



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
4710 KNOX STREET
FORT BRAGG, NC 28310-5010

AFRC-OP (600-c)

1 December 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Reserve Electronic-Based Distributed Learning (EBDL) Policy

1. References:

- a. Army Regulation 140-1 (Mission, Organization, and Training)
- b. Department of the Army Form 1380 (Record of Individual Performance of Reserve Duty Training)
- c. Army Regulation 140-185 (Training and Retirement Point Credits and Unit Level Strength Accounting Records)
- d. Army Regulation 25-400-2 (The Army Records Information Management System)
- e. Army Regulation 350-1 (Army Training and Leader Development)
- f. United States Army Reserve (USAR) PAM 37-1 (Defense Joint Military Pay System – Reserve Component (DJMS-RC) Procedures Manual)
- g. Army Regulation 135-180 (Retirement for Non-Regular Service)

2. This policy serves as guidance on the process for paid compensation and/or retirement points for Troop Program Unit Soldiers taking approved EBDL courses.

3. EBDL is a digital media model that allows instructor, students, and course work located in different non-centralized locations allowing instruction and learning to occur independent of time and place.

4. Soldiers may complete approved EBDL coursework using Reserve Centers, Digital Training Facilities, or other public computer domains. Soldiers may use personal computers; however, the Army Reserve does not provide any reimbursement to Soldiers for personal financial obligations incurred if resources other than those provided at the Reserve Center are used to complete EBDL training.

5. Requirements to receive paid compensation and/or retirement points necessitates that the Soldier is directed to take the course. Only courses on the approved EBDL list at the time the Soldier takes the course are authorized. Only course work conducted while a Soldier is not on any paid Federal Government duty status (military, federal civilian, or contractor) is authorized, and any portion taken while in a paid duty status is not eligible. Only pre-deployment readiness and mobilization requirement courses are authorized. Priority is Mobilization, MOSQ, PME, ASI, and reoccurring training requirements.

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a. Compensation occurs in eight course hour increments using Drill Type 42 EBDL Additional Training Drill Assemblies (ATDA). For courses with fewer than eight course hours, combining courses is authorized to achieve a cumulative number of eight-hour increments.

b. The same applies for awarding retirement points. Eight hours of completed course work is required for an award of one retirement point, and combining multiple courses is authorized to achieve a cumulative number of hours in eight-hour increments.

c. Completion of EBDL Courses is available to Soldiers of all ranks.

6. Paid compensation is authorized when a Soldier's Commander directs the Soldier in a memorandum to enroll in and complete the course. Only memorandums with the Commander's signature are acceptable, the Commander may not delegate signature authority for compensation and/or retirement points. The memorandum must cite that compensation is subject to the availability of funds. Approved Professional Military Education (PME) or Military Occupational Specialty Qualification (MOSQ) do not require a Commander's memorandum, but the Commander must still counsel the Soldier that compensation is subject to the availability of funds. Required documents for receiving paid compensation:

a. Commander's memorandum, dated prior to enrollment into course, directing the Soldier to enroll in the training and citing that compensation is subject to the availability of fund.

b. Completed and signed DA Form 1380 (Record of Individual Performance of Reserve Duty Training).

c. DA Form 87 (certificate of training) validating successful course completion of directed training or proof of course completion.

d. EBDL checklist (enclosure 3) signed by Soldier, Commander, and pay administrator.

a) When scheduling lengthy EBLD courses Commander's should avoid crossing fiscal years whenever possible.

b) Soldiers attending the United States Sergeants Major Academy (USASMA) may only receive a DA 1059 from the USASMA registrar's office after completing DL courses. Submission of DA 1059 may be used as proof of completion, but not required. Alternative proof of completion from USASMA, other than a DA 1059, would still be needed for compensation and/or retirement points along with other required documents.

c) Officers attending Intermediate Level Education (ILE) can be compensated after the completion of each DL phase of ILE. To receive compensation the Officer needs to print each Form 1009 from the grading rubrics on Blackboard along with other required documents used for compensation and/or retirement points.

