

Electronic Based Distributed Learning (EBDL)

Overview

Introduction This guide provides the procedures for SPOs to enter, remove, and verify Reserve members' Electronic Based Distributed Learning (EBDL) courses (previously known as correspondence courses) authorized by COMDT (CG-R55) in Direct Access.

- 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 SPOs to enter a Reserve member’s EBDL courses (previously known as correspondence courses) in Direct Access.

Before You Begin Only EBDL courses that are **authorized** by COMDT (CG-R55) for points and/or pay are to be entered into Direct Access.

Only courses completed on or after 25 September 2009 are authorized for points and/or pay. 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 Direct Access.

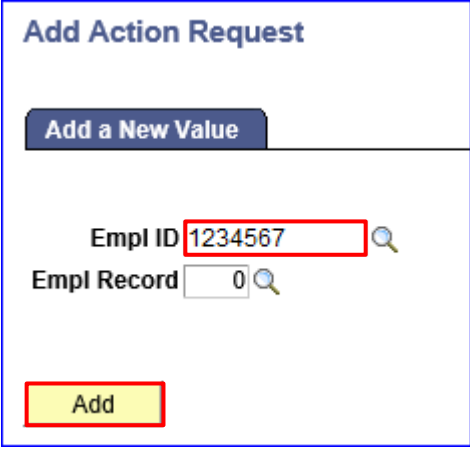
Procedures See below.

Step	Action
1	<p>From the Requests tab, select EBDL Completion from the Payroll Requests pagelet.</p>  <p>The screenshot shows the 'Requests' tab selected in the top navigation bar. Below it, there are two main sections: 'Self Service Requests' and 'Payroll Requests'. The 'Payroll Requests' section contains a list of links, with 'EBDL Completion' highlighted in a red box. Other links in the 'Payroll Requests' section include 'View My Requests', 'Absence Request', 'Civilian Clothing Allowance', 'Suppl Clothing Allowance', 'Officer Uniform Allowance', 'Diving Duty Pay', 'Career Sea Time', 'Career Sea Time Override', 'Career Sea Pay Premium', 'Balance Adjustment', 'Hardship Duty Pay', 'Pay Corrections', 'Responsibility Pay Override', 'Career Sea Pay on TDY', 'Approved Absence Corrections', 'Cadet COMRATS', 'PHS Installment Special Pay', 'PHS Monthly Special Pay', 'Proxy - BRS Enrollment', 'Proxy - BRS Disenrollment', and 'Non-Chargeable Absence'.</p>

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Entering Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID and click Add.</p> 

Continued on next page

Entering Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,
continued

Step	Action						
3	<p>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.</p> <div data-bbox="328 685 1321 1375" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Submit EBDL Completion</u></p> <p><u>Moriarty, James</u></p> <div style="background-color: #4a69bd; color: white; padding: 2px;">Request Details</div> <p>Course: <input style="border: 1px solid red;" type="text" value=""/> <input type="button" value="🔍"/></p> <p>Completion Date: <input style="border: 1px solid red;" type="text" value="31"/> <input type="button" value="📅"/></p> <p>Pay: <input style="border: 1px solid red;" type="text" value=""/> <input type="button" value="▼"/></p> <p><input style="border: 1px solid red; background-color: yellow;" type="button" value="Get Details"/></p> <div style="background-color: #4a69bd; color: white; padding: 2px;">Request Information</div> <p>Course Description: Points:</p> <p>Comment: <input type="text"/></p> <p><input style="background-color: yellow;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div> <table border="1" data-bbox="328 1413 1337 1720" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; text-align: center;">If</th> <th style="text-align: center;">Then</th> </tr> </thead> <tbody> <tr> <td>EBDL course for Points Only</td> <td>NO (most EBDL courses are for Points Only)</td> </tr> <tr> <td>EBDL course for Pay and Points</td> <td> YES; Ensure the following: <ul style="list-style-type: none"> The course is approved for pay, The completion certificate has been provided, and A Command memorandum for the mandated course has been received. </td> </tr> </tbody> </table>	If	Then	EBDL course for Points Only	NO (most EBDL courses are for Points Only)	EBDL course for Pay and Points	YES ; Ensure the following: <ul style="list-style-type: none"> The course is approved for pay, The completion certificate has been provided, and A Command memorandum for the mandated course has been received.
If	Then						
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EBDL course for Pay and Points	YES ; Ensure the following: <ul style="list-style-type: none"> 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
<p>4</p>	<p>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.</p> <div data-bbox="325 680 1358 1420" style="border: 1px solid blue; padding: 10px;"> <p>Action Request</p> <p><u>Submit EBDL Completion</u></p> <p><u>Moriarty, James</u></p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Request Details</p> <p>Course: <input type="text" value="610909"/> <input type="button" value="🔍"/></p> <p>Completion Date: <input type="text" value="07/23/2018"/> <input type="button" value="📅"/></p> <p>Pay: <input type="text" value="NO"/> <input type="button" value="▼"/></p> </div> <p><input type="button" value="Get Details"/></p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Request Information</p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p>Course Fundamentals of Systems Acq Description: Points: 6</p> </div> </div> <p>Comment: <input style="border: 2px solid red;" type="text" value="Command/Member provided completion certificate."/></p> <p> <input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>
<p>5</p>	<p>The Reserve member must be in a 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.</p> <div data-bbox="325 1599 1166 1868" style="border: 1px solid blue; padding: 10px;"> <p>Message</p> <p>Member must be in SELRES, IRR, or ASL as of Course Completion date. (30003,151)</p> <p>Please validate member's current job record.</p> <p style="text-align: center;"><input style="border: 2px solid red;" type="button" value="OK"/></p> </div>

