



VISITING EXCHANGE HEADQUARTERS

Once your buyer (host) has scheduled a meeting with you, you will be notified by e-mail of the appointment date and time. This e-mail (see Appendix 1) will provide:

- The name of your host
- Your appointment location, date, start/end time
- Your Unique VRC Login
- Your meeting Signin Code:

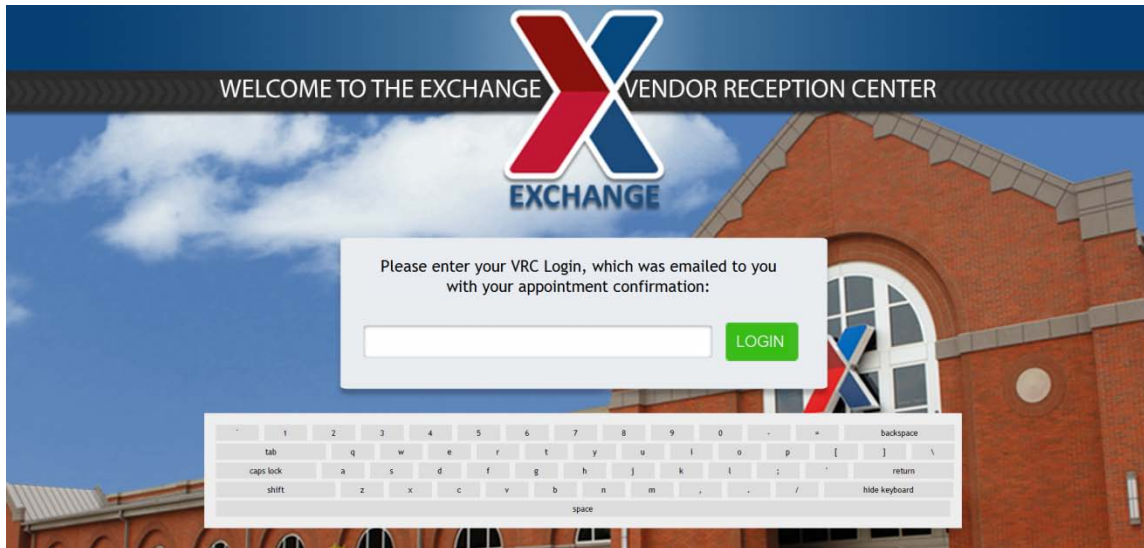
The personal VRC Login identifier is unique to you and will consist of 8 characters (the first 3 letters of your last name and a randomly generated 5 digit numeric extension). If the last name is 1 or 2 letters only, the extension will be 6 or 7 digits. Your VRC Login is assigned to **only** you and **will not change**.

For each appointment, you will also receive a 4 character meeting sign-in code. This is used to identify that you appeared for your appointment. The meeting sign in code is case sensitive. The key board will switch to all caps when the caps lock is on.

At the security gate, the security guard will require one form of identification from each visitor for entrance. The driver must have a valid driver's license. The security guard will be provided a listing daily of visitors expected at the Vendor Reception Center. Please ensure you have informed your buyer (host), in advance, of other visitors who will be accompanying you for this meeting. Each visitor will be signed in prior to the scheduled appointment.

