

# Electronic Based Distributed Learning (EBDL)

## Overview

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**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).

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- 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](#)
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**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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## Contents

Topic	See Page
<a href="#">Entering Electronic Based Distributed Learning (EBDL) Courses</a>	2
<a href="#">Removing Electronic Based Distributed Learning (EBDL) Courses</a>	8
<a href="#">Verify the Processing of Electronic Based Distributed Learning (EBDL) Courses</a>	14

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# Entering Electronic Based Distributed Learning (EBDL) Courses


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

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- 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](#) for reviewing prior to entering any courses for points and/or pay in DA.
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**Procedures** See below.

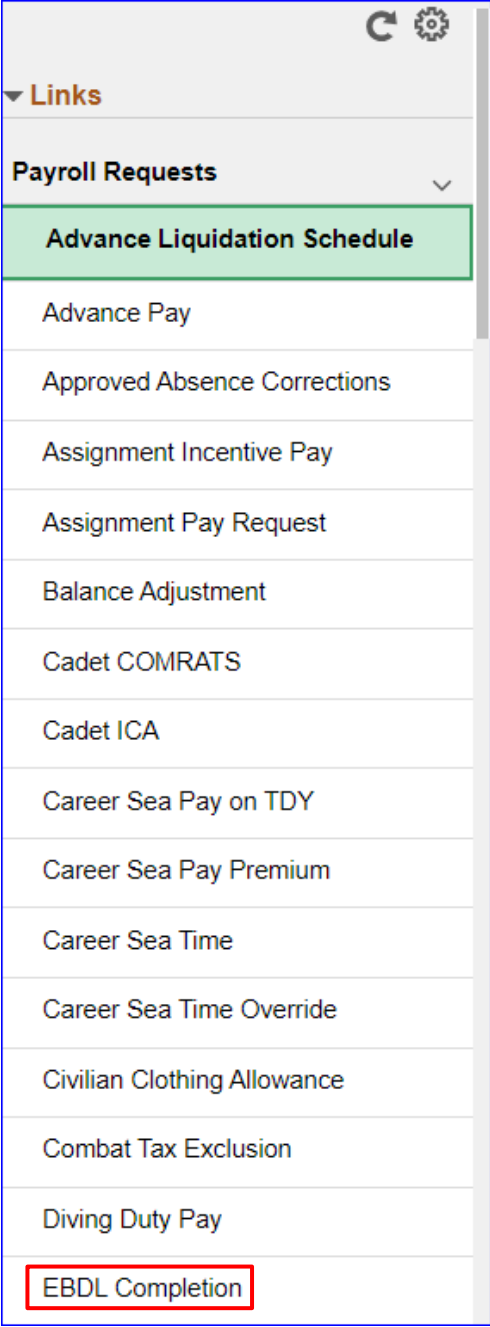
Step	Action
1	Click on the <b>AD/RSV Payroll Workcenter</b> tile. 

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# Entering Electronic Based Distributed Learning (EBDL) Courses, Continued

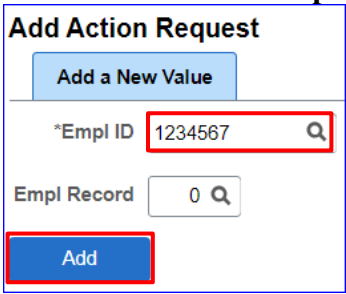
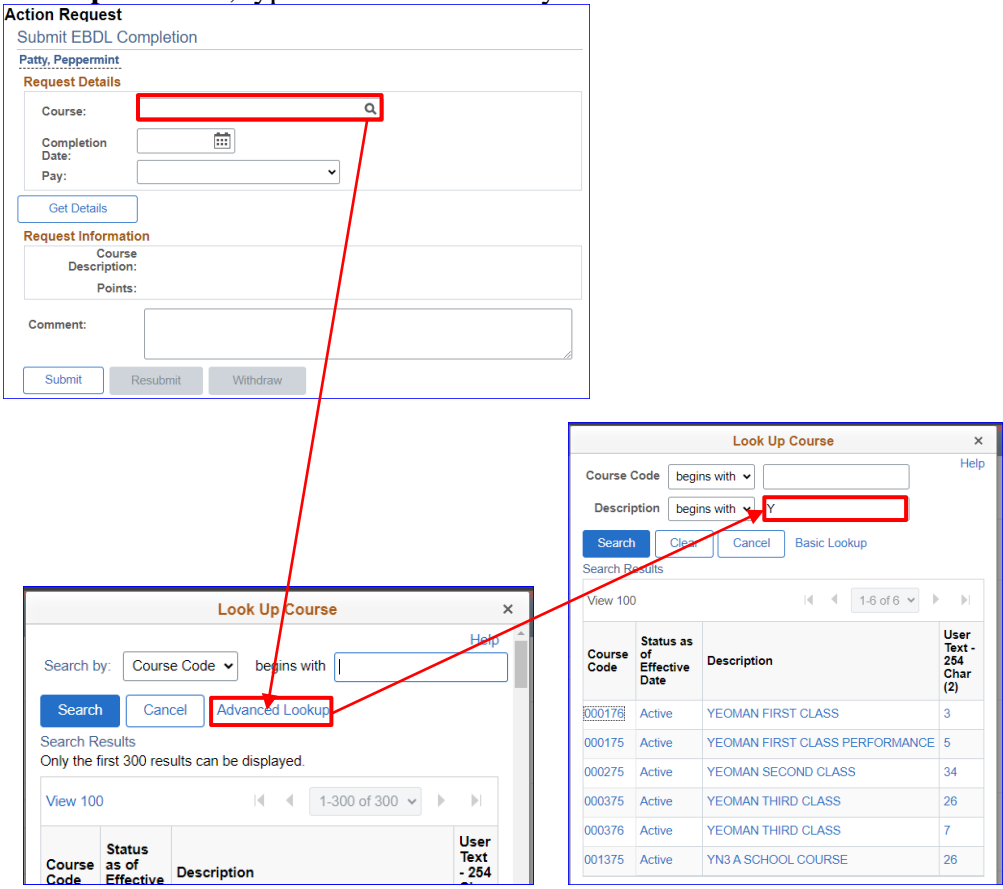
Procedures,  
continued

