



Basic Skills Education Program Briefing



WE ARE THE ARMY'S HOME



Fort Hood Education Services Division
U.S. Army Installation Management Command

Effective 17 June 25

WHAT IS BSEP?

- The **Basic Skills Education Program (BSEP)** is a standardized curriculum designed to develop educational competencies required for Soldiers' job performance, skill qualification, and career growth.
- BSEP provides basic test taking and skills instruction for Soldiers who require assistance in raising their GT score.
- BSEP provides lessons addressing three specific **Armed Forces Classification Test (AFCT)** subtests that comprise the GT score: **word knowledge, paragraph comprehension, and arithmetic reasoning.**
- BSEP offers on-duty instruction in a traditional classroom setting along with approved computer-based software.

WHAT DOES A BSEP CLASS LOOK LIKE?

- Classes are held Monday-Friday.
- Classes are cancelled on federal holidays.
 - Instructors hold optional study halls on training holidays
- Instructors teach word knowledge, paragraph comprehension, and arithmetic reasoning.
- You are **NOT** required to take the AFCT on your pre-scheduled AFCT date.
 - If you do not take the AFCT on your pre-scheduled date, we will keep your DA 4187 for six months, and you must email the Testing Office to schedule the AFCT.
- Every Soldier who completes BSEP receives a certificate. The Soldiers in each class who earn the highest GT score and the biggest improvement to their GT score receive special recognition and an opportunity for promotion points!



MR BAILEY'S CLASS

- Recommended for Soldiers who may be able to attend four-and-a-half weeks of instruction (half day).
- The AFCT is taken on Wednesday, the fifth week of the course.
- 1230-1530



MS JETT'S & MR ELMORE'S CLASS

- Recommended for Soldiers who may also be able to attend a two-and-a-half weeks of instruction (full-day).
- Hours are from 0900-1600.
- Soldiers who are ready can take the AFCT on Wednesday in the third week of the course.



BSEP CLASS RULES

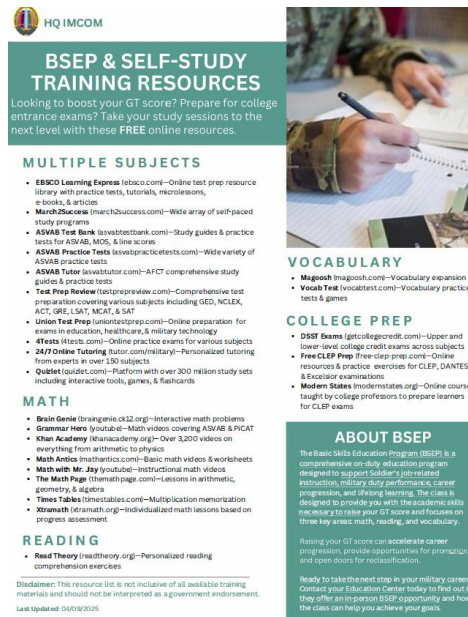
- OCP duty uniform must be worn (even if attending class while on leave).
 - **Clear your schedule.** If you cannot attend classes, you may need to wait to attend a class when you can attend full time. **BSEP is your place of duty.**
 - You are expected to be an active participant during your BSEP instruction.
 - Attendance and homework are **MANDATORY** unless an **UNFORESEEN CIRCUMSTANCE** arises.
 - Cellphone use while is not permitted unless your instructor approves.
 - Foul language will not be tolerated.
 - Sexual harassment will not be tolerated.
 - Be respectful of your instructor and other students in your class.
- *IF ANY RULES ARE BROKEN, YOUR INSTRUCTOR HAS THE RIGHT TO CONTACT YOUR COMMANDER AND/OR DROP YOU FROM CLASS.**

In Our classroom...
We are kind.
WE ARE HONEST.
We give compliments.
We laugh a lot.
we make mistakes.
we have big dreams.
We are peaceful.
We work hard.
We are family.



WHAT IF I CAN'T ATTEND BSEP?

- You can attend Study Halls offered by BSEP instructors.
- There are many resources available. Please refer to the flyer!



BSEP & SELF-STUDY TRAINING RESOURCES

Looking to boost your GT score? Prepare for college entrance exams? Take your study sessions to the next level with these **FREE** online resources.

