



JOE SHIRLEY, JR.
President

THE NAVAJO NATION
DIVISION OF GENERAL SERVICES

FLEET MANAGEMENT DEPT. ~ Tuba City Service Center

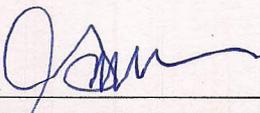
Post Office Box 3047 * Tuba City, Arizona 86045 * (928) 283-3368 * Fax: (928) 283-3374

BEN SHELLEY
Vice-President

September 20, 2010

MEMORANDUM

TO: ALL NAVAJO NATION DEPARTMENTS/PROGRAMS

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

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:

- **November 30, 2010**
- **January 25, 2011**
- **March 24, 2011**
- **May 24, 2011**
- **July 28, 2011**
- **September 27, 2011**

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

dsl
xc: Fleet Management Dept. ~ Administration/ All Agencies