DEPARTMENT OF DEFENSE
DEFENSE MEDIA ACTIVITY
DEFENSE INFORMATION SCHOOL
6500 MAPES ROAD
FORT MEADE, MD 20755-5620

PUBLIC AFFAIRS

September 16, 2015

MEMORANDUM FOR RECRUITERS

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

1. PURPOSE. Outline procedures to prepare the voice analysis test for screening into the
Defense Information School (DINFOS) Broadcast Communication Specialist Course (BCS).

2. GENERAL. Some Services' applicants must complete and pass a voice analysis to be
accepted into the BCS course at DINFOS. This LOI outlines the procedures for preparing and
submitting a voice analysis package.

3. SPECIFIC. The following guidelines will help you prepare a voice analysis screening
package. Carefully following these guidelines will ensure that DINFOS can promptly evaluate
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 an "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. 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 recording until the illness/condition has cleared.

4. FORMAT.

a. Analysis packages should be produced using digital audio files.

(1) Digital audio files (CDs, 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.

- MP3 files, which combine maximum quality with minimum file size, are preferable. "WAV" formatted files are acceptable for review, but these files are much bigger than MP3 files and may prohibit the use of e-mail.

- Speak directly into the microphone (many computer systems come standard with a basic microphone, which will work fine).

- If more than one applicant is recorded, save each analysis as a separate file.

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. DINFOS will not evaluate these packages.

d. Do not edit the submission in any way. DINFOS will not evaluate these packages.

5. 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) Do not include social security numbers of anyone involved in the process, including the applicant. DINFOS has no need for that information.

(3) Label each 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.

(4) DINFOS cannot return 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 (preferred method)

     (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:

        dma.meade.dinfos.list.dot-bomd-va@mail.mil

        Subject line should contain "Voice Analysis Package."

5. 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 training days from the day of receipt.

  b. Please include a valid return e-mail address, mailing address, and telephone number(s) 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.

                       Martin Downie
                       Colonel, U.S. Army
                       Commandant

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