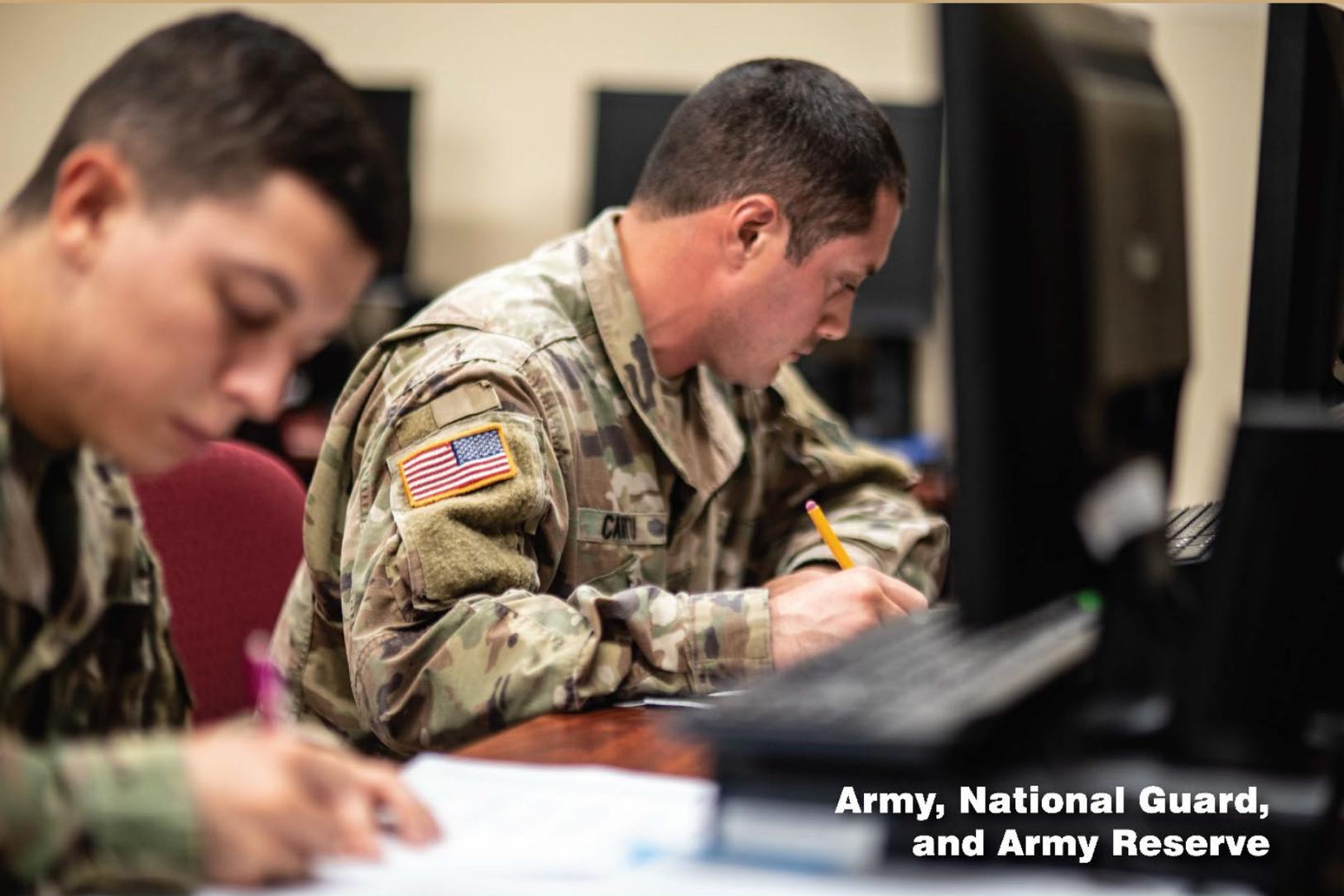


Basic Skills Education Program



HANDBOOK



**Army, National Guard,
and Army Reserve**

December 2018



**Department of the Army
Headquarters, U.S. Army Human Resources Command
Army Continuing Education System
Basic Skills Education Program**

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Purpose

The purpose of this handbook, commonly known as the Basic Skills Education Program (BSEP) Handbook, is to provide policy and procedural guidance to Army education center personnel in the administration of the BSEP.

BSEP Point of Contact

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Explanation of Icons

Icon	Name	Meaning
	Warning	This icon indicates a critical item that must not be ignored.
	Alert	This icon indicates an important note about operations.
	Hint	This icon indicates a piece of valuable information.
	Resource	This icon indicates a helpful resource.

Typographic Conventions

Type of text	Visual appearance
<i>Internal hyperlink</i>	Links to <i>another part</i> of this document
<i>External hyperlink</i>	Link to <u>external URL</u> (i.e., web page) Hint: If an external link seems to be broken, it may actually be an issue with your security settings. Try copying the hyperlink and pasting it directly into your browser.

1. BSEP Overview

1.1. BSEP

This handbook is intended to provide Army education center personnel with BSEP guidance to include, program purpose, resources, counseling, testing, enrollment process, course overview, and completion requirements.

1.1.1. Army Regulations

This handbook should be used in conjunction with AR 621-5, Army Continuing Education System and local BSEP Standard Operating Procedures (SOP). See [Appendix 2. BSEP Resources](#), page 24.

1.1.2. BSEP Applicability and Eligibility

This handbook applies to:

- Regular Army
- Army National Guard (ARNG)/Army National Guard of the United States (ARNGUS)
- U.S. Army Reserve (USAR)
- Eligible Family members

Other Sister Service members may participate after proper coordination with appropriate Point of Contact (POC) from other Services.

1.1.3. BSEP Program Manager Functions

BSEP is managed by the BSEP PM at Headquarters (HQ), Army Continuing Education Services (ACES), Fort Knox, who provides technical program oversight to include the following:

- Ensure the compliance with governing laws, policies, and procedural guidance and serves as senior advisor to HQ ACES Chief of irregularities and non-compliance of program.
- Provide technically sound, timely, and accurate guidance In Accordance With (IAW) current regulations, ACES mission, goals, and objectives to achieve satisfactory results and meet stated timelines.
- Effectively coordinate with adjacent, lower, and higher agencies.
- Evaluate program using quantitative analysis and recommend improvements, efficiencies and innovations.
- Network with external organizations to achieve established program objectives, meeting stated milestones and timelines in coordination with other PMs, including Defense Activity for Non-Traditional Education Support (DANTES) and Sister Services.
- Ensure appropriate staff coordination.

1.1.4. Education Center or Office Functions

BSEP is administered by the Education Services Officer (ESO) at the education center or office, who provides technical oversight to include the following:

- Ensure the compliance with governing laws, policies, and procedural guidance at respective installation
- Provide technically sound, timely, and accurate guidance IAW current regulations, ACES mission, goals, and objectives to achieve satisfactory results and meet stated timelines.

- Effectively coordinate with Soldier's units, garrison, BSEP PM, Army Personnel Testing (APT) personnel, component headquarters, and state-funded institution (if applicable).
- Ensure appropriate staff coordination and resources.

1.2. What is BSEP?

BSEP is one of four Functional Academic Skills Training (FAST) programs. BSEP provides academic instruction to support Soldier's job-related learning, performance of military duties, career progression, and lifelong learning. BSEP curriculum and instruction develops skills in such areas as reading, mathematical computation, writing, speaking, science, English as a second language, and computer skills (availability of all areas depending on location).

A Soldier's objectives for enrollment in BSEP may include:

- Increase General Technical (GT) score for Military Occupation Specialty (MOS) reclassification.
- Establish eligibility for commissioning programs.
- Pre-requisite for attendance in career development courses, such as Non-Commissioned Officer Education System (NCOES).
- Improve basic skills for college courses.
- Increase chances for promotion.

Participation in BSEP provides lessons addressing three specific Armed Forces Classification Test (AFCT) subtests that comprise the GT score: Word Knowledge, Paragraph Comprehension, and Arithmetic Reasoning.

Word Knowledge: Ability to correctly match vocabulary words with definitions and synonyms and to define the part of speech of at least 180 basic vocabulary words.

Paragraph Comprehension: Ability to analyze and evaluate the use of text structure to solve problems or identify sequences, draw logical inferences and conclusions, and identify the author's intent.

