

# BDOC Division Officer (DIVO) Management Practice Exam (Sample)

## Study Guide



**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

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- 1. What is the main benefit of establishing clear expectations with sailors?**
  - A. It increases the number of tasks assigned**
  - B. It provides direction and measures performance effectively**
  - C. It reduces the need for communication**
  - D. It allows for more leniency in behavior**
  
- 2. What does CASREP stand for?**
  - A. Casualty Report**
  - B. Command Assessment of Readiness**
  - C. Casualty Readiness Report**
  - D. Critical Assessment of Systems**
  
- 3. Which flag indicates that personnel are working aloft?**
  - A. Kilo Flag**
  - B. Kilo One**
  - C. Papa Flag**
  - D. STBD Flag**
  
- 4. What does the Papa flag stand for?**
  - A. Personnel working over the side**
  - B. Personnel recall**
  - C. Coming alongside in port**
  - D. SOPA Ship**
  
- 5. Which is NOT a type of exercise that falls under Mission Area Certification Criteria?**
  - A. Repetitive Exercises (RE)**
  - B. Advanced Exercises (AE)**
  - C. Operational Exercises (OE)**
  - D. Certificate Exercises (CE)**

- 6. What is the consequence of failing to address underperformance in a division?**
- A. It can lead to increased productivity and morale**
  - B. It may cause low morale, decreased efficiency, and acceptance of mediocrity**
  - C. It is likely to have no significant impact**
  - D. It fosters competition among team members**
- 7. What role does feedback play in a DIVO's leadership?**
- A. It serves as a tool for discipline**
  - B. It helps to improve performance**
  - C. It determines pay raises**
  - D. It creates hierarchical barriers**
- 8. What should a DIVO consider when implementing change within their division?**
- A. The potential impact on personnel and operations**
  - B. How to minimize training for the team**
  - C. Only the financial aspects of the change**
  - D. The preferences of upper management only**
- 9. Which program helps in tracking and reporting on unit-level training?**
- A. OJT**
  - B. CANTRAC**
  - C. TORIS-TFOM**
  - D. PQS**
- 10. Why is accountability important in a DIVO's management style?**
- A. It simplifies decision-making**
  - B. It promotes trust, responsibility, and improved team performance**
  - C. It only affects upper management**
  - D. It reduces the need for oversight**

## Answers

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

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## **Explanations**

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## 1. What is the main benefit of establishing clear expectations with sailors?

- A. It increases the number of tasks assigned
- B. It provides direction and measures performance effectively**
- C. It reduces the need for communication
- D. It allows for more leniency in behavior

Establishing clear expectations with sailors is fundamental to effective leadership and management within a naval context. By providing well-defined expectations, leaders can create a structured environment where sailors understand their roles, responsibilities, and the standards to which they are held. This clarity serves multiple purposes, notably in providing direction; sailors can better align their efforts with the mission and objectives set forth by their commands. Additionally, it allows for effective measurement of performance, as both the leader and the sailors have a common understanding of what success looks like. When expectations are explicitly stated, it becomes easier to assess individual or team performance against those standards, fostering accountability. Clear expectations can also lead to enhanced morale and efficiency within a unit. When sailors know what is expected of them, they are more likely to feel confident in their ability to meet those expectations, contributing to higher levels of job satisfaction and overall performance. The other options fail to capture the essence of setting expectations. Increasing the number of tasks assigned does not inherently improve performance or clarity. Reducing communication contradicts the necessity for clear dialogue about expectations. Lastly, allowing for more leniency in behavior does not promote accountability or excellence; instead, it could lead to confusion and inconsistency in performance standards.

## 2. What does CASREP stand for?

- A. Casualty Report**
- B. Command Assessment of Readiness
- C. Casualty Readiness Report
- D. Critical Assessment of Systems

The term CASREP stands for Casualty Report. It is a formal notification used by the Navy to inform higher command about the status and readiness of equipment, personnel, and systems in the event of a casualty or malfunction that impacts the unit's operational capability. CASREPs are essential for prompt reporting and management of casualties to maintain effective mission readiness and operational efficiency. This report allows the command to assess the impact of the casualty on mission performance, request necessary resources, and coordinate maintenance or repairs. The information provided in a CASREP assists decision-makers in prioritizing support and ensuring that the fleet is ready to carry out its assigned missions. Understanding the purpose and use of CASREPs is crucial for division officers (DIVO) as they play a critical role in communication and coordination within the command structure, especially in scenarios where operational readiness might be compromised.

