



# ***Women in War Time Civilian Government Employment***

## Cara Moore

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.

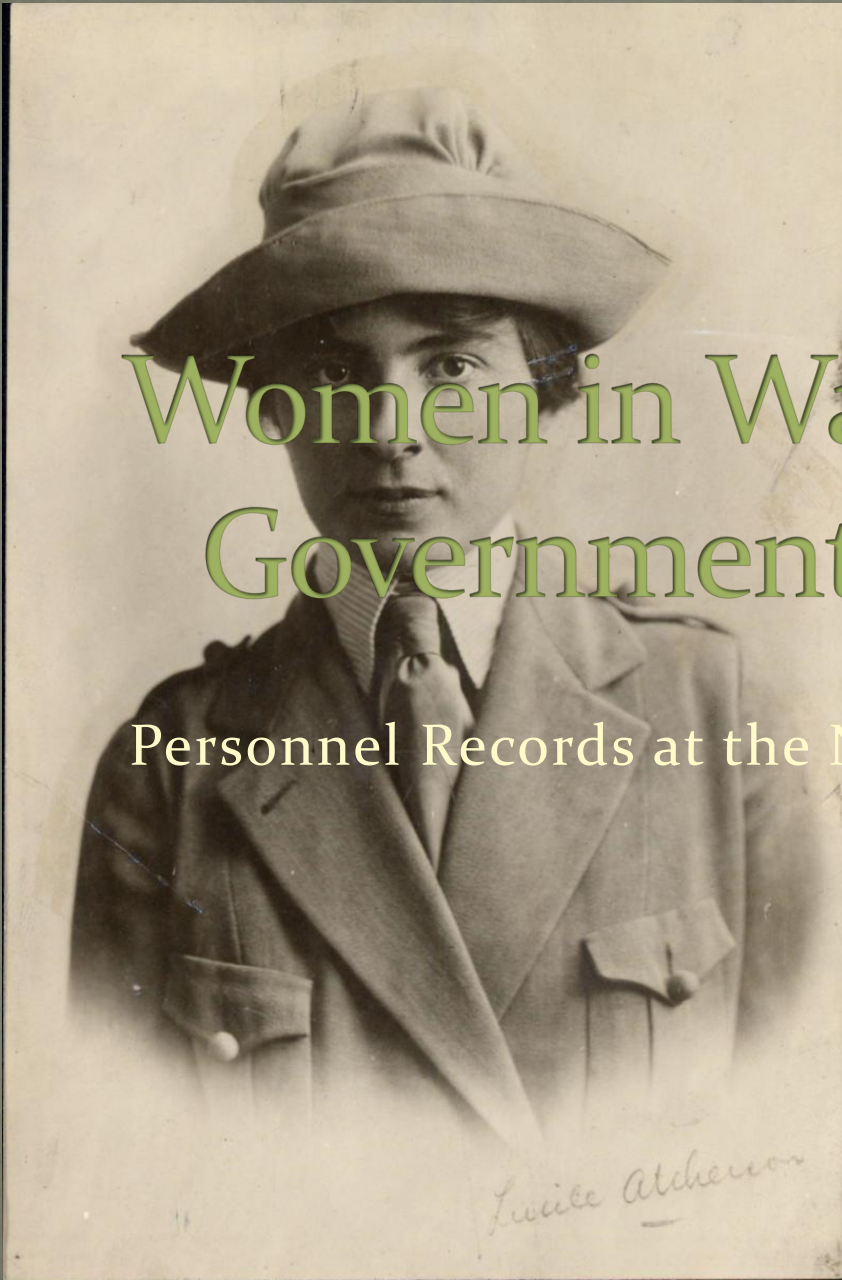


## **Cara Moore**

Archives Specialist  
National Archives at St. Louis

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

Sept. 3, 1947  
(date)

Director of Civilian Personnel  
Office of the Chief of Naval Operations  
Navy Department  
Washington, D. C.

Dear Sir:

In response to your inquiry, my military record shows that I

(a) Have completed service Dec. 1945 in Navy.  
(date) (branch of service)

(b) May expect to complete service on or about \_\_\_\_\_  
in \_\_\_\_\_ (date)  
(branch of service)

(c) ~~Do~~ do not plan to return to duty in the Office of the Chief  
(strike out appropriate word(s))  
of Naval Operations.

(d) Am hospitalized at \_\_\_\_\_ (name of hospital) (city)  
\_\_\_\_\_, and expect to be released \_\_\_\_\_  
(state) (date)

My present address is 1513 East Falkland Lane, Silver Spring Md.  
(number and street) (city) (state)

Very truly yours,

\* Jacqueline B. Jenkins  
(signature)

\* Now:  
Mrs. Edwin Darby Nye

# Typical time served

- 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

NAVY DEPARTMENT

WASHINGTON, D. C.

