

ADMINISTRATIVE NCO ACTIVE GUARD RESERVE (AGR) BOARD PRACTICE TEST (SAMPLE) STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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THE FULL VERSION STUDY GUIDE**

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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

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1. What is the role of recommendations in the AGR application process?

- A. To verify a candidate's age and physical fitness
- B. To provide insights into a candidate's leadership abilities
- C. To establish a candidate's previous military service
- D. To assess a candidate's academic achievements

2. How often are AGR boards typically convened?

- A. Once every five years
- B. Monthly
- C. Annually or semi-annually
- D. Quarterly

3. What does the abbreviation for "retirement points accountability management" imply?

- A. RPAM
- B. RPA
- C. RPT
- D. RPM

4. What is the first step in transferring a soldier from one unit to another within the state?

- A. Complete a DA 4187
- B. Receive a letter of acceptance from the gaining unit
- C. Obtain release from the losing commander
- D. Notify the battalion S1 section

5. What is the form number for a Travel Voucher?

- A. DD 1351-2
- B. DA 1610
- C. DA 2823
- D. DA 1594

6. Which regulation outlines the duty roster requirements in the Army?

- A. AR 600-20
- B. AR 623-205
- C. AR 220-45
- D. AR 635-10

7. Which regulation details the enlisted evaluation reporting system?

- A. AR 220-45
- B. AR 623-205
- C. AR 635-10
- D. AR 670-1

8. What does "continuity" refer to in an AGR unit?

- A. The frequency of meetings
- B. Maintaining effective operations during personnel changes
- C. The consistency of leadership styles
- D. The number of members in the unit

9. What is the maximum rank an NCO can hold when applying for AGR positions?

- A. E-5 (Sergeant)
- B. E-7 (Staff Sergeant)
- C. E-9 (Sergeant Major)
- D. E-8 (Master Sergeant)

10. What are the primary responsibilities of an AGR member?

- A. Only administrative functions
- B. Leadership and mission accomplishment
- C. Training new recruits exclusively
- D. Logistics only

Answers

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

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Explanations

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1. What is the role of recommendations in the AGR application process?

- A. To verify a candidate's age and physical fitness
- B. To provide insights into a candidate's leadership abilities**
- C. To establish a candidate's previous military service
- D. To assess a candidate's academic achievements

Recommendations play a significant role in the AGR application process by providing insights into a candidate's leadership abilities. These supportive evaluations from supervisors, peers, or other military personnel are crucial because they highlight personal attributes such as decision-making skills, the ability to lead teams, and effectiveness in various situations. Leadership is a critical quality in the AGR, as individuals in these roles often have to manage both personnel and complex missions. In the context of the AGR application process, recommendations allow selection boards to gain a deeper understanding of how a candidate performs in leadership scenarios, beyond what is visible in their official records or other application materials. They provide an assessment of the candidate's capacity to fulfill the demands of the AGR position, which is essential for making informed selection decisions.

2. How often are AGR boards typically convened?

- A. Once every five years
- B. Monthly
- C. Annually or semi-annually**
- D. Quarterly

AGR boards are typically convened annually or semi-annually, which aligns with the needs of the military to regularly assess personnel for promotion and assignment opportunities. This frequency allows for a systematic evaluation of service members, ensuring that qualified individuals are considered for advancement within the AGR program. This schedule supports the strategic personnel management within the military by enabling consistent evaluations that are aligned with operational needs and readiness requirements. Conducting boards more frequently than annually could lead to an overwhelming volume of evaluations and associated paperwork that might dilute the quality of the selection process, while convening them less frequently would slow down professional progression for service members. Thus, holding AGR boards annually or semi-annually strikes an appropriate balance for advancement opportunities.

3. What does the abbreviation for "retirement points accountability management" imply?

- A. RPAM**
- B. RPA
- C. RPT
- D. RPM

The abbreviation for "retirement points accountability management" is RPAM. This term is crucial for service members as it refers to the system used to track retirement points earned by members of the military. Understanding RPAM is essential for those in the military environment, particularly for those considering retirement, as it helps ensure that all points earned for service are accurately accounted for, which directly affects retirement benefits. The correct identification of this abbreviation is vital for navigating military retirement discussions and planning. Familiarity with military abbreviations like RPAM enhances communication within the armed forces, ensuring clarity when discussing benefits and retirement planning. Knowing the correct abbreviation helps service members advocate for their retirement needs and understand their standing in relation to service years and eligibility for retirement compensation.

4. What is the first step in transferring a soldier from one unit to another within the state?

- A. Complete a DA 4187
- B. Receive a letter of acceptance from the gaining unit**
- C. Obtain release from the losing commander
- D. Notify the battalion S1 section

The process of transferring a soldier from one unit to another is a structured procedure that requires adherence to specific protocols. The first step in this process is to receive a letter of acceptance from the gaining unit. This letter is crucial as it signifies that the new unit has agreed to accept the soldier, ensuring that resources and personnel planning are aligned. The acceptance of the soldier by the gaining unit also confirms that they have a current need for the soldier's skills and that the transfer is beneficial for both the soldier and the military organization. Without this acceptance, any further steps in the transfer process could be premature, as there would be no commitment from the new unit to integrate the soldier into their ranks. Understanding this sequence is critical for administrative personnel involved in the transfer process, as it helps to coordinate all actions effectively and ensures that no steps are skipped, ultimately leading to a smoother transition for the soldier involved.

