XX Jul 2013

# MEMORANDUM FOR 8 FSS/FSR

ATTENTION: Unofficial Private Organization Monitor

FROM: YOUR ORGANIZATION

SUBJECT: Waiver of Insurance Coverage Requirement

1. I request that the Unofficial Private Organization Name be granted a waiver of the requirements for liability insurance in accordance with AFI 34-223, para 10.11.

2. Activities of this official private organization (UPO) are low risk and the likelihood of injury or property damage is negligible. Members understand that they are jointly and severally liable for obligations of the UPO and have signed documentation acknowledging this. If the UPO plans to engage in any activity that has increased risk of bodily injury or property damage liability insurance will be obtained for the specific event.

3. For questions, please contact YOUR POC at DSN 782-XXXX. Your consideration on this matter is greatly appreciated.

JOHN L. DOE, YOUR POSITION Unofficial Private Organization Name

1st Ind, 8 MSG/CC

MEMORANDUM FOR UNOFFICIAL PRIVATE ORGANIZATION NAME

I approve/disapprove insurance waiver, per Wing delegation memorandum, dated 16 Aug 2021.

ROBERT L. BARTLOW Jr., Colonel, USAF

Commander, 8th Mission Support Group