

## CHAPTER 206

### BILLS OF LADING (BLs)

#### A. GENERAL

1. This chapter governs the accountability, application, issuance, preparation, and distribution of cargo GBLs and CBLs and contains instructions for the procurement of transportation from commercial carriers. See this Regulation, Part IV, Personal Property, for information on BLs used for shipping personal property.
2. Prescribed GBL Forms:
  - a. Standard Form (SF) 1103, US Government Bill of Lading (BL), and SF 1109, Continuation Sheet, are pre-numbered forms used solely for international shipments. The number of pre-numbered forms an installation may keep on hand will be established by Service and Defense Agency policy. All printing requisitions by DOD activities for stock replenishment of pre-numbered GBL forms will be submitted on SF 1, Printing and Binding Requisition, to:

US Army Publishing Agency (USAPA)  
Attn: JDHQSV-PAP Room 1020  
2461 Eisenhower Avenue  
Alexandria, VA 22331-0302

- b. Automated activities that have the capability of generating laser printed GBLs, using pin-feed pre-printed unnumbered GBL forms, and/or creating EDI GBLs, will obtain GBL numbers for their systems from SDDC. To request GBL numbers, activities will send a memorandum indicating the amount of numbers requested based on projected annual shipment volumes, to:

SDDC Operations Center  
Attn: Domestic Business Process Branch (SDG3-GD-BP)  
661 Sheppard Place  
Fort Eustis, VA 23604-1644

- c. Send requisitions for fanfold, pin-feed unnumbered GBL sets to USAPA at the address in Paragraph A.2.a. Requisitions will be filled with forms without GBL numbers and numbers will be furnished separately by the SDDC Operations Center, as described in Paragraph A.2.b.
    - d. Authorized contractors must provide a request for a GBL(s) from the TO.
3. Prescribed CBL forms: No standard format.
4. To insure the efficient and timely clearance of DOD cargo through the US Customs Service and Theater Customs/Border Clearance Agencies and to preclude the assessment of duties and taxes when they are not warranted, it is imperative that all shipping documents, customs forms, and markings on packaging, are complete and free of abbreviations or acronyms.

## **B. BLOC**

Each office authorized by their Service HQs to issue BLs is assigned a BLOC. Requests to obtain, amend, or delete a BLOC will be sent to SDDC Operations Center, Attn: SDG3-GD-BP, 661 Sheppard Place, Fort Eustis, VA. 23604-1644. All assigned BLOCs are listed at Appendix H.

## **C. ISSUANCE**

1. Only authorized or acting TOs or TAs with a BLOC may issue GBLs (international shipments only) or CBLs.
2. TOs are authorized to issue BLs when supporting DD Form 1149, (Figure 203-1); DD Form 1348-1A, (Figure 202-7; DD Form 250, (Figure 210-15); DD Form 1384, (Figure 203-3); or other supporting documents are available. Support documents will be retained with the BL. Persons furnishing supporting documents, contract data, or other information to TOs are responsible for their accuracy.
3. A single BL may be used at anytime when an agreement exists between a TO and a carrier.
4. Out-bound and in-bound segments of a round-trip are considered two separate movements and separate BLs must be issued for each segment. When a car or vehicle is loaded to capacity, the overflow will be billed on the same BL unless prevented by provisions in the carrier tender.
5. Use GBL continuation sheet(s) (SF 1109) when space is not sufficient in Marks and Annotations Item and/or Description of Articles Item; this includes multiple stops. The original GBL number must be annotated on all continuation sheets. The total number of continuation sheets must be annotated on the original GBL.

