**DIC FAR/FAS FORMAT**

**REPLY TO REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING AND  
RESPONSE TO FOLLOW-UP ON REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING**

| Field Legend | Position(s) | Entry and Instructions |
| --- | --- | --- |
| DI Code | 1-3 | Enter  FAR to reply to an initial request.  FAS to reply to follow-up request. |
| RI Code | 4-6 | Perpetuate from the request  (DI code FAE, FAF). |
| Recipient of Billing | 7 | Perpetuate from the request. |
| Stock Number | 8-22 | Perpetuate from the request. |
| U/I Code | 23-24 | Perpetuate from the request. |
| Quantity | 25-29 | Perpetuate from the request. |
| Document Number | 30-43 | Perpetuate from the request. |
| Suffix Code | 44 | Perpetuate from the request. |
| Supplementary Address | 45-50 | Perpetuate from the request. |
| Signal Code | 51 | Perpetuate from the request. |
| Fund Code | 52-53 | Perpetuate from the request. |
| Bill Number | 54-58 | Perpetuate from the request. |
| Billing Status Code | 59-61 | Enter:  59 Blank or character significant to the billing office.  60-61 applicable status code. |
| Day of the Year | 62-64 | Enter day of year response is prepared. Must be forwarded within three calendar days of this day. |
| Amount | 65-73 | If the billing status code is not “AI” or “DD” enter the adjustment amount.  Otherwise enter:  65-67 year and month of credit of the bill in question.  68-73 Leave blank. |
| Unit Price | 74-80 | Perpetuate from the request. |