

## CHAPTER 413

### U.S. GOVERNMENT BILL OF LADING – PRIVATELY OWNED PERSONAL PROPERTY (PPGBL/BL) AND U.S. GOVERNMENT BILL OF LADING CORRECTION NOTICE (SF 1200)

#### A. GENERAL

This chapter establishes procedures and provides guidance for the accountability, use, issuance, preparation, and distribution of the U.S. Government Bill of Lading-Privately Owned Personal Property, [Figure 413-1](#). The PPGBL/BL must be used for the acquisition of authorized transportation and related services from a commercial Transportation Service Provider (TSP) for the movement of Department of Defense (DoD)-sponsored personal property shipments, mobile homes, and Privately Owned Vehicles (POV) eligible for movement on a PPGBL/BL. (This chapter does not apply to personally procured moves.)

#### B. RESPONSIBILITIES

1. USTRANSCOM is responsible for prescribing administrative procedures regarding the use of PPGBL/BLs for the procurement of commercial transportation services on behalf of the DoD.
2. The Administrator, General Services Administration (GSA), is responsible for prescribing procedures governing the use of PPGBL/BLs throughout the U.S. 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 the Federal Management Regulation, Part 102-118, Transportation Payment and Audit.

#### C. PROCEDURES

1. Supply. At locations that cannot create computer-generated PPGBL/BLs, requisitions must be submitted through normal DoD Component publications supply and distribution channels to the U.S. Army Publications and Printing Command. Transportation Officers (TO) are responsible for maintaining an adequate supply of PPGBL/BLs at their activity.
2. Accountability.
  - a. Each shipping activity must maintain records of PPGBL/BLs issued and the supply of PPGBL/BLs on hand. PPGBL/BL forms are accountable, and the number of pre-printed forms that an activity may keep on hand is limited by Service/Agency policy. Internal procedures must be established to control stocks and assign accountability for PPGBL/BL issuance and use. The TO, or in the absence of a TO, an acting TO, must be appointed in writing as the responsible PPGBL/BL issuing officer and held accountable for PPGBL/BL control, safekeeping, and disposition. To facilitate control, individual PPGBL/BL sets are serially numbered when printed. The forms are issued by the U.S. Army Publications and Printing Command and numbers provided by USTRANSCOM. Packages of PPGBL/BLs must be opened immediately upon receipt and inventoried by the issuing officer or designated representative to verify that none are missing. Activities must establish procedures for conduct of audits by personnel external to the office controlling PPGBL/BLs. Audits must be conducted at least every 180 days to verify inventories and records. TOs must provide the same level of accountability and safeguarding of PPGBL/BL numbers maintained and issued in automated systems as they do for pre-numbered PPGBL/BL forms. Audits conducted with automated systems must consist of a review of the PPGBL/BL register to ensure each PPGBL/BL number is properly assigned to a valid shipment or recorded as void.

- b. Computer-Prepared PPGBL/BLs. TOs, having facilities for computer preparation of PPGBL/BLs, may order them in continuous tractor feed, fan-fold format through government distribution centers. Authorization must be obtained from USTRANSCOM to imprint PPGBL/BL numbers at the time of issuance.
    - (1) [Automated Sites](#). The laser-generated PPGBL/BL must be used by all automated sites for the acquisition of authorized transportation and related services from commercial TSPs for the movement of DoD-sponsored personal property shipments, mobile homes, and POVs eligible for movement on a PPGBL/BL. Use software-generated PPGBL/BLs and continuation sheets (SF 1109) published using a laser printer and standard bond paper. USTRANSCOM controls PPGBL/BL numbers in coordination with GSA. The laser-generated PPGBL/BLs are only accountable when a number has been assigned to the form. All information printed on the reverse of the non-laser-produced PPGBL/BL is included in the Terms of Service (TOS), Appendix B. The first PPGBL/BL produced (and continuation sheets) must be annotated “Original.” All other copies/reprints must not contain the word, “Original.”
    - (2) [Non-Automated Sites](#). Blank forms must be procured using normal forms supply procedures.
  - c. Transfer of Forms. Blank serially numbered original PPGBL/BLs or preassembled sets that have been issued to TOs or their designated agents may not be transferred to other TOs or their agents.
  - d. Disposition of Unfit or Canceled PPGBL/BLs. When PPGBL/BLs have become mutilated or otherwise unfit for use or have been issued and the planned shipment is subsequently canceled for any reason, all parts except the original must be destroyed. The original PPGBL/BL must be marked “Canceled” or “Void” and must be filed in the property shipped PPGBL/BL file. When circumstances prevent filing of the canceled or voided original document, the property shipped copy or a substitute memorandum copy with notation of disposition of the original PPGBL/BL must be filed in the property shipped file.
  - e. Reporting of Lost, Stolen, Canceled, or Missing PPGBL/BLs. The prefix symbol and serial number of blank original PPGBL/BLs or preassembled sets that have become lost, stolen, or are unaccountably missing or otherwise beyond the control of the issuing officer must be reported to USTRANSCOM.
3. [Issuing Officer](#). Only authorized or acting TOs may issue PPGBL/BLs. Such authorized persons may be military personnel or civilian employees of the government on duty at the issuing office. As stated in 41 Code of Federal Regulations (CFR) 101-41.302.4, accountability for PPGBL/BLs used by a contractor-shipper remains with the issuing office. 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 PPGBL/BL.
  4. [Format](#).
    - a. Computer-generated PPGBL/BLs. In instances where computer-generated PPGBL/BLs are used, Paragraphs [b](#) and [c](#) below do not apply. The PPGBL/BL must be prepared and provided to the TSP or its agent prior to the commencement of packaging/loading services on the shipment.
    - b. The PPGBL/BL consists of five separate basic forms. For simultaneous preparation, the forms are produced in a seven-part, carbon, interleaved set (except for laser-generated PPGBL/BLs). The standard form numbers, form title, color, and distribution is described in [Paragraph E](#) below.

- c. In all instances, the PPGBL/BL original, shipping order (SF 1204), and the freight waybill original (SF 1205) must be given to the initial TSP or designated agent for the TSP before the shipment is packed and/or picked up. The TSP must sign and date the original PPGBL/BL where the certification is printed “Certificate for Receipt of Shipment and Original BL.”
- d. For Direct Procurement Method (DPM) Unaccompanied Baggage (UB) shipments, the PPGBL/BL is not printed at the time of the pickup at the customer’s residence. The TSP does not take possession of the shipment until after the contractor has picked up and prepared the UB shipment. The PPGBL/BL for DPM UB shipments must not be printed until the TO/ Personal Property Shipping Office (PPSO) has received and input the actual weight and cube from the contractor into Transportation Operational Personal Property Standard System (TOPS).

