

**DOCUMENT NAME: Government Bill of Lading (GBL) -
Personal Property/Household Goods
DOCUMENT TYPE: 15**

Note: Although GSA ended the paper processing of GBLs in March 2002, it is estimated that existing stocks will continue to be sent to FINCEN until FY 05.

1. **Description:** Shipment of personal property/household goods (HHG) on permanent change of station orders (PCS).
2. **Primary Forms:** SF-1203, U. S. Government Bill of Lading - Privately Owned Personal Property
3. **Related Forms:**
 - *CG-5131, Standard Travel Order For Military Personnel
 - *DD-214, Certificate of Release or Discharge from Active Duty
 - DD-619, Statement of Accessorial Services
 - DD-1299, Application for Shipment and/or Storage of Personal Property
 - DD-1348, Single Line Item Requisition System Document
 - SF-1113, Public Voucher
 - *Authorization letter for retirement
 - *Authorization letter for early return of dependents

Note: * One of these will apply to each shipment of HHG on a GBL.

4. **Document Number:** Nonstandard - unit assigned.

TONO number from orders is used.

SAMPLE: 15 04 G84PRA123

<u>Document Type</u>	<u>FY</u>	<u>Last Nine Digits of TONO</u>	<u>Suffix</u>
15	04	G84PRA123	

NOTE: Suffix will be assigned by FINCEN depending on type of payment made. For example, line haul charges, use L00, or if more than one GBL for a member with a different vendor, L01, etc. Also for storage in transit (SIT) charges, use S00, or if more than one GBL with a different vendor, S01, etc.

5. **Accounting Line:** Will come from orders or other authorization for shipment. Object class will be changed to 2221 for transportation of HHG-PCS.

SAMPLE: 2/P/401/299/21/0/RA/78040/2221

6. **FINCEN Critical Processing Requirements:** Issuing units must ensure all forms are completed in their entirety. The following information is critical for processing:
 - a. SF-1203

6. a. (1) Vendor's Standard Carrier Alpha Code (SCAC) in block 2.
(2) Property owner's name and SSN - block 10.
(3) Standard travel order number - block 11.
(4) Applicable accounting data - block 24.
(5) Bill charges to: (block 21)

USCG Finance Center (Code 7060000)
C/O National Traffic Service
151 John James Audubon Parkway
Amherst, NY 14228-1185

- b. DD-1299
 - (1) Shipment number - block 2 (multiple shipments must be numbered in chronological order).
 - (2) Complete transportation office address - block 3.
 - (3) Member/Employee name, rank, SSN, agency - block 6.
 - (4) Standard travel order number - block 8e.
 - c. Legible copy of DD-1299 must be forwarded to **Transportation, USCG Finance Center, P. O. Box 4101, Chesapeake, VA 23327-4101** with supporting copies of the GBL and authorizing orders.
7. **Other Information:** Authorization letter for early return of dependents must have chargeable accounting data, including TONO.

8. FPD Information:

- a. Standard generic input is made through the Miscellaneous icon in the Simplified Acquisitions Applet.
- b. Obligation will transmit electronically via FPD, if desired.
- c. The first yellow copy of this document is NOT required to be mailed to FINCEN if the obligation is transmitted via FPD.

