

Using DTS for the Federal Register Notice Clearance Process

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Using DTS for the Federal Register Notice Clearance Process

These instructions tell you how to use the Document Tracking System (DTS) for the notice clearance process. Refer to the [DTS User Manual](#) for more complete information on DTS.

I. Before you start—PDM Review

If you wish to have PDM review/edit your notice for Federal Register formatting, Government Printing Office (GPO) style, and other important things before you “officially” enter it into the clearance process, please prepare your document according to the FWS Manual chapters on Federal Register processes ([202 FW 1–7](#)). E-mail a draft in MS Word to [Sara](#) (and cc [Sue and Anissa](#)), or upload your Word document to DTS and open a routing to ABHC-PDM. If you are new to creating notices, we encourage you to have PDM do a pre-signature review/edit before you enter your notice into the clearance process.

II. Preparing documents for DTS

1. After your notice document is signed, gather the necessary accompanying documents (see [202 FW 6–7](#) to determine which you need).
2. Please put the pages in the following order:
 - a. List of high-level reviewers in your region [for blank form and examples, see Exhibit 2, 202 FW 7 on this [site](#)];
 - b. Information memorandum for Secretary [for blank form and examples, see Exhibit 3, 202 FW 7 on this [site](#)];
 - c. Solicitor surname [Note: On your solicitor surname page (if you are required to have one), please neatly write out name of solicitor below surname if surname is hard to read.]
 - d. Notice (Notice signature page must shown actual signature—i.e., signature page, if not entire document, must be in pdf).
 - e. Any other pertinent documents (rare).
3. Scan these documents as **one** PDF file.
4. Save the pdf on your hard drive.

III. Log On to DTS

Log on to DTS at <https://dts.fws.gov>. Note: When you first open DTS, you by default are in the National Database. As part of the next step, you will move into the FWS-FR Federal Register database.

IV. Add New Record

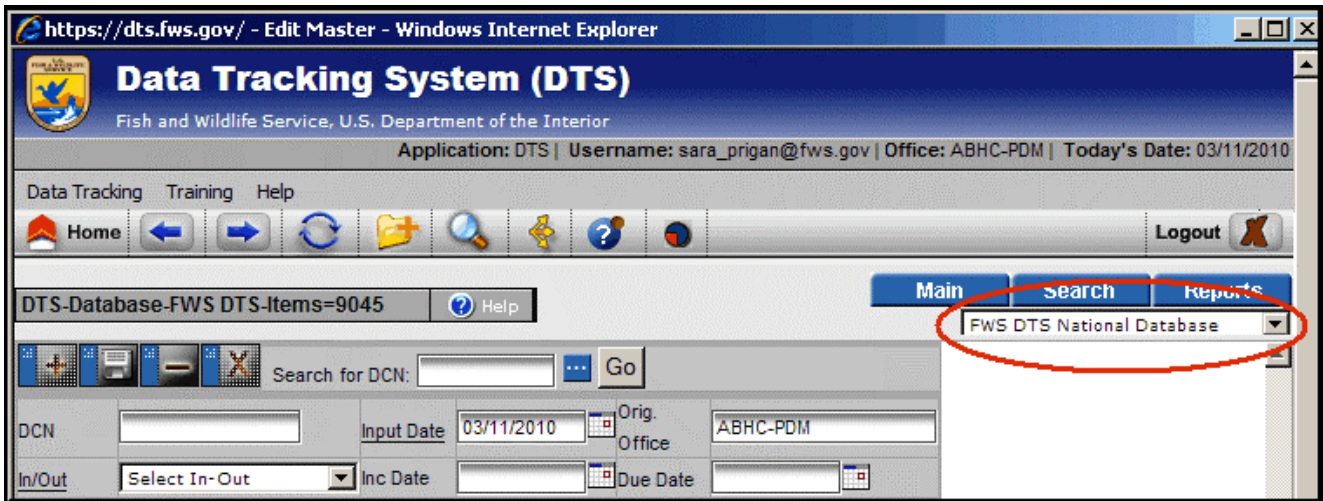
1. Near the top of your screen, click the button showing a yellow folder and a plus sign (+) to Add a New Record (Figure 1).

Figure 1 Add New Record button



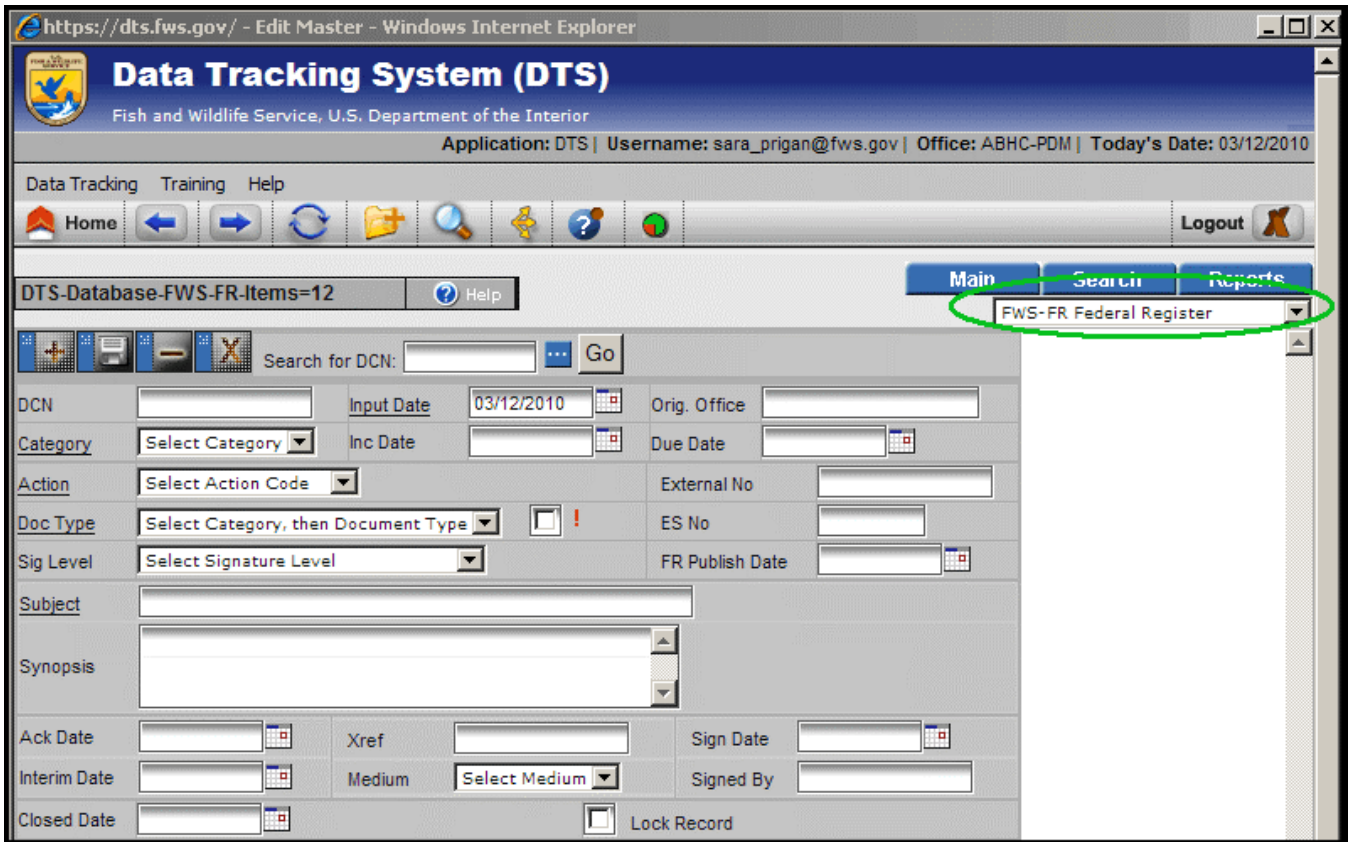
2. The Main Information Screen will appear (Figure 2).

