

MANUAL: Personnel  
Chapter Series CC--Commissioned Corps Personnel Manual  
Part 2--Commissioned Corps Personnel Administration

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Public Health Service

Chapter CC24--Travel and Transportation  
Subchapter CC24.6--Transportation of Household Goods  
Personnel INSTRUCTION 4--Government Bills of Lading

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Section A. Purpose and Scope

This INSTRUCTION Provides an explanation of the use of Government bills of lading and guidance for their preparation and distribution.

Section B. Authority

See Section B. of INSTRUCTION 1, "General Information About Shipment of House Goods," of this manual.

Section C. General

1. The Government bill of lading (GBL) will be used to obtain commercial transportation of household goods and personal effects for members of the Public Health Service (PHS) Commissioned Corps including local transportation (drayage) services. Under no circumstances will Government-owned property be shipped with household goods shipments.
2. The GBL serves the following purposes. It is:
  - a. A contract for service (carriage);
  - b. A receipt that the carrier received household goods for transportation;
  - c. The documentary evidence of title of goods in case of dispute or controversy; and
  - d. The document by which a carrier is paid for the transportation services rendered.
3. When certified as necessary in the performance of official duties, members of the commissioned corps may ship professional books, papers, and equipment with or in the same manner as household goods. The weight thereof is not charged against authorized permanent change of station weight allowance. Professional books, papers, and equipment should be weighed separately and the weight separately indicated on the GBL by the carrier.

Section D. Preparation of Government Bills of Lading

1. The PHS shipping officer or other PHS official preparing the GBL partially completes the form. The remaining portions of the form are completed by the carrier. There are two different GBLs which may be used to direct shipment of an officer's household goods. They are SF-1103, "U.S. Government Bill of Lading," which is used for all types of Government shipping (see Exhibit I); and SF-1203, "U.S. Government Bill of Lading - Privately Owned Personal Property," which is used only for the shipment of household goods and personal property (see Exhibit II). Use of either form is acceptable. However, the SF-1203 is recommended for use as it is easier to complete.
2. The following is a key to completion of the SF-1203:

Item Information requested

1. Transportation Company Tendered To: exact business name of the line-haul carrier and full name of agent or company to which GBL is tendered.

2. SCAC: leave blank.
3. Service Code: leave blank.
4. Shipment No. \_\_\_ of \_\_\_: enter "1 of 1" or 1: of 2, or whatever is appropriate where there is more than one GBL to be issued on the same shipping entitlement.
5. Date B/L Issued: enter date the GBL is prepared.
6. Requested Packing Date: enter date shown on carrier's estimate of cost as the date agreed upon for packing.
7. Requested Pickup Date: enter date requested by shipper as shown on form PHS-4013-1, "Application for Shipment of Household Goods (Commissioned Officer)."
8. Required Delivery Date: enter date shown on carrier's estimate of cost as being the last date of spread for delivery.
9. No entry required.
10. Property Owner's Name, SSN, Rank, and Pay Grade: enter officer's full name and pay grade.
11. Authority for Shipment: enter personnel order number.
12. Date of Order: enter the date the personnel order was issued.
13. Extra Pickup/Delivery: enter full address for one or both as appropriate.
14. Department/Agency: enter agency, bureau, and division or office.
15. Transportation Control No.: leave blank.
16. No entry required.
17. Full Name of Shipper: enter the name of the agency and add "for:" followed by the officer's name and paygrade.
18. Consignee: enter the following as applicable:
  - a. Direct shipment to residence - full name of officer, street address, city and State at which the officer or his/her agent may be contacted for delivery; or
  - b. New address unknown at time of shipment - full name of the officer, city and State with annotation of storage-in-transit not to exceed 90 days' authorization.

