

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



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

**VISIT US ONLINE FOR
THE FULL VERSION STUDY GUIDE**

<https://afsc3f551eoc.examzify.com>



Copyright © 2026 by Examzify - A Kaluba Technologies Inc. product.

ALL RIGHTS RESERVED.

No part of this book may be reproduced or transferred in any form or by any means, graphic, electronic, or mechanical, including photocopying, recording, web distribution, taping, or by any information storage retrieval system, without the written permission of the author.

Notice: Examzify makes every reasonable effort to obtain accurate, complete, and timely information about this product from reliable sources.

SAMPLE

Table of Contents

Copyright	1
Table of Contents	2
Introduction	3
How to Use This Guide	4
Questions	5
Answers	8
Explanations	10
Next Steps	16

SAMPLE

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

SAMPLE

- 1. Who is responsible for overseeing the local Government Purchase Card (GPC) program?**
 - A. Cardholder
 - B. Approving Official (AO)
 - C. Agency/Organization Program Coordinator (A/OPC)
 - D. Supervisor
- 2. Who qualifies for Special Duty Assignment Pay?**
 - A. Only Active Duty Airmen
 - B. Only Reserve Airmen
 - C. AF Active Duty and Reserve Airmen
 - D. Any enlisted personnel
- 3. Do crises affecting USPS operations impact MPS operations?**
 - A. Yes
 - B. No
 - C. Only partially
 - D. Only for specific types of mail
- 4. Which of the following is not considered an administrative function?**
 - A. Personnel Support for Contingency Operations (PERSCO)
 - B. Budget Administration
 - C. Event Coordination
 - D. Performance Appraisals
- 5. What is one potential consequence of not utilizing the Career Job Reservation program?**
 - A. Increased chances of accelerated promotion
 - B. No future training opportunities available
 - C. Higher likelihood of job instability
 - D. Guaranteed selection for special duty positions

- 6. Who is responsible for ensuring 3F5X1 Airmen gain depth and breadth of career field training?**
- A. Base-Level 3F5X1 Functional Manager (BFM)
 - B. MAJCOM Functional Manager (MFM)
 - C. Air Force Career Field Manager
 - D. Training and Development Officer
- 7. What is the purpose of the Informed Decision Seminar?**
- A. To prepare Airmen for deployment
 - B. To provide knowledge on Air Force benefits
 - C. To facilitate retirements
 - D. To train Airmen in combat
- 8. What is required for encrypting an email using PKI?**
- A. A simple password
 - B. A Common Access Card (CAC) and several technical requirements
 - C. Only an email address
 - D. A standard laptop without additional tools
- 9. Is the Installation Protocol Office your primary point of contact for guidance regarding protocol?**
- A. True
 - B. False
 - C. Depends on the situation
 - D. Only in emergency cases
- 10. Award of decorations should be based on which factors?**
- A. Social connections and networking
 - B. Individual's grade and level of responsibility
 - C. Peer recommendations and field evaluations
 - D. Cultural background and deployment locations

Answers

SAMPLE

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

SAMPLE

Explanations

SAMPLE

1. Who is responsible for overseeing the local Government Purchase Card (GPC) program?

- A. Cardholder
- B. Approving Official (AO)
- C. Agency/Organization Program Coordinator (A/OPC)
- D. Supervisor

The Agency/Organization Program Coordinator (A/OPC) plays a crucial role in overseeing the local Government Purchase Card (GPC) program. This position is responsible for the establishment, administration, and management of the GPC program within their organization. The A/OPC ensures that the program complies with all applicable regulations, guidelines, and policies. They provide guidance and training to cardholders and approving officials, ensuring that all users understand their responsibilities and the rules of using the purchase card. The A/OPC also manages the approval process for transactions, monitors usage to prevent misuse, and provides oversight to maintain accountability within the program. By having an individual or office dedicated to this oversight, organizations can maintain integrity and efficiency in their procurement processes, which is essential in preventing fraud and ensuring proper use of government funds. In contrast, while cardholders may make purchases using the GPC, they do not have the authority or responsibility for managing the overall program. Approving Officials are involved in the approval of purchases but do not oversee the entire program's administration. Supervisors may have oversight on an individual employee's performance or purchases but lack the broader responsibility of managing the GPC program as a whole.