Figure 2 Main Information Screen in National (Default) Database



3. **Important:** At the top right of the main information screen, go to the dropdown menu (circled in red in Figure 2), click the dropdown arrow, and select the FR database ("FWS-FR Federal Register"). You will be moved from the National database into the FR database, and the fields to fill in on the main information screen will change accordingly.

Figure 3 Add New Record –Main Information Screen in FR Database



At top right of Figure 3, you can see that you are now in the correct (FR) database (database name circled in green).

4. Enter information into, or be aware of, the following fields (Figure 4). NOTE: Underlined field name means the field is required.

Figure 4 Add New Record Fields

Field name:	What to do:
DCN	NOTE: DCN stands for document control number and refers to a record in DTS. One or more attachments or documents can be associated with a DCN. Do not attempt to fill in. This will be populated automatically after you hit Save for the first time. Also, in the example above (Figure 2), do NOT make the mistake of thinking that your DCN is 36293. That number is how many items were in the DTS database at the time this record was created. Your DCN is not assigned until after you fill in the required fields and save (see Figure 12).
<u>Input Date</u>	Do not attempt to fill in. This field is populated automatically.
<u>Orig. Office</u>	Do not attempt to fill in. This field is populated automatically with your particular office

	code (NOT ABHC-PDM as in Figure 2 example).
<u>Category</u>	In dropdown menu, select “N-Notice” and then wait for page to reload.
<u>Due Date</u>	Leave this blank. Do not use this field to notify PDM if you have a time-sensitive notice. Notify PDM directly.
<u>Action</u>	Select Appropriate Action (only other option is Signature, which is rare since notices are usually signed before coming to WO)
<u>Doc Type</u>	(Note: You must select an option for Category, above, first.) Select your notice type from this list: AK Subsistence ES—5-year review ES—CA (conservation assessment) ES—CCAA (candidate conservation agreement with assurances) ES—CP (conservation plan) ES—HCP (habitat conservation plan) ES—other ES—PDMP (post-delisting monitoring plan) ES—permits (scientific, recovery; Sect. (10)(a)(1)(A); receipt of applications or issuance) ES—Recovery ES—Restoration ES—SHA (safe harbor agreement) Federal Assistance FHC—Harassment (Incidental Harassment Authorization) FHC—Hatchery FHC—invasive/injurious FHC—LOA (Letter of authorization for oil exploration activities) FHC—other FHC—SAR (marine mammal stock assessment report) Grant (other grant programs) IA—COP (CITES Conference of the Parties) IA—other IA—permits (scientific, recovery; Sect. (10)(a)(1)(A); receipt of applications or issuance) IC (information collection) MB (Migratory Birds) MSCP (Multistate Conservation Grant Program Priority List) Mtg—FACA (advisory committee) Mtg—other Native Americ an Liaison NWRS—CCP (Comprehensive Conservation Plan) NWRS—other NWRS—Realty Other
<u>Sig Level</u>	Leave blank or select level of signature on the notice document (NOT the level of necessary final surname/clearance).
<u>Subject</u>	Be brief: e.g.: NOA: ES permit applications (John Smith, first applicant)
<u>Synopsis</u>	Complete, but keep it short.
<u>Signed By</u>	Name of person who signed the Federal Register notice.

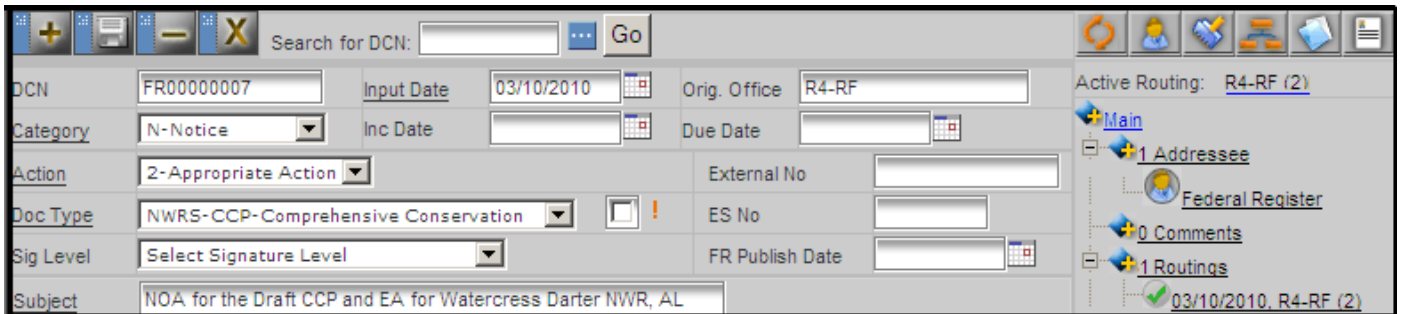
5. Near the top of your screen in the second row of icons, click on the disk button to “Save the current record” (Figure 5).

Figure 5 Save Button



6. Next, in the Main pane, you will see the following important information (Figure 6):

Figure 6 Automatically Created Addressee, Routing for Your Office, and DCN



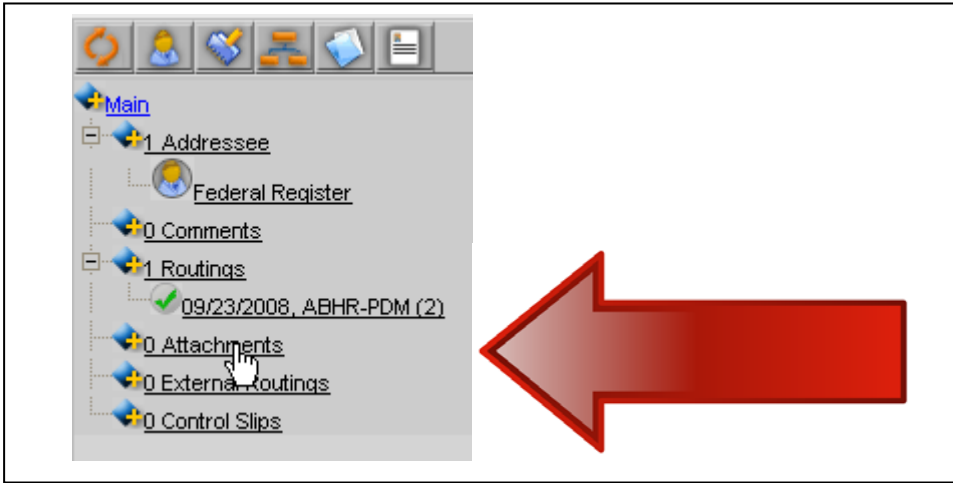
- Your Document Control Number (DCN) at top left: **FR00000007**. Use this and Subject line info in all e-mail correspondence with PDM about your notice (see Figure 4 for more on DCNs). Note: You can also search DTS by part of the DCN—e.g., **07**.
- Addressee is **Federal Register**. The Addressee is the final destination to which your Federal Register notice will go (i.e., publication in the *Federal Register*). Unlike in the National database, when you are in the FR database, you should not be asked to put in an addressee—the system should put in “Federal Register” as addressee by default.
- An automatically created routing for your office (“**R4-RF**” is the example in Figure 6). Note also that this automatic routing is a closed routing (green checkmark), which means it will not show up in your DTS inbox. For more on how to change routings, see VI., “Routing Your DTS Record.”

