

# USMC Supply Admin Requisition Management (DASF) 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. What action should be taken if a requisition is rejected in DASF?**
  - A. Ignore the rejection and reorder the supplies**
  - B. Review the rejection reason, correct any errors, and resubmit the requisition**
  - C. Change the order quantity and submit again**
  - D. Forward the rejection to upper management for further decisions**
  
- 2. How does an “exception report” assist in requisition management?**
  - A. It provides regular updates on inventory levels**
  - B. It highlights discrepancies or issues that require immediate attention**
  - C. It tracks the financial implications of requisitions**
  - D. It catalogs all approved requisitions**
  
- 3. In requisition management, what is the role of a consignee?**
  - A. To approve cancellation requests**
  - B. To receive the procured item**
  - C. To manage inventory**
  - D. To fulfill the contract**
  
- 4. What does the term "logistics footprint" refer to in the context of DASF?**
  - A. The financial impact of logistics**
  - B. The number of suppliers available**
  - C. The breadth of logistics resources and capabilities required to support operations**
  - D. The size of physical warehouses**
  
- 5. How are discrepancies addressed according to DASF procedures?**
  - A. By ignoring minor discrepancies**
  - B. By reporting and resolving them promptly**
  - C. By documenting them without action**
  - D. By increasing future orders**

- 6. How does DASF enhance logistical support during joint operations?**
- A. By minimizing communication**
  - B. By coordinating supply efforts among multiple military branches and agencies**
  - C. By maximizing inventory at all locations**
  - D. By focusing on a single branch's supply requests**
- 7. What is required to modify a submitted requisition in DASF?**
- A. Submitting a brand new requisition**
  - B. Writing a letter to the command**
  - C. Submitting a modification request with updated details**
  - D. Using a different requisition system**
- 8. In requisition terms, what is the meaning of a delayed requisition?**
- A. It is a request to expedite shipping.**
  - B. It indicates items that are still in stock.**
  - C. It is due to the need for verification on requirements.**
  - D. It indicates an item is no longer needed.**
- 9. What are the steps involved in the DASF requisition process?**
- A. Identify needs, submit requisition, process order, and receipt of supplies**
  - B. Estimate needs, place orders, confirm receipts, and process payments**
  - C. Determine requirements, request approval, deliver items, and review stock**
  - D. Assess supply levels, create invoices, track delivery, and manage inventory**

**10. What are “supply discrepancies,” and how are they managed?**

- A. Differences between received and shipped supplies; managed through return procedures**
- B. Differences between ordered and received supplies; managed through reporting and investigative follow-up**
- C. Errors in the supplier’s shipment details; managed through vendor negotiations**
- D. Discrepancies in employee orders; managed through audits**

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## **Answers**

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

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## **Explanations**

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**1. What action should be taken if a requisition is rejected in DASF?**

- A. Ignore the rejection and reorder the supplies**
- B. Review the rejection reason, correct any errors, and resubmit the requisition**
- C. Change the order quantity and submit again**
- D. Forward the rejection to upper management for further decisions**

When a requisition is rejected in DASF, the appropriate action is to review the rejection reason, correct any errors, and resubmit the requisition. This process ensures that the requisition aligns with the requirements and standards set forth by the supply chain management system. Each rejection typically comes with specific feedback or reasons for denial, such as insufficient information, incorrect item codes, or incompatible quantities. By taking the time to assess the rejection feedback, you can rectify the issues and ensure that the resubmitted requisition is comprehensive and adheres to the necessary guidelines. This improves the chances of approval on the next submission and maintains the efficiency of the supply chain process, preventing unnecessary delays in acquiring the needed supplies. This approach fosters a systematic and responsible method in supply management, as opposed to ignoring the rejection or altering quantities without addressing the underlying issues.

**2. How does an “exception report” assist in requisition management?**

- A. It provides regular updates on inventory levels**
- B. It highlights discrepancies or issues that require immediate attention**
- C. It tracks the financial implications of requisitions**
- D. It catalogs all approved requisitions**

An “exception report” plays a critical role in requisition management by highlighting discrepancies or issues that require immediate attention. This type of report identifies deviations from expected processes or outcomes, such as inventory shortages, excessive backorders, or other anomalies that could disrupt supply chain operations. By drawing attention to these exceptions, supply managers can quickly investigate and address potential problems, ensuring that requisition processes remain efficient and that the needs of operational units are met without unnecessary delays. In contrast, regular updates on inventory levels focus more on maintaining awareness of what is available rather than identifying problems. Tracking financial implications of requisitions would entail analyzing costs rather than sharpening focus on supply issues. Lastly, cataloging all approved requisitions serves a different purpose, primarily for record-keeping and reference, rather than proactively managing exceptions.

