Administrative NCO Active Guard Reserve (AGR) Board Practice Test (Sample)

Study Guide

BY EXAMZIFY

Everything you need from our exam experts!

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

• Practice answering questions under realistic conditions,
• Improve accuracy and speed,
• Review explanations to strengthen weak areas, and
• Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

1. **For the evaluation of body fat, which form is required?**
   A. DA form 5501
   B. DA form 3355
   C. DA form 2970
   D. DA form 1059

2. **What does EMILPO stand for in military terminology?**
   A. Electronic Military Integrated Logistics Program
   B. Electronic Military Personnel Office
   C. Enhanced Military Individual Labor Planning Operations
   D. Electronic Military Intervention Logistics Procedure

3. **Which form is critical for recommending a military award?**
   A. DA Form 3508
   B. DA Form 638
   C. DA Form 3608
   D. DA Form 5600

4. **Which form is associated with recording APFT scores?**
   A. DA form 2823
   B. DA 705
   C. DD 1351-2
   D. DA 31

5. **Which form is used for creating a Duty Roster?**
   A. DA 6
   B. DA 67-9
   C. DA 31
   D. DA 1594

6. **Which form is designed for personnel management and evaluations regarding body fat standards?**
   A. DA form 1059
   B. DA form 5501
   C. DA form 2404
   D. DA form 2970

7. What does NCO stand for in a military context?

    A. National Command Officer

    B. Non-Commissioned Officer

    C. Naval Command Officer

    D. Non-Combat Operations

8. What is SGLI an acronym for?

    A. Servicemember Group Life Insurance

    B. Servicemember Grant Life Insurance

    C. Specialized Group Life Insurance

    D. Standardized Group Life Insurance

9. Can AGR service be considered for retirement benefits?

    A. No, it is considered as temporary service

    B. Yes, it counts towards retirement points and benefits

    C. Only if the service is over ten years

    D. Only for specific branches of the military

10. To maintain accurate records, which system should be utilized by personnel?

    A. SIDPERS

    B. DPRO

    C. ARIMS

    D. MODS

Answers

1. A
2. B
3. B
4. B
5. A
6. B
7. B
8. A
9. B
10. C

Explanations

1. For the evaluation of body fat, which form is required?

A. DA form 5501

B. DA form 3355

C. DA form 2970

D. DA form 1059

The DA Form 5501 is specifically designated for the purpose of measuring and recording body fat for military personnel. This form is utilized as part of the Army's body composition program to ensure that soldiers meet the necessary body fat standards as outlined in Army Regulation 600-9. The form includes sections for the soldier's personal information, measurements, calculations, and the signature of the individual performing the assessment. In contrast, the other forms listed serve different purposes. For instance, DA Form 3355 is used for the recommendation for promotion and requires various performance criteria, while DA Form 2970 is related to the Army's physical fitness testing. DA Form 1059 is utilized for academic evaluation reports related to military schools and courses. Each of these forms supports specific administrative processes within the military, but none are appropriate for documenting body fat evaluations as the DA Form 5501 is. This distinct purpose underscores the importance of using the correct form for body fat assessments in order to maintain accurate records and ensure compliance with military standards.

2. What does EMILPO stand for in military terminology?

A. Electronic Military Integrated Logistics Program

B. Electronic Military Personnel Office

C. Enhanced Military Individual Labor Planning Operations

D. Electronic Military Intervention Logistics Procedure

EMILPO stands for Electronic Military Personnel Office. This term is significant in military operations as it refers to a system that facilitates personnel management and administrative operations within the military. The EMILPO system provides a means for military personnel to manage their records, assignments, promotions, and other essential personnel actions electronically, contributing to increased efficiency and accuracy in personnel management. Understanding the functionality of EMILPO is crucial for members of the military, particularly those involved in administration and human resources. This system operates by enabling commanders and personnel specialists to access pertinent information quickly, thereby streamlining processes that traditionally relied on paper-based systems. It aligns with the military's goal of modernizing and digitizing its processes to improve operational readiness and support for service members. The other options presented do not accurately reflect the established terminology used in the military context regarding personnel management systems.