V. Upload Attachments

1. Upload New Attachment

- a. Next, upload your document(s).
 - (If you are doing this before PDM has reviewed and edited your documents, you may want to upload each document as a separate attachment.
 - If you are doing this after PDM has reviewed your documents, then it is a good idea to upload all documents together as one pdf file. Also see **I.**)
- b. In the Main pane, at the upper right side of your screen, click once on the “Attachments” line (Figure 7).

Figure 7 Main pane: Attachments line



c. At the lower left of your screen, the Attachments pane will appear (Figure 8):

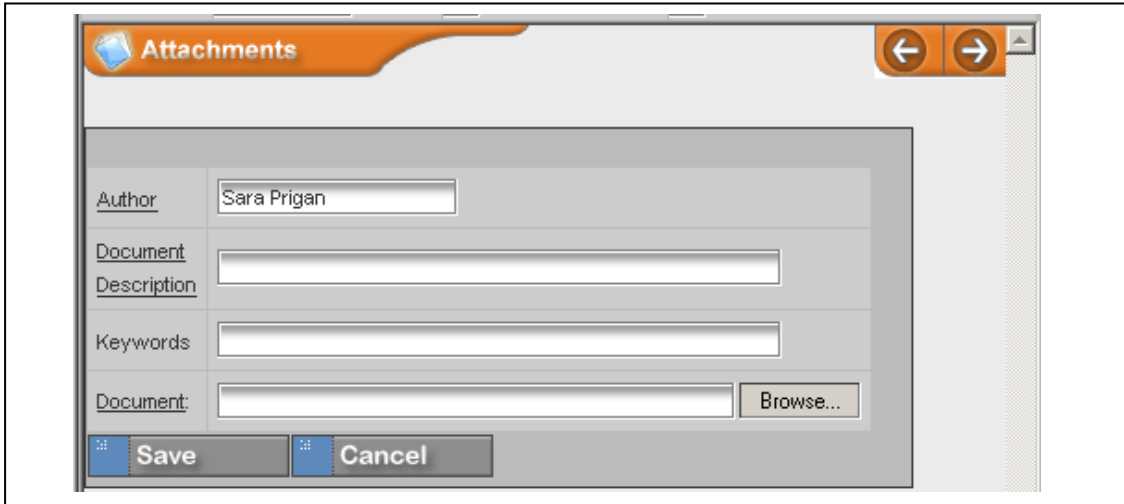
Figure 8 Attachments pane



d. To upload an attachment, click the “Upload” tab.

e. The Attachment pane will open, with the following fields (Figure 9).

Figure 9 Attachments pane fields



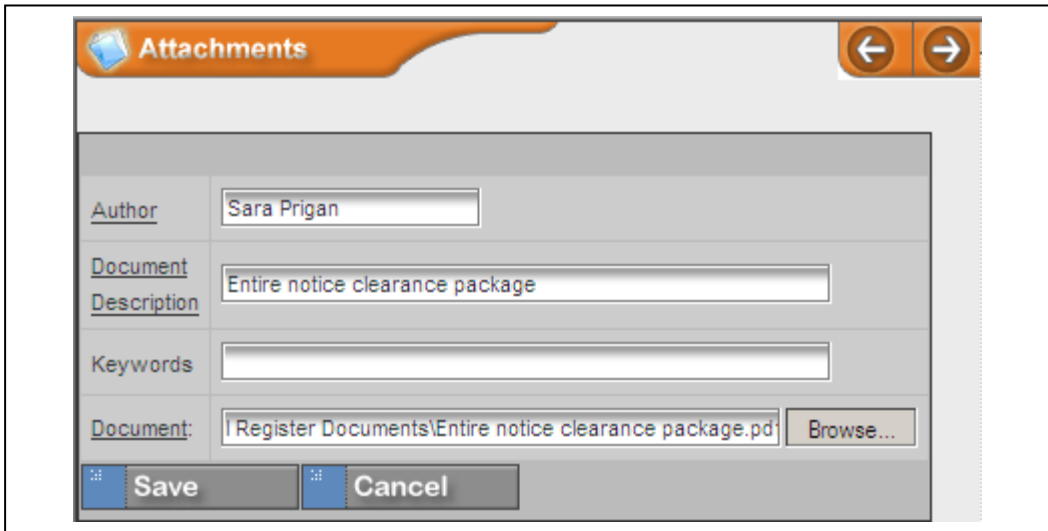
d. Figure 10 explains the fields in the Attachments pane.

Figure 10 Attachments pane—fields explained

<u>Author</u>	Your username automatically appears in this field.
<u>Document Description</u>	Required field. Type in a brief description--e.g.: “signed notice,” “pre-signature notice for PDM review,” or “NOA: Smith HCP--all necessary documents for clearance process.”
<u>Keywords</u>	Optional.
<u>Document</u>	Do not type in this field. Instead, click the Browse... button to its right. Navigate to the appropriate place on your hard drive or network, select the file you wish to upload, and click on “Open.” The document you chose will appear in the Document field.

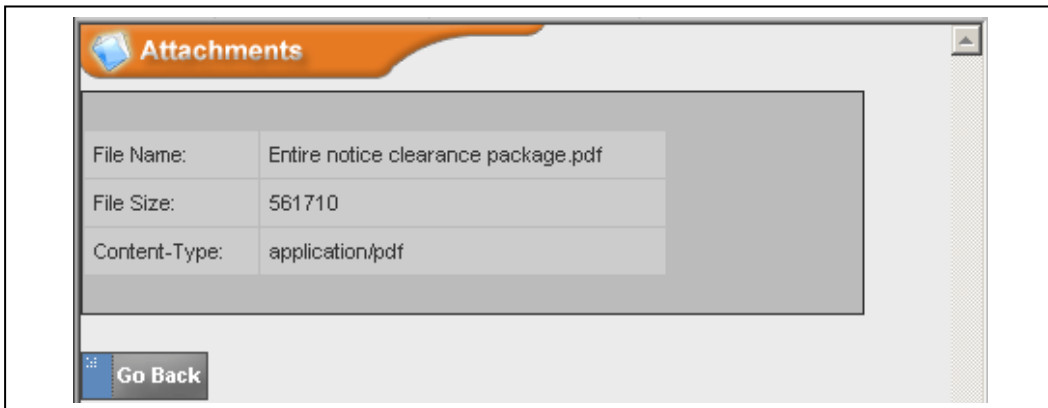
e. After your document appears, click **Save** (Figure 11).