#### **D. PREPARATION OF THE PPGBL/BL**

1. The following preparation instructions are keyed to the numbered blocks appearing on the PPGBL/BL. When different entries are required, due to different methods of shipment, (e.g., Through Government Bill of Lading (TGBL), DPM, mobile home, or POV) instruction by shipment method is provided. In all other cases, the entry data provided is be the same for all methods of shipments.
  - a. [BLOCK 1, TRANSPORTATION COMPANY AND AGENT TENDERED TO](#). Enter the full business name of the initial line-haul TSP to which the shipment is tendered. The business name must include the words “company,” “incorporated,” or “limited”. These words may be abbreviated as co., inc., or ltd. No other company or TSP abbreviation, initial, or symbol may be used. Enter the name of the TSP’s booking agent, servicing agent, or the first agent in the Letter of Intent in parentheses after the business name of the initial line-haul TSP.
  - b. [Block 2, SCAC](#). Enter the four-position Standard Carrier Alpha Code (SCAC) assigned to the initial line-haul TSP by the National Motor Freight Traffic Association.
  - c. [Block 3, Service Code](#).
    - (1) [TGBL Shipments](#). Enter the COS; such as code 1, code 4, or code J.
    - (2) [DPM Shipments](#). Enter the two-position DPM alpha code, such as HE, BA, or BG. DPM alpha codes are defined in Appendix H.
    - (3) [Mobile Homes](#). Enter the code “S”.
    - (4) [POVs](#). Enter the code “C”.
  - d. [Block 4, Shipment Number](#). When more than one shipment is made for an individual customer, the PPGBL/BLs must be numbered in the same sequence as the DD Form 1299, [Application for Shipment and/or Storage of Personal Property](#), [Figure 413-5](#), (e.g., 1 of 3, or 2 of 3). When only one shipment is made, enter “1 of 1”.
  - e. [Block 5, Date B/L Issued](#). Enter the calendar date (day, month, and year, e.g., 4 Dec 14) on which the first entry is made in preparing the PPGBL/BL.
  - f. [Block 6, Requested Packing Date](#). Enter the calendar date (day, month, and year, e.g., 4 Dec 14) on which the TSP is to begin packing a TGBL shipment.

- g. Block 7, Requested Pickup Date.
  - (1) TGBL. Enter the requested pickup date or the date on which the TSP has agreed to pick up the shipment (e.g., 6 Dec 14).
  - (2) DPM.
    - (a) Enter the date the shipment is picked up at the customer's residence, non-temporary storage [NTS] facility, in cases where such pickup is performed by a DPM packing contractor.
    - (b) Enter the scheduled date of pickup by the common TSP in all other cases (e.g., pickup at the aerial port of debarkation/seaport of debarkation or TO installation facility).
- h. Block 8, Required Delivery Date. Enter the RDD (day, month, and year) that the shipment is required at the destination shown in Block 18 (e.g., 27 Dec 14).
- i. Block 9, No entry required.
- j. Block 10, Property Owner's Name, SSN, and Rank and Pay Grade. Enter the customer's name (last, first, middle initial), Social Security Number (SSN), and rank and pay grade. Also enter the customer's status (PCS, TDY, SEP, RET) and the unit and activity to which the customer is assigned.
  - (1) If the member's grade is E-4 or below, indicate the maximum authorized weight allowance per the Joint Travel Regulations (JTR).
  - (2) For Navy shipments only, enter the customer'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 customer's orders.
  - (3) For customer, enter "WD" (with dependents) or "WOD" (without dependents).
  - (4) For deceased customers or deceased dependent(s) of a customer, annotate "Blue Bark" immediately following the name.
  - (5) For early return of dependents, enter dependents name, followed by "dependent of" and sponsors name, SSN, and rank and pay grade.
- k. Block 11, Authority for Shipment. Enter the authority for shipment as shown on the customer's orders (such as order number, paragraph number, and order issuing agency).
- l. Block 12, Date of Order. Enter the date the orders were issued.
- m. Block 13, Extra Pickup/Delivery. When an extra pickup/delivery is requested, cross out the service not applicable and enter the complete address.
- n. Block 14, Department/Agency. Enter the sponsoring Service/Agency or other Agency.

- o. [Block 15, Transportation Control Number](#). Enter the Transportation Control Number (TCN) for shipments that move in the Defense Transportation System (DTS).
  - (1) The TCN must be constructed in accordance with (IAW) procedures set forth in this Regulation, Part II.
  - (2) The 15th position of the TCN requires a code that designates the shipment as a Code 5, B, H, J, K, P, or T shipment. For example, following is the list of current type shipment codes authorized:
    - 5 = Household goods (INTL MSC)
    - B = Unaccompanied baggage (DPM)
    - H = Household goods (DPM)
    - J = Unaccompanied baggage (TGBL)
    - K = Household goods (TGBL)
    - P = POV
    - T = Household goods (INTL AMC)
- p. [Block 16, No entry required](#).
- q. [Block 17, Full Name of Shipper](#). Enter the full name of the military installation or activity making the shipment.
- r. [Block 18, Consignee](#). Enter name, destination, delivery address, and rate area code (e.g., US11, US12, US13). Information must be as specific as possible (i.e., city, installation, county, state, country). Rate area code is only required on ITGBL shipments.
  - (1) [TGBL Shipments](#).
    - (a) Consigned to the customer. Enter the customer's name (last name, first name, and middle initial), rank/grade, and activity to which the customer is assigned (shipments destined overseas—spell out the name of the activity and country—do not show Army/Air Force Post Office [APO]/Fleet Post Office [FPO] number) or delivery address, including the street, city, county, state, or country, and ZIP code.
    - (b) Consigned to the customer's agent. Enter the full name of the customer's designated agent, followed by the word "agent", and the delivery address, including the street, city, county, state, 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/BL must be issued for each customer's lot in the consolidated shipment. The individual PPGBL/BL must be cross-referenced by inserting the following statement in Block 27: "This is a consolidated shipment comprised of PPGBL/BL numbers" (list all other PPGBL/BL numbers involved in the consolidated shipment).
  - (2) [DPM Shipments](#).
    - (a) DPM shipments are consigned IAW the PPCIG. For DPM shipments entering the DTS, the Continental United States (CONUS) seaport of embarkation (SPOE) or aerial port of embarkation (APOE) must be entered. The final overseas destination must appear in Block 20.
    - (b) For shipments to the SPOE, the desired delivery date (DDD) the shipment is required at the SPOE must be entered.

