

MOORE, MARIANNA C.
B/D 1887

Upper Interior

POI 2172

B. Moore

103, 104

Bay 11 UC Row 1 N

TO BE USED ONLY AS

OFFICIAL

PERSONNEL RECORD FOLDER

FOR

FEDERAL EMPLOYEE

**ARCHIVAL RECORD
DO NOT LOAN
OR TRANSFER**

UPON RECEIPT OF THIS FILE, ALL PAPERS SHOULD BE VERIFIED AS PERTAINING TO THE INDIVIDUAL CONCERNED. RETURN ANY PAPERS CONCERNING A DIFFERENT INDIVIDUAL TO THE OFFICE FROM WHICH THE FILE IS RECEIVED, OR TO THE CIVILIAN PERSONNEL RECORDS BRANCH, A. G. O. IF THE PRESENT EMPLOYING STATION IS NOT INDICATED.

IF THIS FILE IS MISPLACED OR MISROUTED AND THE EMPLOYING OFFICE CANNOT BE DETERMINED OR ON SEPARATION OF EMPLOYEE FROM DEPARTMENTS OF ARMY OR AIR FORCES EMPLOYMENT OR ON TRANSFER TO A STATION OUTSIDE UNITED STATES, FORWARD FILE IN THIS FOLDER TO CHIEF, CIVILIAN PERSONNEL RECORDS BRANCH, A. G. O.

ITEM NO. 53-F-4627



Ed.-Emp.
108563-14
B C H

4

2

OCT -8 1914

Miss Marianna C. Moore,
Through the Supervisor in Charge,
Carlisle School.

Madam:

Answering your letter of September 24 you are informed that as the position of business teacher at \$1000 a year was discontinued September 30, 1914 and you do not wish to seek other employment in the Service, your letter is considered as your resignation, which is hereby accepted, effective as of that date.

Respectfully,

(Signed) E. B. Meritt
Assistant Commissioner.

10-AFC-6

Carbon Copy to
Carlisle School.

INITIALING COPY - FOR FILE.



E-Sch.
90335-14
98561-14

DEPARTMENT OF THE INTERIOR
UNITED STATES INDIAN SCHOOL
CARLISLE, PA.

OFFICE OF INDIAN AFFAIRS
RECEIVED
SEP 30 1914
105563

September 28, 1914.

The Honorable
Commissioner of Indian Affairs,
Washington, D. C.

Sir:

Referring to the matter of discontinuing the business department at Carlisle School, I enclose herewith note from Miss Marianna G. Moore, business teacher, in reply to the information conveyed to her through the Principal Teacher, to the effect that the business department would soon be abolished, in which she states that she shall not seek other employment at the Carlisle School. She indicates that she does not wish to take a noncompetitive examination for a teacher's position in the Indian School Service.

FILED BY L. E. G.

Very respectfully,

O. H. Lipps
Supervisor in Charge.

OHL:SR

Earh

10/3/14

343 NORTH HANOVER STREET,
CARLISLE, PENNSYLVANIA.

September 24, 1914.

Mr. DeHuff:

As the Business Department has been abolished, I shall not seek other employment in the Carlisle Indian Service. Allow me, however, to thank you most heartily, for the opportunity you offer of taking a non-competitive examination for a teacher's position in the regular school.

I am yours respectfully,

Marianne Moore



CARLISLE INDIAN SCHOOL
Academic Department

September 24, 1914.
Respectfully submitted to the Supervisor in Charge, Carlisle Indian School, for his information.

J. W. DeHuff
Principal, Academic Dept.

jdd/-

EFFICIENCY RECORD

Name: **Marianna C. Moore**
 Race: **White**
 Position: **Business Teacher**
 Salary: **\$1000**
 School: **Carlisle**
 Date: **April 1, 1914**

AS CHECKED

Excellent

Good ✓

Fair

Poor

Extent and nature of musical ability:

COMMENTS

A. H. Lippe
 Superintendent

Marianne G. Moore

White

Business Teacher

1900

Carlisle

April 1, 1914

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.

EFFICIENCY RECORD

Name: **Marianna C. Moore**
 Race: **White**
 Position: **Business Teacher**
 Salary: **\$1000**
 School: **Carlisle**
 Date: **Oct. 1, 1913**

AS CHECKED

Excellent
 Good
 Fair
 Poor

Extent and nature of musical ability:

COMMENTS

Probationary period expires Nov. 20, 1913.

While she is doing fair work, she does not seem to be mature enough to get the best results with older students. She has a good preparatory training and is industrious, but lacks judgment and is given to loquaciousness

To Schools 10/17/13.

[Signature]

Superintendent.

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.