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Entering Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,
continued


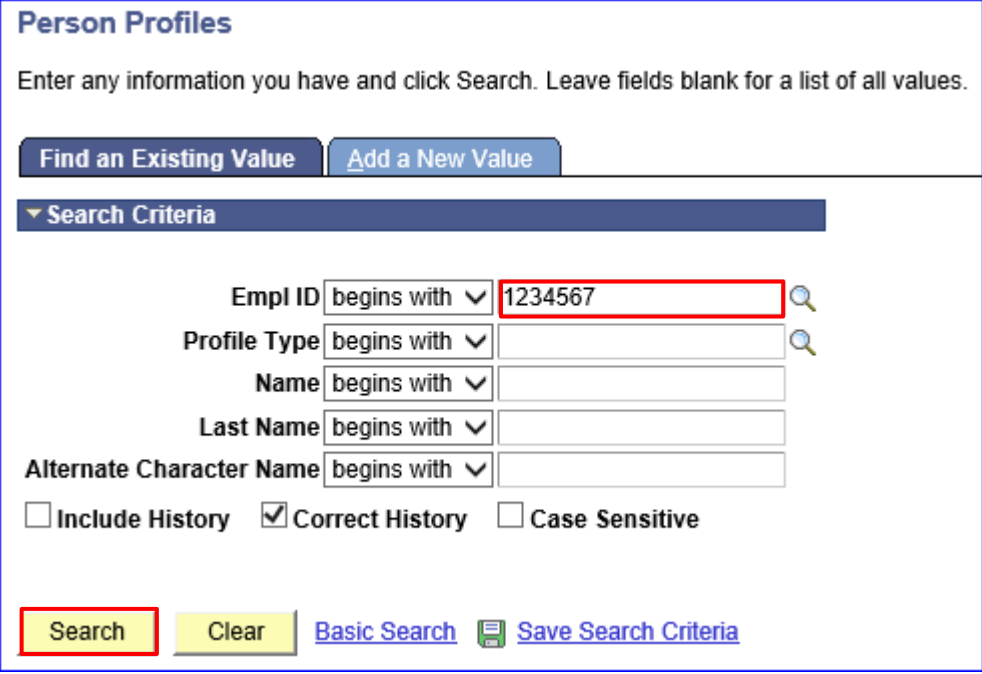
Step	Action												
6	<p>Once the EBDL completion has been submitted, the action request status will update to Pending and be forwarded to the SPO tree for approval.</p> <div data-bbox="327 607 1369 1671" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit EBDL Completion</p> <p><u>Moriarty, James</u></p> <div style="background-color: #2c4e64; color: white; padding: 2px;">Request Details</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Course:</td> <td style="padding: 2px;">610909</td> </tr> <tr> <td style="padding: 2px;">Completion Date:</td> <td style="padding: 2px;">07/23/2018</td> </tr> <tr> <td style="padding: 2px;">Pay:</td> <td style="padding: 2px;">NO</td> </tr> </table> <p style="text-align: center; margin-top: 5px;">Get Details</p> <div style="background-color: #2c4e64; color: white; padding: 2px;">Request Information</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Course</td> <td style="padding: 2px;">Fundamentals of Systems Acq</td> </tr> <tr> <td style="padding: 2px;">Description:</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Points:</td> <td style="padding: 2px;">6</td> </tr> </table> <p style="margin-top: 10px;">Comment: <input style="width: 90%;" type="text" value="Command/Member provided completion certificate."/></p> <p style="text-align: center; margin-top: 5px;"> Submit Resubmit Withdraw </p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Request Status: Pending View/Hide Comments</p> <p>1</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p style="background-color: #e6f2ff; padding: 2px;">Pending</p> <p style="font-size: small; margin: 0;">Multiple Approvers CGHRSUP for User's SPO</p> </div> <p>Comments</p> <p style="margin: 0;">James Moriarty at 09/05/18 - 12:26 PM Command/Member provided completion certificate.</p> </div> </div>	Course:	610909	Completion Date:	07/23/2018	Pay:	NO	Course	Fundamentals of Systems Acq	Description:		Points:	6
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Removing Electronic Based Distributed Learning (EBDL) Courses

Introduction This section provides the procedures for SPOs to remove Reserve members' EBDL courses (previously known as correspondence courses) in Direct Access.

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 Direct Access.

