

## E-Mail ALSPO F/16

### Subj: ELECTRONIC BASED DISTRIBUTED LEARNING (EBDL) COURSES

- Ref: (a) Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)  
(b) E-Mail ALSPO C/16; Personnel & Pay Procedures Manual (PPPM)  
(c) E-Mail ALSPO D/16; Reserve Inactive Duty for Training (IDT) Procedures

---

**Introduction** This E-Mail ALSPO message promulgates an update to reference (a), the PPPM.

This message promulgates procedures to report completion of Electronic Based Distributed Learning (EBDL) Courses for Reserve Component members who complete eligible non-Coast Guard correspondence courses.

---

**Conversion to Coast Guard Tactics, Techniques and Procedures (TTP) format** Per reference (b), PPC is in the process of converting the PPPM to TTP format. New sections are promulgated as they are completed.

---

**Promulgation of PPPM Chapter 12-A / Directives Affected** Chapter 12 provides procedures for reserve processes. The chapter incorporates Reserve IDT procedures promulgated in reference (c). The Reserve IDT procedures section has been changed from Chapter 12, Section A, to Chapter 12, Section B. The new EBDL procedures are Chapter 12, Section A.

---

**Questions** Direct questions regarding the content of this E-Mail ALSPO message to PPC Procedures & Development (P&D) at:

 (785) 339-2252  
 [PPC-PF-PD@uscg.mil](mailto:PPC-PF-PD@uscg.mil) (E-Mail)

---

*Continued on next page*

## **E-Mail ALSPO F/16**

**Subj: ELECTRONIC BASED DISTRIBUTED LEARNING (EBDL) COURSES**

---

**Released by** Internet release authorized.

/s/  
P. F. BRADY, JR., CAPT, USCG  
Commanding Officer

Encl: (1) Personnel and Pay Procedures Manual, Chapter 12, Sections A and B

---

## Section A: Electronic Based Distributed Learning (EBDL) Courses

---

- A.1. Introduction** This section establishes the procedures to report completion of EBDL.
- 
- 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)
- 
- 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](http://www.uscg.mil/hq/cg1/cg131/cg-1311/rrp_ebdL.asp).
- 
- 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.
- 
- 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.
-

<b>Electronic Based Distributed Learning Checklist</b>		
<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>		
<b>Step</b>	<b>Who Does It</b>	<b>What Happens</b>
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 <a href="#">Electronic Based Distributed Learning</a> procedural guide. File documentation in accordance with reference (c).</p> <p>List of authorized EBDL is maintained by Commandant (CG-131) at: <a href="http://www.uscg.mil/hq/cg1/cg131/cg-1311/rrp_ebdL.asp">http://www.uscg.mil/hq/cg1/cg131/cg-1311/rrp_ebdL.asp</a>.</p>

12-1 Electronic Based Distributed Learning Checklist

## Section B: Inactive Duty Orders

---

- B.1. Introduction** This section establishes the procedures for scheduling and processing payment for inactive duty orders.
- 
- B.2. References**
- (a) Reserve Policy Manual, COMDTINST M1001.28 (series)
  - (b) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
  - (c) Special Duty Assignment Pay (SDAP), COMDTINST 1430.1 (series)
  - (d) Performance, Training and Education Manual, COMDTINST M1500.10 (series)
  - (e) U.S. Coast Guard Certifying and Disbursing Manual, COMDTINST M7210.1 (series)
- 
- B.3. Pay Status** Ensure member is in the correct Training/Pay Category (TRAPAY CAT) in accordance with reference (a). Failure to ensure member is in the correct TRAPAY CAT for the type of orders being entered in Direct Access (DA) prior to scheduling and/or approving drill(s) may result in error(s) when scheduling duty and/or approving for payment.
- 
- B.4. Scheduling Drills** Inactive duty orders must be scheduled and approved in DA in advance of reservists reporting for duty. Written orders will be provided to the member if requested.
- In accordance with reference (a), scheduled or unscheduled inactive duty drills performed by a member without prior command authorization will not be approved for payment.
- 
- B.5. Absences** In accordance with reference (a), if a notification of a schedule drill conflict occurs within 48 hours of the start of the scheduled drill, it will not be rescheduled unless it meets criteria authorized by reference (a).
- 
- B.6. Berthing** Strict berthing policies are established at each District (dxr). It is the responsibility of the member to work with the Command and District Reserve Force Readiness Staff to obtain berthing and follow local procedures prior to commencing inactive duty. In accordance with reference (a), berthing is not an entitlement, but will be authorized based on the availability of funding.
- 
- B.7. Additional Training Period** ATPs are periods of additional inactive duty authorized to provide selected reserve members sufficient time, in addition to scheduled Inactive Duty Training drill and Active Duty for Training, to qualify for competencies