Step	Action
2	<p>Scroll down the Payroll Requests list and select the <b>EBDL Completion</b> option.</p>  <p>The screenshot shows a mobile application interface with a 'Links' dropdown menu. The 'Payroll Requests' option is selected, displaying a list of various payroll categories. The 'EBDL Completion' option at the bottom of the list is highlighted with a red rectangular box.</p>

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# Entering Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,  
continued

Step	Action																												
3	<p>Enter the member's <b>Empl ID</b> and click <b>Add</b>.</p>  <p><b>Add Action Request</b></p> <p>Add a New Value</p> <p>*Empl ID 1234567</p> <p>Empl Record 0</p> <p>Add</p>																												
4	<p>The Submit EBDL Completion page will display. Using the lookup, locate the appropriate <b>Course</b> code.</p> <p><b>NOTE:</b> To narrow the search results, click <b>Advance Lookup</b> and in the <b>Description</b> field, type in a letter that fits your course name.</p>  <p><b>Action Request</b></p> <p>Submit EBDL Completion</p> <p>Patty, Peppermint</p> <p><b>Request Details</b></p> <p>Course: [ ]</p> <p>Completion Date: [ ]</p> <p>Pay: [ ]</p> <p>Get Details</p> <p><b>Request Information</b></p> <p>Course Description: [ ]</p> <p>Points: [ ]</p> <p>Comment: [ ]</p> <p>Submit Resubmit Withdraw</p> <p><b>Look Up Course</b></p> <p>Course Code begins with [ ]</p> <p>Description begins with Y [ ]</p> <p>Search Clear Cancel Basic Lookup</p> <p>Search Results</p> <p>View 100</p> <table border="1"> <thead> <tr> <th>Course Code</th> <th>Status as of Effective Date</th> <th>Description</th> <th>User Text - 254 Char (2)</th> </tr> </thead> <tbody> <tr> <td>000176</td> <td>Active</td> <td>YEOMAN FIRST CLASS</td> <td>3</td> </tr> <tr> <td>000175</td> <td>Active</td> <td>YEOMAN FIRST CLASS PERFORMANCE</td> <td>5</td> </tr> <tr> <td>000275</td> <td>Active</td> <td>YEOMAN SECOND CLASS</td> <td>34</td> </tr> <tr> <td>000375</td> <td>Active</td> <td>YEOMAN THIRD CLASS</td> <td>26</td> </tr> <tr> <td>000376</td> <td>Active</td> <td>YEOMAN THIRD CLASS</td> <td>7</td> </tr> <tr> <td>001375</td> <td>Active</td> <td>YN3 A SCHOOL COURSE</td> <td>26</td> </tr> </tbody> </table>	Course Code	Status as of Effective Date	Description	User Text - 254 Char (2)	000176	Active	YEOMAN FIRST CLASS	3	000175	Active	YEOMAN FIRST CLASS PERFORMANCE	5	000275	Active	YEOMAN SECOND CLASS	34	000375	Active	YEOMAN THIRD CLASS	26	000376	Active	YEOMAN THIRD CLASS	7	001375	Active	YN3 A SCHOOL COURSE	26
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# Entering Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,  
continued

Step	Action						
5	<p> <ul style="list-style-type: none"> <li>• <b>Completion Date</b> – Enter the date from the course completion certificate or notification letter.</li> <li>• <b>Pay</b> – Using the drop-down, select Yes or No (see the chart below).</li> </ul>           Click <b>Get Details</b>.            The <b>Request Information</b> section will populate based on the criteria entered in Step 4. Verify this information matches the course completion certificate or notification letter.         </p> <div data-bbox="327 795 1361 1507" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit EBDL Completion</p> <p><u>Patty, Peppermint</u></p> <p><b>Request Details</b></p> <p>Course: 000175 <input type="text"/></p> <p>Completion Date: 02/05/2024 <input type="text"/></p> <p>Pay: NO <input type="text"/></p> <p><a href="#">Get Details</a></p> <p><b>Request Information</b></p> <p>Course Description: YEOMAN FIRST CLASS PERFORMANCE</p> <p>Points: 5</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> <table border="1" data-bbox="327 1541 1326 1850"> <thead> <tr> <th data-bbox="327 1541 579 1585">If</th> <th data-bbox="579 1541 1326 1585">Then</th> </tr> </thead> <tbody> <tr> <td data-bbox="327 1585 579 1659">EBDL course for Points Only</td> <td data-bbox="579 1585 1326 1659"><b>NO</b> (most EBDL courses are for Points Only)</td> </tr> <tr> <td data-bbox="327 1659 579 1850">EBDL course for Pay and Points</td> <td data-bbox="579 1659 1326 1850"> <b>YES</b>, Ensure the following:               <ul style="list-style-type: none"> <li>• The course is approved for pay,</li> <li>• The completion certificate has been provided, and</li> <li>• A Command memorandum for the mandated course has been received.</li> </ul> </td> </tr> </tbody> </table>	If	Then	EBDL course for Points Only	<b>NO</b> (most EBDL courses are for Points Only)	EBDL course for Pay and Points	<b>YES</b> , Ensure the following: <ul style="list-style-type: none"> <li>• The course is approved for pay,</li> <li>• The completion certificate has been provided, and</li> <li>• A Command memorandum for the mandated course has been received.</li> </ul>
If	Then						
EBDL course for Points Only	<b>NO</b> (most EBDL courses are for Points Only)						
EBDL course for Pay and Points	<b>YES</b> , Ensure the following: <ul style="list-style-type: none"> <li>• The course is approved for pay,</li> <li>• The completion certificate has been provided, and</li> <li>• A Command memorandum for the mandated course has been received.</li> </ul>						

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# Entering Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,  
continued

