



Chinle Fleet Management
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November 3, 2011

MEMORANDUM:

TO : ALL NAVAJO NATION DEPARTMENT/PROGRAMS

FROM : Cynthia Yazzie
Cynthia Yazzie, Office Specialist
Chinle Fleet Management

SUBJECT: WRIGHT EXPRESS ORIENTATION

All Navajo Nation Employees who have NOT attended the Wright Express Orientation will need to attend the scheduled orientation. Those individuals that had their PIN NUMBER TERMINATED OR CANCELLED which resulted in Personnel Action Form (PAF) cancellation must be re-orientated. Fleet Management Policy and Procedures on the usage of the card will be discussed and each employee will be receiving a PIN NUMBER.

The orientation will take place at Chinle Fleet Management Conference Room beginning at 10:00 a.m. A schedule for the orientation is listed for following dates:

February 2, 2012	April 5, 2012
June 7, 2012	August 2, 2012
October 4, 2012	December 13, 2012

If you have any questions regarding this schedule, please feel free to contact me (928) 674-2204.

Thank you.

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