

STAFF SERGEANT (SSGT) PROMOTION SKT 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. All people experience stressors (challenges or problems) and distress (negative feelings associated with stressors). Which two components of stress make it a major concern of Airmen at all levels?**
 - A. Duration of stress and severity
 - B. Type of stress and frequency
 - C. Frequency of stress and the significant negative effect stress can have on people and organizations
 - D. None

- 2. When are Airmen automatically placed on the career job applicant list?**
 - A. The 1st duty day of the month during which they complete 35 months on their current enlistment (59 months for six-year enlistees), but no later than the last duty day of the month during which they complete 43 months on their current enlistment (67 months for six-year enlistees).
 - B. On the last day of the month in which they complete 43 months (67 months for six-year enlistees).
 - C. After they reenlist for another term.
 - D. On the first day of their next enlistment year.

- 3. Which form is used as an enlisted performance report for chief master sergeant (CMSgt)?**
 - A. AF Form 910
 - B. AF Form 911
 - C. AF Form 912
 - D. AF Form 418

- 4. Which A&FRC program provides immediate and long-term bereavement care, service, and support to identified family members of Airmen who die while serving on RegAF status?**
 - A. Air Force Families Forever
 - B. Voting Assistance Program
 - C. Exceptional Family Member Program
 - D. Air Force Aid Society

- 5. Which pay date is used to calculate the Selective Retention Bonus (SRB)?**
- A. Airman's base pay on the date of discharge
 - B. The pay date of the reenlistment
 - C. The final pay date of active duty service
 - D. The date of discharge approval
- 6. Personnel and family readiness pre-deployment briefings are mandatory for individuals with a firm deployment tasking within what time period?**
- A. 7 days
 - B. 14 days
 - C. 30 or more days
 - D. 60 days
- 7. After the initial feedback, which group is subject to a mid-term ACA session conducted every 180 days until a performance report is written or reporting official changes?**
- A. All enlisted personnel regardless of grade
 - B. Senior Noncommissioned Officers
 - C. Airman Basic, Airman, or Airman First Class (with less than 20 months of Total Active Federal Military Service)
 - D. Officers only
- 8. Which program is designed to retrain second term and career Airmen from overage USAF specialties into shortage specialties to optimize the enlisted force and to best meet current and future mission needs?**
- A. NCO retraining program
 - B. Apprentice retraining program
 - C. General retraining program
 - D. Officer retraining initiative
- 9. Which document provides milestones for tasks and CDC completion and prioritizes deployment/UTC tasks, home station training, upgrade, and qualification tasks?**
- A. Master Training Plan
 - B. NCO-DL Course
 - C. eMentor
 - D. NCO Academy program

10. When must members who will be unavailable during the entire testing cycle be prepared to test?

- A. On the first day of the testing cycle
- B. Immediately after notification
- C. Prior to departure
- D. After the testing cycle

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Answers

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

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Explanations

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1. All people experience stressors (challenges or problems) and distress (negative feelings associated with stressors). Which two components of stress make it a major concern of Airmen at all levels?

- A. Duration of stress and severity
- B. Type of stress and frequency
- C. Frequency of stress and the significant negative effect stress can have on people and organizations**
- D. None

Stress becomes a major concern when it happens frequently and when it can cause meaningful harm to both people and the organization. If stressors are repeated or ongoing, they build up over time into chronic strain, which drains energy, impairs judgment and decision-making, disrupts sleep, and harms physical and mental health. That pattern affects every level of Airmen, undermining readiness, safety, teamwork, and overall mission effectiveness. Even a single severe stressor can be highly disruptive if it produces lasting negative effects on performance or well-being, but the combination of frequent stress and a substantial negative impact creates the broad, pervasive risk that concerns Airmen across the force. In the Air Force context, resilience, support, and proactive stress management are essential to maintain morale, unit cohesion, and operational capability.

2. When are Airmen automatically placed on the career job applicant list?

- A. The 1st duty day of the month during which they complete 35 months on their current enlistment (59 months for six-year enlistees), but no later than the last duty day of the month during which they complete 43 months on their current enlistment (67 months for six-year enlistees).**
- B. On the last day of the month in which they complete 43 months (67 months for six-year enlistees).
- C. After they reenlist for another term.
- D. On the first day of their next enlistment year.

The automatic placement on the career job applicant list is tied to a specific window in a Airman's current enlistment. Once you reach 35 months, you're placed on the list starting on the first duty day of that month, and you stay eligible through the last duty day of the month in which you reach 43 months. For six-year enlistees, that window shifts to 59 through 67 months. This means you're on the list during that defined period, not earlier, not just after reenlisting, and not starting at the next enlistment year. So the best answer is that placement begins at the first duty day when you hit 35 months and ends on the last duty day when you reach 43 months (adjusted to 59–67 months for six-year enlistees).

3. Which form is used as an enlisted performance report for chief master sergeant (CMSgt)?

- A. AF Form 910
- B. AF Form 911
- C. AF Form 912**
- D. AF Form 418

Enlisted performance reports are assigned by rank, with a form specifically designated for the senior enlisted levels. For the chief master sergeant, the form used is AF Form 912, which is the evaluation document tailored for the uppermost enlisted grade and the unique leadership responsibilities that come with CMSgt. This form captures performance, leadership impact, and potential at the level where duties and expectations differ from lower enlisted grades. Other forms exist for different enlisted ranges, but they are not used for CMSgt. AF Form 418, for example, isn't an EPR form. That's why AF Form 912 is the correct choice for CMSgt evaluations.

4. Which A&FRC program provides immediate and long-term bereavement care, service, and support to identified family members of Airmen who die while serving on RegAF status?

