



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 4640.1
N15
16 August 2004

COMSC INSTRUCTION 4640.1

Subj: MILITARY SEALIFT COMMAND DUTY DRIVER

Encl: (1) Duty Driver Qualification
(2) Duty Responsibilities Sheet
(3) Vehicle Operational Checklist

1. Purpose. To provide responsibilities, procedure, and guidance for driving a Flag Officer.

2. Responsibilities

a. Duty Driver's will be directed to drive for Commander, Military Sealift Command and the Admiral's staff. The primary concern will be for the Commander and his safety.

b. Familiarize yourself with this instruction. Enclosures (1) and (2) must be completed and turned into the Watch Bill Coordinator within 45 days of reporting and prior to standing duty.

c. Duty Drivers are required to complete enclosure (3), parts 1 and 2 during turnover and turn into the Watch Bill Coordinator. Use enclosure (3), part 1 for a visual check prior to each duty run. Report any discrepancies as noted.

d. Ensure your appearance is "squared away" before reporting to front office for instructions and before each event.

e. Duty Driver's are required to do a "dry run" for all duty events to ensure current route is known before departing. Exceptions are weekly runs to the Pentagon. It is the Duty Drivers responsibility to know how to get to and from any required locations.

f. Duty Driver's must present a professional and military manner at all times. Address all officers or equivalent with the respect due. All questions and responses begin or end with the phrase, "Sir/Ma'am."

g. Ensure the duty cell phone is properly charged and carried at all times.

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h. A complete and proper pass down will be conducted between duty drivers. This pass down will include, at a minimum, location of vehicle, fuel level, and Flag Aide instructions.
Duty

Drivers are required to inform Flag Aide of any change in duty personnel.

I. Obey all traffic regulations and speed limits. Drive defensively.

3. Procedures

a. Duty Driver's will receive instruction for the duty events from the Flag Aide or personnel in the flag office. Report to the Flag Aide daily, on or about 1600, for instructions for the following days events. If there is a requirement for an additional driver or problems, the Watch Bill Coordinator will be contacted.

b. Duty turnover will be conducted at 0800 on Friday between oncoming/off-going drivers and the Watch Bill Coordinator. If Friday is a holiday, or a non-work day, turnover will occur on the next workday. If there is an event on Friday before 0800, the off-going duty driver is responsible for the event. Turnover will commence upon return from the duty event.

c. Duty Driver's will coordinate with the Watch Bill Coordinator for any problems during their duty weeks (i.e. vehicle accident, illness etc.)

d. Ensure that the Admiral's star plate is positioned in the left corner of the dashboard, the Pentagon "Official Business" pass is next to the Admiral's star plate and clearly visible, and the executive parking pass is positioned in the right corner of the dashboard.

e. Under no circumstances shall a vehicle be operated displaying the star plate without the Admiral's presence in the vehicle. The star plate represents the office of the Admiral, not the driver.

f. Arrive at the point of pick-up 15-30 minutes prior to scheduled departure (unless otherwise directed). This allows time for any schedule changes that may have occurred.

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g. The vehicle should be running before the Admiral arrives. The temperature in the vehicle should be adjusted accordingly with the weather.

h. while waiting for the Admiral in front of Military Sealift Command, stand at parade rest. When the Admiral approaches, come to attention and render a salute. Hold the salute until it is returned. Note: Salutes are rendered regardless of the Admiral's attire.

i. Assist the Admiral into the vehicle. Should there be other passengers, assist them as necessary, and then proceed to the driver's seat.

j. Make a visual check of all passengers and doors, ensure seat belts are fastened, and announce your intent to depart by reporting: "By your leave, Sir/Ma'am." Depart after receiving permission to carry on. Remain covered at all times.

4. Underway with the Admiral

a. Ensure that your headlights are on whenever you are driving on base. This enables gate guards and other personnel to easily identify that there is an Admiral in the vehicle. Secure lights after leaving the base.

b. Greeting the Admiral is both necessary and proper. Speak only when spoken to. If a question or statement is directed to you, respond honestly, but with respect and discretion. You may only make a suggestion when asked. Do not turn on the radio unless directed. You can find the traffic report station on 1500 AM.

5. Arrival at Destination

a. Upon arrival, ease up to the entrance and stop vehicle so that the Admiral's door is centered at the entrance. If this is not possible, proceed as close to entrance as possible.

b. If required to wait for the Admiral, move to an area close to where the Admiral will be exiting from and position vehicle for departure, except when waiting at the Pentagon's Fifth Corridor, you must exit after the Admiral departs and wait in the parking area 18B or 19A designated for official business.

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6. Awaiting the Admiral's Return

a. Unless directed to wait, or if time permits, return to COMSC. Ensure there is sufficient time to return to departure location 15 minutes prior to scheduled departure.

b. If directed to wait, remain with the vehicle at all times. Ensure the vehicle is in position 15 minutes prior to departure. Take position at the Admiral's door. Stand at "Parade Rest" then come to "Attention" as the Admiral approaches. Render a salute if the departure area permits.

c. Coordinate with the Flag Aide for arrangement of meals. However, in no way should this affect the Admiral's movement. Snacking is not authorized in the vehicle.

d. Flag Aide will call the Duty Driver 15 minutes prior to the Admiral leaving the event or will make prior arrangements with duty driver.

