DIVISION OFFICER (DIVO) FUNDAMENTALS 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.

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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!

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Questions

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1. ODCR stands for which document in personnel distribution and staffing management?

A. Onboard Distribution and Coordination Record

B. Officer Distribution Control Report

C. Official Docket for Crew Rosters

D. Operational Deployment Control Registry

2. How does the authority of a Division Officer compare with that of a Leading Petty Officer (LPO)?

A. The LPO has higher rank and authority than the DivO.

B. The DivO has officer-level authority over the division and is responsible for readiness and safety; the LPO is a senior enlisted supervisor carrying day-to-day supervisory duties under the DivO/DH.

C. The DivO and LPO share equal authority with no hierarchy.

D. The LPO can suspend DivO in absence.

3. Which exam is required for Navy wide advancement?

A. PRT

B. Leadership training course

C. Navy Wide Advancement exam

D. Fleet Knowledge Test

4. Certification Exercises are conducted in which phase?

A. Repetitive phase

B. Sustainment phase

C. Basic phase

D. Lifecycle phase

5. Which is a commissioning program option that includes LDO/CWO?

A. LDO/CWO programs

B. USNA

C. NROTC

D. OCS

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6. NSIPS stands for which system?

A. Naval Standard Inventory and Personnel Sheet

B. Navy Standard Integrated Personnel System

C. National Security Information Processing System

D. Navy System for Individual Personnel Statistics

7. What is the role of an Ombudsman?

A. Liaison between the CO on the ship and welfare of command's families

B. Independent investigator of welfare

C. Legal advisor for sailors

D. Public relations officer

8. How should a DivO ensure understanding after policy changes are communicated?

A. Publish the change privately to avoid confusion.

B. Announce during chow time.

C. Brief the division, and confirm understanding.

D. Assume everyone understood and take no further action.

9. Which of the following is a phase in the six-phase life cycle?

A. Shakedown

B. Deployment

C. Evaluation

D. Operations

10. SORM dictates what?

A. The ship's weather procedures

B. The ship's medical supply

C. Dictates required ship's bills, instructions, primary and collateral duties, watch organization, and division/departmental organization

D. Payroll policy

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Answers

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

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Explanations

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1. ODCR stands for which document in personnel distribution and staffing management?

A. Onboard Distribution and Coordination Record

B. Officer Distribution Control Report

C. Official Docket for Crew Rosters

D. Operational Deployment Control Registry

ODCR stands for the Officer Distribution Control Report. This document tracks how officers are assigned across billets and units, recording assignments, changes, vacancies, and staffing status. It gives the division officer a clear, up-to-date view to ensure each duty section has the right officers where they're needed and that deployments align with operational requirements. The other expanded phrases don't match the established term used for this staffing management function, so they aren't the correct designation in this context.

2. How does the authority of a Division Officer compare with that of a Leading Petty Officer (LPO)?

A. The LPO has higher rank and authority than the DivO.

B. The DivO has officer-level authority over the division and is responsible for readiness and safety; the LPO is a senior enlisted supervisor carrying day-to-day supervisory duties under the DivO/DH.

C. The DivO and LPO share equal authority with no hierarchy.

D. The LPO can suspend DivO in absence.

The key idea is the chain of command within a division. A Division Officer is a commissioned officer who has overall responsibility for the division's readiness and safety, directing training, policy, and safeguarding standards. The Leading Petty Officer is the senior enlisted supervisor who handles daily supervision of the enlisted crew, putting the Division Officer's directions into action and coordinating day-to-day tasks under the Division Officer and Division Head. Because of this structure, the Division Officer holds higher authority, and the LPO executes under the officer's direction and cannot suspend or override the DivO. The other choices misstate the hierarchy or authority.

3. Which exam is required for Navy wide advancement?

A. PRT

B. Leadership training course

C. Navy Wide Advancement exam

D. Fleet Knowledge Test

The main idea is recognizing the standardized exam used for Navy-wide advancement. The Navy-wide advancement exam is the official, fleet-wide test Sailors take to qualify for promotion to the next pay grade. It's administered on a regular cycle and covers knowledge relevant to a Sailor's rating and general Navy knowledge. This exam serves as the uniform measure of knowledge across the fleet, which is what advancement decisions rely on. In contrast, a physical readiness test checks fitness, not advancement. A leadership training course is a development program, not the qualifying exam for advancement. A Fleet Knowledge Test exists in other contexts, but it is not the standard exam used for Navy-wide advancement.

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4. Certification Exercises are conducted in which phase?

