



Software Update Information

I. GENERAL SOFTWARE UPDATE INFORMATION

** 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
- **EWTS Release Date:** March 18, 2011
- **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
- **TAC Outreach Call (Associated with this Update) Scheduled Date:** TBD - For the latest schedule, check the TAC Outreach Call announcement posted in TraX announcements (www.defensetravel.dod.mil/passport)
- **Updated Documents Post Date:** March 18, 2011

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

This software update includes functionality that will allow a traveler's social security number (SSN) to be masked when printing a DTS travel document. Additionally, this update will also resolve several System Problem Reports (SPRs) *(see section III)*.

III. SYSTEM PROBLEM REPORTS *RESOLVED* WITH SOFTWARE UPDATE

Software Update	
Key	Summary
DTSP-5961	Adding Version Number "1.7.3.2" to Browser Title Bar to Support Soft Launch of Mask SSN and Sustainment Release
DTSP-5879	Pay mod thread pool runs out of live threads
DTSP-5870	Remove overly verbose logging for screen construction
DTSP-5845	Processed Stamp - Unable to create Voucher from Auth
DTSP-5844	When navigating from route and review (adjustment), Constructive Travel Cost Comparison page shows Approve button in View Only mode
DTSP-5838	Two Cancel buttons on Unselected Authorization
DTSP-5836	When navigating via Route and Review (adjustments), reference and comments fields on preview trip page are not editable for Authorization

DTSP-5835	While navigating from route and review (EDIT Mode), Other Authorization Available are all disabled
DTSP-5813	LVCH - Manually entered expense shows blank on Preview Screen and if GOVCC selected shows as Personal
DTSP-5812	During route and review (adjustment), other Authorizations page is not editable
DTSP-5802	Sick leave is not available for civilian traveler on the Voucher under Per Diem Entitlements (only on the Auth)
DTSP-5797	Unable to Approve or Return Voucher as Document keeps going back to Other Auths which have already been viewed
DTSP-5785	DTS is allowing multiple LOA's with the same label on an AUTH and GAUTH
DTSP-5780	Change Flights after CTO Booked. When new CTO Booked comes back the Actual amount is incorrect and the Allowed amount is correct.
DTSP-5773	Traveler with ROA privilege is able to edit S-AUTH.
DTSP-5767	Multiple Other Ticketed Trans entries do not display properly and cannot be edited
DTSP-5753	State/Country code is not populated correctly if changed.
DTSP-5728	Create a new auth and unable to create reservation
DTSP-5724	ISE: Class: com.ngc.dts.ui.tapestry.pages.reservation.FlowModel, Method: addTransport
DTSP-5715	E1/E2Trip Types Allowing SPPs
DTSP-5641	PMO-PPT-R10-ATEST05: No Error message after changing trip duration from "Multi -Day " to: 1) "12 Hours or Less", 2)">12 - 24 Hours - With Lodging" or 3) ">12 - 24 Hours - No Lodging".
DTSP-5638	R10- RAT - Un checking of Dependent Travel check box opens another Trip Overview screen when trip type is F6
DTSP-5531	PAYMOD - XMLPROCESSOR query optimization.
DTSP-5450	OCONUS to OCONUS non U.S. flag carriers-DTS does not display the applicable message and there is no pre audit
DTSP-5448	No Pre-Audit triggered for justification when Non-Contract Carrier is selected and GSA Carriers were available.
DTSP-5378	Rail PNRS Do Not Sweep When Store Fare Format Is Incorrect or Missing
DTSP-5359	Sweeping - Error is Eastman Translation
DTSP-5283	Unable to Select FY11 LOA for Advance in an Authorization Crossing Fiscal Year
DTSP-5114	Import/Export - Document skipped RO's and auto-approved.
DTSP-4948	Ticket Info data missing from PNR Info XML when conjunct tickets or ticket number with more than 13 digits exists in PNR causes PNR not to sweep.
DTSP-4922	DD1610 Block 12-a Missing indicator for prepaid plane
DTSP-4877	Import-Export: User not prevented from selecting Other Per Diem Entitlements options that will result in per diem entitlements on an Auth originating from an imported file with Allow Change to Non-Duty Days = 'Yes'
DTSP-4876	Import-Export: Non-Duty Day(s) is not provided as an option under Other Per Diem Entitlements when Auth originates from an imported file with the Allow Change to Non-Duty Days = 'Yes'
DTSP-4875	Import-Export: Incorrect Code value on the Per Diem Entitlement for non-Duty Days added by traveler to Auth originating from imported file with Allow Changes to Non-Duty Days = 'Yes'
DTSP-4618	Per diem calculation error due to mismatched acclabel and accorg.

