



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, REDSTONE  
4488 MARTIN ROAD  
REDSTONE ARSENAL, ALABAMA 35898-5000

REPLY TO  
ATTENTION OF

IMRE-MWA

MEMORANDUM FOR Headquarters, Army Emergency Relief (AER), 2530 Crystal Drive, Alexandria, Virginia 22202

SUBJECT: Appointment Order of Army Emergency Relief Campaign Coordinator

1. Authority: AR 930-4, Army Emergency Relief, dated 22 February 2008.
2. Period: Until official Permanent Change of Statue.
3. Purpose: To perform duties in accordance with AR 930-4.
4. Effective 01 January 2019, the following individual is assigned as the AER Campaign Coordinator with principal duties listed at paragraph 5 below for Redstone Arsenal, Alabama.
  - a. Name: Tracy D. Ariza
  - b. Rank/Service: CPT, U.S. Army
  - c. Position: HHC, AMCOM Commander
5. Special Instructions: As AER Campaign Coordinator, you will assist with the facilitation of the annual campaign "kick off" and annual "closing ceremony" which is open to the Redstone Arsenal Community. In addition, you will assist the Chair with the identification and training of all tenant organizations' AER Key Representatives. Finally, you will assist with collecting, and inputting all contributions into the data base netForum, for tracking purposes.
6. My point of contact is Ms. Kathleen Riester, Financial Readiness Program Manager / AER Officer, Army Community Service, 256-842-8542, or email [kathleen.k.riester.civ@mail.mil](mailto:kathleen.k.riester.civ@mail.mil).

  
KELSEY A. SMITH  
COL, AV  
Commanding