

# Navy Counselor/Recruiter Chief Practice Exam (Sample)

## Study Guide



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## **Questions**

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- 1. What is the NROTC Instruction number?**
  - A. 1533.4E**
  - B. 1610.10C**
  - C. 5040.2R**
  - D. 5370.1G**
- 2. Which skill set is crucial for the "How" in the VALOR process?**
  - A. Recruiting strategies**
  - B. Prospect Engagement Skills (PES)**
  - C. Sales tactics**
  - D. Team collaboration**
- 3. Who is responsible for chairing a recruiter development board?**
  - A. Recruiter**
  - B. XO**
  - C. Command Master Chief**
  - D. R-OPS**
- 4. What is the consequence of excessive problems in the DEP pool?**
  - A. Reduction of recruiter assignments**
  - B. Conducting a DEP audit**
  - C. Mandatory training for all recruiters**
  - D. Immediate reassignment of R-OPS**
- 5. How often should the Co review and certify all eligible members for SDAP?**
  - A. Annually**
  - B. Quarterly**
  - C. Monthly**
  - D. Biannually**

- 6. Which term corresponds with the successful outcome expected from the recruiting roadmap?**
- A. Engage**
  - B. Win**
  - C. Reveal**
  - D. Connect**
- 7. Which type of duties is highlighted in Block 29 of the evaluation?**
- A. Administrative Responsibilities**
  - B. Primary/Collateral/Watchstanding Duties**
  - C. Training Duties**
  - D. Support Duties**
- 8. What additional qualification does the R-OPS require related to training?**
- A. Recruiter training experience**
  - B. Leadership course completion**
  - C. Knowledge of recruitment protocols**
  - D. Being PQS qualified**
- 9. Which department is designated as the "Program Manager"?**
- A. N30**
  - B. N35**
  - C. N40**
  - D. N50**
- 10. What is the due date for evaluations for E-7 personnel?**
- A. September 15**
  - B. March 15**
  - C. June 15**
  - D. November 15**

## **Answers**

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

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## **Explanations**

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## 1. What is the NROTC Instruction number?

- A. 1533.4E**
- B. 1610.10C
- C. 5040.2R
- D. 5370.1G

The NROTC Instruction number is 1533.4E. This instruction outlines the policies and procedures for the Naval Reserve Officer Training Corps (NROTC) program, providing essential guidelines for the recruitment, selection, and training of midshipmen. It is critical for ensuring that all aspects of the NROTC program align with Navy standards and requirements, thus facilitating effective program management. The other choices listed pertain to different Navy instructions that relate to various topics. For instance, 1610.10C is likely connected to personal conduct and ethics, while 5040.2R deals with the management of financial resources in the Navy. Lastly, 5370.1G centers around Navy and Marine Corps command climate and culture initiatives. Each of these instructions serves a unique purpose within the Navy, but none pertain specifically to the NROTC program like 1533.4E does. This makes 1533.4E the correct reference for NROTC-related governance and operations.

## 2. Which skill set is crucial for the "How" in the VALOR process?

- A. Recruiting strategies
- B. Prospect Engagement Skills (PES)**
- C. Sales tactics
- D. Team collaboration

The VALOR process, which stands for Values, Attitudes, Leadership, Opportunities, and Resources, involves a systematic approach to engaging prospects and conveying the values of military service. Within this context, the "How" pertains specifically to how you interact with and engage potential recruits. Prospect Engagement Skills (PES) play a pivotal role in this process as they encompass the techniques and abilities necessary to effectively communicate, build rapport, and maintain interest among prospective recruits. This skill set includes active listening, empathy, and the ability to tailor communication styles to meet the diverse needs of different individuals. Being proficient in these engagement skills directly influences the success of recruitment efforts. It ensures that recruiters can connect with prospects on a personal level, dispelling misconceptions and providing necessary information, which ultimately aids in fostering a positive experience in the recruiting journey. This level of connection and understanding is essential to successfully guiding prospects through the decision-making process regarding military service. In contrast, the other options—such as recruiting strategies, sales tactics, and team collaboration—are important components of the overall recruitment process but do not specifically address the interpersonal dynamics involved in engaging prospects, which is where the PES is most critical.

