

CHAPTER 11

THE US **GOVERNMENT** BILL OF LADING--
PRIVATELY OWNED PERSONAL PROPERTY (**PPGBL**) (SF 1203)

AND

THE us **GOVERNMENT** BILL OF LADING
CORRECTION NOTICE (SF 1200)

11000. Purpose and Scope. This chapter establishes procedures and provides guidance for the accountability, use, issuance, preparation and distribution of the **PPGBL** (Figure 11-1). The **PPGBL** will be used **for** the acquisition of authorized transportation and related services from commercial carriers for the movement of DOD sponsored personal property shipments, mobile homes and POVS eligible for movement on a **PPGBL**. (This chapter does not apply to the Do-It-Yourself (**DITY**) Program.)

11001. Responsibilities.

a. Headquarters, **MTMC**, is responsible for prescribing administrative procedures regarding the use of bills of lading for the procurement of commercial transportation services on behalf of DOD.

b. The **Administrator**, GSA, is responsible for prescribing procedures governing the use of GBLs throughout the Government. GSA has published the regulations and procedures governing the procurement of and the billing and payment for transportation services for the account of the United States in 41 CFR 101-41.3, Freight Transportation Services Furnished for the Account of the United States.

11002. Procedures. :

a. **Supply.** Requisition for **PPGBLs** will be submitted through normal military service publications supply and distribution channels. PPSOs are responsible for maintaining an adequate supply of **PPGBLs** at their activity.

b. Accountability.

(1) **PPGBLs** are accountable documents. Each shipping activity will maintain records of bill of lading issued and the supply on hand. Local internal procedures must be established to control stock and assign accountability for **PPGBL** issuance and use. The **PPSO**, or in the absence of an **PPSO**, and acting **PPSO**, will be appointed in writing as the responsible **PPGBL** issuing officer and held accountable for **PPGBL** control, safekeeping and disposition. To facilitate control, **PPGBL** sets are serially numbered when printed. The **numbers** are **immediately** preceded by symbol letters which are

approved by the Comptroller General of the United States and should always be included in any reference to a **PPGBL** number. Packages of **PPGBLs** should be opened immediately upon receipt and inventoried by the **PPGBL** issuing officer (or a designated representative) to verify that **none** are missing.

(2) **Computer-Prepared PPGBLs.**

(a) **PPSOs** having facilities for computer preparation of **PPGBLs** may order them in continuous tractor-feed, fanfold format through appropriate Government distribution centers. Authorization must be obtained from GSA to imprint **PPGBL** numbers at the time of issuance.

(b) **PPSOs** participating in the TOPS Program will request forms and **PPGBL** numbers through normal TOPS Switching mechanisms.

(3) **Overprinting.** When it is economical and advantageous to do so, agencies may order any or all of the following information **overprinted** on **GBLs** and **PPGBLs**:

(a) Name of shipper (agency/department and bureau of service.)

(b) Bill to or paying office.

(c) **Name** and title of issuing officer, issuing office, and place of issue.

(d) Appropriation or fund chargeable.

(e) Origin.

To do this, the requesting agency must submit a printing requisition (SF 1-C or GPO Form 1026-A) to the accountable forms office in the Federal Supply Service (**ATTN: FCNI**), General Services Administration, Washington, DC 20406, for direct procurement.

(4) **Transfer of Forms.** Blank serially numbered original **PPGBLs** or preassembled sets which have been issued to transportation officers or their designated agents may be transferred only to other transportation officers or their agents.

(5) **Disposition of Unfit or Cancelled PPGBLs.** When **PPGBLs** have become mutilated or otherwise unfit for use or have been **issued** and the planned shipment is subsequently **cancelled** for any reason, all parts except the original **will** be destroyed. The original **PPGBL** shall be marked "**Cancelled**" or "Void" and shall be filed in the property shipped **PPGBL** file. When circumstances prevent filing of the **cancelled** or voided original document, the property shipped copy or a substitute memorandum copy with appropriate notation of disposition of the original **PPGBL** shall be filed in the property-shipped file.

(6) Reporting of Lost, Stolen, or Missing PPGBLs. The prefix symbol and serial number of blank original PPGBLs or preassembled sets that have become lost, stolen, or are unaccountably missing or otherwise beyond the control of the issuing officer shall be reported to the disbursing officer responsible for payment of transportation accounts.

(7) Recovery of Lost, Stolen, or Missing PPGBLs. When PPGBLs reported as lost, stolen, or missing are recovered, they will not be placed in stock and used unless the number recovered **is** 20 or more. In this case, the symbols and serial numbers will be reported to the proper disbursing officer. Quantities **less** than 20 will be recorded as prescribed in paragraph **11002.b.(5)** and then destroyed.

c. Issuing Officer. Only authorized or acting **PPSOs** may issue **PPGBLs**. Such authorized persons may be military personnel or civilian employees of the Government on duty at the issuing office. As stated in 41 CFR **101-41.302.4**, accountability for GBLs used by a contractor-shipper remains with the issuing office. Thus, the name and title of the issuing officer and the name and address of the issuing office, rather than those of the contractor-shipper, must appear on the GBL.

d. Format.

(1) The **PPGBL** consists of five separate basic forms. It is produced in a seven-part carbon-interleaved set for simultaneous preparation. The standard form numbers, form title, color and distribution are described in paragraph 11004.

(2) In all instances, the **PPGBL-original** (SF 1203), shipping order (SF 1204), and the freight waybill-original (SF 1205) shall be given to the initial carrier or designated agent for the carrier before the shipment is packed and/or picked up. The carrier shall sign and date the original **PPGBL** where the certification is printed "Certificate for Receipt of Shipment and Original Bill of Lading."

