



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

ATSS-NMC

1 October 2022

MEMORANDUM FOR MASTER LEADER COURSE LEARNERS

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

1. Congratulations on your selection to attend the Master Leader Course (Distributed Learning). MLC **Distributed Learning** is a six-week **asynchronous 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: You will be sent a login name and password to BlackBoard.mil and will use this web address: <https://usasma.ncoes.army.mil> or <https://mlc.ncoes.army.mil>.

Your individual facilitator will send you instructions for enrollment.

The report date for your course is **NLT 2359 MST the day prior to class start date. Week one assignments will open up at 0001 MST.**

**\*\*\*You must be enrolled in Blackboard by 2359 hrs (MST) on the day prior to start date, or you will be locked out and considered a No-Show. \*\*\***

3. Once you have been enrolled, follow the instructions on the blackboard "**Getting Started**" page and upload all prerequisite documents:

- Prerequisite Descriptive Essay
- Pre-execution checklist
- MLC Student Data Sheet
- DA Form 4856 (Student Initial Counseling)
- O3 Memorandum for Record (MFR)
- DA Form 705 (attached 5500/5501 if required)
- DA 3349 signed by your unit commander (if required)

It is your responsibility to familiarize yourself with the blackboard.com 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 disenrolled.\*\*\***

4. Physical readiness and height/weight (the following information is extracted from the MLC CMP para 1-20b and the MLC DL ERRATA sheet): Because this course has no resident portion, no ACFT nor height/weight screen will be directly administered to the students. Nevertheless, students must be in compliance with the Army physical fitness and body fat composition standards outline in AR 350-1, chapter 3, to attend this course. All students will upload a DA 705 (and 5500/5501 if applicable) that is current within the last 60 days prior to the course start date. **Any DA 705 and height/weight that is outside of 60 days will not be accepted.** All students must have taken the ACFT for record, as no APFT will be accepted.

5. To ensure students comply with Army policy, each student must submit their last DA Form 705 that records a **passing ACFT score. The ACFT is a graduation requirement.** If the DA Form 705 weight data reflects that a student is overweight, he or she must also submit a current DA Form 5500/5501, stating compliance with the Army Body Composition Program standard. Along with these documents, each student must submit a Memorandum for Record (MFR), signed by your Company Commander, verifying these documents.

6. The Prerequisite Descriptive Essay (PDE) is a course requirement; therefore, you must complete and submit the essay. Follow the instructions below as well as with the “Getting Started” tab within your Blackboard Classroom. Submit your PDE **NLT 2359 MST on the day prior to your report date**; please note the following:

a. You will prepare an original PRE as a descriptive essay answering the question “What are the advantages and disadvantages to a military distributed learning environment?” **The descriptive essay** is a genre of essay that asks the student to describe something—object, person, place, experience, emotion, situation, etc. This genre encourages the student’s ability to create a written account of a particular experience. What is more, this genre allows for a great deal of artistic freedom (the goal of which is to paint an image that is vivid and moving in the mind of the reader). For more details,

see [https://owl.purdue.edu/owl/general\\_writing/academic\\_writing/essay\\_writing/descriptive\\_essays.html](https://owl.purdue.edu/owl/general_writing/academic_writing/essay_writing/descriptive_essays.html).

b. You will write in a clear and concise manner while using correct grammar, sentences structure, and word usage. You must provide a coherent transition from one topic to the next using the provided rubric (attached within Email) as a general guideline. Your essay must be in Times New Roman, 12 pt. font, double spaced, APA 7th Edition, STUDENT PAPER, NO RUNNING HEADS, NO ABSTRACT, maximum of two pages, not including the title and reference pages. **Your final Reference Page must possess a minimum of three scholarly references.** The purpose of this paper is to allow facilitators to provide learners with feedback on their current writing ability. The PRE is a course requirement, and due **NLT 2359 MST on the report date** for the course. The PDE **will be uploaded into Blackboard in Word format.**

c. This Descriptive essay does not weigh into your final GPA, however, it is used to assess other areas of your Service School Academic Evaluation Report

(DA Form 1059), please do the best that you can. You can use the Purdue OWL website to guide you in setting up your word document in APA format.

The URL for Purdue OWL:

[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)

7. Consider taking advantage of the opportunity to complete the **JP 3-0 Joint Operations course** as it will enhance your insight to the course and education as a lifelong learner. The following course is optional; it is not a prerequisite for MLC Distributed Learning.

This course is a general overview of fundamental principles for joint operations and the application of operational art and design in the planning execution, and assessment of joint military operations. Course describes a systems perspective for organizing for joint operations. **YOU ARE NOT REQUIRED TO TAKE THE EXAM.** Undergraduate college credit is available, free of charge, for the successful completion of any DOCNET course and its accompanying exam. The American Public University System, a nationally accredited online university system, will grant one undergraduate credit hour in the military science category for each DOCNET course completed. Select College Credit from the menu to learn more. Note: Availability of this service does not imply an endorsement or sponsorship by the Department of Defense.

Time required varies based on the student's purpose: Overview (2.0 hours) Total course runtime without assessment at a minimum Overview with self-assessment (2.25 hours) Total course runtime including course exam Education course (6.0 hours) total course runtime including course examination and reading of all primary and supplementary references. Use the link provided to register and access the course <https://www.jcs.mil/Doctrine/DOCNET/JP-3-0-Joint-Operations/>

8. Again, congratulations on your selection to attend MLC Distributed Learning. We look forward to your participation in this very important course. 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 your assigned facilitator.

/Originally Signed/  
RHONDA L. BYRD  
SGM, USA  
Master Leader Course Chief