

ADMINISTRATION JOURNEYMAN - AFSC 3F551 END-OF-COURSE (EOC) PRACTICE TEST (SAMPLE)

STUDY GUIDE



Prepare with structure. Pass with confidence



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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. Who is responsible for monitoring mutual account performance goals as a GPC cardholder?**
 - A. The DTA
 - B. Only the supervisor
 - C. The cardholder
 - D. The finance department
- 2. Who is responsible for completing AF Form 2096 for disqualification actions?**
 - A. Unit Commander
 - B. Staff Sergeant
 - C. CSS
 - D. First Sergeant
- 3. What is one purpose of the Selective Retention Bonus program?**
 - A. To provide financial bonuses for reenlistment
 - B. To conduct random drug testing
 - C. To set performance standards for evaluations
 - D. To develop new training manuals
- 4. What is the purpose of the Control AFSC?**
 - A. To establish training priorities
 - B. To manage enlisted assignments and promotions
 - C. To outline enlistment eligibility
 - D. To define specialty training needs
- 5. What is the Control Air Force Specialty Code used for?**
 - A. To denote the area of specialization
 - B. To assist with enlisted Airman assignments
 - C. To determine educational requirements
 - D. To identify retired personnel

- 6. How do members request to alter ESM privileges?**
- A. Through an official government form
 - B. Directly through their base dining facility
 - C. By informing their commanding officer
 - D. Using an online portal only
- 7. What should you do if you suspect a letter or parcel is dangerous?**
- A. Open it carefully
 - B. Throw it away
 - C. Contact local military law enforcement
 - D. Ignore it
- 8. What application do members use to submit corrections for evaluation reports?**
- A. eBenefits
 - B. myPay
 - C. vMPF
 - D. AF Portal
- 9. Which encryption process step follows composing and addressing the email message?**
- A. Setting a password for the email
 - B. Clicking on the Options tab
 - C. Previewing the email before sending
 - D. Attaching documents securely
- 10. What is the role of the Unit Leave Monitor in the PTDY leave procedure?**
- A. Initiating the leave request
 - B. Authorizing the leave request
 - C. Providing leave training to Airmen
 - D. Verifying leave information's accuracy

Answers

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

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Explanations

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1. Who is responsible for monitoring mutual account performance goals as a GPC cardholder?

- A. The DTA
- B. Only the supervisor
- C. The cardholder**
- D. The finance department

The responsibility for monitoring mutual account performance goals as a Government Purchase Card (GPC) cardholder rests with the cardholder themselves. This role entails actively overseeing the transactions made using the GPC and ensuring that they align with established performance goals, compliance standards, and budgeting guidelines. By doing so, the cardholder plays a critical part in promoting fiscal responsibility and accountability within the organization. While the supervisor may provide oversight and guidance, and the finance department may assist with data analysis and reporting, it is ultimately the cardholder who must maintain vigilance over their purchases and related performance metrics. This direct involvement helps to ensure that any issues are promptly addressed and that spending reflects the organization's priorities and needs.

2. Who is responsible for completing AF Form 2096 for disqualification actions?

- A. Unit Commander
- B. Staff Sergeant
- C. CSS**
- D. First Sergeant

The correct choice indicates that the Customer Service Section (CSS) is responsible for completing AF Form 2096 for disqualification actions. This form is essential in documenting personnel actions that affect an individual's assignment or qualifications within the Air Force. The CSS typically handles a variety of administrative management functions, which includes processing and maintaining personnel records. Their role includes ensuring that all required forms and documentation, such as the AF Form 2096, are accurately completed and submitted in accordance with established procedures. While the Unit Commander, Staff Sergeant, and First Sergeant may be involved in the decision-making or oversight of disqualification actions, the CSS takes on the specific administrative duty of filling out the form to facilitate the process within the appropriate channels.

3. What is one purpose of the Selective Retention Bonus program?

- A. To provide financial bonuses for reenlistment
- B. To conduct random drug testing
- C. To set performance standards for evaluations
- D. To develop new training manuals

The Selective Retention Bonus program is designed specifically to encourage service members to reenlist in critical military specialties where there may be a shortage of personnel. By offering financial bonuses for reenlistment, the program aims to retain experienced members who possess skills and knowledge essential for the operational effectiveness of the military. This approach helps to ensure that the force maintains a sufficient level of capability in key areas, thereby supporting overall mission readiness and maintaining continuity within units. In contrast, the other options focus on different aspects of military operations and personnel management. Random drug testing is a measure to promote a drug-free environment, performance standards for evaluations are aimed at assessing and improving service members' effectiveness, and developing new training manuals is a function of instructional design and curriculum development. While all these areas are significant in the military context, they do not align with the specific purpose of the Selective Retention Bonus program.

4. What is the purpose of the Control AFSC?

- A. To establish training priorities
- B. To manage enlisted assignments and promotions
- C. To outline enlistment eligibility
- D. To define specialty training needs

The purpose of the Control AFSC is centered around managing enlisted assignments and promotions within the Air Force. Control AFSCs are specifically used to track and facilitate the assignment of personnel to specific jobs based on their qualifications and the needs of the service. They help ensure that the right individuals are placed in roles where their skills can be best utilized, which contributes to operational effectiveness and efficiency. Moreover, Control AFSCs play a crucial role in the promotion process by linking the management of personnel records and progression through ranks with available positions. They ensure that enlisted members meet the necessary requirements and are evaluated for promotion fairly according to their assignments and performance. This systematic management is essential for maintaining an effective and well-organized workforce within the Air Force, enabling it to meet its mission objectives effectively.