5. What is the form number for a Travel Voucher?

- A. DD 1351-2**
- B. DA 1610
- C. DA 2823
- D. DA 1594

The correct form number for a Travel Voucher is DD 1351-2. This specific form is utilized by military personnel to claim reimbursement for travel expenses incurred during official duties. It serves as a formal request for payment and is designed to document all relevant travel details, including the traveler's itinerary and any expenses that need to be reimbursed. The other forms listed serve different purposes. For instance, DA 1610 is a request for TDY (Temporary Duty Travel) orders and is not used for the reimbursement process directly like the travel voucher. DA 2823 is a sworn statement form, generally used for legal purposes, while DA 1594 is an administrative form primarily focused on documenting daily activities or reports, not related to travel reimbursement. Understanding the specific function of each form is essential for correctly navigating military administrative processes.

6. Which regulation outlines the duty roster requirements in the Army?

- A. AR 600-20
- B. AR 623-205
- C. AR 220-45**
- D. AR 635-10

The correct answer pertains to Army Regulation 220-45, which specifically addresses the requirements and procedures for duty rosters in the Army. This regulation provides guidelines on how to manage and maintain accountability for personnel required to fulfill various duties. Duty rosters are crucial for ensuring that all assigned responsibilities are covered, which directly affects the effectiveness of unit operations. Understanding the correct regulation is important because it assists leaders in effectively planning and assigning duties within their units. Proper adherence to the regulations can also help prevent misunderstandings or miscommunications regarding an individual's responsibilities. The other regulations listed do not focus specifically on duty roster requirements. For example, Army Regulation 600-20 deals with command policy and includes guidance on soldier discipline, EO (Equal Opportunity), and SHARP (Sexual Harassment/Assault Response and Prevention) programs. Army Regulation 623-205 is centered on the performance evaluation system for noncommissioned officers, while AR 635-10 pertains to the separation of enlisted personnel. Thus, their content does not address the specifics of duty roster management.

7. Which regulation details the enlisted evaluation reporting system?

- A. AR 220-45
- B. AR 623-205**
- C. AR 635-10
- D. AR 670-1

The regulation that details the enlisted evaluation reporting system is indeed AR 623-205. This regulation provides guidance on the evaluation process for enlisted personnel, including the standards for performance assessment, the procedures for completing evaluations, and the responsibilities of rating officials. AR 623-205 outlines the evaluation criteria and emphasizes the importance of accurate and timely reporting to reflect an individual's performance and potential effectively. This regulation is crucial for ensuring that evaluations are conducted fairly and consistently across the board, which is essential for fostering a transparent and effective Army personnel management system. By delineating the procedures and requirements for evaluations, AR 623-205 supports the Army's mission to develop and retain skilled and capable individuals in the ranks.

8. What does "continuity" refer to in an AGR unit?

- A. The frequency of meetings
- B. Maintaining effective operations during personnel changes**
- C. The consistency of leadership styles
- D. The number of members in the unit

"Continuity" in an AGR unit refers to maintaining effective operations during personnel changes. This concept is crucial because AGR units often experience shifts in personnel due to transfers, promotions, or new assignments. Maintaining continuity ensures that the unit can operate smoothly and meet its mission goals without interruption, even as individual members come and go. It involves effective communication, thorough documentation of procedures, and training to ensure that incoming personnel can quickly become productive team members. This is essential for the stability and reliability of the unit's operations. The other options, while they may touch on aspects of unit functionality, do not capture the essence of continuity as it pertains specifically to personnel transitions. The frequency of meetings, consistency of leadership styles, and the number of members in the unit do not directly relate to the ability to sustain operational effectiveness through personnel changes.

9. What is the maximum rank an NCO can hold when applying for AGR positions?

- A. E-5 (Sergeant)
- B. E-7 (Staff Sergeant)
- C. E-9 (Sergeant Major)**
- D. E-8 (Master Sergeant)

When applying for Active Guard Reserve (AGR) positions, the maximum rank an NCO can hold is Sergeant Major, which corresponds to E-9. This rank represents a senior leadership position within the NCO structure and signifies that the individual has achieved extensive experience and expertise in military service. Holding an E-9 rank indicates that the individual is equipped with advanced leadership skills, a deep understanding of military operations, and the ability to mentor and guide lower-ranking soldiers, making them a strong candidate for the AGR program. The AGR program is designed to integrate active duty personnel into the National Guard and Reserves, allowing for a better structure and preparedness within these components. Therefore, specifying E-9 as the maximum rank aligns with the program's goal to utilize highly skilled and experienced leaders to effectively manage various AGR roles and responsibilities.

10. What are the primary responsibilities of an AGR member?

- A. Only administrative functions
- B. Leadership and mission accomplishment**
- C. Training new recruits exclusively
- D. Logistics only

The primary responsibilities of an AGR member encompass a broad scope that includes both leadership and the accomplishment of mission objectives. AGR members are typically involved in maintaining military readiness and ensuring that their units are prepared for various missions. This entails overseeing operations, managing personnel, and providing guidance to subordinates, all of which are essential for effective leadership. Additionally, the focus on mission accomplishment implies that AGR members are engaged in a range of activities that support the overall operational goals of their unit, such as planning and executing training events, coordinating resources, and sometimes even taking part in direct mission execution. This holistic approach is what distinguishes AGR roles from more narrowly defined functions like administration or training alone. While the other options suggest limited scopes of responsibility—focusing only on administrative tasks, training, or logistics—AGR duties integrate these aspects into a comprehensive framework necessary for effective military performance. Thus, leadership and mission accomplishment accurately reflect the multifaceted role of AGR members within the military structure.

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!

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