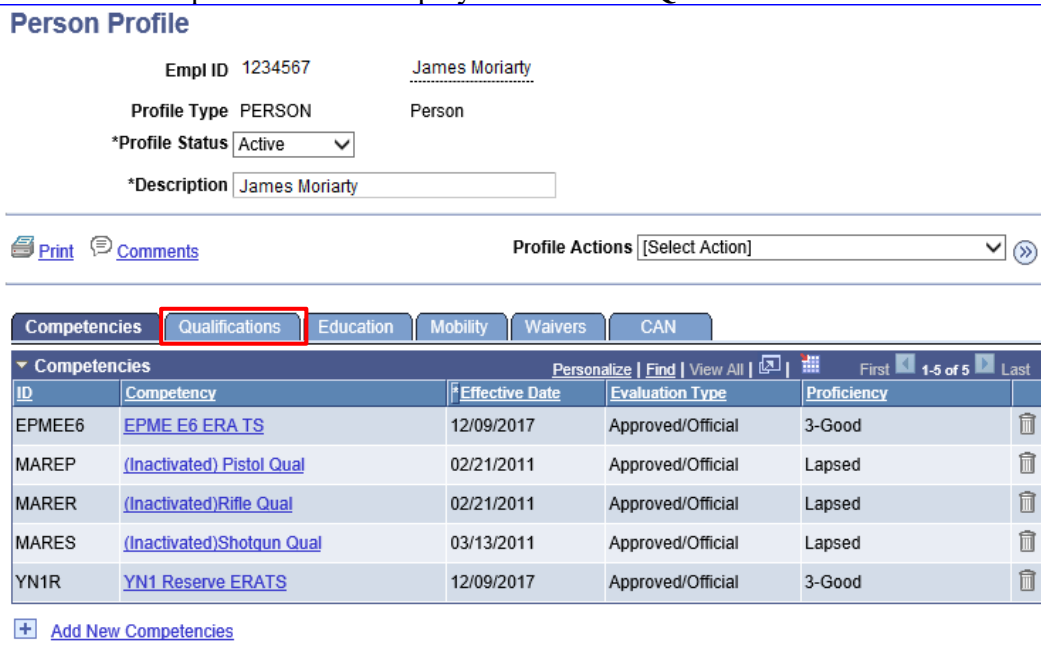

Procedures See below.

Step	Action
1	<p>To verify the EBDL course to be deleted is recorded in the member's Person Profile, select Person Profiles from the Person Profile pagelet.</p> 
2	<p>Enter the member's Empl ID and click Search.</p> 

Continued on next page

Removing Electronic Based Distributed Learning (EBDL) Courses, Continued



Procedures,
continued

Step	Action																														
3	<p>The member's profile will be displayed. Click the Qualifications tab.</p>  <p>Person Profile</p> <p>Empl ID 1234567 James Moriarty</p> <p>Profile Type PERSON Person</p> <p>*Profile Status <input type="text" value="Active"/></p> <p>*Description <input type="text" value="James Moriarty"/></p> <p>Print Comments Profile Actions <input type="text" value="[Select Action]"/></p> <p>Qualifications Education Mobility Waivers CAN</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>EPMEE6</td> <td>EPME E6 ERA TS</td> <td>12/09/2017</td> <td>Approved/Official</td> <td>3-Good</td> </tr> <tr> <td>MAREP</td> <td>(Inactivated) Pistol Qual</td> <td>02/21/2011</td> <td>Approved/Official</td> <td>Lapsed</td> </tr> <tr> <td>MARER</td> <td>(Inactivated) Rifle Qual</td> <td>02/21/2011</td> <td>Approved/Official</td> <td>Lapsed</td> </tr> <tr> <td>MARES</td> <td>(Inactivated) Shotgun Qual</td> <td>03/13/2011</td> <td>Approved/Official</td> <td>Lapsed</td> </tr> <tr> <td>YN1R</td> <td>YN1 Reserve ERATS</td> <td>12/09/2017</td> <td>Approved/Official</td> <td>3-Good</td> </tr> </tbody> </table> <p>+ Add New Competencies</p>	ID	Competency	Effective Date	Evaluation Type	Proficiency	EPMEE6	EPME E6 ERA TS	12/09/2017	Approved/Official	3-Good	MAREP	(Inactivated) Pistol Qual	02/21/2011	Approved/Official	Lapsed	MARER	(Inactivated) Rifle Qual	02/21/2011	Approved/Official	Lapsed	MARES	(Inactivated) Shotgun Qual	03/13/2011	Approved/Official	Lapsed	YN1R	YN1 Reserve ERATS	12/09/2017	Approved/Official	3-Good
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4	<p>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 001426: Ship Handling and is dated 04/25/2018.</p>  <p>Courses & Training</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Course Code</th> <th>Effective Date</th> </tr> </thead> <tbody> <tr> <td>000276</td> <td>YEOMAN SECOND CLASS</td> <td>06/23/2014</td> </tr> <tr> <td>000462</td> <td>EPME APPRENTICE E-4</td> <td>10/10/2006</td> </tr> <tr> <td>001426</td> <td>SHIP HANDLING</td> <td>04/25/2018</td> </tr> <tr> <td>610128</td> <td>Building Partnerships in Triba</td> <td>03/22/2018</td> </tr> <tr> <td>610214</td> <td>Role of Voluntary Agencies in</td> <td>03/03/2018</td> </tr> </tbody> </table>	ID	Course Code	Effective Date	000276	YEOMAN SECOND CLASS	06/23/2014	000462	EPME APPRENTICE E-4	10/10/2006	001426	SHIP HANDLING	04/25/2018	610128	Building Partnerships in Triba	03/22/2018	610214	Role of Voluntary Agencies in	03/03/2018												
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Removing Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,
continued