7. Retirement points are awarded upon successful completion of approved courses. The Soldier is awarded constructive credit for one or more inactive duty training (IDT)

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periods as an Additional Training Assembly (ATA) for distributed learning without pay and allowances.

a. The Readiness Divisions (RD) are responsible for processing all TPU nonpaid retirement points. HRC does not process TPU nonpaid retirement points. To submit for retirement points, a Soldier should complete a DA Form 1380 and the units Army Reserve Administrators (ARA), Reserve Personnel Action Centers (RPAC), or HR professional will then utilize the Personnel Actions Guide (PAG) to process the request to the respective RD:

1) 63rd Readiness Division: usarc-63rd-g1-rpac-vrpointsonly@army.mil

2) 81st Readiness Division: usarmy.usarc.81-rd.mbx-officers-da1380-retirement-points-rfi@army.mil

3) 88th Readiness Division: usarmy.usarc.88-rd.mbx.g1-da1380-points-only@army.mil

4) 99th Readiness Division: usarmy.usarc.99-rd.mbx.g1-da1380-points-only@army.mil

5) 9th MSC: Serviced by 63rd RD until further notice: usarc-63rd-g1-rpac-vrpointsonly@army.mil

6) 1st MSC: Serviced by 81st RD: usarmy.usarc.81-rd.mbx.enlisted-da1380-retirement-points-rfi@army.mil

7) 7th MSC: Serviced by 99th RD: usarmy.usarc.99-rd.mbx.g1-da1380-points-only@army.mil

8. Payment is authorized once a Soldier satisfactorily completes a Command directed EBDL Course. Soldiers are not awarded a Drill Type 42 for EBDL completion until the Soldier is issued proof of successful completion of course work. The course completion document must be uploaded into the Soldier's Interactive Personnel Electronic Records Management System (iPERMS) records. Commanders are required to retain copies of their memorandum directing the training and the ARA is required to retain course completion documents. The ARA must also maintain accountability of all used ATAs to ensure proper utilization and distribution amongst the unit. ARAs are to report ATAs used through the Automated Drill Attendance Reporting System (ADARS), and record on DA Form 1380. Units submitting DA 1380s to a Reserve Personnel Action Center (RPAC) for EBDL payment must include the course completion documentations to support payment.

9. A Soldier is limited to 12 ATA per Fiscal Year (FY). For EBDL compensation, 1 ATA requires completion of 8 course hours. The maximum number of EBDL course hours authorized for compensation is 96 (8 EBDL course hours x 12 ATAs).

10. Soldier cannot exceed the maximum allowable retirement points in any anniversary year for inactive duty training, to include the 15 military membership points. The maximum allowable Inactive Duty Training (IDT) points authorized per anniversary year

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is 130. Courses taken one FY (i.e., FY22) when the course is added to the approved EBDL list the next FY (i.e., FY23) are not authorized and back dating documentation is not authorized.

11. All EBDL coursework approved for payment are listed on USARCs SharePoint web site (https://xtranet/sites/USARC_G-37/LDD/LDD_Documents/Forms/EBDL.aspx).

12. Requests to add EBDL courses are submitted annually in January to the United States Army Reserve Command (USARC) G-37 Leader Development Division (LDD) email box usarmy.usarc.usarc-hq.mbx.usar-ebdl@army.mil. The attached Enclosure 1 Nomination Form is a template required for all requests to add a course to the list.

13. Request to modify or delete a course from the approved EBDL list requires a completed EBDL Modification or Deletion Form (Enclosure 2). Completed forms are submitted to USARC G-37 Leader Development Division (LDD) email box usarmy.usarc.usarc-hq.mbx.usar-ebdl@army.mil.

14. EBDL funds are distributed to Major Subordinate Commands (MSCs) prior to the beginning of each FY by the Reserve Pay Management Team (RPMT), Reserve Personnel Army (RPA) Division, and USARC G-8. If additional EBDL funding is required in the year of execution or if prior FY EBDL funding is required, contact USARC G-8, RPMT Chief, Ms. Darlene Woodruff at darlene.woodruff.civ@army.mil.

15. To prevent abuse of this program, each MSC is directed to develop internal policies and procedures to manage their program. Unit policies and procedures must be in place to validate authorization for EBDL compensation. Funds expended for EBDL course work completion is subject to audit. USARC G-38 will conduct annual inspections to ensure compliance with the funding of this policy. USARC G-37 will conduct annual inspection to ensure compliance with the administrative aspect of the policy.

16. This policy supersedes any previous version of this policy and remains in effect until replaced or rescinded.

17. The point of contact is Kashona D. Grate, Deputy Chief, Leader Development Division at (910) 570-8928 or kashona.d.grate.civ@army.mil.