June 22, 1942

FS&M-5a-mo

Name **Jacqueline B. Jenkins**

Nature of Action: **War Service Appointment**

Effective: **June 22, 1942**

	FROM	TO
Position		<b>Asst. Cryptanalyst's Aide</b>
Grade		<b>SP-4</b>
Salary		<b>\$1620 per annum</b>
Bureau		<b>Office of the Director</b>
Division		<b>of Naval Communications</b>
Branch		
Section		
Headquarters		<b>Washington, D. C.</b>
Appropriation		<b>Pay, Subsistence and Transportation</b>
Departmental or Field		<b>Departmental</b>

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.**

C. S. C. REPORT NO.

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CIVIL SERVICE OR OTHER LEGAL AUTHORITY

**CSC Let XL:RGH:hsa 6/12/42 War Service Reg. V**

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APPROPRIATION

**P, S&T**

---

DATE OF BIRTH

**3/14/21**

---

LEGAL RESIDENCE

**Maryland**

---

SEX

**Female**

---

NATURE OF POSITION

NEW	ADDNL. IDEN.
	<b>X</b>

---

VICE VACANCY

VICE
<b>X</b>

---

REFERENCE

**Created 5/1/42 same as new pos. allo. rec'd 12/15/41 JCS# 874**

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VETERANS' PREFERENCE

---

SUBJECT TO RETIREMENT ACT?

**Yes**

---

DATE OF OATH

**6/22/42**

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DATE OF LAST SALARY INCREASE

CHARLES PIOZET

NAVY DEPARTMENT JOURNAL

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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 Army/Air Force

Left: Ruth Cooper, Entering War Work  
Right: Kathryn Bokovoy, maiden name of self, mother and in laws

**WAR DEPARTMENT**  
OFFICE OF THE DIVISION ENGINEER  
SOUTHWESTERN DIVISION  
DALLAS, TEXAS

20 December 1943.

Subject: Character Investigation of Ruth Cooper

To: Baylor University College of Dentistry,  
1320 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 on work vital to the War effort it is necessary that employees be of unquestionable loyalty. Therefore, as a former employer, it is desired that you furnish the following information:

- (a) How long in your employ: From Dec. 1941 to Dec. 1943  
(Month & Year) (Month & Year)
  - (b) Designation and Salary: Librarian \$110.00 monthly
  - (c) Were Services Satisfactory: yes (If "No" explain in remarks)  
(Yes or No)
  - (d) Reason for leaving: To enter war work.
  - (e) Do you consider him qualified to perform duties of Clerk-Typist? Yes
  - (f) Is he honest: Yes  
(Yes or No)
  - (g) Do you believe this person is loyal to the United States: Yes  
(Yes or No)
  - (h) In his of good character: Yes  
(Yes or No)
- \* If answer is "No" give such explanation as you see fit.

REMARKS:

The answers to the above questions have been made according to the records and my knowledge of the individual.

*R. W. SHELLEY*  
Administrative Branch

acting Deap  
(Title)

3. To expedite the appointment of this applicant it is desired that you answer the above questions and sign in the space provided and return the original to this office by return mail using the inclosed envelope which requires no postage. Your reply will be handled in strict confidence.

For the Division Engineer:

Session 9

Self-addressed envelope.

*Ruth Cooper*  
Administrative Branch

UNITED STATES OF AMERICA \* \* \* PERSONNEL SECURITY QUESTIONNAIRE

1. Name: Mr. Dept., P.O. Major, Civ. Serv. of Job., Civilian Personnel Office (Oakland Br.)  
Class: South Western Division (Oakland)  
Office: San Diego, War Dept., T.S. Major, S.I. Serv. of Job., Civilian Personnel Office (Oakland Br.)  
(Address of present assignment) (Address)  
2. (Address of present assignment) (Address)  
3. (Address of present assignment) (Address)  
4. (Address of present assignment) (Address)  
5. (Address of present assignment) (Address)  
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16. (Address of present assignment) (Address)  
17. (Address of present assignment) (Address)  
18. (Address of present assignment) (Address)  
19. (Address of present assignment) (Address)  
20. (Address of present assignment) (Address)

11 of 19

# Department of State

DEPARTMENT OF STATE

OFFICE OF FOREIGN PERSONNEL

Assistant Secretary

August 31, 1927<sup>o</sup>

AUG 31 1927

MR. CASTLE

A - E.

