

Vendor Partners Instructions for vendor visits to the Exchange Headquarters building located at 3911 S. Walton Walker Blvd.

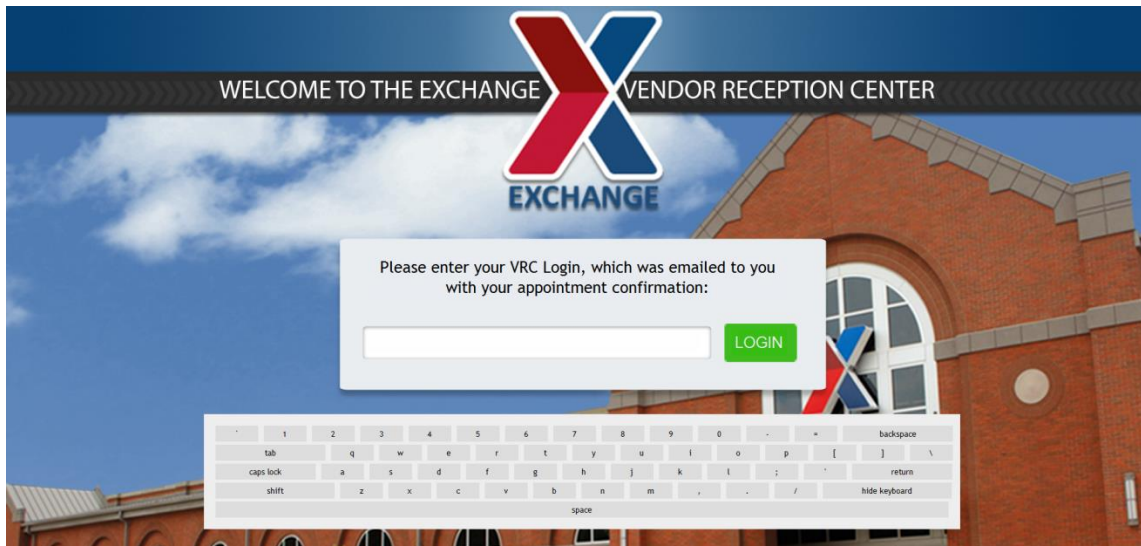
Once the buyer (your host) has scheduled a meeting with you, you will be notified by e-mail of the appointment date and time. This e-mail will also provide instruction on signing into the vendor's reception center (VRC) and security requirements for entry into the vendor parking area. Please see appendix 1.

In this initial appointment notification e-mail you will also receive your personal vendor sign in identifier. This 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. This identifier 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.

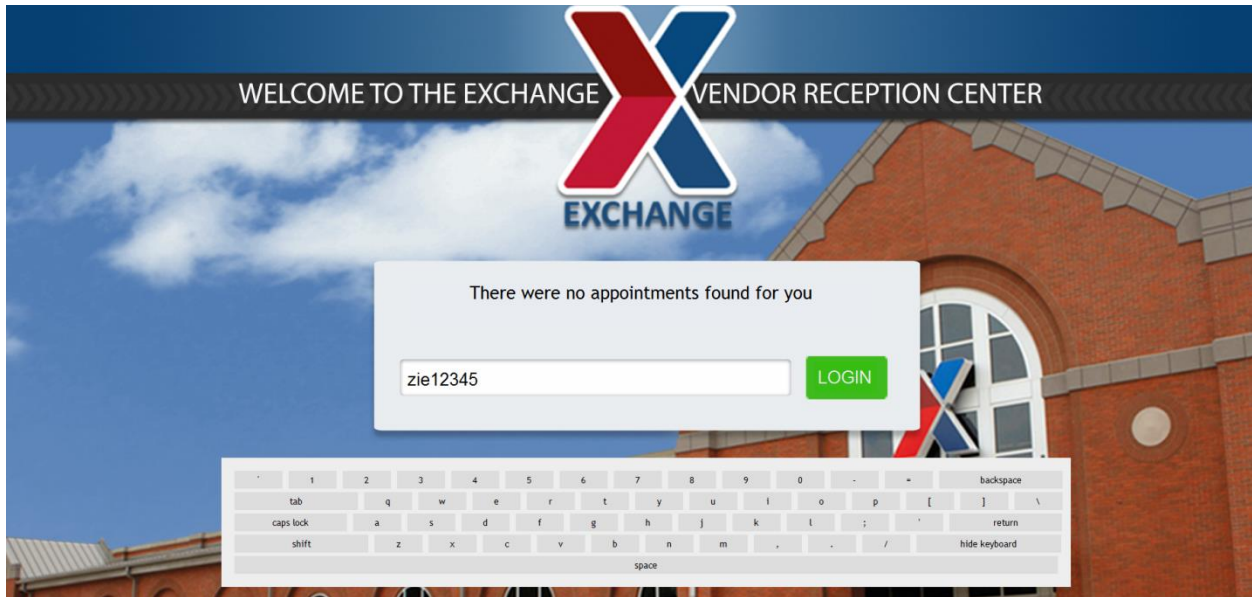
At the security check in, the security guard will require one form of identification from each visitor for entrance. The driver must have a valid driver's license. The security guard will be provided a listing daily of visitors expected to the reception center. Please make sure if you have other visitors with you that your host knows in advance. Each visitor will have to be signed in prior to the scheduled appointment.

