

[No Government Letter Head/Logo. If your Private Organization has its own logo separate from the Air Force, you can use it here]

5-Jul-23

MEMORANDUM FOR 75 MSG/CC

FROM: [PO NAME]

SUBJECT: [PO NAME] Request for Waiver of Liability Insurance

1. Having met all of the requirements in AF 34-223, [PO NAME] requests the insurance liability requirement under AFI 34-22, paragraph 10.15 be waived for the following reasons.

a. *Provide a concise statement of the PO's purpose and mission.*

b. *Provide a concise statement of any planned and future activities the PO intends to conduct on and off base.*

c. *Statement of why the activities present a negligible risk of liability to the membership and public. (The underline portion must be included.)*

2. The [PO NAME] has been made aware waiving insurance liability does not absolve the PO of any legal liability. Any liability created by the absence of liability insurance can result in the PO's members being held jointly and severally liable for claims.

3. Based upon the facts, we believe the risks of the activities our Private Organization will host will be negligible. We respectfully request a waiver of liability insurance for the [PO NAME].

4. If you have any questions, you may contact me at _____.

SIGNATURE BLOCK

Title, PO name