CHAPTER 206

BILLS OF LADING (BL)

A. GENERAL

- 1. This chapter governs the accountability, application, issuance, preparation, and distribution of a cargo commercial bill of lading (CBL) and contains instructions for the procurement of transportation from Transportation Service Providers (TSP). See this regulation, Part IV, Personal Property, for information on BLs used for shipping personal property.
- 2. Prescribed CBL forms: No standard format.
- 3. To ensure the efficient and timely clearance of Department of Defense (DoD) cargo through the Customs and Border Patrol (CBP) 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. BILL OF LADING OFFICE CODE (BLOC)

Each office authorized by their Service Headquarters to issue CBLs is assigned a BLOC. Requests to obtain, amend, or delete a BLOC will be sent to the Military Surface Deployment and Distribution Command (SDDC) Domestic Movement Support ATTN: AMSSD-OPM-MF, 1 Soldier Way, Building 1900 West, Scott AFB, IL 62225, at usarmy.scott.sddc.mbx.g3-domestic-freight-services-branch@army.mil. All assigned BLOCs are listed at https://trdmws.maf.ustranscom.mil/; click on "DTR Data" and "Lading Bill Office Organization Code", and then select "Display Data" from the Action Legends box.

C. ISSUANCE

- 1. Only authorized or acting Transportation Officers (TO) or Transportation Agents with a BLOC may issue CBLs.
- 2. TOs are authorized to issue CBLs when supporting DD Form 250, Material Inspection and Receiving Report, Figure 206-1; DD Form 1348-1A, Issue Release/Receipt Document, Figure 206-2; DD Form 1384, Transportation Control and Movement Document, Figure 206-3; DD Form 1149, Requisition and Invoice/Shipping Document, Figure 206-4; or other supporting documents are available. Supporting documents will be retained with the CBL. Persons furnishing supporting documents, contract data, or other information to TOs are responsible for their accuracy.
- 3. A single CBL may be used at any time when an agreement exists between a TO and a TSP.
- 4. Outbound and inbound segments of a round trip are considered two separate movements and separate CBLs must be issued for each segment. When a car or vehicle is loaded to capacity, the overflow will be billed on the same CBL unless prevented by provisions in the TSP tender.

D. 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 website for 41 Code of Federal Regulations (CFR), Public Contracts and Property Management: https://www.gpo.gov/fdsys/granule/CFR-2011-title41-vol2/CFR-2011-title41-vol2-subtitleC-chap101.

- 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 U.S. Government shipment is subject to the terms and conditions listed in 41 CFR 102-117, <u>Transportation Management</u>, and 41 CFR 102-118, Transportation Payment and Audit."
- 4. For movement of empty Defense Freight Railway Interchange Fleet (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 Foreign Military Sales (FMS) shipments, CBLs (payable by a Third Party Payment System [TPPS] contractor) may be used when the Delivery Term Code (DTC) is one of the following: 2, 4 (Defense Working Capital Fund [DWCF] material only), 5, 7, 8, 9, A, B, C, D, F, G, H, and J. For the Continental United States portion of the shipment, shippers must ensure 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.
- 6. Shipments of DoD-owned property on the United States Munitions List exported from the United States require either a CBL and Electronic Export Information, <u>Figure 206-5</u>, 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 line-haul 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, the CBL number, and the TSP's Standard Carrier Alpha Code (SCAC) to ensure the validity of the CBL.
 - c. Pay the TSP only what has been authorized by the DoD.
- 10. Advance copies of inbound CBL shipments will be checked, based on expected delivery dates, for status of undelivered shipments. Tracer action will be initiated, if needed.

E. ACCOUNTABILITY OF CBLS

- 1. <u>Records Maintenance</u>. 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.