When you enter the VRC, you will be greeted by a touch screen monitor. You will be able to sign into the VRC 30 minutes prior to your scheduled visit. To do so, enter the VRC log in code that you received on your welcome letter.

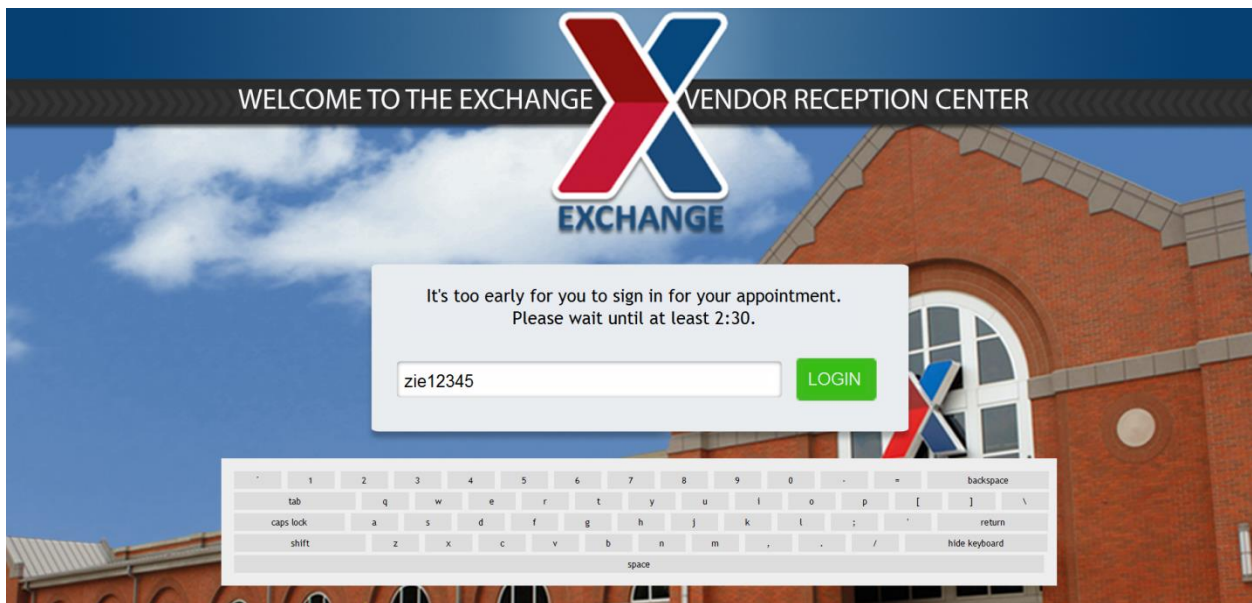


If you are here earlier, please take a seat in our waiting area.

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

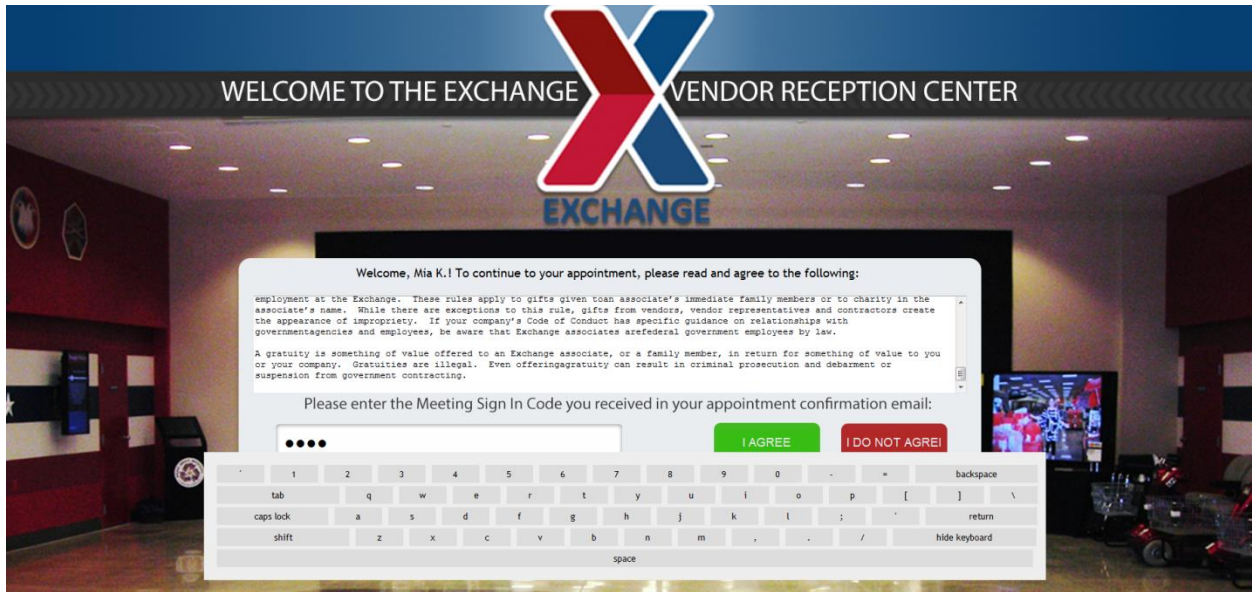


If you are signing in more than 30 minutes prior to your scheduled meeting you will receive the following screen:

