

SWLPS

DEPARTMENT OF THE ARMY
Little Rock District, Corps of Engineers
P.O. Box 867
Little Rock, Arkansas 72203

LRDOM 715-1-5

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Office Memorandum
No. 715-1-5

15 June 1983

Procurement
SHIPMENTS AND BILLS OF LADING

1. Purpose. The purpose of this directive is to establish a guide for making shipments on, and preparation of, Government bills of lading.
2. Applicability. This directive prescribes responsibility and procedure for shipment and receipt of materials, supplies, and property via common carrier, and the application, preparation, and handling of Government bills of lading, and it is applicable to all organizational elements of the Little Rock District.
3. Reference. AR 55-355.
4. Responsibility for preparation and issuance of Government bills of lading. The Procurement and Supply Division of the District Office is responsible for the preparation and issuance of all Government bills of lading to cover the shipment via common carrier of materials, supplies, and property necessary to carry out efficiently the mission of the District. Government bills of lading will be prepared and issued by the Procurement and Supply Division only upon receipt of properly prepared SWL Form 225, Request for Government Bill of Lading (which is self explanatory), from District organizational units requiring shipments via common carrier.
5. Preparation and submission of SWL Form 225, Request for Government Bill of Lading.

a. When it is necessary to make a shipment by common carrier and the transportation charges are to be borne by the Government, the requesting organizational unit will complete SWL Form 225, in duplicate, and submit the original to the Procurement and Supply Division for issuance of Government bill of lading. Since some transportation companies charge an additional fee for making pickups inside the District Office building, SWL Form 225 will contain a justification when an inside pickup is required. The organizational unit requesting the GBL will be responsible for contacting the carrier when the shipment is ready, and making all arrangements with the carrier for pickup thereof, whether inside the building, on dock in back of building, at warehouse, etc. Requirements for Government bill(s) of lading should be anticipated far enough in advance to permit submission of SWL Form 225 to Procurement and Supply Division at least 3 days prior to date GBL is required by a field office and 1 day for units in the District Office. SWL Form 225 (see inclosure) should be requisitioned from the District Office Blank Forms Room in accordance with the procedure outlined in District Memorandum 310-1-2

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dated 13 February 1981. In addition to information requested on SWL Form 225, field offices should furnish the name of a transportation company serving their locality.

b. Shipments ordinarily will be made by truckline or rail freight since this method of shipment is usually the most economical. Shipments by more expedient and costly methods, such as railway express and air freight or air express, are not authorized, except as stated below, without proper justification and prior approval of the transportation officer. Therefore, requests for Government bills of lading to cover shipment by other than truckline or rail freight shall be fully justified. Railway express shipments of the following characters are considered justified and may be made without prior approval of the transportation officer.

(1) When the cost by express is not in excess of the cost by ordinary freight.

(2) Items which are extremely fragile.

(3) Public funds.

(4) Articles of such small weight or dimensions that they are likely to be damaged or lost when shipped by ordinary freight. In that case, requests for bills of lading will contain a full explanation of the circumstances.

c. Commercial bus companies offer expeditious service and it is cheaper in some cases. Consideration should be given the use of this service in the case of small lightweight packages requiring fast delivery. (NOTE: Bus companies do not offer pickup and delivery service.)

6. Distribution and handling of outgoing Government bills of lading. Government bills of lading issued to organizational units pursuant to requests received by the Procurement and Supply Division will be distributed as instructed by Procurement and Supply Division personnel.

7. Distribution and handling of incoming Government bills of lading. Government bills of lading received by consignee for incoming shipments will be promptly accomplished and distributed in accordance with the following: (For District Office activities, this responsibility will be that of Office of Administrative Services).

a. The consignee, upon receipt of the shipment, shall sign the carrier's delivery receipt or freight bill, as well as the consignee's copy thereof which he shall retain as evidence of receipt. The consignee shall make certain that the Government bill of lading number is shown on the delivering carrier's documents and on the consignee's copy. If the number is not shown, the consignee shall write it on said documents. If the number is not known,

the consignee shall receipt for the shipment and add the number to his copy when it becomes available.

b. If the consignee discovers an apparent loss or damage or other discrepancy in the quantity or condition of property while said property is in process of being unloaded from carrier's equipment, he shall note such loss, damage, or other discrepancy on the delivering carrier's documents and on the consignee's copy of those documents. Both the consignee and the carrier's driver or representative must sign the notations.