Figure 11 Attachments pane—saving information and attachment



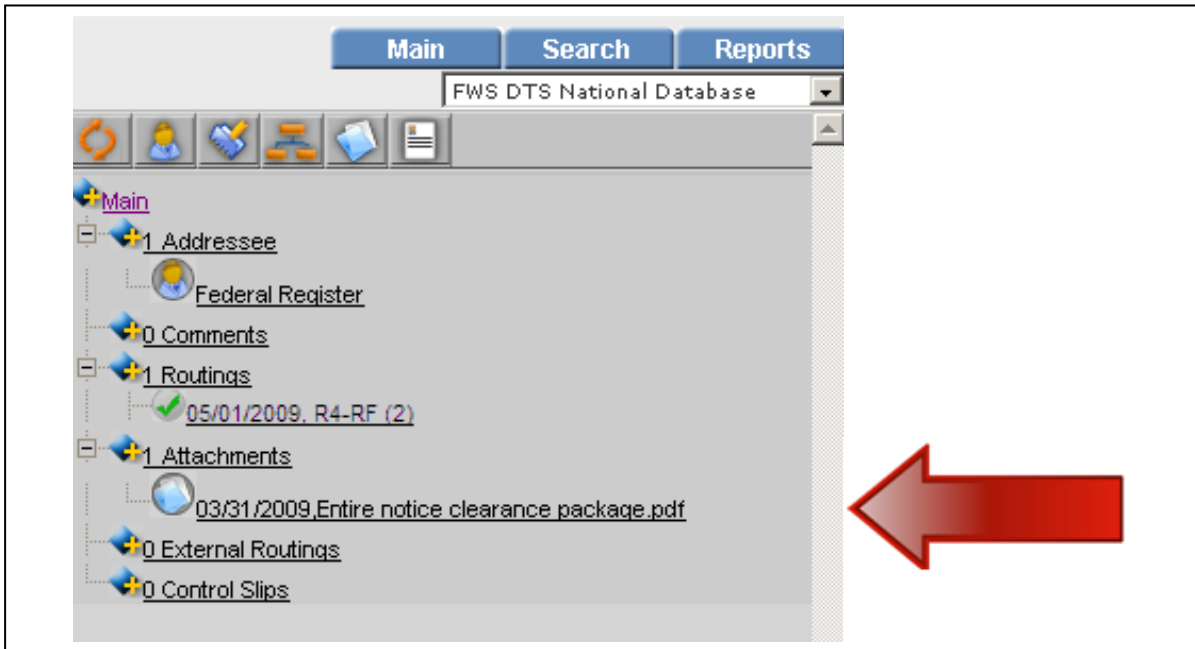
f. After your successful upload, the Attachments pane will show the name/type of your uploaded file (Figure 12).

Figure 12 Attachments pane—uploaded file info



g. Also, your uploaded document's filename and date of upload will be listed under "Attachments" in the Main pane at the upper right side of your screen (Figure 13).

Figure 13 Main pane showing newly uploaded attachment

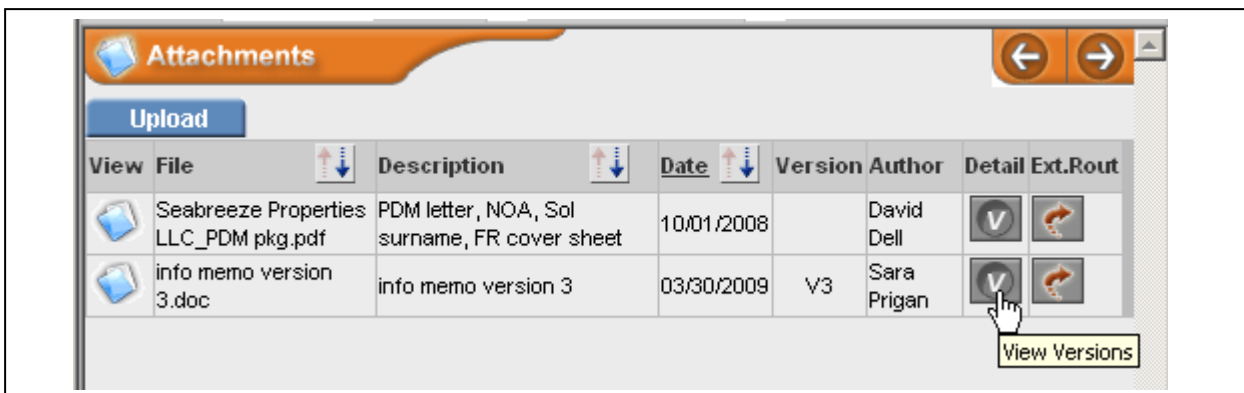


h. If you need to upload additional attachments, follow the directions from “Upload New Attachment” (V. 1., above).

2. Upload a New Version of Attachment

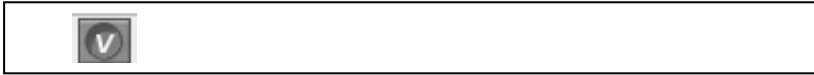
a. To update an already uploaded attachment, go to the Main pane at the upper right of your screen (as shown in Figure 13). Click once on the “Attachments” line. At the lower left corner of your screen, the Attachments pane will open (Figure 14).

Figure 14 Attachments pane showing multiple attachments



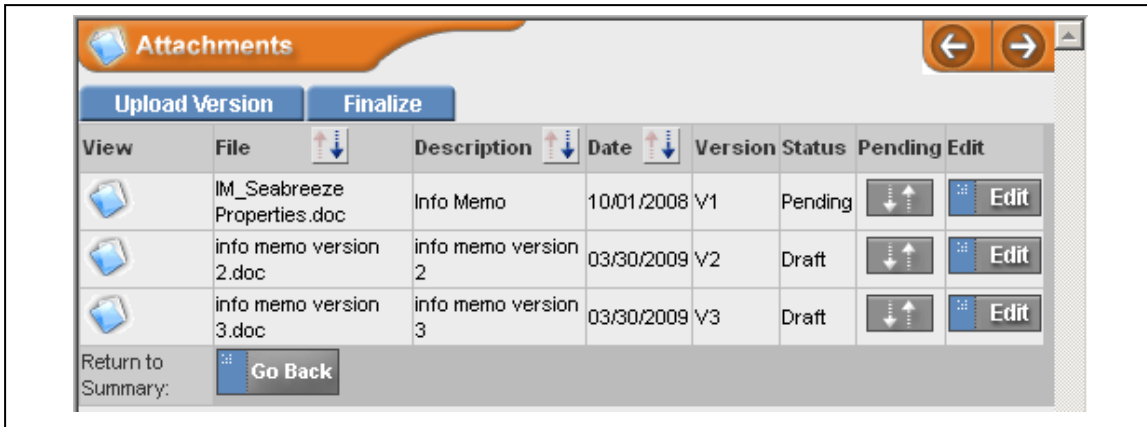
b. Find the attachment you want to update in the Attachments pane.
 c. Click on "V" button in the "Detail" column to view all existing versions of the attachment (Figure 15).

Figure 15 “V” icon—View all versions of an attachment



d. For example, if we click on the “V” icon for the second item in Figure 14 (“info memo version 3”), we will next see a pane listing all three uploaded versions of this attachment (Figure 16).

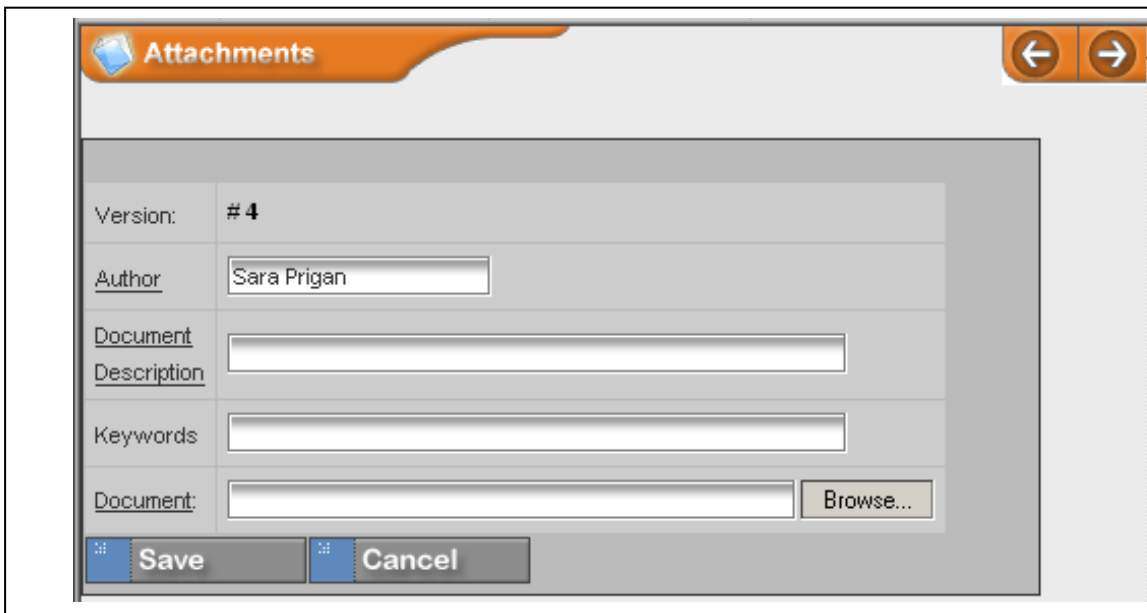
Figure 16 Viewing all versions of one attachment



e. If you want to upload a new version of this attachment, click the “Upload Version” tab.

f. Fill out the Document Description field (required) for new version (Figure 17).

