

2-Feb-26

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 DAFI 34-106, and met the insurance liability requirement under DAFI 34-106, paragraph 5.16.
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 beyond our normal policy.
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 or in the case where the claim exceeds our coverage.
4. The [PO NAME] has provided a current copy of proof of 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 \_\_\_\_\_.

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