



Systems Review Tracking Network (SRTN) ISR Input Form

Profile Section

1. Case Number	2. Profile Number
3. Inspector's Name	4. Work Report Number
5. ISR Transmitted To:	6. Finance Number(s)
7. Location of Workpapers	8. ISR Issue Date
9. Title of Investigation	10. Parent Case Number
11. Comments	

Finding Section

12a. Finding Title	12b. Sequence Number	13. Finding Issued To:	14. Repeat Finding? <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Responsible for Implementation			
16. Responsible for Follow-Up			
17. Keyword(s) for Finding			
18. Finding Text			
19. Recommendation			
20. Management's Response			
21. Status of Implementation			
22. Implementation Complete Date	23. Implementation Complete Code	24. Savings Recommended \$	25. Savings Agreed To \$
Initials of Data Entry Person	Date	Data Entry Verified By (<i>Initials</i>)	Date

Instructions

Profile Section

1. Case number assigned the investigation. *(Required)*
2. Profile identification number. System assigned. *(Enter if known)*
3. Full name of inspector completing the form. *(Required)*
4. Work reporting number of inspector completing the form. *(Required)*
5. Investigative Summary Report (ISR) Transmitted to is the title and organization unit of the individual receiving the report; for example, Postmaster, Washington, DC. More than one entry is available.
6. Finance number(s) of postal group ISR issued to, if known.
7. Location of Workpapers is where back-up documentation of the ISR is filed; for example, Washington Division.
8. Date Investigative Summary Report (ISR) was issued to postal management. *(Required)*
9. Title of Investigation. System assigned from subject code definition. The title may be modified if desired. The title should state succinctly the subject matter of the ISR.
10. Parent case number is lead case number that resulted in jacketing subsequent cases (if applicable).
11. Comments may be used to relate the latest information about the ISR if not already contained in the Details of Investigation field. Completion of comments is required for 017-FI; 061-069, 090-RI; 195-EI.

Finding Section

12. a. Finding title identifies the condition or non-compliance issue found. The title must be the same as the title used in the ISR to postal management. *(Required)*
b. Sequence number is system assigned. Each finding entered under a profile is automatically assigned a sequence number. There can be more than one finding issued under a profile. *(Enter if known)*
13. Finding issued to identifies whether the finding was issued to an organizational unit at Headquarters or to an Area office. There are currently 11 codes: 009 - National Headquarters; 010 - Allegheny Area; 011 - Great Lakes Area; 012 - Mid-Atlantic Area; 013 - Mid-West Area; 014 - New York Metro Area; 015 - Northeast Area; 016 - Pacific Area; 017 - Southeast Area; 018 - Southwest Area; 019 - Western Area.
14. Checking "Yes" in Repeat Finding indicates the same finding was reported in an earlier investigation at the same office.
15. Responsible for Implementation is the title of the person the report was issued to followed by the name of the organizational unit; for example, District Manager, Northland District. If more than one organizational unit is responsible, enter both in abbreviated format. *(Required)*
16. Responsible for Follow-Up in US Postal Service field units are the Vice Presidents for Area Operations; for example, the "Vice President, Allegheny Area" is the official responsible for follow-up on recommendations issued to offices under his/her jurisdiction. The same criteria applies to offices at Headquarters, that is the appropriate Vice President is the responsible official. If a Headquarters Vice President is the official responsible for implementation, enter the Deputy Postmaster General or Chief Operating Officer, as appropriate. *(Required)* *(Follow-up is performed by the Office of Audit at National Headquarters.)*
17. Each finding must have at least one keyword. Obtain a print document of authorized keywords from ISDBIS. *(Required)*
18. Succinctly describe the condition, cause, criteria, and effect of the deficiency. If additional space is required, use plain bond paper and attach it to this form. *(See ISM 646.211 for definitions of condition, cause, criteria, and effect.)* *(Required)*
19. Recommendation must address the cause(s) and not the condition(s) found. Identify the source rather than a symptom or effect of the problem. For example, the recommendation must provide support for why the supervision is weak; that is, lack of training, excessive collateral duties, complacency, etc. Multiple recommendations must be numbered or lettered. If additional space is required, use plain bond paper and attach it to this form. *(Required)*
20. Management's response: Outline the steps management has agreed to take to implement the recommendation(s) in the finding. Include anticipated date(s) for implementation of recommendation(s). If management does not agree with the recommendations and does not provide an alternative action plan, this fact is to be stated. If additional space is needed, use plain bond paper and attach it to this form.
21. Succinctly describe the action management has taken to implement the recommendation(s); for example, "Management has implemented all recommendations in accordance with their plan of action." *(Required)*
22. Implementation complete date is the date a decision is made to close the finding.
23. Implementation complete code must be entered if finding is closed. Implementation codes are: 01 - Complete; 02 - Management Did Not Agree; 03 - Will Be Completed Per Action Plan; and 04 - Management Action Not Adequate. More information on the codes is contained in SRTN User's Guide, IS301, ISDBIS Handbook.
24. Do not confuse Savings Recommended with revenue deficiencies. Savings recommended are costs that can be avoided by the Postal Service based on Inspection Service recommendations for corrective action. **PROJECTIONS FOR SAVINGS MUST BE NO MORE THAN ONE YEAR. MUST BE DISCUSSED WITH POSTAL MANAGEMENT AND DOCUMENTED IN THE ISR.**
25. This is the dollar amount of Savings Recommended that is agreed to by postal management. It may differ from what is recommended. **MUST BE DOCUMENTED IN THE ISR.**

Last Line Is Self-Explanatory.