



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 approved box selected)
- SRB
- TABE results or appointment slip showing exam is scheduled
(TABE must be taken within 6 months of start date of class)

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

Service Member signature: _____

1SG signature: _____

Unit: _____

BSEP Enrollment Guide

BSEP is an on-duty education program designed as a refresher course in Math, Reading and Vocabulary. Many Soldiers take it to raise their GT Score when retesting on the Armed Forces Classification Test (AFCT).

Enrollment & Class Information

- To enroll in the BSEP class, the Soldier **MUST** take the TABE exam **BEFORE** the start date of the class (TABE results are good for 6 months). It is the Soldier’s responsibility to schedule the TABE before turning in BSEP packet.
- Email a good contact number and the following documents to holli.h.hanks.civ@army.mil:
 - Enrollment Memo
 - DA 4187
 - ERB
 - TABE results or appointment slip showing the TABE has been scheduled before the first day of class
 - 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.
- Documents must be digitally signed and emailed in PDF format (no paper copies or forms with a hand signature will be accepted), 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://home.army.mil/drum/index.php/about/Garrison/directorate-human-resources/ACES>
- 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.
- 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.

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.

****Currently, enrollment is limited to 20 students per class. Enrollment is first come, first served on or after the registration open date, with appropriate documentation.****

CLASS NUMBER	CLASS DATES	AFCT	DONSAS	REGISTRATION OPENS
FY23-9 0900-1200	7 MARCH – 5 APRIL	6 & 11 APRIL	17 MARCH	6 FEBRUARY
FY23-10 1300-1600	7 MARCH – 5 APRIL	6 & 11 APRIL	17 MARCH	6 FEBRUARY
FY23-11 0900-1200	25 APRIL – 23 MAY	24 & 25 MAY	NONE	27 MARCH
FY23-12 1300-1600	25 APRIL – 23 MAY	24 & 25 MAY	NONE	27 MARCH
FY23-13 0900-1200	5 JUNE – 7 JULY	10 & 11 JULY	16/19 JUN & 3/4 JUL	8 MAY
FY23-14 1300-1600	5 JUNE – 7 JULY	10 & 11 JULY	16/19 JUN & 3/4 JUL	8 MAY



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 13602-8000

REF ID: A7180497

AMIM-DRHE

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 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

PERSONNEL ACTION

For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.

DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.

1. THRU (include ZIP Code) _____ 2. TO (include ZIP Code) _____ 3. FROM (include ZIP Code) _____
YOUR BDE S-1 _____ APT TEST CONTROL OFFICER _____ COMMANDER _____
BDE ADDRESS _____ ARMY EDUCATION CENTER _____ YOUR UNIT INFORMATION _____
4300 CAMP HALE ROAD _____ UNIT POC PHONE NUMBER _____
FORT DRUM NY 13602 _____

4. NAME (Last, First, MI) _____ 5. GRADE OR RANK/PROMO/ACC _____ 6. SOCIAL SECURITY NUMBER _____

SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

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"/>	Special Forces Training/Assignment	<input type="checkbox"/>	Identification Card
<input type="checkbox"/>	ROTC or Reserve Component Duty	<input type="checkbox"/>	Identification Tags
<input type="checkbox"/>	Volunteering For Overseas Service	<input type="checkbox"/>	Separate Rations
<input type="checkbox"/>	Paratrooper Training	<input type="checkbox"/>	Leave - Enroute/Advance/Outside CONUS
<input type="checkbox"/>	Reassignment Extreme Family Problems	<input type="checkbox"/>	Change of Name/SSN/DOB
<input type="checkbox"/>	Exchange Reassignment (Enl only)	<input type="checkbox"/>	Other (Specify)
<input type="checkbox"/>	Albatross Training	<input checked="" type="checkbox"/>	ARMY PERSONNEL TEST

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

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

- REQUEST TESTING ON THE ARMED FORCES CLASSIFICATION TEST (AFCT).
- SOLDIER UNDERSTANDS THAT SIGNATURE IN BLOCK 9 CERTIFIES THAT THEY MEET CRITERIA LISTED BELOW AND THAT FALSIFYING THAT INFORMATION IS PUNISHABLE UNDER THE UCMJ.
- SOLDIER HAS NOT TAKEN THE ASVAB or AFCT IN THE LAST SIX MONTHS (180 DAYS).
- 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 _____ 13. SIGNATURE _____ 14. DATE (YYYYMMDD) _____

LAST, FIRST, MI, Rank, Commander

DA FORM 4187, MAY 2014

SUPERSEDES DA FORM 4187, JAN 2000
AND REPLACES DA FORM 4187-1-R, APR 1995