

YEOMAN (YN) A- SCHOOL TEST 2 PRACTICE (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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Table of Contents

Copyright	1
Table of Contents	2
Introduction	3
How to Use This Guide	4
Questions	5
Answers	8
Explanations	10
Next Steps	15

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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. Which of the following is NOT included in the information listed for the Person Category Section?**
 - A. Social security number
 - B. Place of birth
 - C. Open investigation status
 - D. Employment history

- 2. Sensitive Compartmented Information Nondisclosure Agreement Form 4414 acknowledges:**
 - A. The right to access any SCI
 - B. The servicemembers obligation to protect SCI
 - C. The authority to declassify SCI
 - D. The obligation to report theft

- 3. Which element of a Navy memo identifies the author and validates the document?**
 - A. Signature block
 - B. Enclosures
 - C. From/To
 - D. Subject

- 4. Which closing line is appropriate for a memorandum?**
 - A. Regards, followed by a casual signature.
 - B. End of memorandum.
 - C. Sincerely, Then signature block with name, rank/title, command.
 - D. Thank you for your consideration.

- 5. Who serves as the senior enlisted adviser to the commanding officer on a Navy vessel or unit?**
 - A. The Executive Officer.
 - B. The Command Master Chief (CMC) or equivalent senior enlisted leader.
 - C. The Master Chief Petty Officer of the Navy.
 - D. The Supply Officer.

6. RRU stands for?

- A. Review/Recertify/Update
- B. Research/Registration/Update
- C. Research/Recertify/Update
- D. Rapid Review Unit

7. Which level is associated with information that could cause serious damage to national security?

- A. Secret
- B. Top Secret
- C. Confidential
- D. Unclassified

8. How can you stay current with Navy admin procedures?

- A. Rely on memory and skip updates.
- B. Only read the instruction manual once.
- C. Wait for a supervisor to inform you of changes verbally.
- D. Regular training, reviewing NAVPERS instructions, and participating in unit's update briefs.

9. What is the Privacy Act and why is it important in Navy admin?

- A. It protects personal information and restricts disclosure; prevents unauthorized access.
- B. It delays processing of records.
- C. It standardizes mail routing procedures.
- D. It governs leave approval procedures.

10. And SSBI-PR document is required when:

- A. Any service member who's clearance access to SCI or Top-Secret information is based on an investigation that is older than five years
- B. The investigation age is not relevant to SSBI-PR
- C. Only new access requires SSBI-PR
- D. SSBI-PR is never required

Answers

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

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Explanations

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1. Which of the following is NOT included in the information listed for the Person Category Section?

- A. Social security number
- B. Place of birth
- C. Open investigation status
- D. Employment history**

Understanding what a Person Category Section contains hinges on separating identifying details from background records. In this section you usually store core identifiers and current status. A Social Security number serves as a unique identifier for matching records across systems. Place of birth is a biographical detail that helps distinguish individuals who might share a name. Open investigation status communicates the person's current involvement with ongoing case activity, which is essential for immediate context in case management. Employment history, however, represents a person's past work records and is typically stored in a separate background or employment/records area, not in the standard Person Category. Because of that separation, employment history is the item not listed in the Person Category Section.

2. Sensitive Compartmented Information Nondisclosure Agreement Form 4414 acknowledges:

- A. The right to access any SCI
- B. The servicemembers obligation to protect SCI**
- C. The authority to declassify SCI
- D. The obligation to report theft

Signing an SCI nondisclosure agreement binds personnel to protect sensitive compartmented information and follow established safeguarding procedures. The reason this option is the best is that the core obligation of Form 4414 is to commit the signer to safeguarding SCI—to prevent unauthorized disclosure and to handle information according to security rules. Access to SCI is not granted by signing the NDA; clearance and need-to-know determine who may view certain material. Declassification authority does not come with the NDA; decisions to declassify rest with designated officials. Reporting theft or loss is part of maintaining security, but the fundamental acknowledgment is the obligation to protect SCI.

3. Which element of a Navy memo identifies the author and validates the document?

- A. Signature block**
- B. Enclosures
- C. From/To
- D. Subject

The signature block identifies the author and validates the document. It includes the writer's name, rank or position, unit, and the date, often with a signature, providing a clear link to a responsible person and official endorsement. This endorsement is what makes the memo official. Other elements—From/To show who sent and who receives, Subject states the topic, and Enclosures lists attachments—do not confirm authorship or authority in the same way.

4. Which closing line is appropriate for a memorandum?

- A. Regards, followed by a casual signature.
- B. End of memorandum.
- C. Sincerely, Then signature block with name, rank/title, command.**
- D. Thank you for your consideration.

In a formal memorandum, the closing should be a formal sign-off followed by the signature block. Using a proper closing like "Sincerely" sets the tone as official and respectful, which is essential for military correspondence. Immediately after that, the signature block with the writer's name, rank or title, and command provides clear identification and authority, ensuring accountability and proper attribution within the chain of command. The combination of a formal closing and a complete signature block is what keeps the document professional and unambiguous. Other options lack the formal tone, aren't actual closing lines, or omit the necessary signature block with rank and command.