2. Who qualifies for Special Duty Assignment Pay?

- A. Only Active Duty Airmen
- B. Only Reserve Airmen
- C. AF Active Duty and Reserve Airmen
- D. Any enlisted personnel

Special Duty Assignment Pay (SDAP) is designed to compensate Airmen for the unique responsibilities and challenges associated with certain special duty assignments. The criteria for qualifying specifically includes both Active Duty and Reserve Airmen, reflecting the need for financial recognition across the various components of the Air Force. This pay is aimed at those whose duties require significant skill or put them in high-stress environments. By offering SDAP to both Active Duty and Reserve personnel, the Air Force acknowledges the dedication and enhanced operational roles that these members undertake, ensuring that a wider range of service members are recognized for their contributions. In the context of the other options, it's important to note that restricting SDAP to only Active Duty Airmen or only Reserve Airmen would not align with the inclusive nature of military pay structures that aim to reward all service members engaged in special duties. Additionally, specifying "any enlisted personnel" dilutes the targeted intent of the SDAP, as not all enlisted roles warrant this specific form of compensation. Hence, the correct answer encompasses both Active Duty and Reserve Airmen, which aligns with the principles of equity and recognition within military compensation frameworks.

3. Do crises affecting USPS operations impact MPS operations?

- A. Yes
- B. No**
- C. Only partially
- D. Only for specific types of mail

The correct response indicates that crises affecting USPS operations do not significantly impact MPS operations. This suggests that MPS, which typically refers to Military Postal Service, operates independently and is structured to maintain its functions regardless of external factors like crises that affect the United States Postal Service. The rationale for this stems from the fact that MPS is specifically designed to support military operations and ensure that postal services continue even during times of crisis. This independence allows MPS to deliver mail to service members and their families effectively, regardless of any disruptions that may be occurring within the USPS framework. MPS has protocols and resources in place to ensure it can perform its essential duties without being hindered by operational issues plaguing civilian postal services. Consequently, while USPS is critical for domestic and commercial mailing systems, MPS has its own mechanisms to mitigate the risk of disruption from external challenges.

4. Which of the following is not considered an administrative function?

- A. Personnel Support for Contingency Operations (PERSCO)**
- B. Budget Administration
- C. Event Coordination
- D. Performance Appraisals

The correct choice, which is not considered an administrative function, is Personnel Support for Contingency Operations (PERSCO). PERSCO is primarily focused on providing personnel accountability and support during deployments and contingency operations, which is more operational in nature rather than purely administrative. The other options listed—budget administration, event coordination, and performance appraisals—are core administrative functions within an organization. Budget administration involves managing an organization's financial resources, ensuring that funds are allocated and spent according to plans. Event coordination refers to organizing events and activities, requiring logistical planning and communication skills, which are fundamental to administrative work. Performance appraisals are essential for evaluating and managing employee performance, contributing to workforce management and development, another key area of administrative responsibility. By recognizing what functions fall under administrative duties, it becomes clear that PERSCO's operational focus sets it apart from the other options.

5. What is one potential consequence of not utilizing the Career Job Reservation program?

- A. Increased chances of accelerated promotion
- B. No future training opportunities available
- C. Higher likelihood of job instability**
- D. Guaranteed selection for special duty positions

Choosing not to utilize the Career Job Reservation program can lead to a higher likelihood of job instability. This program serves as a critical mechanism that provides service members with a level of job security within their chosen career field. Without this reservation, individuals may find themselves at greater risk of being reassigned to less desirable positions or facing involuntary separation depending on the needs of the Air Force. The program helps ensure that members are supported in stabilizing their career path, which is essential for maintaining job security and continuity in their professional development. While the other options may sound appealing, they do not reflect the reality of the potential drawbacks of bypassing the Career Job Reservation program. For instance, accelerated promotion and guaranteed selection for special duty positions depend on a range of performance metrics and requirements, rather than merely on participation in the program. Similarly, while future training opportunities could be influenced by a variety of factors, they are not necessarily restricted by whether one chooses to participate in the Career Job Reservation program.

