

Journeyman Administration 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. Which administrative function primarily focuses on organizational communications and workflow management?**
 - A. Office Management**
 - B. Executive Support**
 - C. Personnel Administration**
 - D. Training Management**

- 2. Who awards the Medal of Honor?**
 - A. The Secretary of Defense**
 - B. The President of the United States**
 - C. The Congress of the United States**
 - D. The Secretary of the Air Force**

- 3. Which of the following medals is not listed among the awards tracked in the vPC?**
 - A. Combat Readiness Medal**
 - B. Air Medal**
 - C. Defense Distinguished Service Medal**
 - D. Army Achievement Medal**

- 4. Which document would contain changes to authorized positions?**
 - A. Meal Card Roster**
 - B. Unit Manning Document (UMD)**
 - C. Lodging Spreadsheet**
 - D. Training Records Document**

- 5. Must Airmen selected for specific promotions complete in-residence EPME?**
 - A. Yes, it's mandatory**
 - B. No, it is optional**
 - C. Only for the highest ranks**
 - D. Depends on the individual's preference**

- 6. Which of the following is the first step in creating an authorization in DTS?**
- A. Log On to DTS**
 - B. Select Create New Document**
 - C. Create the Itinerary**
 - D. Enter Projected Expenses**
- 7. Is the GPC the preferred method of payment for micro-purchases according to Federal Acquisition Regulation?**
- A. Yes**
 - B. No**
 - C. Only for large purchases**
 - D. Only if approved by the agency**
- 8. What type of retirement is mentioned in relation to the Secretary of the Air Force's approval authority?**
- A. Disability retirement**
 - B. Active duty retirement**
 - C. Reserve retirement**
 - D. Elected retirement**
- 9. What is the condition for using allocations listed on the MEL?**
- A. They must be approved by an external agency**
 - B. They are optional and do not need to be fully used**
 - C. They must be fully utilized to comply with regulations**
 - D. They can only be used for certain categories of airmen**
- 10. How many types of BAS are there?**
- A. One**
 - B. Two**
 - C. Three**
 - D. Four**

Answers

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

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Explanations

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1. Which administrative function primarily focuses on organizational communications and workflow management?

- A. Office Management**
- B. Executive Support**
- C. Personnel Administration**
- D. Training Management**

Office management is the administrative function that primarily focuses on organizational communications and workflow management. This role is crucial in ensuring that information flows effectively within an organization and that processes are streamlined for efficiency. Office managers oversee day-to-day operations, coordinate between different departments, and facilitate communication among staff members, all of which are key components of managing organizational workflows. By focusing on workflow management, office management ensures that tasks are efficiently delegated and completed in a timely manner, reducing redundancies and confusion that can arise from poor communication. This function also involves setting procedures that support operational efficiency and maintaining an organized work environment, which directly impacts overall business performance. The other functions listed, while they may involve aspects of communication or coordination, do not primarily focus on organizational communications and workflow management to the same extent as office management does. For instance, executive support often involves assisting high-level executives with schedules and administrative tasks, personnel administration is concentrated on employee-related processes, and training management pertains to the development and implementation of training programs rather than managing organizational workflows directly.

2. Who awards the Medal of Honor?

- A. The Secretary of Defense**
- B. The President of the United States**
- C. The Congress of the United States**
- D. The Secretary of the Air Force**

The Medal of Honor, the highest military decoration awarded by the United States government, is bestowed by the President of the United States. This prestigious award is given to members of the Armed Forces who exhibit extraordinary acts of valor and bravery in combat beyond the call of duty. The authority of the President to award the Medal of Honor is established in law, and it serves as a representation of the nation's respect and recognition for exceptional service to the country. While the Secretary of Defense oversees military operations and may be involved in the process of recommending individuals for medals, the final authority rests with the President. Congress plays a critical role in establishing the criteria and parameters for awards and decorations but does not directly award the Medal of Honor. Additionally, the Secretary of the Air Force, while responsible for the administration of the Air Force, also does not have the authority to award this particular honor independently.

3. Which of the following medals is not listed among the awards tracked in the vPC?

A. Combat Readiness Medal

B. Air Medal

C. Defense Distinguished Service Medal

D. Army Achievement Medal

The Defense Distinguished Service Medal is not included among the awards tracked in the vPC (Virtual Personnel Center). The vPC primarily focuses on specific awards that are common across various branches of the military, particularly those that are directly linked to service and operational accomplishments. The other listed medals, like the Combat Readiness Medal, Air Medal, and Army Achievement Medal, are more regularly associated with the records kept in the vPC due to their relevance to individual performance and mission readiness within the military community. The Defense Distinguished Service Medal, however, is typically reserved for senior leaders and recognizes exceptional service by high-ranking military officials, and thus it is not tracked in the same manner as the others in the vPC system. Understanding the distinction in how various awards are categorized and tracked is crucial for recognizing individual contributions to military service.

4. Which document would contain changes to authorized positions?

A. Meal Card Roster

B. Unit Manning Document (UMD)

C. Lodging Spreadsheet

D. Training Records Document

The Unit Manning Document (UMD) is the correct choice because it serves as a detailed representation of the personnel positions authorized for a specific unit or organization. It outlines the number of positions, titles, and grades, ensuring clarity on staffing levels and needs. When there are changes to authorized positions, such as additions, deletions, or reallocations, these updates are reflected in the UMD. This document is crucial for managing human resources effectively, aligning personnel resources with operational requirements. The other options do not serve this purpose. A Meal Card Roster is typically used to track meal entitlements for personnel, and does not reflect staffing changes. A Lodging Spreadsheet usually contains information about accommodations and housing assignments rather than personnel positions. Training Records Document tracks individual training achievements and curriculums and does not pertain to organizational staffing or position authorizations.

