



Fort Drum BSEP Program

Packet Checklist

Commander's memo with Soldier's SSN and correct class number

4187 for AFCT **digitally signed by commander** in the last 30 days
(4187 must have "IS APPROVED" box selected in block 11)

I request permission to attend BSEP. I understand that regular class attendance is expected and that non-attendance will be reported to my unit.

Service Member's full name: _____

Service Member's nonmilitary email: _____

Service Member's cell #: _____

Service Member signature: _____

1SG signature: _____

By signing this checklist, I am verifying that I have reviewed the entire packet and all documents and required information on this checklist are included, completed, and correct. **Do not sign if any portion is absent or incomplete.**

Unit: _____

Any Soldiers who do not report ON TIME for BSEP on day 1 and 2 will be dropped from the class.

BSEP Enrollment Guide

BSEP is a program designed as a refresher course in Math, Reading and Vocabulary. BSEP is a tool that Soldiers can use when wanting to raise their GT Score by retesting on the Armed Forces Classification Test (AFCT).

Enrollment & Class Information

- Email a good **contact number** and the following documents to holli.h.hanks.civ@army.mil:
 - Enrollment Memo with **Soldier's SSN** and correct **class number**
 - **Digitally signed** DA 4187 marked **"IS APPROVED"**
 - BSEP checklist with 1SG signature
- Enrollments will be accepted on the first day that the registration window opens, until the course is full or the start of the class, whichever comes first. Enrollment is first come, first served. Please do not send in registration paperwork until the registration date has opened. Any packets sent before the registration date will not be considered for enrollment.
- **4187 must be digitally signed** and **"IS APPROVED"** must be selected in block 11.
- If 4187 is signed by acting commander, Block 12 must have **acting** commander's name and Assumption of Command orders must be submitted with packet.
- Emailed packets are preferred, however, hard copies will also be accepted. **Documents must be in PDF format** please make sure scanned documents are **good quality and legible**.
- Incomplete packets will not be accepted (all documents must be sent together).
- NO STANDBY's will be accepted without prior coordination.
- A prefilled 4187 for the AFCT and example of the Commander's Memo can be found at: <https://sites.google.com/view/bsep/home>
- Soldiers will report to the BSEP classroom, room 140 on day 1.
- Slots for BSEP are extremely limited; please note there is no early test out option, you are expected to attend the entire class. Anyone who drops the BSEP class after its start date will not be able to take the AFCT for 30 days, will need to take a GT predictor, and will need to be counseled by a Fort Drum Education Counselor before scheduling the AFCT.
- It is important the Soldier attend all classes during the scheduled time. If a Soldier misses six hours of class, they will be dropped from the course. If a Soldier has any planned absences during the course (ex: medical appointments, leave, family obligations, work-related obligations), we recommend either rescheduling the appointments or rescheduling the class for a later date. Soldiers should not make appointments, take leave, or schedule family obligations during this class.

Any Soldiers who do not report on time for the first day of BSEP classroom training on day 1 will be dropped from the class.

CLASS NUMBER	CLASS DATES	AFCT	DONSAS	REGISTRATION OPENS
FY26-5/6 0900-1600	23 February – 24 March	25 & 26 March	13 March	26 January
FY26-7/8 0900-1600	8 April – 6 May	7 & 8 May	None	12 March
FY26-9/10 0900-1600	15 May – 16 June	17 & 18 June	22 & 25 May	13 April
FY26-11/12 0900-1600	15 July – 12 August	13 & 14 August	None	15 June
FY26-13/14 0900-1600	20 August – 22 September	23 & 24 September	4 & 7 September	23 July

PERSONNEL ACTION
 For use of this form, see DA PAM 600-8; the proponent is the DCIS, G-1.

