



**STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT DIVISION**
2310 KANAWHA BLVD E.
CHARLESTON, WV 25311
Toll Free ph: 1- 855-817-1910



Kenny H. Yoakum
DIRECTOR

Memorandum

TO: Agency Fleet Coordinators
FROM: Fleet Management Division
SUBJECT: Vehicle Retirement Instructions

To submit a Vehicle Request for the retirement of a vehicle in your fleet, Fleet Management Division has provided the form listed below on our website at https://fleet.wv.gov/AFC_Resources/Pages/default.aspx. The Vehicle Request form is intended to be completed electronically in the Microsoft Access Database, printed and signed by the AFC, then submitted to FMD's Director Kenny Yoakum at Kenny.H.Yoakum@wv.gov and FMD's Fleet Coordinator, Lori Harper at Lori.M.Harper@wv.gov. If the form cannot be emailed, then it will need mailed to our office at: 2310 Kanawha Blvd E, Charleston, WV 25311.

DOA-FM-059 – Vehicle Request form:

- **Decommissioning a vehicle in your fleet**

- ❖ When requesting a vehicle retirement, a DOA-FM-059 form should be completed by filling out the Agency Information and Decommissioned Vehicle sections. An agency's Cabinet Secretary or equivalent may sign approval on the Vehicle Request form, but it is not required for stand-alone decommission vehicle requests.
- ❖ To decommission a vehicle, the vehicle must reach five (5) years of age with 120,000 or more miles on the odometer. The AFC must provide sufficient justification at the time of the decommission request regarding whether the maintenance cost exceeds the value of the vehicle, or if the decommission is due to the agency right sizing their fleet.

If the request is approved by the Fleet Management Division Director, the next course of action will depend on your vehicle's ownership. If the vehicle is leased from FMD, FMD will create a fixed asset disposition document in wvOASIS and provide instructions to your agency which will include the FD number, as well as contact information for scheduling the retirement of the vehicle in conjunction with the WV State Agency for Surplus Property. If the vehicle is owned by the agency (AO), the fixed asset coordinator for your agency should be notified of the approved retirement document and that an FD with the applicable disposition should be created in wvOASIS. Depending on the disposition method selected or worklist approvals in wvOASIS, your agency may also need to work with WVSASP to coordinate the retirement of the asset. FD creation instructions can be found on our website at the link provided: https://fleet.wv.gov/AFC_Resources/Pages/default.aspx.

If you have any questions, please do not hesitate to contact:

The Fleet Management Division Toll-Free at 1-855-817-1910.

Thank you.