

3F571 Administration Craftsman Practice Test (Sample)

Study Guide



Everything you need from our exam experts!

This is a sample study guide. To access the full version with hundreds of 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.

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. Don't worry about getting everything right, 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, and take breaks to retain information better.

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.

7. Use Other Tools

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. When SrA Smith closed the LeaveWeb after adding comments, what was her assumption?**
 - A. That all members were notified**
 - B. That her changes were automatically saved**
 - C. That the comments would not be needed**
 - D. That the leave would be automatically approved**
- 2. In addition to training, what is the responsibility of the Base Functional Manager (BFM)?**
 - A. Budget management**
 - B. Public relations**
 - C. Manning and All Calls of the base 3F5s**
 - D. Facility maintenance**
- 3. What is a primary focus for NCOs in the Administration career field?**
 - A. Developing as a leader**
 - B. Planning strategies**
 - C. Logistical support**
 - D. Financial reporting**
- 4. Which Air Force form is used for a request for evaluation or re-evaluation of performance?**
 - A. AF Form 910**
 - B. AF Form 10**
 - C. AF Form 20**
 - D. AF Form 223**
- 5. What is the recommended lead time before submitting a leave request?**
 - A. At least 15 days prior to the leave period**
 - B. At least 30 days prior to the leave period**
 - C. At least 45 days prior to the leave period**
 - D. At least 60 days prior to the leave period**

6. What must be done first in the LeaveWeb Audit process?

- A. Change the report month**
- B. Select the leave audit option**
- C. Contact the monitor for assistance**
- D. Fill out a form**

7. What form should be used to initiate a request for promotion?

- A. AF Form 200**
- B. AF Form 100**
- C. AF Form 300**
- D. AF Form 150**

8. What is one key component of the Administration core competencies?

- A. Executive Support**
- B. Field Operations**
- C. Combat Readiness**
- D. Supply Management**

9. Which of the following is not a reason to submit an MCR?

- A. Increased mission demands**
- B. Personnel shifts**
- C. Budget constraints**
- D. Shortage of assigned personnel**

10. Which of the following is true about the composition of the EFDP?

- A. It consists solely of Command Chiefs**
- B. It includes both voting and non-voting members**
- C. Only senior members participate**
- D. EFDP Presidents are always the highest-ranking member**

Answers

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

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Explanations

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1. When SrA Smith closed the LeaveWeb after adding comments, what was her assumption?

- A. That all members were notified**
- B. That her changes were automatically saved**
- C. That the comments would not be needed**
- D. That the leave would be automatically approved**

In this scenario, the assumption that changes were automatically saved comes from a common feature of many digital systems, where alterations made in an interface often get saved automatically when the user exits. When SrA Smith closed LeaveWeb after adding comments, she likely believed that the system had processed the input correctly, which typically implies that the comments were preserved without needing a manual save action. In various software applications, users are accustomed to modifications being retained when navigating away or closing the program. Understanding this concept is vital since users often operate under the assumption that digital tools function similarly across different platforms. This reinforces the importance of being aware of a system's specific functionalities, such as whether or not actions require explicit saving to ensure the correct information is retained.

2. In addition to training, what is the responsibility of the Base Functional Manager (BFM)?

- A. Budget management**
- B. Public relations**
- C. Manning and All Calls of the base 3F5s**
- D. Facility maintenance**

The primary responsibility of the Base Functional Manager (BFM) includes overseeing the manning and coordination of personnel within the specified functional area, which in this case is the base 3F5 community. This role requires ensuring that the right number of personnel are available, properly trained, and effectively utilized within the organization to fulfill mission objectives. Focusing on manning and coordination is critical for maintaining operational readiness, where the BFM must assess staffing needs, manage personnel assignments, and directly support workforce development. This aspect of the role enables the BFM to directly contribute to the overall effectiveness and efficiency of the base's operations. While responsibilities like budget management, public relations, and facility maintenance are certainly important to the base's overall functioning, they are typically managed by other designated leaders or support staff. Therefore, the emphasis placed on the BFM's duty towards manning practices aligns more closely with the core functional management expectations within the Administration field, making it a key focus area for the role.

3. What is a primary focus for NCOs in the Administration career field?

- A. Developing as a leader**
- B. Planning strategies**
- C. Logistical support**
- D. Financial reporting**

Developing as a leader is a primary focus for Non-Commissioned Officers (NCOs) in the Administration career field because strong leadership is essential for managing personnel, resources, and operations effectively. NCOs are often tasked with guiding subordinates, fostering a positive work environment, and ensuring that their teams are aligned with the mission and values of the organization. Leadership development encompasses various aspects, including communication skills, decision-making, mentoring, and conflict resolution, all of which are critical to achieving organizational goals and maintaining morale within their units. By emphasizing leadership, NCOs not only enhance their own capabilities but also empower those they supervise to grow and excel in their roles, ultimately benefiting the entire administration function.

4. Which Air Force form is used for a request for evaluation or re-evaluation of performance?

- A. AF Form 910**
- B. AF Form 10**
- C. AF Form 20**
- D. AF Form 223**

The correct answer is AF Form 910, which is specifically designed for the purpose of evaluating or re-evaluating an individual's performance. This form serves as the documentation tool for non-commissioned officer evaluations, outlining the expectations, achievements, and overall performance of enlisted personnel. Using this form ensures that evaluations are standardized across the Air Force, which facilitates consistent and fair assessments of personnel performance. The evaluation process is critical to career progression and helps commanders make informed decisions regarding promotions, assignments, and training needs. This form is essential in capturing an individual's contributions, growth, and areas needing improvement, providing both the member and their leadership with a comprehensive overview of performance. Other choices like AF Form 10, AF Form 20, and AF Form 223 serve different purposes within Air Force operations, but they do not pertain specifically to performance evaluation or re-evaluation. Knowing which form to use in specific contexts is important for accurate reporting and maintaining personnel records.

