



HEADQUARTERS, IOWA ARMY NATIONAL GUARD
DEPUTY CHIEF OF STAFF OPERATIONS
CAMP DODGE JOINT MANEUVER TRAINING CENTER
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JOHNSTON, IOWA 50131-1824

NGIA-OPS

20 May 2024

MEMORANDUM FOR All Staff Sections, MSCs, Battalions, Units, and Separate Units in the Iowa Army National Guard

SUBJECT: State Guidance – Electronic Based Distributed Learning (EBDL) Policy and Guidance

1. References:

a. Memorandum, National Guard Bureau (ARNG-TRI), 23 January 2024, subject: ARNG Electronic Based Distributed Learning (EBDL) Policy Guidance.

b. Department of Defense Instruction (DoDI) 1215.21, Incorporating Change 1 (Reserve Component (RC) Use of Electronic-based Distributed Learning Methods for Training)

c. DoDI 1215.07, Incorporating Change 1 (Service Credit for Non-Regular Retirement)

d. INGR 350-1, 01 October 2021, Iowa Army National Guard Training and Leader Development.

e. Office of the Deputy Chief of Staff, G-3/5/7, DAMO-TRI memorandum (Approved Course List and Implementation Guidance for Reserve Component Electronic-Based Distributed Learning (EBDL) Compensation), 19 November 2012

f. NGR 680-2 (Automated Retirement Points Accounting Management)

2. The ARNG-TRI memorandum listed in reference 1a provides the authorization and guidance for compensating ARNG Soldiers for completion of EBDL coursework.

3. Soldiers must request to be authorized compensation before course enrollment and within the current Fiscal Year. Payments are not processed until course completion is validated and subject to availability of funding upon validated course completion. Payment is not retroactive; only coursework authorized on or after 01 October of the current Fiscal Year, and completed after authorization, qualifies for paid compensation in that Fiscal Year.

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4. Payment of course completion is based off funding availability. Payment is prioritized by the EBDL Order of Merit List (OML). If funding is not available, Soldier may be compensated by retirement points.

a. Prioritization of payment will be based off the OML. E6 and below will receive payment immediately following course completion. Due to limited funding for EBDL, E7 and above payment will begin 01 June of the current Fiscal Year based on funding availability.

5. Exception to policy for payment of courses that cross Fiscal Years or for courses that are not included on the approved EBDL list will be submitted through channels to NGIA-OPS-T prior to course enrollment for approval or denial.

6. EBDL compensation is authorized for Soldiers in all grades within the paid drill strength of the ARNG, which includes ARNG Dual Status Military Technicians. Soldiers performing EBDL Courses must be in a non-duty status. Only coursework completed when a Soldier is not on any paid Federal Government duty status, whether military (Active Duty for Training, Active Duty for Operational Support, Active Guard-Reserve, etc.), Federal Civilian, or Contractor, is permissible, and any portion undertaken during a paid duty status is not eligible for compensation. Upon successful completion, Soldiers are awarded constructive credit for one or more Inactive Duty Training (IDT) Periods as an additional training period for distributed learning and paid Reserve compensation based on the availability of funds. Soldiers are regarded as being in a non-duty status while completing EBDL Coursework.

a. Regardless of the number of hours a Soldier takes to complete an approved course, payment is for the number of course hours annotated for the specific course number on the approved EBDL list. Payment is not for the time it takes the Soldier to complete EBDL training.

b. No more than 12 each, D41-Additional Training Periods (ATP) are authorized for payment, per Soldier per Fiscal Year. A minimum of eight (8) hours of training must be completed to get paid for one (1) D41 (ATP).

c. For courses with fewer than eight hours, multiple courses of instruction, successfully completed, may be aggregated to achieve the minimum eight hours required for compensation.

d. The same applies for awarding retirement points. Four 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 four-hour increments.

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7. Process to request and authorize compensation:

a. The unit enrolls or the Soldier is auto-enrolled into one of the eligible EBDL courses listed on the ATRRS Course Catalog main page (<https://www.atrrs.army.mil/atrrsc/ Documents/EBDLcourses.pdf>). Courses that transition course numbers of names, such as SSD to DLC, are authorized.

b. The unit completes the DA Form 4187 for the Commander's approval. The form is signed by both the Soldier and the Commander. Use of this form is required to identify additional information required by the G3. The DA Form 4187 request is uploaded onto the [EBDL Tracker](#) located on the G3 SharePoint Online.

(1) The Commander's signature is a validation that the course is an approved course and that it is required for the Soldier to attend and maintain unit readiness.

(2) If the course does not meet this requirement, the Commander disapproves the DA Form 4187, and the unit will maintain the documentation on file at the unit level.

c. The request is approved at the unit level. The Commander counsels the Soldier about the EBDL requirements on a DA Form 4856. This counseling is not sent forward to NGIA-OPS-T but is maintained on file at the unit.

d. The Soldier begins and completes the course. Once complete, submit the following as one packet and update the EBDL Tracker with course complete.

(1) The DA Form 4187, with updated signatures by the Commander and the Soldier, is resubmitted with the dates and periods of duty requesting to be paid corresponding to the applicable total approved course hours.

(2) The DA Form 87 (completion certificate) must be provided to the unit to substantiate payment request. ATRRS reservation screen shot is not sufficient documentation to validate payment.

(3) NGIA-OPS-T, in conjunction with USPFO-IA Accounting and Military Pay, will certify funds are available and take measures to ensure Soldiers are able to be paid. NGIA-OPS-T will contact the USPFO authorizing immediate submission of Soldier for pay through the TL process on a DD114. Soldiers requesting compensation will be paid based on the Order of Merit (OML) list on SharePoint.

8. All completed EBDL Packets should be submitted as soon as course is complete, but no later than 15 August of the current Fiscal Year. Payment requests that are submitted after 15 August of the current Fiscal Year are not guaranteed compensation due to availability of funding, but will still be

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considered for compensation.

9. Requests are accepted throughout the Fiscal Year, but payments are dependent upon the availability of funding. Completion requests without prior approval are held until 15 August of the current Fiscal Year and will only be compensated at that point if funding is available.

10. This program is highly vulnerable to fraud, waste, and abuse, so every effort is made to ensure payments are true, correct, and proper. The unit will maintain EBDL files with supporting documentation for all Soldiers requesting compensation for up to five years. EBDL management is inspected as part of the Commander Inspection Program (CIP) checklist and audited annually.

11. NGIA-OPS-T established a tracking system, and units will ensure EBDL initial request and final packet are uploaded for tracking and transparency.

12. The point of contact for this memorandum is the State Training Officer at 515-252-4404 or Individual Training Manager at 515-252-4212.

Encl
EBDL OML



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