-JUNIOR RESERVE OFFICER TRAINING CORPS-

# JROTC Instructor Annual Certification of Pay and Data Form (DD2767)

JROTC Instructor Annual Certification of Pay and Data Form (DD2767) User Guide Version: 1.0

> Junior Reserve Officer Training Corps (JROTC) 4/02/2013

The information contained in this document may be privileged and confidential and protected from disclosure pursuant to the Freedom of Information Act/Privacy Act (5 U.S.C. 552/552a). If the reader of this document is not the intended recipient, or an employee or agent responsible for delivering this document to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender immediately and destroy the materials.

# **Table of Contents**

Executive Summary	3
Instructor	4
Instructor Creates or Modifies a DD2767	6
Brigade User	21
Brigade User Validates or Rejects a DD2767	21
HQ MPT user	25
HQ MPT User Verifies or Rejects a DD2767	25
HQ Pay Technician Lead Completes or Rejects a DD2767 Error defined.	! Bookmark not
Help Error! Bookma	ark not defined.
How to Get Help Error! Bookma	ark not defined.
Change Request Classification	27
Control Information	27
Hard copies of this document are not subject to document control	27
Document History	27
Traceability Information	ark not defined.

# **Executive Summary**

Instructors and District personnel are required to annually renew their contract by completing a DD 2767 (JROTC Instructor Annual Certification of Pay and Data Form). Previously this process was to manually complete the DD2767 and fax it for processing.

The JROTC Instructor Management Branch would then be required to manually process over 4000 contract renewals. This process required manual input of the data into JCIMS as well as scanning individual documents for storage in the document repository.

The annual DD 2767 process has now been automated and incorporated into JCIMS. This integration of the contract renewal into JCIMS will significantly reduce Instructor Management Branch processing man-hours (4000 hrs/yr), eliminate the reliance on third-party document scanning and storage, and eliminate the need for manual entry to the DFAS upload file, reducing input error.

The automated process:

- 1. Each instructor creates their DD2767 in JCIMS.
- 2. Each instructor submits their signed DD2767 through JCIMS to Brigade.
- 3. Within JCIMS, the Brigade validates the DD2767.
- 4. After Brigade validation, JROTC HQ staff verify the DD2767, completing the process.

The purpose of this document is to explain the new automated annual contract renewal process and provide step by step instructions for the Instructor (includes District personnel), the Brigade, and JROTC HQ personnel.

# Instructor

# lnstructor Logs in to JCIMS

- 1. Open <u>https://jcims.usarmyjrotc.com</u> in your web browser.
- 2. Enter your Google User Name.
  - a. NOTE. You only need to enter the first part of your User Name.

Ex. Full Goggle User Name – john.smith@usarmyjrotc.com

All you need to enter in the "Username" field - john.smith

3. Enter your Goggle account password and select the "Sign in" button.

#### JCIMS Logon page

Welcom	ne to US Army JROTC	
Sign in to your account at US Army JROTC Username: @usarmyjrotc.com Password: Stay signed in Sign in Cant access your account?	Jcims.usarmyjrotc.com is asking for some information from your US Army JROTC account. To see and approve the request, sign in.	
©2013 Google <u>Privacy Policy</u> - <u>Terms of Se</u>	enice	Powered by Google

You have now logged into JCIMS and the Instructor Info page opens.

## **Instructor Information Page**

There are 3 links in the left column on your Instructor Information Page.

- 1. "Documents". Allows you to view all documents in your file.
- 2. "Create New DD2767". Allows you to start the process of submitting a new DD2767.
- 3. "View Current DD2767". Allows you to view your current approved DD2767.

# Instructor Information page

	nited States Army Inior ROTC	different	s	6				
								)
Home						Logout		
Instructor Menu	Instructor Info Page			Position Info				
Documents     Create New DD2767	Name: SSN: Gender Code:			Working Cost Shared Status: Certified Position: AI				
Contenc 002/8/	Birth Date: Marital Status: Ethnicity:			Current School: ANSON SENIOR HS - 604				
	Degree Type: Certified:	03/01/2007		Training History				
	Military	Certified 05/01/2007		Class Type	Class Number	Start Date	End Date	Status
				Instructor Certification	214-08	07/14/2008	07/18/2008	Complete
	Grade: Rank: Retired Date: Retired Pay Amount: PEBD: Date Tamp	07/02/1982						
	State Preferences							
	Preference 1: Preference 2:	NC GA						
	Preference 3: Entitlements	TN						
	Entitlement Date:	4/23/2013 2:27:31 PM						
	GQ Adequacy: Rent Amount:							
	Rent Status: Rent/Lease Date:							
	Monthly Support Amount: Electric:							
	Water: Heat:							
	A/C: Trash:							
	Basic Pay Amount: BAS:							
	BAQ: VHA:							
	CONUS-COLA: Cost Shared Percent:	%						
	DD2767 Dates/Contract Inf	0						
	DD2767 First Date Paid:	8/19/2013 12:00:00 AM						
	DD2767 Last Date Paid: Contract Begin Date:	5/19/2014 12:00:00 AM 7/1/2013 12:00:00 AM						
	Contract End Date: Contract Months:	7/1/2014 12:00:00 AM 12 months						
	Dependents							
	Closest Dependent Type: A							
	DONNA M CALLAHAN							
	Dependent Type: Date of Birth:							
	Address							
	Home Address:							
	ATTN:							
	Email							
	Email:							
	Email:							
	Telephone							
	Business Telephone: 01 (704) 694-74	94						
	Home Telephone: Other Telephone:							
	Point of Contact							
		- 110 AD101 70	TC JOINS 2011					

# Create or Modify a DD2767

#### To create a new DD2767, perform the following:

1. Click the "Create New DD2767" link on the Instructor Info page. The DD2767 Input/Review page opens. Process Help is provided at the top of the page and must be read and followed. Additional Help for specific fields is provided by clicking on the "?" icon located next to the field on the form. The Help text boxes can be opened and left open, or closed as desired

#### **DD2767 Process Help**

	ed States Army or ROTC JCIMS	
<b>⊳</b>		
Home		Logout
Ba	<ol> <li>Before starting the DD2767, you must read the following instructions.</li> <li>Once you have completed the DD2767, Save and then Print.</li> <li>Both you and the School Official must sign.</li> <li>You will need to scan the signed DD2767 and save it as an electronic document. Preferably as 4. Use the "Browse" and "Submit" buttons to upload and submit the scanned document for Validat You may click on the Gicon for more help on each section.</li> </ol>	a .PDF file. ation.

# DD2767 Help

11-11-1						
ome					Logout	
	Before starting the DD2767, 1	ou must read the	e following instru	ictions.		
	1. Once you have completed t	he DD2767, Save and	l then Print.			
	2. Both you and the School Of 3. You will need to scan the si	gned DD2767 and sa	ve it as an electronic	: document. Pr	eferably as a .PDF file.	
	<ol><li>Use the "Browse" and "Sub Sub</li></ol>	mit" buttons to uploa	id and submit the sc	anned docume	ent for Validation.	
	You may click on the Cicon for mo	re help on each secti	on.			
	Back					
	JROTC INSTRU	ICTOR ANNUAL CER	TIFICATION OF PA	Y AND DATA	FORM	
		PRIVACY A	CT STATEMENT			
	AUTHORITY: 10 U.S.C. Section 2031; DoDI 1205. and E.O. 9397.	13, Junior Reserve Office	r Training Corps (JROT	C) Program; Do	DFMR 7000.14-R, Vol. 10, Chapter 21;	
	PRINCIPAL PURPOSE(S): To determine the inclus	sive work dates of each ir	nstructor for employmen	nt period of JROT	C Instructor duties.	
	ROUTINE USE(S): In addition to those disclosures therein may specifically be disclosed outside the published at the beginning of the DoD compilatio	generally permitted und DoD as a routine use pu n of systems of records r	er 5 U.S.C. 552a(b) of th rsuant to 5 U.S.C. 552a notices apply.	(b)(3) as follows	ese records or information contained :: The DoD "Blanket Routine Uses"	
	DISCLOSURE: Disclosure of this information is vo	luntary, however, failure t	to provide the requested	d information ma	y impede or delay the reimbursement	
	1. INSTRUCTOR NAME (Last, First Middle Initial)	2.	SSN 3.	SEX (X one)	4. STATUS (X one)	Sec
		x	xx-xx-xxxx x	MALE	RETURN RESIGN	These canno
		MARINE CORPS	COAST GUARD		E9	Conta if infor
				Char	nge school or district Change	
	7a. NAME AND ADDRESS OF SCHOOL (Include Zip	Code)	8a. NAME AND ADD	RESS OF SCHO	OL DISTRICT (Include Zip Code)	
	96 ANSON SENIOR HS 96 ANSON HIGH ROAD WADESBORO, NC 28170		320 CAMDEN RE	OF EDUC ) IC 28170		
					_	
	NEW ADDRESS? YES X NO		NEW ADDRESS?	YES	X NO	Contra
	604		NC0001			Please
	9. CURRENT SCHOOL YEAR DATES OF WORK FC (Not required for new hires)	R JROTC	10. UPCOMING EMP (You MUST complete a	PLOYMENT PERI separate sheet for	OD DATES OF WORK r any break in contract dates.)	next y
	a. FROM (YYYY/MM/DD) b. TO (YYY	Y/MM/DD)	a. BEGINNING (YYYY)	(/MM/DD) 🔞	b. ENDING (YYYY/MM/DD)	YYYY/
	2013/08/19 2014/05/	19				Please
	NOTE: Show the inclusive dates during which the required salary will be due. Include only the perio	individual will be perform d of time during which the	ning DUTIES IN DIRECT e instructor will ACTUAL	SUPPORT OF . LY be working in	JROTC, and for which the minimum a support of JROTC. These dates are	year's
	authorized to reimburse the school for one-half th school/school district is only authorized for the pe	e Minimum Instructor Pa riod of time the instructor	y unless other arranger is covered by a valid co	ments have been ontract, and is re-	approved. Reimbursement to the ceiving a salary equal to or greater	Sc
	than Minimum Instructor Pay as computed by the Reimbursement Office (JIRO) within 30 days of th at the end of the school year). The school must in	Military Service. This forn e instructor's employme amediately notify the app	n is to be submitted to th nt, termination, and on a ropriate, JIRO of any cha	ne appropriate M a yearly basis who indes to dates in	lilitary Service JROTC Instructor nen requested by the JIRO (normally indicated above	Autho official
		18 18 184				numbe
	a. TYPED NAME (Last, First Middle Initial)	Ø b. TITLE		0	C. TELEPHONE (Include Area 🚱 Code)	typed handw
	d. SIGNATURE				e. DATE (YYYY/MM/DD)	Sig
						date in
	12. INSTRUCTOR CERTIFICATION I certify that I have been hired to instruct at the abo a. INSTRUCTOR SIGNATURE	we school for the inclusiv	e work period indicated	I and that the sal	ary will be for JROTC duties.	be typ handw
	STRUCTOR SIGNATURE					
					And a second sec	