Mr. Castle:

The announcement by the Department of Miss Atcherson's resignation will probably give rise to considerable newspaper comment. Although, in her despatch, Miss Atcherson states that her resignation is submitted "for personal reasons", it may in some measure be due to the fact that she has not received promotion. Some time ago, you will remember, she inquired why she had not been promoted; and she was informed that her efficiency rating had not been high enough to place her in line for advancement.

In view of our general promotion situation and the publicity given thereto we may be attacked for failure to promote Miss Atcherson. In order that our record of her services may be complete, I hope we may obtain from Ambassador Gibson a full statement regarding Miss Atcherson's work at Berne. You were to write him for such a statement. I merely send this as a "follow-up".

E.J.N.

*Jmd*  
*7.*

Left: Lucile Atcherson,  
gender bias dispute  
Right: Anna von  
Bucovich:  
Naturalization  
information

Approved April 9, 1942  
Approved July 1942  
U.S. CIVIL SERVICE COMMISSION  
C. S. C. Dept. Civ. No. 332

## APPLICATION FOR FEDERAL EMPLOYMENT

ANNO. NO. 0-1  
APP. NO.

**INSTRUCTIONS.**—Answer every question clearly and completely. Type or write legibly in BLACK INK, to assure clear photographic copies for appointing agencies. If you are applying for a specific United States Civil Service Examination, read the Examination Announcement carefully, follow all directions, and mail this application to the office named therein; if not, mail with an explanatory letter to the U. S. CIVIL SERVICE COMMISSION, WASHINGTON, D. C., unless otherwise directed. Notify same office of any change of address.

This space for agency use:

To U. S. Civil Service Commission

To U. S. Civil Service Commission

1. Name of examination, if any; or name of position applied for: AV. This space for U. S. Civil Service Commission

2. Place of examination (if a written test), or place of employment applied for:

3. Optional subject (if mentioned in examination announcement):

4. -- Mr. **Anna Laura Kirstein von Bucovich** O. S. \_\_\_\_\_  
-- Mrs. **Anna Laura Kirstein von Bucovich** Gr. \_\_\_\_\_  
-- Miss **Anna Laura Kirstein von Bucovich** E & F \_\_\_\_\_  
(First name) (Middle) (Maiden, if any) (Last) P & D. \_\_\_\_\_  
Ini. \_\_\_\_\_

5. **171 East 73rd Street**  
(City and State) (R. D. or street and number)  
**New York 21 New York**  
(City or post office, and State)

6. Date of birth (month, day, year): **March 24, 1896** 7. Age last birthday: **50** 8. Date of this application: **April 10, 1946**

9. Legal or voting residence: **New York** 10. Telephone numbers: **Bu 8 6956** **76-4400**  
State (Residence phone) (Business phone)

11. (a) Check one: (b) Check one: -- Widowed.   
-- Male.  -- Single.  -- Separated.   
 Female.  -- Married.  Divorced.

12. Height, with- Weight: **5 ft. 8 in.** **129** lb.  
out shoes: (Town) (State or county)

13. Where were you born? **Vienna Austria** -- Indian. -- Material ret.

Indicate "Yes" or "No" answer by placing X in proper column

**NATURALIZED: 12/21/44 #6286759**

14. Are you a citizen of the United States?  Yes  No

15. Have you ever been arrested, or summoned into court as a defendant, or indicted, or convicted, or fined, or imprisoned, or placed on probation, or has any case against you been filed, or have you ever been ordered to deposit collateral for alleged breach or violation of any law or police regulation or ordinance whatsoever?  Yes  No

16. (a) Have you any physical defect or disability whatsoever?  Yes  No

(b) Have you ever had a nervous breakdown?  Yes  No

17. Do you advocate or have you ever advocated, or are you now or have you ever been a member of any organization that advocates the overthrow of the Government of the United States by force or violence?  Yes  No

18. Have you ever been discharged for misconduct or unsatisfactory service, or forced to resign from any position?  Yes  No

19. Within the past 12 months, have you used intoxicating beverages?  Yes  No

20. Are any members of your family or relatives (either by blood or by marriage), employed by the United States Government, excluding persons in the armed forces?  Yes  No

21. Are you NOW employed by the Federal Government?  Yes  No

(a) If so, (Department) **Department of State** (Location) **O.T.C. T.B.D.**

(b) If you now are or have ever been so employed, give dates: from **DECEMBER 42** date **19** 19

22. (a) Were you ever in the U. S. military or naval service?  Yes  No

(b) Were all discharges granted under honorable conditions?  Yes  No

(c) Have you already established military preference with the Civil Service Commission?  Yes  No

23. Have you registered under the Selective Service Act?  Yes  No

24. (a) Are you now a member of any branch of military or naval reserve?  Yes  No

