

ARMY EMERGENCY RELIEF  
COMMANDER'S REFERRAL PROGRAM  
FACT SHEET

1. Another tool for Commanders to provide an immediate positive impact on Soldiers.
2. Authorize the immediate Commander limited authority to provide AER assistance.
3. Soldier is provided with an additional option other than payday lenders.
4. Commanders are still required to operate within existing guidelines and procedures IAW AR 930-4.
5. Soldiers can request up to \$1,500 in assistance by submitting AER Form 600 to their immediate Commander. Commander has the discretion to validate request by having Soldier produce bills or other documentation to substantiate their problem or to complete a budget.
6. Commander must be satisfied that the Soldier's request is reasonable, justifiable, and needed.
7. **If approved, Commander/1SG will complete section 10 a-f on AER Form 600; then have Soldier call the AER Officer for an appointment at 255-2341.**
8. Commander/1SG is the approving authority – not the AER Officer.
9. Some conditions apply:
  - a. Existing loan, under the Commander's Referral Program, must be repaid before additional assistance in this category is authorized.
  - b. There will be no more than two (2) AER assists per year under this category.
  - c. Requested amount and current balance cannot exceed \$2,500.
  - d. Repayment must be by allotment.
  - e. Active duty, RA Soldiers only. Reserve component (NG/AR) Soldiers do not qualify.
  - f. Repayment must be prior to ETS but no more than 12 months (when repayment is delayed the 12 months is from the allotment starting date).
  - g. Soldier cannot be on the AER restricted list.
  - h. Soldier cannot have current or pending bankruptcy (Soldier should apply under AER Form 700).
  - i. Assistance under this category will always be as a loan, no grants are authorized.
  - j. AER Officer will confirm eligibility for assistance under this category prior to issuing a check. If Soldier does not meet eligibility for assistance under the Commander's Referral Program, Soldier may request assistance using AER Form 700.
  - k. AER Officer will inform the Commander of final disposition.
10. Responsibility of AER under this program is to educate and monitor.

11. Commanders who do not desire to approve assistance under the Commander's Referral Program can still recommend approval on AER Form 700, Application for Army Emergency Relief, by completing section 13.

Authorized Categories of Assistance

1. Food
2. Gas for POV
3. Rent or past due mortgage (primary residence only)
4. Utilities
5. Emergency transportation
6. POV repairs \*
7. Past due POV loan payment \*
8. POV insurance \*
9. Purchase or repair of stove, refrigerator, washer or dryer (primary residence only)
10. Purchase or repair of HVAC (primary residence only)
11. Purchase of child car seat
12. Purchase of essential/economical furniture – such as bedding, sofa, kitchen table, crib when establishing initial household or loss due to natural disaster.
13. Necessary medical/dental/hospital expenses not covered by insurance
14. Dependent funeral expenses
15. Above needs when pay is delayed or stolen (no-pay due or non-receipt of advance travel for PCS moves)
16. Above assistance due to fire or other natural disaster.

Not Authorized

1. Nonessentials
2. Ordinary leave or vacation
3. Legal fees, fines, judgments, liens, bail
4. Income taxes
5. Marriages, Divorces
6. Education expenses
7. Liquidate or consolidate consumer debt
8. Cover bad checks, overdrawn bank accounts, or pay credit card bills
9. Home purchase, home improvements, or home repairs (other than mentioned above)
10. Purchase, rent, or lease a POV
11. Business ventures, investments
12. Travel of non-command sponsored dependants

\*Must verify current driver's license, POV registration, and insurance (must be in Soldier's and/or spouse's name).