

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

## STUDY GUIDE



## SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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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.

# 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 is the composition of the Personnel Security Appeals Board (PSAB)?**
  - A. A single member appointed by the CNO
  - B. A three-member panel appointed by the CNO
  - C. A six-member committee of security experts
  - D. A two-member panel of Administrative Judges
- 2. What does the Defense Information Security System (DISS) primarily facilitate?**
  - A. Information dissemination
  - B. Storage of classified documents
  - C. Personnel security clearance access and management
  - D. Incident reporting
- 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. Which office is referenced as PERS-00C in the context of providing funeral and memorial service travel to the next-of-kin?**
  - A. Navy Personnel Command
  - B. Navy Casualty Office
  - C. Operational Support Center
  - D. Fleet and Family Support Center
- 5. What is the minimum grade level for a command security manager within the Department of Navy?**
  - A. GS-11
  - B. GS-7
  - C. GS-9
  - D. GS-12

- 6. What is the basic guideline concerning leave accounting outlined in the Navy?**
- A. MILPERSMAN article 1050-090
  - B. MILPERSMAN article 1005-060
  - C. MILPERSMAN article 1200-080
  - D. MILPERSMAN article 1150-050
- 7. Which document must be processed for records shipping to Federal Records Centers?**
- A. SF 135
  - B. NAVPERS 1070/605
  - C. SECNAV M-5210.1
  - D. OPNAVINST 3120.32
- 8. What is the purpose of the e-QIP system in personnel security?**
- A. To store personnel records
  - B. To electronically submit and transmit investigative data
  - C. To track security clearance applications
  - D. To analyze security clearance trends
- 9. What is the maximum negative leave a member can have according to Navy standards?**
- A. Equal to the amount of leave earned in a month
  - B. Equal to the amount of leave that would be earned during remaining service period
  - C. No restrictions
  - D. Equal to 10 days
- 10. What is the name of the DoD personnel security clearance and access database?**
- A. Defense Information Security System (DISS)
  - B. Case Adjudication Tracking System (CATS)
  - C. Joint Verification System (JVS)
  - D. Security Clearance Control System

## **Answers**

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

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## **Explanations**

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## 1. What is the composition of the Personnel Security Appeals Board (PSAB)?

- A. A single member appointed by the CNO
- B. A three-member panel appointed by the CNO**
- C. A six-member committee of security experts
- D. A two-member panel of Administrative Judges

*The composition of the Personnel Security Appeals Board (PSAB) is accurately described as a three-member panel appointed by the Chief of Naval Operations (CNO). This structure is designed to ensure that appeals related to personnel security matters are reviewed fairly and thoroughly by a panel that brings diverse perspectives and expertise to the process. Having a three-member panel helps in reaching a collective decision, which can enhance the credibility and acceptance of the board's rulings within the military justice system. This setup also allows for more comprehensive deliberation on appeals, as three members can discuss and weigh evidence and arguments more effectively than a single individual. The other options suggest various alternative structures, which do not match the established guidelines for the PSAB. The focus on a three-member panel underscores the importance of collective judgment and oversight in making significant decisions regarding personnel security.*

## 2. What does the Defense Information Security System (DISS) primarily facilitate?

- A. Information dissemination
- B. Storage of classified documents
- C. Personnel security clearance access and management**
- D. Incident reporting

*The Defense Information Security System (DISS) primarily facilitates personnel security clearance access and management, which is vital for maintaining national security. DISS serves as a centralized platform that allows for the management of security clearances, ensuring that individuals who require access to classified information are appropriately vetted and monitored throughout their careers. This system streamlines the clearance process by allowing authorized personnel to access and update information related to security clearances in real time, thereby enhancing efficiency and promoting a secure environment. While information dissemination, storage of classified documents, and incident reporting are important functions within the realm of information security, they are not the core purpose of DISS. The system is specifically designed to handle the complexities associated with personnel security, making it an essential tool for ensuring that sensitive positions are filled by adequately cleared individuals.*

### 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. Which office is referenced as PERS-00C in the context of providing funeral and memorial service travel to the next-of-kin?

- A. Navy Personnel Command
- B. Navy Casualty Office**
- C. Operational Support Center
- D. Fleet and Family Support Center

*The office referred to as PERS-00C is the Navy Casualty Office. This office is specifically designated to handle matters related to the deaths of Navy personnel and to provide support services, including funeral and memorial service travel arrangements for the next-of-kin. The Navy Casualty Office plays a crucial role in ensuring that families receive the necessary assistance during a difficult time, helping to coordinate and facilitate the travel needs for funeral services, ensuring that families can pay their respects and fulfill any obligations following the loss of a service member. Other choices represent different functions within the Navy and do not have the same focus on casualty assistance and next-of-kin support. For instance, the Navy Personnel Command primarily deals with personnel management and assignments, the Operational Support Center focuses on operational readiness and support, and the Fleet and Family Support Center provides a variety of support services to all service members and their families but does not specifically handle casualty matters like the Navy Casualty Office does.*

**5. What is the minimum grade level for a command security manager within the Department of Navy?**

**A. GS-11**

B. GS-7

C. GS-9

D. GS-12

*The position of command security manager within the Department of Navy holds significant responsibilities related to the management and oversight of security operations and policies. The minimum grade level for this role is set at GS-11. This classification reflects the level of complexity and the responsibilities associated with the position. A GS-11 classification indicates that the individual is expected to perform a variety of tasks that require thorough understanding, expertise, and the ability to make independent decisions regarding security matters, which are critical for the safety and security of Navy personnel and assets. In contrast, lower grade levels such as GS-7 or GS-9 do not possess the requisite depth of experience or complexity in duties necessary for a security manager, as these levels typically involve more junior roles with limited scope and responsibility. Grade GS-12, while appropriate for more advanced roles, exceeds the minimum requirement for this specific position. Thus, GS-11 is the correct answer as it accurately aligns with the expectations and qualifications for a command security manager within the Department of Navy.*