Figure 17 Filling out information for new version of attachment



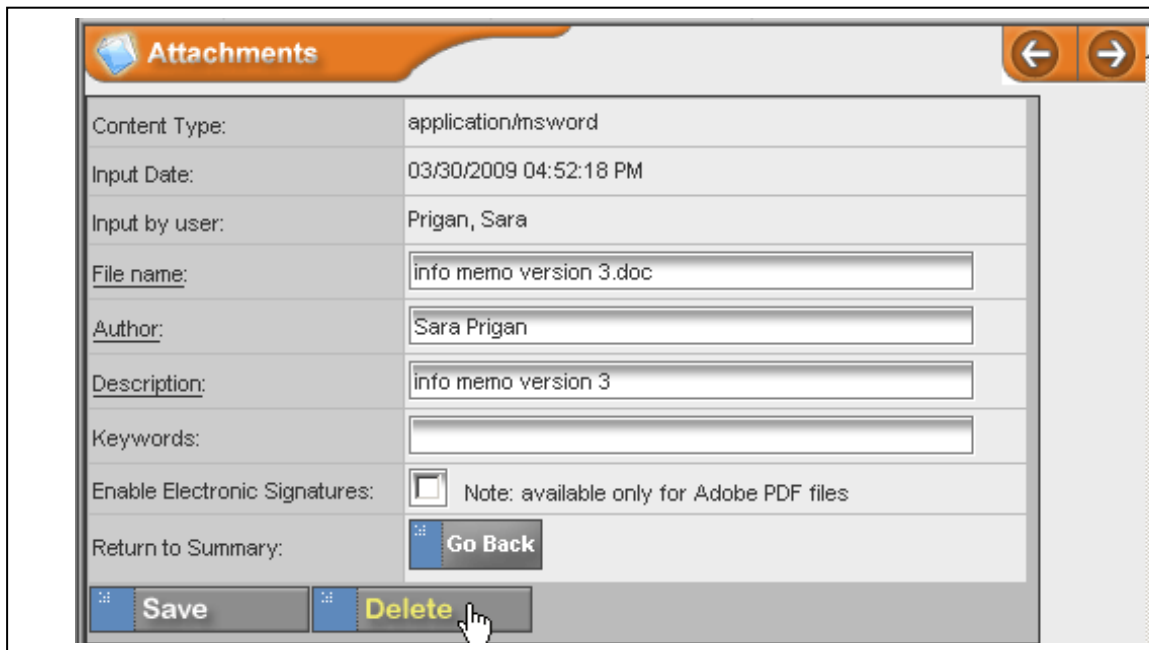
g. Upload attachment as described above.

3. Delete a Version of Attachment

Please use this feature only if you upload an attachment by mistake. Do not use it to remove old attachment versions. They should remain in DTS to show our work processes.

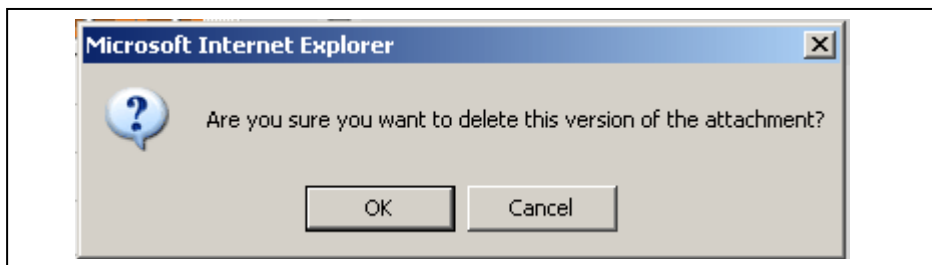
a. Let's say we want to delete version 3 in Figure 16. Follow steps 2 a-d above. Click the **Edit** button in the righthand column for version 3 (Figure 16). The Attachments pane will display info about that version (Figure 18).

Figure 18 Preparing to delete an attachment



b. Click the **Delete** button. The deletion confirmation dialog box will be displayed (Figure 19).

Figure 19 Deletion confirmation dialog box



c. Click **OK** if you are sure you want to delete this version of your attachment.

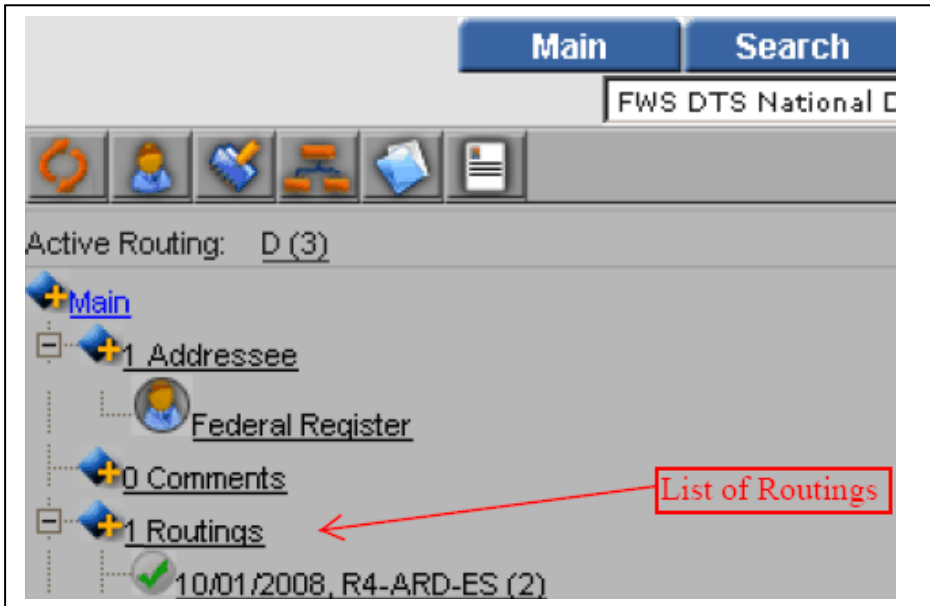
VI. Routing Your DTS Record

Route your DTS record to **ABHC-PDM**, with the exception of Refuge CCP notices, which should instead be routed to **ANRS-CPP**.

