



DEPARTMENT OF THE ARMY
HENRY H. LIND NONCOMMISSIONED OFFICER ACADEMY
BOX 339500, MAIL STOP 48A
JOINT BASE LEWIS-MCCHORD WA 98433-9500

ATZT-HL (RN 600E)

9 January 2025

MEMORANDUM FOR MLC STUDENTS

SUBJECT: Welcome Letter, Henry H. Lind NCOA Master Leader Course (MLC)

1. Congratulations on your selection to attend the MLC at the Henry H. Lind NCOA. The MLC is a 15-day resident course focusing on Army Leadership, Human Dimension, Professional Competence, and Mission Command that assist in preparing you to transition from a tactical leader to an operational leader. Prospective students with limited joint knowledge or experience may want to review JP 3-0 in addition to ADP 3-0, ADP 5-0, ADP 6-0, and ADP 6-22 prior to attendance.
2. You are to report to the Henry H. Lind NCOA Auditorium, building 5995 at 1500 on the date annotated in ATRRS. At that time, you will meet your Facilitators, receive an orientation, conduct in-processing, and receive classroom assignments. Reporting uniform is the ACU and your CAC. The following day the start time is 0830 in the same uniform.
3. Prior to your arrival at the MLC, it is vitally important that your computer account is migrated to Army 365. Students with a Special Operations unclassified account, or a MEDCOM account must submit for an Army NIPR account IOT access NCOA computers. All students not on the JBLM domain network are **highly encouraged** to bring computer access of your own to ensure you have access to the course material outside of the classroom.
4. In support of Athena, you must initiate the Leader360 assessment in Army Enterprise Assessment System (AEAS) prior to reporting to MLC. When initiating the assessment, ensure that the end date is NLT Day 3 of the course. Located on the JBLM MLC milSuite site, follow the instructions in "Leader360 Instructions" to initiate the assessment. See the document labeled "LDR 360" for assistance in reaching individuals for the assessment.
5. You must enroll into the Student Management System (SMS) within three weeks of receipt of the start date to receive instructions for Blackboard (Bb). You will receive instructions for Bb via email about 10 days prior to the start of the course.
6. Ensure you upload your enrollment documents to Bb prior to the start date of the course. IAW TR 350-18-chapter 3-22 Enrollment and Attachment d. (1) Soldiers reporting for courses without the required enrollment documents have 72 hours from the class start

ATZT-HL

SUBJECT: Welcome Letter, Henry H. Lind NCOA Master Leader Course (MLC)

date to provide required documents to course administrators. Failure to provide required documents in the established time will result in the Soldier being disenrolled and returned to their unit.

7. Additional Information:

a. MLC conducts classroom instruction through weekends and any training holidays.

b. Bring enough duty uniforms and physical fitness uniforms (no spandex, coyote brown fleece cap or unit T-shirts/Sweatshirts) to sustain yourself through the duration of the course. There is no packing list so please plan accordingly.

c. The duty uniform is the Army Combat Uniform (ACU). Students should bring all items of the APFU for the ACFT. Graduation is in **ASU/AGSU**, ensure your uniform is IAW AR 670-1. Students will have an ASU/AGSU inspection at the beginning of the course to allow time to fix any discrepancies. The optional uniform for weekends and Fridays will be business casual attire, or ASUs as outlined in Bb.

d. The Army Combat Fitness Test (ACFT) and Height and Weight screening will be conducted and enforced IAW AR 600-9, and AR 350-1 para 3-13. Students must pass both the ACFT and HT/WT to successfully complete the course. The ACFT is on day 2 of the course. The highest ACFT for both male and female students, with a minimum score of 80 in each event, will earn designation as the Iron Soldier. IAW TRADOC OPOD 23-011 if you desire to use a Supplemental Test for body composition from your home station it must be within 30 days of the HT/WT screening which is on day 3 of the course. You must also provide supporting documents from the Supplemental Test facility and notify your Facilitator on Day 0.

e. TDY Soldiers: Hotel reservations will be made through the Defense Travel System (DTS). Privatized lodging is available and directed at the IHG Rainier Inn and Complex. Make plans to arrive early on the report day to become familiar with JBLM and the NCOA location. **The Henry H. Lind NCOA does not have billeting and will not reserve rooms for students.**

f. Departure: Do not book flights departing from SEATAC Airport earlier than 1400 on graduation day; graduation time is 1000 and this time does change on occasion.

g. Due to the location of the NCOA in relation to lodging and dining facilities (DFAC), vehicle transportation may be authorized. DFACs are available seven days a week on JBLM; Soldiers must pay cash for their meals and should be authorized meal reimbursement at the Standard Government Meal Rate (GMR). The DFAC located

ATZT-HL

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near the NCOA has limited availability for meals, which may require travel to other DFAC locations.

h. Any requests for cancellation or deferment for the MLC must be made NLT 15 days prior to the class report date. Direct all requests for cancellation or deferment to Mr. Michael W. Hearn at michael.w.hearron.civ@army.mil or the MLC-SLC team box at usarmy.knox.hrc.mbx.epmd-slc-asi-sqi-manager@army.mil. Commercial telephone number is 502-613-5543 and DSN is 983-5543. Students will courtesy copy the JBLM NCOA on all email traffic for deferments at mlc-jblm@army.mil. ARNG or USAR Soldiers need to contact their respective ARNG or USAR POCs for cancellations or deferments.

i. Any questions you might have pertaining to the course please visit the Henry H. Lind NCOA MLC milSuite page at [Henry H. Lind NCO Academy MLC](#). Students can also contact the MLC team at mlc-jblm@army.mil.

8. Again, congratulations on your selection to attend the 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.

9. If you have any questions, contact MLC Branch Chief, MSG James A. Rodger at mlc-jblm@army.mil.

ELY G. CAPINDO
CSM, USA
Commandant