**(ATP)** and meet training requirements for mobilization. Specific ATP policy is published annually by Commandant (CG-131). After authorization and allocation, ATPs are scheduled and approved in the same manner as an IDT.

---

**B.8.  
Reserve  
Management  
Period (RMP)** RMPs are periods of additional inactive duty in excess of scheduled IDT drills for members to accomplish training preparation or unit administration and maintenance functions. Specific RMP policy is published annually by Commandant (CG-131). After authorization and allocation, RMPs are scheduled and approved in the same manner as an IDT. RMPs not performed in accordance with reference (a) may be cancelled and recoupment of any payment may be initiated.

---

**B.9.  
Funeral Honors  
Duty (FHD)** Commands may issue FHD orders to ready reserve members with their consent. In accordance with reference (a), travel allowances may be paid.

---

**B.10.  
Compensation** In accordance with references (a) and (b), reserve members receive compensation equal to one-thirtieth of their monthly basic pay. Ready reserve members performing FHD receive a daily allowance of \$50.00.

Reserve members may be entitled to other types of compensation in accordance with references (b), (c), and (d).

---



Commander  
United States Coast Guard  
Force Readiness Command

Coast Guard Island  
Alameda, CA 94501  
Phone: (510) 437-2541  
Fax: (510) 339-3780

1570  
Mar 16

## MEMORANDUM

From: J.B. Smith, YN1  
CG FORCECOM

Reply to J.B. Whoever  
Attn of: (510) 437-2252

To: Member

Subj: INACTIVE DUTY FOR TRAINING (IDT) DRILL ORDERS FOR [FY## OR FY##  
FIRST QUARTER]

Ref: (a) Reserve Policy Manual, COMDTINST M1001.28 (series)

1. This memorandum constitutes orders to perform IDT in accordance with Chapter 2.C of reference (a). **[Enter Unit]** is your normal drill site as required by Chapter 2.F of reference (a). You are directed to report to **[Enter Unit]** as your duty location for the periods listed in paragraph 2. Any other location must be authorized and temporary duty orders must be issued in accordance with Chapter 2.F. of reference (a).

2. The following schedule is provided for your IDT drills. You shall execute your IDT drills in accordance with this schedule:

Date	Duty Periods (Start and End Time)	Type (S, M, RMP, ATP, FHD)	Purpose Code
10/5/2016	1.) 0700 – 1130 2.) 1230 - 1700	M	AT BC
10/6/2016	1.) 0630 – 1100	S	BC

3. You are hereby reminded that to qualify for IDT drill pay, periods of duty must be authorized in advance and with command authorization. Single drill periods must be a minimum of four hours in duration and a Multiple drill must be a minimum of eight hours exclusive of travel time to and from the scheduled drill site, meal breaks, rest and relaxation, or sleeping as per Chapter 2.B of reference (a).

### 12-2 Inactive Duty Orders Memorandum Template

Subj: INACTIVE DUTY FOR TRAINING (IDT) DRILL 1570  
ORDERS FOR [FY## OR FY## FIRST QUARTER] Mar 16

4. If any changes to these orders become necessary, you are directed to contact me or the command to request cancellation, modification/amendment to this drill schedule. If excused, and appropriate amendment will be generated. Failure to obtain command authorization to cancel, amend, or modify these orders prior to any scheduled drill may result in the drill(s) being marked as “Unexcused” and may not be made up or rescheduled.