- 2. Initial DD2767 Data Auto-populated.
  - a. On the DD2767 form, Input / Review page, fields 1 9 are auto-populated with data already in JCIMS.
    - 1) Fields 1-6 and field 9 cannot be changed on the DD2767 form, Input / Review page.
  - b. All incorrect data must be corrected before completing the DD2767.
    - 1) If the data in a field is not correct, you must contact your Brigade to have the data updated.
    - 2) Depending on the correction, supporting documentation may be required.

	ited States Army	/				
	nior ROTC	r citizens	NS			
Home					Logout	
	Before starting the I	D2767, you must read	the following in	istructions.		
	Once you have a     Both you and th	e School Official must sign	and then Print.			
	3. You will need to	scan the signed DD2767 and	l save it as an eled	tronic document. Pro	eferably as a .PDE file.	
	4. Use the "Browse	e" and "Submit" buttons to u	pload and submit t	he scanned docume	nt for Validation.	
	You may click on the	con for more help on each s	ection.			
	Rack		directorial			
	JRO	TC INSTRUCTOR ANNUAL		F PAY AND DATA F	ORM	]
		PRIVAC	CY ACT STATEMENT			
	AUTHORITY: 10 U.S.C. Section 2031 and E.O. 9397	; DoDI 1205.13, Junior Reserve C	Officer Training Corps (	(JROTC) Program; Dol	DFMR 7000.14-R, Vol. 10, Chapter 21;	
	PRINCIPAL PURPOSE(S): To determ	ine the inclusive work dates of ea	ch instructor for emplo	ovment period of IROT	C Instructor duties	
	ROUTINE USE(S): In determine the inclusive work dates or each instruction or employment period or ACOTC instruction dates. ROUTINE USE(S): In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DOD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: The DOD "Blanket Routine Uses" published at the beginning of the DoD compilation of systems of records notices apply:					
	DISCLOSURE: Disclosure of this information is voluntary, however, failure to provide the requested information may impede or delay the reimbursement to the school.					
	1. INSTRUCTOR NAME (Last, First Middle Initial)         2. SSN         3. SEX (x one)         4. STATUS (x one)           □FEMALE         □NEW         □RETIRE/					
	5 BRANCH OF SERVICE (Potional from)		XXX-XX-XXXX	MALE	K RETURN RESIGN	
		NAVY MARINE CORPS	COAST GUARD		FQ	
				Chan	ge school or district	
		N 65 976 20 2 80	0- 11415	DADDDEAD OF ASUA		-
	ANSON SENIOR HS 96 ANSON HIGH ROAD WADESBORO, NC 28170	)L (mclude Zip Code)	ANSON CTY 320 CAMDE WADESBOR	Y BD OF EDUC EN RD RO, NC 28170	JL DISTRICT (Include Zip Code)	
	NEW ADDRESS? YES	X NO	NEW ADDRES	SS? YES	X NO	
	b. SCHOOL/UNIT IDENTIFICATION NU	JMBER	b. DISTRICT I	DENTIFICATION OR AR	EA NUMBER	
	604		NC0001			
	9. CURRENT SCHOOL YEAR DATES (Not required for new hires)	OF WORK FOR JROTC	10. UPCOMIN (You MUST com	G EMPLOYMENT PERIO plete a separate sheet for	DD DATES OF WORK any break in contract dates.)	
	a. FROM (YYYY/MM/DD)	b. TO (YYYY/MM/DD)	a. BEGINNING	(YYYYMMDD) 🔞	b. ENDING (YYYY/MM/DD)	
	2013/08/19	2014/05/19				

#### Auto-populated DD2767 Data Fields

- 3. Completing the DD2767. (See screen shot on next page.)
  - a. In the proper date format, enter the "Upcoming Employment Period Dates of Work" for the upcoming school year.
    - 1) Field 10. a. "Beginning (YYY/MM/DD)". The date your next work year will begin.
    - 2) Field 10. b. "Ending (YYYY/MM/DD)". The date your next work year will end.
  - b. Enter the School Official Information. (NOTE. All, some, or none of these fields may be typed in the form before printing. They may also be entered by hand after printing the DD 2767.)
    - 1) Field 11. a., Typed Name. Name of school official that is authorized to sign your annual contract (DD2767)
    - 2) Field 11. b., Title. The school official's title.
    - 3) Field 11. c., Telephone. The school official's contact telephone number.
    - 4) Field 11. d., Date (YYYY/MM/DD). The date the school official signs the DD2767. Entered in the proper data format.
  - c. Enter the instructor's signature date. (The Instructor "Date" field may be typed in the form before printing or may be entered by hand (Black Ink) after printing the DD 2767)
    - 1) Field 12. a., Date (YYYY/MM/DD). The date the school official signs the DD2767. Entered in the proper data format.

