



## Software Update Information *for Travelers*

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### I. GENERAL SOFTWARE UPDATE INFORMATION

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*\* Note: Information and dates provided are as of the time/date stamp above and are subject to change without notice. Updated information will be released as necessary.*

- **Software Update Name and Version Number:** 1.7.3.3
- **DTS Release Date:** This software update will be incrementally implemented across DTS sites between March 25, 2011 and April 2, 2011. To determine if your organization has had the update pushed to your system, look for the blue banner in the upper left-hand corner of the screen. If the banner has "Defense Travel System 1.7.3.3," this software update has been implemented.
- **Expected DTS Downtime:** N/A

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### II. SUMMARY OF FUNCTIONALITY *(As of March 10, 2011)*

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This software update includes functionality that will allow a traveler's social security number (SSN) to be masked when printing a DTS travel document.

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### III. FREQUENTLY ASKED QUESTIONS

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#### 1. What functional changes are being made with this update?

There are two changes implemented with this release:

- **Masked Social Security Number (SSN)** - Travelers will have the option to mask part of their SSN on travel documents that are printed. A new option called "**Print Full SSN**" will be available on the *Form Defaults* screen (see Figure 1). Selecting "**No**" will mask the first 5 digits of the SSN (XXX-XX-4108); selecting "**Yes**" will display the full SSN (999-22-3333).
- **Users Settings Apply For Documents** - When an authorized user (Defense Travel Administrator (DTA) or a Non-DTS Entry Agent (NDEA)) with permission level 5, prints a DTS document for a traveler, DTS will apply their user's **Form Preference** settings for the **Print Full SSN** option instead of the traveler's.

**Defense Travel System**  
A New Era of Government Travel

Routing Lists | Reports | Additional Setup | Rate Lookup | Update Personal Profile  
Delegate Authority | User Preferences | **Form Defaults**

### Form Defaults

Following information represents the type of form and/or attachment that will print for the various document types (Voucher, Authorizations, Cash Advance).

#### Authorizations / Orders

Select all forms that apply. When printing a document, see footnote (\*) below for explanation.

**Print Full SSN:**  
 NO  YES

Authorizations:  
 Default  Govt + Form  Govt

Cash Advance:  
 Default  Govt + Form  Govt  None

Group Auth:  
 Summary  Summary & Individual

Itinerary Listing (Check this box if you want to print itinerary information for reservations.)

#### Voucher

Select all forms that apply. When printing a document, see footnote (\*) below for explanation.

**Print Full SSN:**  
 NO  YES

Voucher:  
 Default  Govt + Form  Govt

Receipt Checklist (Check this box if you want to print a page listing the receipts to be attached to a voucher)

#### Attachments

Following represent a specified section (block) on the corresponding form listed, to print the document name. Check all that apply.

Document History (Prints the electronic history of a document and shows each step in the electronic approval and/or processing of the document.)

Accounting Detail (Prints the subtotals of a document's expenses by accounting code and expense category.)

Privacy Act (Prints the Privacy Act Statement.)

#### Print Document Name

Following represent "attachment" or additional pages that will print with the document.

Block 2 of SF1164 (Prints the document name on block 2 of form SF1164.)

Block 22 of DD1610 (Prints the document name on block 22 of form DD1610.)

Default=Prints all the travel data in a comprehensive, easy-to-read format.  
Govt+Form=Prints the document information and government travel form on plain paper. The type of government travel forms printed vary from agency to agency.  
Govt=Prints the document on a pre-printed government form. Insert a government form into your printer and DTS "fills out" the form blocks.  
None=Cash Advance settings only. Turns off the printing of a cash advance.  
Summary=Prints the group authorization and one cash advance summary.  
Summary & Individual=Prints the group authorization, one cash advance summary, and a separate authorization and cash advance for each traveler in the group authorization.

Note: You must choose a form type in the Cash Advance field for a cash advance to print for each traveler.

Save Form Defaults

Figure 1: Form Defaults Screen with Masked SSN Functionality

## 2. After the software update, what should I do if I want to mask my SSN on printed documents?

Travelers do not have to take any action; “No” is the default setting for the **Print Full SSN** option so their SSNs will not be printed unless they select another option (see Figure 1).

## 3. How do I access the Form Defaults screen?

From the *DTS User Welcome* screen, mouse over *Traveler Setup* on the top menu bar. Select *Form Preferences* from the drop-down list (see Figure 2).

