

DIVISION OFFICERS MANAGEMENT PRACTICE TEST (SAMPLE)

STUDY GUIDE



**SAMPLE STUDY GUIDE
WITH LIMITED QUESTIONS**

**VISIT US ONLINE FOR
THE FULL VERSION STUDY GUIDE**

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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 type of exercises are conducted by ships to maintain proficiency post-certification?**
 - A. Advanced Exercises
 - B. Repetitive Exercises
 - C. Certification Exercises
 - D. Integrated Exercises
- 2. How often should an INSURV inspection occur?**
 - A. Every year
 - B. Every 3 years
 - C. Every 5 years
 - D. Once in a ship's lifecycle
- 3. What is the role of a Division Officer in fostering teamwork?**
 - A. To enforce competition among team members
 - B. To create an environment conducive to collaboration and mutual support
 - C. To personally handle all project tasks
 - D. To prioritize individual achievements over team goals
- 4. Which rank is responsible for supervising the performance of work within the division?**
 - A. Chief Petty Officer
 - B. Division Officer
 - C. Captain
 - D. Lieutenant
- 5. What is one of the performance criteria included in FITREPS?**
 - A. Technical proficiency
 - B. Military Bearing/Character
 - C. Time management
 - D. Problem-solving skills

6. Which type of fund is NOT typically included in the Thrift Savings Plan?

- A. Lifecycle Funds
- B. International Stock Funds
- C. Retirement Income Funds
- D. Treasury Securities

7. What is a “leadership style”?

- A. The process of developing company policies
- B. The manner in which a leader manages and motivates their team
- C. The set of rules governing employee conduct
- D. The style of communication used in team meetings

8. What is included in the Officer Service Record components?

- A. Appointments/promotions and evals
- B. Fitness reports and training
- C. All of the above
- D. Only appointments and promotions

9. What is one benefit of having a clear team vision?

- A. It creates confusion among team members
- B. It aligns the team's efforts towards a common goal
- C. It increases individual roles over team collaboration
- D. It reduces accountability for performance

10. Why is it important for Division Officers to model ethical behavior?

- A. To avoid disciplinary actions
- B. It sets the standard for team conduct and builds trust
- C. Because it is legally required
- D. To secure personal advancement

Answers

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

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Explanations

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1. What type of exercises are conducted by ships to maintain proficiency post-certification?

- A. Advanced Exercises
- B. Repetitive Exercises**
- C. Certification Exercises
- D. Integrated Exercises

Post-certification, ships engage in repetitive exercises to maintain and enhance the skills and proficiencies that were acquired during the certification process. These exercises focus on reinforcing established practices, ensuring that crew members remain familiar with their roles and responsibilities, and keeping operational readiness at an optimal level. Repetitive exercises are designed to simulate routine operations and scenarios that a ship may encounter in real-world situations. This approach allows crew members to practice essential drills consistently, leading to improved performance through muscle memory and experience. The goal is to ensure that all members of the crew can effectively execute their tasks without the need for extensive retraining, thus maintaining high levels of readiness. Other exercise types like advanced, certification, and integrated exercises serve different purposes that don't align with the specific goal of maintaining proficiency following initial certification. Advanced exercises, for instance, might focus on more complex scenarios that go beyond routine tasks, while certification exercises are typically for initial evaluations of skills, and integrated exercises may involve collaboration with other units or forces, which could divert focus from individual ship proficiency.

2. How often should an INSURV inspection occur?

- A. Every year
- B. Every 3 years
- C. Every 5 years**
- D. Once in a ship's lifecycle

The correct frequency for an INSURV (Inspection and Survey) inspection is every five years. This inspection is conducted to assess the material condition and operational readiness of a ship, ensuring that it meets the required standards for naval operations and safety. The five-year interval allows for a thorough evaluation of the ship after a significant period of use, providing ample time for maintenance and upgrades to take place, which is essential for maintaining the ship's systems and overall capabilities. Conducting these inspections at five-year intervals also aligns with the typical operational cycle for naval vessels, allowing the Navy to plan and budget for necessary repairs or overhauls. Regular assessments are vital in ensuring the longevity and reliability of the fleet, making this five-year timeline an effective balance between frequent oversight and practical resource management.

