

Command Pay and Personnel Administrator (CPPA) Test 2 Practice (Sample)

Study Guide



Everything you need from our exam experts!

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Table of Contents

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

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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. Dislocation Allowance is primarily provided to aid in moving from one duty station to another?**
 - A. A grant for moving from one duty station to another**
 - B. A daily meal allowance**
 - C. A housing stipend for temporary lodging**
 - D. A one-time travel ticket reimbursement**

- 2. Which NAVPERS form handles non-judicial punishment that affects pay?**
 - A. NAVPERS 1626/7**
 - B. NAVPERS 1070/607**
 - C. NAVPERS 1070/606**
 - D. NAVPERS 15560D**

- 3. Which MILPERSMAN designation covers Operational Screening?**
 - A. MILPERSMAN 1320-500**
 - B. MILPERSMAN 1200-300**
 - C. MILPERSMAN 1100-400**
 - D. MILPERSMAN 1300-800**

- 4. Advance pay does not cover day-to-day living expenses.**
 - A. True**
 - B. False**
 - C. Sometimes**
 - D. Not specified**

- 5. DD Form 2560 is used for which purpose?**
 - A. Transfer Checklist**
 - B. Application for Transfer and Advances**
 - C. Report of Suitability for Overseas Assignment**
 - D. Advance Pay Certification/Authorization**

- 6. Which term refers to a debt arising from official travel?**
- A. Travel indebtedness**
 - B. Final pay**
 - C. Meal deductions**
 - D. Leave balance**
- 7. Which statement describes when to use the Record of Unauthorized Absence?**
- A. Used for travel orders**
 - B. Used when a member is UA longer than 24 hours**
 - C. Used for medical evaluations**
 - D. Used for promotions or separations**
- 8. DD Form 884 is used for what purpose?**
- A. Application for transportation of dependents**
 - B. Medical review request**
 - C. Passport application**
 - D. Vehicle registration**
- 9. Who must muster SELRES on active duty orders?**
- A. CPPA**
 - B. PERS-401**
 - C. VA**
 - D. DFAS**
- 10. Which item is NOT a NATO pre-travel requirement?**
- A. Passport and visas**
 - B. Clothing restrictions in other countries**
 - C. Hotel reservations**
 - D. Immunizations**

Answers

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

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Explanations

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1. Dislocation Allowance is primarily provided to aid in moving from one duty station to another?

- A. A grant for moving from one duty station to another**
- B. A daily meal allowance**
- C. A housing stipend for temporary lodging**
- D. A one-time travel ticket reimbursement**

Dislocation Allowance is a one-time, lump-sum grant to help offset the costs that come with moving from one duty station to another. It's tied to the relocation itself, helping cover expenses associated with transferring to a new location and setting up at the new duty station. It isn't a daily meal allowance, nor a housing stipend for temporary lodging, nor a reimbursement for travel tickets. So describing it as a grant for moving from one duty station to another best captures its purpose.

2. Which NAVPERS form handles non-judicial punishment that affects pay?

- A. NAVPERS 1626/7**
- B. NAVPERS 1070/607**
- C. NAVPERS 1070/606**
- D. NAVPERS 15560D**

Nonjudicial punishment that affects pay is recorded on a form that specifically documents the punishment and any monetary penalty, so the pay system can implement the forfeiture. This form captures the NJP action and the resulting pay adjustment, ensuring the pay office applies the forfeiture accurately and maintains the record for reference. Other forms exist for counseling, performance documentation, or different administrative actions, but they do not carry the payment consequences of NJP, so they aren't used to implement or record pay forfeiture.

3. Which MILPERSMAN designation covers Operational Screening?

- A. MILPERSMAN 1320-500**
- B. MILPERSMAN 1200-300**
- C. MILPERSMAN 1100-400**
- D. MILPERSMAN 1300-800**

MILPERSMAN topics are organized by numeric designations, with each block covering a specific area of policy. The designation that covers operational screening is the one that groups policies on screening for operational duty, including who is eligible, what the process involves, and what documentation is required. That is why this designation is the best reference for Operational Screening. The other designations address different policy areas and do not cover screening for operational assignments, so they don't apply here.

