



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 66TH AIR BASE GROUP
HANSCOM AIR FORCE BASE MASSACHUSETTS**

DD Month YYYY

MEMORANDUM FOR 66 FSS/FSR
66 ABG/JA
66 FSS/CC
66 ABG/CC

FROM: **Private Org Name**

SUBJECT: Request for Waiver of Liability Insurance

1. IAW AFI 34-223, para 10.15, we request waiver of liability insurance.
2. This official private organization, **Private Org Name**, holds occasional fundraisers and therefore the risk of liability is negligible.
3. We are aware that members of our official private organization may be held jointly and severally liable for the obligations of the organization. Additionally, the absence of liability insurance places our personal assets in immediate risk in the event of organization liability.
4. We are aware the commander may still require liability insurance coverage for specific events that involve a greater risk of injury or damage.
5. We are aware this request for waiver of liability shall be reevaluated annually.

FIRST NAME LAST NAME
Position Title, Private Org Name

1st Ind, 66 FSS/FSR

MEMORANDUM FOR 66 ABG/JA

All required materials have been submitted by the requesting organization and this organization is authorized under AFI 34-223, Private Organization Program.

EVELYN PEABODY, NH-03
Chief, Resource Management Flight

2d Ind, 66 ABG/JA, Request for Waiver of Liability

MEMORANDUM FOR 66 FSS/CC

I have reviewed this insurance waiver request and recommend you approve/disapprove pursuant to AFI 36-3101 and AFI 34-223.

Assistant Staff Judge Advocate

3rd Ind, 66 FSS/CC

MEMORANDUM FOR 66 ABG/CC

I have reviewed this insurance waiver request and recommend you approve/disapprove.

JOSHUA R. CARAGAN, Maj, USAF
Commander, 66th Force Support Squadron

4th Ind, 66 ABG/CC

MEMORANDUM FOR 66 FSS/FSR

I approve/disapprove the request for waiver of liability insurance.

KATRINA C. STEPHENS, Colonel, USAF
Commander