Foster, Emma H.

Foster - Emma H

Interior 2172

Interior 2172

Box: Fortune

Bay 11 Row 28

File

INDIAN OFFICE.

FILES.

Foster - Emma M

RETIRED

~~ACTIVE~~

Interior 2172
Bor Fature

5—4001

EFFICIENCY RECORD

	AS CHECKED
Name: Emma H. Foster	Excellent
Position: Teacher	Good ✓
Salary: $720.00 per annum	Fair
School: Carlisle Indian School, Pa.	Poor
Date: June 11,1910.	

COMMENTS

M Friedman
Superintendent.

6—2,000

(OVER.)

INSTRUCTIONS

On the first of April and October of each year officers in charge of employees will prepare and submit reports in duplicate, on this form, as to the efficiency of employees under their direction—a separate report being made for each employee.

The general efficiency of an employee will be indicated by checking either "Excellent," "Good," "Fair," or "Poor." The remarks under "Comments" should be full and complete, and embody any information or observations which will aid the Office in estimating properly the worth, limitations, or individual characteristics of each employee.

Efficiency reports are not required on temporary employees, or employees occupying the positions of Indian Judge, Indian Police, Laborer, or any positions paying $300 a year or less.

6—2,000

5—4001

EFFICIENCY RECORD

	AS CHECKED
Name: Emma H. Foster	Excellent
Position: Teacher	Good ✓
Salary: $720	Fair
School: Carlisle Indian School	Poor
Date: October 1, 1910	

COMMENTS

M. Lieckman
Superintendent.

6—2,000

(OVER.)

INSTRUCTIONS

On the first of April and October of each year officers in charge of employees will prepare and submit reports in duplicate, on this form, as to the efficiency of employees under their direction—a separate report being made for each employee.

The general efficiency of an employee will be indicated by checking either "Excellent," "Good," "Fair," or "Poor." The remarks under "Comments" should be full and complete, and embody any information or observations which will aid the Office in estimating properly the worth, limitations, or individual characteristics of each employee.

Efficiency reports are not required on temporary employees, or employees occupying the positions of Indian Judge, Indian Police, Laborer, or any positions paying $300 a year or less.

6—2,000

5—4001

EFFICIENCY RECORD

		AS CHECKED
Name:	Emma H. Foster	Excellent ✓
Race:	White	Good
Position:	Teacher	Fair
Salary:	$720.00 per annum	Poor
School:	Carlisle Indian School	
Date:	April 1, 1911.	

Extent and nature of musical ability: Limited.

COMMENTS

M Friedman
Superintendent.

6—2000

(OVER.)

INSTRUCTIONS

On the first of April and October of each year officers in charge of employees will prepare and submit reports in duplicate, on this form, as to the efficiency of employees under their direction—a separate report being made for each employee.

The general efficiency of an employee will be indicated by checking either "Excellent," "Good," "Fair," or "Poor." The remarks under "Comments" should be full and complete, and embody any information or observations which will aid the Office in estimating properly the worth, limitations, or individual characteristics of each employee.

Efficiency reports are not required on temporary employees, or employees occupying the positions of Indian Judge, Indian Police, Laborer, or any positions paying $300 a year or less.

6—2000

5—351.

INSTRUCTIONS.—Each employee who receives more than $300 per annum must fill out one of these blanks in his or her own handwriting. The agent or superintendent must promptly forward the blank to the Indian Office without a letter of transmittal.

RECORD of Emma H. Foster
(First name in full.)

Employed as Teacher at Carlisle, Sept., 1903
(Entered on duty.)

Salary $720. Race White. Married or single Widow Born Mich. 1862.
(Year and State.)

Legal residence South Dakota. Brule.
(State.) (County.) (Cong. Dist.)

If you have children, give ages Son. 22. Daughter 21. Quarters need for—No. ..... (Adults.) No. ..... (Children.)

When, where, and in what position did you originally enter the Indian Service? 1893 - Lower Brule. So. Dak. Teacher.

When, where, and in what other positions have you served in the Indian Service?

If you were ever separated from the Service give reasons briefly

Have you any chronic disease, defect of speech, sight, hearing, hand, foot, or limb? no.

Give your exact height and weight Five feet four. 135 pounds.

Give your U. S. military or naval service

What civil service examinations have you passed? None.

Give the names and locations of the schools or colleges you have attended and the course of study pursued in each, naming any degree received and the institution which conferred it Whiteford Centre School. Whiteford Centre Mich. Literary. Jordan's Business College. Toledo, Ohio. English Course. Kansas University. Art.

Have you any musical ability? no. To what extent has it been cultivated? Elementary Course. vocal and instrumental.

6—2097

[OVER.]

Have you had any experience as a disciplinarian in the Indian Service or elsewhere? If so, where and when? If not, do you feel qualified to perform the duties of such position? .....

.....

.....

If you have practical knowledge of any mechanical trade, or have ever served an apprenticeship, give the length of time you have worked at such trade .....

.....

Give in detail all the practical experience you have had in any profession, business, or other occupation; where and by whom employed, the dates, and the salary received .....

.....

.....

.....

.....

Name any profession, trade, or other occupation in which you regard yourself as expert .....

.....

Give any additional facts which may tend to show your fitness for a position in the Indian Service calling for special knowledge or experience .....

.....

.....

.....

Are you a competent stenographer and typewriter? No.

PERSONAL RECORD OF

Name Foster, Emma K.
(Write surname first.)

Carlisle Pa.
(School or Agency.)

Date May 12, 1911

Approved and forwarded by

M. Lee Anderson
Superintendent.

E.

6—2097

Name of School Carlisle, Pa.

Report of CHAS. F. PEIRCE, Supervisor. Date Feb. 20, 1911 19

Section 4. Employees:

Efficiency report for Indian Office status file.

		AS CHECKED.	
Name	Mrs. Emma H. Foster	Excellent	x
Position	Teacher	Good	
Salary	$720. per annum	Fair	
School	Carlisle, Pa.	Poor	
Date	Feb. 20, 1911	Race	white

COMMENTS.

Mrs. Foster is one of the best of teachers. She is one of the departmental teachers, having English, and is doing excellent work.

She is lady-like in manner, kind and pleasant to all and generally popular with employees and pupils.

Respectfully submitted,

Chas. F. Peirce

Supervisor of Indian Schools.

5—4001

EFFICIENCY RECORD

	AS CHECKED
Name: Emma H. Foster	Excellent
Race: White	Good ✓
Position: Teacher	Fair
Salary: $780 per annum	Poor
School: Carlisle Indian school	
Date: October 1, 1911	

Extent and nature of musical ability: Limited.

COMMENTS

M Friedman
Superintendent.

6—2000

(OVER.)

INSTRUCTIONS

On the first of April and October of each year officers in charge of employees will prepare and submit reports in duplicate, on this form, as to the efficiency of employees under their direction—a separate report being made for each employee.

The general efficiency of an employee will be indicated by checking either "Excellent," "Good," "Fair," or "Poor." The remarks under "Comments" should be full and complete, and embody any information or observations which will aid the Office in estimating properly the worth, limitations, or individual characteristics of each employee.

Efficiency reports are not required on temporary employees, or employees occupying the positions of Indian Judge, Indian Police, Laborer, or any positions paying $300 a year or less.

C—2000

Name of School Carlisle Indian School, Carlisle, Pa.

Report of CHAS. F. PEIRCE, Supervisor. Date Jan. 15, 1912. 19

Section 4. Employees:

Efficiency report for Indian Office status file.

		AS CHECKED.	
Name	Emma H. Foster.	Excellent	X
Position	Teacher.	Good	
Salary	$780. per annum.	Fair	
School	Carlisle, Pa.	Poor	
Date	Jan. 15, 1912.	Race	White. Age 49.

COMMENTS.

Mrs. Foster has had years of experience in the school room and is one of the strongest members of the faculty. She is one of the departmental teachers having language as her special work. Mrs. Foster is dignified in manner, yet not too much so, and is well liked by employes and pupils.

Respectfully submitted,

Chas. F. Peirce
Supervisor of Indian Schools.

