

## **ARMY EMERGENCY RELIEF (AER) ASSISTANCE CHECKLIST**

Please ensure that all requested forms and information below accompany each application. A spouse or dependent family member must have a valid General or Special Power of Attorney to apply for AER assistance.

**EMERGENCY LEAVE OR LEAVE UNDER EMERGENCY CONDITIONS:** Tasks to be completed:

- DA Form 31 (leave form) with control number signed and approved by the Unit Commander or 1SG.
- Completed AER Application (Form 600 or 700), signed by the Unit Commander or 1SG.
- Red Cross message or case number from Red Cross.
- Copy of most recent end of month LES.
- Information pertaining to airfare, hotel reservations, all travel expenses.

**ALL OTHER ASSISTANCE REQUESTS:** Tasks to be completed:

- Completed AER Application (Form 600 or 700), signed by the Unit Commander or 1SG.
- If repair of an essential POV, a copy of the vehicle registration and insurance is needed to verify ownership of automobile.
- Supporting documentation: i.e. automobile repair estimate, utility bills, housing rental agreement with monthly payment listed, etc.
- Copy of most recent end-of-month LES.
- Completed budget worksheet

**SPECIAL NOTES:**

- If the Unit Commander is unavailable for signature, the Acting Commander can sign however, a copy of his/her Assumption of Command Orders must be attached to the AER application.
- If a Chapter 13 Bankruptcy has been filed within the past ten years, you must obtain an approval letter from your Trustee Office or AER personnel will request approval from the Trustee.

**Please call Army Community Service at (912) 767-5058/5059 to schedule an appointment. After normal business hours and holidays call the American Red Cross office for emergency assistance 1-877-272-7337**