### 3. Which flag indicates that personnel are working aloft?

- A. Kilo Flag**
- B. Kilo One**
- C. Papa Flag**
- D. STBD Flag**

The Kilo Flag is used to indicate that personnel are working aloft, which refers to operations being conducted at heights above the ship's main deck, such as on masts or antennas. This flag serves as a safety warning to others in the vicinity, signaling that there are individuals engaged in potentially hazardous activities above the ship's deck level. The visibility of the Kilo Flag is crucial for alerting crew members and other vessels nearby, helping to ensure that proper safety protocols are followed and reducing the risk of accidents during these operations. The other flags listed do not serve this specific purpose; thus, the Kilo Flag is the correct indicator for when personnel are working aloft.

### 4. What does the Papa flag stand for?

- A. Personnel working over the side**
- B. Personnel recall**
- C. Coming alongside in port**
- D. SOPA Ship**

The Papa flag, which is represented by a specific international maritime signal flag, is used to indicate personnel recall. When this flag is displayed, it communicates to all personnel that they are to return to the ship or designated assembly area. This is essential for maintaining safety and ensuring that all crew members are accounted for, especially during operations or when the ship is preparing to leave a location. Recognizing the role of the Papa flag in maritime operations highlights the importance of clear communication on the water, particularly when coordinating the movement of personnel. This signal is crucial for readiness and safety, enabling a quick and organized return of crew members to the vessel. Understanding the meanings of such flags is fundamental for effective maritime operations and for fulfilling command and safety responsibilities on board.

**5. Which is NOT a type of exercise that falls under Mission Area Certification Criteria?**

- A. Repetitive Exercises (RE)**
- B. Advanced Exercises (AE)**
- C. Operational Exercises (OE)**
- D. Certificate Exercises (CE)**

Operational Exercises (OE) are indeed a recognized type of exercise that falls under Mission Area Certification Criteria. This certification is aimed at enhancing operational readiness and is crucial for ensuring that personnel are well-trained and prepared for their respective missions. Operational Exercises typically involve realistic scenarios that test both individual and team performance in a controlled environment, promoting comprehensive skill development and tactical proficiency. Repetitive Exercises (RE), Advanced Exercises (AE), and Certificate Exercises (CE) each serve different focuses within training and certification frameworks, tailored to specific goals. For instance, Repetitive Exercises emphasize repeated practice of certain skills to enhance proficiency, while Advanced Exercises build upon existing knowledge to introduce more complex scenarios. Certificate Exercises are often structured to validate the skills and knowledge required for a specific certification. Understanding these distinctions helps individuals and units map out effective training programs aligned with mission readiness and certification requirements.

**6. What is the consequence of failing to address underperformance in a division?**

- A. It can lead to increased productivity and morale**
- B. It may cause low morale, decreased efficiency, and acceptance of mediocrity**
- C. It is likely to have no significant impact**
- D. It fosters competition among team members**

Addressing underperformance in a division is critical for maintaining an effective and motivated team. When underperformance is not dealt with, it can lead to several negative consequences, primarily low morale and decreased efficiency. When team members observe that underperformance is tolerated, it can create an environment where mediocrity becomes acceptable. This lack of accountability allows subpar performances to persist, which not only affects the overall productivity of the division but also dampens the motivation of other team members who may be striving to meet or exceed standards. In such an environment, high performers may feel demoralized, leading to disengagement, lower job satisfaction, and a tendency to disconnect from their contributions to the team's success. In summary, failing to address underperformance can have a cascading effect on the productivity and morale of the entire division, ultimately sacrificing the effectiveness of the team and the quality of the work produced. This underscores the importance of leadership intervention and the need for setting clear expectations and accountability measures in order to foster a high-performing and motivated environment.

