

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-131) 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](#)

Background Per reference (a), Reserve members may earn retirement points for satisfactory completion of correspondence courses that have been evaluated for retirement point credit by Commandant (CG-131), Commanding Officer, USCG Institute, or the Chief of Naval Personnel.

The Office of Reserve Affairs, Plans and Policy division, CG-1311, 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/CG131/CG1311/Training/EBDL/>

Contents

Topic	See Page
Entering Electronic Based Distributed Learning (EBDL) Courses	2
Removing Electronic Based Distributed Learning (EBDL) Courses	7
Verifying Payment of Electronic Based Distributed Learning (EBDL) Courses	13

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-131) 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 \(CG-131\) 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 a web interface with a navigation bar containing 'My Page', 'Self Service', and 'Requests' (highlighted with a green bar). Below the navigation bar are two main sections: 'Self Service Requests' and 'Payroll Requests'. The 'Payroll Requests' section contains a grid of links. The link 'EBDL Completion' is highlighted with a red rectangular box.</p>

Continued on next page


Entering Electronic Based Distributed Learning (EBDL) Courses, Continued


Procedures,
continued

Step	Action
2	Enter the member's Empl ID and click Add .

Add Action Request

Add a New Value

Empl ID 

Empl Record 

Add Add

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 1379" 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"/> <input type="button" value="Q"/></p> <p>Completion Date: <input style="border: 1px solid red;" type="text"/> <input type="button" value="C"/></p> <p>Pay: <input style="border: 1px solid red;" type="text"/></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:</p> <p>Points:</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="328 1417 1398 1720"> <thead> <tr> <th data-bbox="328 1417 592 1451">If</th> <th data-bbox="592 1417 1398 1451">Then</th> </tr> </thead> <tbody> <tr> <td data-bbox="328 1451 592 1529">EBDL course for Points Only</td> <td data-bbox="592 1451 1398 1529">NO (most EBDL courses are for Points Only)</td> </tr> <tr> <td data-bbox="328 1529 592 1720">EBDL course for Pay and Points</td> <td data-bbox="592 1529 1398 1720"> 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.
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EBDL course for Points Only	NO (most EBDL courses are for Points Only)						
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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="328 685 1398 1424" 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="328 1603 1270 1906" 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


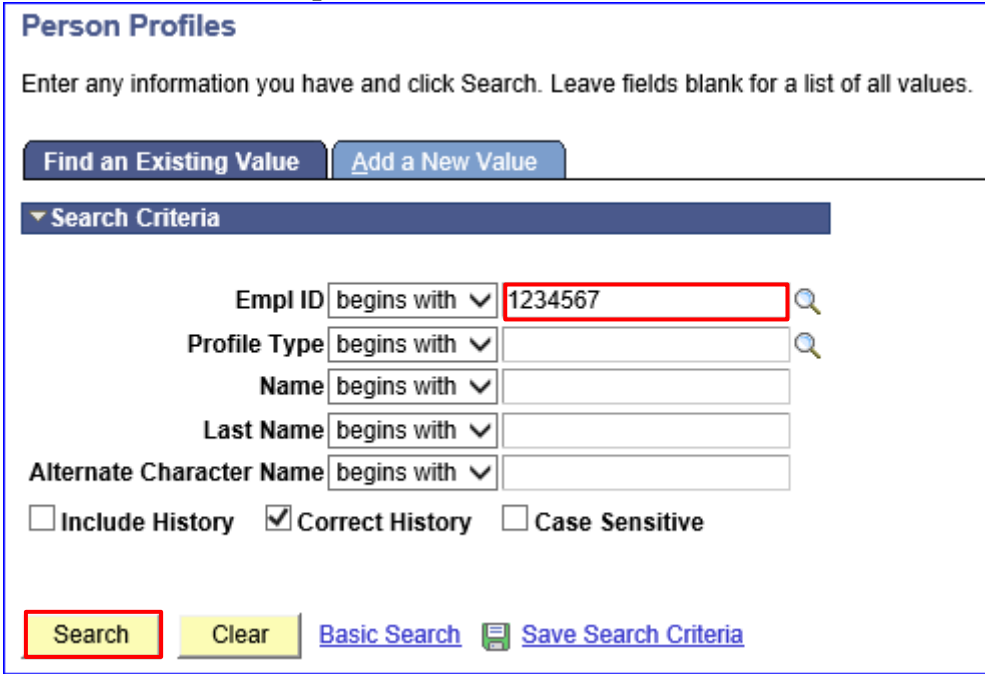
Step	Action												
6	<p>Once the EBDL completion has been submitted, the action request status will update to Pending and be forwarded to the SPO tree for approval.</p> <div data-bbox="331 613 1398 1675" style="border: 1px solid blue; padding: 10px;"> <p>Action Request</p> <p><u>Submit EBDL Completion</u></p> <p><u>Moriarty, James</u></p> <div style="background-color: #4a7ebb; 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;"><input type="button" value="Get Details"/></p> <div style="background-color: #4a7ebb; 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;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="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; border: 1px solid #ccc;"> <p>Pending</p> <p> Multiple Approvers CGHRSUP for User's SPO</p> </div> <p style="margin-top: 5px;">Comments</p> <div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #ccc;"> <p>James Moriarty at 09/05/18 - 12:26 PM Command/Member provided completion certificate.</p> </div> </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.