- (3) [Mobile Homes](#). Enter the customer's name (last name, first name, and middle initial) (or the full name of the customer's agent followed by the word "agent"), and the delivery address, including the street, city, county, state, and ZIP code.
  - (4) [POVs](#). Enter the customer's name (last name, first name, and middle initial) (or the full name of the customer'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 ocean terminal.
- s. [Block 19, From](#). Complete address at point of pickup and rate area code (e.g., US11, US12, US13). 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, 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, country, and ZIP code. For shipments from NTS, enter the stored net weight, lot number, and service order number.
- t. [Block 20, Responsible Destination Installation/Office](#).
- (1) [BLOC](#). Enter the destination TO BLOC in the designated block in Block 20.
  - (2) [TGBL and DPM Shipments](#). Enter the name of the responsible destination TO, state, ZIP code, or country, APO/FPO number, and the commercial telephone number.
  - (3) [DPM Shipments entering the DTS](#). For DPM shipments entering the DTS, the final overseas destination TO must be entered, not the CONUS SPOE/APOE, which appears in Block 18.
  - (4) [Consolidated DPM Shipments entering the DTS](#). Enter the responsible destination TO and BLOC receiving the largest shipment by weight.
- u. [Block 21, Bill Charges To](#).
- (1) [Army and Air Force Shipments](#). Enter: Defense Finance and Accounting Service Indianapolis Center, Transportation Operations (DFAS-1-THA), Indianapolis, IN 46249-0611.
  - (2) [Navy Shipments](#).
    - (a) Defense Finance and Accounting Service, Indianapolis, Transportation Pay Services (DFAS-JFNBA/IN), 8899 East 56<sup>th</sup> Street, Indianapolis, IN 46249-0680, c/o National Traffic Service.
    - (b) Navy Bills of Lading, both commercial and government, submitted for payment using the Standard Form SF-1113 must be sent to National Traffic Service (NTS), 151 John James Audubon Pkwy, Amherst, NY 14228-1185.
  - (3) [Marine Corps Shipments](#). Enter: Comptroller, Transportation Voucher Certification Branch, ATTN: Code 470, 814 Radford Blvd., Suite 20318, Albany, GA 31704-0318.
  - (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: U.S. Army Finance and Accounting Center, Transportation Operations, Indianapolis, IN 46249-0680.

- (6) All Air Force NAF. Enter: HQ AFSVA/SVFFC, 10100 Reunion Place, Suite 725, San Antonio, TX 78216-4138.
  - (7) Other. Enter the finance office indicated in the customer's orders as being responsible for payment.
- v. 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 TSP.
    - (b) All Other DPM Shipments. Only the name of the originating TSP is necessary unless it is to the advantage of the government to specify the connecting TSPs. It is the obligation of the originating TSP to forward shipments over a route that provides the lowest published charges within the mode. When it is necessary to route shipments, routing must 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 (e.g., towage, lowboy).
- w. Block 23, No entry required.
- x. Block 24, Appropriations Chargeable.
- (1) Army Shipments. Enter the movement designator code from the customer's orders. Also, for ITGBL shipments enter the four-digit Transportation Account Code (TAC). TACs are available via the Internet. The URL is <https://beis.csd.disa.mil/beis-html/frontpage.html>; select "TAC/LOA Inquiry (2875 Required)".
  - (2) Air Force Shipments. Enter the accounting data from the customer's travel order. For ITGBL shipments enter the TAC. The URL is <https://beis.csd.disa.mil/beis-html/frontpage.html>; select "TAC/LOA Inquiry (2875 Required)".
  - (3) Navy Shipments. Enter the four-digit TAC shown in the customer's orders. TACs are available via the Internet. The URL is <https://beis.csd.disa.mil/beis-html/frontpage.html>, select "TAC/LOA Inquiry (2875 Required)".
  - (4) Marine Corps Shipments. Enter the line of appropriation and Standard Document Number from the customer's orders. Marine Corps TAC guidance can be found at <http://www.marines.mil/Portals/59/MCO%204610.37F.pdf>.
  - (5) Coast Guard Shipments. Enter the accounting data indicated on the customer's travel order. It is normally located in Block 7 of the CG Form 5131, Standard Travel Order for Military Personnel, [Figure 413-3](#), or specified in the body of a letter-format travel order.
  - (6) All Other DoD Shipments. Enter the accounting data from the customer's orders. Also, for all ITGBL shipments enter the four-digit TAC shown in the customer's orders. Show the word "TAC" followed by the four-digit code. TACs are available via Internet. The URL is <https://beis.csd.disa.mil/beis-html/frontpage.html>; select "TAC/LOA Inquiry (2875 Required)".

y. Block 25, Remarks.

(1) Storage in Transit (SIT).

- (a) TGBL Shipments Authorized SIT. If SIT was used at origin, enter: \_\_\_\_ days SIT were used at origin.
- (b) Shipments from NTS. If SIT was used, 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 the CONUS and destined overseas, enter: For Export. For shipments moving by air, originating overseas and destined for the CONUS, enter: Imported by Air.

(3) Unpacking at Destination. When the TSP does not perform packing services at origin and unpacking services are required at destination, enter “Unpacking Required at Destination.” This applies to shipments moving from NTS and UB shipments when unpacking of UB is requested by the customer and authorized by the TO. When unpacking is authorized on the PPGBL/BL, the TSP/agent must prepare a DD Form 619, Statement of Accessorial Services Performed, [Figure 413-4](#), for labor charges and identify the applicable charges in the Remarks section. The customer must initial next to the item in the Remarks section to verify that unpacking services were performed. If the PPGBL/BL for a shipment from NTS is not annotated, the destination TO must authorize unpacking services on the DD Form 619.

(4) TGBL Notification.

- (a) Direct Delivery Requested. If the customer has made advance arrangements with the origin TO for direct delivery to the destination residence, enter: Direct Delivery Authorized. Before completing the delivery, the TSP must notify the TO specified in Block 20.
- (b) Direct Delivery Not Requested. Enter: Before effecting delivery to a residence or placing in storage, the TSP must notify the TO specified in Block 20.
- (c) Blue Bark Shipments. Enter: Direct Delivery is not authorized. The TSP must contact the TO specified in Block 20 for instructions.

(5) Retrograde Shipments When Intermediate SIT Is Involved. Enter: TSP must request disposition instructions from the TO 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 TO or customer. The total specified may be greater than \$150 if authorized by the customer, in writing, at the time of counseling.
- (b) Also enter amounts paid by the origin TO on a local contract for accessorial services not performed by the customer or the TSP.
- (c) Army, Air Force, Marine Corps, and other Agencies’ 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 percent of the Base Line HHG Rate and the maximum packing rate must be entered.

