



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ACQUISITION
AND SUSTAINMENT

MEMORANDUM FOR COMMANDER, UNITED STATES CYBER
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: The Richard “Dick” Ginman Contingency Contracting Officer Excellence Award

In 2013, Defense Pricing and Contracting first implemented the “Richard ‘Dick’ Ginman Contingency Contracting Officer Excellence Award.” While this annual award acknowledges the contributions of all Department of Defense (DoD) Contingency Contracting Officers (CCO), it singles out the one CCO who best emulates Mr. Ginman’s tireless support of the Contingency Contracting Community. Attached are the nomination instructions and criteria. We plan to announce the award recipient by mid-November, 2020 and intend to present the award at the 2020 DoD Contracting Conference scheduled for December 15-17, 2020 in Orlando, Florida.

I encourage each of you to nominate a deserving individual who has served as a CCO during fiscal year 2020. Components should submit their nomination package via e-mail, no later than November 2, 2020, to Defense Pricing and Contracting/Contract Policy at osd.pentagon.ousd-a-s.mbx.asda-dp-c-contractpolicy@mail.mil. Any questions should be directed to my point of contact, Lt Col Bryan D. Lamb, at 703-693-0497 or Bryan.D.Lamb.mil@mail.mil.

Kim Herrington
Acting Principal Director,
Defense Pricing and Contracting

Attachment:
As stated

The Richard "Dick" Ginman Contingency Contracting Officer Excellence Award

1. **ELIGIBILITY:** Military members or government civilian employees within the Department of Defense (DoD) contracting community at any grade level who meet the criteria as detailed below throughout the Fiscal Year 2020.
2. **BACKGROUND:** Contingency Contracting Officers (CCOs) are some of the first responders to an emergency, peacekeeping or humanitarian effort, contingency or in support of combat operations, or disaster response. They often deploy with little more than a laptop and an understanding of the mission, concept of the operation, and commander's intent. Successful CCOs anticipate mission-partner requirements and consistently demonstrate a tremendous amount of mission-focus, leadership, ingenuity, and tenacity. This annual award honors those whose actions as a Contingency Contracting Officer are truly inspirational. The award is named after Richard "Dick" Ginman, a retired Navy Supply Corps Admiral and former Director of Defense Procurement and Acquisition Policy (DPAP), which is now known as Defense Pricing and Contracting (DPC). Mr. Ginman is one of the staunchest supporters of CCOs and the contingency contracting mission.
3. **AWARD CRITERIA:** The Richard "Dick" Ginman Contingency Contracting Officer Excellence Award recognizes CCOs at all levels in the DoD contracting community who have deployed, accomplished the mission, and excelled through adversity in supporting contingency operations.

Nomination packages should clearly demonstrate why the nominee's accomplishments warrant recognition by this award. The nomination shall be submitted using the attached nomination form, and inputs may be presented in narrative or bullet format. The nomination should address the following three criteria, Mission Requirements, Actions/Results, and Overcoming Challenges:

- a. **Mission Requirements:** Describe the contingency/operation/mission requiring a CCO.
- b. **Actions/Results:** Describe tasks the CCO completed and how the results supported overall operational mission objectives and achieved commander's intent.
- c. **Overcoming Challenges:** Describe any hardships/obstacles endured and how the CCO innovatively overcame adversity to ensure the contract capabilities they provided were timely to warfighter needs, compliant with prescribed policies and regulations, and in the best interest of the U.S. Government and taxpayer.

In addition to the completed nomination form, submissions should include the nominee's biography (limited to one page).

4. INSTRUCTIONS:

a. Each combatant command, military department, defense agency, or defense activity may nominate only one individual each cycle. The package should include an endorsement memorandum signed by the senior contracting member of the organization (or designee), the nomination form and a one-page biography. Components should forward nomination packages to the point of contact named on the announcement memorandum and to the DPC Contract Policy group e-mail box at osd.pentagon.ousd-a-s.mbx.asda-dp-c-contractpolicy@mail.mil no later than November 2, 2020. DPC anticipates announcing the award recipient by mid-November, 2020.

b. The nominee who is selected as this year's award recipient will be recognized at the 2020 DoD Contracting Conference, scheduled for December 15-17 in Orlando, Florida. The recipient's travel will be funded by DPC. If the recipient is unable to attend the conference, the award will be presented at a future gathering of DoD contracting senior leaders.

c. The individual selected for the award will be posted online at the DPC webpage.