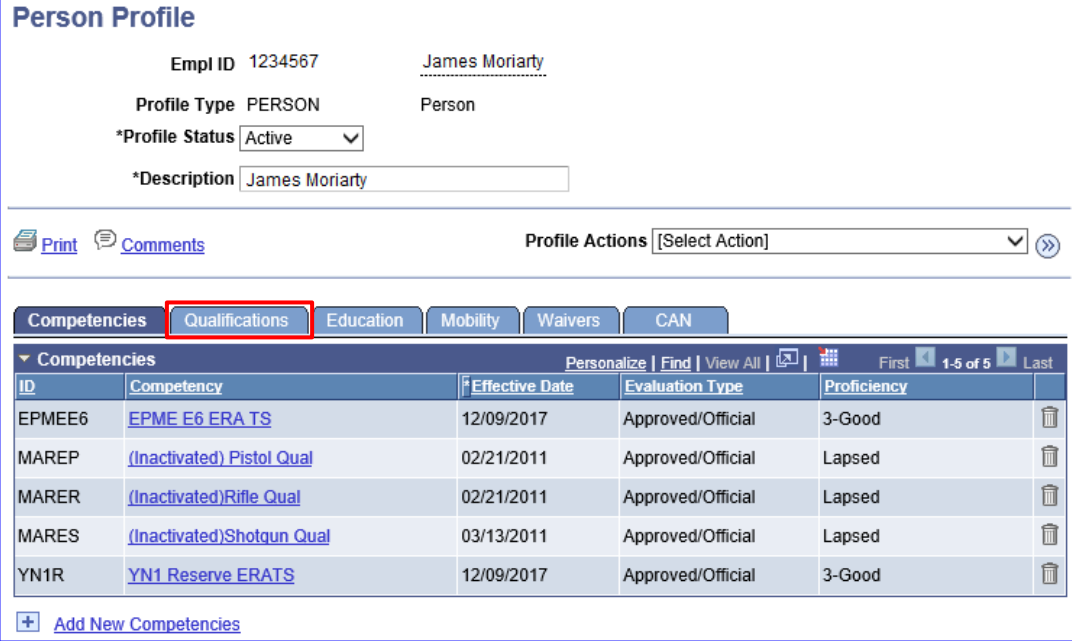

Procedures See below.

