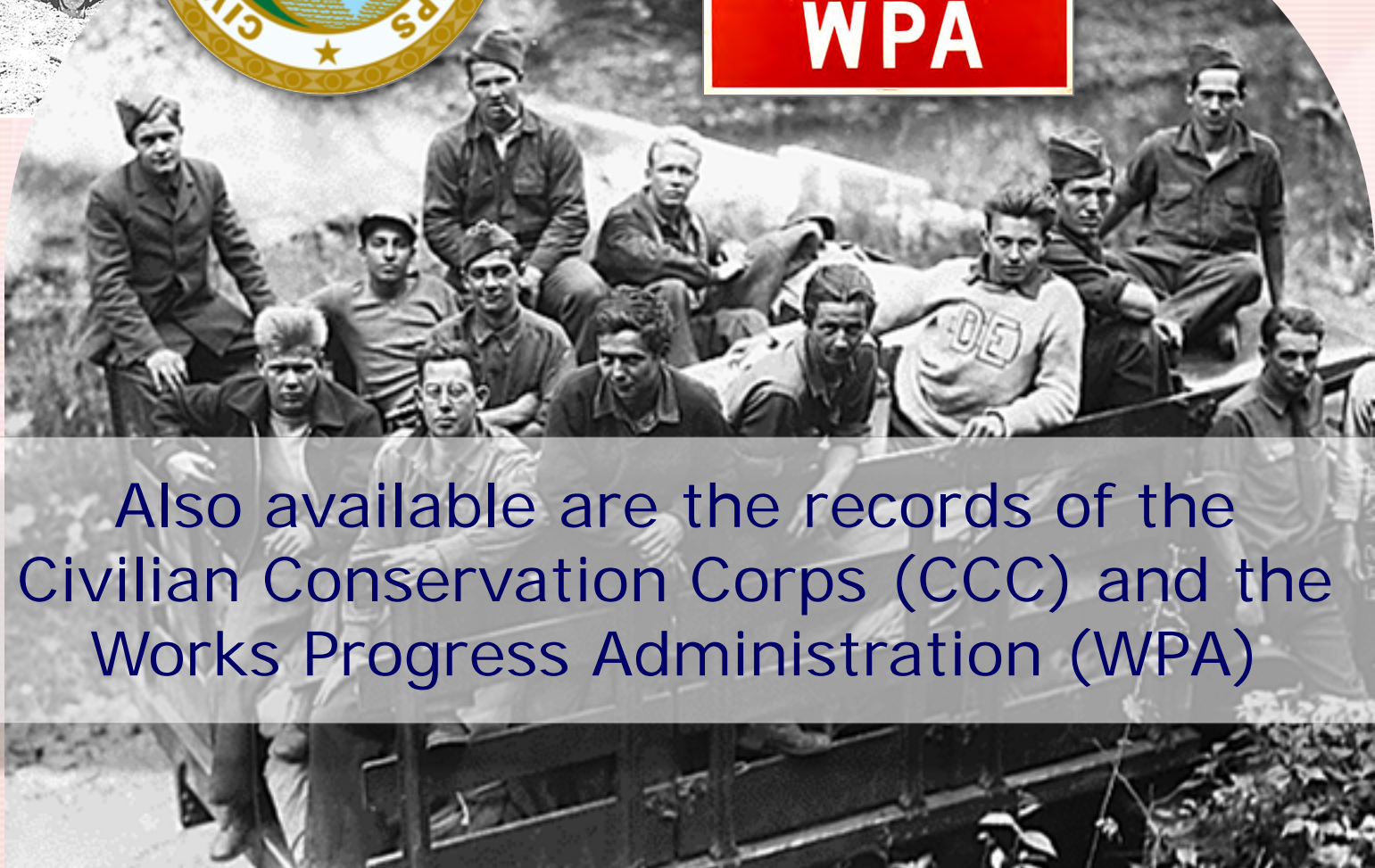
- Archival records date from the mid-nineteenth century through 1951:
 - In the complete custody of NARA
 - Information is available to the public
 - Certain information is restricted under terms of the Freedom of Information Act [5 U.S.C. 552 (b) (6)]
- Non-archival records date 1952 to the present
 - 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

Please plan on attending session F308, “Feds in the Family Tree: Records of Civil Servants; CCC & WPA



