



Mark D. Scott
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT DIVISION
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CHARLESTON, WEST VIRGINIA 25305-0121

Kenny H. Yoakum
DIRECTOR

Memorandum

TO: Agency Fleet Coordinators

FROM: Stephanie Lane, Fleet Coordinator
Fleet Management Division

DATE: 5-23-2023

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 in a Microsoft Access Database and is intended to be completed electronically, printed and signed by the AFC, and submitted to FMD's Director Kenny Yoakum at Kenny.H.Yoakum@wv.gov or mailed to 2310 Kanawha Blvd E, Charleston, WV 25305.

The **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.
 - Vehicles can be decommissioned when they reach five (5) years of age and have 120,000 miles on the odometer, have sufficient justification presented that the maintenance cost exceeds the value of the vehicle, or if the agency is right-sizing their fleet.

If 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:

Stephanie Lane – (304) 558-2614

Kenny Yoakum – (304) 558–2106

FMD Toll-Free – 855-817-1910