19. From: enter complete address of point of pickup.
20. Responsible Destination Installation/Office: enter agency, bureau, and division or office of officer's new duty station.
21. Bill Charges To: enter address for the accounting point number referred to on the personnel order authorizing shipment.
22. Via: no entry required.
23. For Carrier Use Only: no entry required.
24. Appropriation Chargeable: list entire range of accounting data, including accounting point number, in the proper sequence as prescribed by the HHS Accounting Manual.
25. Remarsk: enter any special services ordered.
26. Packages No. and Kind: "1" and "lot."
27. Description of Shipment: always enter "household goods and personal effects."
  - a. If the officer did not purchase increased valuation enter:  
"Released at the value of \$1.25 per pound per article."
  - b. If the officer purchased increased valuation at the \$3.50 per pound rage, enter: "This shipment is deemed released to a maximum value equal to \$3.50 times the weight of the shipment in pounds."
  - c. If the officer purchased maximum protection by requesting a lump-sum valuation of his/her household goods, enter "This shipment is deemed released at a lump-sum value of \$\_\_\_\_\_" (enter the value the officer declared).
  - d. If temporary storage has been authorized, enter "SIT - NTE 90 Days" and the location where the goods are to be stored.
  - e. The weight of professional books and papers should be noted in this section by entering "weight" includes \_\_\_\_\_lbs. professional books and paers." The carrier's representative will enter the actual weight of the books and papers once it is known.
  - f. If an extra local pick-up/delivery is to be made, enter "Extra local pick-up/delivery at complete address."
- 28., 29., and 30.: no entry required.

31. Tariff or Special Rate Authorities: enter appropriate tariff or rate tender. This normally will be the Military Rate Tender (MRT). Shipping officers should request appropriate tariff reference from carrier for shipments moving on tenders other than the MRT or Grt.
  - 32a. Issuing Officer: enter name of shipping officer. (Officers who are acting as their own shipping officers sign their names.)
  - 32b. ISSUING OFFICE: enter agency name and complete address.
  - 33a. Name of Transportation Company: same as 1.
  - 33b. - 35g.: no entries required.
3. The following instructions should be used when completing SF-1103:

Item Information requested

1. Transportation Company Tendered To: exact business name of the line-haul carrier and full name of agent or company to which GBL is tendered.
2. SCAC: leave blank.
3. Date B/L Issued: enter the date the GBL is prepared.
4. Route Order/Release No.: leave blank.
4. Car-Truck-Container: leave both boxes blank.
5. Destination: enter the name and address of the installation to which the officer is being assigned. If the officer is being separated or retired, leave this box blank.
6. SPLC (Dest): leave blank.
7. SPLC (Orig): leave blank.
8. Origin: enter complete address of point of pickup.
9. Consignee: enter the complete address of the destination where the household goods are to be delivered. For domestic shipments, this block will contain the name, title, street address, city, and State at which the owner or the owner's designated agent may be contacted for delivery.

For overseas shipments, the consignee will vary depending upon the method of transportation to be used. That is, if the household goods are being containerized for door-to-door overseas shipment, the carrier

will ship directly to the overseas address without use of the U.S. Dispatch Agent, and the consignee will correspond with "Marks" (see below). On the other hand, when the household goods are crated and shipped by rail to the dispatch agent for transportation overseas, the household goods must be consigned to the dispatch agent. In order to obtain the correct delivery address of the pier or warehouse, the shipping officer must contact the appropriate dispatch agent by letter or telephone. Household goods must never be shipped to the dispatch agent without the agent's instructions. The dispatch agents, addresses, and telephone numbers are as follows:

U.S. Dispatch Agent  
Building B, 4858, U.S. 1, South  
Iseline, NJ 08830-3013  
Telephone: 201-855-8888

U.S. Dispatch Agent  
230 U.S. Customs House Building  
Baltimore, Maryland 21201  
Telephone: 301-962-3620

U.S. Dispatch Agent  
Post Office Box 522-396  
General Mail Facility  
Miami, Florida 33152  
Telephone: 305-526-2905

U.S. Dispatch Agent  
555 Battery Street, Room 313  
San Francisco, California 94111  
Telephone: 415-556-6560

10. GBLOC: leave blank.
11. Shipper: enter "U.S. Public Health Service for (officer's name and grade)."
12. Appropriation Chargeable: enter the common accounting and accounting point numbers for the agency paying for the shipment.
13. Bill Charges to: enter the name of the agency paying for the shipment and show the address to which the bill should be sent when services have been rendered.
14. Via: leave blank.
15. Marks and Annotations: Insert in this block the full address of final destination. The address should include name, title, number, street, city, and State (or country for overseas) of the person to whom the

goods are being shipped. For a domestic shipment, it is not necessary to mark the boxes, barrels, etc.; however, when an overseas shipment is involved, the boxes, crates, or lift vans must bear the same marks of identification as that appearing in the "Marks" block. When storage in transit is necessary, it should be authorized in this block.