Step	Action
5	<p>Exit out of Person Profile and return to the Requests tab. Select Remove EBDL Completion from the Payroll Requests pagelet.</p>  <p>The screenshot shows a navigation bar with 'My Page', 'Self Service', and 'Requests' (selected). Below are two main sections: 'Self Service Requests' and 'Payroll Requests'. The 'Payroll Requests' section contains a grid of links, with 'Remove EBDL Completion' highlighted in a red box.</p>
6	<p>Enter the member's Empl ID and click Add.</p>  <p>The screenshot shows a form titled 'Add Action Request'. There is a button 'Add a New Value'. Below it are two input fields: 'Empl ID' with the value '1234567' and 'Empl Record' with the value '0'. Both fields have search icons. At the bottom is a yellow 'Add' button.</p>

Continued on next page

Removing Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,
continued

Step	Action
7	<p>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.</p> <div data-bbox="316 645 1364 1406" style="border: 1px solid blue; padding: 10px;"> <p>Action Request</p> <p>Submit Remove EBDL Completion</p> <p><u>Moriarty, James</u></p> <p>Request Details</p> <p>Course: <input type="text" value="001426"/> <input type="button" value="Q"/></p> <p>Completion Date: <input type="text" value="04/25/2018"/> <input type="button" value="B"/></p> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>Course Description:</p> <p>Points:</p> <p>Pay Calendar:</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>

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Removing Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,
continued

Step	Action
8	<p>The Request Information section will populate with the course information. Enter the reason for the course removal in the Comment block. Click Submit.</p> <div data-bbox="316 607 1369 1384" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Remove EBDL Completion</p> <p><u>Moriarty, James</u></p> <hr/> <p>Request Details</p> <p>Course: <input type="text" value="001426"/> <input type="button" value="🔍"/></p> <p>Completion Date: <input type="text" value="04/25/2018"/> <input type="button" value="📅"/></p> <p><input type="button" value="Get Details"/></p> <hr/> <p>Request Information</p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p>Course SHIP HANDLING Description: Points: 3 Pay Calendar: NO PAY</p> </div> <p>Comment: <input style="border: 2px solid red;" type="text" value="Provide comments explaining why the course data is being removed."/></p> <p><input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>

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Removing Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,
continued

Step	Action
9	<p>Once the EBDL removal has been submitted, the action request status will update to Pending and be forwarded to the SPO tree for approval.</p> <div data-bbox="316 607 1370 1644" style="border: 1px solid blue; padding: 10px;"> <p>Action Request</p> <p><u>Submit Remove EBDL Completion</u></p> <p><u>Moriarty, James</u></p> <div style="background-color: #2c4e64; color: white; padding: 2px;">Request Details</div> <p>Course: 001426 Completion Date: 04/25/2018</p> <p>Get Details</p> <div style="background-color: #2c4e64; color: white; padding: 2px;">Request Information</div> <p>Course SHIP HANDLING Description: Points: 3 Pay Calendar: NO PAY</p> <p>Comment: <input type="text" value="Provide comments explaining why the course data is being removed."/></p> <p>Submit Resubmit Withdraw</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Request Status Pending View/Hide Comments</p> <p>1</p> <div style="background-color: #e6f2ff; padding: 5px; margin-bottom: 5px;"> <p>Pending</p> <p>Multiple Approvers CGHRSUP for User's SPO</p> </div> <div style="background-color: #e6f2ff; padding: 5px;"> <p>Comments</p> <p>James Moriarty at 07/22/18 - 9:55 AM Provide comments explaining why the course data is being removed.</p> </div> </div> </div>

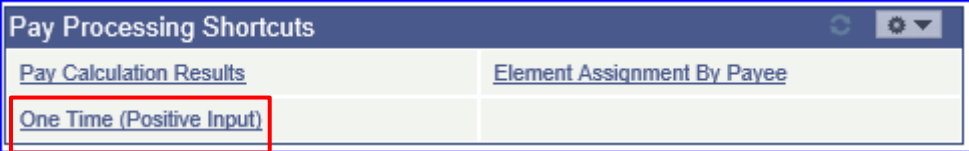
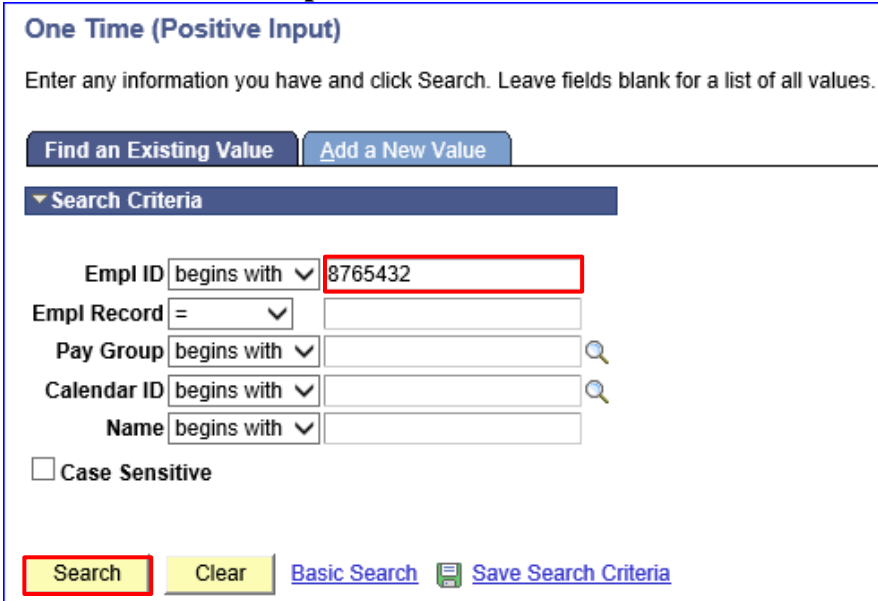
Verifying Payment of Electronic Based Distributed Learning (EBDL) Courses

Introduction This section provides the procedures for SPOs to verify the processing of Reserve members' EBDL courses (also known as correspondence courses) in Direct Access.