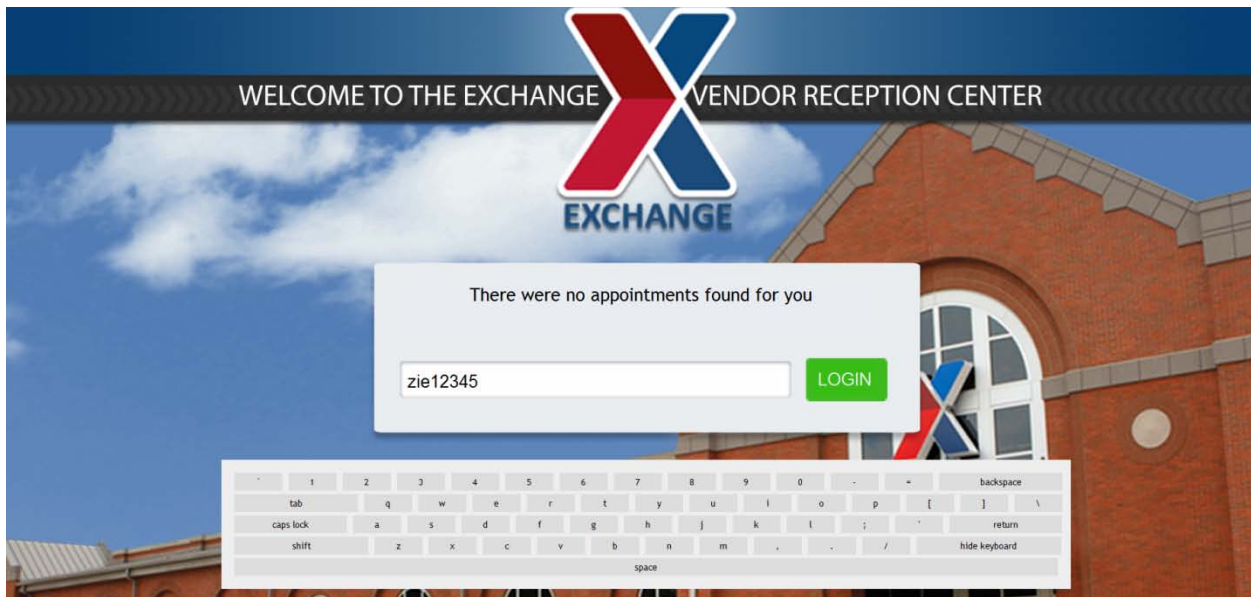
NOTE: You will need to sign in at the VRC 30 minutes prior to your scheduled visit.

When entering the vendor's entrance of the building, the VRC touch screen monitor will be located on the wall outside the VRC for your use. To sign in, enter the VRC login code that you received in your welcome letter.

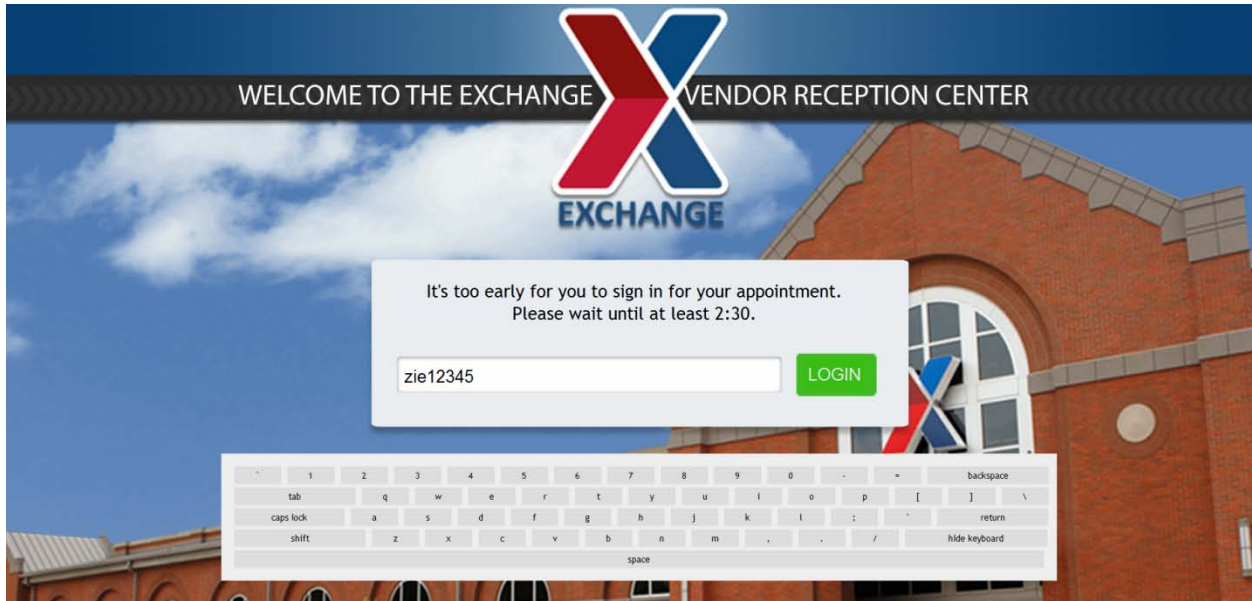


Please sign in 30 minutes prior to your scheduled meeting time and take a seat in our waiting area.

