

01 August 2025

MEMORANDUM FOR 30 FSS/FSR

FROM: Vandenberg Private Organization

SUBJECT: Letter of Understanding - Insurance Declaration for Vandenberg Private Organization

1. In accordance with AFI 34-223, Section A, para. 1.1., a private organization is a self-sustaining special interest group, set up by individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the federal government. Private organizations are non-Federal entities and should be treated as such.

2. In accordance with AFI 34-223, Section C, para. 9.2.2, a private organization must provide certification to 30 FSS that members have been notified and understand the terms of their constitution and by-laws and liabilities thereof.

3. In accordance with AFI 34-223, Section C, para. 10.15., a private organization must have liability insurance unless the Installation Commander waives the requirement. Private organization members must be made aware that they are jointly and severally liable for obligations of the private organization. The commander may still require liability insurance for specific events that involve a greater risk of injury or damage and deny any event. Neither insurance or an insurance waiver guarantees event approval.

Vandenberg Private Organization elects to:

Obtain Liability Insurance

Request Insurance Waiver

- \* To operate, private organizations must elect one of the options above.
- \* If providing liability insurance, a private organization must obtain insurance on their own from an outside entity. A copy of the insurance must be sent to the PO Workflow/Monitor for compliance.
- \* Waiver request will be routed through legal and installation commander for signatures. This letter **does not** guarantee an approved waiver.

By signing this Letter of Understanding, we, the officers of **Vandenberg Private Organization** have read, acknowledge and understand the above liabilities in compliance with AFI 34-223.

JOHN SMITH, SSgt, USAF  
President

JANE DOE, TSgt,  
USAF Vice President

JOHN SMITH, SSgt, USAF  
Secretary

JANE DOE, MSgt, USAF  
Treasurer

JOHN SMITH, MSgt, USAF  
Media Team

JANE DOE, SSgt, USAF  
Officer Position

JOHN SMITH, MSgt, USAF  
Officer Position