Step	Action
6	<p>Enter reference information used for validating the course completion in the <b>Comment</b> block. When finished, click <b>Submit</b>.</p> <div data-bbox="325 607 1283 1305" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit EBDL Completion</p> <p><u>Patty, Peppermint</u></p> <p><b>Request Details</b></p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Course: <input style="width: 100%;" type="text" value="000175"/> <span style="float: right;">Q</span></p> <p>Completion Date: <input style="width: 100%;" type="text" value="02/05/2024"/> <span style="float: right;">📅</span></p> <p>Pay: <input style="width: 100%;" type="text" value="NO"/> <span style="float: right;">▼</span></p> </div> <p style="text-align: center; margin-bottom: 5px;"><a href="#">Get Details</a></p> <p><b>Request Information</b></p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Course Description: YEOMAN FIRST CLASS PERFORMANCE</p> <p>Points: 5</p> </div> <p>Comment: <div style="border: 1px solid red; padding: 5px; min-height: 30px; margin-bottom: 5px;">Member completed extra training for Points only.</div></p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span style="border: 1px solid red; padding: 2px 10px;">Submit</span> <span style="padding: 2px 10px; background-color: #ccc;">Resubmit</span> <span style="padding: 2px 10px; background-color: #ccc;">Withdraw</span> </div> </div>

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# Entering Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,  
continued


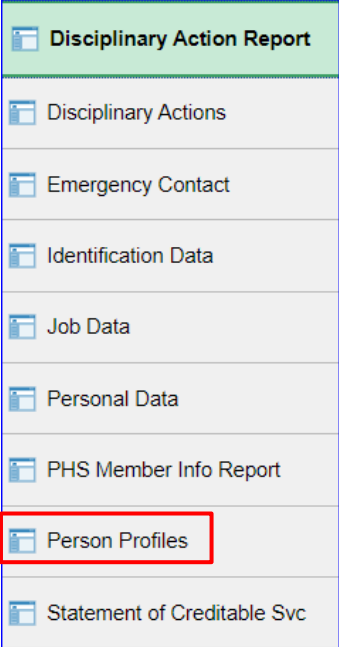
Step	Action
7	<p>The Reserve member must be in SELRES, IRR, or ASL as of the course completion date. If the member was on <b>Active Duty</b> orders at the time of the course completion, they may not receive points/pay for completing the course and this error message will display. Click <b>OK</b>.</p> <div data-bbox="327 689 1342 909" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Member must be in SELRES, IRR, or ASL as of Course Completion date. (30003,151) Please validate member's current job record.</p> <p style="text-align: center;"><b>OK</b></p> </div> <div data-bbox="327 936 1366 1402" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Work Location Job Information Job Labor <b>Payroll</b> Salary Plan Compensation</p> <p>Peppermint Patty Employee Military Service Empl ID 1234567 Empl Record 0</p> <p>Payroll Information 1 of 89</p> <p>Effective Date 01/16/2024 Action Transfer</p> <p>Effective Sequence 1 Reason Reserve Order Begin</p> <p>HR Status Active Job Indicator Primary Job Current <input type="checkbox"/></p> <p>Payroll Status Active</p> <p>Payroll System Global Payroll</p> <p>Global Payroll</p> <p>Pay Group USCG USCG Active Duty</p> <p>Setting</p> <p><input type="checkbox"/> Use Pay Group Eligibility</p> <p><input checked="" type="checkbox"/> Use Pay Group Rate Type</p> <p><input checked="" type="checkbox"/> Use Pay Group As Of Date</p> <p>Holiday Schedule CGWIDE CG Wide Holiday Schedule</p> <p>Eligibility Group RSV SHORT2 ADT &lt;140 days, ADOT &lt;181 days</p> <p>Exchange Rate Type</p> <p>Use Rate As Of</p> </div>
8	<p>Once the EBDL completion has been submitted, the action request status will update to <b>Pending</b> and be forwarded to the SPO tree for approval.</p> <div data-bbox="327 1503 1251 1906" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Submit Resubmit Withdraw</p> <p>Request Status: <b>Pending</b> View/Hide Comments</p> <p>1</p> <p>Pending</p> <p>Multiple Approvers</p> <p>CGHRSUP for User's SPO</p> <p>Comments</p> <p>Peppermint Patty at 02/07/24 - 2:19 PM</p> <p>Member completed extra training for Points only.</p> </div>

