

# Administration Journeyman - AFSC 3F551 End-of-Course (EOC) Practice Test (Sample)

## Study Guide



**Everything you need from our exam experts!**

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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. What benefit is provided to Air Force members placed in ESM status for subsistence?**
  - A. Free rations for family members**
  - B. Rations at government expense through the DoD Food Service Program**
  - C. Cash allowances for food purchases**
  - D. Meal reimbursement up to a certain limit**
  
- 2. What is the first step an Airman must take when initiating a PTDY leave request?**
  - A. Submit request via email**
  - B. Access LeaveWeb to submit PTDY leave request to the commander**
  - C. Request approval from their supervisor**
  - D. Document reason for PTDY in LeaveWeb**
  
- 3. What is the abbreviation for a Colonel in the Coast Guard?**
  - A. CPT**
  - B. CAPT**
  - C. COL**
  - D. CLR**
  
- 4. What is the maximum insurance value allowed when sending high-value items via registered mail?**
  - A. \$20,000**
  - B. \$30,000**
  - C. \$50,000**
  - D. \$100,000**
  
- 5. What facility processes letters and packages that are incoming and outgoing for a military installation?**
  - A. Aerial Mail Terminal**
  - B. Military Postal Service**
  - C. Official Mail Center**
  - D. Activity Distribution Office**

- 6. What option does the final reviewer have once editing is complete?**
- A. Change the document format**
  - B. Accept or reject the changes**
  - C. Send the document back to authors**
  - D. Print the document**
- 7. As a DTA, if you want to give permission level to another person, what must be true?**
- A. You must have that permission level**
  - B. You can give any level regardless**
  - C. You must have a higher level**
  - D. Only verbal confirmation is needed**
- 8. How many types of BAS are there?**
- A. One**
  - B. Two**
  - C. Three**
  - D. Four**
- 9. Which of the following statements is correct regarding CAFSC and duty assignments?**
- A. Airmen can choose their CAFSC freely**
  - B. CAFSC is linked to a specific rank only**
  - C. Certain duties may require a CFASC change**
  - D. AFSC will not influence promotion schedules**
- 10. Which of the following is NOT a feature of track changes in a document?**
- A. Highlighting changes**
  - B. Showing original text without alterations**
  - C. Identifying authors by color**
  - D. Removing all comments**

## Answers

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

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## **Explanations**

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**1. What benefit is provided to Air Force members placed in ESM status for subsistence?**

**A. Free rations for family members**

**B. Rations at government expense through the DoD Food Service Program**

**C. Cash allowances for food purchases**

**D. Meal reimbursement up to a certain limit**

Air Force members placed in Emergency Leave or Special Duty status receive rations at government expense through the Department of Defense Food Service Program. This benefit ensures that service members have access to necessary nourishment while they are in duty status, whether they are engaged in training exercises, deployed, or otherwise in a situation where access to regular meal facilities may be limited. This program is designed to support the operational readiness of Air Force personnel by ensuring they are sufficiently nourished and able to maintain their focus on duties and responsibilities. The provision of these rations at no cost to the service members reflects the military's commitment to taking care of its personnel, especially during times when they may be required to be away from their families or usual living situations. Other options, such as free rations for family members, cash allowances for food purchases, or meal reimbursement, do not accurately describe the specific entitlements and benefits provided to service members under this status, as they focus more on individual provisions rather than the categorical support offered through the DoD Food Service Program.

