

-JUNIOR RESERVE OFFICER TRAINING CORPS-

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

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

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

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## **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



### Instructor Logs in to JCIMS

1. Open <https://jcims.usarmyjrotc.com> 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](mailto: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

ARMY  
JROTC

Welcome to US Army JROTC

Sign in to your account at  
US Army JROTC

Username:

Password:

Stay signed in

[Can't 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.

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*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

## 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

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Home Logout

**Before starting the DD2767, you must read the following instructions.**

1. Once you have completed the DD2767, Save and then Print.
2. Both you and the School Official must sign.
3. You will need to scan the signed DD2767 and save it as an electronic document. Preferably as a .PDF file.
4. Use the "Browse" and "Submit" buttons to upload and submit the scanned document for Validation.

You may click on the ? icon for more help on each section.

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# -JROTC CADET INFORMATION MANAGEMENT SYSTEM-

## DD2767 Help

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You may click on the icon for more help on each section.

JROTC INSTRUCTOR ANNUAL CERTIFICATION OF PAY AND DATA FORM

PRIVACY ACT STATEMENT

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(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.

<b>1. INSTRUCTOR NAME</b> <small>(Last, First Middle Initial)</small>	<b>2. SSN</b>	<b>3. SEX</b> <small>(X one)</small>	<b>4. STATUS</b> <small>(X one)</small>
CALLAHAN JAMES P	XXX-XX-XXXX	<input type="checkbox"/> FEMALE <input checked="" type="checkbox"/> MALE	<input type="checkbox"/> NEW <input checked="" type="checkbox"/> RETURN <input type="checkbox"/> RETIRE/ <input type="checkbox"/> RESIGN
<b>5. BRANCH OF SERVICE</b> <small>(Retired from)</small>			<b>6. RETIRED GRADE</b>
<input checked="" type="checkbox"/> ARMY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> NAVY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD			E9

Change school or district Change

<b>7a. NAME AND ADDRESS OF SCHOOL</b> <small>(Include Zip Code)</small>	<b>8a. NAME AND ADDRESS OF SCHOOL DISTRICT</b> <small>(Include Zip Code)</small>		
ANSON SENIOR HS 96 ANSON HIGH ROAD WADESBORO, NC 28170	ANSON CTY BD OF EDUC 320 CAMDEN RD WADESBORO, NC 28170		
NEW ADDRESS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	NEW ADDRESS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
<b>b. SCHOOL/UNIT IDENTIFICATION NUMBER</b>	<b>b. DISTRICT IDENTIFICATION OR AREA NUMBER</b>		
604	NC0001		
<b>9. CURRENT SCHOOL YEAR DATES OF WORK FOR JROTC</b> <small>(Not required for new hires)</small>		<b>10. UPCOMING EMPLOYMENT PERIOD DATES OF WORK</b> <small>(You MUST complete a separate sheet for any break in contract dates.)</small>	
<b>a. FROM</b> (YYYYMMDD)	<b>b. TO</b> (YYYYMMDD)	<b>a. BEGINNING</b> (YYYYMMDD)	<b>b. ENDING</b> (YYYYMMDD)
2013/08/19	2014/05/19	<input type="text"/>	<input type="text"/>

**NOTE:** Show the inclusive dates during which the individual will be performing DUTIES IN DIRECT SUPPORT OF JROTC, and for which the minimum required salary will be due. Include only the period of time during which the instructor will ACTUALLY be working in support of JROTC. These dates are subject to physical verification at any time by a representative from the applicable Military Service JROTC Headquarters. The Military Service is authorized to reimburse the school for one-half the Minimum Instructor Pay unless other arrangements have been approved. Reimbursement to the school/school district is only authorized for the period of time the instructor is covered by a valid contract, and is receiving a salary equal to or greater than Minimum Instructor Pay as computed by the Military Service. This form is to be submitted to the appropriate Military Service JROTC Instructor Reimbursement Office (JIRO) within 30 days of the instructor's employment termination, and on a yearly basis when requested by the JIRO (normally at the end of the school year). The school must immediately notify the appropriate JIRO of any changes to dates indicated above.

