



Delaware Department of **Human Resources**

Delaware Award for Heroism

Nomination Guidelines

The Delaware Award for Heroism is presented by the Governor at the annual Statewide Recognition Awards Ceremony held during Public Service Recognition Week. Award recipients will be presented with certificates to recognize acts of heroism and courage. In addition, recipients' photographs will be added to the [Statewide Employee Recognition Program website](#).

Eligibility

All agencies/departments are encouraged to submit nominations for the Delaware Award for Heroism. Nominees must be State employees and may be an individual or a group.

Nominations

Agencies may submit multiple nominations, as long as nominees meet the criteria outlined below. Nomination forms may be up to five (5) pages including the nomination form, and may be substantiated with documentation validating the special act. Documentation, including news clippings, witness contact information, and additional details should be attached to the nomination form.

If there is no formal agency award program, any State employee may nominate another State employee for the Delaware Award for Heroism. The nomination must be submitted to the Cabinet Secretary/Agency Head of the department for which the nominated employee works.

Selection Criteria

Eligible nominees should be State employees who have demonstrated outstanding judgment, exceptional courage, extraordinary decisiveness and presence of mind, and unusual swiftness of action, regardless of his or her own personal safety, in the attempt to save or protect human life and/or property. Their acts should be deemed to be above and beyond the call of duty.

Incidents may occur on or off duty. State employees whose job duties regularly put them in the way of danger are eligible for this award but must have displayed a level of commitment not required or expected in the performance of their daily duties.

Endorsement

Nominations for the Delaware Award for Heroism must be accompanied by an endorsement from the nominee's Cabinet Secretary or Agency Head.

Submission of Nominations

Agency heads or Agency Recognition Coordinators may send with endorsements via email to statewide_training@delaware.gov with the subject heading Delaware Award for Heroism. Nominations are accepted year-round.

Making a Difference for Delaware



Delaware Department of **Human Resources**

Delaware Award for Heroism **Nomination Form**

The Department of Human Resources seeks nominations for the Delaware Award for Heroism. Nominees from the Legislative, Executive, or Judicial branches of state government will have demonstrated exceptional judgment and courage in a potentially serious situation, outside the scope of the employee's normal job functions, whether or not the act was performed during working hours. These acts are often performed at great risk and sacrifice to their own personal safety, comfort, and well-being.

Purpose: To recognize courageous and heroic acts of employees in all levels of Delaware's state government, and across all departments.

Selection Criteria: Eligible nominees should be State employees who have demonstrated exceptional courage, extraordinary decisiveness and presence of mind, and unusual swiftness of action, regardless of his or her own personal safety, in the attempt to save or protect human life and/or property. Their acts should be deemed to be above and beyond the call of duty.

Incidents may occur on or off duty. State employees whose job duties regularly put them in the way of danger are eligible for this award but must have displayed a level of commitment not required or expected in the performance of their daily duties.

Endorsement: Nominations for the Award must be accompanied by an endorsement from the Cabinet Secretary or Agency Head. The endorsement should be sent by Agency Recognition Coordinators or agency head via mail or email, and should have the nomination attached.

Submission Directions: Agency Recognition Coordinators or agency heads should send with the agency head's endorsement via email to Statewide_Training@delaware.gov with the subject heading **Delaware Award for Heroism**. Nominations are accepted year-round.

For Further Information or Questions Contact:

Department of Human Resources/Training and HR Solutions, Tel: 302-739-1990 or visit our website at [DHR - Statewide Recognition Program \(delaware.gov\)](http://DHR-Statewide_Recognition_Program(delaware.gov))

Instructions: This is a fill-able Word form. Begin typing in the shaded area and it will expand as you type, or cut and paste information. The tab key may be used to navigate to the next data entry field. To save the document, go to the file menu, select "Save As," select the folder you wish to save the document in, rename the file to include your department name, and then click save.

Note: if you do not designate a file folder as described in the steps above, the document will only be saved in your temporary directory.



Delaware Department of
Human Resources

The Delaware Award for Heroism
Nomination Form

Name of Nominee(s):

Employee ID:

Name of Dept/Div/Sect:

Job Title and Pay Grade:

Work Email Address:

Nominated by:

Did the employee/group receive a recent agency award for this act? ☐ Yes ☐ No

If yes, list name of award and date received.

Please summarize the special act of the employee or group that lead to this nomination.

Attach any documentation. Nominations may be up to five (5) pages in length:
(You may copy and paste text into this space and it will wrap onto an additional page.)

Name of Nominee(s) as it would appear on a certificate and in the program:

If different, name(s) as it would appear on a name tag (e.g. nick name):

Preferred Pronouns

Pronunciation of nominee's name(s):

Pronunciation of nominator's name (s):

Nominator's Preferred Pronouns

Making a Difference for Delaware