

AER Assistance Checklist

Regular AER Process requests DA Form 700

	Completed DA Form 700
	IWQ inquiry (check website) copy of “not on the restriction list”
	Completed blocks 14 (a thru d) with Commander/1SG Printed Name and Signature
	Copy of recent LES document for Active Duty SM
	Copy of Title 10 Activation Orders for USAR/ARNG
	Valid POA for Spouse requesting AER assistance
	ID Card by requestor
	Fort Sill Form 95 - Budget form
	Fort Sill Form 286 - Installment Debt Budget Form
	Copy of rent statement with past due amount
	Copy of utility bills with past due amount
	Vehicle repair (require insurance, registration, 2 repair estimates)
	Vehicle payment (require bill with past due amt, insurance and registration)
	Emergency Travel (require Red Cross Message, Official leave form, itinerary from Carlson Wagonlit) If traveling by land use AER Section form with calculations.
	Trustee permission if under bankruptcy action (Letter from Trustee). This applies to CRP requests
	Other Docs (Child Care Invoice, Emergency Travel Form, Funeral Expense, Police report, Medical bills,)
	Commander's Referral for Active Duty SM ONLY AER Form 600
	a) Form 600 completed blocks 10a thru e with Commander/1SG with Printed Name and Signature (grants not authorized under CRP)
	b) max limit is 1,500 (with no current CRP balance) only two per year (repayment plan of 15 months)
	c) ID Card
	d) Copy of recent LES
	e) Trustee permission if under bankruptcy action (Letter from Trustee).

Categories of unauthorized AER assistance

Divorces	Liquidation or consolidation of debts
Marriages	Business Ventures or Investments
Education Expenses	Bad Checks
Rental, lease or purchase of POV	Civilian court fees, fines, judgments, liens, bail, legal fees, or income tax
Travel of Non-command sponsored Dependents	Goods or items for convenience, comfort, or luxury
Ordinary Leave	NO EXCEPTIONS ON ABORTION
Continuing Assistance	