

# Division Officers Management Practice Test (Sample)

## Study Guide



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

**This is a sample study guide. To access the full version with hundreds of questions,**

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**SAMPLE**

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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. Don't worry about getting everything right, 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, and take breaks to retain information better.**

## **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.**

## **7. Use Other Tools**

**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!**

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## **Questions**

- 1. What is the significance of team meetings in a division?**
  - A. They allow for social gatherings among employees**
  - B. They enhance collaboration and ensure alignment on objectives**
  - C. They are an opportunity for one-on-one reviews**
  - D. They serve to announce management decisions**
- 2. What is the main function of the CMEO program in Human Resources?**
  - A. Coordinate fitness assessments**
  - B. Ensure environment free of barriers**
  - C. Provide domestic abuse support**
  - D. Manage drug and alcohol abuse cases**
- 3. What is an essential quality of effective leadership?**
  - A. Charisma to impress the team**
  - B. Ability to micromanage every detail**
  - C. Emotional intelligence to understand team dynamics**
  - D. Focus solely on profit-driven outcomes**
- 4. What is the primary use of TORIS-TFOM?**
  - A. A tool for financial management**
  - B. A tool to schedule and track unit level training**
  - C. A method for conducting cybersecurity assessments**
  - D. A system for personnel evaluations**
- 5. What is one of the responsibilities of a division officer (DIVO) in the PQS program?**
  - A. Lead tactical warfare training**
  - B. Supervise the PQS program and ensure adequate training**
  - C. Conduct court-martials**
  - D. Manage ship maintenance schedules**



- 6. How can Division Officers evaluate training effectiveness?**
- A. By collecting feedback from external stakeholders**
  - B. By assessing employee performance before and after training interventions**
  - C. By reviewing training attendance records**
  - D. By comparing the budget spent versus the outcome**
- 7. What type of documentation is NOT typically kept in the Officer of the Deck's logs?**
- A. Personnel records**
  - B. Accident records**
  - C. Operational statuses**
  - D. Arrival/departure records**
- 8. What is the purpose of the EMIR report?**
- A. To initiate a new training program**
  - B. To notify about manning deficiency**
  - C. To schedule personnel evaluations**
  - D. To assess operational capabilities**
- 9. What is the purpose of FITREPS and evaluations?**
- A. To request transfers for personnel**
  - B. To inform boards of observed performance and potential**
  - C. To assess training adequacy**
  - D. To collect personal data for records**
- 10. What are some examples of cyber security threats?**
- A. Weak passwords, Firewalls, Data backup**
  - B. Hackers, Insider Threat, Cyber Criminals**
  - C. Physical theft, Malware, Social Networking**
  - D. Data recovery, Ethical Hacking, Encryption**

## **Answers**

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

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## **Explanations**

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**1. What is the significance of team meetings in a division?**

- A. They allow for social gatherings among employees
- B. They enhance collaboration and ensure alignment on objectives**
- C. They are an opportunity for one-on-one reviews
- D. They serve to announce management decisions

The significance of team meetings in a division primarily lies in their ability to enhance collaboration and ensure alignment on objectives. These meetings provide a platform for team members to come together, share information, discuss project statuses, and resolve any issues that may arise. By creating an environment where open communication is encouraged, team meetings foster a sense of teamwork and unity, which is essential for achieving collective goals. In addition, these meetings help ensure that everyone is on the same page regarding division objectives, strategies, and priorities. This alignment is crucial for efficient workflow and effective performance, as it allows team members to understand how their individual contributions fit into the larger mission of the division. Team meetings are also valuable for gathering feedback and ideas from team members, allowing for a more diverse range of perspectives and facilitating innovation. Overall, the collaborative nature and focus on alignment in team meetings significantly contribute to a division's overall effectiveness and success.

