



# Department of Defense **INSTRUCTION**

**NUMBER** 4500.36

December 11, 2012

Incorporating Change 3, August 31, 2018

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USD(A&S)

**SUBJECT:** Acquisition, Management, and Use of Non-Tactical Vehicles (NTVs)

**References:** See Enclosure 1

1. **PURPOSE.** This Instruction reissues DoD Directive (DoDD) 4500.36 (Reference (a)) as a DoD Instruction (DoDI) in accordance with the authority in DoDD 5134.01 (Reference (b)) to establish policy, assign responsibilities, and provide procedures for DoD-owned and DoD-controlled NTVs.
  
2. **APPLICABILITY.** This Instruction applies to:
  - a. OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (hereinafter referred to collectively as the “DoD Components”).
  
  - b. All DoD-owned and -controlled NTVs, regardless of how acquired or financed.
  
3. **DEFINITIONS.** See Glossary.
  
4. **POLICY.** It is DoD policy that:
  - a. NTVs shall be used for official purposes only, which does not include transportation between residence and place of employment, unless authorized pursuant to the provisions of section 1344 of title 31, United States Code (U.S.C.) (Reference (c)) or section 2637 of title 10, U.S.C. (Reference (d)), and this Instruction. This restriction on transportation between residence and place of employment (commonly known as domicile to duty (DTD)) applies to transportation to, from, within, and wholly outside of DoD installations.

(1) Pursuant to Reference (c), those authorized to use DoD-owned or -controlled NTVs for transportation between their residences and places of employment include:

- (a) Secretary of Defense and Deputy Secretary of Defense.
- (b) Secretaries of the Military Departments.
- (c) Chairman and Vice Chairman of the Joint Chiefs of Staff.
- (d) Under Secretaries of Defense.
- (e) Chiefs of Staff of the Army and Air Force, Chief of Naval Operations, Commandant of the Marine Corps, and Chief of the National Guard Bureau.

(2) Pursuant to Reference (c), transportation between residence and place of employment may be authorized when necessary for the performance of intelligence; counterintelligence; protective services; law enforcement duties and field work; or when compelling operational considerations, an emergency, or a clear and present danger makes such transportation essential. Transportation between residence and place of employment in any of these circumstances must be approved by the Secretary of Defense or the Secretary of a Military Department.

(3) Pursuant to Reference (d), Combatant Commanders, on a non-delegable basis, may approve the use of NTVs within their area of responsibility outside the continental United States for members of the uniformed Services and Federal civilian employees under their jurisdiction, and for the dependents of such members and employees, if they determine that public or private transportation in such area is unsafe or unavailable (e.g. terrorist activity, strikes, natural disaster).

b. Transportation by NTVs shall not be provided when the justification is based solely on reasons of rank, position, prestige, or personal convenience.

c. NTV programs must, to the maximum extent practicable, achieve maximum fuel efficiency and ensure the acquisition of alternative fueled vehicles, and the use of alternative fuels, consistent with References (e) through (j).

d. NTV programs shall ensure responsiveness, effectiveness, and economy in support of the DoD mission. The NTV selected for an individual task shall be the one best suited by virtue of size classification, configuration, and economy of operation, and be consistent with sections 601-611 of title 40, U.S.C. (Reference (k)).

e. DoD Components shall be limited to the minimum NTV fleets needed to provide essential transportation services under normal conditions.

f. NTVs must be accounted for in accordance with DoDI 5000.64 (Reference (l)).

5. RESPONSIBILITIES. See Enclosure 2.
  
6. PROCEDURES. See Enclosure 3.
  
7. INFORMATION COLLECTIONS REQUIREMENTS. The Annual Report on Alternative Fuel Vehicle Data referenced in paragraph 2.b. and 6.h. of Enclosure 2 is submitted to Congress in accordance with Public Law 105-388 (Reference (m)) and is coordinated with the Office of the Assistant Secretary of Defense for Legislative Affairs in accordance with DoDI 5545.02 (Reference (n)).
  
8. RELEASABILITY. **Cleared for public release.** This Instruction is available on the Directives Division Website at <http://www.esd.whs.mil/DD/>.
  
9. SUMMARY OF CHANGE 3. This change reassigns the office of primary responsibility for this Instruction to the Under Secretary of Defense for Acquisition and Sustainment in accordance with the July 13, 2018 Deputy Secretary of Defense Memorandum (Reference (o)).
  
