31 March 2023

Electronic Based Distributed Learning (EBDL)

Overview

Introduction

This guide provides the procedures for entering, removing, and verifying Reserve members' Electronic Based Distributed Learning (EBDL) courses (previously known as correspondence courses) authorized by COMDT (CG-R55) in Direct Access (DA).

References

(a) Reserve Policy Manual, COMDTINST M1000.28 (series)
(b) ALCOAST 556/09: Reserve Retirement Points Awarded for the Completion of Non-Coast Guard Correspondence Courses
(c) Reserve Component (RC) Use of Electronic-based Distributed Learning (EBDL) Methods for Training, COMDTINST 1500.7

Background

Per references (a) and (c), Reserve members may earn retirement points for satisfactory completion of correspondence courses that have been evaluated for retirement point credit by Commandant (CG-R55), or Commanding Officer, USCG Education and Training Quota Management Command (ETQC).

The Office of Reserve Affairs, Plans and Policy division, CG-R55, has approved a list of Non-Coast Guard courses and determined the appropriate compensation for each course. Compensation shall be in the form of Reserve Retirement Points.

The list of approved courses may be found at: https://www.reserve.uscg.mil/Resources/Electronic-Based-Distributed-Learning-EBDL-/.

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Entering Electronic Based Distributed Learning (EBDL) Courses

Introduction

This section provides the procedures for entering a Reserve member's EBDL courses (previously known as correspondence courses) in DA.

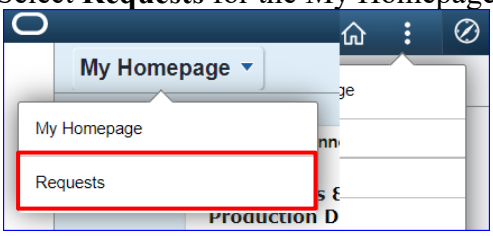
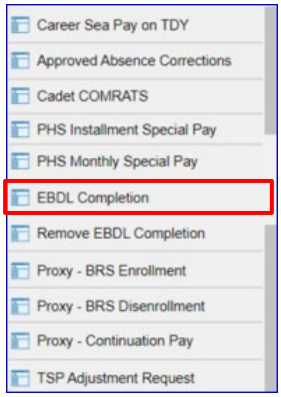
Before You Begin

Only EBDL courses completed on or after 25 September 2009 and are **authorized** by COMDT (CG-R55) for points and/or pay are to be entered into DA. Users must have the CGHRS role to enter courses in DA.

The current approved EBDL courses authorized by the Office of Reserve Affairs are posted on the COMDT (CG-R55) web page. SPO's shall review the courses authorized prior to entering any completion for points and/or pay in DA.

Procedures

See below.

Step	Action
1	Select **Requests** for the My Homepage drop-down. 
2	After selecting Requests from the My Homepage drop-down, click the **Payroll Requests** tile.
3	Select the **EBDL Completion** option. 

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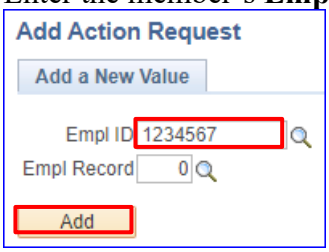
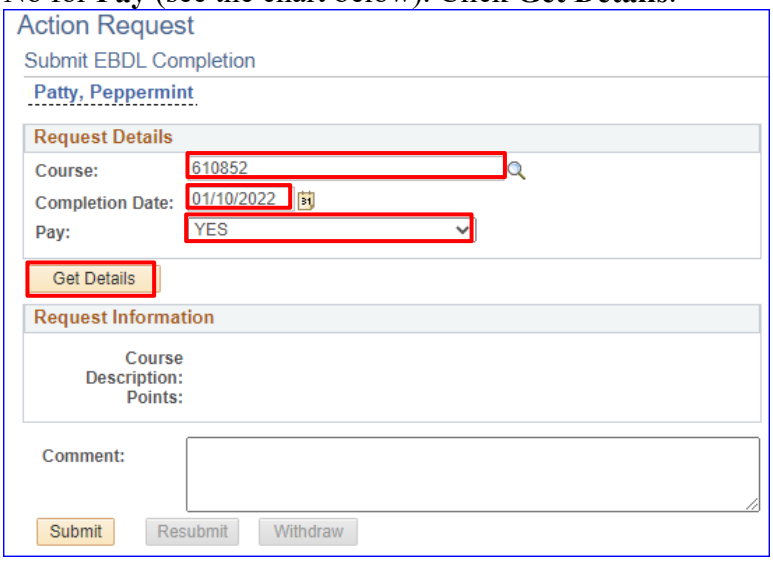
Entering Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures, continued