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 Active</p> <p>*Description James Moriarty</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies 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>  <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 the 'Requests' pagelet with two sections: 'Self Service Requests' and 'Payroll Requests'. The 'Payroll Requests' section contains a grid of links. The link 'Remove EBDL Completion' is highlighted with a red rectangular box.</p>
6	<p>Enter the member's Empl ID and click Add.</p>  <p>The screenshot shows the 'Add Action Request' form. It has a header 'Add Action Request' and a button 'Add a New Value'. Below this, there are two input fields: 'Empl ID' with the value '1234567' and 'Empl Record' with the value '0'. Both fields have a magnifying glass icon to the right. At the bottom of the form, there is a yellow 'Add' button highlighted with a red rectangular box.</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 1396 1411" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Remove EBDL Completion</p> <p>Moriarty, James</p> <hr/> <p>Request Details</p> <p>Course: <input type="text" value="001426"/> </p> <p>Completion Date: <input type="text" value="04/25/2018"/> </p> <p><input type="button" value="Get Details"/></p> <hr/> <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="316 611 1398 1391" style="border: 1px solid blue; padding: 10px;"> <p>Action Request</p> <p>Submit Remove EBDL Completion</p> <p>Moriarty, James</p> <div style="background-color: #2c4e64; color: white; padding: 2px;">Request Details</div> <p>Course: <input type="text" value="001426"/> </p> <p>Completion Date: <input type="text" value="04/25/2018"/> </p> <p><input type="button" value="Get Details"/></p> <div style="background-color: #2c4e64; color: white; padding: 2px;">Request Information</div> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p>Course SHIP HANDLING</p> <p>Description:</p> <p>Points: 3</p> <p>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="316 611 1399 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> <table border="1" data-bbox="363 757 1385 887"> <thead> <tr> <th colspan="2">Request Details</th> </tr> </thead> <tbody> <tr> <td>Course:</td> <td>001426</td> </tr> <tr> <td>Completion Date:</td> <td>04/25/2018</td> </tr> </tbody> </table> <p>Get Details</p> <table border="1" data-bbox="363 958 1385 1144"> <thead> <tr> <th colspan="2">Request Information</th> </tr> </thead> <tbody> <tr> <td>Course</td> <td>SHIP HANDLING</td> </tr> <tr> <td>Description:</td> <td></td> </tr> <tr> <td>Points:</td> <td>3</td> </tr> <tr> <td>Pay Calendar:</td> <td>NO PAY</td> </tr> </tbody> </table> <p>Comment: <input type="text" value="Provide comments explaining why the course data is being removed."/></p> <p>Submit Resubmit Withdraw</p> <div data-bbox="384 1317 1198 1637" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Status: Pending View/Hide Comments</p> <p>1</p> <table border="1" data-bbox="400 1391 695 1487"> <thead> <tr> <th colspan="2">Pending</th> </tr> </thead> <tbody> <tr> <td></td> <td>Multiple Approvers CGHRSUP for User's SPO</td> </tr> </tbody> </table> <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>	Request Details		Course:	001426	Completion Date:	04/25/2018	Request Information		Course	SHIP HANDLING	Description:		Points:	3	Pay Calendar:	NO PAY	Pending			Multiple Approvers CGHRSUP for User's SPO
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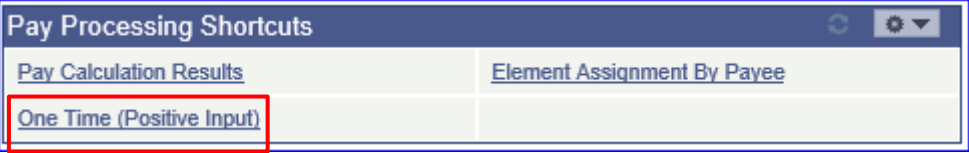
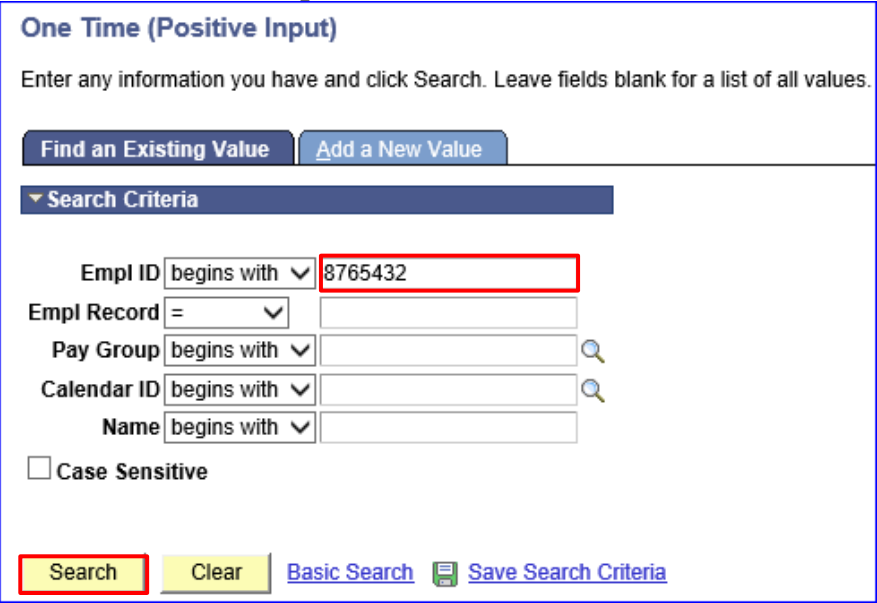
Verifying Payment of Electronic Based Distributed Learning (EBDL) Courses

