JOURNEYMAN ADMINISTRATION 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. True or False: OPRs and EPRs must be submitted to the MPF within 30 calendar days after close-out.

A. True

B. False

C. Only for certain ranks

D. At the discretion of the rater

2. Which of the following roles must the appointee to the Director of Postal Operations hold?

A. GS-7

B. E-7

C. E-9

D. GS-11

3. What is the main purpose of AF Form 1098?

A. Document special certification and recurring training

B. Monitor general training compliance

C. Track high-level personnel movements

D. Assess organization efficiency

4. What is the Military Postal Service an extension of?

A. Department of Defense

B. United States Postal Service

C. Military Transportation

D. Defense Logistics Agency

5. Which of the following is not a requirement for the 5-skill level qualification?

A. You must complete the online Administration 5-level Journeyman Course

B. You must obtain supervisor recommendation and commander approval

C. You must fulfill all 3-level training requirements

D. You must take a written exam through the Base Education Center

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6. What form is used to start and stop BAS meal deductions?

A. AF Form 102

B. AF Form 220

C. AF Form 300

D. AF Form 204

7. Who may request consideration for military awards and decorations?

A. Only current military members

B. Only retirees

C. Veterans, retirees, and primary next of kin

D. Any civilian employees

8. Which rank does not receive an evaluation until completing 24 months of service?

A. AB

B. SrA

C. TSgt

D. CMSgt

9. What is the role of an Authorizing Official (AO) in the DTS process?

A. Create travel authorizations

B. Perform final review and decide whether to approve traveler's plans

C. Submit reimbursement claims

D. Review travel documents for accuracy

10. Which item is NOT located on the Unit Personnel Management Roster?

A. Position Number

B. Grade Authorization

C. Dependent Name(s)

D. Social Security Number

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Answers

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

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Explanations

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1. True or False: OPRs and EPRs must be submitted to the MPF within 30 calendar days after close-out.

A. True

B. False

C. Only for certain ranks

D. At the discretion of the rater

The statement is true; OPRs (Officer Performance Reports) and EPRs (Enlisted Performance Reports) are required to be submitted to the Military Personnel Flight (MPF) within 30 calendar days after close-out. This 30-day timeframe is established to ensure timely processing and updating of personnel records, which is crucial for career progression, promotions, and reflects the member's performance accurately and promptly. This requirement underscores the importance of maintaining current and accurate records within military administration. Timely submission helps prevent bottlenecks in the evaluation process and ensures that a member's record is up to date when decisions regarding promotions or assignments are being made.

2. Which of the following roles must the appointee to the Director of Postal Operations hold?

A. GS-7

B. E-7

C. E-9

D. GS-11

The Director of Postal Operations typically requires an appointee to hold a position classified as E-9. This classification indicates a level of seniority and expertise that is necessary for overseeing postal operations effectively. The E-9 designation suggests that the individual has extensive experience and is capable of making high-level decisions that impact overall postal services. This level of authority is crucial in ensuring that operations run smoothly and align with organizational goals. Understanding the responsibilities associated with the Director of Postal Operations is essential, as this role involves strategic planning, resource management, and compliance with regulations that govern postal services. The E-9 rank signifies that the individual is adequately equipped to handle these challenges, leading teams, and implementing policies at a high level. Holding a role classified as E-9 also ensures that the appointee has likely demonstrated significant leadership abilities and has a strong track record in postal operations or related fields.

3. What is the main purpose of AF Form 1098?

A. Document special certification and recurring training

B. Monitor general training compliance

C. Track high-level personnel movements

D. Assess organization efficiency

The main purpose of AF Form 1098 is to document special certifications and recurring training for Air Force personnel. This form serves as a critical tool for ensuring that individuals are properly trained and certified in their respective duties, which is essential for maintaining operational readiness and safety within the Air Force. Documentation on the form helps track when certifications are due for renewal or when additional training is required, ensuring that all personnel remain compliant with training requirements. By keeping an accurate record of certifications and training activities, the Air Force can effectively manage its workforce's skill sets and ensure that members are qualified for their roles, enhancing overall mission effectiveness. Maintaining such records is especially important in environments that require continual professional development and adherence to evolving standards and technologies.

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4. What is the Military Postal Service an extension of?

A. Department of Defense

B. United States Postal Service

C. Military Transportation

D. Defense Logistics Agency

The Military Postal Service is an extension of the United States Postal Service. This system allows military members to send and receive mail while stationed away from their normal addresses, especially during deployments and assignments abroad. The Military Postal Service operates under the regulations and guidelines of the United States Postal Service, ensuring that military personnel have access to the same postal services that civilians enjoy, albeit with some adaptations for the unique needs of service members. This system is crucial for maintaining communication with family and friends, which is a significant factor in the morale and well-being of military personnel. It is supported by infrastructure that includes military post offices and select civilian postal facilities that handle military mail. The other options, such as the Department of Defense, Military Transportation, and Defense Logistics Agency, are related entities but do not have the direct postal service function that the United States Postal Service provides in this context. The Military Postal Service relies on the robust framework and existing resources of the U.S. Postal Service to fulfill its mission for military personnel.

