



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:

PERSONAL EMAIL ADDRESS:

KOREAN PHONE #:

UNIT:

MOS:

GT:

DOD ID #

Class Number:

START DATE	END DATE	DAYS					START TIME	END TIME
		Monday	Tuesday	Wednesday	Thursday	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.

Gmail:

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: _____

MEMORANDUM OF UNDERSTANDING
BETWEEN USAG-HUMPHREYS EDUCATION CENTER AND BSEP PARTICIPANT

BSEP Statement of Understanding

The USAG Humphreys Education Center BSEP class is a 2-week program designed to prepare soldiers to retake the Armed Forces Classification Test (AFCT) and increase their General Technical (GT) score. This class is designed as a structured learning class which meets 0830 - 1630, Monday to Friday.

1. Attendance is mandatory. The BSEP class is considered a Soldier's place of duty during posted class times. Soldiers cannot be dismissed from the program for absences unless prior authorization is provided by the BSEP Program Manager. Your unit will be notified of all absences and tardiness. Please do not schedule appointments during class times.
2. Creation of Army Ignited account is mandatory.
3. Participation in the Online Academic Skills Class (OASC), Google Classroom, and homework assignments are mandatory.
4. BDUs are the required uniform throughout the duration of this course - No PT or civilian clothing.
5. No food is allowed in the classroom or computer lab.
6. Drinks are allowed only with a secure lid attached.
7. No cell phone use in class, texts and phone calls are to be taken outside class.
8. Classes are not in session on Federal Holidays but are in session for all Training Holidays.

I agree to the above conditions for admittance to the BSEP course as verified by my signature.

Name: _____

Signature: _____