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>  <p>The screenshot shows a window titled "Pay Processing Shortcuts" with two tabs: "Pay Calculation Results" and "Element Assignment By Payee". The "Pay Calculation Results" tab is active, and the "One Time (Positive Input)" option is highlighted with a red box.</p>
2	<p>Enter the member's Empl ID and click Search.</p>  <p>The screenshot shows the "One Time (Positive Input)" search interface. It includes a search criteria section with the following fields: "Empl ID" (set to "begins with" and "8765432"), "Empl Record" (set to "="), "Pay Group" (set to "begins with"), "Calendar ID" (set to "begins with"), and "Name" (set to "begins with"). There is a "Case Sensitive" checkbox which is unchecked. At the bottom, there are "Search" and "Clear" buttons, along with links for "Basic Search" and "Save Search Criteria".</p>

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

Procedures,
continued

Step	Action																										
3	<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="331 611 1222 925" style="border: 1px solid blue; 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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4	<p>The OTPI will display. Click the Expand All link.</p> <div data-bbox="331 999 1398 1328" style="border: 1px solid blue; 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> <p>Earnings and Deductions Personalize Find View All First 1-4 of 4 Last</p> <p>Action Main Components Source Expand 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> </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>	*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																							
5	<p>All data fields will display. Click the Details icon.</p> <div data-bbox="331 1395 1398 1630" style="border: 1px solid blue; 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> <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>Batt</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>Details</td> <td>1234567</td> <td>08/08/2018 9:11:35AM</td> <td>74632</td> </tr> </tbody> </table> </div>	*Entry Type	*Element Name	*Element Description	Instance	*Action Type	Unit	Rate	Amount	Currency Code	Details	Updated By User	Last Update Date/Time	Batt	Earnings	IDT DRILL	Inactive Duty for Trainin	1	Add	12.000000			USD	Details	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 1396 1713" style="border: 1px solid black; padding: 5px;"> <p>One Time (Positive Input)</p> <p>Positive Input - Details</p> <table border="0" style="width: 100%;"> <tr> <td>Employee ID 8765432</td> <td>Name James Moriarty</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" style="width: 100%;"> <tr> <td>Unit Value <input type="text" value="12.000000"/></td> <td>Unit Element <input type="text"/></td> </tr> <tr> <td>Rate Value <input type="text"/></td> <td>Rate Element <input type="text"/></td> </tr> <tr> <td>Base Value <input type="text"/></td> <td>Base Element <input type="text"/></td> </tr> <tr> <td>Percent Value <input type="text"/></td> <td>Percent Element <input type="text"/></td> </tr> <tr> <td>Amount Value <input type="text"/></td> <td>Amount Element <input type="text"/></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> </tr> </table> <p>Absence Dates</p> <table border="0" style="width: 100%;"> <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" style="width: 100%;"> <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" style="width: 100%;"> <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 James Moriarty	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"/>	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 1780 1225 1915" style="border: 1px solid black; padding: 5px;"> <p>Pay Processing Shortcuts</p> <table border="1" style="width: 100%;"> <tr> <td>Pay Calculation Results</td> <td>Element Assignment By Payee</td> </tr> <tr> <td>One Time (Positive Input)</td> <td></td> </tr> </table> </div>	Pay Calculation Results	Element Assignment By Payee	One Time (Positive Input)																													
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Verifying Payment of Electronic Based Distributed Learning (EBDL) Courses, Continued

