



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

ATZB-NB

23 August 2022

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 and creative thinking, organizational and command leadership, management skills, mission command, and the joint planning process. 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, ADP 6-22, and JP 5-0.

2. As of 1 January 2022, students attending PME, functional training, or other courses/schools hosted by TRADOC (excluding IET) will adhere to vaccination and testing requirements posted in ATRRS.

a. Students attending PME, functional training, or other courses/schools hosted by TRADOC (excluding IET) are to be vaccinated, have an approved medical or administrative exemption, or have a pending exemption in ETMS2 awaiting adjudication and have an approved travel exception from Under Secretary of the Army.

b. Students with an approved temporary medical exemption are authorized to attend training provided the exemption covers the entirety of the course and have an approved travel exception from Under Secretary of the Army.

c. Students must show proof of vaccination (Vaccination Card/MEDPROS) upon arrival for training or an approved exemption. Personnel pending an exemption or with an approved exemption must provide the following:

1. Proof that the exemption has been submitted to Regional Health Command (RHC) / OTSG in ETMS2, or proof of approved exemption.

2. An approved travel ETP from the Under Secretary of the Army.

3. A negative COVID-19 test NET 72 hours prior to start of training.

d. Fully vaccinated students will be tested if symptomatic. Students pending an exemption or with an approved exemption will follow current testing protocol for all unvaccinated persons to enter a DOD facility.

e. Symptomatic students will not be permitted to travel for training.

f. Students testing positive at the training location may be returned to home station. COE/Schools will conduct Restriction of Movement (ROM) until students are cleared to return to home station.

g. Unvaccinated students arriving without an approved travel exception from the Under the Secretary of the Army will be returned to home station.

3. ACFT / HT & WT: Effective 1 October 2022, Soldiers must pass a record ACFT to graduate the Master Leader Course IAW Army Directive 2022-05 (Army Combat Fitness Test). In order to implement this the following will be added to the Master Leader Course (MLC), 1-250-C6, Course Management Plan (CMP). Soldiers must pass a record ACFT to graduate, pursuant to AR 350-1, paragraph 3–13c. These requirements apply to all components. Learners must comply with Army physical fitness and body fat composition standards outlined in AR 350-1, chapter 3, to attend this course. We will be conducting Height/Weight Screening on day 0 and the Army Combat Fitness Test on day 2 of the course. Soldiers who fail to meet the ACFT and/or body fat standards and their reassessments are dismissed from the course IAW AR 350-1. Learners with profiles may attend the course, provided they are able to fully participate in the course and meet all course requirements.

a. To ensure Learners are in compliance with Army policy, each Learner must submit a DA Form 705 that records a passing ACFT score. If required a DA 5500/5501 should be submitted as well. These documents must be within 60 days of the start of the course. Along with these documents, each Learner must submit a Memorandum for Record (MFR), digitally signed by your Company Commander, verifying the score and body composition data as valid. Learners will submit these documents to their facilitator prior to the start of the course (via Blackboard), but MUST submit all required documents NLT 72 hours after the course start date. Learners who cannot produce these documents verifying their compliance with Army fitness and body fat composition standards will be administratively removed from the course.

5. You are to report to the NCOA Auditorium, Building 4375 at 1300 on day zero in Army Physical Fitness Uniform (APFU). At this time, you will meet your facilitators, receive an orientation, conduct in-processing as well as HT/WT and receive classroom assignments.

6. Uniform requirements for the course will be ACUs with authorized organizational headgear. FRACU uniforms are not permitted. The Army Service Uniform or the Army Green Service Uniform are required for graduation. Master Leader Course is an indoor, classroom environment for the duration of the course. Number of uniforms on hand is at the discretion of the individual. Seasonal Army Physical Fitness Uniform will be required for Height/Weight Screening as well as the Army Combat Fitness Test (ACFT). Organizational PT uniforms (Unit PT Shirts for example) are not authorized.

7. The Prerequisite Reflective Essay (PRE) is a course requirement, therefore you must complete and submit the essay prior to attending the course, please note the following:

a. Write a reflective essay on your Distributed Leader Course (DLC) IV experience. What was the most important part of DLC IV and how did it change you? If you did not complete DLC IV, write the essay from the perspective of Structured Self Development (SSD IV). If you cannot recall your

DLC or SSD IV experience write about the advantages and disadvantages of in person vs distance learning. The descriptive essay is a genre of essay that asks the Learner to describe something. This genre encourages the Learner's ability to create a written account of a particular experience. 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, 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 7th 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: <https://owl.english.purdue.edu/owl/resource/560/01/>. The PRE is a course requirement, due no later than the course report date, and should be uploaded onto MLC Blackboard at [https:// usasma.ncoes.army.mil/](https://usasma.ncoes.army.mil/) or if you are unable to access or encounter issues with Blackboard, email PRE to the Fort Bragg MLC facilitators at [usarmy.bragg.xviiiith-abn-corps.list.ncoa-mlc-instructors@mail.mil](mailto:usarmy.bragg.xviiiith-abn-corps.list.ncoa-mlc-instructors@mail.mil).

8. Report to the NCO Academy Auditorium at 1300 on Tuesday, Day 0 for your in-processing briefing in Army Physical Fitness Uniform with the following items. Completed forms should be uploaded to blackboard, no need to bring a hard copy.

a. CAC (ID) with working PIN

b. Completed and digitally signed TASS Pre-execution checklist found on the Fort Bragg Academy website, (TF 350-18-2-R-E, April 2018) <https://homeadmin.army.mil/bragg/index.php/units-tenants/xviii-airborne-co/nco-academy/MLC>, or <https://adminpubs.tradoc.army.mil/forms/TF350-18-2-R-E.pdf>.

c. Completed and digitally signed Commander's Verification Memorandum that validates your APFT and Body Composition information.

d. Copy of any permanent physical profiles

e. Copy of most recent SRB

f. Copy of TDY orders (if applicable)

g. A working Microsoft 365 TEAMS account. At this time you will not be able to join our TEAMS account with any email other than an army.mil account. If you have a different email account other than army.mil, please contact the MLC staff in order to be added as a guest.

h. Proof of COVID-19 vaccination (Vaccination Card/MEDPROS).

9. Additional Information: We will conduct MLC classroom instruction for 15 consecutive days through weekends and holidays.

a. 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 2017. 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.

b. Lodging is the responsibility of the sending unit for booking and payment. On post lodging is available at Moon Hall, paid for by the sending unit. Moon Hall is located at Darby Loop, BLDG D3601 Fort Bragg, NC 28310. Phone number: (910)-853-7624. Make your reservations as soon as possible. Other accommodations are available both on and off post. Consult your local DTS manager to check for availability. Rental Car is strongly encouraged.

c. Reimbursement of all authorized travel expenditures is the responsibility of the order issuing official. Soldiers on Temporary Duty do not lose their BAS, thus they will not be allowed to eat in the DFAC for free. Soldiers will be reimbursed for meals from the DFAC at the standard government meal rate (GMR). The standard GMR can be found at:

<https://www.defensetravel.dod.mil/site.perdiem.cfm>

d. NCOA Telephone numbers:

MLC Facilitators (910) 643-9142/9143/9144

Learner Operations (910) 643-8324/ 396-2917

After duty hours (910) 396-5705

NCOA website <https://homeadmin.army.mil/bragg/index.php/units-tenants/xviii-airborneco/nco-academy>.

10. 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.

MARK A. RING  
CSM, USA  
Commandant