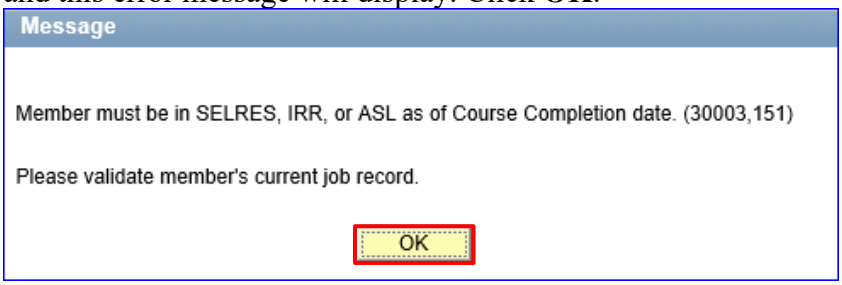
Step	Action
4	Enter the member's **Empl ID** and click **Add**. 
5	The Submit EBDL Completion page will display. Using the lookup, locate the appropriate **Course** code. Enter the **Completion Date** from the course completion certificate or notification letter. Using the drop-down, select Yes or No for **Pay** (see the chart below). Click **Get Details**. 

If	Then
EBDL course for Points Only	**NO** (most EDBL courses are for Points Only)
EBDL course for Pay and Points	**YES;** Ensure the following: • The course is approved for pay, • The completion certificate has been provided, and • A Command memorandum for the mandated course has been received.

Continued on next page

Entering Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures, continued

Step	Action
6	The Request Information section will populate based on the criteria entered in Step 3. Verify this information matches the course completion certificate or notification letter. Enter reference information used for validating the course completion in the **Comment** block. When finished, click **Submit**.
7	The Reserve member must be in SELRES, IRR, or ASL as of the course completion date. If the member was on Active Duty orders at the time of the course completion, they may not receive points/pay for completing the course and this error message will display. Click **OK**. 

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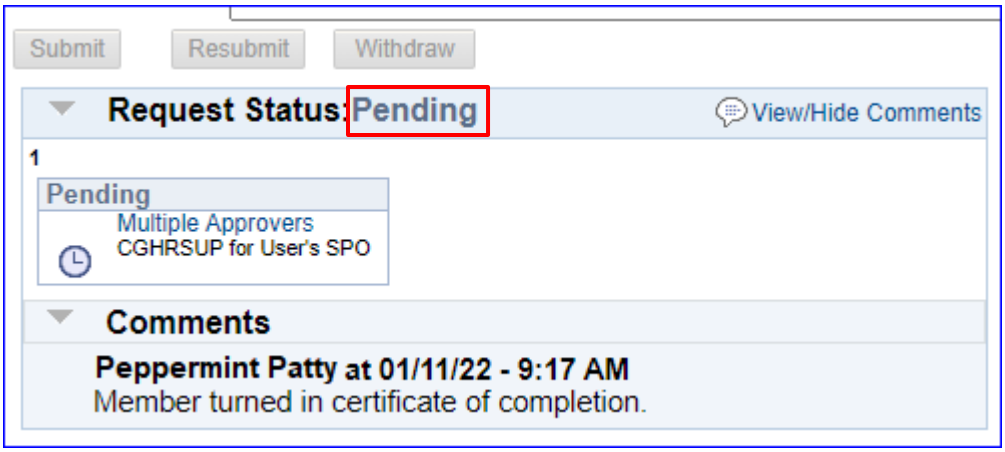
Entering Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures, continued

Step	Action
8	Once the EBDL completion has been submitted, the action request status will update to **Pending** and be forwarded to the SPO tree for approval. 

Removing Electronic Based Distributed Learning (EBDL) Courses

Introduction

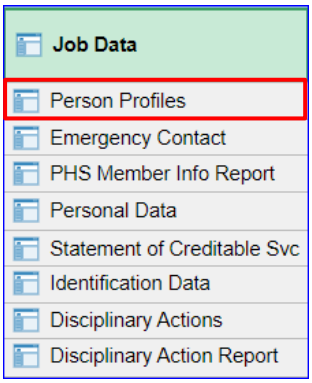
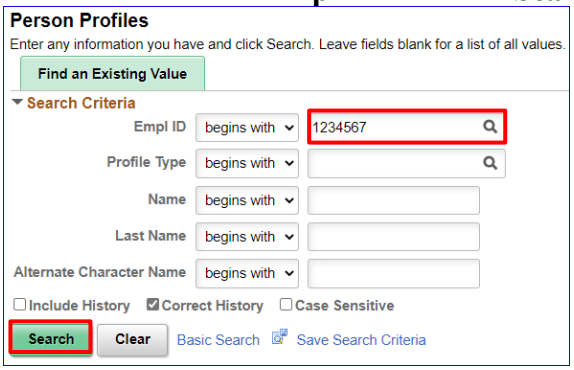
This section provides the procedures for removing Reserve members' EBDL courses (previously known as correspondence courses) in DA.

