

## Appendix F

### Logic for generating adjusted RPA time-split dates

**Adjusted date** fields are created from **actual date** fields, for use in calculations of RPA fill-time or processing time. Adjusted dates provide a method for editing RPA data, according to various HQDA-established **Business Rules**. These business rules appear in the text of each logic step below.

The following adjusted date fields are generated & stored in the Tier-1 Database Personnel Action Summary Table. These fields must be generated in the order listed.

Step	Adjusted Date Field	Database Field Name
1.	Adjusted Date RPA Initiated	adj_initiated_date
2.	Adjusted Date RPA Closed	adj_closed_date
3.	Adjusted Date RPA First Entered CPOC	adj_cpoc_entry_date
4.	Adjusted Date RPA First Entered CPAC	adj_cpac_entry_date
5.	Adjusted Effective Date	adj_effective_date
6.	Adjusted Job Commit Date	adj_commit_date
7.	Adjusted Date First Clearance Request Submitted	adj_clr_submit_date
8.	Adjusted Date Final Clearance Request Cleared	adj_clr_final_date
9.	Adjusted Job Offer Date	adj_offer_date
10.	Adjusted Date First Referral Issued	adj_ref_issue_date
11.	Adjusted Date Final Referral Returned	adj_ref_return_date
12.	Adjusted Date RPA First Entered CPOC Staffing	adj_staff_entry_date
13.	Adjusted Date RPA First Entered CPOC Classification	adj_class_entry_date
14.	Adjusted Date RPA Finally Left CPOC Classification	adj_class_exit_date

In each logic step below, the following items are included:

- The step number and name of the adjusted date field.
- **Date Field**—this is the name of the adjusted date field as it appears in the database.
- **Prerequisite Data Fields**—these are data elements that must be generated before the specific adjusted date field can be calculated.
- **Business Rules**—the standards that are applied to each date value.
- The actual logic for generating each adjusted date field.

The logic for generating adjusted dates is as follows:

- An 'actual' date value is examined. 'Actual' dates are those that do not include the word 'adjusted' in their name (the data field name is not prefixed with "adj\_"). Actual dates contain values with the real initiation date, the real date the action first entered the CPOC, the real date the action was effective, etcetera.
- The actual date value is tested against the various **business rules** for that date field.
- If the value in the **actual date field** meets the standards in the business rules, the actual date value is copied to the **adjusted date field**.
- If the value in the actual date field does not pass the business rules, the date value is changed (i.e., adjusted) according to the business rules, then copied to the adjusted date field. An actual date can 'fail' a business rule by falling outside a certain period of time, or by being blank.

**Important:** All adjusted 'date fields' must include both date and time. Dates based on **routing history** records contain the actual date and time the RPA was routed. Dates based on **event history** records are always set to 12:00 P.M. (noon).

## Logic for generating adjusted date fields:

### STEP 1: GENERATE ADJUSTED INITIATED DATE.

**Data Field:** adj\_initiated\_date.

**Prerequisite Data Fields:** initiated\_date.

**Business Rule:** Initiated Date is always kept as-is.

Set Adjusted Initiated Date = Initiated Date.

### STEP 2A: GENERATE ADJUSTED CLOSED DATE [part A].

**Data Field:** adj\_closed\_date.

**Prerequisite Data Fields:** rpa\_status, recruit\_fill\_indicator, closed\_date, adj\_initiated\_date.

**Business Rule:** For completed fill actions, there must be at least 2 days from Initiated Date to Closed Date.

For completed fill actions [rpa\_status = C, recruit\_fill\_indicator = Y]:

- If (Closed Date – Adjusted Initiated Date) < 2 days,  
Then set Adjusted Closed Date = Adjusted Initiated Date + 2 days.
- Otherwise, set Adjusted Closed Date = Closed Date.

**Business Rule:** For completed non-fill actions, there must be at least 1 day from Initiated Date to Closed Date.

For completed non-fill actions [rpa\_status = C, recruit\_fill\_indicator = N]:

- If (Closed Date – Adjusted Initiated Date) < 1 day,  
Then set Adjusted Closed Date = Adjusted Initiated Date + 1 day.
- Otherwise, set Adjusted Closed Date = Closed Date.

**Business Rule:** For open or canceled actions, leave Adjusted Closed Date blank.

For open or canceled actions [rpa\_status = O, X], leave Adjusted Closed Date blank.

### STEP 2B: GENERATE ADJUSTED CLOSED DATE [part B].

**Data Field:** adj\_closed\_date.

**Prerequisite Data Fields:** rpa\_status, recruit\_fill\_indicator, adj\_closed\_date, effective\_date.

**Business Rule:** For completed fill actions, Closed Date may not be {less than} Adjusted Effective Date.

For completed fill actions [rpa\_status = C, recruit\_fill\_indicator = Y]:

- If (Adjusted Closed Date < Effective Date),  
Then set Adjusted Closed Date = Effective Date.

### STEP 3: GENERATE ADJUSTED CPOC ENTRY DATE.

**Data Field:** adj\_cpoc\_entry\_date.

**Prerequisite Data Fields:** rpa\_status, recruit\_fill\_indicator, report\_end\_date, cpoc\_entry\_date, adj\_initiated\_date, adj\_closed\_date.

**Business Rule:** For open actions, if CPOC Entry Date is blank, set equal to Report End Date.  
[Note: Report End Date is always equal to 23:59:59 on the final day of the reporting month].

For open actions [rpa\_status = O]:

- If CPOC Entry Date = blank,  
Then set Adjusted CPOC Entry Date = Report End Date.
- Otherwise, set Adjusted CPOC Entry Date = CPOC Entry Date.

**Business Rule:** For completed fill actions, (1) there must be at least 2 days from CPOC Entry Date to Adjusted Closed Date; (2) if CPOC Entry Date is blank, set equal to Initiated Date.

For completed fill actions [rpa\_status = C, recruit\_fill\_indicator = Y]:

- If CPOC Entry Date = blank,  
Then set Adjusted CPOC Entry Date = Adjusted Initiated Date.
- Otherwise, if ((Adjusted Closed Date – CPOC Entry Date) < 2 days),  
Then set Adjusted CPOC Entry Date = (Adjusted Closed Date – 2 days).
- Otherwise, set Adjusted CPOC Entry Date = CPOC Entry Date.

**Business Rule:** For completed non-fill actions, (1) there must be at least 1 day from CPOC Entry Date to Adjusted Closed Date; (2) if CPOC Entry Date is blank, set equal to Initiated Date.

For completed non-fill actions [rpa\_status = C, recruit\_fill\_indicator = N]:

- If CPOC Entry Date = blank,  
Then set Adjusted CPOC Entry Date = Adjusted Initiated Date.
- Otherwise, if ((Adjusted Closed Date – CPOC Entry Date) < 1 day),  
Then set Adjusted CPOC Entry Date = (Adjusted Closed Date – 1 day).
- Otherwise, set Adjusted CPOC Entry Date = CPOC Entry Date.

**Business Rule:** For canceled actions, leave Adjusted CPOC Entry Date blank.

For canceled actions [rpa\_status = X], leave Adjusted CPOC Entry Date blank.

#### **STEP 4: GENERATE ADJUSTED CPAC ENTRY DATE.**

**Data Field:** adj\_cpac\_entry\_date.

**Prerequisite Data Fields:** rpa\_status, cpac\_entry\_date, adj\_cpoc\_entry\_date.

**Business Rule:** For open or completed actions, (1) CPAC Entry Date may not be {greater than} Adjusted CPOC Entry Date; (2) If CPAC Entry Date is blank, set equal to Adjusted CPOC Entry Date.

For open or completed actions [rpa\_status = O, C]:

- If CPAC Entry Date = blank,  
Then set Adjusted CPAC Entry Date = Adjusted CPOC Entry Date.
- Otherwise, if (CPAC Entry Date > Adjusted CPOC Entry Date),  
Then set Adjusted CPAC Entry Date = Adjusted CPOC Entry Date.
- Otherwise, set Adjusted CPAC Entry Date = CPAC Entry Date.

**Business Rule:** For canceled actions, leave Adjusted CPAC Entry Date blank.

For canceled actions [rpa\_status = X], leave Adjusted CPAC Entry Date blank.

## STEP 5: GENERATE ADJUSTED EFFECTIVE DATE.

**Data Field:** adj\_effective\_date.

**Prerequisite Data Fields:** rpa\_status, recruit\_fill\_indicator, effective\_date, adj\_c poc\_entry\_date, adj\_closed\_date.

**Business Rule:** For completed non-fill actions, (1) there must be at least 1 day from Adjusted CPOC Entry Date to Effective Date; (2) Effective Date may not be {greater than} Adjusted Closed Date.