(b) Are you now an active duty?  Yes  No

25. Give number of persons completely dependent on you, other than husband or wife: **none**

26. Would you accept short-term appointment?  Yes  No

27. (a) Would you accept appointment anywhere offered in the United States?  Yes  No

(b) Would you accept appointment outside the United States?  Yes  No

(c) Would you accept appointment in Washington, D. C.?  Yes  No

28. What is the lowest entrance salary you will accept? \$ **4,500 ann.**

29. If you are willing to travel specify:  Occasionally  Frequently  Constantly

30. How much notice will you require to report for work? **2 WEEKS**

# 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

ARMY AIR FORCES  
AIR SERVICE COMMAND  
SANTA MARIA ARMY AIR BASE

Santa Maria, California  
20 Nov. 1943

SMAAB - 201

SUBJECT: Resignation.

TO: Sixth Post Surgeon  
(Section, Branch or Unit)

1. It is requested that my resignation be accepted. It is my desire that the last day of work will be 27 Nov. 1943 and that my resignation be made effective to allow payment for accrued annual leave.

2. My reason for resigning is I have been replaced by an enlisted man trained as an x-ray technician.

Marjorie Fullen  
(Signed) MARJORIE FULLEN

SP-4, ASST. MED. TECH.  
(Designation)

Please forward check to: 608 Walnut Street, Austin, Minnesota.  
(Street & No.) (City) (State)  
1st Ind. SU-1-jv

Office of the Surgeon, Station Hospital, AAFld, Santa Maria, California. 20 November 1943.

TO: Chief, Civilian Personnel Section, AAFld, Santa Maria, Cal.

1. Approved.

J. A. Resch  
J. A. RESCH,  
Major, M. C.,  
Post Surgeon.


OX-202  
11-20-43

# 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

*Communications*  
315

BADGE RECORD		
	Date	Signature
TEMPORARY #24	2 October 1944	<i>Mercedes R. Davalos</i>
PERMANENT <i>24-1111</i>	10-14-44	<i>Mercedes Davalos</i>
RENEWAL		



PHILADELPHIA ORDNANCE DISTRICT  
M. R. DAVALOS  
10 E 44  
150 S BROAD ST  
PHILA PA  
3338

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

7. POSITION TITLE		(FROM)	(TO)
Clerk Typist			
8. GRADE AND SALARY		CAF-320-2, \$1440 p/a	
9. FORCE AND SERVICE OR COMMAND		AAF - 2AF	
10. INSTALLATION & LOCATION		Army Air Field Harvard, Nebraska	
11. ORGANIZATION UNIT		Civilian Personnel Office	
12. DUTY STATION & LOCATION			

13. REMARKS: Reason: Ill Health.  
Last day worked: May 31, 1945. COB  
Employee being paid 53 hours annual leave. Calendar period covered June 1, 1945 to June 8, 1945 after 5 hours, inclusive.

For the Commanding Officer:  
*Robert G. Ludington*  
ROBERT G. LUDINGTON, Capt, Air Corps,  
Civilian Personnel Officer.  
(Rank and/or Title)

201 FILE

INTERLEAVED-PAT. GILMAN FANFOLD CORP., NIAGARA FALLS, N. Y.

W. D. Form No. 50  
(App'vd. 1-12-44)

## WAR DEPARTMENT NOTIFICATION OF PERSONNEL ACTION (FIELD)

1. Date: May 31, 1945

2. TO: Kathryn S. Bokovoy (Mrs.) 3. S. S. NO. 507-18-5644  
First Name Middle Initial Last Name

4. Through: Civilian Personnel Office  
Office in which Employed or to be Employed

This is to notify you of the following action concerning your employment.  
This action is subject to the provisions on the Reverse Hereof:

5. NATURE OF ACTION (Use standard terminology) 6. EFFECTIVE DATE  
Resignation May 31, 1945

14. Civil Service Report Series (Temp.)	(Perm.)	
	X	
15. Date of Birth		
12-18-22		
16. Civil service or other legal authority		
17. Male	Female	
	X	
18. Civil Service Retirement		
X Yes	No	
19. Public Law 49 (war overtime pay act)		
X Yes	No	
20. Appropriation or Fiscal Authority		
502-5120 P 430 A 0705		
21. Position Reference or Job Description Manual Number		
MSFCS Pos No 242		
22. Date of oath (accession action only)		
23. White	24. Negro	25. Other
X		

No Veteran Status.

# 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](mailto:Stl.archives@nara.gov)



Nellie Ruth Martin,  
Department of the  
Army/Air Force



# 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](mailto:cara.moore@nara.gov)

314-801-0877



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

**You may email us at  
*[inquire@nara.gov](mailto:inquire@nara.gov)***