

A-C-E Rating Procedure

The **A-C-E** rating procedure and augmentation (assignment of additional points) processes are an alternate approach to the traditional KSA procedure. In the A-C-E rating procedure, an applicant's qualifying experience and education/training are assigned to a single quality level. Typically 3 levels are defined.

An example of "A-C-E" quality levels is as follows:

Level A (90 points): Graduate degree in a field directly related to the position; or experience directly related to the position being filled which demonstrates ability on all major aspects of the position.

Level C (80 points): Graduate education (minimum 36 semester hours/54 quarter hours or two full years of academic study) in an appropriate field but does not have a degree; or experience in a related field which would enable a person to carry out satisfactorily most of the major aspects of the position.

Level E (70 points): Meets the minimum qualification requirements.

If application of the A-C-E rating instrument results in a large number of applicants with tied scores in the level(s) being considered for selection, the examiner should refine these scores through the use of an augmentation process (more refined rating factors). Note: Typically only candidates in Level A and veterans with augmented scores in the 90s would be considered for selection. However, the examiner might elect to refer candidates in Level C also if the number of candidates rated in Level A are determined to be insufficient. The examiner only needs to apply the augmentation procedure to applications rated in the level(s) being referred for selection.

Rules for augmentation:

Additional points can be added to a rating level score as long as the additional points, with the exception of veterans' preference, do not raise the candidate to the next rating level. In our example, the levels are 10 points apart (e.g. E = 70; C = 80; A = 90). The maximum number of points an application could be augmented is 9 points, with the exception of 10 points for Level A. Veterans' preference points should be added before augmentation of the additional points.

Augmentation rating criteria must be job related, and used to distinguish among the best qualified applicants within a quality level. Augmentation example:

Candidate must have knowledge of program analysis concepts, principles, techniques and practices.

9 points: Direct experience interpreting the principles and practices of requirements analysis and cost estimating, evaluating program technical status and resource requirements, and preparing recommendations.

6 points: Experience interpreting, evaluating, and summarizing program technical performance and resource status with respect to cost, manpower, and schedule completion.

3 points: Knowledge of (limited experience in) budget preparation, justification, and execution.

Name. of Eligible	Quality Level Score	Augmented Points	New Rating
Joe	80+10=90 CPS	0	90 CPS
Sue	90+5=95 TP	3	98 TP
Sally	90 NV	6	96 NV
Jim	90 NV	9	99 NV
Bob	90 NV	9	99 NV
Mark	80 NV	Not augmented	80 NV
Ann	80 NV	Not augmented	80 NV

The new (or adjusted) rating score would be used in ordering the certificate for referral. If the augmentation process had not been used, the quality level scores would have been used in ordering the certificate. Tie breaking procedures would have been required for all tied scores. Note that 10-point veterans may float depending on the series and grade of the job.

The A-C-E rating procedure may be found in the Delegated Examining Operations Handbook, Appendix D.