For completed non-fill actions [rpa\_status = C, recruit\_fill\_indicator = N]:

- If (Effective Date < Adjusted CPOC Entry Date + 1 day),  
Then set Adjusted Effective Date = Adjusted CPOC Entry Date + 1 day.
- Otherwise, if (Effective Date > Adjusted Closed Date),  
Then set Adjusted Effective Date = Adjusted Closed Date.
- Otherwise, set Adjusted Effective Date = Effective Date.

**Business Rule:** For completed fill actions, there must be at least 2 days from Adjusted CPOC Entry Date to Effective Date.

For completed fill actions [rpa\_status = C, recruit\_fill\_indicator = Y]:

- If (Effective Date < Adjusted CPOC Entry Date + 2 days),  
Then set Adjusted Effective Date = Adjusted CPOC Entry Date + 2 days.
- Otherwise, set Adjusted Effective Date = Effective Date.

**Business Rule:** For open or canceled actions, leave Adjusted Effective Date blank.

For open or canceled actions [rpa\_status = O, X], leave Adjusted Effective Date blank.

## STEP 6: GENERATE ADJUSTED COMMIT DATE.

**Data Field:** adj\_commit\_date.

**Prerequisite Data Fields:** rpa\_status, recruit\_fill\_indicator, commit\_date, adj\_effective\_date, adj\_c poc\_entry\_date.

**Business Rule:** For completed fill actions, (1) there must be at least 1 day from Commit Date to Adjusted Effective Date; (2) there must be at least 1 day from Adjusted CPOC Entry Date to Commit Date; (3) If Commit Date is blank, set equal to Adjusted Effective Date minus 1.

For completed fill actions [rpa\_status = C, recruit\_fill\_indicator = Y]:

- If Commit Date is blank,  
Then set Adjusted Commit Date = Adjusted Effective Date – 1 day.
- Otherwise, if (Commit Date > (Adjusted Effective Date – 1 day)),  
Then set Adjusted Commit Date = Adjusted Effective Date – 1 day.
- Otherwise, if (Commit Date < (Adjusted CPOC Entry Date + 1 day)),  
Then set Adjusted Commit Date = Adjusted CPOC Entry Date + 1 day.
- Otherwise, set Adjusted Commit Date = Commit Date.

**Business Rule:** For open or canceled actions, and non-fill actions, leave Adjusted Commit Date blank.

For open or canceled actions [rpa\_status = O, X], leave Adjusted Commit Date blank.  
For non-fill actions [recruit\_fill\_indicator = N], leave Adjusted Commit Date blank.

## STEP 7: GENERATE ADJUSTED CLEARANCE SUBMIT DATE.

**Data Field:** adj\_cr\_submit\_date.

**Prerequisite Data Fields:** rpa\_status, recruit\_fill\_indicator, clr\_submit\_date, adj\_commit\_date, adj\_effective\_date.

**Business Rule:** For completed fill actions, (1) Clearance Submit Date may not be less than Adjusted Commit Date; (2) there must be at least 1 day from the Clearance Submit Date to Adjusted Effective Date; (3) if Clearance Submit Date is blank, set equal to Adjusted Commit Date.

For completed fill actions [rpa\_status = C, recruit\_fill\_indicator = Y]:

- If Clearance Submit Date is blank,  
Then set Adjusted Clearance Submit Date = Adjusted Commit Date.
- Otherwise, if Clearance Submit Date < Adjusted Commit Date,  
Then set Adjusted Clearance Submit Date = Adjusted Commit Date.
- Otherwise, if Clearance Submit Date > (Adjusted Effective Date – 1 day),  
Then set Adjusted Clearance Submit Date = Adjusted Commit Date.
- Otherwise, set Adjusted Clearance Submit Date = Clearance Submit Date.

**Business Rule:** For open or canceled actions, and non-fill actions, leave Adjusted Clearance Submit Date blank.

For open or canceled actions [rpa\_status = O, X], leave Adjusted Clearance Submit Date blank.  
For non-fill actions [recruit\_fill\_indicator = N], leave Adjusted Clearance Submit Date blank.

## STEP 8: GENERATE ADJUSTED CLEARANCE FINAL DATE.

**Data Field:** adj\_clr\_final\_date.

**Prerequisite Data Fields:** rpa\_status, recruit\_fill\_indicator, clr\_final\_date, adj\_clr\_submit\_date, adj\_effective\_date.

**Business Rule:** For completed fill actions, (1) Clearance Final Date may not be {less than} Adjusted Clearance Submit Date; (2) there must be at least 1 day from Clearance Final Date to Adjusted Effective Date; (3) if Clearance Final Date is blank, set equal to Adjusted Clearance Submit Date.

For completed fill actions [rpa\_status = C, recruit\_fill\_indicator = Y]:

- If Clearance Final Date is blank,  
Then set Adjusted Clearance Final Date = Adjusted Clearance Submit Date.
- Otherwise, if Clearance Final Date < Adjusted Clearance Submit Date,  
Then set Adjusted Clearance Final Date = Adjusted Clearance Submit Date.
- Otherwise, if Clearance Final Date > (Adjusted Effective Date – 1 day),  
Then set Adjusted Clearance Final Date = Adjusted Effective Date – 1 day.
- Otherwise, set Adjusted Clearance Final Date = Clearance Final Date.

**Business Rule:** For open or canceled actions, and non-fill actions, leave Adjusted Clearance Final Date blank.

For open or canceled actions [rpa\_status = O, X], leave Adjusted Clearance Final Date blank.  
For non-fill actions [recruit\_fill\_indicator = N], leave Adjusted Clearance Final Date blank.

## STEP 9: GENERATE ADJUSTED JOB OFFER DATE.

**Data Field:** adj\_offer\_date.

**Prerequisite Data Fields:** rpa\_status, recruit\_fill\_indicator, offer\_date, adj\_commit\_date, adj\_cpoc\_entry\_date.

**Business Rule:** For completed fill actions, (1) Job Offer Date may not be {greater than} Adjusted Commit Date; (2) there must be at least 1 day from Adjusted CPOC Entry Date to Job Offer Date; (3) if Job Offer Date is blank, set equal to Adjusted Commit Date.

For completed fill actions [rpa\_status = C, recruit\_fill\_indicator = Y]:

- If Job Offer Date is blank,  
Then set Adjusted Job Offer Date = Adjusted Commit Date.
- Otherwise, if Job Offer Date > Adjusted Commit Date,  
Then set Adjusted Job Offer Date = Adjusted Commit Date.
- Otherwise, if Job Offer Date < (Adjusted CPOC Entry Date + 1 day),  
Then set Adjusted Job Offer Date = Adjusted CPOC Entry Date + 1 day.
- Otherwise, set Adjusted Job Offer Date = Job Offer Date.

**Business Rule:** For open or canceled actions, and non-fill actions, leave Adjusted Job Offer Date blank.

For open or canceled actions [rpa\_status = O, X], leave Adjusted Job Offer Date blank.  
For non-fill actions [recruit\_fill\_indicator = N], leave Adjusted Job Offer Date blank.

## STEP 10: GENERATE ADJUSTED REFERRAL ISSUE DATE.

**Data Field:** adj\_ref\_issue\_date.

**Prerequisite Data Fields:** rpa\_status, recruit\_fill\_indicator, ref\_issue\_date, adj\_offer\_date, adj\_c poc\_entry\_date.

**Business Rule:** For completed fill actions, (1) Referral Issue Date may not be {greater than} Adjusted Job Offer Date; (2) there must be at least 1 day from Adjusted CPOC Entry Date to Referral Issue Date; (3) if Referral Issue Date is blank, set equal to Adjusted Job Offer Date.

For completed fill actions [rpa\_status = C, recruit\_fill\_indicator = Y]:

- If Referral Issue Date is blank,  
Then set Adjusted Referral Issue Date = Adjusted Job Offer Date.
- Otherwise, if Referral Issue Date > Adjusted Job Offer Date,  
Then set Adjusted Referral Issue Date = Adjusted Job Offer Date.
- Otherwise, if Referral Issue Date < (Adjusted CPOC Entry Date + 1 day),  
Then set Adjusted Referral Issue Date = Adjusted CPOC Entry Date + 1 day.
- Otherwise, set Adjusted Referral Issue Date = Referral Issue Date.

**Business Rule:** For open or canceled actions, and non-fill actions, leave Adjusted Referral Issue Date blank.

For open or canceled actions [rpa\_status = O, X], leave Adjusted Referral Issue Date blank.  
For non-fill actions [recruit\_fill\_indicator = N], leave Adjusted Referral Issue Date blank.

## STEP 11: GENERATE ADJUSTED REFERRAL RETURN DATE.

**Data Field:** adj\_ref\_return\_date.

**Prerequisite Data Fields:** rpa\_status, recruit\_fill\_indicator, ref\_return\_date, adj\_ref\_issue\_date, adj\_offer\_date.

