

## CHAPTER 206

### BILLS OF LADING (BLS)

#### A. GENERAL

1. This chapter governs the accountability, application, issuance, preparation, and distribution of cargo 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 CBL forms: No standard format.
3. To insure the efficient and timely clearance of DOD cargo through the 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. BLOC

Each office authorized by their Service HQs to issue CBLs is assigned a BLOC. Requests to obtain, amend, or delete a BLOC will be sent to the SDDC Operations Center ATTN: AMSSD-OPC-B, 1 Soldier Way, Building 1900 West, Scott AFB IL 62225, at DSN: 770-4262 or commercial 618 220-4262. All assigned BLOCs are listed at <https://trdm.c2.amc.af.mil/trdm/index.jsp>, then select DTR Data, Bill of Lading Office Code and Display Data from the Action Legends box.

#### C. ISSUANCE

1. Only authorized or acting TOs or TAs with a BLOC may issue CBLs.
2. TOs are authorized to issue CBLs when supporting DD Form 1348-1A, (Figure 202-5); DD Form 1149, (Figure 203-1); DD Form 1384, (Figure 203-3); DD Form 250, (Figure 210-10); 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 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 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 carrier 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 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, Transportation Management, and 41 CFR 102-118, Transportation Payment and Audit.”

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 TPPS) may be used when the 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 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.
6. Shipments of DOD-owned property on the USML, exported from the US, require either a CBL and EEI, (See Figure 202-8), or in the case of shipments between DOD military installations, a State Department waiver. Refer to this Regulation, Part V, Chapter 508, Para 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 Standard Carrier Alpha Code (SCAC) to ensure the validity of the CBL.
  - c. Pay the carrier 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. 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.

#### **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**

1. 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 EDI- and non-EDI-capable

activities. See Figure 204-12 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.

#### **H. 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 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.
  - b. To resolve transportation discrepancies, including TDRs.
  - c. To correct CBLs as a result of shipment diversion or reassignment.
  - 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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