# Completing the DD2767

				Locou
	- DD2767	o following inc	in the second	
Before starting tr	le DD2767, you must read th	le following ins	rucuons.	
<ol> <li>Once you ha</li> <li>Both you an</li> </ol>	ve completed the DD2767, Save ar d the School Official must sign.	nd then Print.		
3. You will need	d to scan the signed DD2767 and s	ave it as an electro	nic document. Pr	referably as a .PDF file.
4. Use the Bro	wse and Submit buttons to uplo	ad and submit the	scanned docume	ent for Validation.
You may click on the	Vicon for more help on each sec	tion.		
Back				and the second
	ROTC INSTRUCTOR ANNUAL CE	RTIFICATION OF I	PAY AND DATA	FORM
	PRIVACY	ACT STATEMENT	OTO) Bragram Da	DEND 7000 14 D Vol 40 Oberher
and E.O. 9397.	US1, DODI 1205, 13, Junior Reserve Onic	er framing Corps (JP	(OTC) Program, Do	DPMR 7000.14-R, Vol. 10, Chapter
PRINCIPAL PURPOSE(S): To de	termine the inclusive work dates of each	instructor for employr	nent period of JROT	FC Instructor duties.
therein may specifically be discl published at the beginning of the	osed outside the DoD as a routine use p DoD compilation of systems of records	ursuant to 5 U.S.C. 55 notices apply.	52a(b)(3) as follows	: The DoD "Blanket Routine Uses"
DISCLOSURE: Disclosure of this	information is voluntary, however, failure	e to provide the reques	sted information ma	ay impede or delay the reimbursem
1. INSTRUCTOR NAME (Last, Firs	t Middle Initial)	2. SSN	3. SEX (X one)	4. STATUS (X one)
CALLAHAN JAMES P		XXX-XX-XXXX	X MALE	X RETURN RESIGN
X ARMY AIR FORCE	NAVY MARINE CORPS	COAST GUARD		E9
			Char	nge school or district Chang
7a. NAME AND ADDRESS OF SC	HOOL (Include Zip Code)	8a. NAME AND A	DDRESS OF SCHO	OL DISTRICT (Include Zip Code)
ANSON SENIOR HS 96 ANSON HIGH ROAD		ANSON CTY E 320 CAMDEN	RD OF EDUC	
WADESBORD, NC 28170		WADESBORG	I, NC 28170	
NEW ADDRESS? YES	X NO	NEW ADDRESS	YES	X NO
b. SCHOOL/UNIT IDENTIFICATIO	NUMBER	b. DISTRICT IDE	NTIFICATION OR AR	REA NUMBER
9. CURRENT SCHOOL YEAR DAT (Not required for new hires)	TES OF WORK FOR JROTC	10. UPCOMING I	MPLOYMENT PERI te a separate sheet for	IOD DATES OF WORK
a. FROM (YYYY/MM/DD)	b. TO (YYYYMMDD)	a. BEGINNING (Y	YYY/MMDD)	b. ENDING (YYYY/MMDD)
2013/08/19	2014/05/19			
NOTE: Show the inclusive dates	during which the individual will be perfor	ming DUTIES IN DIR	ECT SUPPORT OF	JROTC, and for which the minimur
subject to physical verification at authorized to reimburse the sch	are only the period of time during which t any time by a representative from the ap ool for one-half the Minimum Instructor P	plicable Military Servic ay unless other arran	DALLY DE WORKING IN DE JROTC Headqua gements have been	arters. The Military Service is approved. Reimbursement to the
school/school district is only aut than Minimum Instructor Pay as Reimbursement Office (JIPO)	horized for the period of time the instruct computed by the Military Service. This for thin 30 days of the instructor's employment the second seco	or is covered by a valid rm is to be submitted	d contract, and is re- to the appropriate M	ceiving a salary equal to or greater lilitary Service JROTC Instructor
at the end of the school year). Th	e school must immediately notify the ap	propriate JIRO of any	changes to dates in	idicated above.
11. SCHOOL OFFICIAL a. TYPED NAME (1 act. First Middle	anitian) 🚱 🛛 b. TITLE		0	C. TELEPHONE (Include Area
				Code)
d. SIGNATURE				e. DATE (VVVVAMDD)
12. INSTRUCTOR CERTIFICATIO	N Instruct at the above school for the inclus	ive work period indica	ted and that the sal	ary will be for JROTC duties
a. INSTRUCTOR SIGNATURE	section and a section of the filles	and point a malle	a chia una una add	b. DATE (YYYYMMDD)
				Print

DD2767 User Guide

- 4. Saving your Data. (See screen shot on next page.)
  - a. Click the "Save" button to save the data for the DD2767.
    - 2) You must Save your data before you can Print the DD2767
    - 3) The "Print" button is not available until after you save your data
    - 4) You must click "Save" every time you update the Input/Review page.
  - b. A green banner appears when your save was successful.
  - c. NOTE. The Browse and Submit buttons are now available but cannot be used until after you print and sign the DD2767.
  - d. If you make any changes on the DD2767 Input/Review page, you must "Save" again before you can "Print".
  - e. If you have already printed/signed the DD2767 and then make a change to the Input/Review page:
    - You must first "Save", then reprint and resign the DD2767 before Submitting it to Brigade. If you do not, the data in JCIMS (shown on the Input/Review page) will not match the signed contract and your DD2767 will be rejected.

Indication at any time by a representation at any time by a represent Ithorized to reimburse the school for one-half the Min shoel/school district is only authorized for the period	ntative from the applicable military Service JROTC Headqua nimum Instructor Pay unless other arrangements have beer offine the instructor is covered by a valid contract, and is re-	Inters. The Military Service is 1 approved. Reimbursement to the colving a salary equal to or greater
an Minimum Instructor Pay as computed by the Milita	ary Service. This form is to be submitted to the appropriate N	filitary Service JROTC Instructor
eimbursement Office (JIRO) within 30 days of the ins the end of the school vear). The school must imme	structor's employment, termination, and on a yearly basis wh diately notify the appropriate JIRO of any changes to dates in	ien requested by the JIRO (normally idicated above.
SCHOOL OFFICIAL	_	
TYPED NAME (Last, First Middle Initial)	b. TITLE 🚱	c. TELEPHONE (Include Area Code)
George Jones	Principal	502-323-1222
SIGNATURE		e. DATE (YYYY/MM/DD)
		2013/04/26
2. INSTRUCTOR CERTIFICATION	about for the inclusion work period indicated and that the col	lasy will be far IDOTO dution
INSTRUCTOR SIGNATURE	choon of the inclusive work penod indicated and that the sai	b. DATE (YYYY/MM/DD)
		Print Save
	Lilo	Prowas Submit

#### Print, Browse, Submit

- 5. Print the completed DD2767. The DD2767 must be printed so that it can be signed.
- 6. Signatures.
  - a. The authorized School Official must sign Block 11.d. of the DD2767.
  - b. You the Instructor must sign Block 12.a. of the DD2767.
  - c. Both signatures must be present prior to Brigade Validation.
- 7. Scanning and Saving the scanned file.
  - a. Use any scanner to scan and save the signed DD2676. The scanned DD2767 should be saved in .PDF file format.
  - b. Name the scanned file. Example: "DD Form 2767 SY13/14".
  - c. Save the file where you can access it from your JCIMS computer.
- 8. Submit DD2767 to Brigade.
  - a. Log back in to JCIMS.
  - b. From the Instructor Information Page, Select the "Update DD2767" link
  - c. Scroll to the bottom of the DD2767 Input/Review page.
  - d. Click "Browse". A window opens that allows you to find your saved, signed and scanned DD2767.

View DD2767 Browse Window – Find Signed, Scanned, Saved DD2767 and Upload

Organize 👻 New folder			
SDisk (C:)     AGMLogs     AGMLogs     Centra     Documentum     Esign     McAfee DLP Q:     MININT     MSOCache     My Forms     MyScan     Program Files     Program Data     Program Data     SUPPORT	Name Vame Vame Vame AGMLogs AGMLogs Centra Documentum Esign McAfee DLP Quarantined Files MININT MSOCache My Forms My Soan Program Files Program Files ProgramData	Date modified 3/8/2013 12:42 PM 9/24/2012 2:51 PM 5/18/2011 2:27 PM 2/5/2013 12:53 PM 9/10/2012 10:32 AM 1/3/2012 8:48 AM 9/10/2012 10:59 AM 4/4/2011 11:13 AM 9/24/2012 2:51 PM 10/8/2012 6:40 AM 11/2/2012 4:08 PM 4/23/2013 9:26 AM	Type File folde File folde File folde File folde File folde File folde File folde File folde File folde File folde
<ul> <li>▷ Lemp</li> <li>▷ Users ▼ &lt;</li> </ul>	SUPPORT	9/10/2012 10:31 AM	File folde

- e. Select your saved DD2767 file.
- f. Click the "Open" button, to complete the upload, and return to the Input/Review page.
- g. Click the "Submit" button to start the submission process to your Brigade.
- 9. Certification Document.
  - a. Before the submission process is completed, you are required to complete a Certification Document.
  - b. CONUS instructors (click the checkbox).
    - You must click the checkbox to certify that, "If there has been a change to your marital status, dependent status, place of employment, or home address you will submit a new DD2754 and all required support documents."
    - 2) The "DD2754" is a link that opens a fillable PDF version of the DD2754.
      - a) The DD2754 must be completed before your DD2767 is processed by HQ JROTC.
      - b) The DD2754 and supporting documents must be submitted through your Brigade to JROTC HQ.
    - 3) After you click the checkbox, the "Ok" button becomes available.
    - 4) Click the "OK" button to digitally sign the Certification document and finalize the submission of your DD2767 to Brigade.

#### **View DD2767 Certification Document - CONUS**

DD2767 Certification *	
I certify that if there has been a change to my marital status, dependent status, place of employment, or home address I will submit a new DD 2754 with the applicable	e documentation.
	Ok Cancel

- c. OCONUS instructors (enter number of dependents and click the checkbox ).
  - 1) Enter the number of dependents that are residing with you.
    - a) Do not count yourself.
    - b) Zero (0) is a valid number.
  - You must click the checkbox to certify that, if there has been a change to your marital status, dependent status, place of employment, or home address you will submit a new DD2754 and all required support documents.

- 3) After you click the checkbox, the "Ok" button becomes available.
- 4) Click the "OK" button to digitally sign the Certification document and finalize the submission of your DD2767 to Brigade.

