



ACQUISITION  
AND SUSTAINMENT

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

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)  
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

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

In 2013, Defense Pricing and Contracting (DPC) first implemented the “Richard ‘Dick’ Ginman Contingency Contracting Officer Excellence Award.” While this annual award acknowledges the contributions of all Department of Defense Contingency Contracting Officers (CCOs), it singles out the one CCO who best emulates Mr. Ginman’s tireless support of the Contingency Contracting Community.

Attached are the award nomination instructions and criteria for your review and consideration. We intend to select and notify the recipient NLT January 15, 2024 and present the award during the 2024 Contracting Senior Leader Meeting (location and date TBD). If the event is in person, DPC will provide travel funding.

I encourage each of you to nominate a deserving individual who has served as a CCO during FY 2023. Please submit your Component’s nomination package no later than November 30, 2023, to Defense Pricing and Contracting at [osd.pentagon.ousd-a-s.mbx.asda-dp-c-contractpolicy@mail.mil](mailto:osd.pentagon.ousd-a-s.mbx.asda-dp-c-contractpolicy@mail.mil). My staff point of contact is Col Adam “AC” Coyne at 703-693-5115.

John Tenaglia  
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, at any grade level, within the Department of Defense (DoD) contracting community who met the criteria below during FY 2023.
2. **BACKGROUND:** Contingency Contracting Officers (CCOs) are among the first responders to an emergency, humanitarian or peacekeeping effort, contingency operation, or other applicable emergency-type operation. CCOs often deploy with little more than a laptop and an understanding of the mission, concept of the operation, and/or 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 CCO are truly inspirational. It 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 while supporting emergency-type operations (as defined in Federal Acquisition Regulation (FAR) 18.001).

Nomination packages should clearly demonstrate why the nominee's accomplishments warrant recognition. Those completing the nomination package shall use the attached nomination form. Inputs may be presented in narrative or bullet format. The nomination should address three criteria: Mission Requirements, Actions/Results, and Overcoming Challenges.

- a. **Mission Requirements:** Describe the emergency-type operation/mission requiring a CCO.
- b. **Actions/Results:** Describe tasks the CCO completed and how the results supported overall operational mission objectives and achieved the commander's intent.
- c. **Overcoming Challenges:** Describe any hardships/obstacles endured and how the CCO innovatively overcame adversity to ensure the contracted 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 with picture included (limited to one page).

#### 4. INSTRUCTIONS:

a. Each combatant command, military department, defense agency, or defense activity may nominate only one individual each fiscal year. **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 with picture included.** Components should forward nomination packages to the point of contact named on the announcement memorandum at [osd.pentagon.ousd-a-s.mbx.asda-dp-c-contractpolicy@mail.mil](mailto:osd.pentagon.ousd-a-s.mbx.asda-dp-c-contractpolicy@mail.mil) no later than 30 November 2023. DPC anticipates announcing the award recipient by 15 January 2024.

b. The nominee who is selected as this year's award recipient will be recognized at the 2024 DoD Contracting Senior Leader Meeting (date and location to be determined). If the event is in person, DPC will fund recipient travel. 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 award recipient will also be posted on the DPC webpage located here:  
<https://www.acq.osd.mil/asda/dpc/ops/awards.html>