MULTIPLE SUBJECTS

- **EBSCO Learning Express** (ebso.com)—Online test prep resource library with practice tests, tutorials, microlessons, eBooks, & articles
- **March2Success** (march2success.com)—Wide array of self-paced study programs
- **ASVAB Test Bank** (asvabtestbank.com)—Study guides & practice tests for ASVAB, MOS, & line scores
- **ASVAB Practice Tests** (asvabpracticetests.com)—Wide variety of ASVAB practice tests
- **ASVAB Tutor** (asvabtutor.com)—AFCT comprehensive study guide & practice tests
- **Test Prep Review** (testprepreview.com)—Comprehensive test preparation covering various subjects including GED, NCLEX, ACT, GRE, LSAT, MCAT, & SAT
- **Union Test Prep** (uniontestprep.com)—Online preparation for exams in education, healthcare, & military technology
- **4Tests** (4tests.com)—Online practice exams for various subjects
- **24/7 Online Tutoring** (tutor.com/military)—Personalized tutoring from experts in over 150 subjects
- **Quietlet** (quietlet.com)—Platform with over 300 million study sets including interactive tools, games, & flashcards

MATH

- **Brain Genie** (bringenie.k12.org)—Interactive math problems
- **Grammar Hero** (grammarhero.com)—Math videos covering ASVAB & MCAT
- **Khan Academy** (khanacademy.org)—Over 3,200 videos on everything from arithmetic to physics
- **Math Antics** (mathantics.com)—Basic math videos & worksheets
- **Math with Mr. Jay** (jaysmath.com)—Instructional math videos
- **The Math Page** (thepage.com)—Lessons in arithmetic, geometry, & algebra
- **Times Tables** (timetables.com)—Multiplication memorization
- **Xonemath** (xonemath.org)—Individualized math lessons based on progress assessment

READING

- **Read Theory** (readtheory.org)—Personalized reading comprehension exercises

ABOUT BSEP

The Basic Skills Education Program (BSEP) is a comprehensive on-duty education program designed to support Soldiers' job-related instruction, military duty performance, career progression, and lifelong learning. The class is designed to provide you with the academic skills necessary to raise your GT score and focuses on three key areas: math, reading, and vocabulary.

Raising your GT score can accelerate career progression, provide opportunities for promotion, and open doors for reclassification.

Ready to take the next step in your military career? Contact your Education Center today to find out if they offer an in-person BSEP opportunity and how the class can help you achieve your goals.

- You may also email the BSEP team for an AFCT Study guide.

STUDY HALL

- If you can't attend BSEP or just need to brush up on a few targeted areas before taking the AFCT you may attend a study hall for tutoring!
- Study halls are available to any Soldier who wants additional assistance from a BSEP Instructor on specific content areas on a walk-in basis.
- You are expected to come to study hall with questions to take advantage of GT improvement skills resources to prepare before attending study hall.
- Study halls are **NOT** BSEP classes. If you do not come to study hall prepared, you may be asked to leave.
- See the BSEP Study Hall Schedule for upcoming dates.

You can find the study hall schedule on the ESD website



HOW DO I ENROLL IN BSEP?

- Attend the mandatory BSEP briefing at the education center held every Monday at 1045 Hrs.
- After the briefing, please schedule with the testing office to take the GT Predictor.
- Once you have completed your GT predictor, the score report will be sent to you. Email it to the BSEP mailbox when ready. You will receive the student record and schedule.
- Send the completed student record back to the BSEP mailbox.
- You will receive the **BSEP Enrollment Form** for the class you selected, a sample **DA 4187**, and all the information needed to enroll in BSEP via email approximately **one week** after submitting the BSEP Student Record with selected dates.
- **BSEP CLASSES ARE FILLED ON A FIRST COME, FIRST-SERVED BASIS.** Once a class is full, we no longer accept enrollment paperwork. We stop accepting **ALL** BSEP enrollment paperwork **ONE WEEK** before a class begins.



How do I schedule the GT Predictor?

- Email the testing center at usarmy.cavazos.id-readiness.mbx.dhr-esd-testing@army.mil **AFTER THE BRIEFING IS FINISHED!**
- Complete the GT predictor. Results will be emailed to you.
- When ready email the GT predictor results to the BSEP mailbox at usarmy.cavazos.id-readiness.mbx.dhr-esd-bsep@army.mil



BSEP STUDENT RECORD

- After receiving the student record and BSEP schedule choose a potential class (first and second choices).
- Fill out your name and all the **highlighted** sections.
- Ensure your email address is correct!
- Email the completed BSEP Student Record to the BSEP Mailbox.




