



REPLY TO
ATTENTION OF

**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 13602-5000**

AMIM-DRH-E

19 January 22

MEMORANDUM FOR Education Services Division, Directorate of Human Resources,
4300 Camp Hale Road, Fort Drum, NY 13602

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**
Email: **joe.snuffy.mil@army.mil**

Rank/MOS: **PVT / 11B**

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.j.jones.mil@army.mil**.

Jimmy J. Jones
CPT, USA
Commanding