

THE NAVAJO NATION

FLEET MANAGEMENT



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MEMORANDUM

TO DEPARTMENTS, PROGRAM AND BRANCHES
THE NAVAJO NATION

FROM 
Bernice Tolth, Fleet Service Manager
Crownpoint Fleet Management Service Center

DATE December 17, 2012

SUBJECT *Wright Express and PM Maintenance Orientation for FY'2013*

Crownpoint Fleet Management Service Center will be conducting scheduled Wright Express (WEX) Orientation for all Navajo Nation Departments/Program at Crownpoint Water Resource conference room.

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

The orientation will cover WEX Credit Card usage, RUSCO Fuel cards and Preventive Maintenance 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*). We highly encourage employees to **Sign up** for the orientation by calling our office.

The following are the dates for 2013 WEX Orientation:

February 12, 2013	August 13, 2013
April 09, 2013	October 08, 2013
June 11, 2013	December 10, 2013

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

Cc: file
Distribution