11003. Preparation of the PPGBL.

a. The following preparation instructions are keyed to the numbered blocks appearing on the **PPGBL**. When different entries are required due to different methods of shipment (such as **TGBL**, **DPM**, mobile home, or **POV**), instruction by shipment method is provided. In all other cases, the entry data provided shall be the same for all methods of shipments.

b. (Block 1) Transportation Company and Agent Tendered To. Enter the full business name of the initial line-haul carrier to which the shipment is tendered. **The business** name shall include the words "company," "incorporated," or "limited," as appropriate. (These words **may be** abbreviated

as co., inc., and ltd.) No other company or carrier abbreviation, initial, or symbol may be used. Enter the name of the carrier's booking agent or the first agent in the LOI in parentheses after the business name of the initial line-haul carrier.

c. (Block 2) SCAC. Enter the **four-position SCAC** assigned to the initial line-haul carrier by the National Motor Freight Traffic Association.

d. (Block 3) Service Code.

(1) TGBL Shipments. Enter the appropriate code of service; such as code 1, code 4, or code J.

(2) DPM Shipments. Enter the applicable two-position DPM alpha code such as HE, BA, or VG. DPM alpha codes are defined in Appendix D.

(3) Mobile Homes. Enter the code "S".

(4) POVs. Enter the code "C".

e. (Block 4) Shipment Number. When more than one shipment is made for an individual member, the **PPGBLs** shall be numbered in the same sequence as the **DD** Form 1299 (for example, 1 of 3, or 2 of 3). When only one shipment is made, enter "1 or 1."

f. (Block 5) Date PPGBL Issued. Enter the calendar date (day, month, and year) (such as 4 Nov 87) on which the first entry is made in preparing the **PPGBL**.

g. (Block 6) Requested Packing Date. Enter the calendar date (day, month, and year) (such as 5 Nov 87) on which the carrier is to begin packing a TGBL shipment.

h. (Block 7) Requested Pickup Date.

(1) TGBL. Enter the requested pickup date or the date on which the carrier has agreed to pick up the shipment (such as 6 Nov 87).

(2) DPM.

(a) Enter the date the shipment is picked up at the member's residence, contemporary storage **facility etc.**, in-cases **where** such pick up is performed by a DPM packing contractor.

(b) Enter the scheduled date of pick up by the common carrier in all other cases, such as, pick up at **APOD/WPOD** or PPSO installation facility.

i. (Block 8) Required Delivery Date. Enter the RDD (day, month, and year) that the shipment **is** required at the destination shown in block 18 (such as 29 Feb 88).

j. (Block 9). No entry required.

k. (Block 10) Property Owner's Name, SSN, Rank, and Pay Grade. Enter the member's name (last, first, middle initial), SSN, rank, and pay grade. Also enter the member's status (PCS, TDY, SEP, RET) and the unit and activity to which assigned. If appropriate, enter the member's status as retirement or separation.

(1) If the member's grade is E-4 **or below**, indicate the maximum authorized weight allowance per **JFTR**.

(2) For Navy shipments only, enter the member's rank or rate code. This code is the one-digit alpha character immediately following the abbreviation and subhead in the accounting data contained in the member's orders.

(3) For military and civilian personnel, enter **"WD"** (with dependents) or **"WOD"** (without dependents).

(4) For deceased members or deceased dependent(s) of a member, annotate **"BLUEBARK"** immediately following the name.

(5) For early return of dependents enter dependents name, followed by "dependent of" and sponsors name, SSN, rank, and pay grade.

l. (Block 11) Authority for Shipment. Enter the authority for shipment as shown on the member's orders (such as order number, paragraph number, and order issuing agency).

m. (Block 12) Date of Order. Enter the date the orders were issued.

n. (Block 13) Extra Pickup or Delivery. When an extra pickup or delivery is requested, cross out the service not applicable and enter the appropriate **full** address.

o. (Block 14) Department or Agency. Enter the sponsoring military service or other agency.

p. (Block 15) Transportation Control Number. Enter the TCN for shipments that will move **in** the DTS and will require a **TCMD**. The TCN **shall be** constructed in accordance with procedures set forth in DOD 4500.32-R.

q. (Block 16). No entry required.

r. (Block 17) Full Name of Shipper. Enter the full name of the military installation or activity making the shipment.

s. (Block 18) Consignee. Name, destination, delivery address, and rate area code (**e.g.**, **US11**, **US12**, **US13**, etc., or **GE01**, **GE37**, **GE38**, etc.). Rate area code is only required on ITGBL shipments.

(1) TGBL Shipments

(a) Consigned to the Member. Enter the member's name (last name, first name, and middle initial), rank, and activity to which assigned (shipments destined overseas--spell out the name of the activity and -country--do not **show APO/FPO** number) or delivery address, including the street, city, county, state, ZIP code, or country.

(b) Consigned to the Member's Agent. Enter the full name of the member's designated agent, followed by the word "agent," and the delivery address, including the street, city, county, state or country, and **ZIP** code.

(c) Consigned to a Commercial NTS Facility. Enter the **full** business name and address of the commercial storage contractor, including the street, city, county, state, and ZIP code.

(d) Consolidated Shipments. A separate **PPGBL** shall be issued for each member's lot in the consolidated shipment. The individual **PPGBL** **shall** be cross-referenced by inserting the following statement in block 27: "This is a consolidated shipment comprised of **PPGBL** numbers" (list all other **PPGBL** numbers involved in the consolidated shipment).

