

# ARMY EMERGENCY RELIEF



**AER**

DATE: 4 NOVEMBER 2020

ASSISTANCE BULLETIN NUMBER: 12-2020

SUBJECT: EXPANSION OF EMERGENCY TRAVEL ASSISTANCE TO RESERVE OFFICER TRAINING CORPS (ROTC) CADETS

## 1. REFERENCES.

- a. Army Regulation 930-4, dated 5 May 2019
- b. Army Emergency Relief Section Reference Manual (SRM), Chapter 2, dated 15 October 2019

## 2. APPLICABILITY.

These instructions apply to Headquarters AER, all Army AER Sections, American Red Cross and Other Military Aid Society Offices.

## 3. PURPOSE.

This AER Bulletin provides guidance for the expansion of AER eligibility to contracted Reserve Officer Training Corps (ROTC) Cadets for Emergency Travel related costs when faced with an emergency requiring the presence of a Cadet.

## 4. GENERAL GUIDELINES.

- a. ROTC Cadets must be a contracted Cadet to be eligible for Emergency Travel assistance.
- b. Assistance is to meet unforeseen required travel due to the serious illness or death in the Cadet's immediate Family and related travel expenses such as transportation, lodging or meals.
- c. Assistance is for a short period, not to exceed 7 days for travel within CONUS and 14 days for travel to/from OCONUS.
- d. Emergency leave is defined in AR 600-8-10 paragraph 6-1(d) as emergency situations within the immediate Family. The immediate Family includes the following Family Members of the Soldier or Spouse:
  - (1) Parents, including stepparents

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- (2) Spouse
  - (3) Children, including stepchildren
  - (4) Sisters, including stepsisters
  - (5) Brothers, including stepbrothers
  - (6) Only living blood relative
  - (7) A person in loco parentis - one who stood in place of a parent to the Cadet for 24 hours a day, for at least a five-year period before the Cadet became 21 years of age. The person must have provided a home, food, clothing, medical care, and other necessities as well as furnished moral and disciplinary guidance and affection. A grandparent, or other person, normally is not considered to have stood in place of a person when the parent also lived at the same residence. A babysitter or day care provider is not considered in loco parentis.
- e. For a person in loco parentis, the Cadet must sign a statement verifying loco parentis, AER Form 731.
  - f. AER assistance for emergencies involving extended Family Members of a Cadet is not authorized.
  - g. Red Cross verification is required when the Professor of Military Science approves emergency travel.
  - h. Reasonable "ordinary and necessary" food costs associated with travel will be determined using per diem rates as a guide ([www.defensetravel.dod.mil/site/perdiemcalc.cfm](http://www.defensetravel.dod.mil/site/perdiemcalc.cfm)).
  - i. Assistance will be provided as a **Grant**.

## 5. RESPONSIBILITIES.

### a. HQ AER Assistance Section.

- 1) Establish Special Event Code (STAT A), "**ROTC Cadet**" for assistance request and inform AER Sections, American Red Cross and Other Military Aid Society HQs.
- 2) Establish secure portal instructions for AER Officers to send and receive application information from Leaders, Soldiers, and Families.
- 3) Upon notification by AER Section, review assistance requests and process Electronic Funds Transfer (EFT) transactions as needed IAW HQ AER Accounting Section in a timely manner.
- 4) Receive feedback from AER Sections on any procedural improvements required.

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### b. HQ AER Accounting Section.

- 1) Process EFT transactions, as needed in a timely manner upon receipt of signed AER Form 52, AER Check and Promissory Note and completed AER Form 575, AER Electronic Funds Transfer (EFT) Authorization Form.
- 2) Provide feedback to the Assistance Section of any rejected EFT transactions and reason.

## 6. PROCEDURE.

### a. Routing of assistance requests.

Assistance requests will be routed through the Professor of Military Science for review and concurrence.

### b. Cadet.

- 1) Inform Professor of Military Science of Emergency Travel situation.
- 2) Electronically forward all required AER application information and the supporting documentation listed in Paragraph 7 below to the Professor of Military Science for review, validation, and signature, as applicable.