5—4001

EFFICIENCY RECORD

	AS CHECKED
Name: Emma H. Foster	Excellent
Race: White	Good ✓
Position: Teacher	Fair
Salary: $780	Poor
School: Carlisle Indian School	
Date: April 1, 1912	

Extent and nature of musical ability: Limited.

COMMENTS

M Friedman
Superintendent.

6—2000

(OVER.)

INSTRUCTIONS

On the first of April and October of each year officers in charge of employees will prepare and submit reports in duplicate, on this form, as to the efficiency of employees under their direction—a separate report being made for each employee.

The general efficiency of an employee will be indicated by checking either "Excellent," "Good," "Fair," or "Poor." The remarks under "Comments" should be full and complete, and embody any information or observations which will aid the Office in estimating properly the worth, limitations, or individual characteristics of each employee.

Efficiency reports are not required on temporary employees, or employees occupying the positions of Indian Judge, Indian Police, Laborer, or any positions paying $300 a year or less.

6—2000

5—4001

EFFICIENCY RECORD

	AS CHECKED
Name: Emma H. Foster	Excellent
Race: White	Good ✓
Position: Teacher	Fair
Salary: $780 per annum	Poor
School: Carlisle Indian School.	
Date: October 1, 1912	

Extent and nature of musical ability: Elementary course, vocal and instrumental.

COMMENTS

M. Friedman
Superintendent.

6—2000

(OVER.)

INSTRUCTIONS

On the first of April and October of each year officers in charge of employees will prepare and submit reports in duplicate, on this form, as to the efficiency of employees under their direction—a separate report being made for each employee.

The general efficiency of an employee will be indicated by checking either "Excellent," "Good," "Fair," or "Poor." The remarks under "Comments" should be full and complete, and embody any information or observations which will aid the Office in estimating properly the worth, limitations, or individual characteristics of each employee.

Efficiency reports are not required on temporary employees, or employees occupying the positions of Indian Judge, Indian Police, Laborer, or any positions paying $300 a year or less.

6—2000

5—4001

EFFICIENCY RECORD

	AS CHECKED
Name: Emma H. Foster	Excellent
Race: White	Good ✓
Position: Teacher	Fair
Salary: $780	Poor
School: Carlisle Indian School	
Date: April 1, 1913	

Extent and nature of musical ability: Elementary course, vocal and instrumental.

COMMENTS

M. Mcdowell

Superintendent.

6—2000

(OVER.)

INSTRUCTIONS

On the first of April and October of each year officers in charge of employees will prepare and submit reports in duplicate, on this form, as to the efficiency of employees under their direction—a separate report being made for each employee.

The general efficiency of an employee will be indicated by checking either "Excellent," "Good," "Fair," or "Poor." The remarks under "Comments" should be full and complete, and embody any information or observations which will aid the Office in estimating properly the worth, limitations, or individual characteristics of each employee.

Efficiency reports are not required on temporary employees, or employees occupying the positions of Indian Judge, Indian Police, Laborer, or any positions paying $300 a year or less.

6—2000

C D M

SEP -5 1913

Dear Madam:

FOR FILE

In conformity to a recently inaugurated policy looking towards the betterment of the Service, you have been granted a moderate increase in salary. This increase has been made on merit alone, after a careful examination of the efficiency reports for the year by a committee appointed for the purpose.

It is a pleasure to give promotions on this basis, and it is hoped that the teachers may fully realize that we wish to extend encouragement and cooperation, and that it will induce even greater efforts towards efficiency, to the end that the Indian schools may reach the highest possible standard.

Very truly yours,

8-PTH-23

(Signed) Cato Sells
Commissioner.

Emma H. Foster,
c/o Supt, Carlisle School.

S F

3

Education
Employees
99356-1913
BCH

Promotion.

DEPARTMENT OF THE INTERIOR

OFFICE OF INDIAN AFFAIRS

WASHINGTON

September 13 1913.

Emma H. Foster,

Through Supt. Carlisle School.

Madam:

Under departmental authority number 99356, 1913, dated August 15, 1913, which authorizes an increase in your salary as Teacher at the Carlisle Indian School, you are hereby promoted from $780 to $ 810 , a year effective September 1, 1913.

A copy of this letter has been forwarded your Superintendent in lieu of the usual copy of authority.

Respectfully,

(Signed) Cato Sells

Commissioner.

9-FLH-8

Carbon to Carlisle.

5—4001

EFFICIENCY RECORD

FILED BY W. T. C.

	AS CHECKED
Name: Emma H. Foster	Excellent
Race: White	Good ✓
Position: Teacher	Fair
Salary: $810	Poor
School: Carlisle	
Date: Oct. 1, 1913	

Extent and nature of musical ability: Elementary course, vocal and instrumental.

COMMENTS

Superintendent.

6—2000

(OVER.)

INSTRUCTIONS

On the first of April and October of each year officers in charge of employees will prepare and submit reports in duplicate, on this form, as to the efficiency of employees under their direction—a separate report being made for each employee.

The general efficiency of an employee will be indicated by checking either "Excellent," "Good," "Fair," or "Poor." The remarks under "Comments" should be full and complete, and embody any information or observations which will aid the Office in estimating properly the worth, limitations, or individual characteristics of each employee.

Efficiency reports are not required on temporary employees, or employees occupying the positions of Indian Judge, Indian Police, Laborer, or any positions paying $300 a year or less.

6—2000

5—4001

EFFICIENCY RECORD

	AS CHECKED
Name: Emma H. Foster	Excellent
Race: White	Good ✓
Position: Teacher	Fair
Salary: $810	Poor
School: Carlisle	
Date: April 1, 1914	

Extent and nature of musical ability:

COMMENTS

A H Lipps
Supervisor in Charge.
Superintendent.

6—2000

(OVER.)

INSTRUCTIONS

On the first of April and October of each year officers in charge of employees will prepare and submit reports in duplicate, on this form, as to the efficiency of employees under their direction—a separate report being made for each employee.

The general efficiency of an employee will be indicated by checking either "Excellent," "Good," "Fair," or "Poor." The remarks under "Comments" should be full and complete, and embody any information or observations which will aid the Office in estimating properly the worth, limitations, or individual characteristics of each employee.

Efficiency reports are not required on temporary employees, or employees occupying the positions of Indian Judge, Indian Police, Laborer, or any positions paying $300 a year or less.

6—2000

Mrs Emma H Foster

See Lidia M Johnson

12-29-13

Order

S F

Education
Employees

95233-1914
BCH

Promotion.

DEPARTMENT OF THE INTERIOR

OFFICE OF INDIAN AFFAIRS

WASHINGTON

September 26, 1914.

Miss Emma H. Foster,

Through Supt. Carlisle School.

Dear Madam:

Under departmental authority number 95233-1914, dated September 2, 1914, which authorizes an increase in your salary as Teacher at the Carlisle School, you are hereby promoted from $ 810 to $ 840 , a year effective September 1, 1914.

A copy of this letter has been forwarded your superintendent in lieu of the usual copy of authority.

Respectfully,

(Signed) Cato Sells

Commissioner.

Carbon to Carlisle School.

Carbon for Indian Office.

REFER IN REPLY TO THE FOLLOWING:

ADDRESS ONLY THE
COMMISSIONER OF INDIAN AFFAIRS

E-

DEPARTMENT OF THE INTERIOR

OFFICE OF INDIAN AFFAIRS

WASHINGTON

SEP 26 1914

Miss Emma H. Foster,

Through Supt. Carlisle School.

Dear Madam:

The experience of last year proved so satisfactory that I have again caused an investigation to be made of the character of the services performed by all teachers in the Service, whose salary is less than $1,000, with a view to giving those found worthy a moderate increase.

I desire all the teachers throughout the Service to understand that these promotions are made on the basis of merit, and that I am endeavoring to express appreciation and extend encouragement where real, effective service is performed.

You have been designated as one deserving of this recognition and I wish to ask for your continued hearty cooperation to the end that our Indian schools may reach the highest possible standard.

I take great pleasure in thus commending you.

Very truly yours,

(Signed) Cato Sells

Commissioner.

Carbon for Indian Office.

