

BASIC DIVISION OFFICER COURSE (BDOC) WEEK 1 PRACTICE TEST (SAMPLE) STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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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. Lifecycle fund is described as?

- A. A fixed-risk fund
- B. A blend of the individual funds that automatically adjusts the risk dependent on your target retirement date
- C. A cash-like fund
- D. A heavily leveraged fund

2. In the passing honors sequence, what is the signal for a hand salute by junior and senior?

- A. One whistle
- B. Two whistles
- C. Three whistles
- D. No whistles

3. Which term defines tasks or conditions that are not typically performed on a normal watch but may occur?

- A. Infrequent Tasks
- B. Prerequisites
- C. Examinations
- D. Tasks

4. A Letter of Extension extends the period of observation up to how many days?

- A. Extend the Period of Observation Up to 90 Days
- B. Extend Permanent Assignment to Another Unit
- C. Extend Deployment Overseas
- D. Extend the Plan of the Day

5. Which statement describes LPO responsibilities?

- A. An LCPO/LPO is designated by the division officer, and assists the division officer in administering, supervising, and training division personnel
- B. LPO handles only administrative tasks for the division
- C. LPO reports directly to the XO
- D. LPO is responsible for the entire ship's safety program

- 6. Which of the following is a DIVO responsibility?**
- A. Maintains a division officer notebook
 - B. Schedules and conducts training for division personnel
 - C. Oversees ship's supply inventory
 - D. Coordinates port calls
- 7. Which of the following is a form of shipboard communication equipment?**
- A. 1MC
 - B. Laptop computers
 - C. Coffee machines
 - D. Ground ladders
- 8. For OPREP-3, the voice report must be submitted within how many minutes?**
- A. Less than 60 minutes
 - B. Less than 5 minutes
 - C. Less than 15 minutes
 - D. Less than 10 minutes
- 9. Which statement about CMS is true?**
- A. CMS automates the management of all personnel records
 - B. CMS handles physical security access control
 - C. CMS is designed to automate the management of electronic key and other types of COMSEC material
 - D. CMS relates to content management for public relations
- 10. What instruction is given about messages on the 1MC during the colors ceremony?**
- A. No word to be passed on the 1MC
 - B. All messages must be passed on the 1MC
 - C. Messages may be passed only in writing on the 1MC
 - D. The 1MC is used only for voice commands

Answers

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

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Explanations

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1. Lifecycle fund is described as?

- A. A fixed-risk fund
- B. A blend of the individual funds that automatically adjusts the risk dependent on your target retirement date**
- C. A cash-like fund
- D. A heavily leveraged fund

Lifecycle funds are target-date funds that blend stocks, bonds, and other assets and automatically adjust the mix as you approach your retirement date. The idea is to take more risk early on to grow the account, then gradually reduce risk by shifting toward bonds and cash as the retirement date nears. This automatic risk adjustment through a glide path is what defines a lifecycle fund. It isn't a fixed-risk fund, a cash-like fund, or a heavily leveraged fund—the allocations change over time based on your target retirement date.

2. In the passing honors sequence, what is the signal for a hand salute by junior and senior?

- A. One whistle
- B. Two whistles**
- C. Three whistles
- D. No whistles

In this signaling system, actions are coordinated by specific whistle counts so everyone moves together without words. For the moment when the junior and the senior render a hand salute, two whistles are used. That two-whistle cue creates a clear, unmistakable signal that this ceremonial salute is happening, helping both people perform the salute in unison and then resume their positions smoothly. Two whistles is chosen for this particular action to keep it distinct from other cues in the sequence; a single whistle or three whistles would signal different movements, and no whistles would not signal the salute at all. When the cue is given, both the junior and the senior execute the salute, hold it for the prescribed moment, and then continue with the ceremony.

3. Which term defines tasks or conditions that are not typically performed on a normal watch but may occur?

- A. Infrequent Tasks**
- B. Prerequisites
- C. Examinations
- D. Tasks

The idea here is about duties or conditions that aren't part of the normal watch routine but might show up. Infrequent tasks describe those rare or occasional duties you could encounter, even though they don't occur every shift. This concept helps you stay prepared for unusual situations or emergencies that aren't part of the everyday duties, so you know what extra steps might be needed if something unexpected happens. Why this fits best: it captures the notion of rarity and conditional occurrence—duties that aren't performed routinely but may occur. The other terms don't convey that nuance: prerequisites are conditions that must be met before something else happens, examinations are checks or tests, and tasks is a broad, non-specific term for work that's not tied to how often it occurs.

