



COMDTINST 1500.7
05 FEB 2021

COMMANDANT INSTRUCTION 1500.7

Subj: RESERVE COMPONENT (RC) USE OF ELECTRONIC-BASED DISTRIBUTED LEARNING (EBDL) METHODS FOR TRAINING

- Ref:
- (a) Title 10, United States Code U. S. C.
 - (b) Service Credit for Non-Regular Retirement, DoDI 1215.07
 - (c) Reserve Component (RC) Use of Electronic-based Distributed Learning Methods for Training, DoDI 1215.21
 - (d) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series)
 - (e) Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series)

1. PURPOSE. This Instruction establishes policy, assigns responsibilities, prescribes procedures and establishes requirements for members of the Selected Reserve in the use of electronic-based distributed learning (EBDL) methods to conduct training away from scheduled unit training. It also establishes requirements for the crediting of inactive duty service toward non-regular retirement in accordance with Chapter 1223 of Reference (a) and References (b-c) for the successful completion of EBDL courses.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements must comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. This supersedes Reserve Policy Manual, COMDTINST M1001.28C Chapter 8, Section L.
4. BACKGROUND. Electronic-Based Distributed Learning (EBDL) is structured learning that does not require the presence of an instructor. EBDL learning models can be used in combination with other forms of instruction, such as classroom based instruction, or to create wholly virtual classrooms.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is itself a rule. It provides operational guidance for Coast Guard personnel and is not intended to, nor does it impose legally binding requirements on any party outside the Coast Guard.
6. MAJOR CHANGES. None.

DISTRIBUTION – SDL No. 170

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A									X	X			X	X	X	X	X		X		X					
B	X		X	X		X	X	X	X	X			X	X		X	X	X	X	X			X	X	X	X
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F																	X	X	X							
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NON-STANDARD DISTRIBUTION:

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Instruction is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion DHS (CATEX) A3 from further environmental analysis in accordance with the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 and the Environmental Planning (EP) Implementing Procedures (IP).
- b. This Instruction will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policy in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA) and Environmental Effects Abroad of Major Federal Actions, Executive Order 12114, Department of Homeland Security (DHS) NEPA policy, Coast Guard Environmental Planning policy, and compliance with all other applicable environmental mandates.

8. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.dcms.uscg.mil/directives/>, and CGPortal: <https://cgportal.uscg.mil/library/directives/SitePages/Home.aspx>.

9. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts. The development of this Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

10. POLICY. The Commandant of the United States Coast Guard must issue regulations and guidance governing the administration, crediting, and management of non-regular retirement consistent with Reference (b) and (c). To recognize the significant commitment involved in professional development, the Office of Reserve Policy and Requirements Integration, Commandant (CG-R5) maintains a list of non-Coast Guard courses approved for the crediting of reserve retirement points. Reserve Component members may receive reserve retirement points for satisfactory completion of correspondence courses that have been evaluated by cognizant Headquarters program management offices and approved by Commandant (CG-R5).

a. EBDL falls into two categories:

- (1) Command Directed EBDL. Command directed EBDL is training that is required to be completed by SELRES members for the purpose of accomplishing unit readiness and mobilization training requirements (e.g., competency, Class "C" school pre-work, etc.). Coast Guard unit commanders, commanding officers, officers-in-charge,

deputy/assistant commandants, and chiefs of headquarters staff element must direct EBDL by memorandum.

- (a) SELRES members completing command directed EBDL from the list of approved EBDL courses are eligible for Inactive Duty Training (IDT) pay and inactive duty retirement points. SELRES members are only authorized to receive 1/30th of Monthly Basic Pay (i.e., equivalent to a single IDT drill) for each period the member is engaged for at least four hours of EBDL. No IDT Subsistence Allowance, Special Duty Assignment Pay (SDAP), Reserve Clothing Maintenance Allowance (CMA), or Foreign Language Proficiency Pay (FLPP) is authorized for completion of EBDL.
- (b) All command directed EBDL, and the amount of inactive duty retirement points awarded, must be approved by Commandant (CG-R5). Inactive duty retirement points are determined by Commandant (CG-R5) based on the estimated hours to complete a course as listed in the specific course curriculum outline, not by an individual member's actual time to complete a course. Per Reference (b) and (c), every four hours of education using approved electronic-based distributed learning methodologies is worth one retirement point.
- (2) Non-Command directed EBDL. Non-Command directed EBDL is considered elective. Elective EBDL is training not eligible for IDT pay, but is eligible for inactive duty retirement points only.
 - (a) SELRES, Individual Ready Reserve (IRR) and Active Status List (ASL) members may be credited with inactive duty retirement points for elective EBDL.
 - (b) Inactive Status List (ISL) members are not authorized to take elective EBDL courses for pay or inactive duty retirement point credit.
 - (c) Inactive duty retirement points are determined by Commandant (CG-R5) based on the estimated hours to complete a course as listed in the specific course curriculum outline, not by an individual member's actual time to complete a course. Per Reference (b) and (c), every four hours of education using approved electronic-based distributed learning methodologies is worth one retirement point.

b. Limitations.

