Automation Name	Automated Contract Closeout
Implementing Agency	Defense Logistics Agency (DLA)
Description of Automation	This automation supports automated contract closeout by performing the following activities: 1. Check for contract expiration date 2. Check for open delivery orders 3. Check for unmet guaranteed minimums 4. Check for Mechanization of Contract Administration Services (MOCAS) close date (if applicable) 5. Check for firm fixed price 6. Check for liquidated damages 7. Check for commercial financing 8. Check for terminations 9. Generate a DD1594 which will be posted to Records Management system Provided all conditions are met for closeout, the automation will extract contracts that are eligible for contract closeout and proceed to close out the contract.

Deployed (Yes)
Automation Code Exportable to Other Agencies (Yes)
Seeking Partner Agencies (No)

Type of technology used	Robotic Process Automation (RPA)
Benefits of Use	DLA estimates 300 actions per month x 12 months x 30 minutes per action = 1800 hours of potential benefit
Automation Status	Deployed
Agency Authority to Operate (ATO) Completed	Yes
Timeline: Time to Develop	24 months
Timeline: Key Milestones During Development	Initial version of functional specifications created January 2020
Primary Data Sources	Data contained within DLA's Enterprise Resource Planning (ERP) Central Component (ECC) and Supplier Relationship Management (SRM) systems.

Deployed (Yes)
Automation Code Exportable to Other Agencies (Yes)
Seeking Partner Agencies (No)

Is the automation exportable for use by another agency?	The automation code uses fields that are unique to DLA. Code can be made available to other federal agencies upon request.
Point of contact	Rusty Wells, Russell.Wells@dla.mil
Lessons Learned	Collecting standardized information about potential RPA use cases can facilitate evaluation and selection of high value processes. DLA created an RPA Opportunity Questionnaire that contains a standard set of questions that are used to assess the viability of a use case.