3. What is the role of a Division Officer in fostering teamwork?

- A. To enforce competition among team members
- B. To create an environment conducive to collaboration and mutual support**
- C. To personally handle all project tasks
- D. To prioritize individual achievements over team goals

The role of a Division Officer in fostering teamwork is centered around creating an environment conducive to collaboration and mutual support. This involves encouraging team members to work together, share ideas, and rely on each other's strengths to achieve common goals. By promoting open communication and a spirit of cooperation, a Division Officer can help build trust among team members, leading to increased motivation, engagement, and overall productivity. In a collaborative atmosphere, team members feel valued and empowered, which enhances their ability to contribute effectively to group efforts. This approach contrasts sharply with fostering competition, micromanaging projects, or emphasizing individual accomplishments at the expense of the team, which can lead to discord and reduced effectiveness. Promoting teamwork not only benefits the team dynamics but also ultimately improves the overall performance of the division or organization.

4. Which rank is responsible for supervising the performance of work within the division?

- A. Chief Petty Officer
- B. Division Officer**
- C. Captain
- D. Lieutenant

The Division Officer holds the rank that is primarily responsible for supervising the performance of work within the division. This role involves overseeing operations, ensuring that tasks are completed effectively, and managing personnel within the division to meet the command's objectives. The Division Officer acts as a critical link between higher command and the personnel working in the division, facilitating communication, maintaining standards, and providing guidance to team members. This position typically involves not just supervisory duties but also leadership responsibilities, such as mentoring subordinates and fostering a productive work environment. The Division Officer is tasked with implementing policies and procedures set by higher authorities while addressing the daily challenges faced within the division. In contrast, other ranks such as Chief Petty Officer, Captain, and Lieutenant have different levels of responsibility and may focus more on broader leadership, administrative, or command roles, rather than the direct supervision of performance within a specific division. This focus on the Division Officer's role is crucial for effective management within the organizational structure, ensuring that all tasks are carried out proficiently and that team morale is maintained.

5. What is one of the performance criteria included in FITREPS?

- A. Technical proficiency
- B. Military Bearing/Character**
- C. Time management
- D. Problem-solving skills

One of the performance criteria included in Fitness Reports (FITREPS), specifically focusing on "Military Bearing/Character," emphasizes the importance of discipline, ethics, and overall conduct within the military context. This criterion assesses how well a service member embodies the core values and standards of the armed forces, which include integrity, honor, and responsibility. Military Bearing/Character is crucial in evaluating a member's professionalism, adherence to military protocols, and their ability to represent the unit and service effectively. It reflects not just personal conduct but also the influence that individual behavior has on unit cohesion and morale. Recognizing the significance of character in military roles reiterates that performance is not solely measured by technical skills or operational success but also by how personnel conduct themselves and uphold the values of the military. The other options, while important in various contexts, do not hold the specific significance attributed to Military Bearing/Character in the FITREP evaluations. Technical proficiency might reflect operational skills, while time management and problem-solving skills are indeed useful attributes but lack the overarching moral and ethical implications that character evaluations entail in military assessments.

6. Which type of fund is NOT typically included in the Thrift Savings Plan?

- A. Lifecycle Funds
- B. International Stock Funds
- C. Retirement Income Funds**
- D. Treasury Securities

The Thrift Savings Plan (TSP) primarily focuses on providing a range of investment options that are designed to help federal employees and members of the uniformed services save for retirement. Among the investment choices within the TSP are Lifecycle Funds, which automatically adjust their asset allocations based on the target retirement date, and various stock and bond funds, including International Stock Funds and Treasury Securities. Retirement Income Funds, however, are not typically part of the TSP offerings. Such funds are generally designed to provide regular income during retirement and might include more complex strategies or asset selections that align with income generation rather than capital accumulation, which is the primary focus of the TSP. The TSP is structured to support growth through long-term investments rather than immediate income distribution, which is why Retirement Income Funds are excluded from its available options.

