

# **STANDARD OPERATING PROCEDURE**

**TITLE: DEMIL Code Change Notices**

<b>RESPONSIBILITY</b>	<b>STEP</b>	<b>ACTION</b>
	<b>1</b>	<b>RCP DAISY Access Reports.</b>
	<b>2</b>	<b>Print DEMIL Codes Report.</b>
	<b>3</b>	<b>Check items that are in RSC Z.</b>
	<b>4</b>	<b>Scan DEMIL Code Changes into a document.</b>
	<b>5</b>	<b>Initiate letters to Sales Contract Office and Sales Contractor POC notifying of changes.</b>
	<b>6</b>	<b>File Demil Code Changes.</b>