

FILE

REFER IN REPLY TO THE FOLLOWING:

DEPARTMENT OF THE INTERIOR,

Education

OFFICE OF INDIAN AFFAIRS,

WASHINGTON.

20
Feb. 19, 1908.

Subject:

Rel to filling position of
Teacher of Mechanical Drawing.

Supervisor in Charge,
Indian School,
Carlisle, Penn.

Carlisle Sch
162

Sir:-

It is noted that the position of Teacher of Mechanical Drawing at \$600 per annum at Carlisle has not been filled during this fiscal year. The Office requested eligibles from the Civil Service Commission on November 12, 1907, but there was no register established at that time.

If, in your opinion and that of the Assistant Superintendent, the position is not necessary, it will be left vacant for the remainder of the year, and the request on the Civil Service Commission for eligibles will be canceled.

Very respectfully,

(Signed) C. F. Larrabee.

Acting Commissioner.

WAM=M

INCLOSURE.

Refer in reply to the following:

EDUCATION.

Cer. 6460

WAM

Department of the Interior,

OFFICE OF INDIAN AFFAIRS,

Washington,

April 16, 1908.

Mr. Charles Saylor,
435 Carson Street,
Pittsburg, Penn.

Sir:

You are hereby appointed, under the conditions printed hereon, to the position of fireman at the Carlisle Indian school, Penn., at a salary of \$480 per annum.

Your salary will begin when you take the oath of office and enter upon duty. The oath of office may be taken before a notary public, or other officer qualified to administer oaths, and should be forwarded at once to this office. A blank form of oath is herewith inclosed.

As this appointment is by virtue of the Civil Service law, it is probationary until the expiration of six months from the date of your entrance upon duty. If your services are satisfactory you will then receive a permanent appointment. Board in employees' mess will cost about \$12.00 per month.

Please telegraph the "Commissioner of Indian Affairs, Washington, D. C.," at once whether you accept or decline.

If you accept report for duty as soon as possible to Supt. Moses Friedman, Carlisle, Penn.

The railroad station is Carlisle, Pa., on Cumberland Valley Rwy.; distance from school, 1 mile.

Very respectfully,

TFM

(Signed) C. F. Larrabee,

Acting Commissioner.

(See other side.)

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**Read carefully these sections from Rules for Indian School
Service before accepting appointment.**

143. Employees at Government boarding schools must understand when they accept the appointment that the conditions of life in an Indian boarding school differ from ordinary school or home life; that the work will be difficult and confining, with little opportunity for recreation or social pleasure; that long hours of service are required, and that every employee must be willing to work night or day if special emergencies arise; that the duties of an employee do not end at a given hour, but may be continued indefinitely.

144. It must also be understood by anyone entering this service that additional duties or duties entirely different from those usually attached to the position to which he or she is regularly assigned may be required. Efficiency and success can come only to those who are interested in the education of the Indian, who are physically able for the arduous duties to be performed, and willing to do whatever is necessary for the good of all concerned. No person should offer himself for a position in this service who is encumbered with the care of children or invalids, or is in any way hampered in giving to the Government full time and best service.

145. Employees pay their own traveling expenses to and from the school and for their board while there, but quarters will be provided at the school.

146. The furnishing of quarters must not be considered as a matter of right, and therefore in their assignment of rooms to employees superintendents will understand that legitimate dormitory space must not be encroached upon. If necessary, two or more persons must occupy one room, and employees with families must content themselves with the same space, unless otherwise ordered by the Commissioner of Indian Affairs.

147. The salary of a teacher has no relation whatever to the grade or class of pupils intrusted to his or her care. If a teacher is promoted in salary it does not imply a change in work. The teacher who has the highest class may have the lowest salary, and vice versa. Assignment to any class must be based only upon the teacher's skill and availability. Increase of salary will rest upon proved efficiency in the work, and, other things being equal, upon successful experience.

SPECIAL NOTE.

Address your answer, either by telegraph or letter, without any personal designation, as follows:

COMMISSIONER OF INDIAN AFFAIRS,
WASHINGTON, D. C.

A failure to do this at once may result in the revocation of this appointment.

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REFER IN REPLY TO THE FOLLOWING:

Enclosures

DEPARTMENT OF THE INTERIOR,

Education
Cer. 6483
WAM

OFFICE OF INDIAN AFFAIRS,
WASHINGTON.

May 26, 1908.

Subject: Returning certificate.

The Civil Service Commission.

Sirs:

I respectfully return herewith certificate issued for the position of teacher of mechanical drawing at the Carlisle School, Pennsylvania, and also the examination papers. No selection has been made from this certificate, and in explanation the Commission is informed that it is now very near the close of the school year, and there is no necessity for filling the position; also that it is possible the position will not be created for the school next year. However, should the position be reauthorized, the question of filling the vacancy will be taken up again with the Civil Service Commission.

Very respectfully,

(Signed) C. F. Larrabee.

Acting Commissioner.

TFM

Carlisle 167

REFER IN REPLY TO THE FOLLOWING:

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FILE

DEPARTMENT OF THE INTERIOR,

Education
J.H.D.

OFFICE OF INDIAN AFFAIRS,

WASHINGTON. March 30, 1908.

SUBJECT:

The superintendency of the
Chilocco School.

Mr. John R. Wise,
Asst. Supt. Indian School,
Carlisle, Pa.

Sir:

Mr. S. M. McCowan has tendered his resignation as
Superintendent of the Chilocco Indian School, which I have
accepted to take effect April 1.

Do you wish to be considered for appointment as Superin-
tendent of this school at a salary of \$2,500 per annum, bond
\$65,000? Wire answer.

Very respectfully,

(Signed) J. E. Reupp,

Commissioner.

(F)

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