

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. If an applicant does not have access to vMPF/vPC, who should they contact?**
 - A. Career Services Center
 - B. MPF/CSS
 - C. Base Legal Office
 - D. Civilian Personnel Office
- 2. Who is typically the direct supervisor of the cardholder in the GPC program?**
 - A. Agency/Organization Program Coordinator
 - B. Approving Official
 - C. Cardholder
 - D. Certifying Official
- 3. Which term describes the process of making access to Target Data infeasible?**
 - A. Sanitizing
 - B. Encrypting
 - C. Transferring
 - D. Backing Up
- 4. Who is responsible for maintaining inventory control of mail?**
 - A. Military Post Office (MPO)
 - B. Aerial Mail Terminal (AMT)
 - C. Mail Control Activity (MCA)
 - D. Official Mail Center (OMC)
- 5. How many calendar days does an Airman have to complete the Initial Assignment Notification and acknowledgment in vMPF?**
 - A. 3 days
 - B. 5 days
 - C. 7 days
 - D. 10 days

- 6. How does the Airman receive notification after their leave request is authorized?**
- A. Through a phone call
 - B. Via LeaveWeb notification
 - C. By mail
 - D. In person
- 7. True or False: Tracer actions are initiated for items sent to private carriers.**
- A. True
 - B. False
 - C. Only for registered items
 - D. Only for international items
- 8. What skill level represents "Journeyman" in the administrative specialties?**
- A. Level 3
 - B. Level 5
 - C. Level 7
 - D. Level 9
- 9. What affects the population, distribution, and composition of manpower requirements?**
- A. Unit Manning Document (UMD)
 - B. Unit Personnel Management Roster (UPMR)
 - C. Organizational Change Request (OCR)
 - D. Manpower Change Request (MCR)
- 10. Which of the following statements best describes evaluative comments?**
- A. They can be vague and unspecified
 - B. They should be precise and relevant to job performance
 - C. They can focus solely on personal attributes
 - D. They should promote all Airmen equally

Answers

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

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Explanations

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1. If an applicant does not have access to vMPF/vPC, who should they contact?

- A. Career Services Center
- B. MPF/CSS**
- C. Base Legal Office
- D. Civilian Personnel Office

The correct choice is to contact the MPF/CSS because these offices are specifically designated to assist service members with issues related to their personnel records and the online systems that manage such data. The Military Personnel Flight (MPF) and Customer Service Section (CSS) are equipped to address access problems with vMPF (Virtual Military Personnel Flight) and vPC (Virtual Personnel Center), providing the necessary support to resolve issues like password resets, account access, and technical difficulties. The other options, while helpful in different contexts, do not specifically address access to the vMPF/vPC systems. The Career Services Center typically focuses on civilian career opportunities and job placement rather than technical issues with military personnel systems. The Base Legal Office primarily handles legal matters and inquiries, which would not include access issues related to personnel management tools. The Civilian Personnel Office deals with civilian employee matters and personnel records, making it less relevant for active military personnel experiencing trouble accessing their military records online.

2. Who is typically the direct supervisor of the cardholder in the GPC program?

- A. Agency/Organization Program Coordinator
- B. Approving Official**
- C. Cardholder
- D. Certifying Official

In the context of the Government Purchase Card (GPC) program, the direct supervisor of the cardholder is typically the approving official. The approving official is responsible for reviewing and approving purchase transactions made by the cardholder, ensuring that purchases align with agency policies and budgetary constraints. This role is crucial as it provides oversight of the cardholder's spending and maintains accountability within the program. The approving official not only verifies that the transactions are necessary and within the approved limits but also has the authority to manage and mitigate any potential misuse of the card. By serving as the cardholder's supervisor, the approving official directly influences the cardholder's purchasing actions and maintains compliance with regulatory standards.

3. Which term describes the process of making access to Target Data infeasible?

- A. Sanitizing**
- B. Encrypting
- C. Transferring
- D. Backing Up

The term that describes the process of making access to Target Data infeasible is referred to as sanitizing. Sanitizing involves removing or altering data in such a way that it cannot be reconstructed or retrieved, thereby ensuring that sensitive or confidential information cannot be accessed or misused by unauthorized individuals. This process is crucial in data security, especially when disposing of electronic media or when sensitive data is no longer needed. Sanitizing techniques can include methods such as data wiping, degaussing, and physical destruction of storage devices. The goal is to ensure that even if someone were to gain physical access to the storage medium, they would be unable to recover any of the original data, making the information completely inaccessible. In contrast, encrypting is a method of securing data by converting it into a coded format that requires a key to access. While encryption protects data from unauthorized access, it does not make the data infeasible to access if the key is obtained. Transferring refers to moving data from one location to another and does not inherently confer any protection over the data itself. Backing up is the process of creating copies of data for recovery purposes, which does not prevent access to the original data.

4. Who is responsible for maintaining inventory control of mail?

- A. Military Post Office (MPO)
- B. Aerial Mail Terminal (AMT)
- C. Mail Control Activity (MCA)**
- D. Official Mail Center (OMC)

The responsibility for maintaining inventory control of mail falls to the Mail Control Activity (MCA). The MCA is specifically designed to handle the oversight and management of mail within an organization, ensuring that all incoming and outgoing mail is accurately tracked. This includes not only keeping detailed records of mail items but also managing the logistics surrounding the movement of mail, which is essential for maintaining a secure and efficient mail system. On the other hand, the Military Post Office (MPO), Aerial Mail Terminal (AMT), and Official Mail Center (OMC) have distinct roles in the mail handling process but do not primarily focus on inventory control. The MPO facilitates mail services for military personnel, the AMT specializes in the transport of mail by air, and the OMC primarily deals with official government correspondence. While all these entities contribute to the overall mail system, it is the MCA that specifically ensures meticulous inventory control and tracking of mail items.