**Business Rule:** For completed fill actions, (1) Referral Return Date may not be {less than} Adjusted Referral Issue Date; (2) Referral Return Date may not be {greater than} Adjusted Job Offer Date; (3) if Referral Return Date is blank, set equal to Adjusted Referral Issue Date.

For completed fill actions [rpa\_status = C, recruit\_fill\_indicator = Y]:

- If Referral Return Date is blank,  
Then set Adjusted Referral Return Date = Adjusted Referral Issue Date.
- Otherwise, If Referral Return Date < Adjusted Referral Issue Date,  
Then set Adjusted Referral Return Date = Adjusted Referral Issue Date.
- Otherwise, If Referral Return Date > Adjusted Job Offer Date,  
Then set Adjusted Referral Return Date = Adjusted Job Offer Date.
- Otherwise, set Adjusted Referral Return Date = Referral Return Date.

**Business Rule:** For open or canceled actions, and non-fill actions, leave Adjusted Referral Return Date blank.

For open or canceled actions [rpa\_status = O, X], leave Adjusted Referral Return Date blank.  
For non-fill actions [recruit\_fill\_indicator = N], leave Adjusted Referral Return Date blank.

**STEP 12: GENERATE ADJUSTED DATE RPA FIRST ENTERED CPOC STAFFING (a.k.a., Adjusted Staffing Entry Date).**

**Data Field:** adj\_staff\_entry\_date.

**Prerequisite Data Fields:** rpa\_status, recruit\_fill\_indicator, staff\_entry\_date, adj\_c poc\_entry\_date, adj\_ref\_issue\_date, adj\_effective\_date.

**Business Rule: For completed fill actions, (1) Staffing Entry Date may not be {greater than} Adjusted Referral Issue Date; (2) Staffing Entry Date may not be {less than} Adjusted CPOC Entry Date; (3) if Staffing Entry Date is blank, set equal to Adjusted CPOC Entry Date.**

For completed fill actions [rpa\_status = C, recruit\_fill\_indicator = Y]:

- If Staffing Entry Date is blank,  
Then set Adjusted Staffing Entry Date = Adjusted CPOC Entry Date.
- Otherwise, if Staffing Entry Date < Adjusted CPOC Entry Date,  
Then set Adjusted Staffing Entry Date = Adjusted CPOC Entry Date.
- Otherwise, if Staffing Entry Date > Adjusted Referral Issue Date,  
Then set Adjusted Staffing Entry Date = Adjusted Referral Issue Date.
- Otherwise, set Adjusted Staffing Entry Date = Staffing Entry Date.

**Business Rule: For completed non-fill actions, (1) Staffing Entry Date may not be {greater than} Adjusted Effective Date; (2) Staffing Entry Date may not be {less than} Adjusted CPOC Entry Date; (3) if Staffing Entry Date is blank, set equal to Adjusted CPOC Entry Date.**

For completed non-fill actions [rpa\_status = C, recruit\_fill\_indicator = N]:

- If Staffing Entry Date is blank,  
Then set Adjusted Staffing Entry Date = Adjusted CPOC Entry Date.
- Otherwise, if Staffing Entry Date < Adjusted CPOC Entry Date,  
Then set Adjusted Staffing Entry Date = Adjusted CPOC Entry Date.
- Otherwise, if Staffing Entry Date > Adjusted Effective Date,  
Then set Adjusted Staffing Entry Date = Adjusted CPOC Entry Date.
- Otherwise, set Adjusted Staffing Entry Date = Staffing Entry Date.

**Business Rule: For open or canceled actions, leave Adjusted Staffing Entry Date blank.**

For open or canceled actions [rpa\_status = O, X], leave Adjusted Staffing Entry Date blank.

**STEP 13: GENERATE ADJUSTED DATE RPA FIRST ENTERED CPOC CLASSIFICATION (a.k.a., Adjusted Classification Entry Date).**

**Data Field:** adj\_class\_entry\_date.

**Prerequisite Data Fields:** rpa\_status, class\_entry\_date, adj\_c poc\_entry\_date, adj\_staff\_entry\_date.

**Business Rule:** For completed actions, (1) Classification Entry Date may not be {greater than} Adjusted Staffing Entry Date; (2) Classification Entry Date may not be {less than} Adjusted CPOC Entry Date; (3) if Classification Entry Date is blank, set equal to Adjusted CPOC Entry Date.

For completed actions [rpa\_status = C]:

- If Classification Entry Date is blank,  
Then set Adjusted Classification Entry Date = Adjusted CPOC Entry Date.
- Otherwise, if Classification Entry Date < Adjusted CPOC Entry Date,  
Then set Adjusted Classification Entry Date = Adjusted CPOC Entry Date.
- Otherwise, if Classification Entry Date > Adjusted Staffing Entry Date,  
Then set Adjusted Classification Entry Date = Adjusted CPOC Entry Date.
- Otherwise, set Adjusted Classification Entry Date = Classification Entry Date.

**Business Rule:** For open or canceled actions, leave Adjusted Classification Entry Date blank.

For open or canceled actions [rpa\_status = O, X], leave Adjusted Classification Entry Date blank.

**STEP 14: GENERATE ADJUSTED DATE RPA LAST LEFT CPOC CLASSIFICATION  
(a.k.a., Adjusted Classification Exit Date).**

**Data Field:** adj\_class\_exit\_date.

**Prerequisite Data Fields:** rpa\_status, class\_exit\_date, adj\_staff\_entry\_date, adj\_class\_entry\_date.

**Business Rule:** For completed actions, (1) Classification Exit Date may not be {greater than} Adjusted Staffing Entry Date; (2) Classification Exit Date may not be {less than} Adjusted Classification Entry Date; (3) if Classification Exit Date is blank, set equal to Adjusted Staffing Entry Date.

For completed actions [rpa\_status = C]:

- If Classification Exit Date is blank,  
Then set Adjusted Classification Exit Date = Adjusted Staffing Entry Date.
- Otherwise, if Classification Exit Date < Adjusted Classification Entry Date,  
Then set Adjusted Classification Exit Date = Adjusted Classification Entry Date.
- Otherwise, if Classification Exit Date > Adjusted Staffing Entry Date,  
Then set Adjusted Classification Exit Date = Adjusted Staffing Entry Date.
- Otherwise, set Adjusted Classification Exit Date = Classification Exit Date.

**Business Rule:** For open or canceled actions, leave Adjusted Classification Exit Date blank.

For open or canceled actions [rpa\_status = O, X], leave Adjusted Classification Exit Date blank.

## Appendix G

### Logic for generating adjusted RPA day counts

**Adjusted day count** fields are created from **adjusted date** fields, for use in calculations of RPA fill-time or processing time. These day count fields account for all time between initiation & closure of the RPA action. Adjusted day counts provide a method for editing RPA data, according to various HQDA-established Business Rules. These business rules appear in the text of each logic step below.

The following adjusted day count fields are generated & stored in the Tier-1 Database Personnel Action Summary Table. These fields must be generated in the order listed.

Step	Adjusted Day Count Field	Database Field Name
1.	Adjusted Number of days RPA on-hold for RIF	adj_on_hold_for_rif_days
2.	Adjusted Number of days RPA in suspense inbox(es)	adj_suspense_days
3.	Adjusted Number of days RPA in CPOC suspense inbox(es)	adj_cpoc_suspense_days
4.	Adjusted Number of days RPA in CPAC suspense inbox(es)	adj_cpac_suspense_days
5.	Adjusted Number of days RPA on-hold for RIF *and* in a suspense inbox	adj_susp_and_rif_hold_days
6.	Adjusted Number of days RPA spent in CPOC Staffing Services (formula #1)	adj_staff_1_days
7.	Adjusted Number of days RPA spent in CPOC Staffing Services (formula #2)	adj_staff_2_days
8.	Adjusted Number of days RPA spent in CPOC Classification (formula #1)	adj_class_1_days
9.	Adjusted Number of days of RPA processing time charged to CPOC -- time prior to first referral date	adj_cpoc_pre_ref_days
10.	Adjusted Number of days of RPA processing time charged to CPOC -- time after first referral date (i.e., gap time between referrals)	adj_cpoc_post_ref_days
11.	Adjusted Number of days of RPA processing time charged to CPOC -- time from employee entry-on-duty to RPA closure	adj_eod_to_closure_days
12.	Adjusted Number of days of RPA processing time charged to CPOC -- time prior to effective date	adj_cpoc_pre_edoa_days
13.	Adjusted Number of days of RPA processing time charged to CPAC -- time prior to first referral date	adj_cpac_pre_ref_days
14.	Adjusted Number of days of RPA processing time charged to CPAC -- time after first referral date (i.e., gap time between referrals)	adj_cpac_post_ref_days
15.	Adjusted Number of days of RPA processing time charged to CPAC -- time from referral list return to job commitment	adj_ref_return_to_commit_days
16.	Adjusted Number of days of RPA processing time charged to CPAC -- time from job commitment to clearance request (including gap-time between clearances)	adj_commit_to_clr_submit_days
17.	Adjusted Number of days of RPA processing time charged to CPAC -- time prior to effective date	adj_cpac_pre_edoa_days
18.	Adjusted Number of days of RPA processing time charged to management -- time prior to personnel entry	adj_mgmt_pre_per_days
19.	Adjusted Number of days of RPA processing time charged to management -- time with referral list(s) outstanding	adj_ref_issue_to_return_days
20.	Adjusted Number of days of RPA processing time charged to administration -- time from clearance request to clearance finalization	adj_clr_submit_to_final_days
21.	Adjusted Number of days of RPA processing time charged to employee -- time from clearance finalization to employee entry-on-duty	adj_clr_final_to_eod_days
22.	Adjusted Number of days of RPA processing time charged to management -- time after personnel entry (i.e., inbox time prior to first referral date, plus gap time between referrals)	adj_mgmt_post_per_days
23.	Adjusted Number of days of RPA processing time charged to CPOC	adj_cpoc_days
24.	Adjusted Number of days of RPA processing time charged to CPAC	adj_cpac_days
25.	Adjusted Number of days of RPA processing time charged to management	adj_mgmt_days
26.	Adjusted Number of days of RPA processing time charged to employee	adj_empl_days
27.	Adjusted Number of days of RPA processing time charged to administration	adj_admin_days

