

# Fundamentals of Property Accountability Practice Test (Sample)

## Study Guide



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

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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 maximum number of days allotted to conduct the joint inventory?**
  - A. 7 days**
  - B. 14 days**
  - C. 30 days**
  - D. Up to 30 days**
  
- 2. Which class would supply major end items?**
  - A. Class VI**
  - B. Class VIII**
  - C. Class VII**
  - D. Class IX**
  
- 3. What is your responsibility regarding signed equipment?**
  - A. You have no responsibility once signed.**
  - B. You have responsibility for the equipment you sign for.**
  - C. You are responsible only for paperwork, not equipment.**
  - D. Responsibility lies with your supervisor only.**
  
- 4. Which form is used for Primary and sub-hand receipts?**
  - A. DA Form 2062/APSR Generated**
  - B. DA Form 3161/APSR generated**
  - C. DA Form 3749**
  - D. DA Form 2404**
  
- 5. What does personal responsibility entail?**
  - A. Responsibility that accompanies physical possession**
  - B. Responsibility for property of personnel under supervision**
  - C. Responsibility for all property within a command**
  - D. Obligation to keep records of gains and losses**
  
- 6. Under the CSDP, who counts as supervisory personnel?**
  - A. Only those in uniform positions above E-5.**
  - B. All individuals in a position of responsibility involved with supply operations within or for the Army force structure.**
  - C. Only field supply officers.**
  - D. Only civilian personnel.**

- 7. Which item is not part of real property?**
- A. Vehicles**
  - B. Land**
  - C. Buildings**
  - D. Structures**
- 8. How many digits does an NSN contain?**
- A. 13 digits**
  - B. 11 digits**
  - C. 12 digits**
  - D. 10 digits**
- 9. How often must organizations conduct professional development training?**
- A. Monthly**
  - B. At a minimum, semiannually**
  - C. Quarterly**
  - D. Annually**
- 10. What is individual responsibility?**
- A. The power to reorder supplies without approval.**
  - B. The duty to train subordinates in all aspects of supply.**
  - C. Custody, safeguard, care for.**
  - D. The obligation to audit every transaction.**

## **Answers**

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

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## **Explanations**

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**1. What is the maximum number of days allotted to conduct the joint inventory?**

- A. 7 days**
- B. 14 days**
- C. 30 days**
- D. Up to 30 days**

The main idea is the time window allowed to complete a joint inventory. This process involves counting items and reconciling records with what's physically on hand, typically done jointly by the accountable officer and the custodian. The guidance sets a maximum window of 30 days for finishing the joint inventory, but you can complete it sooner if everything checks out. The other options imply fixed durations (7, 14, or exactly 30 days) and don't reflect the allowed flexibility. So the best choice is "up to 30 days," which communicates the permissible maximum while allowing for an earlier finish.

**2. Which class would supply major end items?**

- A. Class VI**
- B. Class VIII**
- C. Class VII**
- D. Class IX**

Major end items are the complete, field-ready systems or platforms that units operate, such as tanks, aircraft, ships, or missiles. In the DoD supply-classification system, these items are categorized as Class VII. That makes Class VII the best answer because it specifically covers major end items, while the other classes address different types of items—subsistence, clothing and equipment, petroleum products, construction materials, medical items, repair parts, and so on. So for major end items, the appropriate class is Class VII.

**3. What is your responsibility regarding signed equipment?**

- A. You have no responsibility once signed.**
- B. You have responsibility for the equipment you sign for.**
- C. You are responsible only for paperwork, not equipment.**
- D. Responsibility lies with your supervisor only.**

Signing for equipment means you become personally responsible for its custody, care, and safe use while it's in your possession. You're expected to safeguard the item, use it only for authorized tasks, keep it secure, and perform any required maintenance or inspections. If it's damaged, lost, or stolen, you must report it promptly and follow the proper procedures to document the issue and return or replace it. The organization retains ownership, but accountability transfers to you when you sign for the item, so negligence or improper handling can lead to consequences. Your supervisor oversees the process, but the signer is the one directly responsible for the equipment while it's signed out.

#### 4. Which form is used for Primary and sub-hand receipts?

- A. DA Form 2062/APSR Generated**
- B. DA Form 3161/APSR generated**
- C. DA Form 3749**
- D. DA Form 2404**

The main idea here is documenting accountability for property by assigning it to a person. Primary and sub-hand receipts are the official records that track who has custody of which items. The form used for these hand receipts is DA Form 2062, known as the Hand Receipt/Annex. This form is designed to list the items, their quantities, and the responsible individual, and it's the document generated by the accountability system (APSR) to establish the hand receipt and any annexes (sub-hand receipts) attached to it. DA Form 3161 is the issue/turn-in document used during property transactions, not the hand receipt itself. DA Form 3749 is for maintenance requests, and DA Form 2404 is an equipment maintenance worksheet; neither serves as the official record of property accountability for a unit or person.

