

# Staff Sergeant (SSgt) Promotion SKT 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. ACE stands for which of the following?**
  - A. Alert, Communicate, Engage**
  - B. Assess, Counsel, Educate**
  - C. Assist, Care, Encourage**
  - D. Ask, Care, Escort**
  
- 2. Which of the following is NOT discussed when conducting ACA sessions, the private, face-to-face feedback session with the ratee?**
  - A. What needs to be done after the evaluation performance report is submitted**
  - B. What the ratee did well**
  - C. Specific examples of behavior**
  - D. Development plan**
  
- 3. What document is used when an Airman is not selected for reenlistment?**
  - A. DD Form 214**
  - B. Enlisted Record Brief**
  - C. AF Form 418**
  - D. Performance Improvement Plan**
  
- 4. Which A&FRC program has four components that members are required to complete prior to separation or retirement?**
  - A. Transition Assistance Program (TAP)**
  - B. Volunteer Excellence Program**
  - C. LeaveWeb**
  - D. Local Area**
  
- 5. Which AFMAN contains information concerning enlisted promotion test compromise?**
  - A. AFMAN 36-2664**
  - B. AFMAN 36-2101**
  - C. AFMAN 36-2234**
  - D. AFMAN 36-2999**

- 6. As a Total Force, what characterizes us as an air and space force?**
- A. High-tech, budget-driven, centralized**
  - B. Resource-focused, global reach, hardware-centric**
  - C. Values-based, mission-focused, people-oriented**
  - D. Training-centered, policy-driven, risk-averse**
- 7. Under what process do Airmen who test after initial selects have been made, such as deployed Airmen, or anyone who was unable to test during their normal testing window, compete for promotion consideration?**
- A. Deferred Testing Process**
  - B. In-System Supplemental Promotion Process**
  - C. Post-Testing Promotion Process**
  - D. Supplemental Testing Window**
- 8. Which strategy ensures all work center job requirements are completed by using a master task listing?**
- A. Master Training Plan**
  - B. Work Center Schedule**
  - C. Job Catalog**
  - D. Task Ledger**
- 9. Which A&FRC program supports Airmen and their families in achieving short- and long-term employment, referral for education and training, and development of career goals through employment skills counseling and skills development workshops to prepare customers for careers in the private and public sectors?**
- A. Personal Financial Readiness**
  - B. Air Force Aid Society**
  - C. Employment Assistance**
  - D. Military Family Life Counselor Program**

**10. Which statement is NOT included in the four elements that frame professionalism within the USAF?**

- A. Trust**
- B. Loyalty**
- C. Dignity**
- D. Courage**

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## Answers

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

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## **Explanations**

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**1. ACE stands for which of the following?**

- A. Alert, Communicate, Engage**
- B. Assess, Counsel, Educate**
- C. Assist, Care, Encourage**
- D. Ask, Care, Escort**

ACE is a practical, action-oriented approach for handling situations where safety and support are needed. Start by asking questions to assess safety and needs—this opens the door for honest communication and helps identify any immediate danger or support required. Then show care by expressing genuine concern, listening actively, and validating their feelings—this builds trust and encourages them to share more. Finally, escort them to safety or arrange appropriate next steps—whether that means accompanying them to a safer location, coordinating transportation, or connecting them with the right resources—so they are not left in a risky situation. This sequence—Ask, Care, Escort—combines inquiry, emotional support, and concrete actions, making it the best fit for guiding safe, supportive responses.

**2. Which of the following is NOT discussed when conducting ACA sessions, the private, face-to-face feedback session with the ratee?**

- A. What needs to be done after the evaluation performance report is submitted**
- B. What the ratee did well**
- C. Specific examples of behavior**
- D. Development plan**

The main idea here is that ACA sessions are about performance feedback and development, not administrative post-submission tasks. In the private, face-to-face feedback, you focus on what the ratee did well and provide specific examples of behavior to illustrate those strengths. You also work together on a development plan that outlines concrete steps and timelines for improvement. These elements help the ratee understand current performance and how to grow. What happens after the evaluation performance report is submitted is an administrative step handled by supervisors or HR outside the feedback session; it isn't the focus of the ACA conversation. Those post-submission actions don't directly guide the ratee's development in the moment, which is why they aren't discussed during the ACA session. The topics that are discussed—strengths, concrete behavioral examples, and a development plan—are the core parts that drive meaningful, actionable feedback.

**3. What document is used when an Airman is not selected for reenlistment?**

- A. DD Form 214**
- B. Enlisted Record Brief**
- C. AF Form 418**
- D. Performance Improvement Plan**

The situation being tested is which document records an Airman's status when they are not selected for reenlistment under the Selective Reenlistment Program. The official form for this action is the AF Form 418, the Selective Reenlistment Program Action. It serves as the formal notice and record of the reenlistment decision, capturing the Airman's eligibility status, the date of the action, any applicable reason, and guidance on next steps. Other documents listed have different purposes: a DD Form 214 documents transition out of active duty, an Enlisted Record Brief summarizes career data, and a Performance Improvement Plan addresses performance issues. So AF Form 418 is the correct choice for not being selected for reenlistment.

**4. Which A&FRC program has four components that members are required to complete prior to separation or retirement?**

- A. Transition Assistance Program (TAP)**
- B. Volunteer Excellence Program**
- C. LeaveWeb**
- D. Local Area**

Transition Assistance Program is designed to prepare airmen for civilian life, and it centers on four mandatory components that must be completed before separation or retirement. First, pre-separation counseling helps you map out a transition plan, identify needs, and set goals. Second, the Transition GPS element provides practical career planning and job-search tools through workshops, including resume development and job strategies. Third, a briefing on VA benefits walks you through available veteran benefits, healthcare options, education programs, and how to access them. Fourth, personal financial planning covers budgeting, debt management, savings, and long-range financial considerations. Completing these four areas ensures you're prepared for the next chapter, which is why this program is the correct choice. The other options aren't structured as a four-part transition program.

