

2-Feb-26

MEMORANDUM FOR 75 MSG/CC

FROM: [PO NAME]

SUBJECT: [PO NAME] Request for Waiver of Liability Insurance

1. Having met all of the requirements in DAFI 34-106, [PO NAME] requests the insurance liability requirement under DAFI 34-106 paragraph 5.16 be waived for the following reasons.

a. *Provide a concise statement of the PO's purpose and mission.*

b. *Provide a concise statement of any planned and future activities the PO intends to conduct on and off base. You will need to give a list of a few different activities so legal can evaluate the level of risk of liability. Be detailed and specific when possible.*

c. *Statement of why the activities present a negligible risk of liability to the membership and public. (The underline portion must be included.)*

2. The [PO NAME] understands that IAW DAFI 34-106, Private Organization (PO) members must be made aware that they are jointly and severally liable for the obligations of the PO. The absence of liability insurance places their personal assets immediately at risk in the event of PO liability. The commander or delegates may waive the requirement for continuous liability coverage; however, PO must be advised that the commander may still require liability insurance for specific events that involve a greater risk of injury or damage. Insurance waivers must be reevaluated annually.

3. Based upon the facts, we believe the risks of the activities our Private Organization will host will be negligible. We respectfully request a waiver of liability insurance for the [PO NAME].

4. If you have any questions, you may contact me at _____.

[Name – NO RANK]
Title in Private Org
Signature Block