## **D. GBL APPLICATIONS**

1. The Government uses the GBL for procurement of transportation and related services from commercial carriers when charges are properly payable. GBLs may be used for FMS shipments with DTC 2, 3, 4, (Defense Working Capital Fund (DWCF)) 5, 6, 7, 8, 9, A, B, C, D, F, G, H, and J. For the CONUS portion of the shipment, the shippers must ensure that they cite the DWCF for shipments of DWCF material and the FMS transportation fund for non-DWCF shipments. Annotate the GBL, "Foreign Military Sales Shipment." GBLs may also be used for Grant-Aid shipments. See Appendix E for further information on FMS/Grant Aid shipments.
2. For export shipments or through GBLs, when shipped from CONUS POE, annotate the GBL with the following: "Department of Defense Shipment. No export declaration or license required."
3. Shipments to Canada fall into two categories: US Government-owned or items procured by the Canadian DND.
  - a. When shipping US Government-owned material, which will remain so while in Canada, the GBL will be annotated with the following statement: "Free entry under Canadian customs, Tariff Item No.9810.00.00. Value for Canadian customs purposes \$ (dollar amount)." When a US military vehicle is carrying this shipment, no other documentation is required other than an additional copy of the vehicle manifest for Canadian customs purposes, which must be presented to Canadian customs upon entry. When a commercial carrier transports a

- shipment consigned to either a US military unit collocated with a Canadian DND unit, or consigned directly to a Canadian DND unit, the following is required: a copy of the GBL, the name of the commercial carrier transporting the material, when the material will enter Canada and which border crossing will be used. FAX this information to the National Defense Headquarters Canada Forces (NDHQ CD) Customs 613 992-9921 or 613 995-2287. If necessary, contact the NDHQ CD Customs section at 613 995-0834 or 613 996-0290, DSN 842.
- b. When shipping items procured by the DND, a SED (Figure 202-6) is required with references to each DD Form 1348-1A, Issue Release/Receipt Document, including the Document Identification (DOC ID), description, and value. Attach a copy of the SED and each DD Form 1348-1A to the GBL and another SED to Box 1 of each shipment. The commercial carrier must be Canadian customs bonded. The DND broker for Canadian customs clearance must deliver all shipments “In Bond”.
  - c. When shipping U.S. Munitions List items to commercial contractors in Canada under 22 CFR 126.5, the contractor must be registered with the Canadian Controlled Goods Program. Registered companies using the Controlled Goods Program can be located at <http://www.cgp.gc.ca/cgrp/text/cgrp/search-e.asp>.
4. Advance copies of inbound GBL shipments will be checked, based on expected delivery dates, for status of undelivered shipments. Tracer action will be initiated, if needed.
  5. GBLs may not be used for:
    - a. Contract-related shipments and services, unless authorized in the contract or a Government appropriation, are furnished.
    - b. Accessorial services not provided in linehaul tenders.
    - c. Surplus property when sold Free on Board (FOB) Origin or when consigned to a state or municipality, other than National Guard, unless the terms of sale or transfer require shipment at Government expense.
    - d. Movement of empty DFRIF cars.
    - e. Parcel post shipments.
    - f. Personal baggage checked on tickets issued on Government Transportation Requests, unless required in connection with exceptional classes of property.
    - g. Procurement of accessorial services, i.e., loading/unloading, blocking/bracing, that are provided in the tender.
    - h. Shipments, other than Army and Air Force Exchange Service (AAFES), made to and from non-appropriated fund activities, except when transportation charges are payable from appropriated funds.
    - i. Shipments of supplies purchased from regimental, company, or hospital funds, from point of purchase to location of purchase unit.

- j. Shipments where transportation charges are payable by US Bank PowerTrack.
  - k. Customs and duty fees associated with FMS.
6. The issuance of the GBL after the service is performed is prohibited except for a portion of a multiple unit moving on a single GBL is diverted (See Chapter 202).
  7. Issuance of a duplicate original GBL is prohibited. (See Paragraph D.8.a.)
  8. Certification of Lost or Destroyed GBLs:
    - a. When both the original GBL and Freight Waybill are lost or destroyed, the carrier may certify on the reverse side of any copy of the GBL as follows: "I certify that the services shown on this memorandum copy were performed." The certifying official must be an agent of the carrier and must sign and date the certification. DFAS, upon receipt of a carrier certified GBL, will:
      - (1) Use existing GBL automated security measures to ensure the GBL number is valid and was assigned to the shipping activity identified on the GBL.
      - (2) Match the GBL to the costing information provided by the shipper system. This match will include the issuing office BLOC, GBL number, and the carrier's Standard Carrier Alpha Code (SCAC) to ensure the validity of the GBL.
      - (3) Pay the carrier only what has been authorized by DOD.
    - b. The paying office will return to the carrier any carrier certified GBL that does not meet the criteria outlined in Paragraph D.8.a above. To receive payment, the carrier must then request GBL certification from the issuing office TO. The issuing office TO may certify on the reverse side of a GBL memorandum copy as follows: "I certify that the services shown on this memorandum copy were requested." The certifying official must sign and date the certification and return it to carrier. The carrier may then resubmit the GBL to DFAS for payment.
    - c. Any carrier not desiring to self certify memorandum copies of GBL may request TO certification, as outlined in Paragraph D.8.b above.