4. Advance pay does not cover day-to-day living expenses.

- A. True**
- B. False**
- C. Sometimes**
- D. Not specified**

Advance pay is designed to cover upfront, one-time costs tied to a move or temporary duty, not ongoing day-to-day living expenses. Day-to-day living costs—like rent, groceries, utilities—are typically handled by regular pay and specific allowances, not by an advance. So the statement that advance pay does not cover day-to-day living expenses is true. In rare cases there might be exceptions for unusual urgent needs, but the standard purpose is specifically for immediate, nonrecurring costs, not ongoing living costs.

5. DD Form 2560 is used for which purpose?

- A. Transfer Checklist**
- B. Application for Transfer and Advances**
- C. Report of Suitability for Overseas Assignment**
- D. Advance Pay Certification/Authorization**

The main idea here is that this form is used to certify and authorize an advance of pay. It provides the exact amount, the purpose for the advance, and the repayment terms, and it goes through the proper approval process with the command and the finance office. This ensures the service member can receive funds before the next regular payday, while keeping a formal record that the advance is authorized and will be repaid through future pay deductions. It isn't a transfer checklist, a report of suitability for overseas assignment, or a general transfer and advances form, so those uses don't fit what this document is designed to do.

6. Which term refers to a debt arising from official travel?

- A. Travel indebtedness**
- B. Final pay**
- C. Meal deductions**
- D. Leave balance**

Travel indebtedness is the debt that results when official travel funds are advanced or reimbursed and the traveler owes money back to the government because the voucher wasn't fully settled or was overpaid. This term specifically captures a financial obligation arising from travel-related transactions, unlike final pay (which is pay due at separation), meal deductions (routine withholdings for meals during travel), or leave balance (unused leave). In practice, if an employee receives an travel advance or reimbursement and does not reconcile it properly, the remaining amount becomes travel indebtedness.

7. Which statement describes when to use the Record of Unauthorized Absence?

- A. Used for travel orders
- B. Used when a member is UA longer than 24 hours**
- C. Used for medical evaluations
- D. Used for promotions or separations

The situation being tested is how you document an unauthorized absence. The Record of Unauthorized Absence is the formal entry used when a member is absent without permission for more than 24 hours. That 24-hour threshold matters because it moves the absence from a routine or short lapse into a documented, actionable situation that requires official tracking, reporting, and potential follow-up actions. Using this record ensures there is an official, centralized record of the absence, helps coordinate with the chain of command, and supports any ensuing administrative steps or disciplinary processes. It isn't used for travel orders, medical evaluations, or promotions or separations, which are handled through other forms and procedures. If the UA lasts 24 hours or less, those procedures typically don't require the Record of Unauthorized Absence.

8. DD Form 884 is used for what purpose?

- A. Application for transportation of dependents**
- B. Medical review request
- C. Passport application
- D. Vehicle registration

DD Form 884 is used to request and document transportation for dependents when a service member is reassigned or moves under orders. It gathers dependent information and travel details so the government can arrange or authorize dependent travel as part of the PCS process, ensuring dependents are moved in accordance with orders and that travel costs are properly recorded. This form isn't used for medical reviews, passport applications, or vehicle registration, which are handled through different processes and forms.

9. Who must muster SELRES on active duty orders?

- A. CPPA**
- B. PERS-401
- C. VA
- D. DFAS

Muster authority for SELRES on active duty orders rests with the CPPA because this role is responsible for pay and personnel actions for Reservists who are activated. The CPPA maintains muster rosters, verifies activation orders, and ensures the activation data is correctly recorded in the payroll system so pay and entitlements are accurate. They coordinate with DFAS to process the pay for those on active duty orders, acting as the unit-level point of contact for accountability and timely compensation. VA handles veterans benefits after service, and DFAS handles broader payroll processing but relies on the CPPA to provide the verified muster data for SELRES on active duty orders.

10. Which item is NOT a NATO pre-travel requirement?

- A. Passport and visas**
- B. Clothing restrictions in other countries**
- C. Hotel reservations**
- D. Immunizations**

The key idea here is what NATO requires you to have ready before traveling for missions. A valid passport and any necessary visas are essential to enter foreign countries, and immunizations may be required or advised for health and mission safety. Clothing restrictions aren't an official NATO pre-travel requirement; they're more like general guidelines or host-country rules rather than formal documents you must present. Hotel reservations, on the other hand, aren't a NATO-mandated pre-travel requirement—you handle lodging as part of your travel planning, not as a formal clearance item.

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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://cppa2.examzify.com>

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

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