(d) For Navy personnel, the cost basis must not be shown.

- (7) [Special Authorization](#). For shipments made from or consigned to a point not specified in the customer'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 USTRANSCOM 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 statement from the rate solicitation. Also enter the number and type of containers used.
- (9) [Administrative Weight Limitation](#). For shipments to or from Outside CONUS (OCONUS) where administrative weight limitations are in effect, enter the following notation: "Maximum administrative weight allowance for household goods/unaccompanied baggage is (insert weight)."

**NOTE:** Weight limitations for Navy shippers must be listed on the customer's orders.

- (10) [NTS](#). When a shipment is consigned to an NTS facility, enter "For Nontemporary Storage."
- (11) [Firearms](#). When the shipment contains firearms, enter "This Shipment Contains Firearms."
- (12) [DPM and Code 5 Shipments Moving Through CONUS Military Ocean Terminals \(MOT\)](#). Enter the prelude, predelivery notification requirements as set forth by the MOT in the Personal Property Consignment Instruction Guide (PPCIG), Volume I (CONUS).
- (13) [POVs](#). Enter year, make, serial number, license number, and any other information necessary to identify the POV.
- (14) [Reweigh Required](#). When it is determined by the TO that a reweigh is necessary, or when a reweigh is requested by the customer at origin, the TO must annotate the PPGBL/BL with the words "REWEIGH REQUIRED".
- (15) [DDD/ETA at POE](#). For Code 5 and T shipments, enter "DDD: (insert date) at the POE." Compute the date from the estimated time of arrival (ETA) (Block 16) shown on the Transportation Control and Movement Document (TCMD).
- (16) [In Transit Contact Information](#). During counseling, enter customer in transit contact information (i.e., cell phone number, e-mail address) to assist in communications regarding the move.

z. [Block 26, Packages](#).

- (1) TGBL Shipments. Enter: 1 LOT.
- (2) DPM Shipments. Enter the number and type of containers (e.g., 1 FL - 2 CTNS).
- (3) Mobile Home Shipments. Enter: 1 EA.
- (4) POVs. Enter: 1 VO.

- aa. Block 27, Description of Shipment. Enter the words “Household Goods,” “Unaccompanied Baggage,” “Personal Effects,” “Mobile Home with personal effects as indicated on the inventory”. For POVs, show the property classification and National Motor Freight Classification/Standard Transportation Commodity Code number.
- (1) TGBL Containerized Shipments. The TSP must enter the total number of containers and total cube, along with dimensions.
  - (2) DPM Shipments. After HHG or personal effects, the DPM contractor must 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/BL with continuation sheets must be issued. Enter: “This is a consolidated shipment. See continuation sheet.” Each individual shipment lot must be identified on the continuation sheet, and the customer’s name, rank/grade, SSN, delivery address, and authority for shipment must be specified.
  - (5) Shipment Valuation. The preprinted statement on the PPGBL/BL must be the only reference to the valuation of a shipment unless a higher valuation is declared. When this occurs, enter the following statement:
    - (a) For TGBL Domestic Shipments. Enter one of the following:
      - 1 Increased Valuation - “Shipment is released at a declared lump sum value of \$ \_\_\_\_\_” or “Shipment is released at a valuation of \$ \_\_\_\_\_ times the net weight in pounds of the shipment.”
      - 2 Full Replacement Protection - “Shipment is released at full replacement protection of \$3.50 times the net weight in pounds of the shipment or \$21,000, whichever is greater.”
    - (b) DPM Shipments. Enter: Released valuation not exceeding \_\_\_\_\_ cents per lb.
- bb. Block 28, Weight.
- (1) TGBL Shipments. The TSP enters the gross, tare, and net weight in this column. The net weight includes the weight of Professional Books, Papers & Equipment (PBP&E) and consumable items (CONS).
  - (2) DPM Shipments. Enter the total gross, tare, and net weight of the shipment.
  - (3) PBP&E. PBP&E must be weighed separately and the weight must be inserted in the space provided. (See Chapter 402, Paragraph F. 8.b.(3)(a).)
  - (4) CONS. CONS must be weighed separately and the weight must be annotated in the space provided for PBP&E weight. CONS must precede this weight in order to distinguish between the weight of CONS and PBP&E.
- cc. Blocks 29 and 30, For Use by Destination TSP Only. The TSP must enter these data elements for billing.

- dd. [Block 31, Tariff or Special Rate Authorities](#). Enter the special rate authority and for ITGBL shipments, the rate per hundred weight (cwt) (such as, rate score [RS] I-8/\$52.50 cwt) and, for domestic shipments enter percentage (such as RS D-5/95 percent). For OTO shipments, enter the words “one-time-only” or “OTO”, the TSP’s rate tender number, and the OTO rate.
- ee. [Block 32a, Issuing Officer](#). Enter the name and title of the issuing TO. Signature of the issuing TO is not required.
- ff. [Block 32b, Issuing Office](#). Enter the BLOC and full name of the military installation or activity issuing the PPGBL/BL.
- gg. [Block 33a, Name of Transportation Company](#). Enter the same information as in Block 1.
- hh. [Block 33b, Date of Receipt of Shipment](#). The TSP must enter the actual date the shipment is picked up.
- ii. [Block 33c, Signature of Agent/Driver](#). The TSP/agent or driver must sign the PPGBL/BL acknowledging receipt.
- jj. [Block 33d, PER](#). If the agent’s name is signed by the agent’s authorized representative, the initials of the representative must appear in this block.
- kk. [Block 34, For Use of Paying Officer](#). The TO must check the block to identify the reason for any excess cost involved in the shipment. The “Remarks” block must be used to fully explain the reason for the excess cost. Block 34 must be marked for all Navy-sponsored shipments that include a boat or mobile home.
- ll. [Blocks 35a through 35g, Certificate of TSP Billing for Charges](#). The TSP authorized to bill for charges must complete this portion of the PPGBL/BL after delivery has been accomplished.
- mm. [Block 36, Special Services Ordered \(Reverse of PPGBL/BL\)](#). The issuing TO must enter any special services authorized.

