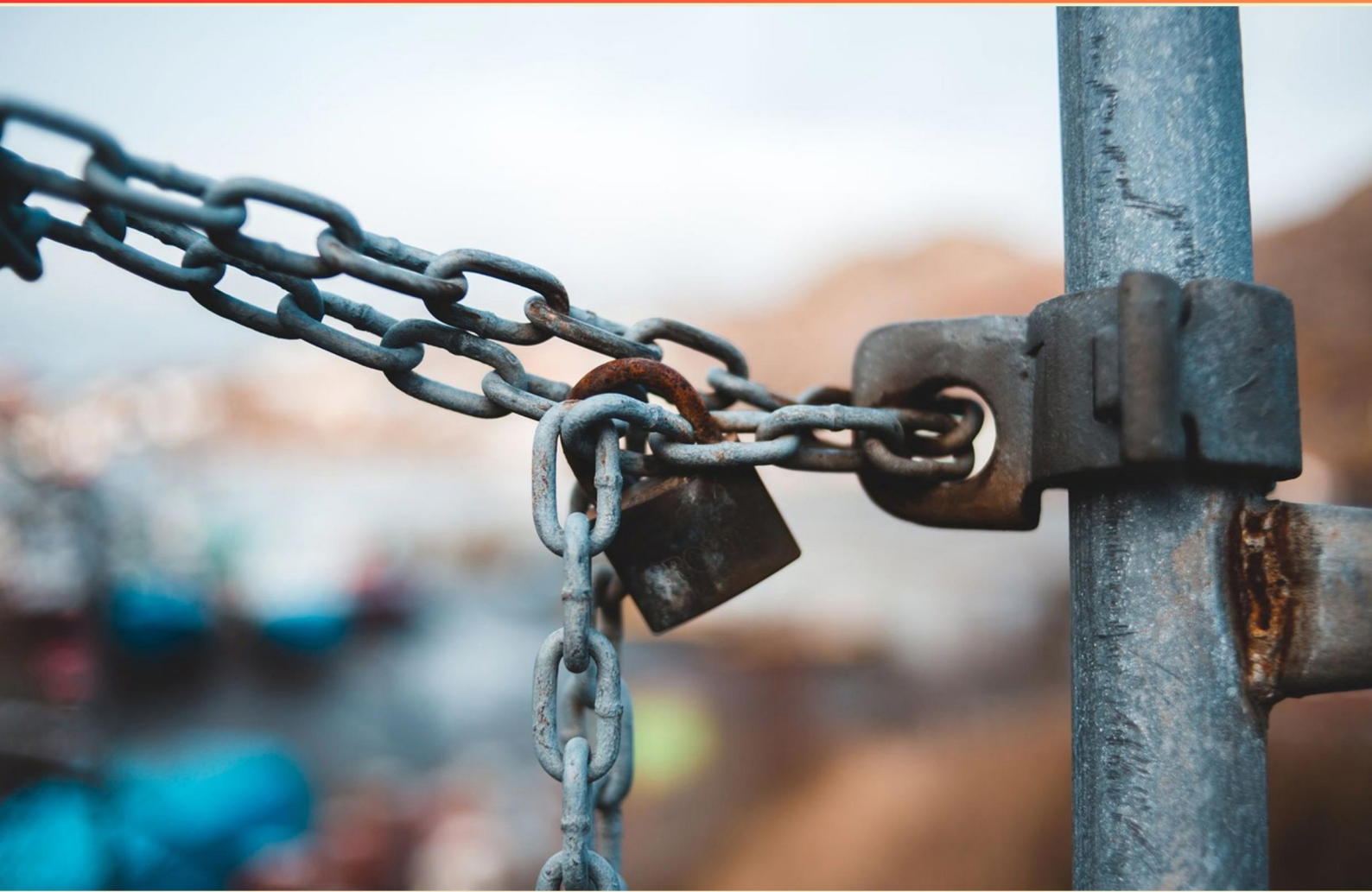


INTRODUCTION TO PERSONNEL SECURITY (PS113.16.V2) PRACTICE TEST (SAMPLE)