c. Should the consignee not discover the loss, damage, or discrepancy until after delivery of the shipment and receipt therefor, he shall, as soon as such loss, etc., is known, notify the nearest office of the last delivering carrier and extend privilege of examining the shipment. This information is to be conveyed by telephone if the office is located within the vicinity, with written confirmation, including the name and title of the contacted carrier representative, sent to the carrier, and copy of the confirmation made a part of the official record.

d. The consignee shall forward an appropriate loss or damage report to the administrative office as soon as possible but no later than 30 days after receipt of the shipment or discovery of the loss or damage. In case of nondelivery of an entire shipment, the consignee shall file a written report of all the facts with the administrative office as soon as possible but no later than 30 days after date of anticipated delivery. In case of rejection of an entire shipment, the consignee shall immediately file a written report of all the facts with the administrative office.

e. The consignee shall make every effort to resolve overages or shortages within 10 working days after their decision. Upon detection of such overages or shortages, the consignee must notify the delivering carrier or its agent so that the carrier may investigate the matter. When overages or shortages are resolved after a loss and damage report has been filed, the consignee shall immediately notify the administrative office.

f. Where accessorial or special services are shown as ordered but have not been furnished, the consignee must immediately notify the administrative office responsible for payment of the charges.

8. Certificates in lieu of lost bill of lading are no longer used. In the event an original GBL cannot be located by the billing carrier and it is evident that the original GBL has been lost or destroyed, the destination line-haul carrier who is authorized to bill for charges must forward the Freight Waybill--Original to the issuing office which will determine that the services were ordered. After making this determination, the issuing office will place the following certification on the reverse of the Freight Waybill--Original:

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I certify that the services shown on this Freight Waybill were requested.

(Signature of issuing officer)

(Date)

The issuing office will then return the Freight Waybill--Original to the destination line-haul carrier who must place on the reverse thereof an endorsement identical to the "Certificate of Carrier Billing for Charges" which is part of the original GBL, indicating the condition of the shipment upon receipt at destination.

Reproduced copies of the Freight Waybill--Original are not acceptable for substitution of the lost original GBL.

9. Conversion of commercial bill of lading to Government bill of lading.

a. When a shipment is received covered by a commercial bill of lading with a notation "TO BE CONVERTED TO A GOVERNMENT BILL OF LADING," the original commercial bill of lading and an SWL Form 225, properly executed, will be furnished to the District Procurement and Supply Division for use in preparing a Government bill of lading to cover the shipment.

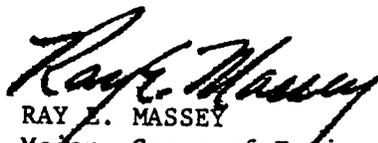
b. In cases of extreme emergency when there is not sufficient time to obtain a Government bill of lading, shipments may be made by use of commercial bill of lading for conversion to Government bill of lading at destination. However, prior approval of the District Transportation Officer must be obtained for shipment on commercial bill of lading for conversion to Government bill of lading at destination. Approval will be granted only in cases of extreme emergency when the reasons are most compelling.

10. Payment of transportation charges by employee prohibited. No employee will pay any c.o.d., freight, or express charges on any official shipment made or received. Any matters pertaining to such charges on shipments received under a contract or purchase order will be referred to the District Procurement and Supply Division.

11. Supervisors shall call this directive to the attention of all employees assigned duties relative to the preparation of bills of lading.

FOR THE COMMANDER:

1 Appendix
APP A - Request for Government Bill
of Lading


RAY E. MASSEY
Major, Corps of Engineers
Deputy Commander

DISTRIBUTION A

APPENDIX A

REQUEST FOR GOVERNMENT BILL OF LADING

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------|
| TO: SUPPLY DIVISION ATTN: TRANS. AGT. | | DATE: |
| | | FROM: |
| CONSIGNOR: | POINT OF ORIGIN: | |
| CONSIGNEE: | DESTINATION: | |
| NAME OF CARRIER CARRIERS IN YOUR LOCALITY (If REA, give justification): | | |
| APPROPRIATION DATA: | | |
| TYPE AND NUMBER OF CONTAINERS: | WEIGHT PER CONTAINER: | TOTAL WEIGHT: |
| COMPLETE DESCRIPTION OF ITEM BEING SHIPPED: | | |
| SPECIAL INSTRUCTIONS: | | |
| NOTE: <u>Field Office</u> requests for GBL's must be received in Supply Div. at least 3 days prior to date GBL is required. <u>District Office</u> requests - 1 day. | _____ (SIGNATURE) _____ (TITLE) | |