

# Non-Commissioned Officers' Evaluation Practice Test (Sample)

## Study Guide



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**SAMPLE**

## **Questions**

- 1. What is the significance of "continuous feedback" in NCO evaluations?**
  - A. It hinders open communication**
  - B. It complicates the evaluation process**
  - C. It helps NCOs understand performance expectations and areas for improvement**
  - D. It is irrelevant after formal evaluations**
- 2. Which of the following is a component of the five traditions of North Georgia?**
  - A. Cadets must wear uniforms at all times.**
  - B. Daily observance of reveille and retreat.**
  - C. Participants must conduct themselves with honor.**
  - D. Access to special privileges during training.**
- 3. Which policy letter addresses the Commandant's Open Door Policy?**
  - A. Letter 3**
  - B. Letter 1**
  - C. Letter 5**
  - D. Letter 7**
- 4. What spacing must be adhered to between Skill Badge A and Skill Badge B in uniform protocols?**
  - A. 1/8 inch**
  - B. 1/4 inch**
  - C. 1/2 inch**
  - D. 1/16 inch**
- 5. What role does a support form play in the NCO evaluation process?**
  - A. It serves to inform the rater exclusively**
  - B. It documents an NCO's accomplishments**
  - C. It is used to evaluate senior raters**
  - D. It replaces the NCOER**

- 6. Which of the following is included in the PRT components?**
- A. Flexibility**
  - B. Mobility**
  - C. Agility**
  - D. Coordination**
- 7. How can an NCO demonstrate "leadership" during an evaluation period?**
- A. By completing personal training**
  - B. By mentoring subordinates**
  - C. By focusing solely on tasks**
  - D. By maintaining a low profile**
- 8. Who serves as the President of the University?**
- A. Dr. Bonita Jacobs**
  - B. MAJ Ret. Richard Neikirk**
  - C. COL Ret. Joseph Matthews**
  - D. COL William Pierce Price**
- 9. How many steps should separate platoons when a company is formed?**
- A. 3 steps**
  - B. 4 steps**
  - C. 5 steps**
  - D. 6 steps**
- 10. From what position are stationary movements generally given?**
- A. Position of Attention**
  - B. Position of Ease**
  - C. Position of Relaxation**
  - D. Position of Readiness**

## **Answers**

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

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## **Explanations**

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**1. What is the significance of "continuous feedback" in NCO evaluations?**

**A. It hinders open communication**

**B. It complicates the evaluation process**

**C. It helps NCOs understand performance expectations and areas for improvement**

**D. It is irrelevant after formal evaluations**

The significance of "continuous feedback" in NCO evaluations lies in its role in fostering a clear understanding of performance expectations and identifying areas for improvement. This ongoing dialogue between leaders and their subordinates ensures that NCOs receive timely insights into their performance, which can lead to immediate adjustments and development opportunities. When feedback is continuous, it allows NCOs to gauge their progress towards meeting set goals and standards, making it easier for them to make informed decisions about their professional growth. This proactive approach encourages a culture of learning and adaptability, which is critical in a military environment where expectations can change rapidly. By receiving consistent feedback, NCOs can address any performance issues early on instead of waiting for a formal evaluation, which can sometimes occur months apart. This ultimately enhances their ability to lead effectively and meet the needs of their unit.

**2. Which of the following is a component of the five traditions of North Georgia?**

**A. Cadets must wear uniforms at all times.**

**B. Daily observance of reveille and retreat.**

**C. Participants must conduct themselves with honor.**

**D. Access to special privileges during training.**

The daily observance of reveille and retreat is a significant component of the five traditions of North Georgia. This practice is deeply rooted in military customs and reinforces discipline and structure among cadets. Reveille marks the start of the day's activities, signaling the transition from rest to readiness. Conversely, retreat serves as a signal to conclude the day and reflects respect for the flag and the nation's values. Both observances foster a sense of camaraderie, instill a strong sense of tradition, and encourage a disciplined environment crucial for cadet training. The other options, while they may pertain to cadet life or military tradition in general, do not specifically align with the five traditions of North Georgia in the same way that the daily observance of these ceremonies does. Uniform wear is a standard expectation but not unique to the traditions; conducting oneself with honor is essential in any military context, but it does not represent a tradition; and access to special privileges can vary widely and is not a recognized tradition within the program.

**3. Which policy letter addresses the Commandant's Open Door Policy?**

- A. Letter 3
- B. Letter 1**
- C. Letter 5
- D. Letter 7

The Commandant's Open Door Policy is specifically outlined in Letter 1. This policy aims to foster an environment where personnel feel comfortable expressing their concerns or discussing issues with leadership without fear of reprisal. The emphasis of this policy is on open communication and accessibility, ensuring that all members of the organization know they can approach their superiors directly. By promoting transparency and trust, the Open Door Policy plays a crucial role in maintaining good morale and addressing issues effectively within the command structure.

**4. What spacing must be adhered to between Skill Badge A and Skill Badge B in uniform protocols?**

- A. 1/8 inch
- B. 1/4 inch**
- C. 1/2 inch
- D. 1/16 inch

The requirement for spacing between Skill Badge A and Skill Badge B in uniform protocols is set at 1/4 inch. This specific measurement helps maintain uniformity and order in the presentation of badges, ensuring that each badge is clearly distinguished yet appropriately aligned on the uniform. Such spacing is important not only for aesthetics but also for the symbolism that these badges represent in denoting skills and achievements. Proper adherence to this guideline reflects attention to detail, which is a key quality in military professionalism.