1. Creating a Routing

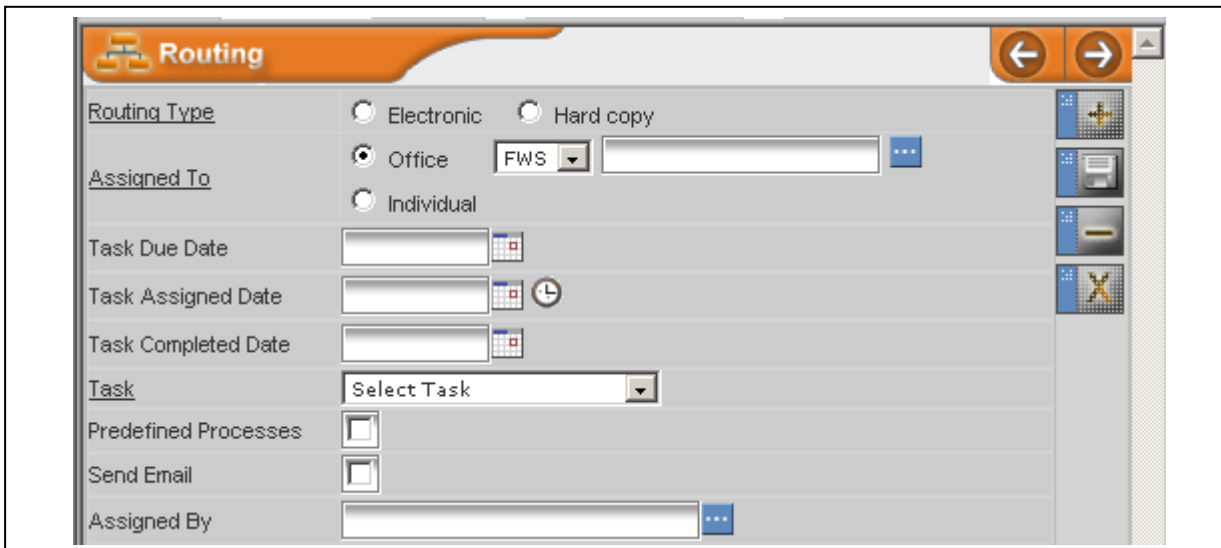
- a. Click on **Routings** in Main pane at top right (Figure 20).

Figure 20 Main pane: Routings



- b. The Routing pane will open at lower left (Figure 21).

Figure 21 Routing pane



- c. Fill out the following fields in the Routing pane (Figure 22).


Figure 22 How to fill in Routing pane fields

- **Routing Type:** Select the Electronic radio button.
- **Assigned To:** Leave “FWS” as is and type in **ABHC-PDM**. (Or **ANRS-CPP** if this is a CCP notice.)
- **Task Assigned Date:** Click the calendar icon and select today’s Date.



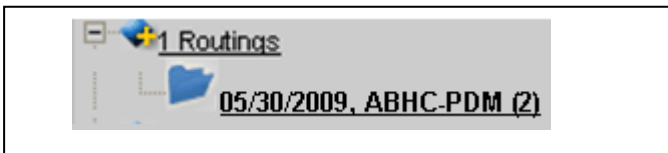
(VERY important--if you forget this, this record will not show up in the routing destination’s DTS inbox.)

- **Task:** Select **2-Appropriate Action** or **3-Surname**.
- **Send Email:** Select this checkbox, so that an e-mail message will be sent to PDM DTS users to notify them of a new record in the PDM DTS inbox (or, in the case of CCP notices, to Refuges WO).
- **Assigned By:** This will automatically be filled in with your username.

d. Click the Save button  at the right side of the Routing pane to save the routing.

e. You should see the ABHC-PDM routing in your main pane at right under “Routings.” The file folder icon should be blue, as below, along with today’s date (Figure 23). (If the folder is yellow, this DTS record will not show up in the routing destination’s inbox.)

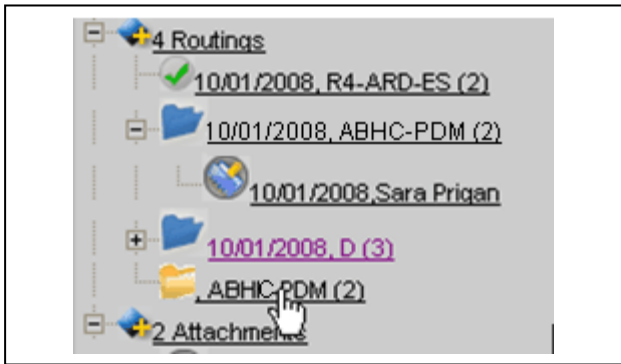
Figure 23 Successful open routing to ABHC-PDM



2. Deleting a Routing

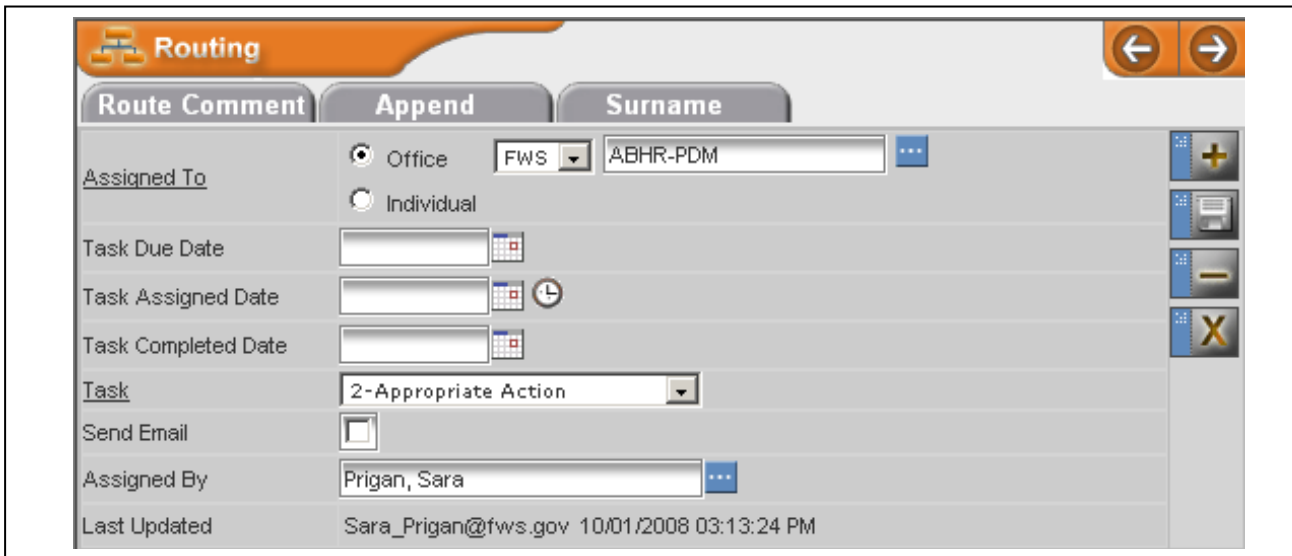
a. If you mistakenly create a routing, you can delete it by selecting the routing in the Main pane at right. Let’s say the second ABHC-PDM routing below is a mistake, and you want to delete it. Click on that routing (Figure 24).

Figure 24 Selecting a Routing to Delete



b. That particular routing will be visible in the Routing pane at lower left (Figure 25).

Figure 25 Deleting a Routing



c. Click the Delete (X) button at the right side of the Routing pane to delete that routing.

(NOTE: To delete an entire DTS record, or DCN, you must contact Nikki Randolph of CCU.)

