

Standing Operating Procedures (SOP)

Preparing and Submitting a Defense Information School (DINFOS) Voice Analysis (VA) Package for Military Occupational Specialty (MOS) 46R, Public Affairs Broadcast Specialist

1. Purpose. This SOP is designed to provide all recruiting and retention personnel guidelines for preparing and submitting a DINFOS VA package for applicants seeking to enlist, reenlist, or reclassify for Army MOS 46R, Public Affairs Broadcast Specialist.

2. References.

a. Department of the Army Pamphlet 611-21, Military Occupational Classification and Structure, chapter 10-46R, CMF 46, 11 January 2007

b. Memorandum of Instruction, DINFOS VA Grading Criteria and Submission Process, 12 March 2013

c. Memorandum for Recruiters, Letter of Instruction for DINFOS VA Screening Packages, 4 January 2012

3. Scope. This SOP applies to all recruiting and retention personnel, applicants seeking to enlist, reenlist or reclassify into MOS 46R, and Career Management (CMF) and Functional Area (FA) 46 Public Affairs personnel.

4. Objectives.

a. Provide a clear, concise explanation of the DINFOS VA prerequisite as defined in DA PAM 611-21, chapter 10-46R.

b. Provide recruiters, retention noncommissioned officers (NCOs), career counselors, and Public Affairs Offices (PAO) guidelines for preparing and submitting VA Packages to the DINFOS Broadcast Operations and Maintenance Department (BOMD) for evaluation.

c. Explain grading criteria for DINFOS VA Evaluations.

5. Definitions.

a. DA PAM 611-21, chapter 10-46R, MOS 46R—Public Affairs Broadcast Specialist, CMF 46, para. 6b, is the chapter and section in the MOS Smart Book that identifies the physical demands rating and qualifications for initial award of MOS. The prerequisites prescribed in DA PAM 611-21 state the PA Broadcast Specialist must successfully complete DINFOS VA screening, achieving at least 70 percent proficiency on the VA evaluation.

b. 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.

c. DINFOS is the Department of Defense schoolhouse responsible for providing MOS-producing PA training for all Soldiers who enlist, reenlist, or reclassify for CMF 46.

d. BOMD is a 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.

e. Basic Combat Correspondence Course (BCC) is a 76-day, entry-level course that provides the knowledge and skills needed for military broadcast journalists to support Armed Forces visual information and broadcast missions. Successful completion of the course is required by all Soldiers to be awarded the MOS as identified in DA PAM 611-21.

f. 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.

6. VA Guidelines. The VA is required for all Services prior to attending BCC. The VA helps ensure prospective students can be trained as broadcast announcers in the limited time available during BCC. It indicates the trainability of an individual, and does not guarantee their success in the broadcast announcing portion of the course. All Army applicants for MOS 46R - active duty, National Guard or Reserve - must pass a VA before being enrolled in BCC. See Annex A: MEMO, VA Prerequisite for Army MOS46R, PA Broadcast Specialist, 31MAY13.

a. Applicants cannot record or submit their own VA package; it must come from a recruiter, retention NCO, or PAO. The VA is an official academic prerequisite and cannot be self-administered. See ANNEX B: MEMO, LOI for Preparing DINFOS VA Screening Packages, 4JAN12.

b. VA administrators must contact the BOMD Director of Academics by email at BOMD-VA@dinfos.dma.mil, or (301) 677-3188, DSN 622-3188, to request the DINFOS VA script and coordinate the means of recording and submitting a VA package.

c. Test administrators should choose the best means to record and transmit the applicant's delivery using available resources, i.e. digital voice or cassette recorders, computer software programs, internet, or postal services.

(1) Administrators may use a vendor provided audio program to record digital audio files on a computer, such as Sound Recorder, available on Windows 7.

(2) 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.

(3) Recording may not be altered or edited in any way. DINFOS will not evaluate edited or enhanced packages.

(4) BOMD faculty and staff will assist administrators throughout the process to ensure the VA is submitted, evaluated and returned in a timely and suitable manner.

d. Applicants should be healthy for the VA recording. Applicant should wait to test if they have a cold, sinus condition, or a temporary physical condition or illness that affects the quality of the delivery.

e. Administrators should use an isolated, quiet area to conduct the recording session, free of background noise. Each applicant should be recorded as a separate file.

f. Test administrators (recruiters, retention NCOs, or PAOs) are responsible for the script until time of recording. Applicants are allowed only 15 minutes to review and rehearse the script immediately prior to the recording of the delivery. Applicants are allowed only one take; do not send multiple takes.

g. For the extemporaneous segment, VA administrators should give the applicant five additional minutes to think about what to say before recording this segment of the VA recording. This portion of the VA is not read. During this portion of the delivery, administrators should direct the applicant to speak for 60 seconds about why they want to become a public affairs broadcast specialist; the applicant may include their future goals.