<b>11. SCHOOL OFFICIAL</b>		
<b>a. TYPED NAME</b> <small>(Last, First Middle Initial)</small>	<b>b. TITLE</b>	<b>c. TELEPHONE</b> <small>(Include Area Code)</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>d. SIGNATURE</b>		<b>e. DATE</b> (YYYY/MM/DD)
<input type="text"/>		<input type="text"/>
<b>12. INSTRUCTOR CERTIFICATION</b>		
I certify that I have been hired to instruct at the above school for the inclusive work period indicated and that the salary will be for JROTC duties.		
<b>a. INSTRUCTOR SIGNATURE</b>		<b>b. DATE</b> (YYYYMMDD)
<input type="text"/>		<input type="text"/>

Print Save

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Sections 1-6,9

These sections cannot be updated. Contact your brigade if information needs to be updated.

Contract Begin Date

Please enter the beginning date of next year's contract in the format YYYY/MM/DD.

Contract End Date

Please enter the ending date of next year's contract in the format YYYY/MM/DD.

School Official

Authorized school official's name, title and telephone number must be entered. They can be typed or handwritten.

Signature Date

Enter the signature date in the format YYYY/MM/DD. It can be typed or handwritten.

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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.

**Auto-populated DD2767 Data Fields**

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Home Logout

**Before starting the DD2767, you must read the following instructions.**

1. Once you have completed the DD2767, Save and then Print.
2. Both you and the School Official must sign.
3. You will need to scan the signed DD2767 and save it as an electronic document. Preferably as a .PDF file.
4. Use the "Browse" and "Submit" buttons to upload and submit the scanned document for Validation.

You may click on the icon for more help on each section.

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JROTC INSTRUCTOR ANNUAL CERTIFICATION OF PAY AND DATA FORM			
<b>PRIVACY ACT STATEMENT</b>			
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1. INSTRUCTOR NAME (Last, First Middle Initial) CALLAHAN JAMES P	2. SSM XXX-XX-XXXX	3. SEX (X one) <input type="checkbox"/> FEMALE <input checked="" type="checkbox"/> MALE	4. STATUS (X one) <input type="checkbox"/> NEW <input type="checkbox"/> RETIRE/ <input checked="" type="checkbox"/> RETURN <input type="checkbox"/> RESIGN
5. BRANCH OF SERVICE (Retired from) <input checked="" type="checkbox"/> ARMY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> NAVY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD		6. RETIRED GRADE E9	
Change school or district <span style="background-color: green; color: white; padding: 2px 5px;">Change</span>			
7a. NAME AND ADDRESS OF SCHOOL (Include Zip Code) ANSON SENIOR HS 96 ANSON HIGH ROAD WADESBORO, NC 28170		8a. NAME AND ADDRESS OF SCHOOL DISTRICT (Include Zip Code) ANSON CTY BD OF EDUC 320 CAMDEN RD WADESBORO, NC 28170	
NEW ADDRESS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		NEW ADDRESS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
b. SCHOOL/UNIT IDENTIFICATION NUMBER 604		b. DISTRICT IDENTIFICATION OR AREA NUMBER NC0001	
9. CURRENT SCHOOL YEAR DATES OF WORK FOR JROTC (Not required for new hires)		10. UPCOMING EMPLOYMENT PERIOD DATES OF WORK (You MUST complete a separate sheet for any break in contract dates.)	
a. FROM (YYYYMMDD) 2013/08/19	b. TO (YYYYMMDD) 2014/05/19	a. BEGINNING (YYYYMMDD)	b. ENDING (YYYYMMDD)

-JROTC CADET INFORMATION MANAGEMENT SYSTEM-

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 (YYYY/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.

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## Completing the DD2767

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Logout

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3. You will need to scan the signed DD2767 and save it as an electronic document. Preferably as a .PDF file.
4. Use the "Browse" and "Submit" buttons to upload and submit the scanned document for Validation.

You may click on the icon for more help on each section.

