

PERSONNEL SPECIALIST 2 PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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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. How should a PN2 respond to a pay inquiry from a Sailor?**
 - A. Notify the Sailor that pay data cannot be changed until the next cycle.
 - B. Confirm current data in NSIPS, compare to LES, escalate to the Pay Office if discrepancies exist, and communicate findings clearly.
 - C. Update NSIPS and LES without escalation to Pay Office.
 - D. Request the Sailor to sign a release form before proceeding.
- 2. Actions to verify a Sailor's dependent data for benefits enrollment?**
 - A. Verify with the Sailor, obtain supporting documentation, and update DEERS and NSIPS accordingly.
 - B. Update DEERS without sailor confirmation.
 - C. Delete old dependent data to simplify enrollment.
 - D. Notify command without updating records.
- 3. What should a correction request include to be processed effectively?**
 - A. Verbal complaint without documentation.
 - B. Written request, include evidence, track resolution.
 - C. Immediately escalate to public media.
 - D. Replace the entire record.
- 4. What are best practices for handling Sailor PII in Navy personnel records?**
 - A. Share with all personnel
 - B. Limit access to authorized personnel, secure storage, and compliant disposal; use encryption and audit trails
 - C. Store in unlocked files
 - D. Delete after two years
- 5. What steps should a PN2 take to process a PCS for a Sailor?**
 - A. Verify orders, coordinate housing and shipment of household goods, update duty location in NSIPS/OMPF, and ensure entitlements are correct
 - B. File taxes, request leave, transfer medical records, and update email
 - C. Update vacation schedule, notify command, contact housing, cancel orders
 - D. None of the above

- 6. Who approves and reviews travel documents?**
- A. Authorizing Official
 - B. Travel Officer
 - C. Commanding Officer
 - D. Personal Supervisor
- 7. What should you do if there are discrepancies between NSIPS data and LES data?**
- A. Ignore discrepancies until the next cycle.
 - B. Escalate to the Pay Office after confirming data in NSIPS and LES and communicating findings.
 - C. Change NSIPS data to match LES without notifying the Sailor.
 - D. Delete the LES record to avoid conflicts.
- 8. What are the potential consequences of failing to maintain accurate personnel records?**
- A. Pay errors, incorrect promotions or assignments, administrative penalties, and loss of benefits for the Sailor.
 - B. It delays promotions to ensure fairness.
 - C. No impact on any aspect of service.
 - D. Only affects the next year's performance review.
- 9. In the Navy casualty assistance program, what is the PS2's primary role in supporting families during casualties?**
- A. Coordinate casualty data reporting to finance and payroll.
 - B. Provide administrative updates to payroll regarding casualty payments.
 - C. Assist families and coordinate with the chain of command and casualty offices.
 - D. Provide guidance and support to families following a casualty; coordinate with chain of command and casualty offices.

10. What steps does a PS2 take to verify a sailor's eligibility for advancement and track progress toward the next pay grade?

- A. Verify time in rate, verify required testing/PRT, review performance records, and ensure documentation is current and complete for the advancement board.
- B. Update medical records and coordinate with the command for a ceremonial promotion.
- C. Verify only time in rate and required training; ignore documentation.
- D. Review performance records and awards and finalize without leadership input.

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Answers

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

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Explanations

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1. How should a PN2 respond to a pay inquiry from a Sailor?

- A. Notify the Sailor that pay data cannot be changed until the next cycle.
- B. Confirm current data in NSIPS, compare to LES, escalate to the Pay Office if discrepancies exist, and communicate findings clearly.**
- C. Update NSIPS and LES without escalation to Pay Office.
- D. Request the Sailor to sign a release form before proceeding.

When handling a pay inquiry, the first priority is to verify the Sailor's pay data against official records and communicate the results clearly. Start by confirming the Sailor's current pay data in NSIPS, then compare it to the LES to ensure both sources agree. If you spot any discrepancies, escalate the issue to the Pay Office so the proper corrections can be made through the right channels. Finally, explain what you found, what steps were taken, and what the Sailor should expect next in clear, straightforward terms. This approach protects data accuracy and keeps the Sailor informed. Telling the Sailor that data cannot be changed until the next cycle is not appropriate if a correction is needed now. Updating NSIPS and LES without involving the Pay Office can propagate errors, and asking for a release form before proceeding is not a standard or necessary step in resolving pay data issues.