5—258

REPORT ON SUPERVISION OF INDIVIDUAL INSTRUCTORS

Foster, Mrs. Emma H. (Name of instructor.) January 26, 1915. (Date of visit.), 191

School Carlisle Grade VII-VIII-IX Subject Eng. Literature

Subject-matter Ivanhoe. She was teaching a class in Grade VIII-a, who were ready the story of "Ivanhoe," with a view to discussing it from the standpoint of the story and later writing composition upon various phases of the story. A reading lesson.

Materials None pertinent.

Method Logical method in getting pupils to interpret what they had read, and to tell in class the progress of the story. Where did Ivanhoe get his wounds? Why had Rebecca sent to him when he came to the lists at Templestowe? In what way had Ivanhoe served Isaac? In what manner was Rebecca shown to be innocent? What became of Rowena?

Application The pupils were benefited by the instruction, because it was conducted in a systematic and logical way, so that they could not fail to get the essential points of the storyand its application.

Class taught None.

Condition of room Excellent

Temperature 74 Ventilation Very good Time in classroom 45 minutes.

Number of pupils 31 Order Excellent

Suggestions None at this time.

Respectfully forwarded.

Feb. 4, 1915.

O. H. Lipps
(Superintendent.)

FEB 4 1915
(Date of submission.), 191

J. W. Stump
(Signature and official title of person making report.)
Principal.

6—3948

jdd/-

INSTRUCTIONS.

In reservation schools the superintendent, or the principal or day school inspector under the direction of the superintendent, shall make and forward this report immediately after the date of inspection, at least four times a year, on *each* employee giving *instruction*, and the last individual report for each period must be submitted on or before October 31, January 31, March 31, and May 31.

In nonreservation schools the superintendent shall make and forward this report, as requested in above paragraph, except in the large schools where the superintendent may designate the heads of departments to make this report under his direction.

Subject-matter.—State the lesson or topic from the class text-book and om supplementary books.

Material.—Enumerate objects or materials used for illustrative purposes, for the performing of experiments, or for construction.

Method.—State how the instructor developed the lesson. Give at least five questions asked by the instructor illustrating the method used.

Application.—The effect of the instruction on the pupils. Were the pupils benefited by the instruction? Why?

Class taught.—State, if any, the recitation conducted by the person making this report.

Condition of room.—This has reference to cleanliness of floors, desks, windows, etc., and to wall decorations.

Time in classroom.—Give the exact time in hours and minutes you spent in observing the work of the instructor.

Suggestions.—Give suggestions offered that will help the instructor in his or her work.

6—3948

5—400 L

EFFICIENCY REPORT.

Name of employee Emma H. Foster

Name of school Carlisle Indian School Date Dec. 19, 1914

Native ability	Exc	Position	Teacher
Acquired ability	Exc	Salary	$840
Initiative	Exc	Race	White
Openness to suggestion	Exc	Sex	Female
Adaptability	Exc	Age	52
Habits as to—		Years in service	Began Sept. 1892
Appearance	Exc	Married or single	Married
Courtesy to others	Exc	Physical condition	Exc Good
Manners and speech	Exc	Musical ability:	
Kindness to pupils	Exc	Vocal	Sufficient
Industry	Exc	Instrumental	
Loyalty	Exc	Interest in work	Exc

General efficiency Excellent

COMMENT.

Has charge of Reading and Grammar and Composition in Grades VII and VIII and First Year High School. Services very satisfactory in every way.

John D. Huff
Principal, Academic Department.
(December 31, 1914)

Approved,

O. H. Lipps
Superintendent.
Supervisor in Charge.

6—2000

INSTRUCTIONS.

On the first of May and November of each year, officers in charge of employees will prepare and submit reports in duplicate, on this form, as to the efficiency of employees under their direction—a separate report being made for each employee.

Efficiency reports are not required on temporary employees, or employees occupying the position of Indian judge, Indian police, laborer, or any position paying $300 a year or less.

In filling out this blank, the following system should be observed:

Excellent indicates 90 to 95; excellent plus 95 to 100.
Good indicates 80 to 85; good plus 85 to 90.
Fair indicates 70 to 75; fair plus 75 to 80.
Poor indicates below 70.

Under the heading "Comment," officers will make a comprehensive statement regarding the qualifications of an employee rated "good" or "excellent." When a rating of "fair" or "poor" is given, a detailed statement will be made showing in what respect the employee is deficient, and if he or she is better fitted for the duties of some other position.

6—2000

Books read during past twelve months:

James's TALKS TO TEACHERS ON PSYCHOLOGY AND LIFE'S IDEALS
Parker's TALKS ON PEDAGOGICS
Bryan's THE BASIS OF PRACTICAL TEACHING
Arnold's READING AND HOW TO TEACH IT

Periodicals for which employee is a regular subscriber:

Journal of Education, by A.E.Winship

5—258

G?

REPORT ON SUPERVISION OF INDIVIDUAL INSTRUCTORS.

Mrs. Emma H. Foster
(Name of instructor.)

, 191
(Date of visit.)

School CARLISLE Grades (VII-a (VIII (1st Yr.H/S Subject English

Subject-matter

Materials

Method

Application

Class taught

Condition of room

Temperature Ventilation Time in classroom

* Number of pupils 118 (Oct. 31, 1914) Order always good

Suggestions I have not collected the data that would enable me to fill out the above blanks in detail. However, my general impression of Mrs. Foster's work is that it is satisfactory.

Respectfully forwarded. November 4th, 1914., 191
(Date of submission.)

November 9, 1914.

C. H. Lipps
(Superintendent.)

J. D. Hurtz
(Signature and official title of person making report.)

Principal. 6—3948

jdd/-

* Teaches English to all students of form highest classes.

INSTRUCTIONS.

In reservation schools the superintendent, or the principal or day school inspector under the direction of the superintendent, shall make and forward this report immediately after the date of inspection, at least four times a year, on *each* employee giving *instruction*, and the last individual report for each period must be submitted on or before October 31, January 31, March 31, and May 31.

In nonreservation schools the superintendent shall make and forward this report, as requested in above paragraph, except in the large schools where the superintendent may designate the heads of departments to make this report under his direction.

Subject-matter.—State the lesson or topic from the class text-book and from supplementary books.

Material.—Enumerate objects or materials used for illustrative purposes, for the performing of experiments, or for construction.

Method.—State how the instructor developed the lesson. Give at least five questions asked by the instructor illustrating the method used.

Application.—The effect of the instruction on the pupils. Were the pupils benefited by the instruction? Why?

Class taught.—State, if any, the recitation conducted by the person making this report.

Condition of room.—This has reference to cleanliness of floors, desks, windows, etc., and to wall decorations.

Time in classroom.—Give the exact time in hours and minutes you spent in observing the work of the instructor.

Suggestions.—Give suggestions offered that will help the instructor in his or her work.

6—3948

5—258

REPORT ON SUPERVISION OF INDIVIDUAL INSTRUCTORS.

Foster, Mrs. Emma H. (Name of instructor.) March 12, 1915. (Date of visit.), 191

School Carlisle Grade 1st Yr.H/S Subject Current Events.

Subject-matter The while field of current events as revealed in daily, weekly, and other papers, magazines, etc., etc.

Materials None pertinent. The method was to rather togive the student free rein and encourage them to talk spontaneously and tell in the best English at their command the matters which made the most impression upon them. Such matters were discussed as Boy Scouts affairs, War problems and status. Prinz "Eitel Fredrich" affair.

Method Alien labor law in New York, etc. etc.

Application Pupils were benefited. They were interested and talked freely along rational lines.

Class taught None. I took part in the discussion, particularly of the "Eitel Fredrich" affair.

Condition of room First class.

Temperature 70 Ventilation All right Time in classroom *

Number of pupils 31 Order All right.

Suggestions None on this occasion.

* About 45 minutes on this occasion. I visit each room often.

Respectfully forwarded.

APR -1 1915 (Date of submission.), 191

April 1, 1915.

O. H. Lipps (Superintendent.)

J. W. Stutz (Signature and official title of person making report.) Principal.

6—3948

jdd/-

INSTRUCTIONS.