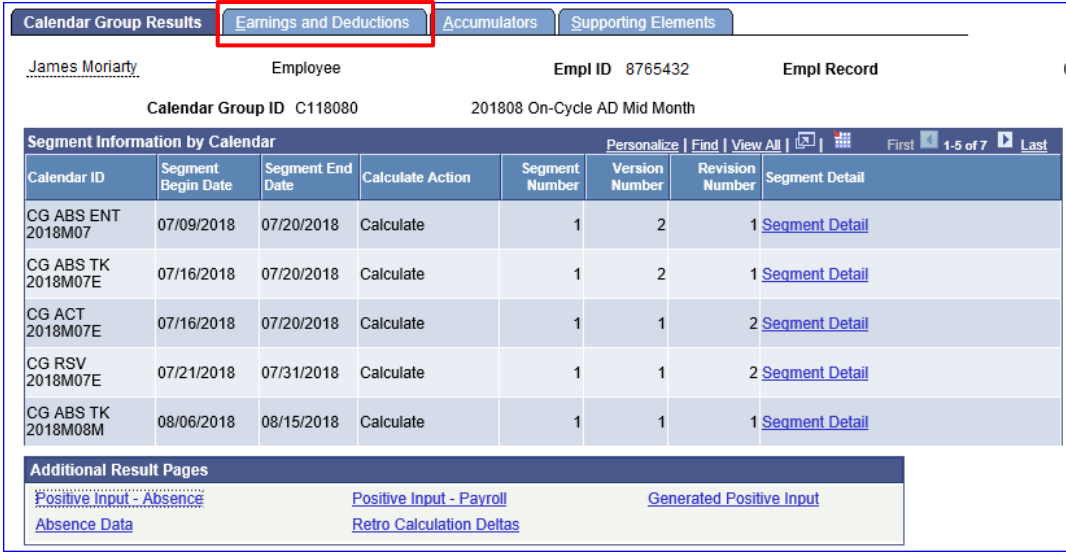
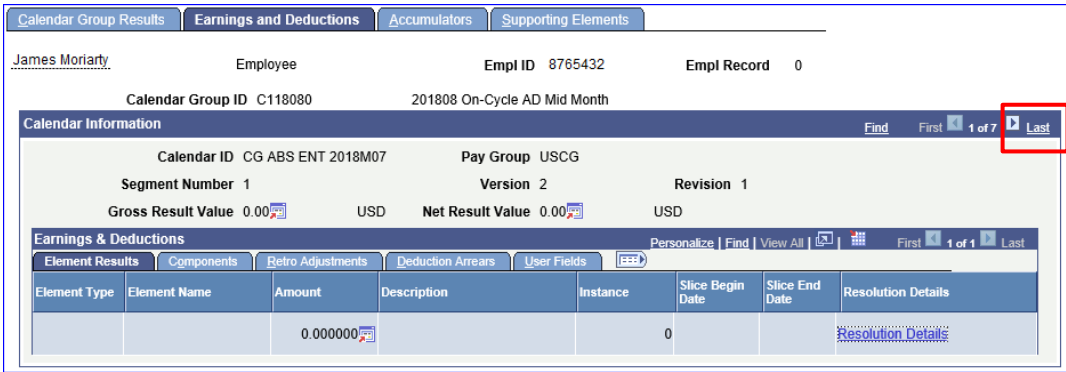
Procedures,
continued

Step	Action
<p>8</p>	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="331 577 1220 1115" 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 begins with ▼ <input type="text" value="8765432"/></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"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>

