



DEPARTMENT OF THE ARMY
NONCOMMISSIONED OFFICER LEADERSHIP CENTER OF EXCELLENCE
SERGEANTS MAJOR ACADEMY
11291 SGT E. CHURCHILL STREET
FORT BLISS, TEXAS 79918-8002

ATSS-CDD

1 October 2025

MEMORANDUM FOR MASTER LEADER COURSE DISTANCE LEARNERS

SUBJECT: Welcome Letter for Master Leader Course (Distributed Learning)

1. Congratulations on your selection to attend the Master Leader Course (Distributed Learning). Class XXX-XX occurs Date to Date. MLC **Distributed Learning** is a six-week **synchronous online learning** course that focuses on topics such as leadership, operations management, joint operations, and communications that assist in preparing you to transition from a tactical leader to an operational leader. Prospective students will benefit significantly from a review of the following publications: ADP 3-0, ADP 5-0, ADP 6-0, ADP 6-22, and JP 5-0. We hope you will find this course both academically challenging and professionally rewarding.

2. To enroll in this course you must click on the link below and fill out your information and submit:

[REDACTED]

3. Once enrolled, follow the instructions on the blackboard **“Getting Started”** page and upload the following prerequisite documents:

- Pre-execution checklist (PEC)
- MLC Student Data Sheet
- DA Form 4856 (Student Initial Counseling)
- O3 Memorandum for Record (MFR)
- DA Form 705 for the **AFT** and **DA Form 5500/5501** (NET XXXXXXXX and due XXXXXX see par. 5)
- DA 3349 signed by your unit commander (if required)

It is your responsibility to familiarize yourself with the blackboard.mil page and submit all required documents prior to Day 0. Students will submit these documents to their facilitator prior to the start of the course (via Blackboard). Any corrections MUST be resubmitted NLT 72 hrs., after the course start date. Students who cannot produce documents verifying their compliance with the Army Physical Readiness and Army Body Composition Program standards will be administratively dis-enrolled.

4. In accordance with the MLC CMP para 1-20b and the MLC DL ERRATA sheet: 'because this course has no resident portion, no AFT nor height/weight screen will be directly administered to students. Nevertheless, students must be compliant with the Army physical fitness and body fat composition standards outlined in AR 350-1, chapter 3, to attend this course'. All students must upload a DA Form 705 and DA Form 5500/5501 current within the last 60 days prior to the course start date. **Record AFT and height/weight data outside of 60 days will not be accepted. There are currently no exceptions to policy for AFT/HT&WT requirements for PME.**

5. To ensure student compliance with Army policy, each student must submit their last DA Form 705 that records a passing AFT score and current DA Form 5500/5501 (All students must submit DA Form 5500/5501, the "approved by supervisor," is signed by the commander/supervisor, ie. 1SG or above), indicating compliance with the Army Body Composition Program standard. The student's Company Commander must submit a signed Memorandum for Record (MFR), verifying these documents.

6. Communication is key! Upon receiving this welcome letter, it is your personal responsibility to notify MLC staff and facilitators of any physical, emotional, and or personal hardships you may be experiencing that will prevent your successful completion and graduation of this course PRIOR to the course start date. Once the course starts, we understand that life happens, so continue to communicate with us so that we can offer you the best way ahead.

7. The introduction post will be available upon logging into Blackboard and must be completed by XXXXXXXXXX, 2359, Mountain Standard Time. Failure to complete the introduction post and replies prior to day 0 will result in a negative counseling statement from your facilitator.

8. Again, congratulations on your selection to attend MLC Distributed Learning. The team and I look forward to your participation. Your experience in the course and critical feedback is invaluable in our effort to deliver the best outcome-based education for future Master Sergeants.

9. Point of contact for this memo is MSG Denize Engle (915) 744 9978 or denize.j.engle.mil@army.mil

SGM, USA
Master Leader Course
Chief