

Indian Industrial School,

CARLISLE, PA. Agency

February 2nd, 1905

I hereby certify that the within descriptive statement correctly shows all changes in the school employee force under my charge which have not previously been reported; and that the employees herein shown as appointed actually entered on duty on the dates indicated.

*W. A. Mercer*

Agent or Supt.  
Capt. 7th Cavy. Supt.

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Indian Industrial School, Agency,  
CARLISLE, PA.

February 21, 1905

W. A. Mercer Capt. 7th Cavy. Supt.  
Agent or Superintendent,

REPORTS CHANGES IN SCHOOL EMPLOYEES.

Approved: Feb. 6, 1905

*W*  
*Filed*

E

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*M*



SCHOOL EMPLOYEES.

Department of the Interior,

OFFICE OF INDIAN AFFAIRS.

**TO AGENTS AND BONDED SUPERINTENDENTS :**

All appointments, transfers, removals, and promotions in the Indian School Service are made by order of the Commissioner of Indian Affairs.

Upon the within "Descriptive statement," immediately after instructions, you will submit all such changes in your school employee force for approval. Do not report changes in *Agency* positions on this blank, nor changes in school positions paying \$96 or less per annum.

Every column must be properly filled out, and you will refer to the file number and date of the office letter directing the change. In case of an emergency you may fill a vacancy temporarily, but such temporary appointment must be immediately reported to this office with full and explicit reasons therefor.

No appointment or relief should be reported until the employee has *actually* entered on duty, or terminated service; but changes must be reported as soon as they occur.

In the column designated "Legal residence" show the State and Congressional district legally claimed by the employee, and in that of "Date of original appointment" state the time the employee first entered the Indian Service.

In the descriptive statement the SEX may be designated by the letter M for male and F for female; the RACE by W for white, N for Negro, I for Indian, H for half-breed, C for Chinese, etc.; the correct AGE is to be given when known—when it is estimated, a line should be drawn under the figures; S designates single, M married, and W widow.



THIS BLANK MUST BE FILLED OUT IN ACCORDANCE WITH PRINTED INSTRUCTIONS.

Indian Industrial School,

CARLISLE, PA.

DESCRIPTIVE STATEMENT of changes in School Employees at

submitted

February 2nd,

1905, by

W.A. Mercer, Capt. 7th Cav. Supt. Agent or Superintendent.

APPOINTED: NAME IN FULL.	AUTHORIZED POSITION.	COMPENSATION.	SCHOOL AT WHICH EMPLOYED.	DATE ENTERING ON DUTY UNDER THIS APPOINTMENT.	SEX.	RACE.	AGE.	Single, married, or widowed.	BIRTHPLACE.	LEGAL RESIDENCE.		PREVIOUS OCCUPATION.	DATE OF ORIGINAL APPOINTMENT.	DATE AND FILE NUMBER OF OFFICE LETTER AUTHORIZING THIS CHANGE.
										STATE.	CONG. DIST.			
Lizzie James ✓ <sup>10</sup>	Cook	\$480.00-4	Carlisle	Jan. 21, 1905	F.	W.	35	♂	Penna	Penna	19	Asst. Laundress	July 1, 1896	Jan. 28, 1905. "Ed. 6469-1905."
Norman H. Justus ✓ <sup>10</sup>	Asst. Farmer	600.00--	"	Feb. 1, 1905	M.	W.	26	M.	Iowa	Iowa	5	Farmer	June 10, 1904	Jan. 18, 1905. "Ed. 2751-1905." Jan. 23, 1905. "Ed. 5516-1905"
<b>RELIEVED:</b>														
NAME IN FULL	AUTHORIZED POSITION.	COMPENSATION.	SCHOOL AT WHICH EMPLOYED.	DATE OF TERMINATING SERVICE.	RESIGNED, DISMISSED, OR TRANSFERRED.	CAUSE.		DATE AND FILE NUMBER OF OFFICE LETTER AUTHORIZING THIS CHANGE.						
Mary E. Lininger ✓	Asst. Seamstress	\$300-4	Carlisle	Jan. 31, 1905	—	Pa. July 1, 1891. Position abolished		Jan. 28, 1905. "Ed. 6469-1905"						
Catharine Butler ✓	Asst. Laundress	300--	"	" 31. "	—	" " " " " "		" " " " " "						
Lizzie James ✓	Do. Asst.	300--	"	" 20. "	Transferred	" Promoted " abolished. Transfer to position of cook		" " " " " "						
Oliver Harlan ✓	Farmer	600--	"	" 31. "	Resigned	To take charge of his own farm. Pa - Feb. 15, 1884.		Jan. 18, 1905. "Ed. 743-1905."						

W.B.B.



9481

Indian Office,

1905

Incl. No. 1

OATH OF

*Norman H. Justus*

*Assh. Farmer*

Indian Industrial School,

CARLISLE, PA.

Dated *Feb. 1, 1905*, 189~~5~~

Entered on duty *Feb. 1, 1905*, 189~~5~~





OATH.

I, Norman H. Justus

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.

Norman H. Justus

Sworn to and subscribed before me this first  
day of February, A. D. 1905

Henry Luce

COMMISSION EXPIRES  
February 27, 1906.