### c. Professor of Military Science.

- 1) Validate an Emergency Travel situation exists.
- 2) If AER assistance is required, verifies the amount(s) to meet valid financial needs for Emergency Travel expenses.
- 3) Verify the Cadet is contracted and eligible for AER assistance.
- 4) Ensure Cadet completes AER Form 101, Application for Financial Assistance itemizing specific valid needs in Block 17.
- 5) Ensure Cadet completes AER Form 575, Electronic Funds Transfer (EFT) Authorization Form, if applicable.
- 6) Contact the nearest AER Section or another service Military Aid Society (Air Force, Navy/Marine Corps or Coast Guard) within a fifty (50) mile commuting radius for application processing instructions.
- 7) Forward AER application with supporting documentation listed in Paragraph 8 below to the nearest AER Section or Military Aid Society Office for review, evaluation, and assistance consideration.
- 8) If outside the fifty (50) mile commuting radius of any military installation, contact the American Red Cross at 1-877-272-7337 and select Option 1 for financial assistance. The American Red Cross will provide a secure link to transmit application information listed in Paragraph 8 below, conduct case intake on behalf of AER Section and forward case information to HQ AER for review, evaluation, and assistance consideration/decision.

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**NOTE: The Professor of Military Science and Cadets will ensure documents containing Personally Identifiable Information (PII) are only transmitted electronically through a secure means i.e. encrypted email, DoD Safe secure portal or other secure means. A secure link can be requested from the local AER Officer or HQ AER to securely transmit documents containing PII.**

### d. **AER Officers.**

- 1) Receive, evaluate, and process assistance requests in accordance with these outlines.
- 2) Ensure widest dissemination of these instructions to ROTC programs near their respective Posts, Camps, or Stations.
- 3) Provide instructions on how to process AER assistance request(s) electronically in accordance with these guidelines when “face to face” interaction is restricted for AER Staff members.
- 4) When the Professor of Military Science or Cadet requests a secure link, send secure DoD safe portal links to allow them to **SEND** and **RECEIVE** application data securely.
- 5) Assist the Professor of Military Science or Cadet as necessary to validate Emergency Travel needs.
- 6) Input the following case information in netFORUM/ARMS:
  - a) Enter the rank as Private First Class (PFC) for ROTC Cadets.
  - b) Under “Assistance Details” select “**Emergency Travel**” as the request category and select sub-categories as appropriate.
  - c) Enter STAT A Code “**ROTC Cadet.**”
- 7) Verify client banking information is correct on AER Form 575 when the funds will be disbursed via EFT by HQ AER.
- 8) When EFT support is required in coordination with HQ AER, complete the following actions:
  - a) Upload signed AER Form 575 into the “Case Documents” icon in the Assistance Case Profile in netFORUM/ARMS.
  - b) When uploading multiple documents, ensure AER Form 575 is titled in the following format: “**AER FORM 575 - Case ID#.**”
  - c) Forward EFT support request to [assistance@aerhq.org](mailto:assistance@aerhq.org) with CASE ID# in the SUBJECT line and the following in the body of the email message:
    - CASE ID # - it must be included in both the SUBJECT and the body of the email
    - The client’s preferred email address

## 7. **MANDATORY DOCUMENTS.**

- a. AER FORM 101, Application for AER Assistance
- b. Documentation verifying that the Cadet is contracted
- c. Documentation to support and validate the financial need, as required

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- d. AER Form 575, Electronic Funds Transfer (EFT) Authorization Form, as applicable
8. Points of contacts for this bulletin are as follows:
  - Assistance Section - SGM(R) Glen Wellman or CSM(R) Charles Durr at (571) 389-7137/ Extension #1 or via email at [assistance@aerhq.org](mailto:assistance@aerhq.org).
9. If additional guidance is required during non-business hours, please contact an HQ AER caseworker through the Army Operations Center at (703) 697-0218.

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