# 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 **Proxy-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.

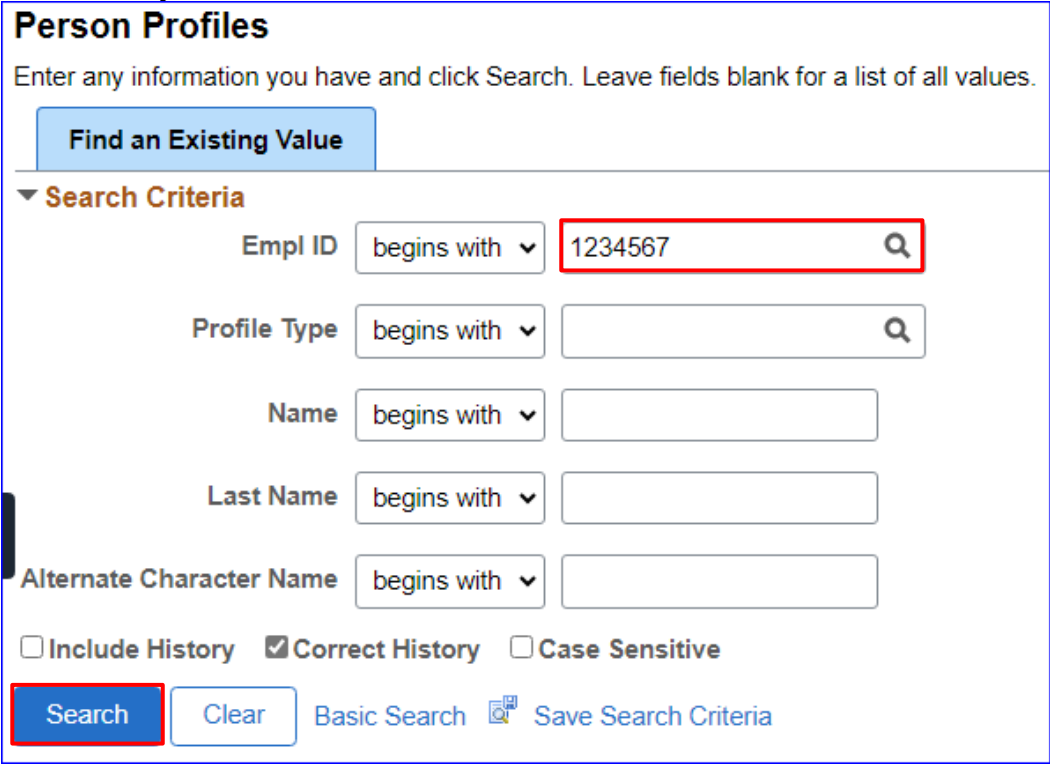
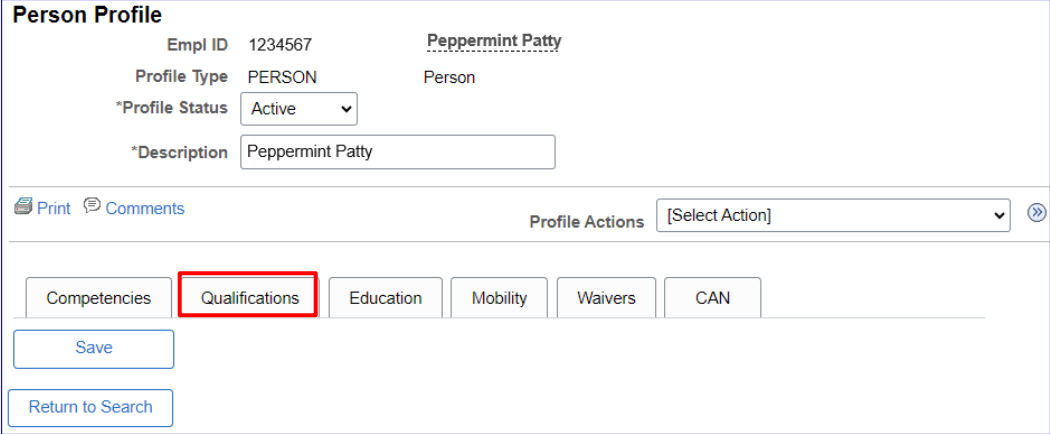
Step	Action
<p><b>1</b></p>	<p>To verify the EBDL course to be deleted is recorded in the member's Person Profile, click on the <b>Core HR</b> Tile</p> 
<p><b>2</b></p>	<p>Select the <b>Person Profiles</b> option.</p> 

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# Removing Electronic Based Distributed Learning (EBDL) Courses, Continued

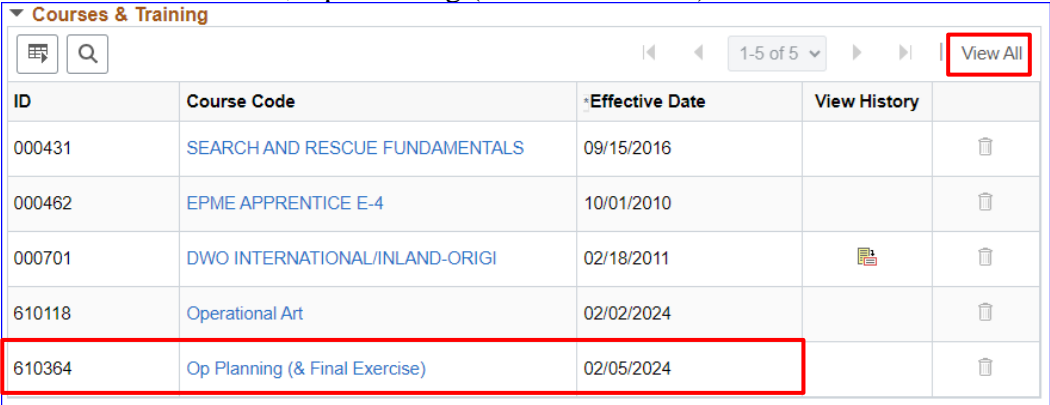

Procedures,  
continued

Step	Action
3	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>. The Correct History box is automatically checked.</p>  <p><b>Person Profiles</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a></p> <p>▼ <b>Search Criteria</b></p> <p>Empl ID begins with <input type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Profile Type begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/></p>
4	<p>The member's profile will display. Select the <b>Qualifications</b> tab.</p>  <p><b>Person Profile</b></p> <p>Empl ID 1234567 <u>Peppermint Patty</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active</p> <p>*Description Peppermint Patty</p> <p><a href="#">Print</a> <a href="#">Comments</a> Profile Actions [Select Action]</p> <p>Competencies <b>Qualifications</b> Education Mobility Waivers CAN</p> <p><input type="button" value="Save"/></p> <p><input type="button" value="Return to Search"/></p>

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## Removing Electronic Based Distributed Learning (EBDL) Courses, Continued

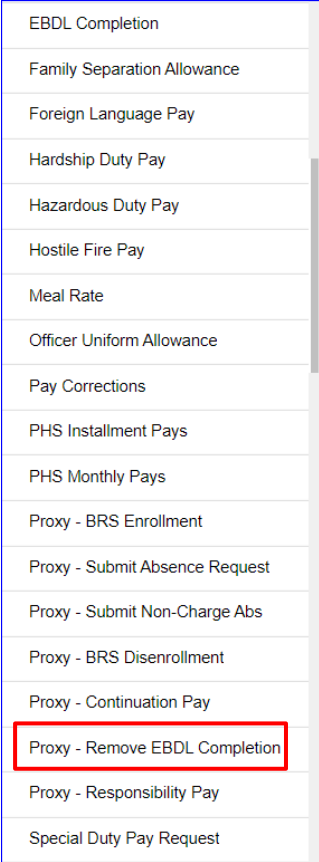
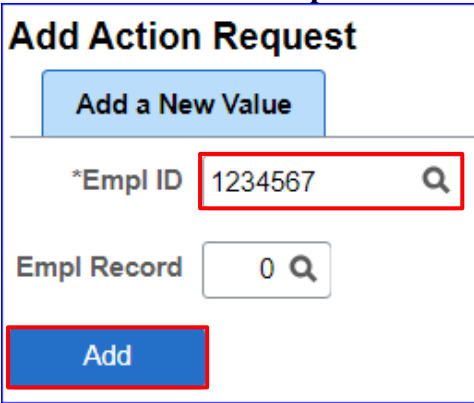
Procedures,  
continued