(2) DPM Shipments. DPM shipments shall be consigned in accordance with the **PPCIG**. For DPM shipments entering the DTS, the CONUS **WPOE** or **APOE** and the desired delivery date (**DDD**) the shipment is required at **WPOE/APOE** shall be entered. The final overseas destination shall appear in block 20. For DPM consolidated shipments, see paragraph **11003.bb.(4)**.

(3) Mobile Homes. Enter the member's name (last name, first name, and middle initial) (or the full name of the member's agent followed by the word "agent") and the delivery address, including the street, city, county, state, and ZIP code.

(4) POVs. Enter the member's name (last name, first name, and middle initial) or the full name of the member's agent followed by the word "agent," and the delivery address, including the street, city, county, state, and ZIP code, or, if destined to a port, the applicable ocean terminal, whichever applies.

t. (Block 19) From. Complete address at point of pickup and rate area code (e.g., **US11, US12, US13**, etc., or **GE01, GE37, GE38**, etc.). Rate area code is **only** required on **ITGBL** shipments.

(1) Shipments from Residence. Enter the exact location of the property to be shipped, including the street, city, or military installation, county, state-or country, and ZIP code.

(2) Shipments from Storage or Contractor's Facility. Enter the name of the commercial or Government warehouse facility; including the street, city, county, state, or country, and ZIP code. For shipments from NTS enter the stored net weight, lot number, and service order number.

u. (Block 20) Responsible Destination Installation or Office

(1) **GBLOC.** Enter the destination PPSO **GBLOC** in the designated block in block 20.

(2) TGBL and DPM Shipments. Enter the name of the responsible destination **PPSO**, state, ZIP code, or country, **APO/FPO** number and the commercial telephone number.

(3) DPM Shipments in the DTS. For DPM shipments entering the DTS, the final overseas destination PPSO shall be entered, not the **CONUS WPOE/APOE**, which appears in **block** 18.

(4) Consolidated DPM Shipment Entering the DTS. Enter the responsible destination PPSO and **GBLOC** receiving the largest shipment by weight.

v. (Block 21) Bill Charges To.

(1) Army and Air Force Shipments. Enter: "Defense Finance and Accounting Service - Indianapolis Center, Transportation Operations (**DFAS-I-THA**), Indianapolis, IN 46249-0611."

(2) Navy Shipments. Enter: "Commanding Officer, Navy Material Transportation Office, Post Office Box 8489, Norfolk, VA 23508."

(3) Marine Corps Shipments. Enter: "Commanding General, Marine Corps Logistics Base (Code 470), Albany, GA 31704."

(4) Coast Guard Shipments. Enter: "Commanding Officer (**OTAB1**), U.S. Coast Guard Finance Center, 1430A **Kristina** Way, Chesapeake, VA 23326-0015."

(5) Defense Logistics Agency, Defense Intelligence Agency, and Office of the Secretary of Defense Shipments. Enter: US Army Finance and Accounting Center, Transportation Operations, Indianapolis, Indiana 46249.

(6) Other. Enter the finance office indicated in the member's orders as being responsible for payment.

w. (Block 22) Via.

(1) TGBL Shipments. Leave blank.

(2) DPM Shipments.

(a) INTL/AIR/COMM/DPM Shipments. Show the complete routing from origin to final destination as provided by the initial carrier.

:- (b) All Other DPM Shipments. Only the name of the originating carrier is necessary unless it is to the advantage of the Government to specify the connecting carriers. It is the obligation of the originating carrier to forward shipments over a route that will provide the lowest published charges within the mode. When it is necessary to route shipments, routing shall be selected by experienced **transportation** personnel who are aware of various tariff restrictions and limitations to ensure that services are obtained at the lowest possible cost.

(3) Povs. The same instructions apply as those shown under "-All other DPM Shipments."

(4) Mobile Homes. For mobile home shipments, enter the method of movement (such as towaway, lowboy).

x. (Block 23). No entry required.

y" (Block 24) Appropriation Chargeable.

(1) Army Shipments. Enter the MDC from the member's orders. Enter the "MDC" followed by the four-digit code. Also, for ITGBL shipments, enter the four-digit TAC code. Show the word "TAC" followed by the four-digit code. TACS are listed in Volume II, DOD 4500.32-R.

(2) Navy Shipments. Enter "NMF -*-\$\$\$\$." In the space indicated by the "*"," enter the last digit of the fiscal year in which the shipment is picked up by the carrier. The spaces indicated by \$\$\$\$ shall be-completed by entering the four-digit TAC shown in the member's orders. If the TAC is not shown in the member's orders, refer to Section VIII, Volume II, DOD 4500.32-R.

(3) Coast Guard Shipments. Enter the accounting data indicated on the member's travel order. It is normally located in block 9 of the Coast Guard Form 5131, Standard Travel Orders for Military Personnel, or specified in the body of a letter-format travel order.

(4) All Other DOD Shipments. Enter the accounting data from the member's orders. Also, for all **ITGBL** shipments, enter the four-digit TAC shown in the member's orders. Show the word "TAC" followed by the four-digit code. If the TAC is not shown in the member's orders, refer to Volume 11, DOD 4500.32-R.

z. (Block 25) Remarks.

(1) SIT.

(a) TGBL Shipments Authorized SIT. If SIT was used at origin, enter _____ days SIT were used at origin."

(b) DPM Shipments from NTS. Enter: "_____ days temporary storage were used at origin."