9. Document Flow:

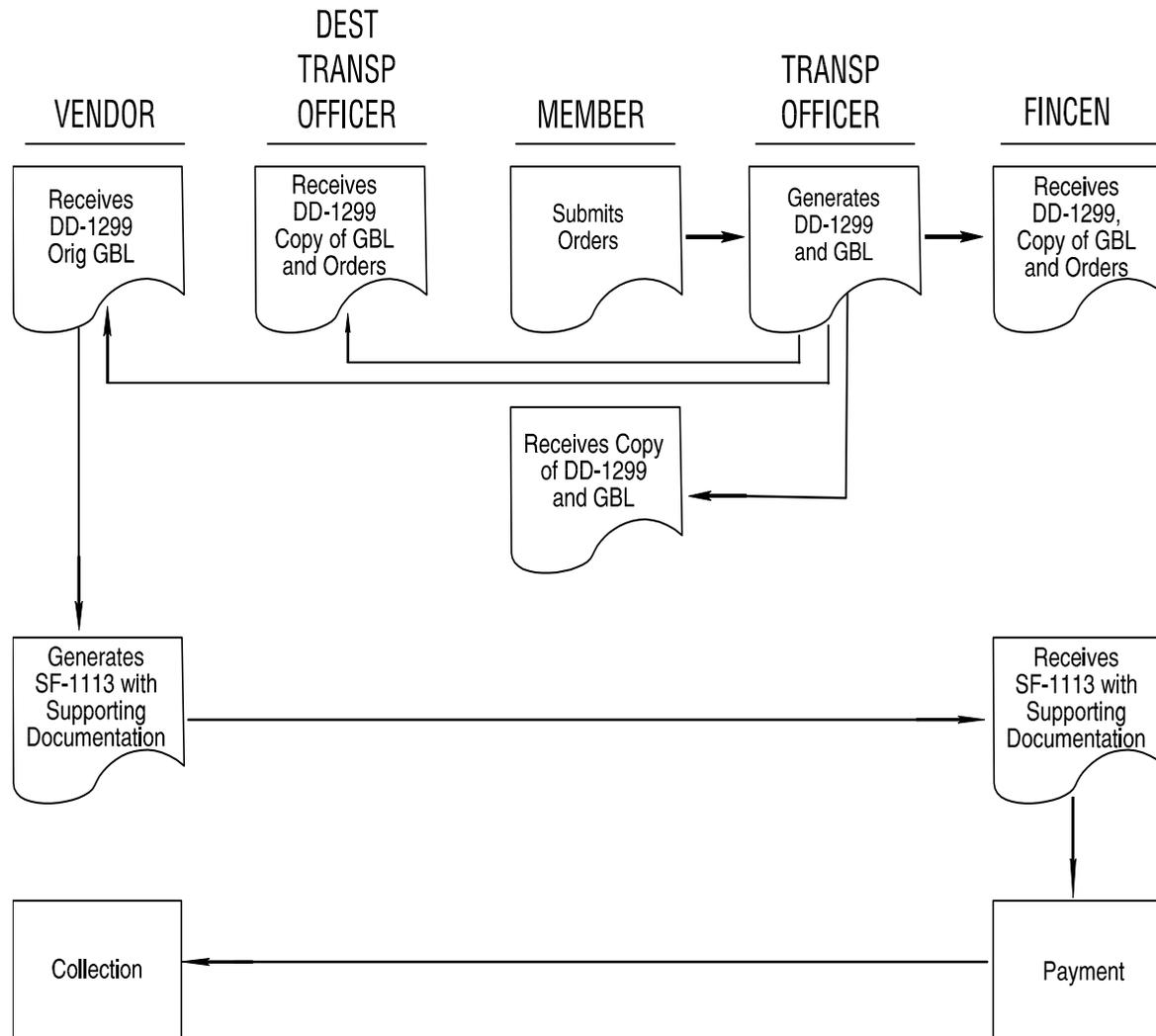


Figure 12C-18 Government Bill of Lading (GBL) - Personal Property/Household Goods

- a. Figure 12C-18 describes the procedures for processing Government Bill of Lading (GBL) - Personal Property/Household Goods.
- b. Member submits sufficient copies of orders to satisfy distribution requirements to the transportation office.
- c. The transportation office generates and forwards to carrier, and destination transportation office. The carrier forwards to National Traffic Service (NTS). NTS forwards to the USCG Finance Center, P. O. Box

9. c. (cont'd) 4101, Chesapeake, VA 23327-4101 a separate DD-1299, GBL, and orders for each shipment. Block 12 of DD-1299 must be numbered in chronological order when two or more shipments are made on the same PCS orders.

d. Upon completion of the shipment, vendor invoices on SF-1113 are mailed to FINCEN, including necessary supporting documentation, DD-1299, orders, weight tickets, DD-619, DD-619-1, waiver, etc., depending on type of shipment.

e. FINCEN processes for payment when complete package is received.

10. **Sample Forms:** See Figures 12C-19, 12C-20 and 12C-21.

11. **PES Report Sample:**

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
1504G84PRA123L00	103F	04100F242	78040	2221	0.00	0.00	0.00	999.80
1504G84PRA123S00	103F	04100F246	78040	2221	0.00	0.00	0.00	598.45

12. **References:** US Government Freight Transportation Handbook, July 2000.