In each logic step below, the following items are included:

- The step number and name of the adjusted day count field.
- **Date Field**—this is the name of the adjusted day count field as it appears in the database.
- **Prerequisite Data Fields**—these are data elements that must be generated before the specific adjusted day count field can be calculated.
- **Business Rules**—the functional rules for generating each adjusted day count field.
- The actual logic for generating each adjusted day count field.

The adjusted day count fields fall into various categories:

Category	Adjusted Day Count Field	Part of Fill-Time?	Step #
<b>CPOC Time</b>	The following fields are the three components of CPOC Time.		
	• Adjusted CPOC Pre-Referral Days	Yes	9
	• Adjusted CPOC Post-Referral Days	Yes	10
	• Adjusted EOD To Closure Days	No	11
	Adjusted CPOC Pre-EDOA Days		12
	Adjusted CPOC Days		23
	Adjusted CPOC Staffing Days—Formula #1		6
	Adjusted CPOC Staffing Days—Formula #2		7
	Adjusted CPOC Classification Days—Formula #1		8
<b>CPAC Time</b>	Adjusted CPAC Pre-Referral Days		13
	Adjusted CPAC Post-Referral Days		14
	Adjusted Referral Return To Commitment Days		15
	Adjusted Commitment To Clearance Submission Days		16
	Adjusted CPAC Pre-EDOA Days		17
	Adjusted CPAC Days		24
<b>Management Time</b>	Adjusted Management Pre-Personnel Entry Days		18
	Adjusted Referral Issue To Referral Return Days		19
	Adjusted Management Post-Personnel Entry Days		22
	Adjusted Management Days		25
<b>Employee Time</b>	Adjusted Clearance Finalization To EOD Days		21
	Adjusted Employee Days		26
<b>Admin Time</b>	Adjusted Clearance Submission To Clearance Finalization Days		20
	Adjusted Admin Days		27
<b>Fill-Time Deductions</b>	Adjusted On-Hold For RIF Days		1
	Adjusted Suspense Inbox Days		2
	Adjusted CPOC Suspense Inbox Days		3
	Adjusted CPAC Suspense Inbox Days		4
	Adjusted Suspense Inbox & On-Hold For RIF		5

For each logic step below, various **prerequisite fields** are listed—these are data elements that must be generated before the specific adjusted day count field can be calculated. Most of these prerequisite fields are adjusted date fields; see Appendix F for rules for generating adjusted date fields.

**Important:** All adjusted day-count fields are calculated to two decimal place precision.

## Logic for generating adjusted day count fields:

### STEP 1: GENERATE ADJUSTED ON-HOLD FOR RIF DAYS

**Data Field:** `adj_on_hold_for_rif_days`.

**Prerequisite Data Fields:** `rpa_status`, `recruit_fill_indicator`, `adj_cpac_entry_date`.

**Business Rule:** For completed fill actions, Adjusted On-Hold for RIF Days is set to the number of days in a Hold-for-RIF status after the Adjusted CPAC Entry Date.

For completed fill actions [`rpa_status = C`, `recruit_fill_indicator = Y`]:

Set Adjusted On-Hold For RIF Days = the sum of:

(the number of days the RPA spent in a hold-for-RIF status)  
[based on event table records with `event_text = 'HOLD FOR RIF'`]

minus  
(any overlapping time in multiple hold-for-RIF event records)

minus  
(any time in the hold-for-RIF event records that is earlier than the Adjusted CPAC Entry Date).

**Business Rule:** For open or canceled actions, and non-fill actions, Adjusted On-Hold for RIF Days is not used.

For open or canceled actions [`rpa_status = O, X`], set Adjusted On-Hold For RIF Days to 0.

For non-fill actions [`recruit_fill_indicator = N`], set Adjusted On-Hold For RIF Days to 0.

## STEP 2: GENERATE ADJUSTED SUSPENSE INBOX DAYS

**Data Field:** adj\_suspense\_days.

**Prerequisite Data Fields:** rpa\_status, adj\_cpac\_entry\_date.

**Business Rule:** For completed actions, Adjusted Suspense Inbox Days is set to the number of days in any suspense inbox after the Adjusted CPAC Entry Date.

For completed actions [rpa\_status = C]:

Set Adjusted Suspense Inbox Days = the sum of:

(the number of days the RPA spent in suspense inboxes)  
[based on routing table records with inbox\_type = S]

minus

(any suspense inbox time that is earlier than the Adjusted CPAC Entry Date).

**Business Rule:** For open or canceled actions, Adjusted Suspense Inbox Days is not used.

For open or canceled actions [rpa\_status = O, X], set Adjusted Suspense Inbox Days to 0.

## STEP 3: GENERATE ADJUSTED CPOC SUSPENSE INBOX DAYS

**Data Field:** adj\_cpoc\_suspense\_days.

**Prerequisite Data Fields:** rpa\_status, adj\_cpac\_entry\_date.

**Business Rule:** For completed actions, Adjusted CPOC Suspense Inbox Days is set to the number of days in any CPOC suspense inbox after the Adjusted CPAC Entry Date.

For completed actions [rpa\_status = C]:

Set Adjusted Suspense Inbox Days = the sum of:

(the number of days the RPA spent in CPOC suspense inboxes)  
[based on routing table records with a routing\_identifier that begins with 'CO' and inbox\_type = S]

minus

(any CPOC suspense inbox time that is earlier than the Adjusted CPAC Entry Date).

**Business Rule:** For open or canceled actions, Adjusted CPOC Suspense Inbox Days is not used.

For open or canceled actions [rpa\_status = O, X], set Adjusted CPOC Suspense Inbox Days to 0.

#### **STEP 4: GENERATE ADJUSTED CPAC SUSPENSE INBOX DAYS**

**Data Field:** adj\_cpac\_suspense\_days.

#### **Prerequisite Data Fields:**

**Business Rule:** For completed actions, Adjusted CPAC Suspense Inbox Days is set to the number of days in any CPAC suspense inbox after the Adjusted CPAC Entry Date.

For completed actions [rpa\_status = C]:

Set Adjusted Suspense Inbox Days = the sum of:

(the number of days the RPA spent in CPAC suspense inboxes)

[based on routing table records with a routing\_identifier that begins with 'CP' and inbox\_type = S]

minus

(any CPAC suspense inbox time that is earlier than the Adjusted CPAC Entry Date).

**Business Rule:** For open or canceled actions, Adjusted CPAC Suspense Inbox Days is not used.

For open or canceled actions [rpa\_status = O, X], set Adjusted CPAC Suspense Inbox Days to 0.

## STEP 5: GENERATE ADJUSTED SUSPENSE INBOX & ON-HOLD FOR RIF (COMBINATION) DAYS

**Data Field:** adj\_susp\_and\_rif\_hold\_days.

**Prerequisite Data Fields:** rpa\_status, recruit\_fill\_indicator, adj\_cpac\_entry\_date.

**Business Rule:** For completed fill actions, Adjusted Suspense Inbox & On-Hold for RIF Days is set to the number of days in a Hold-for-RIF status AND any suspense inbox AT THE SAME TIME, after the Adjusted CPAC Entry Date.

