

NAVEDTRA 15009C, Yeoman (YN) Practice Test (Sample)

Study Guide



Everything you need from our exam experts!

This is a sample study guide. To access the full version with hundreds of 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. Don't worry about getting everything right, 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, and take breaks to retain information better.

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.

7. Use Other Tools

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!

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Questions

- 1. What is NAVPERS 1070/607 commonly referred to as?**
 - A. Page Eight**
 - B. Court Memorandum**
 - C. Record of Disciplinary Action**
 - D. Service Record**

- 2. Which document contains the suspect's rights acknowledgment in military law?**
 - A. NAVPERS 1626/7**
 - B. NAVJAG 5810/10**
 - C. NAVPERS 1336/3**
 - D. NAVPERS 1070/613**

- 3. What is the purpose of Form 4414?**
 - A. SCI Non-Disclosure Agreement**
 - B. Security Operations Authorization**
 - C. Personnel Security Review**
 - D. Security Termination Agreement**

- 4. A Preliminary Inquiry Officer (PIO) can request an extension for their inquiry. How long is the initial inquiry limited to?**
 - A. 5 Days**
 - B. 7 Days**
 - C. 3 Days**
 - D. 10 Days**

- 5. How many major numerical SSIC groups are there?**
 - A. 10**
 - B. 12**
 - C. 13**
 - D. 15**

- 6. What type of leave is typically referred to as "in the hole" in the context of accrued leave?**
- A. Earned Leave**
 - B. Negative Leave**
 - C. Excess Leave**
 - D. Advanced Leave**
- 7. Which type of leave is granted to a married service member whose wife has just given birth?**
- A. Adoption leave**
 - B. Paternity leave**
 - C. Excess leave**
 - D. Annual leave**
- 8. Which board is responsible for reviewing appeals of unfavorable DoD CAF determinations?**
- A. Personnel Security Review Board (PSRB)**
 - B. Security Clearance Appeals Board (SCAB)**
 - C. Personnel Security Appeals Board (PSAB)**
 - D. Department of Defense Appeals Committee (DODAC)**
- 9. What is outlined in the OPNAVINST 5215.17 (Series)?**
- A. The Navy's positions on promotion and pay**
 - B. Guidelines for command directives management**
 - C. Regulations on personnel accountability**
 - D. Papers on naval history and protocol**
- 10. What is the main characteristic of excess leave?**
- A. It is granted only during maternity leave.**
 - B. It is not chargeable to the member's leave account.**
 - C. It results in a negative leave balance.**
 - D. It is available to all service members regardless of service time.**

Answers

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

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Explanations

1. What is NAVPERS 1070/607 commonly referred to as?

- A. Page Eight**
- B. Court Memorandum**
- C. Record of Disciplinary Action**
- D. Service Record**

NAVPERS 1070/607 is commonly referred to as "Page Eight." This document serves as a record of disciplinary action for Navy personnel, summarizing any disciplinary actions taken against a service member. It includes information such as non-judicial punishment and other administrative measures, making it an essential component of a service member's official military record. The term "Page Eight" specifically highlights its position in a service member's service record and denotes that it is part of the Navy's personnel management documentation. Understanding the significance of Page Eight is crucial for Yeoman personnel who manage and maintain these records as they pertain to the overall conduct and professional history of Navy members.

2. Which document contains the suspect's rights acknowledgment in military law?

- A. NAVPERS 1626/7**
- B. NAVJAG 5810/10**
- C. NAVPERS 1336/3**
- D. NAVPERS 1070/613**

The correct answer is the NAVJAG 5810/10, as this document is specifically designed to acknowledge the rights of suspects in military law. It serves as an essential form that ensures individuals are made aware of their legal rights, which is a fundamental aspect of military justice. This acknowledgment is crucial to ensure that procedures comply with due process and that suspects fully understand their rights during any investigative processes. An understanding of these rights is vital to uphold the integrity of military legal proceedings. Other documents mentioned serve different purposes within military administration and personnel management, but they do not pertain directly to the acknowledgment of a suspect's rights in the context of military law. For instance, the NAVPERS 1626/7 is typically related to performance evaluations, while the NAVPERS 1336/3 and NAVPERS 1070/613 are concerned with personnel actions and administrative changes. Hence, they do not fulfill the role that the NAVJAG 5810/10 performs in ensuring awareness of legal rights.

3. What is the purpose of Form 4414?

- A. SCI Non-Disclosure Agreement**
- B. Security Operations Authorization**
- C. Personnel Security Review**
- D. Security Termination Agreement**

Form 4414 serves as the SCI (Sensitive Compartmented Information) Non-Disclosure Agreement. The main purpose of this form is to ensure that individuals who have access to sensitive information are aware of and agree to the legal obligations and penalties associated with the unauthorized disclosure of such information. By signing this agreement, personnel acknowledge their responsibility to protect classified information and understand the significance of maintaining confidentiality in their work. This form is vital in safeguarding national security interests, as it establishes a clear framework for accountability and trust between individuals and the agency or organization handling sensitive matters. Acceptance of these terms is crucial for anyone involved in programs or activities that require access to SCI, ensuring that they are legally obligated to protect this information. In contrast, the other options refer to different documents that serve distinct purposes, such as agreements related to security operations, personnel security assessments, or the termination of security clearances. Each of these has a specific role within the broader security landscape but does not function in the same capacity as the SCI Non-Disclosure Agreement that Form 4414 represents.

4. A Preliminary Inquiry Officer (PIO) can request an extension for their inquiry. How long is the initial inquiry limited to?