If you have not been scheduled by your host you will receive the following screen.



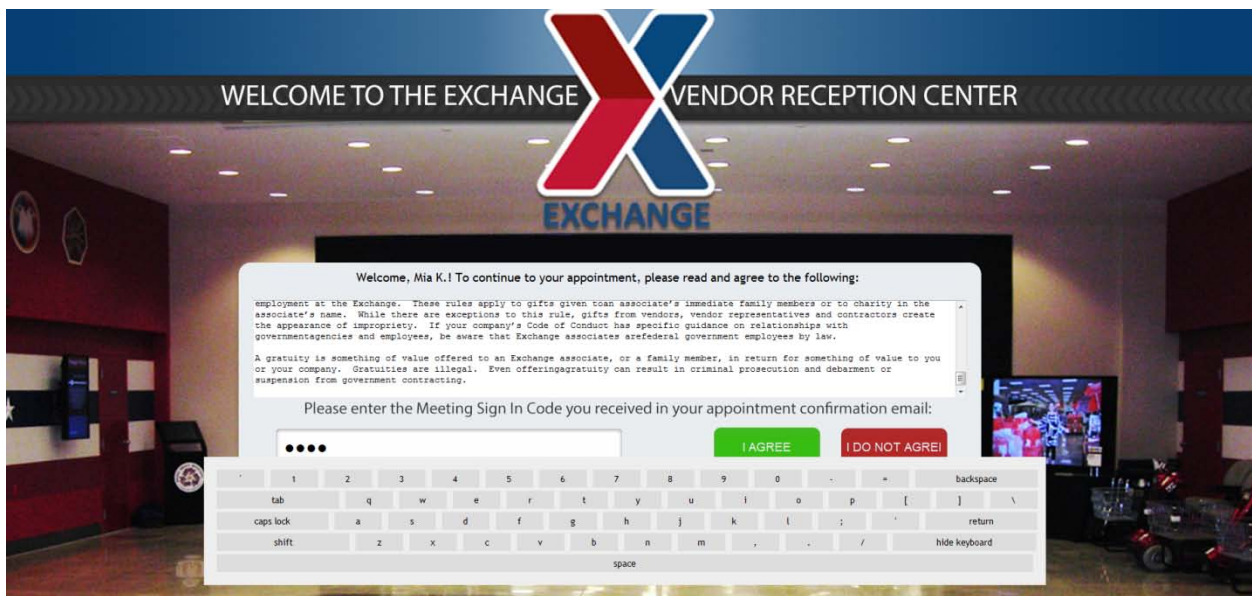
If you are signing in more than 30 minutes prior to your scheduled meeting you will receive the following screen:



