

MEMORANDUM FOR 316 MSG/CC

FROM: [Organization Name]

SUBJECT: Request for Liability Insurance Waiver

1. The PO Name respectfully requests a liability insurance waiver in accordance with DAFI 34-106, paragraph 5.16, *Private Organizations Program*. As a Local Supporting Foundation (LSF) / Private Organization (PO), we do not conduct activities that present more than a negligible risk of liability.
2. We understand that an approved waiver does not relieve the organization or its members from personal, joint, or several liability arising from our operations, fundraising activities, or events. Members have been informed of this liability through (explain how), and their acknowledgment is documented by (explain how).
3. We acknowledge that the Installation Commander, or delegated authority, may still require liability insurance for specific events that involve elevated risk of injury, property damage, or other hazards.
4. We understand that, if approved, this waiver is valid for one year and must be reevaluated annually in accordance with DAFI 34-106.
5. Our organization conducts the following types of activities and fundraisers: (List specific activities and fundraisers here).
6. If additional information is required, please contact [POC Name, no rank] at [phone number]. (Delete this line once signed.)

CAPITALIZE NAME (No rank)

President, PO Name

Do not sign until after legal review

1st, Ind, 316 MSG/CC

MEMORANDUM FOR PO NAME

Approved/Disapproved

MINDY A.P. DAVITCH, Colonel, USAF
Commander, 316th Mission Support Group

Add digital signature box for MSG Commander...

delete this line (Do not sign until after legal review)

“THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.”