**5. What role does a support form play in the NCO evaluation process?**

- A. It serves to inform the rater exclusively**
- B. It documents an NCO's accomplishments**
- C. It is used to evaluate senior raters**
- D. It replaces the NCOER**

The support form plays a crucial role in documenting an NCO's accomplishments throughout the evaluation period. It provides a structured way for NCOs to record their achievements, goals, and the development of their skills, which can then be referenced during the evaluation process. This documentation ensures that accomplishments are not overlooked and that the NCO's contributions to the organization are accurately reflected in their evaluation report. Maintaining a support form helps both the NCO and the rater to have a clear understanding of the NCO's performance and professional growth, leading to a more informed evaluation process. It is not solely for the rater's benefit; rather, it serves as a collaborative tool for the NCO and rater to track progress and set future goals. The other options do not accurately capture the intent and purpose of the support form. It is not meant to evaluate senior raters, nor does it replace the NCOER, which is a formal evaluation document summarizing an NCO's performance. Additionally, while the support form informs the rater, its function is primarily to document the NCO's achievements comprehensively.

**6. Which of the following is included in the PRT components?**

- A. Flexibility**
- B. Mobility**
- C. Agility**
- D. Coordination**

The correct answer focuses on mobility, which is a critical component of the Physical Readiness Training (PRT) program. Mobility refers to the ability to move freely and easily which encompasses the overall functional movement and range of motion of the body. It is essential for effective performance in various physical tasks and activities, and plays a significant role in preventing injuries. Mobility training helps improve the body's movement patterns, ultimately contributing to better physical readiness for military personnel. In the context of the PRT components, flexibility also plays an important role but is more narrowly focused on the muscles and joints' ability to stretch and loosen. Agility and coordination, while beneficial for athletic performance, do not specifically align with the core components emphasized in PRT. Mobility, as defined, encapsulates a broader range of movement that is necessary for operational effectiveness, making it central to the goals of Physical Readiness Training.

**7. How can an NCO demonstrate "leadership" during an evaluation period?**

- A. By completing personal training**
- B. By mentoring subordinates**
- C. By focusing solely on tasks**
- D. By maintaining a low profile**

Mentoring subordinates is a powerful way for a Non-Commissioned Officer (NCO) to demonstrate leadership during an evaluation period. This approach goes beyond merely assigning tasks or ensuring that operational goals are met; it involves actively guiding and developing junior personnel. By investing time in the growth of subordinates, an NCO fosters a supportive learning environment, enhances team cohesion, and prepares future leaders. This mentorship can take various forms, including one-on-one coaching, providing constructive feedback, and sharing knowledge and experience. Such actions not only contribute to the professional development of subordinates but also reflect the NCO's commitment to the mission and the organization's overall success. In contrast, completing personal training, focusing solely on tasks, or maintaining a low profile do not effectively portray the leadership qualities essential for an NCO. While personal training contributes to an NCO's own skill development, it is not a direct demonstration of leading or influencing others. Focusing solely on tasks may lead to efficiencies, but it does not fulfill the broader leadership role, which encompasses motivating and guiding team members. Finally, maintaining a low profile is contrary to the active engagement expected of a leader, as it often means being less visible and available to support and guide others. Overall, mentoring sub

**8. Who serves as the President of the University?**

- A. Dr. Bonita Jacobs**
- B. MAJ Ret. Richard Neikirk**
- C. COL Ret. Joseph Matthews**
- D. COL William Pierce Price**

Dr. Bonita Jacobs serves as the President of the University, which aligns with her established role in higher education leadership. As President, she is responsible for overseeing the university's administration, academic programs, strategic planning, and overall mission. This position typically includes acting as the primary representative of the institution, engaging with faculty, staff, students, and external stakeholders to promote educational excellence and institutional growth. In this context, the other individuals listed may hold notable positions or titles but are not serving as the President of the University. Their roles can vary, and while they may have significant contributions to educational or military institutions, Dr. Jacobs' specific title and responsibilities make her the correct answer for the position of University President.

**9. How many steps should separate platoons when a company is formed?**

- A. 3 steps**
- B. 4 steps**
- C. 5 steps**
- D. 6 steps**

The correct answer indicates that there should be five steps separating platoons when a company is formed. This spacing is essential to ensure proper formation and organizational integrity during drills and inspections. Having five steps between platoons allows for sufficient room for movement and commands to be executed without crowding, which can impede the effectiveness of the unit. This spacing facilitates clear lines of sight for communication between leaders and their soldiers and helps maintain discipline and order within the formation. Understanding the proper spacing is critical for non-commissioned officers in order to establish effective formations during various military operations and exercises. It ensures that platoons can maneuver as needed while still maintaining formation integrity, thus improving overall operational efficiency and effectiveness.

**10. From what position are stationary movements generally given?**

- A. Position of Attention**
- B. Position of Ease**
- C. Position of Relaxation**
- D. Position of Readiness**

Stationary movements are generally given from the Position of Attention. This position is characterized by standing upright, with feet together, arms by the side, and a neutral head position, which conveys discipline and readiness. It serves as a standard stance that indicates focus and respect, making it ideal for commands related to movements that require an orderly and cohesive response from personnel. Starting commands from this position helps maintain uniformity within a group, as it instills a sense of discipline and alertness among the members. The Position of Attention is associated with military bearing and is essential for instilling a strong foundation in drill and ceremony movements. While other positions may be suitable for different types of commands or informal situations, the Position of Attention is the fundamental stance for executing and responding to stationary movements in a formal military context.