Greetings AER applicant,

1. **Please read this email completely to ensure the application if filled out correctly and stating exactly what you need assistance with. Missing information will delay your application being processed. Please sign AER Form 101 on line 20b.**

2. EVERYONE MUST provide information for blocks 25a., 25d., and 25e.; application cannot be processed without this information. Leadership signature is required **ONLY** if conditions in paragraphs #3, #4, #5, or #9 below exist.

3. If the Service Member has less than 12 months in the military, the Company Commander or 1SG **MUST** fill in line 25a. through 25e. completely.

4. If the Service Member has less than 12 months remaining in the military, the Company Commander or 1SG **MUST** fill in line 21. as appropriate, 25a. through 25e. completely.

5. If this will be the Service Member's third AER request within 12 months, request type (Block 16) will be "Routine." AER Officer will fill in 24b. each loan dates, amounts, and total current balance information and the Company Commander or 1SG **MUST** fill in line 24a., 24b. Approve: Yes/No, and 25a.through 25e. completely.

6. Supporting documents needed: End of month LES, Solider Talent Profile (STP) or Enlisted/Officer Record Brief (ERB/ORB), front and back copy of military ID card (**ONLY** if application is emailed; if application is presented in person, ID card must be shown), and all supporting documents of the expenses you are requesting assistance with, refer to list on AER Form 101, page one. If assistance includes anything with the car (car payment, gas, or insurance payment), please provide a copy of vehicle registration, proof of insurance, and driver's license. In block 19, please include year, make, and model of the vehicle.

7. Complete budget form only if the type of request type selected (Block 16) is "Routine or Direct Access". Budget is based on one month of expenses using current end of month LES. If request type selected is "Quick Assist", the 1SG or Company Commander can sign off by filling out lines 21. through 23 and 25a. through 25e. completely; no budget is needed.

8. Email everything back encrypted to protect your PII via military Outlook email or DOD SAFE link. DOD SAFE link will be sent upon your request.

9. If the Service Member has less than 12 months in the military, less than 12 months remaining in the military, or this will be the third loan request within 12 months, the Company Commander or 1SG **MUST** complete lines 21, 23, and 25e completely.

10. In Block 19, for Emergency Travel, Leave Under Emergency Conditions, or help with funeral, please provide the Red Cross case number, family member's name, relationship, date of death (if applicable), date of funeral (if applicable), and location (city/state) of funeral (if applicable).

11. **American Red Cross number: 1-877-272-7337.** If you need to request assistance over after hours or over the weekend, please contact **American Red Cross number: 1-877-272-7337**. To contact the American Red Cross for free, download the App: **TextNow** – (it is a purple and white app available both on Android and iOS), create a local stateside number and call American

Red Cross.

12. Most cases can be processed virtually, and AER headquarters can deposit funds directly into the applicant's bank account. Please fill out AER Form 575 with your bank's information. The process may take about four days to complete after all documentation has been provided for the AER assistance request. Emergency Travel and Leave Under Emergency Conditions will be processed immediately upon receipt of application, approved DA 31 or IPPS-A Absence Approval form with control number, and all supporting documentation needed; with a check being issued to the SM; no need to fill out AER Form 575.

13. ***Supporting documents ***
o   Application Form 101
o   Current End of Month Leave and Earnings Statement (LES)
o   Soldier Talent Profile (STP) or Enlisted/Officer Record Brief (ERB/ORB)
o   Budget Worksheet
o   Form 575 for Electronic Funds Transfer (EFT)
o   Supporting documentation
o   Title 10 or Title 32 Orders (if USAR or ANG)

If you have any questions, reach out again.