



BEN SHELLEY  
President

THE NAVAJO NATION

DIVISION OF GENERAL SERVICES

**FLEET MANAGEMENT DEPT. ~ Tuba City Service Center**

Post Office Box 3047 \* Tuba City, Arizona 86045 \* (928) 283-3368 \* Fax: (928) 283-3374

REX LEE JIM  
Vice-President

December 21, 2011

**MEMORANDUM**

TO: ALL NAVAJO NATION DEPARTMENTS/PROGRAMS

FROM:   
Gilbert Edgewater Jr., Fleet Service Manager

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
- ✓ January 26, 2012
- ✓ February 23, 2012
- ✓ March 22, 2012
- ✓ April 26, 2012
- ✓ May 24, 2012
- ✓ June 28, 2012
- ✓ July 26, 2012
- ✓ August 23, 2012
- ✓ September 27, 2012

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