

Date

MEMORANDUM FOR 92 FSS/FSR

FROM: Private Organization Name

SUBJECT: Certification of Private Organization Member Liability

1. Pursuant to AFI 34-223, Private Organization (PO) Program (13 December 2018), paragraph 10.15, PO members must be made aware that they are jointly and severally liable for the obligations of the PO, and their understanding of the liability must be documented. As the Executive Officers of Private Organization name, we acknowledge (1) we have briefed the Private Organization members of the liability, and (2) members will sign the Certification of Private Organization Member Liability Acknowledgement document. This will be submitted to FSS/FSR and updated fluidly by the PO whenever changes are made for accountability, (3) if the Certification of Private Organization Member Liability Acknowledgement document is not submitted, the Executive Officers are willing to take all responsibility of the liability.

2. If you have any questions, please contact POC at 999-999-9999.

Printed Name
President, Private Organization Name

Date

Printed Name
Vice President, Private Organization Name

Date

Printed Name
Secretary, Private Organization Name

Date

Printed Name
Treasurer, Private Organization Name

Date

Printed Name
Other, Private Organization Name

Date