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<small>DISCLOSURE: Disclosure of this information is voluntary, however, failure to provide the requested information may impede or delay the reimbursement to the school.</small>			
<b>1. INSTRUCTOR NAME</b> <small>(Last, First Middle Initial)</small> CALLAHAN JAMES P	<b>2. SSN</b> XXX-XX-XXXX	<b>3. SEX</b> <small>(X one)</small> <input type="checkbox"/> FEMALE <input checked="" type="checkbox"/> MALE	<b>4. STATUS</b> <small>(X one)</small> <input type="checkbox"/> NEW <input type="checkbox"/> RETIRE/ <input checked="" type="checkbox"/> RETURN <input type="checkbox"/> RESIGN
<b>5. BRANCH OF SERVICE</b> <small>(Retired from)</small> <input checked="" type="checkbox"/> ARMY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> NAVY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD		<b>6. RETIRED GRADE</b> E9	
Change school or district <span style="background-color: #0056b3; color: white; padding: 2px 5px; border-radius: 3px;">Change</span>			
<b>7a. NAME AND ADDRESS OF SCHOOL</b> <small>(Include Zip Code)</small> ANSON SENIOR HS 96 ANSON HIGH ROAD WADESBORO, NC 28170  NEW ADDRESS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<b>8a. NAME AND ADDRESS OF SCHOOL DISTRICT</b> <small>(Include Zip Code)</small> ANSON CTY BD OF EDUC 320 CAMDEN RD WADESBORO, NC 28170  NEW ADDRESS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
<b>b. SCHOOL/UNIT IDENTIFICATION NUMBER</b> 604		<b>b. DISTRICT IDENTIFICATION OR AREA NUMBER</b> NC0001	
<b>9. CURRENT SCHOOL YEAR DATES OF WORK FOR JROTC</b> <small>(Not required for new hires)</small> a. FROM (YYYYMMDD) 2013/08/19		b. TO (YYYYMMDD) 2014/05/19	
<b>a. BEGINNING</b> (YYYYMMDD) <div style="border: 1px solid red; border-radius: 50%; width: 100px; height: 20px; margin: 5px auto;"></div>		<b>b. ENDING</b> (YYYYMMDD) <div style="border: 1px solid red; border-radius: 50%; width: 100px; height: 20px; margin: 5px auto;"></div>	
<small><b>NOTE:</b> Show the inclusive dates during which the individual will be performing DUTIES IN DIRECT SUPPORT OF JROTC, and for which the minimum required salary will be due. Include only the period of time during which the instructor will ACTUALLY be working in support of JROTC. These dates are subject to physical verification at any time by a representative from the applicable Military Service JROTC Headquarters. The Military Service is authorized to reimburse the school for one-half the Minimum Instructor Pay unless other arrangements have been approved. Reimbursement to the school/school district is only authorized for the period of time the instructor is covered by a valid contract, and is receiving a salary equal to or greater than Minimum Instructor Pay as computed by the Military Service. This form is to be submitted to the appropriate Military Service JROTC Instructor Reimbursement Office (JIRO) within 30 days of the instructor's employment, termination, and on a yearly basis when requested by the JIRO (normally at the end of the school year). The school must immediately notify the appropriate JIRO of any changes to dates indicated above.</small>			
<b>11. SCHOOL OFFICIAL</b>			
<b>a. TYPED NAME</b> <small>(Last, First Middle Initial)</small> <div style="border: 1px solid red; border-radius: 50%; width: 100%; height: 20px; margin: 5px 0;"></div>		<b>b. TITLE</b> <div style="border: 1px solid red; border-radius: 50%; width: 100%; height: 20px; margin: 5px 0;"></div>	
<b>d. SIGNATURE</b>		<b>c. TELEPHONE</b> <small>(Include Area Code)</small> <div style="border: 1px solid red; border-radius: 50%; width: 100%; height: 20px; margin: 5px 0;"></div>	
<b>e. DATE</b> (YYYYMMDD) <div style="border: 1px solid red; border-radius: 50%; width: 100%; height: 20px; margin: 5px 0;"></div>			
<b>12. INSTRUCTOR CERTIFICATION</b> <small>I certify that I have been hired to instruct at the above school for the inclusive work period indicated and that the salary will be for JROTC duties.</small>			
<b>a. INSTRUCTOR SIGNATURE</b>		<b>b. DATE</b> (YYYYMMDD) <div style="border: 1px solid red; border-radius: 50%; width: 100%; height: 20px; margin: 5px 0;"></div>	
<span>Print</span> <span style="background-color: #0056b3; color: white; padding: 2px 5px; border-radius: 3px;">Save</span>			

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-JROTC CADET INFORMATION MANAGEMENT SYSTEM-

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:
    - 1) 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.

