



ARMY EMERGENCY RELIEF
2494 RICKER RD
FORT BLISS, TX 79916
PHONE: (915)568-7088
FAX: (915) 569-7750



COMMANDER REFERRAL

Please bring the following to AER:

1. Latest End of Month Leave and Earnings Statement (LES).
2. Completed AER form 600 with appropriate signatures.
3. Completed Budget Sheet.
4. Military ID card for soldier and family members (Note: Tri-Care cards will suffice for family members).
5. Applicants under Chapter 13 bankruptcy must have a trustee letter authorizing a request for a loan. The letter must include the dollar amount requested & a repayment plan.
6. No check pick up or drop off will be accepted after 1600 hours. All actions will have to wait until the next business day. (**Except Emergency Leave.**)

Only your immediate First Sergeant, Company Commander, acting 1SG on Assumption of Responsibility Orders or Acting Commander with Assumption of Command Orders may sign and recommend approval. (Orders required.)

NOTE FOR FIRST SERGEANTS AND COMMANDERS:

After reviewing packet with your Soldier, ensure that you have filled out block 10 on AER Form 600.

FIRST SERGEANTS AND COMMANDERS HAVE APPROVING AUTHORITY UP TO \$1,000.00 AS A LOAN.



AER - HELPING THE ARMY TAKE CARE OF ITS OWN



ARMY EMERGENCY RELIEF
BLDG A 478 ON EAST BLISS
(Between Saber Way &
Thunderhorse Rd.)
FORT BLISS, TX 79916
PHONE: (915) 744-2559
FAX: (915) 744-2560



COMMANDER REFERRAL

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COMMANDER REFERRALS
PER AR 930-4 CAN NOT BE PROCESSED AS A GRANT OR WRITE OFF REQUEST.

Documentation will be verified by the First Sergeant or Company Commander.

CATEGORIES OF ASSISTANCE FOR COMMANDERS REFERRAL

RENT:

TO INCLUDE INTIAL RENT AND DEPOSIT

UTILITIES:

ELECTRIC, GAS, WATER AND PHONE

ESSENTIAL POV:

LATE PAYMENT, POV INSURANCE, POV REPAIR

FOOD ASSISTANCE

DENTAL/MEDICAL BILL (SERVICE MEMBER'S CO PAYMENT)

EMERGENCY TRAVEL

DA FORM 31 W/ CONTROL NUMBER ON EMERGENCY LEAVE OR ORDINARY LEAVE UNDER EMERGENCY SITUATIONS.

FUNDS FOR RELOCATION

REPAIR OF HAVC

STOVE REFRIGERATION

CHILD CAR SEATS

Any application that does not meet AR 930-4 or AER guidelines will be disapproved as a Commander's Rererral loan.

Unauthorized assistance: AER financial assistance is not authorized for the following reasons:

- a. Divorces.
- b. Marriages.
- c. Education expenses (tuition, room and board, books and supplies) except as authorized in chapter 6.
- d. Rental, lease or purchase of new/used privately owned vehicle and costs associated with rental, lease, or purchase (for example, taxes, registration, insurance, transportation, and so forth).
- e. Travel of non-command sponsored dependents from continental United States (CONUS) to oversea commands.
- f. Ordinary leave or vacation.
- g. Liquidation or consolidation of outstanding debts.
- h. Business ventures or any similar investment.
- i. Funds to replace those overdrawn from bank account.
- j. Civilian court fees, fines, judgments, liens, bail, legal fees, and income taxes, except to prevent immediate privation of dependents.
- k. Goods or items for convenience, comfort, or luxury.
- l. Continuing assistance.
- m. Abortion. (No exceptions to policy authorized.)