In reservation schools the superintendent, or the principal or day school inspector under the direction of the superintendent, shall make and forward this report immediately after the date of inspection, at least four times a year, on *each* employee giving *instruction*, and the last individual report for each period must be submitted on or before October 31, January 31, March 31, and May 31.

In nonreservation schools the superintendent shall make and forward this report, as requested in above paragraph, except in the large schools where the superintendent may designate the heads of departments to make this report under his direction.

Subject-matter.—State the lesson or topic from the class text-book and om supplementary books.

Material.—Enumerate objects or materials used for illustrative purposes, for the performing of experiments, or for construction.

Method.—State how the instructor developed the lesson. Give at least five questions asked by the instructor illustrating the method used.

Application.—The effect of the instruction on the pupils. Were the pupils benefited by the instruction? Why?

Class taught.—State, if any, the recitation conducted by the person making this report.

Condition of room.—This has reference to cleanliness of floors, desks, windows, etc., and to wall decorations.

Time in classroom.—Give the exact time in hours and minutes you spent in observing the work of the instructor.

Suggestions.—Give suggestions offered that will help the instructor in his or her work.

6—3948

VOCATIONAL READING REPORT.

(FOR STATUS FILE.)

INSTRUCTIONS—Each teacher is requested to fill out this report in duplicate and to attach both to his or her thesis.

Name Emma W. Foster.

Address Girls School Carlisle, Pa.

Position Teacher *School* Carlisle

Theme "The Teacher's Place in the Recitation"

Ratings: Thesis C *V. R. R.* V. G.

(Not to be filled in by teacher.)

I have read the following-named books of the reading and study course for the present school year as suggested by the Office of Indian Affairs:

1 School and Home Garden.
2 What Children Study and Why.
3 Civic and Health. ✓

List of other books and journals on my vocation that I have read during the present school year:

The Basis of Practical Teaching. Bryan.
Nature Studies on the Farm. Keffer.
Life's Ideals. James.
Classic Myths in English Literature. Gayley.
A General Survey of American Literature. Fisher.
Sesame and Lilies Ruskin.

List of miscellaneous matter read during the present school year:

Journal of Education. Winship.
Popular Science News.
The Independent.
The Philadelphia Press.
Army and Navy Register.
Current Events.

I certify on honor that the lists of reading matter stated within are true and correct.

Date March 5, 1915. Emma W. Foster.

Signature of Employee.

5—400 L

EFFICIENCY REPORT.

Name of employee Emma H. Foster

Name of school Carlisle Date April 28, 1915

Native ability	Good	Position	Teacher
Acquired ability	Good	Salary	$840
Initiative	Good	Race	White
Openness to suggestion	Good	Sex	Female
Adaptability	Good	Age	53
Habits as to—		Years in service	
Appearance	Good	Married or single	Married
Courtesy to others	Good	Physical condition	Good
Manners and speech	Good	Musical ability:	
Kindness to pupils	Good	Vocal	
Industry	Good	Instrumental	
Loyalty	Good	Interest in work	Good

General efficiency Good plus

COMMENT.

A good teacher; above the average in the Indian Service and a very satisfactory employe.

O H Lipps
Superintendent.

6—2000

Supervisor in Charge.

INSTRUCTIONS.

On the first of May and November of each year, officers in charge of employees will prepare and submit reports in duplicate, on this form, as to the efficiency of employees under their direction—a separate report being made for each employee.

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In filling out this blank, the following system should be observed:

Excellent indicates 90 to 95; excellent plus 95 to 100.
Good indicates 80 to 85; good plus 85 to 90.
Fair indicates 70 to 75; fair plus 75 to 80.
Poor indicates below 70.

Under the heading "Comment," officers will make a comprehensive statement regarding the qualifications of an employee rated "good" or "excellent." When a rating of "fair" or "poor" is given, a detailed statement will be made showing in what respect the employee is deficient, and if he or she is better fitted for the duties of some other position.

6—2000

Books read during past twelve months:

Periodicals for which employee is a regular subscriber:

5—258

REPORT ON SUPERVISION OF INDIVIDUAL INSTRUCTORS

Foster, Mrs. Emma H. (Name of instructor.) October 22, 1915. (Date of visit.), 191

School Carlisle Grade 1st Yr. Voc. Subject Reading

Subject-matter Selection from "The Passing of Arthur."

Materials None and none pertinent.

Method Logical method in conducting a reading lesson. Both oral reading and questioning. QUESTIONS: At the beginning of this extract, at what stage of life do we find King Arthur? How many of his knights are with him? Where are the rest of them? What does he tell Sir Bedivere to do? Does Bedivere do it? Why?

Application Pupils were benefited by the lesson because it was logically presented and also because it was pertinent reading material.

Class taught None

Condition of room Excellent

Temperature OK Ventilation OK Time in classroom 20 min.

Number of pupils 17 Order Excellent

Suggestions None on this occasion.

Respectfully forwarded.

NOV 11 1915 (Date of submission.), 191

NOV 11 1915, 191

J. D. Stupp (Signature and official title of person making report.)

Asst. Supt.

J. D. Stupp actg (Superintendent.)

6—3948

JDD/-

INSTRUCTIONS.

In reservation schools the superintendent, or the principal or day school inspector under the direction of the superintendent, shall make and forward this report immediately after the date of inspection, at least four times a year, on *each* employee giving *instruction*, and the last individual report for each period must be submitted on or before October 31, January 31, March 31, and May 31.

In nonreservation schools the superintendent shall make and forward this report, as requested in above paragraph, except in the large schools where the superintendent may designate the heads of departments to make this report under his direction.

Subject-matter.—State the lesson or topic from the class text-book and om supplementary books.

Material.—Enumerate objects or materials used for illustrative purposes, for the performing of experiments, or for construction.

Method.—State how the instructor developed the lesson. Give at least five questions asked by the instructor illustrating the method used.

Application.—The effect of the instruction on the pupils. Were the pupils benefited by the instruction? Why?

Class taught.—State, if any, the recitation conducted by the person making this report.

Condition of room.—This has reference to cleanliness of floors, desks, windows, etc., and to wall decorations.

Time in classroom.—Give the exact time in hours and minutes you spent in observing the work of the instructor.

Suggestions.—Give suggestions offered that will help the instructor in his or her work.

6—3948

5—258

REPORT ON SUPERVISION OF INDIVIDUAL INSTRUCTORS.

Foster, Mrs. Emma H. (Name of instructor.) May 6, 1915. (Date of visit.), 191

School Carlisle Grade VII Subject Language

Subject-matter Review of irregular verbs - their principal parts and practical application of rules with reference to correct speaking.

Materials None pertinent.

Method Exercise consisted, as above indicated, of a review of the verbs, do, go, see, get, lie (to recline), lay, swim, spring, ring, wring, dream, lend, etc., etc., in the course of which pupils were required to give sentences (with sense to them) showing the use of the past participle correctly. The method was logical, in that it involved making sure that the pupil had a knowledge of what the principal parts of each verb is and that then he could use each form correctly in the course of current speech.

Application Pupils were benefited by the instruction, because it was pertinent to the subject and to the purposes of this school and was skillfully presented.

Class taught None.

Condition of room Excellent

Temperature 70 Ventilation All right Time in classroom 25 minutes.

Number of pupils 30 Order Excellent

Suggestions None on this occasion. I took part in the exercise, asking certain questions which I deemed pertinent to the subject.

Respectfully forwarded.

May 24, 1915.

(Superintendent.)

MAY 22 1915

(Date of submission.), 191

(Signature and official title of person making report.)

Principal. 6—3948

jdd/-

INSTRUCTIONS.

In reservation schools the superintendent, or the principal or day school inspector under the direction of the superintendent, shall make and forward this report immediately after the date of inspection, at least four times a year, on *each* employee giving *instruction*, and the last individual report for each period must be submitted on or before October 31, January 31, March 31, and May 31.

In nonreservation schools the superintendent shall make and forward this report, as requested in above paragraph, except in the large schools where the superintendent may designate the heads of departments to make this report under his direction.

Subject-matter.—State the lesson or topic from the class text-book and om supplementary books.

