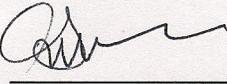




December 26, 2013

MEMORANDUM

TO: ALL NAVAJO NATION DEPARTMENTS/PROGRAMS

FROM: 
Gilbert Edgewater Jr., Fleet Service Manager

RE: **WRIGHT EXPRESS ORIENTATION**

All Navajo Nation Employees who have **NOT** attended the Wright Express Orientation will need to attend. Those individuals that have had their PIN terminated or actions resulting in a Personnel Action Form will need re-orientation. Fleet Managements Policy and Procedures on the usage of the Wright Express card will be discussed and each employee will receive a pin number or reactivated.

The following is a list of dates for the fourth Thursday's of each month at the **Local Governance Support Center Conference Room (east of TC Comm. Center, 2 trailers down from TC Industrial Laundry in a beige doublewide trailer) beginning at 9 a.m.** for the following months:

- **January 23, 2014**
- **February 27, 2014**
- **March 27, 2014**
- **April 24, 2014**
- **May 22, 2014**
- **June 26, 2014**
- **July 24, 2014**
- **August 28, 2014**
- **September 25, 2014**
- **October 23, 2014**
- **November 20, 2014**
- **December 18, 2014**

To sign up for the orientations or have questions, II may be reached at (928) 283-3368. Thank you.

xc: Fleet Management Dept. ~ Administration/All Agencies

Division of General Services

Fleet Management Department – Tuba City Service Center – Po Box 3047 – Tuba City Arizona 86045
(928)283-3368 – (928)283-3374 fax – www.fleet.navajo-nsn.gov

"Efficiently moving the Navajo Nation with safe, reliable transportation"