Before You Begin

Verify the course to be removed is recorded in the member's Person Profile. The **Remove EBDL Completion** function will only delete courses that are already posted to the Courses and Training section of a member's Person Profile page in DA.

Procedures

See below.

Step	Action
1	To verify the EBDL course to be deleted is recorded in the member's Person Profile, click on the **Core HR** Tile
1.5	Select the **Person Profiles** option. 
2	Enter the member's **Empl ID** and click **Search**. 

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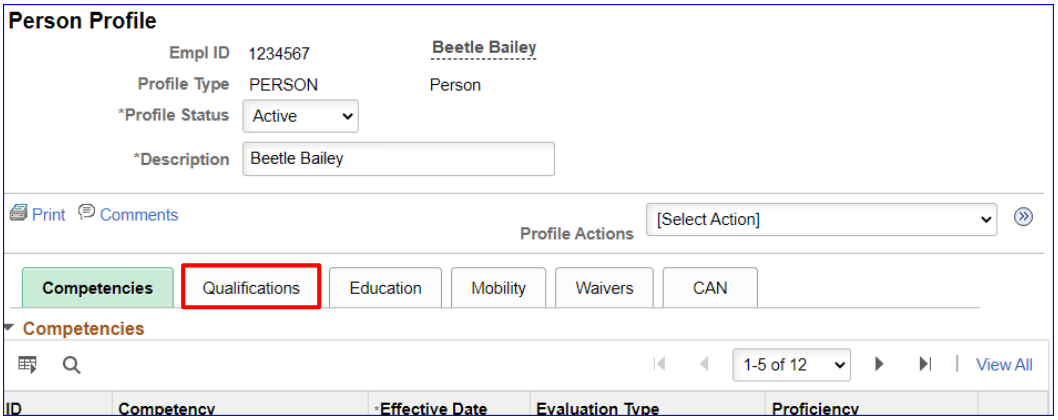
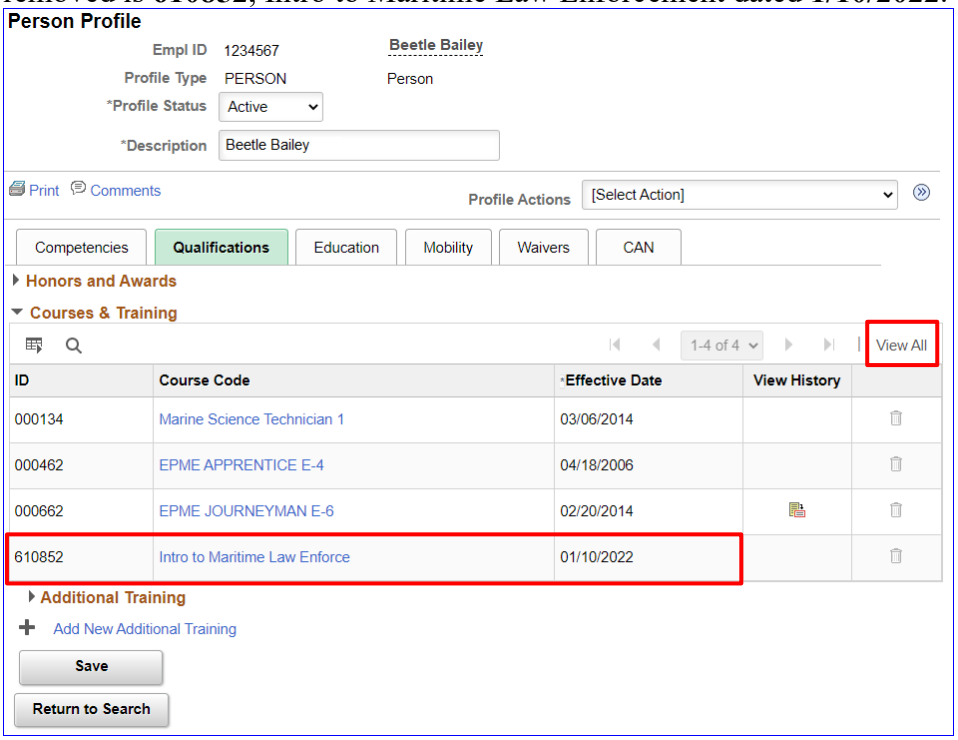
Removing Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures, continued

Step	Action
3	The member's profile will be displayed. Select the **Qualifications** tab. 
4	Depending on the number of entries the member has, you may have to scroll down the page to find Courses & Training. Click **View All** to see the entire list of courses and training. Locate the course to be removed – **make a note of the course ID number and effective date**. For this example, the course to be removed is **610852**, Intro to Maritime Law Enforcement dated **1/10/2022**. 