F. 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.

G. PREPARATION OF CBLS

- Appendix G, Attachment G-4, gives coded and plain language information for entry in specific blocks on the original and all copies of a CBL. It applies for electronic data interchange (EDI)and non-EDI-capable activities. See <u>Figure 206-6</u> for an example of a CBL for hazardous materials (HAZMAT) shipments showing emergency response information and certification statement.
- 2. TOs will ensure a Transportation Control Number (TCN), in accordance with 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. CBL CORRECTION NOTICE

- 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 electronic bill (eBill) within TPPS 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 for items that may affect the freight charges due to the carrier. Items include change of carrier, tender number, equipment, mode, consignee ID (name and address), route, commodity code, pieces, or weight.
- 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, Attachment G-4.

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9. PRIME CONTRA	ACTOR CODE	TCN		10. AD	MINISTER	RED BY		СО	DE
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Figure 206-1. DD Form 250, Material Inspection and Receiving Report

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Figure 206-2. DD Form 1348-1A, Issue Release/Receipt Document

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8. MODE	DE 9. PACK		10. TRANSPORTATION	ON CONTROL NO.	NO.	11. 0	11. CONSIGNEE		12. PRI	13. RD	D 14. PROJ	13. RDD 14. PROJ 15. DATE SHPD 16. ETA	D 16. ET	۵	17. TR ACCT	ССТ
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Figure 206-3. DD Form 1384, Transportation Control and Movement Document

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Figure 206-4. DD Form 1149, Requisition and Invoice/Shipping Document

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								SHEET TOTAL	\$0

Figure 206-4. Requisition and Invoice/Shipping Document (Cont'd)

Shipmen	t Information		USPPI			
Filer ID	Professional Company of the	432035260	Name	DDNV-DISTRI	BUTION C	ENTER
Shipmen	t #	PCN05V50483678XXX	ID Number	432035260 (E	IN)	
ITN:		X20050622010332	Contact	PAMELA EAST	ER	
Current I	Date/Time:	Tue Jun 28 16:03:33 2005 EDT	Phone	7574433312		
Departur		06/22/05	Cargo Origin	1968 GILBERT NORFOLK, VA		01
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Figure 206-5. AES Direct Shipment Record

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NO KIND HM descr	ription if possibl	e; otherwise use dea	ar nontechnical de	escriptio	n)		(Pounds o	only)	Sen	vices	Rate)	Charge	s
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	D-064300		CHEMICAL 1			IBN/NO	, CLAS	S 1,						
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	Julia													
										FKFL	50010	00		

