



BEN SHELLEY
President

REX LEE JIM
Vice-President

September 28, 2012

MEMORANDUM

TO: ALL NAVAJO NATION DEPARTMENTS/PROGRAMS

FROM: 
Gilbert Edgewater Jr., Fleet Service Manager

RE: 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 25, 2012**
- ✓ **November 22, 2012**
- ✓ **December 20, 2012**
- ✓ **January 24, 2013**
- ✓ **February 28, 2013**
- ✓ **March 28, 2013**

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