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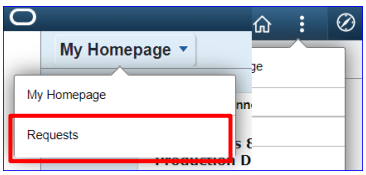
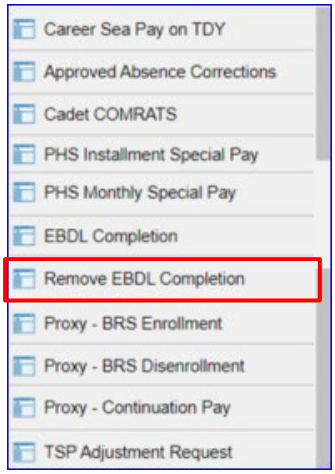
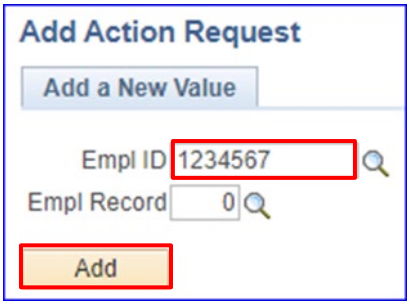
Removing Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures, continued

Step	Action
5	Return to the My Homepage drop-down and select **Requests.** Requests tab. Select **Remove EBDL Completion** from the Payroll Requests pagelet. for the. 
6	Click the Payroll Requests tile.
7	Select the **Remove EBDL Completion** option. 
8	Enter the member's **Empl ID** and click **Add**. 

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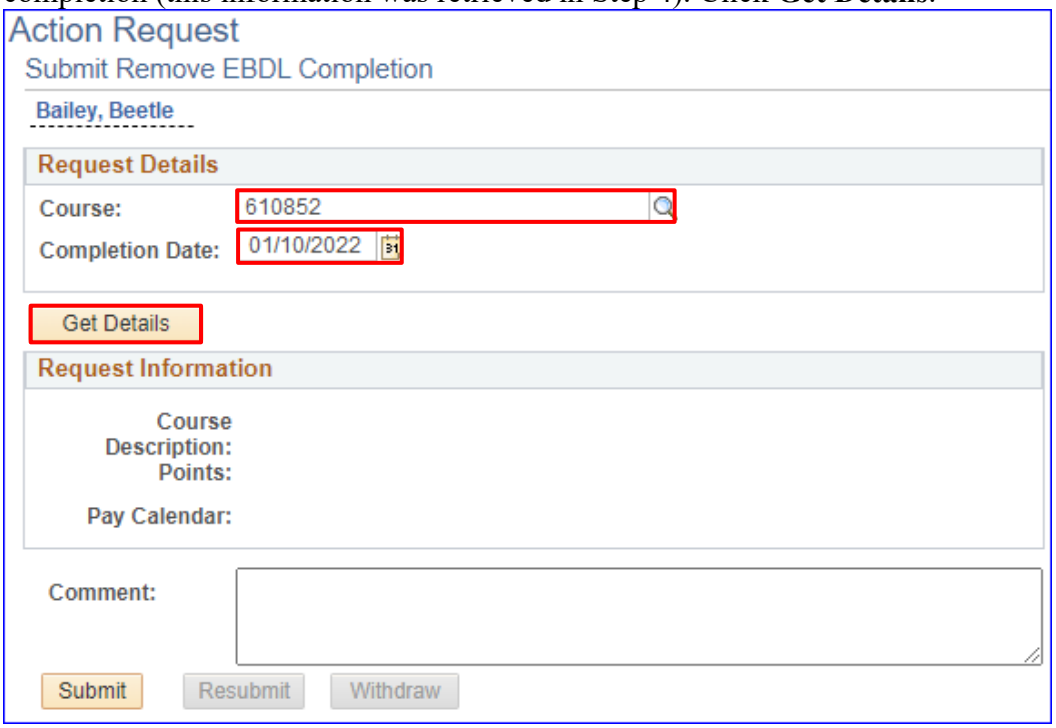
Removing Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures, continued

Step	Action
7	The Submit Remove EBDL Completion page will display. Enter the **Course** ID number to be removed. Enter the **Completion Date** of the original course completion (this information was retrieved in Step 4). Click **Get Details**.



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Removing Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures, continued

Step	Action
8	The **Request Information** section will populate with the course information. Enter the reason for the course removal in the **Comment** block. Click **Submit**.

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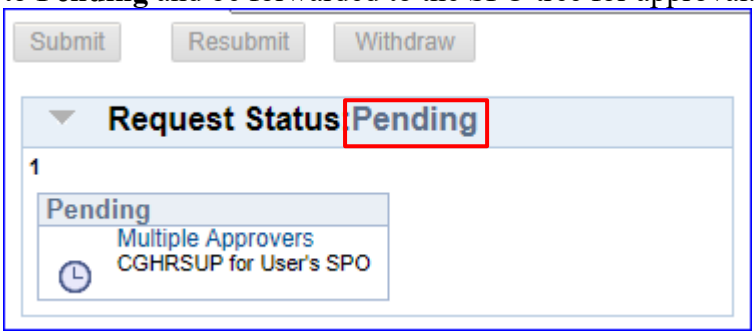
Removing Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures, continued

Step	Action
9	Once the EBDL removal has been submitted, the action request status will update to **Pending** and be forwarded to the SPO tree for approval. 