16. Packages - No. and Kind: enter "1" for No. and "lot" for kind.
17. HM: leave blank.
18. Description of Articles: always enter "household goods and personal effects."
  - a. If the officer did not purchase increased valuation enter: "Released at the value of \$1.25 per pound per article."
  - b. If the officer purchased increased valuation at the \$3.50 per pound rate enter: "This shipment is deemed released to a maximum value equal to \$3.50 times the weight of the shipment in pounds."
  - c. If the officer purchased maximum protection by requesting a lump-sum valuation of his/her household goods enter "This shipment is deemed released at a lump-sum value of \$\_\_\_\_\_" (enter the value the officer declared).
  - d. If temporary storage has been authorized enter "SIT - NTE 90 Days" and the location where the goods are to be stored.
  - e. The weight of professional books and papers should be noted in this section by entering "Weight includes \_\_\_\_\_ lbs. professional books and papers." The carrier's representative will enter the actual weight of the books and papers once it is known.
  - f. Enter "Preferred pick-up date \_\_\_\_\_; preferred delivery date \_\_\_\_\_" and complete the blanks with the dates selected by the officer.
  - g. If an extra local pick-up is to be made enter "Extra local pick-up at \_\_\_\_\_."
19. Weight: Type three blank lines in a vertical column. One line should be across from each of the three words entered in the "Numbers on Packages" column. See Exhibit III.
20. Tariff or Special Rate Authorities: enter appropriate tariff or rate tender. This normally will be the Military Rate Tender (MRT). Shipping officers should request appropriate tariff reference from carrier for shipments moving on tenders other than the MRT or GRT.

21. Pickup serv. furnished: leave blank.
22. Carrier Way/Freight Bill No. and Date: leave blank.
23. Stop This Shipment At: leave blank.
24. For Use of Destination Carrier Only: leave all columns blank.
25. Carrier's Pickup Date: leave blank.
26. a. Signature of Agent: leave blank.  
b. Per: leave blank.
27. Mode: leave blank.
28. Estimate: leave blank.
29. No. of CLS/TLS: leave blank.
30. Type Rate: leave blank.
31. PSC: leave blank.
32. Reason: leave blank.
33. a. Issuing Office: enter name and complete address.  
b. GBLOC: leave blank.  
c. Issuing Officer: enter the name and title of the individual preparing the form. Officers acting as their own shipping officer should sign the form in this space.  
d. Contract/Purchase Order No. or Other Authority: enter the personnel order number which authorized the shipment of household goods for the officer.  
e. Date: enter the date the form is prepared.  
f. FOB Point Named in Contract: leave blank.
34. Leave the remainder of the form blank.

Section E. Accomplishment of Government Bills of Lading

1. Upon receipt of shipment, the officer or his/her authorized agent should examine the shipment with the carrier's representative and, in the event of loss and/or damage, complete and sign the "Report of Loss, Damage or Shrinkage" on the reverse of the original GBL.
2. The consignee's "Certificate of Delivery" on the original bill of lading should be completed without delay and the bill of lading surrendered promptly to the carrier, after delivery of shipment.



Consignee's signature on Government bills of lading will not be withheld pending settlement of claims for loss or damage. When household goods are stored at destination and the GBL is submitted prior to removal of goods from storage, for payment after completion of transportation, the carrier/storage company should attach a signed statement to the GBL that goods were placed in storage to remain for a period not to exceed 90 days and, during that time, the carrier/storage company is responsible for the goods. In such instances, the consignee's certificate of delivery on the GBL is not signed.

Section F. Disposition of Government Bills of Lading

The original and copies of both the SF-1103 and SF-1203 will be distributed as shown below:

<u>COPY NO.</u>	<u>TITLE</u>	<u>DISPOSITION</u>
1	Original	To carrier for submission to appropriate accounting point with public voucher for transportation charges to support claim for payment.
2	Shipping order	To carrier for retention.
3	Freight Waybill	To carrier for retention.
4	Freight Waybill	To carrier for retention.
5	Memo (Yellow)	To appropriate accounting point paying charges.
6	Memo (Blue)	To owner of goods or his/her designated agent. The carrier will furnish a legible copy of the inventory and condition report at time of pickup to complete owner's records.
7	Memo (Yellow)	To shipping officer having jurisdiction within the area of destination.
8	Memo copy (Yellow)	To be retained by origin shipping officer to complete his/her file on shipment.
9	Memo copy (Yellow)	To be retained by origin shipping officer and used for certification to support claim for payment in the event the original bill of lading is lost and reasonable efforts to recover it have failed.