- (1) The list of approved EBDL courses is subject to change without notice and can be found on the Coast Guard Reserve website at:
<http://www.reserve.uscg.mil/Resources/CG131/CG1311/Training/EBDL/>.
- (2) Members will not be entitled to inactive duty points or additional compensation (e.g., IDT pay) for any portion of EBDL courses completed while a member is on Funeral Honors Duty (FHD), inactive duty, active duty (any type), or on the ISL.
- (3) Credit for a specific EBDL course can only be received once in a career.
- (4) New EBDL courses must be added to the approved Commandant (CG-R5) EBDL list using the Electronic Based Distributed Learning (EBDL) Course Approval Request, Form CG-1001A, Enclosure (1).
- (5) IDT pay or inactive duty retirement points are not authorized for EBDL completed prior to the date the course is approved by Commandant (CG-R5) and may only be

- credited for the number of approved points authorized as of the date of course completion. If a course is approved for an increase in IDT pay or inactive duty retirement point credit subsequent to its completion by a member, the increase must not be credited retroactively.
- (6) All inactive duty retirement points earned by completion of any approved EBDL courses are subject to the inactive duty retirement point credit limitations in accordance with References (b) and (c).
 - (7) Course completions must be processed in accordance with Reference (d), Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series), and Commandant (CG-R5) guidance.
 - (8) Mandated Training (MT-A/MT-B) and Reserve Senior Education and Fellowship Program (SEFP) courses are not eligible for EBDL pay or points. MT-A/MT-B may be completed during regularly scheduled drills. SEFP courses are considered elective and are not authorized to be completed during regularly scheduled drills.
 - (9) Members performing or completing EBDL are not considered to be in a duty status and thus are not eligible for Line of Duty (LOD) claims for injuries incurred during the course of the instruction.

11. RESPONSIBILITIES.

- a. Assistant Commandant for Reserve (CG-R), Office of Reserve Policy and Requirements Integration (CG-R5).
 - (1) Issue regulations and guidance governing the administration, crediting, and management of EBDL credit consistent with Reference (b) and (c).
 - (2) Forward EBDL Course Approval Request Forms (CG-1001A) to Subject Matter Experts (SMEs) for review.
 - (3) Approve/disapprove requests for EBDL course additions.
 - (4) Maintain current EBDL Course List in accordance with Reference (b) and (c).
 - (5) Validate inclusion of approved courses in Direct Access.
- b. CG-1 Sponsor's Rep - DA Human Capital Management System (HCMS).
 - (1) Enter approved EBDL courses into Direct Access.
- c. Program Manger Representative.
 - (1) Review and endorse EBDL Course Approval Request Forms (CG-1001A) after determining the applicability of potential courses to Coast Guard missions and requirements.
- d. Servicing Personnel Office (SPO).
 - (1) Enter EBDL completion into Direct Access in accordance with Reference (e). The user guide can be found on PPC's Procedures and Development page in the SPO Reserve Specific Transactions Section <https://www.dcms.uscg.mil/ppc/pd/da/>.
- e. Member's Personnel and Admin Staff.

- (1) Ensure member was not on active duty orders when completing the course in accordance with Paragraph 10.b.(2) above.
 - (2) Process Career Development Worksheet (CG-2030) in accordance with Reference (d).
- f. Member's Command.
- (1) Direct member completion of command directed EBDL when courses have a direct mobilization value related to their position on the Personnel Allowance List (PAL).
 - (2) Endorse member EBDL Course Approval requests and forward to Commandant (CG-R5) for action.
- g. Member.
- (1) Review EBDL list prior to starting the course to ensure course is still approved.
 - (2) If taking a course that is approved for pay and points on the EBDL list, ensure command approval is received before starting the course.
 - (3) Complete EBDL course and submit Career Development Worksheet (CG-2030) with supporting documentation for entry into Direct Access.
 - (4) Submit [EBDL Course Approval Request Form, CG- 1001A](#) for courses with a mobilization value to the Coast Guard that are not currently on the approved EBLD course list.
12. FORMS/REPORTS. The forms referenced in this Instruction are available in USCG Electronic Forms on the Standard Workstation or on the Internet:
<https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/Forms-Management/>; CG Portal:
<https://cgportal.uscg.mil/library/directives/SitePages/Home.aspx>.
13. REQUEST FOR CHANGES. Recommendations for changes or improvements to the Electronic-Based Distance Learning (EBDL), are welcome and should be submitted via the chain of command to the Assistant Commandant for Reserve (CG-R), HQS-DG-LST-CG-R55@uscg.mil or US COAST GUARD STOP 7721, 2703 MARTIN LUTHER KING JR. AVE SE, WASHINGTON, DC 20593-7721.