BSEP STUDENT RECORD			Today's Date:										
CLASS NUMBER	CLASS - DATES - TIMES	CELL PHONE	ENTRY	TERMINATION									
1st Choice	CVZ-8 (17 MAR - 2 APR/0900-1600) CVZ-9 (31 MAR - 16 APR/0900-1600) CVZ-10 (7 APR - 7 MAY/1230-1530) CVZ-12 (28 APR - 14 MAY/0900-1600) CVZ-13 (12 MAY - 28 MAY/0900-1600) CVZ-14 (19 MAY - 18 JUN/1230-1530) CVZ-15 (26 MAY - 11 JUN/0900-1600) CVZ-16 (9 JUN - 25 JUN/0900-1600) CVZ-17 (23 JUN - 9 JUL/0900-1600) CVZ-18 (30 JUN - 30 JUL/1230-1530)												
2nd Choice													
FULL NAME (Last, First, Middle Initial)		MOS	DOD ID										
MILITARY & PERSONAL EMAIL (WRITE LEGIBLY!)		GT SCORE	UNIT/BATTALION										
INSTRUCTOR COMMENTS													
WITHDRAWAL DATE/REASON:													
EXIT DATE		<table border="1"> <tr> <td>EMAILED</td> <td>Initial:</td> <td>Confirmation:</td> </tr> <tr> <td>CMT COMPLETED</td> <td></td> <td></td> </tr> <tr> <td>ARMYIGNITED COMPLETED</td> <td></td> <td></td> </tr> </table>			EMAILED	Initial:	Confirmation:	CMT COMPLETED			ARMYIGNITED COMPLETED		
EMAILED	Initial:	Confirmation:											
CMT COMPLETED													
ARMYIGNITED COMPLETED													
Instructor Signature: _____													

BSEP ENROLLMENT FORM

- Approximately **one week** after submitting the BSEP Student Record, you will receive the BSEP Enrollment Form, and a sample DA4187 via email.
- The BSEP Enrollment Form **must** be signed by your **Commander** to allow you to attend an on-duty class.
- Return the BSEP Enrollment Form at least **ONE WEEK** before your proposed class begins to room via email or to room D200.





REQUEST TO ATTEND ON-DUTY TRAINING ARMY CONTINUING EDUCATION SYSTEM

Privacy Act Statement:
AUTHORITY: 10 USC 4302, Enlisted members of the Army; Schools, AR 621-5, Army Continuing Education System.
 PRINCIPLE PURPOSE: To enable the enrollment in the Basic Skills Education Program (BSEP) to provide Army Continuing Education System services. ROUTINE USE(S): None. DISCLOSURE: Voluntary; however, failure to provide information may result in the inability to obtain Army Continuing Education System services.

General Information

NAME OF APPLICANT: _____ RANK: _____
 UNIT: _____ MOS: _____ GT: _____ DOD ID # _____

Class Name: _____

START DATE	END DATE	DAYS	START TIME	END TIME
_____	_____	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	_____	_____

BUILDING: _____
 ROOM: _____

COMMENTS

I am requesting this class to support my educational objectives.

Issue Date: _____

I request permission to attend above training. I understand that regular class attendance is expected and that non-attendance will be reported to my unit. If enrolled in the BSEP program, upon completion of class and recommendation by an educational advisor, I request permission to take an AFCT Retest. I authorize the Education Center to receive a copy of my AFCT retest results.

Issue Date: _____ Signature of Applicant: _____

Request is approved. The applicant will be available to attend class as scheduled. Attendance is mandatory except in case of illness, personal emergencies or military operational emergencies.