Information After the EBDL has been approved by the Payment Authorizing Official, SPOs should verify the correct number of course points were credited and that payment processed 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 Direct Access.

Procedures See below.

Step	Action
1	<p>Select One Time (Positive Input) from the Pay Processing Shortcuts pagelet.</p> 
2	<p>Enter the member's Empl ID and click Search.</p> 

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Verifying Payment of Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,
continued

Step	Action																										
<p>3</p>	<p>Select the Calendar ID the EBDL was processed. In this example, the EBDL was processed on the August 2018 mid-month calendar.</p> <div data-bbox="327 607 1220 920" style="border: 1px solid black; padding: 5px;"> <p>Search Results</p> <p>View All First 1-47 of 47 Last</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Pay Group</th> <th>Calendar ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>8765432</td> <td>0</td> <td>USCG RSV</td> <td>CG RSV 2018M08E</td> <td>James Moriarty</td> </tr> <tr> <td>8765432</td> <td>0</td> <td>USCG RSV</td> <td>CG RSV 2018M08M</td> <td>James Moriarty</td> </tr> <tr> <td>8765432</td> <td>0</td> <td>USCG RSV</td> <td>CG RSV 2018M07E</td> <td>James Moriarty</td> </tr> <tr> <td>8765432</td> <td>0</td> <td>USCG RSV</td> <td>CG RSV 2018M07M</td> <td>James Moriarty</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Pay Group	Calendar ID	Name	8765432	0	USCG RSV	CG RSV 2018M08E	James Moriarty	8765432	0	USCG RSV	CG RSV 2018M08M	James Moriarty	8765432	0	USCG RSV	CG RSV 2018M07E	James Moriarty	8765432	0	USCG RSV	CG RSV 2018M07M	James Moriarty	
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<p>4</p>	<p>The OTPI will display. Click the Expand All link.</p> <div data-bbox="327 996 1372 1323" style="border: 1px solid black; padding: 5px;"> <p>One Time (Positive Input)</p> <p>Employee ID 8765432 Name James Moriarty Empl Record 0</p> <p>Pay Group USCG RSV Description USCG Reservist Pay Entity USCG</p> <p>Calendar ID CG RSV 2018M08M Begin Date 08/01/2018 End Date 08/15/2018</p> <p>This Calendar is finalized. Any changes will be considered during retro processing.</p> <div data-bbox="327 1182 1348 1323" style="border: 1px solid black; padding: 2px;"> <p>Earnings and Deductions Personalize Find View All First 1-4 of 4 Last</p> <p>Action Main Components Source EBDL</p> <table border="1"> <thead> <tr> <th>*Entry Type</th> <th>*Element Name</th> <th>*Element Description</th> <th>Instance</th> <th>*Action Type</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>IDT DRILL</td> <td>Inactive Duty for Trainin</td> <td>1</td> <td>Add</td> </tr> </tbody> </table> </div> </div>	*Entry Type	*Element Name	*Element Description	Instance	*Action Type	Earnings	IDT DRILL	Inactive Duty for Trainin	1	Add																
*Entry Type	*Element Name	*Element Description	Instance	*Action Type																							
Earnings	IDT DRILL	Inactive Duty for Trainin	1	Add																							
<p>5</p>	<p>All data fields will display. Click the Details icon.</p> <div data-bbox="327 1400 1372 1630" style="border: 1px solid black; padding: 5px;"> <p>One Time (Positive Input)</p> <p>Employee ID 8765432 Name James Moriarty Empl Record 0</p> <p>Pay Group USCG RSV Description USCG Reservist Pay Entity USCG</p> <p>Calendar ID CG RSV 2018M08M Begin Date 08/01/2018 End Date 08/15/2018</p> <p>This Calendar is finalized. Any changes will be considered during retro processing.</p> <div data-bbox="327 1529 1372 1630" style="border: 1px solid black; padding: 2px;"> <p>Earnings and Deductions Personalize Find View All First</p> <table border="1"> <thead> <tr> <th>*Entry Type</th> <th>*Element Name</th> <th>*Element Description</th> <th>Instance</th> <th>*Action Type</th> <th>Unit</th> <th>Rate</th> <th>Amount</th> <th>Currency Code</th> <th>Details</th> <th>Updated By User</th> <th>Last Update Date/Time</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>IDT DRILL</td> <td>Inactive Duty for Trainin</td> <td>1</td> <td>Add</td> <td>12.000000</td> <td></td> <td></td> <td>USD</td> <td>✓</td> <td>1234567</td> <td>08/08/2018 9:11:35AM</td> <td>74632</td> </tr> </tbody> </table> </div> </div>	*Entry Type	*Element Name	*Element Description	Instance	*Action Type	Unit	Rate	Amount	Currency Code	Details	Updated By User	Last Update Date/Time	Balance	Earnings	IDT DRILL	Inactive Duty for Trainin	1	Add	12.000000			USD	✓	1234567	08/08/2018 9:11:35AM	74632
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Verifying Payment of Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,
continued

