



THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE-PRESIDENT

December 23, 2015

MEMORANDUM

TO: ALL NAVAJO NATION DEPARTMENTS/PROGRAMS

FROM: 

Gilbert Edgewater Jr., Fleet Service Manager

RE: WRIGHT EXPRESS ORIENTATION

All Navajo Nation Employees who have **NOT** attended the Wright Express Orientation will need to attend. Those individuals that have had their PIN terminated or actions resulting in a Personnel Action Form will need re-orientation. Fleet Managements Policy and Procedures on the usage of the Wright Express card will be discussed and each employee will receive a pin number or reactivated.

The following is a list of dates for 2016, call in advance for location:

- January 21, 2016
- February 18, 2016
- March 17, 2016
- April 21, 2016
- May 19, 2016
- June 16, 2016
- July 21, 2016
- August 18, 2016
- September 15, 2016
- October 20, 2016
- November 17, 2016
- December 15, 2016

To sign up for the orientations or have questions, II may be reached at (928) 283-3368. Thank you.

xc: Fleet Management Dept. ~ Administration/All Agencies