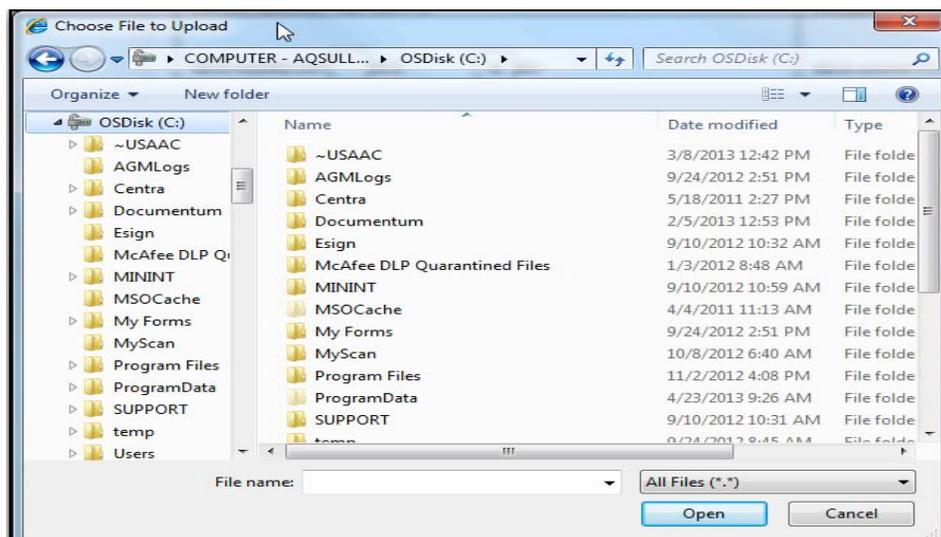
### Print, Browse, Submit

<b>NOTE:</b> Show the inclusive dates during which the individual will be performing DUTIES IN DIRECT SUPPORT OF JROTC, and for which the minimum required salary will be due. Include only the period of time during which the instructor will ACTUALLY be working in support of JROTC. These dates are subject to physical verification at any time by a representative from the applicable Military Service JROTC Headquarters. The Military Service is authorized to reimburse the school for one-half the Minimum Instructor Pay unless other arrangements have been approved. Reimbursement to the school/school district is only authorized for the period of time the instructor is covered by a valid contract, and is receiving a salary equal to or greater than Minimum Instructor Pay as computed by the Military Service. This form is to be submitted to the appropriate Military Service JROTC Instructor Reimbursement Office (JIRO) within 30 days of the instructor's employment, termination, and on a yearly basis when requested by the JIRO (normally at the end of the school year). The school must immediately notify the appropriate JIRO of any changes to dates indicated above.		
<b>11. SCHOOL OFFICIAL</b>		
a. TYPED NAME <i>(Last, First Middle Initial)</i> ?	b. TITLE ?	c. TELEPHONE <i>(Include Area Code)</i> ?
<input type="text" value="George Jones"/>	<input type="text" value="Principal"/>	<input type="text" value="502-323-1222"/>
d. SIGNATURE		e. DATE <i>(YYYY/MM/DD)</i> ?
		<input type="text" value="2013/04/26"/>
<b>12. INSTRUCTOR CERTIFICATION</b>		
I certify that I have been hired to instruct at the above school for the inclusive work period indicated and that the salary will be for JROTC duties.		
a. INSTRUCTOR SIGNATURE	b. DATE <i>(YYYY/MM/DD)</i> ?	
	<input type="text"/>	
		<input type="button" value="Print"/> <input type="button" value="Save"/>
		File: <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Submit"/>
<a href="#">Back</a>		File size is limited to 4 MB

## -JROTC CADET INFORMATION MANAGEMENT SYSTEM-

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 DD2767. 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



-JROTC CADET INFORMATION MANAGEMENT SYSTEM-

- 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).
    - 1) 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**



- 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.
  - 2) 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.

