
Section A: Electronic Based Distributed Learning (EBDL) Courses

- A.1. Introduction** This section establishes the procedures to report completion of EBDL.
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- A.2. References**
- (a) Performance, Training and Education Manual, COMDTINST M1500.10C (series)
 - (b) Reserve Policy Manual, COMDTINST M1001.28 (series)
 - (c) Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series)
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- A.3. Discussion** In accordance with reference (a), completion of EBDL courses (also known as correspondence courses) is recorded in Direct Access (DA). In accordance with reference (b), reserve retirement points may be earned for completion of specific EBDL courses. Commandant (CG-131) maintains a list of non Coast Guard EBDL courses available for reserve retirement points on their website at: http://www.uscg.mil/hq/cg1/cg131/cg-1311/rrp_ebdL.asp.
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- A.4. Recording Course Completion** Use the EBDL Courses Checklist to report completion and entering of non Coast Guard EBDL courses in DA.
If the EBDL course is not listed in DA, contact CG-1B.
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- A.5. Corrections and Deletions** Use the [Electronic Based Distributed Learning](#) procedural guide to remove erroneous EBDL entries.
If an EBDL course is correctly entered and the member does not get credited the appropriate points, submit a trouble ticket to Pay and Personnel Center.
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Electronic Based Distributed Learning Checklist		
<p>This checklist is to be used by the member, command, and the Servicing Personnel Office (SPO) in completing all necessary tasks required to properly submit and receive reserve retirement points for completion of EBDL.</p>		
Step	Who Does It	What Happens
1	Member	<p>Upon successful completion of EBDL, submit a Career Development Worksheet (CG-2030) to your Local Unit Admin Staff with supporting documentation (i.e. EBDL Completion Certificate).</p>
2	Local Unit Admin Staff	<p>Within two working days of receipt of Career Development Worksheet (CG-2030) and supporting documentation, verify all information and forward to the SPO for processing.</p>
3	Servicing Personnel Office	<p>Within three working days of receipt of Career Development Worksheet (CG-2030) and supporting documentation, enter EBDL in DA using the Electronic Based Distributed Learning procedural guide. File documentation in accordance with reference (c).</p> <p>List of authorized EBDL is maintained by Commandant (CG-131) at: http://www.uscg.mil/hq/cg1/cg131/cg-1311/rrp_ebdL.asp.</p>

12-1 Electronic Based Distributed Learning Checklist