

FUNDAMENTALS OF PROPERTY ACCOUNTABILITY PRACTICE TEST (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. Which statement correctly identifies Class X in property classifications?**
 - A. Nonstandard items supporting nonmilitary programs
 - B. Repair parts
 - C. Consumables
 - D. Standard items for military programs
- 2. When is Change of Hand Receipt Holder Inventory conducted?**
 - A. Monthly
 - B. Quarterly
 - C. Annually
 - D. When the HRH is replaced
- 3. Which document provides a listing of all components of an SKO or an end item?**
 - A. SHR
 - B. UI
 - C. CHR
 - D. NSN
- 4. How many digits does an NSN contain?**
 - A. 13 digits
 - B. 11 digits
 - C. 12 digits
 - D. 10 digits
- 5. Which threshold level allows approval up to \$2,500 per loss incident?**
 - A. Battalion level
 - B. Company level
 - C. Brigade level
 - D. Division level

6. Which document must accompany all property that includes components to establish accountability?

- A. A Hand Receipt
- B. A Property Receipt
- C. A CHR
- D. An Inventory Log

7. What is the purpose of a cycle count?

- A. To know the exact count of all assets in the inventory.
- B. To verify asset condition.
- C. To determine depreciation.
- D. To spot discrepancies on a subset of items and maintain accuracy between physical counts and records.

8. How often is Sensitive Item Inventory conducted?

- A. Monthly
- B. Quarterly
- C. Annually
- D. Weekly

9. Who has overall accountability for property books and accountability, and who physically safeguards property on a day-to-day basis?

- A. The PBO oversees the property books and accountability; the Custodian physically safeguards property day-to-day.
- B. The Custodian oversees the property books; the PBO guards property daily.
- C. The PBO handles maintenance; the Custodian handles disposal.
- D. The Custodian manages property books; the PBO stores property in a warehouse.

10. Which supply class covers Construction materials?

- A. Class II
- B. Class VI
- C. Class VIII
- D. Class IV

Answers

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

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Explanations

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1. Which statement correctly identifies Class X in property classifications?

- A. Nonstandard items supporting nonmilitary programs
- B. Repair parts**
- C. Consumables
- D. Standard items for military programs

In property accountability, items are grouped by how they're used and managed, and Class X is the designation for repair parts—those components kept specifically to fix and restore equipment to working order. This focus on maintenance and restoration distinguishes Class X from other categories, ensuring these parts are tracked for quick reordering and efficient upkeep. That's why repair parts fit Class X best: they are not items that are consumed in operation (those are typical consumables), nor are they general standard items for military programs, nor nonstandard items for nonmilitary work. Repair parts are the stock kept to repair equipment and maintain readiness, which is the hallmark of Class X.

2. When is Change of Hand Receipt Holder Inventory conducted?

- A. Monthly
- B. Quarterly
- C. Annually
- D. When the HRH is replaced**

This inventory is performed whenever the Hand Receipt Holder is replaced. The purpose is to transfer accountability for the listed property from the outgoing holder to the new holder, ensuring an accurate, up-to-date record of possession and responsibility. It's an event-driven check that verifies the items, quantities, serial numbers, and condition against the property records, and it requires the new HRH to acknowledge and sign to accept liability. Conducting it at the moment of change prevents gaps in accountability and helps detect missing or misassigned items, keeping the records current for audits. Periodic inventories (monthly, quarterly, annually) serve general accountability, but the specific Change of HRH inventory is triggered by the replacement of the HRH.

3. Which document provides a listing of all components of an SKO or an end item?

- A. SHR
- B. UI
- C. CHR**
- D. NSN

When you need to know every part that makes up an SKO or end item, you use a document that lists all components and shows how they fit together. That document is the Component History Record, which captures every component that constitutes the item and tracks changes to the component makeup over time. This ensures complete accountability and helps with proper reassembly, maintenance, and audits. The other options serve different purposes: a National Stock Number identifies the item but doesn't list its parts; the unit of issue indicates quantity to issue rather than component makeup; and the SHR covers other records like storage or shipping history rather than listing all components.

4. 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.

