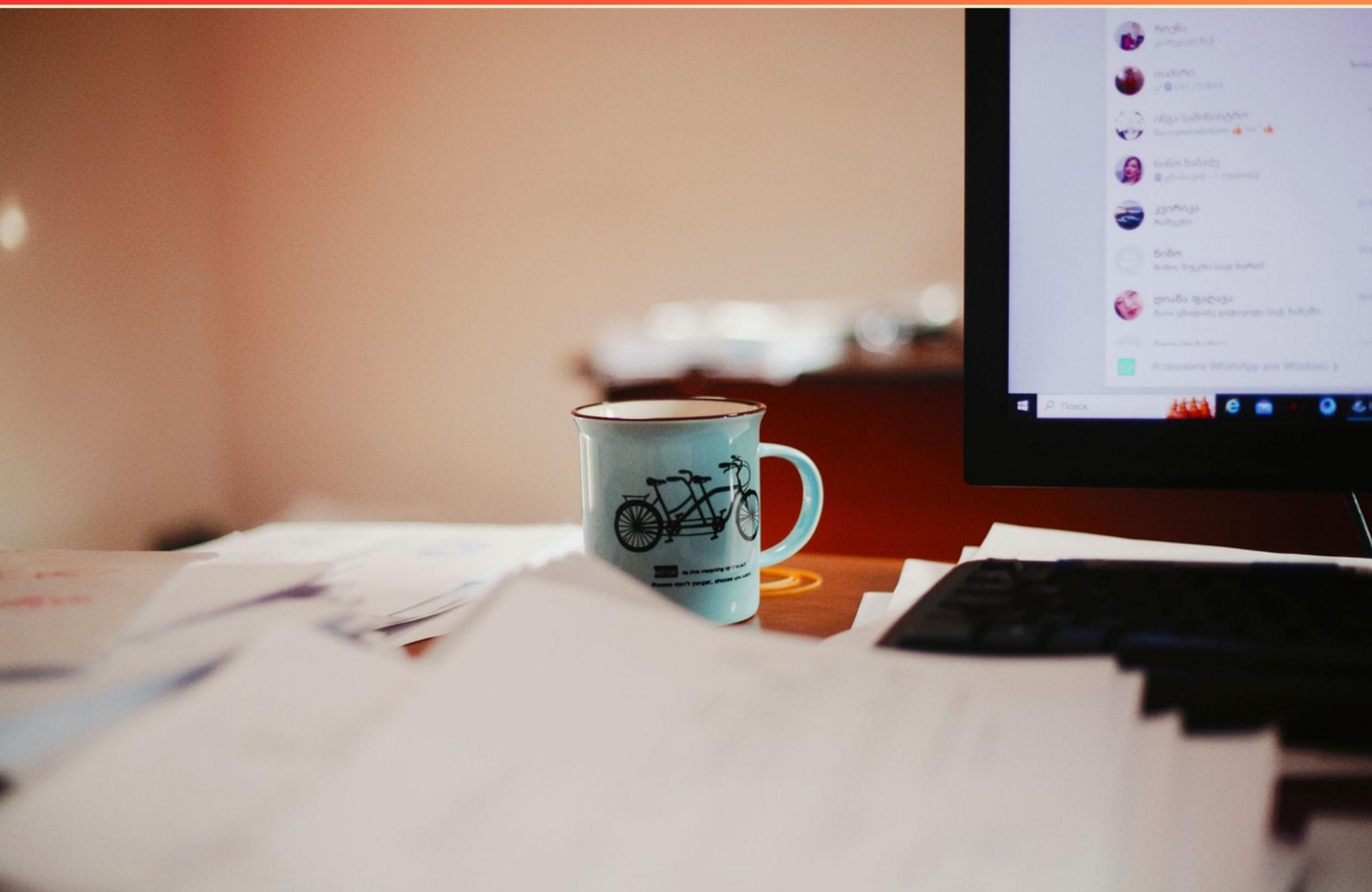


3F571 ADMINISTRATION CRAFTSMAN PRACTICE TEST (SAMPLE) STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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THE FULL VERSION STUDY GUIDE

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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 form is used to request a leave of absence in the U.S. Air Force?**
 - A. AF Form 1042
 - B. AF Form 988
 - C. AF Form 220
 - D. AF Form 910
- 2. 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
- 3. What are the consequences of failing to save updates in the LeaveWeb system?**
 - A. System errors may occur
 - B. Comments may be lost
 - C. Records may be deleted
 - D. Notifications will not be sent
- 4. Is the statement "Forced Distribution includes a process for 'Promote Now' and 'Must Promote'" true or false?**
 - A. True
 - B. False
 - C. True, but only for TSgts
 - D. False; it only applies to MSgts and below
- 5. Which manual outlines the responsibilities of a squadron commander?**
 - A. AFMAN 36-2108
 - B. AFMAN 36-2109
 - C. AFMAN 36-2110
 - D. AFMAN 36-2111

