



January 14, 2015

**MEMORANDUM**

**TO:** ALL NAVAJO NATION DEPARTMENTS/PROGRAMS

**FROM:** *Keith Gonnie* 01/14/15  
Keith Gonnie, Fleet Service Manager  
Chinle Fleet Management

**SUBJECT:** WRIGHT EXPRESS ORIENTATION

For all Navajo Nation Employees who have not attended the Wright Express Orientation (WEX) will need to attend. This applies to individuals who are new employees, who had their Personal Identification Number (PIN) terminated and new Personnel Action Form (PAF) processed for re-hired.

The orientation will cover the policy and procedures on the usage of the WEX fuel cards, RUSCO fuel cards, and the Vehicle Service Schedule/Preventive Maintenance. Each employee attending the orientation will be issued a PIN or have their PIN re-activated.

The following is dates listed are for Chinle Fleet Management Wright Express Orientation. Orientation will start approximately **10:00 a.m. at Chinle Fleet Service Center, Conference Room.**

- January 29, 2015
- February 26, 2015
- March 26, 2015
- April 30, 2015
- May 28, 2015
- June 25, 2015
- July 30, 2015
- August 27, 2015
- September 24, 2015
- October 29, 2015
- November 19, 2015
- December 22, 2015

To sign up for the orientation or if you have any question, contact our office at (928) 674-2204.

**XC:** Fleet Mgmt. Dept. ~ Administration/All Service Centers  
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