PRIVACY ACT STATEMENT
 AUTHORITY: 10 U.S.C. 7013, Secretary of the Army, DA PAM 600-8, Military Human Resources Management Administrative Procedures.
 PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.
 NOTE: For additional information see the System of Records Notice A0600-8-104-AHRC.
<https://www.dhs.gov/privacy-act>

ROUTINE USE(S): There are no specific routine uses anticipated for this form; however it may be subject to a number of proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above.
DISCLOSURE: Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.

SECTION I - PERSONAL IDENTIFICATION

1. THRU (include ZIP Code) _____ 3. FROM (include ZIP Code) _____
 YOUR BDE S-1 _____ COMMANDER
 BDE ADDRESS _____ ARMY EDUCATION CENTER
 4300 CAMP HALE ROAD
 FORT DRUM NY 13002

4. NAME (Last, First, MI) _____ 5. GRADE OR RANK / PMOS / AOC _____ 6. DOD ID NUMBER _____

SECTION II - DUTY STATUS CHANGE (AR 600-8-0)

7. The above Soldier's duty status is changed from _____ effective _____ hours, _____ to _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: (Check as appropriate)

<input type="checkbox"/> Service School (EIn only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (EIn only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Overseas Service	<input type="checkbox"/> Releiving In Army Personnel Tests	<input type="checkbox"/> Separate Railons
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reassignment	<input type="checkbox"/> Change of Name/SSN/DOD
<input type="checkbox"/> Exchange Reassignment (EIn only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify): ARMY PERSONNEL TEST
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Agrmt of Pns with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required) _____ 10. DATE (YYYYMMDD) _____

SECTION IV - REMARKS (Applies to Sections II, III, and V)

1. REQUEST TESTING ON THE ARMED FORCES CLASSIFICATION TEST (AFCT).
 2. SOLDIER UNDERSTANDS THAT SIGNATURE IN BLOCK 9 CERTIFIES THAT THEY MEET CRITERIA LISTED BELOW AND THAT FALSIFYING THAT INFORMATION IS PUNISHABLE UNDER THE UCMJ.
 3. SOLDIER HAS NOT TAKEN THE ASVAB or AFCT IN THE LAST SIX MONTHS (180 DAYS).
 4. THE INFORMATION ABOVE HAS BEEN VERIFIED BY THE SOLDIER'S S-1/MILITARY PERSONNEL OFFICE.

SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -
 HAS BEEN VERIFIED RECOMMEND APPROVAL RECOMMEND DISAPPROVAL IS APPROVED IS DISAPPROVED

12. COMMANDER / AUTHORIZED REPRESENTATIVE _____ 14. DATE (YYYYMMDD) _____
 LAST, FIRST, MI, RANK, Commander

13. SIGNATURE _____



DEPARTMENT OF THE ARMY
 US ARMY INSTALLATION MANAGEMENT COMMAND
 HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DRUM
 10000 10TH MOUNTAIN DIVISION DRIVE
 FORT DRUM, NEW YORK 13062-8000

REPORT TO
 ATTACHED TO

AMIM-DRHE

19 January 22

MEMORANDUM FOR Education Services Division, Directorate of Human Resources,
 4300 Camp Hale Road, Fort Drum, NY 13002

SUBJECT: Basic Skills Education Program (BSEP) Enrollment

1. Request PVT Snuffy, Joe be enrolled into BSEP Class Number FY23-7 which runs 28 March 2022 - 27 April 2022.

Name & SSN: Joe Snuffy 123-45-6789 Rank/MOS: PVT/11B
 Email: joe.snuffy.mil@army.mil

2. Soldier will be released from all other duties and training that may conflict with the BSEP Class. Soldiers will be dismissed if late/absent on first day of class or if they miss six hours of instruction. Duty uniform will be worn.

3. Soldier's 1SG is SFC Smith, John and can be reached at 315-772-3786 or john.smith.mil@army.mil.

4. POC is CPT Jones, Jimmy at 315-772-1234 or jimmy.jones.mil@army.mil.

Jimmy J. Jones
 CPT, USA
 Commanding