



**DEPARTMENT OF THE AIR FORCE  
39TH AIR BASE WING (USAFE)  
INCIRLIK AIR BASE**

1 August 2025

MEMORANDUM FOR 39 FSS/FSRA 39 ABW/JA 39 FSS/CC  
39 MSG/CC

FROM: **NAME**

SUBJECT: Insurance Waiver Request

Reference: (a) AFI 34-223, 13 December 2018, *Private Organizations Program*

1. The **NAME** request a waiver to the requirements of AFI 34-223, *Private Organizations Program*, regarding liability insurance.
2. The traditional activities are fundraising and morale events. Normally these activities do not include any events considered high risk for potential personal injury or property damage. However, if a new or special activity is contemplated that entails a foreseeable risk **NAME** will obtain the required insurance IAW AFI 34-223, paragraph 10.15.
3. The **NAME** and its members acknowledge that the members remain jointly and severally liable for the obligations of the private organization and that the absence of liability insurance places personal assets immediately at risk in the event that the private organization incurs debts, such as through lawsuits.
4. The **NAME** and its members further acknowledge that the waiver, if approved, is only good for one year from the date noted above.

FIRST. M. LAST, RANK, USAF  
President, **NAME**

1st Ind, 39 FSS/FSRA

MEMORANDUM FOR 39 ABW/JA

I recommend approval/denial of the aforementioned private organization's insurance waiver liability request.

JENNIFER A. NELSON, MSgt, USAF  
Flight Chief, Resource Management

2nd Ind, 39 ABW/JA

MEMORANDUM FOR 39 FSS/CC

I recommend approval/denial of the aforementioned private organization's insurance waiver liability request.

RAMATULAHJI JALLOH, Capt, USAF  
Chief, Civil Law

3rd Ind, 39 FSS/CC

MEMORANDUM FOR 39 MSG/CC

I recommend approval/denial of the aforementioned private organization's insurance waiver liability request.

DELINE N TENGEN, Maj, USAF  
Commander, 39th Force Support Squadron

4th Ind, 39 MSG/CC

MEMORANDUM FOR NAME

The aforementioned private organization's constitution and bylaws is approved.

SIYEON LEE, Colonel, USAF  
Commander, 39th Mission Support Group