5. What is the recommended lead time before submitting a leave request?

- A. At least 15 days prior to the leave period**
- B. At least 30 days prior to the leave period**
- C. At least 45 days prior to the leave period**
- D. At least 60 days prior to the leave period**

Submitting a leave request at least 30 days prior to the intended leave period is recommended because it allows sufficient time for supervisors to review and manage staffing needs. This timeframe helps ensure that any potential conflicts or coverage issues can be addressed, and it promotes better planning for both the employee and the organization. Additionally, many organizations have policies that align with this lead time to facilitate administrative processes, ensuring that requests are adequately processed and approved in a timely manner. This approach supports effective communication and allows both parties to prepare for the absence without disruption to operational requirements.

6. What must be done first in the LeaveWeb Audit process?

- A. Change the report month**
- B. Select the leave audit option**
- C. Contact the monitor for assistance**
- D. Fill out a form**

The first step in the LeaveWeb Audit process is to select the leave audit option. This step is critical because it sets the stage for the entire auditing process by allowing the user to specify which leave data will be assessed. Selecting the appropriate audit option helps ensure that the audit focuses on the correct timeframes, types of leave, and individual records that need reviewing. Without initiating this selection, subsequent steps such as changing the report month or filling out forms would not be relevant, as the user would not yet have defined the parameters of the audit. Identifying the correct audit option is essential for accessing the correct data and ensuring that the audit is both efficient and accurate.

7. What form should be used to initiate a request for promotion?

- A. AF Form 200**
- B. AF Form 100**
- C. AF Form 300**
- D. AF Form 150**

The correct form to initiate a request for promotion is AF Form 100, also known as the Application for Promotion. This form is specifically designed for Air Force members to formally request consideration for promotion to the next higher grade. By using this standardized form, personnel ensure that their applications are processed consistently within the military framework and that all necessary information is conveyed clearly. The use of AF Form 100 is essential in maintaining a systematic approach to promotions, as it includes key elements such as the member's identification, rank, and pertinent achievements that support their eligibility for advancement. It facilitates proper review by supervisors and promotion boards. In contrast, AF Form 200, AF Form 300, and AF Form 150 serve different purposes within the Air Force administrative processes. While each form has its specific function, they are not intended for initiating promotion requests. For example, AF Form 200 is typically related to administrative actions, AF Form 300 may deal with evaluations, and AF Form 150 primarily covers specific reports or requests unrelated to promotion applications. Therefore, understanding the correct use of these forms is critical for effective communication and procedural compliance in military administration.

8. What is one key component of the Administration core competencies?

- A. Executive Support**
- B. Field Operations**
- C. Combat Readiness**
- D. Supply Management**

The choice highlighting Executive Support as a key component of the Administration core competencies is significant because it reflects the essential role administrators play in ensuring that executive leadership is well-informed and effectively supported. Executive Support encompasses tasks such as managing communication flow, orchestrating schedules, preparing reports, and providing relevant data that aid decision-making processes. This competency is vital as it enables leaders to focus on strategic initiatives while having confidence that the administrative aspects of their roles are being managed proficiently. It emphasizes the importance of strong organizational, interpersonal, and technical skills that administrators must possess to facilitate the leadership's objectives effectively. In contrast, while Field Operations, Combat Readiness, and Supply Management are important aspects of military or organizational functionality, they do not directly pertain to the core administrative responsibilities that support and enhance executive performance. This distinction further clarifies why Executive Support is considered a foundational element of administration.

9. Which of the following is not a reason to submit an MCR?

- A. Increased mission demands**
- B. Personnel shifts**
- C. Budget constraints**
- D. Shortage of assigned personnel**

Submitting a Mission Change Request (MCR) is essential in various scenarios where mission effectiveness or operational capability needs to adapt. One of the primary reasons to submit an MCR is to address changes in mission requirements, which could include increased mission demands, unexpected personnel shifts, or shortages of assigned personnel that impact the ability to meet operational goals. In this context, budget constraints do not typically warrant the submission of an MCR. While financial considerations can influence mission planning and resource allocation, they do not represent a direct change in the mission's operational requirements that necessitates an MCR. The focus of an MCR is on the operational aspect and how personnel or resources need to be adjusted in response to changes in mission objectives rather than budgetary constraints. Therefore, while budget aspects may affect decision-making, they're not classified as a reason for formally submitting an MCR.

10. Which of the following is true about the composition of the EFDP?

- A. It consists solely of Command Chiefs**
- B. It includes both voting and non-voting members**
- C. Only senior members participate**
- D. EFDP Presidents are always the highest-ranking member**

The composition of the Enlisted Force Development Panel (EFDP) indeed includes both voting and non-voting members, which supports a diverse representation of perspectives and insights within the panel. Voting members typically consist of enlisted leaders and representatives who have a direct role in decision-making processes. Non-voting members may include subject matter experts or advisors who contribute valuable information but do not participate in votes. This structure promotes a more comprehensive discussion on issues affecting enlisted force development, allowing for input from various levels and backgrounds within the enlisted community. The other options do not accurately depict the makeup of the EFDP. For instance, claiming that it consists solely of Command Chiefs disregards the inclusion of a broader array of enlisted personnel. Stating that only senior members participate overlooks the participation of various ranks who can contribute meaningfully to developmental discussions. Asserting that EFDP Presidents are always the highest-ranking member does not reflect the criteria upon which leadership positions within the panel are determined, which can be based on experience and qualifications rather than just rank.

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://3f571admincraftsman.examzify.com>

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

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