**2. What is the main function of the CMEO program in Human Resources?**

- A. Coordinate fitness assessments
- B. Ensure environment free of barriers**
- C. Provide domestic abuse support
- D. Manage drug and alcohol abuse cases

The main function of the Command Managed Equal Opportunity (CMEO) program in Human Resources is to ensure an environment free of barriers that could hinder equal opportunity. This program promotes fairness and equality within the workplace, aiming to eliminate discriminatory practices and foster a culture of inclusivity. By focusing on creating an environment free from barriers, the CMEO program is instrumental in ensuring that all personnel have equal access to opportunities regardless of their background, gender, race, or any other characteristic. This includes addressing issues related to harassment and discrimination, providing training, and ensuring compliance with equal opportunity policies. An environment free of barriers is foundational to enhancing morale, productivity, and cohesion within the organization, as it allows individuals to perform to their fullest potential without facing obstacles related to bias or discrimination. While the other options may seem relevant in the context of personnel management and support, they do not encapsulate the primary focus of the CMEO program, which is centered on equal opportunity and fostering a fair workplace.

### 3. What is an essential quality of effective leadership?

- A. Charisma to impress the team
- B. Ability to micromanage every detail
- C. Emotional intelligence to understand team dynamics**
- D. Focus solely on profit-driven outcomes

Emotional intelligence is a crucial quality of effective leadership because it enables leaders to recognize and manage their own emotions as well as those of their team members. This understanding fosters a positive work environment, enhances communication, and builds strong interpersonal relationships. Leaders with high emotional intelligence can empathize with their team, respond appropriately to various emotional cues, and navigate conflicts with greater ease. This quality encourages collaboration and trust within the team, making it easier to motivate members and boost morale, ultimately leading to improved performance and productivity. Effective leaders leverage emotional intelligence to cultivate a supportive atmosphere where team members feel valued, understood, and motivated to contribute to the team's goals.

### 4. What is the primary use of TORIS-TFOM?

- A. A tool for financial management
- B. A tool to schedule and track unit level training**
- C. A method for conducting cybersecurity assessments
- D. A system for personnel evaluations

The primary use of TORIS-TFOM is to schedule and track unit-level training. This system is specifically designed to assist division officers in managing training requirements and ensuring that all personnel within the unit are adequately trained to meet operational needs. By providing a centralized platform for tracking training milestones, TORIS-TFOM enhances efficiency and accountability within a unit. This is crucial in military settings where training is often required to maintain readiness and compliance with specific operational standards. The effectiveness of TORIS-TFOM in managing training schedules allows division officers to easily monitor progress, identify gaps in training, and allocate resources effectively to ensure that personnel are prepared for their roles. This capability supports overall mission readiness by maintaining a well-trained workforce, which is essential in high-stakes environments.

**5. What is one of the responsibilities of a division officer (DIVO) in the PQS program?**

- A. Lead tactical warfare training**
- B. Supervise the PQS program and ensure adequate training**
- C. Conduct court-martials**
- D. Manage ship maintenance schedules**

One of the primary responsibilities of a division officer (DIVO) in the Personnel Qualification Standards (PQS) program is to supervise its implementation and ensure that adequate training is provided to the personnel under their command. The DIVO plays a crucial role in overseeing the progress and development of their team members as they work to qualify in their designated areas of expertise. This involves ensuring that each individual receives the necessary guidance, resources, and opportunities to complete their PQS requirements effectively. The DIVO is tasked with maintaining training records, mentoring team members, and facilitating knowledge retention and application of skills. By prioritizing the PQS program, the DIVO enhances operational readiness and enables the division to perform at a high level, fostering a culture of continuous professional development within their team. This responsibility is essential to uphold safety standards and operational efficiency within the division, making it a key aspect of the DIVO's role.

**6. How can Division Officers evaluate training effectiveness?**

- A. By collecting feedback from external stakeholders**
- B. By assessing employee performance before and after training interventions**
- C. By reviewing training attendance records**
- D. By comparing the budget spent versus the outcome**

Evaluating training effectiveness is critically important for Division Officers, as it ensures that the training provided meets its objectives and contributes to employee development. Assessing employee performance both before and after training interventions is a reliable method for measuring the impact of the training. This approach allows Division Officers to identify specific improvements in skills, knowledge, and overall job performance that can be directly attributed to the training. By conducting assessments or performance reviews before the training, Division Officers establish a baseline. After the training, they can measure any changes or enhancements in performance, providing clear evidence of the training's effectiveness. This method not only demonstrates the value of training investment but also helps in making informed decisions for future training programs. Other options, such as collecting feedback from external stakeholders or reviewing attendance records, can provide some insights but may not deliver a complete picture of training effectiveness. Budget comparisons can indicate financial efficiency but do not measure the qualitative impact of training on employee performance. Therefore, assessing employee performance pre- and post-training offers the most direct correlation to training effectiveness.

