

Date

From: (Originator)  
To: Commanding Officer, Marine Corps Air Station Iwakuni, Japan  
Via: Director, Marine Corps Community Services Iwakuni, Marine Corps Air Station Iwakuni, Japan

Subj: REQUEST FOR WAIVER ON INSURANCE BY PRIVATE ORGANIZATION

Ref: (a) MCIPACO 5760.1

1. Per the reference, it is requested that (PO name) be granted a waiver from any insurance requirements while functioning as a duly accredited PO aboard Marine Corps Air Station (MCAS) Iwakuni, Japan.

2. Justification for this request: This PO will not be utilizing or operating any equipment or conducting any activities that may pose a safety hazard to any personnel. This organization will have little to no direct or indirect interaction with non-Status of Forces Agreement (SOFA) personnel during the course of its activities and/or fundraisers aboard the air station, thus eliminating the need for any insurance coverage for liabilities.

2. The membership of this organization understands that MCIPAC will not assume liability, either through insurance or other means, or assume any obligation for this PO's activities or assets should any unforeseen mishap occur which causes property damage and/or injury or death to any individual(s) during any PO activities. It is also understood that insurance is required for participation in the annual Friendship Day Open House event should this organization decide to participate. Other regular activities and/or fundraisers may not require liability insurance; however, it is understood that this does not relieve our PO of its responsibilities in case of accidents or mishaps that result in property damage, bodily injury, and/or death of any individual involved or patronizing the PO's event.

3. The PO point of contact for this request is (name and civilian email address).

J. M. DOE