- 6. What action should be taken first when initiating a personnel action request?**
- A. Approach a civilian personnel officer
 - B. Gather the appropriate forms and supporting documentation
 - C. Notify the unit commander
 - D. Submit a verbal request
- 7. Who is ultimately responsible for ensuring team members receive proper recognition?**
- A. HR Department
 - B. Peers
 - C. Supervisors and Commanders
 - D. Office Administrator
- 8. Encryption allows e-mail traffic to be transmitted so that only _____.**
- A. The sender and intended receiver are privy to the content
 - B. The sender and all recipients can read it
 - C. IT personnel can access the data
 - D. The sender and email service providers can decode it
- 9. What is the significance of the MilPDS in personnel management?**
- A. It manages financial aid for personnel
 - B. It is the Military Personnel Data System, which maintains personnel records
 - C. It handles operational readiness data
 - D. It schedules unit training exercises
- 10. Which of the following is a primary responsibility of a unit's first sergeant?**
- A. Developing training programs
 - B. Managing unit budgets
 - C. Addressing personnel issues
 - D. Writing performance reports

Answers

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

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Explanations

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1. Which form is used to request a leave of absence in the U.S. Air Force?

- A. AF Form 1042
- B. AF Form 988**
- C. AF Form 220
- D. AF Form 910

The appropriate form to request a leave of absence in the U.S. Air Force is AF Form 988. This form is specifically designed for service members to formally request leave, providing all necessary details to facilitate the approval process. It includes information such as the type of leave, the dates requested, and the reason for the leave, ensuring that supervisors have a clear understanding of the request. The other forms listed serve different purposes. AF Form 1042 is used for reporting flight duties related to the physical qualifications of aircrew members. AF Form 220 is associated with performance reports for various personnel assessments. AF Form 910 is utilized for documenting Enlisted Performance Reports, focusing on duty performance evaluations. Each of these forms has its specific administrative function, which is why AF Form 988 stands out as the correct choice for leave requests.

2. 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.

3. What are the consequences of failing to save updates in the LeaveWeb system?

- A. System errors may occur
- B. Comments may be lost**
- C. Records may be deleted
- D. Notifications will not be sent

Failing to save updates in the LeaveWeb system primarily results in lost comments. When a user makes changes or inputs information such as notes or comments, those updates need to be explicitly saved to ensure that they are recorded in the system. If updates are not saved and the user navigates away from the page or closes the application, the unsaved information can be lost permanently. This reinforces the importance of regularly saving changes to maintain an accurate and up-to-date record of leave requests or any related commentary within the system. Keeping track of these comments is crucial for proper documentation and efficient communication among users.

4. Is the statement "Forced Distribution includes a process for 'Promote Now' and 'Must Promote'" true or false?

A. True

B. False

C. True, but only for TSgts

D. False; it only applies to MSgts and below

The statement is true because forced distribution is a performance evaluation system commonly used in various organizations, including military and governmental settings. It categorizes employees based on their performance levels, and within this framework, there are provisions for designating certain individuals for immediate promotion. The terms "Promote Now" and "Must Promote" define clear pathways for identifying top performers who are considered ready for advancement. This approach creates a standardized method for assessing personnel and ensuring that only those who meet specific performance criteria are put forward for promotional opportunities. While the application of such systems might vary depending on the rank or grade level, the fundamental principle of forced distribution, incorporating specific designations for promotion, generally holds true across different levels of personnel. Thus, the accuracy of the original statement reflects the broader application and functionality of the forced distribution method within performance management processes.

5. Which manual outlines the responsibilities of a squadron commander?

A. AFMAN 36-2108

B. AFMAN 36-2109

C. AFMAN 36-2110

D. AFMAN 36-2111

The manual that outlines the responsibilities of a squadron commander is AFMAN 36-2109. This document provides detailed guidance on the roles and responsibilities of personnel within various positions, specifically focusing on the duties of squadron commanders. It includes information on leadership expectations, operational commitments, and administration tasks that are essential for effective squadron management. In this context, knowing the right manual is crucial for maintaining compliance with Air Force policies and ensuring that commanders are equipped to meet their obligations. This understanding is vital for leadership development and creates a framework for actionable responsibilities that can directly impact the effectiveness of a squadron.