For completed fill actions [rpa\_status = C, recruit\_fill\_indicator = Y]:

Set Adjusted Suspense Inbox & On-Hold For RIF Days = the sum of:

(the number of days the RPA spent in a hold-for-RIF status)  
[based on event table records with event\_text = 'HOLD FOR RIF']

(where the RPA is ALSO in a suspense inbox at the same time)  
[based on routing table records with inbox\_type = S]

minus  
(any overlapping time in multiple hold-for-RIF event records)

minus  
(any time in the hold-for-RIF event records that is earlier than the Adjusted CPAC Entry Date)

minus  
(any suspense inbox time that is earlier than the Adjusted CPAC Entry Date).

**Business Rule:** For open or canceled actions, and non-fill actions, Adjusted Suspense Inbox & On-Hold for RIF Days is not used.

For open or canceled actions [rpa\_status = O, X], set Adjusted Suspense Inbox & On-Hold For RIF Days to 0.  
For non-fill actions [recruit\_fill\_indicator = N], set Adjusted Suspense Inbox & On-Hold For RIF Days to 0.

## STEP 6: GENERATE ADJUSTED CPOC STAFFING DAYS FORMULA #1

**Data Field:** adj\_staff\_1\_days.

**Prerequisite Data Fields:** rpa\_status, recruit\_fill\_indicator, adj\_c poc\_entry\_date, adj\_effective\_date, adj\_ref\_issue\_date, adj\_on\_hold\_for\_rif\_days.

**Business Rule:** For completed fill actions, Adjusted CPOC Staffing Days is set to the number of days in any staffing inbox between the Adjusted CPOC Entry Date and the Adjusted Referral Issue Date, minus Hold-For-RIF days. Minimum of 1 day.

For completed fill actions [rpa\_status = C, recruit\_fill\_indicator = Y]:

Set Adjusted CPOC Staffing Days {Formula #1} = the sum of:

(the number of days the RPA spent in CPOC Staffing inboxes)  
[based on routing table records with routing\_identifier = COS or COF]

minus  
(any COS or COF inbox time that is earlier than the Adjusted CPOC Entry Date)

minus  
(any COS or COF inbox time that is later than the Adjusted Referral Issue Date)

minus  
(Adjusted On-Hold For RIF Days).

**IMPORTANT:** If the result after subtraction is a figure less than 1 (including a negative figure), set Adjusted CPOC Staffing Days {Formula #1} to 1.

**Business Rule:** For completed non-fill actions, Adjusted CPOC Staffing Days is set to the number of days in any staffing inbox between the Adjusted CPOC Entry Date and the Adjusted Effective Date. Minimum of 1 day.

For completed non-fill actions [rpa\_status = C, recruit\_fill\_indicator = N]:

Set Adjusted CPOC Staffing Days {Formula #1} = the sum of:

(the number of days the RPA spent in CPOC Staffing inboxes)  
[based on routing table records with routing\_identifier = COS or COF]

minus  
(any COS or COF inbox time that is earlier than the Adjusted CPOC Entry Date)

minus  
(any COS or COF inbox time that is later than the Adjusted Effective Date).

**IMPORTANT:** If the result after subtraction is a figure less than 1 (including a negative figure), set Adjusted CPOC Staffing Days {Formula #1} to 1.

**Business Rule:** For open or canceled actions, Adjusted CPOC Staffing Days is not used.

For open or canceled actions [rpa\_status = O, X], set Adjusted CPOC Staffing Days {Formula #1} = 0.

## STEP 7: GENERATE ADJUSTED CPOC STAFFING DAYS FORMULA #2

**Data Field:** adj\_staff\_2\_days.

**Prerequisite Data Fields:** rpa\_status, adj\_c poc\_entry\_date.

**Business Rule:** For completed actions, Adjusted CPOC Staffing Days is set to the number of days in any staffing inbox after the Adjusted CPOC Entry Date, minus staffing suspense inbox days. Minimum of 1 day.

For completed actions [rpa\_status = C]:

Set Adjusted CPOC Staffing Days {Formula #2} = the sum of:

(the number of days the RPA spent in CPOC Staffing inboxes)  
[based on routing table records with routing\_identifier = COS or COF]

minus

(any COS or COF inbox time that is earlier than the Adjusted CPOC Entry Date)

minus

(the number of days the RPA spent in CPOC Staffing suspense inboxes)  
[based on routing table records with routing\_identifier = COS or COF and inbox\_type = S].

**IMPORTANT:** If the result after subtraction is a figure less than 1 (including a negative figure), set Adjusted CPOC Staffing Days {Formula #2} to 1.

**Business Rule:** For open or canceled actions, Adjusted CPOC Staffing Days is not used.

For open or canceled actions [rpa\_status = O, X], set Adjusted CPOC Staffing Days {Formula #2} = 0.

## STEP 8: GENERATE ADJUSTED CPOC CLASSIFICATION DAYS FORMULA #1

**Data Field:** adj\_class\_1\_days.

**Prerequisite Data Fields:** rpa\_status, adj\_c poc\_entry\_date.

**Business Rule:** For completed actions, Adjusted CPOC Classification Days is set to the number of days in any classification inbox after the Adjusted CPOC Entry Date, minus classification suspense inbox days. Minimum of 1 day.

For completed actions [rpa\_status = C]:

Set Adjusted CPOC Classification Days {Formula #1} = the sum of:

(the number of days the RPA spent in CPOC Classification inboxes)  
[based on routing table records with routing\_identifier = COC]

minus

(any COC inbox time that is earlier than the Adjusted CPOC Entry Date)

minus

(the number of days the RPA spent in CPOC Classification suspense inboxes)  
[based on routing table records with routing\_identifier = COC and inbox\_type = S].

**IMPORTANT:** If the result after subtraction is a figure less than 1 (including a negative figure), set Adjusted CPOC Classification Days {Formula #1} to 1.

**Business Rule:** For open or canceled actions, Adjusted CPOC Classification Days is not used.

For open or canceled actions [rpa\_status = O, X], set Adjusted CPOC Classification Days {Formula #1} = 0.

## STEP 9: GENERATE ADJUSTED CPOC PRE-REFERRAL DAYS

**Data Field:** adj\_cpoc\_pre\_ref\_days.

**Prerequisite Data Fields:** rpa\_status, recruit\_fill\_indicator, adj\_cpoc\_entry\_date, adj\_ref\_issue\_date.

**Business Rule:** For completed fill actions, Adjusted CPOC Pre-Referral Days is set to the number of days in any CPOC inbox between the Adjusted CPOC Entry Date and the Adjusted Referral Issue Date. Minimum of 1 day. Unmapped inboxes (routing\_identifier NOM) are treated as CPOC inboxes.

For completed fill actions [rpa\_status = C, recruit\_fill\_indicator = Y]:

Set Adjusted CPOC Pre-Referral Days = the sum of:

(the number of days the RPA spent in CPOC inboxes)

[based on routing table records with a routing\_identifier that begins with 'CO', or a routing\_identifier of NOM]

minus

(any 'CO' or NOM inbox time that is earlier than the Adjusted CPOC Entry Date)

minus

(any 'CO' or NOM inbox time that is later than the Adjusted Referral Issue Date).

**IMPORTANT:** If the result after subtraction is a figure less than 1 (including a negative figure), set Adjusted CPOC Pre-Referral Days to 1.

**Business Rule:** For open or canceled actions, and non-fill actions, Adjusted CPOC Pre-Referral Days is not used.

For open or canceled actions [rpa\_status = O, X], set Adjusted CPOC Pre-Referral Days to 0.

For non-fill actions [recruit\_fill\_indicator = N], set Adjusted CPOC Pre-Referral Days to 0.

## STEP 10: GENERATE ADJUSTED CPOC POST-REFERRAL DAYS

**Data Field:** adj\_cpoc\_post\_ref\_days.

**Prerequisite Data Fields:** rpa\_status, recruit\_fill\_indicator, adj\_ref\_issue\_date, adj\_ref\_return\_date.

**Business Rule:** For completed fill actions, Adjusted CPOC Post-Referral Days is set to the number of days in any CPOC inbox between the Adjusted Referral Issue Date and the Adjusted Referral Return Date, minus any time where a referral list is being worked. Unmapped inboxes (routing\_identifier NOM) are treated as CPOC inboxes.

For completed fill actions [rpa\_status = C, recruit\_fill\_indicator = Y]:

Set Adjusted CPOC Post-Referral Days = the sum of:

(the number of days the RPA spent in CPOC inboxes)

[based on routing table records with a routing\_identifier that begins with 'CO', or a routing\_identifier of NOM]

minus

(any 'CO' or NOM inbox time where the RPA has an outstanding referral list(s) at the same time) \*\*

[based on event table records with event\_text = 'FIRST REFERRAL LIST', 'SECOND REFERRAL LIST', or 'THIRD REFERRAL LIST'; the start\_date and end\_date fields in the event table record determine the dates the referral list was worked]

minus

(any 'CO' or NOM inbox time that is earlier than the Adjusted Referral Issue Date)

minus

(any 'CO' or NOM inbox time that is later than the Adjusted Referral Return Date).

