

# Command Pay and Personnel Administrator (CPPA) Test 1 Practice (Sample)

## Study Guide



**Everything you need from our exam experts!**

**Copyright © 2026 by Examzify - A Kaluba Technologies Inc. product.**

**ALL RIGHTS RESERVED.**

**No part of this book may be reproduced or transferred in any form or by any means, graphic, electronic, or mechanical, including photocopying, recording, web distribution, taping, or by any information storage retrieval system, without the written permission of the author.**

**Notice: Examzify makes every reasonable effort to obtain accurate, complete, and timely information about this product from reliable sources.**

**SAMPLE**

# Table of Contents

<b>Copyright</b> .....	<b>1</b>
<b>Table of Contents</b> .....	<b>2</b>
<b>Introduction</b> .....	<b>3</b>
<b>How to Use This Guide</b> .....	<b>4</b>
<b>Questions</b> .....	<b>5</b>
<b>Answers</b> .....	<b>8</b>
<b>Explanations</b> .....	<b>10</b>
<b>Next Steps</b> .....	<b>15</b>

SAMPLE

# 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

SAMPLE

- 1. How many BAH types are listed?**
  - A. 3**
  - B. 5**
  - C. 4**
  - D. 6**
  
- 2. What percentage is listed for 12 and over?**
  - A. 12 and over 35%**
  - B. 65%**
  - C. 100%**
  - D. 25%**
  
- 3. As part of Endorsement Reporting Procedures, which items must be updated?**
  - A. Endorse orders**
  - B. Page 2**
  - C. SGLI**
  - D. Both Page 2 and SGLI**
  
- 4. The FID assigned to BAS is which value?**
  - A. 10**
  - B. 40**
  - C. 70**
  - D. 90**
  
- 5. What is the FID for BAH?**
  - A. 68**
  - B. 66**
  - C. 67**
  - D. 69**
  
- 6. Which regulation governs appearance?**
  - A. Dress Code Manual**
  - B. Personnel Appearance Policy**
  - C. Uniform Regulations**
  - D. Service Uniform Guidelines**

**7. For Panel 1 Gain, who is offered BSC?**

- A. Enlisted**
- B. Officers**
- C. Civilians**
- D. Warrant Officers**

**8. Can I update OMPF through FLT MPS?**

- A. Yes**
- B. No**
- C. Only with administrator approval**
- D. Not through FLT MPS, but via NOPF**

**9. Hardship duty pay cap is which amount?**

- A. \$1500**
- B. \$1800**
- C. \$1200**
- D. \$1000**

**10. Which SSIC range corresponds to General Administration and Management?**

- A. 7000-7999**
- B. 1000-1999**
- C. 5000-5999**
- D. 6000-6999**

## Answers

SAMPLE

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

SAMPLE

## **Explanations**

SAMPLE

**1. How many BAH types are listed?**

- A. 3
- B. 5**
- C. 4
- D. 6

BAH types are distinct categories used to determine housing allowances. The question asks you to count how many separate categories are defined in the material, so you need to identify each unique type listed and count them once. In the material, there are five distinct BAH types defined, so five is the correct count. If you're unsure, skim the list and confirm you're not double-counting any category or missing a separate type.

**2. What percentage is listed for 12 and over?**

- A. 12 and over 35%**
- B. 65%
- C. 100%
- D. 25%

This item tests reading a data table to find the value that belongs to a specific age group. In the data, the category "12 and over" is paired with 35%, so that is the percentage shown for that group. The other percentages (65%, 100%, 25%) don't correspond to the "12 and over" category in this data, so they aren't the value for that group. When reading charts like this, always match the exact category label to its corresponding percentage.

**3. As part of Endorsement Reporting Procedures, which items must be updated?**

- A. Endorse orders
- B. Page 2
- C. SGLI
- D. Both Page 2 and SGLI**

Endorsement Reporting Procedures require updating both the Page 2 personnel record and the SGLI life insurance information. Page 2 holds key personal data that directly affects pay and entitlements, such as marital status, dependents, and address, so any endorsement that changes these details must be reflected there. SGLI must also be updated to ensure life insurance coverage and beneficiaries align with the current situation, since endorsements often involve changes to dependents or beneficiary designations. Endorsement orders themselves aren't the records being updated; they authorize changes, but the actual updates go into Page 2 and SGLI to keep payroll, personnel, and benefits in sync.

