

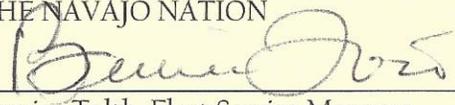


THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

MEMORANDUM

TO DEPARTMENTS, PROGRAM AND BRANCHES
THE NAVAJO NATION

FROM 
Bernice Tolth, Fleet Service Manager
Crownpoint Fleet Management Service Center

DATE December 31, 2015

SUBJECT *Wright Express/PM Maintenance Orientation for FY'2016*

Crownpoint Fleet Management Service Center will be conducting scheduled Wright Express (WEX) and PM Orientation for all Navajo Nation Departments/Programs at Crownpoint Water Resources conference room.

For those employees who have NOT ATTENDED WEX ORIENTATION; new employee 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 be WEX Credit Card usage, RUSCO fuel cards, and Preventive Maintenance Services for all Navajo Nation Units. You must bring in a valid Navajo Nation Driver's Permit and Driver's License prior to starting the orientation. **Orientation promptly will begin at 10:00 A.M. at Crownpoint Water Resources 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 dates are for 2016 WEX/PM Orientation:

February 17, 2016	August 17, 2016	November 16, 2016
March 16, 2016	June 15, 2016	
April 13, 2016	October 19, 2016	

CPFSC staff is also available for In-Service training upon department/program requests. Any question please call out Fleet Service Center at (505) 786-2270/2271. Thank You.

Pc: file
Distribution