



ARMY EMERGENCY RELIEF (AER) Information/Instructions Packet

Army Community Service Locations:
Kaiserslautern, Building 3210, Kleber Kaserne
DSN: 541-9000/0010 or CIV 0611-143-541-9010
Baumholder, Building 8746, Clinic Facilities
DSN: 531-2850/2865 or CIV 0611-143-531-2865

<u>AER Form 700 – Application for Army Emergency Relief (AER) Financial Assistance</u>	<u>AER Form 600 – Commander’s Referral Program</u>
<p>This is the form for all AER applications (with the exception of the Commander’s Referral Program). Section 14 is to be completed and signed by the Commander or First Sergeant. Assumption of Command Order is required if application is signed in the absence of Commander or First Sergeant. For details of how to fill out the form, please refer to the Instructions for preparing AER Forms 700. http://www.aerhq.org/dnn563/Portals/0/LinkedDocs/Form700.pdf</p>	<p>This is the form for AER assistance under the Commander’s Referral Program. Maximum approval amount is \$1,500. Section 10 is to be completed and signed by the Commander or First Sergeant. Assumption of Command Order is required if application is signed in the absence of Commander or First Sergeant. For details of how to fill out the form, please refer to the Instructions for preparing AER Forms 600. http://www.aerhq.org/dnn563/Portals/0/LinkedDocs/Form600.pdf (pay-off no longer than 12 months)</p>

Checklist for Emergency Travel assistance (AER Application Form 700):

1. AER Application - AER Form 700 or AER Form 600
2. Valid Military/Dependent ID Card
3. Leave and Earning Statement (LES – latest and full month)
4. Spouses proof of income (if applicable)
5. Budget Worksheet
6. American Red Cross Message (if applicable)
7. Printed quote for cost of airline ticket
8. DA Form 31 Request And Authority For Leave (**Important Note: DA Form 31, Part –I, #7 Type of Leave If ‘Ordinary’ is checked, the following statement must be written in #17 Remarks Section:- This approval for ordinary Leave is in accordance with parameters of Para 6-1(f), AR 600-8-10) or the statement “Leave Under Emergency Conditions” (this is more common)**)
9. Printed quote for Hotel Accommodation (maximum 10 days)
10. Printed quote for Rental Car (maximum 10 days)
11. Valid Power of Attorney (only applies when Soldier is not available)
12. Trustee Information (if Soldier is in bankruptcy status)
13. Bankruptcy Form
14. (for Soldiers with less than one year/365 days in the Army) Section 13 of the application must be completed and signed by the Commander or First Sergeant (you can call and talk to command team and have them follow-up with an e-mail if time is critical)

Checklist for AER Application Form 700 (other than Emergency Travel):

1. AER Application - AER Form 700
2. Valid Military/Dependent ID Card
3. Leave and Earning Statement (LES – latest and full month)
4. Spouses proof of income (if applicable)
5. Valid Power of Attorney (only applies when Soldier is not available)
6. Trustee Information (if Soldier is in bankruptcy status)
7. Documents supporting the request (bills or estimate of expenses)
8. Budget Worksheet
9. Bankruptcy Form
10. (for Soldiers with less than one year/365 days in the Army) Section 13 of the application must be completed and signed by the Commander or First Sergeant (you can call and talk to command team and have them follow-up with an e-mail if time is critical)

Checklist for AER Application Form 600 (Command Referral):

1. AER Application – AER Form 600 *required
2. Leave and Earning Statement (LES – latest and full month) *required
3. Supporting documentation (bills or estimate of expenses) *desired, but not required
4. Bankruptcy Form

Please note - Commander's referrals are ALWAYS a loan, and cannot exceed \$1,500.00. There is a maximum of 1 CR loan per year; one has to be paid off before requesting another.

Reminder: Assumption of Command Orders are required if application is signed in the absence of the Commander or First Sergeant. This applies to both AER Form 600 & 700.

Assistance limits and levels of authorization:

Command Referral: \$1,500 (including any outstanding balance on ANY other type of loan)

AER Officer (Level 1): \$2,500 (including outstanding balance plus new request for assistance)

Garrison Command Team (Level 2): \$3,500 (including outstanding balance plus new request for assistance)

HQ AER (Level 3): All amounts above \$3,501