Arithmetic Reasoning: Ability to demonstrate an understanding of the "language" of mathematics by their use of symbols, definitions, and word phrases, display proficiency in mathematical computations, and implement mathematical techniques to solve applied problems.

While some Soldiers may express a preference to face-to-face instruction, and some installations offer face-to-face BSEP courses, the majority of BSEP courses are provided using an online curriculum. Soldiers do have better success rates for completion when they participate in scheduled BSEP courses, the preferred method is for Soldiers to complete the online curriculum in the classroom supported by a facilitator. Commanders/supervisors are required to provide signature approval for attendance and promote the Soldier's attendance, as leadership commitment is crucial to encourage maximum participation. Depending on local policy or contract rules, this course can also be run as a "unit course." Spouses and adult dependents may attend on a space available basis.

1.3. Program Purpose

BSEP is designed to:

- Provide Soldiers with the academic skills necessary to raise their GT score to 110 or higher on the AFCT.

- Prepare for General Educational Development (GED).
- Prepare for college level English and Mathematics courses.
- Improve the Soldiers' test taking skills in preparation of the AFCT.

1.3.1. BSEP Format

BSEP is funded using the OASC program. Where command or state-funded programs are available, Education Centers can offer BSEP in a face-to-face or blended format. These three types are described below along with self-study:

- Online Academic Skills Course (OASC)
- Blended format (face-to-face instruction with OASC)
- Face-to-face instruction (facilitator-led)
 - Individual instruction with contract-facilitator support
 - Individual instruction provided by a state-funded institution (e.g., community college, universities)
- Self-study

Pace of assignments is generally based on the results of the Test of Adult Basic Education (TABE) scores.

While course length, time, and frequency are determined by each location and based on: a) funding availability, b) number of eligible Soldiers, c) operational tempo, and d) Soldier demand, the best course structures are provided below.

- 3 weeks, 3 times a week, all day
- 2 weeks, 5 times a week, half day

1.4. BSEP Resources

The BSEP Handbook is a one-stop resource for all pertinent BSEP information, including current issues and example documents. Additionally, it is recommended that newly hired education center or office personnel familiarize themselves with the local BSEP SOP. See [Appendix 2. BSEP Resources](#), page 24.



The recommended length of the BSEP Course is between 40 and 60 hours, based on Soldier's initial AFCT readiness.

1.4.1. Maintaining Standing Operating Procedures (SOP)

The local SOP must contain detailed step-by-step instructions to assist in the daily BSEP operations developed locally for and by each education center and office. Maintaining a SOP is required by AR 621-5. It also assists in providing continuity through personnel changes at the education center and office, and may be an asset in training test staff and new personnel. SOPs should be easy to read, understand, and follow. Newly appointed personnel should be able to pick up the SOP and be able to conduct daily business.

The following must be addressed in the local SOP:

- BSEP General Information
 - What is the layout of the BSEP classroom, room assignments, computer lab, etc?
 - What are the duties of all staff involved in BSEP?
 - Where are BSEP related documents maintained?
- BSEP Scheduling Procedures
 - How is scheduling handled?
 - Is there a calendar of specific dates with specific BSEP courses or is it based upon requests by Soldiers?
 - Who is allowed to set up BSEP schedules?

- Eligibility
 - How is eligibility determined for each Soldier to include eligible Family members?
 - Local procedures for completing the DA Form 4187.
 - How are eligibility requirements verified prior to BSEP enrollment?
 - How is communication with local Units maintained?
- Preparation for Test Administration
 - TABE Test administration guidelines to include test environment
 - Who handles gathering the material, preparation, and set-up for TABE test administration?
 - How are test logs completed to document removal of materials from the safe (if applicable)?
 - What type of equipment will be used in the administration of the TABE test?
 - Are there back-up systems if there is a problem?
 - Who is authorized to handle equipment?
 - Who maintains the testing log?
- Test Administration
 - Once test administration is completed, how are test materials gathered from examinees and checked to ensure all materials are present?
 - Who completes test log returning materials to the safe?
- TABE Scoring Procedures
 - What will be the standard time frame to complete score reports for your test site?
 - Who is responsible for preparation of score results?
 - Who is authorized to sign score reports?
- BSEP Tests Records
 - Where are score reports stored?
 - How are they organized?
- Optional Additional Information
 - Has a database, filing system, or spreadsheet been created to track BSEP Courses?
 - How are established agreements/communication with units and Soldiers being managed?
 - Are there any unique situations for conditions present at this site?



Normally the APT office coordinates TABE testing.

1.5. BSEP Handbook Suggestions

Direct any questions or suggestions for improvement of this handbook to the BSEP Program Office. See *BSEP Point of Contact* on page *vi*.

2. Counseling Services

Counseling is an integral part of the initial enrollment process for Soldiers and eligible Family members to gain knowledge of the entire BSEP process. Education counselors provide a BSEP roadmap including program overview, purpose, desired outcome, GT improvement plan, TABE counseling, and other related topics. This chapter provides education counselors information on eligibility requirements, referral options, initial course briefings, and end of course counseling.

2.1. Eligibility Requirements

Priority for BSEP enrollment is given to Soldiers who score less than a 10.2 grade level on any of the subtests of the TABE or have a GT score less than 110. Soldiers with TABE scores above a 10.2 grade level and have a GT score equal to or greater than 110 are also eligible to enroll as a refresher course prior to taking college courses.

Eligible Family members that are 18 or older with a valid Military ID card are eligible to attend BSEP courses on a space available basis.

2.1.1. Referrals

Soldiers may be referred to BSEP by education counselors, the Soldiers' Chain of Command, or they may refer themselves.

2.2. BSEP Class Creation

For step-by-step instructions on how to create a BSEP class in GoArmyEd, see [Section 4. Creating BSEP Classes in GoArmyEd](#), page 9.

2.3. Initial Class Briefing

Soldiers must be briefed on class expectations and rules on the first day of the class:

- Sign-in instructions
- Attendance policy
- Information for reporting absences and late arrivals
- Class dates and times (to include federal holidays and local installation or Division closures)
- Tutoring hours (if applicable)
- Classroom policy (breaks, eating, drinking, tobacco use, dress code, computer usage etc.)
- Cell phone policy
- Curriculum overview
- BSEP POCs and schedule
- Facilitator contact information

2.4. End-of-Course-Counseling

The Counseling Session is required upon completion of the BSEP Course. Counselor reviews Soldier's progress in the BSEP Course and recommends for further actions.

Soldiers must be briefed individually on their final post-TABE testing results:

- Recommendation to take the AFCT if the Soldier demonstrated significant improvement.
 - Enter GoArmyEd CTS note: Face-to-face; Counselor Notes; COUN-01 General Counseling and TEST 04-Counseled on Test Results; Type "[Information covered in the counseling session]."

- Enter second GoArmyEd CTS note: Face-to-face; Counselor Notes; COUN-01 General Counseling and TEST 01-Testing Referral: APT; Type. “
- Recommendation for self-study or extension into the next course if the Soldier did not demonstrate significant improvement.
 - Enter GoArmyEd CTS note: Face-to-face; Counselor Notes; COUN-01 General Counseling and TEST 04-Counseled on Test Results; Type “[Information covered in the counseling session to include information for the next BSEP course or OASC and other self-study material and resources].”

Soldiers should be briefed individually on their GT Predictor results if applicable.

3. Testing

Testing is an essential part of the BSEP process. This section informs education counselors of the different tests associated with BSEP (TABE, GT Predictor exam, AFCT, OASC ASVAB Diagnostic Test, and OASC Pre and Post Assessment Tests), the required form for test authorization, procedures to schedule a test, and exception to policy procedures.

3.1. TABE

The TABE test is given prior to enrolling in a BSEP course to assess the math and reading levels and to determine BSEP course placement. A Post TABE test is given at the end of the course to determine AFCT readiness.

The new TABE 11/12 tests are secure, reliable, and valid assessments used to measure the achievement of examinees on core content areas taught and assessed as part of Adult Basic Education programs nationwide. The TABE test is aligned to the national College and Career Readiness Standards for the three core subject areas: Reading, Mathematics, and Language. For example, a score of 9.8 in an area would mean ninth grade, eighth month based on high school grade level equivalency.

