

3F571 Administration Craftsman Practice Test (Sample)

Study Guide



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SAMPLE

Questions

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- 1. What must be included with an exception to policy waiver request?**
 - A. A simple verbal request**
 - B. Attachments with no endorsements**
 - C. Full justification and all appropriate endorsements**
 - D. A list of affected personnel only**
- 2. What form is used to document promotion recommendations for enlisted members, specifically SrAs through MSgts?**
 - A. AF Form 910**
 - B. AF Form 1058**
 - C. AF Form 1137**
 - D. AF Form 1001**
- 3. What action must be taken when a unit is inactivated?**
 - A. Develop a Comprehensive Training Plan**
 - B. Submit an Organizational Change Request**
 - C. Conduct a Final Performance Review**
 - D. Issue a New Assignment Notice**
- 4. What distinguishes the UMD from the UPMR?**
 - A. UMD reflects personnel assigned to jobs, UPMR does not**
 - B. UMD includes total and type of personnel authorized, UPMR includes assigned personnel data**
 - C. UMD is only for civilian jobs, UPMR is for military**
 - D. Both documents are identical in nature**
- 5. Who is responsible for building an Individual Training Plan (ITP) for employees assigned to the work center?**
 - A. Human Resources Manager**
 - B. Work Center Supervisor**
 - C. Training Coordinator**
 - D. Team Leader**

- 6. The Organizational Change Request (OCR) consists of _____.**
- A. Cover letter, organizational charts, status reports**
 - B. Cover letter, eight questions, organizational charts, manpower change request**
 - C. Financial analysis and personnel roster**
 - D. Project proposal and timeline**
- 7. Who holds the authority for OCR approval regarding MAJCOM activations and redesignations?**
- A. Commanding Officer**
 - B. SECAF**
 - C. Unit Commander**
 - D. Manpower Officer**
- 8. Who usually develops a retirement checklist?**
- A. The Wing Protocol.**
 - B. Retiring members themselves.**
 - C. The base commander.**
 - D. The personnel office.**
- 9. What action did SrA Smith take to type the comment into the LeaveWeb system?**
- A. Clicked the save button**
 - B. Pressed the + icon next to the leave item**
 - C. Closed the LeaveWeb window**
 - D. Sent an email notification**
- 10. What role does feedback play in the development of trainees/subordinates?**
- A. It encourages collaboration**
 - B. It prepares them for future responsibilities**
 - C. It completes training documentation**
 - D. It provides a social connection**

Answers

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

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Explanations

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1. What must be included with an exception to policy waiver request?

- A. A simple verbal request**
- B. Attachments with no endorsements**
- C. Full justification and all appropriate endorsements**
- D. A list of affected personnel only**

Including full justification and all appropriate endorsements is essential with an exception to policy waiver request because it provides a clear rationale for why the standard policy should be bypassed. Justification is necessary to outline the specific circumstances or reasons that necessitate the exception, helping decision-makers understand the context and urgency of the request. The required endorsements ensure that the request has the proper approvals from relevant authority figures or departments, which adds credibility and promotes a structured review process. This comprehensive approach facilitates informed decision-making and aligns with organizational governance requirements. In contrast, simply providing a verbal request lacks the necessary formality and documentation to support the case. Attachments without endorsements do not confirm that the requisition has been properly vetted by stakeholders. Lastly, a list of affected personnel by itself does not provide the reasoning or procedural backing needed to justify an exception to policy.

2. What form is used to document promotion recommendations for enlisted members, specifically SrAs through MSgts?

- A. AF Form 910**
- B. AF Form 1058**
- C. AF Form 1137**
- D. AF Form 1001**

The AF Form 910 is the appropriate form used to document promotion recommendations for enlisted members ranging from Senior Airmen to Master Sergeants. This form serves as a tool for evaluating an individual's performance and potential for advancement. It includes sections that assess various competencies such as leadership qualities, job performance, and adherence to military standards, which are crucial for determining a member's eligibility for promotion. In this context, the AF Form 910 plays a vital role as it provides a structured format for supervisors to give feedback, outline achievements, and recommend their subordinates for promotion based on a comprehensive assessment. The information gathered on this form is key for making informed decisions regarding promotions within the Air Force, ensuring that only the most qualified individuals are advanced to higher ranks.

