



WINSCENARIO SF171 HELP

Winscenario SF171 is a Windows application use to fill in and printout a completed Government SF171 form using **Hewlett Packard and compatible printers. Please use drivers for the following printers:**

HP LasetJet +, II, or III with enough memory to print full page graphics.

The Contents, list Help topics available for WinScenario SF171.

This is not a full featured help for this Beta version.

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MENU: CLEAR ALL ENTRY PAGES

This will clear all fields on every page of your data entry screens. This does not include the Extra Pages or 171A Pages. These pages will have to be cleared individually.

Warning! A user cannot change their name once it entered into question 6. Every name that does not match the original spelling is registered as a new user. Select the "**Current User**" option from the menu bar under the help command to get a list of current available users. This does not apply to the Unlimited User Pack.

MENU: CLEAR BASELINES

This will hide or reveal the ruler lines on the **Extra Paper** and **171A** pages. A check mark will appear on the left side of the menu option if baselines are activated.

MENU: HOME

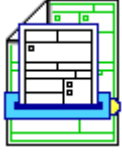
This will return the user to the opening screen. It has the same function as the "Home" icon. This option is also available under the GOTO menu.

MENU: GOTO

This menu will allow the user to navigate to all primary data entry screens. The **Return** option in the GOTO menu sends the user back to the previous screen. This becomes useful if a user selects the Page Preview option and then needs to return to the question they were filling out.

ICONS:  HOME

This will return the user to the opening screen. This option is also available under the **Help** option on the Main Menu.



ICONS: PRINT

This will print pages 1-4 of the SF171 and any 171As or ExtraPages that you may have filled out.

ICONS:  BACK

This button will send you to the previous page.

FORWARD:  FORWARD

This button will send you to the next page.

ICONS:  XTRAPAPER

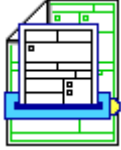
This will give you an extra sheet of paper to add additional information.



ICONS:

FILLOUT

Begin filling out or editing a SF171 form.



ICONS: PRINTING

Selecting this icon will print pages 1-4 of your SF171 form and any ExtraPages or 171As you have used.

The SF171 can be printed by selecting the Print icon on the first or last data entry screen. The SF171 is design to be printed on HP or compatible laser printers. This includes the LaserJet, LaserJet +, II, III, and IV families of printers. When printing to the LaserJet IV you must use the LaserJet III or IIID driver. Do not use the LaserJet IV driver. See your Windows manual for information regarding printer drivers. Printing to non HP or compatible printers can have mixed results and is not recommended. When printing to these printer (postscript and dot matrix) the "Print as bitmap" box located in the "Print" option under the "File" menu must be selected.

If you have used the **Extra Page** icon or goto option from the menu or the **171A** icon or goto option from the menu to add additional information to your 171 and would like to print it individually, just do the following:

Go to the **Extra Page** or the **171A** that you would like to print. Select **File** from the top menu. Now select "**Print Pages.**" Now select "**This Page Only.**" This will print the current page. Repeat this procedure for each additional page.

ICONS:  XTRAPAPER

Selecting this icon will send you to the first page of the 171 Extra Page. There are up to 10 pages that you can use for additional work experience.



ICONS:



SF171A

Selecting this icon will send you to the first page of the 171A double block form or the 171A long form work experience continuation sheet. There are up to 20 pages that you can use for additional work experience on the double block form and 10 pages on the long form.

DATA ENTRY

To begin filling out a SF171 you must select the "Filling Out" icon on the opening screen or select the page you wish to goto from the "Goto" menu. When presented with the data entry screens you can use the mouse to navigate from field to field or you can use the "Tab" key on the keyboard to travel to the next field. **It is important to remember that your printed 171 is correctly updated when you exit any data entry screens by**

using the BACK or FORWARD icons 



When a field displays two or more lines, do not type past the last lines because the text may not print or fit on the printed 171. If you scroll past the last line, use the cursor keys to scroll back up.

SPELLING

WinScenario SF 171 version 1.0 does not have a built in spell checker, but thanks to the Windows environment, you can use Windows' standard copy and paste functions to copy large blocks of text to your favorite word processor to spell check. Then you could just copy the corrected text back into WinScenario SF 171.