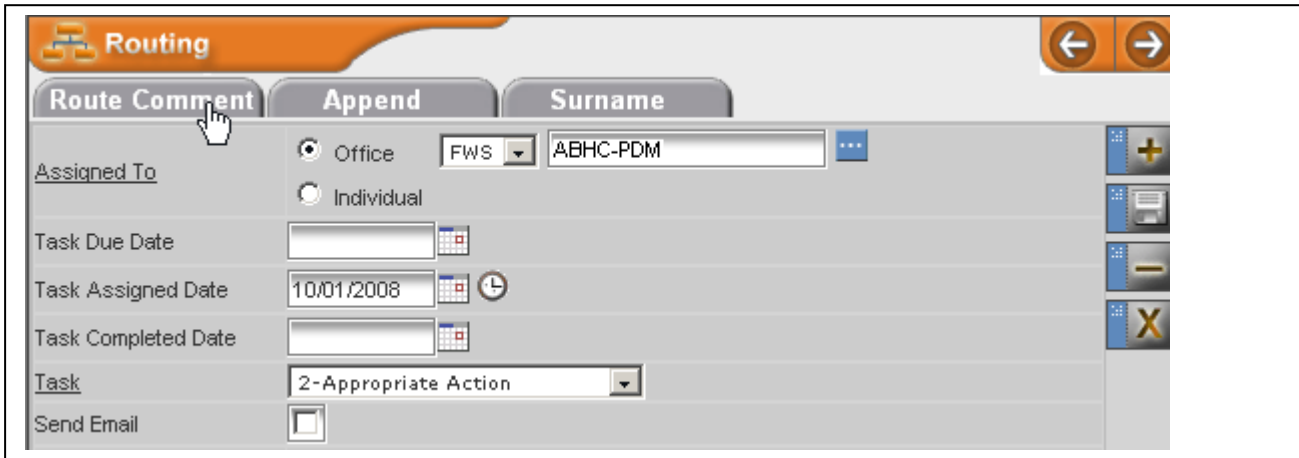
VII. Creating Comments

You may create comments to go along with specific routing points, or you can create a general comment for an entire DTS record.

1. Routing-Specific Comment

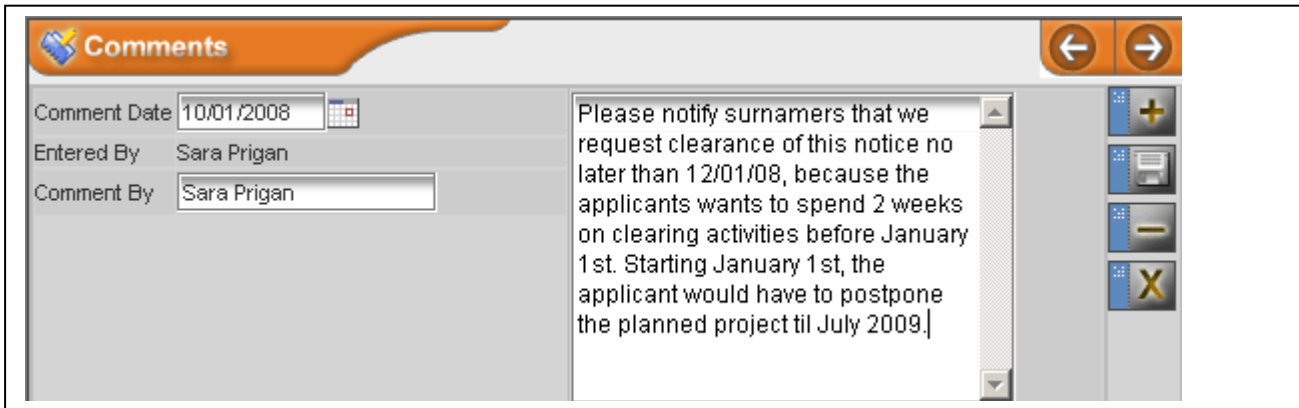
a. If you wish to add a routing-specific comment (to PDM), select the routing you created for ABHC-PDM in the Main pane at upper right (e.g., in Figure 23) by clicking on it. The routing information will then be displayed in the Routing pane at the lower left of your screen (Figure 26).

Figure 26 Creating a routing comment for ABHC-PDM



- b. Click the **Route Comment** tab in the Routing pane (Figure 26).
- c. A new screen (Figure 27) will appear that allows you to type and save your comment.

Figure 27 Creating a routing comment for ABHC-PDM



- d. Note that this is a good way to tell PDM about special information about your notice—e.g., it is time-sensitive. However, please e-mail PDM with that information as well.
- e. In the Main pane at upper right, you will now see a link to the comment you just created, with your username (“10/01/2008,Sara Prigan” in the example below in Figure 28).

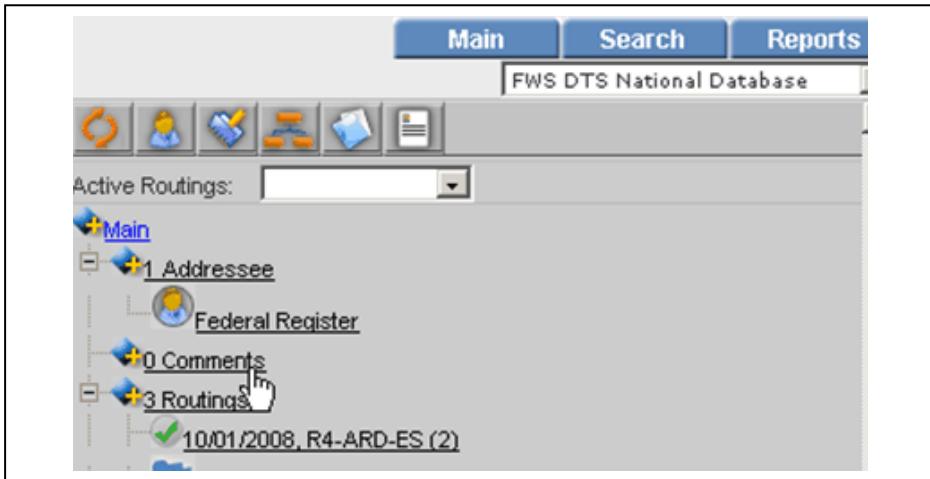
Figure 28 Successful link to just-created routing comment as seen in Main pane



2. General Comment

a. You can create a general comment for an entire DTS record, by clicking on the Comments line in the Main pane at upper right (Figure 29).

Figure 29 Main pane: Creating a general comment

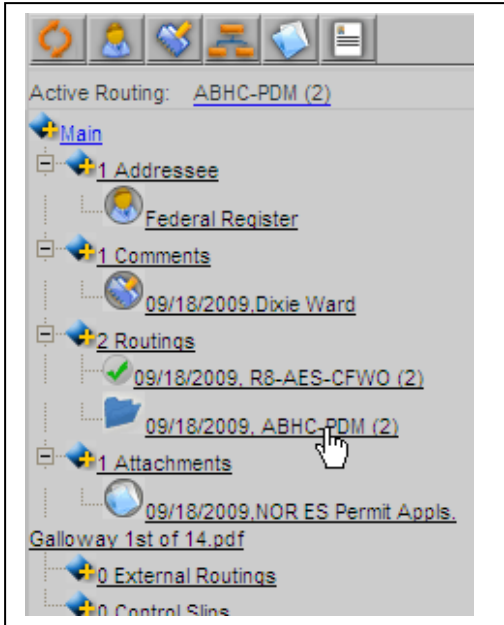


b. Follow the procedures starting at **VII. 1. c.** above.

