

DEPARTMENT OF HOMELAND SECURITY

NOMINATION FORM

**SECRETARY'S AWARD  
FOR LEADERSHIP EXCELLENCE**

**Instructions for completing this nomination form:**

**Item 1 – 2:** Select only one award for each nomination form.

**Items 3 – 6:** Complete the requested data.

**Item 7:** Enter a brief summary paragraph that describes why you are nominating the employee (or team).

**Item 8:** Provide a nomination justification that addresses the criteria for the award selected.

**Item 9:** For signature by the nominating official.

**Item 10:** For approval and signature of Component Head (or Designee).

Submit nominations to [S1Awards@hq.dhs.gov](mailto:S1Awards@hq.dhs.gov) by COB on July 11, 2018.

**TYPE OF AWARD RECOMMENDATION**

1.  **Individual Leadership Excellence**

**Criteria:** This award recognizes an employee, who exemplifies the Department of Homeland Security's leadership philosophy, principles, and core values of integrity, vigilance and respect; has led an effective team to achieve results; inspires and motivates others by example to work collaboratively; and creatively mentors personnel toward their highest potential.

2.  **Team Leadership Excellence**

**Criteria:** This award recognizes a team, group or organization (a cohesive unit) that exemplifies the Department of Homeland Security's leadership philosophy, principles, and core values of integrity, vigilance and respect; has implemented practices, policies, products, opportunities and resources in an effort to put DHS "Employees First"; creates an environment that encourages teamwork; and fosters employee engagement and satisfaction.

3. **Individual or Team/Organization Name:** *(Use attached form to list team member information)*

4. **Position** *(Required for Individual Award):*

5. **Component:**

6. **Location:** (Address, City, State)

7. **Brief Summary:** *(Very brief statement (one sentence or two) for inclusion in ceremony program)*

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(Continued)**

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8. Nomination Justification: (please address award criteria)

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9. Nominating Official:

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Name

Signature

Date

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10. Head of Component:

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Name

Signature

Date

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