## -JROTC CADET INFORMATION MANAGEMENT SYSTEM-

- 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

DD2767 Certification \*

APPLIES TO OVERSEAS LOCATIONS, ALASKA AND HAWAII ONLY

How many dependents reside with you? (Do not list yourself as a Dependent) 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

The screenshot shows the 'Instructor Info Page' for James Doll. At the top, a green banner with a checkmark states 'DD2767 has been submitted.' The page is divided into several sections: 'Instructor Menu' with a 'View Submitted DD2767' link circled in red; 'Position Info' showing 'Working Cost Shared' status and 'Current School' as 'NOME BELTZ JR SR HS - 1559'; 'Military' information including grade 'O3' and rank 'CPT'; 'State Preferences' for AK, TN, and HI; and 'Entitlements' with a date of 4/26/2013 2:18:28 PM. The top navigation bar includes 'Home' and 'Logout' links.

- 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

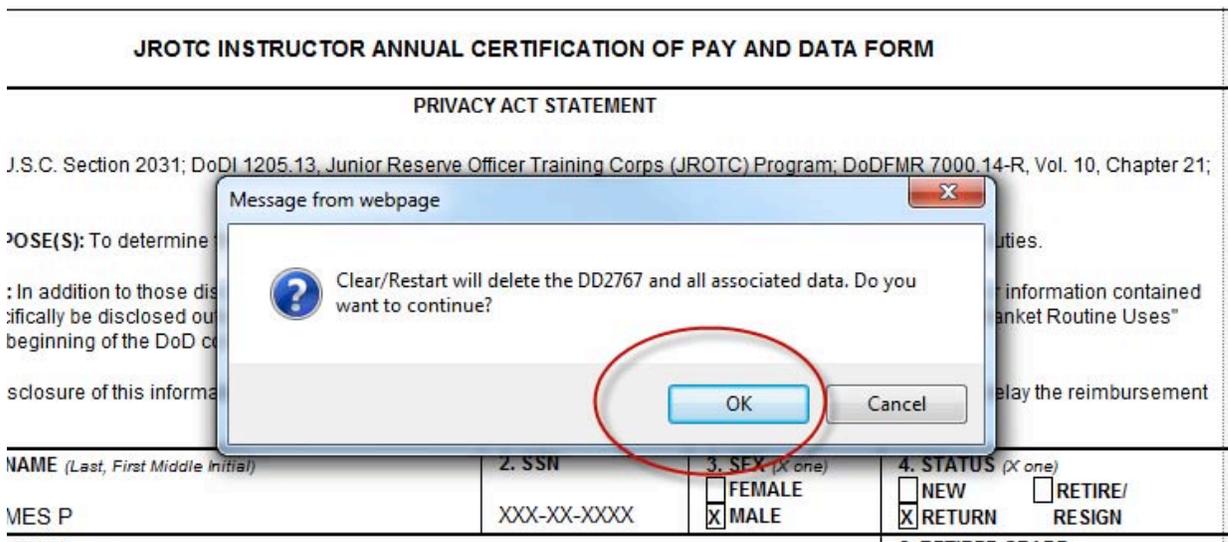
The screenshot shows the 'JROTC INSTRUCTOR ANNUAL CERTIFICATION OF PAY AND DATA FORM' page. It includes a 'Back' link and a 'Clear / Restart' button circled in red. Below the button are two links: 'View Submitted Document' and 'View Certification Info', both also circled in red. The page contains a 'PRIVACY ACT STATEMENT' with text regarding the authority and purpose of the form. The top navigation bar includes 'Home' and 'Logout' links.

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, WILL clear all data and submitted documents 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**

- Documents
- Update DD2767**

**Instructor Info Page**

**DD2767 Rejected: Dates are incorrect..**

**Position Info**

**Working**  
Cost Shared  
Status: Certified  
Position: AI

**Current School:**  
NOME BELTZ JR. SR. HS - 1559

**Training History**  
No Training Found

**Personal Information:**

Name:	JAMES DOLL
SSN:	411-11-1111
Gender Code:	M
Birth Date:	09/12/1954
Marital Status:	Married
Ethnicity:	Other
Degree Type:	Master of Education
Certified:	10/20/2009
Status:	Certified 10/20/2009

**Military**

Grade:	O3
Rank:	CPT
Retired Date:	05/01/1999
Retired Pay Amount:	\$1,074.97
PEBD:	10/01/1975
Duty Type:	Active Guard Reserves

**State Preferences**

- Make the corrections indicated in the rejection email.
- Click Save to save the changes to the document.
- Print, sign, scan, and save the new document.
- Upload the new signed DD2767 by selecting the “Browse” button.
- Click Submit to re-submit the data and document.
- CONUS instructors must re-certify their Certification Document.
- 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.**

- To change school, perform the following:
  - Go to the DD2767 Input/Review page.
  - Click the “Change.” Button. Located in the form, near the center of the page.

