

# INSTRUCTIONS TO CONTRACTORS FOR CONUS/EXPORT SHIPMENTS

1. TO:

2. FROM:

3. THE FOLLOWING INFORMATION, IN RESPONSE TO YOUR APPLICATION NUMBER \_\_\_\_\_, IS FURNISHED TO ENSURE COMPLIANCE WITH ALL NECESSARY REQUIREMENTS OF THE DEPARTMENT OF DEFENSE IN PREPARATION OF SHIPPING DOCUMENTS. INSTRUCTIONS BELOW, TOGETHER WITH THOSE ON THE REVERSE SIDE, PERTAIN TO THE SHIPMENT AS DIRECTED BY:

- a. GOVERNMENT BILL OF LADING (GBL)       d. COMMERCIAL BILL OF LADING (CBL)  
 b. PARCEL POST (Repay & Add)       e. CBL PREPAID (Add separately to invoice)  
 c. COMMERCIAL B/L FOR CONVERSION TO GBL       f. OTHER

4. CONTRACT NUMBER

6. SHIP TO ADDRESS

5. CARRIER SELECTION:

TENDER: \_\_\_\_\_ NMFC: \_\_\_\_\_  
CLASS: \_\_\_\_\_ RVNX: \_\_\_\_\_  
(ANNOTATE CBL WITH ABOVE INFORMATION)

## SHIPMENT INFORMATION

7. THIS SHIPMENT IS SUBJECT TO MILSTAMP PROCEDURES. IT HAS BEEN CLEARED FOR MOVEMENT BASED ON THE FOLLOWING INFORMATION SUBMITTED TO YOUR REQUEST:

WEIGHT (lbs) \_\_\_\_\_ CUBE (ft) \_\_\_\_\_ NO. OF PKGS \_\_\_\_\_  
VALID SHIPPING PERIOD \_\_\_\_\_

ANY CHANGE IN THE INFORMATION ABOVE REQUIRES NOTIFICATION TO THE ISSUING OFFICE PRIOR TO RELEASE OF THE SHIPMENT.

## ADDITIONAL INFORMATION

8. WHEN CHECKED, THE FOLLOWING INSTRUCTIONS APPLY: (Note Instructions on REVERSE)

- a. APPLY DID FORM 1387 (label) OR 1387-1 (tag) IN ACCORDANCE WITH MIL-STD- 129.  
 b. APPLY DID FORM 1387-2 IN ACCORDANCE WITH MIL-STD-1 29.  
 c. INDICATE IN HANDLING INSTRUCTIONS OF DID FORM 1387-2 "TYPE OF SECURITY SERVICE REQUESTED."  
 d. ADVANCE REPSHIP REQUIRED. SEE ATTACHED REPSHIP FORMAT.  
 e. DID FORMS 626 AND 836 MUST BE COMPLETED AND GIVEN TO DRIVER.  
 f. DID FORM 651 IS ATTACHED; TO BE GIVEN TO DRIVER WITH GBL.  
 g. ANNOTATE BILL OF LADING "DOT SPECIAL PERMIT NUMBER \_\_\_\_\_  
OUTSIDE OF EACH PACKAGE MUST ALSO BE MARKED ACCORDINGLY.  
 h. COMPLETE THE ATTACHED DID 1384 (TCMD), PULL MIDDLE COPY FOR YOUR RECORDS AND AFFIX THE REST IN A WATERPROOF ENVELOPE TO BOX #1.

