

Memorandum of Instruction (MOI) for the Army Board 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

- 1. What is a consequence of not having clear expectations in the MOI?**
 - A. Participants may feel empowered**
 - B. There may be confusion or lack of accountability**
 - C. All participants will naturally align their responsibilities**
 - D. There will be smoother operations overall**
- 2. What were the dates for the Persian Gulf War?**
 - A. December 1990 - February 1991**
 - B. January - February 1991**
 - C. March 1991 - April 1991**
 - D. January - March 1991**
- 3. What document provides guidance on drill and ceremony?**
 - A. TC 3-21.5**
 - B. AR 6-22**
 - C. FM 4-25.11**
 - D. FM 7-22**
- 4. How can a MOI be utilized in performance evaluations?**
 - A. It can dictate the final budget for the event.**
 - B. It can outline specific performance criteria for evaluations.**
 - C. It can determine the social calendar for the organization.**
 - D. It can replace all traditional evaluation methods.**
- 5. Which manual covers First Aid procedures for the Army?**
 - A. FM 22-6**
 - B. FM 7-22**
 - C. FM 4-25.11**
 - D. FM 7-23.1**
- 6. What document governs military awards and decorations in the Army?**
 - A. ADP 4-0**
 - B. AR 600-8.22**
 - C. FM 4-25.12**
 - D. AR 600-19**

- 7. What type of firearm is the M4 considered to be?**
- A. Gas operated and air cooled**
 - B. Recoil operated and water cooled**
 - C. Manual operated and semi-automatic**
 - D. Electric and fully automatic**
- 8. Who is the Chief of Staff of the USA?**
- A. General Mark Milley**
 - B. Lieutenant General Ben Hodges**
 - C. Major General Duane Gamble**
 - D. Sergeant Major of the Army**
- 9. Which maintenance level typically handles general support?**
- A. Unit maintenance**
 - B. Direct support maintenance**
 - C. Depot maintenance**
 - D. General support maintenance**
- 10. What is the recommended length for an MOI?**
- A. One page**
 - B. Two to three pages**
 - C. Five to six pages**
 - D. Less than one page**

Answers

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

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Explanations

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1. What is a consequence of not having clear expectations in the MOI?

A. Participants may feel empowered

B. There may be confusion or lack of accountability

C. All participants will naturally align their responsibilities

D. There will be smoother operations overall

The correct answer highlights a significant consequence of lacking clear expectations in a Memorandum of Instruction (MOI). When expectations are not clearly defined, it can lead to confusion among participants regarding their roles and responsibilities. This ambiguity often results in a lack of accountability, as individuals may not know what is expected of them or how their performance will be measured. Consequently, this confusion can hinder effective collaboration and the accomplishment of objectives, as team members might overlap in responsibilities or neglect critical tasks altogether. In a military context, where precision and clarity are vital, unclear expectations can disrupt the chain of command and affect mission readiness. Clear guidelines help ensure that all participants understand their duties, which fosters a more accountable and effective working environment.

2. What were the dates for the Persian Gulf War?

A. December 1990 - February 1991

B. January - February 1991

C. March 1991 - April 1991

D. January - March 1991

The Persian Gulf War, also known as Operation Desert Storm, officially took place from January 17, 1991, when coalition forces began air operations, to February 28, 1991, when President Bush declared a ceasefire. The conflict was initiated in response to Iraq's invasion of Kuwait in August 1990, leading to a buildup of coalition forces in the region. The choice stating January to February 1991 accurately reflects the primary combat phase of the war, encompassing both the aerial bombardment campaign and the rapid ground offensive that followed. While there were military operations that began in December 1990, January marks the start of significant combat operations, making this timeframe crucial for understanding the war's timeline. Other options either misrepresent the exact starting and ending points of the conflict or include dates that do not correspond with the combat operations, thereby missing the correct parameters of the Persian Gulf War.