10. EFFECTIVE DATE. This Instruction is effective December 11, 2012.



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Acquisition, Technology, and Logistics

Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 4500.36, "Management, Acquisition, and Use of Motor Vehicles," August 3, 2004 (hereby cancelled)
- (b) DoD Directive 5134.01, "Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L))," December 9, 2005, as amended
- (c) Section 1344 of title 31, United States Code
- (d) Section 2637 of title 10, United States Code
- (e) Executive Order 13693, "Planning for Federal Sustainability in the Next Decade," March 19, 2015
- (f) Presidential Memorandum, "Federal Fleet Performance," May 24, 2011
- (g) Public Law 110-140, "Energy Independence and Security Act," December 19, 2007
- (h) Sections 6374, 13211, and 13212 of title 42, United States Code
- (i) Section 32917 of title 49, United States Code
- (j) Executive Order 11912, "Delegation of Authorities Relating to Energy Policy and Conservation," April 13, 1976
- (k) Sections 601-611 of title 40, United States Code
- (l) DoD Instruction 5000.64, "Accountability and Management of DoD Equipment and Other Accountable Property," April 27, 2017
- (m) Public Law 105-388, "Energy Conservation Reauthorization Act of 1998," November 13, 1998
- (n) DoD Instruction 5545.02, "DoD Policy for Congressional Authorization and Appropriations Reporting Requirements," December 19, 2008
- (o) Deputy Secretary of Defense Memorandum, "Establishment of the Office of the Under Secretary of Defense for Research and Engineering and the Office of the Under Secretary of Defense for Acquisition and Sustainment," July 13, 2018
- (p) DoD 4500.36-R, "Management, Acquisition, and Use of Motor Vehicles," March 16, 2007
- (q) Executive Order 13514, "Federal Leadership in Environmental, Energy, and Economic Performance," October 8, 2009
- (r) DoD Instruction 6055.04, "DoD Traffic Safety Program," April 20, 2009, as amended
- (s) DoD 7000.14-R, Volume 4, "DoD Financial Management Regulations (FMRs): Accounting Policy," current edition
- (t) General Services Administration, "GSA Bulletin FMR B-30," August 22, 2011
- (u) Executive Order 10579, "Regulations Relating to the Establishment of Interagency Motor Vehicle Pools and Systems," November 30, 1954
- (v) DoD Instruction 4000.19, "Support Agreements," April 25, 2013
- (w) Federal Acquisition Regulation, October 1, 2011
- (x) Office of the Chairman of the Joint Chiefs of Staff, "DoD Dictionary of Military and Associated Terms," current edition

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR ACQUISITION, TECHNOLOGY, AND LOGISTICS (USD(AT&L)). The USD(AT&L) shall establish policy and guidance for the acquisition, management, and use of NTVs, including vehicles that are purchased or leased, in support of this Instruction.

2. ASSISTANT SECRETARY OF DEFENSE FOR LOGISTICS AND MATERIEL READINESS (ASD(L&MR)). The ASD(L&MR), under the authority, direction, and control of the USD(AT&L), shall:

a. Maintain this Instruction and DoD 4500.36-R (Reference (p)) consistent with Reference (p).

b. Process DTD requests (excluding those reviewed by the Secretaries of Military Departments) pursuant to Reference (c).

3. ASSISTANT SECRETARY OF DEFENSE FOR ENERGY, INSTALLATIONS, AND ENVIRONMENT (ASD(EI&E)). The ASD(EI&E), under the authority, direction, and control of the USD(AT&L), shall:

a. Provide guidance to DoD Components on energy and environmental infrastructure issues as they relate to NTVs.

b. Collect, review, and submit energy related reports consistent with Executive Order (E.O.) 13693 (Reference (e)), Presidential Memorandum (Reference (f)), Public Law 110-40 (Reference (g)), and E.O. 13514 (Reference (q)) and future energy-related policies.

c. Provide guidance to DoD Components on DoD traffic safety programs in accordance with DoDI 6055.04 (Reference (r)) as they relate to NTVs.

4. DIRECTOR, ACQUISITION RESOURCES AND ANALYSIS (ARA). The Director, ARA, under the authority, direction, and control of the USD(AT&L), shall:

a. Serve as the Office of the Secretary of Defense Vehicle Fleet Manager for all NTVs to include owned and leased NTVs.

b. Ensure accountability of NTVs, including oversight of vehicle registration and life-cycle reporting, in accordance with Reference (l) and the reporting requirements set forth in chapter 6 of Volume 4 of DoD 7000.14-R (Reference (s)).

- c. Distribute guidance to DoD Components to improve the performance of DoD's fleet of vehicles by increasing the use of vehicle technologies and optimizing fleet size and composition.
- d. Field an effective fleet management information system (FMIS) for NTV accountability, maintenance, utilization, and dispatch.
- e. Consolidate DoD Component fleet accountability reports consistent with General Services Administration (GSA) Bulletin (Reference (t)) and supplemental guidance provided by GSA. Guidance and timelines are published on the ARA Property & Equipment Policy website each fiscal year, at [http://www.acq.osd.mil/pepolicy/accountability/accountability\\_fleet.html](http://www.acq.osd.mil/pepolicy/accountability/accountability_fleet.html).

5. UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF FINANCIAL OFFICER, DEPARTMENT OF DEFENSE (USD(C)/CFO). The USD(C)/CFO shall oversee budgeting and accounting policy for NTV acquisition, management, and operation.

6. HEADS OF DoD COMPONENTS. The Heads of DoD Components shall:

- a. Acquire NTVs and associated infrastructure, consistent with this Instruction and References (e), (f), (g), (p), (q), and (r) and provide supplemental Component guidance as appropriate.
- b. Manage and operate their NTVs, consistent with this Instruction and Reference (q).
- c. Determine optimal fleet size and composition (i.e., fuel or energy type and vehicle class) consistent with Reference (t) and supplemental guidance as provided by GSA.
- d. Pool NTVs wherever practicable, consistent with this Instruction and References (k), (p), and E.O. 10579 (Reference (u)).
- e. Register, identify, and mark NTVs consistent with References (p) and (k).
- f. Establish and maintain comprehensive traffic safety programs for NTVs consistent with Reference (p).
- g. Coordinate with ARA to implement accountability, maintenance, utilization, and dispatch management program to ensure that assigned NTVs are accounted, maintained, used, and dispatched in a safe and serviceable condition.
- h. Annually report alternative fuel vehicle data in accordance with Reference (p).
- i. Arrange inter-Service use of NTVs when economies can be realized and there is no impairment to military operational effectiveness in accordance with DoDI 4000.19 (Reference (v)).

ENCLOSURE 3

PROCEDURES

1. NTVs shall be pooled to ensure effective utilization, and may not be assigned exclusively to one official or employee, except when the Head of the DoD Component determines that it is essential to mission accomplishment and results in the most economical use of manpower and equipment, consistent with Reference (s). Within the National Capital Region, there shall be no individually assigned NTVs with drivers, except for those assigned to the Secretary of Defense, the Deputy Secretary of Defense, the Secretaries of the Military Departments, the Chairman and Vice Chairman of the Joint Chiefs of Staff, the Under Secretaries of Defense, the Chiefs of Staff of the Army and Air Force, the Chief of Naval Operations, Commandant of the Marine Corp, and Chief of the National Guard Bureau.
2. The acquisition of NTVs shall be from the most cost-effective source, which may be by purchase or lease through the GSA, or by any other method less costly to the Government as validated by a cost-comparison consistent with References (e), (f), (g), and (q). Guidance for conducting cost-comparison studies is found in Reference (p).
3. Government-provided bus transportation may be used in lieu of NTVs to support the affairs of the DoD Components within the limitations of Reference (p).
4. Contractors shall furnish vehicles needed in performing Government contracts. NTVs may be provided to DoD contractors in accordance with contract stipulations only under a cost reimbursement contract within the conditions of Reference (p).
5. NTVs shall only be operated by military, civilian, or DoD contractors who meet all selection, training, and licensing requirements of References (p) and (q).
6. DoD Components not yet using the DoD FMIS required under paragraph 4d of Enclosure 2 of this instruction must electronically transfer data required by The Annual Report on Alternative Fuel Vehicle Data (page 3, paragraph 7 of this Instruction) to ARA.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ARA	Acquisition Resources and Analysis
ASD(EI&E)	Assistant Secretary of Defense for Energy, Installations, and Environment
ASD(L&MR)	Assistant Secretary of Defense for Logistics and Materiel Readiness
DoDD	DoD Directive
DoDI	DoD Instruction
DTD	domicile to duty
E.O.	Executive order
FMIS	fleet management information system
GSA	General Services Administration
NTV	non-tactical vehicle
U.S.C.	United States Code
USD(AT&L)	Under Secretary of Defense for Acquisition, Technology, and Logistics
USD(C)/CFO	Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense

PART II. DEFINITIONS

alternative fueled vehicle. Defined in section 13211 of title 42, U.S.C. (Reference (h)).

contractors. Defined in section 9.403 of the Federal Acquisition Regulation (Reference (w)).

National Capital Region. Defined in the DoD Dictionary of Military and Associated Terms (Reference (x)).

NTV. For the purpose of this Instruction, any commercial motor vehicle, trailer, material handling or engineering equipment that carries passengers or cargo acquired for administrative, direct mission, or operational support of military functions. All DoD sedans, station wagons, carryalls, vans, and buses are considered “non-tactical.”

place of employment. Defined in Reference (p).



pooling. Defined in Reference (p).

vehicle technologies. Defined in Reference (f).