### **3. Who is responsible for chairing a recruiter development board?**

- A. Recruiter**
- B. XO**
- C. Command Master Chief**
- D. R-OPS**

The individual designated to chair a recruiter development board is the Executive Officer (XO). This role involves overseeing the evaluation and development of recruiters, ensuring that they receive the guidance and support necessary for their professional growth. The XO is crucial in setting the tone and direction for recruitment strategies within the command. In this context, the XO's leadership ensures that the development board functions effectively, focusing on enhancing recruiters' skills, improving performance, and addressing any challenges they may face. Their experience and leadership position allow them to provide valuable insights into recruitment practices and the overall mission of the command, which is essential for fostering a productive and motivated recruiting team. Other options involve positions that play different roles in the command. For instance, while recruiters are directly involved in recruitment efforts, they do not lead the development board. The Command Master Chief offers important input and mentorship, but the XO is tasked with the overall leadership and strategic direction of the board's activities. The R-OPS may assist in operations related to recruitment but is not specified as the chair of such a board. This distinction highlights the XO's unique role in fostering a developmental environment for recruiters.

### **4. What is the consequence of excessive problems in the DEP pool?**

- A. Reduction of recruiter assignments**
- B. Conducting a DEP audit**
- C. Mandatory training for all recruiters**
- D. Immediate reassignment of R-OPS**

The correct choice indicates that when there are excessive problems in the Delayed Entry Program (DEP) pool, conducting a DEP audit becomes a necessary course of action. A DEP audit serves as a thorough assessment that helps identify the root causes of issues such as high attrition rates, morale concerns, or other challenges faced by the recruits in the program. This process ensures that appropriate measures can be taken to address and rectify these problems, ultimately aiding in the overall effectiveness of the DEP and supporting the goals of the recruiting command. This choice emphasizes the importance of accountability and continuous improvement within the recruiting process. By systematically investigating issues, the Navy can implement targeted solutions to enhance the training and onboarding experience for future sailors, ensuring that the program operates smoothly and effectively supports the needs of the Navy.

**5. How often should the Co review and certify all eligible members for SDAP?**

- A. Annually**
- B. Quarterly**
- C. Monthly**
- D. Biannually**

The correct answer indicates that the Commanding Officer (Co) should review and certify all eligible members for Special Duty Assignment Pay (SDAP) on a quarterly basis. This frequency ensures that the eligibility of personnel for this special pay is regularly assessed, allowing for adjustments based on changes in duty assignments, performance, or other relevant factors. Regular reviews are crucial in maintaining accurate payroll and ensuring that personnel who continue to fulfill the requirements for SDAP are appropriately compensated. Quarterly reviews align with standard practices in military personnel management, which seek to provide timely evaluations while also ensuring compliance with policies. While annual or biannual reviews may seem sufficient, they could lead to potential delays in recognizing changes in a member's eligibility or performance, which can ultimately affect morale and financial accuracy. Monthly reviews, on the other hand, might be excessive and place an unnecessary administrative burden on command staff. Therefore, quarterly is the most balanced and effective approach to manage the certification process effectively.

**6. Which term corresponds with the successful outcome expected from the recruiting roadmap?**

- A. Engage**
- B. Win**
- C. Reveal**
- D. Connect**

The term that signifies the successful outcome expected from the recruiting roadmap is "Win." This term encapsulates the ultimate goal of the recruiting process: to successfully enlist qualified candidates into the Navy. A "win" in this context represents achieving the desired recruitment objectives, which include not just finding prospective candidates, but also ensuring they are qualified, motivated, and prepared to serve. The recruiting roadmap consists of strategic steps designed to optimize recruitment efforts, and the culmination of these steps should lead to a successful enlistment that benefits both the individual and the Navy. By framing the outcome as a "win," it highlights the achievement of both individual aspirations and the Navy's need for skilled personnel. While the other terms such as "Engage," "Reveal," and "Connect" refer to earlier stages in the recruitment process—where recruiters interact with potential candidates and build relationships—none of them fully capture the end goal. "Engage" involves attracting and maintaining interest; "Reveal" suggests the enlightening process of discovering suitable candidates; "Connect" focuses on establishing relationships. However, it is the outcome of these efforts, represented by "Win," that delivers the ultimate success in recruitment endeavors.

