

COMMAND PAY AND PERSONNEL ADMINISTRATOR (CPPA) TEST 1 PRACTICE (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. What is the purpose of NPPSC 7220/2?

- A. Substantiate and evaluate the amount paid for TLE
- B. Audit TLA
- C. Verify travel orders
- D. Approve lodging allowances

2. LOPG Page 3 is used to verify which items?

- A. Rank and name
- B. Payroll number
- C. Equipment on board
- D. UIC and date reported on board

3. BR FID represents which value?

- A. Leave
- B. Time off
- C. Balance
- D. Leave balance

4. TLE stands for?

- A. Temporary Lodging Expense
- B. Temporary Lodging Allowance
- C. Temporary Living Expense
- D. Travel Lodging Expense

5. Which option is NOT a listed DLA scenario?

- A. in connection with PCS
- B. a government forced move
- C. evacuation
- D. retirement

6. Which statement about HFP is true?

- A. HFP is paid monthly at \$225
- B. HFP is prorated daily
- C. HFP is paid quarterly
- D. HFP is paid annually

7. Which item is NOT a TLA requirement?

- A. Certificate of Non-Availability
- B. Itemized Lodging Receipts
- C. Travel Orders
- D. Leave Form

8. Which entitlement commonly increases with deployment to combat zones?

- A. Imminent Danger Pay (IDP) and/or Hostile Fire Pay (HFP).
- B. Basic pay only.
- C. Travel reimbursement only.
- D. COLA only.

9. Who is not eligible for CSP-P time?

- A. Officers
- B. Midshipmen
- C. Civilians
- D. Retired personnel

10. SB FID is equal to which of the following values?

- A. Time off
- B. Pay
- C. Leave
- D. Leave balance

Answers

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

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Explanations

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1. What is the purpose of NPPSC 7220/2?

A. Substantiate and evaluate the amount paid for TLE

B. Audit TLA

C. Verify travel orders

D. Approve lodging allowances

The main function here is to substantiate and evaluate what was paid for Temporary Lodging Expense. This form collects receipts and records to prove the lodging costs and to check that the reimbursed amount aligns with policy, actual rates, and authorized limits. It creates an auditable trail and helps identify any needed corrections, such as an overpayment or underpayment. It isn't used for auditing Temporary Lodging Allowance, verifying travel orders, or approving lodging allowances, which are handled in other parts of the process.

2. LOPG Page 3 is used to verify which items?

A. Rank and name

B. Payroll number

C. Equipment on board

D. UIC and date reported on board

The key idea here is how the page is used to confirm who is with which unit and when they were officially on the ship. Page 3 of the LOPG is the place where the Unit Identification Code (UIC) and the date each person reported on board are recorded. These two items provide the essential cross-check: the UIC identifies the exact unit the person is assigned to, and the date reported on board confirms when they joined the vessel or activity. Verifying these two details helps ensure the individual's assignment and pay records align with the actual crew on board. Other items like rank and name, payroll number, or equipment on board are tracked in different sections or documents. Rank and name identify the person, but they don't by themselves verify unit identity or on-boarding dates. Payroll numbers relate to pay processing, not the ship's roster, and equipment on board relates to inventory, not personnel identity or assignment. Page 3 focuses specifically on the UIC and the date reported on board to anchor the personnel to the correct unit and dating for payroll/records purposes.

3. BR FID represents which value?

A. Leave

B. Time off

C. Balance

D. Leave balance

This question tests recognizing that BR FID refers to the amount of leave available. BR FID represents the leave balance—the current total of leave days or hours an employee has accrued and can still use. It's about the quantity left, not the act of taking leave or the concept of time off itself. The leave balance is the specific value used to gauge what can be requested or approved in the future.

4. TLE stands for?

- A. Temporary Lodging Expense
- B. Temporary Lodging Allowance
- C. Temporary Living Expense
- D. Travel Lodging Expense

Temporary Lodging Expense is the lodging reimbursement you claim when you're on official travel and aren't provided government quarters. It covers your actual lodging costs up to allowed rates, usually with receipts, and is an expense, not a standing monthly allowance. This is different from Temporary Lodging Allowance, which is a separate monthly entitlement with its own rules. The other terms don't match the official designation used for this lodging reimbursement.

