

[No Government Letter Head or 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] Letter of Liability Insurance Understanding

1. The [PO NAME] has met all of the requirements in AF 34-223, and met the insurance liability requirement under AFI 34-22, paragraph 10.15.
2. The [PO NAME] realizes our responsibility to maintain adequate insurance coverage commensurate with the risk posed to the public and the club membership. Should we engage in activities, which directly increase the risk to the public or to our membership, we would procure the appropriate type and level of insurance beyond our normal policy.
3. The [PO NAME] realizes that claims against the organization for injury or damage caused by our negligence can impose a joint and several liability on each member in the event we lack insurance coverage or in the case where the claim exceeds our coverage.
4. The [PO NAME] has provided a current copy of proof of Liability Insurance to 75fss.private.orgs@us.af.mil and will update this on a yearly basis each January.
5. If you have any questions, you may contact me at _____.

SIGNATURE BLOCK
Title, PO name