

[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 has requested a Waiver for the Liability Insurance requirements 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 regardless of our waiver status.
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 regardless of wavier status.
4. The [PO NAME] has provided a current copy/request of our Waiver for Liability Insurance to [75fss.private.orgs@us.af.mil](mailto: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