**3. In requisition management, what is the role of a consignee?**

- A. To approve cancellation requests**
- B. To receive the procured item**
- C. To manage inventory**
- D. To fulfill the contract**

The role of a consignee in requisition management specifically pertains to the responsibility of receiving the procured item. Once an order has been processed and items are shipped, the consignee is the designated individual or entity that acknowledges the delivery of goods. This role is crucial because it involves ensuring that the items received match the order specifications and quantities, and documenting their condition upon arrival. Moreover, the consignee may also be responsible for managing the acceptance of the items into their facility and initiating any subsequent logistics processes, such as inventory control or distribution within their organization. Understanding this role is essential for effective supply chain management, as accurate receipt of goods is foundational to maintaining appropriate inventory levels and ensuring the continuity of operations.

**4. What does the term "logistics footprint" refer to in the context of DASF?**

- A. The financial impact of logistics**
- B. The number of suppliers available**
- C. The breadth of logistics resources and capabilities required to support operations**
- D. The size of physical warehouses**

The term "logistics footprint" in the context of DASF refers to the breadth of logistics resources and capabilities required to support operations. This concept encompasses the entirety of logistics operations, including the infrastructure, personnel, equipment, supplies, and processes necessary to ensure that missions are effectively supported. A well-defined logistics footprint allows for a thorough understanding of how resources can be utilized for optimal efficiency, enabling effective planning and execution of operations. This term is crucial as it highlights the scope of logistics in relation to military operations, emphasizing the interconnectedness of various logistics elements and how they collectively support the overall mission. By analyzing the logistics footprint, commanders and supply managers can make informed decisions about resource allocation, readiness, and responsiveness to operational needs.

**5. How are discrepancies addressed according to DASF procedures?**

- A. By ignoring minor discrepancies**
- B. By reporting and resolving them promptly**
- C. By documenting them without action**
- D. By increasing future orders**

Addressing discrepancies promptly is crucial in the DASF procedures because it ensures accountability and maintains the integrity of supply management operations. Reporting and resolving discrepancies allows for the identification of systemic issues, corrections in inventory levels, and adjustments in operational procedures, which ultimately lead to improved accuracy in requisition management. Timely resolution helps mitigate potential impacts on mission readiness and operational efficiency. Ensuring discrepancies are appropriately documented and handled prevents the recurrence of similar issues, promotes trust in the supply chain process, and enhances overall workflow within the organization. By actively managing discrepancies, the USMC can optimize its resources and maintain the high standards required for effective supply administration.

**6. How does DASF enhance logistical support during joint operations?**

- A. By minimizing communication**
- B. By coordinating supply efforts among multiple military branches and agencies**
- C. By maximizing inventory at all locations**
- D. By focusing on a single branch's supply requests**

DASF, or the Defense Automated Supply System, enhances logistical support during joint operations primarily by coordinating supply efforts among multiple military branches and agencies. This coordination is crucial for ensuring that all branches have the necessary resources and supplies in a timely manner, especially during complex operations that require collaboration among different forces. In joint operations, various branches of the military may have differing supply needs and protocols. DASF facilitates interoperability by creating a unified approach to logistics, allowing for streamlined processes that ensure that supplies are allocated efficiently and effectively among all participating branches. This level of coordination helps prevent supply shortages, reduces duplication of efforts, and allows for more effective overall management of resources, which is vital during high-stakes military operations. By fostering cooperation and communication across different branches, DASF significantly improves the effectiveness of logistical operations during joint missions, ensuring that all units are adequately supported.