3. Which form is critical for recommending a military award?

A. DA Form 3508

B. DA Form 638

C. DA Form 3608

D. DA Form 5600

The correct form for recommending a military award is DA Form 638. This form serves as the official means to submit a recommendation for awards such as the Army Commendation Medal or the Army Achievement Medal. DA Form 638 collects essential information regarding the nominee, detailing the specific achievements that warrant the award, and how those actions reflect the army's values or mission.   The form is structured to facilitate a thorough review by the chain of command, ensuring that all necessary fields regarding the justification and witness statements are adequately filled out. This process not only standardizes the submission of award recommendations but also provides a clear outline for evaluators to assess each nomination fairly and impartially. As a critical document in the award submission process, DA Form 638 directly influences the recognition service members receive for their contributions and excellence.

4. Which form is associated with recording APFT scores?

A. DA form 2823

B. DA 705

C. DD 1351-2

D. DA 31

The form associated with recording Army Physical Fitness Test (APFT) scores is the DA 705. This document is specifically used by soldiers to log their physical fitness evaluations, including the scores from the APFT. The form captures all necessary information such as the date of the test, the scores achieved in each event, and the overall assessment of physical fitness.   This is crucial for maintaining accurate records of a soldier's physical performance, which can impact promotion eligibility, assignments, and other career-related opportunities. Understanding how to properly maintain and utilize this form is essential for administrative procedures within the Army.   In contrast, other forms mentioned serve different purposes: DA form 2823 is used for sworn statements, DD 1351-2 is for travel vouchers, and DA 31 is for requests for leave. Each of these forms plays a role in various administrative functions, but none of them pertain to recording APFT results. Thus, recognizing the DA 705 as the appropriate form emphasizes the importance of accurate physical fitness testing documentation in the Army.

5. Which form is used for creating a Duty Roster?

A. DA 6

B. DA 67-9

C. DA 31

D. DA 1594

The correct choice for creating a Duty Roster is DA 6. This form is specifically designed for use in military environments to outline and manage duty assignments for personnel. It allows leaders to organize and communicate specific duties, ensuring that all necessary tasks are covered and personnel are aware of their responsibilities within a given time frame. DA 67-9 is a form related to Officer Evaluation Reports and is not associated with duty rosters. DA 31 is a request for leave, used to seek permission for absences from duty, and does not serve the purpose of scheduling or managing duty assignments. DA 1594 is a daily staff journal used to record significant events, but it does not function as a duty roster. Therefore, the choice of DA 6 is appropriate for the task of creating a Duty Roster.

6. Which form is designed for personnel management and evaluations regarding body fat standards?

A. DA form 1059

B. DA form 5501

C. DA form 2404

D. DA form 2970

The correct form designed specifically for personnel management and evaluations related to body fat standards is DA Form 5501. This form is used to assess whether Army personnel meet the established body fat standards as part of the Army's overall physical fitness program. It plays a critical role in ensuring that service members maintain physical readiness and adhere to health guidelines set forth by the Army. DA Form 5501 serves as a tool for commanders and leaders to evaluate the body composition of their personnel, ensuring compliance with regulations. This form includes areas for measuring specific body dimensions, which are then used to calculate body fat percentage. The results help inform personnel decisions and interventions aimed at promoting and maintaining health and fitness in the ranks. In contrast, other forms mentioned do not serve the same purpose regarding body fat standards. For instance, DA Form 1059 is utilized for Academic Evaluation Reports, focused on documenting the academic performance of soldiers. DA Form 2404 is intended for recording equipment inspections and maintenance, while DA Form 2970 relates to requests for exceptions to policies or waivers. Each of these forms has specific applications unrelated to monitoring body fat standards, highlighting the importance of DA Form 5501 in promoting physical readiness within the military.