A. Repetitive phase

B. Sustainment phase

C. Basic phase

D. Lifecycle phase

Certification exercises are used to verify that you have achieved the basic, essential skills needed to perform duties safely and effectively. This happens early in the training process, after you've learned the core tasks, to prove you can meet the standard before moving on to more advanced work. In the Repetitive phase you focus on repeating tasks to build speed and retention, in the Sustainment phase you work on maintaining readiness over time, and in the Lifecycle phase you address ongoing program management and updates. Because certification exercises establish and validate your foundational abilities, they are conducted in the Basic phase.

5. Which is a commissioning program option that includes LDO/CWO?

A. LDO/CWO programs

B. USNA

C. NROTC

D. OCS

The concept here is recognizing the commissioning path that directly includes LDOs and CWOs. LDOs (Limited Duty Officers) and CWOs (Chief Warrant Officers) are specific Navy commissioning tracks for personnel who bring technical expertise and want to move into officer or warrant officer leadership roles. The option that explicitly lists LDO/CWO programs is the correct one because it directly references these pathways. LDOs are seasoned enlisted personnel commissioned as line officers to handle technical leadership, while CWOs are warrant officers who serve as technical specialists bridging enlisted and officer ranks. Other commissioning routes exist—such as service academies, ROTC, and Officer Candidate School—but they do not specifically denote LDO/CWO programs within their titles.

6. NSIPS stands for which system?

A. Naval Standard Inventory and Personnel Sheet

B. Navy Standard Integrated Personnel System

C. National Security Information Processing System

D. Navy System for Individual Personnel Statistics

NSIPS is the Navy's official system for handling personnel data and pay, so the acronym expansion matches exactly: Navy Standard Integrated Personnel System. This reflects its role as the standardized, integrated platform used across Navy commands to manage personnel records, assignments, and payroll-related actions. The other options don't align with Navy HR naming or the familiar terms used for this system, so they don't represent the official name.

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7. What is the role of an Ombudsman?

A. Liaison between the CO on the ship and welfare of command's families

B. Independent investigator of welfare

C. Legal advisor for sailors

D. Public relations officer

An Ombudsman serves as a neutral bridge between the ship's commanding officer and the crew's families, focusing on welfare concerns and open communication. They provide information on Navy programs, connect families with the right resources (medical, housing, schooling, etc.), and relay issues from families to leadership in a confidential, constructive way. They are not there to conduct formal investigations, give legal advice, or act as a public relations officer. Their role is to support the welfare and morale of the crew by facilitating reliable, helpful communication between families and command.

8. How should a DivO ensure understanding after policy changes are communicated?

A. Publish the change privately to avoid confusion.

B. Announce during chow time.

C. Brief the division, and confirm understanding.

D. Assume everyone understood and take no further action.

When policy changes are issued, the key is active understanding: you brief the division on what changed and why it matters, then verify that everyone actually grasps it. A formal briefing communicates the specifics, the implications for daily duties, and any new procedures, while a quick check for comprehension—such as a brief Q&A, a written acknowledgment, or a short knowledge check—confirms that the message was received and understood. This approach helps prevent misinterpretation and ensures consistent application across the team. Publishing privately may hide the change from some personnel and create confusion when others hear about it later. Announcing during chow time is informal and often lacks structure or time for questions. Simply assuming that everyone understood and taking no further action leaves critical gaps where people may apply the policy incorrectly or miss important details.

9. Which of the following is a phase in the six-phase life cycle?

A. Shakedown

B. Deployment

C. Evaluation

D. Operations

The question tests recognizing the phase that focuses on real-world testing and stabilization after fielding a system. Shakedown is the period where the system is exercised in actual conditions to uncover and fix issues, verify that performance meets requirements, and train operators so everything runs smoothly before full-scale deployment and routine use. It's the bridge between initial setup and ongoing operations, ensuring reliability and safety before wider use. Deployment and Operations describe broader stages: deployment is about rolling the system out to users, and operations is the ongoing, day-to-day use. Evaluation is about assessing performance against criteria, often ongoing but not the specific stabilization and tuning phase. Shakedown specifically denotes that initial testing and stabilization period.

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10. SORM dictates what?

A. The ship's weather procedures

B. The ship's medical supply

C. Dictates required ship's bills, instructions, primary and collateral duties, watch organization, and division/departmental organization

D. Payroll policy

SORM defines how a ship is organized and operated at the crew level. It prescribes the required ship's billets, instructions, primary and collateral duties, the watch organization, and the division/departmental structure. In other words, it sets who is responsible for what, how watches are arranged, and how the ship's divisions are lined up to work together. This is essential for a DivO because it provides the official framework for accountability, task assignment, and leadership hierarchy, ensuring consistency and readiness across the crew. The other topics—weather procedures, medical supply, and payroll policy—fall outside the ship's organizational framework defined by SORM.

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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://divofundamentals.examzify.com

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

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