U.S. Army Warrant Officer Procurement Program requires the TABE as a part of the Warrant Officer Application packet. TABE offers an online option and a paper-based option (check installation option). The results of the TABE determines course placement; *i.e.*, BSEP or GT Improvement.

TABE subtests contain the following types of questions:

- Selected-response items (all subtests)
- Gridded-response items (Mathematics subtest only)
- Technology-enhanced items (drag and drop, select text, etc.) (online format only)
- Multiple-select items (online and paper-based formats)
- Evidence-based selected-response items (online and paper-based formats)
- Two-part items (selected-response or multiple-select items) (online and paper-based formats)

3.2. GT Predictor Exam

The GT Predictor exam is a practice exam that can indicate test readiness for the AFCT. The GT Predictor exam measures knowledge of the subtests that comprises the GT score: Word Knowledge, Paragraph Comprehension, and Arithmetic Reasoning. This exam may be taken as needed, but a Soldier should complete additional studying and wait at least two weeks between retesting. If the results of the GT Predictor indicate a high score, Soldiers can skip the BSEP Program and register for the AFCT Test.



TABE scores received in the last six months are considered valid. Soldiers without a current TABE should be scheduled for testing prior to course start date.



Consult with ESO regarding the TABE format availability for specific installation.



The GT Predictor exam is an optional diagnostic test for BSEP. It can be used in conjunction with the TABE test. Education counselors need to keep in mind that the GT Predictor exam may be an outdated test.

3.3. OASC ASVAB Diagnostic Test

The OASC ASVAB Diagnostic test features two diagnostic tests that indicate a Soldier's strengths and weaknesses on the AFCT. The test features an option to allow Soldiers to rate their confidence on each question, from "sure", "not so sure", and "wild guess". Upon completion of a section, Soldiers can review the results holistically by difficulty-level of the questions and by the confidence level in answering the question correctly. The OASC ASVAB Diagnostic Test is a supplemental diagnostic test and not a requirement for the BSEP Program. The OASC ASVAB Diagnostic test is located at <http://www.nelnetsolutions.com/DantesNet/>.



OASC ASVAB Diagnostic Test is designed to be used as an AFCT diagnostic tool. It should not be confused with a diagnostic tool to prepare for the ASVAB test.

3.4. OASC Pre and Post Assessments

OASC offers pre and post assessments to evaluate the Soldier's skill level, strengths, and weaknesses. It develops a customized learning path to include lessons and practice tests. The post assessment can be used to gauge a Soldier's AFCT readiness level. Counselors have access to Soldiers' pre and post assessments results through OASC administration accounts. See *Administrative Tasks*, pg. 18.

3.5. Armed Forces Classification Test (AFCT)

The AFCT evaluates in-service personnel who wish to improve their Armed Services Vocational Aptitude Battery (ASVAB) scores, or previous AFCT scores, to qualify for reenlistment, a MOS change, Special Forces requirements, Warrant Officer training, Officer Candidate School (OCS), or Reserve Officers' Training Corps (ROTC). The AFCT is a battery of 10 subtests from which 10 composite scores are derived. Examinees must complete all 10 subtests to receive test scores.

The AFCT consists of the following 10 components:

- General Science (GS) (15 minutes)
- Arithmetic Reasoning (AR) (15 minutes)
- Word Knowledge (WK) (15 minutes)
- Paragraph Comprehension (PC) (10 minutes)
- Mathematics Knowledge (MK) (15 minutes)
- Electronics Information (EI) (15 minutes)
- Auto Information (AI) (10 minutes)
- Shop Information (SI) (10 minutes)
- Mechanical Comprehension (MC) (15 minutes)
- Assembling Objects (AO) (15 minutes)



Family member are not eligible to take the AFCT at the education center.

Soldiers must submit a DA Form 4187 Request for Personnel Action signed by the Unit Commander to the education center to schedule the AFCT exam. For Sister Service members or AFCT Exception to Policies, refer to the APT Test Control Officer (TCO) Handbook. APT TCO Handbook is available in GoArmyEd under ACES Resources in the Army Education Counselor Communications Folder.

4. Creating BSEP Classes in GoArmyEd

- Log into GoArmyEd
- Select “On-Duty Class Management” link under On-Duty Resources section
- Select “Create a New Class” tab
- Type class name in the “Class Name” field, and select Add
 - Example: FTSmith_BSEP_FY180629(8). This example means the class is held at the Fort Smith Education Center, is a BSEP course, has a start date of 2018 June 29, and the number in parenthesis indicates it is the eighth class of the FY.
- Type in class information notated with an asterisk in the “Class Information”, “Classroom Details”, and “Enrollment Information” sections:
 - Class Information:*
 - Status: (will automatically populate)
 - Class Section: (Select on the “i” icon for an example)
 - Start and End Dates
 - Delivery Mode: Select “Classroom”, “Blended”, or “Online” as appropriate
 - Course Location: (Use drop down menu to find your installation)
 - Open Registration Date: (Today’s Date or date set by installation)
 - Delivery Order: (Optional, may be used if/as needed).
 - Pay Type: Will show as “Other”, or will be *blank* if Delivery Order is not used.
 - Class Type: Select on “BSEP/GT Prep”
 - Instruction Type: Select either “Instructor Assisted” or “Self-Directed”
 - Classroom Details:*
 - Building: (Ex: 123 Education Street, Fort Smith, NC 12345)
 - Start Time: (Ex: 9:30AM; End Time: 4:30PM)
 - Check the boxes next to the weekdays: Mon, Tue, Wed, Thurs, Fri
 - Room: (Enter room number)
 - Class Description: Type important information such as, holidays and training holidays or special comments regarding the class
 - Enrollment Information:*
 - Instructional Hours: (depends on length of course)
 - Total Credit Hours: 0
 - Total Number of Seats: (Installation specific)
- Select “Submit” button
- Select “Print On-Duty Enrollment Confirmation Form” button.

4.1. Managing BSEP Class in GoArmyEd

GoArmyEd allows On Duty class managers to modify the Enrollment Status as well as print multiple DA 4187s from the “On-Duty Class Roster” page. (See page 26 for an example.)

- Log into GoArmyEd.
- Select on “On-Duty Class Roster...”.
- Enter criteria to find On Duty class and select on “Search”.
- Select on the class you wish to manage.

4.1.1. Modifying Enrollment Status

This page can be sorted by selecting on the headers of the table (“Empl ID”, “Name”, “Last 4 SSN”, “Rank”, “Enrollment Status”, “Confirm Date”, “Verify Date”, “Complete Date”, “Withdraw Date”, “Class Grade”, and “Class Grade Date”).

- Select on the “Enrollment Status” dropdown, for each Soldier, and select the appropriate status.
- Select on the “Save” button to commit changes to the database (found at the top and bottom of the page.)

4.1.2. Printing On-Duty Class Roster

The On-Duty Class Roster can be printed for administration purposes.

- Select on the “Print On-Duty Class Roster (PDF)” button.

4.1.3. Printing DA 4187 Forms

On Duty class managers can select one, several, or all Soldiers to print multiple DA 4187 forms. When the print button is selected, a single PDF is generated that contains each of selected Soldier’s DA 4187 forms available for printing.

- Identify Soldiers by selecting on the check box next to their “Empl ID”.
- Select on the “Print DA 4187” button.

5. Enrollment Process

This chapter explains the process of enrollment in a BSEP course (classroom or online instruction mode), and the referral or signature requirements. Guidelines for processing the DA Form 4187 through personnel components are in DA Pam 600-8, dated 6 April 2016. Installations may have additional local procedures in place for processing the DA Form 4187.