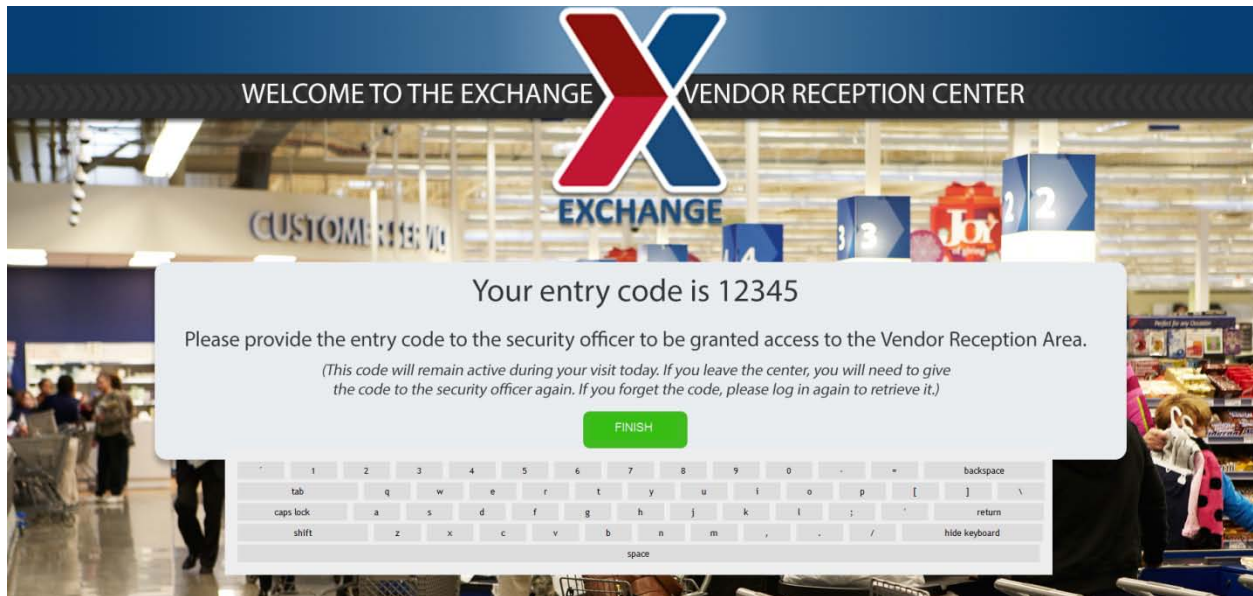
If you arrive late, you are still able to sign in no matter how late on the scheduled day of your meeting.

After you have successfully signed in, the next screen will be the Notice of Appearance. Please read through and accept the terms by entering your Meeting Sign in Code (the 4 character code give for each appointment) found in your Welcome letter. **This is case sensitive.** Then tap the **"I Agree"** button.

NOTE: A sample of the **"Notice of Appearance"** is included in Appendix 2 for your reference.



Once you have accepted the terms, you will be given a code to the Vendor Reception Area door.



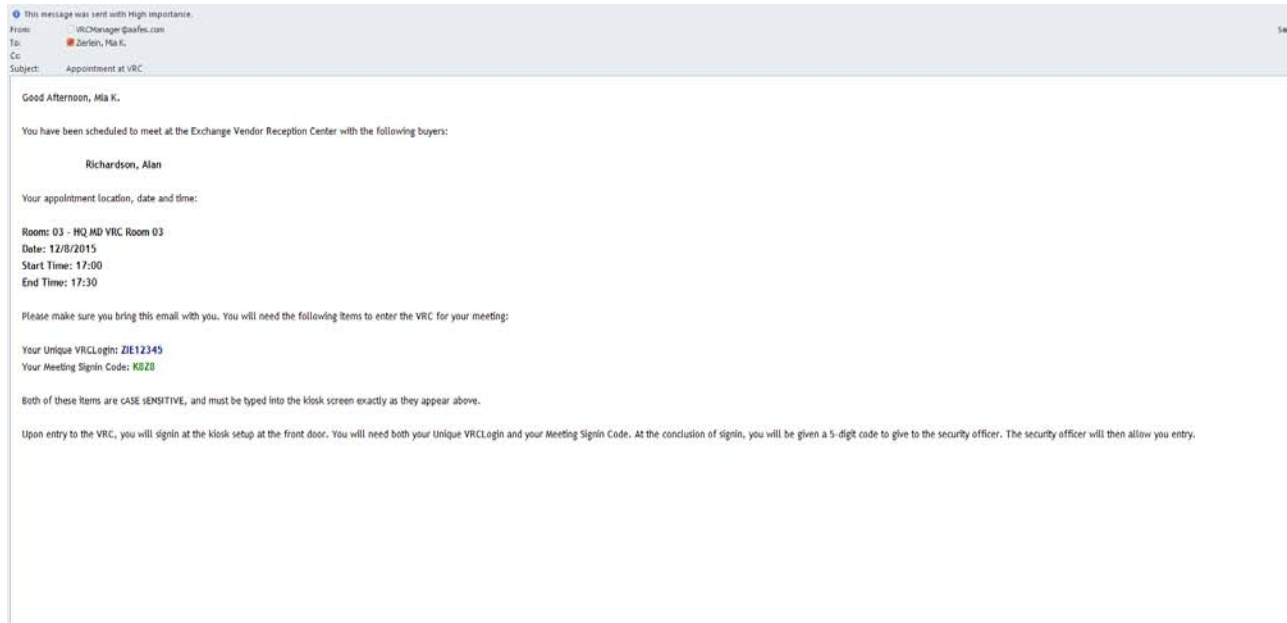
Please click **“Finish”**.