## EXHIBIT I

## SF-1103, "U.S. Government Bill of Lading"

**U.S. GOVERNMENT BILL OF LADING** ORIGINAL S/L NO. **C-2293166**

1. TRANSPORTATION COMPANY TENDERS TO		2. SCAC	3. DATE S/L PREPARED	4. ROUTE ORIGIN/RELEASE NUMBER
5. DESTINATION (Name, address and ZIP code)		6. SPLIC (Dest.)	7. ORDER (Name, address and ZIP code)	
		8. SPLIC (Orig.)		
9. COMMODITY (Name, address and ZIP code of destination)		10. SPLIC (To A)	11. SPLIC (From, address and ZIP code)	
12. APPROXIMATE CHARGEABLE		13. BILL CHARGES TO (Dept./Agency, transportation mailing address and ZIP code)		
14. WA (Waive shipment when advantageous to the Government)		AGENCY LOG CODE		
15. MARKS AND INDICATIONS (If extra services are ordered, see Administrative Direction No. 2 on reverse)				

16. PROVISIONS		17. DESCRIPTION OF ARTICLES (Use carrier's classification or full description if possible; otherwise use a clear unambiguous description)		18. WEIGHT* (Pounds only)		FOR USE OF BILLING CARRIER ONLY		
NO.	REMARKS					Services	Rate	Charges
		CORRESPONDENCE NO.						
						TOTAL CHARGES		

20. TARIFF/SPECIAL RATE AUTHORITY		21. PICKUP SERV. FURNISHED <input type="checkbox"/> YES <input type="checkbox"/> NO VEHICLE FULLY LOADED <input type="checkbox"/> YES <input type="checkbox"/> NO		22. CARRIER WAY/FREIGHT BILL NO. AND DATE	
23. STOP THIS SHIPMENT AT		24. FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS			
		INITIALS & NO.		SEAL NUMBERS	
FOR:		APPLIED BY:		S/L NUMBER	
25. CARRIER'S PICKUP DATE (Year, month, & day)		26a. SIGNATURE OF AGENT		26b. PER	
				C-2293166	
27. MODE	28. ESTIMATE	29. NO. OF CLE/TLS	30. TYPE RATE	31. PFC	32. REASON
FOR USE OF BILLING OFFICE					
33a. BILLING OFFICE (Name and complete address)			33b. GBLLOC		
33c. BILLING OFFICER			34a. DELIVERED ON (Year, month & day)		
33d. CONTRACT/PURCHASE ORDER NO. OR OTHER AUTHORITY			34b. AT (Actual delivery point)		
33e. FOB POINT NAMED IN CONTRACT			34c. BY (Name of delivering carrier)		
			34d. DELIVERED THIS COMBINATION COMPLETE & IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED <input type="checkbox"/> SHORTAGE <input type="checkbox"/> DAMAGED		
			34e. NAME OF BILLING CARRIER		
			34f. SIGNATURE OF CARRIER'S AGENT		

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

NSN7540-01-048-1118 1103-123 STANDARD FORM 1103 (Rev. 4-65) PRESCRIBED BY GSA, FPMR (41 CFR) 101-11.3

This is an Accountable Form

## EXHIBIT II

SF-1203 "U.S. Government Bill of Lading - Privately Owned Personal Property

<b>U.S. GOVERNMENT BILL OF LADING — PRIVATELY OWNED PERSONAL PROPERTY</b>				<b>ORIGINAL</b> <b>B/L NO. TP- 679001</b>	
1. TRANSPORTATION COMPANY OF SHIPPER TENDERS TO				2. BLOC	
6. REQUESTED PICKUP DATE		7. REQUESTED PICKUP DATE		8. SERVICE CODE	
9. REQUESTED DELIVERY DATE		10. REQUESTED DELIVERY DATE		11. SHIPMENT NO. & DATE B/L ISSUED	
12. EXTRA PICKUP/DELIVERY (Complete address)				13. PROPERTY OWNER'S NAME, SOCIAL SECURITY NO., TASK AND PAY GRADE	
14. IMPORTANT Regulations require Original, Shipping Order, and Freight Waybill (Original and Carrier's Copy) to be surrendered to carrier after signature and of 100% Memorandum Copy, to be furnished to consignee (property owner).				15. AUTHORITY FOR SHIPMENT (Order No., For. No., MO)	
16. RECEIVED BY THE TRANSPORTATION COMPANY CARRIER SIGNATURE, subject to conditions printed on reverse form, the property hereinafter described, in apparent good order and condition (quantity and value unknown), to be forwarded to destination by the said company and connecting lines, there to be delivered in the good order and condition in bill consigned.				17. DATE OF ORDER	
18. CONSIGNEE (Name and destination delivery address) (See sheet 12)				19. DEPARTMENT/AGENCY	
20. RESPONSIBLE DESTINATION INSTALLATION/OFFICE				21. TRANSPORTATION CONTROL NO.	
22. VIA (Name of forwarding carrier)				23. FULL NAME OF SHIPPER	
24. FOR CARRIER USE ONLY — WAYBILL/PRESENT BILL NO.				25. FROM (Complete address of point of pickup) (See sheet 12)	
26. REMARKS (If auto services are ordered, see ADMINISTRATIVE INSTRUCTION NO. 2 on reverse.)				27. BILL CHARGES TO (Dept./Agency, For. No., and complete mailing address)	
28. APPROPRIATION CHARGEABLE				29. BILL CHARGES TO (Dept./Agency, For. No., and complete mailing address)	