5.1. BSEP Enrollment Procedures

- Counsel by an ACES counselor or BSEP Coordinator prior to enrollment for each Soldier.
- Determine eligibility by reviewing Soldier’s GT score in their GoArmyEd education record.
- Provide eligible Soldiers with a DA Form 4187 to be signed by the Unit Commander.
- Provide BSEP Registration Form to Soldiers who are in the rank of E-1 through E-6 to have signed by the Soldier’s immediate supervisor. See *BSEP Reference Materials*, page 25.
- Enter GoArmyEd Customer Tracking System (CTS) note: Face-to-face; Counselor Notes; COUN-01 General Counseling and COUN-08 Enrolled in On-Duty Training; Type “Issued form for BSEP Class # [12345]. Provided instructions on completing and returning the form to be confirmed in the course.”
- Process returned signed DA Form 4187 and BSEP registration form.
 - If the DA Form 4187 is the only document submitted for verification, the Unit Commander must check the “Has Been Verified” block.
 - If only the “Recommend Approval” block is checked, the Soldier’s eligibility has not been verified.
- Enroll Soldier in BSEP in GoArmyEd. See Appendix 3, *BSEP Reference Materials*, page 25.
- Enter GoArmyEd CTS note: Face-to-face; Counselor Notes; COUN-08 Enrolled in On-Duty Training; Type “BSEP Class # [12345] to [reason for class-GT]”
- Confirm enrollment for each Soldier in GoArmyEd on the first day of the BSEP course.



Sending a reminder email prior to the first day of class may encourage BSEP class attendance.

5.2. Confirming BSEP Class Enrollment in GoArmyEd

5.2.1. Confirming BSEP Class Enrollment for Individual Soldiers

- Log into GoArmyEd.
- Find Soldier’s GoArmyEd record.
- Select “On-Duty Enrollment Request” link under Related Links section.
- Select calendar icon to select the start date of the class under the “Class Date” section.
- Select the “Search” button.
- Type Class ID in the “Class ID” field.
- Change “Issued” to “Confirmed”.
 - If Soldier needs to be withdrawn from the class, change “Issued” to “Withdraw”.
- Select “Submit” button.
 - Type reason for withdrawal.



Ensure BSEP course has been created prior to enrolling Soldiers into the course. See Section 7 Creating BSEP Class in GoArmyEd.

- Enter GoArmyEd CTS note: Face-to-face; Counselor Notes; COUN-01 General Counseling; Type “Withdrew Soldier from BSEP class #12345 due to [insert reason]”.
- Type Commanders full name, phone number, and email address.
- Enter GoArmyEd CTS note: Face-to-face; Counselor Notes; COUN-08 Enrolled in On-Duty Training; Type “Confirmed Service member in BSEP class #XXXXX. Reviewed class requirements. Service member understands first day attendance of class is mandatory.”

5.2.2. Confirming BSEP Class Enrollment by Class

- Log into GoArmyEd.
- Select on the “On-Duty Class Roster...” link.
- Find the correct class.
- Modify the “Enrollment Status” drop-down menu to “Confirmed” (as appropriate)
- Select the “Save” button to save changes to the page.

5.3. Verify BSEP Class Enrollment in GoArmyEd

5.3.1. Verify BSEP Class Enrollment for Individual Soldiers

- Log into GoArmyEd.
- Select “On-Duty Class Roster” link under “On-Duty Resources” section.
- Type Class ID in the “Class ID” field.
- Select the “Search” button.
- Select Soldier’s name.
- Change “Confirmed” to “Verify”.
 - If Soldier needs to be withdrawn from the class, change “Confirmed” to “Withdraw”.
 - Type reason for withdrawal.
 - Enter GoArmyEd CTS note: Face-to-face; Counselor Notes; COUN-01 General Counseling; Type “Withdrew Soldier from BSEP class #12345 due to [insert reason]”.
- Select the “Submit” button.
- Select “Return to Class Roster” link.

5.3.2. Verify BSEP Class Enrollment by Class

- Log into GoArmyEd.
- Select on the “On-Duty Class Roster...” link.
- Find the correct class.
- Modify the “Enrollment Status” drop-down menu to “Verified” (as appropriate)
- Select the “Save” button to save changes to the page.

5.4. OASC Online Enrollment Procedures

In addition to the BSEP enrollment steps listed in 4.1., the following steps must be completed:

- Soldier enrolls in OASC at www.petersons.com/dantes.
 - Note: This web address automatically “redirects” to <http://www.nelnetsolutions.com/dantesnet/>
- Select “Service Member” button.



Soldiers are required to be in uniform while attending BSEP courses unless prior permission received by Soldier’s chain of command.

- Select “Sign Up” button in the New User box.
- Register by completing requested information and select “Continue” button.
- Select “Enter OASC” button.
- Select “Continue” button to accept completion of OASC within 365 days.
- Follow steps to navigate through OASC. See [Appendix 2. BSEP Resources](#), page 24.

6. Course Structure

This section provides information concerning course preparation, course requirements and expectations for Soldiers and eligible Family members to successfully complete the course.

6.1. Course Description

BSEP provides academic instruction to improve reading, mathematical computation, writing, speaking, science, and computer skills (availability of all areas depending on location) with a focus on preparation for the AFCT subtests.

Reading Skills: Designed to improve paragraph comprehension and vocabulary skills. In addition to classroom work, Soldiers should engage in independent readings during the course by visiting an on-post or local community library, or multi-learning facility and checking out a book in any subject area of interest. Some facilitators may provide reading materials within the classroom. A recommended practice is to read at least 15 to 20 minutes per day.

Math Skills: Designed to improve their basic math skills; such as, addition, subtraction, multiplication, division, fractions, decimals, percentages, ratios, solving simple equations, and basic geometry. The course also covers thinking and study skills with a focus on learning mathematics, which includes problem solving, test taking, and cognitive skills.

Test Taking Skills: Designed to improve study skills and test taking strategies; such as, note taking strategies, study strategies, stress management, test anxiety, test taking strategies and study guide navigation techniques.

Computer Skills: Designed to improve fundamental concepts and applications necessary for computer use.

6.2. Classroom Policy

Local Education center classroom policy applies.

6.3. Attendance

The BSEP classroom is a Soldier's assigned place of duty during duty hours for all Soldiers who have submitted a signed "Request to Attend On-Duty Training" form to their education center. The facilitator is responsible for tracking and reporting attendance for all Soldiers.

The number of allowed absences is determined by the local education center BSEP policy however a Soldier that is absent for 30% or more of the BSEP course should be rescheduled into another BSEP course.

Excused absences: Are approved due to an unforeseen or unscheduled military mission and/or a medical reason for self or a Family member; such as, illness, hospitalization, quarantine, or emergency leave. Soldiers are required to provide the facilitator with a verbal or written verification from their chain of command or doctor. Eligible Family members must inform the facilitator with verbal or written notice of absence. The local education center BSEP policy determines continued enrollment or withdrawal.



Some subjects, such as Test Taking Skills, Science, and Computer Skills are not available at every installation.

Unexcused absences: Current local education center BSEP policy determines continued enrollment or withdrawal for consistent tardiness and/or personal issues (not military or medically related).

Drop/Withdrawal: If the Soldier cannot complete the course requirements, they must inform the facilitator, educational institution or the BSEP coordinator as soon as possible.

Extensions: Some installations may allow for a course extension if a student is unable to complete the coursework in the time prescribed. In most cases, the student is simply re-enroll for another course section at the education center. Consult the facilitator, educational institution or BSEP coordinator for available options.

6.4. Dress Code

Active Duty Soldiers should be in uniform unless approved otherwise by local policy. USAR and ARNG Soldiers should refer to their chain of command on appropriate dress for attendance.

6.5. Course Materials

Any course materials loaned to the Soldier must be returned to the facilitator by the end date of course completion.

6.6. Learning Disabilities

Soldiers must provide written documentation to the facilitator, educational institution and/or BSEP coordinator at least two weeks prior to the course start date to ensure accommodations can be met. While learning disability accommodations can be made during the BSEP course, they are not authorized for the AFCT. Executive Agencies of the U.S. Government, including the Department of Defense, are exempt from the Americans with Disabilities Act (ADA) (U.S. Code 42, Sections 12111(5)(B)(i) and 12131. The Secretary of Defense has determined that all military members must possess a certain level of ability to read, comprehend, and follow written instructions in English.



Learning disability accommodations are not authorized for the AFCT.

6.7. Face-to-Face Instruction

Refer to either local BSEP or state-funded institution curriculum or syllabus.

6.8. Online Academic Skills Course (OASC)

The OASC program is designed to assist Soldiers in improving their math and reading skills in a self-paced online modality with short, medium, and full-length course versions. The website is located at <http://www.nelnetsolutions.com/DantesNet>.

A Pre Assessment identifies the Soldier's strengths and weaknesses in math and verbal skills and design a customized learning path individualized to them. The curriculum improves the Soldier's knowledge of the concepts and skills needed to excel in each area. The curriculum offers several features including interactive games, exercises and flash cards, practice tests and quizzes, math videos, and post assessment or practice tests to measure end of course performance.