**IMPORTANT:** If the result after subtraction is a negative figure, set Adjusted CPOC Post-Referral Days to 0.

**Business Rule:** For open or canceled actions, and non-fill actions, Adjusted CPOC Post-Referral Days is not used.

For open or canceled actions [rpa\_status = O, X], set Adjusted CPOC Post-Referral Days to 0.

For non-fill actions [recruit\_fill\_indicator = N], set Adjusted CPOC Post-Referral Days to 0.

\*\* Note: When an RPA is in a CPOC inbox, but a referral list is being worked, this time is counted in Adjusted Referral Issue To Referral Return Days.

## STEP 11: GENERATE ADJUSTED EOD TO CLOSURE DAYS

**Data Field:** adj\_eod\_to\_closure\_days.

**Prerequisite Data Fields:** rpa\_status, adj\_effective\_date, adj\_closed\_date.

**Business Rule:** For completed actions, Adjusted Entry-On-Duty To Closure Days is set to the number of days from the Adjusted Effective Date to the Adjusted Closed Date.

For completed actions [rpa\_status = C]:

Set Adjusted EOD To Closure Days =  
the number of days from Adjusted Effective Date to Adjusted Closed Date.

**Business Rule:** For open or canceled actions, Adjusted Entry-On-Duty To Closure Days is not used.

For open or canceled actions [rpa\_status = O, X], set Adjusted EOD To Closure Days = 0.

## STEP 12: GENERATE ADJUSTED CPOC PRE-EDOA DAYS

**Data Field:** adj\_cpoc\_pre\_edoa\_days.

**Prerequisite Data Fields:**

**Business Rule:** For completed actions, Adjusted CPOC Pre-EDOA Days is set to the number of days in any CPOC inbox between the Adjusted CPOC Entry Date and the Adjusted Effective Date. Minimum of 1 day. Unmapped inboxes (routing\_identifier NOM) are treated as CPOC inboxes.

For completed actions [rpa\_status = C]:

Set Adjusted CPOC Pre-EDOA Days = the sum of:

(the number of days the RPA spent in CPOC inboxes)  
[based on routing table records with a routing\_identifier that begins with 'CO', or a routing\_identifier of NOM]

minus  
(any 'CO' or NOM inbox time that is earlier than the Adjusted CPOC Entry Date)

minus  
(any 'CO' or NOM inbox time that is later than the Adjusted Effective Date).

**IMPORTANT:** If the result after subtraction is a figure less than 1 (including a negative figure), set Adjusted CPOC Pre-EDOA Days to 1.

**Business Rule:** For open or canceled actions, and non-fill actions, Adjusted CPOC Pre-EDOA Days is not used.

For open or canceled actions [rpa\_status = O, X], set Adjusted CPOC Pre-EDOA Days to 0.  
For non-fill actions [recruit\_fill\_indicator = N], set Adjusted CPOC Pre-EDOA Days to 0.

### STEP 13: GENERATE ADJUSTED CPAC PRE-REFERRAL DAYS

**Data Field:** adj\_cpac\_pre\_ref\_days.

**Prerequisite Data Fields:** rpa\_status, recruit\_fill\_indicator, adj\_cpac\_entry\_date, adj\_ref\_issue\_date.

**Business Rule:** For completed fill actions, Adjusted CPAC Pre-Referral Days is set to the number of days in any CPAC inbox between the Adjusted CPAC Entry Date and the Adjusted Referral Issue Date.

For completed fill actions [rpa\_status = C, recruit\_fill\_indicator = Y]:

Set Adjusted CPAC Pre-Referral Days = the sum of:

(the number of days the RPA spent in CPAC inboxes)  
[based on routing table records with a routing\_identifier that begins with 'CP']

minus  
(any 'CP' inbox time that is earlier than the Adjusted CPAC Entry Date)

minus  
(any 'CP' inbox time that is later than the Adjusted Referral Issue Date).

**IMPORTANT:** If the result after subtraction is a negative figure, set Adjusted CPAC Pre-Referral Days to 0.

**Business Rule:** For open or canceled actions, and non-fill actions, Adjusted CPAC Pre-Referral Days is not used.

For open or canceled actions [rpa\_status = O, X], set Adjusted CPAC Pre-Referral Days to 0.

For non-fill actions [recruit\_fill\_indicator = N], set Adjusted CPAC Pre-Referral Days to 0.

## STEP 14: GENERATE ADJUSTED CPAC POST-REFERRAL DAYS

**Data Field:** adj\_cpac\_post\_ref\_days.

**Prerequisite Data Fields:** rpa\_status, recruit\_fill\_indicator, adj\_ref\_issue\_date, adj\_ref\_return\_date.

**Business Rule:** For completed fill actions, Adjusted CPAC Post-Referral Days is set to the number of days in any CPAC inbox between the Adjusted Referral Issue Date and the Adjusted Referral Return Date, minus any time where a referral list is being worked.

For completed fill actions [rpa\_status = C, recruit\_fill\_indicator = Y]:

Set Adjusted CPAC Post-Referral Days = the sum of:

(the number of days the RPA spent in CPAC inboxes)

[based on routing table records with a routing\_identifier that begins with 'CP']

minus

(any 'CP' inbox time where the RPA has an outstanding referral list(s) at the same time) \*\*

[based on event table records with event\_text = 'FIRST REFERRAL LIST', 'SECOND REFERRAL LIST', or 'THIRD REFERRAL LIST'; the start\_date and end\_date fields in the event table record determine the dates the referral list was worked]

minus

(any 'CP' inbox time that is earlier than the Adjusted Referral Issue Date)

minus

(any 'CP' inbox time that is later than the Adjusted Referral Return Date)

**IMPORTANT:** If the result after subtraction is a negative figure, set Adjusted CPAC Post-Referral Days to 0.

**Business Rule:** For open or canceled actions, and non-fill actions, Adjusted CPAC Post-Referral Days is not used.

For open or canceled actions [rpa\_status = O, X], set Adjusted CPAC Post-Referral Days to 0.

For non-fill actions [recruit\_fill\_indicator = N], set Adjusted CPAC Post-Referral Days to 0.

\*\* Note: When an RPA is in a CPAC inbox, but a referral list is being worked, this time is counted in Adjusted Referral Issue To Referral Return Days.

## STEP 15: GENERATE ADJUSTED REFERRAL RETURN TO COMMITMENT DAYS

**Data Field:** adj\_ref\_return\_to\_commit\_days.

**Prerequisite Data Fields:** rpa\_status, recruit\_fill\_indicator, adj\_ref\_return\_date, adj\_commit\_date.

**Business Rule:** For completed fill actions, Adjusted Referral Return To Commitment Days is set to the number of days from the Adjusted Referral Return Date to the Adjusted Commit Date.

For completed fill actions [rpa\_status = C, recruit\_fill\_indicator = Y]:

Set Adjusted Referral Return To Commitment Days =  
the number of days from Adjusted Referral Return Date to Adjusted Commit Date.

**Business Rule:** For open or canceled actions, and non-fill actions, Adjusted Referral Return To Commitment Days is not used.

For open or canceled actions [rpa\_status = O, X], set Adjusted Referral Return To Commitment Days to 0.  
For non-fill actions [recruit\_fill\_indicator = N], set Adjusted Referral Return To Commitment Days to 0.

## STEP 16: GENERATE ADJUSTED COMMITMENT TO CLEARANCE SUBMISSION DAYS

**Data Field:** adj\_commit\_to\_clr\_submit\_days.

**Prerequisite Data Fields:** rpa\_status, recruit\_fill\_indicator, adj\_commit\_date, adj\_clr\_final\_date.

**Business Rule:** For completed fill actions, Adjusted Commitment To Clearance Submission Days is set to the number of days from the Adjusted Commit Date to the Adjusted Clearance Final Date, minus any time where an employee clearance is being processed.

For completed fill actions [rpa\_status = C, recruit\_fill\_indicator = Y]:

Set Adjusted Commitment To Clearance Submission Days =  
the number of days from Adjusted Commit Date to Adjusted Clearance Final Date.

minus

(any time between the Adjusted Commit Date and the Adjusted Clearance Final Date where the RPA has an employee clearance request(s) being worked at the same time) \*\*

[based on event table records with an event\_code that begins with 'S19'; the start\_date and end\_date fields in the event table record determine the dates the employee clearance was worked]

**Business Rule:** For open or canceled actions, and non-fill actions, Adjusted Commitment To Clearance Submission Days is not used.

For open or canceled actions [rpa\_status = O, X], set Adjusted Commitment To Clearance Submission Days to 0.  
For non-fill actions [recruit\_fill\_indicator = N], set Adjusted Commitment To Clearance Submission Days to 0.