7. What is a "leadership style"?

- A. The process of developing company policies
- B. The manner in which a leader manages and motivates their team**
- C. The set of rules governing employee conduct
- D. The style of communication used in team meetings

A leadership style refers to the manner in which a leader manages and motivates their team. It encompasses the approaches, behaviors, and tactics that leaders utilize to guide their team members, influence their actions, and shape the team's culture and dynamics. Different leadership styles can have varying impacts on team performance, morale, and collaboration. For instance, some leaders may adopt a more authoritarian style, making decisions unilaterally, while others may encourage a participative approach, seeking input and collaboration from their team. Understanding leadership styles is essential for effective management, as it helps leaders identify the methods that resonate best with their team members and the specific contexts they operate in. This awareness can lead to more effective communication, greater employee engagement, and improved results within an organization.

8. What is included in the Officer Service Record components?

- A. Appointments/promotions and evals
- B. Fitness reports and training
- C. All of the above**
- D. Only appointments and promotions

The Officer Service Record is a comprehensive document that encapsulates a service member's career milestones and evaluations, vital for assessing professional growth, eligibility for promotions, and overall performance within the military structure. Including appointments and promotions offers insight into the advancements in rank and responsibilities that the officer has undertaken. This information is critical as it reflects the trajectory of an officer's career and highlights their capability and trustworthiness as perceived by their superiors. Fitness reports provide a performance evaluation, which is a crucial element in determining an officer's effectiveness in their role. These reports assess how well the officer meets established standards and expectations, impacting future assignments or promotions. Training documentation is equally essential, as it showcases the qualifications and skills the officer has acquired, which are pivotal for readiness and operational effectiveness. This may encompass various professional development courses, certifications, and specialized training relevant to their duties. By integrating appointments/promotions, fitness reports, and training into the Officer Service Record, it creates a holistic view of the officer's career, making option C the most comprehensive answer, as it acknowledges the significance of all these components in evaluating an officer's service record.

9. What is one benefit of having a clear team vision?

- A. It creates confusion among team members
- B. It aligns the team's efforts towards a common goal**
- C. It increases individual roles over team collaboration
- D. It reduces accountability for performance

Having a clear team vision is essential because it aligns the team's efforts towards a common goal. When all members understand the vision, they can coordinate their activities and make decisions that support reaching that shared objective. This unified direction fosters collaboration, encourages proactive engagement, and ensures that resources are utilized efficiently. Team members are more likely to feel motivated and invested in their work, as they see how their contributions fit into the larger picture. A well-defined vision can serve as a guiding light, helping the team stay focused and making it easier to navigate challenges along the way.

10. Why is it important for Division Officers to model ethical behavior?

- A. To avoid disciplinary actions
- B. It sets the standard for team conduct and builds trust**
- C. Because it is legally required
- D. To secure personal advancement

Modeling ethical behavior is crucial for Division Officers as it establishes the expected standards for team conduct and fosters a culture of trust within the organization. When leaders demonstrate integrity and ethical principles in their actions and decisions, they provide a clear framework for their team to follow. This behavior encourages a supportive and collaborative environment where team members feel valued and are more likely to emulate those ethical standards in their own work. By setting a positive example, Division Officers can influence the overall morale and effectiveness of the team. Trust is built when team members see their leaders acting in ways that reflect moral and ethical values, which can lead to increased cooperation, improved communication, and a stronger commitment to organizational goals. This positive ethical climate not only enhances team dynamics but also contributes to the organization's reputation, promoting a culture of accountability and responsibility.

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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://divisionofficersmgmt.examzify.com>

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

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