Fort Drum
BSEP Program

Packet Checklist

☐ **Commander's memo with <u>Soldier's SSN and correct class number</u>**

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

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: _____

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://home.army.mil/drum/index.php/about/Garrison/directorate-human-resources/ACES
- 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.

CLASS NUMBER	CLASS DATES	AFCT	DONSAS	REGISTRATION OPENS
FY25 13-14 0900-1600	6 June – 10 July	11 & 14 July	19 & 20 June, 4 & 7 July	8 May 2025
FY25 15-16 0900-1600	28 July – 26 August	27 & 28 August	22 August	30 June 2025
FY25 17-18 0900-1600	2 September – 30 September	1 & 2 October	None	5 August 2025
FY26 1-2 0900-1600	6 October – 5 November	6 & 7 November	10 & 13 October	8 September 2025
FY26 3-4 0900-1600	7 November – 11 December	12 & 15 December	10-11 & 27-28 November	8 October 2025

Memorandum

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

REPLY TO
ATTENTION OF

AMIM-DRH-E

18 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.j.jones.mil@army.mil.

Jimmy J. Jones
CPT, USA
Commanding

PERSONNEL ACTION

For use of this form, see DA PAM 600-8; the proponent is the DCS, 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.rmda.army.mil/Portals/49/Documents/Privacy/SORNs/Army/A0600-8-104-AHRC.pdf

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

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

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

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

_____ effective _____ hours, _____

SECTION III - REQUEST FOR PERSONNEL ACTION

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

☐ Service School (Enl only)	☐ Special Forces Training/Assignment		☐ Identification Card	
☐ ROTC or Reserve Component Duty	☐ On-the-Job Training (Enl only)		☐ Identification Tags	
☐ Volunteering For Oversea Service	☐ Retesting in Army Personnel Tests		☐ Separate Rations	
☐ Ranger Training	☐ Reassignment Married Army Couples		☐ Leave - Excess/Advance/Outside CONUS	
☐ Reassignment Extreme Family Problems	☐ Reclassification		☐ Change of Name/SSN/DOB	
☐ Exchange Reassignment (Enl only)	☐ Officer Candidate School		☑ Other (Specify): ARMY PERSONNEL TEST	
☐ Airborne Training	☐ Asgmt of Pers with Exceptional Family Members			

9. SIGNATURE OF SOLDIER (When required) [signature]

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	13. SIGNATURE [signature]	14. DATE (YYYYMMDD)
LAST, FIRST, MI, RANK, Commander		

DA FORM 4187, DEC 2022   PREVIOUS EDITIONS ARE OBSOLETE   APD AEM v1.00ES   Page 1 of 2