\*\* Note: When an RPA has an employee clearance that is being worked, this time is counted in Adjusted Clearance Submission To Clearance Finalization Days.

## STEP 17: GENERATE ADJUSTED CPAC PRE-EDOA DAYS

**Data Field:** adj\_cpac\_pre\_edoa\_days.

**Prerequisite Data Fields:** rpa\_status, adj\_cpac\_entry\_date, adj\_effective\_date.

**Business Rule:** For completed actions, Adjusted CPAC Pre-EDOA Days is set to the number of days in any CPAC inbox between the Adjusted CPAC Entry Date and the Adjusted Effective Date.

For completed actions [rpa\_status = C]:

Set Adjusted CPAC Pre-EDOA Days = the sum of:

(the number of days the RPA spent in CPAC inboxes)  
[based on routing table records with a routing\_identifier that begins with 'CP']

minus  
(any 'CP' inbox time that is earlier than the Adjusted CPAC Entry Date)

minus  
(any 'CP' inbox time that is later than the Adjusted Effective Date).

**IMPORTANT:** If the result after subtraction is a negative figure, set Adjusted CPAC Pre-EDOA Days to 0.

**Business Rule:** For open or canceled actions, and non-fill actions, Adjusted CPAC Pre-EDOA Days is not used.

For open or canceled actions [rpa\_status = O, X], set Adjusted CPAC Pre-EDOA Days to 0.  
For non-fill actions [recruit\_fill\_indicator = N], set Adjusted CPAC Pre-EDOA Days to 0.

## STEP 18: GENERATE ADJUSTED MANAGEMENT PRE-PERSONNEL ENTRY DAYS

**Data Field:** adj\_mgmt\_pre\_per\_days.

**Prerequisite Data Fields:** rpa\_status, adj\_initiated\_date, adj\_cpac\_entry\_date.

**Business Rule:** For completed actions, Adjusted Management Pre-Personnel Days is set to the number of days from the Adjusted Initiated Date to the Adjusted CPAC Entry Date.

For completed actions [rpa\_status = C]:

Set Adjusted Management Pre-Personnel Days =  
the number of days from Adjusted Initiated Date to Adjusted CPAC Entry Date.

**Business Rule:** For open or canceled actions, Adjusted Management Pre-Personnel Days is not used.

For open or canceled actions [rpa\_status = O, X], set Adjusted Management Pre-Personnel Days = 0.

## STEP 19: GENERATE ADJUSTED REFERRAL ISSUE TO REFERRAL RETURN DAYS

**Data Field:** adj\_ref\_issue\_to\_return\_days.

**Prerequisite Data Fields:** rpa\_status, recruit\_fill\_indicator, adj\_ref\_issue\_date, adj\_ref\_return\_date.

**Business Rule:** For completed fill actions, Adjusted Referral Issue To Referral Return Days is set to the number of days where a referral list is being worked.

For completed fill actions [rpa\_status = C, recruit\_fill\_indicator = Y]:

Set Adjusted Referral Issue To Referral Return Days = the sum of:

(the number of days the RPA had a referral list(s) being worked)  
[based on event table records with event\_text = 'FIRST REFERRAL LIST',  
'SECOND REFERRAL LIST', or 'THIRD REFERRAL LIST'; the start\_date and end\_date  
fields in the event table record determine the dates the referral list was worked]

minus

(any overlapping time in multiple referral list event table records)

minus

(any time in the referral list event table records that is earlier than the Adjusted Referral Issue Date)

minus

(any time in the referral list event table records that is later than the Adjusted Referral Return Date).

**IMPORTANT:** If the result after subtraction is a negative figure, set Adjusted Referral Issue To Referral Return Days to 0.

**Business Rule:** For open or canceled actions, and non-fill actions, Adjusted Referral Issue To Referral Return Days is not used.

For open or canceled actions [rpa\_status = O, X], set Adjusted Referral Issue To Referral Return Days to 0.  
For non-fill actions [recruit\_fill\_indicator = N], set Adjusted Referral Issue To Referral Return Days to 0.

## STEP 20: GENERATE ADJUSTED CLEARANCE SUBMISSION TO CLEARANCE FINALIZATION DAYS

**Data Field:** adj\_clr\_submit\_to\_final\_days.

**Prerequisite Data Fields:** rpa\_status, recruit\_fill\_indicator, adj\_clr\_submit\_date, adj\_clr\_final\_date.

**Business Rule:** For completed fill actions, Adjusted Clearance Submission To Clearance Finalization Days is set to the number of days where an employee clearance is being worked.

For completed fill actions [rpa\_status = C, recruit\_fill\_indicator = Y]:

Set Adjusted Clearance Submission To Clearance Finalization Days = the sum of:

(the number of days the RPA had an employee clearance(s) being worked)  
[based on event table records with an event\_code that begins with 'S19'; the start\_date and end\_date fields in the event table record determine the dates the employee clearance was worked]

minus

(any overlapping time in multiple clearance event table records)

minus

(any time in the clearance event table records that is earlier than the Adjusted Clearance Submit Date)

minus

(any time in the clearance event table records that is later than the Adjusted Clearance Final Date).

**IMPORTANT:** If the result after subtraction is a negative figure, set Adjusted Clearance Submission To Clearance Finalization Days to 0.

**Business Rule:** For open or canceled actions, and non-fill actions, Adjusted Clearance Submission To Clearance Finalization Days is not used.

For open or canceled actions [rpa\_status = O, X], set Adjusted Clearance Submission To Clearance Finalization Days to 0.

For non-fill actions [recruit\_fill\_indicator = N], set Adjusted Clearance Submission To Clearance Finalization Days to 0.

## STEP 21: GENERATE ADJUSTED CLEARANCE FINALIZATION TO EOD DAYS

**Data Field:** adj\_clr\_final\_to\_eod\_days.

**Prerequisite Data Fields:** rpa\_status, recruit\_fill\_indicator, adj\_clr\_final\_date, adj\_effective\_date.

**Business Rule:** For completed fill actions, Adjusted Clearance Finalization To EOD Days is set to the number of days from the Adjusted Clearance Final Date to the Adjusted Effective Date. Minimum of 1 day.

For completed fill actions [rpa\_status = C, recruit\_fill\_indicator = Y]:

Set Adjusted Clearance Finalization To EOD Days =  
the number of days from Adjusted Clearance Final Date to Adjusted Effective Date.

**Note:** Based on the logic for generating Adjusted Clearance Final Date and Adjusted Effective Date, there will always be a minimum of 1 day between the two dates.

**Business Rule:** For open or canceled actions, and non-fill actions, Adjusted Clearance Finalization To EOD Days is not used.

For open or canceled actions [rpa\_status = O, X], set Adjusted Clearance Finalization To EOD Days to 0.  
For non-fill actions [recruit\_fill\_indicator = N], set Adjusted Clearance Finalization To EOD Days to 0.

## STEP 22: GENERATE ADJUSTED MANAGEMENT POST-PERSONNEL ENTRY DAYS

**Data Field:** adj\_mgmt\_post\_per\_days.

**Prerequisite Data Fields:** rpa\_status, recruit\_fill\_indicator, adj\_cpac\_entry\_date, adj\_ref\_return\_date, adj\_effective\_date, adj\_ref\_issue\_to\_return\_days, adj\_cpac\_pre\_ref\_days, adj\_cpac\_post\_ref\_days, adj\_cpoc\_pre\_ref\_days, adj\_cpoc\_post\_ref\_days, adj\_cpac\_pre\_edoa\_days, adj\_cpoc\_pre\_edoa\_days.

**Business Rule:** For completed fill actions, Adjusted Management Post-Personnel Entry Days is set to the number of days from the Adjusted CPAC Entry Date to the Adjusted Referral Return Date, minus the number of days in the Adjusted Referral Issue To Return Days, Adjusted CPAC Pre-Referral Days, Adjusted CPAC Post-Referral Days, Adjusted CPOC Pre-Referral Days, and Adjusted CPOC Post-Referral Days figures.

**Note:** The intent of this logic to capture all 'remaining' time not captured in any of the other categories from the time the RPA enters the CPAC until the final referral list has been returned.

For completed fill actions [rpa\_status = C, recruit\_fill\_indicator = Y]:

Set Adjusted Management Post-Personnel Entry Days =

(the number of days from Adjusted CPAC Entry Date to Adjusted Referral Return Date)

minus

(Adjusted Referral Issue To Return Days +  
Adjusted CPAC Pre-Referral Days +  
Adjusted CPAC Post-Referral Days +  
Adjusted CPOC Pre-Referral Days +  
Adjusted CPOC Post-Referral Days).

**IMPORTANT:** If the result after subtraction is a negative figure, set Adjusted Management Post-Personnel Entry Days to 0.

