



DEPARTMENT OF DEFENSE

Defense Information School

6500 Mapes Road

Fort George G. Meade, MD 20755-5620

January 4, 2012

MEMORANDUM FOR RECRUITERS

SUBJECT: Letter of Instruction (LOI) for Preparing Defense Information School Voice Analysis Screening Packages

PURPOSE. Outline procedures to prepare the voice analysis test for screening into the Defense Information School (DINFOS) Basic Combat Correspondent (BCC) course.

GENERAL. Some Services' applicants must complete and pass a voice analysis, formerly known as the voice audition, to be accepted into the BCC course at DINFOS. This LOI outlines the procedures for preparing and submitting a voice analysis package.

SPECIFIC. The following guidelines will help you prepare voice analysis screening packages. Carefully following these guidelines will ensure that DINFOS can promptly evaluate your packages and quickly return the results. A maximum of four analyses per applicant can be submitted in a 12-month period. A voice analysis pass is valid for *two years*. **Applicants cannot record or submit their own voice analysis package;** it must come from a recruiter, public affairs office, or retention/retraining NCO.

a. Applicants must use the attached news script, spot script, five sentences, and extemporaneous segment. These scripts test an applicant's ability to deliver copy while allowing specially trained DINFOS instructors to evaluate specific qualities of his/her voice. DO NOT send pre-recorded "air checks." Radio stations usually dictate the style of delivery, pacing, and phrasing used on-air, making it impossible to judge the voice adequately. DINFOS instructors will not evaluate these packages.

b. Conduct the recording session in a quiet area that is free of background noise. ***It is very important that you not allow the applicant more than 15 minutes to rehearse the script and sentences.*** Encourage your applicant to practice out loud. Advise the applicant to communicate in a natural tone and not to use their perceived "announcer's delivery." Be sure the applicant uses his/her name and not an alias or "air" name. Allow only one "take," or attempt, per individual.

c. In the extemporaneous segment, the applicant should speak in a normal, conversational tone. Give the applicant five minutes to think about what to say during this segment, but do not let him/her script the text. This exercise helps DINFOS instructors hear what an applicant sounds like in a more relaxed, natural setting. This is an essential part of the voice analysis. Direct the applicant to speak for 60 seconds about why he/she wants to become a military broadcast journalist/videographer. The applicant may also include his/her future goals. Remember, this portion of the analysis must not be read.

d. DINFOS voice analysis team members evaluate applicants' voices as they hear them. If the applicant has a cold, sinus condition, or some other temporary physical circumstance that affects quality, we strongly suggest you postpone taping until the illness/condition has cleared.

FORMAT

- a. Analysis packages should be produced using digital audio files or cassette tapes.
- (1) Digital audio files (compact discs, mp3 files, etc.):
- Use vendor provided or an “off-the-shelf” audio program to record digital audio files on a computer. Be advised that DINFOS is only able to evaluate MP3 and WAV type audio file submissions.
 - Speak directly into the microphone (many computer systems come standard with a basic microphone, which will work fine).
 - To obtain maximum quality and keep file size to a minimum, record or format audio files as “MP3” files. “WAV” formatted files are acceptable for review, but these files are much bigger than MP3 files and may prohibit the use of e-mail.
 - If more than one applicant is recorded, save each analysis as a separate file.
- (2) Cassette:
- Use single-track and only record on one side. **DINFOS will not evaluate micro cassettes due to poor sound quality.**
 - Ensure the applicant speaks directly into the microphone.
 - Use only new or completely erased tapes.
 - If you record more than one applicant on a tape, allow a 15-20 second pause between takes, and identify each take with the applicant's name and unit.
- b. Applicants are allowed only one take. Do not send multiple takes.
- c. Do not use electronic “enrichment” devices such as equalizers, reverb, or production music; also, do not edit the submission in any way. DINFOS will not evaluate these packages.

FORWARDING PROCEDURES

a. Mail

- (1) Include a letter of transmittal – following the format of the sample letter in attachment one – with each analysis package submission.
- (2) Label each cassette, compact disc, or digital file to identify the submitting activity and potential student's name. If you include more than one applicant on one recording, ensure the label identifies the individuals in the order they are recorded.
- (3) Do not include any social security numbers of anyone involved in the process, including the applicant. DINFOS has no need for that information at this stage.
- (4) DINFOS cannot return tapes or compact discs.
- (5) Mail analysis packages to:

Defense Information School
Unit 5620
ATTN: Voice Analysis/BOMD/BWAS
6500 Mapes Road
Fort George G. Meade, MD 20755-5620

b. E-mail

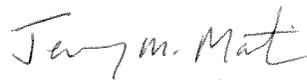
- (1) Each analysis package submitted through e-mail must include the information in attachment one.
- (2) Each audio file must be labeled with the applicant's last name.
- (3) Email analysis packages to:

BOMD-VA@dinfos.dma.mil

Subject line should contain "Voice Analysis Package"

NOTIFICATION OF RESULTS.

- a. Analysis packages are handled on a first-come, first-served basis; however, the DINFOS standard is to have submissions evaluated and results returned via e-mail within four duty days from the day of receipt.
- b. Please include a valid return e-mail address, mailing address, telephone number(s), and fax number to ensure prompt return of confirmation letter.
- c. You may reach the broadcast department Academic Director, Ms. Trish Huizinga, at Fort Meade by calling (301) 677-3188 or DSN 622-3188.



Jeremy M. Martin
Colonel, U.S. Army
Commandant

Attachments

1. Sample Letter of Transmittal
2. Broadcast Analysis Script
3. Five Sentences
4. Extemporaneous Free Speech Segment