6. Who is responsible for ensuring 3F5X1 Airmen gain depth and breadth of career field training?

- A. Base-Level 3F5X1 Functional Manager (BFM)**
- B. MAJCOM Functional Manager (MFM)
- C. Air Force Career Field Manager
- D. Training and Development Officer

The Base-Level 3F5X1 Functional Manager (BFM) plays a crucial role in overseeing the training and development of Airmen within the 3F5X1 career field. This position is focused specifically on the needs and requirements at the base level, ensuring that Airmen receive comprehensive training to gain a thorough understanding of their career field. The BFM coordinates various training programs, assesses training needs, and provides the necessary resources to facilitate effective learning and development. This role is essential because it allows for tailored training that meets the specific demands of the base and the unique situations Airmen may face in their duties. By ensuring that Airmen gain both depth (the specifics and expert knowledge in their field) and breadth (a broader range of skills and understanding across related areas), the BFM helps cultivate a well-rounded and competent workforce ready to address various challenges. The other choices involve functional management at different levels or roles that might focus on other strategic aspects but do not specifically align with the responsibility of ensuring detailed career field training for individual Airmen at the base level.

7. What is the purpose of the Informed Decision Seminar?

- A. To prepare Airmen for deployment
- B. To provide knowledge on Air Force benefits**
- C. To facilitate retirements
- D. To train Airmen in combat

The purpose of the Informed Decision Seminar is to provide knowledge on Air Force benefits, making it essential for members to understand the various programs and options available to them. These seminars are designed to educate Airmen about benefits that can impact their lives significantly, such as retirement plans, medical care, and educational opportunities, ensuring they have the necessary information to make informed decisions about their future. This focus on educating Airmen about their benefits aligns with the overall goals of the Air Force in fostering a well-informed and prepared force. By providing comprehensive information, the seminar empowers Airmen to take advantage of the resources available to them and helps them navigate their careers more effectively. The other choices do not align with the primary purpose of the Informed Decision Seminar; the seminar does not primarily focus on deployment training, retirement facilitation, or combat training, which are covered in other programs or settings.

8. What is required for encrypting an email using PKI?

- A. A simple password
- B. A Common Access Card (CAC) and several technical requirements**
- C. Only an email address
- D. A standard laptop without additional tools

When it comes to encrypting an email using Public Key Infrastructure (PKI), a Common Access Card (CAC) plays a crucial role along with various technical requirements. The CAC is used to authenticate the user's identity and to access the public and private keys required for encryption. This two-key system ensures that the email can be securely sent and only the intended recipient, who possesses the correct private key, can decrypt and read the message. Additionally, implementing PKI encryption involves using certain encryption protocols and settings configured within the email application, which means that merely having an email address or a simple password is insufficient. A standard laptop without the necessary encryption tools and the CAC would also fail to provide the required level of security to perform email encryption according to PKI standards. Overall, the integration of the CAC along with specific technical requirements is essential for secure email communication.

9. Is the Installation Protocol Office your primary point of contact for guidance regarding protocol?

- A. True**
- B. False
- C. Depends on the situation
- D. Only in emergency cases

The Installation Protocol Office serves as the primary point of contact for guidance regarding protocol matters. This office is responsible for ensuring that official events, ceremonies, and visits adhere to established protocol and procedures. Their expertise ensures that all formalities are observed, including the correct handling of dignitaries, etiquette, and the appropriate conduct required during official functions. Engaging with the Installation Protocol Office is crucial for maintaining military customs and courtesies, and they provide valuable information and support to ensure that all protocol-related questions and issues are addressed appropriately and efficiently. Therefore, when seeking guidance on protocol, reaching out to this designated office is essential for accurate and authoritative information.

10. Award of decorations should be based on which factors?

- A. Social connections and networking
- B. Individual's grade and level of responsibility**
- C. Peer recommendations and field evaluations
- D. Cultural background and deployment locations

The award of decorations in a military context is fundamentally based on the individual's grade and level of responsibility. This ensures that recognition is given in a manner consistent with the established framework of military rank and duty assignments. Higher ranks typically carry greater responsibilities, and decorations serve as a formal acknowledgment of the individual's performance, achievements, and contributions in fulfilling those responsibilities. Emphasizing grade and level of responsibility guarantees that awards are aligned with objective criteria that reflect the significance of the service and commitment displayed in those roles. This system promotes fairness and accountability, as each service member's contributions are evaluated in relation to their position and duties within the military hierarchy.

SAMPLE

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!

SAMPLE