



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

JUN 24 2014

ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

MEMORANDUM FOR 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  
(ACQUISITION AND 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

This year, the Defense Procurement and Acquisition Policy office is instituting the "Richard 'Dick' Ginman Contingency Contracting Officer Excellence Award." This award honors Mr. Ginman for his superlative service to the nation, both in and out of uniform, and his unparalleled support of the Contingency Contracting Community. While the award acknowledges the contributions of all Contingency Contracting Officers (CCO), only one CCO will be selected annually to receive this prestigious award. Attached are the nomination instructions and criteria. The awardee will be recognized on a date and location to be later identified.

I encourage each of you to nominate a deserving individual who has served as a CCO during calendar year 2013. Nominations should be sent via e-mail to my point of contact below by August 25, 2014. Should you have any questions, please contact Ms. Barbara Trujillo, at 571-256-7010 or [barbara.j.trujillo2.civ@mail.mil](mailto:barbara.j.trujillo2.civ@mail.mil).

Shay D. Assad  
Director, Defense Pricing

Attachment:  
As stated

## **The Richard “Dick” Ginman Contingency Contracting Officer Excellence Award**

1. **ELIGIBILITY:** Military members or Government civilian employees within the DoD acquisition/contracting community at any grade level who meet the criteria as detailed below throughout the preceding calendar year.

2. **BACKGROUND:** Contingency Contracting Officers (CCOs) are some of the first responders to an emergency, humanitarian and disaster relief, contingency or outright war event. They often deploy with little more than a laptop and an understanding of the mission, concept of the operation, and commander’s intent. Contingency operations require a tremendous amount of work, improvisation, and dedication from our CCOs. 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). Mr. Ginman has steadfastly proven to be one of the staunchest supporters of CCOs and the contingency contracting mission. The first award will be presented by Mr. Ginman on the day of his retirement. Successive awards will be presented annually by the Director of DPAP in OUSD(AT&L).

3. **AWARD CRITERIA:** The Richard “Dick” Ginman Contingency Contracting Officer Excellence Award recognizes CCOs at all levels in the DoD acquisition/contracting community who have deployed, accomplished the mission, and excelled through adversity in supporting contingency operations. The nominee who is selected for this honor will be recognized at an Acquisition Community Senior Leader Meeting, generally held annually at the Pentagon.

Nomination narratives must provide a concise background for context, and should clearly demonstrate why the nominee’s accomplishments warrant recognition by this award. Nominations shall be limited to a single page and, at a minimum, should address the following:

- a. Describe the contingency/operation/mission and the circumstances requiring a CCO.
- b. Describe the tasks accomplished and how the CCO exceptionally supported the mission/commander’s intent.
- c. Describe any hardships endured and how the CCO innovatively overcame adversity to ensure contract awards were timely, compliant with prescribed policies and regulations, and in the best interest of the U.S. Government and taxpayer.

In addition to the one-page write-up, submissions should include the nominee’s biography, also limited to one page.

#### 4. INSTRUCTIONS:

- a. The Director of DPAP will annually solicit nominees from the components for this award.
- b. Each component may nominate one individual for each cycle. Nominations will be no longer than two pages in length, including a one-page biography. Forward nomination packages to Barbara Trujillo at [barbara.j.trujillo2.civ@mail.mil](mailto:barbara.j.trujillo2.civ@mail.mil) no later than August 25, 2014.
- c. The Deputy for Contingency Contracting will provide recommendations to Director, DPAP, who will select the award recipient.
- d. The Director, DPAP will present the award recipient with a letter of recognition and appropriate award with brass nameplate (generally an eagle sculpture).
- e. The individual selected for the Award will be posted online at the DPAP webpage.