## E. DISTRIBUTION AND SUBSTITUTE DOCUMENTS

1. [General](#). The PPGBL/BL is printed as a seven-part form (original and 6 copies). This paragraph provides guidance for the proper distribution of the PPGBL/BL for all methods and modes of shipment. It also discusses procedures for the use of substitute documents when the original PPGBL/BL has been lost or destroyed.
2. [Distribution](#). The PPGBL/BL must be processed and distributed as outlined below. When laser-printed PPGBL/BLs are used, ensure that enough copies are made for distribution.
  - a. Original copy of laser-printed PPGBL/BL (TSP should have the original copy or be provided the certified copy of the laser-printed PPGBL/BLs) Provide to the origin TSP for submission to the finance center for payment. Provide to the TSP or its agent prior to the commencement of packaging/loading services on the shipment.
  - b. Shipping Order (Copy of laser-printed PPGBL/BLs) Provide to the origin TSP for retention as the actual service order.
  - c. Freight Waybill TSP’s Copy SF 1205 (Copy of laser-printed PPGBL/BLs) Provide to the origin TSP for retention. May be used as substitute document (for a lost PPGBL/BL).

- d. Accounting Copy  
(Copy of laser-printed PPGBL/BLs) For Army, Air Force, Navy, Marine Corps, and Agency Shipments – Provide to the TSP for annotation of weight charges as required by the TOS and for TGBL domestic—show mileage.
  - e. Customer Copy  
(Copy of laser-printed PPGBL/BLs) For All Methods Except DPM – Give to the origin TSP, who must:
    - Give to the customer when pickup is made at the residence.
    - Give to the customer when delivery is made at the residence if the origin pickup is from NTS.
    - Give to the destination TO if the shipment originates from NTS and is to be placed in SIT at the destination. The TO must give the copy to the customer or the customer’s agent.
    - For DPM shipments – The TO must forward the copy to the customer’s destination address or unit of assignment, if known.
  - f. Property Received Copy  
(Copy of laser-printed PPGBL/BLs) Forward to the destination TO, who has final delivery responsibility, with required supporting documents, to arrive in advance of the shipment. Blue Bark shipments must be so annotated and forwarded via certified mail. Notify the destination TO by telephone or message of the Blue Bark shipment.
  - g. Property Shipped Copy  
(Copy of laser-printed PPGBL/BLs) 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 a DPM shipment, retain in the origin shipment file.
3. [PPGBL/BL Canceled After Distribution](#). If a PPGBL/BL must be canceled after partial or complete distribution, a memorandum copy (and reproductions) must be clearly marked “canceled” and forwarded to each recipient of the initial distribution and USTRANSCOM. Also, when a PPGBL/BL Correction Notice is prepared, a complete distribution must be made IAW [Paragraph F](#) below.
4. [Substitute Documents Issued for a Lost PPGBL/BL](#).
- a. [Issuance](#). When it is evident that the original PPGBL/BL has been lost or destroyed, the TSP must forward the original Freight Waybill (SF 1205) to the finance center for payment. When both the original PPGBL/BL and the original Freight Waybill have been lost or destroyed, the TSP must request a certified memorandum copy for use as a substitute billing document. The origin TO must annotate the certified memorandum copy as follows: “I certify that the services shown on this freight waybill were requested.” This certified memorandum copy must be signed, dated, and returned to the TSP for billing.

**NOTE:** Manually generated certified copies must be signed; TOPS-generated certified copies do not need to be signed.

- b. [Records and Control](#). The TO must note all memorandum PPGBL/BLs in the PPGBL/BL accountability record and promptly notify the responsible paying finance center so the finance center may take steps to preclude duplicate payment of the transportation charges.

## **F. PREPARATION OF THE U.S. GOVERNMENT BILL OF LADING CORRECTION NOTICE (SF 1200)**

### 1. General.

- a. This paragraph provides guidance and instruction in the preparation of the SF 1200, [Government Bill of Lading Correction Notice, Figure 413-2](#), for making alterations and corrections to PPGBL/BLs.
- b. The subparagraph below is keyed to the numbered blocks on the SF 1200.
  - (1) [Date Notice Prepared \(unnumbered\)](#). Enter the date the SF 1200 is prepared.
  - (2) [PPGBL/BL Number \(Block 1\)](#). Enter the prefix symbol and serial number of the PPGBL/BL being corrected. Only one PPGBL/BL may be corrected on each SF 1200.
  - (3) [Date PPGBL/BL Was Issued \(Block 2\)](#). Enter the issue date shown on the PPGBL/BL being corrected.
  - (4) [Total Weight Shown on PPGBL/BL \(Block 3\)](#). Enter the total weight shown on the PPGBL/BL.
  - (5) [Origin \(Block 4\)](#). Enter the name of the origin address as shown on the PPGBL/BL.
  - (6) [Destination \(Block 5\)](#). Enter destination address as shown on the PPGBL/BL.
  - (7) [Route \(Block 6\)](#). Enter route shown on “via” block on the PPGBL/BL. Leave blank if no route is shown on the PPGBL/BL.
  - (8) [Issuing Office \(Block 7\)](#). Enter the name of the activity that issued the PPGBL/BL.
  - (9) [To \(Block 8\)](#). Enter name, address, and ZIP code of activity to which the original SF 1200 is to be sent.
  - (10) [Payment Data \(Block 9\)](#). Self-explanatory.
  - (11) [From \(Block 10\)](#). Enter name, address, and ZIP code of activity issuing the SF 1200.
  - (12) [Bill of Lading Now Reads \(Block 11\)](#). Enter information from the PPGBL/BL that is to be corrected. If the SF 1200 is being issued to include information omitted from the PPGBL/BL, enter the words “information omitted” in this block.
  - (13) [Correct Bill of Lading to Read \(Block 12\)](#). Enter information to be shown on the corrected PPGBL/BL.
  - (14) [Authority for Correction \(Block 13\)](#). Enter information, which justifies correction.
  - (15) [Remarks \(Block 14\)](#). Enter remarks pertaining to the correction being made.
  - (16) [Information Copy To \(Block 15\)](#). Enter name, address, and ZIP code of all the recipients of SF 1200, excluding the addresses shown in Blocks 8 and 10.
  - (17) [Signature and Title of Initiating Official \(Block 16\)](#). Self-explanatory.
  - (18) [TSP Representative’s Signature \(Block 17\)](#). Self-explanatory.

**NOTE:** Manually generated certified copies must be signed; TOPS-generated certified copies do not need to be signed.

### **G. DISTRIBUTION OF SF 1200**

1. When transportation charges are affected by the alteration or correction, the SF 1200 must be prepared in sufficient quantities to permit the following distribution:
  - a. A copy to the consignee.
  - b. A copy to the disbursing officer.
  - c. Original and one copy to the originating TSP.
  - d. A copy to the office of the shipper service.
  - e. A copy to be attached to the consignor copy of the PPGBL/BL.
  - f. Copies to all other addresses shown in “Information copy to” (Block 15).
  - g. A copy retained by the initiator of the SF 1200.
2. When the disbursing office or appropriation data changes, the SF 1200 must be prepared in sufficient quantity to permit the following distribution:
  - a. The original to the initial disbursing office.
  - b. A copy to the new disbursing office as amended.
  - c. Two copies to the consignee.
  - d. A copy to the office of the shipper service.
  - e. A copy to origin TSP.
  - f. A copy to be attached to the consignor copy of the PPGBL/BL.
3. When any other alterations or corrections are made, the SF 1200 must be prepared in sufficient quantities to permit the same distribution as stated in [Paragraph G.1](#) above.

