



## State of Delaware Human Resource Management

# 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 Office of Management and Budget, Human Resource Management's [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 Cabinet Secretary or Agency Head. The endorsement should be sent via mail or email, and should have the nomination attached.

### Submission of Nominations

Nominations will be accepted on an on-going basis. Send nominations via email to [Tracey.Connolly@state.de.us](mailto:Tracey.Connolly@state.de.us). The award will be presented during the annual Statewide Recognition Awards Ceremony held during Public Service Recognition Week.

*Making a Difference for Delaware*