

# MARINE CORPS CORRESPONDENCE PROCESSING AND PROCEDURES PRACTICE TEST (SAMPLE)

## STUDY GUIDE



## SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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<https://marinecorpscorresprocedures.examzify.com>



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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 the acronym "NCO" stand for?**
  - A. Non-Commanding Officer
  - B. Non-Commissioned Officer
  - C. National Command Organization
  - D. Network Communications Officer
  
- 2. Which type of addressee will always forward official correspondence with an endorsement?**
  - A. Reference
  - B. Via
  - C. Information
  - D. Action
  
- 3. What is a key characteristic of Navy memorandums?**
  - A. They are formal letters.
  - B. They are informal means of communication.
  - C. They require a serial number.
  - D. They can only be hand-written.
  
- 4. All correspondence forwarded to victim or witness, including to Standard Notification, shall be sent via which type of mail, return receipt requested?**
  - A. Standard
  - B. Express
  - C. Certified
  - D. Registered
  
- 5. What is the usual timeframe for correspondence to be answered?**
  - A. 5 working days
  - B. 10 working days
  - C. 7 working days
  - D. 14 working days

- 6. What system is used for safeguarding, electronically routing, reviewing, and editing HqDON correspondence?**
- A. DON Correspondence Management System
  - B. Marine Corps Enterprise Network
  - C. Official Mail System
  - D. Defense Messaging System
- 7. Which publication provides standard subject identification numbers for classifying correspondence?**
- A. SECNAV M-5210.2
  - B. SECNAV M-5216.5
  - C. NAVPERS 15839
  - D. MARADMIN 022/17
- 8. What instruction gives direction on how any data related to drawings such as correspondence should be filed?**
- A. SECNAVINST 5210.11
  - B. OPNAVINST 3100.12
  - C. SECNAV M-5216.5
  - D. MARADMIN 4500
- 9. What functions involve the replenishment of ship's store stock operating supplies?**
- A. Records and returns
  - B. Executive operations
  - C. Resale management
  - D. Correspondence preparation
- 10. Who is responsible for screening incoming correspondence, assigning action offices and due dates, and indicating any required concurrences?**
- A. Commanding Officers
  - B. Administration Officers
  - C. Executive Officers
  - D. Staff NCOs

## **Answers**

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

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## **Explanations**

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## 1. What does the acronym "NCO" stand for?

- A. Non-Commanding Officer
- B. Non-Commissioned Officer**
- C. National Command Organization
- D. Network Communications Officer

*The acronym "NCO" stands for Non-Commissioned Officer. This term denotes a military officer who has not earned a commission and typically holds a leadership or supervisory role, often providing essential training and guidance to enlisted personnel. Non-Commissioned Officers are pivotal in maintaining discipline, facilitating communication between enlisted personnel and commissioned officers, and ensuring that orders are executed effectively. Their ranks can include Corporals, Sergeants, and other ranks that fall under this category, depending on the military branch. Understanding the role and significance of Non-Commissioned Officers is crucial for grasping the structure and functioning of military organizations, including the Marine Corps.*

## 2. Which type of addressee will always forward official correspondence with an endorsement?

- A. Reference
- B. Via**
- C. Information
- D. Action

*The correct answer is based on the understanding of the role of the "Via" addressee in official correspondence within the Marine Corps. A "Via" addressee is utilized when the correspondence needs to be forwarded through a chain of command or additional parties who are responsible for acknowledging or further processing the document. This method is often employed to ensure that all relevant parties in the command structure are informed about the correspondence and can provide necessary endorsements or comments. The endorsement that comes with forwarding official correspondence serves to validate the routing and demonstrate that the message has been seen and acknowledged at each level. This practice is particularly important for maintaining clear communication and accountability within the organizational hierarchy, especially in military contexts where protocols must be strictly followed. In contrast, other types of addressees do not have the same forwarding responsibility. The "Reference" addressee may simply refer to additional documents, "Information" recipients may receive the correspondence for context, but they are not involved in processing it, and the "Action" addressee is the primary recipient responsible for addressing the content of the correspondence rather than routing it. Therefore, the nature of the "Via" addressee's function aligns perfectly with the requirement to forward and endorse official correspondence, making it the correct*

### 3. What is a key characteristic of Navy memorandums?

- A. They are formal letters.
- B. They are informal means of communication.**
- C. They require a serial number.
- D. They can only be hand-written.

