



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

ATSS-CDD

18 September 2023

MEMORANDUM FOR Master Leader Course Learners

SUBJECT: Welcome Letter for Master Leader Course Class 001-24

1. Congratulations on your selection to attend Master Leader Course (MLC) Class 001-24 occurring **17 October 2023 to 31 October 2023**. Prospective students will benefit significantly from a review of the following publications prior to the class start date: ADP 3-0, ADP 5-0, ADP 6-0, ADP 6-22, and JP 5-0.
2. You will report to the Noncommissioned Officer Leadership Center of Excellence, SGT E. Churchill St., building 11293, 1st floor, rooms 716/717, Fort Bliss, Texas, 79918, at **1300 hrs. in ACUs on 17 October 2023** (day zero). At this time, you will meet the course facilitators, receive an orientation, conduct in-processing, receive classroom assignments, parking instructions, and an in-brief from the MLC Chief. On day one **18 October at 0530 hrs.**, you will report to Ultima Field located on the East side of Sergeants Major Academy in an authorized version of the Army Physical Fitness Uniform (APFU) to conduct a record Army Combat Fitness Test (ACFT). A passing score in each event as well as compliance with the Army Body Fat Composition Program (ABCP) is a graduation requirement. In accordance with Army Directive 2023-08, students who score 540 points or more, with a minimum of 80 points in each event, are exempt from the Army body fat circumference-based tape assessment. This policy applies to Soldiers who complete all six primary events of the ACFT; no alternate events are authorized. In accordance with ALARACT 046/2023 MLC utilizes the one-site (abdomen) body circumference-based tape method and corresponding calculation model for males and females respectively. Those who fail the one-site tape method are authorized the multi-site tape method for their confirmation tape test. The INBODY 770 and BOD POD are available for students (upon request) who fail the first body fat tape test and follow-on confirmation tape tests. The daily duty uniform is the Army Combat Uniform (ACU). The graduation uniform is your choice of the Army Service Uniform (ASU) or Army Green Service Uniform (AGSU). On the second weekend of the class students will wear business casual attire.
3. To enroll in this course click on the link below, fill out your information, and submit: <https://armyusms.tradoc.army.mil/students/NCOLCOE/addUser.asp?sT=5894> You will receive an email with your Blackboard credentials (name and password) to BlackBoard.com: <https://ncolcoe.blackboard.com>. You must enroll in Blackboard by **17 October before 2359 hrs. (MST)**, or you will be locked out and considered a No-Show.
4. Once your enrollment is approved, follow the instructions and upload the following prerequisite documents.
 - a. Pre-Execution Checklist (PEC)

- b. ACFT DA Form 705 (within 60 days of course start date)
- c. MLC Student Data Sheet
- d. DD Form 1610 or Travel Order (if applicable)
- e. Body Fat Content Worksheet, DA 5500/5501 (if required)
- f. Physical Profile data, DA Form 3349 (if required); signed by your unit commander.

5. It is your responsibility to familiarize yourself with the Blackboard.com page and submit all required document prior to day zero. Do not wait until the last minute to submit required documentation. Any deficiencies noted by facilitators must be corrected and resubmitted **NLT 72 hrs.** after the course start date. Students who cannot produce documents verifying their compliance with Army Physical Fitness and Body Composition standards will be administratively dis-enrolled.

6. Students must 'Onboard' as a solution to sign in and access shared resources on SMC-DL computers and networks upon arrival for class. Onboarding recommended execution time is **one (1) week prior** to the start date of 17 October 2023. Onboarding instructions are provided in the form of an attachment distributed by your facilitator.

7. Additional Information:

a. MLC classroom instruction is conducted through weekends and all training holidays.

b. TDY students: Confirm lodging reservation through the Holiday Inn Express/IHG Army Hotels on Fort Bliss at (915) 565-7777. Ensure you tell them you are attending the Master Leader Course (reservations will be made per ATRRS roster and all you will have to do is call and verify your name). Make plans to arrive early on day zero to familiarize yourself with Fort Bliss and the SGM-A area.

c. OCONUS students: may report the day prior to class report date. If flying, the closest airport is El Paso International Airport (ELP).

d. Rental car: please be advised that lodging for Students is NOT within walking distance of the NCOLCoE or the dining facilities. Rental car authorization is strongly encouraged and must come from the home/parent unit. **NCOLCoE IS NOT RESPONSIBLE FOR RENTAL CAR AUTHORIZATIONS.**

e. Meals: please be advised that the Warrior Restaurant for Students in Area 3 (East Bliss) operate on limited hours. The Area 3 Warrior Restaurant is only available to students for breakfast and lunch, Monday thru Friday. Recommend students utilize commercial meals for dinner Monday thru Friday as well as all three meals on weekends for duration of course as the Warrior restaurant is closed. All other Warrior Restaurants on Fort Bliss are NOT within walking distance or the immediate area of the NCOLCoE. Any authorization for commercial meals must come from the home/parent unit. **NCOLCoE IS NOT RESPONSIBLE FOR COMMERCIAL MEAL AUTHORIZATIONS.**

f. Do not schedule any departing flights prior to 1400 hrs. MST on the day of

graduation, **31 October 2023**.

g. Again, congratulations! The team and I look forward to seeing you in the classroom.

8. Point of contact for this memorandum is MSG Coy Hartman at (915) 744-8479 or coy.l.hartman.mil@army.mil.

SORAYA BACCHUS
SGM, USA
Master Leader Course Chief