(c) Shipments not Authorized SIT. Enter: "SIT not authorized."

(2) Export and Import Annotations. For **shipments** originating in CONUS and destined overseas, enter "For Export." For shipments moving by air, originating overseas and destined for CONUS, enter "Imported by Air."

(3) Unpacking at Destination. When the carrier does not perform packing services at origin and unpacking services are required at destination, enter "Unpacking Required at Destination." This **shall** apply to shipments moving from NTS and UB shipments when unpacking of UB is requested by the member and authorized by the PPSO. When unpacking is authorized on the PPGBL, the carrier/agent will prepare a DD Form 619 (Figure 5-4) for labor charges. Member **will** initial the DD Form 619 to verify that unpacking services were performed. If the PPGBL for a shipment from NTS is not annotated, the destination PPSO shall authorize unpacking services on the DD Form 619.

(4) TGBL Notification.

(a) Direct Delivery Requested. If the member has made advance arrangements with origin PPSO for direct delivery to destination residence, enter "Direct Delivery Authorized -- Before completing delivery, the carrier shall notify the PPSO or appropriate duty officer specified in block 20."

(b) Direct Delivery Not Requested. Enter "Before effecting delivery to residence or placing in storage, the carrier shall notify the PPSO specified in **block** 20."

(c) BLUEBARX Shipments. Enter "Direct Delivery is not authorized ." The carrier **shall** contact the PPSO specified in Block 2D for instructions.

(5) Retrograde Shipments When Intermediate SIT Is Involved. Enter "Carrier shall request disposition instructions from the PPSO at the CONUS military ocean or air terminal."

(6) Mobile Homes.

(a) Enter "Necessary repairs and services are authorized, not to exceed \$150 total (tire or tube replacement is excluded) without prior approval of the origin PPSO or member." The total specified may be greater than \$150 if authorized by the member, in writing, at the time of counseling.

(b) Also enter amounts paid by the origin PPSO on local contract for accessorial services not performed by the member or the carrier.

(c) Army, Air Force, and Marine Corps personnel not remaining in a pay status--insert the entitlement cost basis (maximum allowable cost) of the mobile home shipment. For **all** other Army, Air Force, and Marine Corps personnel, 105% of Base Line HHG Rate and **MAXPAK** Rate **shall** be entered.

(d) Navy personnel--the cost basis **will** not be shown.

(7) **Special Authorization.** For shipments made from or consigned to a point not specified in the member's orders, enter "Shipment authorized from (city/military installation, county, and state/country) to (city/military installation, county, and state/country)." For Army shipments, also enter "Shipment to authorized destination would have been under (enter MTMC rate solicitation #) at a **total** cost of \$ (enter total charges)."

(8) **Use of Government-Owned Containers.** When Government-owned containers are used for shipments moving in TGBL service, enter the applicable statement from the appropriate rate solicitation. Also enter the number and type of containers used.

(9) **Administrative Weight Limitation.** For shipments to or from overseas areas where administrative weight limitations are in effect, enter the following notation: "Maximum administrative weight allowance for household **goods/unaccompanied** baggage is (insert weight)."

(10) **NTS.** When a shipment is consigned to an NTS facility, enter "For Contemporary Storage."

(11) **Firearms.** When the shipment contains firearms, enter "This Shipment Contains Firearms."

(12) **Nonperformance of Interior Packing.** When no packing of interior boxes (such as cartons, drums, and **dishpacks**) is performed on international containerized shipments moving under **SFRs**, annotate the PPGBL with the applicable solicitation item number and the statement "Apply (show \$ amount per net CWT reduction to the **SFR.**")

(13) **DPM and Code 5 Shipments Moving Through CONUS MOTs.** Enter the **prelodge, predelivery** notification requirements as set forth by the MOT in the **PPCIG**, Volume I (CONUS).

(14) **Povs.** Enter year, make, serial number, license number, and any other information necessary to identify the POV.

(15) **Reweigh Required.** When it is determined by the PPSO that a reweigh is necessary, or when a reweigh is requested by the member at origin, the PPSO shall-annotate the PPGBL with the words "REWEIGH REQUIRED".

aa. (Block 26) Packages.

(1) TGBL Shipments. Enter "1 LOT."

(2) DPM Shipments. Enter the number and type of containers (such as 1 FL - 2 CTNS).

(3) Mobile Home Shipments. Enter "1 EA."

(4) Povs. Enter "1 VO."

bb. (Block 27) Description of Shipment. Enter the words "Household Goods," "Unaccompanied Baggage," "Personal Effects," "Mobile Home with personal effects as indicated on the inventory," as appropriate. For **POVs**, show the property classification and **NMFC/UFC** number.

(1) TGBL Containerized Shipments. The carrier shall enter--the total number of containers and **total** cube, along with dimensions, as required.

(2) DPM Shipments. After HHG or personal effects, enter the aggregate weight and cube of the total number of each different type of container shown in block 26.

(3) Mobile Homes. After "Mobile Home with personal effects as indicated on the inventory," enter the "length, width, height" of the mobile home in feet and inches. If the mobile home is the expando type, indicate "expandable" and specify type (such as single, double, or triple room, one side or both sides). Also, enter the make, model, year, serial number, current license number, state, and year issued. If additional space is required, use the "remarks" block.

(4) DPM or POV Consolidated Shipments. A single PPGBL with continuation sheets shall be issued. Enter "This is a consolidated shipment. See continuation sheet." Each individual shipment lot shall be identified on the continuation sheet, and the member's name, rank, SSN, delivery address, and authority for shipment **shall** be specified.