Material.—Enumerate objects or materials used for illustrative purposes, for the performing of experiments, or for construction.

Method.—State how the instructor developed the lesson. Give at least five questions asked by the instructor illustrating the method used.

Application.—The effect of the instruction on the pupils. Were the pupils benefited by the instruction? Why?

Class taught.—State, if any, the recitation conducted by the person making this report.

Condition of room.—This has reference to cleanliness of floors, desks, windows, etc., and to wall decorations.

Time in classroom.—Give the exact time in hours and minutes you spent in observing the work of the instructor.

Suggestions.—Give suggestions offered that will help the instructor in his or her work.

6—3948

Den

5—400 L

EFFICIENCY REPORT.

Name of employee Emma H. Foster

Name of school Carlisle Date Nov. 1, 1915

Native ability	Good	Position	Teacher
Acquired ability	Good	Salary	$840
Initiative	Good	Race	White
Openness to suggestion	Good	Sex	Female
Adaptability	Good	Age	
Habits as to—		Years in service	
Appearance	Good	Married or single	Widow
Courtesy to others	Good	Physical condition	Good
Manners and speech	Good	Musical ability:	
Kindness to pupils	Good	Vocal	
Industry	Good	Instrumental	
Loyalty	Good	Interest in work	Good

General efficiency Good plus

COMMENT.

Same as last report.

C H Lipps

Superintendent.

6—2000

INSTRUCTIONS.

On the first of May and November of each year, officers in charge of employees will prepare and submit reports in duplicate, on this form, as to the efficiency of employees under their direction—a separate report being made for each employee.

Efficiency reports are not required on temporary employees, or employees occupying the position of Indian judge, Indian police, laborer, or any position paying $300 a year or less.

In filling out this blank, the following system should be observed:

Excellent indicates 90 to 95; excellent plus 95 to 100.
Good indicates 80 to 85; good plus 85 to 90.
Fair indicates 70 to 75; fair plus 75 to 80.
Poor indicates below 70.

Under the heading "Comment," officers will make a comprehensive statement regarding the qualifications of an employee rated "good" or "excellent." When a rating of "fair" or "poor" is given, a detailed statement will be made showing in what respect the employee is deficient, and if he or she is better fitted for the duties of some other position.

6—2000

Books read during past twelve months:

Periodicals for which employee is a regular subscriber:

5—400 L

EFFICIENCY REPORT.

Name of employee Emma H. Foster

Name of school Carlisle Date May 1, 1916

Native ability	Good	Position	Teacher
Acquired ability	"	Salary	$840
Initiative	"	Race	White
Openness to suggestion	"	Sex	Female
Adaptability	"	Age	54
Habits as to—		Years in service	25
Appearance	Good	Married or single	Married
Courtesy to others	"	Physical condition	good
Manners and speech	"	Musical ability:	
Kindness to pupils	"	Vocal	
Industry	"	Instrumental	
Loyalty	"	Interest in work	Good
General efficiency	Good plus		

COMMENT.

No change since last report. My estimate of the efficiency of this employee remains the same. See last report.

O. H. Lipps

Superintendent.

6—2000

INSTRUCTIONS.

On the first of May and November of each year, officers in charge of employees will prepare and submit reports in duplicate, on this form, as to the efficiency of employees under their direction—a separate report being made for each employee.

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Fair indicates 70 to 75; fair plus 75 to 80.
Poor indicates below 70.

Under the heading "Comment," officers will make a comprehensive statement regarding the qualifications of an employee rated "good" or "excellent." When a rating of "fair" or "poor" is given, a detailed statement will be made showing in what respect the employee is deficient, and if he or she is better fitted for the duties of some other position.

6—2000

Books read during past twelve months:

Periodicals for which employee is a regular subscriber:

5—400 L

EFFICIENCY REPORT.

Name of employee: Emma H. Foster

Name of school: U. S. INDIAN SCHOOL, CARLISLE, PA.

Date: Nov. 1, 1916

Native ability	Excellent	Position	Teacher
Acquired ability	"	Salary	$840
Initiative	"	Race	White
Openness to suggestion	Good	Sex	Female
Adaptability	"	Age	54
Habits as to—		Years in service	25
Appearance	Good	Married or single	Widow
Courtesy to others	"	Physical condition	Good
Manners and speech	"	Musical ability:	
Kindness to pupils	"	Vocal	
Industry	Excellent	Instrumental	
Loyalty	Good	Interest in work	Excellent

General efficiency: Excellent

COMMENT.

Mrs. Foster is very active in her work. She teaches English to the advanced classes and does it well. She has a literary society to handle and gives it considerable of her time. She has a very abrupt manner but seems to have good control and the respect of her students.

C. M. Blair
Principal

O. H. Lipps
Superintendent.

6—2000

INSTRUCTIONS.

On the first of May and November of each year, officers in charge of employees will prepare and submit reports in duplicate, on this form, as to the efficiency of employees under their direction—a separate report being made for each employee.

Efficiency reports are not required on temporary employees, or employees occupying the position of Indian judge, Indian police, laborer, or any position paying $300 a year or less.

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Under the heading "Comment," officers will make a comprehensive statement regarding the qualifications of an employee rated "good" or "excellent." When a rating of "fair" or "poor" is given, a detailed statement will be made showing in what respect the employee is deficient, and if he or she is better fitted for the duties of some other position.

6—2000

Books read during past twelve months:

Chubb- How to Teach English
Parker- Talks on Pedagogics
James- Life's Ideals
Fisher- A General Survey of American Literature
Winship- Great American Educators

Periodicals for which employee is a regular subscriber:

Independent
Army & Navy Register
Philadelphia Press
The Churchman
Current Events

TO BE FILLED IN PROMPTLY AND RETURNED TO
THE OFFICER IN CHARGE.

PERSONAL INFORMATION CARD.

1 Name: (Surname first. Given name in full. For women write Miss or Mrs. before given name.

Foster, Mrs. Emma H.

2. Where employed: (Give name of School or Agency)

Carlisle.

3. Title of position on July 1, 1916:

Teacher of English. (Teacher)

4. Salary on July 1, 1916. $840.

5. If employed in Government Service prior to appointment in Indian Service state initial rate of pay:

6. Have you served in any other department of the United States Government? Answer yes or no ..... If so, state where and when on the form below, including temporary employment; no.

Dept.	Bureau	From(date)	To(date)	Entrance Salary

7. Where born; state, territory or foreign country of birth: (Do not give town)

Michigan.

8. Race: White. 9. Sex: Female.

10. Date of birth: Month July Year 1862

11. What schools did you attend, how many years did you spend at each school, what courses of study did you pursue, and what degree, if any, did you take? Answer in the following form. Give names of colleges, universities, etc., but only kind and location of elementary and high schools:

Kind of school (elementary, high, college, etc.)	Location or name.	Course of study	Degree taken.
High School 4 yrs.	Whitford Center, Mich.	Classical	
Normal 6 months	Ypsilanti	Teaching	
College	Columbia	English French	
3 months Business School	Toledo, Ohio	1 yr.	
University	Parsons	Art	

12. Are you single, married, widow, widower, or divorced?

Widow

13. If war veteran, specify whether Civil, Spanish, Philippine, or Indian insurrection:

14. Present legal residence: No. of Congressional District

18th, State Pennsylvania County Cumberland

5—400 L

EFFICIENCY REPORT.

Name of employee Emma H. Foster

Name of school U. S. INDIAN SCHOOL, CARLISLE, PA. Date May 1, 1917

Native ability	Excellent	Position	Teacher
Acquired ability	"	Salary	$840
Initiative	"	Race	White
Openness to suggestion	Good	Sex	Female
Adaptability	"	Age	54
Habits as to—		Years in service	25
Appearance	Good	Married or single	Widow
Courtesy to others	"	Physical condition	Good
Manners and speech	"	Musical ability:	
Kindness to pupils	"	Vocal	
Industry	Excellent	Instrumental	
Loyalty	Good	Interest in work	Excellent

General efficiency Excellent

COMMENT.

I have no change to make in comment made last November.

C. W. Blair

Principal

John Francis Jr

Superintendent.

