

CEHR-D (690-400d)

**MEMORANDUM FOR DIRECTORS AND CHIEFS OF SEPARATE OFFICES,  
HQUSACE, AND COMMANDERS/DIRECTORS, AND  
COMMANDERS/DIRECTORS, MAJOR SUBORDINATE  
COMMANDS AND FIELD OPERATING ACTIVITIES**

**SUBJECT: Amended Procedure for Using USACE Leadership Assessment and  
Advisory Services Contract**

- 1. Effective immediately, issuing officer authority for Gallup Leadership Competency Interviews and related services under the USACE Leadership Advisory Services with The Gallup Organization, contract # DACW72-99-D-0006, is transferred to all HQ elements, Divisions, Districts, Engineering Centers, FOAs, or organizations directly supporting them.**
- 2. All orders for Leadership Assessment and Advisory Services must be placed under Contract # DACW72-99-D-0006. Policies and procedures governing the use of Gallup Leadership Assessment and Advisory Services are outlined on the CEHR Homepage at <http://www.hq.usace.army.mil/cehr/d/leadtrans.htm>. Contract line items [CLINS] and pricing for the various services available under this contract are also listed on the CEHR Homepage.**
- 3. The Gallup Organization is NOT authorized to perform any services under this contract without prior receipt of a Delivery Order. A completed copy of the Gallup Leadership Advisory Services Request Form must be attached to each Delivery Order. A copy of the Request Form may be downloaded and printed from the CEHR Homepage.**
- 4. Upon completion of the tasks identified in the Delivery Order or Modification(s) to Delivery Order, a copy of the completed CEFMS Receiving Report must be forwarded by mail or fax to the USACE Professional Development Support Center [PDSC], P.O. Box 1600, Huntsville, AL 35807-4301, ATTN: Ms. Jean Neill. Ms. Neill's fax number is (256) 895-7469.**
- 5. Technical questions regarding Leadership Assessment and Advisory services should be forwarded to Ms. Jean Neill at (256) 895-7423. Questions regarding how to request services under the USACE Leadership Advisory Services contract should be directed to your local Contracting Office.**
- 6. CEHR POC for this action is Ms. Margaret A. Tindal-Fisher, 202-761-8997.**

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**SUSAN DUNCAN**  
Deputy Chief of Staff for  
Human Resources