**4. The FID assigned to BAS is which value?**

- A. 10
- B. 40**
- C. 70
- D. 90

Fund Identification Designator (FID) labels each entitlement so the payroll system can apply the correct rules. Basic Allowance for Subsistence is assigned the FID 40 in this material, which is why 40 is the correct value. The other numbers correspond to different entitlements or categories, not BAS.

**5. What is the FID for BAH?**

- A. 68**
- B. 66
- C. 67
- D. 69

FID is a lookup code in the pay system that selects the correct Basic Allowance for Housing (BAH) rate entry from the rate table. Since BAH varies by location and housing status, the system uses this code to pull the appropriate rate for the calculation. For this scenario, the reference table maps to the FID value 68, so that value is the correct one to apply. Using other codes would point to different rows and give an incorrect BAH amount.

**6. Which regulation governs appearance?**

- A. Dress Code Manual
- B. Personnel Appearance Policy
- C. Uniform Regulations**
- D. Service Uniform Guidelines

Appearance is governed by formal, binding rules that specify what personnel may wear, how to groom, and what insignia or accessories are allowed. The document that does this is Uniform Regulations. It sets the official standards for dress, grooming, and how uniforms should be worn across all personnel, ensuring consistency and professional presentation. Other documents like a Dress Code Manual or Service Uniform Guidelines may exist to guide behavior or provide recommendations, but they don't carry the same official regulatory authority as Uniform Regulations.

## 7. For Panel 1 Gain, who is offered BSC?

- A. Enlisted
- B. Officers**
- C. Civilians
- D. Warrant Officers

Panel 1 Gain is about bringing in personnel into roles that align with officer development, and the Basic Skills Course is an entry-level program specifically designed for commissioned officers to establish core professional abilities and leadership foundations. Because this course targets officers, they are the ones offered BSC at Panel 1 Gain. Enlisted personnel, civilians, and warrant officers follow different training paths appropriate to their roles, so they're not the ones assigned BSC in this panel.

## 8. Can I update OMPF through FLTMPs?

- A. Yes
- B. No**
- C. Only with administrator approval
- D. Not through FLTMPs, but via NOPF

Updates to the Official Military Personnel File must come through the official OMPF update process, not through FLTMPs. FLTMPs serves a different role in the personnel system and does not have the authority or interface to modify the OMPF. Because the OMPF is the service member's official record, any changes require the formal OMPF workflow with proper documentation and oversight by the appropriate personnel administrator. So, you cannot update the OMPF via FLTMPs. If you need to correct or add information, follow the approved OMPF procedures rather than editing through FLTMPs. The other options imply direct updating, conditional approval, or an alternate path, which do not reflect the standard practice that FLTMPs is not used to modify the OMPF.

## 9. Hardship duty pay cap is which amount?

- A. \$1500**
- B. \$1800
- C. \$1200
- D. \$1000

Hardship duty pay is extra compensation for service in designated hardship locations. The cap sets the maximum amount you can receive in a given pay period, keeping the benefit within budget while still providing meaningful additional pay for challenging assignments. The standard maximum for hardship duty pay is \$1500, so you won't receive more than that in the period—even if daily rates would add up higher. The other amounts don't fit the established ceiling, which is why \$1500 is the correct cap. Always check the latest payroll guidance, since caps can be updated.

**10. Which SSIC range corresponds to General Administration and Management?**

- A. 7000-7999**
- B. 1000-1999**
- C. 5000-5999**
- D. 6000-6999**

**General Administration and Management is the broad category for internal organizational processes, policy development, and day-to-day administrative functions. The SSIC system assigns the 5000-5999 block to this domain, covering topics such as administrative policies, records management, office operations, and program management support. When you classify a document that deals with how an organization is run, how personnel processes are handled, or how administrative controls are implemented, it belongs in this range. Other SSIC ranges correspond to different fields like operations, logistics, or technical topics, so they wouldn't fit for general administrative material. Therefore, 5000-5999 best matches General Administration and Management.**

SAMPLE

## 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://cppa1.examzify.com>**

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

SAMPLE