6—2600

INSTRUCTIONS.

On the first of May and November of each year, officers in charge of employees will prepare and submit reports in duplicate, on this form, as to the efficiency of employees under their direction—a separate report being made for each employee.

Efficiency reports are not required on temporary employees, or employees occupying the position of Indian judge, Indian police, laborer, or any position paying $300 a year or less.

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Poor indicates below 70.

Under the heading "Comment," officers will make a comprehensive statement regarding the qualifications of an employee rated "good" or "excellent." When a rating of "fair" or "poor" is given, a detailed statement will be made showing in what respect the employee is deficient, and if he or she is better fitted for the duties of some other position.

6—2000

Books read during past twelve months:

Periodicals for which employee is a regular subscriber:

5—400 L

EFFICIENCY REPORT.

Name of employee Emma H. Foster.

Name of school U. S. INDIAN SCHOOL, CARLISLE, PA. Date Nov. 1, 1917

Native ability	Excellent	Position	Teacher
Acquired ability	"	Salary	$840
Initiative	"	Race	White
Openness to suggestion	Good	Sex	Female
Adaptability	"	Age	55
Habits as to—		Years in service	27
Appearance	Good	Married or single	Widow
Courtesy to others	"	Physical condition	Good
Manners and speech	"	Musical ability:	
Kindness to pupils	"	Vocal	
Industry	Excellent	Instrumental	
Loyalty	Good	Interest in work	Excellent

General efficiency Excellent

COMMENT.

Mrs. Foster has a strong hold on her students and is teaching English very effectively.

Owen Blair
Principal

John Francis Jr
Superintendent.

6—2000

INSTRUCTIONS.

On the first of May and November of each year, officers in charge of employees will prepare and submit reports in duplicate, on this form, as to the efficiency of employees under their direction—a separate report being made for each employee.

Efficiency reports are not required on temporary employees, or employees occupying the position of Indian judge, Indian police, laborer, or any position paying $300 a year or less.

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6—2000

Books read during past twelve months:

Periodicals for which employee is a regular subscriber:

U. S. INDIAN SCHOOL,
CARLISLE, PA.

JAN 4 1918

RECORD OF EMPLOYEES IN INDIAN SERVICE

1 Name (in full) Foster, Emma H. (Mrs.)
(Surname first. For women indicate Miss or Mrs.)

2 Position Teacher.

3 Salary $924.

4 Birth date: ..... Year 1862 Month July Day 24

5 Date of original appointment in U.S. Government Service, with entrance grade and salary. 1891 - First Grade - $600.
Temporary ..... Permanent Yes.

6 Total length of service in U. S. Government 26 years.

7 State, Territory or foreign country) of birth. (do not give town)) Michigan.

8 Race White. 8½ Sex woman.

9 Marital condition widow.

10 If married female, are you married to a citizen of the United States Yes.

11 If naturalized give date and place of naturalization .....

12 If not naturalized, have you filed your declaration of intention.....

13 If so, when and where .....

14 Were your parents native born or naturalized citizens? Native.

15 Do you claim citizenship by reason of naturalization of your parents .....

16 If so, give date and place of their naturalization .....

17 State your age at the time of naturalization .....

18 Have you rendered naval or military service in any foreign country No.

19 Have you any property or other interests in any foreign country No.

20 If so, state place and nature thereof .....

21 Appointed from: State ~~So. Dak.~~ Congressional district Brule Co. (?)

22 Place of employment: City Carlisle. State Penn.

(8529)

Rec

5—400 L

EFFICIENCY REPORT.

Name of employee: Emma H. Foster

Name of school: U. S. INDIAN SCHOOL, CARLISLE, PA. Date: May 1, 1918.

Native ability	Excellent	Position	Teacher
Acquired ability	"	Salary	$840
Initiative	"	Race	White
Openness to suggestion	Good	Sex	Female
Adaptability	"	Age	56
Habits as to—		Years in service	28
Appearance	Good	Married or single	Widow
Courtesy to others	"	Physical condition	Good
Manners and speech	"	Musical ability:	
Kindness to pupils	"	Vocal	
Industry	Excellent	Instrumental	
Loyalty	Good	Interest in work	Excellent

General efficiency: Excellent

COMMENT.

Mrs. Foster has a strong hold on her students and is teaching English v ery effec tively.

Sam Francis Jr

Superintendent.

6—2000

INSTRUCTIONS.

On the first of May and November of each year, officers in charge of employees will prepare and submit reports in duplicate, on this form, as to the efficiency of employees under their direction—a separate report being made for each employee.

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Under the heading "Comment," officers will make a comprehensive statement regarding the qualifications of an employee rated "good" or "excellent." When a rating of "fair" or "poor" is given, a detailed statement will be made showing in what respect the employee is deficient, and if he or she is better fitted for the duties of some other position.

6—2000

Books read during past twelve months:

Periodicals for which employee is a regular subscriber:

A C

E B M

September 9, 1918.

To Whom It May Concern:

This will introduce Mrs. Emma H. Foster, for twenty-six years an employe of the Indian Service, her last employment being that of Senior Teacher at the Carlisle Indian School, Carlisle, Pennsylvania.

Mrs. Foster is a woman of splendid character, and has a fine record as a teacher in the Indian Service.

Any courtesies shown her will be appreciated by me.

Sincerely yours,

E B Merritt

Assistant Commissioner.

83003-18

October 17, 1918.

Dear Mr. Secretary:

I have the formal request of your Assistant and Chief Clerk dated October 8, 1918 for approval of the transfer of Mrs. Emma H. Foster.

No objection will be interposed to the transfer of Mrs. Foster, as stated in my letter of August 20, and consent is given thereto under the Executive Order of November 24, 1917, based upon the conclusion, after due consideration, that she can render better service for the Government in the position in which you propose to employ her.

Cordially yours,

(Sgd.) FRANKLIN K. LANE

Hon. Newton D. Baker,

Secretary of War.

Incl. 12088-Request for transfer.

Copy for Indian Office.

AS REWRITTEN IN THE
SECRETARY'S OFFICE.

DEPARTMENT OF THE INTERIOR

WASHINGTON

Dear Mr. Secretary:

Referring to the attached request for transfer of Mrs. Emma H. Foster from the position of teacher at $840 a year at the Carlisle School, Pa., to the position of clerk at $1100 a year in the Office of Chief of Staff of the War Department, the Commissioner of Indian Affairs advises me that he believes Mrs. Foster can render more valuable service to the Government in the capacity of clerk than in her former position as teacher, and consent is therefore given to the transfer under Executive Order of November 24, 1917.

Cordially yours,

Hon. Newton D. Baker,

Secretary of War.

REWRITTEN IN THE SECRETARY'S OFFICE

To Secretary.

OCT 17 1918

DEP'T. OF THE INTERIOR RECEIVED OCT 17 1918 SECY'S OFFICE DIVISION OF MAILS AND FILES

Carbon for Secretary's Office.

Form 383.
May, 1910.

P R S 716
83003

REQUEST FOR TRANSFER.

83003-18

WAR DEPARTMENT
(Department, Commission, or Office.)

Washington, D. C., October 8, 1918.

The Secretary of the Interior,
Washington, D. C.

Sir:

I have the honor to request your approval of the following transfer:

Name: Emma H. Foster, of
(Residence.)

FROM	TO
Department of Interior (Department.)	War Department (Department.)
Carlisle Indian School (Bureau or Office.)	Chief of Staff (Bureau or Office.)
Teacher at $840 per annum (Position and salary.)	Clerk at $1100 per annum (Position and salary.)
Carlisle, Pennsylvania. (City in which now employed.)	Washington, D. C. (City in which to be employed.)

The lowest class in the grade in the Bureau or Office in which services are to be employed is $

By order of the Secretary of War.

If consent is granted, statement should be made that it is in accordance with the Executive Order of Nov. 24, 1917.

Signature: (Signed) John C. Scofield.

Official title: Assistant and Chief Clerk.

Any facts rendering this transfer necessary or desirable should be stated for the information of the Commission.