### **H. WHO MAY ISSUE SF 1200**

1. [Issuing Officer](#). In all cases where the issuing officer detects that an alteration or correction is required, the issuing officer must initiate the SF 1200. This issuing officer must also make distribution IAW [Paragraph G](#).
2. [Consignee](#).
  - a. When the consignee considers it necessary to make alterations or corrections which have not been authorized by the issuing officer, the consignee must 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, the consignee is permitted to make alterations or corrections.
  - b. When it is obvious that immediate alterations or corrections are necessary to reflect the exact facts relating to the shipment, the consignee may make the necessary alterations or corrections without the issuing officer’s authorization.

U.S. GOVERNMENT BILL OF LADING				— PRIVATELY OWNED PERSONAL PROPERTY		B/L NO.		
1. TRANSPORTATION COMPANY (S AGENT) TENDERED TO				2. SCAC	3. SERVICE CODE	4. SHIPMENT NO.	5. DATE B/L PRINTED	
6. REQUESTED PACKING DATE	7. REQUESTED PICKUP DATE	8. REQUIRED DELIVERY DATE	9. 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 OR PROPERTY.		10. PROPERTY OWNER'S NAME, SOCIAL SECURITY NO., RANK AND PAY GRADE			
13. EXTRA PICKUP/DELIVERY (Complete address)			11. AUTHORITY FOR SHIPMENT (Order No., par. No., HQ)		12. DATE OF ORDER			
			14. DEPARTMENT/AGENCY		15. TRANSPORTATION CONTROL NO.			
16. RECEIVED BY THE TRANSPORTATION COMPANY NAMED ABOVE, THE PROPERTY HEREAFTER DESCRIBED, IN APPARENT GOOD ORDER AND CONDITION (CONTENTS AND VALUE UNKNOWN), TO BE FORWARDED TO DESTINATION BY THE SAID COMPANY AND CONNECTING LINES, THERE TO BE DELIVERED IN LIKE GOOD ORDER AND CONDITION TO SAID CONSIGNEE. THIS BILL OF LADING IS GOVERNED BY THE REGULATIONS RELATING THERETO AS PUBLISHED IN TITLE 41, PART 102-118 OF THE CODE OF FEDERAL REGULATIONS. TERMS AND CONDITIONS ARE ALSO CONTAINED IN THE TENDER OF SERVICE.				17. FULL NAME OF SHIPPER				
18. CONSIGNEE (Name and destination delivery address) (See Block 13.)				19. FROM (Complete address of point of pickup) (See block 13.)				
20. RESPONSIBLE DESTINATION INSTALLATION/OFFICE			GBLOC	21. BILL CHARGES TO (DEPT./AGCY., BUR., OFF., AND COMPLETE MAILING ADDRESS)				
22. VIA (Names of interfacing carriers)		23. FOR CARRIER USE ONLY - WAYBILL/FREIGHT BILL NO.		24. APPROPRIATION CHARGEABLE				
25. REMARKS (Special services, use reverse)								
26. PACKAGES		27. DESCRIPTION OF SHIPMENT (Specify)		28. WEIGHT †		FOR USE OF DESTINATION CARRIER ONLY		
NO.	KIND			GROSS	SERVICES	29. RATE	30. CHARGES	
				TARE	LINE-HAUL TRANSPORTATION			
				NET	PACKING/ UNPACKING			
					OTHER/ACCESSORIAL SERVICES			
				† INCLUDES PROFESSIONAL BODYS, PAPERS, AND EQUIPMENT WEIGHING	TOTAL			
* ISSUED AT LOWEST VALUATION CITED IN APPROPRIATE TENDER OR TARIFF UNLESS OTHERWISE STATED HEREON.				B/L NO.		31. TARIFF OR SPECIAL RATE AUTHORITIES		
CERTIFICATE FOR RECEIPT OF SHIPMENT AND ORIGINAL BILL OF LADING				32a. ISSUING OFFICER (Name and title)				
				32b. ISSUING OFFICE (name and complete address)			CBLOC	
33a. NAME OF TRANSPORTATION COMPANY (Agent Name)		33b. DATE OF RECEIPT OF SHIPMENT		34. FOR USE OF PAYING OFFICER (Does not affect carrier charges.)				
33c. SIGNATURE OF AGENT/DRIVER			33d. PER	<input type="checkbox"/> UNAUTHORIZED ITEMS	<input type="checkbox"/> EXCESS DISTANCE	<input type="checkbox"/> OTHER (Explain under remarks.)		
				<input type="checkbox"/> EXCESS VALUATION	<input type="checkbox"/> EXCESS WEIGHT			
CERTIFICATE OF CARRIER BILLING FOR CHARGES - CONSIGNEE MUST NOT PAY ANY CHARGES ON THIS SHIPMENT								
35a. CN (Date)	35b. AT (Actual delivery point) ‡			35c. THE (Name of delivering carrier)				
35d. DELIVERED THIS (CONSIGNMENT TO)		<input type="checkbox"/> STORAGE IN TRANSIT	<input type="checkbox"/> RESIDENCE	35e. COMPLETE AND IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED HEREAFTER		<input type="checkbox"/> SHORTAGE	<input type="checkbox"/> DAMAGE	<input type="checkbox"/> CARRIER OS&D REPORT ATTACHED
35f. NAME OF DESTINATION CARRIER (Carrier authorized to bill charges)				35g. SIGNATURE OF CARRIER'S AUTHORIZED AGENT				

‡ CARRIER TO EXECUTE AND ATTACH CERTIFICATE OF STORAGE AND LIABILITY FOR SHIPMENT PLACED IN STORAGE IN TRANSIT

**Figure 413-1. U.S. Government Bill of Lading – Privately Owned Personal Property**

GOVERNMENT BILL OF LADING CORRECTION NOTICE		DATE NOTICE PREPARED
1. GBL 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 a flat 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 (Title and item number, classification and item number, or other authority for making the change.)		
14. REMARKS (Reference 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.)

Form designed using ReFormPro software.

