

Basic Skills Education Program

STEPS TO ENROLL IN A VIRTUAL BSEP CLASS

EMAIL EDUCATION CENTER

usarmy.stewart.usag.list.dhr-education-counselor-fs@army.mil

01

Subject: Virtual BSEP Seat Request

Body of the email:

Class start date, Name, Rank, MOS, Unit, Current GT score, AM (0900-1200) or PM (1300-1600) preference and military email.

02

GET REQUIRED DOCUMENTS SIGNED

1. Enrollment form that was provided to you by the staff.
2. DA Form 4187-Must be signed by your Commander, an 0-3 or above (i.e. a Warrant Officer, First Sergeant, Lieutenant, etc.). If they are not an 0-3 or higher, then you must also attach the assumption of command orders.

03

INITIATE REGISTRATION PROCESS

Complete Savannah Technical College (STC) registration process by scanning the QR code.

NOTE: BSEP is a partnership with STC, they will be the one that teaches the class.



04

EMAIL US COMPLETED DOCUMENTS

Please allow 48 hours for processing. Once they have been processed you will receive an email confirming your seat in the class and giving you the date and time for orientation. Please make sure that we have your preferred email.

Submitting enrollment documents is not verification of enrollment in the class.



For additional information contact us at:

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