

JOURNEYMAN ADMINISTRATION PRACTICE TEST (SAMPLE)

STUDY GUIDE



**SAMPLE STUDY GUIDE
WITH LIMITED QUESTIONS**

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

<https://journeymanadmin.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	15

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. Which of the following actions is prohibited by the Evaluation Reports Appeal Board?**
 - A. Amending an evaluation
 - B. Changing an evaluation author
 - C. Re-accomplishing an evaluation without new evaluation provided
 - D. Altering supporting documents
- 2. 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
- 3. What is the role of the Privacy Act Monitor related to PII?**
 - A. To manage IT security systems
 - B. To conduct customer counseling for PII identification and safeguarding
 - C. To approve privacy policy changes
 - D. To oversee technology development
- 4. If a sender does not receive a signed receipt within how many days for material sent within the continental United States, are tracer actions initiated?**
 - A. 15 days
 - B. 30 days
 - C. 45 days
 - D. 60 days
- 5. Which of the following is a responsibility of the CSS regarding the Special Duty Assignment Pay (SDAP) Program?**
 - A. Approve SDAP for all members
 - B. Assist members with completing the AF Form 2096
 - C. Calculate individual SDAP amounts
 - D. Distribute SDAP payments

- 6. What is the first step in the process of awarding a decoration?**
- A. Approval of recommendation
 - B. Presentation of decoration
 - C. Proper recommendation and submittal
 - D. Review of the decoration
- 7. What does the PRDA allow users to do?**
- A. Access assignments globally
 - B. Manage personnel records efficiently
 - C. Communicate with postal services
 - D. Control financial transactions
- 8. Are Training Reports required for enlisted members upon completion, interruption, or elimination from formal education or training?**
- A. True
 - B. False
 - C. Only for those completing training
 - D. Only for officer candidates
- 9. What is the correct form of address for Presidents and Cabinet members?**
- A. By their last name only
 - B. By their title only or title and last name
 - C. By their full name
 - D. Mr. or Mrs. (last name)
- 10. What is the first step in encrypting an email in MS Outlook?**
- A. Compose the email message
 - B. Open a new message window
 - C. Click the Encrypt icon
 - D. Send the email

Answers

SAMPLE

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

SAMPLE

Explanations

SAMPLE

1. Which of the following actions is prohibited by the Evaluation Reports Appeal Board?

- A. Amending an evaluation
- B. Changing an evaluation author
- C. Re-accomplishing an evaluation without new evaluation provided**
- D. Altering supporting documents

The action that is prohibited by the Evaluation Reports Appeal Board is re-accomplishing an evaluation without new evaluation provided. This is because the integrity of the evaluation process necessitates that each assessment be based on the most current and relevant information available. Simply redoing an evaluation without incorporating new data undermines the validity of the evaluation and could lead to misrepresentations of an individual's performance or standing. In professional evaluation contexts, it is crucial that evaluations reflect an accurate and fair assessment, which can only be achieved by using fresh evidence or circumstances that warrant a reassessment. Without this information, the re-evaluation does not contribute meaningfully to the individual's record and could introduce bias or inaccuracies. The other options revolve around administrative changes that could potentially be made within the evaluation process, such as amending evaluations, changing authors, or altering supporting documents, provided they adhere to the rules and protocols established by the governing body overseeing the evaluations. These actions allow for correction or clarification within the framework but do not fundamentally disrupt the integrity of the original assessment as long as they are conducted within the established guidelines.

2. 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.

3. What is the role of the Privacy Act Monitor related to PII?

- A. To manage IT security systems
- B. To conduct customer counseling for PII identification and safeguarding**
- C. To approve privacy policy changes
- D. To oversee technology development

The role of the Privacy Act Monitor in relation to personally identifiable information (PII) primarily revolves around counseling customers on identifying and safeguarding their PII. This function is crucial in ensuring that individuals understand what constitutes PII, why it is important to protect it, and the specific measures they should take to secure it. Effective counseling helps foster a culture of privacy awareness, enabling individuals to better recognize the risks associated with PII and enact personal safeguarding practices. This role is particularly relevant as PII can include anything from social security numbers to contact information, and improper handling of such data can lead to significant privacy breaches. By providing guidance and training on PII identification, the Privacy Act Monitor plays a key part in preventing unauthorized access and ensuring compliance with privacy regulations. The focus on customer counseling also underscores the importance of a proactive approach in privacy management, empowering individuals to take responsibility for their own information. This role directly supports an organization's overall data protection strategy, complementing other privacy and security measures that may be in place.

4. If a sender does not receive a signed receipt within how many days for material sent within the continental United States, are tracer actions initiated?

- A. 15 days
- B. 30 days**
- C. 45 days
- D. 60 days

The correct answer is 30 days. This period is often established as a standard for initiating tracer actions in mailing and delivery processes within the continental United States. When a sender sends out material, particularly important or sensitive items, the expectation is to receive a signed receipt confirming its delivery. If this signed receipt is not received within 30 days, it indicates that the item may have been lost or otherwise undelivered, prompting the need for further investigation through tracer actions. This 30-day timeline allows enough time for the mail to reach its destination and provides both the sender and the postal service ample opportunity to address any potential issues related to undelivered mail, ensuring items are tracked and the sender can be kept informed.