**NOTE:** These procedures are only in effect for those freight bills paid via the Defense Transportation Payment System (DTPS) at the DFAS-Indianapolis Operating Location (OPLOC). All lost freight bills paid by other DFAS OPLOCs must be certified by the origin TO.

## **E. ACCOUNTABILITY OF GBLS**

1. Records Maintenance. Each shipping activity will maintain records of GBLS issued and supply of GBLS on hand. GBL forms are accountable documents, and the number of preprinted forms an activity may keep on hand is limited by Service policy. Internal procedures must be established to control stocks and assign accountability for GBL issuance and use. The TO, or in the absence of a TO, an acting TO, will be appointed in writing as the responsible GBL issuing officer and held accountable for GBL control, safekeeping, and disposition. To facilitate control, individual GBL sets are serially numbered when printed. The forms are issued by USAPA, and numbers are provided by the SDDC Operations Center (SDG3-GD-BP). Packages of GBLS from USAPA

must be opened immediately upon receipt and inventoried by the GBL issuing officer (or designated representative) to verify none are missing. Activities will establish procedures for conduct of audits by personnel external to the office controlling SF 1103s. Audits must be conducted at least every 180 days to verify inventories and records. The TO must provide the same level of accountability and safeguarding of GBL numbers maintained and issued in automated systems as for pre-numbered GBL forms.

2. Transfer. Blank, serially numbered, original GBLs or preassembled GBL sets that have been issued to TOs or their designated agents may not be transferred. Excess stock must be disposed of as described in the following paragraph and the numbers reported to the SDDC Operations Center (SDG3-GD-BP).
3. Disposition of GBLs Unfit for Use or Issued Prior to Shipment Cancellation. When GBLs have become mutilated or otherwise unfit for use, if GBLs have been issued and the planned shipment is subsequently canceled for any reason, or if the TO is disposing of excess stock on hand, all parts of the GBL set except the original will be destroyed. The original GBL will be marked "Canceled" or "Void" and filed in the "property shipped" GBL file. When circumstances prevent filing of the canceled or voided GBL, the consignor copy or a substitute memorandum copy, with annotation regarding disposition of the original GBL, will be placed in the "property shipped" GBL file.
4. Lost, Stolen, Missing, or Voided GBLs. The prefix symbol and serial numbers of blank original GBLs or preassembled GBL sets that have become lost, stolen, unaccountably missing, voided, or otherwise beyond the control of the issuing officer will be reported to the SDDC Operations Center (SDG3-GD-BP), who in turn, will notify all paying activities. Once GBLs are reported lost, stolen, missing, or voided, they may not be used, even if recovered.

## **F. DISTRIBUTION OF GBLs**

1. GBLs for DOD shipments may be distributed by mail, electronically, or by other means to ensure arrival with or prior to the arrival of the shipment at the destination, as listed below. Continuation sheets for stop-offs must contain all pertinent information, as in the original GBL.
  - a. Original (SF 1103) and copy(s) (SF 1104/1105/1106) to the carrier.
  - b. Memorandum copy (SF 1103-A) for issuing office.
  - c. Memorandum copy (SF 1103-A) to the DFAS six-digit Accounting and Disbursing Station Number (ADSN) cited at the end of the accounting classification (for other than HQ Marine Corps and Navy open allotment funds only). See Appendix J for a list of the DFAS OPLOC addresses supporting Air Force.
  - d. Memorandum copy (SF 1103-B) for consignee.
  - e. For shipments with stop-offs, a memorandum copy (SF 1103-A) to the stop-off point(s).
  - f. For GBLs citing multiple accounting activities, each DFAS six-digit ADSN/or four-digit Disbursing Station Symbol Number (DSSN) cited at the end of each accounting classification will be provided a memorandum copy (for other than HQs Marine Corps and Navy open allotment funds only). See Appendix J for a list of the DFAS OPLOC addresses supporting Air Force.

