

Journeyman Administration Practice Test (Sample)

Study Guide



Everything you need from our exam experts!

Copyright © 2025 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 from reliable sources accurate, complete, and timely information about this product.

SAMPLE

Questions

SAMPLE

- 1. Is AFPAAS a web-based application that accounts for only active duty Air Force members and their dependents following a catastrophic event?**
 - A. True**
 - B. False**
 - C. Only for deployed members**
 - D. All military branches**
- 2. Which document might provide information about allocations for promotion?**
 - A. Performance Evaluation Document**
 - B. Promotion Eligibility Checklist**
 - C. Force Distribution MEL**
 - D. Annual Training Record**
- 3. What document is filed to claim reimbursement after official travel ends?**
 - A. Authorization**
 - B. Travel Request**
 - C. Voucher**
 - D. Expense Report**
- 4. What skill level corresponds with the title "Apprentice"?**
 - A. Level 3**
 - B. Level 5**
 - C. Level 7**
 - D. Level 9**
- 5. What type of information can supervisors retrieve from the vPC site?**
 - A. Unit performance metrics**
 - B. Ratee's decoration site status**
 - C. Financial assessments**
 - D. Peer evaluations**

- 6. Is the award of a specific decoration solely based on an individual's performance?**
- A. True**
 - B. False**
 - C. Only for exceptional cases**
 - D. Only based on duty assignments**
- 7. What does the virtual Process Center (vPC) application provide regarding awards and decorations?**
- A. Only historical data**
 - B. Data accuracy and traceability**
 - C. Verification of awards only**
 - D. Performance evaluation functions**
- 8. True or False: Professional e-mail communication should require the same attention to detail as traditional paper correspondence.**
- A. True**
 - B. False**
 - C. Only when sending to higher-ups**
 - D. Depends on the subject matter**
- 9. What term describes actions reserved for Airmen who have not met standards?**
- A. Termination Actions**
 - B. Demotion Actions**
 - C. Disciplinary Actions**
 - D. Reassignment Actions**
- 10. What does a no-cost PCS involve?**
- A. Transfer with travel costs covered**
 - B. No financial support for relocation**
 - C. Transfer to a new command**
 - D. Change of housing only**

Answers

SAMPLE

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

SAMPLE

Explanations

SAMPLE

1. Is AFPAAS a web-based application that accounts for only active duty Air Force members and their dependents following a catastrophic event?

A. True

B. False

C. Only for deployed members

D. All military branches

AFPAAS, or the Air Force Personnel Accountability and Assessment System, is a web-based application designed to account for active duty Air Force members, their dependents, and certain other personnel following a catastrophic event. It is not limited to only active duty members; it also includes members of the Air National Guard and Air Force Reserve, which means that its applicability broadens beyond just active duty personnel. The purpose of AFPAAS is to ensure that all personnel affected by a disaster are accounted for and receive the necessary support and resources during such events. This comprehensive approach reflects the need for accountability across various categories of Air Force personnel, rather than a narrow focus on just active duty members and their dependents. This inclusivity is vital in scenarios of crisis management, ensuring that all individuals connected to the Air Force, including reservists and dependents, are considered in response efforts. Thus, the statement that AFPAAS accounts solely for active duty members and their dependents following a catastrophic event is inaccurate, making the correct choice "False."

2. Which document might provide information about allocations for promotion?

A. Performance Evaluation Document

B. Promotion Eligibility Checklist

C. Force Distribution MEL

D. Annual Training Record

The choice of the Force Distribution MEL (Management Evaluation of Leadership) as the correct answer makes sense because this document typically includes a detailed analysis of employee performance metrics, where allocations for promotions can be derived. The Force Distribution MEL allows organizations to evaluate and compare employee performance across different levels and can help determine who is eligible for promotion based on their contributions, achievements, and overall performance. It often includes ranking or grading systems that illustrate where an employee stands in comparison to their peers, making it vital for allocation decisions in promotion scenarios. In contrast, while the Performance Evaluation Document does provide insights into an individual's performance, it may not directly address promotional allocations or interpret performance in the context of the broader organizational hierarchy needed for promotion decisions. The Promotion Eligibility Checklist may outline criteria for promotion but does not provide insights on how many individuals will be promoted or based on what proportional distribution. Lastly, the Annual Training Record generally contains information about completed trainings and qualifications but does not typically contain information related to promotions or performance evaluations critical for making allocation decisions.

