

ACTIVE DUTY - Request Packet for Army Emergency Relief (AER)

Army Emergency Relief (AER) • (719) 526-4783

AER ASSISTANCE PROCESS: Contact your unit Command Financial NCO (CFNCO). If unavailable, contact your 1SG or Commander; all can assist. AER has prescheduled appointments; walk-ins are seen on a space available basis. Based on the type of request and urgency level, wait times may vary. It is highly encouraged to work directly with your CFNCO to expedite the process. CFNCO's assist AER in serving you and your family in a timely manner. If you are requesting AER, fill out this packet. Prior to meeting with AER, make note of any specific questions. Listed below, are requirements for AER assistance. Depending on how many other individuals are also requesting AER, wait times may vary drastically. We apologize for any inconveniences this may cause. We encourage you to take this packet and fill it out if you are unable to wait. Packets are turned in by the individual requesting assistance in person to AER representatives. Any supporting documents for your AER request, should be attached to the packet. Do not attach originals, copies can be made at the ACS Center, Bldg. 1526. AER is located in the ACS Center, Bldg. 1526; check in at the front desk for assistance.

SOLDIER CHECKLIST

- ☐ **AER Form 700/AER Form 600 (Attached)**
- ☐ Personal Budget Worksheet (Attached)
- ☐ Current LES and/or Pay Stubs
- ☐ Required Additional Documentation (See below)
- ☐ Bank Statement (Past 30 Days)

FAMILY MEMBER CHECKLIST

- ☐ Power of Attorney (**Special Power of Attorney stating AER assistance can be received**)
- ☐ **AER Form 700 (Attached)**
- ☐ Personal Budget Worksheet (Attached)
- ☐ Current LES and/or Pay Stubs
- ☐ Required Additional Documentation (See below)

REQUIRED ADDITIONAL DOCUMENTATION

Car Note (Overdue)

- ☐ Vehicle insurance
- ☐ Vehicle registration
- ☐ Driver's license
- ☐ Letter from creditor stating dollar amount owed

Car Repair

- ☐ Vehicle insurance
- ☐ Vehicle registration
- ☐ Driver's license
- ☐ **One independent estimate**
- ☐ **SM understands if works is authorized prior to AER approval the case will be disapproved.**

Emergency Travel

- ☐ Red Cross Case Number (If unable to obtain, notify AER Officer)
- ☐ **Signed DA 31 with control # (Must be marked as emergency or ordinary under Emergency Conditions)**
- ☐ Type of Travel:
 1. *Driving - Travel route with mileage (Mapquest)*
 2. *Flying - Flight itinerary with dollar amount owed. AER recommends:*
 - ☐ Carlson Wagonlit Travel Office, Fort Carson, (719) 576-5188 or Priceline Quote

Mortgage

- ☐ Letter from creditor stating amount owed

Rent (Demand for payment)

- ☐ Demand for payment document. This is a legal document in El Paso County or if the rental is through a single person rather than a company, then it may be acceptable to present a signed note that can be verified.

Rent (Initial Security Deposit/First Month's Rent)

- ☐ Copy of lease; to include dollar amount due for initial security deposit and first month's rent.

Utilities

- ☐ **Utility bill, including cable, phone bill and all bills have to be current.**