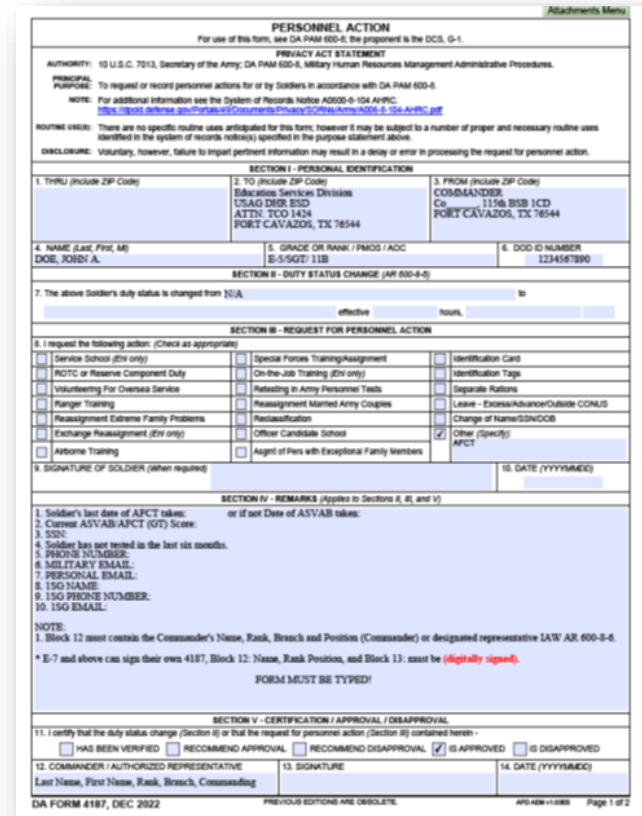
Confirm Date: _____ Signature of Commander: _____

Rank: _____
 Printed Name: _____
 Phone: _____
 EMAIL: _____

IMCOM FORM 43, JAN 2021 IMCOM LC v01 ES
as of 05 Feb 2021

DA 4187

- A DA 4187 is required to take the AFCT. Ensure your DA 4187 is properly filled out and **DIGITALLY** signed by your Commander.
- Bring a hard copy of your DA 4187 to the first day of class. The Program Manager will go over the DA 4187 to ensure it is filled out correctly and collect it.
- If not correct, you **must** submit a corrected DA 4187 to room D200 by Friday of the first week of class in order to test with your class.
- If you do not submit your DA 4187 by the required date, you will schedule the AFCT for a later date with the Testing office.



PERSONNEL ACTION
For use of this form, see DA FORM 600-8, the proponent is the DCS, G-1.

PRIVACY ACT STATEMENT
AUTHORITY: 10 U.S.C. 7013, Secretary of the Army; DA FORM 600-8, Military Human Resources Management Administrative Procedures.
PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA FORM 600-8.
NOTE: For additional information see the System of Records Notice A000-0-104 AFPC.
ROUTINE USES: 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 notices specified in the purpose statement above.
DISCLOSURE: Voluntary, however, failure to input 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) Education Services Division USAO DSD ESD ATTN: TCO 1424 FORT CAVALAZOS, TX 76544	3. FROM (Include ZIP Code) COMD4ANDX Co. 11548 BSB 1CD FORT CAVALAZOS, TX 76544
4. NAME (Last, First, MI) DOE, JOHN A.	5. GRADE OR RANK / PMOS / AOC E-5/SGT/ 11B	6. DOD ID NUMBER 1234567890

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

SECTION II - REQUEST FOR PERSONNEL ACTION

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

<input type="checkbox"/> Service School (JTR 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 (JTR only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Overseas Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<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/SON/DOB
<input type="checkbox"/> Exchange Reassignment (JTR only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify): AFCT
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	

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

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

1. Soldier's last date of APCT takes: _____
or if not Date of ASVAB takes: _____
2. Current ASVAB/APCT (GDT) Score: _____
3. SSN: _____
4. Soldier has not tested in the last six months.
5. PHONE NUMBER: _____
6. MILITARY EMAIL: _____
7. PERSONAL EMAIL: _____
8. 150 NAME: _____
9. 150 PHONE NUMBER: _____
10. 150 EMAIL: _____

NOTE:
1. Block 12 must contain the Commander's Name, Rank, Branch and Position (Commander) or designated representative IAW AR 600-8-6.
* E-7 and above can sign their own 4187, Block 12: Name, Rank Position, and Block 13: must be (digitally signed).
FORM MUST BE TYPED!

SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL

11. I certify that the duty status change (Section II) or the request for personnel action (Section II) contained herein:

<input type="checkbox"/> HAS BEEN VERIFIED	<input type="checkbox"/> RECOMMEND APPROVAL	<input type="checkbox"/> RECOMMEND DISAPPROVAL	<input checked="" type="checkbox"/> IS APPROVED	<input type="checkbox"/> IS DISAPPROVED
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12. COMMANDER / AUTHORIZED REPRESENTATIVE
Last Name, First Name, Rank, Branch, Commanding

13. SIGNATURE _____

14. DATE (YYYYMMDD) _____

DA FORM 4187, DEC 2022 PREVIOUS EDITIONS ARE OBSOLETE. AFD-ARM-1-0000 Page 1 of 2

FREQUENTLY ASKED QUESTIONS

- Do I have to complete BSEP to take the AFCT?
 - No. You can study on your own and/or attend study halls to prepare and take the AFCT without enrolling in BSEP.
- Will the AFCT test me on all line scores or just the GT score?
 - The AFCT will test you on all line scores.
- How long will it take to receive my new scores?
 - Scores will be available after you finish the AFCT.
 - We will email you the score report and memorandum within a few days.

FREQUENTLY ASKED QUESTIONS

- If I receive a lower GT score on the AFCT, will that replace my current GT score?
 - Yes. Your new scores will replace your old scores (whether they are higher or lower) and you will need to wait six months before you can retest.
- If I choose to take the AFCT without enrolling in BSEP, how do I schedule the exam?
 - When you are ready to take the AFCT, email the Fort Hood Testing Office at usarmy.cavazos.id-readiness.mbx.dhr-esd-testing@army.mil to schedule a GT Predictor first if desired, then the AFCT.
 - AFCT is offered Wednesdays at 0900 and 1300 in room G261.
 - GT predictor is offered on Tuesdays, 0900.

