



INSTRUCTIONS FOR APPLYING FOR AN ARMY EMERGENCY RELIEF LOAN

If you have an emergency situation arise that qualifies you for AER Assistance, **FIRST** discuss your problem with the First Sergeant or Company Commander. An AER Application (AER Form 600 or AER Form 700) can be obtained from your unit, the AER Office located in Davis Hall (ACS), or at http://www.aerhq.org/section_usermanblank.asp. **AER Form 600 is used for the Commander's Referral Program solely for loans up to \$1,000. AER Form 700 is used for all other situations.**

When submitting an application for AER assistance, AER Form 600 or AER Form 700, prepare it in the original. Since this form is a legal contract, all signatures must be originals. Carbon signatures or stamps will not be accepted. All applicable items on AER Form 600 (Blocks 2- 10) or AER Form 700 (Blocks 2-14) must be filled out completely in order to process the application. If you are a military spouse, you must have a valid Power of Attorney (POA).

Only your Commander or First Sergeant can review and sign the Application for AER Financial Assistance on AER Form 600 (Block 10) or AER Form 700 (Block 14). Your Commander may make any desired remarks on AER Form 700 in Block 14e. **Rear Detachment Commanders must attach a copy of Assumption of Command Orders.**

In addition to AER Form 600 or AER Form 700, the following documents are required when you are applying for AER assistance:

- TRAVEL EXPENSES
 - Copy of latest EOM LES
 - DA Form 31 (Authorized Leave Request – must have control number and state “Emergency” or “Under Emergency Conditions”
 - Estimate from SATO or another travel agency stating the travel costs
 - Red Cross Message, if applicable

- ESSENTIAL POV REPAIRS/INSURANCE
 - Copy of latest EOM LES
 - Itemized repair bill, estimate from garage, or statement from insurance company
 - AER Form 57R, Budget Worksheet

- FOOD
 - Copy of latest EOM LES
 - AER Form 57R, Budget Worksheet

- RENT TO PREVENT EVICTION
 - Copy of latest EOM LES
 - Notice from landlord or verification from housing of amount owed
 - Lease agreement from Housing
 - AER Form 57R, Budget Worksheet

- UTILITIES
 - Copy of latest EOM LES
 - Copy of past due utility bill that needs to be paid
 - Lease agreement from Housing
 - AER Form 57R, Budget Worksheet

- MEDICAL/FUNERAL EXPENSES
 - Copy of latest EOM LES
 - Itemized medical bill showing amount paid by insurance and for whom it was paid or a copy of bill from funeral home
 - AER Form 57R, Budget Worksheet

- LOSS OF FUNDS
 - Copy of latest EOM LES
 - Copy of police report or verification that attempt was made to report loss or theft
 - AER Budget Worksheet

When an application for AER Assistance is disapproved, the unit Commander or First Sergeant may request for an exception to policy. All exceptions are prepared by the unit and submitted through the proper channels (ACS Director to the USAG-Vicenza Garrison Commander for approval).