5. What is the Control Air Force Specialty Code used for?

- A. To denote the area of specialization
- B. To assist with enlisted Airman assignments
- C. To determine educational requirements
- D. To identify retired personnel

The Control Air Force Specialty Code (AFSC) serves a vital purpose in assisting with enlisted Airman assignments. It specifically designates the skills and qualifications of Airmen, making it easier for personnel managers to align enlisted members with available positions within the Air Force. This system helps ensure that individuals are assigned to roles that match their training and experience, ultimately enhancing the overall effectiveness and efficiency of the Air Force. By providing a structured way to categorize personnel, the Control AFSC allows for informed decisions in job placements, ensuring that each Airman can contribute effectively to the mission. The appropriate assignment of personnel is crucial in maintaining readiness and mission success within the Air Force. Understanding the role of the Control AFSC in this context underscores its importance in personnel management.

6. How do members request to alter ESM privileges?

- A. Through an official government form
- B. Directly through their base dining facility**
- C. By informing their commanding officer
- D. Using an online portal only

The correct answer pertains to the established procedures within the military for altering ESM (Entitlement Service Management) privileges. Members request to change their privileges by going directly through their base dining facility. This process is designed to ensure that requests are handled at the local level, allowing for efficient management of entitlement services and ensuring that the requests comply with base-specific regulations and standards. This method emphasizes the importance of having a local point of contact, where personnel can receive immediate assistance and clarification regarding their privileges. The dining facility staff is typically trained to address these requests and can provide necessary guidance as well as initiate any changes required. Other approaches like submitting through an official government form or via an online portal may not be the primary channels for such requests as they could introduce unnecessary layers of bureaucracy or delays in processing. Informing a commanding officer might not be the most direct or efficient method, as such requests are usually better handled by specialized staff at the dining facility who are in direct contact with ESM resources and policies.

7. What should you do if you suspect a letter or parcel is dangerous?

- A. Open it carefully
- B. Throw it away
- C. Contact local military law enforcement**
- D. Ignore it

When you suspect that a letter or parcel may be dangerous, contacting local military law enforcement is the appropriate course of action. This is because professionals in law enforcement are trained to assess and handle potentially hazardous situations safely. They have the tools and expertise required to determine whether the item poses a real threat and can take the necessary precautions to ensure everyone's safety. Opening the item or attempting to dispose of it yourself can place you and others at risk. Ignoring it altogether also does not address the potential danger present. Therefore, reaching out to military law enforcement is a critical step to ensure proper handling and resolution of the situation while minimizing risks to yourself and others around you.

8. What application do members use to submit corrections for evaluation reports?

- A. eBenefits
- B. myPay
- C. vMPF**
- D. AF Portal

Members use the vMPF (virtual Military Personnel Flight) to submit corrections for evaluation reports. This application is specifically designed to provide personnel services and allow members to manage their evaluation reports electronically. vMPF facilitates various personnel actions and ensures that service members have access to vital information and capabilities pertaining to their personnel records. The platform is integral for managing and submitting changes or corrections efficiently, contributing to the overall accuracy and integrity of personnel evaluations. Additionally, it streamlines the process and reduces the administrative burden on both the service members and the administrative staff associated with evaluation actions. This is why vMPF is the correct choice for submitting corrections for evaluation reports.

9. Which encryption process step follows composing and addressing the email message?

- A. Setting a password for the email
- B. Clicking on the Options tab**
- C. Previewing the email before sending
- D. Attaching documents securely

The process of securing an email through encryption typically requires specific actions after composing and addressing the message. Clicking on the Options tab is a logical next step in this sequence because this area often contains functionalities related to security features, including encryption options. Accessing the Options tab allows the user to select additional settings that can enhance the privacy of the email communication, such as enabling encryption for the message or adding any required security options. It serves as a gateway to finalize how the content will be transmitted securely, aligning with standard best practices for ensuring data protection in email correspondence. The other potential actions, while relevant to email handling, do not directly follow the composition and addressing phase with the focus on encryption. Setting a password for the email or attaching documents securely might be part of the broader security process but generally comes into play after the necessary settings in the email options have been adjusted. Previewing the email before sending is more about reviewing the content rather than securing it, making it less relevant to the specific question about following the encryption process.

10. What is the role of the Unit Leave Monitor in the PTDY leave procedure?

- A. Initiating the leave request
- B. Authorizing the leave request
- C. Providing leave training to Airmen
- D. Verifying leave information's accuracy**

The role of the Unit Leave Monitor in the PTDY (Permissive Temporary Duty) leave procedure is crucial for maintaining accurate and organized leave records. Verifying the accuracy of leave information ensures that all data related to leave requests is correct and up-to-date. This includes checking that the necessary documentation is complete and that the leave is being processed according to established regulations and policies. By ensuring the leave information is accurate, the Unit Leave Monitor helps prevent administrative errors that could lead to complications in leave management, such as miscommunication about leave entitlements or scheduling conflicts. This verification process is vital for maintaining the integrity of the leave system and ensuring personnel can effectively plan their time away from duty without issues arising from incorrect data.

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://afsc3f551eoc.examzify.com>

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

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