



December 19, 2013

## MEMORANDUM

TO :Department, Programs and Branches  
**THE NAVAJO NATION**

FROM :   
Rita Jim, Office Specialist  
Shiprock Fleet Management Department

SUBJECT :**WRIGHT EXPRESS ORIENTATION**

All Navajo Nation employees who have NOT received a PIN number for the Wright Express card will need to attend the following scheduled orientations. This also applies to employees who had their PIN number terminated due to misuse of the Wright Express fuel card or had their PAF processed for termination and have been rehired. Consequently, re-orientation is mandatory with a processed PAF plus an updated Navajo Nation permit. The orientation will present the usage of fuel cards according to the Fleet Management Policy and Procedures. Each employee attending the orientation will be issued a PIN number or have their PIN number re-activated. The orientation will also present the Preventive Maintenance Services for Navajo Nation vehicles.

The orientation will start approximately **10: 00 a.m. at Shiprock Fleet Management, Conference Room**. The following dates for the Shiprock Fleet Management WEX Orientations are:

- **January 14, 2014**
- **March 25, 2014**
- **May 20, 2014**
- **July 22, 2014**
- **September 23, 2014**
- **November 18, 2014**

To sign up for the orientation or have questions concerning the orientation, contact me at **(505)368-1195**.

XC:SHIPROCK FLEET MANAGEMENT  
WINDOW ROCK FLEET MANAGEMENT  
ALL DEPARTMENTS AND PROGRAMS