Step	Action																																						
<p>6</p>	<p>The OTPI details will display.</p> <ul style="list-style-type: none"> • 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 <p>Once the OTPI details have been verified. Exit the page and return to the Self Service page (Home).</p> <div data-bbox="331 824 1369 1709" style="border: 1px solid black; padding: 5px;"> <p>One Time (Positive Input)</p> <p>Positive Input - Details</p> <table border="0"> <tr> <td>Employee ID 8765432</td> <td>Name <u>James Moriarty</u></td> <td>Empl Record 000</td> </tr> <tr> <td>Pay Group USCG RSV</td> <td>Description USCG Reservist</td> <td></td> </tr> <tr> <td>Calendar ID CG RSV 2018M08M</td> <td>Begin Date 08/01/2018</td> <td>End Date 08/15/2018</td> </tr> <tr> <td>Element IDT DRILL</td> <td>Element Name Inactive Duty for Training</td> <td>Instance 001</td> </tr> </table> <p>Specify Values OR Elements</p> <table border="0"> <tr> <td>Unit Value <input type="text" value="12.000000"/></td> <td>Unit Element <input type="text"/></td> <td></td> </tr> <tr> <td>Rate Value <input type="text"/></td> <td>Rate Element <input type="text"/></td> <td></td> </tr> <tr> <td>Base Value <input type="text"/></td> <td>Base Element <input type="text"/></td> <td></td> </tr> <tr> <td>Percent Value <input type="text"/></td> <td>Percent Element <input type="text"/></td> <td></td> </tr> <tr> <td>Amount Value <input type="text"/></td> <td>Amount Element <input type="text"/></td> <td>Currency USD</td> </tr> <tr> <td>Begin Date <input type="text" value="08/02/2018"/></td> <td>End Date <input type="text" value="08/02/2018"/></td> <td></td> </tr> </table> <p>Absence Dates</p> <table border="0"> <tr> <td>Absence Begin Date <input type="text"/></td> <td>Absence End Date <input type="text"/></td> </tr> <tr> <td>Period Begin Date <input type="text"/></td> <td>Period End Date <input type="text"/></td> </tr> </table> <p>Other Data</p> <table border="0"> <tr> <td>Batch Code <input type="text" value="746328"/></td> <td>Description of PI <input type="text"/></td> </tr> </table> <p>Supporting &Element Overrides</p> <p>Business Unit <input type="text" value="ENLCG"/></p> <p>Required Fields</p> <table border="0"> <tr> <td>Drill Type <input type="text" value="EBDL"/></td> </tr> <tr> <td>Drill Department <input type="text" value="610892"/></td> </tr> </table> <p>OK Cancel Refresh</p> </div>	Employee ID 8765432	Name <u>James Moriarty</u>	Empl Record 000	Pay Group USCG RSV	Description USCG Reservist		Calendar ID CG RSV 2018M08M	Begin Date 08/01/2018	End Date 08/15/2018	Element IDT DRILL	Element Name Inactive Duty for Training	Instance 001	Unit Value <input type="text" value="12.000000"/>	Unit Element <input type="text"/>		Rate Value <input type="text"/>	Rate Element <input type="text"/>		Base Value <input type="text"/>	Base Element <input type="text"/>		Percent Value <input type="text"/>	Percent Element <input type="text"/>		Amount Value <input type="text"/>	Amount Element <input type="text"/>	Currency USD	Begin Date <input type="text" value="08/02/2018"/>	End Date <input type="text" value="08/02/2018"/>		Absence Begin Date <input type="text"/>	Absence End Date <input type="text"/>	Period Begin Date <input type="text"/>	Period End Date <input type="text"/>	Batch Code <input type="text" value="746328"/>	Description of PI <input type="text"/>	Drill Type <input type="text" value="EBDL"/>	Drill Department <input type="text" value="610892"/>
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<p>7</p>	<p>Select Pay Calculations Results from the Pay Processing Shortcuts pagelet.</p> <div data-bbox="331 1776 1225 1910" style="border: 1px solid black; padding: 5px;"> <p>Pay Processing Shortcuts</p> <table border="0"> <tr> <td><input type="text" value="Pay Calculation Results"/></td> <td><input type="text" value="Element Assignment By Payee"/></td> </tr> <tr> <td><input type="text" value="One Time (Positive Input)"/></td> <td></td> </tr> </table> </div>	<input type="text" value="Pay Calculation Results"/>	<input type="text" value="Element Assignment By Payee"/>	<input type="text" value="One Time (Positive Input)"/>																																			
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Verifying Payment of Electronic Based Distributed Learning (EBDL) Courses, Continued

