Missing In America Project

VOLUNTEER

JOB DESCRIPTION

All volunteers must be trained by the National Training Officer.

The following are instructions for each volunteer.

1. Make an appointment with the funeral home director.

2. Sign release/liability form and give to funeral director, explain MIAP ie we are insured, all info is kept strictly confidential and state and federal laws are always followed.

3. Funeral home decides how and the date the inventory is to take place. Inventory cremains. NOTE: any cremains awaiting death of spouse, may be inventoried but not included in burial. If the funeral home wishes to do the inventory themselves, just let them know that you need the date of birth, date of death and social security number if available. Ask that they put the inventory on a spreadsheet for easier handling.

4. Pull only the records of the cremains inventoried. NOTE: If you find a DD-214 or military discharge certificate, scan or copy and keep as this is an official verification. Do not send to NCSEO.

5. Either enter information into the secure database on a laptop at funeral home or fill out the cremains sheet to enter into database later. Once info is in database, all hardcopies are destroyed.

6. If you have the full name, date of birth, date of death and social security number fill out the National Cemetery Scheduling and Eligibility Office verification form (on line) on each cremain. Only name of cremain goes in the subject line. In the body of the e-mail type in name of cemetery you plan to use. Also, if death certificate is available, attach to the e-mail and if not, type in body of e-mail "death certificate

not available". E-mail to eligibility.miap@va.gov. Change cremains category to "Awaiting Verification". These instructions are a little confusing so if you have a question, please contact vp@miap.us or call 206-458-8927.

7. When all verifications are returned from National Cemetery Scheduling Office, take or e-mail to funeral home so they may pull the cremains of the veterans verified. A registered letter must be sent to the last known legal next of kin of each veteran either by the funeral home or MIAP if funeral home provides the name and address. If no next of kin, a notice in the local newspaper is done. At least a 30 day wait is required unless otherwise instructed by state law.

8. NATIONAL CEMETERIES ONLY: NCSEO will send all verifications directly to the Cemetery to be used. If you have a DD-214, e-mail it to the National Cemetery to be used. Once a date for the service is determined by the Funeral Home and State Coordinator, simply call the cemetery to schedule. (NOTE) NCSEO will also send you an e-mail with needed information for the database.)

State VA Cemeteries: Once you have received the verification e-mail from NCSEO, forward it to the State VA Cemetery to be used. When State Coordinator and Funeral Home determines a date, call the cemetery to schedule.

9. Once the date is scheduled, go into database and change cremain category to "mission scheduled".

10.   Let the cemetery know that all headstones are to have "YOU ARE NOT FORGOTTEN" on them.

11.   Let cemetery know that you will need pall barriers, honor guard and if you don't have an MIAP chaplain, have the cemetery provide one. In a few cases, the cemetery may not have access to honor guards etc. In a case like that, contact your American Legion. Most will able to provide what you need for a full military honors funeral. NOTE: Military will not provide pall barriers or flags for eligible wives or children. You will need to provide volunteers to carry them.

12.   If the funeral home agrees, you may invite media.

13.   You may invite other organizations to stand flag line, or to honor the veterans.

14.   Once burial is complete, go into database and change the veteran's category to Mission Complete annotating section and site number for each veteran.

15.   Send Clyde Taylor vp@miap.us and harley4ever@miap.us an after-action report.

NOTE: If an MIAP escort is used please refer to Standard Operating Procedure #8 for rules.