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

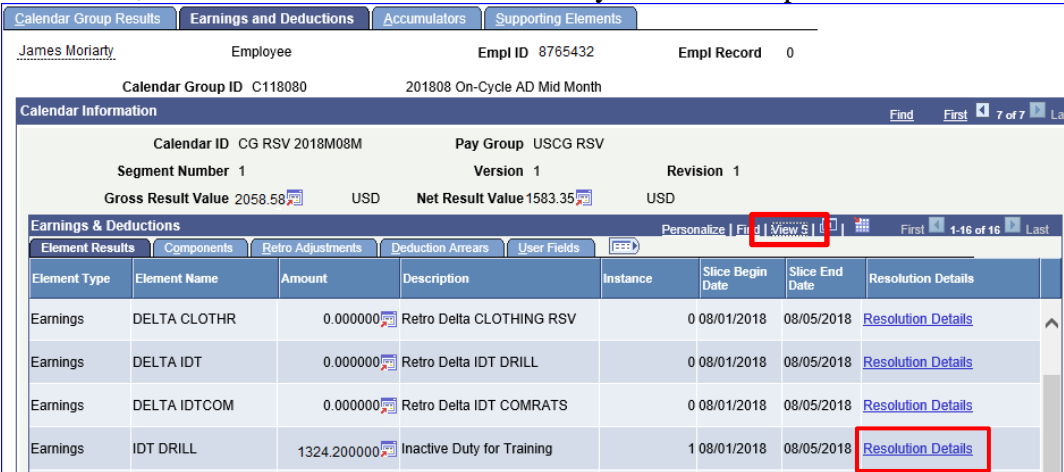
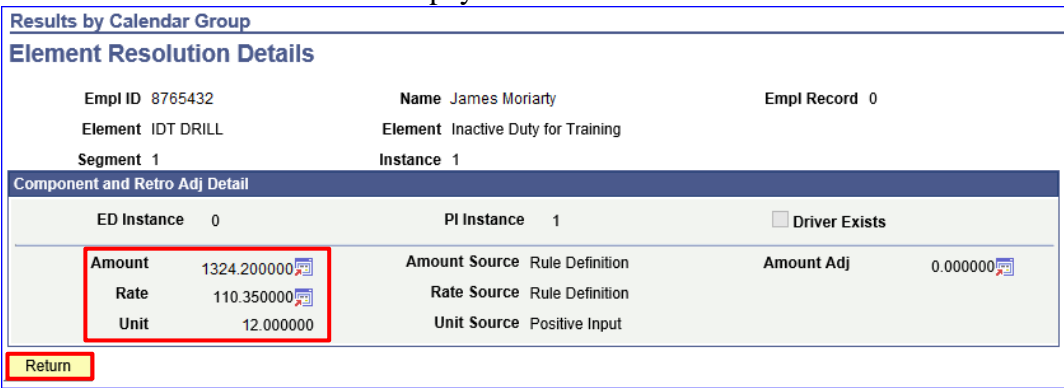
Procedures,
continued

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

Continued on next page

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

Procedures,
continued

Step	Action																																								
<p>12</p>	<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. It includes a table with the following data:</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></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></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></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		08/01/2018	08/05/2018	Resolution Details	Earnings	DELTA IDT	0.000000	Retro Delta IDT DRILL		08/01/2018	08/05/2018	Resolution Details	Earnings	DELTA IDTCOM	0.000000	Retro Delta IDT COMRATS		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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<p>13</p>	<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. It includes a table with the following data:</p> <table border="1"> <thead> <tr> <th colspan="4">Component and Retro Adj Detail</th> </tr> </thead> <tbody> <tr> <td>ED Instance</td> <td>0</td> <td>PI Instance</td> <td>1</td> </tr> <tr> <td>Amount</td> <td>1324.200000</td> <td>Amount Source</td> <td>Rule Definition</td> </tr> <tr> <td>Rate</td> <td>110.350000</td> <td>Rate Source</td> <td>Rule Definition</td> </tr> <tr> <td>Unit</td> <td>12.000000</td> <td>Unit Source</td> <td>Positive Input</td> </tr> </tbody> </table>	Component and Retro Adj Detail				ED Instance	0	PI Instance	1	Amount	1324.200000	Amount Source	Rule Definition	Rate	110.350000	Rate Source	Rule Definition	Unit	12.000000	Unit Source	Positive Input																				
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