

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
Office of Federal Contract Compliance  
WASHINGTON, D.C. 20210



AUG 23 1971

MEMORANDUM FOR ARTHUR A. FLETCHER

SUBJECT: COMMENDATION


*Since I arrived at OFCC in August 1969, Mr. Herbert Smith, formerly of Central Personnel Services, Office of the Secretary, and presently of Employment Standards Administration Personnel Office, has been assigned to OFCC as the personnel representative and advisor. On behalf of the Office of Federal Contract Compliance, I am taking this opportunity to express my personal appreciation to Mr. Smith for his outstanding assistance to my office.*

*As you know, OFCC since August 1969 has successfully recruited approximately 85 new employees and processed a significant number of promotions and other personnel actions requisite to organizational development. These activities were accomplished through the untiring assistance of Mr. Smith. In the process of building an organization and recruiting a significant number of employees, there follows a disproportionate amount of technical questions that arise as a result of the effects of organizational change. Mr. Smith has been especially effective in responding positively to the day-to-day questions and problems of supervisors and employees in OFCC in this regard.*

*Mr. Smith has demonstrated consistently the ability to do quality work with accuracy, thoroughness and substance. He has continuously exhibited a willingness to take on new and additional responsibilities peculiar to the needs of OFCC such as, the recruitment and qualification review of minority applications for key positions. In this context, he has exhibited the willingness to make difficult decisions especially as they pertain to the interpretation of Civil Service standards and the requisite abilities of applicants for OFCC positions. OFCC is a unique staff of people as well as a unique organization. Mr. Smith has consistently demonstrated resourcefulness and cooperation in making constructive suggestions in joint enterprises, and in observing significant things that have a tendency to tie the official job with the socio-economic factors requisite in OFCC staffing patterns.*

*I rely on Mr. Smith for all matters pertinent to personnel. The staff assistance he provides, technical abilities and quality of work warrant my dependence. I commend Mr. Smith for what he has done and continues to do and request that he be recognized for his ability and devotion to OFCC.*

*It is my understanding that the ESA Personnel Office currently has a professional staff of 19 employees, including 4 professional minorities at the following grade levels: two GS-13's, one GS-12 and one GS-11, none of which are in supervisory positions. In view of Mr. Smith's demonstrated technical ability, loyalty and continuous length of service, it would appear that he would be an excellent candidate for a supervisory position in the Office of Personnel. Should such a position not currently be available due to organizational limitations, may I recommend that he be assigned to a position of a higher level of technical expertise which would provide for promotion to Grade GS-13 with supervisory responsibility.*



*John L. Wilks*  
Director