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 does a Termination Brief help to ensure regarding the organization's security?**
 - A. That all employees are laid off properly
 - B. That personnel decisions are communicated effectively
 - C. That employees are paid properly after leaving
 - D. That sensitive information remains protected
- 2. What is the main aim behind the procedures for safeguarding background investigation records?**
 - A. To eliminate all physical records
 - B. To ensure transparency of investigations
 - C. To secure sensitive information
 - D. To allow easier access for employees
- 3. What does SEAD 4 establish?**
 - A. Job benefits for employees
 - B. Adjudicative criteria for sensitive position eligibility
 - C. Workplace safety standards
 - D. Guidelines for employee conduct
- 4. What is the purpose of E.O. 10865?**
 - A. To define employee compensation
 - B. To ensure reliability and trustworthiness among DOD and Agency employees
 - C. To outline the job roles of employees
 - D. To establish pension plans for employees
- 5. What is the focus of Executive Order 13467?**
 - A. To amend previous executive orders related to security clearance
 - B. To authorize evaluation of personnel with national security eligibility
 - C. To conduct background investigations for Department of Defense personnel
 - D. To set up personnel ethics training programs

- 6. What does National Security Adjudicative Guideline H focus on?**
- A. Financial Considerations
 - B. Drug Involvement and Substance Misuse
 - C. Alcohol Consumption
 - D. Foreign Preference
- 7. Which Executive Order focuses on security and credentialing investigations specifically for Department of Defense staff?**
- A. Executive Order 13467
 - B. Executive Order 13869
 - C. Executive Order 12968
 - D. Executive Order 13764
- 8. How does E.O. 10865 affect DOD and Agency employees?**
- A. It increases their salary expectations
 - B. It maintains their reliability and trustworthiness
 - C. It sets job quotas for recruitment
 - D. It mandates annual vacations
- 9. What determines the sensitivity level in Mixed-Civilian Designations?**
- A. The employee's highest clearance level.
 - B. The specific job duties performed.
 - C. The potential impact on national security.
 - D. The employee's rank or title.
- 10. Which condition is NOT typically considered disqualifying for security clearance?**
- A. A history of a mental disorder
 - B. Active participation in community service
 - C. Evidence of substance abuse
 - D. Direct threats of violence

Answers

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

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Explanations

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1. What does a Termination Brief help to ensure regarding the organization's security?

- A. That all employees are laid off properly
- B. That personnel decisions are communicated effectively
- C. That employees are paid properly after leaving

D. That sensitive information remains protected

A Termination Brief plays a crucial role in maintaining an organization's security by ensuring that sensitive information remains protected after an employee's departure. This brief typically outlines the necessary procedures for handling sensitive data and access to secure systems that the employee had during their time with the organization. By conducting a thorough termination brief, the organization can take steps to revoke access to data and facilities, recover any physical or digital assets, and remind the departing employee of their non-disclosure obligations. This process is essential in preventing unauthorized access to proprietary information, intellectual property, and confidential data, thereby safeguarding the organization against potential breaches or misuse of information that could occur if former employees retained access or knowledge of sensitive materials. The focus is on protecting the organization from the risks associated with losing control over critical information, which can be particularly important in environments where intellectual property or national security concerns are at stake.

2. What is the main aim behind the procedures for safeguarding background investigation records?

- A. To eliminate all physical records
- B. To ensure transparency of investigations

C. To secure sensitive information

D. To allow easier access for employees

The main aim behind the procedures for safeguarding background investigation records is to secure sensitive information. Background investigations often include personally identifiable information, such as social security numbers, addresses, employment history, and criminal records of individuals. Protecting this information is crucial to prevent unauthorized access and potential misuse, which could lead to identity theft, discrimination, or other privacy violations. By implementing strict procedures for safeguarding these records, organizations can mitigate risks associated with data breaches and uphold the integrity of the investigative process. This ensures that sensitive data remains confidential and secure, contributing to the overall safety and security of personnel within the organization. While transparency in investigations and easier access for employees can be important, the primary focus of safeguarding procedures is the protection of sensitive information from unauthorized exposure or compromise. Reducing physical records may be a component of modern data management strategies, but it is not the overarching aim of safeguarding practices.