Verify the Processing of Electronic Based Distributed Learning (EBDL) Courses

Introduction

This section provides the procedures for verifying the processing of Reserve members' EBDL courses (also known as correspondence courses) in DA.

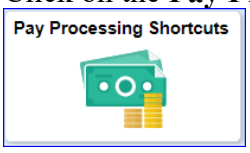
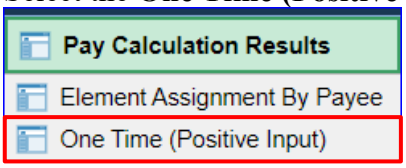
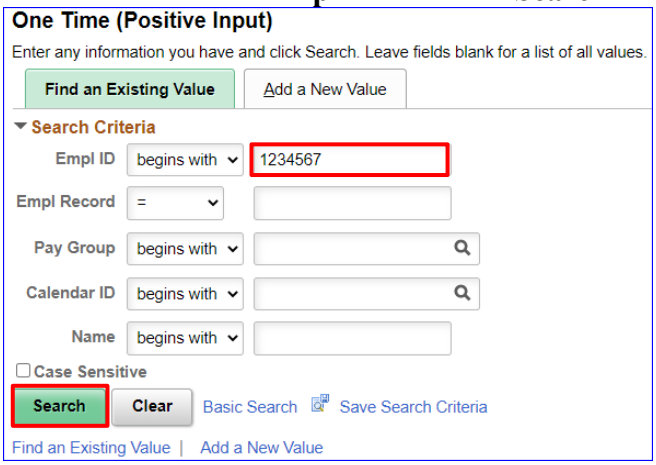
Information

After the EBDL has been approved by the Payment Authorizing Official (PAO), SPOs should verify the correct number of course points were credited and that payment processed (if applicable) accurately. This is a two stage process requiring review of both the **One Time (Positive Input)** and **Pay Calculations Results** for the EBDL.

EBDL Courses for Points and Pay are processed as an IDT Drill and paid as a One Time Positive Input (OTPI) in DA.

Procedures

See below.

Step	Action
1	Click on the **Pay Processing Shortcuts** tile. 
1.5	Select the **One Time (Positive Input)** option. 
2	Enter the member's **Empl ID** and click **Search**. 

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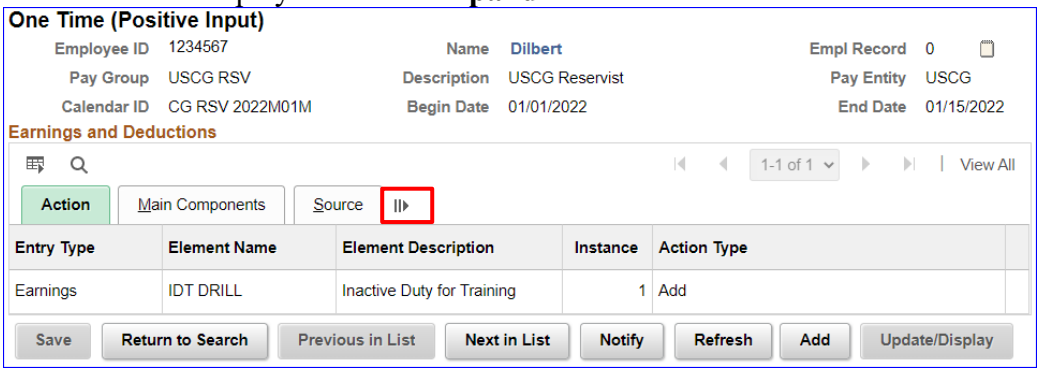
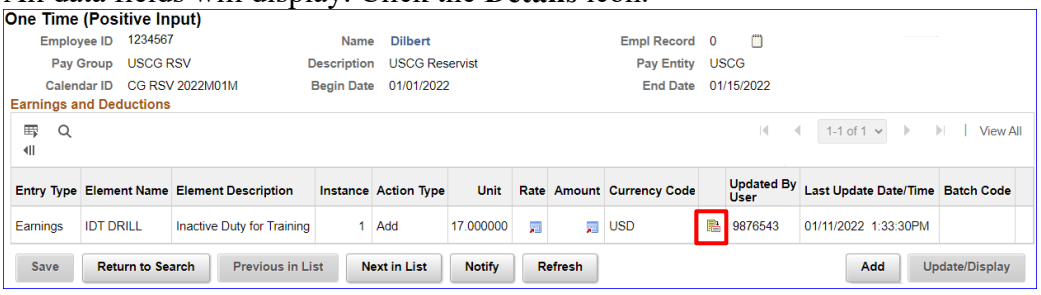
Verify the Processing of Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures, continued

