



BEN SHELLEY
President

THE NAVAJO NATION
DIVISION OF GENERAL SERVICES

FLEET MANAGEMENT DEPT. ~ Tuba City Service Center

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REX LEE JIM
Vice-President

September 26, 2011

MEMORANDUM

TO: ALL NAVAJO NATION DEPARTMENTS/PROGRAMS

FROM: 
Gilbert Edgewater Jr., Fleet Service Manager
Fleet Management Department ~ TC Service Center

RE: **IN-SERVICE / WRIGHT EXPRESS ORIENTATION**

All Navajo Nation Employees who have **NOT** attended the Wright Express Orientation will need to attend. Those individuals that have had their PIN terminated or actions resulting in a Personnel Action Form will need re-orientation. Fleet Managements Policy and Procedures on the usage of the Wright Express card will be discussed and each employee will receive a pin number or reactivated.

The following is a list of dates for the fourth Thursday's of each month at the **Local Governance Support Center Conference Room (east of TC Comm. Center, 2 trailers down from TC Industrial Laundry in a beige doublewide trailer) beginning at 9 a.m.** for the following months:

- ✓ **October 27, 2011**
- ✓ **December 22, 2011**
- ✓ **February 23, 2012**
- ✓ **April 26, 2012**
- ✓ **June 28, 2012**
- ✓ **August 23, 2012**

To sign up for the orientations or have questions, I may be reached at (928) 283-3368. Thank you.

xc: Fleet Management Dept. ~ Administration/All Agencies