

Personnel Specialist 2 Practice Test (Sample)

Study Guide



Everything you need from our exam experts!

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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. NAVPERS 1306/92 is the form used for which screening?**
 - A. NAVPERS 1300/1**
 - B. NAVPERS 1306/92**
 - C. NAVMED 1300/1**
 - D. NAVPERS 1300/16**

- 2. Which of the following is a criterion for Enlistment Bonus Eligibility?**
 - A. Not previously served in the military.**
 - B. Must have completed a college degree.**
 - C. Must be currently deployed overseas.**
 - D. Requires a minimum age of 25.**

- 3. What does OBLISERV stand for?**
 - A. Review Obligated Service Requirements**
 - B. Official Bureau of Leave and In-service Review**
 - C. Obligated Service Records**
 - D. Basic Service Requirement**

- 4. Who approves and reviews travel documents?**
 - A. Authorizing Official**
 - B. Travel Officer**
 - C. Commanding Officer**
 - D. Personal Supervisor**

- 5. What is the minimum number of days to respond to all travel overpayments?**
 - A. 15 Days**
 - B. 30 Days**
 - C. 45 Days**
 - D. 60 Days**

- 6. Attach lodging receipts and any other receipts greater than what?**
- A. \$50**
 - B. \$75**
 - C. \$100**
 - D. \$125**
- 7. The Extended Departure Bonus applies when a recruit is waiting for more than what period to ship out?**
- A. 1 month**
 - B. 6 months**
 - C. 1 year**
 - D. 2 years**
- 8. The debt-to-income criterion applies to which ranks?**
- A. E5-E9**
 - B. E1-E4**
 - C. Warrant Officers**
 - D. Officers**
- 9. Mileage threshold for extra travel day?**
- A. 25 miles or more**
 - B. 50 miles or more**
 - C. 100 miles or more**
 - D. 51 miles or more**
- 10. Which form is used for Application for transfers and Advances?**
- A. NPPSC 1300/3**
 - B. NPPSC 1300/1**
 - C. NAVPERS 1306/92**
 - D. DD Form 884**

Answers

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

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Explanations

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1. NAVPERS 1306/92 is the form used for which screening?

- A. NAVPERS 1300/1
- B. NAVPERS 1306/92**
- C. NAVMED 1300/1
- D. NAVPERS 1300/16

In Navy personnel processing, each form is tied to a specific screening step, so you match the form to the screening task it is designed to support. NAVPERS 1306/92 is the form designated for the standard screening used to gather medical history and current health information so the command can assess a person's medical qualification for duty, assignments, or training. It consolidates health details, medications, and past conditions to identify any medical issues that might require review or disqualification. The other forms in the list serve different purposes or screenings, not this particular medical screening, so the form shown here is the correct choice for this task.

2. Which of the following is a criterion for Enlistment Bonus Eligibility?

- A. Not previously served in the military.**
- B. Must have completed a college degree.
- C. Must be currently deployed overseas.
- D. Requires a minimum age of 25.

Enlistment bonuses are incentives to attract new recruits, and the eligibility usually starts with whether someone has prior active-duty service. The best fit is that you must not have previously served in the military. This ensures the bonus goes to first-time enlistees rather than to someone who has already served and might pursue other kinds of incentives, like re-enlistment bonuses or specialty pay. Other options aren't typical criteria for standard enlistment bonuses. A college degree isn't required for most bonuses—many enlistees enter with a high school diploma or equivalent. Being deployed overseas is not a prerequisite for receiving the bonus; deployment status is about where you might serve, not about eligibility for the incentive. There are age requirements for enlistment in general, but 25 isn't a universal minimum for bonuses; programs typically operate within the branch's overall age limits.

3. What does OBLISERV stand for?

- A. Review Obligated Service Requirements**
- B. Official Bureau of Leave and In-service Review
- C. Obligated Service Records
- D. Basic Service Requirement

OBLISERV stands for Review Obligated Service Requirements. This reflects the ongoing process of assessing a service member's contracted obligations—how much obligated time remains, the terms tied to that obligation, and what actions are appropriate as obligations are met or near completion. The aim is to keep personnel actions accurate and aligned with contract terms, guiding decisions on reenlistment, separation, or reassignment. Other interpretations don't fit because they alter the described elements (obligations, review, or service requirements) in ways that don't match the acronym's intended meaning.

4. Who approves and reviews travel documents?

- A. Authorizing Official**
- B. Travel Officer**
- C. Commanding Officer**
- D. Personal Supervisor**

In government and military travel, the person who approves and reviews travel documents is the Authorizing Official. This role holds the authority to authorize travel orders and reimbursements, ensuring funds are available and that the travel complies with applicable regulations and entitlements. The Authorizing Official signs off on the paperwork, verifies that everything is properly justified and documented, and oversees accountability for the travel. A Travel Officer handles the logistics and prepares the forms, making sure everything is complete and ready for review, but does not grant the official approval. A Commanding Officer may approve travel within a unit if specifically designated to do so, but the formal, ongoing approval and review of travel documents rests with the Authorizing Official. A Personal Supervisor provides supervisory oversight, but final authorization and validation of travel documents come from the Authorizing Official.