#

Copy: Unit

<b>Inactive Duty Orders Checklist</b>		
<p>This checklist is to be used by the member, Reserve Supervisor, unit, and the Servicing Personnel Office (SPO) in completing all necessary tasks to properly submit and receive payment for inactive duty. For the purpose of this checklist, the Reserve Supervisor is the person approving the inactive duty on behalf of the member in DA (approving that the member may perform the inactive duty and that payment for the inactive duty is authorized).</p>		
Step	Who Does It	What Happens
1	Command & Member	At least 90 days prior to proposed inactive duty date, command (may include Senior Reserve Officer, Senior Enlisted Reserve Advisor, and/or Reserve Supervisor) and member coordinates inactive duty date(s) and location(s). Command notifies the Unit Level Admin Staff with approved inactive duty date(s) and location(s) if member requests written orders.
2	Unit Level Admin Staff	At least 70 days prior to scheduled inactive duty, complete and forward written orders to command (see Figure 12-2 for orders template), if applicable.
3	Member	At least 45 days prior to scheduled inactive drill date, enter scheduled inactive drill date into DA using the <a href="#">Self Service – Inactive Duty for Training (IDT)</a> procedural guide.  If the Reserve Supervisor or the Command will be entering the drill(s) on behalf of the member(s), do it at this time using the <a href="#">Self Service for Command – Scheduling Inactive Duty for Training (IDT) Drills</a> procedural guide.
4	Command	At least 30 days prior to scheduled inactive duty date, deliver written orders to member, if requested by member, in accordance with reference (a).
5	Reserve Supervisor	At least 20 days prior to scheduled inactive duty date, approve the scheduled IDT drill in DA using the <a href="#">Self Service for Command – Scheduling Inactive Duty for Training (IDT) Drills</a> procedural Guide.
6	Member	Perform inactive duty as scheduled. Prior to departure from inactive duty, notify the Reserve Supervisor of inactive duty completion. Include a signed copy of your orders, if applicable.

**12-3 Inactive Duty Orders Checklist**

7	<p>Reserve Supervisor</p> <p><b>CAUTION:</b></p>	<p>Within two working days of notification from member of inactive duty completion, place the inactive duty drill in a “Completed” status in DA using the <a href="#">Self Service – Scheduling Inactive Duty for Training (IDT) Drills</a> procedural guide.</p> <p>By placing the inactive duty drill in a “Completed” status, you are certifying that the member completed inactive duty in accordance with reference (a) and all requirements of references (a), (b), (c), and (d) have been met. Notify the SPO via email that the member completed their inactive duty drill. Include the member’s name, EMPLID, and date of inactive duty drill.</p> <div style="border: 2px solid black; padding: 5px; text-align: center;"> <p><b>Failure to notify the SPO that inactive duty drill has been completed will result in delay of payment.</b></p> </div>
8	<p>Servicing Personnel Office</p> <p><b>WARNING:</b></p>	<p>Within three working days of notification by the Reserve Supervisor of inactive duty drill completion, approve inactive duty drill in DA for payment.</p> <p>SPOs are required to ensure inactive duty drill(s) meet time requirements for drill type as required by reference (a) (i.e. single drill must be four hours or more). SPOs are required to have source documentation for requests for SDAP and/or Foreign Language Proficiency Pay payments in accordance with reference (b), (c), and (d).</p> <div style="border: 2px solid black; padding: 5px; text-align: center;"> <p><b><i>In accordance with reference (e), Payment Approving Officials are responsible for proper payment and record keeping (e.g. supporting payment with source documentation).</i></b></p> </div>
9	<p>Pay and Personnel Center Topeke</p>	<p>Process payment.</p>