**7. What role does feedback play in a DIVO's leadership?**

- A. It serves as a tool for discipline
- B. It helps to improve performance**
- C. It determines pay raises
- D. It creates hierarchical barriers

Feedback is an essential component of a Division Officer's leadership because it directly contributes to the improvement of performance. Through constructive feedback, the DIVO can facilitate communication with their team, helping individuals understand their strengths and areas for growth. This process not only fosters a culture of continuous improvement but also encourages team members to strive for excellence in their roles. When feedback is delivered effectively, it can boost morale and increase motivation among team members, as they feel recognized and engaged in their personal and professional development. By focusing on performance improvement, a DIVO can lead their team to achieve higher standards and greater success, ultimately enhancing the overall effectiveness of the division. This aligns with the principles of leadership that prioritize development, accountability, and teamwork, which are crucial for building a successful and cohesive unit.

**8. What should a DIVO consider when implementing change within their division?**

- A. The potential impact on personnel and operations**
- B. How to minimize training for the team
- C. Only the financial aspects of the change
- D. The preferences of upper management only

When implementing change within a division, it is crucial for a Division Officer (DIVO) to consider the potential impact on both personnel and operations. This involves evaluating how the proposed changes might affect team dynamics, workload, morale, and the overall effectiveness of the division's operations. People are often at the heart of any organizational change, and understanding their needs, concerns, and how they adapt to new processes is essential for fostering a supportive environment. Moreover, operational considerations include assessing how changes might influence workflow, efficiency, and mission readiness. A successful implementation depends on a comprehensive analysis of these factors, ensuring that any adjustments lead to positive outcomes rather than disruptions. By prioritizing the effects on personnel and operations, a DIVO can create a more engaged team that is better equipped to handle the challenges that come with change and achieve the goals of the division.

**9. Which program helps in tracking and reporting on unit-level training?**

- A. OJT
- B. CANTRAC
- C. TORIS-TFOM**
- D. PQS

The correct choice is based on the specific purpose and function of the TORIS-TFOM program. TORIS-TFOM, which stands for Training and Operational Readiness Information System - Training Flow Operational Management, provides a robust platform for managing and reporting unit-level training. It is specifically designed to track the progress of training initiatives, ensure compliance with required qualifications, and assist in assessments related to operational readiness. This capability is crucial for maintaining high standards within military units, enabling leaders to monitor training efforts effectively. In contrast, OJT (On-the-Job Training) refers to practical training that occurs in the work environment but does not encompass a systematic approach to tracking all unit-level training comprehensively. CANTRAC (Career and Training Management System) serves to catalog and provide information on available training courses but does not have the tracking capabilities that TORIS-TFOM does for individual unit-level training. PQS (Personnel Qualification Standards) outlines the requisite qualifications for personnel to perform specific duties but is more focused on skill acquisition than on tracking or reporting overall training efforts at the unit level. Thus, TORIS-TFOM stands out as the most effective tool for monitoring and reporting unit-level training progress within the context of this question.

**10. Why is accountability important in a DIVO's management style?**

- A. It simplifies decision-making
- B. It promotes trust, responsibility, and improved team performance**
- C. It only affects upper management
- D. It reduces the need for oversight

Accountability is crucial in a Division Officer's management style because it fosters an environment of trust and responsibility within the team. When a DIVO holds themselves and their crew members accountable for their actions and decisions, it cultivates a culture where everyone understands their roles and the expectations placed upon them. This transparency leads to a stronger sense of ownership over tasks and responsibilities. Furthermore, accountability enhances team performance as members are more likely to deliver their best work when they know their contributions are valued and subject to evaluation. It encourages open communication, which allows for constructive feedback and continuous improvement. When accountability is ingrained in the management approach, it not only motivates individuals but also strengthens the overall cohesion of the team, leading to better collaboration and outcomes in both operations and morale. In contrast, the other options fail to capture the multifaceted benefits of accountability in a management context. Simplifying decision-making may be a byproduct of accountability, but it doesn't fully encapsulate its importance. Suggesting that accountability only affects upper management overlooks its impact at all levels of an organization. Similarly, while accountability may reduce some oversight needs, it does not eliminate the necessity of oversight entirely; rather, it shifts the focus towards empowering officers and crew to take responsibility for their tasks.

## 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](mailto:hello@examzify.com).**

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

**<https://bdocdivomgmt.examzify.com>**

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

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