Step	Action
3	Select the **Calendar ID** in which the EBDL was processed. In this example, the EBDL was processed on the January 2022 mid-month calendar. Search Results View All 1-81 of 81 Empl ID | Empl Record | Pay Group | Calendar ID | Name 1234567 0 USCG RSV CG RSV 2022M01M Dilbert 1234567 0 USCG RSV CG RSV 2021M12M Dilbert 1234567 0 USCG RSV CG RSV 2021M11M Dilbert 1234567 0 USCG RSV CG RSV 2021M11E Dilbert 1234567 0 USCG RSV CG RSV 2021M10E Dilbert 1234567 0 USCG RSV CG RSV 2021M09M Dilbert
4	The OTPI will display. Click the **Expand All** icon.  One Time (Positive Input) Employee ID 1234567 Name Dilbert Empl Record 0 Pay Group USCG RSV Description USCG Reservist Pay Entity USCG Calendar ID CG RSV 2022M01M Begin Date 01/01/2022 End Date 01/15/2022 Earnings and Deductions 1-1 of 1 View All Action Main Components Source Entry Type | Element Name | Element Description | Instance | Action Type Earnings IDT DRILL Inactive Duty for Training 1 Add Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display
5	All data fields will display. Click the **Details** icon.  One Time (Positive Input) Employee ID 1234567 Name Dilbert Empl Record 0 Pay Group USCG RSV Description USCG Reservist Pay Entity USCG Calendar ID CG RSV 2022M01M Begin Date 01/01/2022 End Date 01/15/2022 Earnings and Deductions 1-1 of 1 View All Entry Type | Element Name | Element Description | Instance | Action Type | Unit | Rate | Amount | Currency Code | Updated By User | Last Update Date/Time | Batch Code Earnings IDT DRILL Inactive Duty for Training 1 Add 17.000000 USD 9876543 01/11/2022 1:33:30PM Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

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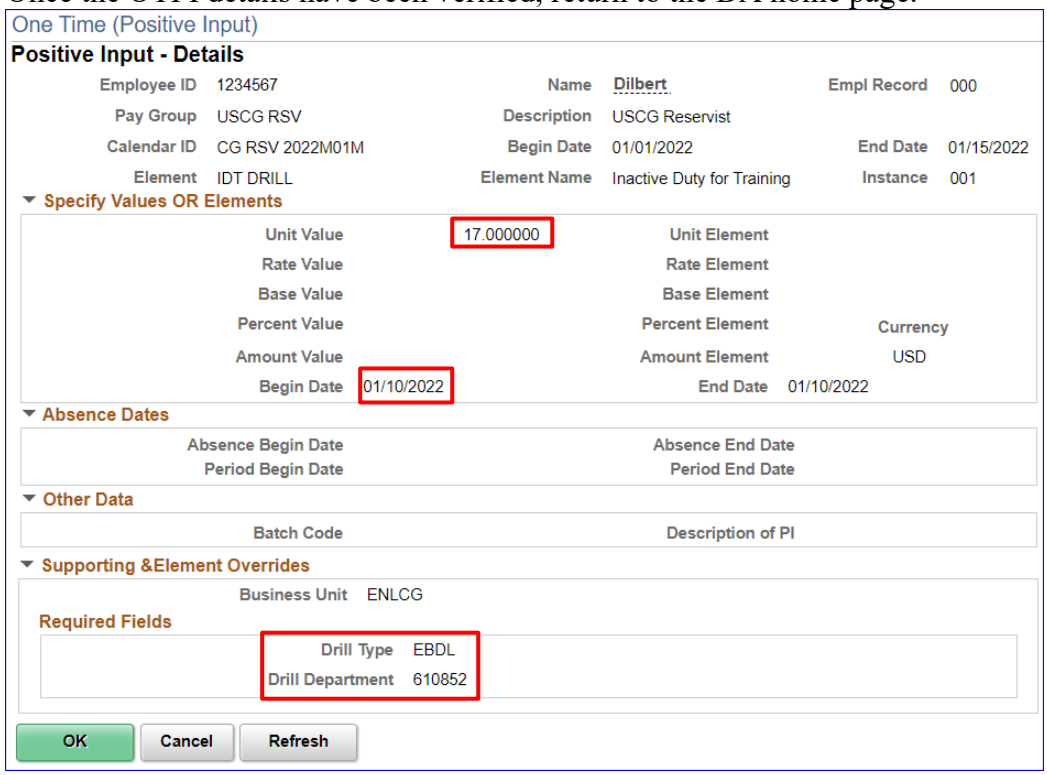
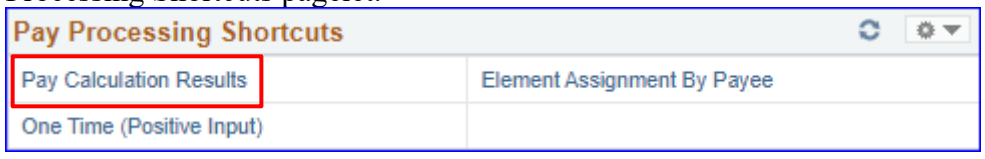
Verify the Processing of Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures, continued

