

Obtaining Commercial Government Bills of Lading

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| Who this is for? | <p>This information applies to:</p> <ul style="list-style-type: none"> * PSSU St. Louis, and * Local DCMS commands. |
| Purpose | <p>This describes the requirements to obtain Commercial Government Bills of Lading (GBL) for transportation of property.</p> |
| Reference Information you may require | <p>The following references may be required for fulfilling these duties:</p> <ul style="list-style-type: none"> (a) Transportation of Freight, COMDTINST M4610.5 (b) FINCEN Standard Operating Procedures |
| Enclosures | <ul style="list-style-type: none"> (1) Commercial Government Bill of Lading Request |
| Procedure for requesting Government Bills of Lading | <p>Follow the steps below to request GBLs:</p> <ul style="list-style-type: none"> (1) Unit contacts PSSU St. Louis Transportation Specialist. (2) Unit faxes copy of Government Bill of Lading Request Form (Enclosure 1). (3) Transportation Specialist schedules pickup and faxes a completed Commercial Bill of Lading Form back to unit. (4) Unit makes 2 copies of the Commercial Bill of Lading Form. Upon shipment pickup the unit must: <ul style="list-style-type: none"> a. Have their driver sign the "Signature of Agent" block of the GBL form. b. Give a copy of the form to the driver. c. Fax a copy of the signed form to the Transportation Specialist. d. File a copy in the unit files. |
| Point of Contact | <p>If you have any questions or require any assistance beyond the information provided, contact the following personnel:</p> <ul style="list-style-type: none"> • PSSU St. Louis (pa) • Transportation Specialist • (314) 269-2348 • (314) 269-2700 (Fax) |