

[DD MMM YYYY]

MEMORANDUM FOR 52 MSG/CC

FROM: [Name of Private Organization]

SUBJECT: Request for Liability Insurance Waiver – [Name of Private Organization]

1. In accordance with DAFI 34-106, *Private Organizations Program*, the [Name of Private Organization] formally requests a waiver for the standard liability insurance requirement.
2. All members of the organization have been briefed and are fully aware that this waiver does not absolve the organization from any liabilities. Members understand and acknowledge that they are jointly and severally liable for the financial and legal obligations of the Private Organization, to include public liability and property damage claims.
3. This waiver is requested because our organization is exclusively involved in low-risk liability activities on an operational, yearly basis, to include: a) [Routine administrative meetings], b) [On-base bake sales], and c) [Morale building events within the squadron].
4. In the event the organization plans to host any one-time event that may significantly increase liability risk (e.g., sporting events or large public gatherings), we understand that this operational waiver will not apply, and we will be required to purchase specific event liability insurance prior to execution.
5. Upon approval of MSG/CC, this waiver and memorandum will remain valid for a period of one (1) year.

[FIRST NAME M. LAST NAME]
President, [Name of Private Organization]

Date

1st Indorsement, 52 FW/JA

RECOMMEND: ☒ APPROVAL ☐ DISAPPROVAL

Staff Judge Advocate

Date

2nd Indorsement, 52 MSG/CC

ACTION: ☒ APPROVED ☐ DISAPPROVED

TOMMY V. S. MARSHALL II, Colonel, USAF
Commander, 52d Mission Support Group

Date