On the left of the door you will find an access key pad. Type in your entry code and the doors will open.

With the last step of this process your buyer (host) will be notified that you are here.

Please note - should you need to contact your buyer (host), a phone is located in the Vendor Reception Center lobby and in the waiting area for your use.

EMAIL – MEETING NOTIFICATION SAMPLE



Important information:

You are required to check in at the vendor security check point 30 minutes prior to your meeting time:

To locate the Headquarters using a GPS, use the following address: 4630 Exchange Service Drive, Dallas TX 75236. Next to the PenFed Credit Union, you will see the vendor security point guard shack.

You will be greeted by a security guard who will check you in and provide directions to the vendor parking lot

- Drivers are required to have a valid driver's license
- All visitors must have one form of government issued identification for access into the secured parking area

Please note: All visitors must be included on the appointment scheduled with your buyer (host) to enter the secured area. If you do not have a scheduled appointment, please contact your buyer (host) prior to arriving at Headquarters.

NOTICE OF APPEARANCE

FEDERAL ETHICS INFORMATION FOR VENDORS, CONTRACTORS AND THEIR REPRESENTATIVES

The Army & Air Force Exchange Service (the Exchange) is a Department of Defense instrumentality. Federal ethics laws and regulations apply to current and former Exchange associates. This is a brief summary for vendors, contractors and their representatives seeking to do business with the Exchange. This is not ethics advice. If you currently work for or are retired from the Exchange, you may contact an ethics counselor at ethics@aafes.com to obtain an ethics opinion.

GOVERNMENT EMPLOYEES OR FAMILY MEMBERS

The Exchange cannot do business with active Exchange associates or other federal government employees. There are also restrictions on doing business with immediate family members of Exchange associates or other federal government employees. Questions about these restrictions should be referred to the buyer or contracting officer.

RETIRED EXCHANGE ASSOCIATES/MILITARY MEMBERS

Retired federal employees and military members are prohibited by law from representing an individual or company under certain circumstances. The rules are complex and depend on the facts of each situation. These are federal criminal statutes.

- 18 U.S.C. 207 (a)(1) – a former officer or employee may not knowingly represent a third party on a specific matter in which the officer or employee personally and substantially participated in while employed. This is a permanent (lifetime) ban. Does not apply to former enlisted military members.
- 18 U.S.C. 207 (a)(2) – a former officer or employee may not knowingly represent a third party on a specific matter that was the employee's responsibility at any time during his or her last year of employment. This includes matters handles by subordinates. Does not apply to former enlisted members. This is a two-year ban.
- 18 U.S.C. 207 (c) – former officers or employees in pay grades O-7 or above, or the equivalent of GS-17 or above, may make no appearance, on behalf of a third party, to their former agency with an intent to influence. Appearances include visits, phone calls and emails. This is a one-year ban. For former Exchange officers or employees, the agencies included are the Army, the Air Force and DoD.

GIFTS AND GRATUITIES

Federal ethics regulations prohibit Exchange associates from accepting gifts from prohibited sources or given because of employment at the Exchange. These rules apply to gifts given to an associate's immediate family members or to charity in the associate's name. While there are exceptions to this rule, gifts from vendors, vendor representatives and contractors create the appearance of impropriety. If your company's Code of Conduct has specific guidance on relationships with government agencies and employees, be aware that Exchange associates are federal government employees by law.

A gratuity is something of value offered to an Exchange associate, or a family member, in return for something of value to you or your company. Gratuities are illegal. Even offering a gratuity can result in criminal prosecution and debarment or suspension from government contracting.