(5) Shipment Valuation. The preprinted statement on the PPGBL shall be the only reference to the valuation of a shipment unless a higher valuation is declared. When this occurs, the following statement shall be entered:

(a) For TGBL Domestic Shipments: Enter either of the following-- "Shipment is released at a declared lump sum value of \$____," "Shipment is released at a valuation of _____ times the net weight in **pounds** of the shipment," or "Shipment released at **full** replacement protection of \$3.50 times the net weight in pounds of the shipment or \$21,000, whichever is greater."

- (b) For DPM shipments, enter: "Released valuation not exceeding _____ cents per lb." "

cc. (Block 28) Weight.

(1) TGBL Shipments. The carrier shall enter the gross, tare, and net weight in this column. The net weight shall include the weight of **PBP&E** and consumable items.

:-

(2) DPM Shipments. Enter the total gross, tare, and net weight of the shipment.

(3) PBP&E. **PBP&E** shall be weighed separately and the weight shall be inserted in the space provided. When it is impossible or impractical to weigh the **PBP&E**, a constructive weight, based on 40 **pounds per** cubic foot, shall be used, and the letter "C" shall be inserted after the weight.

(4) Consumable Items. Consumable items shall be weighed separately and the weight shall be annotated in the space provided for **PBP&E weight.** "**Cons**" shall precede this weight in order to distinguish between the weight of consumables and **PBP&E.**

dd. (Blocks 29 and 30) For Use by Destination Carrier Only. The **carrier** shall enter these data elements as required for billing.

ee. (Block 31) Tariff or Special Rate Authorities. Enter the special rate authority and for **ITGBL** shipments, the rate per CWT (such as, **Volume 54-\$52.50 CWT**). For Domestic shipments enter volume and percentage (such as volume 006-100%). And for OTO shipments, enter the words "One-Time Only," the carrier's rate tender number, and the OTO rate.

ff. (Block 32A) Issuing Officer. Enter the name and title of the issuing transportation officer. Signature of the issuing transportation officer is not required.

gg. (Block 32B) Issuing Office. Enter the **GBLOC** and full name of the military installation or activity issuing the PPGBL.

hh. (Block 33A) Name of the Transportation Company. Enter the same information as in Block 1.

ii. (Block 33B) Date of Receipt of Shipment. The carrier shall enter the actual date the shipment is picked up.

jj. (Block 33C) Signature of Agent/Driver. The carrier/agent or driver shall sign the PPGBL acknowledging receipt.

kk. (Block 33D) PER. If the agent's name is signed by the agent's authorized representative, the initials of the representative shall **appear in** this block.

11. (Block 34) For Use by the Paying Officer. The PPSO shall check the applicable block to identify the reason for any excess cost involved in the shipment. The "Remarks" block shall be used to fully explain the reason for the excess cost.

mm. (Blocks 35A through 35G) Certificate of Carrier Billing for Charges. The carrier authorized to bill for charges shall complete this portion of the PPGBL after delivery has been accomplished.

nn. (Block 36) Special Services Ordered (Reverse of PPGBL). Any special services authorized shall be entered by the issuing PPSO.

11004. Distribution and Substitute Documents.

a. General. The PPGBL is printed as a 7-part form (original and 6 copies). This section provides guidance for the proper distribution of the PPGBL for all methods and modes of shipment. It also discusses procedures for the use of substitute documents when the original PPGBL has been lost or destroyed.

b. Distribution. The PPGBL shall be processed and distributed as follows:

- | | |
|---|---|
| (1) Original (White) SF-1203 | Provide to the origin carrier for submission to the finance center for payment. |
| (2) Shipping Order (Pink) SF-1204 | Provide to the origin carrier for retention as actual service order. |
| (3) Freight Waybill Carrier's Copy
(White) SF-1205 | Provide to the origin carrier for retention. May be used as substitute document (for a lost PPGBL). |
| (4) Accounting Copy
(Yellow) SF-1203A | <u>For Army, Air Force, and Marine Corps Shipments</u> - Provide to carrier for annotation of weight charges as required by subparagraph 52, Appendix A, Tender of Service; and, for TGBL domestic--show mileage. Upon return, disposition is as follows: |

Army - Using Specific Funds	Forward with supporting documents to finance and accounting officer designated by the specific fund.
Army - Using Open-Allotment Funds	May be used instead of property Shipped Copy , SF 1203A.
Air Force - Using Specific Funds	Forward with a copy of member's orders to the local Finance and Accounting Office.
Air Force - Using Open-Allotment Funds	PPSO retains this copy.
Marine Corps - All Shipments	PPSO retains this copy.
(5) Property Owner Copy (Blue) SF-1203B	<u>For All Methods Except DPM</u> - Give to origin carrier, who shall:
	Give to the member when pickup is made at the residence.
	Give to the member when delivery is made at the residence if the origin pickup is from NTS.
	- Give to the destination PPSO if the shipment originates from NTS and is to be placed in SIT at the destination. The PPSO shall give the copy to the member or the member's agent.
	<u>For DPM Shipments</u> - The PPSO shall forward the copy to the member's destination address or unit of assignment, if known.

(6) Property Received Copy
(Yellow) SF-1203A

Forward to the destination **PPSO**, who has final delivery responsibility, with required supporting documents, to arrive in advance of the shipment. BLUEBARK shipments should be so annotated and forwarded via certified mail. Notify destination PPSO by telephone or message of BLUEBARK shipment.

