



## ARMY COMMUNITY SERVICE

# *Army Emergency Relief* (AER)

## Commanders Referral and AER Existing Procedures

734-6388/7954/7955

DA Form 1103 (Request for AER Financial Assistance)

[www.aerhq.org](http://www.aerhq.org)

Application and Instructions

**AER operates on an APPOINTMENT-BASIS ONLY unless Red Cross emergency. To schedule an Appointment call ACS at 734-6388/7954.**

The **AER COMMANDER'S REFERRAL PROGRAM** authorizes emergency financial loan assistance up to \$1000. The AER request is APPROVED by the Company Commander or 1SG (no lower than E-7) for active duty Soldiers. Note: ARNG/USAR do not qualify for the Commander's Referral Program. They must apply under AER Existing Procedures (see below) due to inability to set up allotment for loan repayment.

The following steps must be completed when applying for the **AER Commander's Referral Program**:

1. DA Form 1103 (Request for AER Financial Assistance) must be filled out by Soldier and APPROVED by the Company Commander or 1SG (no lower than E-7) in blocks 17 (b) and 19 (a, b, d, e, and f).
2. A budget worksheet (attached) **must** be filled out.
3. A copy of ID card and current end of month LES.

The **AER EXISTING PROCEDURES** authorizes emergency financial assistance for AER requests in excess of \$1000. All military retirees, widows, ARNG/USAR Soldiers, military dependent family members, and surviving spouses apply under AER Existing Procedures. After the Soldier completes AER application and the Company Commander or 1SG (no lower than E-7) complete Block 17 (a and b), the ACS AER Representative is the Approving Authority.

The following steps must be completed when applying for the **AER Existing Procedures**:

1. DA Form 1103 must be filled out. The Company Commander or 1SG (no lower than E-7) must complete block 17 (a and b).
2. The budget worksheet **must** be filled out.
3. A copy of ID card and current end of month LES.
4. Substantiating documents (major car repair estimate, rental agreement and eviction notice, utility disconnection notice, delinquent car insurance notice, etc.)



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# **EMERGENCY TRAVEL/EMERGENCY LEAVE ASSISTANCE**

All requests for AER emergency leave travel assistance must have the following 5 documents:

1. Completed DA Form 1103 signed by the Company Commander or 1SG.
2. Copy of ID card.
3. Copy of latest LES.
4. Copy of DA Form 31 (Emergency Leave).
5. Emergency travel itinerary with round trip total airfare cost.

**Who Does AER Help?** Active duty Soldiers, military-dependent family members, ARNG and USAR Soldiers on active duty more than 30 days, retirees, surviving spouses, widows, and all military ID cardholders.

## **What Can AER Do?**

Help with unforeseen/unexpected financial emergencies such as food, rent, utilities, emergency travel, major vehicle repair, emergency dental/medical, no pay due or pay is delayed or stolen, and educational scholarship programs for military dependent children and spouses.

## **What Can't AER Do?**

AER cannot help with non-essentials such as fines, legal expenses, home purchase or improvements, cover bad checks or pay credit cards, finance ordinary leave, consolidate/liquidate debt, or purchase vehicles.

## **Can My Spouse get AER help if I'm away?**

Yes. The spouse must have a Power of Attorney which authorizes AER assistance, a military dependent ID card, and substantiating documents. (major car repair estimate, rental agreement, eviction notice, utility disconnection notice, etc)

## **What Kind of Financial Assistance Can I Expect in an Emergency?**

An interest-free loan where repayment can be deferred. A partial loan and/or grant can be considered if applicant is unable to repay the assistance after financial readiness budget counsel.

For further information, see your 1SG/Commander  
or contact the ACS AER Representative at 734-7954/6388.

## **UNITS:**

**Reproduce copies of DA Form 1103 (Request for AER Financial Assistance) and instructions for other Soldiers.**



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