7. Securing for the Day

a. Coordinate the next day's events and times with the Flag Aide.

b. Advise the Flag office of the intent to secure and receive any final instructions.

c. Ensure vehicle is set for the next day's events.

8. Parking of Vehicle. Park the Admiral's vehicle in front of Military Sealift Command in one of the Flag Officer Visitor spaces (if available). The Admiral's vehicle has an executive parking pass therefore allows utilization of any white (NDW Permit Only) or green (Executive Pool) parking space in the parking garage.

/S/
D. L. BREWER III

Distribution:
COMSCINST 5215

DUTY DRIVER QUALIFICATION

NAME :

<u>DATE</u>	<u>INITIAL</u>	<u>QUALIFICATION</u>
_____	_____	Has a Valid drivers. Number: _____ State: _____ Exp date: _____
_____	_____	Operate interior vehicle features I.e. wipers, air/heat, adjust seat.
_____	_____	Obtain gas and use gas credit card on/off base.
_____	_____	Get vehicle cleaned on/off base.
_____	_____	Parking locations.
_____	_____	Obtain vehicle keys and star plate.
_____	_____	Read COMSCINST 4640.1 and sign Duty Driver Responsibilities.
_____	_____	Operate phone and check messages.
_____	_____	Know procedure for entering/exiting Flag Gate.

DUTY RUNS

_____	_____	To/from Pentagon. Know all entrances/exits.
_____	_____	To/from Hyatt/Marriott in Crystal City.
_____	_____	To/from Russell Senate Building.
_____	_____	To/from Rayburn Senate Building.

_____ To/from Navy Memorial.

_____ To/from Navy Annex.

_____ To/from Capital Hill.

After completion of qualification, sign, and date.

Person Under Instruction

Instructor

Watch bill Coordinator

DUTY RESPONSIBILITIES

1. Familiarize yourself with COMSCINST 4640.1.
2. When you assume the duty you need to date and state in the Command Duty Log Book, Properly assumed the watch as Duty Driver and received 1 duty phone, 1 AC Adapter, and 1 log book. When turning over the duty you will also state Properly relieved by YN2 Sailor and print and sign your name.
3. Daily on or about 1600 you need to go to flag office to find out what duty event you have for the following day. Also, if you are the on coming duty driver, it is your responsibility to find out if there are any events for Friday after 0800. Log time of departure/pick-up and location.
4. You are required to do a visual vehicle inspection before and after each event. Ensure vehicle is ready at least 15-30 minutes prior to scheduled departure. During your duty weeks you must maintain the cleanliness of the vehicle and fuel level. Before you turn duty over on Friday, it must be clean and have at least a half tank of gas. Report any discrepancies to the Watch Bill Coordinator.

5. Duty turnover will be conducted at 0800 on Friday between oncoming/off going drivers and Watch Bill Coordinator. If Friday is a holiday, or non-work day, turn over will occur on the next workday. Ensure duty cell is fully charged. Pass down any information to the next duty driver. If there is an event on Friday before 0800 the off going duty driver is responsible for the event. After returning duty will be turned over.

6. Ensure the duty cell phone is properly charged and carried at all times. No personal phones, unless it is an emergency.

I have read and understand COMSCINST 4640.1 and the responsibilities of the Duty Driver.

Print Name

Signature

VEHICLE OPERATIONAL CHECKLIST

PART 1

Date: _____

EXTERIOR CONDITION OF BODY AND GLASS

RIGHT SIDE	OK _____	COMMENT _____
LEFT SIDE	OK _____	COMMENT _____
FRONT	OK _____	COMMENT _____
REAR	OK _____	COMMENT _____

EXTERIOR NEED WASHING YES _____ NO _____

TIRES (INDICATE IF OK OR NEEDS AIR)

RF _____ RR _____ LF _____ LR _____ SPARE _____

LIGHTS (INDICATE IF OK OR DAMAGED)

HEADLIGHTS _____ BRAKELIGHTS _____ TURN SIGNALS _____
WIPERS _____

INTERIOR CONDITION

FRONT SEAT OK _____ COMMENT _____

FRONT CARPET	OK _____	COMMENT _____
REAR SEAT	OK _____	COMMENT _____
REAR CARPET	OK _____	COMMENT _____
AIR CONDITION	OK _____	COMMENT _____
HEATER	OK _____	COMMENT _____
HORN	OK _____	COMMENT _____
JACK	OK _____	COMMENT _____

PART 2

ENGINE COMPARTMENT

ENGINE OIL	OK _____	LEAK _____	ADD _____
TRANSMISSION	OK _____	LEAK _____	ADD _____
WIPERS FLUID	OK _____	LEAK _____	ADD _____

FUEL LEVEL (CIRCLE ONE) FULL $\frac{3}{4}$ $\frac{1}{2}$ $\frac{1}{4}$ EMPTY