#### View DD2767 Certification Document - OCONUS

a shaallaabaal diatrict is asly authorized for the pariad of time the instructor is several by a valid contract, and is receiving a solary agual to ar areater
DD2767 Certification ×
APPLIES TO OVERSEAS LOCATIONS, ALASKA AND HAWAII ONLY
How many dependents reside with you? (Do not list yourself as a Dependen 0
I certify that if there has been a change to my marital status, dependent status, place of employment, or home address I will submit a new DD 2754 with the applicable documentation.
Ok] Cancel

- 10. When Submission is complete you are returned to your Instructor Information page.
  - a. A green banner is displayed, signifying that the submission was successful.
  - b. The "Update DD2767" link changes to "Pending DD2767".

11. Changes after Submission.

- a. Once you have submitted your DD2767 to Brigade, you can no longer make changes. The Save, Print, Browse, and Submit buttons are no longer available.
- b. See paragraph 15. If you find an error that must be corrected
- 12. View Submitted DD2767.
  - a. Log into JCIMS.
  - b. Select the "View Submitted DD2767" link from the left hand column, to open the DD2767 Input/Review page.



#### View Submitted DD2767 – Link on Instructor Info page

- c. In the upper right hand corner of the DD2767 Input/Review page, select the "View Submitted DD2767" link to view your submitted document.
- d. Select the "View Certification Info" link to view your certification document.

#### View Submitted DD2767 – Links on Input/Review page

Home	
	Back JROTC INSTRUCTOR ANNUAL CERTIFICATION OF PAY AND DATA FORM Clear / Restart
	PRIVACY ACT STATEMENT View Submitted Docum
	AUTHORITY: 10 U.S.C. Section 2031; DoDI 1205.13, Junior Reserve Officer Training Corps (JROTC) Program; DoDFMR 7000.14-R, Vol. 10, Chapter 21; and E.O. 9397.
	PRINCIPAL PURPOSE(S): To determine the inclusive work dates of each instructor for employment period of JROTC Instructor duties.
	ROUTINE USE(5): In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: The DoD "Blanket Routine Uses" published at the beginning of the DoD compilation of systems of records notices apply.

13. Cancel a Submitted DD2767.

Once you have submitted your DD2767 to Brigade, a "Clear/Restart" button appears in the upper right corner of the Input/Review page. Clicking this button allows you to clear all submitted data and documents and restart the DD2767 process.

- a. Click the "Clear/Restart" button to cancel your DD2767.
- b. A warning message box opens.

#### The Clear/Restart Warning Message



- c. Click the "OK" button to continue with the clearing of all submitted data. An email notification of the cancelation will be sent to Brigade.
- d. Click the "Cancel" button to cancel the Clear/Restart actions and return to the Input/Review page with all data.

Clicking on the "Clear/Restart" button and then clicking "OK" on the warning message box, <u>WILL clear all data and submitted documents</u> and cause you to restart the DD2767 process from the beginning.

#### 14. Update a rejected DD2767.

If an error is found in your DD2767 submission, Brigade will reject your DD2767. You will receive an email (In your Google Mail account) explaining the problem and a red banner will also appear on your Instructor Info page when you sign in to JCIMS.

a. To update a DD2767 that has been rejected by Brigade, Log into JCIMS and select "Update DD2767" from the Instructor Info Page to display the Input/Review page.

#### Update a rejected DD2767

Home				Logout
Instructor Menu	Instructor Int Page		Position Info	
Documents     Update DD2767	DD2767 Rejecte	ed: Dates are incorrect	Working Cost Shared Status: Certified Position: AI	
	Name: SSN: Gender Code: Birth Date: Marital Status: Ethnioify: Degree Type: Certified: Status: Military	JAMES DOLL 411-11-1111 M 09/12/1954 Married Other Master of Education 10/20/2009 Certified 10/20/2009	Current School: NOME BELTZ JR SR HS - 1559 Training History No Training Found	
	Grade: Rank: Retired Date: Retired Pay Amount: PEBD: Duty Type: State Preferences	03 CPT 05/01/1999 \$1,074.97 10/01/1975 Active Guard Reserves		

- b. Make the corrections indicated in the rejection email.
- c. Click Save to save the changes to the document.
- d. Print, sign, scan, and save the new document.
- e. Upload the new signed DD2767 by selecting the "Browse" button.
- f. Click Submit to re-submit the data and document.
- g. CONUS instructors must re-certify their Certification Document.
- h. OCONUS instructors must re-enter the number of dependents and re-certify their Certification Document.
- 15. Option to change school or district.

If you are changing schools or changing to or from a District employee for the next school year, you can make these changes to your new DD2767.

NOTE. If you change the school or district on your DD2767, you MUST submit all supporting documentation or your new DD2767 will not be validated.

- a. To change school, perform the following:
  - 1) Go to the DD2767 Input/Review page.
  - 2) Click the "Change." Button. Located in the form, near the center of the page.

- 3) A "Changing School or District" window opens.
- 4) Enter search criteria.
  - a) You may search by State
  - b) Or, you may search by, City and State
  - c) Or, you may search by, Zip Code
- 5) Then select the "Search" button. A list grouped by District is returned.

# Change School Search

City State ILLINOIS								Search			
	District Name		Distric ID	<sup>ct</sup> St	reet Address		City		State	Zip Code	
)	BOARD OF EDUCATION AND ADMIN OFFICES		IL000	IL0007 1701 CHARLESTON AV		AVE	MATTOON IL			61938	Hide Schools
	School Name	Schoo	D	Street Add	iress	City		State	Zip Code	Туре	
0	MATTOON SENIOR HS	1009		2521 WA	LNUT AVENUE	MATTOO	N	IL	61938	s	
	CAHOKIA UNIT SCHOOL DI 187	ST	IL0001 1700 JEROME LN			EAST SAINT LOUIS		IL	62206	View Schools	
	CHICAGO PUBLIC SCHOOL SYSTEM	CHICAGO PUBLIC SCHOOL IL0002 125 S CLARK ST SYSTEM IJTH FLOOR			25 S CLARK STRE	ΞT	СНІ	CAGO	IL	60603	View Schools
	DANVILLE CCSD 118	DANVILLE CCSD 118 IL0011 516 NORTH JACKS			L6 NORTH JACKSO	ON ST	N ST DANVILLE IL			61832	View Schools
)	EAST RICHLAND COM SCH	EAST RICHLAND COM SCH 1			100 EAST LAUREL	STR	OLNI	ΕY	IL	62450	View Schools

- 6) Find the District of your new school.
- 7) Select "View School". (far right column) to expand the listing and show all schools in a district.
- 8) Select the radio button of your new School.
- 9) Select the "Ok" button. You are returned to the DD2767 Input/Review page and all school and district address and ID data has been changed.

NOTE. Because you are making a change to your contract, your "Current School Year Dates of Work for JROTC" are now blank. (Fields 9.a and 9.b.)

- b. To change to a District employee:
  - 1) Follow steps 1 5 above.
  - 2) Select the radio button of the District you are changing to.
  - 3) Select the "Ok" button. You are returned to the DD2767 Input/Review page. The school fields are blank and the district address and ID data has been changed.

NOTE. Because you are making a change to your contract, your "Current School Year Dates of Work for JROTC" are blanked. (Fields 9.a and 9.b.)

Char	nging School Or District										
City	r state, city and state or zip co State ILLINOIS	de to loca	Zip Code • Or Se								
	District Name	District ID	Street Address	City	State	Zip Code					
0	BOARD OF EDUCATION AND ADMIN OFFICES	IL0007	1701 CHARLESTON AVE	MATTOON	IL	61938	View Schools				
0	CAHOKIA UNIT SCHOOL DIST 187	IL0001	1700 JEROME LN	EAST SAINT LOUIS	IL	62206	View Schools				
0	CHICAGO PUBLIC SCHOOL SYSTEM	IL0002	125 S CLARK STREET 13TH FLOOR	CHICAGO	IL	60603	View Schools				
۲	DANVILLE CCSD 118	IL0011	516 NORTH JACKSON ST	DANVILLE	IL	61832	View Schools				
0	EAST RICHLAND COM SCH 1	IL0003	1100 EAST LAUREL STR	OLNEY	IL	62450	View Schools				
0	JOLIET TOWNSHIP HS DISTRICT 204	IL0004	201 EAST JEFFERSON ST	JOLIET	IL	60432	View Schools				
0	MARMION ACADEMY	IL0005	1000 BUTTERFIELD RD	AURORA	IL	60504	View Schools				
0	PEKIN COMM HS	IL0008	320 STADIUM DR	PEKIN	IL	61554	View Schools				

#### **Change District Selection**

c. Change Back.

If you make a mistake you can reselect your original school/district and retrieve your previous data on the DD2767 Input/Review page:

1) Go to the DD2767 Input/Review page.

- 2) Click the "Change." Button. Located in the form, near the center of the page.
- 3) A "Changing School or District" window opens.
- 4) Enter search criteria. (State or City and State or Zip Code)
- 5) Then select "Search". A list grouped by District is returned.
- 6) Select the radio button of your previous School (or District if you were a District employee) you are changing back to.
- 7) Select the "Ok" button. You are returned to the DD2767 Input/Review page. The school and district address, ID data, and dates have been changed back.