5. What is the minimum number of days to respond to all travel overpayments?

- A. 15 Days**
- B. 30 Days**
- C. 45 Days**
- D. 60 Days**

Timeliness in handling travel overpayments is tested here. When a travel overpayment is identified, the agency should respond promptly to confirm the amount, explain the recovery option, and outline the next steps. Fifteen days is the minimum window for providing that initial response. This timeframe allows enough time to verify the overpayment, prepare the repayment or dispute information, and clearly communicate with the employee without delaying resolution unnecessarily. Setting a shorter window would risk incomplete verification, while longer windows would unnecessarily prolong uncertainty and administrative processing. The other, longer timeframes can be used for later steps like establishing repayment arrangements, but the question focuses on the minimum period to acknowledge and respond.

6. Attach lodging receipts and any other receipts greater than what?

- A. \$50
- B. \$75**
- C. \$100
- D. \$125

In this reimbursement process, receipts are used to validate expenses, and a threshold determines when those receipts are required. Lodging costs must always be supported with a lodging receipt. For other expenses, you only need to attach receipts if the expense exceeds a set amount. In this case, that threshold is \$75. So you attach the lodging receipt plus any other receipts that are greater than \$75. For example, a hotel bill of \$120 must have its receipt, and a taxi ride of \$85 would also require a receipt, while a smaller \$50 meal would typically not require one.

7. The Extended Departure Bonus applies when a recruit is waiting for more than what period to ship out?

- A. 1 month
- B. 6 months
- C. 1 year**
- D. 2 years

Waiting time before shipping out triggers the Extended Departure Bonus. The policy sets a threshold of more than a year: once a recruit has waited longer than 12 months to ship out, the extended bonus becomes applicable. This recognizes a substantial delay that affects planning and deployment, providing extra support to keep the process moving. Shorter waits—like a month or six months—don't reflect the same level of disruption, and waiting two years goes beyond the standard window the policy uses. So, the trigger is the period exceeding one year.

8. The debt-to-income criterion applies to which ranks?

- A. E5-E9
- B. E1-E4**
- C. Warrant Officers
- D. Officers

A debt-to-income check is used to gauge whether a service member can manage monthly debt payments relative to their income, helping ensure financial stability and readiness. This criterion is applied to junior enlisted personnel—the lowest enlisted ranks who are new to military life. The idea is to identify those who may be more vulnerable to financial stress and to provide support or counseling early, so financial issues don't affect performance or security. Higher ranks, such as warrant officers and officers, operate under different standards and aren't subject to this same gate in the same way. For them, other criteria and supports address financial management, rather than this specific debt-to-income threshold. For a quick picture, consider someone with monthly debt payments of 350 dollars and gross monthly income of 2,000 dollars; their debt-to-income ratio would be about 17.5%. If that level triggers the policy for junior enlisted, it could lead to required counseling or other actions to improve financial stability.

9. Mileage threshold for extra travel day?

- A. 25 miles or more
- B. 50 miles or more
- C. 100 miles or more
- D. 51 miles or more**

Distance traveled determines whether an extra travel day is allowed. The policy sets the trigger just above a typical one-day driving load, so when you must cover 51 miles or more, it's considered not reasonable to finish all travel in a single day and an extra day is granted. That's why the option stating 51 miles or more is correct: it uses the threshold beyond 50 miles to decide when to add another travel day. If the distance were 50 miles or fewer, the trip is generally doable within one travel day, so no extra day is provided. Lower thresholds would over-qualify trips for an extra day, while a very high threshold like 100 miles would under-qualify many scenarios where an extra day is appropriate.

10. Which form is used for Application for transfers and Advances?

- A. NPPSC 1300/3
- B. NPPSC 1300/1**
- C. NAVPERS 1306/92
- D. DD Form 884

The essential idea is that Navy personnel actions like transferring to another assignment and requesting an advance are handled with a specific official form, the NPPSC 1300/1. This form is the designated document the Navy Personnel Center uses to capture all the necessary information for transfer actions and any associated advances, and it standardizes what data is collected and how the request moves through the approval chain. Using this form ensures the request is routed correctly, reviewed by the right officials, and processed in a timely and consistent way. The other forms are intended for different processes, so they wouldn't be appropriate for a transfer-and-advance request. When you fill it out, include key details such as your current duty station, the desired new assignment, requested transfer date, and any justification or endorsements required to support the action.

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://personnelspecialist2.examzify.com>

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

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