**AER Assistance Documentation for**

**Spouse Re-Licensing & Re-Certification Assistance**

**(Please call the Ft Rucker AER Office at 334-255-2341 for an appointment)**

**\_\_\_\_\_AER Form 101 (Application)**

**\_\_\_\_\_Financial summary**

**\_\_\_\_\_Valid Military ID**

**\_\_\_\_\_Most recent end-of-the-month LES**

**\_\_\_\_\_Spouse’s pay stubs (if applicable)**

**\_\_\_\_\_Permanent Change of Station (PCS) Orders moving Family to new state (Must apply within 180 days after arrival at the new duty station, noted by report date on PCS orders.)**

**\_\_\_\_\_Copy of Spouse’s license or certification from Soldier’s previous duty station**

**\_\_\_\_\_Cost estimate for the total amount of re-licensing/re-certification in new state.**

**\_\_\_\_\_Special Power of Attorney (SPOA AER Form 53) or Allotment Authorization (AER Form 55) if Soldier is determined unable to process application.**

**\_\_\_\_\_Supplemental Promissory Note Agreement (AER Form 501) for National Guard/U.S. Army Reserve on Title 10 Orders for greater than 30 days.**

**\* NOTE: AER Check will be disbursed as a two party (Spouse and Vendor) check or made payable directly to vendor.**

**\*\* This is a needs based assistance – cannot be provided for re-licensing/re-certification fees that have already been paid/cannot reimburse fees.**