3. What document is filed to claim reimbursement after official travel ends?

- A. Authorization**
- B. Travel Request**
- C. Voucher**
- D. Expense Report**

The document filed to claim reimbursement after official travel ends is the voucher. A voucher is specifically designed to detail the expenses incurred during the trip and serves as a formal request for reimbursement. It typically includes receipts, data about travel dates, locations, and the nature of the expenses. On the other hand, an authorization is usually a document that approves and outlines details about the travel before it occurs, including budget estimates. A travel request is submitted prior to the trip to seek permission or funding for travel but does not cover the reimbursement process itself. An expense report, while similar to a voucher and sometimes used interchangeably, typically refers to any report submitted regarding expenses, but specifically, a voucher implies a request for reimbursement following travel completion. Therefore, utilizing a voucher is the recognized process for claiming reimbursement efficiently.

4. What skill level corresponds with the title "Apprentice"?

- A. Level 3**
- B. Level 5**
- C. Level 7**
- D. Level 9**

The title "Apprentice" is typically associated with foundational training and skills development in a particular trade or profession. This designation is meant for individuals who are just starting their journey, learning the basic principles and techniques related to their field. At Level 3, individuals are generally in the early stages of their apprenticeship and focused on acquiring essential skills and knowledge. This often includes direct supervision, hands-on training, and a structured learning environment where they can understand the core competencies required for their specific roles. In contrast, higher levels correspond to more advanced skills and greater independence in work, often indicating that the individual has completed their apprenticeship. As such, Level 5, Level 7, and Level 9 represent more advanced stages of training and experience, which exceed the fundamental skills expected of an apprentice.

5. What type of information can supervisors retrieve from the vPC site?

- A. Unit performance metrics**
- B. Ratee's decoration site status**
- C. Financial assessments**
- D. Peer evaluations**

The correct choice is focused on the "Ratee's decoration site status," which refers to the platform where supervisors can access specific information about personnel who are being evaluated for awards or decorations. This information is critical for supervisors as it helps them understand the recognition status of their team members and assess whether they meet the criteria for commendations. This access to decoration status allows supervisors to make informed decisions and provide appropriate recommendations based on the accomplishments and merits of their team members. In many organizations, such systems provide structured and documented records that streamline the evaluation process and uphold standards of meritocracy. The other options, although relevant in different contexts, do not fall under the scope of what vPC typically provides to supervisors. For instance, while unit performance metrics might be important for overall team assessment, they do not specifically relate to the individual recognition aspect covered in the vPC system with regard to decorations. Similarly, financial assessments and peer evaluations represent different domains of information not directly accessible through the decoration site, focusing instead on monetary or performance evaluations that differ from recognition tracking.

6. Is the award of a specific decoration solely based on an individual's performance?

- A. True**
- B. False**
- C. Only for exceptional cases**
- D. Only based on duty assignments**

The correct answer is that the award of a specific decoration is not solely based on an individual's performance. While individual performance plays a significant role in the consideration for decorations, the overall context, including unit performance, mission success, and established criteria for the award, is also taken into account. This ensures that other factors like leadership qualities, contributions to team objectives, and adherence to institutional values are recognized alongside individual achievements. In many cases, awards consider the collective effort of a unit or team, especially in situations where the team's mission contributes to the individual's ability to perform. Additionally, guidelines may exist that outline specific requirements or thresholds that must be met for an award, indicating that performance alone may not be the sole determinant. Recognizing this broader spectrum allows for a more holistic approach to rewarding and acknowledging service members, ensuring fair recognition of both individual and collective contributions to their mission or organization.