The added benefits to this program include reinforcing concepts already known, using a range of learning styles, feedback to ensure understanding of materials, ability to retake lessons as necessary, accommodating student time constraints, and accessing the course 24/7 from any internet-connected

computer. The course is also available via CD that can be downloaded to a Soldier's computer if there is no internet connection.

6.8.1. OASC Course Description

- Verbal Section
Content Areas: Reading Comprehension and Vocabulary
 - Pre-Assessment Questions: 30
 - Total Number of Possible Lessons: 18
 - Total Possible Quiz Questions: 270
 - Total Question Bank Questions: 80
 - Total Post-Assessment Questions: 30

- Math Section
Content Areas: Algebra, Arithmetic and Geometry
 - Pre-Assessment Questions: 50
 - Total Number of Possible Lessons: 47
 - Total Possible Quiz Questions: 705
 - Total Question Bank Questions: 100
 - Total Post-Assessment Questions: 50

6.9. Tutoring

Tutoring can be an added resource to students in addition to their daily classroom instruction.

Face-to-face Tutoring: Tutoring may be available on post, at no cost to the Soldier, based on installation resources.

Online Tutoring: Tutor.com is available at <https://Tutor.com>. Expert tutors (certified teachers, college professors, and other education professionals) are online 24/7 and available to help in more than 16 subjects, including test prep, proofreading, Math, Science, English, and Social Studies. There is a cost to the individual.

Khan Academy is available at www.khanacademy.org. It offers free online courses, lessons, practice sessions, and teaching videos in most areas of math. Areas of study include math, science & engineering, computing, arts & humanities, economics & finance, college test prep, and college career.

7. Course Completion Requirements

This section is intended to provide clarification on course completion requirements.

7.1. Course Requirements

Completion of BSEP course is defined by completion of all required lessons. See installation SOP for clarification.

7.2. Testing Requirements

7.2.1. Post-TABE

Per AR 621-5, the Post-TABE test is required for course completion. Soldiers with TABE scores above a 10.2 grade level are referred to the APT office for scheduling AFCT exam. Eligible Family members must be referred to an armed services recruiter to schedule an ASVAB test either through a MEPS station Continental United States (CONUS) or to schedule through the Army Testing Center Outside the Continental United States (OCONUS).

7.2.2 Armed Forces Classification Test (AFCT)

Upon successful completion of the BSEP course, Soldiers are recommended to take the AFCT within two weeks. Soldiers must submit a DA Form 4187 Request for Personnel Action signed by the Unit Commander to the education center to schedule the AFCT exam. For Sister Service members or AFCT Exception to Policies, please refer to the APT Test Control Officer (TCO) Handbook. For information, see Section [3.5. Armed Forces Classification Test](#), page 8.



The GT Predictor exam can be given at the end of the course to determine AFCT readiness. Soldiers should score at least a 110 on the GT Predictor exam to indicate AFCT readiness.

The GT Predictor exam is only a predictor, there is potential to score in a range of 5 to 10 points higher or lower than the actual predictor score.

8. Administrative Tasks Outside of GoArmyEd

8.1. OASC Administration Account

Education centers have the ability to monitor a Soldier or eligible Family member's OASC progress by logging into the education center or office's OASC administration account. All BSEP personnel must complete OASC administration training and provide certificate of completion to the BSEP PM at irina.v.rader.civ@mail.mil.

Instructions to complete OASC administration account training:

- Log into OASC website: <http://www.nelnetsolutions.com/DantesNet> or <http://www.petersons.com>
- Select the "Administrator Training" link
- Select the "OK" button
- Complete each module
- Complete the quiz at the end of training
- Email certificate of completion to BSEP PM at irina.v.rader.civ@mail.mil

Benefits on using the OASC Admin Account

- Awareness of the OASC Structure/functions
- Overview of the OASC usage for Installation/State
- Monitor Soldier's progress
- Enrich BSEP counseling sessions
- Access to all OASC tests, lessons, and quizzes

8.2. TABE Online Portal Functionality

8.2.1. TABE Tokens

The Online TABE Tests Tokens are available by request through the respective HQ. Contact your HQ for guidance. Each Soldier would need 6 tokens (3 for pre and 3 for post TABE Tests) to participate in the BSEP Course.

8.2.2. TABE 11/12 Certification Process

TABE 11/12 Certification is an optional free online training offered by DATA Recognition Corporation for the education centers and offices staff. TABE Certification consist of two hour-long presentations, each of which is followed by a 30-item test. Upon successfully completion of training and passing the tests participants are certified to handle, score, and proctor TABE 11/12 tests.

Participants can elect to print their Certificate of Completion, save it for later use, or have it emailed to them.

Upon completion certificate education center and offices can:

- Understand and follow general TABE 11/12 test best practices
- Implement correct forms and levels
- Securely administer and handle test resources
- Follow student privacy protocols
- Score and interpret the TABE 11/12 test results

To access the Training modules copy and paste the links:

https://www.brainshark.com/drc/TABE11_12CertificationPartI
https://www.brainshark.com/drc/TABE11_12CertificationPartII



OASC administration accounts are granted to a location, not an individual.



Two separate OASC administration accounts are provided to BSEP personnel for Soldiers and eligible Family members.



Certification candidates must complete both training modules in their entirety in order for the certificate to generate.

Password for both parts: tabecertdrc

See [Appendix 2. BSEP Resources](#), page 24 for more information.

8.2.3. Manage Account

See [Appendix 2. BSEP Resources](#), page 24 for directions on how to obtain the online TABE 11/12 Administration Manual.

- Log into TABE website: <https://tabe.drctedirect.com/>
- Select the name in upper right corner
- Select the “edit” link next to “Username”, “Email”, “Name”, or “Password” to edit these fields.



Hint: If the link seems to be broken, try copying the link and pasting it directly into the address bar of your browser.

8.2.4. Manage Soldiers (Add Soldiers to Database)

- Log into TABE website: <https://tabe.drctedirect.com>
- Select the “All Applications” link in the upper left corner
- Select the “Student Management” link
- Select the “Manage Students” tab
- Select corresponding information in the “Administration”, “District”, and “School” drop-down menu
- Select the “Find Students” button
- Select the student from the list of students or select the “Add Student” button
- Complete the student profile
- Select the “Save” or “Save & Add Another” button

8.2.5. Manage Soldiers (View/Edit/Delete)

- Log into TABE website: <https://tabe.drctedirect.com>
- Select the “All Applications” link in the upper left corner
- Select the “Student Management” link
- Select the “Manage Students” tab
- Select corresponding information in the “Administration”, “District”, and “School” drop-down menu
- Select the “Find Students” button
 - Select the “View/Edit” icon in the “Action” column to view or edit students
 - Select the box in the first column so check mark appears and select the “Export to Excel” button to download a list of students
 - Select the box in the first column so check mark appears and select the “Update Accommodations” button to mass update student’s accommodations



Students can be deleted from a session but they cannot be deleted out of the database.

8.2.6. Set Up Test Sessions

- Log into TABE website: <https://tabe.drctedirect.com>
- Select the “All Applications” link in the upper left corner
- Select the “Test Management” link
- Select the “Manage Test Sessions” tab
- Select corresponding information in the “Administration”, “District”, and “School” drop-down menu
- Select the “Add Session” button

- Fill in fields. Session names should be meaningful, descriptive, and set up ahead of time for easy scheduling.
- Select the Test, Content, and Level.
- Test Session must have one Test, one or more Contents, and one Level for each selected Content in order to SAVE. Once Test Session is saved, the Test, Content, and Level values cannot be changed.
- Continue with Set Up Test Sessions (Adding Students to Test Sessions) below.

8.2.7. Set Up Test Sessions (Adding Soldiers to Test Sessions)

- Scroll down from top of Add Test Sessions page to Find Students button.
- Select from Available Students list, select on top arrow to add selected students to Test Session. (For multiple students, use Ctrl key.)
- Select Save button or Save and Add Another button.
- If adding a new student, select on New Student.
- Fill out remaining required information in Student profile marked by asterisks. (Last name, First name, Date of Birth, Gender.) Select Save button. Screen returns to chart at bottom of Add Test Sessions page with new student added into Test Session.)
- You may also Search for Available Students.
- Save your Test Session.

