

## Introduction: What is a POA?

A power of attorney (POA) is a legal document that allows you (the "principal") to delegate authority to another person ("agent" or "attorney-in-fact") to accomplish an act or acts in your name or for your benefit.

A POA is one of the strongest legal documents that an individual can give to another person. The POA authorizes your agent to act on your behalf and to carry on your business in your absence. Acts performed by the agent and authorized by the Power of Attorney are legally binding on you. Since a POA is such a powerful document, it should be given only to a trustworthy person, and only when absolutely necessary.

There are several types of POAs, discussed further in this brochure. Your legal assistance office can advise you about, and prepare for you, the appropriate POA needed for your situation. PLEASE NOTE: third parties, such as banks, businesses, DO NOT have to accept or acknowledge your Power of Attorney. It is totally within their discretion to do so. However, most will recognize them as legally binding documents when properly executed and notarized.

The Legal Assistance Office prepares all types of Powers of Attorney. The legal office will ask you to fill out a POA worksheet before an attorney will review and notarize your POA. Please disclose as much information as may be necessary to assist your attorney. The Yokota Legal Office prepares POAs on a walk-in basis Monday through Thursday, from 0900 to 1500.

## OTHER RESOURCES

- **POA/Legal Assistance Web Site**
  - ◇ <https://aflegalassistance.law.af.mil>
  - ◇ Select "Legal Worksheets"
  - ◇ Select "Powers of Attorney"
- **American Bar Association Guide to Wills and Estates**
  - ◇ [http://www.americanbar.org/groups/public\\_education/publications/books\\_related\\_products/law\\_materials\\_for\\_consumers.html](http://www.americanbar.org/groups/public_education/publications/books_related_products/law_materials_for_consumers.html)
- **AFI 51-504, Legal Assistance, Notary and Preventative Law Programs**

### POA Walk In Hours:

0900 - 1500 | Monday - Thursday



374th Airlift Wing  
Office of the Staff Judge Advocate  
Building 315, Airlift Avenue  
Yokota Air Base, Japan

DSN Phone: 315-225-8069  
DSN Fax: 315-225-7180  
Commercial Phone: 011-813-1175-58069  
Commercial Fax: 011-813-1175-57180



374th Airlift Wing  
Office of the Staff Judge Advocate  
Building 315, Airlift Avenue

## POWERS OF ATTORNEY

### This Brochure Includes:

- What is a POA?
- When and how are POAs used?
- Types
- Revocation of POA
- Other Resources



## When and how are POAs used?

POAs are typically used when an individual requires someone else to act on their behalf because the individual is either not available in the specific location where business must take place or is unable to act in the moment a transaction occurs. There are many situations where this may apply, but frequently, POAs are used when an individual is permanently changing stations, deploying, living in a different location than family members, or is in need of medical care.

There are many examples of how POAs are used. When changing stations, an individual might use a POA to allow a friend or co-worker to sell their car after the person has left the base. When a spouse is deployed, POAs can be used to grant the remaining spouse the ability to sign legal documents requiring joint signatures, such as when closing on a home. When part of a single-parent, military to military, or blended-family household, POAs can be used to grant other family members or friends the ability to make medical decisions for a child, enroll them in school, and obtain the child's health and school records when the child is cared for by a grandparent or family friend. POAs are particularly pertinent in emergency situations, such as when non-combatant family members must be evacuated and separated from a military member. Ultimately, these documents can be tailored to suit the needs of almost any situation.

## Types of POAs

**(a.) General Powers of Attorney** A "general" POA gives your agent the right to conduct any business transaction you could do personally, including the right to sell your property and take out loans in your name for which you will be responsible. While a general POA may be helpful, it can also be dangerous. In the past, some individuals have sold property, closed bank accounts, or run up credit card debts through use of a general POA. Consequently, a general POA should only be used when necessary and be limited in duration (generally to no more than one year). In most cases, a POA should be granted only for the minimum amount of time necessary to accomplish the act set out in the POA.

You should always ensure that your agent is someone that you absolutely trust with all of your money and legal decisions. If you lose trust in your agent, consult a legal assistance attorney about revoking the general POA. It's important to remember that a general POA is so broad in nature that some agencies may refuse to recognize or accept them. This is particularly true for real estate transactions. For these reasons, it is generally better to consider using a "special" power of attorney when possible.

**(b.) Durable Power Of Attorney** A durable POA can give your agent the right to conduct your business transactions if you become incapacitated by an illness, such as a coma or stroke. This power of attorney remains effective even if you become incapacitated. A health care POA should always be durable, and in many cases other POAs should be as well. The POAs produced by Air Force legal offices will include a durability clause unless you want it removed.

**(c.) Springing Power Of Attorney** A springing POA can give your agent the right to conduct your business transactions if you become incapacitated by an illness, such as a coma or stroke. In contrast to simply a durable POA, this power of attorney only becomes effective upon your incapacity. You may revoke the POA when you are no longer incapacitated or the POA will be revoked upon your death. A springing general POA is very effective especially if you do not have joint accounts or property, such as bank accounts, property or mutual funds. This document allows your agent to access your bank accounts, pay your bills and care for your property while you are unable. Without this document or joint accounts, your family would likely need to go to court to become your guardian in order to access your financial accounts. Health care POAs should usually be springing as well, meaning that your agent will not make health care decisions for you unless you are unable to do so. Consult your legal assistance officer or civilian attorney concerning springing general POAs.

**(d.) Special Powers Of Attorney** A "special" POA limits your agent's authority to act on your behalf to specific transactions such as registering a car, shipping household goods, cashing a paycheck, buying or leasing a house, or signing for government housing.

Because it is more specific, the special POA is safer than a broad general POA and more likely to be accepted by third parties. Your legal assistance attorney can help you determine the POA that will meet your needs.

## Revocation of Powers Of Attorney

Generally, your non-durable POAs, both "General" and "Special," are automatically revoked upon your disability, death, or upon the termination date specified on the document itself. However, you may also revoke a POA prior to the termination date by taking the appropriate steps, including executing a revocation of the POA, delivering notice of the revocation to your agent, and delivering notice of the revocation to all third parties that have relied or may rely on the POA. In addition, to the greatest extent possible, it is important to recover the original POA from the agent and destroy the original and all existing copies of the POA. However, it is important to note that you may be responsible to any third party who did not receive notice of the revocation. If you are deployed, revoking a POA may be especially difficult and you should contact your nearest legal assistance attorney for advice. If you have a POA now in effect and you desire to revoke it, consult your legal assistance officer or civilian attorney concerning the legal steps you must take.