STANDARD FORM 1200 (8-82)  
 Prescribed by GSA, FPMR (41 CFR) 101-41.3

**Figure 413-2. SF 1200, Government Bill of Lading Correction Notice**

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-5131 (Rev. 6-04)		<h2 style="margin: 0;">STANDARD TRAVEL ORDER                  FOR MILITARY PERSONNEL</h2>											
1. SSN		2. NAME (Last Name, First Name, MI)			3. RATE/RANK		4. CURRENT DUTY STATION						
5. LEAVE ADDRESS (Street / Address, City, State, Zip / Area Code & Phone)						6. TRANSFER AUTHORITY							
7. TRAVEL AND PAY NECESSARY TO THE EXECUTION HEREOF IS REQUIRED IN THE PUBLIC INTEREST AND IS AUTHORIZED CHARGEABLE AGAINST:													
AGENCY	DISTRICT	APPN CODE	LIM CODE	ALLOT FUND	ALLOT LVL	PROGRAM ELEMENT	COST CENTER	OBJECT CLASS	DOCUMENT IDENTIFICATION NUMBER			ESTIMATED COST	MISC
									TYPE	FY	NUMBER		
8. DAYS AUTHORIZED DELAY EN ROUTE BY REGULATIONS OR ENDORSEMENT HEREON (Indicate number of days delay authorized):													
TRAVEL TIME		PROCEED TIME		LEAVE (INCONUS)		LEAVE (OUTCONUS)		COMPENSATORY ABSENCE		NON CHARGEABLE ABSENCE		DATE LINE ADJUSTMENT	
9. PROCEED AND REPORT IN THE ORDER LISTED BELOW:										SCHEDULED DEPARTURE DATE:			
UNIT/STATION/PLACE						NATURE OF DUTY			TIME/DATE REPORTING				
10. REMARKS/AUTHORIZATIONS/ADDITIONAL INSTRUCTIONS:													
11. Member's Acknowledgement: I have been counselled on the appropriate provisions of the JFTR and Coast Guard Directives regarding my entitlements, and have had all my questions answered. If under PCS orders, I understand I must secure a "Release From Mandatory Assignment to Government Housing" from the Local Housing Authority (LHA) prior to procuring housing in the civilian sector of the area surrounding my new duty assignment. Further, I acknowledge receipt of these orders and understand that I must submit my travel claim for certification and liquidation purposes within 3 working days of either my PCS reporting, ADT greater than 20 weeks, or completion of travel in connection with my separation.													
12a. AUTHORIZING OFFICIAL (Name, Rate/Rank, Signature)						12b. DATE		13a. MEMBER'S SIGNATURE AND PLACE ORDERS RECEIVED				13b. DATE	

PREVIOUS EDITIONS ARE OBSOLETE

**Figure 413-3. CG Form 5131, Standard Travel Order for Military Personnel**

STATEMENT OF ACCESSORIAL SERVICES PERFORMED		OMB No. 0704-0531 OMB approval expires Mar, 31 2022
<p>The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, at <a href="mailto:whs.mc-alex.esd.mbx.dd-dod-informationcollections@mail.mil">whs.mc-alex.esd.mbx.dd-dod-informationcollections@mail.mil</a>. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.  <b>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION.</b></p>		
1. BILL OF LADING NUMBER	2. OWNER NAME (Last, First, Middle Initial)	3. RANK/GRADE
4. ORIGIN OF SHIPMENT	5. DATE OF PICKUP AT ORIGIN (DDMMYYYY)	6. DESTINATION OF SHIPMENT
7. ORDERING ACTIVITY/INSTALLATION NAME	8. SCAC/NAME OF TRANSPORTATION SERVICE PROVIDER (TSP)	9. NAME OF AGENT
10. TSP SHIPMENT REFERENCE NO.	11. SIGNATURE OF TSP REPRESENTATIVE	12. DATE (DDMMYYYY)
13. ADDITIONAL SERVICES (Enter additional information in Item 14, "Remarks".)		
a. CRATES (Indicate number of crates and name of item(s) in "Remarks".)	d. EXTRA PICKUP	
b. THIRD PARTY SERVICES (I.e., Schrank, pool table, etc. Must provide invoice to PPSO.)	e. EXTRA DELIVERY	
c. SHUTTLE SERVICE (Describe in "Remarks".)	f. OTHER (Describe in "Remarks".)	
14. REMARKS (Customer must initial next to each that apply.)		
15. STATEMENT OF OWNER		
a. MATERIALS WERE FURNISHED/ACCESSORIAL SERVICES WERE PERFORMED (X all that apply.)		
<input type="checkbox"/> ORIGIN	<input type="checkbox"/> DESTINATION	<input type="checkbox"/> OTHER (Explain in "Remarks".)
b. SIGNATURE (Do not sign until the TSP has explained ALL that apply in Item 13, "Additional Services".)		c. DATE (DDMMYYYY)

DD FORM 619, May 2019 PREVIOUS EDITION IS AUTHORIZED FOR USE UNTIL STOCK IS DEPLETED.