Step	Action																								
5	<p>Depending on the number of entries the member has, you may have to scroll down the page to find Courses &amp; Training. If applicable, click <b>View All</b> to see the entire list of courses and training. Locate the course to be removed – make a note of the course <b>ID</b> number and <b>Effective Date</b>. For this example, the course to be removed is <b>610364</b>, Op Planning (&amp; Final Exercise) dated <b>2/5/24</b>.</p>  <table border="1" data-bbox="316 734 1369 1137"> <thead> <tr> <th>ID</th> <th>Course Code</th> <th>Effective Date</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>000431</td> <td>SEARCH AND RESCUE FUNDAMENTALS</td> <td>09/15/2016</td> <td></td> </tr> <tr> <td>000462</td> <td>EPME APPRENTICE E-4</td> <td>10/01/2010</td> <td></td> </tr> <tr> <td>000701</td> <td>DWO INTERNATIONAL/INLAND-ORIGI</td> <td>02/18/2011</td> <td></td> </tr> <tr> <td>610118</td> <td>Operational Art</td> <td>02/02/2024</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>610364</td> <td>Op Planning (&amp; Final Exercise)</td> <td>02/05/2024</td> <td></td> </tr> </tbody> </table>	ID	Course Code	Effective Date	View History	000431	SEARCH AND RESCUE FUNDAMENTALS	09/15/2016		000462	EPME APPRENTICE E-4	10/01/2010		000701	DWO INTERNATIONAL/INLAND-ORIGI	02/18/2011		610118	Operational Art	02/02/2024		610364	Op Planning (& Final Exercise)	02/05/2024	
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610118	Operational Art	02/02/2024																							
610364	Op Planning (& Final Exercise)	02/05/2024																							
6	<p>Click on the <b>AD/RSV Payroll Workcenter</b> tile.</p> 																								

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# Removing Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,  
continued

Step	Action
7	<p>Scroll to select the <b>Proxy - Remove EBDL Completion</b> option.</p>  <p>The screenshot shows a vertical list of menu items. The item 'Proxy - Remove EBDL Completion' is highlighted with a red rectangular border. Other items include EBDL Completion, Family Separation Allowance, Foreign Language Pay, Hardship Duty Pay, Hazardous Duty Pay, Hostile Fire Pay, Meal Rate, Officer Uniform Allowance, Pay Corrections, PHS Installment Pays, PHS Monthly Pays, Proxy - BRS Enrollment, Proxy - Submit Absence Request, Proxy - Submit Non-Charge Abs, Proxy - BRS Disenrollment, Proxy - Continuation Pay, Proxy - Responsibility Pay, and Special Duty Pay Request.</p>
8	<p>Enter the member's <b>Empl ID</b> and click <b>Add</b>.</p>  <p>The screenshot shows a form titled 'Add Action Request'. It has a blue button 'Add a New Value' at the top. Below it is a field for '*Empl ID' with the value '1234567' and a search icon. Below that is a field for 'Empl Record' with the value '0' and a search icon. At the bottom is a blue button 'Add' highlighted with a red border.</p>

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## Removing Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,  
continued

Step	Action
9	<p>The Submit Remove EBDL Completion page will display.</p> <ul style="list-style-type: none"> <li>• <b>Course</b> – Enter the ID number to be removed.</li> <li>• <b>Completion Date</b> – Enter the of the original course completion date.</li> </ul> <p>Click <b>Get Details</b>. The <b>Request Information</b> section will populate with the course information.</p> <div data-bbox="316 723 1369 1473" style="border: 1px solid black; padding: 10px;"> <p><b>Action Request</b></p> <p>Submit Remove EBDL Completion</p> <p><u>Patty, Peppermint</u></p> <p><b>Request Details</b></p> <p>Course: <input type="text" value="610364"/> <input type="button" value="Q"/></p> <p>Completion Date: <input type="text" value="02/05/2024"/> <input type="button" value="Calendar"/></p> <p><input type="button" value="Get Details"/></p> <p><b>Request Information</b></p> <p>Course Description: Op Planning (&amp; Final Exercise)</p> <p>Points: 15</p> <p>Pay Calendar: NO PAY</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
<p><b>10</b></p>	<p>Enter the reason for the course removal in the <b>Comment</b> block. Click <b>Submit</b>.</p> <div data-bbox="316 568 1364 1317" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit Remove EBDL Completion</p> <p><u>Patty, Peppermint</u></p> <p><b>Request Details</b></p> <p>Course: 610364 <input type="text"/></p> <p>Completion Date: 02/05/2024 <input type="text"/></p> <p><a href="#">Get Details</a></p> <p><b>Request Information</b></p> <p>Course Description: Op Planning (&amp; Final Exercise)</p> <p>Points: 15</p> <p>Pay Calendar: NO PAY</p> <p>Comment: <input style="border: 2px solid red;" type="text" value="Provide Comments why the course 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>
<p><b>11</b></p>	<p>Once the EBDL removal has been submitted, the action request status will update to <b>Pending</b> and be forwarded to the SPO tree for approval.</p> <div data-bbox="316 1420 1364 1861" style="border: 1px solid blue; padding: 5px;"> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> <p>Request Status: <span style="border: 2px solid red; padding: 2px;"><b>Pending</b></span> <a href="#">View/Hide Comments</a></p> <p>1</p> <div data-bbox="347 1619 667 1720" style="border: 1px solid blue; padding: 2px;"> <p>Pending</p> <p>Multiple Approvers</p> <p> CGHRSUP for User's SPO</p> </div> <p><b>Comments</b></p> <p><b>Peppermint Patty at 02/07/24 - 3:26 PM</b> Provide Comments why the course is being removed.</p> </div>

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


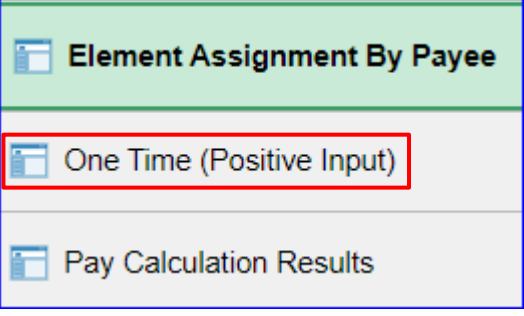
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**Introduction** This section provides the procedures for verifying the processing of Reserve members' EBDL courses (also known as correspondence courses) in DA.

