

## Instructions for preparing AER Form 700

### Application for Army Emergency Relief (AER) Financial Assistance

This form contains fields that can be filled out and the form printed, or the form can be printed as a blank document and filled out by hand.

1. This item is the AER Section number – enter if known
- 2-6. Self-Explanatory
7. Only one box may be checked
8. This item may have multiple lines
9. Self-Explanatory
10. Only one box may be checked
11. For each question, only Yes or No may to be checked. The Bankruptcy Chapter line may contain no more than 2 digits.
12. This item may have multiple lines
- 12a. Self-Explanatory
- 12b. The Financial Needs Amount Column will only allow numbers and will automatically add the total.
- 13a. Self-Explanatory
- 13b. Self-Explanatory
- 14a. Only one box may be checked
- 14b. Only one box may be checked
- 14c. Self-Explanatory
- 14d. Self-Explanatory
- 14e. This item may have multiple lines
15. These items are completed by the AERO
- 15a. Only one box may be checked. The Loan Amount and Grant Amount items will only allow numbers
- 15b-c. Self-Explanatory
- 15d. This item may have multiple lines



**14. Unit Commander's Review of Active Duty Applicant**

14a. I have reviewed Soldier's request for AER assistance and recommend: \_\_\_\_\_ Approval. \_\_\_\_\_ Disapproval.  
*(indicate reason for recommendation or disapproval in section 14e )*

14b. Soldier \_\_\_\_\_ Is or \_\_\_\_\_ Is not Pending Elimination From The Army.

14c. Name/Rank of CDR/1SG, Signature, Phone #, and Email	14d. Date
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14e. Remarks *(Commander and AER Officer record all pertinent information pertaining to application. If applicant's budget information is needed, use an AER budget sheet. If more space is needed, continue on separate sheet)*

**15. Action by Approval Authority**

15a. Request is:  
\_\_\_\_\_ Approved. Loan Amount \$\_\_\_\_\_ Grant Amount \$\_\_\_\_\_  
\_\_\_\_\_ Disapproved. Soldier and Commander have been informed of the reasons for disapproval.

15b. Name of Approval Authority and Signature	15c. Grade	15d. Position
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