**Figure 413-4. DD Form 619 - Statement of Accessorial Services Performed**

<b>APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY</b> <i>(Read Privacy Act Statement on back before completing form.)</i>		1. DATE PREPARED (YYYYMMDD)	2. SHIPMENT NUMBER
3. NAME OF PREPARING OFFICE		4. TO (Responsible Origin Personal Property Shipping Office) a. NAME	
5. NAME OF DESTINATION PERSONAL PROPERTY SHIPPING OFFICE		b. ADDRESS (Street, Suite Number, City, State, ZIP Code)	
6. MEMBER OR EMPLOYEE INFORMATION			
a. NAME (Last, First, Middle Initial)	b. RANK/GRADE	c. SSN	d. AGENCY
7. REQUEST ACTION BE TAKEN TO TRANSPORT OR STORE THE FOLLOWING:			
a. HOUSEHOLD GOODS/UNACCOMPANIED BAGGAGE/ITEMS/NO. OF CONTAINERS (Enter quantity estimate)			
(1) POUNDS	(2) POUNDS OF PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) (Enter "NONE" if not applicable)	(3) EXPENSIVE AND VALUABLE ITEMS (Number of cartons)	
b. MOBILE HOME INFORMATION (Enter dimensions in feet and inches)			
(1) SERIAL NUMBER	(2) LENGTH	(3) WIDTH	(4) HEIGHT
(5) TYPE EXPANDO (Describe)			
c. MOBILE HOME SERVICES REQUESTED (X as applicable)			
<input type="checkbox"/> CONTENTS PACKED <input type="checkbox"/> MOBILE HOME BLOCKED <input type="checkbox"/> MOBILE HOME UNBLOCKED <input type="checkbox"/> STORED AT ORIGIN <input type="checkbox"/> STORED AT DESTINATION			
8. THIS SHIPMENT/STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING CHANGE OF STATION ORDERS:			
a. TYPE ORDERS (X one) <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY		b. ISSUED BY	c. NEW DUTY ASSIGNMENT
d. DATE OF ORDERS (YYYYMMDD)	e. ORDERS NUMBER	f. PARAGRAPH NO.	g. IN TRANSIT TELEPHONE NO. (Include Area Code)
h. IN TRANSIT ADDRESS (Street, Apartment Number, City, State, ZIP Code)			
9. PICKUP (ORIGIN) INFORMATION		10. DESTINATION INFORMATION	
a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) <i>(If a mobile home park, include mobile home court name)</i>		a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) <i>(If a mobile home park, include mobile home court name)</i>	
b. TELEPHONE NUMBER (Include Area Code)		b. AGENT DESIGNATED TO RECEIVE PROPERTY	
11. EXTRA PICKUP/DELIVERY ADDRESS (If applicable)		12. SCHEDULED DATE FOR (YYYYMMDD)	
		a. PACK	b. PICKUP
		c. DELIVERY	
13. REMARKS			
14. I CERTIFY THAT NO OTHER SHIPMENTS AND/OR NONTEMPORARY STORAGE HAVE BEEN MADE UNDER THESE ORDERS EXCEPT AS INDICATED BELOW (If none, indicate "NONE.")			
a. FROM	b. TO	c. NET POUNDS (Actual or estimated)	d. POUNDS OF PBP&E (Actual or estimated)
15. CERTIFICATION OF SHIPMENT RESPONSIBILITIES/STORAGE CONDITIONS I certify that I have read and understand my shipping responsibilities and storage conditions printed on the back side of this form.			
a. SIGNATURE OF MEMBER/EMPLOYEE	b. DATE SIGNED	c. ADDRESS OF CONTRACTOR (Street, Suite No., City, State, ZIP Code)	
d. NAME OF CONTRACTOR (Origin DPM or non-temporary storage)			
16. CERTIFICATE IN LIEU OF SIGNATURE ON THIS FORM IS REQUIRED WHEN REGULATIONS SO AUTHORIZE. Property is baggage, household goods, mobile home, and/or professional books, papers and equipment authorized to be shipped at government expense.			
a. REASON FOR NONAVAILABILITY OF SIGNATURE		b. CERTIFIED BY (Signature)	
		c. TITLE	

DD FORM 1299, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

Figure 413-5. DD Form 1299, Application for Shipment and/or Storage of Personal Property

<b>PRIVACY ACT STATEMENT</b>	
<p><b>AUTHORITY:</b> 37 USC 406, 5 USC 5726; and E.O. 9397.</p> <p><b>PRINCIPAL PURPOSE(S):</b> Primarily used for evaluating requests submitted by Service members and eligible individuals for shipment and/or storage of personal property. Also used to prepare the Government bill of lading and other shipping documents (as applicable) to move the personal property. Used by the Finance Office for collection from the member in case goods to be shipped exceed Government entitlement limits.</p> <p><b>ROUTINE USE(S):</b> DD Form 1299 is provided to commercial carriers and shipping agents as the official shipping and storage order.</p> <p><b>DISCLOSURE:</b> Voluntary; however, failure to provide the requested information may delay shipping dates and impede storage arrangements.</p>	
<b>CERTIFICATION OF SHIPMENT RESPONSIBILITIES</b>	
<p>In consideration of said household goods or mobile homes being shipped at Government expense, I hereby agree that:</p> <ol style="list-style-type: none"><li>1. This shipment/storage lot consists of my property or the property awarded to my ex-spouse incident to a divorce which was acquired by me prior to the effective date of my orders.</li><li>2. If my orders are modified or cancelled and affect this shipment, I will immediately notify the shipping office at point of origin (or port, if any) and destination.</li><li>3. I will remit the proper amount or consent to the collection from my pay as may be necessary to cover all excess costs occasioned by this shipment.</li></ol>	<ol style="list-style-type: none"><li>4. I agree, prior to shipment and at my expense to place my mobile home in condition to withstand transportation.</li><li>5. I understand that transportation of my mobile home and shipment of baggage and household goods within the United States are provided in Chapter 10, JTR.</li><li>6. I understand the Government will not be responsible for goods remaining in storage after the expiration of the authorized period.</li><li>7. Professional books, papers and equipment are or were necessary in the performance of official duties.</li></ol>
<b>CONDITION FOR STORAGE</b>	
<p>In consideration of said household goods being stored at Government expense, I hereby agree as follows:</p> <ol style="list-style-type: none"><li>1. I will notify the transportation office responsible for storing my nontemporary storage account of any changes in my storage entitlement.</li><li>2. The Government is authorized to enter into any agreement and to do all acts and things which may be convenient or necessary to store the household goods. Storage of the household goods is furnished subject to such applicable laws and regulations as are now or may hereafter be in effect.</li><li>3. The Government may store the household goods in Government facilities or in commercial storage under a Government contract.</li><li>4. The Government may move or transfer by any appropriate means the household goods from their present location to Government or commercial storage facilities and from such facilities to an appropriate destination upon termination of storage.</li><li>5. When the household goods are stored in Government facilities and the authorized period for storage at Government expense expires, the Government may require me to remove the household goods from their place of storage. In the event, after 30 days notice, I fail to remove the</li></ol>	<p>household goods, or if, after diligent effort, notice to me cannot be effected, the Government may proceed as follows: (a) place and store the household goods in commercial storage at my expense, or (b) if a commercial warehouse will not accept the household goods for commercial storage at my expense, the Government is hereby authorized to take whatever action in accordance with law and regulation may be deemed appropriate to effect disposition of the household goods.</p> <ol style="list-style-type: none"><li>6. When the household goods are stored in commercial facilities and the authorized period of storage at Government expense expires, all storage and incidental charges accruing after the last day of the authorized period of storage shall be at my expense.</li><li>7. The Government shall not be liable for charges incident to storage or services in connection with the household goods (1) not authorized by law or regulation to be at Government expense, (2) in excess of weight limitations imposed by law or regulation, or (3) after the expiration of the period of which storage at Government expense is authorized.</li><li>8. Government contracts for the storage of household goods limit the liability of the warehouseperson to \$50 per article or package as listed on the warehouse receipt. Applicants are advised to consider obtaining insurance on their household goods while such goods are in storage.</li></ol>

DD FORM 1299 (BACK), SEP 1998

Figure 413-5. DD Form 1299, Application for Shipment and/or Storage of Personal Property, (Back) (Cont'd)