6. What action should be taken first when initiating a personnel action request?

- A. Approach a civilian personnel officer
- B. Gather the appropriate forms and supporting documentation**
- C. Notify the unit commander
- D. Submit a verbal request

Gathering the appropriate forms and supporting documentation is the first action to take when initiating a personnel action request because it lays the foundational groundwork for the entire process. Having the necessary forms and documentation in hand ensures that the request can be completed efficiently and accurately, which is crucial for adhering to procedures and timelines set forth by personnel management policies. By starting with this step, you can avoid unnecessary delays that may arise from incomplete or incorrect submissions. Documentation typically includes things like personnel records, performance appraisals, and any specific forms related to the type of personnel action being requested. This preemptive organization promotes clarity and facilitates smoother interactions with personnel offices later on. Other actions such as approaching a civilian personnel officer or notifying the unit commander are important but are best taken after ensuring all relevant documents are ready. Submitting a verbal request lacks the formality and traceability needed for official personnel actions, making it ineffective as an initial step.

7. Who is ultimately responsible for ensuring team members receive proper recognition?

- A. HR Department
- B. Peers
- C. Supervisors and Commanders**
- D. Office Administrator

Supervisors and Commanders hold the primary responsibility for ensuring that team members receive proper recognition. This role is integral because they are in a position to observe the performance and contributions of their team, making them uniquely qualified to identify and reward exemplary work. Recognition is a crucial aspect of maintaining morale and motivating personnel, and the leaders of a team are typically aware of individual and collective accomplishments. Additionally, Supervisors and Commanders are often tasked with fostering a positive work environment, which includes recognizing hard work and achievements. They have the authority to implement programs and provide formal recognition awards, thereby playing a crucial role in the professional development and engagement of their team members. While other roles, such as the HR Department or Peers, may contribute to an organization's recognition culture, they do not hold the same level of direct influence and responsibility that Supervisors and Commanders do when it comes to ensuring their specific team members are acknowledged appropriately.

8. Encryption allows e-mail traffic to be transmitted so that only _____.

A. The sender and intended receiver are privy to the content

B. The sender and all recipients can read it

C. IT personnel can access the data

D. The sender and email service providers can decode it

Encryption is a crucial security measure in communication, particularly for protecting the content of emails. When email traffic is encrypted, it transforms the original message into a format that is unreadable to anyone who does not have the proper decryption key. This ensures that only specific individuals – namely, the sender and the intended recipient – can access and interpret the content of the email. This mechanism is fundamental to maintaining confidentiality and protecting sensitive information from unauthorized access. It directly supports the principle of privacy in communications, guaranteeing that the details contained within the email remain secure against eavesdroppers or any third parties. This is why the correct understanding is that encryption ensures only the sender and the designated receiver are privy to the content of the message. In contrast, other options imply broader access or visibility to additional parties, which contradicts the primary purpose of encryption in preserving confidentiality.

9. What is the significance of the MilPDS in personnel management?

A. It manages financial aid for personnel

B. It is the Military Personnel Data System, which maintains personnel records

C. It handles operational readiness data

D. It schedules unit training exercises

The significance of the MilPDS, or Military Personnel Data System, lies in its role as a comprehensive database that maintains personnel records for military service members. This system is crucial for managing a wide range of personnel information, including service member demographics, assignments, promotions, and other vital career data. By providing an organized and efficient way to access and update personnel records, the MilPDS ensures that military administrators can effectively oversee and support the workforce, making it a key tool in personnel management. This efficient record-keeping facilitates accurate reporting and compliance with military regulations, allowing for better decision-making and resource allocation within the military. Moreover, the accuracy and accessibility of this data play an essential role in personnel accountability and readiness assessments.

10. Which of the following is a primary responsibility of a unit's first sergeant?

A. Developing training programs

B. Managing unit budgets

C. Addressing personnel issues

D. Writing performance reports

The primary responsibility of a unit's first sergeant centers around addressing personnel issues. This role is critical within military units, as the first sergeant serves as a direct link between the troops and the leadership, providing support and guidance on various personnel matters. This includes counseling service members on personal and professional issues, managing disciplinary actions, and ensuring the well-being and morale of the unit. While developing training programs, managing budgets, and writing performance reports are important tasks, they are typically the responsibilities of other leadership positions within the unit. For example, training programs are often developed by the training NCO or unit commander, budget management falls under the purview of the unit's administrative or logistic functions, and performance reports are usually drafted by direct supervisors or officers rather than the first sergeant themselves. Thus, the first sergeant's focus on personnel issues is what makes this responsibility primary and essential in maintaining the overall effectiveness and readiness of the unit.

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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