A transfer from a nonapportioned to an apportioned position of a person who is a resident of a State having an excess of apportioned appointments may be made only upon the certificate of the appointing officer that the transfer is required in the interest of good administration, setting forth in detail the reasons therefor. It should appear that the appointment is necessary because of some special requirement of the place or qualification of the person for the place which can not otherwise be reasonably met.

No transfer may be made to a competitive position above the lowest class in any grade, unless the appointing officer shall certify that the position can not be adequately filled by promotion. The reasons why it can not be so filled should be given.

In case of transfer from one *clerical* position to another, state fully the qualifications of the person rendering the transfer desirable.

An act of June 22, 1906, requires service for a term of three years in one Executive Department at Washington before transfer to another such Department. A like period of service is required by the rules for all other transfers; but this requirement of the rules may be waived by the Commission when it deems such action necessary. All the facts upon which an exception to the three-year limit is requested should be fully set forth, and must show that the transfer is required in the interests of the service.

If more space is needed than is afforded in the Fourth Indorsement, attach an additional sheet. Attention to these details will save correspondence and consequent delay.

6—2146

Carbon for Indian Office.

REQUEST FOR TRANSFER

OF

M .....

Dated ....., 191

Received ....., 191

FIRST INDORSEMENT.

..... Department,

....., 191

Respectfully referred to .....

....., for recommendation and return.

By direction of .....

(Signature.) .....

(Official title.) .....

SECOND INDORSEMENT.

..... Department,

..... Bureau or Office,

....., 191

Respectfully returned .....approved.

(Signature.) .....

(Official title.) .....

(See next fold.)

THIRD INDORSEMENT.

INTERIOR ..... Department,

Indian ..... Bureau or Office,

October 15, 1918

Respectfully returned to the WAR DEPARTMENT .....approved, with the request that notice of appointment be communicated to the within-named person through official channels.

(Signature.) .....

(Official title.) .....

FOURTH INDORSEMENT.

..... Department,

..... Bureau or Office,

....., 191

Respectfully referred to the U. S. Civil Service Commission with the request that the necessary certificate be issued. (Department will please state whether requisition has been made for filling this vacancy from a register of eligibles.) .....
(Answer yes or no.)

(See notes on preceding page.)

FOURTH INDORSEMENT—Continued.

(Signature.) .....

(Official title.) .....

Carlisle, Pa.

August 16, 1918

The Commissioner of Indian Affairs
Washington, D. C.

Sir:

I transmit herewith application of Mrs. Emma H. Foster, Teacher at the Carlisle Indian School, for transfer to a clerical position in the War Department, which has been referred to me for such further information as I may be able to give concerning the applicant's qualifications.

I have known Mrs. Foster since 1914, when I was placed in charge of the Carlisle School. She is a very intelligent and well educated woman. She speaks French fluently and, while not an expert typewriter, she operates a machine and writes her outlines, etc. on the typewriter. With practice she should be able to do creditable work and with fair speed.

I feel confident that Mrs. Foster is qualified to fill a clerical position with satisfaction. She is apt to learn and industrious, and with a little practice will acquire speed in doing.

I recommend that you request the Secretary of the Interior to approve the application for favorable consideration by the War Department.

Very respectfully,

Chief Supervisor of Indian Schools

Form 383.
May, 1910.

REQUEST FOR TRANSFER.

War Department
(Department, Commission, or Office.)

Washington, D. C., October 6, 1910.

The Secretary of the Interior,
Washington, D. C.

Sir:

I have the honor to request your approval of the following transfer:

Name: Emma H. Foster of
(Residence.)

FROM	TO
Department of Interior	War Department
(Department.)	(Department.)
Carlisle Indian School	Chief of Staff
(Bureau or Office.)	(Bureau or Office.)
Teacher at $900 per annum	Clerk at $1100 per annum
(Position and salary.)	(Position and salary.)
Carlisle, Pennsylvania.	Washington, D. C.
(City in which now employed.)	(City in which to be employed.)

The lowest class in the grade in the Bureau or Office in which services are to be employed is $

If consent is granted, statement should be made that it is in accordance with the Executive Order of Nov. 24, 1917.

By order of the Secretary of War.
Signature: (Signed) John W. Scofield.
Official title: Assistant and Chief Clerk.

Any facts rendering this transfer necessary or desirable should be stated for the information of the Commission.

A transfer from a nonapportioned to an apportioned position of a person who is a resident of a State having an excess of apportioned appointments may be made only upon the certificate of the appointing officer that the transfer is required in the interest of good administration, setting forth in detail the reasons therefor. It should appear that the appointment is necessary because of some special requirement of the place or qualification of the person for the place which can not otherwise be reasonably met.

No transfer may be made to a competitive position above the lowest class in any grade, unless the appointing officer shall certify that the position can not be adequately filled by promotion. The reasons why it can not be so filled should be given.

In case of transfer from one *clerical* position to another, state fully the qualifications of the person rendering the transfer desirable.

An act of June 22, 1906, requires service for a term of three years in one Executive Department at Washington before transfer to another such Department. A like period of service is required by the rules for all other transfers; but this requirement of the rules may be waived by the Commission when it deems such action necessary. All the facts upon which an exception to the three-year limit is requested should be fully set forth, and must show that the transfer is required in the interests of the service.

If more space is needed than is afforded in the Fourth Indorsement, attach an additional sheet. Attention to these details will save correspondence and consequent delay.

6—2146

REQUEST FOR TRANSFER

OF

M .....

Dated ....., 191

Received ....., 191

FIRST INDORSEMENT.

..... Department,

....., 191

Respectfully referred to .....

....., for recommendation and return.

By direction of .....

(Signature.) .....

(Official title.) .....

SECOND INDORSEMENT.

..... Department,

..... Bureau or Office,

....., 191

Respectfully returned .....approved.

(Signature.) .....

(Official title.) .....

(See next fold.)

THIRD INDORSEMENT.

INTERIOR Department,

Indian Bureau or Office,

October 15, 1918

Respectfully returned to the WAR DEPARTMENT approved, with the request that notice of appointment be communicated to the within-named person through official channels.

(Signature.) .....

(Official title.) Asst. Secy.

FOURTH INDORSEMENT.

..... Department,

..... Bureau or Office,

....., 191

Respectfully referred to the U. S. Civil Service Commission with the request that the necessary certificate be issued. (Department will please state whether requisition has been made for filling this vacancy from a register of eligibles.) .....
(Answer yes or no.)

(See notes on preceding page.)

FOURTH INDORSEMENT—Continued.

(Signature.) .....

(Official title.) .....

Refer to Indian Mr Baker

WAR DEPARTMENT.

bmv

WASHINGTON.

June 24, 1924.

The Honorable,

The Secretary of the Interior,

Washington, D. C.

Sir:

In accordance with the Act of February 14, 1922, it is requested that the War Department be furnished with an abstract in duplicate, on the form provided for that purpose, of the official record of the employee named below:

Name: Emma H. Foster.

Period of service claimed: 1892 - 1918.

Bureau or office in which formerly employed: Department of the Interior.

Very respectfully,

John C. Scofield

Assistant and Chief Clerk.

ewk

Form 2381.
July, 1922.

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

To: War Department

ABSTRACT OF OFFICIAL RECORD OF EMPLOYEE.

Indian Bureau, Main Office.
(Department and Office.)

Washington, D. C. July 7, 1924
(Place.) (Date.)

Name: Dana H. Easton
(Surname first, Mr., Miss, or Mrs.)

(Date of Birth.) 1862

I. SERVICE RECORD.

Establishment (a).	Action (b).	Position. (Pay-roll title.)	Rate of Pay (c).	Date Effective.
Lower Brule, S. Dak.	----	Teacher	$ 600 p.a.	9/1/91
" " "	PA	"	600 p.a.	3/1/92
" " "	Pro.	"	660 p.a.	10/1/94
Osage Agency, Pawhuskn, Okla.	Trans.	"	660 p.a.	9/1/95
Haskell Institute, Kans.	Trans.	"	660 p.a.	11/7/97
" " "	Red.	"	600 p.a.	7/1/00
Klamath School, Oreg.	Trans.	Asst. Teacher	540 p.a.	9/23/01
Carlisle School, Penn.	Trans.	" Matron	600 p.a.	9/1/02
" " "	Pro.	Teacher	600 p.a.	10/1/02
" " "	Pro.	"	660 p.a.	3/13/05
" " "	Pro.	"	720 p.a.	7/1/07
" " "	Pro.	"	780 p.a.	7/1/11
" " "	Pro.	"	810 p.a.	9/1/13
" " "	Pro.	"	840 p.a.	9/1/14
" " "	Trans. to War Dept.			8/31/18

(a) Place the name of department, bureau, or office in which the service was performed.

