



NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1373

ARNG-HRH (RN 621)

31 January 2023

MEMORANDUM FOR The Adjutants Generals of All States, Territories, Commanding General of the District of Columbia, and Human Capital Management (HCM) Division

SUBJECT: Basic Skills Education Program (BSEP) Courses at the Professional Education Center (PEC), Little Rock, AR (PPOM #23-008)

1. OVERVIEW. BSEP is a 40-hour resident course that focuses on improving Soldier skills in reading, vocabulary, and math. The intent of the course is to increase the General Technical (GT) score on the Armed Forces Classification Test (AFCT) as well as prepare Soldiers for other academic pursuits. The course is taught with trained instructors using a standardized curriculum.

2. COURSE DATES. Three BSEP courses will be conducted with a maximum of 16 seats in each course. The dates of the courses are as follows:

- a. Course #001: 27 March-1 April 2023 (travel days, 26 March and 1 April).
- b. Course #002: 10-15 July 2023 (travel days, 9 and 15 July).
- c. Course #003: 18-23 September 2023 (travel days, 17 and 23 September).

3. ELIGIBILITY. The BSEP courses are open to any currently serving ARNG Soldier (AGR, ADOS, or TPU) in good standing (not flagged) in the grades of E-4 to E-7 with a GT score less than 110. Soldiers must not have taken the AFCT within six months of the course start date or must have an approved Exception to Policy (ETP).

4. NOMINATION/REGISTRATION. Each state Education Services Officer (ESO) may nominate up to two Soldiers per course. Nominations must be submitted through the BSEP Tab in the [ESO Channel on the ARNG Staff-Education Services Team](#) and are first come, first served. Once nominations have been approved, the BSEP Course Manager (CM) will notify the state and the Soldier.

(https://dod.teams.microsoft.us/dl/launcher/launcher.html?url=%2F_%23%2FI%2Fchannel%2F19%3Adod%3Ab663a7f2b2514cabaea38125e891f7fa%40thread.skype%2FES0%3FgroupId%3D598243a3-2915-42cc-abab-cac72ffa51b3%26tenantId%3Dfae6d70f-954b-4811-92b6-0530d6f84c43&type=channel&deeplinkId=f30d78e0-4c44-4378-ab7a-f2257727952b&directDl=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

ARNG-HRH (RN 621)

SUBJECT: Basic Skills Education Program (BSEP) Courses at the Professional Education Center (PEC), Little Rock, AR (PPOM #23-008)

5. ORDERS FUNDING. The state/unit of assignment is responsible for placing Soldiers on orders for the duration of the course.

6. TRAVEL FUNDING. States/Territories are responsible for funding Soldier travel and per diem. Government billets are furnished at no cost. Soldiers must provide a copy of their travel authorization to PEC registration upon check-in.

7. PARTICIPANT REQUIREMENTS. Prior to attending the BSEP course, State ESOs will ensure Soldiers have completed the following:

a. Complete the Online Academic Skills Course (OASC) Pre-Assessment (WK, PC, AR). Soldier must select "National Guard Professional Education Center" from the "Your base" dropdown when registering for a Learner account.

b. Obtain a signed copy of a DA Form 4187 from their unit commander and provide it to the BSEP CM. An example of the DA Form 4187 is enclosed.

c. If Soldiers have taken the AFCT within six months of the BSEP start date, provide an approved Exception to Policy (ETP) to the BSEP CM. An example of a sample ETP request for Soldiers who have taken the AFCT within the last six months is enclosed.

d. Provide a copy of the DD 1610 Travel Authorization from DTS to the BSEP CM.

8. TESTING. Upon completion of the BSEP course, Soldiers will be administered the AFCT. Testing will take place on Saturday morning of the course. Once Soldiers have completed testing and been informed of their test results, they will be released to travel to home station/HOR. Note: Soldiers must schedule departing flights on or after 1500 hours on Saturday.

9. UNIFORM. The uniform for the BSEP courses is business casual. Business casual is defined as slacks or khakis (no jeans or shorts) and a collared/dress shirt (no t-shirts). Reflective wear/belts are required when running on Camp Robinson and court/tennis shoes are required in the gym (Freedom Hall).

10. POINT OF CONTACT. The Course Manager for the BSEP Course is Mr. Tommy Austin at (501) 212-4398, tommy.d.austin.civ@army.mil, or via MS Teams.

2 Encls

1. Sample DA 4187

2. Sample ETP Request

GILBERT S. MORALES, JR

Chief, Personnel Policy Division