



THE NAVAJO NATION
DIVISION OF GENERAL SERVICES
CROWNPOINT FLEET MANAGEMENT

PO Drawer 1728 * Crownpoint, New Mexico 87313 * (505) 786-2270 * Fax: (505) 786-2275

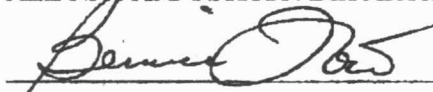
JOE SHIRLEY JR.
 President

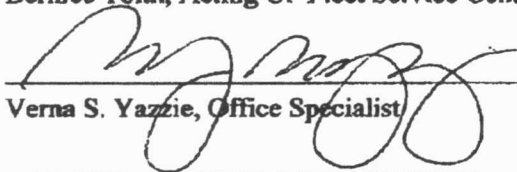
BEN SHELLY
 Vice-President

January 22, 2009

MEMORANDUM:

To : ALL NAVAJO NATION DEPARTMENTS

THRU : 
 Bernice Tolth, Acting CP Fleet Service Center Manager

FROM : 
 Verna S. Yazzie, Office Specialist

REF **WRIGHT EXPRESS ORIENTATION**

All Navajo Nation Employees who have NOT attended the Wright Express Orientation will need to attend a scheduled orientation by Fleet Management. NN Employees that had their PIN terminated due to NEW Personnel Action Form (PAF), and/or Misuse Abuse of fuel card, **MUST be oriented once more.** The orientation will cover FMD Policy and Procedures on the usage of fuel cards (RUSCO/WEX) and fleet service operations. Upon completion, You Must bring in a valid NN Driver's Permit and Driver's License prior to issuance of a new WEX PIN number.

All scheduled orientation will promptly begin at 1:15 PM at CP Water Resource Conference Room (1/2 mile South of CP Police Station). The following dates are 2009 WEX Orientation:

| | |
|-------------------|--------------------|
| February 19, 2009 | August 20, 2009 |
| March 19, 2009 | September 17, 2009 |
| April 16, 2009 | October 15, 2009 |
| May 14, 2009 | November 19, 2009 |
| June 18, 2009 | December 17, 2009 |
| July 16, 2009 | |

We will also be available to your departments for in-service trainings on behalf of Fleet Management. Any questions, please contact our Fleet Service Center at (505) 786-2270/2271. Thank You.

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 Distribution

"Moving the Navajo Nation Through Excellence and Quality Services"