**FORT IRWIN ARMY EMERGENCY RELIEF**

**Cover Sheet for Loan Application Packet**

**(Please Print Required Information Legibly)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Date: Click here to enter text.

SSN: Click here to enter text. Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DOB: Click here to enter text. Cell Phone: Click here to enter text.

AER is authorized to assist Active Duty Soldiers and their dependents, ARNG and USAR Soldiers on active duty for more than 30 days and their dependents, Army retirees and their dependents, and Surviving Spouses and Orphans of Soldiers who died while on active duty or after they retire.

**THE AER OFFICE DOES NOT SUPPLY LOAN APPLICATION FORMS!**

**Please go to:** [**http://www.aerhq.org/dnn563/BlankForms.aspx**](http://www.aerhq.org/dnn563/BlankForms.aspx) **to download & fill out your loan application prior to visiting our office.**

**PLEASE REMEMBER TO PROVIDE US WITH COPIES OF ALL DOCUMENTS NEEDED TO FACILITATE YOUR LOAN APPLICATION - NOT PROVIDING THESE DOCUMENTS WILL DELAY THE LOAN PROCESS.**

(**PVT; PV2; PFC; SPC; WO1; CWO2; 2LT and 1LT** **MUST** facilitate their AER loan applications **through** their **Chain Of Command** **FIRST** - prior to visiting the AER office.)

* **AER Form 700 – Request for Loan Assistance**
* **AER Form 600 – Commander’s Referral Program (for Active Duty clients who need a loan less than $1500 AND have no prior history of AER loans within 12 months).**
* **AER Form 57 - Budget Worksheet and attach it to this packet.**
* **Emergency Leave** **is exempted from the budget requirement.**

 **Copy of Military ID Card BOTH front and back.**

 **Copy of current End of Month Leave and Earnings Statement (LES).**

 Copy of Spouse’s income, if applicable (equivalent to one month of pay).

 Copy of Power of Attorney, if Spouse of a Service member (must bring original).

**ALSO ATTACH THE FOLLOWING DOCUMENTS AS APPLICABLE:**

**EMERGENCY TRAVEL OR MEDICAL TRAVEL: Does not require a budget (AER Form 57)**

 Copy of Travel Orders (**DA Form 31**), memorandum authorizing dependent travel, or DD 1610 TDY Orders.

 If departing via airlines, call EL SOL TRAVEL, INC., **(Tracy) at 520-663-0225** for an itinerary which will be e-mailed to AER from the Company and issued as an e-ticket; or obtain own itinerary with a quote (need copy of document). If departing via vehicle, estimate the cost of gas, food, and lodging (as required).

 Invitational Travel Orders, if applicable.

**FOOD:**

 Comments from Commander or First Sergeant on the AER Form 600 or AER Form 700. ACS does not have a food locker and the Chapel will give out limited food vouchers.

 Documentation of any public assistance.

**VEHICLE REPAIRS, INSURANCE, RENTAL CAR:**

 Copy of vehicle registration, insurance, and driver’s license.

 Copy of repair estimate quote (if applicable).

 Copy of insurance cancellation notice and quotes for new policy (if applicable).

 Copy of vehicle repossession notice (if applicable).

 Copy of rental agreement or quote (authorized if Soldier’s vehicle is being repaired or while taking an emergency leave).

**RENT OR UTILITIES**:

 Copy of pre-lease, lease or eviction notice.

 Copy of utility bill deposit or disconnection notice.

**FURNITURE PURCHASE**: Up to $4,000 loan is authorized if newly PCS to the area or recently married. **Must be recommended approval by Commander or First Sergeant**.

**REPLACEMENT VEHICLE**: Up to $4,000 loan is authorized to purchase a vehicle when cost of repair is higher than verified value of current vehicle (use Blue Book). Soldier must provide a proposed contract with defined cost of the vehicle. Assistance money will be made directly to the Soldier and not a vendor.

**\*For further types of assistance, please ask AER what documentation will be required.**

**FORT IRWIN ARMY EMERGENCY RELIEF OFFICE: 760-380-3513**

Building 1317, Room; 5 Normandy Drive - (Corner of Inner Loop and Normandy)

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//////////SIGNED/////////////////

PARRISH CRUZ, Army Emergency Relief Officer

Fort Irwin, CA (AER Section 03032)