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- Information**
- After the EBDL has been approved by the Payment Authorizing Official (PAO), the correct number of course points should be verified, and that the 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.
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**Procedures** See below.

Step	Action
1	<p>Click on the <b>Pay Processing Shortcuts</b> tile.</p> 
2	<p>Select the <b>One Time (Positive Input)</b> option.</p> 

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

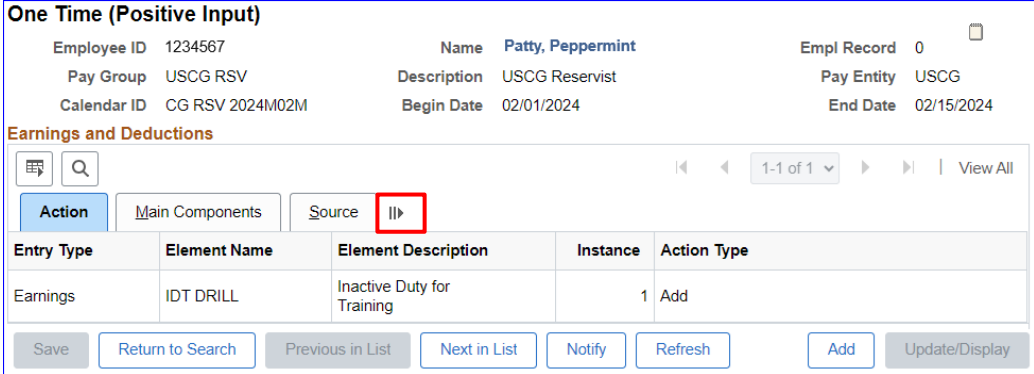
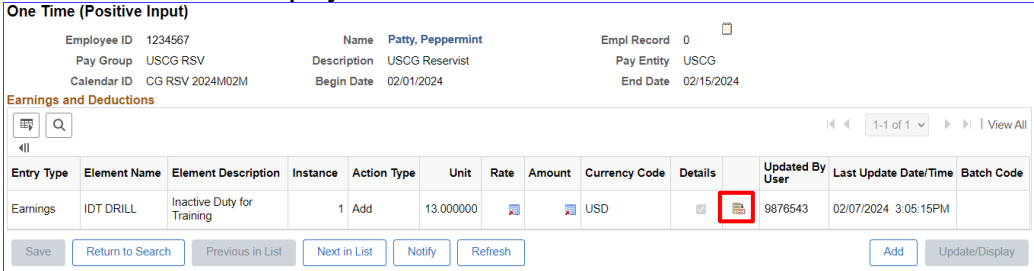
Procedures,  
continued

Step	Action																									
3	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> <div data-bbox="327 577 1364 1294" style="border: 1px solid blue; padding: 5px;"> <p><b>One Time (Positive Input)</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>▼ <b>Search Criteria</b></p> <p>Empl ID begins with ▼ <input type="text" value="1234567"/></p> <p>Empl Record = ▼ <input type="text"/></p> <p>Pay Group begins with ▼ <input type="text"/></p> <p>Calendar ID begins with ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/> </p> <p> <a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a> </p> </div>																									
4	<p>Select the <b>Calendar ID</b> in which the EBDL was processed.</p> <div data-bbox="327 1344 1364 1865" style="border: 1px solid blue; padding: 5px;"> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/> </p> <p>Search Results</p> <p>View All <span style="float: right;">1-100 of 114</span></p> <table border="1" data-bbox="338 1563 1356 1865"> <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>1234567</td> <td>0</td> <td>USCG RSV</td> <td>CG RSV 2024M02M</td> <td>Peppermint Patty</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG RSV</td> <td>CG RSV 2024M01M</td> <td>Peppermint Patty</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG RSV</td> <td>CG RSV 2024M01E</td> <td>Peppermint Patty</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG RSV</td> <td>CG RSV 2023M12E</td> <td>Peppermint Patty</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Pay Group	Calendar ID	Name	1234567	0	USCG RSV	CG RSV 2024M02M	Peppermint Patty	1234567	0	USCG RSV	CG RSV 2024M01M	Peppermint Patty	1234567	0	USCG RSV	CG RSV 2024M01E	Peppermint Patty	1234567	0	USCG RSV	CG RSV 2023M12E	Peppermint Patty
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# Verify the Processing of Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,  
continued