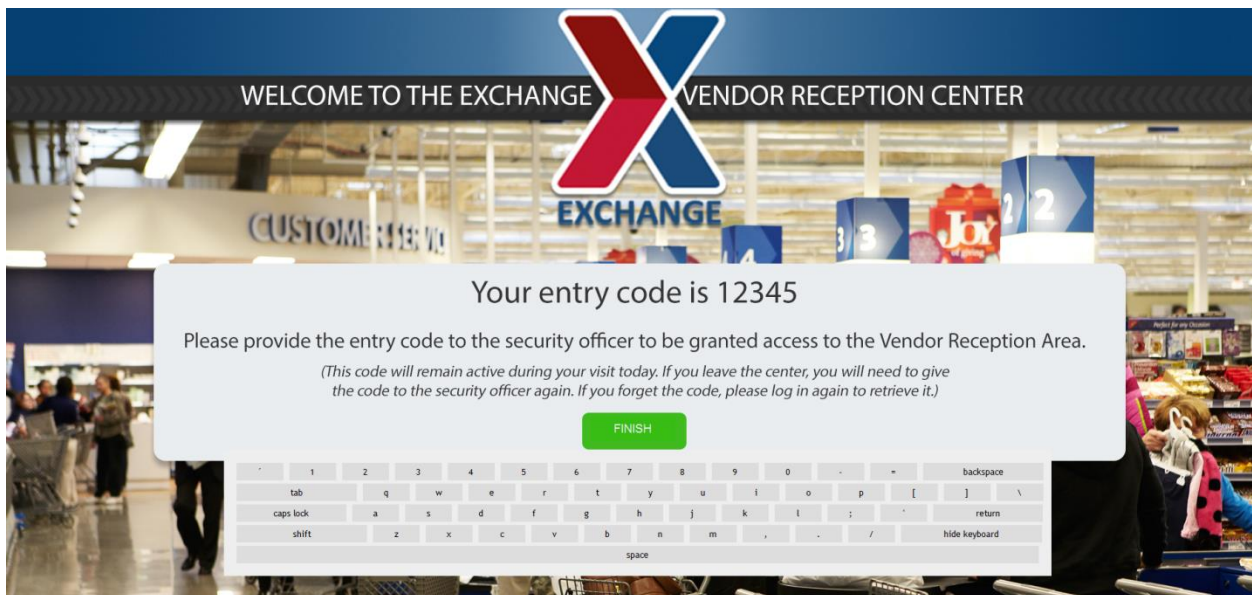


If you are late, you are able to sign in no matter how late on the scheduled day.

After you have successfully logged 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 on your Welcome letter. This is case sensitive. Then tap the "I Agree" button. Please see appendix 2 for a copy of the Notice of Appearance.



Once you have accepted the terms, you will be given a code to the front door.





Please click “Finish”.

On the left of the door you will find an access key pad. Type in your code and the doors will open. With the last step of this process your vendor will be notified that you are here.

Please note should you need to contact your host, a phone is located in the reception center and in the waiting area for your use.

Appendix I –

This message was sent with High importance.

From:  VRCManager@aaafes.com
To:  Zierlein, Mia K.
Cc:
Subject: Appointment at VRC

Good Afternoon, Mia K.

You have been scheduled to meet at the Exchange Vendor Reception Center with the following buyers:

Richardson, Alan

Your appointment location, date and time:

Room: 03 - HQ MD VRC Room 03

Date: 12/8/2015

Start Time: 17:00

End Time: 17:30

Please make sure you bring this email with you. You will need the following items to enter the VRC for your meeting:

Your Unique VRCLogin: **ZIE12345**

Your Meeting Signin Code: **K8Z8**

Both of these items are CASE SENSITIVE, and must be typed into the kiosk screen exactly as they appear above.

Upon entry to the VRC, you will sign in at the kiosk setup at the front door. You will need both your Unique VRCLogin and your Meeting Signin Code. At the conclusion of sign in, you will be given a 5-digit code to give

Important information:

You are required to check in at the vendor security check point:

To locate from a GPS, use the following address: 4630 Exchange Service Drive, Dallas TX 75236. Past the 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

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

Please note: All visitors must have or be included on an appointment scheduled with a host to enter this secured area. If you do not have a scheduled appointment, please contact your host prior to visiting.

Appendix II-

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.