



THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE-PRESIDENT

December 29, 2015

MEMORANDUM

TO: ALL NAVAJO NATION DEPARTMENTS/PROGRAMS

FROM: *Keith Gonnie 12/29/15*
Keith Gonnie, Fleet Service Manager
Chinle Fleet Management

SUBJECT: **WRIGHT EXPRESS ORIENTATION (WEX)**

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) deactivated 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 27, 2016**
- **February 24, 2016**
- **March 30, 2016**
- **April 27, 2016**
- **May 25, 2016**
- **June 29, 2016**
- **July 27, 2016**
- **August 31, 2016**
- **September 28, 2016**
- **October 26, 2016**
- **November 30, 2016**
- **December 28, 2016**

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
Distribution

FLEET MANAGEMENT DEPARTMENT – CHINLE FLEET SERVICE CENTER

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