

# USN Personnel Specialist Practice Test (Sample)

## Study Guide



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**SAMPLE**

## **Questions**

- 1. What does DLA stand for in terms of military reimbursement?**
  - A. Direct Loan Assistance**
  - B. Dislocation Allowance**
  - C. Deployment Logistics Allowance**
  - D. Duty Location Allowance**
- 2. What is a primary objective of submitting a PCS travel claim?**
  - A. To secure promotions within the military**
  - B. To reimburse the service member for travel expenses**
  - C. To provide military oversight for personal travel**
  - D. To maintain records of family wellbeing**
- 3. Which components are included in an Obliserv statement?**
  - A. Reason, conditions, acceptance**
  - B. Reason, binding statement, SRB statement**
  - C. Period of service, binding agreement, contract length**
  - D. Duration, justification, overview**
- 4. What does "EB" stand for in the context of military personnel?**
  - A. Emergency Benefits**
  - B. Enlistment Bonus**
  - C. Extended Benefits**
  - D. Evaluation Bonus**
- 5. What is meant by 'elapsed time' in military terms?**
  - A. Time taken for a specific task**
  - B. Time spent on leave**
  - C. Time between leaving one duty station to another**
  - D. Time calculated for transportation**

- 6. What is a key element of personnel readiness in the Navy?**
- A. The willingness to engage in conflict**
  - B. Assessment of each member's mental health**
  - C. A service member's preparation and availability for deployment**
  - D. Engagement in team-building exercises**
- 7. How many days are allowed for transfers outside the Continental United States (OCONUS)?**
- A. 3 days**
  - B. 7 days**
  - C. 5 days**
  - D. 10 days**
- 8. Which record is essential for maintaining a sailor's training and qualifications?**
- A. Performance Evaluation Report**
  - B. Training Records**
  - C. Certification History File**
  - D. Operational Readiness Report**
- 9. Which type of claim is associated with Temporary Duty?**
- A. PCS**
  - B. TDY**
  - C. Annual Leave**
  - D. Relocation**
- 10. Who is responsible for signing a transfer checklist?**
- A. Personnel officer only**
  - B. Service member only**
  - C. Personnel supervisor and service member**
  - D. Unit commander only**

## **Answers**

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

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## **Explanations**

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**1. What does DLA stand for in terms of military reimbursement?**

- A. Direct Loan Assistance**
- B. Dislocation Allowance**
- C. Deployment Logistics Allowance**
- D. Duty Location Allowance**

DLA stands for Dislocation Allowance, which is a type of financial compensation provided to military members who are required to relocate due to permanent change of station (PCS) orders or other official moves. This allowance helps cover the costs associated with moving and settling into a new location. It is designed to assist service members in managing expenses related to transportation, temporary lodging, and other costs incurred during the transition to a new duty station. The DLA is calculated based on the member's dependency status and the geographic area of the new duty station, ensuring that military families receive appropriate support that reflects their unique needs during such transitions. This allowance aids in alleviating the financial burdens that often come with relocating, allowing service members and their families to more easily adapt to their new environment.

**2. What is a primary objective of submitting a PCS travel claim?**

- A. To secure promotions within the military**
- B. To reimburse the service member for travel expenses**
- C. To provide military oversight for personal travel**
- D. To maintain records of family wellbeing**

The primary objective of submitting a PCS (Permanent Change of Station) travel claim is to reimburse the service member for travel expenses incurred during their relocation. When a service member is ordered to move to a new duty station, they typically incur various expenses such as transportation costs, lodging, and meals. The travel claim process allows the service member to itemize these expenses and seek reimbursement from the military. This ensures that service members are financially supported during this transition, which can present significant costs. The focus of the reimbursement process is to alleviate the financial burden associated with moving, enabling service members to fulfill their duties without undue stress related to expenses. This support is crucial since the nature of military assignments often requires frequent relocations, making the reimbursement system an important aspect of military life. In contrast, the other options do not align with the primary purpose of a PCS travel claim. Promotions are determined by performance and qualifications rather than travel claims, while oversight for personal travel is not the scope of the claims process. Maintaining records of family wellbeing relates to overall support programs rather than the specific financial aspects covered by a travel claim.