Filling Out A SF 171A

The 171A comes in two formats. The two block form and the one block long form. The one block long form is provided to the user in the event the user's job description for a particular job does not fit in the given space of a two block form.

When entering information in Questions 24A or 24B, it must be noted that information entered in these screens will only appear on page 2 of the SF 171. If you need more blocks for your job history, select the 171A two or one block form. An ExtraPaper could also be used to add more information if the space allowed by the 171As is not sufficient.

κThe Following instructions have been provided to the user for their reference. These are the exact instructions for the SF 171 as they appear on the back of the original form.

Standard Form 171 Employment

Application for Federal

Read The Following Instructions Carefully Before You Complete This Application

DO NOT SUBMIT A RESUME INSTEAD OF THIS APPLICATION.

TYPE OR PRINT CLEARLY IN DARK INK.

IF YOU NEED MORE SPACE for an answer, use a sheet of paper the same size as this page. On **each** sheet write your name, Social Security Number, the announcement number or job title, and the item number. Attach all additional forms and sheets to this application at the top of page 3.

If you do not answer **all** questions fully and correctly, you may delay the review of your application and lose job opportunities.

Unless you are asked for additional material in the announcement or qualification information, **do not attach** any materials, such as: official position descriptions, performance evaluations, letters of recommendation, certificates of training, publications, etc. Any materials you attach which were not asked for may be removed from your application and will **not** be returned to you.

We suggest that you **keep a copy** of this application for your use. If you plan to make copies of your application, we suggest you leave items **1, 48, and 49** blank. Complete these blank items each time you apply. **YOU MUST SIGN AND DATE, IN INK, EACH COPY YOU SUBMIT.**

To apply for a specific Federal civil service examination (whether or not a written test is required) **or a specific vacancy in an Federal agency:**

Read the announcement and other materials provided.

Make sure that your work experience and/or education meet the qualification requirements described.

Make sure the announcement is open for the job and location you are interested in. Announcements may be closed to receipt of applications for some types of jobs, grades, or geographic locations.

Make sure that you are allowed to apply. Some jobs are limited to veterans, or to people who work for the Federal Government or have worked for the Federal Government in the past.

Follow any directions on "How to Apply." If a written test is required, bring any material you are instructed to bring to the test session. For example, you may be instructed to "Bring a completed SF 171 to the test." If a written test is not required, mail this application and all other forms required by the announcement to the address specified in the announcement.

Work Experience (Item 24)

Carefully complete each experience block you need to describe your work experience. Unless you qualify based on education alone, **your rating will depend on your description of previous jobs. Do not leave out any jobs you held during the last ten years.**

Under **Description of Work**, write a **clear** and **brief**, but **complete** description of your **major** duties and responsibilities for each job. Include any supervisory duties, special assignments, and your accomplishments in the job. We may verify your description with your former employers.

If you had a major change of duties or responsibilities while you worked for the same employer, describe each major change as a separate job.

Veteran Preference in Hiring (Item 22)

DO NOT LEAVE Item 22 BLANK. If you do **not** claim veteran preference, place an **"X"** in the box next to **"NO PREFERENCE."**

You **cannot** receive veteran preference if you are retired or plan to retire at or above the rank of major or lieutenant commander, **unless** you are disabled or retired from the active military Reserve.

To receive veteran preference, your separation from active duty must have been under honorable conditions. This includes honorable and general discharges. A clemency discharge does not meet the requirements of the Veteran Preference Act.

Active duty for training in the military Reserve and National Guard programs is not considered active duty for purposes of veteran preference.

