

## The Voice Analysis 4-Step Process

1. Get a script.

- a. email [dma.meade.dinfos.list.dot-bomd-va@mail.mil](mailto:dma.meade.dinfos.list.dot-bomd-va@mail.mil) or call 301-677-3188. You'll get the script and a Letter of Instruction.

2. Read and 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.

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's 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 DINFOS LOI for the specific information/directions. Call 301-677-3188 or email [dma.meade.dinfos.list.dot-bomd-va@mail.mil](mailto:dma.meade.dinfos.list.dot-bomd-va@mail.mil) for additional information.*