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 Discharge 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) Stanley Frank Musial (First) (Middle) (Last)	ORDER NUMBER T. 10994
2. PLACE OF RESIDENCE (Print) 55 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 (Town or county) Penn. (State or country)
7. NAME AND ADDRESS OF PERSON WHO WILL ALWAYS KNOW YOUR ADDRESS Lillian Musial - 55 S. McKean Donora, Pa.		
8. EMPLOYER'S NAME AND ADDRESS National League 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.		
D. S. S. FORM 1 (Revised 1-1-42)		☆ GPO 10-21630-1 Stanley Frank Musial (Registrant's signature)

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	1. NAME (Print)			ORDER NUMBER
U 1111	ALBERT (First)	(None) (Middle)	EINSTEIN (Last)	
2. PLACE OF RESIDENCE (Print)				
112 MERCER ST. Princeton, Mercer, 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	5. AGE IN YEARS		6. PLACE OF BIRTH	
Prin 1606 (Exchange) (Number)	63 DATE OF BIRTH March 14 1877 (Mo.) (Day) (Yr.)		Ulm (Town or county) Germany (State or country)	
7. NAME AND ADDRESS OF PERSON WHO WILL ALWAYS KNOW YOUR ADDRESS				
Institute of Advanced Studies 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. S. Form 1 (Revised 4-1-42)	(over)	16-21630-2	Albert Einstein (Registrant's signature)	

Current Listing of Holdings (except OMPF)

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
 - 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: (OMPFs)

ENLISTED RECORD AND REPORT OF SEPARATION
HONORABLE DISCHARGE

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

2. GRADE OR RATE
Sgt 9

3. PERMANENT ADDRESS FOR MAILING PURPOSES
Rt 6 Louisville Ill

4. GRADE OR RATE
Sgt 9

5. DATE OF SEPARATION
Aug 46

6. PLACE OF SEPARATION
Fort Sheridan Ill

7. COMPONENT
AUS

8. DATE OF BIRTH
6 Feb 19

9. PLACE OF BIRTH
Clay County Ill

10. RACE
Brown

11. HEIGHT
5 6

12. WEIGHT
150 lbs

13. NO. SERVICE
3

14. MARRIAGE STATUS
MARRIED

15. OCCUPATION
Painter, Crane Ladle 6-91.613

MILITARY HISTORY

16. DATE OF INDUCTION
4 Aug 44

17. DATE OF EXPIRATION
4 Aug 44

18. PLACE OF ENTRY INTO SERVICE
Chicago Ill

19. SELECTIVE SERVICE DATA
YES

20. MILITARY OCCUPATIONAL SPECIALTY ZIP CODE
Construction Helper 18B

21. MILITARY OCCUPATIONAL SPECIALTY ZIP CODE
W/E-1 Rifle

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

23. WOUNDS RECEIVED IN ACTION
None

24. SERVICE RECORD

SMALL POSE	STANDARD	STANDARD	OTHER SERVICE	DATE OF DEPARTURE	DESTINATION	DATE OF ARRIVAL
Jul 45	Jun 45	Oct 44		10 Aug 45	PTO	14 Sep 45
1	0	13	1 0 0 0	TSC 5	USA	9 Aug 46

25. REASON AND AUTHORITY FOR SEPARATION
Conv'n of Govt AR 615-365 Rk 1-1 Demobilization And
TWX AFMP DTP 1 Jul 46

26. SERVICE SCHOOLS ATTENDED
None

27. EDUCATION
6 0 0

28. PAY DATA
\$ 12.45 170.25 J B NICHOLSON 1ST LT PH

29. INSURANCE NOTICE

U.S. Govt.	State	Life	Accident	Health	Other	Rate	Effective	Termination	Remarks
X			X			Aug 46	Sep 46	6.80	

30. REMARKS (This space for completion of other items on every other form specified in W. D. Document)
Lepel Button Issued
ASR Score 2 Sep 45 - 38

31. SIGNATURE OF PERSON BEING SEPARATED
Thurman R Owens

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

40 400 Form 53-3
1 November 1945

- 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

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

On-Site Access: Public Research Room

Location:

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

Public Hours:

Tuesday – Friday, (7:30am - 3:45pm 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

- Please be sure to attend these sessions for more detailed information on the records of the National Archives at St. Louis:
 - **F308: Feds in the Family Tree: Records of Civil Servants; CCC & WPA (A. Mattingly)**
 - **F314: Finding your World War I Ancestors at the National Archives (T. Fitzgerald)**
 - **F324: The Sick and the Dead: Veterans Administration Claim Files and WWI Burial Files (D. Labinsky)**
- Thank you for your time & attention!

Contact Info:

Bryan K. McGraw

Bryan.mcgraw@nara.gov

314-801-9132