

SUPPLY NON-COMMISSIONED OFFICER (NCO) BOARD PRACTICE EXAM (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. The following statement best captures economy of effort:**
 - A. Using the maximum budget to expand the program.
 - B. Reducing staff to the minimum to cut costs.
 - C. Prioritizing speed over accuracy in order to meet deadlines.
 - D. Efficient use of resources to meet mission goals, minimizing waste and redundancy.

- 2. Which document is the issue release/receipt document?**
 - A. DA 3161
 - B. DA 2062
 - C. DD 1348-1
 - D. DA 1687

- 3. Why is serial number control important in property accountability?**
 - A. It uniquely identifies items, enabling precise tracking, loss prevention, and asset management.
 - B. It ensures items are always in stock.
 - C. It guarantees no errors in pricing.
 - D. It ensures items are never misplaced.

- 4. Prescribed load lists (PLL) are best described as what?**
 - A. A list of prescribed equipment items for a unit
 - B. A record of training completed
 - C. A schedule of maintenance tasks
 - D. A financial ledger

- 5. Which publication would you consult for clothing and individual equipment guidelines?**
 - A. CTA 50-909
 - B. CTA 50-900
 - C. AR 700-84
 - D. AR 190-11

6. Which Class includes construction materials?

- A. Class I subsistence
- B. Class II clothing
- C. Class IV construction materials
- D. Class VIII medical

7. Change of PBO inventory is performed when?

- A. After change of unit command
- B. During annual financial review
- C. When there is a change of the property book officer
- D. On a monthly basis

8. Which form is used for Administrative Adjustment Reports to the property book?

- A. SF 702
- B. DD 362
- C. DA 4949
- D. DA 444

9. Which form is the Organization clothing and individual equipment record?

- A. DA 3645
- B. DD 362
- C. DA 7531
- D. DA 4949

10. Two factors determine your priority code when ordering supplies?

- A. UND and MTOE
- B. UND and FAD
- C. PBO and UND
- D. FAD and PBO

Answers

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

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Explanations

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1. The following statement best captures economy of effort:

- A. Using the maximum budget to expand the program.
- B. Reducing staff to the minimum to cut costs.
- C. Prioritizing speed over accuracy in order to meet deadlines.
- D. Efficient use of resources to meet mission goals, minimizing waste and redundancy.**

Economy of effort is about getting the job done with the least waste of time, money, and other resources while still achieving the mission. It means using resources efficiently, avoiding unnecessary steps, and eliminating duplication or redundancy so that every action adds value. The statement describing efficient use of resources to meet mission goals while minimizing waste and redundancy fits this idea exactly because it combines achieving the goal with prudent resource use and avoiding waste. Other options miss this balance: expanding the program with the maximum budget focuses on spending rather than efficiency; cutting staff to the minimum can save money up front but often creates bottlenecks and inefficiency elsewhere; prioritizing speed over accuracy sacrifices quality and may cause rework and waste later. Economy of effort isn't about spending more or rushing at the expense of accuracy; it's about optimizing the process to reach the mission efficiently.

2. Which document is the issue release/receipt document?

- A. DA 3161
- B. DA 2062
- C. DD 1348-1**
- D. DA 1687

In DoD supply operations, the act of issuing items from stock and having the receiving activity acknowledged is recorded on a dedicated release/receipt document. The form that serves this purpose is the DD Form 1348-1, known as the Issue Release/Receipt Document. It is designed to authorize the release from stock and to capture the essential details of the transaction—item description, stock number (NSN), unit of issue, quantity, and the identities of the issuing and receiving activities—creating a clear, auditable trail for accountability. Other forms exist for related tasks, but they do not serve as the standard release/receipt record across the DoD. For example, there are Army-specific forms used to initiate an issue or turn-in, and separate documents used for property accountability and hand receipts. These support different steps in the workflow and do not replace the official issue/receipt document used at the stock-release stage. So, the form that functions as the official issue release/receipt document is the DD Form 1348-1.

3. Why is serial number control important in property accountability?

- A. It uniquely identifies items, enabling precise tracking, loss prevention, and asset management.**
- B. It ensures items are always in stock.
- C. It guarantees no errors in pricing.
- D. It ensures items are never misplaced.

Serial number control centers on uniquely identifying each asset with its own distinct number, which makes every unit traceable by name rather than by description alone. That unique identity lets property accountability systems record where the item is, who has it, its condition, and its movement from receipt through issues, transfers, maintenance, and eventual disposition. With this level of traceability, losses are much easier to detect, inventory accuracy improves, and auditors can verify each item's history and custody. While having stock on hand, accurate pricing, or never misplacing an item are helpful outcomes, they aren't what serial numbers primarily ensure. The strength of serial number control is the precise identification and traceability of individual assets, which underpins effective accountability and loss prevention.

