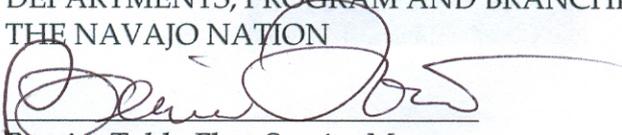




btolth@navajo-nsn.gov

MEMORANDUM

TO DEPARTMENTS, PROGRAM AND BRANCHES
THE NAVAJO NATION

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

DATE December 30, 2013

SUBJECT *Wright Express/PM Maintenance Orientation for FY'2014*

Crownpoint Fleet Management Service Center will be conducting scheduled Wright Express (WEX) and PM 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 old Crownpoint Police Department*). We highly encourage employees to **Sign up** for the orientation by calling our office.

The following are the dates for 2014 WEX/PM Orientation:

January 07, 2014
March 11, 2014
May 06, 2014

July 08, 2014
September 09, 2014
November 18, 2014

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