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Encls

1. EBDL Nomination Worksheet
2. EBDL Modification or Deletion Form
3. EBDL Checklist-TBP

LANCE K. CALVERT
Brigadier General, USA
Deputy Chief of Staff G-3/5/7

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ENCLOSURE 1 – EBDL Nomination Worksheet

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Nomination of Courses for EBDL Addition

Template

1. Course Name: **Actual Course Name as Listed in Database**
2. Course Number: **As listed on site**
3. Course Hours: **Total Hours Required to Complete Course as Listed on Sit**
4. Course Type: **Pick Specific Type of Course (PME, Functional, DMOSQ, DA Directed, ASI)**
5. Course Location: **Course must be on an approved Army System of Record i.e., ATRRS, JKO, DTIC, ArmyFit, ATN. ALMS**
6. Course Hyperlink: **Provide Link to the Course**
7. Phase: **If a Course has Multiple Phases, List which Phase of the Course**
8. When do you plan to have courses added to ATRRS: **Month and Year Requested for the Consideration?**
9. Readiness: **How does this course support Readiness for the USAR Enterprise?**
10. What Makes this Required Training: **Must provide documentation explaining why this course is needed and provide the source document which makes the course mandatory or required training.**

Note:

- a. Information is required for each course being requested
- b. Do not submit requests for courses not in an approved Army system of record
- c. Submitted completed form to USARC G-37 Leader Development Division email box at usarmy.usarc.usarc-hq.mbx.usar-ebdl@army.mil for consideration

ENCLOSURE 2 – EBDL Modification or Deletion Form

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EBDL Modification or Deletion Form

Template

1. Request Type: **Modification or Deletion form current approved EBDL list**
 - a. **For modifications what needs to be modified**
 - b. **For deletions, what is the cause for deletion**
2. Course Name: **From current approved EBDL list**
3. Course Number: **From current approved EBDL list**
4. Course Hours: **From current approved EBDL list**
5. Course Location: **From current approved EBDL list**
6. Course Hours: **Total Hours listed on current approved EBDL list**

Note:

- a. Information is required for each modification/deletion requested
- b. Submitted completed form to USARC G-37 Leader Development Division email box at usarmy.usarc.usarc-hq.mbx.usar-ebdl@army.mil for consideration

ENCLOSURE 2 – EBDL Modification or Deletion Form

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5. Course Location: **From current approved EBDL list**
6. Course Hours: **Total Hours listed on current approved EBDL list**

Note:

- a. Information is required for each modification/deletion requested
- b. Submitted completed form to USARC G-37 Leader Development Division email box at usarmy.usarc.usarc-hq.mbx.usar-ebdl@army.mil for consideration

Electronic Based Distance Learning (EBDL)

References

1. [FY22 USARC EBDL Policy and Guidance](#)
2. [FY22 EBDL Published List](#)
3. [FY22 USARC Professional Development Guidance](#)
4. [USAR PAM 37-1](#)
5. [AR 140-1](#)

Required Documentation for Payment

1. [DA Form 4856](#) or Memorandum for Record
2. [DA Form 87](#) (Certificate of Training)
3. [DA Form 1380](#) (Record of Individual Perform and of Reserve Duty Training)
4. EBDL Checklist

Checklist - Action Required (*Responsible Party*)

1. Identify required training course and verify course is approved on G-3 USARC Fiscal Year (FY) XX EBDL Published List and ATTRS. Approved EBDL List can be found at https://xtranet/sites/USARC_G-37/LDD/SitePages/Home.aspx. (*Soldier, Commander*)
2. Request funding for EBDL training to G-8 representative. (*Commander*)
3. Validate funding is available and approve/deny funding request for EBDL Training, contacting unit Resource Manager as needed. **Pay administrator notifies Soldier that reimbursement is subject to availability of funds.** (*Unit Pay Admin*)
4. Direct Service Member, in writing, to enroll/attend EBDL training. DA Form 4856 or MFR must include **payment subject to availability of funds.** (*Commander*)
5. Enroll in and complete EBDL training. (*Soldier*)
6. Initiate payment by submitting required documentation to pay administrator within 10 days of completing scheduled training. Submit DA Form 1380, DA Form 87, DA Form 4856/MFR, and EBDL Checklist to Unit Pay Administrator. (*Soldier, Commander*)
7. USARC will require a letter of lateness for use of previous FY funds. (*Commander*)

SOLDIER
RNK, USAR
POSITION

COMMANDER
RNK, AO
COMMANDING

PAY ADMIN
GS, POSITION