(7) Property Shipped Copy
(Yellow) SF-1203A

Disposition is as follows:

For TGBL Shipments - Retain in an origin suspense file pending receipt of the accounting copy. Upon receipt, annotate the Property Shipped Copy and **place** in the shipment file.

For DPM Shipment - Retain in the origin shipment file.

c. PPGBL Cancelled After Distribution. When a **PPGBL** must be **cancelled** after partial or complete distribution, a memorandum copy (and reproductions as necessary) shall be clearly marked "**cancelled**" and forwarded to each recipient of the initial distribution. Also, when a **PPGBL** Correction Notice, (SF 1200, Figure 11-2) is prepared, a complete distribution will be made in accordance with paragraph 11006.

d. Substitute Documents Issued for a Lost PPGBL.

(1) Issuance. When it is evident that the original **PPGBL** has been lost or destroyed, the carrier shall forward the original Freight Waybill (SF-1205) to the appropriate finance center for payment. When both the original **PPGBL** and the original Freight Waybill have been lost or destroyed, the carrier shall request a certified memorandum copy for use as a substitute billing document. The origin PPSO shall annotate the certified memorandum copy as follows: "I certify that the services shown on this freight waybill were requested." This certified memorandum copy will be signed, dated, and returned to the carrier for billing.

(2) Records and Control. The PPSO shall note all memorandum PPGBLs in the **PPGBL** accountability record and promptly shall notify the responsible paying finance center so the finance center may take steps to preclude duplicate payment of the transportation charges. Should the original **PPGBL** be located after the certified memorandum is presented for payment, it shall be forwarded to the appropriate finance center, where it will be voided.

11005. Preparation of the U.S. Government Bill of Lading Correction Notice (SF 1200, Figure 11-2).

a. General.

(1) This section provides guidance and instruction in the preparation of the Government Bill of Lading Correction Notice (SF 1200) for making alterations and corrections to PPGBLs.

(2) The subsection below is keyed to the numbered blocks on the Government Bill of Lading Correction Notice (SF 1200).

(a) Date Notice Prepared (unnumbered). Enter the date the SF 1200 is prepared.

(b) PPGBL Number (Block 1). Enter the prefix symbol and serial number of the PPGBL being corrected. Only one **PPGBL** will be **corrected** on each SF 1200.

(c) Date PPGBL Was Issued (Block 2). Enter the issue date **shown** on the **PPGBL** being corrected.

(d) Total Weight Shown on PPGBL (Block 3). Enter the total weight shown on the PPGBL.

(e) Origin (Block 4). Enter the name of the origin address as shown on the **PPGBL**.

(f) Destination (Block 5). Enter destination address as shown on the PPGBL.

(g) Route (Block 6). Enter route shown on "via" block on the PPGBL. Leave blank if no route is shown on the **PPGBL**.

(h) Issuing Office (Block 7). Enter the name of the activity who issued the **PPGBL**.

(i) To (Block 8). Enter name, address, and zip code of activity to which the original SF 1200 is to be sent.

(j) Payment Data (Block 9). Self explanatory.

(k) From (Block 10). Enter name, address, and zip code of activity issuing the SF 1200.

(1) Bill of Lading Now Reads (Block 11). Enter information from the PPGBL which is to be corrected. If the SF 1200 is being issued to include information omitted from the **PPGBL**, enter the words "information omitted" in this block.

(m) Correct Bill of Lading to Read (Block 12). **Enter** information to be shown on the corrected PPGBL.

(n) Authority for Correction (Block 13). Enter information which justifies correction.

(o) Remarks (Block 14). Enter remarks as appropriate pertaining to the correction being made.

(p) Information Copy (Block 15). Enter name, address, and zip code of all the recipients of SF 1200, excluding the addresses shown in blocks 8 and 10.

(q) Signature and Title of Initiating Official (Block 16). Self-explanatory.

(r) Carrier Representative Signature (Block 17). Self-explanatory.

11006. Distribution of the Government Bill of Lading--Correction Notice (SF 1200)

a. When transportation charges are affected by the alteration or correction, the SF 1200 **shall** be prepared in sufficient quantity to permit the following distribution:

- (1) A copy to consignee.
- (2) A copy to the appropriate disbursing officer.
- (3) Original and one copy to the originating carrier.
- (4) Copy to the office of the shipper service.
- (5) Copy to be attached to the consignor copy of the **PPGBL**.
- (6) Copies to all other addresses shown in "Information copy to" (block 15).
- (7) Copy retained by the initiator of the SF 1200.

b. When the disbursing office or appropriation data changes the SF 1200 shall be prepared in sufficient quantity to permit the following distribution:

- (1) Original to the initial disbursing office.
- (2) Copy to the new disbursing office.,as amended.

(3) TWO **copies to** the consignee.

(4) Copy to the office of the shipper service.

(5) Copy to origin carrier.

(6) Copy to be attached to the consignor copy of the **PPGBL**.

c. **When** any other alternations or corrections are made the SF 1200 shall be prepared in sufficient quantity to permit the same distribution as stated in paragraph **11006.a.** above.

11007. Who May Issue an SF 1200 (GBL Correction Notice).

a. **Issuing Officer.** In all cases where the issuing officer detects that an alteration **or** correction is required, the issuing officer shall initiate the SF 1200. This issuing officer shall also make distribution in accordance with paragraph 11006.

b. **Consignee.**

(1) When the consignee considers it necessary to make alterations or corrections which have not been authorized by the issuing officer, the consignee will notify the issuing office by electrical means or in writing, unless it is obvious that immediate alterations or corrections are necessary to reflect the exact facts relating to the shipment. If a reply to this notification is not received within 30 days alterations or corrections will be made by the consignee.