3. What does SEAD 4 establish?

- A. Job benefits for employees
- B. Adjudicative criteria for sensitive position eligibility**
- C. Workplace safety standards
- D. Guidelines for employee conduct

SEAD 4, which stands for Security Executive Agent Directive 4, establishes the adjudicative criteria for determining eligibility for access to classified information and for holding sensitive positions within the U.S. government. This directive is vital in the personnel security process, as it outlines the standards and considerations necessary in assessing whether an individual is trustworthy and reliable to be granted access to sensitive information or positions. The criteria set forth in SEAD 4 include considerations of an individual's behavior, criminal history, financial history, foreign influences, and other factors that could affect their suitability for access to sensitive information. By establishing these clear guidelines, SEAD 4 helps standardize the personnel security clearance process across agencies, ensuring a consistent approach to evaluating candidates. The other options pertain to different aspects of workplace policy and personnel management, but they do not relate directly to the specific role of SEAD 4 in the context of security clearances and sensitive position eligibility.

4. What is the purpose of E.O. 10865?

- A. To define employee compensation
- B. To ensure reliability and trustworthiness among DOD and Agency employees**
- C. To outline the job roles of employees
- D. To establish pension plans for employees

The purpose of E.O. 10865, also known as the Executive Order on safeguarding national security information, is primarily to ensure the reliability and trustworthiness of employees within the Department of Defense (DOD) and other agencies. This Executive Order was enacted to establish guidelines for screening and evaluating personnel who have access to classified information or vulnerabilities that could potentially affect national security. By focusing on the reliability and trustworthiness of employees, E.O. 10865 plays a crucial role in protecting sensitive information and ensuring that individuals with access to such information have the integrity and judgment required to handle it responsibly. This includes examining an individual's background, behavior, and any potential risks that may impact their ability to perform their duties without compromising national security. The emphasis on trustworthiness is pivotal in maintaining the integrity of the systems and operations within government agencies tasked with national security responsibilities. Other options either focus on unrelated aspects of employment, such as compensation or job roles, or on pension plans, which are not the essence of what E.O. 10865 addresses. Thus, the correct understanding of E.O. 10865 is centered on ensuring that agencies can rely on the integrity and reliability of their personnel.

5. What is the focus of Executive Order 13467?

- A. To amend previous executive orders related to security clearance
- B. To authorize evaluation of personnel with national security eligibility**
- C. To conduct background investigations for Department of Defense personnel
- D. To set up personnel ethics training programs

The focus of Executive Order 13467 is primarily on the evaluation of personnel with national security eligibility. This executive order was established to enhance the processes by which individuals are evaluated for access to classified information, ensuring that national security measures are upheld while also streamlining the clearance process. The order emphasizes the importance of thoroughly assessing personnel's backgrounds, which includes not only criminal history but also financial and personal conduct, to ascertain their reliability, trustworthiness, and loyalty to the United States. This approach aims to create a more standardized system that balances security needs with the rights of individuals undergoing the evaluation process, making it a crucial component of personnel security management. By establishing guidelines for evaluating security clearance eligibility, it seeks to ensure a consistent and fair assessment of individuals who play vital roles in national security.

6. What does National Security Adjudicative Guideline H focus on?

- A. Financial Considerations
- B. Drug Involvement and Substance Misuse**
- C. Alcohol Consumption
- D. Foreign Preference

National Security Adjudicative Guideline H is specifically focused on Drug Involvement and Substance Misuse. This guideline assesses an individual's involvement with illegal drugs and their use of harmful substances, considering how such behavior might impact their reliability, judgment, and overall suitability for access to classified information. It reflects the understanding that substance misuse can impair an individual's ability to perform their duties effectively and poses risks to national security. The guideline examines factors such as the nature of the substance use, the frequency, and if any legal or treatment actions have been undertaken. It emphasizes the importance of demonstrating that any past drug use or substance misuse behavior is in the past and that the individual has taken steps to address any issues, such as seeking treatment or demonstrating stability. Overall, Guideline H aims to ensure that individuals who have access to sensitive national security information do not have current behaviors that could jeopardize security. Other guidelines address different aspects like financial issues, alcohol consumption, or foreign preferences, but Guideline H specifically narrows its focus on drugs and substance misuse.

