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**AER**

AER (Policy Memo: 2024-1)

12 August 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Change for AER Domestic Violence (Safe Travel) Assistance

**1. References:**

- a. Army Regulation 930-4, Army Emergency Relief, dated 19 May 2019
- b. Army Emergency Relief Section Reference Manual (SRM), Table 3-21, Domestic Violence – Safe Travel, dated 1 January 2023.

**2. Purpose:** Army Emergency Relief (AER), in coordination with the Army Family Advocacy Program (FAP), is committed to supporting Army Service Members and their Families who are impacted by domestic violence. This memorandum implements a change in AER policy guidance and assistance processing guidelines when providing financial assistance to alleged victims of domestic violence under Restricted Reporting.

**3. Applicability:** This policy applies to all Army AER Sections and the HQ AER Assistance Section Caseworkers when assisting Army members in coordination with other Military Aid Societies and the American Red Cross.

**4. Reason for Change:** Army policy does not allow alleged domestic abuse cases under Restricted Reporting to be reported to the alleged abuser's commander or law enforcement agencies. Current AER policy requires a Garrison Commander's memorandum to validate that command funds are not available for temporary lodging, food, or transportation. The current AER process that includes Garrison Commander's approval under Restricted Reporting can delay moving a victim out of the abusive situation.

**5. Policy Change Details:**

- a. Unrestricted Reporting: The current policy and category guidelines in accordance with the AER Section Reference Manual (SRM), dated 1 January 2023, Table 3-21, remains unchanged.
- b. Restricted Reporting change to Table 3-21: To prevent delays in funding for Restricted

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Reporting cases, the FAP Manager can now sign and provide the FAP Memorandum/Checklist for Domestic Violence cases in accordance with the AER Section Reference Manual, Figure 3-21-1 and Figure 3-21-2, validating the need to temporarily move the victim out of the abusive situation. This memorandum for Restricted Reporting no longer requires the Garrison Commander's signature. Based on the FAP Manager's validation, and if Command funding is not available, the local AER Officer (Level I Approving Official) may provide an initial 5 days of funding to meet basic essential needs for temporary lodging, food and personal transportation (gas, airline ticket) not to exceed \$1,500. If a second assistance request for funding is required to move the victim to a safe location, the second request may be approved by the local AER Officer (Level I Approving Official) and will not exceed \$2,500. Total AER financial assistance under Restricted Reporting will not exceed \$4,000. Any exception requests that exceed this threshold will require Garrison Commander involvement and HQ AER review and consideration.

6. When entering domestic violence cases, AER Officers will always include the following entries on the Application Tab in Army Relief Made Simple (ARMS):

- a. Program: Domestic Violence
- b. Special Event Code: Domestic Violence (UR) or Domestic Violence (RR)
- c. Assistance Reason: Unforeseen/Unbudgeted Personal Safety & Other Travel Expenses

7. This memorandum will remain in effect until the next update of the AER Section Reference Manual (SRM) is published or otherwise superseded.

8. The point of contact for this policy change is Charles Durr, Email: [charles.durr@aerhq.org](mailto:charles.durr@aerhq.org), Phone: (571) 389-8484.



C. Eldon Mullis  
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**DISTRIBUTION:**

- 1 – All Army AER Sections
- 1 – DCS G9, Family Advocacy Program Manager (DPRR)
- 1 – IMCOM G9 (Gale Johnson/Clint Strutt)
- 1 – HQ AER – Assistance Section
- 1 – HQ AER – Loan Management