



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

ATSS-NMC

XX XXX XXXX

MEMORANDUM FOR MASTER LEADER COURSE LEARNERS

SUBJECT: Welcome Letter for Master Leader Course (Distributed Learning) Class XXX-XX

1. Congratulations on your selection to attend the Master Leader Course (Distributed Learning), Class XXX-XX occurring XX XXX XXXX to XX XXX XXXX. 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 enroll in the course, you will need to login to <https://usasma.ncoes.army.mil>. You will be sent a login name and password to import your profile.

**Your individual facilitator will send you instructions for enrollment.**

The report date for your course is **NLT XX XXX XXXX, 2359 MST. Week one assignments will open up on XX XXX XXXX 0001 MST.**

**\*\*\*You must be enrolled in Blackboard by XX XXX XXXX before 2359 hrs (MST), 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. APFT/ HT & WT (the following information is an extract from the MLC CMP): Because this course is a distributed learning, no APFT nor height/weight screening will be directly administered to students by the NCOLCoE. Students must comply with Army physical fitness and body fat composition standards outlined in AR 350-1, chapter 3, to attend this course.

5. To ensure students comply with Army policy, each student must submit their last DA Form 705 that records a passing APFT score. If the DA Form 705 weight data reflects that a student is overweight, he or she must also submit a current (within 6 months) 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 XX XXX XXXX, 2359 MST** please note the following:

a. You will prepare an original PDE as a descriptive essay answering the question "What was the most important part of DLC IV and how did it change you?" **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; **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 (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, minimum of three pages, and no longer than five pages in length, 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 then the report date for the course. The PDE **will be uploaded into Blackboard in Word format.**

c. This reflective 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