

INSTRUCTIONS

PLEASE ANSWER THE QUESTIONS BELOW. YOUR ANSWERS WILL GENERATE A PROPERLY FORMATTED MEMO ON PAGES 2-3.

Once completed, **digitally sign on page 3**. Please leave all 3 pages intact when sending to FSR.

Name of Private Organization:

Today's Date:

Fill in the blank: The purpose of our private organization is to_____.

Answer:

Does your organization have liability insurance? (*CHECK ONE*)

We have liability insurance

If you chose this option, please explain who, what, and how much coverage the PO has and under what circumstances/cases:

We would like to request a waiver to the insurance requirement due to only participating in low-risk activities that would not require us to have liability insurance.

POC Name:

POC Phone:

POC Email:

Name of Signer (IN ALL CAPS, NO GOV RANK):

MEMORANDUM FOR 96 MSG/CC

FROM:

SUBJECT: Request Approval to Become a Private Organization (PO) on Eglin Air Force Base (AFB)

1. requests approval to operate as a PO on Eglin AFB. We certify we have read, understood, and are in compliance with AFI 34-223.
2. We have been notified and understand our personal financial liability for obligations of our organization.
3. The purpose of is to .
4. With regards to liability insurance (*check and complete one*),
 - Copy of liability insurance is attached.
 - Request is granted a limited insurance waiver since we will participate in activities which have little or no liability exposure (i.e., bake sales, car washes, etc). We understand and will comply with the requirement to obtain the appropriate amount of insurance coverage whenever our organization is involved in high risk fundraising activities such as sports tournaments.
5. As a PO, we understand that all PO members are jointly and severally liable for the obligations of the PO. In the absence of liability insurance, all PO members' personal assets are at risk in the event of PO liability.
6. All business will be conducted as outlined in the constitution and bylaws of the organization and in accordance with AFI 34-223.
7. We understand that, once approved, we must submit a request for revalidation with all the required documents **every two (2) years**. If, at any time we decide to discontinue our organization, we will immediately notify the 96 FSS Private Organization Coordinator.
8. We understand that failure to comply with AFI 34-223 or required reporting will be grounds for dissolution of the PO.

9. The point of contact for is , , .

President,

1st Ind, 96 TW/JA

MEMORANDUM FOR 96 MSG/CC

Concur
 Non-Concur

96 TW/JA
Coord

2d Ind to , , Request Approval to Become a Private Organization (PO) on Eglin Air Force Base (AFB)

96 MSG/CC

MEMORANDUM FOR

Approved
 Disapproved

CHRISTOPHER M. HAGEMEYER, Colonel, USAF
Commander, 96th Mission Support Group