DTSP-4606	Per diem calculation error due to acclabel "no code" in ITINRY table
DTSP-4520	Sabre - Selection Unavailable when fare and flight available due to failure to compare the FBC codes
DTSP-3969	Error: 90, Class: [none], Method: stamp Travel Doc
DTSP-3446	PROCESSED stamp applied; if only non-mileage expenses increased still stamped PROCESSED on amendment
DTSP-3261	CBA - Processing Error: An exception has occurred while processing the transaction detail record.
DTSP-2944	Quick re-signing of a voucher can leave it "stuck in PAY LINK"

IV. SYSTEM PROBLEM REPORTS *INJECTED* WITH SOFTWARE UPDATE

A complete list of SPRs and associated workarounds are available in SIM in Passport (www.defensetravel.dod.mil/Passport). If you do not have access to SIM and would like workaround information, please contact your DTS Service Office to request access. If approved, the DTS Service Office should create a TAC/help desk ticket requesting DTMO to grant access. To access the tool, you must have a TraX account.

V. FREQUENTLY ASKED QUESTIONS

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. 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 with permission level 5, such as a Defense Travel Administrator, 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. Why are these changes being made?

This new functionality protects a traveler's SSN.

3. After the software update, what should travelers do if they want to mask their 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).

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

Yes. Any time you wish to change your settings, you may log in to DTS and access your Form Defaults screen to do so. The changes take effect immediately for your own printed documents.

5. How do users 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).

The screenshot displays the Defense Travel System (DTS) user interface. At the top, it shows the user is logged in as Terry T Carson. The main header includes the DTS logo and the tagline "A New Era of Government Travel". Below the header, there is a navigation bar with several menu items: "Official Travel", "Official Travel - Others", "Traveler Setup", "Reports", and "Administrative". The "Traveler Setup" menu is highlighted with a red box, and its drop-down list is open, showing options: "Form Preferences", "Available Routing Lists", "User Preferences", "Rates Lookup", and "Update Personal Profile". A mouse cursor is pointing at "Form Preferences". To the left of the menu, there is a "Welcome Terry T Carson" section with user details: Organization: DTMO-TRAINING, Org Access: DTMO-TRAINING, Group Access: TRAINING, and Permission: (blank). To the right, there is a "Signed Documents" section with a table header: "Document Name", "Current Status", "Departure Date", and "Type". The table content shows "No documents found." Below the welcome section is a "Message Center" with a message: "ATEST01 - FY11-Maint-Rel-2_Drop_C". At the bottom right, there is a "Back to Top" link.

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

6. 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).

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

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

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <small>(Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)</small>			1. DATE OF REQUEST <small>(YYYYMMDD)</small> 20110303
REQUEST FOR OFFICIAL TRAVEL			
2. NAME <small>(Last, First, Middle Initial)</small> Carson, Terry, T.	3. SOCIAL SECURITY NUMBER XXX-XX-4108	4. POSITION TITLE AND GRADE/RATING ME-05	
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11. ITINERARY FROM: Warrenton,VA TO: DENVER,CO RETURN TO: Warrenton,VA	<input type="checkbox"/> VARIATION AUTHORIZED		
12. TRANSPORTATION MODE a. COMMERCIAL b. GOVERNMENT c. LOCAL TRANSPORTATION			

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

7. Which printed documents are affected?

The affected printed documents and attachments are listed below; the preferences can be set on the Form Defaults screen:

- Authorization
- Group Authorization
- Cash Advance
- Itinerary Listing
- Voucher
- Receipts Checklist
- Document History
- Accounting Detail

8. Do these changes affect the Print Document History functionality on the *Adjustments* screen?

No. The Print Document History button on the *Adjustments* screen does not print a travel document and does not show the SSN. This is different from the Document History attachment on the *Form Defaults* screen.

9. Is the group authorization Traveler Manifest impacted by these changes?

No. The Traveler Manifest report, the SSN, and other user information shown on the report are not controlled by any of the Form Defaults preferences.

10. Will these changes be made to the local vouchers?

No. The SSN will always be masked on local vouchers.

11. Is the "Remarks" section on the printed forms, such as those for Dependent Travel, impacted by these changes?

No. When the SSN displays in the "Remarks" section of a travel document, it will remain masked.

12. What happens with a user's Form Defaults when a new profile is created for that user in DTS?

The default system setting is "No." Until the user changes the user's own Form Defaults settings, the system setting will remain at "No" after the profile is created in DTS.

13. Is the DTA Maintenance Tool impacted by these changes?

No. There are no Form Preferences in or for the DTA Maintenance Tool, so this part of DTS remains unaffected.

14. Are there any of the document print access points found within DTS travel documents impacted by these changes?

No. Document print access points within DTS travel documents, including the Print Document button found on Preview Trip screen.