Figure 206-6. Sample of Completed CBL for a HAZMAT Shipment

			DATE ISSUED 29-JUL-2015	B/L NO.	FKFL500	100 -	- Memo Co	ру
C	MC	WERCIAL BILL OF LADING	CARRIER WAY/FREIGH		TE.		PAGE NO.	
	C	CONTINUATION SHEET		TMO 42 LRS/L 455 S. KELLY MAXWELL AFB,	STR (334) 9 AL 361126518	9535509 }		
PACKAGES	l	DESCRIPTION OF ARTICLES (Use carrier's classification or	rtanff description if	WEIGHT*			G CARRIER ONLY	
O KIND	НМ	possible; otherwise use clear nontechnical description)		(Pounds only)	Services	Rate	Charge	5
		5 WOODEN BOXES X 68LBS, 1 METAL CAN	X 20LBS					
		THIS IS TO CERTIFI THAT THE HEREIN N MATERIALS ARE PROPERLY CLASSIFIED, D CRIBED, PACKAGED, MARKED, AND LABELE IN PROPER CONDITION FOR TRANSPORTA TION ACCORDING TO THE APPLICABLE REG OF THE DEPARTMENT OF TRANSPORTATION CERTIFIER: CLARENCE BOWERS (367) THIS SHIPMENT MUST NOT BE TRAN TRIP-LEASED EQUIPMENT. (337) SATELLITE MOTOR SURVEILLANCE S REQUESTED. IN EVENT OF SISTEM FAILU DRIVER MUST IMMEDIATELY NOTIFY THE M CARRIERS DISPATCHER WHO WILL IMMEDIA NOTIFY DTTS AT 1- (800) 826-0794. T MUST SUBSEQUENTLY PROVIDE DTTS A TEL LOCATION/STATUS REPORT EVERY TWO HOU A FINAL TELEPHONIC REPORT UPON DELIV DESTINATION. (314) EMERGENCY RESPONSE INFORMATION SHIPMENT IS INDEXED BY UN NUMBER AND LOCATED IN THE DEPARTMENT OF TRANSPO EMERGENCY RESPONSE GUIDEBOOK (DOT ER VERSION). (116) RELEASED VALUE NOT EXCEEDING \$ (112) FLAME OR HEAT PRODUCING TOOLS USED TO REMOVE SECURITY DEVICES. (111) SHIPPER TO LOAD AND CONSIGNEE (104) DUAL DRIVER PROTECTIVE SERVICE REQUESTED. BOTH DRIVERS MUST POSSES IN THE PROCESS OF OBTAINING A SECRET CLEARANCE. ONE DRIVER MUST POSSESS INTERIM OR FINAL SECRET CLEARANCE AN SECOND DRIVER WILL HAVE SUBMITTED AN THROUGH DSS AND NOT HAVE BEEN PREVICE TALLY RECORD (DD FORM 1907) FURNISHE CARRIER.	AMED ES ID AND ARE RULATIONS SPORTED IN ERVICE (SNS) RE, IOTOR TELI HE DRIVER EPHONIC RS, WITH ERI AT IFOR THIS MOTOR IS RTATION G CURRENT 2.50 PER POUND. WILL NOT BE TO UNLOAD. IC (DDP) IS OR BE AN ID THE I E-QIP USLI I AND ID TO					
		(103) IN-TRANSIT EMERGENCI CONTACT I FOR DOD GENERAL HAZARDOUS (EXCLUDES AND RADIOACTIVE) MATERIAL SHIPMENTS THE DLA HOTLINE, 800-851-8061. (2) F AMMUNITION AND EXPLOSIVE (CLASS 1) S CONTACT THE ARMI OPERATIONS CENTER (703-695-4695/4696 OR DSN225-4695/469 FOR WATCH OFFICER. (3) FOR RADIOACTI MATERIAL (CLASS 7), CONTACT THE APPR SHIPMENT SPONSOR'S HOTLINE: (ARMI: 703-695-4695/4696 OR DSN225-4695/469 202-767-4011; DLA: 800-851-8061; AT 804-279-3131). (4) FOR DOD CHEMICAL/ WARFARE MATERIAL CONTACT THE 20TH CB	EXPLOSIVE CONTACT OR HIPMENTS, AOC) AT 6; ASK VE OPRIATE 6; USAF: SEA DIAL BIO					

Figure 206-6. Sample of Completed CBL for a HAZMAT Shipment (Cont'd)

				DATE ISSUED 29-JUL-2015	B/L NO.	FKFL500	100 -	· Memo Co	ру
	CC		/ERCIAL BILL OF LADING	CARRIER WAY/FREIGH		E.		PAGE NO.	
		С	ONTINUATION SHEET		TMO 42 LRS/LO 455 S. KELLY S MAXWELL AFB, A	STR (334) 9 AL 361126518)535509 }	3	
PACKAC			DESCRIPTION OF ARTICLES (Use carrier's classification or	tariff description if	WEIGHT*	FORUSE	OF BILLIN	IG CARRIER ONLY	
NO K	IND	НМ	possible; otherwise use clear nontechnical description)		(Pounds only)	Services	Rate	Charges	3
			HOLDING CONTACT DTTS AT 800-826-0794 (101) THIS US GOVERNMENT SHIPMENT IS TERMS AND CONDITIONS LISTED IN 41 CFI 102-117, TRANSPORTATION MANAGEMENT, A CFR 102-118, TRANSPORTATION PAIMENT A AUDIT.	SUBJECT TO THE AND 41					
			TOTAL NEW (DRY) = .1270 COMMODITI SUMMARY: Commodity Code Freight	T TOTALS: FREIGHT = UET = UROSS = U08 KG/.28 LB Quantity Qualifier LBS	360 360 360				

Figure 206-6. Sample of Completed CBL for a HAZMAT Shipment (Cont'd)