5. Which threshold level allows approval up to \$2,500 per loss incident?

- A. Battalion level
- B. Company level**
- C. Brigade level
- D. Division level

In property accountability, approvals for losses are divided by dollar amounts across command levels. The per loss incident threshold tells you the largest single loss that a given level can approve without escalation. The company level is set to handle losses up to \$2,500 per incident, so any single loss at or below that amount can be approved and processed at the company level. If a loss is greater than \$2,500, it must be escalated to a higher level of command (battalion level or higher), which are designated for approving larger financial impacts. This structure keeps handling small losses fast while ensuring bigger losses receive more oversight. Therefore, the threshold matching \$2,500 per loss incident corresponds to the company level.

6. Which document must accompany all property that includes components to establish accountability?

- A. A Hand Receipt
- B. A Property Receipt
- C. A CHR**
- D. An Inventory Log

When property includes components, the document that accompanies it to establish accountability is the Component Hand Receipt. This is a detailed record that lists every component, assigns responsibility for each item, and links them to the parent end item and the custodian. It ensures clear accountability during transfers, maintenance, and turn-in by showing exactly what components exist, who is responsible for them, and their current status. A general hand receipt covers the overall item but doesn't provide the component-level detail needed for full accountability. An inventory log tracks counts but not the assignment of responsibility for individual components, and a property receipt is not the standard document used to establish component-level accountability.

7. What is the purpose of a cycle count?

- A. To know the exact count of all assets in the inventory.
- B. To verify asset condition.
- C. To determine depreciation.
- D. To spot discrepancies on a subset of items and maintain accuracy between physical counts and records.**

Cycle counting aims to keep inventory records accurate by regularly counting a representative subset of items and comparing the physical counts to the recorded amounts. This approach lets you detect and correct discrepancies early without shutting down operations for a full inventory. It also lets you prioritize areas that are more prone to errors, such as high-value or fast-moving stock, so the accuracy of the overall records stays reliable over time. The other options miss the main purpose: a full, exact count of every asset is a complete physical inventory, not a cycle count; asset condition isn't what cycle counts measure; and depreciation is a financial calculation, not about verifying physical quantities or record accuracy.

8. How often is Sensitive Item Inventory conducted?

- A. Monthly
- B. Quarterly**
- C. Annually
- D. Weekly

The frequency of verifying sensitive items to maintain accountability is what's being tested. Conducting the Sensitive Item Inventory quarterly provides a steady, manageable rhythm that fits typical audit and reporting cycles. It's frequent enough to catch discrepancies within a reasonable period, allowing timely investigations and corrections, while avoiding the burdensome workload of more frequent checks. If done weekly or monthly, the process could become unnecessarily labor-intensive for items that don't require daily oversight. If done only annually, discrepancies might go undetected too long, increasing loss risk. Therefore, quarterly verification best balances vigilance with practicality.

9. Who has overall accountability for property books and accountability, and who physically safeguards property on a day-to-day basis?

- A. The PBO oversees the property books and accountability; the Custodian physically safeguards property day-to-day.**
- B. The Custodian oversees the property books; the PBO guards property daily.
- C. The PBO handles maintenance; the Custodian handles disposal.
- D. The Custodian manages property books; the PBO stores property in a warehouse.

In property accountability, two roles split the responsibility between records and protection. The Property Book Officer is responsible for the property books and the overall accountability—the official records, tracking issuances and turn-ins, reconciling inventories, and ensuring compliance with procedures. The Custodian, on the other hand, is the person who physically safeguards the property every day—keeping it secure, controlling access, and handling it only as authorized. So the best arrangement is that the PBO oversees the property books and accountability, while the Custodian handles day-to-day physical safeguarding of the property. The other options mix up these duties, assigning daily guarding to someone who should be focused on records, or assigning maintenance, disposal, or storage duties to the wrong role.

10. Which supply class covers Construction materials?

- A. Class II
- B. Class VI
- C. Class VIII
- D. Class IV**

Supply classes group items by their primary use to streamline storage, control, and reporting. Construction materials are items used to build or maintain facilities, so they fit the construction materials category, which is designated Class IV. The other categories cover items like clothing and individual equipment, personal demand and morale items, and medical materiel—areas not used for construction projects. Because construction materials clearly belong to the construction category, Class IV is the best fit.

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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://fundpropertyaccountability.examzify.com>

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

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