**MEMORANDUM MUST BE ON LETTERHEAD**

MEMORANDUM FOR AIR FORCE SERVICE ACTIVITY INSURANCE FUND

FROM: ORG/SYMBOL

Street Address

City State Zip

SUBJECT: Notice of Potential Liability Information

In accordance with Air Force Manual 34-208, *Nonappropriated Fund Property and Liability Program*, this is to notify you of a potential liability in excess of $1,000:

## Installation and Major Command

## Nonappropriated Fund Instrumentality name and activity (such as installation Morale Welfare,

## Recreation fund, Youth Programs, Bowling Center, Marina, Officer’s Club, Consolidate Club, etc.).

## Estimated time, date and place of incident (such as 1800 on 10 Jun 2011 at Officer’s Club).

## Brief description of the incident (such as vehicle accident and damage to privately owned

## vehicle, customer slipped and fell and injured foot while dancing at Officer’s Club function, customer injured left hand while in boat rented from Marina, customer injured right foot while lighting propane tank at Outdoor Recreation facility, child injured left hand at Child Development Center).

## IAW AFMAN 34-208, paragraph 1.9.2 the following describes the property and financial data

## at the time of the loss:

## Asset Number:

## Description:

## Assigned Book Value:

## Assigned Accumulated Depreciation:

## General Ledger Account Code:

## Estimate of Loss (must be over $1,000).

## Action taken by Force Support Squadron personnel to mitigate the loss, do first aid, assist the

## claimant or otherwise reduce Services liability.

## Signature of FSS CC/DD