8.2.8. Walk-In Soldier Registration

- Select on Test Management Menu/Manage Test Sessions Tab.
- Select Administration, District, and School
- Enter Test Session name or select on Show Sessions button and check box for desired Test Session
- Select View/Edit Action button on right side of grid
- Enter student's Last Name and First Name under 'Search for Available Students' and select Find Students button to see if they exist
- If student is found, use first arrow button to move student into the Test Session & select Save
- If student not found, select the "New Student" button, enter required information into Profile.
- Select Save the Student, then, when returned to Test Session page, Save the Test Session at the bottom.
- Find test session again; select on Action Button to Edit/Print Ticket Status button.
- Select the student you added, scroll down to Print Selected button and select.

8.2.9. Monitor Test Sessions (Status)

- Select on Test Management Menu/Manage Test Sessions Tab.
- Select Administration, District, School.
- Select on Show Sessions button.
- Select on Status Summary Tab at top of grid to see session status of ALL sessions.
- For single session: Select a session.
- Select Action Button Edit/Print Ticket Status to view status of session by test module and student.

8.2.10. Manage/View on Demand Reports

- Log into TABE website: <https://tabe.drctdirect.com>
- Select the “All Applications” link in the upper left corner
- Select the “Report Delivery” link
- Select the “On-Demand Reports” button
- Select corresponding information in the “Administration”, “District”, and “School” drop-down menu
- Select the “Find Students” button
- Select student
- Select Action Buttons (on right) to Open or Save PDF
- Select multiple students by checking boxes
- Select Open Selected button at bottom or Save Selected button



Hint: If the link seems to be broken, try copying the link and pasting it directly into the address bar of your browser.

Appendix 1. Acronyms

ACES	Army Continuing Education System
ADA	Americans with Disabilities Act
AFCT	Armed Forces Classification Test
AI	Auto Information
AKO	Army Knowledge Online
AO	Assembling Objects
APT	Army Personnel Testing
AR	Arithmetic Reasoning
AR	Army Regulation
ARNG	Army National Guard
ARNGUS	Army National Guard of the United States
ASVAB	Armed Services Vocational Aptitude Battery
BSEP	Basic Skills Education Program
CLEP	College Level Examination Program
CONUS	Continental United States
CPST	College Placement Skills Training
CTS	Customer Tracking System
DA	Department of the Army
DANTES	Defense Activity for Non-Traditional Education Support
EI	Electronics Information
ESO	Education Services Officer
ESS	Education Services Specialist
FAST	Functional Academic Skills Training
FY	Fiscal Year
GED	General Educational Development
GS	General Science
GT	General Technical
HQ	Headquarters
IAW	In Accordance With
IMCOM	Installation Management Command
MC	Mechanical Comprehension
MEPS	Military Enlistment Processing Station
MK	Mathematics Knowledge
MOS	Military Occupation Specialty
NCOES	Non-Commissioned Officer Education System
OASC	Online Academic Skills Course
OCONUS	Outside the Continental United States
OCS	Officer Candidate School
PC	Paragraph Comprehension
PM	Program Manager

POC	Point of Contact
ROTC	Reserve Officers' Training Corps
SESS	Supervisory Education Services Specialist
SI	Shop Information
SOP	Standard Operating Procedure
TABE	Test of Adult Basic Education
TCO	Test Control Officer
URL	Uniform Resource Locator (i.e., web address)
USAR	U.S. Army Reserve
WK	Word Knowledge

Appendix 2. BSEP Resources

<p>ACES Marketing Collaboration Center milSuite page</p>	<p>https://www.milsuite.mil/book/groups/aces-marketing-collaboration-center/content?filterID=contentstatus%5Bpublished%5D~category%5Bbsep-outreach%5D</p> <ul style="list-style-type: none"> • BSEP Sample Flyer • BSEP Storyboards • DANTES OASC Flyer • DANTES WHY OASC Flyer • Online TABE 11/12 Administration Manual • Soldier’s Guide to OASC Flyer • TABE 11/12 New On-Demand Administrator Training Flyer • TABE 11/12 TABE Certification Training Parts 1 and 2 Flyer • TABE 11/12 Info Sheet • TABE 11/12 Structure Flyer • Additional resources available
<p>AKO Portal</p>	<p>https://www.ako1.us.army.mil/ Practice tests for (ASVAB, CLEP, DSST, etc.) can be accessed through an AKO under Self Service, then My Library, to Practice Tests</p>
<p>AR 621-5 Army Continuing Education System</p>	<p>https://armypubs.army.mil/ProductMaps/PubForm/AR.aspx Scroll down the page to the link for AR 621-5</p>
<p>DANTES Online Academic Skills Course (OASC) & College Placement Skills Training (CPST) Information</p>	<p>http://www.dantes.doded.mil/EducationPrograms/PrepForCollege/Refresher.html</p>
<p>GoArmyEd</p>	<p>https://www.GoArmyEd.com College success resources are available on your GoArmyEd homepage under “College Success Resources”</p>
<p>Local Library</p>	<p>For additional resources, refer Soldiers to local library</p>
<p>March2Success</p>	<p>https://www.march2success.com/</p>
<p>OASC and CPST Registration Page</p>	<p>http://www.nelnetsolutions.com/DantesNet/</p>
<p>TABE Portal</p>	<p>https://tabe.drceirect.com</p> <div style="display: flex; align-items: center;">  <p>Hint: If the link seems to be broken, try copying the link and pasting it directly into the address bar of your browser</p> </div>

Appendix 3. BSEP Reference Materials

BSEP Course Registration Form Example

Editable form is available in the ACES Marketing Collaboration Center in BSEP Outreach folder.

**REQUEST TO ATTEND ON-DUTY TRAINING
ARMY CONTINUING EDUCATION SYSTEM
GENERAL INFORMATION**

NAME OF APPLICANT (Last, First): _____ RANK: _____ UNIT: _____

GT: _____ Phone: _____ Email: _____ @mail.mil

Class Name: **Basic Skills Education Program (BSEP)**: This is an accelerated basic skills and instructor based course designed to facilitate GT improvement.

Date:

Days:

Times:

Pre-TABE Test:

Post-TABE Test:

Counseling:

GT Predictor Test:

AFCT Test:

Location:

**YOU ARE REQUIRED TO TAKE THE PRE/POST-TABE TESTS AND
ATTEND ALL CLASSES**

I request permission to attend the Basic Skills Education Program (BSEP) course **insert date and time**. **I will take the Pre-Test of Adult Education (TABE) BEFORE the start date of this class to be eligible for the class.** I will complete and turn in the three required tasks to attend the BSEP class: (1) approved application, (2) signed DA Form 4187, and (3) the Pre-TABE Test. **I understand that this is an “on-duty” course and attendance on each day of the class is required for course completion.** Non-attendance for any class day or time will be reported to my unit. After completion of the BSEP class, and subject to the recommendation of an education advisor, I request permission to take an Armed Forces Classification Test (AFCT) for GT improvement. I further understand that in IAW AR 621-5, only three retests on the AFCT are permitted during my entire military career and the **DA 4187 must be completed and signed prior to taking the AFCT exam.**

Deadline to submit this memo with your Commander’s Signature is **insert date**

Signature of Applicant: _____

Request is approved. The applicant will be available to attend **ALL** class dates and times as scheduled in **DUTY UNIFORM**. Attendance is mandatory except in case of illness, personal emergencies or military operational emergencies.

