



Preparing a Defense Information School Voice Analysis Package for MOS 46R — Public Affairs Broadcast Specialist

Army Public Affairs Center
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The following guidelines are intended to help recruiters, Retention NCOs, career counselors, and Public Affairs Offices (PAO) prepare and submit a Defense Information School (DINFOS) Voice Analysis (VA) package for applicant's attempting to enlist, reenlist, or reclassify for Career Management Field (CMF) 46, Military Occupational Specialty (MOS) 46R, Public Affairs Broadcast Specialist.



Voice Analysis Qualification

- Effective 1 July 2013, Department of the Army Pamphlet 611-21, chapter 10-46R, MOS 46R Public Affairs Broadcast Specialist, CMF 46, para. 6b, lists the DINFOS VA as a prerequisite to attend MOS 46R training.
- The successful completion of the VA is required for all Army personnel prior to attending the Basic Combat Correspondence (BCC) course at DINFOS.
- All applicants for MOS 46R - active duty, National Guard or Reserve – in-service and non-prior service accessions must achieve a 70 percent or higher on the VA prior to obtaining a reservation for BCC through the Army Training Requirements and Resources System.
- The VA indicates the trainability of an individual and does not guarantee their success in the broadcast announcing portion of the course.
- DINFOS faculty and staff will assist administrators throughout the process to ensure the VA is submitted, evaluated and returned in a timely and suitable manner.
- VA packages are handled on a first-come, first-serve basis. If VA package is complete, BOMD will evaluate recording and return results via email within four duty days from the day of receipt.
- For more information on preparing a Voice Analysis Package, visit <http://www.dinfos.osd.mil/Dinfosweb/Students/bomd.aspx>.

The Voice Analysis 4-Step Process

- 1. Get a script. Email bomd-va@dinfos.dma, or call 301-677-3188, DSN 622. You'll get the script and a letter of instruction.**
 - 2. Follow the letter of instruction. Allow the recruit the proper rehearsal time with the script.**
 - 3. Record or format audio files as .mp3 files or .wav files. DINFOS is only able to evaluate .mp3 and .wav type digital audio files .**
- If the options above are not available, an audio cassette can be mailed using the U.S. Postal Service.**
- When emailing the recruit's recording, include the recruit's name, your name, your email address and phone number in the email.**
- 4. The results are typically returned via email within four duty days from the day of receipt.**

If there is an issue with the receipt of the original file, you will be notified as soon as possible, and given an alternate way to send the file.

These instructions are not meant to replace the instructions spelled out in the official DINFOS Letter of Instruction, but are intended to demonstrate the ease in which the VA can be accomplished. Always reference the LOI for the specific information/ directions.

References:

- DINFOS Memo, LOI for Preparing DINFOS VA Screening Packages
- DINFOS Memo, DINFOS VA Grading Criteria and Standards of Submission Process
- APAC SOP, Preparing and Submitting a DINFOS VA Package for MOS 46R

The APAC VA Information Packet, including a standard operating procedures, tri-fold and references, is available at, <https://www.milsuite.mil>.

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Voice Analysis Guidelines

- The VA is an official academic prerequisite and cannot be self-administered.
- Applicants cannot record their own VA package; it must come from a recruiter, retention NCO, or PAO.
- Recording may not be altered or edited in any way. DINFOS will not evaluate edited or enhanced packages.
- Test administrators are responsible for script until time of recording. Applicants are allowed only 15 minutes to review and rehearse script immediately prior to the recording of the delivery.
- Applicants are allowed only one take; do not send multiple takes.
- Test administrators should choose best means to record and transmit the VA package using available resources, i.e. digital voice recorders, computers, cassette players, email internet, or postal services.
- VA packages should be saved as digital audio files, such as .wma, .mp3, or .wav files, or digital media such as compact discs. Cassette tapes will be accepted if it is the only means of recording available to the administrator.
- Applicants may submit a maximum of four VA per 12-month period. A passing VA is good for two years. Applicants must wait 30 days from their last submission date to request another script.

Voice Analysis Definitions

- The VA is a systematic screening of an audio recording by an applicant reading a series of scripts. Specially trained DINFOS instructors evaluate the recording to determine an applicant's ability to deliver copy. The VA helps identify applicants who successfully demonstrate specific voice qualities and the announcing skills necessary to attend the broadcast announcing portion of BCC.
- The VA Script is a controlled item provided by the BOMD to the recruiter, Retention NCO, or PAO. A VA Package includes a VA news script, spot script, five sentences, and an independent extemporaneous segment. In the extemporaneous segment, the reader will talk about a given subject without a script, describing the subject in their own words.
- DINFOS is the Department of Defense schoolhouse responsible for providing MOS-producing Public Affairs (PA) training for all Soldiers who enlist, reenlist, or reclassify into CMF 46.
- BOMD is the staff of DINFOS administrators and teachers responsible for the BCC. BOMD is responsible for receiving, processing, grading, and returning all VA results to test administrators.
- BCC is a 76-day, entry-level course that provides the knowledge and skills needed for military broadcast journalists. Successful completion of the course is required by all Soldiers to be awarded the MOS as identified in DA PAM 611-21.