7. Which Executive Order focuses on security and credentialing investigations specifically for Department of Defense staff?

- A. Executive Order 13467
- B. Executive Order 13869**
- C. Executive Order 12968
- D. Executive Order 13764

The correct answer highlights Executive Order 13869, which specifically addresses security and credentialing investigations for Department of Defense personnel. This Executive Order lays out the framework for reforming the security clearance process, streamlining investigations, and ensuring that the personnel security system meets the unique needs of the Department of Defense. The focus of this order is particularly pertinent as the Department of Defense requires enhanced security measures due to the sensitive nature of the information and operations they handle. By instituting these reforms, the order aims to improve efficiency, reduce backlog, and enhance the security posture of Department of Defense staff. In contrast, the other executive orders mentioned have different focal points: Executive Order 13467 emphasizes the security clearance process in general and is not limited to Department of Defense staff, while Executive Order 12968 lays the groundwork for personnel security clearance determinations without the specific focus on credentialing investigations. Executive Order 13764, while also related to national security, pertains to broader guidance and does not specifically address the operational needs of Department of Defense staff regarding security and credentialing investigations.

8. How does E.O. 10865 affect DOD and Agency employees?

- A. It increases their salary expectations
- B. It maintains their reliability and trustworthiness**
- C. It sets job quotas for recruitment
- D. It mandates annual vacations

E.O. 10865, also known as the Executive Order on Security Clearance Standards, focuses on maintaining the reliability and trustworthiness of employees, particularly those in the Department of Defense (DOD) and other government agencies. The primary aim of this order is to ensure that personnel who have access to sensitive information or are involved in national security operations demonstrate a high level of integrity and reliability. By adhering to the standards set forth in this executive order, agencies are encouraged to establish a rigorous vetting process that includes background checks and evaluations of personal conduct. This approach is vital for protecting national security and safeguarding confidential information from potential threats. Therefore, the maintenance of reliability and trustworthiness directly supports the secure environment in which these employees operate, aligning with the overarching goals of personnel security in the government sector. The other options do not align with the purpose and implications of E.O. 10865. Increasing salary expectations, setting job quotas, or mandating vacations do not relate to the focus on reliability and trustworthiness that this executive order emphasizes.

9. What determines the sensitivity level in Mixed-Civilian Designations?

- A. The employee's highest clearance level.
- B. The specific job duties performed.
- C. The potential impact on national security.
- D. The employee's rank or title.

The sensitivity level in Mixed-Civilian Designations is primarily determined by the specific job duties performed. This emphasis on job duties ensures that the sensitivity level is aligned with the actual responsibilities and functions that the employee will undertake in their position. For instance, roles that involve access to classified information or positions that directly impact national security are categorized at higher sensitivity levels. Understanding the job duties helps in assessing the risk and implications of the tasks performed by an employee on national security. Therefore, it is the nature of the responsibilities and the potential consequences of those duties that dictate the sensitivity classification, rather than factors such as clearance level, rank, or title.

10. Which condition is NOT typically considered disqualifying for security clearance?

- A. A history of a mental disorder
- B. Active participation in community service
- C. Evidence of substance abuse
- D. Direct threats of violence

Active participation in community service is not considered disqualifying for security clearance because it reflects a positive engagement with the community and an individual's commitment to contributing to society. Community service is often viewed favorably as it demonstrates pro-social behavior, responsibility, and a willingness to help others, which are traits that align with the values of trust and reliability essential for positions requiring security clearance. In contrast, a history of a mental disorder, evidence of substance abuse, and direct threats of violence are typically seen as issues that could compromise an individual's judgment, reliability, and overall trustworthiness. Each of these factors raises concerns about a person's ability to handle sensitive information or their potential risk to themselves or others in a work environment.

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:

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

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