3. What document provides guidance on drill and ceremony?

- A. TC 3-21.5**
- B. AR 6-22**
- C. FM 4-25.11**
- D. FM 7-22**

The document that provides guidance on drill and ceremony is TC 3-21.5. This training circular is specifically focused on the principles and procedures for military drill and ceremony, which are essential components of military discipline and unit cohesion. It outlines the movements, formations, and commands necessary for performing drills accurately within a military context. By studying TC 3-21.5, soldiers and leaders gain the knowledge needed to conduct ceremonies and drills effectively, ensuring proper execution during official events and routine formations. This emphasis on drill and ceremony reflects the Army's standards for professionalism and attention to detail, which are vital attributes in military operations. Other options, while related to Army training and standards, do not specifically address drill and ceremony in the same way that TC 3-21.5 does. For example, AR 6-22 focuses on Army leadership, FM 4-25.11 covers military first aid, and FM 7-22 deals with physical readiness training. Each of these documents serves a crucial role in the Army's operational effectiveness, but TC 3-21.5 is the authoritative source for drill and ceremony procedures.

4. How can a MOI be utilized in performance evaluations?

- A. It can dictate the final budget for the event.**
- B. It can outline specific performance criteria for evaluations.**
- C. It can determine the social calendar for the organization.**
- D. It can replace all traditional evaluation methods.**

A Memorandum of Instruction (MOI) serves as a crucial document that provides specific guidance and standards for performance evaluations within an organization. By outlining precise performance criteria, the MOI ensures that evaluations are conducted uniformly and fairly. It identifies the metrics and benchmarks that will be used to assess individuals, aligning expectations and goals with the overall objectives of the organization. This structured approach allows evaluators to measure performance against predefined standards, facilitating constructive feedback and development opportunities for personnel. The other options, while possibly relevant in different contexts, do not pertain specifically to the use of a MOI in performance evaluations. For instance, dictating the final budget concerns financial planning rather than evaluation criteria. Similarly, determining a social calendar relates to organizational events, which is not the focus of a MOI aimed at evaluations. Lastly, while a MOI may enhance evaluation processes, it does not seek to completely replace traditional evaluation methods, which often remain integral to comprehensive performance assessments. Therefore, the most accurate application of a MOI in this context is its role in outlining specific performance criteria for evaluations.

5. Which manual covers First Aid procedures for the Army?

- A. FM 22-6
- B. FM 7-22
- C. FM 4-25.11**
- D. FM 7-23.1

The correct answer is FM 4-25.11, which is the Army's manual specifically dedicated to First Aid procedures. This field manual provides guidelines and instructions for Soldiers to effectively administer first aid in various situations, ensuring they are equipped to handle medical emergencies in both combat and non-combat environments. It details treatment protocols for injuries such as bleeding, fractures, heat injuries, and other medical emergencies that may arise. This manual is essential for enhancing the health and safety of Soldiers and is an integral part of Soldier readiness and capability, particularly in battlefield conditions. Understanding and following the procedures outlined in FM 4-25.11 can significantly improve outcomes for injured personnel. The other options, while relevant to various aspects of Army training and operations, do not specifically focus on first aid. Each manual serves a distinct purpose within the Army's operational framework, highlighting the importance of proper training and readiness in various areas of military life.

6. What document governs military awards and decorations in the Army?

- A. ADP 4-0
- B. AR 600-8.22**
- C. FM 4-25.12
- D. AR 600-19

The document that governs military awards and decorations in the Army is AR 600-8.22. This regulation outlines the policies and procedures for the various awards and decorations that service members may be eligible to receive, including their eligibility criteria, the types of awards available, and the process for submitting award recommendations. It serves as the primary source of guidance for Army leaders to ensure that awards are administered fairly and consistently across the force. Understanding the importance of this regulation can aid personnel in recognizing achievement and performance, as well as fostering morale within the ranks. The existence of this specific regulatory framework is critical for ensuring that the standards and criteria for awards are clear and uniform throughout the Army, allowing service members to be recognized appropriately for their accomplishments. The other documents mentioned serve different purposes: ADP 4-0 pertains to logistics and sustainment, FM 4-25.12 is related to first aid, and AR 600-19 focuses on interfacing with the Army's policies on harassment.