*A key characteristic of Navy memorandums is their informal means of communication. Unlike formal letters, which adhere to strict protocols and formats, memorandums are designed to convey information quickly and efficiently within the Navy. They allow for a more conversational tone, making it easier to share updates, requests, and other relevant information without the rigidity required in formal correspondence. While some options touch on aspects of Navy correspondence, they do not accurately reflect the primary function of memorandums. For instance, formal letters have specific formats and use-cases that distinguish them from memorandums. Similarly, the requirement for a serial number pertains to tracking official correspondence, but it is not a defining feature of memorandums specifically. Handwritten documents are typically discouraged in formal communications due to legibility concerns, further underscoring the unique nature of memorandums. Thus, the informality of memorandums makes them a practical tool for streamlined internal communication.*

### 4. All correspondence forwarded to victim or witness, including to Standard Notification, shall be sent via which type of mail, return receipt requested?

- A. Standard
- B. Express
- C. Certified**
- D. Registered

*The correct answer is certified mail, which is specifically designed to provide a secure and verifiable way of sending important correspondence. When using certified mail, the sender receives a receipt upon mailing and a record of delivery is maintained by the postal service. This is particularly important in the context of correspondence to victims or witnesses, as it ensures that the intended recipient has received the documents and provides a level of accountability that is crucial in legal or sensitive situations. Using certified mail allows the sender to track the delivery status and confirm that the mail has been delivered to the correct individual. This is essential for maintaining clear communication and ensuring that all parties are aware of their rights and responsibilities. Other types of mail, while they may offer different benefits, do not provide the same level of tracking and acknowledgment of receipt as certified mail. For example, express mail may be faster but does not guarantee that a return receipt will be provided, while standard mail lacks both tracking and confirmation of delivery. Registered mail, although highly secure and traceable, is typically reserved for more valuable items and may not be necessary for routine correspondence. Thus, certified mail strikes the right balance of security, accountability, and purpose for this specific situation.*

### 5. What is the usual timeframe for correspondence to be answered?

- A. 5 working days
- B. 10 working days**
- C. 7 working days
- D. 14 working days

*The standard timeframe for correspondence to be answered is typically set at 10 working days. This period allows for adequate time to process the correspondence while ensuring that the response is timely and efficient. It strikes a balance between allowing sufficient time for consideration and ensuring that issues are not left unresolved for too long. This timeframe is important in a military context where clear communication is essential for operational effectiveness and maintaining morale among personnel. By adhering to this standard, units can ensure they remain responsive to inquiries and communication needs.*

**6. What system is used for safeguarding, electronically routing, reviewing, and editing HqDON correspondence?**

**A. DON Correspondence Management System**

B. Marine Corps Enterprise Network

C. Official Mail System

D. Defense Messaging System

*The DON Correspondence Management System is specifically designed to handle the safeguarding, electronic routing, review, and editing of correspondence within the Department of the Navy, which includes headquarters correspondence. This system streamlines processes, ensuring that documents are accurately tracked and managed as they move through various stages of approval and dissemination. It provides a centralized platform for these tasks, enhancing efficiency and security in managing official communications. The other options serve different purposes within the military correspondence landscape. The Marine Corps Enterprise Network focuses on IT infrastructure rather than correspondence management. The Official Mail System is primarily concerned with the physical movement of mail rather than the electronic routing and management of correspondence. The Defense Messaging System entails secure messaging between defense entities but does not encompass the comprehensive features related to editing and tracking correspondence as the DON Correspondence Management System does.*