## **Brigade User**



You have now logged into JCIMS and your Home page opens.

Brigade User Validates or Rejects a DD2767

When an Instructor submits their DD2767 for Brigade Validation. All Brigade users with the "DD2767 Validation" role:

- 1. Receive automatic email notification from the Instructor.
- 2. Will have a hyperlink for the Instructors DD2767 displayed on the Home page.
- 3. Can "Validate" or "Reject" after reviewing the data on the Input/Review page with the submitted signed DD2767.

#### To Review, Validate or Reject a DD2767

1. Select the hyperlink to open the instructor's new DD2767.

#### **Brigade Home Page**



- 2. To review the signed DD2767, select the link "View Submitted Documents".
- 3. To review the instructor's certification information, select the link "View Certification Info".

#### Instructor's Input / Review page

		ROTC INST	RUCTOR ANNUAL	CERTIFICA	TION OF	PAY AND DATA I	FORM					
			PRIVA	CY ACT STAT	FEMENT				View Subm	cation Info		
AUTHORITY: 1	0 U.S.C. Section 2	2031; DoDI 120	5.13, Junior Reserve	Officer Trainir	ng Corps (JF	ROTC) Program; Do	DFMR 7000.14-	R, Vol. 10, Chapter 21;	Instructor	History		
	IRPOSE(S): To de	termine the inc	lusive work dates of e	ach instructor	r for employ	ment period of IRO1	C Instructor du	ies.	Initiated By	Date	Actio	n
ROUTINE USE(5): In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, therein may specifically be disclosed outside the DoD as a routine use nursuant to 5 U.S.C. 552a(b) as follow							ese records or i	nformation contained	james.callah	an 4/16/2013 10:21:55	AM Subn	nitted
published at th	he beginning of the	a DoD compilat	tion of systems of rec	ords notices a	apply.	328(0)(3) 83 10110W3	. The DOD Biai	iker Routine Oses	james.callah	an 4/16/2013 11:19:16	AM Subn	nitted
DISCLOSURE: to the school.	Disclosure of this	information is	voluntary, however, fa	ilure to provid	le the reque	sted information ma	ay impede or del	ay the reimbursement	Brigade Hi	istory		
1. INSTRUCTO	R NAME (Last, Firs	t Middle Initial)		2. SSN		3. SEX (X one)	4. STATUS (	Kone)	Initiated By	Date	Decision	Rea
CALLAHAN J	JAMES P			XXX-XX->	xxxx	X MALE	X RETURN	RESIGN	mark.pratt	4/16/2013 10:53:37 AM	Rejected	The
5. BRANCH OF	SERVICE (Retired	from)					6. RETIRED (	GRADE	Headquart	ers History		
			MARINE CORPS	COAST			E9	atuda Zia Cada)	No History	Found		
	INCO LIC	HOOL (Include 2	Lip Code)	04.1			OF DISTRICT (In	ciude zip Gode)	No miscory	lound		
96 ANSON SENI	IGH ROAD			AN: 320	CAMDEN	RD OF EDUC						
WADESBOR	O, NC 28170			WA	DESBORG	D, NC 28170						
							<b>X N</b> O					
b. SCHOOL/UN				b. D	ISTRICT IDE	TES			-			
604				NC	0001							
9. CURRENT S	CHOOL YEAR DAT	ES OF WORK	FOR JROTC	10.	UPCOMING	EMPLOYMENT PER	OD DATES OF V	VORK	1			
(Not required for i	new nires)			(YOU	MUSI comple	ete a separate sneet to	r any break in cont	ract dates.)				
a. FROM (YYYY	r/MM/DD)	b. TO (Y	YYY/MM/DD)	a. B	EGINNING ()	(YYY/MM/DD)	b. ENDING (*	YYY/MM/DD)				
2013/07/01		2014/0	6/30	201	2013/08/19 2014/05/19			9				
NOTE: Show th	1e inclusive dates y will be due. Inclu	during which th ide only the per	ne individual will be pe riod of time during whi representative from th	erforming DU ch the instruc e applicable M	TIES IN DIR tor will ACT dilitary Servi	ECT SUPPORT OF . UALLY be working in ce. IROTC Headqua	JROTC, and for n support of JRC	which the minimum )TC. These dates are ry Service is				
required salar, subject to phys authorized to re school/school than Minimum Reimburseme at the end of th	sical verification a reimburse the sch district is only aut Instructor Pay as ant Office (JIRO) w te school year). Th	ool for one-half horized for the computed by th ithin 30 days of ie school must	the Minimum Instruct period of time the inst ne Military Service. Thi f the instructor's emplo immediately notify the	or Pay unless ructor is cove s form is to be oyment, termi e appropriate	s other arran red by a vali e submitted nation, and JIRO of any	gements have been d contract, and is re to the appropriate N on a yearly basis wh changes to dates in	inters. The Milita n approved. Reir ceiving a salary lilitary Service Jf nen requested b ndicated above.	nbursement to the equal to or greater ROTC Instructor y the JIRO (normally				
required salan subject to phys authorized to rr school/school than Minimum Reimburseme at the end of th	sical verification a' reimburse the sch district is only aut instructor Pay as ant Office (JIRO) w re school year). Th FICIAL E (Last. First Middle	ool for one-half horized for the computed by th ithin 30 days of ie school must [nitial]	the Minimum Instruct period of time the inst ne Military Service. Thi the instructor's emploi immediately notify the b. TITLE	or Pay unless ructor is cove s form is to be oyment, termi e appropriate	other arran red by a vali e submitted nation, and JIRO of any	d contract, and is re d contract, and is re to the appropriate M on a yearly basis wh changes to dates in	approved. Rein a approved. Rein ceiving a salary lilitary Service Jf nen requested b adicated above.	mbursement to the equal to or greater ROTC Instructor y the JIRO (normally				
required salar subject to phys authorized to rh school/school than Minimum Reimburseme at the end of th <b>1. SCHOOL OFF</b> <b>a. TYPED NAM</b> George O. Ju	sical verification a' reimburse the sch district is only aut i Instructor Pay as ant Office (JIRO) w te school year). Th FICIAL VE (Last, First Middle ungle	ool for one-half horized for the i computed by th ithin 30 days of re school must <i>Initial</i>	the Minimum Instruct period of time the inst e Military Service. Thi the instructor's empli- immediately notify the <b>b. TITLE</b> Principal	or Pay unless ructor is cove s form is to be pyment, termi a appropriate	other arran red by a vali e submitted nation, and JIRO of any	gements have beer d contract, and is re to the appropriate N on a yearly basis wh changes to dates in	anders. The Milita n approved. Reir ceiving a salary lilitary Service. Jf hen requested b hdicated above. c. TELEPHO 502-325-1	mbursement to the equal to or greater QOTC Instructor y the JIRO (normally ME (Include Area Code) 299	-			
required salar subject to phys authorized to r school/school than Minimum Reimburseme at the end of th 1. SCHOOL OFF a. TYPED NAMI George O. Ju d. SIGNATURE	sical verification a' reimburse the sch district is only aut instructor Pay as ant Office (JIRO) w te school year). Th FICIAL El: (Last, First Middle ungle	ool for one-half horized for the computed by th ithin 30 days of te school must <i>initial</i> )	the Minimum Instruct period of time the inst e Military Service. Thi the instructor's emplo- immediately notify the <b>b. TITLE</b> Principal	or Pay unless ructor is cove s form is to be oyment, termi e appropriate	s other arran red by a vali e submitted nation, and JIRO of any	gements have beer d contract, and is re to the appropriate N on a yearly basis wt changes to dates in	anters. The Millita a approved. Reir ceiving a salary lilitary Service JJ en requested b adicated above. <b>c. TELEPHO</b> 502-325-1 <b>e. DATE</b> (YYY	bursement to the equal to or greater ROTC Instructor y the JIRO (normally NE (include Area Code) 299 //YMMDD)	-			
required salar subject to physical authorized to in school/school than Minimum Reimburseme at the end of th I. SCHOOL OFF a. TYPED NAMI George O. Ju d. SIGNATURE	sical verification at eimburse the sch district is only aut i Instructor Pay as nit Office (URO) w te school year). Th FICIAL IE (Leat, First Middle ungle	ool for one-half horized for the computed by ithin 30 days of te school must <i>initial</i> )	the Minimum Instruct period of time the inst e Military Service. Thi immediately notify the b. TITLE Principal	or Pay unless ructor is cove s form is to b oyment, termi a appropriate	s other arran red by a vali e submitted nation, and JIRO of any	gements have beer d contract, and is re to the appropriate M on a yearly basis wi changes to dates in	anders. The Millita a sapproved. Reir ceiving a salary lilitary Service JF hen requested b dicated above. c. TELEPHO 502-325-1 e. DATE (YY 2013/04/14	bursement to the equal to or greater ROTC Instructor y the JIRO (normally NE (Include Area Code) 299 ///MMDD)	-			
required salar subject to physical authorized to rischool/school than Minimum Reimburseme at the end of th 1. SCHOOL OFF a. TYPED NAMI George O. Ju d. SIGNATURE	sical verification as eimburse the sch district is only aut instructor Pay as ent Office (URO) w te school year). Th FICIAL IE (Last, First Middle ungle	ool for one-half horized for the computed by ithin 30 days of te school must <i>Initial</i>	the Minimum Instruct period of time the inst e Military Service. Thi immediately notify the b. TITLE Principal	or Pay unless ructor is cove s form is to be oyment, termi e appropriate	o other arran red by a vali e submitted nation, and JIRO of any	gements have beer d contract, and is re to the appropriate M on a yearly basis wi changes to dates in	inters. The Millia a sapproved. Reir ceiving a salary lititary Service Jf hen requested b idicated above. <b>c. TELEPHO</b> 502-325-1 <b>e. DATE</b> (YY 2013/04/10	bursement to the equal to or greater ROTC Instructor y the JIRO (normally NE (Include Area Code) 299 ////MM/DD)	-			
required salars subject to phys authorized to r school/school than Minimum Reimburseme at the end of th 1. SCHOOL OFFI a. TYPED NAM George O. Ju d. SIGNATURE 12. INSTRUCTIO Leartify that 1 he a. INSTRUCTIO	sical verification at eimburse the sch district is only aut instructor Pay as ent Office (URO) w te school year). Th FICIAL IE (Leat, First Middle ungle OR CERTIFICATIO ave been hired to is & SIGNATURE	ool for one-half horized for the computed by th ithin 30 days of re school must <i>initial</i> ) N nstruct at the a	the Minimum Instruct period of time the inst e Military Service. Thi the instructor's empli- immediately notify the Determined of the time Principal	or Pay unless or may unless s form is to bu yyment, termi a appropriate	s other arran red by a vali e submitted nation, and JIRO of any	gements have beer dontract, and is re to the appropriate M on a yearly basis wit changes to dates in dates and that the sal	enters. The Millita approved. Reir ceiving a salary lititary Service Jf hen requested b indicated above. c. TELEPHO 502-325-1 e. DATE (YYY 2013/04/14	bursement to the equal to or greater ROTC Instructor y the JIRO (normally NE (Include Area Code) 299 ///MM/DD) 5 CTC duties.				
required salars subject to phys authorized to n school/school than Minimum Reimburseme at the end of th 1. SCHOOL OFF a. TYPED NAM George O. Ju d. SIGNATURE 12. INSTRUCTO Leertify that I ha a. INSTRUCTO	sical verification at eimburse the sch district is only aut Instructor Pay as ant Office (JIRO) w te school year). Th FICIAL IE (Leat, First Middle ungle OR CERTIFICATIO ave been hired to i R SIGNATURE	ool for one-halt horized for the computed by thittin 30 days of the school must hr/Halt) N nstruct at the a	the Minimum Instruct period of time the inst e Military Service. This the instructor's empiri- immediately notify the b. TITLE Principal	or Pay unless ructor is cover s form is to bo oyment, termi appropriate	s other arran red by a vali e submitted nation, and JIRO of any	gements have beer do contract, and is re to the appropriate M on a yearly basis wit changes to dates in dates in ated and that the sal	International and the second s	bursement to the equal to or greater ROTC Instructor y the JIRO (normally NE (Include Area Code) 299 ryMM/DD) 5 ROTC duties. ryMM/DD)	-			
required salar subject to phys authorized to ri- school/school than Minimum Reimburseme at the end of th 11. SCHOOL OFF a. TYPED NAM George O. Ju d. SIGNATURE 12. INSTRUCTO I certify that I ha a. INSTRUCTO	sical verification at eimburse the sch district is only aut instructor Pay as ent Office (JIRO) w te school year). Th FICIAL IE (Last, First Middle ungle OR CERTIFICATIO ave been hired to i R SIGNATURE	on for one-half more half one-half horized for the computed by it thin 30 days of the school must eschool must eschool must not the school must not the school number of the scho	the Minimum Instruct period of time the inst e Military Service. Thi the instructor's emply immediately notify the b. TITLE Principal	or Pay unless or Pay unless s form is to bo oyment, termi appropriate	e other arran red by a valia e submitted nation, and JIRO of any	gements have beer d contract, and is re to the appropriate M on a yearly basis wi changes to dates in dates in dated and that the sal	International and the second s	who was ment to the equal to or greater ROTC Instructor by the JIRO (normally NE (include Area Code) 299 (YAMMDD) 5 ROTC duties. (YAMMDD) 5				