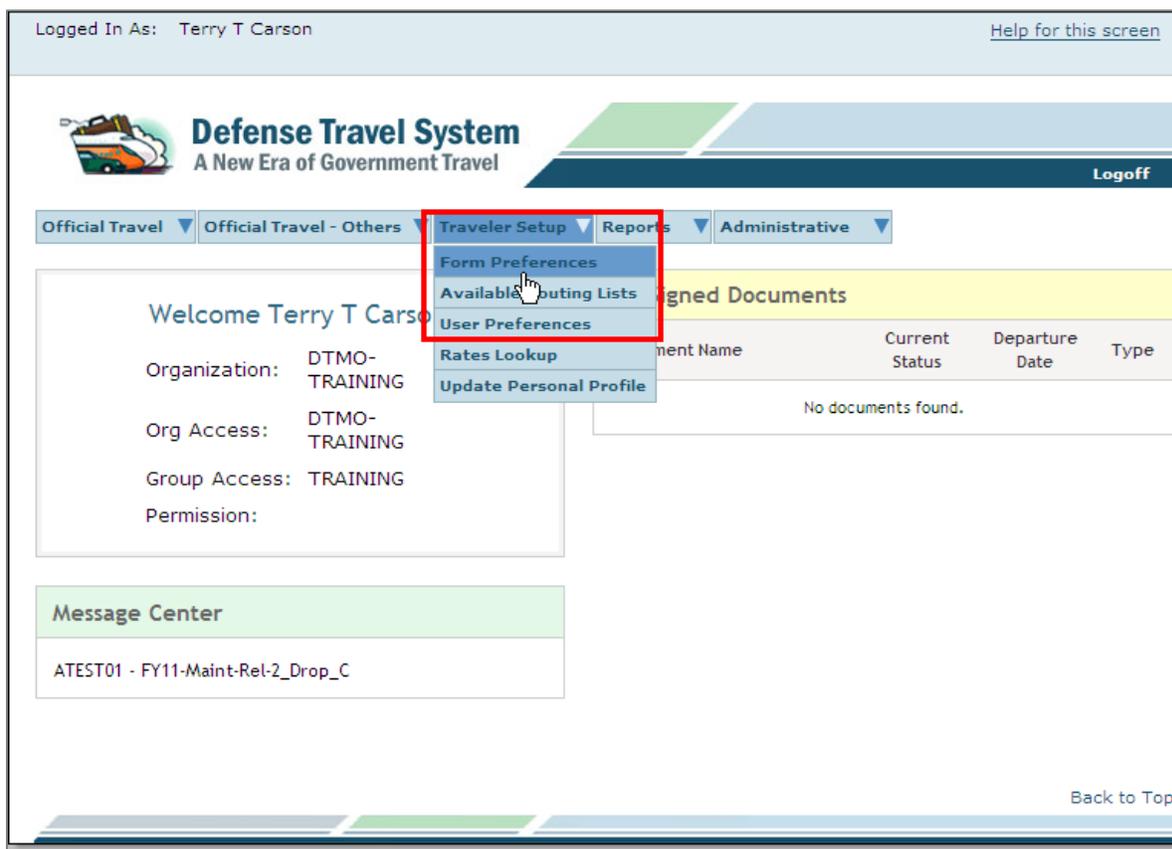


Figure 2: User Welcome Screen - Traveler Setup Drop-Down List

## 4. Can I change my Form Defaults settings at any time?

Yes. Any time you wish to change your settings, just log in to DTS and navigate to the Form Defaults screen and change your settings. If you select “Yes” for the **Print Full SSN** for an authorization and/or a voucher, your SSN will show on those particular documents. Any changes to these settings will take effect immediately for your own printed documents.

## 5. What happens when another user, such as my non-DTS Entry Agent (NDEA ) or DTA, prints one of my travel documents ?

If that user has permission level 5, then the Form Defaults of that user (not your own) apply. If the user printing your documents does not have permission level 5, then your travel documents will always print with a masked SSN.

**6. Can another user (i.e., DTA, NDEA, etc.) access my Form Defaults screen, and change my settings?**

No. Users can only change their own Form Defaults settings, not other users.

**7. What happens when an authorized user (e.g., a Non-DTS Entry Agent [NDEA], travel clerk, or Defense Travel Administrator [DTA]) prints a traveler’s documents?**

If the authorized user has a permission level 5, DTS will automatically apply the user’s *form preferences* for the *Print Full SSN* option. The user has the ability to choose to show or mask the SSN (see Figure 3). If the authorized user does not have permission level 5, DTS will automatically mask the SSN on printed documents belonging to travelers (see Figure 4).

<b>REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL</b> <small>(Reference: Joint Travel Regulations (JTR), Chapter 3)                  (Read Privacy Act Statement on back before completing form.)</small>			<b>1. DATE OF REQUEST</b> <small>(YYYYMMDD)</small> 20110303
<b>REQUEST FOR OFFICIAL TRAVEL</b>			
<b>2. NAME</b> <small>(Last, First, Middle Initial)</small> Carson, Terry, T.	<b>3. SOCIAL SECURITY NUMBER</b> 999-96-4108	<b>4. POSITION TITLE AND GRADE/RATING</b> ME-05	
<b>5. LOCATION OF PERMANENT DUTY STATION (PDS)</b> DTMO	<b>6. ORGANIZATIONAL ELEMENT</b> Training/NO	<b>7. DUTY PHONE NUMBER</b> <small>(Include Area Code)</small> 111-111-1111	
<b>8. TYPE OF ORDERS</b> AA-ROUTINE TDY/TAD	<b>9. TDY PURPOSE</b> <small>(See JTR, Appendix H)</small> CONFERENCE ATTENDANCE	<b>10a. APPROX. NO. OF TDY DAYS</b> <small>(Including travel time)</small> 7	<b>b. PROCEED DATE</b> <small>(YYYYMMDD)</small> 20110417
<b>11. ITINERARY</b> FROM: Warrenton,VA TO: DENVER,CO RETURN TO: Warrenton,VA			
<input type="checkbox"/> VARIATION AUTHORIZED			
<b>12. TRANSPORTATION MODE</b>			
a. COMMERCIAL      b. GOVERNMENT      c. LOCAL TRANSPORTATION			

Figure 3: Printed Authorization Gov’t + Form - Full SSN Example

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Figure 4: Printed Authorization Gov’t + Form – Masked SSN Example