#### 5. What does personal responsibility entail?

- A. Responsibility that accompanies physical possession**
- B. Responsibility for property of personnel under supervision**
- C. Responsibility for all property within a command**
- D. Obligation to keep records of gains and losses**

Personal responsibility means you are the custodian of property you are physically in possession of, and you are accountable for it. This duty is tied to possession: when you have the item in your hands, you must safeguard it, use it properly, keep it in good condition, and ensure accurate accountability—reporting any loss, damage, or change in status as required. This concept is distinct from supervisory or command-level accountability. Being responsible for property of personnel under supervision refers to items assigned to others and the oversight role, while responsibility for all property within a command describes broad, command-wide accountability. Keeping records of gains and losses relates to the broader accounting process, not the sole duty that arises from merely holding an item.

**6. Under the CSDP, who counts as supervisory personnel?**

- A. Only those in uniform positions above E-5.
- B. All individuals in a position of responsibility involved with supply operations within or for the Army force structure.**
- C. Only field supply officers.
- D. Only civilian personnel.

supervisory personnel are defined by the role they play in supply operations, not by rank or who they are. In the CSDP, anyone who holds a position of responsibility and is involved with supply operations within or for the Army force structure qualifies as supervisory personnel. This includes not only military personnel in uniform but also civilians and contractors who supervise, manage, or oversee supply tasks and property accountability. Think of a unit supply sergeant, a field supply supervisor, a property custodian, or a civilian supervisor in a warehouse—each has authority over supply processes or over others performing those tasks. Their responsibilities could involve maintaining accountability records, overseeing inventories, ensuring proper procedures, and reporting discrepancies. That broad inclusion is why this option is the best fit: it captures all who supervise supply activities, regardless of rank or branch. The other descriptions are too narrow, excluding people who also supervise or oversee supply operations.

**7. Which item is not part of real property?**

- A. Vehicles**
- B. Land
- C. Buildings
- D. Structures

The main idea is the distinction between real property and personal property. Real property includes land itself and anything permanently attached to it, like buildings and other structures, along with permanent improvements. Vehicles, on the other hand, are movable and not fixed to the land, so they aren't considered real property. They fall under personal property. This is why vehicles are the item that is not part of real property. In practice, that means the land, buildings, and structures would be tracked as real property, while a vehicle would be tracked as personal property.

**8. How many digits does an NSN contain?**

- A. 13 digits**
- B. 11 digits
- C. 12 digits
- D. 10 digits

An NSN is a 13-digit code used to uniquely identify items in the DoD supply system. It's built from two parts: the first four digits are the Federal Supply Classification (FSC), which groups items by type, and the remaining nine digits form the National Item Identification Number (NIIN), which identifies the specific item (including country of origin information). When you combine the 4-digit FSC with the 9-digit NIIN, you get 13 digits in total. That's why 13 digits is the correct count. The shorter options don't fit the established NSN structure.

**9. How often must organizations conduct professional development training?**

- A. Monthly
- B. At a minimum, semiannually**
- C. Quarterly
- D. Annually

Regular professional development training keeps staff current on procedures, policies, and regulatory changes. The minimum cadence is twice per year, which provides a practical interval to refresh knowledge without overburdening schedules while still meeting ongoing accountability and governance needs. Monthly would be overly frequent for most topics, quarterly might be more than necessary for routine updates, and waiting a full year leaves knowledge gaps. So, training at least twice a year sets a dependable baseline, with more frequent sessions possible if the situation requires.

**10. What is individual responsibility?**

- A. The power to reorder supplies without approval.
- B. The duty to train subordinates in all aspects of supply.
- C. Custody, safeguard, care for.**
- D. The obligation to audit every transaction.

Individual responsibility in property accountability means you are personally accountable for the government property assigned to you, and you must take custody, safeguard, and care for it. This phrasing focuses on you handling and protecting the asset while it's in your possession, ensuring it's used properly and protected from loss or damage. That exact idea is captured by the option that describes custody, safeguard, and care for the property. It emphasizes the hands-on duty to protect and properly maintain what you're entrusted with. The other options point to authority to reorder supplies (a decision-making power), training subordinates (a supervisory duty), or auditing transactions (an oversight function), none of which define the personal, protective duties tied to the asset you hold.

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

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

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