3. What action must be taken when a unit is inactivated?

- A. Develop a Comprehensive Training Plan
- B. Submit an Organizational Change Request**
- C. Conduct a Final Performance Review
- D. Issue a New Assignment Notice

When a unit is inactivated, it is essential to submit an Organizational Change Request. This action is crucial because it formally documents the change in status of the unit within the organizational structure. The Organizational Change Request is a systematic way to ensure that all relevant agencies and stakeholders are informed about the inactivation, which may include adjustments in personnel assignments, resource allocations, and any necessary administrative actions. By submitting this request, all changes resulting from the inactivation process can be captured and implemented correctly, ensuring compliance with regulations and maintaining clear communication throughout the organization. It also helps manage any transitional processes smoothly by outlining how resources and personnel will be reassigned or reallocated as a result of the unit's inactivation. This process is vital for maintaining operational integrity and ensuring that the transition is managed effectively.

4. What distinguishes the UMD from the UPMR?

- A. UMD reflects personnel assigned to jobs, UPMR does not
- B. UMD includes total and type of personnel authorized, UPMR includes assigned personnel data**
- C. UMD is only for civilian jobs, UPMR is for military
- D. Both documents are identical in nature

The distinction between the Unit Manpower Document (UMD) and the Unit Personnel Management Roster (UPMR) is fundamental for understanding personnel management within military organizations. The UMD serves as a strategic tool that outlines the total number and types of personnel authorized for a unit, essentially detailing what the organization is approved to have based on its mission and structure. This includes both military and civilian positions, providing a comprehensive look at the authorized force levels. In contrast, the UPMR focuses specifically on the personnel data for individuals actually assigned to the unit. This document gives a snapshot of the current status of personnel, detailing who is in those authorized positions as indicated in the UMD. Therefore, the correct answer highlights that the UMD outlines the overall personnel needs and authorizations, while the UPMR provides real-time data on who is filling those roles within the unit. Understanding this distinction is crucial for effective personnel management and planning within military structures.

5. Who is responsible for building an Individual Training Plan (ITP) for employees assigned to the work center?

- A. Human Resources Manager**
- B. Work Center Supervisor**
- C. Training Coordinator**
- D. Team Leader**

The responsibility of building an Individual Training Plan (ITP) for employees assigned to a work center lies primarily with the Work Center Supervisor. This is because the supervisor has the most direct understanding of the specific duties and competencies required for the positions within the work center. They can assess the skills and knowledge of their team members and identify any training needs based on the operational requirements of the unit. The supervisor is in a unique position to align training with both organizational goals and individual career development, ensuring that employees receive the appropriate training to enhance their performance and meet job expectations. This collaboration helps maximize the effectiveness of the workforce and positions employees for success in their roles. While other roles can contribute to the training process—such as providing input or support—the ultimate accountability for the development of the ITP rests with the Work Center Supervisor.

6. The Organizational Change Request (OCR) consists of _____.

- A. Cover letter, organizational charts, status reports**
- B. Cover letter, eight questions, organizational charts, manpower change request**
- C. Financial analysis and personnel roster**
- D. Project proposal and timeline**

The Organizational Change Request (OCR) is a critical document that outlines the need for changes within an organization and includes specific details to facilitate a comprehensive review and decision-making process. The correct choice highlights that the OCR comprises a cover letter, eight key questions, organizational charts, and a manpower change request. The cover letter serves as an introduction to the request, providing context and summarizing the purpose of the document. The inclusion of the eight questions is particularly significant, as these questions are designed to gather essential information related to the proposed changes, enabling stakeholders to understand the implications and the rationale behind the request. Organizational charts are crucial for visualizing the current structure and how it may be impacted by the proposed change, offering clarity on reporting relationships and responsibilities. Finally, a manpower change request details any necessary adjustments to staffing, ensuring that all personnel-related aspects of the proposed change are addressed. The other options, while containing potentially useful components, do not encapsulate the full requirements and structure of an Organizational Change Request as per standard procedures. For example, financial analysis and personnel rosters might be part of supplementary documents but do not make up the core components of the OCR itself. This reinforces why the chosen answer stands out as the most complete representation of what an OCR typically

