



**35th FIGHTER WING OFFICE OF THE STAFF JUDGE ADVOCATE
POWER-OF-ATTORNEY WORKSHEET**

PLEASE PRINT LEGIBLY

GRADE/RANK, NAME AND SSN:

Box #: _____ State of Legal Residence: _____ HP: _____ WP: _____ SQDN: _____
Name of Individual Receiving Power(s)-of-Attorney and Address (address not required if Misawa resident):

Expiration Date: _____ Usually 1 year for General POAs and 2 years for Special POAs *POAs for
vehicle sales at Misawa can be a maximum of 90 days, per Security Forces, Vehicle Registration

GENERAL (Please read information about General POAs on the back of this worksheet)

SPECIAL – VEHICLE – Circle all that apply: SELL / PURCHASE / OPERATE / REGISTER / JCI /
INSURE / SHIP (Write below the YEAR, MAKE, MODEL, VIN AND PLATE #)

_____ H _____ Y _____

SPECIAL – CHILD CARE – MEDICAL: Typically used for short-term provider
Write CHILD(REN)'S NAME AND DATE(S) OF BIRTH below

SPECIAL – CHILD CARE – LOCO PARENTIS: Typically used for long-term provider; allows
your appointed agent to act as parent on your behalf – includes medical, dental, and school enrollment
Write CHILD(REN)'S NAME AND DATE(S) OF BIRTH below

SPECIAL – BANKING – Circle all that apply: ACCESS TO ACCOUNTS / ALLOTMENTS
Write BANK NAME, LOCATION OF BANK, TYPE OF ACCOUNT AND ACCOUNT # below

SPECIAL – FINANCE / MILITARY PAY (Navy's PSD will only accept a special POA, as does
the Air Force Accounting & Finance) – Choose one: INQUIRIES ONLY / ALL ENCOMPASSING

SPECIAL – TMO – Choose one: SHIP HOUSEHOLD GOODS / RECEIVE HOUSEHOLD GOODS
Write QUARTERS # AND DESTINATION OF GOODS

SPECIAL – HOUSING – Choose one: SIGN FOR HOUSING / CLEAR QUARTERS

SPECIAL – OTHER – List specifically what you want your agent to do for you below

AUTHORITY: 10 USC 8072; EO 9397 PRINCIPLE PURPOSE(S): To collect data on the number and types of legal
assistance cases handled and to help your legal staff recall the type of legal assistance previously provided. ROUTINE
USES: See Principle Purposes. DISCLOSURE IS VOLUNTARY

GENERAL POA

- ★ When you grant someone a General Power of Attorney (POA), you are granting him/her virtually unlimited power to act on your behalf.
- ★ Keep in mind that the POA is only as good as the institution that will accept it and some institutions on base require a Special POA.
- ★ Be aware that there are many horror stories of military members granting General Powers of Attorney to individuals who act contrary to their wishes. For example, individuals are legally bound to pay all debt incurred by their Attorney-in-Fact, pursuant to use of the General Power of Attorney.
- ★ It is of the utmost importance that you carefully analyze your need for a General POA before granting this extensive power. In most cases, a Special will suffice.

SPECIAL POA

- ★ When you grant someone a Special POA, you are granting your Attorney-in-Fact the power to act on your behalf in only LIMITED situations.
- ★ When drafting a special POA, we ask for as much detail as possible to ensure the power is specifically limited to the authority granted.
- ★ Many institutions (including those on base) REQUIRE Special POAs to protect both you and the agency. It is always a good idea to contact the agency and ask if there is any specific wording they require in order to accept the POA.

* The Internal Revenue Service (IRS) requires you to use IRS Form 2848 to grant another person the authority to file taxes on your behalf. The legal office and the base tax office have IRS Form 2848. This document can also be found at www.irs.gov. Notarization of this document is not required.

ALWAYS REMEMBER

- 👉 No agency is required to accept any power of attorney. It is at their discretion.
- 👉 It is difficult to revoke a power of attorney once authorized. Make the termination dates that are reasonable and allow for the necessary time only.
- 👉 Take great care in choosing your Attorney-in-Fact, you are granting the legal authority to act on your behalf.