



ARMY EMERGENCY RELIEF (AER) Service

POC: Blonza Graves

DSN: 485-8188 or CIV 0678-36-8188

Location: Army Community Service, Hospital Kaserne, Bldg. 8746

<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</p>

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

Checklist for Emergency Travel assistance:

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)*
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)

Checklist for AER Application Form 600:

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

Please note - Commander's referrals are ALWAYS a loan, and cannot exceed \$1,500.00. There is a maximum of 2 loans 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.