**DIC FDR/FDS FORMAT**

**REPLY TO REQUEST FOR SUMMARY LEVEL ADJUSTMENT AND
RESPONSE TO FOLLOW-UP ON REQUEST FOR SUMMARY LEVEL BILLING ADJUSTMENT**

| Field Legend | Position(s) | Entry and Instructions |
| --- | --- | --- |
| DI Code | 1-3 | Enter FDR to reply to an initial request. FDS to reply to follow-up request. |
| RI Code  | 4-6 | Perpetuate the billing office RI from the request (DI Code FDE, FDF). |
| Recipient of Billing Status Code | 7 | Perpetuate from the request. |
| Blank | 8-10 | Leave blank. |
| Bill Number (Duplicate) | 11-15 | Perpetuate from the request. |
| Blank | 16-18 | Leave blank. |
|  Date (Duplicate Bill) | 19-21 | Perpetuate Year Within Decade and Month from the request. |
| Blank | 22-24 | Leave blank. |
| Bill Number (Original bill) | 25-29 | Perpetuate from the request. |
| Blank | 30-32 | Leave blank. |
|  Date (Original bill) | 33-35 | Perpetuate Year Within Decade and Month from the request. |
| Amount (Original bill) | 36-44 | Perpetuate from the request. |
| DoDAAC (Requestor) | 45-50 | Perpetuate from the request. |
| Bill Number (Adjustment) | 51-55 | When the billing status code indicates adjustment furnished previously (e.g., AI or DD), enter the bill number under which the adjustment was processed. Otherwise, leave blank. |
| Year Within Decade and Month (Adjustment) | 56-58 | Enter the year within decade and the month in which the adjustment was processed when the billing status indicates adjustment was furnished previously. Otherwise, leave blank. |
| 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 (Duplicate) | 65-73 | Enter adjustment amount. |
| Blank | 74-80 | Leave blank. |