POWER OF ATTONERY INSTRUCTIONS

**FOR POA HOLDERS E-7 AND ABOVE**

* Special Power of Attorney is required
* Stop by pass and registration (bldg. 653)
* Take Power of Attorney to Legal office to be notarized
* Return back to Pass and Registration to be put in DBIDS

**E-6 AND BELOW**

* Download and complete Command Action Letter on the Misawa Air Base Pass and Registration section prior to coming to Pass and Registration \***have first Sergeant or Unit Commander sign\***
* Fill out Special Power of Attorney
* Take Power of Attorney to Legal office to be notarized
* Return back to Pass and Registration to be put in DBIDS