



MEMORANDUM

January 13, 2015

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

From: Vivian A. Begay
Vivian A. Begay, Fleet Coordinator
Fleet Management Department

RE: **2013 WRIGHT EXPRESS ORIENTATION**

All Navajo Nation Employee who have **NOT** attended the Wright Express Orientation will need to attend the scheduled orientations. This also applies to employees who had their PIN number terminated due to misuse of the Wright Express card or had their PAF processed for termination and have been rehired. Consequently, re-orientation is mandatory with a processed PAF and an updated Navajo Nation permit. The orientation will present the usage of fuel cards according to Fleet Management Policy and Procedures. Each employee who attend the WEX 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 following is a list of dates for Window Rock Fleet Management WEX orientation. The orientation will take place at Window Rock Fleet Management conference room beginning at 9:00 a.m.

February 05, 2015
April 02, 2015
June 04, 2015
August 06, 2015
October 01, 2015
December 03, 2015

To sign up for the orientation or have questions, I can be reached at (928) 871-6426. Thank You.

Xc: Fleet Management Department ~ Administration/all agency
Distribution