7. What does the virtual Process Center (vPC) application provide regarding awards and decorations?

- A. Only historical data**
- B. Data accuracy and traceability**
- C. Verification of awards only**
- D. Performance evaluation functions**

The virtual Process Center (vPC) application is designed to enhance the management and processing of awards and decorations by ensuring both data accuracy and traceability. This means that the information regarding awards, such as who received them and the criteria for their issuance, is recorded in a way that can be easily trusted and tracked. Data accuracy in this context means that the information collected and stored reflects the true circumstances of each award, which is crucial for maintaining the integrity of the awards system. Traceability allows organizations to follow the data history, understanding how awards were given over time and ensuring that all entries can be verified against original documentation or records. This capability is vital for fulfilling administrative requirements and ensuring compliance with regulations governing awards and decorations. By having reliable and traceable data, organizations can address potential discrepancies, conduct audits effectively, and make informed decisions regarding personnel recognitions.

8. True or False: Professional e-mail communication should require the same attention to detail as traditional paper correspondence.

- A. True**
- B. False**
- C. Only when sending to higher-ups**
- D. Depends on the subject matter**

Professional email communication indeed requires the same level of attention to detail as traditional paper correspondence. In both formats, maintaining professionalism is crucial as it reflects on your competence and respect for the recipient. Attention to detail in email includes aspects such as correct grammar, punctuation, spelling, and formatting, which are essential for clear communication. Just like paper correspondence, emails can be forwarded or shared, and any mistakes or unprofessional elements can remain in the digital record. Such errors can harm your professional image or lead to misunderstandings. Therefore, the foundational principles of effective communication—clarity, professionalism, and respect—apply equally to both mediums. Taking the time to craft a polished email can contribute positively to your professional relationships and convey your message effectively.

9. What term describes actions reserved for Airmen who have not met standards?

- A. Termination Actions**
- B. Demotion Actions**
- C. Disciplinary Actions**
- D. Reassignment Actions**

The term that describes actions reserved for Airmen who have not met standards is "Disciplinary Actions." This encompasses a range of measures taken to address performance issues or violations of rules and standards within the Air Force. Disciplinary actions are necessary to maintain accountability and ensure that all personnel meet the established standards of conduct and performance expected of them. Disciplining an Airman includes counseling, non-judicial punishment, or more severe consequences depending on the gravity of the situation. The key distinction here is that disciplinary actions specifically target instances where standards or regulations have not been adhered to, allowing for corrective measures to be applied and helping the affected individuals improve their performance. Other terms like termination, demotion, or reassignment refer to different processes or outcomes that may not be focused specifically on the concept of failing to meet standards. For instance, termination actions involve ending an Airman's service, while demotion actions refer to lowering an individual's rank, which doesn't necessarily address immediate performance issues directly. Reassignment actions pertain to relocating an Airman to a different position or unit, which may not address performance deficiencies either. Thus, "Disciplinary Actions" is the term that accurately captures the response reserved for Airmen not meeting required standards.

10. What does a no-cost PCS involve?

- A. Transfer with travel costs covered**
- B. No financial support for relocation**
- C. Transfer to a new command**
- D. Change of housing only**

A no-cost Permanent Change of Station (PCS) typically refers to a situation where the relocating individual does not receive any financial support or compensation for their move. This option indicates that all costs related to relocation—such as moving expenses, travel allowances, and potentially temporary housing—will be the responsibility of the service member or employee. It is a common scenario in budget-restricted situations where the employer or military does not provide the typical financial support associated with PCS moves. In the context of military or governmental relocations, understanding the implications of a no-cost PCS is essential for proper financial planning and determining what resources one may need to utilize to facilitate the move independently.