5. How many calendar days does an Airman have to complete the Initial Assignment Notification and acknowledgment in vMPF?

- A. 3 days
- B. 5 days
- C. 7 days**
- D. 10 days

The correct response indicates that an Airman has 7 calendar days to complete the Initial Assignment Notification and acknowledgment in the virtual Military Personnel Flight (vMPF). This timeframe allows Airmen sufficient time to review their assignments and acknowledge receipt of the notification, ensuring they are adequately informed about their next steps and responsibilities related to the assignment. The 7-day period is designed to facilitate proper communication and management of personnel assignments in the military, which is critical for operational readiness and personnel accountability.

6. How does the Airman receive notification after their leave request is authorized?

- A. Through a phone call
- B. Via LeaveWeb notification**
- C. By mail
- D. In person

The Airman receives notification after their leave request is authorized via LeaveWeb notification. LeaveWeb is an official system used by the military to manage leave requests and approvals. When an Airman submits a leave request through this system, the approval status is communicated directly to them through LeaveWeb, ensuring a rapid and direct response. This method is efficient and allows Airmen to easily access their leave information online, maintaining a clear and organized record of their leave status. Other methods such as phone calls, mail, or in-person notifications are less efficient and not standard practice in the military leave management system. The use of LeaveWeb streamlines the process and ensures timely communication regarding leave approvals, making it the correct choice in this context.

7. True or False: Tracer actions are initiated for items sent to private carriers.

- A. True
- B. False**
- C. Only for registered items
- D. Only for international items

The statement is false because tracer actions are typically not initiated for items sent to private carriers. In postal and shipping terms, tracer actions are usually reserved for items sent through specific mailing services, such as registered mail, where tracking and accountability are integral parts of the service. Registered items, which provide a proper chain of custody and can be traced, require specific procedures to locate them if they are lost or delayed. Private carriers often have their own tracking systems, and issues like lost packages are usually handled directly through the carrier itself, rather than through a tracer action process. Therefore, the principle of tracer actions being applicable specifically to certain types of mail or services, rather than general private carrier shipments, reinforces why the correct response is that the statement is false.

8. What skill level represents "Journeyman" in the administrative specialties?

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

In the context of administrative specialties, a "Journeyman" is typically recognized as an intermediate skill level that indicates a professional who has gained significant experience and proficiency in their field. The designation of Level 5 aligns with this notion, as it represents a stage where individuals have moved beyond entry-level training and have developed the ability to perform various tasks independently and with greater responsibility. At this level, a Journeyman is expected to possess a diverse skill set, demonstrating not only technical competence but also the ability to apply that knowledge effectively in a work environment. This includes handling more complex tasks, navigating workplace challenges, and contributing to the overall efficiency of administrative operations. They often serve as valuable resources for entry-level personnel and may take on mentorship roles or lead specific projects. The distinction of Level 5 as the Journeyman level reflects a balance between foundational knowledge and practical application, signifying readiness to advance or specialize further within the administrative domain.

9. What affects the population, distribution, and composition of manpower requirements?

- A. Unit Manning Document (UMD)
- B. Unit Personnel Management Roster (UPMR)**
- C. Organizational Change Request (OCR)
- D. Manpower Change Request (MCR)

The Unit Personnel Management Roster (UPMR) plays a crucial role in affecting the population, distribution, and composition of manpower requirements. It serves as a comprehensive listing of all personnel assigned to a unit, providing detailed information about their skills, qualifications, and current positions. By detailing who is available, their roles, and any gaps or overlaps in capabilities, the UPMR helps in strategic planning and resource allocation. This detailed insight allows leaders to assess whether the current manpower meets unit mission requirements or if adjustments are necessary, thus influencing the overall effectiveness of personnel distribution and ensuring that the unit is compositionally aligned to meet its operational objectives. The UPMR is essentially a tool for managing personnel efficiently and ensuring that the right skills are present where they are most needed. In contrast, the other options provide important functions but do not directly affect manpower requirements as fundamentally as the UPMR does. For instance, the Unit Manning Document outlines authorized positions rather than the current personnel situation, while Organizational Change Requests and Manpower Change Requests involve processes for requesting changes rather than managing or analyzing current personnel dynamics directly.

10. Which of the following statements best describes evaluative comments?

- A. They can be vague and unspecified
- B. They should be precise and relevant to job performance**
- C. They can focus solely on personal attributes
- D. They should promote all Airmen equally

Evaluative comments are intended to assess performance in a clear and constructive manner. By being precise and relevant to job performance, these comments provide actionable feedback that can help individuals understand their strengths and areas for improvement. When evaluative comments are specific, they reduce ambiguity and allow individuals to grasp exactly what behaviors or outcomes are being addressed, which is crucial for professional development. Vagueness, a focus on personal attributes without context, or promoting all individuals equally do not align with the goal of evaluative comments, which is to foster individual growth and performance enhancement through targeted feedback. Therefore, the emphasis on precision and relevance in the context of job performance uniquely defines effective evaluative comments.

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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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