



# UNVEILING YOUR MILITARY LEGACY

## Military Genealogy Program FAQs

*Please read before submitting a request.*

PMML's Military Genealogy Program helps families better understand, preserve, and honor the service of the veterans in their lives.

***Please note:** PMML does not hold official military personnel service records, but our librarians can provide trusted historical context, unit-level research, and guidance using published resources and archival partners.*

### Which Option Should I Choose

Not sure where to start? Here's a quick guide.

#### Basic Inquiry (Fast and Focused)

Choose a **Basic Inquiry** if you have one specific question, such as:

- What did my family member's unit do during WWII?
- Can you help me understand a military document I already have?
- Can you locate a short unit history or context for their service?

Basic inquiries are answered within **a few days to two weeks**.

**Cost:** Free for PMML members, or **\$25 per topic** for non-members.

*A topic is one focused question about one service member or one unit.*

*Basic inquiries are one of the benefits of PMML membership, which helps support our mission and research services.*

### **Full Report (Deeper Family Narrative)**

Choose a **Full Report** if you want a more complete narrative of a veteran's service that you can share with family, including:

- A short biography
- Unit history and wartime context
- Research from outside institutions such as the National Archives (with consent)

Full reports may take **1–6 months** due to archival response times and are delivered in a polished format of up to five pages.

#### **Cost:**

- Non-members: **\$75 total** (\$25 to begin, \$50 upon completion)
- Members: **\$50 upon completion**

#### **Still unsure?**

Email us at [reference@pritzkermilitary.org](mailto:reference@pritzkermilitary.org) and we'll help you choose the best option.

### **Quick Comparison**

<b>Feature</b>	<b>Basic Inquiry</b>	<b>Full Report</b>
Best for	One specific question or unit context	A fuller narrative to share with family
Turnaround time	A few days to two weeks	1–6 months
Length of response	Brief answer (1–2 paragraphs)	Report (up to 5 pages)
Records access	PMML published collection only	May include National Archives requests
Documents/images included	No	Possibly, if available
Cost (Non-members)	\$25 per topic	\$75 total
Cost (Members)	Free	\$60

### **Basic Inquiry FAQs**

#### **How does this work?**

PMML librarians will research one specific military history question on your behalf. This service is provided **free for PMML members** and is available to non-members for **\$25 per topic**.

### **How long will it take?**

Most basic inquiries are answered within **a few days to two weeks**. Responses are provided by email or phone.

Basic inquiry responses do not include copies of documents, images, or archival materials.

### **What kind of answer should I expect?**

Basic inquiries typically result in a short, written response (about 1–2 paragraphs) providing historical context.

We can often describe what a unit did and where it served, but we usually cannot confirm the exact actions of one individual service member unless those details appear in surviving records.

### **What conflicts will you research?**

We can research **all branches and conflicts**, domestic or foreign, from any time period.

### **What resources do you use?**

Librarians use published materials in the PMML collection, including military history books, unit histories, technical guides, and reference works.

PMML does not hold official military personnel service records.

### **Examples of acceptable basic inquiry requests**

- “What might my grandfather’s unit have done during WWII?”
- “Can you locate a unit history for my uncle’s regiment?”
- “Can you help interpret separation papers I already have?”

### **Examples of requests we cannot accept.**

- Broad family ancestry research
- Requests unrelated to military service
- Questions such as “Can you locate the parents of Jane Smith?”

### **Will I receive a refund if you cannot answer my question?**

No. The \$25 basic inquiry fee is **non-refundable** and supports PMML’s mission.

## Full Report FAQs

### How does the full report service work?

The full report option provides a more detailed research experience. With your written consent, PMML librarians may contact the National Archives and other institutions to compile findings into a narrative report of up to **five pages**.

### What conflicts will you research for a full report?

Full reports focus on American conflicts, primarily **World War I through Vietnam**.

*Earlier conflicts may be possible, but documentation may be limited.*

### Are there restrictions on accessing records?

Yes. Military records are restricted for veterans whose service ended less than **62 years ago** unless proper authorization is provided.

### What can I receive in a full report package?

Depending on available records, a full report may include:

- A short biography
- A unit history narrative
- Contextual maps or campaign information
- Available personal details such as residence, marriage, and death information

### How long does it take?

Because National Archives requests can take time, full reports may require **1–6 months** to complete.

### How will payment work?

- Non-members pay **\$25 to begin**.
- The remaining **\$50 balance is due only if the full report is completed**.
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- Members pay **\$50 upon completion**.

**The initial \$25 fee is non-refundable.**

### What if the National Archives cannot provide enough information?

If we are unable to complete a full report, we will notify you as soon as possible. You will not owe the remaining balance, and any findings will be provided as a basic inquiry response.

### **How many full reports do you complete each month?**

PMML staff complete up to **two full reports per month**. PMML members receive priority, then it's first-come, first-served.

## **General FAQs**

### **What is “Commemorate Their Service”?**

This option supports PMML’s Wall of Honor program, placing a personalized bookplate honoring the service member inside a book from our library collection.

### **Can you research civilians who worked wartime jobs?**

No. This program is limited to military service members.

### **Should professional genealogists use this service?**

In most cases, no. This service is designed for individuals and families new to military genealogy or seeking a compiled narrative.

### **Can I do research on my own at PMML?**

Yes. PMML members at the Individual level and above may schedule a research appointment to use the reading room and collections.

### **Questions?**

Email our reference team at: [reference@pritzkermilitary.org](mailto:reference@pritzkermilitary.org)



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