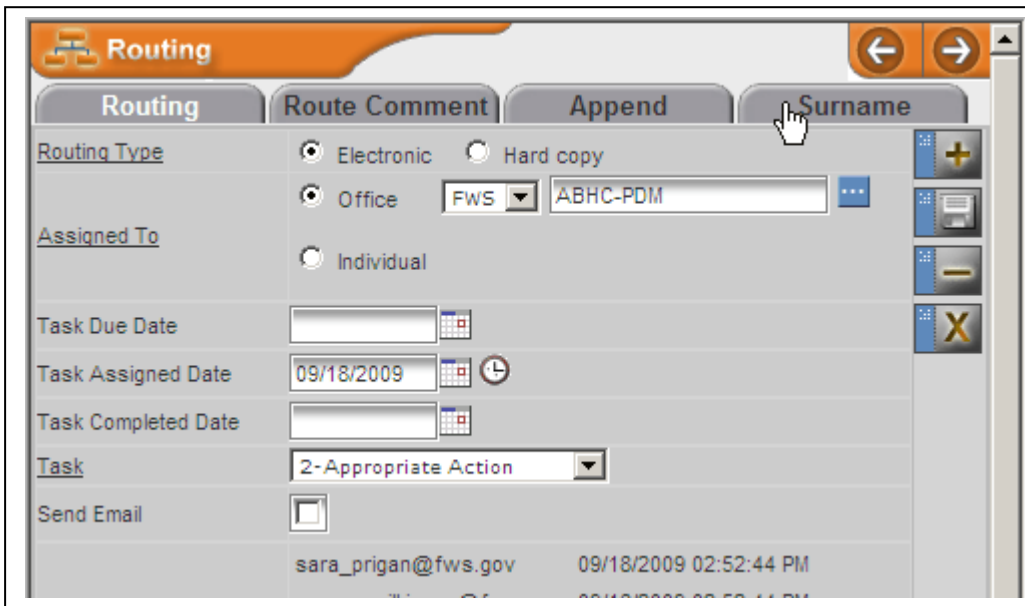
VIII. Electronic Surnaming

1. In the Main Pane at upper right, click your office's routing (Figure 30).

Figure 30 Main pane: Click office routing prior to surname

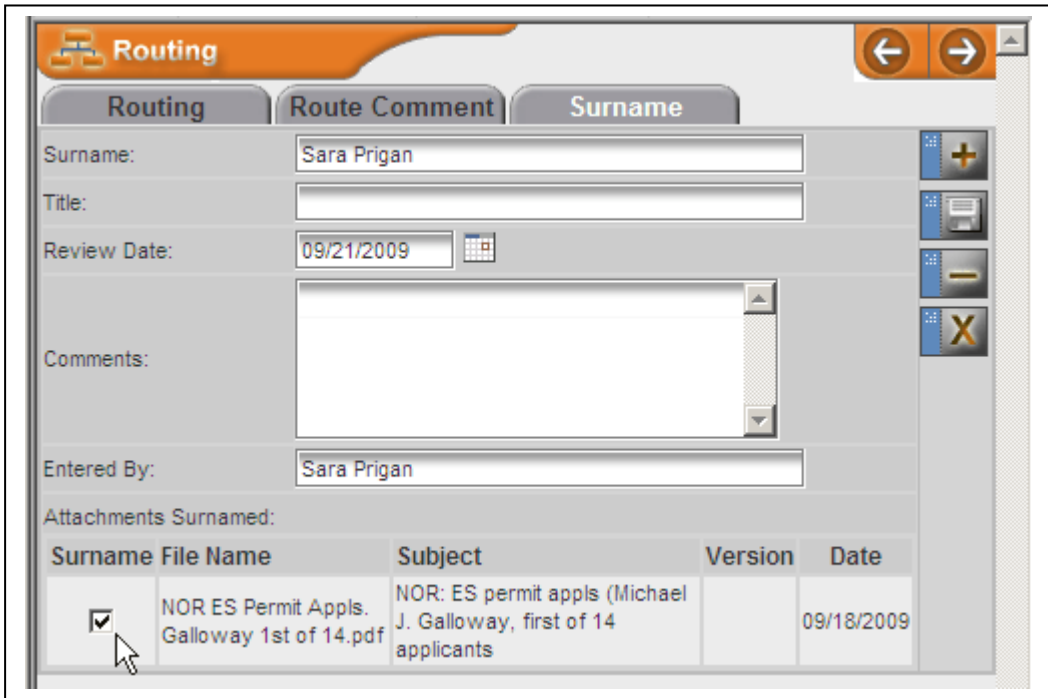


2. In the Routing pane at lower left, click on the **Surname** tab (Figure 31).
Figure 31 Routing pane: Surname tab



3. Select the appropriate check boxes for the particular attachments you want to surname (Figure 32). If actual surname is illegible, type the name and title of surnamer in the Comments field.

Figure 32 Routing pane: Select checkbox for each attachment to surname



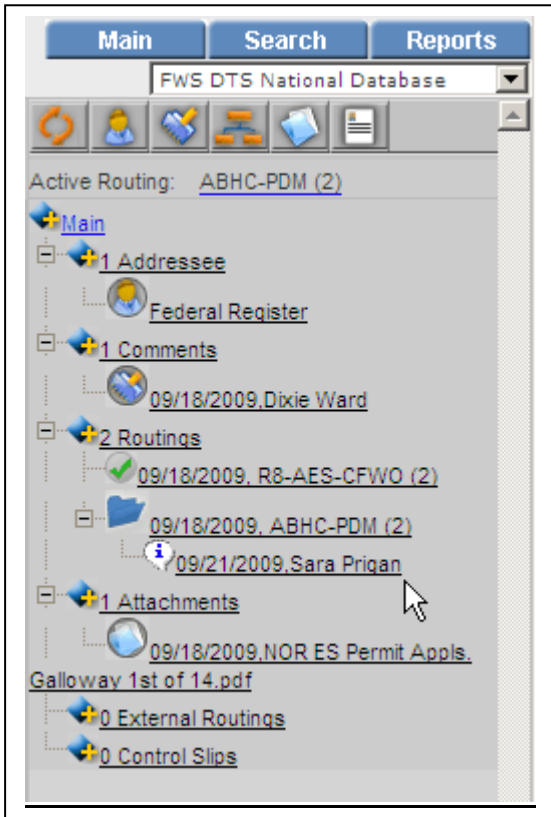
4. At upper right in the Surname box, click the disk icon to “Save the Surname” (Figure 33).

Figure 33 Routing pane: Save surname



5. Your surname, with the date, should be displayed in the Routings list in the upper right of Main pane (Figure 34).

Figure 34 Routing pane: New surname displayed



6. If you haven't already done so, close your office's routing, by clicking on your office's acronym under Routings in your Main pane at upper right. This routing will open at lower left. Click on the calendar icon to the right of the **Task Completed Date** field and select today's date (Figure 35).

Figure 35 Routing pane: Routing pane

Routing	Route Comment	Append	Surname
Routing Type	<input checked="" type="radio"/> Electronic <input type="radio"/> Hard copy		
Assigned To	<input checked="" type="radio"/> Office <input type="radio"/> Individual		
	FWS	ABHC-PDM	...
Task Due Date	<input type="text"/>		
Task Assigned Date	10/14/2009		
Task Completed Date	<input type="text"/>		
Task	2-Appropriate Action		
Send Email	<input type="checkbox"/>		
Assigned By	Prigan, Sara		
Last Updated	Sara_Prigan@fws.gov 10/14/2009 03:09:42 PM		

7. Then click the Save button, the disk icon at the right side of the routing pane, to save this closed routing. In the Main pane at upper right, your office's routing should change from an open blue folder to a checkmark.

IX. DTS Training: Contact Nikki Randolph of CCU for information on training in your region. CCU: 202-208-7535

X. DTS User Manual

<http://www.fws.gov/policy/DTS%20User%20Manual.pdf>

<http://www.fws.gov/policy/hbindex.cfm>