



DEPARTMENT OF THE ARMY
NONCOMMISSIONED OFFICER LEADERSHIP CENTER OF EXCELLENCE
FORT STEWART NONCOMMISSIONED OFFICER ACADEMY
35 ROAD B, BLDG 19204
FORT STEWART, GEORGIA 31414-6002

ATZB-NS

1 May 2023

MEMORANDUM FOR MASTER LEADER COURSE LEARNERS

SUBJECT: Welcome Letter, Fort Stewart NCO Academy Master Leader Course (MLC)
Class 007-23

1. Congratulations on your selection to attend the Fort Stewart NCO Academy MLC **Class 007-23**. The MLC is a 15-day resident course designed to challenge and educate selected Sergeants First Class in the topics of leadership, management, operations, and communications. 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. Students will benefit by reviewing the following publications: ADP 3-0, ADP 5-0, ADP 6-0, ADP 6-22, JP 3-0 and JP 5-0. This course is academically challenging.

2. REPORT:

a. 31 May 2023 (Day 0) is a travel day. Use this day to check into your Hotel and get ready for class on Day 1. Students are not required to report to the NCO Academy on Day 0.

b. Report to the Fort Stewart NCO Academy, Bldg. 19219 on **1 June 2023 at 0600** for Day 1 of the course. (MLC BLD as indicated on Day 1 CONOP found on Blackboard)

3. UNIFORM:

a. Day 1 reporting uniform:

Army Combat Uniform (ACU)
Face Covering (available)
Common Access Card

Complete hard copy of MLC Student Packet

4. STUDENT PACKET:

- a. MLC Student Data Sheet
- b. Completed and signed TRADOC Form 350-18-2-R-E Pre-execution Checklist
- c. DA 3349: Permanent physical profiles, **if applicable** (Permanent physical profiles should reflect ACFT modifications as approved by medical provider and

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validated through unit commander). Temporary profiles will prohibit course enrollment.

- d. Valid DA 705 **reflecting ACFT data** (if applicable with DA 5500/5501)
- e. DA 4856 Initial Counseling
- f. DA 4856 SHARP Counseling
- g. ACFT & HT/WT Certification MFR
- h. Military orders (DD Form 1610) (TDY only, attachment memo if local)

NOTE: The DA 705, DA 5500/5501 and DA 3349 must be dated within 60 days of course start date.

The complete student packet is in your MLC CL007-23 Blackboard under Getting Started/Inprocessing.

5. DEFICIENCIES:

Students have 72 hours from the beginning of Day 1 to provide all missing documentation requirements from the student packet. Students who fail to meet this deadline will be dis-enrolled and dismissed from the course.

6. BLACKBOARD:

a. To create a Blackboard (BB) account, follow the self-enrollment link to complete part one of registration then your registration will be approved by the MLC team shortly after to gain access and familiarize yourself with the platform as this will be the primary platform used throughout the duration of the course.

b. Once you have access to the CL007-23 Blackboard, submit all student packet documents to the following location in BB: GETTING STARTED – INPROCESSING, NLT 30 May 2023. Ensure the files are named in the naming convention format indicated in BB.

7. ACFT / HT&WT:

a. The ACFT will be administered on day two of the course. The ACFT is a course requirement, and all students must pass a record ACFT to graduate IAW Army Directive 2022-05/MLC CMP.

b. HT/WT assessment will be conducted on day three of the course.

8. TRAVEL:

a. Lodging: Government lodging is not provided for Master Leader Course (MLC) students. All temporary duty (TDY) students are required to book lodging through the Defense Travel System (DTS) for the duration of their stay during MLC at FT. Stewart, GA. Students should attempt to attain lodging at the FT. Stewart IHG on Main Post, 304

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Coe Avenue 4951, FT. Stewart, GA 31315. If Lodging is not available at the On-Post IHG, Students/Soldiers are authorized to lodge Off-Post at the full PERDIEM Rate.

b. Transportation: The FT. Stewart NCO Academy is located on the North-Side of the Fort Stewart reservation, 18 miles from the FT. Stewart IHG. Shuttle Transportation is not available. Students are required to have a Rental Car Authorized or Personally Owned Vehicle (POV) for the duration of the course. All students flying to Savannah airport should schedule your return flights NET 1400 the day of graduation.

c. Meals: Meals are available for breakfast, lunch, and dinner, Monday through Friday. Students have the option to pay for meals. Costs of meals are as follows: Breakfast \$3.85 - Lunch \$6.15 - Dinner \$5.35. The DFAC accepts cash/card. TDY Students will not be able to utilize the NCO Academy dining facility on weekends or federal holidays. Other dining facilities are available on Ft. Stewart main post.

d. DTS: Fort Stewart NCO Academy is not a Military Training Specific Allotment (MTSA) Schoolhouse that Funds Soldier's Travel. The Soldier's Major Command or Organization G-8 (Training budget) Funds the Soldier Travel and provide their own MTSA Lines of Accounting.

ADDITIONAL INFORMATION:

e. Fort Stewart NCO Academy points of contact:

- Student Operations (912) 435-2514
- Chief of Training (912) 435-2505

f. Packing list: The ACU uniform is worn throughout the duration of MLC. The ACFT will be conducted in the APFU. **MLC graduation will be in the full ASU or AGSU uniform.** Student computers will be issued during in processing.

g. <https://www.ncoworldwide.army.mil/Academics/Master-Leader-Course/>

9. Military and Civilian organizations acknowledge the Noncommissioned Officer Leadership Center of Excellence (NCOL-CoE) as the premier Noncommissioned Officer Education institution in the world because of their innovation, agility, and forward-looking approach to Leader development and education. NCOL-CoE's higher level of learning and dedication to academic excellence enables the Fort Stewart NCO Academy Master Leader Course (MLC) to produce the right Leader with the right skills at the right time in support of the Army and the Nation.

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.

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11. If you have any questions, please contact MSG Bistodeau, Michael J., Ft. Stewart MLC Branch Chief at (763) 656-7786, michael.j.bistodeau.mil@army.mil.

JENNYANNE C. BRIGHT
CSM, USA
Commandant