

NAVEDTRA 15009C, YEOMAN (YN) PRACTICE TEST (SAMPLE)

STUDY GUIDE



Prepare with structure. Pass with confidence



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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. Who collaborates with the Administrative Officer in the issuance directives system?**
 - A. Chief of Staff
 - B. Executive Officer (XO)
 - C. Personnel Officer
 - D. Command Master Chief
- 2. What is the NEC designation for a Flag Officer Writer?**
 - A. A15A
 - B. A19A
 - C. 791A
 - D. A20A
- 3. The performance of which document is crucial for managing Navy personnel records?**
 - A. Records Management Manual
 - B. Service Record
 - C. Military Personnel File
 - D. NAVPERS Procedural Manual
- 4. Who has the responsibility for security, use, and dissemination of Sensitive Compartmented Information (SCI) within the Department of the Navy?**
 - A. Director of Naval Intelligence
 - B. Chief of Naval Operations
 - C. Secretary of the Navy
 - D. Director, Department of Defense
- 5. What standard outlines the expectations for knowledge in Navy ratings?**
 - A. Performance evaluations
 - B. Occupational Standards (OCCSTDs)
 - C. Training protocols
 - D. User manuals

- 6. In what year was the Yeoman rating re-established after being initially changed?**
- A. 1884
 - B. 1893
 - C. 1901
 - D. 1835
- 7. What is the purpose of Form 4414?**
- A. SCI Non-Disclosure Agreement
 - B. Security Operations Authorization
 - C. Personnel Security Review
 - D. Security Termination Agreement
- 8. What is the electronic awards system used by Headquarters Marine Corps called?**
- A. Awards Management System
 - B. Awards Processing System (APS)
 - C. Awards Documentation System
 - D. Marine Corps Awards Tracking System
- 9. What does the NEC A19A refer to?**
- A. Flag Officer Writer
 - B. Special Security Assistant
 - C. Security Specialist
 - D. Administrative Officer
- 10. What does R.C.M. 401 govern in relation to Navy procedures?**
- A. Disposal of charges
 - B. Filing systems
 - C. Occupational standards
 - D. Document storage

Answers

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

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Explanations

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1. Who collaborates with the Administrative Officer in the issuance directives system?

- A. Chief of Staff
- B. Executive Officer (XO)**
- C. Personnel Officer
- D. Command Master Chief

The Executive Officer (XO) plays a critical role in the issuance of directives within an organization, working closely with the Administrative Officer. The XO is responsible for the day-to-day operations and typically oversees the administration of policies, procedures, and directives that govern the actions of the command. This collaboration ensures that directives issued are aligned with the command's goals and operations. The XO assists in the planning, coordination, and implementation processes associated with these directives, ensuring that all relevant personnel are informed and that the directives are executed effectively. This partnership is vital in maintaining clear communication and operational efficiency within the command structure. In contrast, while the other roles, such as the Chief of Staff, Personnel Officer, and Command Master Chief, may interact with or support the issuance of directives, it is the XO who is more directly involved in the administrative aspects alongside the Administrative Officer, particularly in military or naval contexts.

2. 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.

3. The performance of which document is crucial for managing Navy personnel records?

- A. Records Management Manual**
- B. Service Record
- C. Military Personnel File
- D. NAVPERS Procedural Manual

The correct answer is the Records Management Manual because it serves as a comprehensive guide for the handling, maintenance, and preservation of personnel records within the Navy. This manual outlines the policies and procedures that ensure records are managed efficiently, which is essential for maintaining accurate and up-to-date personnel files. The importance of managing personnel records cannot be understated, as they form the foundation for evaluations, promotions, and various other administrative actions pertaining to Navy personnel. By providing standardized processes and practices, the Records Management Manual helps to ensure compliance with legal and regulatory requirements related to records handling. While the Service Record and the Military Personnel File are critical documents containing essential information about individual service members, they function within the framework set by the Records Management Manual. The NAVPERS Procedural Manual also contains procedures relevant to personnel actions and administration, but the Records Management Manual specifically focuses on the management aspect of records rather than procedures or individual record content. Therefore, understanding and adhering to the guidance provided in the Records Management Manual is vital for effective personnel record management.

4. Who has the responsibility for security, use, and dissemination of Sensitive Compartmented Information (SCI) within the Department of the Navy?

- A. Director of Naval Intelligence**
- B. Chief of Naval Operations
- C. Secretary of the Navy
- D. Director, Department of Defense

The Director of Naval Intelligence holds the responsibility for the security, use, and dissemination of Sensitive Compartmented Information (SCI) within the Department of the Navy. This is a crucial role, as the Director oversees the intelligence community's efforts specific to naval operations and ensures that all personnel handling SCI are properly trained and follow established protocols for safeguarding such sensitive information. Having a designated authority like the Director of Naval Intelligence ensures that there is clear oversight and accountability regarding the management of SCI. This includes determining who is granted access, how the information can be used, and how it is shared within various compartments of intelligence operations. The emphasis on protection and proper dissemination ensures that national security interests are maintained. While the other options, such as the Chief of Naval Operations and the Secretary of the Navy, play vital roles in the broader hierarchy and management of Navy operations and policies, they do not specifically oversee the compartmentalized handling of sensitive intelligence. The Director, Department of Defense, has a wider focus on defense as a whole, rather than the specific responsibilities related to SCI within the Naval domain. This specificity reinforces the importance of having a dedicated leader for managing such critical information effectively.

