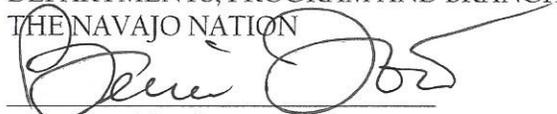




MEMORANDUM

TO DEPARTMENTS, PROGRAM AND BRANCHES
THE NAVAJO NATION

FROM


Bernice Tolth, Fleet Service Manager
Crownpoint Fleet Management Service Center

DATE December 16, 2014

SUBJECT *Wright Express/PM Maintenance Orientation for FY'2015*

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 10:00 a.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 2015 WEX/PM Orientation:

January 27, 2015	June 09, 2015	October 13, 2015
February 24, 2015	August 11, 2015	December 08, 2015
April 14, 2015		

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