7. Who holds the authority for OCR approval regarding MAJCOM activations and redesignations?

- A. Commanding Officer**
- B. SECAF**
- C. Unit Commander**
- D. Manpower Officer**

The authority for OCR (Office of the Chief of Staff, U.S. Air Force) approval regarding MAJCOM (Major Command) activations and redesignations rests with the Secretary of the Air Force (SECAF). This position is responsible for overseeing the organization, training, and equipping of Air Force personnel, which includes making decisions about changes to command structures such as activations and redesignations. MAJCOM activations and redesignations are significant events that can impact the operational effectiveness of the Air Force, making it essential that such decisions are made at a high level of command where strategic oversight and implications are fully considered. The SECAF is typically the final authority in matters that affect the overall structure and management of the Air Force, ensuring that all changes align with national defense strategies and policies. Other roles, such as the commanding officer, unit commander, and manpower officer, have important duties related to the day-to-day operations and management of their respective units but do not possess the overarching authority needed for MAJCOM activations and redesignations. Their focus tends to be more localized, handling operational and administrative tasks within their purview rather than making decisions that affect the larger organizational structure.

8. Who usually develops a retirement checklist?

- A. The Wing Protocol.**
- B. Retiring members themselves.**
- C. The base commander.**
- D. The personnel office.**

The retirement checklist is typically developed by members of the organization who are directly involved in the retirement process, which is usually the personnel office. This office is responsible for ensuring that all necessary steps and documentation are accounted for in the retirement process. They create a comprehensive list that guides retiring members through the required actions, ensuring a smooth transition out of military service. This checklist typically includes items such as updating personal information, coordinating interviews for retirement pay, and scheduling retirement briefings, enabling members to be fully aware of the actions they need to take as they prepare for retirement. The involvement of personnel ensures that no critical steps are overlooked, which is essential for a successful retirement transition. This makes the personnel office the most logical choice for who develops the checklist.

9. What action did SrA Smith take to type the comment into the LeaveWeb system?

- A. Clicked the save button**
- B. Pressed the + icon next to the leave item**
- C. Closed the LeaveWeb window**
- D. Sent an email notification**

Pressing the + icon next to the leave item is the appropriate action for entering a comment in the LeaveWeb system. This action typically indicates that the user is initiating a process to add additional information or comments related to a specific leave request. In many systems, the + icon is a common interface element used to expand or add new entries, allowing users to provide the necessary details. This process usually involves entering the comment directly into a designated field that becomes available after the user clicks the icon. It indicates the continuation of the leave request process by allowing the user to append information or clarify details. The other actions do not relate directly to the addition of a comment in this context. Clicking the save button generally indicates finalizing or saving changes without initiating new entries, closing the LeaveWeb window would end the session without entering any information, and sending an email notification is not relevant to directly inputting comments into the system.

10. What role does feedback play in the development of trainees/subordinates?

- A. It encourages collaboration**
- B. It prepares them for future responsibilities**
- C. It completes training documentation**
- D. It provides a social connection**

Feedback is crucial in the development of trainees or subordinates because it prepares them for future responsibilities by offering insights into their performance, strengths, and areas for improvement. When trainees receive constructive feedback, they gain a clearer understanding of what is expected in their roles and how they can develop the skills necessary for greater responsibilities in the future. This guidance helps to identify gaps in knowledge or skills and provides a roadmap for personal and professional growth. Receiving feedback also allows trainees to adjust their behaviors and practices accordingly, ensuring they are better equipped for the demands of their positions as they evolve. Moreover, it promotes a culture of learning and self-reflection, which is vital as they transition into more advanced roles. By fostering this environment, organizations can develop more competent and confident employees who are ready to take on future challenges. Other options, while they may have elements of truth, do not directly address the main function of feedback in preparing individuals for what lies ahead in their careers.