



# THE NAVAJO NATION

DIVISION OF GENERAL SERVICES

SHIPROCK FLEET MANAGEMENT DEPARTMENT

PO Box 3670 • Shiprock, New Mexico • Phone(505)368-1195 • Fax (505)368-1199


JOE SHIRLEY, JR.  
President

BEN SHELLY,  
Vice-President

December 24, 2008

## MEMORANDUM

TO :Department, Programs and Branches  
THE NAVAJO NATION

FROM :   
Rita Jim, Office Specialist  
Shiprock Fleet Management Department

SUBJECT :WRIGHT EXPRESS ORIENTATION

All Navajo Nation employees who have NOT received a PIN number for the Wright Express card will need to attend the following scheduled orientations. This also applies to employees who had their PIN number terminated due to misuse of the Wright Express fuel card or had their PAF processed for termination and have been rehired. Consequently, re-orientation is mandatory with a processed PAF and an updated Navajo Nation permit. The orientation will present the usage of the fuel card according to the Fleet Management Policy and Procedures. Each employee attending the orientation will be issued a new PIN number.

The orientation will start approximately **10:00 a.m.** at Shiprock Fleet Management, Conference Room. The following dates for the WEX orientations are:

- January 22, 2009
- February 10, 2009
- March 10, 2009
- April 07, 2009
- May 05, 2009
- June 09, 2009
- July 07, 2009
- August 04, 2009
- September 03, 2009
- October 06, 2009
- November 03, 2009
- December 08, 2009

To sign up for the orientation or any questions concerning the orientation call (505)368-1195, **Monday** to Friday 8:00am to 5:00pm.

xc: SHIPROCK FLEET MANAGEMENT  
WINDOW ROCK FLEET MANAGEMENT  
ALL AGENCIES

