



October 24, 2011

To: **ALL NAVAJO NATION DEPARTMENTS/PROGRAMS**

From: *Vivian A. Begay*
Vivian A. Begay, Fleet Coordinator
Fleet Management Department

RE: **2011 WRIGHT EXPRESS ORIENTATION**

All Navajo Nation Employee who have NOT attended the Wright Express Orientation will need to attend the scheduled orientation. Those individuals that had their PIN number terminated or rehired 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 following is a list of dates for Window Rock Fleet Management WEX orientation. The orientation will take place at Window Rock Fleet Management conference room beginning at 9:00 a.m.

January 19, 2012
March 22, 2012
May 24, 2012
July 19, 2012
September 20, 2012
November 15, 2012

To sign up for the orientation or have questions, I can be reached at (928) 871-6426. Thank You.

Xc: Fleet Management Department ~ Administration/all agency
Distribution