**Business Rule:** For completed non-fill actions, Adjusted Management Post-Personnel Entry Days is set to the number of days from the Adjusted CPAC Entry Date to the Adjusted Effective Date, minus the number of days in the Adjusted CPAC Pre-EDOA Days and Adjusted CPOC Pre-EDOA Days figures.

**Note:** The intent of this logic to capture all 'remaining' time not captured in any of the other categories from the time the RPA enters the CPAC until the effective date.

For completed non-fill actions [rpa\_status = C, recruit\_fill\_indicator = N]:

Set Adjusted Management Post-Personnel Entry Days =

(the number of days from Adjusted CPAC Entry Date to Adjusted Effective Date)

minus

(Adjusted CPAC Pre-EDOA Days +  
Adjusted CPOC Pre-EDOA Days).

**IMPORTANT:** If the result after subtraction is a negative figure, set Adjusted Management Post-Personnel Entry Days to 0.

**Business Rule:** For open or canceled actions, Adjusted Management Post-Personnel Entry Days is not used.

For open or canceled actions [rpa\_status = O, X], set Adjusted Management Post-Personnel Entry Days to 0.

## STEP 23: GENERATE ADJUSTED CPOC DAYS

**Data Field:** adj\_cpoc\_days.

**Prerequisite Data Fields:** rpa\_status, recruit\_fill\_indicator, adj\_cpoc\_pre\_ref\_days, adj\_cpoc\_post\_ref\_days, adj\_eod\_to\_closure\_days, adj\_cpoc\_pre\_edoa\_days.

**Business Rule:** For completed fill actions, Adjusted CPOC Days is set to the sum of the Adjusted CPOC Pre-Referral Days, Adjusted CPOC Post-Referral Days, and Adjusted EOD To Closure Days figures. Minimum of 1 day.

**Note:** The intent of this logic to capture all CPOC time from the time the RPA enters the CPOC until the action is closed.

For completed fill actions [rpa\_status = C, recruit\_fill\_indicator = Y]:

Set Adjusted CPOC Days = the sum of:

(Adjusted CPOC Pre-Referral Days +  
Adjusted CPOC Post-Referral Days +  
Adjusted EOD To Closure Days).

**Note:** Based on the logic for generating Adjusted CPOC Pre-Referral Days, there will always be a minimum of 1 day.

**Business Rule:** For completed non-fill actions, Adjusted CPOC Days is set to the sum of the Adjusted CPOC Pre-EDOA Days and Adjusted EOD To Closure Days figures. Minimum of 1 day.

**Note:** The intent of this logic to capture all CPOC time from the time the RPA enters the CPOC until the action is closed.

For completed non-fill actions [rpa\_status = C, recruit\_fill\_indicator = N]:

Set Adjusted CPOC Days = the sum of:

(Adjusted CPOC Pre-EDOA Days +  
Adjusted EOD To Closure Days).

**Note:** Based on the logic for generating Adjusted CPOC Pre-EDOA Days, there will always be a minimum of 1 day.

**Business Rule:** For open or canceled actions, Adjusted CPOC Days is not used.

For open or canceled actions [rpa\_status = O, X], set Adjusted CPOC Days to 0.

## STEP 24: GENERATE ADJUSTED CPAC DAYS

**Data Field:** adj\_cpac\_days.

**Prerequisite Data Fields:** rpa\_status, recruit\_fill\_indicator, adj\_cpac\_pre\_ref\_days, adj\_cpac\_post\_ref\_days, adj\_ref\_return\_to\_commit\_days, adj\_commit\_to\_clr\_submit\_days, adj\_cpac\_pre\_edoa\_days.

**Business Rule:** For completed fill actions, Adjusted CPAC Days is set to the sum of the Adjusted CPAC Pre-Referral Days, Adjusted CPAC Post-Referral Days, Adjusted Referral Return To Commitment Days, and Adjusted Commitment To Clearance Submission Days figures.

**Note:** The intent of this logic to capture all CPAC time (which can range from the time the RPA enters the CPAC until all employee clearances have been finalized).

For completed fill actions [rpa\_status = C, recruit\_fill\_indicator = Y]:

Set Adjusted CPAC Days = the sum of:

(Adjusted CPAC Pre-Referral Days +  
Adjusted CPAC Post-Referral Days +  
Adjusted Referral Return To Commitment Days +  
Adjusted Commitment To Clearance Submission Days).

**Business Rule:** For completed non-fill actions, Adjusted CPAC Days is set equal to the Adjusted CPAC Pre-EDOA Days figure.

**Note:** The intent of this logic to capture all CPAC time (which can range from the time the RPA enters the CPAC until the effective date).

For completed non-fill actions [rpa\_status = C, recruit\_fill\_indicator = N]:

Set Adjusted CPAC Days = Adjusted CPAC Pre-EDOA Days.

**Business Rule:** For open or canceled actions, Adjusted CPAC Days is not used.

For open or canceled actions [rpa\_status = O, X], set Adjusted CPAC Days to 0.

## STEP 25: GENERATE ADJUSTED MANAGEMENT DAYS

**Data Field:** adj\_mgmt\_days.

**Prerequisite Data Fields:** rpa\_status, recruit\_fill\_indicator, adj\_mgmt\_pre\_per\_days, adj\_mgmt\_post\_per\_days, adj\_ref\_issue\_to\_return\_days.

**Business Rule:** For completed fill actions, Adjusted Management Days is set to the sum of the Adjusted Management Pre-Personnel Days, Adjusted Management Post-Personnel Days, and Adjusted Referral Issue To Referral Return Days figures.

**Note:** The intent of this logic to capture all Management time (which can range from the time the RPA is initiated until all referral lists have been returned). Management time includes days the RPA spent in manager inboxes, resource management inboxes, and 'other' non-CPOC & non-CPAC inboxes.

For completed fill actions [rpa\_status = C, recruit\_fill\_indicator = Y]:

Set Adjusted Management Days = the sum of:

(Adjusted Management Pre-Personnel Days +  
Adjusted Management Post-Personnel Days +  
Adjusted Referral Issue To Referral Return Days).

**Business Rule:** For completed non-fill actions, Adjusted Management Days is set to the sum of the Adjusted Management Pre-Personnel Days and Adjusted Management Post-Personnel Days figures.

**Note:** The intent of this logic to capture all Management time (which can range from the time the RPA is initiated until the effective date). Management time includes days the RPA spent in manager inboxes, resource management inboxes, and 'other' non-CPOC & non-CPAC inboxes.

For completed non-fill actions [rpa\_status = C, recruit\_fill\_indicator = N]:

Set Adjusted Management Days = the sum of:

(Adjusted Management Pre-Personnel Days +  
Adjusted Management Post-Personnel Days).

**Business Rule:** For open or canceled actions, Adjusted Management Days is not used.

For open or canceled actions [rpa\_status = O, X], set Adjusted Management Days to 0.

## STEP 26: GENERATE ADJUSTED EMPLOYEE DAYS

**Data Field:** adj\_empl\_days.

**Prerequisite Data Fields:** rpa\_status, recruit\_fill\_indicator, adj\_clr\_final\_to\_eod\_days.

**Business Rule:** For completed fill actions, Adjusted Employee Days is set equal to the Adjusted Clearance Finalization To EOD Days figure. Minimum of 1 day.

**Note:** The intent of this logic to capture all Employee time (which ranges from the time all employee clearances have been finalized until the effective date).

For completed fill actions [rpa\_status = C, recruit\_fill\_indicator = Y]:

Set Adjusted Employee Days = Adjusted Clearance Finalization To EOD Days.

**Note:** Based on the logic for generating Adjusted Clearance Finalization To EOD Days, there will always be a minimum of 1 day.

**Business Rule:** For open or canceled actions, and non-fill actions, Adjusted Employee Days is not used.

For open or canceled actions [rpa\_status = O, X], set Adjusted Employee Days to 0.

For non-fill actions [recruit\_fill\_indicator = N], set Adjusted Employee Days to 0.

## STEP 27: GENERATE ADJUSTED ADMIN DAYS

**Data Field:** adj\_admin\_days.

**Prerequisite Data Fields:** rpa\_status, recruit\_fill\_indicator, adj\_clr\_submit\_to\_final\_days.

**Business Rule:** For completed fill actions, Adjusted Admin Days is set equal to the Adjusted Clearance Submission To Clearance Finalization Days figure.

**Note:** The intent of this logic to capture all Admin time (which ranges from the time an employee clearance has been submitted until all employee clearances have been finalized).

For completed fill actions [rpa\_status = C, recruit\_fill\_indicator = Y]:

Set Adjusted Admin Days = Adjusted Clearance Submission To Clearance Finalization Days.

**Business Rule:** For open or canceled actions, and non-fill actions, Adjusted Admin Days is not used.

For open or canceled actions [rpa\_status = O, X], set Adjusted Admin Days to 0.

For non-fill actions [recruit\_fill\_indicator = N], set Adjusted Admin Days to 0.