5. Must Airmen selected for specific promotions complete in-residence EPME?

- A. Yes, it's mandatory**
- B. No, it is optional**
- C. Only for the highest ranks**
- D. Depends on the individual's preference**

Airmen selected for specific promotions are required to complete in-residence Enlisted Professional Military Education (EPME) as part of their professional development and preparation for taking on greater responsibilities. This requirement ensures that they gain the necessary knowledge and skills that align with the leadership and management competencies expected at higher ranks. In-residence EPME provides structured learning opportunities, networking with peers, and mentorship, all of which are vital for effective leadership in military roles. Completing this educational component is part of the promotion criteria, ensuring individuals are adequately prepared for leadership challenges and responsibilities they will encounter at advanced pay grades. The training emphasizes a commitment to continuous learning and professional growth, which is essential in a military environment.

6. Which of the following is the first step in creating an authorization in DTS?

- A. Log On to DTS**
- B. Select Create New Document**
- C. Create the Itinerary**
- D. Enter Projected Expenses**

The first step in creating an authorization in the Defense Travel System (DTS) is to log on to the system. This action is essential because it secures access to the functionalities needed to create and manage travel documents. Only authorized personnel can enter and manipulate sensitive information regarding travel and expenses, so ensuring a secure login is a foundational requirement. Once logged in, users can proceed to create new documents, establish itineraries, and detail projected expenses. Each of these subsequent steps relies on initial access to the system, making the login a critical starting point in the authorization process.

7. Is the GPC the preferred method of payment for micro-purchases according to Federal Acquisition Regulation?

- A. Yes
- B. No**
- C. Only for large purchases
- D. Only if approved by the agency

The correct answer indicates that the Government Purchase Card (GPC) is not the preferred method of payment for micro-purchases according to the Federal Acquisition Regulation (FAR). Under the FAR, micro-purchases are typically defined as purchases that do not exceed a certain dollar amount (usually up to \$10,000). While the GPC can indeed be used to make micro-purchases efficiently, the FAR emphasizes using other purchasing methods that may be more advantageous for small transactions. This may include direct purchases or other procurement methods that could streamline processes or provide additional oversight. In specific contexts where there is a need for formal procurement processes, particularly larger purchases or those that might have a higher impact, other procurement methods would be deemed appropriate and may be preferred over the GPC. Thus, while the GPC is a valid tool in the procurement arsenal, it is not designated as the preferred method for micro-purchases, particularly given the flexibility and potential requirements imposed by the FAR.

8. What type of retirement is mentioned in relation to the Secretary of the Air Force's approval authority?

- A. Disability retirement
- B. Active duty retirement**
- C. Reserve retirement
- D. Elected retirement

Active duty retirement refers to the retirement benefit that is granted to service members who have completed a specified period of active duty service in the military. This type of retirement typically applies to those who have served for 20 years or more on active duty. The Secretary of the Air Force, as part of the military's structure, has the authority to approve requests for active duty retirement, which can include evaluating the service member's records, performance, and overall service history. The process involves certain criteria and guidelines set forth by military regulations, ensuring that those who retire from active duty have met the necessary qualifications and contributed significantly to their service branch. Understanding this type of retirement is crucial for service members who seek to transition from active duty to civilian life, as it impacts their benefits, pensions, and overall entitlements after their service ends.

9. What is the condition for using allocations listed on the MEL?

- A. They must be approved by an external agency**
- B. They are optional and do not need to be fully used**
- C. They must be fully utilized to comply with regulations**
- D. They can only be used for certain categories of airmen**

The condition for using allocations listed on the Minimum Equipment List (MEL) being that they are optional and do not need to be fully utilized aligns with the nature of the MEL. The MEL serves as a guideline that allows an aircraft to operate with certain inoperative equipment under specific conditions, and it provides flexibility to pilots and operators. This acknowledges that some equipment can be deferred while still maintaining safety and regulatory compliance. The option correctly reflects that while certain items may be listed for justification, their presence does not mean that they must be used at all times; rather, their use is circumstantial based on operational needs and safety assessments. Therefore, as long as the conditions outlined in the MEL are met, the operator has discretion over whether to utilize those allocations. This understanding fosters a practical approach to aircraft operations, allowing for continued service without compromising safety or regulatory standards.

10. How many types of BAS are there?

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

The correct answer is that there are two types of Building Automation Systems (BAS). These types are typically classified based on their operational focus: first, there are systems primarily concerned with HVAC (Heating, Ventilation, and Air Conditioning) management; and second, there are systems that encompass broader building management functions, including lighting, security, fire safety, and energy management. Having a clear understanding of these two categories is vital for professionals working with BAS, as it helps delineate the different roles and functionalities that these systems can serve in a facility. Recognizing that there are two distinct types allows for a more focused approach when planning, implementing, and managing BAS in various environments. This distinction also aids in understanding how different systems can be integrated to enhance overall building efficiency and occupant comfort.

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://journeymanadmin.examzify.com>

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

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