Immediate Supervisor: _____

Signature of Commander: _____

Printed Name: _____

Printed Name: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

DA Form 4187 Example

Attachments Menu

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) Fort Smith Test Center Bldg 1-1111, Wing H Education Street Fort Smith, NC 28598-4100	3. FROM (Include ZIP Code) COMMANDER UNIT Fort Smith, NC 28598
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI) LAST, FIRST, MI	5. GRADE OR RANK/PMOS/AOC RANK/MOS	6. SOCIAL SECURITY NUMBER 123-45-6789
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)		
<input type="checkbox"/> Service School (Enl 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 (Enl 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"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl 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 II, III, and V) (Continue on separate sheet)		
THIS IS AN INITIAL TEST OF THE AFCT (ARMED FORCES CLASSIFICATION TEST) TAKEN FOR GT IMPROVEMENT. CURRENT GT SCORE:		
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 -		
<input checked="" type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE 	14. DATE (YYYYMMDD)

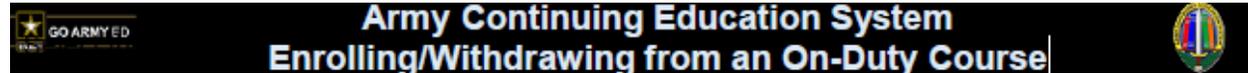
DA FORM 4187, MAY 2014

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

Page 1 of 2
APD LC v1.03EB

15. NAME OF INDIVIDUAL		16. SSN	
ADDENDUM - RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL			
AUTHORITY	a. TO	d. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE 	
I. COMMENTS			
AUTHORITY	a. TO	d. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE 	
I. COMMENTS			
AUTHORITY	a. TO	d. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE 	
I. COMMENTS			
AUTHORITY	a. TO	d. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE 	
I. COMMENTS			

GoArmyEd On-Duty Course Enrolling/Withdrawing Step-by-Step Instructions



1 - Requesting Enrollment in an On-Duty Course

Call outs: Yellow = action/Grey = information

1

Smart Links

Request TA...	Change Degree/School...
Course Planner...	Withdraw from a Class...
On-Duty Courses...	Recoupment-Information...
My Education Record	Student Agreement/Degree Progress Reports
GoArmyEd Tutorials	Other Links

My Smart Links [\[Edit\]](#)
You may select additional Smart Links. Select the "Edit" link to personalize your Smart Links.

In the Smart Links section, select "On-Duty Courses."

2 On-Duty Enrollment Request

To create a new on-duty enrollment request, fill in the required fields. Once complete, press the 'Submit' button at the bottom of the screen.

The fields indicated with * are mandatory.

Student Information

EmpID: 0007382 Online,Sergeant Rank: Private
SSN: -7382 GeoEd Center: Schofield Bks

Enrollment Information

To look up the Class ID, please click on the magnifying glass to the right of the Class ID field and select your course.

*Class ID:
*Objective:

Enrollment Status:
Class Section:

The On-Duty Enrollment Request screen appears. Select the magnifying glass icon in the "Class ID" field.

3 Look Up Class ID

Class ID:
Class Name:
Start Date:
End Date:
Geo Ed Center:
Delivery Mode:
Pay Type:
Class Type:
Building:

[Basic Lookup](#)

Search Results

Class ID	Class Name	Start Date	End Date	Start Time	End Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total Seats Available	Geo Ed Center	Geo Ed Center Descr	Pay Type	Class Type
05	Life Skills	12/09/2019	03/27/2019	9:30AM	10:00AM	Y	N	Y	N	N	N	N	20	13072	Ft Benning Geo Ed Center	BA33	MR
05	Life Skills	12/09/2019	03/27/2019	9:10AM	10:00AM	Y	N	Y	N	N	N	N	20	13072	Ft Benning Geo Ed Center	BA33	MR
08	Life Skills	12/09/2019	03/27/2019	9:10AM	10:00AM	Y	N	Y	N	N	N	N	20	13072	Ft Benning Geo Ed Center	BA33	MR
03	Life Skills	12/09/2019	03/27/2019	9:10AM	10:00AM	Y	N	Y	N	N	N	N	20	13072	Ft Benning Geo Ed Center	MDEF	MR
01	Life Skills Course	12/09/2019	03/27/2019	9:10AM	10:00AM	Y	N	Y	N	N	N	N	20	13072	Ft Lawley Geo Ed Center	MDEF	MR
02	Life Skills	12/09/2019	03/27/2019	9:10AM	10:00AM	Y	N	Y	N	N	N	N	20	13072	Manheim - Polkman Geo Ed Center	BA33	MR
04	Life Skills	12/09/2019	03/27/2019	9:10AM	10:00AM	Y	N	Y	N	N	N	N	20	13072	Yonkers Geo Ed Center	MDEF	MR

Select the On-Duty class you want to view.

Army Continuing Education System
Enrolling/Withdrawing from an On-Duty Course

4

On-Duty Enrollment Request

To create a new on-duty enrollment request, fill in the required fields. Once complete, press the "Submit" button at the bottom of the screen.

The fields indicated with * are mandatory.

Student Information

EmplID: 0007362 Online Sergeant Rank: Private
 SSN: -7362 GeoEd Center: Schofield Brks

Enrollment Information

To look up the Class ID, please click on the magnifying glass to the right of the Class ID field and select your course.

Enrollment Status:

*Class ID: 74 Life Skills Class Section: 104

Class Details

Class Type: MR Credit Hours: 2.00 Pay Type: MDEP
 Start Date: 02/09/2009 End Date: 03/27/2009 Days of Week: MoWe
 Start Time: 9:00AM End Time: 10:00AM Instructional Hours: 60.00
 Cost Per Unit: \$500.00 Unit of Cost: Class Non-Military Student Cost: \$0.00
 GeoEd Center: Ft Benning Room: 3C222
 Building: Hoffman Building
 Class Description: learn the continents and their countries

Enrollments in Class

Total Seats: 20 Issued: 0 Confirmed: 0 Verified: 0 Withdrawn: 0 Open: 20

*Objective:

Send Electronically?

Submit

Print and Sign On-Duty Enrollment Request Form (PDF)

Review the **Class Details** section.

To select a different On-Duty class, select the magnifying glass icon to return to the previous Look Up Class ID screen.

5

Class Description:

Enrollments in Class

Total Seats: 20 Issued: 0 Confirmed: 0 Verified: 0 Withdrawn: 0 Open: 20

*Objective:

Confirm Now

Confirm By Commander

- Basic Skills Education Program
- GT Improvement
- General Education Development
- High School Completion
- Preparation for College
- Professional Development
- Reading Skills Development

Print and Sign On-Duty Enrollment Request Form (PDF)

Select the drop-down arrow in the **"Objective"** field and select the reason you are requesting to attend this particular On-Duty class.

GO ARMY ED **Army Continuing Education System**
Enrolling/Withdrawing from an On-Duty Course

E6 and Below: Email Option

6

Enrollments in Class
 Total Seats: 20 Issued: 0 Confirmed: 0 Verified: 0 Withdrawn: 0 Open: 20

*Objective: General Education Development

Send Electronically?

Commander Information
 *Name: Captain Joe J. Smith *Phone: 706-554-4567
 *Email: joe.j.smith@us.army.mil

Submit

Note: Soldiers with the rank of E-6 and below must obtain Commander's approval to attend an On-Duty class one of two ways: email or print option.

Check the **"Send Electronically?"** check box. Then complete the **"Name," "Phone,"** and **"Email"** fields.

Select the **"Submit"** button to send the email.

E6 and Below: Print Option

6

Submit

On-Duty Enrollment Request
 To create a new on-duty enrollment request, fill in the required fields. Once complete, press the 'Submit' button at the bottom of the screen.
 The fields indicated with * are mandatory.

Student Information
 EmpID: 0007362 Online/Sergeant Rank: Private
 SSN: -7362 GeoEd Center: Schofield Brks

Enrollment Information
 To look up the Class ID, please click on the magnifying glass to the right of the Class ID field and select your course. **Enrollment Status: Issued**

Life Skills Class Section: 104

*Objective: Basic Skills Education
 Send Electronically?

Submit **Print and Sign On-Duty Enrollment Request Form (PDF)**

Note: Soldiers with the rank of E-6 and below must obtain Commander's approval to attend an On-Duty class one of two ways: email or print option.

Select the **"Submit"** button.

The **"Enrollment Status"** field displays **Issued**, and your Commander's approval is needed to confirm your enrollment in the On-Duty class.

Select the **"Print and Sign On-Duty Enrollment Request Form (PDF)"** button.

GO ARMY ED

Army Continuing Education System
Enrolling/Withdrawing from an On-Duty Course

7 [Click here to view the report](#)

Printed: 02/09/2009

REQUEST TO ATTEND ON-DUTY TRAINING
ARMY CONTINUING EDUCATION SYSTEM

GENERAL INFORMATION

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 FAST 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: 02/09/2009 Signature of Applicant: _____
Sergeant Online

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

Select the **“Click here to view report”** link once the report is generated.

