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

Study Guide

BY EXAMZIFY

Everything you need from our exam experts!

Sample study guide. For the full version with hundreds of questions, visit:
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Table of Contents

Copyright 1
Table of Contents 2
Introduction 3
How to Use This Guide 4
Questions 5
Answers 8
Explanations 10
Next Steps 16

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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.

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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!

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Questions

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1. What is the function of NAVJAG 5810/10?

A. Charge Sheet

B. Administrative Remarks

C. Suspect's Rights Acknowledgement/Statement

D. Special Request/Authorization

2. What is the primary function of the Joint Verification System (JVS)?

A. Documenting personnel records

B. Auditing clearance processes

C. Verifying security clearance eligibility

D. Training personnel

3. An _____ is required in all cases except command-awarded Navy and Marine Corps Achievement Medals and Navy and Marine Corps Commendation Medal at Navy units.

A. Summary of Action (SOA)

B. Performance Evaluation Report

C. Commanding Officer's Letter

D. Service Record

4. What is the basis of the Navy's filing system?

A. Department of Navy Regulations

B. Standard Subject Identification Code (SSIC) Manual

C. Chief of Naval Operations Guides

D. Federal Information Processing Standards

5. 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)

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6. Which form is referred to for a Classified Information Nondisclosure Agreement?

A. SF 312

B. OPNAV 5511/14

C. Security Termination Statement

D. Form 4414

7. In what capacity does a Reserve Career Information Program Advisor perform their duties?

A. As a guidance counselor for active personnel

B. As an administrative support officer

C. By coordinating career programs for reserve enlisted personnel

D. As a liaison to external military organizations

8. What type of hearing can individuals request regarding their denial of security clearance?

A. Written submission

B. In-person information session

C. Administrative hearing

D. Telephonic hearing

9. What is the NEC designation for a Flag Officer Writer?

A. A15A

B. A19A

C. 791A

D. A20A

10. 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

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Answers

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

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Explanations

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1. What is the function of NAVJAG 5810/10?

A. Charge Sheet

B. Administrative Remarks

C. Suspect's Rights Acknowledgement/Statement

D. Special Request/Authorization

NAVJAG 5810/10 serves the specific purpose of documenting a suspect's rights acknowledgement or statement. This form is critical within the legal and military justice systems as it ensures that individuals who may be subjected to interrogation or legal proceedings are made fully aware of their rights. Using this form, legal personnel can demonstrate that a suspect has been informed about their rights, including the right to remain silent and the right to legal counsel. Proper use of the NAVJAG 5810/10 helps protect the rights of the individual and supports the integrity of the legal process, making it a fundamental document in ensuring adherence to due process in military justice scenarios. The other options represent different forms that serve distinct functions within military administrative processes, such as documenting charges or administrative remarks, but they do not pertain to the specific acknowledgment of rights by a suspect.

2. What is the primary function of the Joint Verification System (JVS)?

A. Documenting personnel records

B. Auditing clearance processes

C. Verifying security clearance eligibility

D. Training personnel

The primary function of the Joint Verification System (JVS) is to verify security clearance eligibility. This system is designed to support the security management processes by ensuring that individuals who require access to classified information meet the necessary security clearance requirements. It plays a crucial role in maintaining the integrity of security clearances across various agencies and ensures that all personnel who have access to sensitive information have been thoroughly vetted and approved based on their eligibility. While documenting personnel records and auditing clearance processes are essential functions within the broader context of personnel security management, they are not the main focus of the JVS. Similarly, training personnel, although important, falls outside the scope of what JVS specifically aims to accomplish. Thus, the correct answer highlights the JVS's specific role in verifying clearance eligibility, which is vital for national security and information protection.

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3. An _____ is required in all cases except command-awarded Navy and Marine Corps Achievement Medals and Navy and Marine Corps Commendation Medal at Navy units.

A. Summary of Action (SOA)

B. Performance Evaluation Report

C. Commanding Officer's Letter

D. Service Record

A Summary of Action (SOA) is a necessary document for recognizing achievements or meritorious service in a detailed manner, which encapsulates the accomplishments of the service member being recommended for an award. The SOA provides a concise yet comprehensive overview of the individual's actions, performance, and contributions, which can be crucial in the evaluation of the medal award process. In the context of command-awarded Navy and Marine Corps Achievement Medals and Navy and Marine Corps Commendation Medals at Navy units, an SOA is typically not required because these awards may be given based on a command's discretion and recognition of performance without the need for extensive elaboration through a formal summary. This demonstrates the understanding that certain awards carry different protocols depending on how they are awarded, thus clarifying when an SOA is necessary.