- g. Memorandum copy (SF 1103) to DFAS six-digit ADSN/or four-digit DSSN cited at the end of the accounting classification for non-EDI capable system (for other than HQs Marine Corps and Navy open allotment funds only.) See Appendix J for a list of the DFAS OPLOC addresses supporting Air Force.
2. For non-DOD agencies, distribution will be as required by the Agency.

## **G. PREPARATION OF GBLS**

1. Appendix G gives coded and plain language information for entry in specific blocks on the original and all copies of a GBL. It applies for EDI- and non-EDI-capable activities.
2. TOs will ensure a TCN, IAW Chapter 203 and Appendix L, is assigned to all DOD-sponsored shipments entering the DTS. The TCN will be employed as the single, standard shipment identification number.

## **H. GBL CORRECTION NOTICE**

1. A GBL Correction Notice will be issued to document changes to GBL information. For shippers with EDI capability, an EDI correction will be processed. For shippers with no EDI capability, a SF 1200 will be issued. Information will not be corrected by any means, including pen and ink changes. Information that needs to be changed, added, and/or deleted must be done through a SF 1200, Government Bill of Lading Correction Notice, (See Figure G2-1), regardless of the recoverable amount.
2. The consignor issues the SF 1200; however, the consignee can make necessary corrections without the issuing office's authorization when obvious corrections are necessary. The consignee copy will be annotated "Corrected without authority of issuing officer" and immediately sent to the origin TO. If EDI-capable, the origin TO will immediately enter the corrected information and retransmit a corrected GBL. If not EDI-capable, the origin TO will forward the correction notice to DFAS-Indianapolis. For Navy, send GBL correction notices to DFAS Norfolk OPLOC, Code FTB, P.O. Box 8489, Norfolk, VA 23503-0489. For the Marine Corps, send GBL correction notices to Commanding General, Attn: Code 470, Marine Corps Logistics Base, 814 Radford Boulevard, Albany, GA 31704-1128. Contract administration offices will issue SFs 1200 covering contractor-issued GBLs. Use a SF 1200:
  - a. Anytime the data on the original GBL are changed, added to, and/or deleted, regardless of the recoverable amount. Pen and ink changes are not authorized.
  - b. To resolve transportation discrepancies, including TDRs.
  - c. To correct GBLs as a result of shipment diversion or reconsignment.
3. Distribute SF 1200 as follows:
  - a. The original SF 1200 and one copy to the originating/delivering carrier.
  - b. One copy to the consignee.
  - c. One copy to the finance center.

4. When the SF 1200 is prepared by the consignor and transportation charges are affected by the alteration or correction, the original and all copies of the SF 1200 will be signed by the origin carrier representative. For additional instructions regarding GBL Correction Notices, see Appendix G.