-JROTC CADET INFORMATION MANAGEMENT SYSTEM-

- 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**

**Changing School Or District** x

Enter state, city and state or zip code to locate your new school or district.

City  State  Or Zip Code

	District Name	District ID	Street Address	City	State	Zip Code	
<input checked="" type="radio"/>	BOARD OF EDUCATION AND ADMIN OFFICES	IL0007	1701 CHARLESTON AVE	MATTOON	IL	61938	Hide Schools
	School Name	School ID	Street Address	City	State	Zip Code	Type
<input type="radio"/>	MATTOON SENIOR HS	1009	2521 WALNUT AVENUE	MATTOON	IL	61938	S
<input type="radio"/>	CAHOKIA UNIT SCHOOL DIST 187	IL0001	1700 JEROME LN	EAST SAINT LOUIS	IL	62206	View Schools
<input type="radio"/>	CHICAGO PUBLIC SCHOOL SYSTEM	IL0002	125 S CLARK STREET 13TH FLOOR	CHICAGO	IL	60603	View Schools
<input type="radio"/>	DANVILLE CCSD 118	IL0011	516 NORTH JACKSON ST	DANVILLE	IL	61832	View Schools
<input type="radio"/>	EAST RICHLAND COM SCH 1	IL0003	1100 EAST LAUREL STR	OLNEY	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.)

-JROTC CADET INFORMATION MANAGEMENT SYSTEM-

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.)

### Change District Selection

Changing School Or District

Enter state, city and state or zip code to locate your new school or district.

City:  State: ILLINOIS Or Zip Code:

	District Name	District ID	Street Address	City	State	Zip Code	
<input type="radio"/>	BOARD OF EDUCATION AND ADMIN OFFICES	IL0007	1701 CHARLESTON AVE	MATTOON	IL	61938	<a href="#">View Schools</a>
<input type="radio"/>	CAHOKIA UNIT SCHOOL DIST 187	IL0001	1700 JEROME LN	EAST SAINT LOUIS	IL	62206	<a href="#">View Schools</a>
<input type="radio"/>	CHICAGO PUBLIC SCHOOL SYSTEM	IL0002	125 S CLARK STREET 13TH FLOOR	CHICAGO	IL	60603	<a href="#">View Schools</a>
<input checked="" type="radio"/>	DANVILLE CCSD 118	IL0011	516 NORTH JACKSON ST	DANVILLE	IL	61832	<a href="#">View Schools</a>
<input type="radio"/>	EAST RICHLAND COM SCH 1	IL0003	1100 EAST LAUREL STR	OLNEY	IL	62450	<a href="#">View Schools</a>
<input type="radio"/>	JOLIET TOWNSHIP HS DISTRICT 204	IL0004	201 EAST JEFFERSON ST	JOLIET	IL	60432	<a href="#">View Schools</a>
<input type="radio"/>	MARMION ACADEMY	IL0005	1000 BUTTERFIELD RD	AURORA	IL	60504	<a href="#">View Schools</a>
<input type="radio"/>	PEKIN COMM HS	IL0008	320 STADIUM DR	PEKIN	IL	61554	<a href="#">View Schools</a>

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.