5. Which of the following is not a requirement for the 5-skill level qualification?

A. You must complete the online Administration 5-level Journeyman Course

B. You must obtain supervisor recommendation and commander approval

C. You must fulfill all 3-level training requirements

D. You must take a written exam through the Base Education Center

The requirement that is not necessary for the 5-skill level qualification is the necessity to take a written exam through the Base Education Center. This indicates that while other criteria are focused directly on training completion, recommendations, and fulfilling foundational skills, the process for gaining 5-skill level does not stipulate a written test as part of the qualification pathway. The other requirements emphasize a structured developmental track that typically includes completing specific training courses and obtaining endorsements from supervisors, which ensure that candidates are adequately prepared and evaluated for advancing to a higher skill level within their field. Thus, the absence of a written exam as a formal requirement for qualification highlights a focus on practical experience and demonstrated competency rather than standardized testing.

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6. What form is used to start and stop BAS meal deductions?

A. AF Form 102

B. AF Form 220

C. AF Form 300

D. AF Form 204

The correct choice, AF Form 220, is specifically designed for managing Basic Allowance for Subsistence (BAS) meal deductions within the military context. This form is essential as it facilitates changes to meal deductions, allowing service members to start or stop these deductions as their circumstances change, such as when entering or leaving a duty station or changing their availability for meals. AF Form 220 serves a key administrative purpose by ensuring that the financial aspects of BAS are accurately reflected in a service member's compensation. This helps maintain proper records for accounting and payroll systems within the military and ensures compliance with applicable regulations regarding BAS deductions. In contrast, the other forms mentioned do not serve this specific function: AF Form 102 is related to medical records, AF Form 300 is typically used for performance appraisals, and AF Form 204 pertains to reporting and managing fitness assessments. Each of these forms has distinct purposes that do not overlap with the administrative processes governing meal deductions, making AF Form 220 the accurate answer for the question.

7. Who may request consideration for military awards and decorations?

A. Only current military members

B. Only retirees

C. Veterans, retirees, and primary next of kin

D. Any civilian employees

The correct answer is that veterans, retirees, and primary next of kin may request consideration for military awards and decorations. This is based on the understanding that military awards and decorations recognize the service and sacrifices of individuals who have served in the armed forces. Veterans, who have completed their service, are eligible to request awards that they feel they deserve based on their past contributions. Retirees, having served their time and moved into civilian status, maintain their eligibility for awards they may have earned during their active duty. Additionally, primary next of kin—such as immediate family members of deceased service members—can request awards on behalf of their loved ones, especially when those individuals posthumously deserve recognition for their services or sacrifices. While current military members often have streamlined access to the processes for requesting medals and awards, it is not exclusive to them, as the criteria for making these requests extend beyond active duty to include those who have retired, served honorably, and the family members of those who have made the ultimate sacrifice. This inclusion of multiple groups ensures that the honor and recognition associated with military service are accessible to all who have been impacted by it.

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8. Which rank does not receive an evaluation until completing 24 months of service?

A. AB

B. SrA

C. TSgt

D. CMSgt

The rank that does not receive an evaluation until completing 24 months of service is Airman Basic (AB). This is because Airman Basic is the entry-level rank in the U.S. Air Force, and members typically complete a significant portion of their initial training and adaptation to military life before formal evaluations are necessary. During the first two years, the focus is often on acclimatizing to the Air Force environment, learning fundamental duties, and building essential competencies. As a result, the evaluation system is designed to give Airmen time to develop their skills and performance before undergoing formal assessment. In contrast, Senior Airman (SrA), Technical Sergeant (TSgt), and Chief Master Sergeant (CMSgt) all have established evaluation timelines that require feedback and performance appraisals at various intervals throughout their career progression. This structure ensures that as members gain experience and increase in rank, they receive the necessary guidance and evaluation to promote career development effectively.

9. What is the role of an Authorizing Official (AO) in the DTS process?

A. Create travel authorizations

B. Perform final review and decide whether to approve traveler's plans

C. Submit reimbursement claims

D. Review travel documents for accuracy

The role of an Authorizing Official (AO) in the Defense Travel System (DTS) process is primarily focused on performing the final review of travel plans submitted by travelers. The AO evaluates the traveler's request to ensure that it aligns with organizational travel policies and the necessary regulations. Once the review is completed, the AO makes a critical decision on whether to approve the travel plans. This responsibility is vital as it ensures that travel incurred by employees is authorized and complies with both budgetary constraints and policy guidelines. The AO serves as a safeguard for proper travel procedure and fiscal responsibility, helping to manage the organization's resources effectively. In contrast, creating travel authorizations, submitting reimbursement claims, and reviewing documents for accuracy are tasks typically handled by travelers and administrators rather than the AO. This distinction emphasizes the AO's specific role in the approval process, which is oriented towards higher-level oversight rather than operational tasks.

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10. Which item is NOT located on the Unit Personnel Management Roster?

A. Position Number

B. Grade Authorization

C. Dependent Name(s)

D. Social Security Number

The Unit Personnel Management Roster is a key document used in personnel management within an organization, detailing important information about employees and their roles. This roster typically includes critical information that relates directly to the employee's position and status within the unit. The reason "Dependent Name(s)" does not appear on the Unit Personnel Management Roster is that this document focuses solely on identifying and managing personnel's employment-related information rather than personal information about their dependents. The roster is designed to outline job assignments, employee grades, position numbers, and other related employment data which are essential for managing personnel resources effectively. In contrast, items like "Position Number" and "Grade Authorization" directly relate to the employee's role and rank within the organization, ensuring that management has the necessary information for staffing and promotions. "Social Security Number" may also be included for identification and record-keeping purposes, as it ties directly to employment and payroll processes. Thus, the absence of dependent names signifies the roster's focus on official employment data rather than personal family 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://journeymanadmin.examzify.com

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

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