## **I. CBL APPLICATIONS**

1. CBLs are authorized for any freight shipment regardless of quantity, size, valuation, and weight. All other rules and procedures remain the same regarding the movement of Government freight. See the following Web site for 41 CFR, Public Contracts and Property Management: <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html - page1>.
2. Each shipping system using CBLs must establish procedures and controls to prevent and detect duplicate payments, must properly account for expenditures, and requires notice from the consignee when a discrepancy in a shipment occurs.
3. The following statement must be clearly annotated on all CBLs, "This US Government shipment is subject to the terms and conditions listed in 41 CFR 102-117 and 41 CFR 102-118."
4. For movement of empty DFRIF cars, annotate the CBL with the following statement: "Free, under the provisions of Railroad Protective Services Tariff 6007 series (mileage allowance tariff)."
5. For DOD FMS shipments, CBLs (payable by US Bank PowerTrack) may be used when the DTC is one of the following: 2, 3, 4 (DWCF material only), 5, 6, 7, 8, 9, A, B, C, D, F, G, H, and J. For the CONUS portion of the shipment, shippers must ensure that they cite the DWCF for shipments of DWCF material and the FMS transportation fund for non-DWCF shipments. See Appendix E for further information on FMS/Grant Aid shipments. International portion will be moved via a GBL until otherwise directed. The DOD encourages the use of CBLs on international shipments unless prohibited by the foreign customs agreement.
6. Shipments of DOD-owned property on the United States Munitions List, exported from the US, require either a GBL and SED, (Figure 202-6), or in the case of shipments between DOD military installations, a State Department waiver. Refer to this Regulation, Part V, Chapter 508, Paragraph D.4.
7. The issuance of the CBL after the service is performed is prohibited except for:
  - a. Payment of additional charges resulting from the diversion or reconsignment of a linehaul shipment moving on a prepaid CBL.
  - b. A portion of a multiple unit moving on a single CBL is diverted (See Chapter 202).
8. Issuance of a duplicate original CBL is prohibited.
9. Certification of Lost or Destroyed CBLs:
  - a. Use existing CBL automated system security measures to ensure that the CBL number is valid and was assigned to the shipping activity identified on the CBL.

- b. Match the CBL to the costing information provided by shipper systems. This match will include the issuing office BLOC, CBL number, and the carrier's SCAC to ensure the validity of the CBL.
- c. Pay the carrier only what has been authorized by the DOD.

## **J. ACCOUNTABILITY OF CBLS**

1. Records Maintenance. Each shipping system will maintain records of CBLs issued and their disposition. The TO, or in the absence of a TO, an acting TO will be appointed in writing as the responsible CBL tracking officer to account for each CBL issued by the system.
2. Transfer. Transfer of CBL numbers is not applicable.

## **K. DISTRIBUTION OF CBLS**

1. CBLs for DOD shipments may be distributed by mail, electronically, or by other means to ensure arrival with or prior to the arrival of the shipment at the destination, as listed below. Continuation sheets for stop-offs must contain all pertinent information, as in the original CBL.
  - a. Original, shipping order, freight waybill to the carrier.
  - b. Memorandum copy for the issuing office.
2. For non-DOD agencies, distribution will be as required by the Agency.

## **L. PREPARATION OF CBLS**

1. Appendix G gives coded and plain language information for entry in specific blocks on the original and all copies of a BL. It applies for EDI- and non-EDI-capable activities. See Figure 204-13 for an example of a CBL for HAZMAT shipments showing emergency response information and certification statement.
2. TOs will ensure a TCN, IAW Chapter 203 and Appendix L, is assigned to all DOD-sponsored shipments entering the DTS. The TCN will be employed as the single, standard shipment identification number.

## **M. CBL CORRECTION NOTICE**

1. When a consignee requires a CBL Correction Notice, the correction request may be faxed or e-mailed to the consignor for generation of an EDI transaction. Information can be corrected by an eBill within PowerTrack but not by any other means. Information that needs to be changed, added, and/or deleted must be documented and forwarded to the consignor regardless of the recoverable amount.
2. The consignor issues the EDI correction; however, the consignee can notify the consignor to make necessary corrections when obvious corrections are necessary. If EDI-capable, the origin TO will immediately enter the corrected information and retransmit a corrected CBL. Contract administration offices will issue corrections covering contractor-issued CBLs.



3. Use a correction notice:
  - a. Anytime the data on the original CBL are changed, added to, and/or deleted, regardless of the recoverable amount. Pen and ink changes are not authorized.
  - b. To resolve transportation discrepancies, including TDRs.
  - c. To correct CBLs as a result of shipment diversion or reconsignment.
  - d. No correction notices accepted after the carrier has been paid. eBills must be used.
4. Distribution of a Correction Notice:
  - a. One copy to the consignor.
  - b. One copy to the consignee.
5. For additional instructions regarding CBL Correction Notices, see Appendix G.

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