2. Actions to verify a Sailor's dependent data for benefits enrollment?

- A. Verify with the Sailor, obtain supporting documentation, and update DEERS and NSIPS accordingly.**
- B. Update DEERS without sailor confirmation.
- C. Delete old dependent data to simplify enrollment.
- D. Notify command without updating records.

Verifying a Sailor's dependent data for benefits enrollment hinges on confirming the information directly with the Sailor and backing it up with official documents, then recording those verified details in the systems that track eligibility and personnel records. This approach ensures accuracy and compliance: you're not assuming who qualifies or relying on outdated records, you're confirming dependents' status (such as marriage, birth, custody, or adoption) with the Sailor and attaching the appropriate documentation (birth certificates, marriage licenses, court orders, etc.). Once verified, updating both DEERS (the Defense Enrollment Eligibility Reporting System) and NSIPS (the Navy-wide personnel/pay system) makes sure the right dependents are enrolled for benefits and that pay and personnel records reflect the current, verified information. This prevents improper entitlements, overpayments, or gaps in coverage. If you skip Sailor confirmation, you risk loading incorrect dependent data into DEERS, which could authorize benefits the Sailor isn't entitled to or omit those they should have. Deleting old dependent data to "simplify" enrollment destroys a reliable history and can erase legitimate entitlements. Not updating the official records at all, or simply notifying command without adjusting the systems, creates inconsistency between the Sailor's records and benefits eligibility, leaving enrollment incomplete.

3. What should a correction request include to be processed effectively?

- A. Verbal complaint without documentation.
- B. Written request, include evidence, track resolution.**
- C. Immediately escalate to public media.
- D. Replace the entire record.

Submitting a correction request in writing with supporting evidence is the most effective approach because it creates a clear, verifiable record of what needs to change and why. A written request communicates the exact corrections needed and avoids miscommunication or ambiguity. The included evidence helps validate the error and justify the change, making it easier for the reviewer to act confidently. Tracking the request through the process provides accountability, sets expectations for timelines, and ensures there's a documented trail from submission to resolution. Verbal complaints don't leave a verifiable record and can be forgotten or misinterpreted. Escalating to public media bypasses proper channels and privacy protections, potentially causing harm and violating policy. Replacing an entire record is not appropriate as a first step; corrections should be precise, supported by evidence, and handled through the established procedures to maintain accuracy and compliance.

4. What are best practices for handling Sailor PII in Navy personnel records?

- A. Share with all personnel
- B. Limit access to authorized personnel, secure storage, and compliant disposal; use encryption and audit trails**
- C. Store in unlocked files
- D. Delete after two years

Protecting Sailor PII hinges on restricting who can see it, keeping it secure both physically and digitally, and disposing of it properly when it's no longer needed. Limiting access to authorized personnel ensures information is shared only on a need-to-know basis, reducing exposure from unnecessary staff. Secure storage means using locked physical containers or credential-protected digital repositories, with encryption applied to data at rest and, when possible, in transit. Encryption adds a strong layer of protection so that even if data is accessed, it remains unreadable without the proper keys. Audit trails are essential because they provide a record of who accessed or handled the records and when, helping detect unauthorized activity and support accountability. Disposal must be compliant with policy and standards so records are destroyed securely and cannot be recovered later. These practices protect privacy, maintain data integrity, and meet regulatory and organizational requirements. Sharing with all personnel, storing in unlocked files, or deleting after a fixed period without regard to retention policies would increase risk, compromise confidentiality, and fail to meet proper data-management standards.

5. What steps should a PN2 take to process a PCS for a Sailor?

- A. Verify orders, coordinate housing and shipment of household goods, update duty location in NSIPS/OMPF, and ensure entitlements are correct**
- B. File taxes, request leave, transfer medical records, and update email
- C. Update vacation schedule, notify command, contact housing, cancel orders
- D. None of the above

The key idea is that processing a Sailor's permanent change of station involves making sure the move is authorized, the logistics are arranged, and the Sailor's records and pay reflect the new location. Verifying the orders confirms that the move is valid, with correct dates and entitlements tied to that assignment. Coordinating housing and shipment of household goods tackles the two main logistics: where the Sailor will live at the new duty station and how belongings will be transported, ensuring a smooth transition. Updating the duty location in NSIPS and the OMPF keeps the Sailor's official records current, which affects pay, benefits, and eligibility for the new assignment. Ensuring entitlements are correct ties everything together, making sure all PCS-related payments and allowances (like housing, dislocation, and overseas/zone-related entitlements) are properly set up and reflected in the system. Other options miss important pieces: they either cover tasks not specific to PCS processing (like filing taxes or updating email) or include actions not appropriate for a PCS move (like canceling orders or only notifying one party).