5. Which of the following is a responsibility of the CSS regarding the Special Duty Assignment Pay (SDAP) Program?

- A. Approve SDAP for all members
- B. Assist members with completing the AF Form 2096**
- C. Calculate individual SDAP amounts
- D. Distribute SDAP payments

The responsibility of assisting members with completing the AF Form 2096 is indeed a key task for the CSS (Customer Service Support) in the context of the Special Duty Assignment Pay (SDAP) Program. The AF Form 2096 is used for various personnel actions, including the documentation necessary for members to request and establish eligibility for SDAP. By guiding service members through the completion of this form, the CSS ensures that the application process is done correctly and that all necessary information is clearly provided. This support role is crucial because it helps to streamline the process for members, making it easier for them to benefit from SDAP, which is designed to provide additional compensation for service members in certain defense-related duties that are deemed to be more demanding or carry more responsibility. When members receive proper assistance from the CSS in filling out forms accurately, it also reduces the likelihood of errors that could delay the approval of their SDAP. The other responsibilities listed, such as approving SDAP, calculating amounts, and distributing payments, typically fall under different roles within the administration or finance functions rather than being within the purview of the CSS. The CSS focuses more on providing support and guidance to personnel rather than the financial management aspects.

6. What is the first step in the process of awarding a decoration?

- A. Approval of recommendation
- B. Presentation of decoration
- C. Proper recommendation and submittal**
- D. Review of the decoration

The first step in the process of awarding a decoration is the proper recommendation and submittal. This initial phase is crucial because it involves identifying the individual who merits recognition and ensuring that all necessary documentation and criteria are met before moving forward with the award. A well-prepared recommendation serves as the foundation for the entire process, as it outlines the individual's achievements or actions that justify the award. If this step is completed satisfactorily, it ensures a smooth transition to subsequent stages, such as review, approval, and presentation, all of which depend on the strength of the initial recommendation. Proper documentation is essential not only for the credibility of the recognition but also for maintaining a standardized approach in awarding decorations.

7. What does the PRDA allow users to do?

- A. Access assignments globally
- B. Manage personnel records efficiently**
- C. Communicate with postal services
- D. Control financial transactions

The PRDA, which stands for Personnel Records Data Access, allows users to efficiently manage personnel records. This functionality includes tasks such as updating employee information, tracking performance, and handling various aspects related to human resources management. By streamlining access to personnel data, the PRDA helps organizations maintain accurate records and improve HR processes, ultimately contributing to better employee management and compliance with regulations. Other choices do not accurately reflect the primary purpose of the PRDA. Global assignment access, communication with postal services, and control of financial transactions are separate functions that fall outside the scope of what the PRDA offers. Each of those tasks typically requires different systems or software tailored for specific operational needs.

8. Are Training Reports required for enlisted members upon completion, interruption, or elimination from formal education or training?

- A. True
- B. False**
- C. Only for those completing training
- D. Only for officer candidates

The statement that Training Reports are not required for enlisted members upon completion, interruption, or elimination from formal education or training is accurate. In general, formal education and training programs within military structures often emphasize completion status or progress reports, but for enlisted members, the protocol does not mandate a formal report in all cases of training completion, interruption, or elimination. The intent behind such policies is to streamline the reporting process and ensure that not every situation related to training completion necessitates intensive documentation. Therefore, when an enlisted member does not complete a program, or if training is interrupted, the lack of a requirement for a Training Report simplifies administrative procedures and reduces unnecessary paperwork. In contrast, options suggesting that reports are required—either for all members, only those completing training, or only for officer candidates—misrepresent the established norms. The military maintains specific reporting requirements, but these do not universally apply across all training scenarios for enlisted members, making the assertion that such reports are not required for them the most accurate option.

9. What is the correct form of address for Presidents and Cabinet members?

- A. By their last name only
- B. By their title only or title and last name**
- C. By their full name
- D. Mr. or Mrs. (last name)

The proper form of address for Presidents and Cabinet members is to use their title or their title along with their last name. This form of address acknowledges their formal position and the respect associated with it. For example, one would refer to the President as "Mr. President" or "President [Last Name]," and for Cabinet members, it would be "Secretary [Last Name]" or "Secretary of [Department]." Using a title indicates recognition of their authority and role within the government, which is important in formal communication and represents proper etiquette. This formality helps maintain a level of decorum and respect in professional interactions.

10. What is the first step in encrypting an email in MS Outlook?

- A. Compose the email message
- B. Open a new message window**
- C. Click the Encrypt icon
- D. Send the email

In the process of encrypting an email in MS Outlook, the first step is to open a new message window. This is essential because you need to initiate a new email message before you can compose it and apply any encryption settings. Opening a new message window is the foundational step that allows you to enter the recipient's email address, subject, message body, and to set up any security features, such as encryption. After the message window is open, you can then move on to composing your message and applying the encryption as necessary. Encryption cannot be applied until there is a message to protect, making this step a prerequisite for any subsequent actions regarding the email's content.

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!

SAMPLE