5. What standard outlines the expectations for knowledge in Navy ratings?

- A. Performance evaluations
- B. Occupational Standards (OCCSTDs)**
- C. Training protocols
- D. User manuals

The Occupational Standards (OCCSTDs) are essential documents that set forth the detailed expectations for knowledge, skills, and abilities required in various Navy ratings. They serve as a framework for the competencies that individuals must possess to effectively perform their duties within a given rating. By clearly defining these standards, OCCSTDs ensure that all personnel in a specific rating are equipped with the same foundational knowledge and skills necessary to meet mission requirements and maintain operational readiness. Performance evaluations, while important for assessing an individual's effectiveness and development within their role, do not provide the comprehensive framework of knowledge expectations outlined in OCCSTDs. Training protocols describe methodologies for imparting knowledge and skills but again do not explicitly define the competencies required for each Navy rating. User manuals are specific to equipment or systems and thus do not encompass the broad capabilities and knowledge expected from personnel in Navy ratings. Therefore, OCCSTDs are the correct reference for outlining the expectations of knowledge in Navy ratings.

6. In what year was the Yeoman rating re-established after being initially changed?

- A. 1884
- B. 1893**
- C. 1901
- D. 1835

The Yeoman rating was re-established in the Navy in 1893 after being initially changed during the early years of the Navy's history. This decision came as a response to the need for skilled personnel who could handle administrative duties and provide support services, which were critical to the effective functioning of the Navy. The re-establishment of this rating reflected the evolving needs of the Navy and acknowledged the importance of administration and clerical functions within military operations. The years mentioned in the incorrect options do not pertain to the reinstatement of the Yeoman rating. For instance, 1884 predates the re-establishment and was a time when the Navy was undergoing various organizational shifts. The year 1901 also came after the re-establishment, during a period when the Yeoman rating was further developing and adapting. Finally, 1835 is far too early in the history of the Navy for this context, as the Yeoman rating was not established until the late 19th century.

7. 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.

8. What is the electronic awards system used by Headquarters Marine Corps called?

- A. Awards Management System
- B. Awards Processing System (APS)**
- C. Awards Documentation System
- D. Marine Corps Awards Tracking System

The electronic awards system used by Headquarters Marine Corps is called the Awards Processing System (APS). This system is specifically designed to streamline and manage the various processes related to military awards and decorations for Marine Corps personnel. It helps in efficiently tracking, processing, and documenting awards submissions, ensuring that deserving individuals are recognized in a timely manner. In the context of the Marine Corps, having a dedicated Awards Processing System is crucial for maintaining the integrity and accuracy of award nominations while simplifying the administrative workload. This system supports the overall mission by ensuring that the award process is transparent and accessible, reflecting the high standards of the Marine Corps. Other options, while related to awards management, do not accurately represent the specific system in use by the Headquarters Marine Corps. Therefore, it's important to recognize APS as the correct terminological reference within this context.

9. What does the NEC A19A refer to?

- A. Flag Officer Writer
- B. Special Security Assistant**
- C. Security Specialist
- D. Administrative Officer

The NEC A19A refers to the Special Security Assistant rating within the Navy Enlisted Classification system. This classification is important because it signifies personnel who are specifically trained to handle sensitive information and tasks that require a high level of security clearance and understanding of protocols related to national security. Individuals with this NEC are responsible for assisting in the protection and management of classified information and may be involved in ensuring compliance with federal regulations surrounding security practices. This specialization underscores the vital role that these personnel play in maintaining security and integrity within various operations and assignments. In contrast, the other classifications involve different responsibilities and roles within Navy operations. For instance, a Flag Officer Writer focuses on administrative support to high-ranking officers, an Administrative Officer oversees general administrative functions, and a Security Specialist engages in broader security-related tasks but is not specifically trained like the Special Security Assistant.

10. What does R.C.M. 401 govern in relation to Navy procedures?

- A. Disposal of charges**
- B. Filing systems
- C. Occupational standards
- D. Document storage

R.C.M. 401 specifically governs the disposal of charges within the context of Navy procedures. This rule is part of the Military Rules of Evidence and outlines how charges against service members are handled, ensuring that there is a systematic approach to managing and disposing of allegations and legal charges in a military setting. This governance is crucial for maintaining order and fairness in military justice, as it defines the protocols for the initiation, progress, and ultimate resolution of charges against personnel. The other options relate to different aspects of Navy operations but do not pertain directly to the specific legal framework outlined in R.C.M. 401. Filing systems, occupational standards, and document storage involve administrative and operational procedures but are not governed by the same legal stipulations regarding charges, which is the focus of R.C.M. 401.

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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