- 4. To validate a DD2767, select the "Validate" button. Once Validated:
  - a. The DD2767 moves to HQ JROTC as a task for your MPT.
  - b. The Instructors DD2767 hyperlink is removed from Brigades Home page.

- 5. To reject a DD2767, select the "Reject" button.
  - a. Enter the rejection reason in the pop up window. Select the "OK" button to send the rejection email to Instructor.
  - An email with your rejection reason is sent to the Instructor's Gmail account. The DD2767 hyperlink is removed from the Brigade Home Page. A rejection message is added to the Instructor's JCIMS Home Page.

NOTE: When HQ JROTC rejects a DD2767, it is sent back to Brigade. Brigade may revalidate or reject the DD2767. Brigade must reject the DD2767 before it will be returned to the Instructor.

iame District Instruct	or School Training					Logeut			
Back	JROTC INSTRUCTOR ANNUAL		OF PAY AND DATA	FORM					
						View Subm	itted Docur	nent	
AUTHOR	PRIVA	CYACT STATEMENT	(IROTC) Program: D	OFMR 7000 14-R Vol	10 Chanter 21	View Certifi	cation Info		
and E.O.	9397.			Select Selection and the		Instructor	History		
PRINCIPA	AL PURPOSE(S): To determine the inclusive work dates of e	ach instructor for emp	oloyment period of JRC	TC Instructor duties.		Initiated By	Date		Action
ROUTINE therein m published	USE(S): In addition to those disclosures generally permitted ay specifically be disclosed outside the DoD as a routine us d at the beginning of the DoD compilation of systems of reco	d under 5 U.S.C. 552a se pursuant to 5 U.S.C ords notices apply.	s(b) of the Privacy Act, t C. 552a(b)(3) as follow	hese records or informal s: The DoD "Blankel Ro	tion contained utine Uses"	james.doll	4/26/2013 2 РМ	:41:53	Submitt
DISCLOS to the sch	AURE: Disclosure of this information is voluntary, however, fa hool	ilure to provide the rec	quested information m	ay impede or delay the n	eimbursement	james.doll	5/3/2013 12 PM	156146	Submitt
1. INSTRU	UCTOR NAME (Last, First Middle Initial)	2. SSN	3. SEX (X one)	4. STATUS (X one)	TIPE	Brigade Hi	istory		
DOLL J	AMES O	XXX-XX-XXXX	XMALE		IGN	initiated By	Date	Decision	Reason
S. BRANC	H OF SERVICE (Retired from)	COAST GUARD		6. RETIRED GRADE		mark pratt	4/26/2013	Faiartad	Dates
7a. NAME	E AND ADDRESS OF SCHOOL (helade Zip Code)	Sa. NAME AN	ND ADDRESS OF SCH	OOL DISTRICT (Include Zip	o Code)	managerate	PM	nejected	incorre
315 NOI NOME, A	ME TELLER HWY PO BOX 131 AK 99762	PO BOX 13 NOME, AK	31 99762			No History	Found		
NEW ADD						Contract			
h SCHOO		NEW ADDRE	ESS? YES			Contract Contract Begin	n Date	Contract Le	ngth
b. SCHOO 1559	DRESS? YES X NO DUJUNIT IDENTIFICATION NUMBER	b. DISTRICT	IDENTIFICATION OR A	X NO REA NUMBER		Contract Contract Begin 9/22/2010 1	n Date 12:00:00 AM	Contract Le	ngth i
b. SCHOO 1559 9. CURRE	DRESS? YES X NO DLUNIT IDENTIFICATION NUMBER	NEW ADDRE b. DISTRICT AK0005 10. UPCOMI (You MUST co	IDENTIFICATION OR A	X NO REA NUMBER	2)	Contract Contract Begin 9/22/2010 1	n Date 12:00:00 AM	Contract Le 10 Months	ngth
b. SCHOO 1559 9. CURRE (Not require e. FROM	DRESS? YES X NO DUNNT IDENTIFICATION NUMBER HIT SCHOOL YEAR DATES OF WORK FOR JROTC w/ for two hing)	b. DISTRICT AK0005 10. UPCOMI (You MUST co	ESS? YES IDENTIFICATION OR A ING EMPLOYMENT PER molelie a separate sheet f	X NO REA NUMBER BOD DATES OF WORK or any break in contract date	a.j	Contract Contract Begin 9/22/2010 1	n Date 12:00:00 AM	Contract Le 10 Months	ngth
a. TROM	DECEST TES X NO DUNINT IDENTIFICATION NUMBER ENT SCHOOL YEAR DATES OF WORK FOR JROTC w/ for new hinke) Resject DD2767 Please specify the reason for rejection the DD2	NEW ADDRE	SS? YES IDENTIFICATION OR A ING EMPLOYMENT PER mplete a separate sheet /	X NO REA NUMBER BIOD DATES OF WORK for any break in contract date	a.j	Contract Begin 9/22/2010 1	n Date 12:00:00 AM	Contract Le 10 Months	ngth i
a. TROM	DECISS? YES X NO DLAINT IDENTIFICATION NUMBER INT SCHOOL YEAR DATES OF WORK FOR JROTC w/for new hore) Reject DD2767 Please specify the reason for rejecting the DD2	NEW ADDRE b. DISTRICT AK0005 10. UPCOMI (You MUST co 767 (max 500 cb	ESS? YES IDENTIFICATION OR A ING EMPLOYMENT PER mplete a separate sheet f haracters)	X NO REA NUMBER BOD DATES OF WORK or any break in contract date	e.)	Contract Contract Begin	n Date 2:00:00 AM	Contract Le 10 Months	ngth
a. FROM a. FROM a. FROM 2012/0 NOTE: S required subject	DECISS7 YES X NO DLUNT IDENTIFICATION NUMBER ENT SCHOOL YEAR DATES OF WORK FOR JROTC w/for new hines) Reject DD2767 Please specify the reason for rejecting the DD2	NEW ADDRE b. DISTRICT AK0005 10. UPCOM (You MUST co	ESS? YES IDENTIFICATION OR A ING EMPLOYMENT PER mplete a separate sheet f haracters.)	REA NUMBER BOD DATE S OF WORK to any break in contract date	e) Dy minimum e dates are is	Contract Begin 9/22/2010 1	n Date	Contract Le 10 Months	ngth
b. SCHOC     1559     9. CURRE     //ot require     //ot require     2012/0     NOTE: S     required     subject     authority     school/s	DRESS? YES X NO DLAINT IDENTIFICATION NUMBER INT SCHOOL YEAR DATES OF WORK FOR JROTC w/for new hove? Reject DD2767 Please specify the reason for rejecting the DD2	NEW ADDRE b. DISTRICT AKD005 10. UPCOM (You MUST co 767 (max 500 ch	ISS2 YES IDENTERCATION OR A ING EMPLOYMENT PER mylelie a separate abeet f haracters)	X NO REA NUMBER BOD DATES OF WORK K	e.) Oy e dates are is ent to the yr creater	Contract Begin 9/22/2010 1	n Date	Contract Le	ngith i
k.CrAec     b. SCHOOL     b. SCHOOL     for required     subject     subject     subject     subject     subject	DECISS? YES X NO DUNNT IDENTIFICATION NUMBER INT SCHOOL YEAR DATES OF WORK FOR JROTC w/for new hink) Reject DD2767 Please specify the reason for rejecting the DD2	NEW ADDRE b. DISTRICT AK0005 10. UPCOM (You MUST co	IDENTRICATION OR A IDENTRICATION OR A ING EMPLOYMENT PER mythele a sequence sheet / haracters)	X NO REA NUMBER BIOD DATES OF WORK BIOD DATES OF WORK Control of the second second second X	e.) Oy e dates are is ent to the yr greater fructor	Contract Begin 9/22/2010 1	n Date 12:00:00 AM	Contract Le	ngth