**2. What is the first step an Airman must take when initiating a PTDY leave request?**

**A. Submit request via email**

**B. Access LeaveWeb to submit PTDY leave request to the commander**

**C. Request approval from their supervisor**

**D. Document reason for PTDY in LeaveWeb**

The first step an Airman must take when initiating a PTDY leave request is to access LeaveWeb to submit the PTDY leave request to the commander. This process is essential because LeaveWeb is the official platform that streamlines the submission of leave requests, ensuring that all necessary documentation and procedures are followed effectively. Using LeaveWeb allows Airmen to input their details accurately, provide the required documentation for the requested leave, and ensure the request goes directly to the appropriate authority for approval. This centralized system enhances the efficiency of leave management and helps commanders to review and process requests in an organized manner. Other methods of submitting a request, such as emailing or requesting approval from a supervisor first, may not utilize the official channels set up for tracking and managing leave requests, potentially leading to confusion or delays in the approval process. Documenting the reason for PTDY in LeaveWeb is also a necessary step, but it is done after accessing the system to initiate the leave request. Thus, accessing LeaveWeb remains the critical first action in this process.

**3. What is the abbreviation for a Colonel in the Coast Guard?**

- A. CPT
- B. CAPT**
- C. COL
- D. CLR

The abbreviation for a Colonel in the Coast Guard is "CAPT," which stands for Captain. In the Coast Guard, the rank of Captain is equivalent to Colonel in other branches of the military. This rank is denoted as O-6 on the military pay scale. The terminology used in the Coast Guard may differ from that in the Army or Air Force, where the rank directly corresponding to Captain is called Colonel and abbreviated as "COL." This distinction is crucial for understanding military rankings and their respective abbreviations across different branches. Additionally, "CPT" is used for Captain in the Army and "CLR" does not represent a recognized military rank. Understanding these specific abbreviations enhances clarity regarding rank identification in military contexts.

**4. What is the maximum insurance value allowed when sending high-value items via registered mail?**

- A. \$20,000
- B. \$30,000
- C. \$50,000**
- D. \$100,000

The maximum insurance value allowed for high-value items sent via registered mail is indeed \$50,000. This limit is set by the postal service as part of its policies regarding the safe and secure delivery of high-value items. Registered mail provides an added layer of security for valuable items, including more stringent handling procedures and detailed tracking throughout the delivery process. Items typically covered by this insurance include documents, jewelry, and collectibles, among others. If an item exceeds this value, the sender would need to look for alternative shipping methods or additional insurance options, as registered mail has a specific cap on its coverage, ensuring both the sender and recipient are protected while maintaining accountability throughout the shipping process.

**5. What facility processes letters and packages that are incoming and outgoing for a military installation?**

- A. Aerial Mail Terminal**
- B. Military Postal Service**
- C. Official Mail Center**
- D. Activity Distribution Office**

The Official Mail Center is responsible for processing letters and packages that are incoming and outgoing for a military installation. This facility plays a critical role in managing official correspondence and packages for various departments within the military, ensuring that they are sorted, delivered, and dispatched appropriately. The center handles not only the distribution of mail but also ensures compliance with postal regulations and proper accounting of the mail services utilized by the military. While other options like the Military Postal Service focus on the handling of mail specific to military members, and the Aerial Mail Terminal might be involved in air transportation of mail, the Official Mail Center specifically addresses the broader responsibilities related to all official military correspondence. The Activity Distribution Office, on the other hand, deals with the distribution of mail and services to specific activities on a base but does not encompass the comprehensive services provided by the Official Mail Center.

**6. What option does the final reviewer have once editing is complete?**

- A. Change the document format**
- B. Accept or reject the changes**
- C. Send the document back to authors**
- D. Print the document**

The final reviewer has the authority to accept or reject the changes made to a document after the editing process is complete. This step is crucial as it ensures that the final document reflects the intended amendments and meets the required standards. Acceptance of changes indicates agreement with the modifications, while a rejection means that the reviewer finds issues that need addressing. This responsibility encompasses oversight to ensure that the document maintains clarity, accuracy, and overall compliance with the initial objectives, delivering a polished product before it is finalized. The other options might represent actions that could be part of the document management process, but they do not specifically pertain to the final reviewer's primary role of assessing changes made during the editing phase. Formatting changes, sending it back to authors, or printing the document do not capture the essence of a reviewer's function at this stage in the workflow.

