



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
Noncommissioned Officer Leadership Center of Excellence
Fort Stewart Noncommissioned Officer Academy
35 Road B. Building 19204
Fort Stewart, Georgia 31314-6002

ATZB-NS

4 October 2019

MEMORANDUM FOR INCOMING MASTER LEADER COURSE LEARNERS

SUBJECT: Welcome Letter, Fort Stewart NCO Academy Master Leader Course (MLC)

1. Congratulations on your selection to attend the Master Leader Course at the Fort Stewart NCO Academy. 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. You will find this course academically challenging. Prospective students with limited Joint knowledge or experience may want to take the SEJPME online course. Find the Joint Knowledge Online training at <https://jkodirect.iten.mil/Atlas2/page/login/Login.jsf>

2. You must **report to the Fort Stewart NCO Academy, Building 19218 at 0800 hours on Day 1** of the course (06 November 2019).

a. Day 0 (08 October 2019) is considered a travel day. Please ensure you schedule your arrival with IHG hotel for **06 November 2019**. Ensure you are checked in and fully prepared for class on Day 1. It is not necessary to report to the Academy on Day 0. All travel related arrangements must be completed on Day 0.

b. Day 1 reporting uniform is the Army Combat Uniform (ACU). All in-processing, assignments, and in-briefings will be conducted on Day 1 of the course. **No late arrivals on Day 1 will be accepted into class.**

3. All coursework will be completed using the Army online learning environment via Blackboard. Please see the enrollment instructions, attached separately, and become familiar with the required read-ahead material, learning modules, and submit the **Prerequisite Expository Essay (PEE) 5 days prior to class start, NLT 30 November 2019.**

4. **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.

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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 a Word document, Times New Roman font, 12pt font size, double-spaced, adhering to formatting guide per 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. For help with the APA style, visit Purdue University Online Writing Lab (OWL) at: <https://owl.english.purdue.edu/owl/resource/560/01/>

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.

5. Ensure the following items are uploaded via Blackboard NLT **04 November 2019**:

Please Note: Ensure the files are named in the following format:

Last Name_File Type (for example: Smith_DD1610)

- a. In-Processing Data Sheet
- b. Military orders (DD Form 1610) (TDY only, attachment memo if local).
- c. National Guard/Reserve Title 10 Orders
- d. Completed and signed TASS Pre-execution Checklist
- e. DA 3349: Permanent physical profiles, if applicable (temporary profiles will prohibit course enrollment).
- f. DA 705 (if applicable with DA 5500/5501) taken within 60 days of course start
- g. Acceptable Use Policy

6. Additional Information:

a. There is no required packing list. The duty uniform for the duration of his course is the Army Combat Uniform (ACU). You will be required to take the APFT and a height and weight screening. The APFU is the only authorized uniform for these events. Graduation will take place in the duty uniform. Pack enough uniforms to sustain you for the duration of your stay.

b. We will conduct MLC classroom instruction for 14 consecutive days through weekends and holidays.

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7. Students in temporary Duty (TDY) status will require a rental vehicle and will be housed at IHG located at 304 Coe Ave, Fort Stewart, GA 31314. Phone number: (912) 369-6962. All TDY students must contact IHG and provide your Government Travel Card information upon receipt of this memo to secure your reservation. Return Flights are to be scheduled to depart Savannah International Airport no earlier than 1300 hrs on graduation day.

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.

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.

NCOA Telephone numbers:

Student Operations (912) 435-2514

After Duty Hours (912) 435-2513

MLC Branch Chief (912) 435-2513

8. If you have any questions, contact MSG Michael T. McKenzie, MLC Branch Chief, at DSN 475-2501, Commercial (912) 435-2513 or email at Michael.t.mckenzie.mil@mail.mil.

JAMIE K. PRICE
CSM, USA
Commandant