5. Which option is NOT a listed DLA scenario?

- A. in connection with PCS
- B. a government forced move
- C. evacuation
- D. retirement

Dislocation Allowance is tied to having to relocate due to a change in duty status. It applies when you're moving to a new permanent duty station or are displaced by events like an evacuation or a government-forced move. Retirement is a termination of service, not a move to a new duty location, so it does not trigger DLA. In short, the scenarios that generate DLA involve relocation, while retirement does not.

6. Which statement about HFP is true?

- A. HFP is paid monthly at \$225
- B. HFP is prorated daily
- C. HFP is paid quarterly
- D. HFP is paid annually

HFP is a fixed monthly payment, issued every month in a set amount of \$225. Because it's a monthly entitlement, the payment is not prorated by the number of days in a month, and it isn't issued in quarterly or annual lumps. This consistent monthly cadence simplifies budgeting and payroll processing—if you qualify in a given month, you receive the full \$225 for that month. The other schedules would change how and when the payment is delivered, which is not how HFP is issued.

7. Which item is NOT a TLA requirement?

- A. Certificate of Non-Availability
- B. Itemized Lodging Receipts
- C. Travel Orders
- D. Leave Form**

Temporary Lodging Allowance (TLA) relies on documentation that shows you were authorized to travel, where you stayed, and how much you spent on lodging. Travel orders establish the official authorization and dates for the trip, making clear you're entitled to TLA for the involved period. Itemized lodging receipts provide the actual lodging costs you incurred, which is needed to support the amount you're claiming. A Certificate of Non-Availability is used to justify TLA when government lodging isn't available at the location, showing that accepting TLA is appropriate instead of standard government quarters. A Leave Form, on the other hand, handles leave status and approvals and isn't part of the documentation used to substantiate a TLA claim.

8. Which entitlement commonly increases with deployment to combat zones?

- A. Imminent Danger Pay (IDP) and/or Hostile Fire Pay (HFP).**
- B. Basic pay only.
- C. Travel reimbursement only.
- D. COLA only.

Deploying into designated combat zones triggers extra pay to compensate for increased risk and hardship. The entitlements that rise in these situations are Imminent Danger Pay and Hostile Fire Pay, which are added on top of base pay whenever a service member is in a zone designated as dangerous or under hostile fire. These pays are specifically tied to the combat-zone designation and are separate from basic pay, which is determined by rank and years of service. Basic pay doesn't increase just because you're deployed; it depends on your pay grade and time in service. Travel reimbursements cover actual expenses like transportation and per diem and aren't an automatic rise tied to combat deployment. COLA is a separate allowance based on location cost of living, typically overseas, but it isn't the combat-zone danger pay tied to deployment. So, the common increase you'll see with deployment to combat zones is the Imminent Danger Pay and/or Hostile Fire Pay.

9. Who is not eligible for CSP-P time?

- A. Officers
- B. Midshipmen**
- C. Civilians
- D. Retired personnel

Eligibility for CSP-P time is based on status within the DoD workforce. Active-duty personnel (such as officers), DoD civilian employees, and those who are retired meet the criteria for CSP-P time. Midshipmen, while in training to become officers, are not commissioned and are considered students in a training program rather than part of the active force or the civilian workforce. Because of that, they don't meet the eligibility requirements for CSP-P time, whereas officers, civilians, and retired personnel do.

10. SB FID is equal to which of the following values?

- A. Time off
- B. Pay
- C. Leave**
- D. Leave balance

SB FID is used as a code to designate an employee's authorized absence, which is categorized as leave in the payroll/HR system. The term points to the kind of time away from work rather than to compensation or to an amount remaining. That's why it best matches the concept of leave: it represents the absence type itself, not the act of taking time off in a general sense, not the pay you receive, and not the remaining leave balance. Time off is a casual way to describe absence, but in HR systems the formal category is leave. Leave balance is the amount of leave left to use, which is a separate metric from the classification code. Pay refers to compensation, which isn't what the code denotes. So the correct idea is that SB FID corresponds to leave.

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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://cppa1.examzify.com>

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

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