

THE NAVAJO NATION

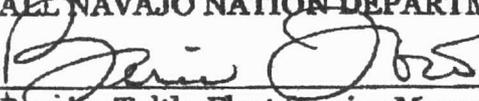
FLEET MANAGEMENT



BEN SHELLY PRESIDENT
REX LEE JIM VICE PRESIDENT

btolth@navajo-nsn.gov

MEMORANDUM

TO ALL NAVAJO NATION DEPARTMENTS
FROM 
Bernice Tolth, Fleet Service Manager
Crownpoint Fleet Management Service Center
SUBJECT **WRIGHT EXPRESS ORIENTATION**

Crownpoint Fleet Service Center will be conducting scheduled Wright Express (WEX) Orientation for all Navajo Nation Departments for Rusco fuel card, and Credit card at Crownpoint Water Resource department conference room.

For those employees who have **NOT ATTENDED** wex; new employees, and employees with terminated PIN due to NEW Personnel Action Form (PAF), Misuse Abuse of fuel card/services; **MUST** be oriented **ONCE MORE**.

The orientation will cover WEX usage, RUSCO Fuel cards and Preventive Service. You must bring in a valid Navajo Nation Driver's Permit and Driver's License prior to starting the orientation. Orientation promptly begins at 1:05 p.m. at Crownpoint Water Resource Conference Room (1/2 mile south of Crownpoint Police Department). Sign up for the orientation by calling our office.

The following is a list of dates for 2012 WEX Orientation:

January 24, 2012	August 09, 2012
February 21, 2012	October 09, 2012
April 24, 2012	November 13, 2012
June 12, 2012	December 11, 2012

CPSC will also be available for In-Service training upon department's request. Any questions please call our Fleet Service Center at 505.786.2270/2271. Thank you.

Cc: file
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