5. Who serves as the senior enlisted adviser to the commanding officer on a Navy vessel or unit?

- A. The Executive Officer.
- B. The Command Master Chief (CMC) or equivalent senior enlisted leader.**
- C. The Master Chief Petty Officer of the Navy.
- D. The Supply Officer.

The senior enlisted adviser to the commanding officer on a Navy vessel or unit is the Command Master Chief (CMC) or an equivalent senior enlisted leader. This person acts as the primary liaison between the commanding officer and the enlisted crew, advising on matters that affect enlisted personnel—morale, welfare, discipline, training, and overall readiness. They ensure Navy policies and standards are understood and implemented at the enlisted level and mentor the chiefs and petty officers who lead the crew day to day. The executive officer is a commissioned officer serving as the CO's deputy, the Master Chief Petty Officer of the Navy is the Navy-wide senior enlisted leader, and the Supply Officer handles logistics—not the relationship between the CO and the enlisted force on that ship or unit.

6. RRU stands for?

- A. Review/Recertify/Update
- B. Research/Registration/Update
- C. Research/Recertify/Update**
- D. Rapid Review Unit

RRU represents a three-step workflow: Research, Recertify, Update. The first step, Research, means gathering the necessary information and confirming details. The second step, Recertify, involves verifying that credentials, qualifications, or approvals remain valid or need renewal. The final step, Update, is about applying the necessary changes to records, systems, or documentation based on what was found. This combination—Research, Recertify, Update—fits the acronym letters precisely and aligns with a process you'd follow when rechecking and renewing status or records. The other options deviate in one or more parts: using a synonym for the first step that changes the meaning, choosing a different word for the middle step that doesn't reflect recertification, or ending with a term (Unit) that doesn't correspond to the updating action described by the acronym.

7. Which level is associated with information that could cause serious damage to national security?

- A. Secret**
- B. Top Secret
- C. Confidential
- D. Unclassified

Classification levels describe how sensitive information is and how it must be protected. The phrase that implies a level whose disclosure could cause serious damage to national security matches the level called Secret. This sits above Confidential (which could cause damage) and below Top Secret (which could cause exceptionally grave damage). So, Secret is the threshold associated with serious damage, making it the best answer. Understanding this scale also helps you remember that Top Secret requires even stricter controls, reflecting its potential for exceptionally grave harm.

8. How can you stay current with Navy admin procedures?

- A. Rely on memory and skip updates.
- B. Only read the instruction manual once.
- C. Wait for a supervisor to inform you of changes verbally.
- D. Regular training, reviewing NAVPERS instructions, and participating in unit's update briefs.**

Staying current with Navy admin procedures comes from a proactive approach that blends ongoing training, regular review of official references, and unit-focused update briefs. Regular training keeps you aware of changes and how they're applied in real tasks. Consulting NAVPERS instructions ensures you reference the authoritative, up-to-date standards rather than relying on memory. Unit update briefs bring changes into your specific environment, clarifying impacts and answering questions in context. This combination helps you comply accurately, reduces the risk of mistakes, and keeps admin actions aligned with current policy. Relying on memory, reading the manual only once, or waiting for informal verbal updates can leave you out of date and missing important details.

9. What is the Privacy Act and why is it important in Navy admin?

- A. It protects personal information and restricts disclosure; prevents unauthorized access.**
- B. It delays processing of records.
- C. It standardizes mail routing procedures.
- D. It governs leave approval procedures.

The main idea being tested is how personal information is protected and who may see it. The Privacy Act is a federal law that limits how the government can use and share individuals' records. In Navy admin this matters a lot because records cover sensitive data like personnel details, medical information, payroll, and security information. The Act requires agencies to keep these records accurate and secure, to disclose them only to people with a legitimate need to know or with proper authorization, and to provide individuals access to and even the ability to amend their own records. This framework helps prevent unauthorized access or leakage of private data, reduces the chance of identity or privacy harm, and keeps Navy operations compliant with the law. That's why the option describing protection of personal information and restricted disclosure—and preventing unauthorized access—is the best fit. The other options describe unrelated administrative tasks like delays in processing, mail routing, or leave approval procedures, which don't capture the privacy protections the Act provides.

10. And SSBI-PR document is required when:

- A. Any service member who's clearance access to SCl or Top-Secret information is based on an investigation that is older than five years**
- B. The investigation age is not relevant to SSBI-PR
- C. Only new access requires SSBI-PR
- D. SSBI-PR is never required

The main idea is that ongoing access to highly sensitive information requires periodic refreshers of your background check. When the investigation that granted access to SCl or Top Secret is older than five years, a new SSBI-PR is needed to revalidate your trustworthiness and eligibility. This reinvestigation helps ensure no new issues have arisen that would affect your suitability for that level of clearance. Saying the investigation age doesn't matter would ignore the periodic nature of security reinvestigations. Limiting SSBI-PR to only new access would neglect people who already have clearance but whose background check has aged beyond the allowed interval. Saying it's never required contradicts standard security practices that keep access aligned with up-to-date information.

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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://ynaschool2.examzify.com>

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

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