

## **DEPARTMENT OF THE ARMY**

XVIII AIRBORNE CORPS AND FORT BRAGG NCO ACADEMY BLDG A-4375 DEGLOPPER STREET FORT BRAGG, NORTH CAROLINA 28310

ATZB-NB 09 May 2019

## MEMORANDUM FOR INCOMING MASTER LEADER COURSE LEARNERS

SUBJECT: Welcome Letter, XVIII Airborne Corps NCOA Master Leader Course (MLC)

- 1. Congratulations on your selection to attend the MLC at the XVIII Airborne Corps NCOA. The MLC is a 15-day resident course designed to challenge and educate selected Sergeants First Class in the areas of professional writing, communication skills, public speaking, critical thinking, organizational and command leadership, management skills, joint and operational level of war fighting, discipline, readiness, health and administrative requirements. MLC prepares Sergeants First Class to become operations capable Master Sergeants who can lead a force to fight and win in complex operational environments, from Battalion and Brigade levels to echelons above Corps. Prospective learners will benefit from a review of the following publications: ADP 3-0, ADP 5-0, ADP 6-0, and ADP 6-22.
- 2. You are to report to the NCOA, Building 4375 at 1300 on day zero in Army Combat Uniform (ACU/OCP); this will be your duty uniform throughout the course. Note, learners will need their seasonal Army Physical Fitness Uniform (APFU) for Height/Weight/TAPE screenings on day two and for the APFT on day three. At this time, you will meet your facilitators, receive an orientation, conduct in- processing, and receive classroom assignments and parking instructions.
- 3. The Prerequisite Expository Essay (PEE) is a course requirement, therefore you must complete and submit the essay prior to attending the course, please note the following:
  - a. Learners will prepare an original PEE on the contemporary Army issue facing the Sexual Harassment/Assault Response Prevention (SHARP) program within their organizations. In your essay, explain two recommendations that might improve the effectiveness of your unit's SHARP program. In doing so, use your personal experience and at least three references to support your proposals. This paper must set forth an argument concerning your own experience in this category.
  - b. You will write in a clear and concise manner while using correct grammar, sentence structure, and word usage. 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, 12pt font, double-spaced, APA 6th edition format without an abstract, tables, charts, etc. The essay must be a minimum of three pages and no longer than five pages in length, not including the title and reference pages. The purpose of this paper is to allow facilitators to provide learners with feedback on their current writing ability. Additionally, during the contemporary issues lesson there will be a discussion of the suggested remedies in order to collaborate all ideas. For help with the APA style, visit Purdue University Online Writing Lab (OWL) at: <a href="https://owl.english.purdue.edu/owl/resource/560/01/">https://owl.english.purdue.edu/owl/resource/560/01/</a>. The PEE is a course requirement, is due no later than 5 working days before the course report date, and should be uploaded onto MLC Blackboard at <a href="https://atsc.ellc.learn.army.mil">https://atsc.ellc.learn.army.mil</a> or if you are unable to access or encounter issues with Blackboard, email PEE to the Fort Bragg MLC facilitators at usarmy, bragg, xviiith-abn-corps.list.ncoa-mlc-instructors@mail.mil.

- c. NOTE: The SHARP essay is not intended to re-victimize, initiate an unwanted emotional response, or inflict psychological stress on anyone. IAW DODI 6495.02 change 3, and Army Regulation (AR) 600-20, leadership (chain of command or NCO support channel) are always required to report any incidents of sexual assault. Disclosure of information pertaining to an instance of sexual assault in the SHARP essay will be immediately reported to the appropriate authorities outlined within the local SHARP reporting policy. The resulting report will be an unrestricted report.
- 4. Report on day zero with the following items:
  - a. CAC (ID) with working PIN.
  - b. Three copies of your Military orders (DD Form 1610) (TDY only).
  - c. Completed and signed TASS Pre-execution checklist found on the Fort Bragg Academy website, (TF 350-18-2-R-E, April 2018) <a href="https://homeadmin.army.mil/bragg/index.php/units-tenants/xviii-airborne-co/nco-academy/MLC">https://homeadmin.army.mil/bragg/index.php/units-tenants/xviii-airborne-co/nco-academy/MLC</a>, or <a href="https://adminpubs.tradoc.army.mil/forms/TF350-18-2-R-E.pdf">https://adminpubs.tradoc.army.mil/forms/TF350-18-2-R-E.pdf</a>.
  - d. Copy of any permanent physical profiles (temporary profiles will prohibit course enrollment).
  - e. Copy of most current record brief (ARB, ERB, SRB, etc.).

## 5. Additional Information:

- We will conduct MLC classroom instruction for 15 consecutive days through weekends and holidays.
- b. TDY Learners: Adhere to the instructions in the Fort Bragg Master Leader Course Training Travel Guidance from HQDA DCS G-3/5/7 dated 22 September 2018. If you are flying, the closest airport is Fayetteville Regional/Grannis Field (FAY). We will conduct graduation from 1000 to 1100 on day 14. This time may change therefore you should not plan on flying out before 1600 on graduation day.
- c. NCOA Telephone numbers:

MLC Facilitators (910) 643-9142/9143/9144
Student Operations (910) 643-8324/ 396-2917
After duty hours (910) 396-5705
NCOA website <a href="https://homeadmin.army.mil/bragg/index.php/units-tenants/xviii-airborne-co/nco-academy">https://homeadmin.army.mil/bragg/index.php/units-tenants/xviii-airborne-co/nco-academy</a>.

- 6. Again, congratulations on your selection. We look forward to your participation in this very challenging course. Your experience in the course and critical feedback is invaluable to our effort in delivering the best outcome-based education for future Master Sergeants.
- 7. You can reach the MLC Facilitators by contacting the MLC office at (910) 643-9142.