

# SITREP Generator User Manual

## Introduction

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The SITREP Generator is a tool designed to simplify and standardize the creation of Situation Reports (SITREPs). It provides a user-friendly interface for inputting data based on different prompt types and automatically generates a formatted Word document. This manual will guide you through the application's features and how to use them effectively.

### **System Requirements**

- Operating System: Windows (other OS compatibility not guaranteed)
- Python: Python 3.11.9 or higher
- Required Packages: python-docx, ttkthemes (the application attempts to auto-install these)

### **Installation**

1. Download the Script: Save the Python script (e.g., sitrep\_generator.py) to a folder on your computer.
2. Install Dependencies (Automatic): When you first run the script, it will attempt to automatically install the necessary Python packages (python-docx and ttkthemes). If this process fails, see the "Manual Installation" section below.
3. Run the Script: Double-click the Python script file, or run it from the command line using `python sitrep_generator.py`.

### **Manual Installation (If Automatic Installation Fails)**

1. Open Command Prompt: Open the Command Prompt (Windows) or Terminal (macOS/Linux).
2. Navigate to the Script's Folder: Use the `cd` command to navigate to the folder where you saved the sitrep\_generator.py file. For example:

```
cd C:\Users\YourName\Documents\SITREP_Generator
```

3. Install Packages: Run the following command to install the required packages:

```
pip install python-docx ttkthemes
```

If you have multiple Python installations, you might need to use `pip3` instead of `pip`.

4. Run the Script: After the packages are installed, run the script using python sitrep\_generator.py.

## User Interface Overview

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The application window is divided into the following sections:

- SITREP Tab: The main tab for creating SITREPs.
  - Output Folder: Specifies the folder where the generated Word document will be saved.
  - Output Filename: Specifies the name of the generated Word document.
  - Prompt Type: A dropdown menu to select the type of SITREP you want to create (e.g., Award, Purchase, Data Cleansing, Custom).
  - Input Fields: A set of input fields that change dynamically based on the selected prompt type.
  - Save SITREP Button: Saves the current SITREP data to the list of SITREPs.
  - Generate SITREP Button: Generates the Word document using all the saved SITREPs.
  - Template Display: A text box that displays the filled templates based on the saved SITREP data.
  - Delete Button: Deletes a selected SITREP from the Template Display.

## How to Use the Application

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### 1. Setting Output Options

1. Output Folder:
  - Click the "Browse Output" button.
  - Select the folder where you want to save the generated Word document.
  - The selected folder path will be displayed in the "Output Folder" text box.
2. Output Filename:
  - Enter the desired filename for the Word document in the "Output Filename" text box.

- Do not include the ".docx" extension; the application will automatically add it.

## **2. Creating SITREPs**

### **1. Select Prompt Type:**

- Use the "Prompt Type" dropdown menu to select the type of SITREP you want to create. The available options are:
  - Award
  - CPARS
  - Custom
  - Data Cleansing
  - FPDS-NG
  - Issues Solicitation / Synopsis/ Sources Sought Notice
  - Negotiation
  - Purchase
- The input fields below the dropdown menu will change based on the selected prompt type.

### **2. Enter Data:**

- Fill in the input fields with the appropriate data for the selected prompt type. See the section "Prompt Type Templates and Input Fields" for detailed guidance on what to enter in each field.
- Custom Prompt: If you select "Custom," a text box will appear where you can enter your own custom SITREP text.

### **3. Save SITREP:**

- Click the "Save SITREP" button to save the entered data to the list of SITREPs.
- The filled template will appear in the "Template Display" text box.

### **4. Repeat: Repeat steps 1-3 to add more SITREPs to the list.**

## **3. Editing SITREPs**

1. Select SITREP: Click on the SITREP you want to edit in the "Template Display" text box.
2. Modify Data: The data for the selected SITREP will be loaded into the input fields. Modify the data as needed.
3. Save Changes: Click the "Save SITREP" button again to save the changes. The "Template Display" will be updated with the modified SITREP.

#### **4. Deleting SITREPs**

1. Select SITREP: Click on the SITREP you want to delete in the "Template Display" text box.
2. Click Delete: Click the "Delete" button next to the "Template Display" text box.
3. Confirm: The selected SITREP will be removed from the "Template Display".

#### **5. Generating the Word Document**

1. Verify Data: Ensure that all the SITREPs in the "Template Display" are correct and complete.
2. Click Generate: Click the "Generate SITREP" button.
3. Confirmation: A message box will appear confirming that the Word document has been generated and saved to the specified output folder.
4. Locate File: Navigate to the output folder to find the generated Word document.

## Prompt Type Templates and Input Fields

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### **General Notes:**

- (U): All SITREPs generated by this tool are "Unclassified." The tool will automatically include this designation. You do not need to type "(U)" into any of the input fields.
- Be Specific: The more specific you are in your input, the more informative and useful the generated SITREP will be.
- Dates: Use date format (Month Day, Year) for all date fields.
- Dollar Values: Enter dollar values with commas and without currency symbols (e.g., 1,234,567.89).

