



April 26, 2021

**OFFICIAL NAME CHANGE NOTICE. PLEASE DISTRIBUTE.**

Dear Valued Customers and Suppliers:

Effective **April 26, 2021**, the 1<sup>st</sup> Choice Aerospace facilities in Miramar, FL and Hebron, KY have merged and changed their name to **VSE Aviation Services, Inc.** We will continue to operate our business with the same structure, officers, personnel, account information, quality systems, FAA and EASA certifications and policies and procedures.

**IMPORTANT:**

**Please update your systems accordingly. We are VSE Aviation Services, Inc.**

**NO CHANGES TO:**

- CAGE Codes
- Billing address, "Remit To" locations
- Your 1st Choice contact(s)
- 1<sup>st</sup> Choice phone numbers, addresses
- QMS and ERP System
- Pre-existing Purchase Orders in our system

**Effective April 26<sup>th</sup>, Changes Apply to:**

- Names of all 1<sup>st</sup> Choice entities
  - Name/logo on all documents and forms
  - Orders submitted after April 26<sup>th</sup>
  - US Tax ID Number
  - 1<sup>st</sup> Choice email addresses
  - Sales email addresses
  - Repairs email address
  - Accounting email addresses
- VSE Aviation Services, Inc.  
VSE Aviation Services, Inc.  
VSE Aviation Services, Inc.  
#47-0985833  
[firstname.lastname@vseaviation.com](mailto:firstname.lastname@vseaviation.com)  
[sales-fla@vseaviation.com](mailto:sales-fla@vseaviation.com); [sales-cvg@vseaviation.com](mailto:sales-cvg@vseaviation.com)  
[repairs@vseaviation.com](mailto:repairs@vseaviation.com)  
[ap-fla@vseaviation.com](mailto:ap-fla@vseaviation.com); [ar-fla@vseaviation.com](mailto:ar-fla@vseaviation.com)

Learn more about VSE Aviation and the related name change activities at [www.vseaviation.com](http://www.vseaviation.com).

We request that you distribute this message within your organization to ensure the necessary awareness. Thank you for your continued partnership. We look forward to working with you as **VSE Aviation Services** in 2021 and beyond.

Regards,

Chris Yeazel  
Executive Vice President, VSE Aviation Services  
Formerly 1<sup>st</sup> Choice Aerospace

Octavio Silva  
Accountability Manager, VSE Aviation Services  
Formerly 1<sup>st</sup> Choice Aerospace



RAISE THE BAR

## QUESTIONS AND ANSWERS

### Existing & New Orders

**1. What about my pre-existing purchase orders issued to 1<sup>st</sup> Choice?**

Any PO issued to 1<sup>st</sup> Choice before the name change will be honored. Orders shipping on or after April 26, 2021 will reflect the new name, VSE Aviation Services. Further, any payments made after the name change should be made only to **VSE Aviation Services, Inc.**

**2. Will contracts have to be amended?**

No, all contractual obligations will remain in place and will not be impacted. Your current account details will remain the same and your statement of balance will simply reflect the name change.

**3. Do I send my orders using the name VSE Aviation Services?**

Yes, please place orders with your legacy-1<sup>st</sup> Choice contact using the new name **VSE Aviation Services, Inc.**

### Quality Assurance

**4. Has the Quality Manual changed?**

Only the name and logo for 1<sup>st</sup> Choice have changed; our QMS and QA Manual content remains the same. The updated Quality Manual is available upon request.

**5. Are all quality accreditations flowing to the new name? YES                      Is re-certification necessary? NO**

**6. Do manufacturer and supplier certifications show traceability to 1<sup>st</sup> Choice after April 26?** Yes, all certifications received prior to the name change remain as 1<sup>st</sup> Choice. You may continue to rely on manufacturer and supplier certifications that reference the 1<sup>st</sup> Choice name after the name change. Going forward, certifications will show traceability to VSE Aviation Services, Inc.

**7. How should I process RMAs?**

RMAs should be processed with your legacy-1<sup>st</sup> Choice Quality Manager. Products should be returned to the address listed on the RMA confirmation form and a credit will be available on your existing account.

### Communications & Points of Contact

**8. Will emails and websites change?**

Yes, the new email format will be *firstname.lastname@vseaviation.com*. However, emails sent to existing 1<sup>st</sup> Choice addresses after the name change will not be lost; they will be automatically forwarded to the recipient to allow time to update your contact records.

As of April 26, our website is [www.vseaviation.com](http://www.vseaviation.com).

**9. Where should I send payments?**

Payment should be issued only to **VSE Aviation Services, Inc.** to the address listed on your invoice. You may also contact [ar-fla@vseaviation.com](mailto:ar-fla@vseaviation.com) with questions.