

VEHICLE REPAIR

Very Important Please Note: DO NOT authorize repair of the vehicle before applying for financial assistance. Financial assistance for rental, lease or purchase of new/used privately owned vehicle and cost associated with rental, lease, or purchase (e.g. taxes, registration, insurance, transportation, etc) is not authorized. AER will not assist with cosmetic repairs of vehicle.

In order to process your AER claim in an expedient manner, you will need to have the following documentation:

1. Application for Army Emergency Relief (AER) Financial Assistance (DA Form 1103)
 - *Starting with Block #3 and continuing to Block #15 fill out all information requested.
 - * Please read, sign and date Block #16
 - *Turn over form and have your Unit Commander (Rear Detachment Commander, if deployed) or their designated representative complete Block 17 a & b. Spouses with POA will not need a Commander's signature.
 - *Block 17(c) must contain the Unit Commander (Rear Detachment Commander, if deployed) or their designated representative signature and signature block. Spouses with POA will not need a Commander's signature.
 - *In Block 18 they may also add any comments they wish to make.
 - * The AER section will complete the remainder of the blocks.
2. AER Financial Information Work Sheet
 - * Please list all INCOME to include but not limited to your monthly pay, child support, spouse's salary, etc.
 - *Include all DEDUCTIONS listed on your current End of Month Leave and Earning Statement (LES).
 - *Please itemize your BUDGET (Average Monthly Payments). If something does not apply (such as school costs), place a zero on that line.
 - *The Unit Commander or their designated representative will review the AER Financial Information Work Sheet after completion. (Required)
3. Vehicle Repair Estimates for Primary Vehicle. (1 Estimate is required)
 - Vehicle repair estimates can be faxed to AER at 520-533-3778.
 - *NOTE: DO NOT PAY FOR REPAIRS WITH A CREDIT CARD. AER CANNOT ASSIST WITH CREDIT CARD PAYMENTS.
4. Copy of Registration and Proof of Insurance.
 - POV must be registered in the Soldier's name or that of their spouse.
5. Military ID Card
6. Current End of Month (EOM) Leave and Earning Statement (LES)
7. AER will contact the repair shop and authorize repair on the vehicle. The AER representative will contact the repair company to authorize the repair. The repair shop will notify you when the work is completed, you will then pick up the final bill and a check will be cut to the repair shop.