- Acronyms/Abbreviations: If you use acronyms or abbreviations, ensure they are defined the first time in your report.

## Award

- (U) Aerospace Energy Awards Contract for [Product] for [Location]: On [Date], Aerospace Energy awarded contract SPE601-[last 7 contract] for the delivery of [products] in support of [Support Location]. The procurement resulted in a [Years], Firm Fixed-Price Requirements-Type contract with a performance period of [P\_O\_P start], through [P\_O\_P end date].
  - Product: The general type of product or service being acquired (e.g., "Jet Fuel," "Cryogenic Gases," "Logistics Support").
  - Location: The geographic location or region that will benefit from the contract (e.g., "Europe," "Pacific Command," "CONUS").
  - Date: The date the contract was officially awarded (e.g., "October 26, 2024").
  - Last 7 Contract: The last seven digits of the contract number (e.g., "1234567"). Do *not* include "SPE601-".
  - Products: A more detailed description of the specific products or services being provided (e.g., "JP8 Jet Fuel," "Liquid Nitrogen and Liquid Oxygen," "Warehousing and Transportation Services").
  - Support Location: The specific location or region that the products/services are supporting (e.g., "U.S. Military Bases in Germany," "Naval Vessels in the South China Sea," "DLA Energy Customers Worldwide").
  - Years: The length of the contract (e.g., "5 years," "3 years," "10 years").
  - P\_O\_P start: The start date of the contract's period of performance (e.g., "October 27, 2024").
  - P\_O\_P end date: The end date of the contract's period of performance (e.g., "October 26, 2029").

## CPARS

- (U) DLA Energy Contractor Performance Assessment Reporting System (CPARS) compliance reporting: During the period [Beginning Date], through [End date], Aerospace Energy CPARS compliance percentage is [% of reports]% with [number of reports] reports compliant.

- Beginning Date: The start date of the reporting period for CPARS compliance (e.g., "January 1, 2024").
- End Date: The end date of the reporting period for CPARS compliance (e.g., "September 30, 2024").
- % of reports: The percentage of required CPARS reports that were submitted and compliant (e.g., "95"). Enter the number only, *without* the percent sign.
- Number of Reports: The total number of CPARS reports that were compliant during the reporting period (e.g., "125").

### **Data Cleansing**

- (U) DLA Energy Clears Expired Commitments: During the period [Beginning Date] through [End date], Aerospace Energy cleared [total number] expired commitments line items. As a result, [# of MODs] modifications were processed, with a total value of \$[Dollar Value].
  - Beginning Date: The start date of the period during which data cleansing occurred (e.g., "July 1, 2024").
  - End Date: The end date of the period during which data cleansing occurred (e.g., "September 30, 2024").
  - Total Number: The total number of expired commitment line items that were cleared (e.g., "500").
  - # of MODs: The number of contract modifications (MODs) that were processed as a result of the data cleansing (e.g., "150").
  - Dollar Value: The total dollar value of the contract modifications processed (e.g., "1,250,000.00").

### **FPDS-NG**

- (U) DLA Energy Federal Procurement Data System – Next Generation (FPDS-NG) Contract Action Report (CAR) data cleansing: During the period [Beginning Date] through [End date], the Aerospace Energy FPDS-NG Focal Point processed [Number of calls] Call to Action Items (i.e. legacy/current delivery order actions). As a result, [Number of CARs] CARs were finalized in FPDS-NG and Enterprise Business System valued at \$[Dollar value].
  - Beginning Date: The start date of the period during which FPDS-NG data cleansing occurred (e.g., "July 1, 2024").

- End Date: The end date of the period during which FPDS-NG data cleansing occurred (e.g., "September 30, 2024").
- Number of Calls: The number of "Call to Action" items (legacy/current delivery order actions) processed (e.g., "250").
- Number of CARs: The number of Contract Action Reports (CARs) finalized in FPDS-NG (e.g., "200").
- Dollar Value: The total dollar value of the CARs finalized (e.g., "2,500,000.00").

### **Issues Solicitation / Synopsis/ Sources Sought Notice**

- (U) Aerospace Energy Issues [Issues Solicitation / Synopsis/ Sources Sought] for [Product] for [Location]: On [date], Aerospace Energy posted a synopsis on SAM.gov for solicitation [Solicitation number] for the delivery of [Product] including associated services to [Location]. The procurement is anticipated to result a [Term], Firm Fixed-Price Requirements Type contract with a period of performance from [P\_O\_P Start] through [P\_O\_P End]. The procurement will be conducted in accordance with lowest price technically acceptable source selection procedures.
  - Issues Solicitation / Synopsis/ Sources Sought: Specify what type of notice was issued (e.g., "a Sources Sought Notice," "a Synopsis," "a Solicitation").
  - Product: The general type of product or service being solicited (e.g., "Aviation Fuel," "Base Operations Support").
  - Location: The geographic location or region where the product/service will be delivered or performed (e.g., "Afghanistan," "Kadena Air Base, Japan").
  - Date: The date the notice was posted on SAM.gov (e.g., "October 25, 2024").
  - Solicitation Number: The solicitation number assigned to the notice (e.g., "SPE607-24-R-0001").
  - Term: The anticipated contract term (e.g., "Five-Year," "Base Plus Four Option Years").
  - P\_O\_P Start: The anticipated start date of the period of performance (e.g., "January 1, 2025").
  - P\_O\_P End: The anticipated end date of the period of performance (e.g., "December 31, 2029").

