



DEPARTMENT OF THE ARMY
ARMY SUPPORT ACTIVITY
1835 ARMY BOULEVARD
FORT SAM HOUSTON TX 78234-2645

IMSM-CFA

14 January 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Emergency Relief (AER) Clearing Procedures

1. HQ AER has issued new guidance effective 14 January 2014, on the requirement for installation clearance of, Army Emergency Relief.
 - a. Active Duty Soldiers in a PCS status can be cleared by In-Out processing manager.
 - b. Active Duty Soldiers in Retirement status (years of service) can be cleared by In-Out processing manager.
 - c. Active Duty Medically Boarded (Retirement), Chapter, and End Term Service (ETS) must clear through the local AER office.
 - d. All National Guard and Reserve Soldiers (Title 10), Demobilization and PCS must clear through the local AER office.
2. Out-Processing will be conducted M-F, 0730 – 0900.
3. The AER office is located at 1304 Stanley Rd, Bldg. 131, Fort Sam Houston, TX (corner of Meyers and Stanley Road).
4. Point of contact is the AER office at 210-221-1612, if there are any questions.

Barron M. Henry
Army Emergency Relief Officer