4. What is the basis of the Navy's filing system?

A. Department of Navy Regulations

B. Standard Subject Identification Code (SSIC) Manual

C. Chief of Naval Operations Guides

D. Federal Information Processing Standards

The basis of the Navy's filing system is the Standard Subject Identification Code (SSIC) Manual. This manual provides a standardized system for classifying and organizing documents and records, enabling efficient retrieval and management of information across different commands and departments within the Navy. The SSIC codes represent specific topics and are crucial for maintaining consistency in the management of official correspondence and records, ensuring that information is categorized in a way that is universally understood within the Navy. This systematic approach enhances communication and record-keeping, which are essential for effective operations and compliance with Navy regulations. While the Department of Navy Regulations and Chief of Naval Operations Guides provide important frameworks for various operational and administrative procedures, they do not specifically address the filing and classification of documents as the SSIC Manual does. Federal Information Processing Standards focus on technology and data processing standards and are not primarily concerned with document filing systems used in the Navy.

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5. 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.

6. Which form is referred to for a Classified Information Nondisclosure Agreement?

A. SF 312

B. OPNAV 5511/14

C. Security Termination Statement

D. Form 4414

The form that is referred to for a Classified Information Nondisclosure Agreement is SF 312. This standard form is specifically used by individuals who will have access to classified information, outlining their commitment to protect that information and ensuring they understand the legal consequences for unauthorized disclosure. The SF 312 is critical in establishing a legal framework that protects national security by making individuals accountable for the information they handle. It serves as a formal agreement between the government and the individual regarding classified information, ensuring that the responsibilities and restrictions are clearly understood. The other forms listed, while they may relate to security and information handling, serve different purposes. For example, OPNAV 5511/14 is related to individuals who need to acknowledge and understand specific security procedures, and the Security Termination Statement is focused on what is required when an individual leaves a position where they had access to classified information. Form 4414, a Navy form, is used for various record-keeping and administrative purposes but does not serve the same specific purpose as the SF 312.

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7. In what capacity does a Reserve Career Information Program Advisor perform their duties?

A. As a guidance counselor for active personnel

B. As an administrative support officer

C. By coordinating career programs for reserve enlisted personnel

D. As a liaison to external military organizations

The role of a Reserve Career Information Program Advisor primarily focuses on coordinating career programs specifically for reserve enlisted personnel. This capacity involves providing tailored support and guidance that addresses the unique challenges and opportunities faced by reservists in their career progression. These advisors are knowledgeable about the various available career paths, training opportunities, and programs that enhance the professional development of reserve personnel. Their responsibilities may include advising on educational benefits, career advancement options, and ensuring that reservists are informed about operational and training commitments that could impact their civilian employment. By concentrating on the needs of reserve enlisted personnel, they help facilitate a smooth transition between military and civilian careers and ensure that reservists leverage their military experience effectively. The other roles mentioned—such as guidance counseling for active personnel or acting as a liaison to military organizations—are not the primary responsibilities of a Reserve Career Information Program Advisor, as their focus is more specialized and directly tied to reserve service members' career trajectories.

8. What type of hearing can individuals request regarding their denial of security clearance?

A. Written submission

B. In-person information session

C. Administrative hearing

D. Telephonic hearing

Individuals seeking a review of their denial of security clearance can request an administrative hearing. This type of hearing is a formal proceeding where individuals can present their case and provide evidence or testimony to dispute the denial. The administrative hearing is conducted by a designated authority, which allows the individual the opportunity to clarify any misunderstandings or present new information that may affect the outcome of their clearance status. The administrative hearing process is designed to ensure a fair consideration of the individual's circumstances while adhering to legal procedures. In this setting, individuals can interact directly with officials who are reviewing their case, which provides a more thorough and transparent review compared to other potential options. Such hearings are crucial in ensuring due process and that individuals have a chance to advocate for their security clearance.

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9. What is the NEC designation for a Flag Officer Writer?

A. A15A

B. A19A

C. 791A

D. A20A

The NEC designation for a Flag Officer Writer is A15A. This classification specifically identifies service members who possess the specialized skills and training required to provide administrative support to high-ranking officers, particularly flag officers. The designation signifies proficiency in various tasks, such as managing correspondence, maintaining schedules, and performing other executive-level administrative functions essential for the efficient operation of a flag officer's office. This role is critical in facilitating communication and ensuring that the administrative needs of flag officers are met effectively. The other designations pertain to different roles and specialties within the Navy, which do not include the specific qualifications or the focus of the Flag Officer Writer position. Understanding these designations helps clarify the various career paths and expertise within the Navy's organizational framework.

10. 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.

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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://navedtra15009cyn.examzify.com

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

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