**7. What is required to modify a submitted requisition in DASF?**

- A. Submitting a brand new requisition**
- B. Writing a letter to the command**
- C. Submitting a modification request with updated details**
- D. Using a different requisition system**

To modify a submitted requisition in DASF, it is necessary to submit a modification request with updated details. This process allows for the specific changes to be made to the existing requisition without the need to start the process over from scratch. A modification request provides the essential functionality to clarify what changes need to be made, such as quantity adjustments, changes to item numbers, or updates in delivery information. This method streamlines the modification process, ensuring that the requisition remains linked to its original tracking and approval history, rather than creating a separate, potentially confusing new requisition. Such a structured approach is vital for effective supply chain management within the U.S. Marine Corps.

**8. In requisition terms, what is the meaning of a delayed requisition?**

- A. It is a request to expedite shipping.**
- B. It indicates items that are still in stock.**
- C. It is due to the need for verification on requirements.**
- D. It indicates an item is no longer needed.**

A delayed requisition refers to a situation where there is a hold on the processing or fulfillment of a request for items because further verification is needed regarding the requirements. This could involve confirming the quantity, specifications, or perhaps validating the justification for the requisition itself. Delayed requisitions are often part of a quality control process to ensure that the items being requested are indeed necessary and appropriate for the intended use, thus preventing unnecessary expenditure and ensuring accountability in supply management. In contrast, a request to expedite shipping pertains to the urgency of delivery rather than the verification of requirements. Items that are still in stock have nothing to do with delays in requisitions, as they are already available for immediate distribution. Similarly, an indication that an item is no longer needed does not align with the concept of a delay, as it suggests a cancellation or change to the requisition rather than a necessity for further verification.

**9. What are the steps involved in the DASF requisition process?**

- A. Identify needs, submit requisition, process order, and receipt of supplies**
- B. Estimate needs, place orders, confirm receipts, and process payments**
- C. Determine requirements, request approval, deliver items, and review stock**
- D. Assess supply levels, create invoices, track delivery, and manage inventory**

The steps involved in the DASF requisition process are accurately outlined in the chosen option. Initially, identifying needs is crucial as it lays the groundwork for understanding what supplies or equipment are necessary. This step ensures that the requisition aligns with operational requirements and is based on objective assessments. Following the identification of needs, the submission of a requisition comes next. This act formalizes the request for supplies or materials, allowing for tracking and accountability within the supply chain. It often involves completing specific documentation or digital forms to ensure all necessary information is captured accurately. Once the requisition is submitted, processing the order is the next logical step. This includes actions taken by supply personnel to fulfill the order, such as sourcing items from inventory or placing orders with suppliers. This step is key to ensuring that the requisition is acted upon in a timely manner. Finally, the receipt of supplies is the concluding step in this process. It involves confirming that the ordered supplies or equipment have been delivered as requested, checking for quality and quantity, and ensuring that records are updated accordingly. This step is critical for maintaining accurate inventory and for future requisition planning. This sequence of steps not only creates a clear path for requisition management but also emphasizes accountability and efficiency, essential elements in

**10. What are “supply discrepancies,” and how are they managed?**

- A. Differences between received and shipped supplies; managed through return procedures**
- B. Differences between ordered and received supplies; managed through reporting and investigative follow-up**
- C. Errors in the supplier’s shipment details; managed through vendor negotiations**
- D. Discrepancies in employee orders; managed through audits**

Supply discrepancies refer to the differences between what was ordered and what was actually received. This can occur in various scenarios, such as receiving the wrong quantity, incorrect items, or damaged goods. Managing these discrepancies is crucial for maintaining the integrity and efficiency of supply chain operations. The correct answer highlights the importance of a systematic approach towards reporting and conducting investigative follow-ups. When a discrepancy is identified, it should be formally reported to ensure that the issue is logged and can be tracked. Investigative follow-up involves reviewing the order records, shipment details, and communication with suppliers to determine the root cause of the mismatch. This process helps in resolving the discrepancy, ensuring that the right supplies are eventually obtained, and preventing future occurrences. In context, while the other options may touch on related issues, they do not encapsulate the comprehensive approach needed to effectively manage supply discrepancies. For example, return procedures may address the physical return of incorrect items, but they do not cover the broader need for investigation and reporting. Similarly, negotiating with vendors might rectify specific issues but does not offer a method for systematic tracking and resolution of discrepancies across orders. Overall, the proactive management of discrepancies through thorough reporting and investigation is essential for maintaining an efficient supply chain.

## 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://usmcsupplyadminreqmgmt.examzify.com>**

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

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