Step	Action
6	The OTPI details will display. • **Unit Value** – The number of points for pay • **Begin Date** – The date the EBDL was entered • **Drill Type** – Specifies this was an EBDL entry • **Drill Department** – Indicates the course ID number Once the OTPI details have been verified, return to the DA home page. 
7	If pay is involved, Click on the **Pay Processing Shortcuts** tile. from the Pay Processing Shortcuts pagelet. 

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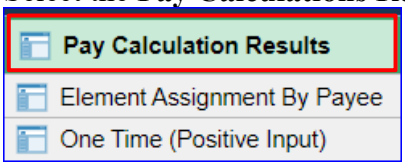
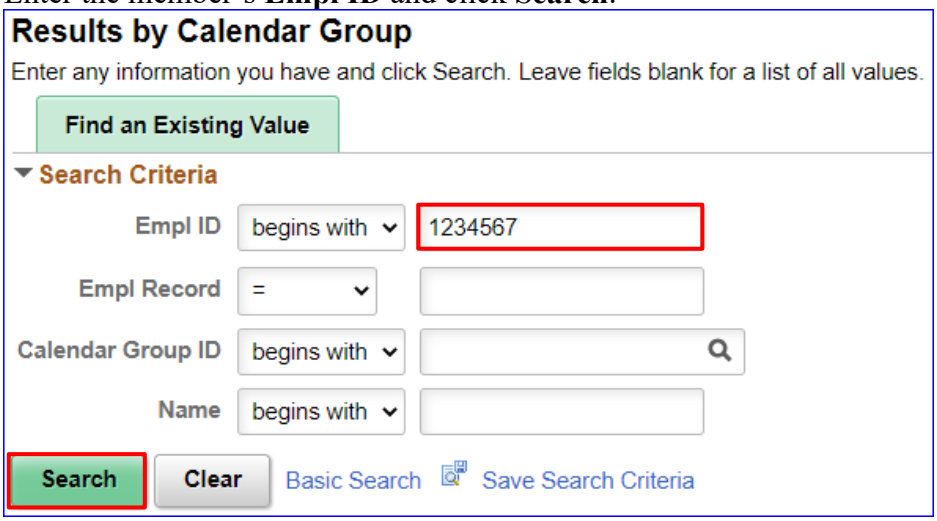
Verify the Processing of Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures, continued

Step	Action
8	Select the **Pay Calculations Results** option. 
9	Enter the member's **Empl ID** and click **Search**. 
10	Select the **Calendar ID** in which the paid EBDL was processed. As noted in Step 3, the EBDL was processed on the January 2022 mid-month calendar.

Empl ID	Empl Record	Payment Date	Calendar Group ID	Name
1234567	0	01/14/2022	C122010	Dilbert
1234567	0	12/30/2021	C121121	Dilbert
1234567	0	12/15/2021	C121120	Dilbert
1234567	0	12/01/2021	C121111	Dilbert
1234567	0	11/15/2021	C121110	Dilbert
1234567	0	11/01/2021	C121101	Dilbert

