EBDL Process Map

These steps must take place **BEFORE** the course start date.

Unit enrolls Soldier in a DL Course

Is the Soldier AGR or on ADOS?

YES → Soldier is not eligible for EDBL

NO → Is the course on the Approved NGB EBDL Course List ?

NO → Soldier is not eligible for EDBL
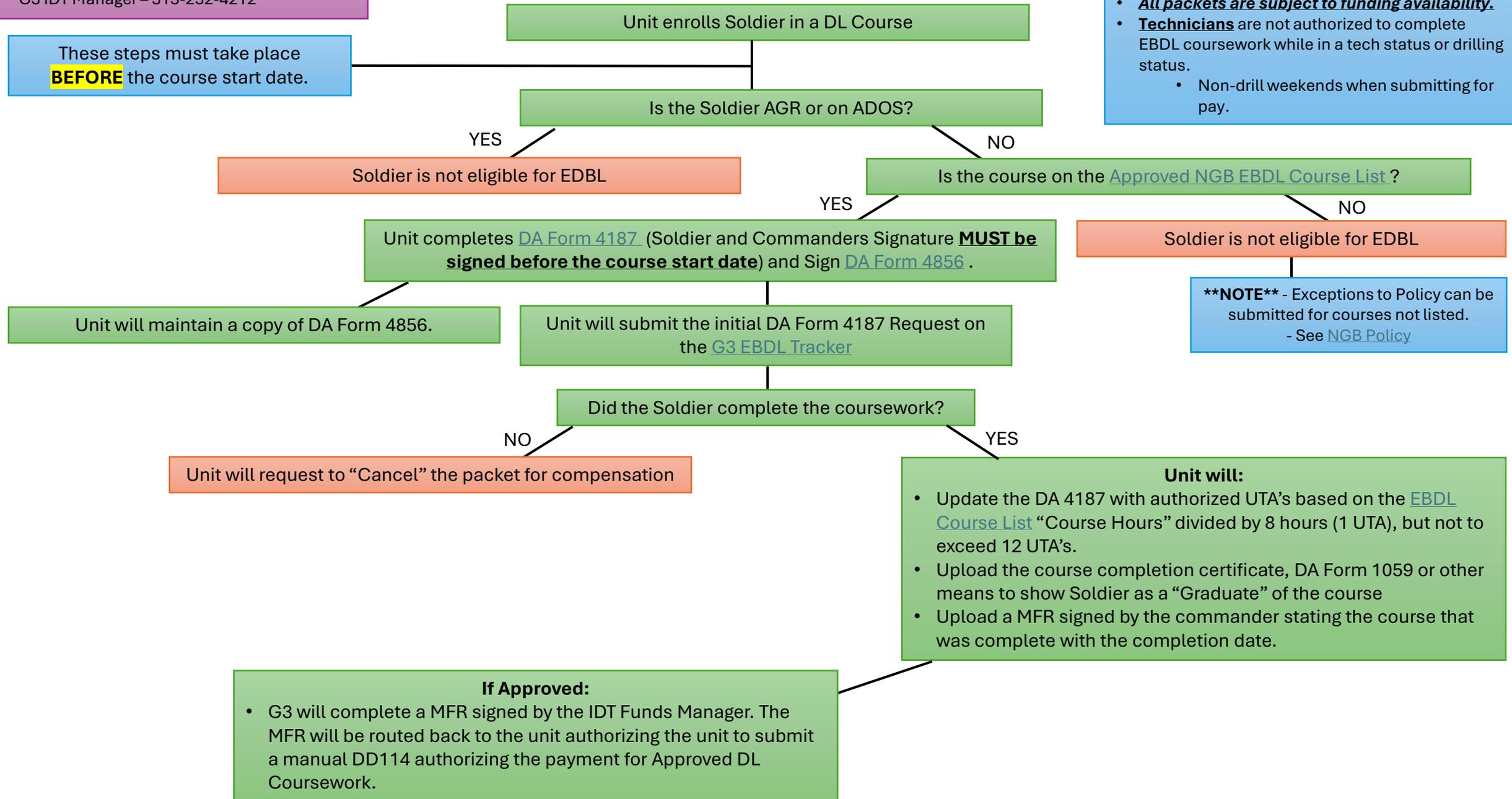
NOTE - Exceptions to Policy can be submitted for courses not listed.
- See NGB Policy

YES → Unit completes DA Form 4187 (Soldier and Commanders Signature **MUST be signed before the course start date**) and Sign DA Form 4856 .

Unit will maintain a copy of DA Form 4856.

Unit will submit the initial DA Form 4187 Request on the G3 EBDL Tracker

Did the Soldier complete the coursework?

NO → Unit will request to "Cancel" the packet for compensation

YES → Unit will:
- Update the DA 4187 with authorized UTA's based on the EBDL Course List "Course Hours" divided by 8 hours (1 UTA), but not to exceed 12 UTA's.
- Upload the course completion certificate, DA Form 1059 or other means to show Soldier as a "Graduate" of the course
- Upload a MFR signed by the commander stating the course that was complete with the completion date.

If Approved:
- G3 will complete a MFR signed by the IDT Funds Manager. The MFR will be routed back to the unit authorizing the unit to submit a manual DD114 authorizing the payment for Approved DL Coursework.