

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD

ELECTRONIC BASED DISTRIBUTED LEARNING (EBDL) COURSE APPROVAL REQUEST

1. Name:		2. Rank/Rate:	
3. Unit Phone Number:	4. Unit:	5. Unit Address:	
6. Course Title:		7. Course Source/Manager:	8. Course Website:

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.

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).

<input type="checkbox"/> Yes	a. Comments:
<input type="checkbox"/> No	

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).

<input type="checkbox"/> Yes	a. Comments:
<input type="checkbox"/> No	

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).

<input type="checkbox"/> Yes	a. Comments:
<input type="checkbox"/> No	

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).

<input type="checkbox"/> Yes	a. Comments:
<input type="checkbox"/> No	

13. Is this training beneficial to the entire Coast Guard Reserve Force or specific unit type (i.e. PSU, Station, etc.)?

<input type="checkbox"/> Yes	a. Comments:
<input type="checkbox"/> No	

14. Additional Requirements. Include course curriculum outline from course website as an attachment.



Command Endorsement (CO/OINC/Other Designee)				
15. <input type="checkbox"/> I recommend approval <input type="checkbox"/> I do NOT recommend approval	Typed in Name & Signature:			
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 <input type="checkbox"/> I do NOT recommend approval	Typed in Name & Signature:			
a. Additional information you believe necessary for consideration such as unique or specific unit needs (<i>i.e.</i> WQSB):				
COMDT (CG-R5) Use Only				
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:
<div style="text-align: center;">Privacy Act Statement</div> <p>Authority: 37 U.S.C. §206 authorizes the collection of this information.</p> <p>Purpose: Used to initiate approval of Electronic Based Distributed Learning (EBDL) courses for pay compensation and/or retirement point credit.</p> <p>Routine Uses: Same.</p> <p>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.</p>				