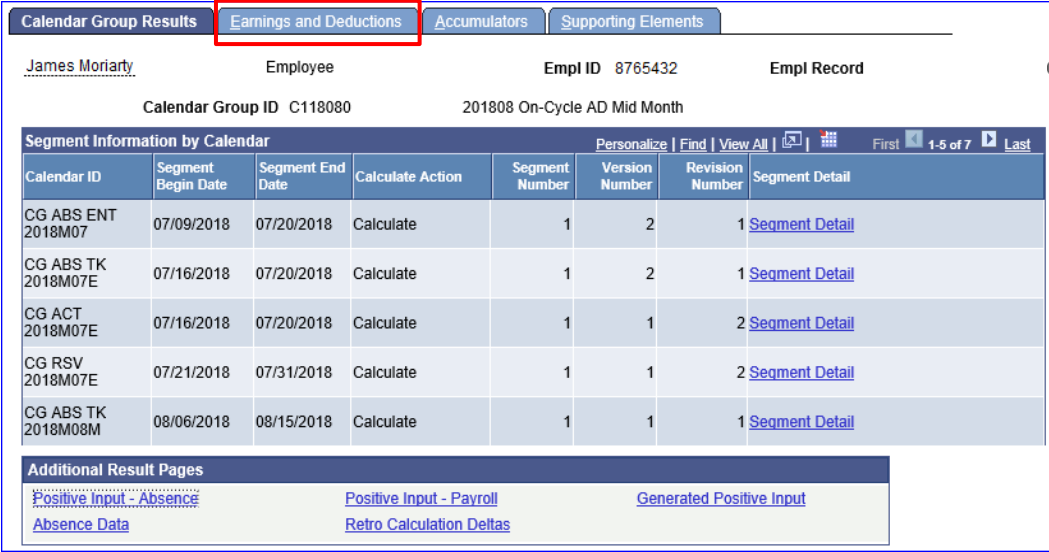
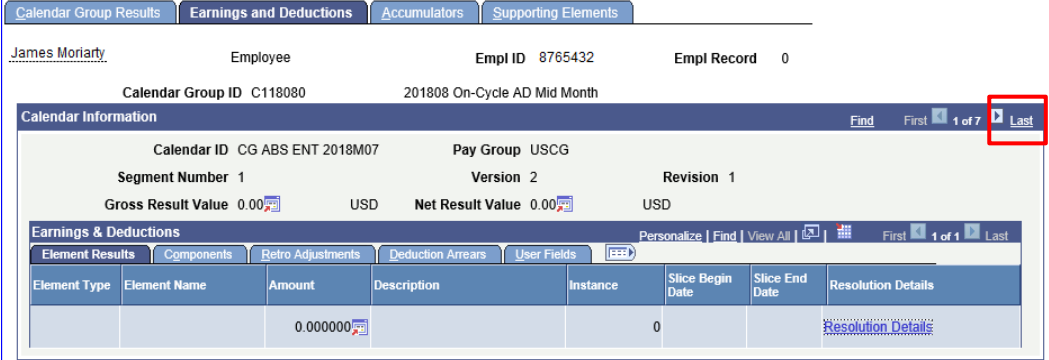
Procedures,
continued

Step	Action																														
8	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="327 571 1216 1111" style="border: 1px solid blue; padding: 5px;"> <p>Results by Calendar Group</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID <input type="text" value="begins with"/> <input type="text" value="8765432"/></p> <p>Empl Record <input type="text" value="="/> <input type="text"/></p> <p>Calendar Group ID <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="🔍"/></p> <p>Name <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="📄"/> Save Search Criteria</p> </div>																														
9	<p>Select the Calendar ID the EBDL was processed. As noted in Step 3, the EBDL was processed on the August 2018 mid-month calendar.</p> <div data-bbox="327 1232 1157 1534" style="border: 1px solid blue; padding: 5px;"> <p>Search Results</p> <p>View All First <input type="button" value="◀"/> 1-78 of 78 <input type="button" value="▶"/> Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Payment Date</th> <th>Calendar Group ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>87654320</td> <td></td> <td>08/31/2018</td> <td>C118081</td> <td>James Moriarty</td> </tr> <tr> <td>87654320</td> <td></td> <td>08/15/2018</td> <td>C118080</td> <td>James Moriarty</td> </tr> <tr> <td>87654320</td> <td></td> <td>08/01/2018</td> <td>C118071</td> <td>James Moriarty</td> </tr> <tr> <td>87654320</td> <td></td> <td>07/13/2018</td> <td>C118070</td> <td>James Moriarty</td> </tr> <tr> <td>87654320</td> <td></td> <td>06/29/2018</td> <td>C118061</td> <td>James Moriarty</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Payment Date	Calendar Group ID	Name	87654320		08/31/2018	C118081	James Moriarty	87654320		08/15/2018	C118080	James Moriarty	87654320		08/01/2018	C118071	James Moriarty	87654320		07/13/2018	C118070	James Moriarty	87654320		06/29/2018	C118061	James Moriarty
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Verifying Payment of Electronic Based Distributed Learning (EBDL) Courses, Continued