7. What type of firearm is the M4 considered to be?

- A. Gas operated and air cooled**
- B. Recoil operated and water cooled**
- C. Manual operated and semi-automatic**
- D. Electric and fully automatic**

The M4 is classified as a gas-operated and air-cooled firearm. This means that it utilizes the gas generated from burning gunpowder in the cartridge to cycle the action of the firearm, allowing for automatic or semi-automatic firing. The 'gas-operated' mechanism is efficient and reliable, making the M4 suitable for various combat situations. Additionally, being 'air-cooled' means the M4 does not require a water jacket or other cooling systems, which makes it lighter and easier to handle in the field. This classification is essential because it highlights how the M4 functions in terms of operation and cooling, distinguishing it from other types of firearms that might use different systems, such as recoil or manual operation. Understanding the M4's operation is crucial for effective use and maintenance of the weapon.

8. Who is the Chief of Staff of the USA?

- A. General Mark Milley**
- B. Lieutenant General Ben Hodges**
- C. Major General Duane Gamble**
- D. Sergeant Major of the Army**

The correct answer identifies General Mark Milley as the Chief of Staff of the United States Army, a position he held as of the latest data available by October 2023. The Chief of Staff is crucial because he serves as the senior military officer in the Army, responsible for the command, control, and organization of the Army forces. General Milley, in this role, has significant influence on military policy, strategic direction, and Army operations, contributing to the overall defense posture of the United States. His experience and leadership in high-stakes environments are key to guiding the Army through contemporary challenges. The other individuals mentioned, such as Lieutenant General Ben Hodges and Major General Duane Gamble, hold significant positions within the Army but do not serve as the Chief of Staff. The Sergeant Major of the Army is also an important role, emphasizing enlisted matters, but does not equate to the leadership position held by General Milley as the Chief of Staff. This distinction illustrates the chain of command and the respective responsibilities of military leadership roles within the Army.

9. Which maintenance level typically handles general support?

- A. Unit maintenance**
- B. Direct support maintenance**
- C. Depot maintenance**
- D. General support maintenance**

General support maintenance is the level that typically handles a wide range of maintenance tasks, which provides support to multiple units. This level focuses on maintaining equipment and systems that are not only used within a single unit but can also meet the needs of several units over a specific geographic area. General support often includes intermediate maintenance, repairs, and overhauls, ensuring that equipment remains operational and ready for deployment. In contrast, unit maintenance refers to the upkeep performed at the operational level by units on their assigned equipment, while direct support maintenance is more specialized, addressing immediate equipment failures directly at or near the location of the unit. Depot maintenance represents the highest level of repair where complex repairs and overhauls are conducted, typically involving equipment that requires a more extensive set of resources not available at lower maintenance levels. Hence, general support maintenance serves a critical role in the maintenance hierarchy by providing essential support across different units, allowing for sustained operational readiness and efficiency throughout the Army.

10. What is the recommended length for an MOI?

- A. One page**
- B. Two to three pages**
- C. Five to six pages**
- D. Less than one page**

The recommended length for a Memorandum of Instruction (MOI) is typically two to three pages. This length is considered ideal as it provides sufficient space to include necessary details, such as the purpose of the memorandum, instructions, and any relevant background information, while remaining concise and easily digestible. An MOI that is too short may lack the detail needed for clarity and thorough understanding, potentially leading to misinterpretations. Conversely, an excessively long MOI could overwhelm the reader and detract from the key points that need to be communicated. The two to three-page guideline strikes a balance that effectively communicates essential information in a clear and organized manner, making it a practical choice for Army personnel who must follow the instructions laid out in such documents.

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://moiarmyboard.examzify.com>

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