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 *(Miss) Marianne Craig Moore*
(First name in full.)
 Employed as *Business Teacher* at *U.S. Indian School, Carlisle* *May 20, 1913*
(Entered on duty.)
 Salary *\$1,000* Race *Anglo-Saxon* Married or single Married Single
 Born *1887, Missouri*
(Year and State.)
 Legal residence *Pennsylvania, Cumberland*
(State.) (County.) (Cong. Dist.)
 If you have children, give ages _____ Quarters need for—No. _____ No. _____
(Adults.) (Children.)

When, where, and in what position did you originally enter the Indian Service? *As Business teacher, Carlisle Indian School, September, 1911*

When, where, and in what other positions have you served in the Indian Service?
I have acted as Business teacher at the Carlisle Indian School from September 1911 to the present time.

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 *5 ft 5½ in. ; 110 pounds*

Give your U. S. military or naval service _____

What civil service examinations have you passed? *Business Teacher Examination, February 26-27, 1913; average percentage 70.49*

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 _____

Bryn Mawr College A. B. 1909
Carlisle Commercial College, certificate June 1910

Have you any musical ability? *A little* To what extent has it been cultivated? *I studied instrumental music (piano) September 1900 - June 1904*

Have you had any experience as a disciplinarian in the Indian Service or elsewhere? ^{No} If so, ~~where and when?~~ If not, do you feel qualified to perform the duties of such position? I do.

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

July 1910 - October 1910 I was employed by Mr. Melvil Dewey, Lake Placid Club, N.Y. at a salary of \$600 a year.

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

I have a knowledge of free hand drawing.

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

I have a knowledge of the Dewey system of Decimal Classification

Are you a competent stenographer and typewriter? Yes.

PERSONAL RECORD OF

Name Moore, (Miss) M.C.
(Write surname first.)

Carlisle Indian School
(School or Agency.)

Date June 3, 1913

Approved and forwarded by

[Signature]

Superintendent.

The following to be filled out in the Bureau in Washington:

[Name of bureau.]

[Appointment, reinstatement, transfer, promotion, etc.]

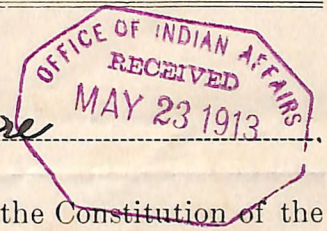
[Title of position, and salary.]

vice

Entered on duty (or took effect) _____, 191__

OATH OF OFFICE.

(Section 1757, United States Revised Statutes.)



I, (Miss) Marianne Craig Moore
[Miss or Mrs. (if appropriate), and full first name.]

do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So help me God.

Marianne Craig Moore

Department of the Interior,

OFFICE.

Sworn to and subscribed before me this 22^d
day of May, A. D. 1913

E. M. Siggitt

NOTARY PUBLIC

My Commission Expires March 10, 1917.

6-1848

File

Chief Clerk.

5/24/13

(1 inclosure.)

ADDRESS ONLY THE
COMMISSIONER OF INDIAN AFFAIRS.

REFER IN REPLY TO THE FOLLOWING:

5-450 k.

Education—
~~Appointments.~~
Employees
Ctf. 9492
B C H

DEPARTMENT OF THE INTERIOR,

OFFICE OF INDIAN AFFAIRS,

WASHINGTON

MAY 20 1913

FOR FILE!

Marianna C. Moore,
343 N. Hanover St.,
Carlisle, Pa.

Madam:

You are hereby probationally appointed to the position of
business teacher

at the Carlisle (Pennsylvania) Indian School,
Agency,
at a compensation of \$ 1000.00 a year.

Your salary will begin when you take the oath of office and enter on duty. A blank form of oath is inclosed herewith, and you are requested to take the oath before the nearest notary public and forward the form immediately to this office.

You are expected to report for duty immediately to the superintendent or other officer in charge. Should any unforeseen incident prevent your doing so, you should telegraph that fact to the "Commissioner of Indian Affairs, Washington, D. C."

If your services are satisfactory, you will receive a permanent appointment at the expiration of six months from the date of your entrance on duty.

~~The route to your field of duty is as follows:~~

Carded

Very respectfully,

(Signed) F. H. Abbott.

5-AB-15

Acting Commissioner.

COMMISSIONERS
JOHN C. BLACK, PRESIDENT
JOSEPH A. McILHENNY
WILLIAM S. WASHBURN

Pa-VC

lo

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.



January 7, 1913.

The Commissioner of Indian Affairs,
Washington, D. C.

FILED BY E. F. B.

Sir:

In reply to your letter of December 26, 1912, authority is granted under section 2 of Rule VIII for an extension of the temporary appointment of Marianna C. Moore as business teacher, \$1000 a year, Carlisle School, Pennsylvania, pending the establishment of a register. Miss Moore should be required to make application for the examination when it is announced.