- A. 5 Days**
- B. 7 Days**
- C. 3 Days**
- D. 10 Days**

The initial inquiry is limited to 3 days. This timeframe is established to ensure that inquiries are conducted efficiently and promptly, allowing for timely resolution of issues while also safeguarding the rights of individuals involved. By limiting the initial period to 3 days, the process encourages swift action and ensures that the information collected during this time is still fresh and relevant. Any requests for extensions beyond this period can be made to afford additional time for the gathering of information or further investigation if the circumstances warrant it. This structured approach helps maintain a balance between thoroughness and expediency in the inquiry process.

5. How many major numerical SSIC groups are there?

- A. 10
- B. 12
- C. 13**
- D. 15

There are 13 major numerical Standard Subject Identification Code (SSIC) groups. The SSIC system is used by the Department of the Navy to organize and categorize documents and correspondence. Each group represents a different category of subjects pertinent to naval operations. The organization of SSIC into 13 groups simplifies the retrieval and management of information by creating a structured approach to documentation. The twelve SSIC groups that follow the numerical designations encompass a wide range of subjects, from administrative matters to operations and training. This system allows for efficient archiving and identification of materials, ensuring that naval personnel can quickly find the information they need. Understanding the structure and purpose of the SSIC groups is crucial for anyone working within the naval documentation process, including Yeomen, who are responsible for maintaining records and providing administrative support.

6. What type of leave is typically referred to as "in the hole" in the context of accrued leave?

- A. Earned Leave
- B. Negative Leave**
- C. Excess Leave
- D. Advanced Leave

The term "in the hole" typically refers to negative leave, which is leave that has been taken but not yet accrued. This means that the service member has taken more leave than they have earned up to that point, resulting in a negative balance of leave days. When leave is taken in advance of actually earning it, it creates a situation where the individual is said to be "in the hole" because they have a debt of leave that needs to be reconciled either by future accrual or repayment in some form. Understanding this concept is crucial for managing leave balances and ensuring compliance with service regulations regarding leave use and accrual. While earned leave refers to leave that has been accumulated based on time served, excess leave denotes leave taken beyond what is earned for a specific period. Advanced leave, on the other hand, is more directly correlated with permission granted to take leave before it has been officially accrued but does not typically carry the same negative connotation as "in the hole." Thus, negative leave is the most accurate term for this situation.

7. Which type of leave is granted to a married service member whose wife has just given birth?

- A. Adoption leave**
- B. Paternity leave**
- C. Excess leave**
- D. Annual leave**

Paternity leave is specifically provided for service members to bond with their newborn child and support their spouse following childbirth. This type of leave recognizes the unique experience of becoming a parent and allows the service member time to care for the newborn and assist their partner during the transition of welcoming a new family member. It is an important benefit that acknowledges the responsibilities that come with parenthood. Adoption leave pertains to service members who adopt a child, thus it would not apply in this scenario of childbirth. Excess leave involves an extended period of leave that can be requested under circumstances such as personal emergencies, which is not specific to the events surrounding childbirth. Annual leave is a more general form of leave that allows service members to take time off for any personal reasons but does not specifically address the situation of the birth of a child.

8. Which board is responsible for reviewing appeals of unfavorable DoD CAF determinations?

- A. Personnel Security Review Board (PSRB)**
- B. Security Clearance Appeals Board (SCAB)**
- C. Personnel Security Appeals Board (PSAB)**
- D. Department of Defense Appeals Committee (DODAC)**

The Personnel Security Appeals Board (PSAB) is the correct answer because it is specifically designated to handle appeals regarding unfavorable determinations made by the Department of Defense Consolidated Adjudications Facility (DoD CAF) concerning personnel security clearances. The PSAB provides a formal review process for individuals who wish to contest a decision that affects their eligibility for security clearance, ensuring that due process is upheld. This board's primary responsibility is to ensure that decisions regarding personnel security are made fairly and in accordance with established guidelines, interpreting these principles within the context of the individual's circumstances. It plays a crucial role in maintaining both the integrity of security clearance processes and the rights of personnel within the Department of Defense. Other options may mention boards or committees that provide various forms of oversight or review, but it is the PSAB that specifically focuses on appeals connected to security clearance determinations made by the DoD CAF, making it the most appropriate choice in this scenario.

9. What is outlined in the OPNAVINST 5215.17 (Series)?

- A. The Navy's positions on promotion and pay**
- B. Guidelines for command directives management**
- C. Regulations on personnel accountability**
- D. Papers on naval history and protocol**

The correct answer is focused on the guidelines for command directives management as outlined in OPNAVINST 5215.17 (Series). This instruction specifically provides the policy and procedures that govern the development, management, and issuance of directives within the Navy. Command directives are critical for maintaining uniformity and clarity in communication across various commands. They establish the standards for how information is documented, disseminated, and archived within the Navy's structure. This includes managing types of documents, ensuring proper formatting, and setting timelines for reviews, which are essential for effective command operations. The other topics presented do not relate to OPNAVINST 5215.17 (Series). While promotion and pay, personnel accountability, and naval history may be important within the Navy, they are covered under different instructions and regulations. Therefore, the emphasis in this context is specifically on command directives and their management.

10. What is the main characteristic of excess leave?

- A. It is granted only during maternity leave.**
- B. It is not chargeable to the member's leave account.**
- C. It results in a negative leave balance.**
- D. It is available to all service members regardless of service time.**

The correct answer highlights that excess leave results in a negative leave balance for a service member. This characteristic is vital to understanding how leave accrual works in the military context. When a service member takes excess leave, it means they are taking more leave than they have accrued based on their years of service. Consequently, their leave balance goes below zero, indicating that they have borrowed against future leave that they have not yet earned. This negative balance requires careful management and can have implications for future leave entitlement and administrative actions within the service. Understanding this concept is essential, especially for service members who might need to plan their absences or understand the potential effects on their leave accumulation and future benefits.

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://navedtra15009cyn.examzify.com>

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