/TODD C. WIEMERS/
 Rear Admiral, U. S. Coast Guard
 Assistant Commandant for Reserve

Encl: (1) Electronic Based Distributed Learning (EBDL) Course Approval Request

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DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD			
ELECTRONIC BASED DISTRIBUTED LEARNING (EBDL) COURSE APPROVAL			
1. Name:		2. Rank/Rate:	
3. Unit Phone Number:	4. Unit:	5. Unit Address:	
6. Course Title:		7. Course Source/Manager:	8. Course Website:
<p>Instructions: This form shall be used to request courses be added to the COMDT (CG-R5) approved EBDL list. This form applies to SELRES, IRR, and ASL members only. Submit this form, along with all required documentation, through your unit commanding officer to COMDT (CG-R5) via the following email address: HQS-DG-LST-CG-R55@uscg.mil. Ensure all "comment" blocks are completed to support your request. Courses must be command directed EBDL courses that accomplish required training related to unit readiness and mobilization requirements to be considered for both pay and retirement points. Non- command directed courses are considered elective, and will therefore be considered for retirement points only.</p>			
<p>9. Is the Course EBDL? (EBDL Defined: Electronic-based, distributed learning is an instructional model that allows instructor, students, and content to be located in different, non-centralized locations so that instruction and learning occurs independent of time and place. EBDL does not include traditional correspondence courses. EBDL does not require the physical presence of the instructor. EBDL models can be used in combination with other forms of instruction or it can be used to create wholly virtual classrooms). (If "No", then do not continue with form, the course must be electronically based as defined above to be considered).</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>a. Comments:</p>		
<p>10. Will this course be completed while in a duty status (i.e. ADT, IDT, ADOS)? (If "Yes", then additional pay and/or retirement points for EBDL are not authorized, member is compensated for duty).</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>a. Comments:</p>		
<p>11. Is the training Command Directed? (If "Yes", then pay and retirement points may be authorized. If "No", then retirement points only may be authorized).</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>a. Comments:</p>		
<p>12. Does the course enhance Coast Guard Professional Development? For all CG personnel, training for professional development as an officer, enlisted, or civilian is rank specific, not job or position specific. Professional Development Training develops core leadership and management skills rather than technical job skills. These courses will be considered elective and may be authorized for retirement points only by COMDT (CG-R5).</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>a. Comments:</p>		
<p>13. Is this training beneficial to the entire Coast Guard Reserve Force or specific unit type (i.e. PSU, Station, etc.)?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>a. Comments:</p>		
<p>14. Additional Requirements. Include course curriculum outline from course website as an attachment.</p>			

Command Endorsement (CO/OINC/Other Designee)				
15. <input type="checkbox"/> I recommend approval	Typed in Name & Signature:			
<input type="checkbox"/> I do NOT recommend approval				
a. Additional information you believe necessary for consideration such as unique or specific unit needs (<i>i.e.</i> WQSB):				
Program Manager Endorsement				
16. <input type="checkbox"/> I recommend approval	Typed in Name & Signature:			
<input type="checkbox"/> I do NOT recommend approval				
a. Additional information you believe necessary for consideration such as unique or specific unit				
COMDT (CG-R5) Use				
17. <input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove	Name:		
a. Comments:				
18. Number of Points Awarded:	19. Date Entered in Direct Access:	20. Pay or Points Only:	21. Initials:	22. Member Notification Date:
Privacy Act Statement				
Authority: 37 U.S.C. §206 authorizes the collection of this information.				
Purpose: Used to initiate approval of Electronic Based Distributed Learning (EBDL) courses for pay compensation and/or retirement point credit.				
Routine Uses: Same.				
Disclosure: Disclosure of this information is voluntary, but without disclosure the member may not be authorized to complete specific EBDL courses for compensation and/or retirement point credit.				