By direction of the Commission:

Very respectfully,

Acting President.

emp

1/9/13

Education
Employees
2501-1913
B C H

Vacancy.

JAN 16 1913

Mr. Moses Friedman,
Supt., Carlisle School.

Sir:-

In connection with the vacancy of Business Teacher at \$1000 a year at your school, it is suggested that you have Miss Marianna C. Moore, your temporary employee, apply to the Civil Service Commission for blanks for the entrance into this examination when it is announced by the Commission.

Respectfully,

1-BSM-9

Acting Commissioner.

FOR FILE

TELEGRAM
Carlisle.

Education-
Employees.
Otr. 9492
B C H

MAY 19 1913

FOR FILE

Friedman,
Superintendent,
Carlisle, Pennsylvania.

Marianna Moore certified. Do you recommend and would she
accept permanent appointment your school? Wire.

S-LMM-13

Send by Postal.

Government's
Night Rate

C. Hauke
Acting

REQUEST FOR OFFICIAL PERSONNEL FOLDER
(SEPARATED EMPLOYEE)

1. DATE OF REQUEST

7-17-61

Submit in duplicate to the Federal Records Center, St. Louis, Mo.

SECTION I—TO BE COMPLETED BY REQUESTING OFFICE

General Services Administration
Records Management Service, Region 6
Federal Records Center
1724 Locust Street
St. Louis 3, Mo.

2. NAME (Last, first, middle)

MOORE, MARIANNA C.

3. NAME UNDER WHICH FORMERLY EMPLOYED FEDERALLY
(If other than item 2)

4. DATE OF BIRTH

1887

5. FORMER FEDERAL EMPLOYING OFFICE (Agency, bureau or equivalent, address, and dates of employment)

Bureau of Indian Affairs 10-1-1913 to 9-30-14

(If formerly employed by agencies in addition to above, list under item 7)

6. PERSONNEL FOLDER ACTION (Check appropriate box)

a. CURRENTLY EMPLOYED. REQUEST TRANSMISSION OF FOLDER COVERING PREVIOUS FEDERAL EMPLOYMENT FOR PERMANENT RETENTION

b. REQUEST TRANSMISSION OF FOLDER FOR TEMPORARY USE

c. CONSOLIDATE ATTACHED PAPERS WITH OFFICIAL PERSONNEL FOLDER PREVIOUSLY FORWARDED

7. REMARKS

SECTION II—FOR USE BY FEDERAL RECORDS CENTER, ST. LOUIS, MO.

8. a. CONSOLIDATE ATTACHED PAPERS WITH FOLDER PREVIOUSLY FORWARDED

d. FLAGGED, FOLDER TO BE FORWARDED WHEN LOCATED

b. FOLDER ENCLOSED *permanent retention*

e. FOLDER PREVIOUSLY REQUESTED IS ENCLOSED

c. FOLDER NOT LOCATED

f. FOLDER FORWARDED ON A LOAN BASIS IN LIEU OF INFORMATION REQUESTED. IF EMPLOYEE IS REHIRED, FOLDER SHOULD BE RETAINED BY YOUR AGENCY

9. REMARKS

7-27-61 JCB

NOTE.—Original will be used as charge-out by Federal Records Center. Duplicate will be returned as transmittal sheet when appropriate.

TO: INTERIOR BRANCH
ADDRESS: THE NATIONAL ARCHIVES
ATTN: WASHINGTON, D. C.

Requesting agency will type name and address of office submitting request in address box. To be used to mail folder or reply.

5-400j

Moore, Marianna C						Quarters.	State.	County.	C. Dist.	Married?	Date of birth.	Sex.
						1-	Pa	Cumberland		No	1887	
No.	Date.	Method.	Position.	Salary.	Location.	Remarks.						
15	9/14/11	P F V	Bus Tchr	1000	Carlisle School							
	11/30/11	Rlvd	"		"							
15	1/1/12	P F V	"	1000	"							
	7/2/12	Rlvd	"		"							
14	8/26/12	P F V	"	1000	"	C S C attention called to fact of no eligibles and authority requested for this temp employment. (Made permanent)						
14	5/20/13	BusTchr X	"	1000	"							
	9/30/14	Res	"		"							

[OVER]

RECORD OF LEAVE.

Year.	Months.	Jan.	Feb.	Mar.	Apr.	May.	June.	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total.
19...	Annual													
	Sick													
	Detail													
	Without pay							31	30					
	Total													
19...	Annual													
	Sick													
	Detail													
	Without pay							31	31					
	Total													
19...	Annual													
	Sick													
	Detail													
	Without pay													
	Total													
19...	Annual													
	Sick													
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19...	Annual													
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	Total													