

## ***DEP/COI Events***

### Task description

- Events must be requested at least 10 days prior to event
- Request must be signed by Station Commander and initialed or signed by CLT
- Maximum of \$10 per person for DEP, \$25 per person for COI (but try to keep below the maximum)
- No more than \$1499.00 per event without Brigade approval
- DEP or COI/Guest to Military attendance ratio of at least 3-1
- After Action Report due to APA no later than 3 working days after the event
- COIs can attend DEP Events, but DEPs cannot attend COI Event
- Vendors must be able to accept IMPAC Visa card for telephonic payment up to three days after the event
- No tax should be charged by vendor on IMPAC Card purchases

### Steps-before event

- Upon receipt of proper request (see sample), call vendor to verify cost, menu, telephonic payment by IMPAC Visa Card and tax-free status
- Pertinent info on event is entered into the DEP/COI Function Log
- Vendor, date and cost of event is entered in the proper IMPAC Register (DEP or COI) on battalion "H" drive
- Vendor, date, cost and number of people projected to attend the event is entered into the Brigade Report spreadsheet on APA "G" drive under DEP-COI Functions/RALDEP-Log or RALCOI-Log
- If vendor is Food Lion, complete mail merge info on "Purchase Order.doc" in same file and print out for XO signature
- If vendor is other than Food Lion, complete mail merge info on "vendor letter.doc" in same file and print on battalion letterhead for XO signature
- Type XO signature block in Block t of USAREC Form 1115 or Block 15 of USAREC Form 544
- If total event cost is more than \$1500.00, request must be approved by Brigade APA. Approval can be made via email.
- Forward request form along with purchase order or vendor letter through APA Chief to XO for approval and signature
- Once signed, mail or fax copy of vendor letter with tax number sheet to vendor
- Fax copy of approved U1115/544, purchase order (if used), and AAR forms to requesting station along with reminder that AAR is due NLT three days after event
- Original request is filed until event takes place

### Steps-post event

- Telephonically verify with station commander that event took place ASAP after actual event and remind SC that AAR is due within three working days
- Upon receipt of AAR, verify all required documents are included (see sample)
- Enter required info on DEP/COI Function Log, IMPAC Register (another line entry is required if price is increased or decreased) and Brigade Report spreadsheet

- Telephone vendor ASAP after receipt of AAR and make payment using IMPAC Visa card
- If vendor is Food Lion, bill will come monthly at which time payment is made
- Request and AAR is filed according to month in which it occurred when all required actions are complete

#### Points of Contact

- **Brigade** – Jim Humpreys, 404-469-3194
- **Food Lion** – Randy Alley (Charge Sales Section), 704-633-8250, ext. 2691

#### Applicable regulations

- **USAREC Reg 1-18**, Management of Centers of Influence Events
- **USAREC Reg 601-95**, Delayed Entry and Delayed Training Program

#### Forms used

- **USAREC Form 1115** (DEP Event)
- **USAREC Form 1116** (DEP Event)
- **USAREC Form 544** (COI Event)
- **USAREC Form 545** (COI Event)
- **Locally Generated Tax Info form** (In DEP/COI Function Log book)