**DIC FCB**

**FUND CODE TO BILLER DODAAC CHANGE RECORD**

| Field Legend | Position(s) | Entry and Instructions |
| --- | --- | --- |
| DI Code | 1-3 | Enter FCB. |
| Blank | 4 | Leave blank. |
| Action Code | 5 | Enter  "A" to add new record "C" to change record, or  "D" to delete record. |
| Blank | 6 | Leave blank. |
| Service/Agency Code | 7-8 | Enter the Service/Agency code of the Requisitioning" DoDAACs for which the fund code to appropriation conversion applies |
| Fund Code | 9-10 | Enter the fund code.  Leave position 10 blank when all of the fund codes in a series (e.g., A0-A9 and AA-AZ) convert to the single, indicated DoDAAC |
| Blank | 11 | Leave blank. |
| Address Line Sequence | 12 | Services and Agencies leave blank on records sent to the ***DLA Transaction Services***. The ***DLA Transaction Services*** will enter 1, 2, 3, or 4 on transactions they send to the Services and Agencies to indicate the appropriate line of the address (positions 14-48) |
| Blank | 13 | Leave blank. |
| Address | 14-48 | Services and Agencies leave blank on records sent to the ***DLA Transaction Services***. The ***DLA Transaction Services*** will enter one line of the clear-text address to which the billed office DoDAAC converts. As many as four lines of clear-text address, and therefore, ***DLA Transaction Services*** originated FCB records, are possible for each Service/ Agency originated FCB record. |
| Blank | 49 | Leave blank. |
| Billed Office (DoDAAC) | 50-55 | Enter the DoDAAC of the billed office to which the fund code, in conjunction with the "C" or "L" signal code, should be converted. |
| Blank | 56 | Leave blank. |
| Date | 57-61 | Enter the effective date of the addition, change, or deletion   * 1. Decade and year (YY)   2. Day of the year (DDD) |
| Blank | 62-80 | Leave Blank |