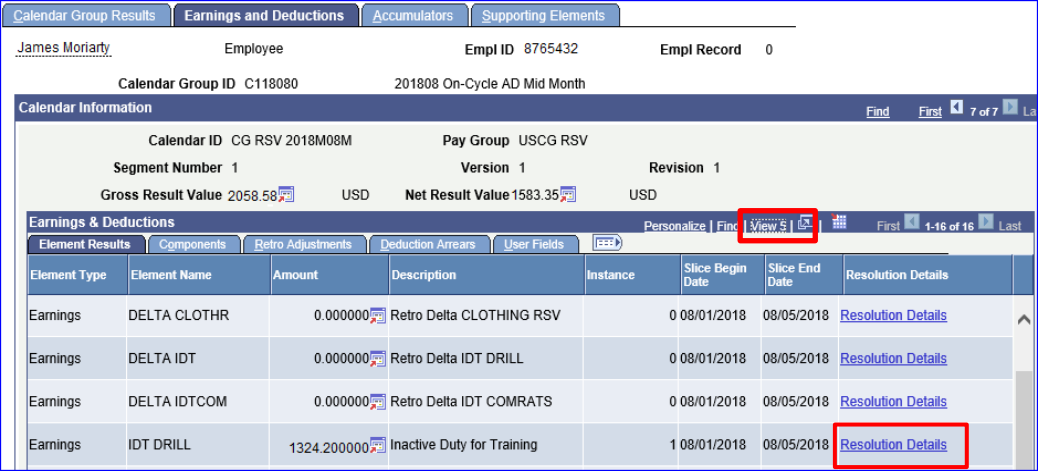
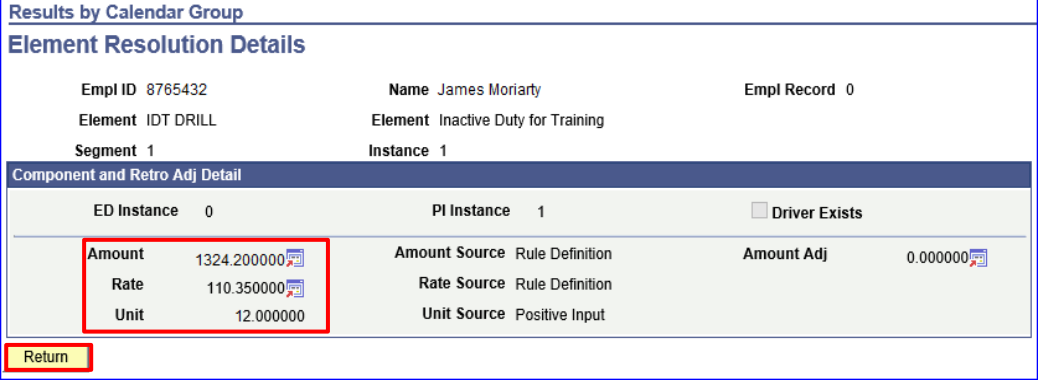
Procedures,
continued

Step	Action
10	<p>Click the Earnings and Deductions tab.</p> 
11	<p>Click Last.</p> 

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Verifying Payment of Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,
continued

Step	Action																																								
12	<p>Click View All (if necessary). The EBDL will be listed as an IDT drill. You may need to scroll down through the list to locate the IDT drill. If more than one IDT drill exists, click Resolution Details to identify which one represents the EBDL.</p>  <p>The screenshot shows the 'Earnings & Deductions' section for James Moriarty. A table lists the following earnings elements:</p> <table border="1"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>Instance</th> <th>Slice Begin Date</th> <th>Slice End Date</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>DELTA CLOTHR</td> <td>0.000000</td> <td>Retro Delta CLOTHING RSV</td> <td>0</td> <td>08/01/2018</td> <td>08/05/2018</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>DELTA IDT</td> <td>0.000000</td> <td>Retro Delta IDT DRILL</td> <td>0</td> <td>08/01/2018</td> <td>08/05/2018</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>DELTA IDTCOM</td> <td>0.000000</td> <td>Retro Delta IDT COMRATS</td> <td>0</td> <td>08/01/2018</td> <td>08/05/2018</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>IDT DRILL</td> <td>1324.200000</td> <td>Inactive Duty for Training</td> <td>1</td> <td>08/01/2018</td> <td>08/05/2018</td> <td>Resolution Details</td> </tr> </tbody> </table>	Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Earnings	DELTA CLOTHR	0.000000	Retro Delta CLOTHING RSV	0	08/01/2018	08/05/2018	Resolution Details	Earnings	DELTA IDT	0.000000	Retro Delta IDT DRILL	0	08/01/2018	08/05/2018	Resolution Details	Earnings	DELTA IDTCOM	0.000000	Retro Delta IDT COMRATS	0	08/01/2018	08/05/2018	Resolution Details	Earnings	IDT DRILL	1324.200000	Inactive Duty for Training	1	08/01/2018	08/05/2018	Resolution Details
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13	<p>The Element Resolutions Details will display.</p> <ul style="list-style-type: none"> • Amount – 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 <p>Click Return to the return to the pay calculation results.</p>  <p>The screenshot shows the 'Element Resolution Details' for the IDT DRILL element. The following details are visible:</p> <ul style="list-style-type: none"> Empl ID: 8765432, Name: James Moriarty, Empl Record: 0 Element: IDT DRILL, Element: Inactive Duty for Training Segment: 1, Instance: 1 Component and Retro Adj Detail: ED Instance: 0, PI Instance: 1, Driver Exists: <input type="checkbox"/> Amount: 1324.200000, Amount Source: Rule Definition, Amount Adj: 0.000000 Rate: 110.350000, Rate Source: Rule Definition Unit: 12.000000, Unit Source: Positive Input <p>A red box highlights the Amount, Rate, and Unit fields. A 'Return' button is also visible at the bottom.</p>																																								