



**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**

1. Congratulations on your selection to attend the Master Leader Course (MLC) Class. MLC is a 15-day resident course focusing on 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.

2. You are to report to the NCO Leadership Center of Excellence, SGT E. Churchill St., building 11293, 1<sup>st</sup> floor, rooms 716/717, Fort Bliss, Texas, 79918, at **1300 hrs in OCP on the day prior to course start date** (day zero). At this time, you will meet your facilitators, receive an orientation, conduct in processing, receive classroom assignments, parking instructions, and your in-brief from the MLC Chief. On **day one at 0630 hrs**, you report to rooms 716/717 in **summer Army Physical Fitness Uniform (APFU)** to conduct your initial record height and weight screening. After day zero, the daily uniform will be OCP. Graduation uniform will be the **Army Service Uniform (ASU) or Army Green Service Uniform (AGSU)**. **On day three of the Master Leader Course, you will be administered a record Army Combat Fitness Test. A passing score is a graduation requirement. Failure to pass the ACFT will result in dismissal for failure to meet course requirements.**

3. **Registration:** Prior to the actual start date of the course, you will self-enroll in Blackboard.mil, using the self-enrollment instructions provided. You will have access to the "Getting Started" content area allowing you to upload the required administrative documents outlined below. You may access the course using your CAC card. Course access is located at <https://usasma.ncoes.army.mil>.

The login report date for your course is **NLT XX XXX XXXX, 2359 MST. The Class start date (day 0) is XX XXX XXXX, 1300 in building 11293 rooms 716/717 on Fort Bliss, Texas.**

4. Once your enrollment is approved, follow the instructions and upload the following prerequisite documents.

- a. Prerequisite Reflective Essay (PRE)
- b. Pre-Execution Checklist (PEC)
- c. Last ACFT DA 705
- d. MLC Student Data Sheet
- e. DD 1610 or Travel Order (if applicable)

- f. Body Fat Content Worksheet, DA 5500/5501 (if required)
- g. Physical Profile, DA 3349 (if required); signed by unit commander

5. It is your responsibility to familiarize yourself with the Blackboard.mil 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 the Army Physical Readiness and Army Body Composition Program standards will be administratively dis-enrolled.

6. The Prerequisite Reflective Essay (PRE) is a course requirement. Therefore, you must complete and submit the essay. You are encouraged to submit your PRE as early in the enrollment process as possible. The intent of the PRE is for your facilitator to get a feel for your writing style and capability. Follow the instructions on the Blackboard.mil page and submit your PRE **NLT 1300 MST the day prior to your report date**. Please note the following:

a. You will write an expository essay and answer the following question: "What are the advantages or disadvantages to learning in a resident environment as opposed to a virtual/blended environment?"

b. The expository essay is a genre of essay that requires the student to investigate an idea, evaluate evidence, expound on the idea, and set forth an argument concerning that idea in a clear and concise manner. This can be accomplished through comparison and contrast, definition, example, the analysis of cause and effect, etc. For more details see [https://owl.purdue.edu/owl/general\\_writing/academic\\_writing/essay\\_writing/expository\\_essays.html](https://owl.purdue.edu/owl/general_writing/academic_writing/essay_writing/expository_essays.html)

c. You will write in a clear and concise manner while using correct grammar, sentence structure, and word usage **without using first person narrative (i.e. "I", "us", "our", "me", etc.)**. You must provide a coherent transition from one topic to the next using the provided rubric as a general guideline. **Your essay must be in Times New Roman, 12 pt. font, double-spaced, APA 7<sup>th</sup> edition, STUDENT PAPER, NO RUNNING HEADS, NO ABSTRACT, and a minimum of three pages in length not including title and reference page. You are required to research and utilize a minimum of three scholarly references.** The PRE will be uploaded into Blackboard in MS Word format.

d. This expository essay does not weigh into your final GPA, however, it is used to assess other areas of your Service School Academic Evaluation Report (DA 1059).

7. Additional Information:

a. In accordance with TRADOC OPORD 22-002 Continued COVID-19 Steady State Operations Final, students attending PME, functional training, or other courses/schools hosted by TRADOC will adhere to vaccination and testing requirements posted in ATRRS.

(1) Personnel are to be vaccinated or have an approved medical or administrative exemption and a travel ETP from the Under Secretary of the Army.

ATSS-CDD

SUBJECT: Welcome Letter for Master Leader Course Class 001-23

(2) Students/Soldiers must show proof of vaccination (vaccination card/MEDPROS printout) upon arrival for training.

b. MLC classroom instruction will be conducted through weekends and all training holidays.

c. **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 become familiar with Fort Bliss and the SGM-A area.

d. **OCONUS students:** May report the day prior to class report date. If you are flying, the closest airport is El Paso International Airport (ELP). All meals are provided IAW attached Fort Bliss training travel guidance. Your facilitators can be reached by contacting the MLC branch office at (915) 744-8479.

e. Rental car authorization: Please be advised that lodging for Students is NOT within walking distance of the NCOLCoE. Any authorization for rental cars will come from the home/parent unit. **NCOLCoE IS NOT RESPONSIBLE FOR RENTAL CAR AUTHORIZATIONS.**

f. Do not schedule any flights prior to **1400 hrs MST on day of graduation.**

8. Again, congratulations on your selection to attend Master Leader Course. 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 delivering the best outcome-based education for future Master Sergeants.

9. Point of contact for this memorandum is MSG Mitchell Petry at (915) 744-8479 or [mitchell.l.petry.mil@army.mil](mailto:mitchell.l.petry.mil@army.mil).

/Originally Signed/

RHONDA L. BYRD

SGM, USA

Master Leader Course Chief