**7. What type of documentation is NOT typically kept in the Officer of the Deck's logs?**

- A. Personnel records**
- B. Accident records**
- C. Operational statuses**
- D. Arrival/departure records**

The correct choice is that personnel records are not typically kept in the Officer of the Deck's logs. The logs primarily serve as operational and situational documentation of the ship's activities and events during a particular watch. Operational statuses, arrival/departure records, and accident records are essential components of the Officer of the Deck's logs because they provide a detailed account of the ship's operations, movements, and any incidents that occur while on watch. These records ensure that there is a clear and accurate historical account of the ship's activities for safety, accountability, and reporting purposes. On the other hand, personnel records contain private information related to the individuals aboard, such as performance evaluations, medical history, and administrative details. These elements are handled separately from the operational logs and are generally kept in secure personnel files to maintain privacy and confidentiality. Thus, they do not belong in the Officer of the Deck's operational logs.

**8. What is the purpose of the EMIR report?**

- A. To initiate a new training program**
- B. To notify about manning deficiency**
- C. To schedule personnel evaluations**
- D. To assess operational capabilities**

The primary purpose of the EMIR (Enlisted Manning Inquiry Report) is to notify leadership about manning deficiency within a division or unit. This report provides a snapshot of personnel status, identifying any gaps in manning that may affect operational effectiveness and readiness. It serves as a critical tool for command, allowing them to recognize where they may be understaffed and take appropriate action to address these deficiencies. Understanding the importance of the EMIR helps in aligning manpower resources with operational requirements, ensuring that divisions are staffed adequately to meet their missions. By highlighting manning issues, it facilitates prompt decision-making and resource allocation, ultimately contributing to better personnel management and operational success.



## 9. What is the purpose of FITREPS and evaluations?

- A. To request transfers for personnel
- B. To inform boards of observed performance and potential**
- C. To assess training adequacy
- D. To collect personal data for records

The purpose of FITREPS (Fitness Reports) and evaluations is primarily to inform review boards about an individual's observed performance and potential. These reports serve as a structured means for assessing how well a service member is meeting their duties and responsibilities, including their skills, accomplishments, and readiness for promotion or other career advancement opportunities. By providing a detailed account of a member's performance over a designated period, FITREPS enable decision-makers to make informed judgments regarding the individual's career progression and suitability for increased responsibilities or leadership roles. This process is crucial for maintaining high standards within military organizations and ensuring that capable personnel are recognized and advanced appropriately. Other options, while related to personnel management, do not specifically address the core purpose of FITREPS and evaluations. For instance, requesting transfers or assessing training adequacy are separate administrative functions that do not capture the evaluative nature of fitness reports. Similarly, while personal data collection is important for maintaining records, it is secondary to the main goal of evaluating performance and potential.

## 10. What are some examples of cyber security threats?

- A. Weak passwords, Firewalls, Data backup
- B. Hackers, Insider Threat, Cyber Criminals**
- C. Physical theft, Malware, Social Networking
- D. Data recovery, Ethical Hacking, Encryption

The selection highlights significant threats in the realm of cybersecurity, focusing on entities and tactics that pose risks to information systems. Hackers represent individuals or groups who exploit vulnerabilities in systems to gain unauthorized access, often with malicious intent. Insider threats refer to potential harm posed by individuals within an organization, such as employees or contractors, who inadvertently or intentionally compromise security. Cyber criminals encompass a broad category of attackers who engage in illegal activities over the internet, such as identity theft, data breaches, and financial fraud. This answer effectively encapsulates the various threats organizations face in the cybersecurity landscape, emphasizing both internal and external dangers, while also distinguishing these threats from defensive measures or unrelated concepts present in the other options.

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

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