7. What does NCO stand for in a military context?

A. National Command Officer

B. Non-Commissioned Officer

C. Naval Command Officer

D. Non-Combat Operations

In a military context, NCO stands for Non-Commissioned Officer. This term refers to enlisted personnel who have been given authority by their superiors to lead and supervise other service members without holding a commission as an officer. NCOs play a critical role in the military by serving as the link between the enlisted personnel and commissioned officers. They are responsible for training, discipline, and management of tasks within units, and they often act as mentors and leaders for junior enlisted members. This leadership is vital for maintaining operational effectiveness and ensuring that military standards are upheld. Understanding the role of NCOs highlights the importance of their contributions to military operations, as they are often the ones executing the day-to-day tasks and strategies that keep the unit functioning smoothly. Knowing this terminology is essential for recognizing the hierarchy and structure within military organizations.

8. What is SGLI an acronym for?

A. Servicemember Group Life Insurance

B. Servicemember Grant Life Insurance

C. Specialized Group Life Insurance

D. Standardized Group Life Insurance

SGLI stands for Servicemember Group Life Insurance, which is a program administered by the Department of Veterans Affairs. This life insurance is specifically designed to provide coverage for active duty members of the Army, Navy, Air Force, Marine Corps, and Coast Guard, as well as members of the Commissioned Corps of the Public Health Service and the National Oceanic and Atmospheric Administration. The program offers low-cost term life insurance options to servicemembers, ensuring that they and their families have financial protection in the event of the servicemember's death. The significance of understanding SGLI is crucial for servicemembers as it is an important benefit that can provide peace of mind regarding financial security for their loved ones. This knowledge is vital when considering overall benefits and military service administration, particularly in the context of transitioning to civilian life or understanding military entitlements.

9. Can AGR service be considered for retirement benefits?

A. No, it is considered as temporary service

B. Yes, it counts towards retirement points and benefits

C. Only if the service is over ten years

D. Only for specific branches of the military

AGR service is recognized as active duty service and counts towards retirement points and benefits. This classification allows soldiers in the Active Guard Reserve to earn retirement points based on their time served, which can contribute to their overall eligibility for military retirement benefits. The significant aspect of this service is that it not only contributes to retirement points but also can be a crucial component in meeting the requirements for retirement pay. The nature of AGR service, which facilitates full-time support for the Army Reserve and National Guard units, ensures that these members are actively contributing to military readiness. This engagement translates into retirement benefits similar to those received by regular active duty members, thereby emphasizing the importance of AGR roles in the broader military structure.   Conversely, the other options do not reflect the nature of AGR service. Considering it as temporary service undermines its value and the accrual of benefits. The requirement for service duration to exceed ten years or to be limited to specific branches does not accurately capture the policy governing the retirement benefits related to AGR service; all eligible AGRs earn retirement points regardless of service length or branch distinction.

10. To maintain accurate records, which system should be utilized by personnel?

A. SIDPERS

B. DPRO

C. ARIMS

D. MODS

Using the Army Records Information Management System (ARIMS) is a crucial choice for maintaining accurate records. ARIMS is specifically designed for the management of Army documents and ensures that records are organized, stored, and retrievable in a standardized manner. It facilitates compliance with legal and regulatory requirements, allowing for efficient handling of both active and inactive records.   ARIMS helps units track the lifecycle of personnel records, ensuring that necessary documentation is available for audits, evaluations, and decisions relating to personnel management. By utilizing this system, personnel can maintain records that are not only accurate but also secured and compliant with Army standards, ultimately safeguarding the integrity of personnel information. Other systems, while useful in specific contexts, serve different functions. For example, SIDPERS is focused on personnel management and reporting within the personnel system but doesn't directly assist in document management and retention. DPRO is related to manpower distribution and doesn't encompass comprehensive record management. MODS primarily addresses mobilization data but is not dedicated to maintaining personnel records in the same way that ARIMS is. Each of these systems may play a role in personnel administration, but ARIMS stands out as the best choice for the specific task of maintaining accurate records.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

https://administrativencoagrboard.examzify.com

We wish you the very best on your exam journey. You've got this!