- A. Air Force Families Forever**
- B. Voting Assistance Program
- C. Exceptional Family Member Program
- D. Air Force Aid Society

This item tests which Air Force family program specifically provides ongoing bereavement care and support to identified family members after a death in service. Air Force Families Forever is designed to deliver immediate and long-term bereavement care, service, and support to eligible family members of Airmen who die while serving on Regular Air Force status, coordinating with casualty assistance, counseling, and available community resources to help families navigate the aftermath and long-term needs. The other programs focus on different needs: voting assistance supports electoral participation; EFMP assists families with special needs; and the Air Force Aid Society primarily offers financial assistance and loans. So the program described is Air Force Families Forever.

5. Which pay date is used to calculate the Selective Retention Bonus (SRB)?

- A. Airman's base pay on the date of discharge**
- B. The pay date of the reenlistment
- C. The final pay date of active duty service
- D. The date of discharge approval

The amount of a Selective Retention Bonus is set using the airman's base pay on the date of discharge. This anchor makes the bonus reflect the pay level the member is actually leaving with, ensuring the calculation stays consistent with their current pay rate at separation. If the calculation used the reenlistment date or the final active-duty pay date, the bonus could shift up or down due to promotions or other timing factors that aren't tied to the member's discharge pay. The discharge approval date can also be arbitrary from a pay perspective and wouldn't reliably represent the member's compensation at separation. So, using the base pay on the discharge date is the most appropriate basis for SRB calculations.

6. Personnel and family readiness pre-deployment briefings are mandatory for individuals with a firm deployment tasking within what time period?

- A. 7 days
- B. 14 days
- C. 30 or more days**
- D. 60 days

Pre-deployment readiness briefings are required when there is 30 or more days of lead time before a deployment. That 30-day window gives the service member and their family enough time to prepare, coordinate sponsorship, review benefits and entitlements, arrange housing and finances, handle legal matters, and connect with support resources. Because the purpose is to ensure both personal readiness and family stability before the mission, the briefing is triggered by deployments that are at least 30 days out. Shorter lead times don't provide the same opportunity to complete all necessary steps, while a longer horizon like 60 days still meets the same threshold.

7. After the initial feedback, which group is subject to a mid-term ACA session conducted every 180 days until a performance report is written or reporting official changes?

- A. All enlisted personnel regardless of grade
- B. Senior Noncommissioned Officers
- C. Airman Basic, Airman, or Airman First Class (with less than 20 months of Total Active Federal Military Service)**
- D. Officers only

In the Airman Comprehensive Assessment process, there is a continued goal of regular coaching for those still early in their career. After the initial feedback, Airman Basic, Airman, or Airman First Class who have less than 20 months of Total Active Federal Military Service are placed under a mid-term ACA schedule. These sessions occur every 180 days and continue until a formal performance report is written or the reporting official changes. This setup ensures ongoing, structured feedback and development planning when airmen are still adapting to their initial duties and responsibilities, helping document progress and guide next steps in their career. Higher ranks or longer service aren't included in this particular cadence, which is why the focus is on early-career enlisted personnel in those specific ranks.

8. Which program is designed to retrain second term and career Airmen from overage USAF specialties into shortage specialties to optimize the enlisted force and to best meet current and future mission needs?

- A. NCO retraining program**
- B. Apprentice retraining program
- C. General retraining program
- D. Officer retraining initiative

The main idea this question tests is how the Air Force moves people into the right jobs to keep the force balanced for today and the future. When some specialties have more people than needed (overage) and others are short, the service uses retraining programs to shift personnel into shortage specialties. This keeps readiness high and helps Airmen grow by learning new skills. The NCO retraining program is the best fit because it targets enlisted personnel who are non-commissioned officers and are in their second term or pursuing a career in a given field. The program purposefully reclassifies these airmen into shortage specialties, aligning the experience and leadership of NCOs with the service's most needed career fields. This directly addresses both current mission needs and longer-term capability by optimizing the enlisted force. Other options don't fit the scenario as well. An apprentice retraining program would focus on junior or entry-level personnel rather than second-term and career NCOs. A general retraining program is not the term typically used for enlisted force realignment, and the officer retraining initiative is aimed at officers, not enlisted airmen.

9. Which document provides milestones for tasks and CDC completion and prioritizes deployment/UTC tasks, home station training, upgrade, and qualification tasks?

- A. Master Training Plan**
- B. NCO-DL Course
- C. eMentor
- D. NCO Academy program

Focusing on a structured timeline that ties together required tasks and when Career Development Courses must be finished, the Master Training Plan is the document that sets the milestones and ranks tasks by priority to ensure readiness for deployments. It provides the overall training path, specifying when to start and complete each CDC, and it clearly prioritizes deployment/UTC tasks first, followed by home-station training, upgrades, and qualifications. This centralized planning helps ensure prerequisites are met, timelines align with mission needs, and nothing critical slips through the cracks during a busy cycle. Other resources tend to cover individual components—distance-learning modules, mentoring, or school programs—without delivering the integrated scheduling and prioritization framework that coordinates multiple training requirements and deployment readiness.

10. When must members who will be unavailable during the entire testing cycle be prepared to test?

- A. On the first day of the testing cycle
- B. Immediately after notification
- C. Prior to departure**
- D. After the testing cycle

When you know you'll be unavailable for the entire testing cycle, you must lock in test readiness before you depart. The testing window is fixed, and being away means you can't participate unless you've already completed the necessary preparation and arrangements prior to leaving. Waiting until the cycle starts or after it ends would miss the opportunity, so the prudent, best approach is to be ready to test before departure.

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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://ssgtpromotionskt.examzify.com>

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

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