



December 17, 2012

MEMORANDUM:

TO : ALL NAVAJO NATION DEPARTMENTS/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 NUMBERS 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 7, 2013
April 4, 2013
June 6, 2013

August 1, 2013
October 3, 2013
December 5, 2013

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

Thank you.

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