(b) Indicate the nature of the action according to the following key abbreviations: PA, probational appointment; Exc., excepted from examination; E. O., Executive order; Rein., reinstatement; Trans., transfer; Pro., promotion; Red., Reduction; Res., resignation; Rem. C., removed for cause; Rem. R., removed reduction of force; L. W. O. P., leave without pay for periods of six months or more.

(c) Under rate of pay, do not include bonuses, allowances, overtime pay, or compensation given in addition to basic pay of positions as fixed by law or regulation.

6—6551

To file.

II. STATEMENT OF DEDUCTIONS FOR RETIREMENT FUND.

(See Instructions No. 3.)

Year.	Amount.	Year.	Amount.	Year.	Amount.	Year.	Amount.	Year.	Amount.
No deductions made.									

In case service record shows reentry into service, does the employee claim that he has made redeposit of any amount refunded him at time of separation? _____ (Yes or no.)

The foregoing is a correct abstract of the official record of Emma H. Foster (Name of employee.) based on the official records of the Indian Office (Establishment.) or official certification from the other executive departments or independent establishments in which he was employed.

Signed) Wm. R. Layne (Signature.)

Countersigned July 14, 1924. 192

Acting Chief Clerk, Indian Office. (Official title.)

(Sgd.) JNO. HARVEY (Signature.)

Chief Clerk, Interior Department. (Official title.)

DEP'T OF THE INTERIOR RECEIVED JUL 11 1924 ADM'Y'S OFF., APPTS., MAILS & FILES

To Secretary JUL 11 1924 For Signature

INSTRUCTIONS.

1. The act, approved February 14, 1922, prescribes that "each executive department, and each independent establishment of the Government not within the jurisdiction of any executive department, shall establish and maintain such record as will enable it to determine the amount deducted within each fiscal year from the basic salary, pay, or compensation of each employee within its jurisdiction to whom this act applies. When such employee is transferred from one office to another a certified abstract of his official record shall be transmitted to the office to which the transfer is made."

2. A complete official record in the Federal service of the employee named should be set forth on this abstract. If an employee is transferred to another department, an abstract will be prepared in duplicate, showing his appointment in the department from which transferred and all changes of grade or compensation while therein. The original, properly executed, will be transmitted to the department to which transferred, the duplicate to be retained in his personal file. Should such employee be again transferred, the second department will prepare an abstract setting forth the data contained in that received by it, with the addition of his record while in the second department, such abstract to be transmitted to the department to which he is transferred, a duplicate being retained.

In the case of a nominal reinstatement for the purpose of transfer, the department to which the employee is transferred should apply to the establishment in which the former service was rendered for an abstract of record in the case. Statements of employees must not be accepted unless verified from official records.

3. In Table II show the amount deducted for the retirement fund during each fiscal year, or part of fiscal year, the employee was in your service.

4. This certificate must be signed and countersigned (if necessary) by an official recognized by the Bureau of Pensions as authorized to sign certificate of administrative officer on application for refunds.

6—6551

Return for Indian Office

File

INDIAN OFFICE.

FILES.

1—094a

DEPARTMENT OF THE INTERIOR

OFFICE OF THE SECRETARY

S

FILE NO. 23
Alphabetical.

Foster, Emma H.

STATUS OF EMPLOYES

-O-

EMMA H. FOSTER

of

Pa.

See file 15 18 14 - Transfer of Employes -

Form 383.
May, 1910.

P R S 1716
83003

REQUEST FOR TRANSFER.

WAR DEPARTMENT
(Department, Commission, or Office.)

Washington, D. C., October 8, 1918.

The Secretary of the Interior,
Washington, D. C.

Sir:

I have the honor to request your approval of the following transfer:

Name: Emma H. Foster, of _____ (Residence.)

FROM	TO
Department of Interior (Department.)	War Department (Department.)
Carlisle Indian School (Bureau or Office.)	Chief of Staff (Bureau or Office.)
Teacher at $840 per annum (Position and salary.)	Clerk at $1100 per annum (Position and salary.)
Carlisle, Pennsylvania. (City in which now employed.)	Washington, D. C. (City in which to be employed.)

The lowest class in the grade in the Bureau or Office in which services are to be employed is $_____

If consent is granted, statement should be made that it is in accordance with the Executive Order of Nov. 24, 1917.

By order of the Secretary of War.

Signature: (Signed) John C. Scofield.

Official title: Assistant and Chief Clerk.

Any facts rendering this transfer necessary or desirable should be stated for the information of the Commission.

A transfer from a nonapportioned to an apportioned position of a person who is a resident of a State having an excess of apportioned appointments may be made only upon the certificate of the appointing officer that the transfer is required in the interest of good administration, setting forth in detail the reasons therefor. It should appear that the appointment is necessary because of some special requirement of the place or qualification of the person for the place which can not otherwise be reasonably met.

No transfer may be made to a competitive position above the lowest class in any grade, unless the appointing officer shall certify that the position can not be adequately filled by promotion. The reasons why it can not be so filled should be given.

In case of transfer from one *clerical* position to another, state fully the qualifications of the person rendering the transfer desirable.

An act of June 22, 1906, requires service for a term of three years in one Executive Department at Washington before transfer to another such Department. A like period of service is required by the rules for all other transfers; but this requirement of the rules may be waived by the Commission when it deems such action necessary. All the facts upon which an exception to the three-year limit is requested should be fully set forth, and must show that the transfer is required in the interests of the service.

If more space is needed than is afforded in the Fourth Indorsement, attach an additional sheet. Attention to these details will save correspondence and consequent delay.

6—2146

REQUEST FOR TRANSFER

OF

M .....

Dated ....., 191

Received ....., 191

FIRST INDORSEMENT.

..... Department,

....., 191

Respectfully referred to .....

....., for recommendation and return.

By direction of .....

(Signature.) .....

(Official title.) .....

SECOND INDORSEMENT.

..... Department,

..... Bureau or Office,

....., 191

Respectfully returned .....approved.

(Signature.) .....

(Official title.) .....

(See next fold.)

THIRD INDORSEMENT.

INTERIOR Department,

Secretary's ~~Bureau~~ or Office,

October 15, 1918

Respectfully returned to the WAR

DEPARTMENT

.....approved, with the request that notice of appointment be communicated to the within-named person through official channels.
Under Ex. Order of Nov. 24, 1917.

(Signature.) (Sgd.) FRANKLIN K. LANE

(Official title.) Secretary.

FOURTH INDORSEMENT.

..... Department,

..... Bureau or Office,

....., 191

Respectfully referred to the U. S. Civil Service Commission with the request that the necessary certificate be issued. (Department will please state whether requisition has been made for filling this vacancy from a register of eligibles.) .....
(Answer yes or no.)

(See notes on preceding page.)

FOURTH INDORSEMENT—Continued.

(Signature.) .....

(Official title.) .....

Carbon for Secretary's Office.

1716

October 17, 1918.

Dear Mr. Secretary:

I have the formal request of your Assistant and Chief Clerk dated October 8, 1918 for approval of the transfer of Mrs. Emma H. Foster.

No objection will be interposed to the transfer of Mrs. Foster, as stated in my letter of August 30, and consent is given thereto under the Executive Order of November 24, 1917, based upon the conclusion, after due consideration, that she can render better service for the Government in the position in which you propose to employ her.

Cordially yours,

(Sgd.) FRANKLIN K. LANE

Hon. Newton D. Baker,

Secretary of War.

Incl. 12088-Request for transfer.

Copy to Indian Office

AS REWRITTEN IN THE
SECRETARY'S OFFICE