

18287

OFFICE OF
Indian Affairs
Rec'd APR 20

1898

1899 ✓

LIST OF POSITIONS AND SALARIES

RECOMMENDED FOR

Indian Industrial Schoolat *Carlisle Barracks, Pa.* Agency,by *R. C. Pratt, Capt. 10th Cav.*
Agent or Supt.

E.

FILE

53461500-1-98

SPECIAL INSTRUCTIONS.

Agents and Bonded Superintendents are requested to read the following paragraphs very carefully before filling the within blank.

This blank must be prepared and forwarded to the Indian Office *not later* than April 1.

The names of the positions to be authorized must be made to accord as nearly as possible with the printed list within, avoiding all double designations. The full duties of an employee need not be expressed in the title of the position, but when required to perform duties other than those so expressed, attention may be called to the fact in a foot note.

When a position is to be authorized for an Indian it should be marked thus: (I).

Show the salaries *per annum* in the column headed "SALARIES." In the case of day school employees or others whose salaries are authorized per month, state the monthly salary in the columns headed "MONTHS" immediately after the name of the position, and also give in the columns headed "SALARIES" the total amount required for such position for the entire fiscal year.

The *correct* total of both salary columns must be given.

If in your opinion it is necessary to increase or reduce the salary of a position, or to increase or reduce the employee force by the addition or elimination of positions, give briefly your reasons therefor on this blank under the head of "Remarks and Recommendations," and do not make a separate communication. This blank should be filled out and forwarded unaccompanied by any letter transmitting same.

Do not show in the columns of this blank any positions the expenditures for which are to be reported upon your monthly reports of irregular employees.

You will be careful to give in the places marked for this purpose the capacity, enrollment, and average attendance of your school during the fiscal year 1898, as shown by the first and second quarterly reports thereof.

Do not make any recommendations on this blank relative to Agency positions. Show only School positions.

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REMARKS AND RECOMMENDATIONS.