



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 XXX

MEMORANDUM FOR MASTER LEADER COURSE LEARNERS

SUBJECT: Welcome Letter for Master Leader Course Class XXX-XX

1. Congratulations on your selection to attend the Master Leader Course (MLC) occurring **XX XXX XXXX to XX XXX XXXX**, Class XXX-XX. 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, building 11293, 1st floor, rooms **716/717**, Fort Bliss, Texas, 79918, at **1300hrs in OCP on XX XXX XXXX**. At this time, you will meet your facilitators, receive an orientation, conduct in processing, classroom assignments, parking instruction, and your in-brief from the MLC Chief. On **XX XXX XXXX at 0600**, you will report to rooms **716/717** in **summer APFU** to conduct your initial record height and weight screening. After day zero, the daily uniform will be OCPs. Graduation uniform will be in the **Army Service Uniform (ASU)**. **In addition, on day 10 of the Master Leader Course you will be administered a diagnostic Army Combat Fitness Test.**

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. You will also be able to use your AKO username and password to access the course or you may login using your CAC card. You can access your course here: <https://usasma.ncoes.army.mil>.

The login report date for your course is **NLT XX XXX XXXX, 2359 MST. The Class startdate (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 on the blackboard "Getting Started" page and upload all prerequisite documents:

- Prerequisite Descriptive Essay (PDE)

- Pre-Execution Checklist (PEC)
- Last Record APFT DA Form 705
- DA 5500/5501 (if required)
- MLC Student Data Sheet
- DA 3349 signed by your unit commander (if required)
- DD 1610 or Travel orders

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 72hrs 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.*****

5. The Prerequisite Descriptive Essay (PDE) is a course requirement; therefore, you must complete and submit the essay. The intent of this PDE 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 Prerequisite Reflective Essay **NLT XX XXX XXXX, 2359 MST** please note the following:

- a. You will write a reflective (descriptive) essay on answering the question “What are the advantages or disadvantages to learning in a resident environment as opposed to a virtual/blended environment?”
- b. **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
- c. 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 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 Essay must possess a minimum of three scholarly references within your reference page.** 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 than the report date for the course (**XX XXX XXXX**). The PDE **will be uploaded into Blackboard in Word format**.

d. Your paper must be three to five pages in length not including your title and reference page. It must be in MS Word format and submitted in Blackboard. The PRE is a course requirement, and due NLT the report date for the course.

e. 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.

6. 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 Resident.

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/>

7. **Additional Information:**

a. MLC classroom instruction will be conducted through weekends and any training holidays

b. TDY Students: Confirm lodging reservation through the Holiday Inn Express/IHG Army Hotels on Fort Bliss at 915-565-7777 ensure that you tell them you are attending the MLC (reservations will be made per the ATTRS roster and all you will have to do is call and verify your name). Make plans to arrive early on Day 0 to become familiar with Fort Bliss and the SGM-A area.

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

d. 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.**

8. Again, congratulations on your selection to attend MLC. 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 memo is your assigned facilitator.

/Originally Signed/

RHONDA L. BYRD

SGM, USA

Master Leader Course Chief