

HQ, III Corps & Fort Hood
Fort Hood, TX 76544
230833 Nov 15

OPERATION ORDER PW 15-11-1053(ARMY EMERGENCY RELIEF CAMPAIGN 2016)

Reference: Garrison request, dated 17 Nov 15.

Time Zone Used Throughout Order: Local.

Task Organization: Omitted.

1. SITUATION. Fort Hood annually conducts an Army Emergency Relief (AER) Campaign. The Army Emergency Relief is a private nonprofit organization incorporated in 1942 by the Secretary of War and the Army Chief of Staff. The Army Emergency Relief is the Army's own emergency financial assistance organization and is dedicated to "Soldiers Helping Soldiers." Army Emergency Relief's sole mission is to help Soldiers and their Family Members. Fort Hood will conduct the 74th Annual AER fund raising campaign **1 Mar 16- 15 May 16**. Fort Hood's goal is to contact one hundred percent of the assigned military personnel.

2. MISSION. Selected Fort Hood Units provide support for the annual AER Campaign **1 Mar 16 - 15 May 16** in order to increase awareness and ultimately raise funds to assist Soldiers and Family Members with emergency financial needs.

3. EXECUTION.

a. Concept of Operations. Selected Fort Hood Units provide AER key persons for training and to advertise and solicit contributions for the 2016 AER Campaign **1 Mar 16 - 15 May 16** from Soldiers within their respective Units.

b. Tasks to **Selected Fort Hood Units**.

(1) **1st Cavalry Division**:

(a) Provide one primary and one alternate AER representative name, email address, and contact phone number per Brigade and Battalion. AER representative must attend AER training on one of the following dates: **12 Jan 16, 14 Jan 16** or **15 Jan 16 (0930 – 1130) or 20 Jan 16, 21 Jan 16 or 22 Jan 16 (1330- 1530)** at Building 12020, Suite 400. AER representative will solicit contributions from Soldiers within their respective Units and advertise the 2016 AER Campaign **1 Mar 16 - 15 May 16**.

(b) Provide two Soldiers in the rank of SFC (or above) as 2016 AER Campaign Coordinators, to be onsite at the River's Building (Building 121) and available from **5 Jan 16 - 29 Jul 16**. In response to the Directorate of Internal Review, Army Emergency Relief Program Audit report dated 31 Jul 12, the recommendation was to "Appoint an individual outside of the AER activity as Campaign Coordinator to ensure proper separation of duty between the coordinator and the AER Office and to maintain the highest level of integrity over the campaign." ACS personnel nor Command Financial Specialists

can be assigned as campaign coordinators. Appointment orders will be provided for selected personnel. Factors in selecting and appointing a campaign coordinator are: maturity, enthusiasm, and supportive of the AER mission. Coordinators must be proficient in Microsoft® Office and will receive training in AER specific software. Tasks to be performed include: train Unit AER representatives; issue campaign material; coordinate AER ceremony; receive, safeguard, and deposit contributions; prepare weekly reports; and prepare After Action Report.

(2) **Division West, 13th Sustainment Command (Expeditionary), Operational Test Command, 1st Medical Brigade, 11th Signal Brigade, 36th Engineer Brigade, 48th Chemical Brigade, 69th Air Defense Artillery Brigade, 85th Civil Affairs Brigade, 89th Military Police Brigade, 407th Army Field Support Brigade, 504th Military Intelligence Brigade, Garrison, MEDCEN, DENTAC, Warrior Transition Brigade, III Corps HHBN and NCO Academy:** Provide one primary and one alternate AER representative name, email address, and contact phone number per Brigade and Battalion. AER representative will attend AER training on one of the following dates: **12 Jan 16, 14 Jan 16 or 15 Jan 16 (0930 – 1130) or 20 Jan 16, 21 Jan 16 or 22 Jan 16 (1330 - 1530)** at Building 12020, Suite 400. AER representative will solicit contributions from Soldiers within their respective Units and advertise the 2016 AER Campaign **1 Mar 16- 15 May 16**.

(3) **Garrison:**

(a) **USAG (HHC):** Provide one primary and one alternate AER representative name, email address, and contact phone number. AER representative will attend AER training **12 Jan 16, 14 Jan 16 or 15 Jan 16 (0930 – 1130) or 20 Jan 16, 21 Jan 16 or 22 Jan 16 (1330 - 1530)** at Building 12020, Suite 400. Key person need only attend one session. AER representative will solicit contributions from Soldiers within their respective Units and advertise the 2016 AER Campaign **1 Mar 16 - 15 May 16**.

(b) **Directorate of Plans, Training, Security and Mobilization (Hood Mobilization Brigade):** Provide one primary and one alternate, AER representative name, email address, and contact phone number per Brigade and Battalion. AER representatives must attend one AER training. Training will be conducted **12 Jan 16, 14 Jan 16 (0930 – 1130) or 20 Jan 16, 21 Jan 16 or 22 Jan 16 (1330 - 1530)** at Building 12020, Suite 400. AER representative will solicit contributions from Soldiers within their respective Units and advertise the 2016 AER Campaign **1 Mar 16- 15 May 16**.

(c) **Directorate of Public Works:** Post goal thermometers for the 2015 AER Campaign at each major entrance to Fort Hood and at the III Corps HQ, Building 1001 NLT **2 Mar 16**.

(d) **DFMWR Marketing and Advertising:**

1. Develop a Marketing Plan for Fort Hood Army Emergency Relief Campaign.
 2. Coordinate the printing of signs, posters and flyers for event.
 3. Coordinate with Public Affairs for publicity support.
- c. Coordinating Instructions.

(1) Tasked Units will make direct coordination with AER POCs (Mr. Johnny Judd) at (254) 288-9272 or johnny.w.judd.civ@mail.mil or Ms. Teresa Gambrelat (254) 553-3101 or teresa.d.gambrel.civ@mail.mil upon receipt of this order.

(2) AER representatives must have the number count of Soldiers in their commands on day of training in order to pick up campaign material.

4. SUSTAINMENT. Omitted.

5. COMMAND AND SIGNAL.

a. Command. Omitted.

b. Signal.

(1) AER POCs are Mr. Johnny Judd at (254) 288-7292 or johnny.w.judd.civ@mail.mil and Ms Teresa Gambrel at (254) 553-3101 or teresa.d.gambrel.civ@mail.mil.

(2) Garrison Operations POC is Steven Shaw at (254) 287-8316, steven.m.shaw1.civ@mail.mil or Lacey Eide at (254) 285-6412, lacey.j.eide.civ@mail.mil.

(3) III Corps G-3 POC is Mr. Orlando Medina at (254) 287-4775 or orlando.medina.civ@mail.mil.

ACKNOWLEDGE:

//ORIGINAL SIGNED//
MACFARLAND
LTG

OFFICIAL:

WOODWARD
G3

DISTRIBUTION: S