Testing Mailbox



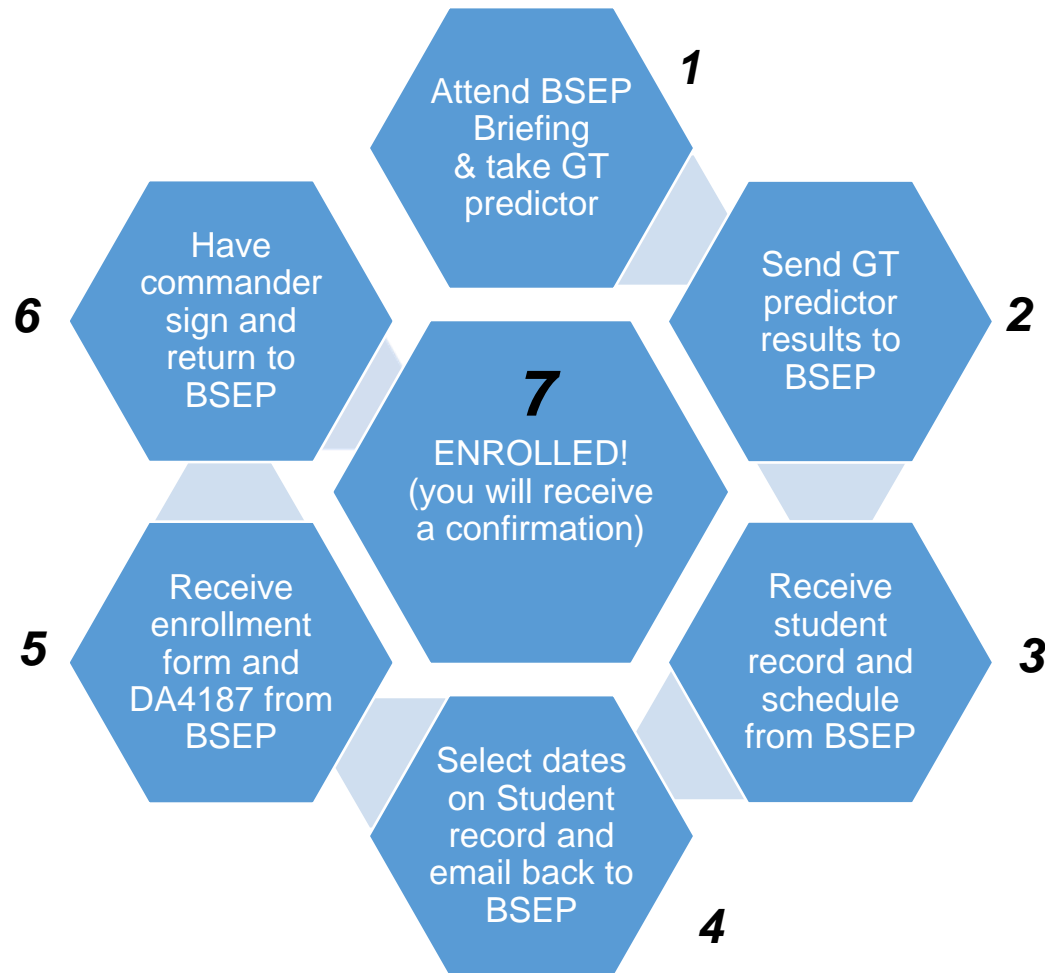


BSEP Mailbox



Testing Mailbox

Enrollment Process review



usarmy.cavazos.id-readiness.mbx.dhr-esd-bsep@army.mil



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KNOWLEDGE CHECK!

- What's the first step for BSEP enrollment after this briefing?

Send an email to testing section to schedule GT predictor!

- How do I submit my completed GT predictor?

Through the BSEP mailbox in PDF format!



- What document do you receive after you submit GT predictor exam?

The student record & schedule!

KNOWLEDGE CHECK!

- What must you enter on the student record before submitting?

Your information and two class dates!

- After you email the student record, what do you receive?

The enrollment form and a DA4187!

- How must your command sign your DA4187?

DA4187 must be digitally signed by your command!



KNOWLEDGE CHECK!

- What happens if you do not receive a confirmation email?

You are not officially in a class.

- Which form reserves your BSEP class date?

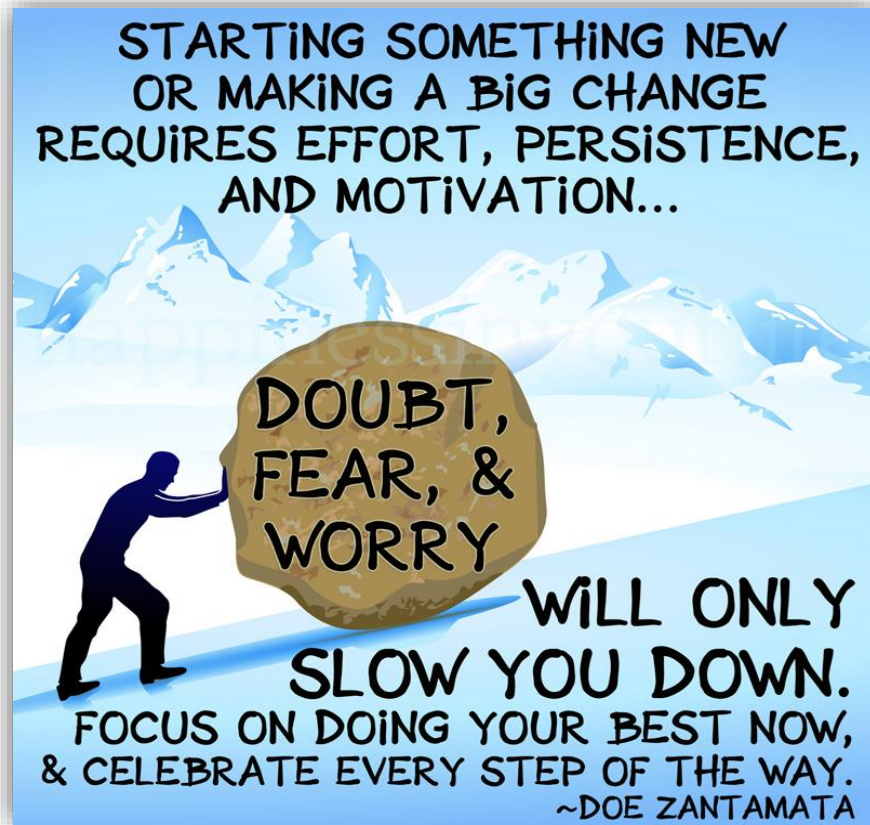
The enrollment form!

- What is the DA4187 for?

To take the AFCT!



QUESTIONS?



Email usarmy.cavazos.id-readiness.mbx.dhr-esd-bsep@army.mil with any additional questions.