

# POWER OF ATTORNEY WORKSHEET

Today's Date: \_\_\_\_\_ **PLEASE PRINT NEATLY AND LEGIBLY.**

## Circle Appropriate information.

You are (circle one):

1. Active Duty 2. Dep. of Active Duty 3. DOD Empl 3a. Dependent of DOD Empl 4. Other

You want to make (circle one):

4. **FULL (GENERAL) POWER OF ATTORNEY** OR **SPECIAL POWER OF ATTORNEY**

Name of Person **GIVING** POA

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First Middle Last Your Home State  
Name of Person **RECEIVING** POA Address of Person **RECEIVING** POA

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First Middle Last Address of person receiving POA (city, state or MCAS)

**Expiration Date:** \_\_\_\_\_ (Note: Not more than one year for American vehicles. For Japanese vehicles, not more than 120 days. Your **INSURANCE** must not expire **BEFORE** the power of attorney does (Don't get a power of attorney for 120 days if your insurance expires in 60 days.) Either extend your insurance or get a shorter power of attorney. The person you are leaving the power of attorney to must have a valid **SOFA LICENSE**.)

## **SPECIAL POWER OF ATTORNEY ONLY**; Circle Number(s) & fill in info

1. **AUTO**; Full Power (Not Sale) DESCRIPTION OF AUTO (for No. 1 through No. 7)
2. **AUTO**; Drive Color \_\_\_\_\_ Year \_\_\_\_\_
3. **AUTO**; Purchase Make/Model \_\_\_\_\_
4. **AUTO**; Sell(Not on Base) License Plate # \_\_\_\_\_
5. **AUTO**; Release from Impound VIN # \_\_\_\_\_
6. **AUTO**; PMO Auto Disposal
7. **AUTO**; Shipping Via orders; Ship from \_\_\_\_\_ to \_\_\_\_\_ PCS Orders # \_\_\_\_\_ Dated \_\_\_\_\_
8. **HOUSEHOLD GOODS**; Shipment of (Includes shipping motorcycle) i.g. TMO shipping
9. **HOUSEHOLD GOODS**; Claims for shipment of
10. **CHILD(REN)**; Act in Loco Parentis, Name(s)/Sex \_\_\_\_\_
11. **CHILD(REN)**; Medical Care  
Name(s) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Age \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Sponsor's Name, SSN & Duty Station \_\_\_\_\_

(Please See Reverse Side)

12. **CHILD(REN)**; Passports & Visas for Name(s) \_\_\_\_\_  
 \_\_\_\_\_ Age(s) \_\_\_\_\_
13. **MONEY**; Withdraw from Bank Name \_\_\_\_\_  
 Address \_\_\_\_\_ Account # \_\_\_\_\_
14. **MONEY**; Withdraw check(s) from my Account # \_\_\_\_\_ in the NFCU,  
 MCAS, Iwakuni, Japan; and to cash said check(s)
15. **MONEY**; Deposit & Withdraw; Bank Name \_\_\_\_\_
16. **MONEY**; Borrow
17. **MONEY**; Borrow \_\_\_\_\_ dollars from (Bank) \_\_\_\_\_
18. **CHECKS**; Cash
19. **CHECK**; Cash check # \_\_\_\_\_ Dated \_\_\_\_\_ in the Amount of  
 \$ \_\_\_\_\_ at (Bank) \_\_\_\_\_
20. **CHECKS**; Collection of, drawn on the U.S. Treasury
21. **CREDIT CARD**; Use my \_\_\_\_\_ card # \_\_\_\_\_
22. **STOCKS & BONDS**; Buy/Sell
23. **STOCKS & BONDS**; Sell/Exchange/Reinvest
24. **STOCKS & BONDS**; Act as an Attorney or Proxy
25. **BUSINESS**; Transaction of all kinds
26. **TAX RETURNS**; Prepare returns and cash refund check(s)
27. **TAX RETURNS**; Cash refund check(s) only
28. **GOVERNMENT VOUCHERS**; Execution of
29. **SAFETY DEPOSIT BOX**; Enter and take from my box # \_\_\_\_\_ located in  
 (Bank) \_\_\_\_\_
30. **HOUSE**; Obtain Military Housing at \_\_\_\_\_
31. **HOUSE**; Check-Out of Military Housing at \_\_\_\_\_
32. **HOUSE**; Buy, Address: \_\_\_\_\_
33. **HOUSE**; Sell/Rent/Lease, Description: \_\_\_\_\_  
 Address: \_\_\_\_\_
34. **PROPERTY**; Management of, Address: \_\_\_\_\_
35. **PROPERTY**; Recover possession of
36. **DEED OF TRUST**; Execute, Description: \_\_\_\_\_  
 Address: \_\_\_\_\_
37. **LITIGATIONS**; Institute, Prosecute, Defend, Compromise, etc.
38. **DOCUMENTS**; Make, endorse, accept, receive, sign, seal, etc.
39. **CERTIFIED LETTER**; Receive letter # \_\_\_\_\_ dated \_\_\_\_\_
40. **MCX LAYAWAY**; Receive for ticket(s) # \_\_\_\_\_
41. **OTHER**; Please state what kind of power you like to give:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_