-JROTC CADET INFORMATION MANAGEMENT SYSTEM-

- 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



### Brigade User Logs in to JCIMS



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

Home | District | Instructor | School | Training | Logout

Welcome to JCIMS Search Page

Please enter search criteria

Search (includes partial word Search)

Search For:  School  District  Instructor

Search By:  School Name  ID  District  Brigade  State  Status

The following instructors have submitted their DD2767 for validation:

Submitted DD2767

SGM CALLAHAN, JAMES

-JROTC CADET INFORMATION MANAGEMENT SYSTEM-

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**

District | Instructor | School | Training
Logout

Back

**JROTC INSTRUCTOR ANNUAL CERTIFICATION OF PAY AND DATA FORM**

**PRIVACY ACT STATEMENT**

**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(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) CALLAHAN JAMES P	2. SSN XXX-XX-XXXX	3. SEX (X one) <input type="checkbox"/> FEMALE <input checked="" type="checkbox"/> MALE	4. STATUS (X one) <input type="checkbox"/> NEW <input checked="" type="checkbox"/> RETURN <input type="checkbox"/> RETIRE/ RESIGN
5. BRANCH OF SERVICE (Retired from) <input checked="" type="checkbox"/> ARMY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> NAVY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD		6. RETIRED GRADE E9	

7a. NAME AND ADDRESS OF SCHOOL (Include Zip Code) ANSON SENIOR HS 96 ANSON HIGH ROAD WADESBORO, NC 28170	8a. NAME AND ADDRESS OF SCHOOL DISTRICT (Include Zip Code) ANSON CTY BD OF EDUC 320 CAMDEN RD WADESBORO, NC 28170
NEW ADDRESS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	NEW ADDRESS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

b. SCHOOL/UNIT IDENTIFICATION NUMBER 604	b. DISTRICT IDENTIFICATION OR AREA NUMBER NC0001
---	---

9. CURRENT SCHOOL YEAR DATES OF WORK FOR JROTC (Not required for new hires)		10. UPCOMING EMPLOYMENT PERIOD DATES OF WORK (You MUST complete a separate sheet for any break in contract dates.)	
a. FROM (YYYYMMDD) 2013/07/01	b. TO (YYYYMMDD) 2014/06/30	a. BEGINNING (YYYYMMDD) 2013/08/19	b. ENDING (YYYYMMDD) 2014/05/19

NOTE: Show the inclusive dates during which the individual will be performing DUTIES IN DIRECT SUPPORT OF JROTC, and for which the minimum required salary will be due. Include only the period of time during which the instructor will ACTUALLY be working in support of JROTC. These dates are subject to physical verification at any time by a representative from the applicable Military Service JROTC Headquarters. The Military Service is authorized to reimburse the school for one-half the Minimum Instructor Pay unless other arrangements have been approved. Reimbursement to the school/school district is only authorized for the period of time the instructor is covered by a valid contract, and is receiving a salary equal to or greater than Minimum Instructor Pay as computed by the Military Service. This form is to be submitted to the appropriate Military Service JROTC Instructor Reimbursement Office (JIRO) within 30 days of the instructor’s employment, termination, and on a yearly basis when requested by the JIRO (normally at the end of the school year). The school must immediately notify the appropriate JIRO of any changes to dates indicated above.

11. SCHOOL OFFICIAL		
a. TYPED NAME (Last, First Middle Initial) George O. Jungle	b. TITLE Principal	c. TELEPHONE (Include Area Code) 502-325-1299
d. SIGNATURE		e. DATE (YYYYMMDD) 2013/04/16

12. INSTRUCTOR CERTIFICATION I certify that I have been hired to instruct at the above school for the inclusive work period indicated and that the salary will be for JROTC duties.	
a. INSTRUCTOR SIGNATURE	b. DATE (YYYYMMDD) 2013/04/16

Validate
Reject

Back

[View Submitted Document](#)  
[View Certification Info](#)

**Instructor History**

Initiated By	Date	Action
james.callahan	4/16/2013 10:21:55 AM	Submitted
james.callahan	4/16/2013 11:19:16 AM	Submitted

**Brigade History**

Initiated By	Date	Decision	Reason
mark.pratt	4/16/2013 10:53:37 AM	Rejected	The ins

**Headquarters History**

No History Found

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.

**-JROTC CADET INFORMATION MANAGEMENT SYSTEM-**

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.
  - b. 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 re-validate or reject the DD2767. Brigade must reject the DD2767 before it will be returned to the Instructor.**

The screenshot shows the 'JROTC INSTRUCTOR ANNUAL CERTIFICATION OF PAY AND DATA FORM' with a 'Reject DD2767' pop-up window. The pop-up window contains a text area for the rejection reason and 'OK' and 'Cancel' buttons. The 'Validate' and 'Reject' buttons at the bottom right of the form are circled in red.