To qualify for preference you must meet **ONE** of the following conditions:

- 1.** Served on active duty anytime between December 7, 1941 and July 1, 1955 (if you were a Reservist called to active duty between February 1, 1955 and July 1, 1955, you must meet conditions **2**, below).

or

- 2.** Served on active duty any part of which was between July 2, 1955 and October 14, 1976 or a Reservist called to active duty between February 1, 1955 and October 14, 1976 **and** who served for more than 180 days;

or

- 3.** Entered on active duty between October 15, 1976 and September 7, 1980 or a Reservist who entered on active duty between October 15, 1976 and October 13, 1982 **and** received a Campaign Badge or Expeditionary Medal **or** are a disabled veteran;

or

- 4.** Enlisted in the Armed Forces after September 7, 1980 or entered active duty other than by enlistment on or after October 14, 1982 **and:**

- a.** completed 24 months of continuous active duty or the full period called or ordered to active duty, or were discharged under 10 U.S.C. 1171 or for hardship

under 10 U.S.C. 1173 **and** received or were entitled to receive a Campaign Badge or Expeditionary Medal; **or**
b. are a disabled veteran.

If you meet one of the four conditions above, you qualify for 5-Point Preference. If you want to claim 5-point preference **and** do not meet the requirements for 10-point preference, discussed below, place an "**X**" in the box next to "**5-POINT PREFERENCE**".

If you think you qualify for 10-Point Preference, review the requirements described in the Standard Form (SF) 15, Application for 10-Point Veteran Preference. The SF 15 is available from any Federal Job Information Center. The 10-Point Preference groups are:
Non-Compensably Disabled or Purple Heart Recipient.
Compensably Disabled (less than 30%).
Compensably Disabled (30% or more).
Spouse, Widow(er) or Mother of a deceased or disabled veteran.

If you claim 10-Point Preference, place an "**X**" in the box next to the group that applies to you. To receive **10-Point Preference you must attach a completed SF 15 to this application together with the proof requested in the SF 15.**

Privacy Act and Public Burden Statements

The Office of Personnel Management is authorized to rate applicants for Federal jobs under sections 1302, 3301, and 3304 of title 5 of the U.S. Code. Section 1104 of title 5 allows the Office of Personnel Management to authorize other Federal agencies to rate applicants for Federal jobs. We need the information you put on this form and associated application forms to see how well your education and work skills qualify you for a Federal job. We also need information on matters such as citizenship and military service to see whether you are affected by laws we must follow in deciding who may be employed by the Federal Government.

We must have your Social Security Number (SSN) to keep your records straight because other people may have the same name and birth date. The SSN has been used to keep records since 1943, when Executive Order 9397 asked agencies to do so. The Office of Personnel Management may also use your SSN to make requests for information about you from employers, schools, banks, and others who know you, but only as allowed by law of Presidential directive. The information we collect by using your SSN will be used for employment purposes and also may be used for studies, statistics, and computer matching to benefit and payment files.

Information we have about you may also be given to Federal, State, and local agencies for checking on law violations or for other lawful purposes. We may send your name and address to State and local Government agencies, Congressional and other public offices, and public international organizations, if they request names of people to consider for employment. We may also notify your school placement office if you are selected for a Federal job.

Giving us your SSN or any of the other information is voluntary. However, we cannot process your application, which is the first step toward getting a job, if you do not give us the information we requested. Incomplete addresses and ZIP codes will also slow processing.

Public burden reporting for this collection of information is estimated to vary from 20 to 360 minutes with an average of 50 minutes per response, including time for reviewing instructions, searching existing data sources, gathering the data needed, and completing

and reviewing the collection of information. Send comments regarding the burden, estimate or any other aspect of the collection of information, including suggestions for reducing this burden to Reports and Forms Management Officer, U.S. Office of Personnel Management, 1900 E Street, N.W., Room 6410, Washington, D.C. 20415; and to the Office of Management and Budget, Paperwork Reduction Project (3206-0012), Washington, D.C. 20503.

FONTS

The font option in the menu bar allows the user some options to change the type and size of the fonts on a printed SF 171. Fonts can only be changed in the description areas of the 171A long and short form, the extra pages, and page two of the SF 171. Changing the fonts for one of these pages will affect all descriptive areas on every page for that particular form.

The font option is useful for two reasons. One, it allows the user to place more information in a descriptive area by reducing and/or changing the font from the choices provided. Second it helps overcome some **printing problems resulting from the difference between Windows' screen fonts and printer fonts.** The problem usually causes a line or two of text not to appear on the printed form even though it appears to fit in the descriptive area on the screen. To change the font and font size to solve this problem. If the problem persists, try shorting the amount of text placed in the affected field.