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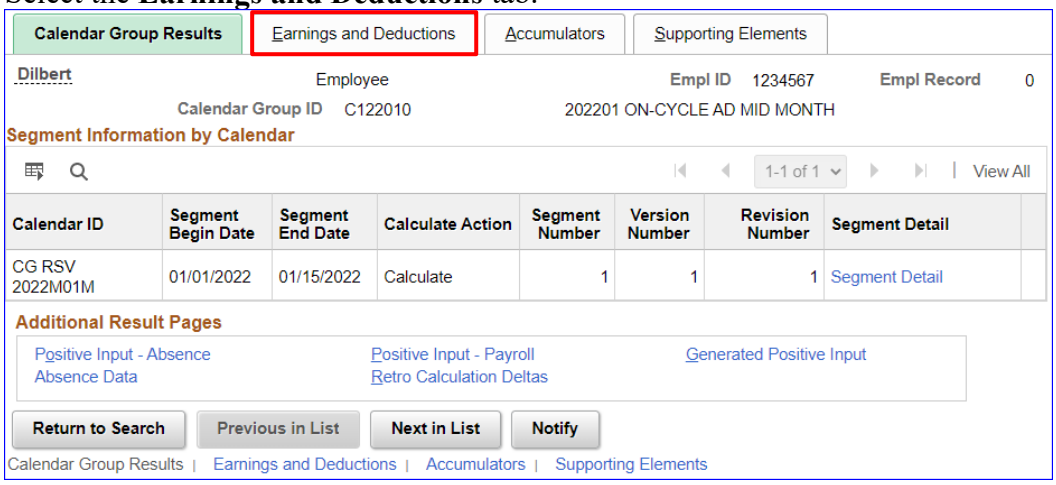
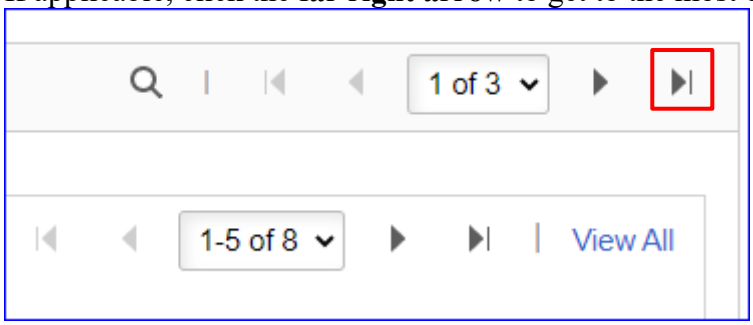
Verify the Processing of Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures, continued

Step	Action
11	Select the **Earnings and Deductions** tab. 
12	If applicable, click the **far right arrow** to get to the most current calendar. 

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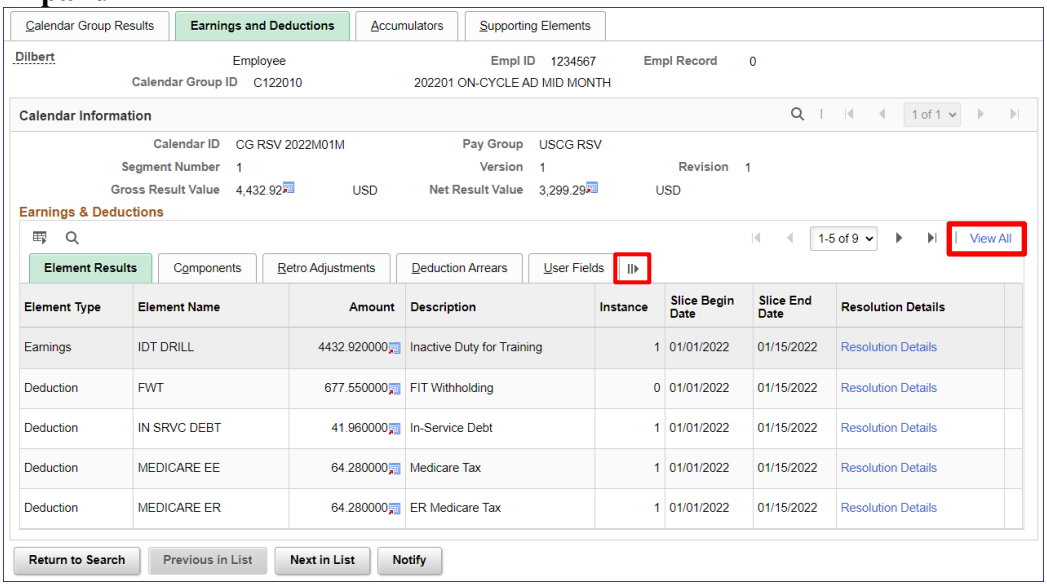
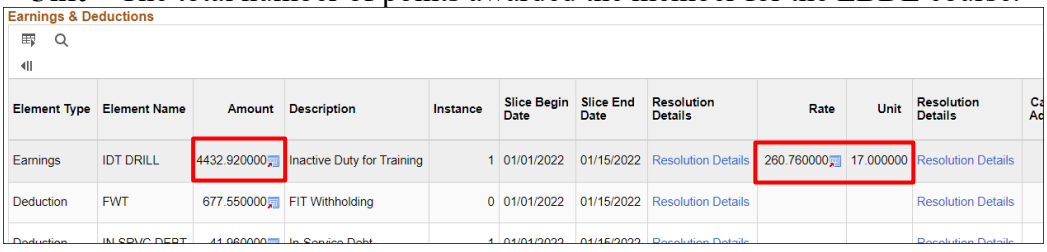
Verify the Processing of Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures, continued

Step	Action
13	Click **View All** (if necessary). The paid EBDL will be listed as an IDT drill. You may need to scroll down through the list to locate the IDT drill. Click the **Expand** icon. 
14	This will display: • **Amount** – The total payment calculated for the EBDL course. • **Rate** – The pay rate applied to the calculations (member's daily IDT pay rate). • **Unit** – The total number of points awarded the member for the EBDL course.