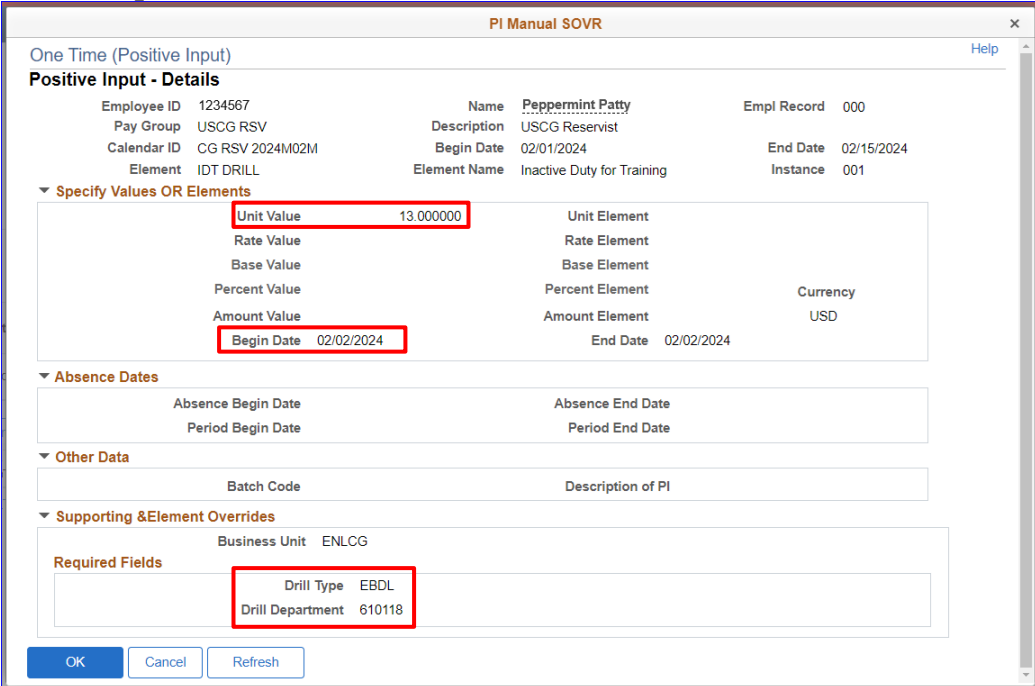
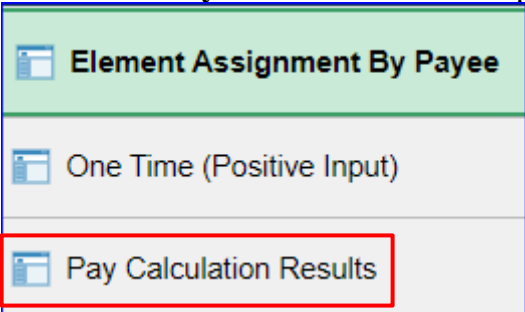
Step	Action																										
<p><b>5</b></p>	<p>The OTPI will display. Click the <b>Expand All</b> icon.</p>  <p><b>One Time (Positive Input)</b></p> <p>Employee ID 1234567      Name <b>Patty, Peppermint</b>      Empl Record 0</p> <p>Pay Group USCG RSV      Description USCG Reservist      Pay Entity USCG</p> <p>Calendar ID CG RSV 2024M02M      Begin Date 02/01/2024      End Date 02/15/2024</p> <p><b>Earnings and Deductions</b></p> <p>1-1 of 1   View All</p> <p><b>Action</b>    Main Components    Source <b>  &gt;</b></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 Training</td> <td>1</td> <td>Add</td> </tr> </tbody> </table> <p>Save    Return to Search    Previous in List    Next in List    Notify    Refresh    Add    Update/Display</p>	Entry Type	Element Name	Element Description	Instance	Action Type	Earnings	IDT DRILL	Inactive Duty for Training	1	Add																
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<p><b>6</b></p>	<p>All data fields will display. Click the <b>blank column</b> icon.</p>  <p><b>One Time (Positive Input)</b></p> <p>Employee ID 1234567      Name <b>Patty, Peppermint</b>      Empl Record 0</p> <p>Pay Group USCG RSV      Description USCG Reservist      Pay Entity USCG</p> <p>Calendar ID CG RSV 2024M02M      Begin Date 02/01/2024      End Date 02/15/2024</p> <p><b>Earnings and Deductions</b></p> <p>1-1 of 1   View All</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>Batch Code</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>IDT DRILL</td> <td>Inactive Duty for Training</td> <td>1</td> <td>Add</td> <td>13.000000</td> <td></td> <td></td> <td>USD</td> <td></td> <td>9876543</td> <td>02/07/2024 3:05:15PM</td> <td></td> </tr> </tbody> </table> <p>Save    Return to Search    Previous in List    Next in List    Notify    Refresh    Add    Update/Display</p>	Entry Type	Element Name	Element Description	Instance	Action Type	Unit	Rate	Amount	Currency Code	Details	Updated By User	Last Update Date/Time	Batch Code	Earnings	IDT DRILL	Inactive Duty for Training	1	Add	13.000000			USD		9876543	02/07/2024 3:05:15PM	
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# Verify the Processing of Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,  
continued

Step	Action
7	<p>The OTPI details will display.</p> <ul style="list-style-type: none"> <li>• <b>Unit Value</b> – The number of points for pay, if applicable.</li> <li>• <b>Begin Date</b> – The date the EBDL was effective.</li> <li>• <b>Drill Type</b> – Specifies this was an EBDL entry.</li> <li>• <b>Drill Department</b> – Indicates the course ID number.</li> </ul> 
8	<p>Click on the <b>Pay Calculation Results</b> option.</p> 