(2) When it is obvious that immediate alterations or corrections are necessary to reflect the exact facts relating to the shipment, the consignee will make the necessary alterations or corrections without the issuing officers authorization.

U.S. GOVERNMENT BILL OF LADING — PRIVATELY OWNED PERSONAL PROPERTY

ORIGINAL B/L NO. **DP-340,192**

1. TRANSPORTATION COMPANY (If agent, TENDERED TO)			2. SCAC	3. SERVICE CODE	4. SHIPMENT NO. & DATE B/L ISSUED
6. REQUESTED PICKUP DATE	7. REQUESTED PICKUP DATE	8. REQUESTED DELIVERY DATE	9. IMPORTANT Regulations require Original, Shipping Order, and Freight Waybills (Original and Carrier's Copy) to be surrendered to carrier after signature and SF 1302B, Memorandum Copy, to be furnished to consignee (property owner).		
13. EXTRA PICKUP/DELIVERY (Complete address)			11. AUTHORITY FOR SHIPMENT (Order No., No., No.)		12. DATE OF ORDER
16. RECEIVED BY THE TRANSPORTATION COMPANY NAMED ABOVE, SUBJECT TO CONDITIONS NAMED ON REVERSE HEREON, THE PROPERTY HEREON DESCRIBED, IN APPROPRIATE GOOD ORDER AND CONDITION (CONTENTS AND VALUE UNKNOWN), TO BE FORWARDED TO DESTINATION BY THE SAID COMPANY AND CARRIERING LINE, THERE TO BE DELIVERED IN THE GOOD ORDER AND CONDITION TO SAID CONSIGNEE.			14. DEPARTMENT/AGENCY		15. TRANSPORTATION CONTROL NO.
19. CONSIGNEE (Name and destination delivery address) (See Blank 13.)			17. FULL NAME OF SHIPPER		
20. RESPONSIBLE DESTINATION INSTALLATION/OFFICE			21. BILL CHARGES TO (Dept./Agency, Bar/OK, and complete mailing address)		
22. VIA (Name of forwarding carrier)			23. FOR CARRIER USE ONLY—WAYBILL/FREIGHT BILL NO.		24. APPROPRIATION CHARGEABLE
25. REMARKS (If extra services are ordered, see ADMINISTRATIVE DIRECTIONS NO. 2 on reverse.)					

26. PACKAGES		27. DESCRIPTION OF SHIPMENT* (Specify)	28. WEIGHT †	FOR USE OF DESTINATION CARRIER ONLY		
NO.	KIND			SERVICES	29. RATE	30. CHARGES
			GROSS 0	LINE-MAIL TRANSPORTATION		
			TARE 0	PACKING/UNPACKING		
			NET 0	OTHER ACCESSORIAL SERVICES		
			† Initial professional books, papers, and equipment weighing		TOTAL 0	
			31. TARIFF OR SPECIAL RATE AUTHORITIES			
* Issued at lowest valuation cited in appropriate tender or tariff unless otherwise stated hereon.			B/L NO. DP-340,192			
CERTIFICATE FOR RECEIPT OF SHIPMENT AND ORIGINAL BILL OF LADING						
32a. NAME OF TRANSPORTATION COMPANY			32b. ISSUING OFFICE (Name and complete address)			
32c. SIGNATURE OF AGENT/DRIVER			32d. DATE OF RECEIPT OF SHIPMENT			
32e. COMPLETE AND IN / EXCEPT AS MAY BE			32f. ISSUING OFFICE (Name and complete address)			
CERTIFICATE OF CARRIER BILLING FOR CHARGES—COWS						
33a. ON (Date)			33b. AT (Actual delivery point)			
33c. THE (Name of delivery carrier)			33d. PER			
33e. COMPLETE AND IN / EXCEPT AS MAY BE			33f. THE (Name of delivery carrier)			
33g. DELIVERED THIS CONSIGNMENT TO			33h. COMPLETE AND IN / EXCEPT AS MAY BE			
33i. NAME OF DESTINATION CARRIER (Carrier authorized to bill charges)			33j. SIGNATURE OF CARRIER'S AUTHORIZED AGENT			
33k. STORAGE IN TRANSIT			33l. RESIDENCE			
33m. SHORTAGE			33n. DAMAGE			
33o. CARRIER O&D REPORT ATTACHED						

Carrier to execute and attach Certificate of Storage and Liability for shipment placed in storage in transit.
NSN 7540-01-096-8400

1303-105

STANDARD FORM 1303 (7-67)
PRESCRIBED BY GSA, FPMR (41 CFR) 101-11.3

(figure 11-1)

TERMS AND CONDITIONS. It is mutually agreed and understood between the United States and carriers, including forwarders, who are parties to this bill of lading that:

This bill of lading is governed by the regulations relating thereto as published in Title 41, Part 101-41, of the Code of Federal Regulations

Except as provided in 41 CFR 101 or as otherwise stated hereon, this bill of lading is also subject to the same rules and conditions as govern commercial shipments made on the usual forms provided therefor by the carrier.

All parties to this bill of lading (carriers, agents, freight forwarders, and others), recognizing that this shipment is made under the auspices of the United States Government, agree to forgo any liens that may arise from any cause whatsoever and not to detain or impound this shipment for any reason.

Carrier shall in no way demand prepayment of charges nor make any collection of charges at time of delivery.

Interest shall accrue from the voucher — date on — hereunder and shall be paid at the same rate in effect on that date as published by the Secretary of the Treasury pursuant to the Debt Collection Act of 1982.