### 3. Which components are included in an Obliserv statement?

- A. Reason, conditions, acceptance
- B. Reason, binding statement, SRB statement**
- C. Period of service, binding agreement, contract length
- D. Duration, justification, overview

An Obliserv statement, or obligated service statement, is a formal declaration that includes specific elements related to an individual's service commitments. The correct choice highlights the essential components that make up such a statement, focusing on the reason for the obligation, a binding statement that confirms the commitment, and a reference to the Service Record Book (SRB) statement, which documents the enlistment and any additional contractual agreements. The reason clarifies why the Obliserv is required, providing context for the commitment. The binding statement signifies that this is an official agreement that can have legal and administrative ramifications. The inclusion of the SRB statement serves as an important reference point for record-keeping and ensures that all obligations are properly documented and accessible. Understanding these components is essential for personnel specialists as they manage service obligations and ensure proper compliance and tracking of enlistment terms.

### 4. What does "EB" stand for in the context of military personnel?

- A. Emergency Benefits
- B. Enlistment Bonus**
- C. Extended Benefits
- D. Evaluation Bonus

In the context of military personnel, "EB" stands for Enlistment Bonus. This term refers to a financial incentive offered to individuals who enlist in the military, designed to attract individuals during periods of personnel shortages or to fill specific roles that are critical to military operations. The bonus amount can vary based on factors such as the length of service commitment, the branch of service, and the specific skills or qualifications of the enlistee. Enlistment bonuses play an important role in recruitment strategies, helping the military to meet its manpower needs and enhance readiness. Other terms, such as Emergency Benefits, Extended Benefits, and Evaluation Bonus, do not specifically align with common military terms used in personnel discussions, making Enlistment Bonus the clear and relevant choice in this context.

**5. What is meant by 'elapsed time' in military terms?**

- A. Time taken for a specific task**
- B. Time spent on leave**
- C. Time between leaving one duty station to another**
- D. Time calculated for transportation**

In military terms, 'elapsed time' typically refers to the duration between departing from one duty station and arriving at another. This encompasses the total time taken during the transition, including travel and any potential delays. It is crucial for planning and coordination, especially in logistics and personnel movements, as it impacts operational readiness and scheduling. The other options, while related to time management in a military context, do not capture the specific definition of 'elapsed time.' The first option focuses on the duration required for completing a task, which is more task-oriented rather than encompassing travel time. The second option addresses leave time, which pertains to personal time away from duty rather than travel. The last option, related to transportation, might seem close but doesn't accurately define elapsed time, as it lacks the full context of the time from departure to arrival, including all aspects of the journey.

**6. What is a key element of personnel readiness in the Navy?**

- A. The willingness to engage in conflict**
- B. Assessment of each member's mental health**
- C. A service member's preparation and availability for deployment**
- D. Engagement in team-building exercises**

A key element of personnel readiness in the Navy is centered around a service member's preparation and availability for deployment. This encompasses ensuring that personnel not only possess the necessary skills and training for their role but also that they are in optimal physical and mental condition to fulfill their duties when called upon. Readiness involves aspects such as having current qualifications, being up-to-date on necessary vaccinations, and maintaining overall health standards to prevent delays or issues during deployment. Preparations for deployment also involve logistical elements, like having required personal gear, understanding roles and responsibilities during a mission, and being mentally primed to handle the challenges of deployment. This comprehensive readiness is essential to the effective functioning of Navy operations, ensuring that every member is set to contribute meaningfully in diverse and often challenging environments. While the other options may contribute to overall military effectiveness, they do not capture the holistic nature of personnel readiness as defined by readiness for deployment and operational readiness.