This is an Accountable Form

26. PACKAGES		27. DESCRIPTION OF SHIPMENT* (Specify)	28. WEIGHT†	FOR USE OF DESTINATION CARRIER ONLY		
NO	REMARKS			SERVICES	29. RATE	30. CHARGES
			GROSS	LINE-HAUL TRANSPORTATION		
			TARE	PACKING/UNPACKING		
			NET	OTHER ACCESSORY SERVICES		
			† Incl. professional books, papers, and equipment weighing.	TOTAL		
				31. TARIFF OR SPECIAL RATE AUTHORITIES		
* Issued at lowest valuation stated in appropriate tender or bill unless otherwise stated herein				32a. ISSUING OFFICER (Name and title)		
B/L NO. TP- 679001				32b. ISSUING OFFICE (Name and complete address)		
33a. NAME OF TRANSPORTATION COMPANY				33b. DATE OF RECEIPT OF SHIPMENT		
33c. SIGNATURE OF AGENT/DRIVER				34. FOR USE OF PAYING OFFICER (Does not affect carrier charges)		
33d. PER				UNAUTHORIZED ITEMS		
				EXCESS DISTANCE		
				EXCESS VALUATION		
				EXCESS WEIGHT		
				Other (Specify under remarks)		
<b>CERTIFICATE OF CARRIER BILLING FOR CHARGES—CONSIGNEE MUST NOT PAY ANY CHARGES ON THIS SHIPMENT</b>						
35a. ON (Date)		35b. AT (Actual delivery point)		35c. THE (Name of delivering carrier)		
36a. DELIVERED THIS CONSIGNMENT TO		36b. COMPLETE AND IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED HEREINAFTER		36c. SIGNATURE OF CARRIER'S AUTHORIZED AGENT		
36d. STORAGE IN TRANSIT		36e. RESIDENCE		36f. SHORTAGE		
36g. DAMAGE		36h. CARRIER DEAD REPORT ATTACHED				
37. NAME OF DESTINATION CARRIER (Carrier authorized to bill charges)				38. SIGNATURE OF CARRIER'S AUTHORIZED AGENT		

\* Carrier to enclose and attach Certificate of Storage and Liability for shipment placed in storage in transit  
 HSH 7540-01-005-9409

1203-105

STANDARD FORM 1203 (7-57)  
 PRESCRIBED BY GSA, FPMR (41 CFR) 101-11.3

## EXHIBIT III

## PRESCRIBED HOUSEHOLD GOODS WEIGHT ALLOWANCES

		Temporary change of station weight allowance	Permanent change of station weight allowance	
			With Dependents	Without Dependents
<u>Rank and Grade</u>		<u>Pounds</u>	<u>Pounds</u>	
Assistant Secretary for Health	0-10	2,000	18,000	18,000
Surgeon General	0-9	1,500	18,000	18,000
Deputy SG, and Assistant SG	0-8	1,000	18,000	18,000
Assistant SG	0-7	1,000	18,000	18,000
Director	0-6	800	18,000	18,000
Senior	0-5	800	17,500	16,000
Full	0-4	800	17,000	14,000
Senior Assistant	0-3	600	14,500	13,000
Assistant	0-2	600	13,500	12,500
Jr. Assistant	0-1	600	12,000	10,000

The weight allowances shown on this page were taken from the Joint Federal Travel Regulations (JFTR) of the Uniformed Services. These were correct as of the date of this INSTRUCTION. Should the rates shown on this page differ in any way from those in the JFTR, the JFTR rates shall govern.