**7. Which type of duties is highlighted in Block 29 of the evaluation?**

**A. Administrative Responsibilities**

**B. Primary/Collateral/Watchstanding Duties**

**C. Training Duties**

**D. Support Duties**

Block 29 of the Navy evaluation form primarily highlights the individual's Primary, Collateral, and Watchstanding Duties. This section is vital as it provides an overview of the key roles and responsibilities that the member has undertaken during the evaluation period. These duties illustrate how the member contributes to their command and the Navy as a whole, showcasing their job performance, effectiveness, and the level of responsibility they have shown while executing their duties. The emphasis on Primary Duties reflects the core functions that an individual is expected to perform based on their rating, while Collateral Duties involve additional roles they may take on that benefit the command. Watchstanding Duties pertain to the responsibilities of standing watches, which are essential for operational readiness and safety. The other types of duties listed, such as Administrative Responsibilities, Training Duties, and Support Duties, may indeed be part of a sailor's overall responsibilities but are not the focus of Block 29. Administrative Responsibilities often cover paperwork and compliance tasks; Training Duties pertain specifically to instruction and mentorship roles; Support Duties focus on assisting others rather than directly contributing through Primary or Collateral tasks. Therefore, while those are important aspects of a sailor's contributions, Block 29 specifically emphasizes the combination of Primary, Collateral, and Watchstanding Duties to

**8. What additional qualification does the R-OPS require related to training?**

**A. Recruiter training experience**

**B. Leadership course completion**

**C. Knowledge of recruitment protocols**

**D. Being PQS qualified**

The additional qualification that the R-OPS (Recruiting Operations Supervisor) requires related to training is being PQS qualified. PQS stands for Qualification Process Standard and is a structured qualification framework that ensures personnel possess the necessary knowledge and skills to perform specific duties within the Navy. Being PQS qualified demonstrates a thorough understanding of recruitment processes and operational standards, which is crucial for effectively overseeing recruiting operations. This qualification ensures that the R-OPS can lead and guide their team with the appropriate expertise, making it an essential requirement for the role. The other choices, while relevant to recruiting and training, do not carry the same weight as the PQS qualification in this context. Recruiter training experience, completing a leadership course, and having knowledge of recruitment protocols are all valuable, but they do not encapsulate the formalized qualification system that PQS entails, which establishes a standardized level of competency necessary for supervisory roles in recruiting operations.

**9. Which department is designated as the "Program Manager"?**

- A. N30**
- B. N35**
- C. N40**
- D. N50**

The designation of the "Program Manager" typically refers to the role and responsibilities associated with the management and oversight of programs within the Navy. In this context, the N35 department is responsible for program management at a strategic level. N35 encompasses a variety of functions related to data, policy, planning, and overall management of Navy programs, ensuring that initiatives align with broader Navy goals and objectives. This includes the ability to oversee project implementation, assess program performance, and make necessary adjustments to maintain operational efficacy. By contrast, other departments like N30, N40, and N50 have distinct focuses that do not specifically encompass overarching program management. N30 deals with operational plans, N40 focuses on manpower and personnel management, and N50 generally includes initiatives related to resources and budgeting. Therefore, the N35 department stands out as the correct option, reflecting its dedicated emphasis on program management functions.

**10. What is the due date for evaluations for E-7 personnel?**

- A. September 15**
- B. March 15**
- C. June 15**
- D. November 15**

The correct due date for evaluations for E-7 personnel is September 15. This deadline is significant because it aligns with the periodic evaluation cycle established by the Department of the Navy to ensure that personnel reviews are conducted consistently and within a specified timeframe. Evaluations play a crucial role in the career progression of sailors, providing a formal review of performance and potential. By having the due date set in mid-September, it allows sufficient time for the evaluation process to unfold and be integrated into the promotion cycle, ensuring that candidates are assessed alongside their peers for future opportunities. This timing is particularly important for capturing the performance standards that will inform decisions made in upcoming selection boards and promotion lists. Other dates do exist for evaluations in different contexts or ranks, but for E-7 personnel specifically, September 15 is the established due date. Understanding this schedule is vital for Navy personnel aspiring to advance in their careers, as timely submissions can significantly impact evaluations and subsequent promotions.