h. Applicants should speak directly into the microphone. The applicant should pause 15-20 seconds between the scripts, and identify each segment with the type of script, applicant's name and unit.

i. Administrators should label each digital file, compact disc, or cassette tape with applicant's name and submitting activity. Do not include any personally identifiable information, to include social security number.

j. VA packages may be submitted via email to BOMD-VA@dinfos.dma.mil, or via mail at, Defense Information School, Unit 5620, ATTN: Voice Analysis/BOMD/BWAS, 6500 Mapes Road, Fort George G. Meade, MD 20755-5620. All submissions must contain "Voice Analysis Package" in the Subject Line. Packages must include a valid return email and mailing address, and telephone and fax numbers.

k. 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.

l. 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. BOMD will provide the administrator with a memorandum indicating the results of the applicant's VA and coordinating instructions.

7. VA Grading Categories. The BOMD scores the VA according to an overall assessment of grading categories; 14 points in six categories and 16 points in one category for a total of 100 points. See Annex C: MOI, DINFOS VA Grading Criteria and Standards of Submission Process, 12MAR13. The BOMD deducts points based on the applicant's performance in the following categories:

a. Voice Quality describes the characteristics of a broadcast journalist's voice, such as resonance, pitch, nasality, or denasality, raspy, breathy, harsh or strident.

b. Vocal Energy describes the applicant's ability to use vitality, volume, and projection. Vocal Energy is the dimensions of strength found in a candidate's speaking, the ability to place emphasis on ideas, concepts or feelings.

c. Word Grouping evaluates how an applicant communicates complete thoughts at the proper pace with breath support.

d. Stress and Intonation evaluates inflections that emphasize the proper words to convey ideas. Applicants must avoid sounding artificial or like they are "punching," or over emphasizing words.

e. Communication of Ideas describes the applicant's ability to clearly interpret a message, communicate the story, and use transitions.

f. Articulation evaluates how well the applicant communicates clean, clear, and resonant copy. Applicant's delivery must include sharp, clear sounds with distinct, audible pronunciation of vowels and consonants. Speech is natural and smooth flowing, correctly sounding all syllables within a word.

g. Word Recognition/Comprehension evaluates an applicant's ability to read, understand, and communicate broadcast script or copy, avoiding multiple stumbles or script errors.

8. VA Grading Criteria. DINFOS BOMD evaluates applicant's VA packages using a composite grading system designed to reflect the applicant's ability to train at BCC and potential to successfully complete the broadcast announcing skills portion of the MOS-producing course. See ANNEX D: VA Evaluation Sheet. BOMD uses the following grading criteria to place applicants in one of the following three categories based on their overall score:

a. An applicant will receive a "GO" for a composite score of 70 percent or higher. While a "GO" does not guarantee successful completion of the announcing skills section of BCC, it is a strong indicator of an applicant's ability to successfully complete course requirements.

b. An applicant will receive a “REQUIRES TRAINING” for a composite score of 60 to 69 percent. “REQUIRES TRAINING” identifies an applicant who has the potential for improvement with remedial training. DINFOS highly recommends applicants who score “REQUIRES TRAINING” on a VA seek additional voice training prior to submitting another VA package. Applicant’s who receive a “REQUIRES TRAINING” may submit another VA package no earlier than 30 days from their last submission date.

(1) Applicants seeking additional voice training should contact their local unit PAO to request training from a trained military public affairs broadcaster.

(2) They may also seek remedial training for announcing broadcast news and spot information pieces from a local university or college, the Internet, or local television and radio stations.

c. An applicant will receive a “NO GO” for a composite score of 59 percent or lower. A rating of “NO GO” indicates the applicant’s issues are too severe or pronounced to be corrected during the announcing skills section of the BCC. While an applicant with a “NO GO” may submit another package no earlier than 30 days from their last submission date, they are encouraged to explore another career field. See ANNEX E: Reference Guide to Scoring Scale for DINFOS VA Evaluation Sheet, 12MAR13.

9. Miscellaneous. For more information on the VA Prerequisite, visit the DINFOS website at <http://www.dinfos.osd.mil/Dinfosweb/Students/bomd.aspx>, or contact the DINFOS BOMD at (301) 677-3188, DSN 622-3188, or via email at BOMD-VA@dinfos.dma.mil.

10. Point of Contact. POC for this SOP is SFC Brent M. Williams, NCOIC, Force Development and Personnel Policy Division, at (301) 677-7281, or brent.m.williams4.mil@mail.mil.



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ANNEX A: MEMO, VA Prerequisite for Army MOS 46R, PA Broadcast Specialist

ANNEX B: MEMO, LOI for Preparing DINFOS VA Screening Packages

ANNEX C: MOI, DINFOS VA Grading Criteria and Standards of Submission Process

ANNEX D: Voice Analysis Evaluation Sheet

ANNEX E: Reference Guide to Scoring Scale for DINFOS VA Evaluation Sheet