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

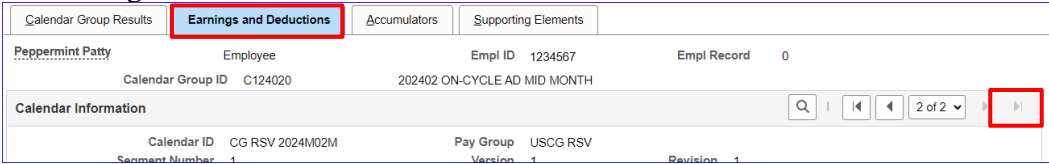
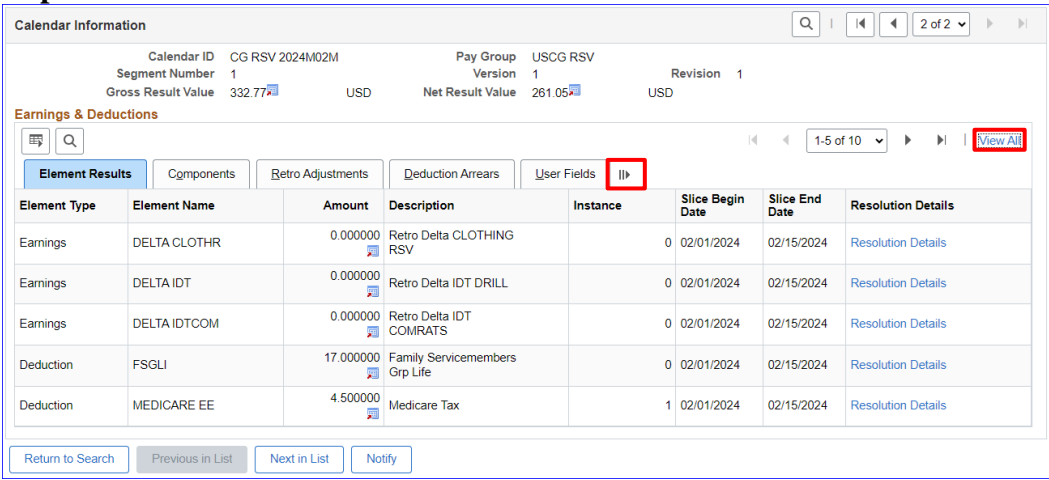
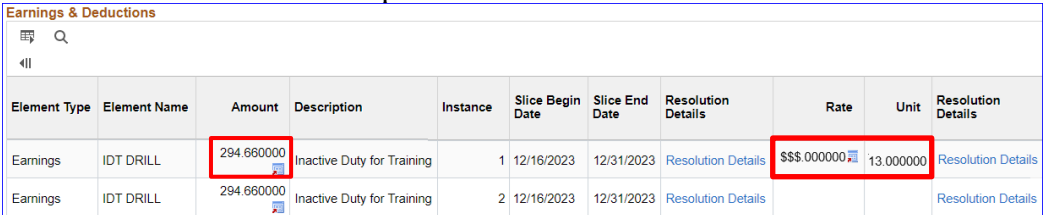
Procedures,  
continued

Step	Action																														
9	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> <div data-bbox="327 571 1257 1108" style="border: 1px solid black; padding: 5px;"> <p><b>Results by Calendar Group</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a></p> <p>▼ <b>Search Criteria</b></p> <p>Empl ID begins with ▼ <input type="text" value="1234567"/></p> <p>Empl Record = ▼ <input type="text"/></p> <p>Calendar Group ID begins with ▼ <input type="text"/> 🔍</p> <p>Name begins with ▼ <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p> </div>																														
10	<p>Select the <b>Calendar ID</b> in which the paid EBDL was processed.</p> <div data-bbox="327 1187 1364 1668" style="border: 1px solid black; padding: 5px;"> <p>Search Results</p> <p>View All <span style="float: right;">1-54 of 54 ▼</span></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>1234567</td> <td>0</td> <td>02/15/2024</td> <td>C124020</td> <td>Peppermint Patty</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>02/01/2024</td> <td>C124011</td> <td>Peppermint Patty</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>01/12/2024</td> <td>C124010</td> <td>Peppermint Patty</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>12/29/2023</td> <td>C123121</td> <td>Peppermint Patty</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>12/15/2023</td> <td>C123120</td> <td>Peppermint Patty</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Payment Date	Calendar Group ID	Name	1234567	0	02/15/2024	C124020	Peppermint Patty	1234567	0	02/01/2024	C124011	Peppermint Patty	1234567	0	01/12/2024	C124010	Peppermint Patty	1234567	0	12/29/2023	C123121	Peppermint Patty	1234567	0	12/15/2023	C123120	Peppermint Patty
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Procedures,  
continued

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11	<p>Select the <b>Earnings and Deductions</b> tab and if applicable, click the <b>far-right arrow</b> to get to the most current calendar.</p> 																																																
12	<p>Click <b>View All</b> (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 <b>Expand</b> icon.</p>  <table border="1" data-bbox="336 1099 1362 1339"> <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>02/01/2024</td> <td>02/15/2024</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>02/01/2024</td> <td>02/15/2024</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>02/01/2024</td> <td>02/15/2024</td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>FSGLI</td> <td>17.000000</td> <td>Family Servicemembers Grp Life</td> <td>0</td> <td>02/01/2024</td> <td>02/15/2024</td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>MEDICARE EE</td> <td>4.500000</td> <td>Medicare Tax</td> <td>1</td> <td>02/01/2024</td> <td>02/15/2024</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	02/01/2024	02/15/2024	Resolution Details	Earnings	DELTA IDT	0.000000	Retro Delta IDT DRILL	0	02/01/2024	02/15/2024	Resolution Details	Earnings	DELTA IDTCOM	0.000000	Retro Delta IDT COMRATS	0	02/01/2024	02/15/2024	Resolution Details	Deduction	FSGLI	17.000000	Family Servicemembers Grp Life	0	02/01/2024	02/15/2024	Resolution Details	Deduction	MEDICARE EE	4.500000	Medicare Tax	1	02/01/2024	02/15/2024	Resolution Details
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13	<p>This will display:</p> <ul style="list-style-type: none"> <li>• <b>Amount</b> – The total payment calculated for the EBDL course.</li> <li>• <b>Rate</b> – The pay rate applied to the calculations (member’s daily IDT pay rate).</li> <li>• <b>Unit</b> – The total number of points awarded the member for the EBDL course.</li> </ul>  <table border="1" data-bbox="325 1581 1378 1794"> <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> <th>Rate</th> <th>Unit</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>IDT DRILL</td> <td>294.660000</td> <td>Inactive Duty for Training</td> <td>1</td> <td>12/16/2023</td> <td>12/31/2023</td> <td>Resolution Details</td> <td>\$\$\$ 0.000000</td> <td>13.000000</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>IDT DRILL</td> <td>294.660000</td> <td>Inactive Duty for Training</td> <td>2</td> <td>12/16/2023</td> <td>12/31/2023</td> <td>Resolution Details</td> <td></td> <td></td> <td>Resolution Details</td> </tr> </tbody> </table>	Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Rate	Unit	Resolution Details	Earnings	IDT DRILL	294.660000	Inactive Duty for Training	1	12/16/2023	12/31/2023	Resolution Details	\$\$\$ 0.000000	13.000000	Resolution Details	Earnings	IDT DRILL	294.660000	Inactive Duty for Training	2	12/16/2023	12/31/2023	Resolution Details			Resolution Details															
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