



DEPARTMENT OF THE ARMY
U.S. ARMY MISSION AND INSTALLATION CONTRACTING COMMAND
2219 INFANTRY POST ROAD
JBSA FORT SAM HOUSTON, TX 78234-1361

OCT 18 2019

CCMI-CG

MEMORANDUM FOR U.S. Army Acquisition Support Center (AASC), 9900 Belvoir Road, Building 201, Suite 101, Fort Belvoir, VA 22060

SUBJECT: Nomination for the 2019 Secretary of the Army Award for Excellence in Contracting – Outstanding Contracting Officer Award, Contingency Contracting

1. It is my honor to nominate MAJ Katrina B. Grimes, Team Leader, 648th Contracting Team, 922nd Contracting Battalion and Mission and Installation Contracting Command (MICC)-Fort Campbell, KY for the 2019 Secretary of the Army Award Excellence in Contracting, Outstanding Contracting Officer Awards Contingency Contracting award.

2. MAJ Grimes served as the Chief and Team Leader, Regional Contracting Office, Erbil, Iraq, for the 648th Contracting Team. She managed the execution of over 120 requirements, worth \$85 million in support of Combined Joint Task Force, Special Operations Joint Task Force, U.S. Air Force Central Command, and Iraqi Security Forces in the Kurdistan region of Northern Iraq and Syria. MAJ Grimes fostered a climate of innovation, and found ways to improve her organization and contribute to the overall mission of Operation Inherent Resolve. As such, she is a most deserving candidate for the Outstanding Contracting Officer Award, Contingency Contracting for fiscal year 2019.

3. The points of contact for this memorandum are [REDACTED] e-mail: [REDACTED], telephone: [REDACTED] or [REDACTED], telephone: [REDACTED].

2 Encls

1. Summary of Accomplishments
2. Photo

CHRISTINE A. BEELER
Brigadier General, USA
Commanding

Description of services

MAJ Katrina B. Grimes served as the Chief, Regional Contracting Office (RCO) Erbil, Iraq, where she was responsible for the largest and most dynamic contracting office in Iraq. She managed the execution of over 120 requirements, worth \$85 million, in support of Combined Joint Task Force, Special Operations Joint Task Force, US Air Force Central Command, and Iraqi Security Forces in the Kurdistan region of Northern Iraq and Syria.

Logistics requirement process integration (Contingency only)

MAJ Grimes created a collaborative logistics team with the Syrian Logistics Cell, US Army Corps of Engineers, and Marine Special Operations Command for high visibility, high priority requirements for line haul and critical construction projects. Her efforts led to 60% increase in line haul mission success and the completion of four critical construction projects.

Timeliness and quality of customer support

MAJ Grimes awarded \$15 million worth of contracts for base life support, supplies, line-haul services, and construction supporting theater-wide operations for both U.S. and Iraqi forces. Her efforts resulted in cost-savings of over \$1.2 million through the optimization of creative contracting strategies and tough vendor negotiations. She provided valuable actionable business advice to the Erbil Base Operations Services Commander in de-scoping the base Non Tactical Vehicle (NTV) contracts which resulted in a decrease from 150 NTVs to 103, and saved the government over \$125,000.

Procurement integrity

MAJ Grimes managed the transition of the Special Operations Command Field Ordering Officer (FOO) program to align with 408th Contracting Support Brigade Standard Operating Procedures. Her RCO trained and supervised over 200 FOO teams throughout Iraq and Syria and was responsible for the monthly procurement of over \$100,000 worth of equipment and supplies in support of combat action against the Islamic State militants. Under her leadership, the RCO executed 70% of all FOO actions for RCC-Erbil. Her RCO averaged over 300 actions monthly and nearly \$3 million in purchases per month.

Innovation and entrepreneurship

MAJ Grimes fostered a climate of innovation. She revamped the procurement of the NTV acquisition paradigm by changing the contract vehicle type from service to supply, thus alleviating DBA requirements and simplifying the acquisition process. These efforts led to a more rapid procurement of NTV valued at over \$12 million while reducing CJTF's cost burden by \$1.5 million. She partnered with the 1st TSC Field Logistics Element and contract officer representatives to ensure successful divestiture of \$5.5 million in vehicles and equipment to Kurdish and Iraqi Forces.

Self-development

In efforts to hone-in on the commander's priority of contract administration, MAJ Grimes identified areas of self-improvement. She expanded her knowledge on information technology, and developed a contract management tool that reduced closeout delinquencies by 50%. As a result, RCO Erbil closed 40 over-aged contracts, de-obligating over \$5 million to be reallocated. Her close-out initiative ensured the conservation of valuable financial resources in a fiscally constrained environment.