



# Administrative Manual of Operating Procedures

Procedure #: <b>11.04</b>	Procedure Title: <b>Award Nomination Support &amp; Review</b>		Revision #: <b>1.0</b>
Original Issue Date: <b>06/17/2025</b>	Revised Issue Date: <b>N/A</b>	Next Review Date: <b>6/17/2027</b>	Responsible Department: <b>Strategy, Budget and Performance Project Management Office</b>
Statutory References:		Ordinance References:	
Appendices: <a href="#">Appendix A – Scoring Rubric Sample</a> <a href="#">Appendix B – Nomination Rankings Template</a> <a href="#">Appendix C – Flow Chart</a> <a href="#">Appendix D – Training PowerPoint</a>		Forms: <a href="#">Smartsheet Form – Scoring Rubric</a>	

## 1. OBJECTIVE:

The objective of this procedure is to establish a standardized process for prioritizing and submitting award nominations. This AMOP applies to establish policies, processes, records and selection criteria for Milwaukee County employees seeking the support of Milwaukee County leadership with nomination for a recognition award on behalf of a Milwaukee County employee, department or program. This procedure is only applicable to any internal or external award nominations where multiple Milwaukee County departments and/or staff members are eligible to apply. In such cases, the Project Management Office and County Executive’s Office will coordinate and determine which nominations to support.

## 2. DEFINITIONS:

- A. County Executive (CEX)’s Office. Milwaukee County is managed by a publicly elected county executive (CEX). Over a four-year term, the CEX coordinates and directs all administrative functions of county government; appoints and directs the heads of Milwaukee County departments and offices along with members of boards and commissions; and recommends an annual budget to the County Board of Supervisors.
- B. Project Management Office (PMO). The PMO is a service area within the Office of Strategy, Budget & Performance. The PMO offers services countywide in the areas of continuous improvement, digital programs, grant development, graphic design and branding, internal communications, priority projects, and strategy and performance to aid departments with solving complex challenges through innovative solutions. The PMO uses a tiered system of support to assign resources to projects. For more information, visit [CountyConnect](#). The PMO will fulfill all the following responsibilities:
  - 1. Develop a scoring rubric for evaluating nomination submissions.
  - 2. Review, finalize and submit award nominations to award agencies on behalf of Milwaukee County.
  - 3. Maintain all records of the nomination submission and review process.
  - 4. Provide post-award support for any Milwaukee County nominations that are awarded.
- C. Nominator. A person or organization that formally selects or recommends a person, team, program, or project to be considered for an award through the submission of a formal proposal.
- D. Nominee. A person, team, program or project that has been formally selected or recommended for an award based on their achievements, contributions or qualifications.
- E. Recognition Award. A formal way to acknowledge an individual or group for their accomplishments, behaviors or milestones.
- F. Recognition Award Agency. The organization/entity that designs and creates an award to recognize individuals or groups for their contributions or achievements.



- G. Recognition Award Category. A system of classifications that groups people or things that are similar in some way.
- H. Scoring rubric. A tool that uses a set of criteria to evaluate and score a nomination proposal.
- I. Smartsheet. A project management platform used by the PMO to track projects. The tool resembles an Excel spreadsheet but has automated and collaborative features.
- J. What's Up Email. A weekly email sent to employees and other stakeholders and includes content related to messages from the county executive, employee benefits, Milwaukee County events, departmental highlights, and any other pertinent information employees may need to know.

### 3. OVERVIEW:

The purpose of this procedure is to 1) enhance the quality of award submissions through an internal review and feedback process; and 2) create a centralized system for documenting and archiving proposals that are submitted for recognition awards.

### 4. PROCEDURE:

#### A. Section I. Call for Internal Award Nominations

- i. After the award agency publishes a call for nominations, the PMO will compile an open, well-publicized, call for internal award nominations.
  - a. The PMO will determine the timeline of internal submissions, reviews, and announcements based on the timeline of the awarding agency.
  - b. Internal award nominations will be submitted via a Smartsheet form by nominators, ensuring that all scoring criteria are met (see Section III) and relevant attachments are included.
- ii. If the PMO deems there are not sufficient nominations for an award category, the PMO will determine if the nomination deadline is to be extended for the particular award category.
  - a. If the deadline is to be extended, an open and well-publicized call for internal nominations in the said award category will be solicited for an additional amount of time to be determined by the PMO.

#### B. Section II. Award Nomination Scoring Rubric

- i. The PMO will create a list of evaluation criteria that are clear, measurable and relevant to the award's goals.
- ii. The PMO will set performance levels (e.g., excellent, good, fair, poor) and provide detailed descriptions for each level. Weightings will be assigned based on each area's importance.
- iii. A user-friendly rubric template will be developed and translated into an online form.
- iv. The PMO will ensure consistent application of the rubric, maintaining records of the scores and rationale and making the rubric accessible to nominators.
- v. The rubric and form will be reviewed and updated annually as needed.
- vi. If a scoring rubric from the award agency exists, the PMO will use it instead of creating a new one.

#### C. Section III. Nomination Review & Scoring

- i. The PMO will compile nominations for each award into a review package for review.
- ii. The review package includes:
  - a. Instructions for what to review.
  - b. Reminder to avoid sharing review comments and ranking.
  - c. Deadline for review completion.
  - d. Instructions to complete online form to input rankings.

- e. Time and date of any meetings needed to complete deliberations.
- f. Criteria for each award category.
- g. Narratives for each award submission.
- iii. The PMO will design the online form to collate scores/rankings of each nomination.
- iv. The online form will request for the reviewer to rank their first choice to receive Milwaukee County’s support for nomination for the award as #1 and subsequent choices as #2, #3, etc.
- v. The nominee with the greatest amount of #1 votes (not the total collective score) will be selected to move forward to final submission of the award category unless the CEX’s Office determines otherwise.
- vi. Once the final scores are collated, the award nomination selection for each award will be sent to CEX’s Office for final approval.
  - a. The CEX’s Office has the discretion to decide whether to endorse a nominee for final submission to the award agency.
  - b. Once the selected nominee for each award category is endorsed by the CEX’s Office, the PMO will notify the nominator by email.
  - c. The CEX’s Office will review and provide feedback on supporting documents prior to submission.
- vii. For nominations not selected, the PMO will promptly notify the nominator, so they have sufficient opportunity to submit independently before the external award deadline.

**D. Section IV. Nomination Submissions to Award Agency**

- i. The PMO will submit nominations to the award agency at least two business days prior to the award agency’s submission deadline.
  - a. If available, the PMO will forward submission confirmations to the CEX’s Office.
  - b. The PMO will be listed as the contact person on behalf of Milwaukee County.
- ii. The PMO will archive final submissions on the PMO’s SharePoint site.

**E. Section V. Post-Award Support**

- i. If the nominee endorsed by Milwaukee County is awarded, the PMO will coordinate with the award agency and the CEX’s Office on post-award commitments. This may include award ceremony logistics, press releases, etc.
- ii. Once the award agency gives their approval, the PMO will submit the award announcement for Milwaukee County recipients as a feature in the *What’s Up* newsletter through the online submission form. Please see [AMOP 11.06: What’s Up Email Notifications](#)

**5. REVISION HISTORY:**

Rev. #	Summary of Changes	Date of Change	Author
1.0	New release	06/17/2025	Rachael Schaser