**Create a New DTS Record**

**Land Exchange Feasibility/Decision Packages OR Congressional Notification Letters**

* Prior to logging in to DTS:
	+ Accept track changes and finalize documents to be uploaded to DTS for WO review and/or routing.
	+ Rename and save all documents to be uploaded using the DTS document Naming Conventions and **Restricted Tracked Changes** (Pg. A1-27 – H-1541-1 Correspondence and Document Management Handbook). **File names should begin with the document control number (DCN), e.g., BLML000XXX\_Grand Teton Exchg Map, BLML00XXX\_Grand Teton Exchg Feasibility Summary, BLM000XXXX\_Thompson Creek Cong Notification Letters.**
* To upload documents and start the routing process select the appropriate Database:
	+ Feasibility/Decision document packages are uploaded to the **Lands** Database.
	+ Congressional Notification Letters are uploaded to the **General** Database.
* Then select the Add a New Record button (Pg. A1-28 – H-1541-1 Correspondence and Document Management Handbook) and fill in information as follows:

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| **Feasibility/Decision Packages** |
| In/Out | Outgoing document |
| Action | 2-Appropriate Action |
| Doc Type | LEXF – Land Exchange Feasibility Package*or*LEXD – Land Exchange Decision Package |
| Sig Level | D-BLM Director |
| Subject | *[land exchange name]*    Land Exchange*[e.g., Grand Teton Land Exchange Decision Package, Grand Teton Land Exchange Feasibility Package* |
| Synopsis | *[brief description of the proposal – 2-3 lines or leave blank]* |
| State/Center Office | *[select state office where the land exchange is located]* |

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| **Congressional Notification Letters** |
| In/Out | Outgoing document |
| Action | 4-Signature |
| Doc Type | LTR-BLM Initiated Letter |
| Sig Level | A/S-Assistant Secretary |
| Subject | *[land exchange name]*    Land Exchange Congressional Notification Letters*[e.g., Grand Teton Land Exchange Congressional Notification Letters]* |
| Synopsis | *[leave blank or enter a short description – e.g., Congressional notification letters to the Committees to fulfill requirements of the Consolidated Appropriations Act pertaining to land exchanges where the Federal land value is over $500,000.]* |
| State/Center Office | *[select state office where the land exchange is located]* |

* Save Record
* DCN is automatically assigned when record is saved.
* In the Addressee Screen select the Office tab. At Office Lookup select BLM as the agency and the two-letter state abbreviation followed by –SD (indicating the appropriate state director).
* Save Record
* Upload attachments into the DTS making sure track changes from previous routings within the state have been accepted and all documents are named and saved using the Naming Conventions and Restricted Tracked Changes as directed on Page A1-27 of the H-1541-1 Correspondence and Document Management Handbook.
	+ Select the most accurate document description from the Document Description drop-down menu (e.g., Map, Briefing Paper, Feasibility Summary, BLM Initiated Letter, Transmittal Memo, Background Information, etc.).
	+ Click Save Button
* Click on Routings button and then Routing Tab.
	+ Routing Type – select Electronic
	+ Assigned To – type “wo” in the Office field, click the ellipsis button, and select WO-350 LAND TENURE
	+ DO NOT enter a Task Due Date, Task Assigned Date, or Task Completed Date
	+ Task – select 2-Appropriate Action from the drop-down menu
	+ Check Send Email box
	+ Enter any instructions/comments for WO-350 LAND TENURE by clicking on the Route Comment tab.
	+ ![C:\Users\lford\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\9MZYLH32\Blue_folder_seth_yastrov_01.svg[1].png]()Click Save Button
* Enter a Task Completed Date for any prior routings so the blue “Active task” folder is next to WO-350 LAND TENURE.
* WO-350 LAND TENURE will receive an email notification, coordinate review of the attached documents with the State Office, and add the applicable DTS predefined routing process through the WO.