9. REMARKS

10. SIGNATURE OF TRANSPORTATION OFFICER (or AGENT)

11. TELEPHONE NO. & EXT.

12. DATE

## INSTRUCTIONS - GENERAL

1. As the Government's agent in completing this GBL, securing carrier's equipment, etc., you are expected to make every effort to protect the Government's interests.
2. Consolidation of Freight: if you have more than one bill of lading on hand for the same destination and the material for those bills will be ready for shipment at the same time, consolidate the shipments to one bill and request any necessary changes when the noted weight group is exceeded. Show the contract number applicable to each portion of the shipment.
3. Routing instructions **MUST BE STRICTLY OBSERVED** unless authority to deviate therefrom is obtained from the issuing transportation office. If the weight of the shipment is other than that shown in Block 8, contact the issuing office for changes and authority to ship the available weight.
4. For shipment of explosives or other dangerous articles, a certification in the Description of Articles block of the GBL, signed by the shipper, shall be annotated as follows: "This is to certify that the above named articles are properly classified, described, packaged, marked, and labeled, and in proper condition for transportation according to the applicable regulations of the Department of Transportation." (Signature) \_\_\_\_\_
5. Add freight charges as a separate item to the invoice and annotate Bill of Lading: "Transportation is for the United States Government and the actual cost paid to the carrier by the shipper or receiver is to be reimbursed by the United States Government."
6. Annotate the Commercial Bill of Lading as follows: "U.S. Government property to be converted to U.S. Government Bill of Lading by \_\_\_\_\_, authority of \_\_\_\_\_, dated \_\_\_\_\_ Transportation appropriation \_\_\_\_\_." Forward the original Bill of Lading to the consignee. If activity designated to effect conversion to the Government Bill of Lading is other than the consignee, forward original to activity so designated and memo copy to consignee. Return one copy of the Bill of Lading together with a copy of the DID Form 250 (MIRR) to this office.

## INSTRUCTIONS FOR COMPLETION OF GIBIL's

7. Transportation Company Tendered To: When pickup service is performed by an agent of a carrier, show name of the pickup agent in parenthesis, i.e., **ABC Forwarder (XYZ Pickup Agent)**.
8. On all carload/truckload shipments or when a specific car/truck size is indicated in routing instructions, shipper must enter in applicable block of GBIL the size and capacity ordered and furnished. If more than one truck is used against a GBIL indicate number of pieces, weight and cube loaded into each vehicle. Indicate car/trailer number(s) and type of equipment used.
9. Seal Numbers: Show numbers of the seals applied to car or vehicle doors and indicate applied by carrier or shipper, as appropriate.
10. Packages, Number and Kind: Total number of each kind of packages, example: 25 ctns. If articles are shipped loose, show number or pieces or units in the "package" column. Package Numbers: When packages are serially numbered, such numbers will be shown.
11. Weights: The gross weight of the package(s) must be shown separately opposite the appropriate description of articles and number of packages. When more than one weight is indicated in the "weight" column, the sum total of all weights will be shown and identified by the word "total". When a reliable weight cannot be determined before shipment, enter "estimated-weight and correct" Dunnage - For C/L or T/L shipments only: Show separately the total weight of dunnage used, if none, specify "Dunnage- None". Enter as a separate item the total weight of pallets, platforms, or skids on all shipments where employed. Total Cube (*Feet*) will be entered as last item when so indicated on attached GBL.
12. If This Shipment Fully Loads The Car or Truck: Check and provide information in Item 8 above.
13. Carrier Furnished Service at Origin: Check applicable block and initial if appropriate.
14. Signature of Agent: The carrier's agent must sign his name and date of receipt where indicated on B/L. Carbon impressions of the signature must be legible on all copies.
15. Distribution: After the GBIL has been signed by the carrier's agent, the contractor will distribute the copies as follows:

### TO ISSUING OFFICE

Three SFs 1103a - Memorandum copies (5, 6 & 8).  
Attach copy of DID 250, 1149, 1155, or Packing List.

### TO ORIGINATING CARRIER

SF 1104, 1105, and 1106 - Shipping Order and Waybills (2, 3, & 4).

### TO CONSIGNEE

(See Notes 1 and 2 Below) SF 1103 and one copy of SF 1103a (1 & 7). Also attach a copy of DID 250, 1149, 1155 or Packing List.

### TO CONTRACTOR

One SF 1103a- Memorandum Copy (9).

NOTE 1 - Normally the Original, Standard Form 1103, and a Memorandum Copy, Standard Form 1103a, will be mailed to the consignee. However, they may be given to the carrier for delivery to the consignee at destination when this method is faster than mail service and is acceptable to the carrier. The Documents should be placed in an envelope bearing the name and address of the consignee and a statement of the contents, and delivered to the carrier with the shipment.

NOTE 2 - Export Shipments Through Military Terminals: 1 extra copy required. Place memo copy of GBL in waterproof envelope and attach to lowest numbered shipping container of each shipment. Mark for applicable terminal.