**5. Which AFMAN contains information concerning enlisted promotion test compromise?**

- A. AFMAN 36-2664**
- B. AFMAN 36-2101**
- C. AFMAN 36-2234**
- D. AFMAN 36-2999**

Understanding how the enlisted promotion test system protects its integrity is the key. The manual that covers how to handle promotion test security and any suspected compromise provides the official procedures for reporting, investigating, and taking corrective action when a test has been compromised. It details what constitutes compromise, who investigates, what documentation is required, and what steps follow (such as retesting or invalidating affected materials). This focus on testing security and compromise is exactly what the question is asking about, so that manual is the best source for this information. The other manuals deal with different aspects of the promotions process, like general promotion policies, criteria, or board procedures, rather than the specific procedures for test compromise. They don't provide the dedicated guidance on handling compromised tests, which is why they aren't the correct reference here.

**6. As a Total Force, what characterizes us as an air and space force?**

- A. High-tech, budget-driven, centralized**
- B. Resource-focused, global reach, hardware-centric**
- C. Values-based, mission-focused, people-oriented**
- D. Training-centered, policy-driven, risk-averse**

The essence of the Total Force idea is that air and space power comes from a unified team built on character, purpose, and people, across active duty, reserves, guards, civilians, and families. That leads to three core traits: values-based, mission-focused, and people-oriented. Values-based means leaders uphold and model integrity, service before self, and excellence, guiding decisions and building trust within the force. Mission-focused means every action is aligned with delivering air and space power—planning, training, and operations are rooted in clear objectives and sustained readiness. People-oriented puts airmen and their families at the center—developing leaders, taking care of personnel, and fostering a resilient culture to sustain capability over time. While hardware, budgets, centralized control, and policy matter, they don't define the force the way the emphasis on values, mission, and people does.

**7. Under what process do Airmen who test after initial selects have been made, such as deployed Airmen, or anyone who was unable to test during their normal testing window, compete for promotion consideration?**

**A. Deferred Testing Process**

**B. In-System Supplemental Promotion Process**

**C. Post-Testing Promotion Process**

**D. Supplemental Testing Window**

The idea being tested is how Airmen who miss the standard testing window or are deployed get included in promotion consideration through a dedicated, in-system path. The In-System Supplemental Promotion Process is designed exactly for this: Airmen who test after initial selects or who couldn't test during the normal window can still compete in the current promotion cycle by using this integrated, in-system process. It ensures their results and eligibility are captured in the promotion board workflow without waiting for a later window, making it the appropriate mechanism for post-window testing and consideration. Other options don't fit as well because they refer to different ways of handling testing timing or postponement. Deferred Testing typically implies postponing testing itself, not the structured path to promotion consideration. A standalone Supplemental Testing Window suggests simply an extra window for testing, but not the formal promotion process that processes those results for cycle consideration. Post-Testing Promotion Process isn't a recognized method for handling these cases within the promotion system.

**8. Which strategy ensures all work center job requirements are completed by using a master task listing?**

**A. Master Training Plan**

**B. Work Center Schedule**

**C. Job Catalog**

**D. Task Ledger**

This question focuses on ensuring every work center job requirement is covered by a single, authoritative listing. The Master Training Plan serves this role by consolidating all required tasks into one master task listing. It assigns responsibilities, lays out the sequence and timing of activities, and tracks progress, so you can see at a glance which requirements are complete and which are still outstanding. This integrated approach guarantees nothing is overlooked because every job requirement is mapped to a specific task with a responsible person and a deadline. Other options describe related elements but don't guarantee complete coverage on their own: a Work Center Schedule focuses on when activities occur rather than ensuring all requirements are captured and completed; a Job Catalog describes available jobs and their requirements but doesn't enforce completion or track progress; a Task Ledger records completed tasks but doesn't provide the overarching plan that ensures all requirements are identified and fulfilled.

**9. Which A&FRC program supports Airmen and their families in achieving short- and long-term employment, referral for education and training, and development of career goals through employment skills counseling and skills development workshops to prepare customers for careers in the private and public sectors?**

- A. Personal Financial Readiness**
- B. Air Force Aid Society**
- C. Employment Assistance**
- D. Military Family Life Counselor Program**

Employment Assistance is the program within the Airman and Family Readiness Center that focuses on helping Airmen and their families achieve both short- and long-term employment. It provides referrals for education and training and supports the development of clear career goals through employment skills counseling and workshops, preparing customers for careers in private and public sectors. This includes practical steps like resume and interview coaching, job-search strategies, and connections to training resources. Other options address different needs—personal finances, charitable aid and scholarships, or counseling for family life—rather than targeted employment development.

**10. Which statement is NOT included in the four elements that frame professionalism within the USAF?**

- A. Trust**
- B. Loyalty**
- C. Dignity**
- D. Courage**

Courage is not part of the four elements that define professionalism in this framework. Trust and Loyalty describe reliability and allegiance to the Air Force and the mission, while Dignity covers treating others and oneself with respect and worth in every action. Courage, although a vital personal virtue for facing danger and tough decisions, isn't listed as one of the four elements that frame professionalism in this context.

## 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:**

**<https://ssgtpromotionskt.examzify.com>**

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

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