**7. Which publication provides standard subject identification numbers for classifying correspondence?**

**A. SECNAV M-5210.2**

B. SECNAV M-5216.5

C. NAVPERS 15839

D. MARADMIN 022/17

*The publication that provides standard subject identification numbers for classifying correspondence is SECNAV M-5210.2. This reference is crucial within the Navy and Marine Corps for maintaining an organized and standardized system of classification for various types of correspondence. Standard subject identification numbers (SSINs) facilitate efficient tracking, retrieval, and filing of correspondence, ensuring that all communication is methodically categorized. This structure is particularly important for maintaining operational efficiency and clarity within the various branches of the military, where clear communication is essential. By using the guidelines established in SECNAV M-5210.2, personnel can ensure compliance with official communication protocols, thus improving overall correspondence processing and ensuring consistent application of standards across the board.*

**8. What instruction gives direction on how any data related to drawings such as correspondence should be filed?**

**A. SECNAVINST 5210.11**

B. OPNAVINST 3100.12

C. SECNAV M-5216.5

D. MARADMIN 4500

*The chosen instruction, SECNAVINST 5210.11, specifically addresses the handling and filing of data related to drawings, including the associated correspondence. This instruction outlines procedures and policies for managing official records and drawings within the Navy and Marine Corps, emphasizing the importance of systematic filing to ensure easy retrieval and compliance with federal record-keeping standards. Understanding this instruction is crucial for maintaining efficient and accurate documentation practices. The other options, while relevant to different aspects of Naval operations and administrative procedures, do not specifically focus on the filing of data related to drawings. OPNAVINST 3100.12 pertains to operational reporting requirements, SECNAV M-5216.5 deals with Navy correspondence manual, and MARADMIN 4500 typically includes administrative announcements but is not a directive specifically aimed at the filing of drawings data. Each of these instructions plays a unique role in the administrative framework, but SECNAVINST 5210.11 is the authoritative source for the specific context of filing drawing-related correspondence.*

**9. What functions involve the replenishment of ship's store stock operating supplies?**

**A. Records and returns**

B. Executive operations

C. Resale management

D. Correspondence preparation

*The correct answer pertains to the operations involved with managing and replenishing the ship's store stock and operating supplies. The records and returns function specifically includes the essential processes of documenting inventory levels, tracking consumed items, and managing the logistics of replacing those items as necessary. This ensures that all supplies remain adequately stocked to meet the needs of the crew and operations onboard. By maintaining accurate records, the unit can effectively plan the procurement of new supplies while also processing any returns of unused items, which contributes to efficient resource management. This function is crucial in maintaining operational readiness and ensuring that the ship's store can consistently support the crew. Other functions listed do not specifically relate to the replenishment of stock. For instance, executive operations focus on overall command and administrative tasks, resale management emphasizes the organization and oversight of retail aspects rather than inventory replenishment, and correspondence preparation is concerned with creating and managing official communications rather than supply management. Therefore, the records and returns function is distinctly aligned with the tasks involved in replenishing ship's store stock and operating supplies.*

**10. Who is responsible for screening incoming correspondence, assigning action offices and due dates, and indicating any required concurrences?**

- A. Commanding Officers
- B. Administration Officers**
- C. Executive Officers
- D. Staff NCOs

*The responsibility for screening incoming correspondence, assigning action offices and due dates, and indicating any required concurrences falls primarily to Administration Officers. These individuals are tasked with ensuring that correspondence is handled efficiently and in a timely manner, which is crucial for maintaining effective communication within the unit. Administration Officers play a vital role in managing correspondence workflows, which includes categorizing incoming documents, delegating tasks to relevant departments or personnel, and ensuring that deadlines are met. This systematic approach helps maintain order and efficiency in communication processes, allowing for appropriate responses and actions to be taken as needed. By being the central point of coordination for incoming and outgoing correspondence, Administration Officers ensure that the command's directives and decisions are communicated effectively to all necessary parties, ultimately supporting the command's operational effectiveness.*

## 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:

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

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