4. Prescribed load lists (PLL) are best described as what?

- A. A list of prescribed equipment items for a unit
- B. A record of training completed
- C. A schedule of maintenance tasks
- D. A financial ledger

Prescribed load lists focus on the equipment a unit is authorized to possess and issue. It serves as the formal inventory of gear needed to perform missions and training, ensuring standardization and accountability across the unit. This makes it the best description of a PLL. It isn't a record of training completed, a schedule of maintenance tasks, or a financial ledger, which are covered by other records.

5. Which publication would you consult for clothing and individual equipment guidelines?

- A. CTA 50-909
- B. CTA 50-900
- C. AR 700-84
- D. AR 190-11

Knowing where to find official clothing and individual equipment guidelines in Army publications helps you locate the exact rules for issue, wear, and maintenance. The publication in the CTA 50-series that focuses on clothing and individual equipment is the one designated 50-900; it's the source for those guidelines. The other options either involve broader Army Regulations or are different publications within the CTA series that cover topics other than clothing and equipment, so they don't provide the specific guidance you need. When you study, use the Army Publications portal and search for CTA 50-900 to access the clothing and IE guidance.

6. Which Class includes construction materials?

- A. Class I subsistence
- B. Class II clothing
- C. Class IV construction materials
- D. Class VIII medical

In DoD supply management, items are grouped by their primary use to guide how they're ordered and tracked. Construction materials are placed in Class IV—the Construction Materials category. This class covers items used for building, repairing, and maintaining facilities, such as lumber, cement, roofing, hardware, and other building supplies. It's distinct from other classes that handle food (subsistence), clothing and equipment, or medical items, which is why construction materials belong in Class IV rather than the others.

7. Change of PBO inventory is performed when?

- A. After change of unit command
- B. During annual financial review
- C. When there is a change of the property book officer**
- D. On a monthly basis

When a change of the property book officer occurs, an inventory is performed to transfer accountability and verify that the property book matches what is physically on hand. This turnover ensures the incoming PBO starts with a clear, accurate record, and it helps catch any discrepancies, losses, or misplacements before the new officer takes charge. Routine monthly checks or broader events like a unit command change aren't the specific trigger for PBO handover, and an annual financial review focuses on financial statements rather than the hands-on transfer of property accountability.

8. Which form is used for Administrative Adjustment Reports to the property book?

- A. SF 702
- B. DD 362
- C. DA 4949**
- D. DA 444

Administrative adjustments address routine corrections to the property book without involving formal investigations. When inventory shows a miscount, a misrecorded item, or a data entry error, you use a dedicated form to document the change and keep the property's accountable records accurate. The form designated for this purpose is the Administrative Adjustment Report, DA Form 4949. It provides the proper fields to record the item (such as its identification, quantity, and serial/lot if applicable), the adjustment amount or quantity, the reason for the change (for example, clerical error or mislabeling), and the necessary approvals. Using this form ensures the property book reflects the true on-hand status and creates a clear audit trail. Other forms serve different functions and aren't used for routine administrative adjustments to the property book.

9. Which form is the Organization clothing and individual equipment record?

- A. DA 3645**
- B. DD 362
- C. DA 7531
- D. DA 4949

This form is the official unit-level record used to track organizational clothing and individual equipment. It is used by the unit supply to document item issuance, receipt, turn-in, and periodic inventories for clothing and gear assigned to the organization and to individual soldiers. Maintaining a single ledger helps ensure accountability during inventories and readiness reporting, reduces loss, and makes sure soldiers have the correct equipment. Therefore, the Organization clothing and individual equipment record is DA Form 3645.

10. Two factors determine your priority code when ordering supplies?

- A. UND and MTOE
- B. UND and FAD**
- C. PBO and UND
- D. FAD and PBO

Priority codes for supply orders hinge on urgency of need and funds availability. The Urgency of Need Designation shows how critical the item is and how soon it must arrive, while the Funds Availability Date indicates when money is available to cover the purchase. Together, these determine how the order is prioritized. If something is mission-critical and funds are ready, it gets high priority; if it's urgent but funds aren't available yet, the priority is adjusted accordingly. Other factors like MTOE (unit structure) or PBO (property accountability) don't set the order's priority—they relate to how the unit is organized or who accounts for it, not how quickly the requisition is processed. So the two factors that determine the priority code are the Urgency of Need Designation and the Funds Availability Date.

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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://supplyncoboard.examzify.com>

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

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