**JROTC INSTRUCTOR ANNUAL CERTIFICATION OF PAY AND DATA FORM**

**PRIVACY ACT STATEMENT**

**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.

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**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) DOLL, JAMES O

2. SSN XXX-XX-XXXX

3. SEX (X one)  FEMALE  MALE

4. STATUS (X one)  NEW  RETIRE/RESIGN  RETURN

5. BRANCH OF SERVICE (Retired from)  ARMY  AIR FORCE  NAVY  MARINE CORPS  COAST GUARD

6. RETIRED GRADE O3

7a. NAME AND ADDRESS OF SCHOOL (Include Zip Code) NOME BELTZ JR. SR HS, 315 NOME TELLER HWY PO BOX 131, NOME, AK 99762

7b. NAME AND ADDRESS OF SCHOOL DISTRICT (Include Zip Code) NOME PUBLIC SCHOOLS, PO BOX 131, NOME, AK 99762

NEW ADDRESS?  YES  NO

NEW ADDRESS?  YES  NO

8. SCHOOL UNIT IDENTIFICATION NUMBER 1559

8. DISTRICT IDENTIFICATION OR AREA NUMBER AK0005

9. CURRENT SCHOOL YEAR DATES OF WORK FOR JROTC (Not required for new hires)

10. UPCOMING EMPLOYMENT PERIOD DATES OF WORK (You MUST complete a separate sheet for any break in contract dates.)

11. FROM 2012/0

11. TO 2013/04/26

12. INSTRUCTOR CERTIFICATION I certify that I have been hired to instruct at the above school for the inclusive work period indicated and that the salary will be for JROTC duties.

a. INSTRUCTOR SIGNATURE George

b. DATE (YYYYMMDD) 2013/04/26

Buttons: **Validate** **Reject**

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.

-JROTC CADET INFORMATION MANAGEMENT SYSTEM-

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**

**DD2767 Info Report**

MPT:  Brigade:  Status:

1 of 124 100% Find | Next

Name	Zip	Position	Grade	Last Name	First Name	SSN	Ret Pay	# Months	Begin	End	MPT	Status
0 CENTRAL HS COMPLEX	31204	SAI	O4	ABBOTT	CHARLES			12	7/1/2012	6/30/2013	Mabel Allen	Completed
6 WAYNE COUNTY HIGH SCHOOL	25570	SAI	E8	ABBOTT	JOHNNY			12	7/1/2012	6/30/2013	LINDSAY DALEY	Completed
3 ELKIN HS	28621	AI	E7	ABRAMS	KENNETH			12	7/1/2012	6/30/2013	LINDSAY DALEY	Completed
3 ELKIN HS	28621	AI	E7	ABRAMS	KENNETH			0	7/1/2013	7/1/2014	Lindsay.Daley	Submitted
8 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
1 CLINT HS	79928	AI	E8	ACUNA	GERARDO			12	7/1/2012	6/30/2013	Sabrina Womack	Completed
1 ST FRANCIS XAVIER HS	10011	AI	E7	ADAMS	ANTHONY			12	9/2/2012	9/2/2013	LINDSAY DALEY	Completed
4 ROSSVIEW HIGH SCHOOL	37043	AI	E8	ADAMS	TONYA			11	8/1/2012	6/30/2013	Marisol Santiago	Completed
2 BEN LOMOND HS	84404	SAI	O5	ADAMS	JAMES			10	8/17/2012	6/14/2013	Sabrina Womack	Completed
9 EARL WOOSTER HS	89502	AI	E7	ADAMS	JAMES			12	9/1/2012	8/31/2013	Marisol Santiago	Completed
6 WHITE HALL HS	71602	AI	E9	ADAMS	LARRY			12	7/1/2012	6/30/2013	Sabrina Womack	Completed

The output of this query contains Personally Identifiable Information and should be treated as For Official Use Only.

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## HQ JROTC Staff



### 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.

-JROTC CADET INFORMATION MANAGEMENT SYSTEM-

- 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.

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

### Document History

<b>RFC</b>	<b>RR</b>	<b>Version</b>	<b>Summary of Changes</b>	<b>Date</b>