ESCHOC     ESCHOC	DECISET TES X NO DELINET IDENTIFICATION NUMBER SHT SCHOOL YEAR DATES OF WORK FOR JROTC We for men linked Reject DD2767 Please specify the reason for rejecting the DD2	NEW ADDRE b. DISTRICT AK0005 10. UPCOM MOST co 700 MOST co	IDENTRICATION OR A IDENTRICATION OR A ING EMPLOYMENT PEE mythele a sequence sheet / haracters)	X NO REA NUMBER BIOD DATES OF WORK BIOD DATES OF WORK Control of any break in control date	e.) Cy. minimum e dates are is ent to the y or eater tructor ) (normally	Contract Contract Begin 9/22/2010 1	n Date 12:00:00 AM	Contract Le 10 Months	ngth
b. SCHOO     b. SCHOO     b. SCHORE     bloc readure     ded readure     ded readure     constraints	DECISES TEST X NO DLINITIDENTIFICATION NUMBER ENT SCHOOL YEAR DATES OF WORK FOR JROTC With Frame hims) Reject DD2767 Please specify the reason for rejecting the DD2	NEW ADDRE b. DISTRICT AK0005 10. UPCOM 10. UPCOM 10. UPCOM 10. UPCOM 10. A 10.	IDENTRICATION OR A IDENTRICATION OR A ING EMPLOYMENT PEE maphelie a sequence sheet /	X NO REA NUMBER BIOD DATES OF WORK BIOD DATES OF WORK Control of any break in control date	e.) Dy e dates are is ent to the or dreater tructor D (normally	Contract Contract Begin 9/22/2010 1	n Date 12:00:00 AM	Contract Le 10 Montha	ngth
<ul> <li>b. SCHOC</li> <li>c. TROM</li> <li>c. TRO</li></ul>	DLUNIT IDENTIFICATION NUMBER  ENT SCHOOL YEAR DATES OF WORK FOR JROTC  Reject DD22767  Please specify the reason for rejecting the DD2	NEW ADDRE b. DISTRICT AK0005 10. UPCOM Mov M037 co	ISS2 YES IDENTIFICATION OR A ING EMPLOYMENT PER mpteler a sequence about / haracters)	X NO REA NUMBER REA NUMBER RICD DATES OF WORK RICD DATES OF WORK X	e Jales are is e dates are is ento the y greater tructor 2 (normality 2 Area Code)	Contract Begin 9/22/2010 1	n Date	Contract Le	ngth
k.CHOC     b. SCHOC     b.SCHOC     b.SCHOC     f559     9. CURRE     //lot result     a.TROM     2012/0     NOTE: 3     required     subject     authority     schoolty     than Min     Reimbu     at the er     f1.SCHOC     a.TYPEL     George	DLUNIT IDENTIFICATION NUMBER  ENT SCHOOL YEAR DATES OF WORK FOR JROTC  Reject DD2767  Please specify the reason for rejecting the DD2	NEW ADDRE b. DISTRICT AKD005 10. UPCOM /You MUST co	ISS2 YES IDENTIFICATION OR A NG EMPLOYMENT PER mptelle a repende pheef /	X NO REA NUMBER REA NUMBER ROD DATES OF WORK REAL PARANT IN CONTRACT DATES X	e Jales are is e dates are is ento the x greater tructor 2 (normality • Ame Code)	Contract Begin 9/22/2010 1	n Date	Contract Le	ngth 1
b. SCHOO     b. SCHOO     b. SCHOO     b. SCHOO     f559     9. CURREN     //ide reault     //ide reault     //ide reault     //ide required     subject     authority     schoolig     than Min     Reimbu     at the er     f1. SCHOO     e. TYPEE     George     d. SCHU	DLUNIT IDENTIFICATION NUMBER  HT SCHOOL YEAR DATES OF WORK FOR JROTC  HT Green hingd  Reject DD2767  Please specify the reason for rejecting the DD2	NEW ADDRE b. DISTRICT AK0005 10. UPCOMM (Yee MUST co	IDENTIFICATION OR A IDENTIFICATION OR A NG EMPLOYMENT PER motifies a regularity attent for haracters)	REA NUMBER BOD DATES OF WORK BOD DATES OF WORK X X	e) Cy mminum e date are is ent to the y greater tructor ) (normally Area Code)	Contract Begin 9/22/2010 1	n Date	Contract Le	ngth i
B. SCHOC     B. SCHOC     B. SCHOC     SO	DRESS?     YES     X     NO	NEW ADDRE b. DISTRICT AK0005 10. UPCOM More M037 co	ISS2 YES IDENTIFICATION OR A ING EMPLOYMENT PER mptelle a separade sheet / haracters)	X NO REA NUMBER BIOD DATES OF WORK To any break in contract date X X X X X X X X X X X X X X X X X X X	e,) Cy is dates are is ent bite Marker bruckor D (normally Area Code)	Contract Contract Begin 9/22/2010 1	n Date	Contract Le 10 Months	ngth i
b. SCHOO     b. SCHOO     b. SCHOO     b. SCHOO     b. SCHOO     b. SCHOO     counter     file reaction     a. FROM     2012/0     NOTE: S     required     subject     authority     schoolig     than Min     Reimbu     at the er     11.SCHO     a. TYPEI     George     d. SIGNA     12.INSTE	ARCSS7 YES X NO DLIVINT IDENTIFICATION NUMBER ENT SCHOOL YEAR DATES OF WORK FOR JROTC With In marching Reject DD2267 Please specify the reason for rejecting the DD2 BISCTOR CERTIFICATION	NEW ADDRE b. DISTRICT AK0005 10. UPCOM M097 co	ISS2 YES IDENTIFICATION OR A ING EMPLOYMENT PER mptelle a separade sheet / haracters)	X NO REA NUMBER BIOD DATES OF WORK To any break in contract date X OK Cancel 2015/U4/25	e, j Cy e dates are is ent o the or greater buckor D (normally - Area Code)	Contract Contract Begin 9/22/2010 1	n Date	Contract Le 10 Months	ngth i
A. FROM     A	RECS7 TES X NO DLUNT IDENTIFICATION NUMBER ENT SCHOOL YEAR DATES OF WORK FOR JROTC W/ for mer lined Reject DD2267 Please specify the reason for rejecting the DD2 RecTOR CERTIFICATION at these been three to instruct at the above school for the inverter the above school for the inverter been struct to instruct at the above school for the instruct to instruct	NEW ADDRE b. DISTRICT AKDOD5 10. UPCOM /You MUST co 767 (max 500 cb	IDENTIFICATION OR A IDENTIFICATION OR A NG EMPLOYMENT PEE mylele a repearle sheet / haracters)	X NO REA NUMBER BIOD DATES OF WORK BIOD DATES OF WORK X X X X X X X X X X X X X X X X X X X	e,) cy is date are is ent bite fraction of the set	Contract Contract Begin 9/22/2010 1	n Date	Contract Le 10 Months	ngsh 1
B.SCHOC     B.SCHOC     B.SCHOC     SCHOC     SSG     SCHOC     SSG     SCHOC     SSG     SCHOC     S	RESS7 TES X NO DLUNT IDENTIFICATION NUMBER ENT SCHOOL YEAR DATES OF WORK FOR JROTC Wide remer hinks Reject DD2267 Please specify the reason for rejecting the DD2 Please specify the reason for rejecting the DD2 RUCTOR CERTIFICATION at These been hired to instruct at the above school for the in UCTOR SKMATURE	NEW ADDRE b. DISTRICT AK0005 10. UPCOM /You MUST co /You MUST co	IDENTIFICATION OR A IDENTIFICATION OR A NG EMPLOYMENT PEE mathefer a regrande abwel / haracters)	x         NO           REA NUMBER         BOD DATES OF WORK           BOD DATES OF WORK         X           Charles of the state data         X	e ) Cy mmimum e date are is ent to the y greater tructor ) (normally > Area Code) uters. Cy	Contract Begin 9/22/2010 1	n Date	Contract Le	ngth 1