6. 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.

7. What should you do if there are discrepancies between NSIPS data and LES data?

- A. Ignore discrepancies until the next cycle.
- B. Escalate to the Pay Office after confirming data in NSIPS and LES and communicating findings.**
- C. Change NSIPS data to match LES without notifying the Sailor.
- D. Delete the LES record to avoid conflicts.

When there are differences between NSIPS data and the LES, the priority is to ensure accurate pay and records through a careful check and proper escalation. Start by confirming the exact data in both systems and noting what differs. Then communicate those findings to the Sailor, so they understand the discrepancy and can provide any needed information. After that, escalate to the Pay Office through the proper channels so they can review and correct the payroll records, using the documented findings and any supporting documentation. Do not change NSIPS unilaterally to match the LES or delete the LES record, as altering official records without authorization undermines pay integrity and can cause bigger problems.

8. What are the potential consequences of failing to maintain accurate personnel records?

- A. Pay errors, incorrect promotions or assignments, administrative penalties, and loss of benefits for the Sailor.**
- B. It delays promotions to ensure fairness.
- C. No impact on any aspect of service.
- D. Only affects the next year's performance review.

Accurate personnel records are essential because they directly drive how a Sailor is paid, what promotions or assignments they are eligible for, and what benefits they receive. When records are not kept correctly, pay can be miscalculated or delayed, leading to pay errors. Promotions and assignments rely on up-to-date service history and eligibility; inaccuracies can result in the wrong promotion timing or the wrong assignment, which can disrupt career progression. Administrative penalties can arise from failures to maintain compliant records or from audit findings, adding potential disciplinary or corrective actions. And benefits—retirement, healthcare, housing, entitlements—depend on precise records for eligibility and entitlements; inaccuracies can cause loss or delay of benefits. The other options don't capture the breadth of impact. Delaying promotions to ensure fairness is not the direct consequence of faulty records, and saying there's no impact or that only the next year's performance would be affected ignores how payroll, assignments, penalties, and benefits are tied to record accuracy.

9. In the Navy casualty assistance program, what is the PS2's primary role in supporting families during casualties?

- A. Coordinate casualty data reporting to finance and payroll.
- B. Provide administrative updates to payroll regarding casualty payments.
- C. Assist families and coordinate with the chain of command and casualty offices.
- D. Provide guidance and support to families following a casualty; coordinate with chain of command and casualty offices.**

The main idea being tested is the role of a Navy Personnel Specialist 2 in casualty situations: acting as the primary source of guidance and support for the family and coordinating with the chain of command and casualty offices. In practice, this means the PS2 serves as the family's main point of contact after a casualty, explaining benefits and entitlements, answering questions, and arranging access to casualty assistance. They also ensure all relevant offices—such as the chain of command and casualty offices—are informed and working together to provide the necessary support. This keeps the family from having to navigate multiple contacts alone and helps the process move smoothly during a difficult time. While handling casualty data for finance or payroll or updating payroll about payments can be part of related duties, these are administrative tasks; the PS2's primary function in casualty assistance is to guide families and coordinate across offices to deliver comprehensive support.

10. What steps does a PS2 take to verify a sailor's eligibility for advancement and track progress toward the next pay grade?

- A. Verify time in rate, verify required testing/PRT, review performance records, and ensure documentation is current and complete for the advancement board.**
- B. Update medical records and coordinate with the command for a ceremonial promotion.
- C. Verify only time in rate and required training; ignore documentation.
- D. Review performance records and awards and finalize without leadership input.

The main concept is how a PS2 verifies a sailor's eligibility for advancement and tracks progress toward the next pay grade. The process involves confirming time in rate to meet minimum service requirements, ensuring required testing and the physical readiness test are completed, reviewing performance records to gauge performance and leadership potential, and making sure all documentation is current and complete for the advancement board. These steps ensure the sailor has met all prerequisites and that the board has a complete, accurate record to evaluate. Skipping any of these elements—such as focusing only on medical records or ceremonial promotions, or ignoring performance documentation and leadership input—would leave gaps in the eligibility determination and the board's ability to review a sailor's readiness for advancement.

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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