**7. How many days are allowed for transfers outside the Continental United States (OCONUS)?**

- A. 3 days
- B. 7 days
- C. 5 days**
- D. 10 days

The allowance for transfers outside the Continental United States (OCONUS) is defined by regulations that take into consideration the unique circumstances involved in moving personnel across international borders. In this context, five days is the correct answer because it aligns with the standard policy for personnel designated for transfer OCONUS. This timeframe is set to ensure that service members have sufficient time to complete all necessary arrangements for their relocation, such as packing belongings, coordinating travel plans, and adhering to any additional requirements specific to their orders. This policy reflects an understanding of the logistical challenges associated with international transfers, which often require more comprehensive planning and execution than domestic relocations. The allocation of five days serves to facilitate a smoother transition, allowing personnel to focus on their responsibilities while ensuring compliance with military regulations and operational readiness. Other options suggest extended or shorter time frames that do not align with current regulations governing OCONUS transfers, highlighting the importance of being familiar with updated policies when preparing for assignments. Understanding these time allowances is crucial for personnel to effectively manage their transitions and fulfill their duties within the Navy.

**8. Which record is essential for maintaining a sailor's training and qualifications?**

- A. Performance Evaluation Report
- B. Training Records**
- C. Certification History File
- D. Operational Readiness Report

The correct choice is the training records, as they serve as the primary repository for documenting a sailor's completed training and attained qualifications. These records detail all the specific courses and programs a sailor has undertaken, including any certifications earned and skills developed during their service. Maintaining accurate training records is essential because they help ensure that sailors meet the necessary qualifications for their roles and can be assigned to appropriate duties based on their completed training. Performance evaluation reports focus on assessing a sailor's performance over a specific period but do not specifically document training achievements or qualifications. Certification history files capture certifications acquired but do not comprehensively track ongoing training progress. Operational readiness reports provide evaluations of a unit's capabilities and preparedness levels but are not used to maintain individual sailor training records. Thus, training records are indispensable for tracking the progression and qualifications of sailors effectively.

**9. Which type of claim is associated with Temporary Duty?**

- A. PCS
- B. TDY**
- C. Annual Leave
- D. Relocation

The correct answer is associated with Temporary Duty, which is commonly referred to as TDY. This designation is used within the military to describe a situation where a service member is temporarily assigned to a different duty station for a specific period. During TDY, individuals may be away from their permanent duty station for training, meetings, or other official duties that require their presence elsewhere. TDY claims typically involve the reimbursement of travel expenses incurred while on this temporary assignment, including transportation, lodging, and meals. This claim type is integral to facilitating the movement of personnel for operational efficiency while ensuring they are compensated for additional expenses incurred as a result of their temporary assignments. In contrast, other options focus on different scenarios: Permanent Change of Station (PCS) involves a permanent move to a new duty station, annual leave pertains to vacation time taken by service members, and relocation may encompass the moving process itself, but does not specifically address the temporary nature of duty assignments like TDY does.

**10. Who is responsible for signing a transfer checklist?**

- A. Personnel officer only
- B. Service member only
- C. Personnel supervisor and service member**
- D. Unit commander only

The correct answer is that both the personnel supervisor and the service member are responsible for signing a transfer checklist. This process ensures that all necessary steps for the service member's transfer are properly acknowledged and that both parties are aware of the actions being taken. The service member's signature indicates their understanding and consent regarding the transfer process, as well as confirmation that they have fulfilled any obligations before the transfer, such as property accountability or any required briefings. Meanwhile, the personnel supervisor's signature serves as a verification that the transfer checklist has been reviewed and all necessary administrative protocols have been followed. This dual sign-off reflects a collaborative approach to personnel management, ensuring that the transfer process is carefully managed and documented. The other options focus on only one party's signature, which fails to recognize the importance of collaboration and accountability between different roles in the personnel management process.