**6. What is the basic guideline concerning leave accounting outlined in the Navy?**

**A. MILPERSMAN article 1050-090**

B. MILPERSMAN article 1005-060

C. MILPERSMAN article 1200-080

D. MILPERSMAN article 1150-050

*The correct choice is based on its direct association with the basic guidelines regarding leave accounting in the Navy. MILPERSMAN article 1050-090 specifically addresses the policies, procedures, and accounting methods related to leave for Navy personnel. This article provides comprehensive information on how leave is accrued, utilized, and documented, which is essential for maintaining accurate records and ensuring that service members understand their leave entitlements. The other articles, while they may cover important aspects of personnel matters, do not focus specifically on leave accounting. Each article has its unique area of emphasis: for instance, one may deal with general personnel administration, another with separations, and so forth. However, for the specific topic of leave accounting, MILPERSMAN 1050-090 is the governing reference that outlines the necessary guidelines and procedures to follow.*

## 7. Which document must be processed for records shipping to Federal Records Centers?

- A. SF 135**
- B. NAVPERS 1070/605
- C. SECNAV M-5210.1
- D. OPNAVINST 3120.32

The document required for processing records shipping to Federal Records Centers is the SF 135, which is the "Records Transmittal and Receipt." This form is essential for ensuring that records are properly accounted for during their transfer to a Federal Records Center. The SF 135 contains pertinent information, such as the types and amounts of records being transferred, the location of the records, and the responsible agency. This helps to maintain a clear chain of custody and ensures that records can be easily retrieved when needed. In the context of federal record-keeping, using the SF 135 allows organizations to comply with federal regulations governing the management of records and ensures the integrity and security of sensitive information during transit. This level of formality is crucial for efficient records management, safeguarding against potential loss or misplacement. Other documents mentioned, like NAVPERS 1070/605, SECNAV M-5210.1, and OPNAVINST 3120.32, serve different purposes in the realm of naval administration and record-keeping and are not specifically related to the shipment of records to Federal Records Centers. Their functions range from personal data records to procedures and instructions for naval operations, making them useful but not applicable to the shipping process described in the question.

## 8. What is the purpose of the e-QIP system in personnel security?

- A. To store personnel records
- B. To electronically submit and transmit investigative data**
- C. To track security clearance applications
- D. To analyze security clearance trends

The e-QIP system, which stands for Electronic Questionnaire for Investigations Processing, serves primarily to electronically submit and transmit investigative data that is necessary for the security clearance process. This streamlined method allows individuals to complete their background investigation forms electronically, which can then be submitted directly to the appropriate authorities. The system is designed to improve the accuracy and efficiency of collecting personal information required for the security clearance investigations while ensuring that sensitive data is handled securely. Other options relate to different aspects of personnel security, but do not capture the primary role of e-QIP. For instance, whilst personnel records storage and tracking of clearance applications are important in the broader context of personnel security, these functions are not the main purpose of e-QIP. Furthermore, analyzing trends in security clearances is a separate function that does not reflect the direct operational capabilities provided by the e-QIP system, which is focused on the submission of investigative data. Thus, the clarity in function reinforces the understanding that the fundamental purpose of the e-QIP system is centered around the submission and transmission of data related to investigations.

**9. What is the maximum negative leave a member can have according to Navy standards?**

- A. Equal to the amount of leave earned in a month
- B. Equal to the amount of leave that would be earned during remaining service period**
- C. No restrictions
- D. Equal to 10 days

*The maximum negative leave a member can have according to Navy standards is equal to the amount of leave that would be earned during the remaining service period. This means that a service member can be in a negative leave status for a duration that does not exceed the total amount of leave they will continue to accrue until their separation or retirement from service. This policy is in place to ensure that personnel do not take more leave than they can legitimately earn, thus maintaining a responsible management of the leave system. In contrast, the other options suggest limits or allowances that do not align with the established policy: for instance, stating that negative leave could only be equal to what is earned in a month or to a fixed number of days like 10, does not reflect the Navy's broader framework regarding accrued leave calculations. Therefore, understanding the concept of earning leave relative to the service period is essential for managing leave appropriately within the naval context.*

**10. What is the name of the DoD personnel security clearance and access database?**

- A. Defense Information Security System (DISS)**
- B. Case Adjudication Tracking System (CATS)
- C. Joint Verification System (JVS)
- D. Security Clearance Control System

*The name of the DoD personnel security clearance and access database is the Defense Information Security System (DISS). This system is crucial as it manages personnel security clearance information and provides a comprehensive overview of an individual's security status and eligibility for access to classified information. DISS was designed to enhance the efficiency of the security clearance process, ensuring that all sensitive data is centralized and that adjudications, investigations, and access are tracked effectively. This system replaces previous databases and promotes better integration and information-sharing among various agencies within the Department of Defense and other federal organizations. The other options represent different systems or functions related to personnel security but do not specifically serve as the primary database for clearance management. Case Adjudication Tracking System (CATS) focuses on tracking the adjudication processes for security clearance applications, while the Joint Verification System (JVS) is involved with validating the security clearance status. The Security Clearance Control System is generally not the designated name for the current database being referenced and may refer to outdated systems or practices.*

## 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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