Note: Soldiers with the rank of E-6 and below must obtain a Commander's approval to attend the On-Duty class.

The signed form must be returned to your Army Education Center to confirm the approval or disapproval and date and time in your Student Record.

After your On-Duty class enrollment is confirmed, you will receive a confirmation email.

E7 and Above: Confirm Option

6

On-Duty Enrollment Request

To create a new on-duty enrollment request, fill in the required fields. Once complete, press the 'Submit' button at the bottom of the screen.

The fields indicated with * are mandatory.

Enrollments in Class

Total Seats: 8 Issued: 3 Confirmed: 0 Verified: 0 Withdrawn: 0 Open: 8

*Objective: Professional Development

Confirm Now Confirm By Commander

Select the **“Confirm Now”** radio button.

Select the **“Submit”** button to submit the enrollment.

Note: Soldiers, E7 and above, can confirm their On-Duty class enrollment.

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GO ARMY ED **Army Continuing Education System**
Enrolling/Withdrawing from an On-Duty Course

E7 and Above: Confirm and Email Option

Note: Soldiers, E7 and above, can choose to send the Commander for approval to confirm their On-Duty class enrollment.

Select the **“Confirm by Commander”** radio button.

Check the box next to **“Send Electronically?”**

The Commander Information section appears. You must complete the **“Name,” “Phone,”** and **“Email”** fields.

Select the **“Submit”** button to submit the enrollment.

Civilian: Confirm Option

Select the **“Confirm Now”** radio button to confirm your On-Duty class enrollment.

Select the **“Submit”** button to submit the enrollment.

The **“Enrollment Status”** field displays **“Confirmed.”**

Note: Civilians and other service members can confirm their own On-Duty class enrollment.

Army Continuing Education System Enrolling/Withdrawing from an On-Duty Course

Civilian: Confirm and Email Option

6 Enrollments in Class

Total Seats: 0 Issued: 3 Confirmed: 0 Verified: 0 Withdrawn: 0 Open: 0

Subject: Professional Development Confirm Now Confirm By Commander

Send Electronically?

Commander Information

*Name: *Phone:

*Email:

Select the “**Confirm by Commander**” radio button.

Check the box next to “**Send Electronically?**”

The Commander Information section appears. You must complete the “**Name,**” “**Phone,**” and “**Email**” fields.

Select the “**Submit**” button to send the email.

Note: Civilians and other service members can choose to send an email to your Commander for approval to attend an On-Duty class

2 - Printing an On-Duty Course

1 [Click here to view the report](#)

Select the “**Print On-Duty Enrollment Confirmation Form (PDF)**” button on the On-Duty Enrollment Request screen to print the On-Duty enrollment confirmation for your records.

After the report is completed, select the “**Click here to view the report**” link.

A **Confirmation of On-Duty Training PDF** form appears with the On-Duty class information.

3 - Viewing an On-Duty Course Information

1

My Education

Home School: Kaplan University - Davenport, IA Degree Plan: Associate of Science in Health Science (AS-HS) Undergraduate TA GPA: 3.33

On-Duty Courses:

No On-Duty Courses found.

Once approved to take an On-Duty class, the On-Duty class can be viewed on the homepage under the **My Education** section.

GO ARMY ED **Enrolling/Withdrawing from an On-Duty Course** **Soldier**

4 - Withdrawing from an On-Duty Course

1

Smart Links

Request TA...	Change Degree/School...
Course Planner...	Withdraw from a Class...
On-Duty Courses...	Recoupment-Information...
My Education Record	Student Agreement/Degree Progress Reports
GoArmyEd Tutorials	Other Links

My Smart Links [\[Edit!\]](#)
You may select additional Smart Links. Select the "Edit" link to personalize your Smart Links.

Select "Other Links" in the Smart Links section.

2

Other Links

Link Name
+ After You Enroll in a Course
+ Before you Enroll in a Course
+ eArmyU
+ Earn a Degree or Credential
+ Educational
+ Enroll or Drop/Withdraw from a Course
+ Footer
+ GoArmyEd
+ Helpdesk Resources
+ Money for College
+ My Community Links
+ On Duty Resources
+ ...

Select the plus icon next to On-Duty Resources to expand the topic and view related links.

On-Duty Enrollment Information	The On-Duty Enrollment Information link is used to view the Soldier Reference...
Test Schedule	The Test Schedule link is used to view the Test Schedule...
Personnel	

Select the "On-Duty Enrollment Information" link

Army Continuing Education System Enrolling/Withdrawing from an On-Duty Course

3 On-Duty Enrollment Details
Enter any On-Duty class information and select Search.

Find Existing On-Duty Enrollments

Class ID:

Class Name:

Start Date:

End Date:

GeoEd Center:

Delivery Mode:

Class Status:

Pay Type:

Class Type:

Search

Search Results

Class ID	Class Name	Start Date	End Date	Start Time	End Time	Geo Ed Center	Class Status	Pay Type	Class Type	Total Seats	Seats Available
17	Class 00 Correspondance Hours	02/22/2009	02/11/2009	11:00	01:45	Fort	Open	Basic	00	00	00
18	Class 00 Correspondance Hours	02/22/2009	02/11/2009	11:00	01:45	Fort	Open	Basic	00	00	00

Enter any On-Duty class information and select **“Search.”**

Select the On-Duty class from the search results which you want to withdraw.

4 On-Duty Enrollment Information

To withdraw from the class, click on the enrollment status dropdown and choose the appropriate status. You cannot withdraw from a class once the class has ended. E1 through E6 can only withdraw if the enrollment has not been confirmed.

Student Information

EmpID: 0732204 Rank:

SSN: GeoEd Center:

Enrollment Information

Enrollment Status: **Confirmed**

Class ID: 00 Correspondance Hours Class Section: 00

Confirm Date: 02/22/2009 Verify Date:

Enrollment Information

Enrollment Status: **Withdraw**

Drop Reason:

Class ID: 21 Class 00 Correspondance Hours Class Section: 00

Issue Date: 02/22/2009 Confirm Date: 02/22/2009 Verify Date:

Select **Withdraw** from the **“Enrollment Status”** drop-down list.

A **“Drop Reason”** field appears, and you must enter a reason for withdrawing from the On-Duty class.

Select the **“Submit”** button.

 Army Continuing Education System Enrolling/Withdrawing from an On-Duty Course 		
5 - Business Policies		
<ul style="list-style-type: none"> • Withdrawing from an On-Duty class before the class end date does not result in a financial penalty. • Army Education Counselors can assist you in withdrawing from an On-Duty class. • You can withdraw from an On-Duty class up to the class end date. • Withdrawals from an On-Duty class cannot be processed after the end date. • Soldiers with a rank of E-6 and below can withdraw from an On-Duty class if the enrollment status has not been confirmed. If the enrollment status is confirmed, an Army Education Counselor must process the withdrawal up to the class end date. • Soldiers with a rank of E-7 and above and students can withdraw from an On-Duty class up to the class end date. • If an On-Duty class is cancelled, all enrollments are automatically cancelled. • Army Education Centers provide several On-Duty programs, including but not limited to: <ul style="list-style-type: none"> • Basic Skills Education Program (BSEP) for Soldiers who want to improve general reading, language, and math skills, and Test of Adult Basic Education (TABE) scores • GT Improvement for Soldiers who want to improve their GT scores • General Education Development (GED) Test Preparation for Soldiers who enlisted without a high school diploma or GED • Reading Skill Development for Soldiers planning to attend advanced military schooling who want or need to improve their reading skills • Preparation for Post-Secondary School for Soldiers who need help preparing for placement tests or classes • Professional Development for Soldiers needing to improve specific professional skills. Commanders or Army Education Counselors may refer Soldiers for any part of the program • Soldiers with the rank of E-6 and below must obtain Commander's approval to attend an On-Duty class. • Soldiers with the rank of E-7 and above can confirm their own On-Duty class enrollment. • Civilians and other service members can confirm their own On-Duty class enrollment. • After confirmation to take an On-Duty class, Soldiers, civilians and other service members will receive email notification. • Army Education Counselors can assist with On-Duty class enrollments. • Once the class has ended, no further updates can be made, except adding a grade. • Grades are pass/fail only and are not included in the Soldiers' Army Tuition Assistance Grade Point Average (TA GPA). 		
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