PRIVACY ACT DATA (5 USC 552a). This form serves as a procurement, accountability and payment form in the shipment of privately owned personal property for the account of the U.S.

Information thereon may be used to prepare related documents or collect excess costs. Disclosure of information is voluntary but its absence may preclude shipment of property.

GENERAL INSTRUCTIONS AND ADMINISTRATIVE DIRECTION%

1. Continuation sheets of the prescribed form should be used and attached hereto when space under "Description of Shipment" on the face of this bill of lading is inadequate.
2. Where accessorial or special services, such as exclusive use of a car or truck, expedited service, protective service, reconsignment, etc., are ordered incident to the line-haul transportation, the bill of lading shall be endorsed to show the name of the carrier upon which the request was made and the kind and scope of the special services ordered. The endorsement may be placed on the face hereof under the "Description of Shipment" or under the "Remarks" if space is available, or in the space provided on this page for "Special Services Ordered," and shall be signed by or for the person who ordered the services. If such an endorsement is impractical, the same information may be set forth in a statement bearing the number of the covering bill of lading, which shall be signed by or for the person who ordered the services and, if possible, attached to this bill of lading. If the bill of lading is not available, the original and one copy of the statement shall be surrendered to the carrier from which the services were ordered, the original to be transmitted to the line-haul carrier for presentation in connection with the bill for line-haul transportation charges. Where accessorial or special services are shown as ordered but were not furnished, the bill of lading shall be so annotated.
3. Shortage or damage reports shall be made on agency-designated forms, not on the bill of lading. Consignees shall observe the instructions on the reverse of the Consignee's Copy of the bill of lading.
4. Instructions for billing charges on Standard Form 1113, Public Voucher for Transportation Charges, are found in GSA's Federal Property Management Regulations 101-41 (41 CFR) which may be purchased from Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. SF 1113 may be purchased from the Superintendent of Documents or reproduced in accordance with 41 CFR 10141.313-2.
5. American-flag carriers must be used for U.S. Government-financed carriage of personal property (household goods, personal effects, or privately owned vehicles) as prescribed by 48 USC 1241 and for U.S. Government-financed movement of freight as prescribed by 49 USC 1517. Statement by authorizing official justifying use of foreign-flag carrier must accompany appropriate voucher. The air carrier or air freight forwarder must submit with each bill involving the use of a foreign-flag carrier, in whole or in part, a copy of the air waybill, manifest or other documentation showing the underlying air carriers used with justification statement for use of the foreign-flag carrier. See General Accounting Office standards in 4 CFR 52.2.

SPECIAL SERVICES ORDERED

OR 203

(figure 11-1 back)

U.S. GOVERNMENT BILL OF LADING CONTINUATION SHEET

ORIGINAL

B/L
NO. ▶

SHEET NO.

(This form is to be used as a continuation sheet for SF 1103, U.S. Government Bill of Lading—Original, or SF 1203, U.S. Government Bill of Lading—Privately Owned Personal Property—Original.)

ISSUING OFFICE *(Name and complete address)*

PACKAGES RE	PKGS	DESCRIPTION OF ARTICLES <i>(Use carrier's classification or full description if possible; otherwise use a clear, untechnical description.)</i>	WEIGHT* <i>(Pounds only)</i>	FOR USE OF BILLING		CARRIER ONLY
				SERVICES	RATE	CHARGE

*Show also cubic measurements for shipments via air, truck or water carrier in cases where required.

NSN7540-00-834-4288
1109-113

STANDARD FORM 1109 (REV. 8-55)
PRESCRIBED BY SA, FPMR (41 CFR) 101-41.3

(figure 11-1.1)

Standard Form 1109, U.S. Government Bill of Lading Continuation Sheet

GOVERNMENT BILL OF LADING CORRECTION NOTICE		DATE NOTICE PREPARED
1. BBL NUMBER	2. DATE GBL WAS ISSUED	3. TOTAL WEIGHT SHOWN ON GBL
4. ORIGIN (As shown in "Origin" block on GBL.)		5. DESTINATION (As shown in "Destination" block on GBL.)
6. ROUTE (Complete routing shown on GBL.)		7. ISSUING OFFICE (As shown on GBL under "For Use of Issuing Office.")
8. TO: (Name and address of carrier/activity to which directed, including ZIP Code.)		9. Complete items 9a, b, and c only when correction is made after transportation charges have been paid.
		a. D.O. VOUCHER NUMBER
		b. D.O. VOUCHER DATE
		c. D.O. SYMBOL
10. FROM: (Full name and address of the activity initiating the notice, including ZIP Code.)		
11. BILL OF LADING NOW READS (Show the information as it reads prior to correction.)		12. CORRECT BILL OF LADING TO READ (Show how the corrected information should read.)
13. AUTHORITY FOR CORRECTION (Tariff and item numbers; classification and item number; or other authority for making the change.)		
14. REMARKS (Pertinent information not otherwise provided on the form. If more space is required, use reverse side of this form.)		
15. INFORMATION COPY TO (Name and address, including ZIP Code.)		16. SIGNATURE AND TITLE OF INITIATING OFFICIAL
		17. CARRIER REPRESENTATIVE'S SIGNATURE (Require when notice is initiated by shipper and transportation charges are affected.)
NSN 7540-01-140-5524		1200-101
		STANDARD FORM 1200 (8-57) Prescribed by GSA, FPMR (41 CFR) 101-41.3

(figure 11-2)

SF 1200, Government Bill of Lading Correction Notice