7. As a DTA, if you want to give permission level to another person, what must be true?

- A. You must have that permission level**
- B. You can give any level regardless**
- C. You must have a higher level**
- D. Only verbal confirmation is needed**

To grant a specific permission level to another individual as a DTA (Data Transfer Agent), it is essential that you possess that same permission level yourself. This ensures that you have the appropriate authority and understanding of the responsibilities associated with that access level. By holding the necessary permission, you can correctly ascertain whether the other individual is eligible for that permission and can provide guidance on its appropriate use. This requirement is fundamental in maintaining a secure and organized system, as it helps prevent unauthorized access to sensitive information or capabilities that the individual may not be ready to handle. In contrast, granting permission without having the requisite level could lead to misuse or security breaches, undermining the integrity of the data management system.

8. How many types of BAS are there?

- A. One**
- B. Two**
- C. Three**
- D. Four**

The correct answer indicates that there are two types of Basic Allowance for Subsistence (BAS). BAS is a military compensation benefit designed to provide for the cost of food for service members. It typically comes in two categories: one for enlisted members and another for officers. Enlisted members typically receive the standard BAS to help cover their daily food expenses, while officers receive a higher rate designed to ensure they can meet their dietary needs while on duty. This distinction is crucial as it reflects the different ranks and their corresponding responsibilities and entitlements. Understanding the categorization of BAS is important as it directly affects the financial planning and budgeting for service members, providing them with the resources necessary to maintain their nutritional needs while serving.

**9. Which of the following statements is correct regarding CAFSC and duty assignments?**

- A. Airmen can choose their CAFSC freely**
- B. CAFSC is linked to a specific rank only**
- C. Certain duties may require a CAFSC change**
- D. AFSC will not influence promotion schedules**

The statement regarding CAFSC (Control Air Force Specialty Code) and duty assignments that is correct indicates that certain duties may require a CAFSC change. This is important because the CAFSC reflects the specific skills and qualifications of an Airman, which align with their current job requirements. When an Airman is assigned to a duty that requires different skills or additional qualifications not covered by their existing CAFSC, a change may be necessary so that the Airman can effectively perform their new duties and responsibilities. This flexibility in the CAFSC system allows the Air Force to better match personnel to the needs of the organization and to ensure that members are not only qualified but also adequately trained for their positions. It highlights the dynamic nature of military assignments and the importance of maintaining a skilled workforce. In contrast, other statements do not accurately reflect how CAFSC and duty assignments operate. For instance, Airmen cannot freely choose their CAFSC as this is determined by training, qualifications, and the needs of the Air Force. Additionally, the CAFSC is not solely linked to a specific rank; it can vary based on the skills and responsibilities of different positions regardless of rank. Lastly, AFSC influences promotion schedules, as it plays a crucial role in determining eligibility for various ranks and career

**10. Which of the following is NOT a feature of track changes in a document?**

- A. Highlighting changes**
- B. Showing original text without alterations**
- C. Identifying authors by color**
- D. Removing all comments**

Removing all comments is not a feature of track changes in a document. The track changes feature is primarily designed to allow users to make edits and provide feedback while keeping a record of those changes. Each change, whether it is an insertion, deletion, or comment, can typically be viewed in the context of the document. The other options represent essential functionalities associated with track changes. Highlighting changes visually indicates modifications made to the text, enabling other users to see what has been altered. Showing original text without alterations is crucial for comparison purposes, allowing users to revert to the original text as needed and understand the extent of the changes. Identifying authors by color assigns a unique color to each contributor's edits, which aids in attributing modifications to specific individuals, fostering collaborative editing processes. In summary, while track changes facilitates insightful collaboration and feedback through various features, the removal of all comments does not align with the intent or functionality of this tool.

## 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](mailto:hello@examzify.com).**

**Or visit your dedicated course page for more study tools and resources:**

**<https://afsc3f551eoc.examzify.com>**

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

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