

Active Duty AER Request Packet

Army Community Service (ACS)
Army Emergency Relief (AER)
TEL: (719) 526-4590

Use the two part checklist below to prepare AER requests. You can also contact your unit Command Financial NCO (CFNCO), 1SG or Commander; all can assist. Attach copies of supporting documents; do not attach originals. Requests are accepted at the ACS Center, Bldg. 1526 at 6303 Wetzel Avenue, Fort Carson, CO 80913. Customers are seen on a walk-in basis; appointments are scheduled by AER staff. Please note, wait times vary depending on the number of customers and the levels of urgency. *The AER Application and Budget can be found at www.carson.army.mil/ACS under the ACS Program Directory header, you'll select Army Emergency Relief (AER).* Thank you for your cooperation.

Part 1 of 2 – Standard Forms

- AER Form 700 **OR** AER Form 600 must be signed by 1SG or Company Commander if Service Member has less than 1 year of service. (Attached)
- Personal Budget Worksheet (Attached) --- NOTE: This is not required for Car/Booster Seat requests
- Current LES and/or Pay Stubs
- Are you considered a 1st Term Soldier; if yes initial _____
- If you are not the Soldier, a Special Power of Attorney stating AER assistance can be received is required

Part 2 of 2 – Supporting Documents (Copies / Do not provide originals)

Car Note (Overdue)

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

Car Repair

- Vehicle insurance
- Vehicle registration
- Driver's license
- One independent estimate → NOTE: Work done before AER approval will be disapproved

Car / Booster Seat

- Print out showing cost of the car / booster seat – Limited to \$250 per
- If you are requesting a replacement, please provide a printout photo of the old car / booster seat --- NOTE: Include a statement on the AER 700 form of why the old car / booster seat is not operational.

Emergency Travel

- Red Cross Case Number – If unable to obtain, notify AER.
- Signed DA 31 with Control Number - Must be marked as emergency or ordinary under Emergency Conditions.
- If driving, a printed travel route with mileage (i.e., Mapquest, Google Maps) or;
- If flying, a printed flight itinerary with amount owed - AER recommends the Fort Carson Carlson Wagonlit Travel Office at (719) 576-5188.

Mortgage

- Letter from creditor stating amount owed

Rent (Demand for payment)

• Demand for payment - This is an El Paso county legal document (company owned rental) or if the rental is through an individual rather than a company, then it may be acceptable to present a signed note with the landlord's contact information.

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

- Lease - To include 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.

Visit www.carson.army.mil/ACS. Select Army Emergency Relief (AER) under the ACS Program Directory header.

COMPANY COMMANDER & FIRST SERGEANT QUICK ASSIST PROGRAM Application For Army Emergency Relief (AER) Financial Assistance		1. Section Number	2. Rank
4. Soldier's Name (Last, First, MI)		3. SSN or AER Client ID #	
		5. ETS Date	
6. Unit	7. Soldier's Home or Permanent Mailing Address, Phone # and Email		
8. Are you currently in bankruptcy or do you plan to file bankruptcy within the next six months? <input type="radio"/> Yes <input type="radio"/> No		8a. If you answered Yes to Question 8, what Chapter? _____	
9. Reason Why Assistance is Needed (Be complete and specific. If more space is needed, continue on separate sheet)			
9a. Dependents for Whom You Furnish More Than One-Half Support (ID Card Holder):			
Name		Age	Relationship
9b. List Your Specific Emergency Financial Needs:			\$ _____
			\$ _____
			\$ _____
Total			\$ _____
10. Applicant's Certification			
I hereby authorize the Department of the Army to supply any requested information contained in my official Army personnel and pay files in connection with this assistance. I authorize the Department of the Army, or any agency, to supply my latest home address, and/or official military address to AER whenever requested. I further understand that AER is an independent private entity, not part of the U.S. Government. This application form, therefore, is not subject to the Privacy Act (5 U.S.C. 552a). Information provided on this application, in some cases, will be provided by AER to the Army in order to determine eligibility for and administration of financial assistance. I certify the information provided on this application is complete, true and correct.			
10a. Signature of Applicant			10b. Date
11. Unit Commander or First Sergeant			
11a. Soldier <input type="checkbox"/> is or <input type="checkbox"/> is not Pending Elimination from the Army.			
11b. Request is: <input type="checkbox"/> Approved. (Approval is contingent upon AERO review that the requested assistance is IAW AER policies and general guidelines) I have assessed the Soldier's financial well-being and he/she can afford to repay the CRP loan _____ <input type="checkbox"/> Disapproved. Soldier has been informed of reason(s) why this request was disapproved. Initial			
11c. Requested Amount \$ _____ (Maximum \$2,000)		11d. Approved Amount \$ _____	
11e. Name/Rank of CDR/1SG, Signature, Phone #, and Email		Signature	11f. Date
12. AER Officer Review of the Application			
12a. <input type="checkbox"/> I have performed the required administrative review and Soldier is eligible for AER Assistance under the Company Commander & First Sergeant Quick Assist Program.			
12b. <input type="checkbox"/> I have performed the required administrative review and Soldier is not eligible for AER Assistance under the Company Commander & First Sergeant Quick Assist Program due to: _____ <input type="checkbox"/> Soldier's application is being returned to Unit Commander/First Sergeant <input type="checkbox"/> Soldier's request is being processed as a routine AER case per Unit Commander/First Sergeant			
12c. Name of AERO		Signature	12d. Date