4. A Letter of Extension extends the period of observation up to how many days?

- A. Extend the Period of Observation Up to 90 Days**
- B. Extend Permanent Assignment to Another Unit
- C. Extend Deployment Overseas
- D. Extend the Plan of the Day

When you're evaluating a service member, you may need additional time to observe performance before making a final decision. A Letter of Extension serves this purpose by extending the observation period, up to a maximum of 90 days. This limit keeps the evaluation process timely and helps ensure decisions aren't delayed indefinitely. The other options describe actions unrelated to extending how long you can observe someone—permanent assignments, overseas deployments, or extending the daily Plan of the Day—so they don't fit the purpose of this extension.

5. Which statement describes LPO responsibilities?

- A. An LCPO/LPO is designated by the division officer, and assists the division officer in administering, supervising, and training division personnel**
- B. LPO handles only administrative tasks for the division
- C. LPO reports directly to the XO
- D. LPO is responsible for the entire ship's safety program

Leading Petty Officer responsibilities revolve around supporting the division officer by actively managing the division's people and work. The division officer designates the LPO to help run the division, and the LPO's role includes assisting the division officer in administering, supervising, and training division personnel. In practice this means coordinating tasks, monitoring progress, mentoring junior sailors, organizing and conducting division-level training, and helping maintain standards and readiness. The LPO is a key link between the division officer and the enlisted crew, communicating priorities and facilitating discipline and welfare within the division. They are not the ship-wide safety program leader, and the routine chain of command does not place the LPO reporting directly to the executive officer; the focus is on division-level oversight under the division officer.

6. Which of the following is a DIVO responsibility?

- A. Maintains a division officer notebook**
- B. Schedules and conducts training for division personnel
- C. Oversees ship's supply inventory
- D. Coordinates port calls

Maintaining a division officer notebook is a core administrative duty for a DIVO. This notebook acts as the central, living record of the division—tracking personnel qualifications, training status, task assignments, equipment, and any issues that arise. Keeping it current ensures continuity when shifts change, supports accountability, and gives the chain of command a clear picture of division readiness. Other tasks tie to specific roles beyond the DIVO's primary administrative focus: scheduling and conducting training is typically handled by the division's training personnel or in coordination with the training department; overseeing the ship's supply inventory falls under the Supply Officer; coordinating port calls is an operations/wardroom responsibility managed by the appropriate staff. The notebook provides the essential, ongoing administrative anchor for the DIVO's duties.

7. Which of the following is a form of shipboard communication equipment?

- A. 1MC**
- B. Laptop computers
- C. Coffee machines
- D. Ground ladders

The main idea is recognizing a dedicated shipboard communication system. The 1MC is the ship's public address and internal communication network, used to make voice announcements to various areas or to the entire ship, to issue orders, warnings, and routine messages. That specialized function makes it a form of shipboard communication equipment. By comparison, laptop computers are general-purpose devices, coffee machines serve a non-communication function, and ground ladders are safety equipment—none of them are the ship's messaging system.

8. For OPREP-3, the voice report must be submitted within how many minutes?

- A. Less than 60 minutes
- B. Less than 5 minutes**
- C. Less than 15 minutes
- D. Less than 10 minutes

Rapid reporting is the key idea. OPREP-3 voice reports must be submitted within five minutes of discovering or being notified of an incident. This tight window ensures senior leadership gets timely situational awareness to begin assessment and decision-making right away. Waiting longer would delay response and degrade the effectiveness of the incident handling process. Other timeframes—less than sixty, less than fifteen, or less than ten minutes—do not meet the required five-minute standard, making them insufficient for the urgency of OPREP-3 reporting.

9. Which statement about CMS is true?

- A. CMS automates the management of all personnel records
- B. CMS handles physical security access control
- C. CMS is designed to automate the management of electronic key and other types of COMSEC material**
- D. CMS relates to content management for public relations

The main idea is how COMSEC materials are tracked and controlled through an automated system. In this context CMS refers to the COMSEC Material System, which is built to automate the management of electronic keys and other COMSEC materials. It handles the entire lifecycle—generation and provisioning, secure distribution to authorized users, storage and inventory, ongoing accounting with audit trails, and eventual destruction when appropriate. This automation ensures proper custody and access control, reduces the risk of loss or compromise, and provides traceable records for accountability. The other options describe systems or duties outside COMSEC management (personnel records, physical security access, or public-relations content management), so they don't fit the intended use of CMS in this context.

10. What instruction is given about messages on the 1MC during the colors ceremony?

- A. No word to be passed on the 1MC
- B. All messages must be passed on the 1MC
- C. Messages may be passed only in writing on the 1MC
- D. The 1MC is used only for voice commands

During the colors ceremony, quiet and decorum are maintained on the ship, so the public-address system is kept clear of spoken traffic. The proper way to handle communication at that time is to pass messages in writing rather than broadcasting them verbally on the 1MC. This allows the ceremony to proceed without distractions while still letting people receive information through a written channel. Verbal traffic would disrupt the solemn process, and the 1MC is not limited to voice commands; it is simply restricted during colors to written messages to maintain the ceremony's focus and respect.

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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://bdocweek1.examzify.com>

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

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