

Army Emergency Relief Checklist

Name _____ Date _____
Phone Number _____

For Commander's Referral, the only REQUIRED documents are:

- AER Form 600
- LES
- ID Card
- Supporting documentation at Commander's Discretion

For ALL OTHER ASSISTS, the following items are REQUIRED:

- DD 1103, filled out by SM and signed by commander/1SG
- Financial Analysis, filled out by SM and initialed by commander/1SG
- Copy of Military ID card, front and back
- Latest end of the month LES
- Power of Attorney (if Spouse is applicant)
- Copy of Spouse's pay stub (if Spouse is employed)

Additionally, you will also need to bring in the following documentation, depending upon the type of assistance you are seeking:

Emergency Travel -

- DA 31 (Leave Form)
- Red Cross Message
- Itinerary from SATO Travel Agency or other cost documentation

Medical TDY -

- Copy of DD 1616
- (Travel Orders) or memorandum authorizing dependant travel
- Invitational Travel Orders (if available)

Vehicle Repair - *Obtain AER Approval PRIOR to vehicle being repaired.*****

- Copy of Drivers License
- Copy of Insurance Card
- Copy of Registration
- Vehicle Repair Estimates (TWO ESTIMATES NEEDED)
- Comments from 1SG/CMDR verifying primary vehicle in household (written on DA 1103, Block 18)

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Overdue Vehicle Insurance

- Insurance Cancellation notice (date insurance is to be terminated if not paid)
- Copy of Drivers License
- Copy of Insurance Card
- Copy of Registration
- Comments from 1SG/CMDR verifying Primary Vehicle in household (written on DA 1103, Block 18).

Cancelled Vehicle Insurance:

- Insurance Cancellation notice (date insurance was terminated due to non-payment)
- New Insurance Policy Quotes (TWO QUOTES NEEDED)
- Copy of Drivers License
- Copy of Registration
- Comments from 1SG/CMDR verifying Primary Vehicle in household (written on DA 1103, Block 18).

Vehicle Repossession:

- Copy of Vehicle Repossession Notice
- Copy of Drivers License
- Copy of Insurance Card
- Copy of Registration Comments from 1SG/CMDR verifying Primary Vehicle in household (written on DA 1103, Block 18).

Initial Rent/Utilities Assistance:

- Copy of Pre-lease
- Copy of Utility Bill Deposit

Rent/Utilities Assistance:

- Copy of Lease
- Copy of Over Due Rent Notice or Eviction Notice
- Copy of Disconnect Notice (for Utilities)

****For any other types of assistance, please ask what documentation will be required.***

Additional documentation may include, but is not limited to: Bank Statements, Monthly Bills, Court Appearance Notices, ect;

ARMY EMERGENCY RELIEF OFFICE: 907.353.7453

AER Confidential Fax Number: 907.353.4326

Hours of Operation: Mon – Fri, 0800 – 1630

After Hours & Holidays, AER is Available for EMERGENCY TRAVEL ONLY

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