## Negotiation

- (U) Aerospace Energy [Open/ Close] Negotiations for [Product] Outside the Continental United States (OCONUS): On [Date] , Aerospace Energy [Open/ Close] negotiations for [Solicitation number] delivery of [Product] in support of [Location]. The procurement will result in a [Term], Firm Fixed-Price Requirements-Type contract with a period of performance from [P\_O\_P start], through [P\_O\_P End] . The procurement will be conducted in accordance with the lowest price technically acceptable source selection procedures.
  - Open/ Close: Indicate whether negotiations were opened or closed (e.g., "Opened," "Closed").
  - Product: The product or service being negotiated for (e.g., "Aviation Turbine Fuel," "Ground Fuel").
  - Date: The date negotiations were opened or closed (e.g., "October 24, 2024").
  - Solicitation Number: The solicitation number associated with the negotiation (e.g., "SPE602-24-R-1234").
  - Location: The location where the product/service will be delivered or performed (e.g., "Various Locations in the Middle East," "Guam").
  - Term: The anticipated contract term (e.g., "Three Years," "Base Year Plus Two Option Years").
  - P\_O\_P start: The anticipated start date of the period of performance (e.g., "January 15, 2025").
  - P\_O\_P End: The anticipated end date of the period of performance (e.g., "January 14, 2028").

## Purchase

- (U) Aerospace Energy [DoesWhat] for [Item] to Support the [Place]: On [DateValue], Aerospace Energy [DidWhat] for solicitation [SpecificItem] to support [Place] customers with [CustomerSupportDetail]. The procurement will result in [TermLength], firm fixed-price requirements type contracts with a period of performance from [TimeFrame].
  - Does What: Briefly describe the action taken (e.g., "Awarded a contract," "Issued a purchase order").



- Item: The item or service being purchased (e.g., "Aviation Gasoline," "Vehicle Maintenance").
- Place: The location or entity that will benefit from the purchase (e.g., "U.S. Air Force Base, South Korea," "DLA Energy Customers").
- DateValue: The date of the action (e.g., "October 23, 2024").
- Did What: Describe the specific action taken related to the solicitation (e.g., "awarded a contract," "responded to a Request for Quote").
- SpecificItem: More details about the solicitation (e.g. SPE607-24-Q-0005)
- CustomerSupportDetail: Details about the customer support (e.g. "reliable fuel supply," "efficient maintenance services").
- TimeFrame: The period of performance (e.g., "one year," "October 24, 2024 - October 23, 2025").
- TermLength: The contract term length (e.g. one year, 5 years)

### Custom

- This prompt type allows you to enter completely free-form text. There are no specific input fields. Simply type the text of your SITREP into the text box provided. Ensure your text is clear, concise, and follows any applicable guidelines. It is recommended to use a colon (:) to separate the bold portion of the SITREP from the body.

## Important Reminders:

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- **Consistency:** Maintain consistency in your writing style, date formats, and terminology.
- **Accuracy:** Double-check all data for accuracy before saving and generating the SITREP.
- **Clarity:** Write in clear, concise language that is easily understood. Avoid jargon or technical terms that may not be familiar to all readers.

By following these guidelines, you can effectively use the SITREP Generator to create accurate, informative, and professional Situation Reports.

## Troubleshooting

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- **Application Doesn't Start:**
  - Make sure you have Python 3.11.9 or higher installed.
  - Verify that python-docx and ttkthemes are installed correctly.
- **Error Messages:** Read the error messages carefully. They often provide clues about what went wrong.
- **Word Document Not Generated:**
  - Make sure you have selected an output folder and entered an output filename.
  - Ensure that you have added at least one SITREP to the list.
  - Check for any error messages in the application window.
- **Incorrect Data in Word Document:**
  - Double-check the data you entered in the input fields.
  - Verify that you have selected the correct prompt type.
- **KeyError:** This error indicates that a required input field was left blank for a specific prompt type. Ensure all required fields are completed.

## Contact Information

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For further assistance or to report bugs, please contact Hailey Mairs at [Hailey.Mairs@dla.mil](mailto:Hailey.Mairs@dla.mil).

## Disclaimer

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This application is provided as-is, without any warranty. The developers are not responsible for any damages or losses resulting from the use of this application.