6. Review. You can always review an Instructors submitted DD2767 by going to their Instructor Info page and selecting the DD2767 link in the left hand column.

- 7. DD2767 Information Report
  - a. A new record is added to the report when the Instructor submits their new DD2767. The previous record remains until the process is completed.

Example; Abrams, Kenneth has 2 records. The dates tell you if it is for the current school year or if it is the new DD2767 for next school year.

- b. The Status column of the report is updated throughout the process.
  - 1) Submitted The DD2767 has been submitted by the Instructor and is currently at Brigade.
  - 2) Validated The DD2767 has been validated by Brigade and is currently with the MPT at HQ JROTC.
  - 3) Verified The DD2767 has been verified by the MPT and is currently with the LPT at HQ JROTC.
  - 4) Completed The DD2767 process is complete. The previous record has been removed from the report.

#### Instructor's Input / Review page

Home	District	Instructor	School									
DD0767 Info Do	- net											
JD2707 1110 Re	роге	_					201					
MPT: ALL		Brigade	a: ALL	<ul> <li>State</li> </ul>	atus: ALL	- Search						
14 4 1 of 1	24	bi d	100%		Find   Next		<b>A</b>					
	24 1		100.0		This Press	~	aGa					
<b>i</b>												
Name 🗘	Zip 💲	Position \$	Grade :	Last Name 🕥	First Name 💲	SSN \$	Ret Pay ‡	# Months \$	Begin \$	End ‡	MPT \$	Status :
CENTRAL HS COMPLEX	31204	SAI	04	ABBOTT	CHARLES			12	7/1/2012	6/30/2013	Mabel Allen	Completed
WAYNE COUNTY HIGH SCHOOL	25570	SAI	E8	ABBOTT	JOHNNY			12	7/1/2012	6/30/2013	LINDSAY DALEY	Completed
B ELKIN HS	28621	AI	E7	ABRAMS	KENNETH			12	7/1/2012	6/30/2013	LINDSAY DALEY	Completed
ELKIN HS	28621	AI	E7	ABRAMS	KENNETH			0	7/1/2013	7/1/2014	Lindsay.Daley	Submitted
B COCOA HS	32926	AI	E8	ACEVEDO	FERNANDO			12	7/1/2012	6/30/2013	Mabel Allen	Completed
5 SIMON SANCHEZ HS	96929	AI	E7	ACHIVIDA	JOSEPH			12	7/1/2012	6/30/2013	Marisol Santiago	Completed
CLINT HS	79928	AI	E8	ACUNA	GERARDO			12	7/1/2012	6/30/2013	Sabrina Womack	Completed
L ST FRANCIS XAVIER HS	10011	AI	E7	ADAMS	ANTHONY			12	9/2/2012	9/2/2013	LINDSAY DALEY	Completed
ROSSVIEW HIGH SCHOOL	37043	AI	E8	ADAMS	TONYA			11	8/1/2012	6/30/2013	Marisol Santiago	Completed
BEN LOMOND HS	84404	SAI	05	ADAMS	JAMES			10	8/17/2012	6/14/2013	Sabrina Wornack	Completed
EARL WOOSTER HS	89502	AI	E7	ADAMS	JAMES			12	9/1/2012	8/31/2013	Marisol Santiago	Completed
5 WHITE HALL HS	71602	AI	E9	ADAMS	LARRY			12	7/1/2012	6/30/2013	Sabrina Wornack	Completed
The output of	thic au	In cont	aine De	arconally Ide	ntifiable Infor	mation ar	d chould b	e treated a	E For Off	icial IIca	Only	
The output of	uns qu	Cry conto	ans PC	I Solially Tue	Iunable Infor	nauon an	u snoulu D	e treateu a	S FOI OII		only.	
5 WHITE HALL HS	71602 this qu	AI Jery cont	E9 ains Pe	adams crsonally Ide	LARRY ntifiable Infor	mation an	ıd should b	e treated a	7/1/2012 s For Off	6/30/2013 icial Use	Sabrina Womack	Com

# **HQ JROTC Staff**

# 책 HQ user logs in to JCIMS

HQ JROTC staff receives a task upon Brigade validation and performs the following actions:

HQ Staff Verify and Complete or Reject a DD2767

- 1. Military Pay Technician (MPT).
  - a. Verify submitted signed DD2767.
    - 1) Compare Input/Review page with submitted signed DD2767.
    - 2) Verify contract dates.
    - 3) Calculate contract length and compare to current contract length.
    - 4) Verify work location. If OCONUS, verify number of dependents.
  - b. Select the "Verify" button.
    - 1) Creates a task for the Lead Pay Tech.
    - 2) Updates DD2767 Information Report.
  - c. Select the "Reject" button.
    - 1) Sends a rejection notification email to Brigade (Gmail) with rejection reason.
    - 2) Task is removed from HQ task list.
    - 3) Updates DD2767 Information Report.
    - 4) Hyperlink is re-added to brigade's Home Page.
  - 2. Lead Pay Tech.
    - a. Review submitted data and document.
    - b. Select the "Complete" button.
      - 1) Saves submitted data and the scanned signed DD2767.
      - 2) Updates DD2767 Information Report.
      - 3) Task is removed from HQ task list.
      - 4) Email notification to Brigade and Instructor of successful completion.
      - 5) Task is closed.
    - c. Select the "Reject" button.
      - 1) Task is created for MPT.
      - 2) Updates DD2767 Information Report.

- 3) MPT can re-verify or reject.
  - a) Re-verify, recreates a task for the Lead Pay Technician.
  - b) Reject, sends an email to Brigade with rejection reason.

NOTE: When HQ JROTC rejects a DD2767, it is sent back to Brigade. Brigade must also reject the DD2767 before it will be returned to the Instructor.

# **Document Change Request Classification**

**Control Information** 

Hard copies of this document are not subject to document control.

Position Title	Authority Name
JROTC Deputy Director	Leon McMullen
Cadet Support Program Director	Jackie Jenkins
Delivery Program Manager	Chad Green
JROTC DD2767 Process Owner	Loretta Owens

# Document History

RFC	RR	Version	Summary of Changes	Date