



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

ATZT-HL

25 October 2022

**MEMORANDUM FOR MLC STUDENTS**

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

1. On behalf of the Commandant, CSM Adam B. Schuessler, 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 assists in preparing you to transition from a tactical leader to an operational leader.
2. Report to the Henry H. Lind NCOA auditorium, building 5995 at 1500 on the date annotated in ATRRS. At this time, you will meet your facilitators, receive an orientation, conduct in-processing, and receive classroom assignments. Report in your ACU uniform with COVID-19 vaccination card and CAC. Day 1 report time is 0500; uniform is the Army Physical Fitness Uniform (APFU) for height and weight screening IAW AR 600-9, and AR 350-1 para 3-13.
3. Prior to your arrival at the MLC it is vitally important that your computer account is migrated to Microsoft 365. Follow the instructions in "MLC Computer Account Access" to ensure you have completed the migration steps. Students with a SOCOM or Health.mil account must submit for an Army NIPR account IOT access NCOA computers.
4. In support of Project Athena, you are required to 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 7 of the course. You will need the feedback report during the second week of the course. Follow the instructions in "Leader360 Instructions" to initiate the assessment. See enclosure labeled "LDR 360" for assistance in reaching individuals for the assessment.
5. You must self-enroll into Blackboard (BB); instructions for enrollment will be sent when the course is available. Upload your enrollment documents to include the Pre-Reflective Essay (PRE), the PRE is due 10 days prior to the class report date NLT 2359 PST.
6. Ensure you upload your enrollment documents to Blackboard 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 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.

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7. Additional Information:

- a. MLC conducts classroom instruction through weekends and training holidays.
- b. Bring enough duty uniforms and physical fitness uniforms (no spandex, coyote brown fleece cap or unit T-shirts) to sustain you 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. Graduation is in **ASUs/AGSUs**, ensure your uniform is IAW AR 670-1. Students will conduct an ASU /AGSU inspection at the beginning of the course to allow time to fix deficiencies. The optional uniform for weekends is business casual attire, as outlined in Blackboard.
- d. The Army Combat Fitness Test (ACFT) and height/weight screening will be conducted and enforced IAW AR 600-9, and AR 350-1 para 3-13. Students are required to pass both the ACFT and HT/WT to successfully complete the course.
- e. Students with limited joint knowledge or experience will benefit by reviewing JP 3-0 prior to attendance.
- f. TDY Soldiers: Hotel reservations will be made through the Defense Travel System (DTS). Privatized lodging is available and directed at the Intercontinental Army Hotel Rainier Inn and Complex. Failure to use available, directed lodging, could result in a traveler's lodging reimbursement being limited to the amount the government would have paid if used. Make plans to arrive early on the report day to become familiar with JBLM and the NCOA location. The Henry H. Lind NCOA will not reserve rooms for students.
- g. Departure: Do not book flights departing from SEATAC Airport earlier than 1400 on graduation day; graduation time is 1000 hours and this time does change on occasion.
- h. Due to the location of the NCOA in relation to lodging and dining facilities (DFAC), vehicle transportation may be authorized. DFACs are available and directed seven days a week on JBLM; Soldiers are required to pay cash for their meals and should be authorized meal reimbursement at the Standard Government Meal Rate (GMR). The DFAC located near the NCOA has limited availability for meals, which may require travel to other DFAC locations.
- i. 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@mail.mil](mailto:michael.w.hearron.civ@mail.mil) or the MLC-SLC team box at [usarmy.knox.hrc.mbx.epmd-slc-asi-sqi-manager@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-slc-asi-sqi-manager@mail.mil). Students will courtesy copy the JBLM NCOA on all email traffic for deferments at [mlc-jblm@army.mil](mailto:mlc-jblm@army.mil). Commercial telephone number is 502-613-5543 and DSN is 983-5543. ARNG or USAR Soldiers need to contact their respective ARNG or USAR POCs for cancellations or deferments.

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j. Any questions you might have pertaining to the course please visit the Henry H. Lind NCOA website at [Henry H. Lind NCO Academy \(army.mil\)](http://Henry.H.Lind.NCO.Academy.army.mil). Students can contact the MLC team at [mlc-jblm@army.mil](mailto: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 for future Master Sergeants.

9. If you have any questions, contact MLC Branch Chief, at [mlc-jblm@army.mil](mailto:mlc-jblm@army.mil).

ADAM B. SCHUESSLER  
CSM, USA  
Commandant