



# Missing In America Project

[www.miap.us](http://www.miap.us)

JANUARY 2023

## STANDARD OPERATING PROCEDURE #8

### Training Guidelines:

All Volunteers must submit a signed privacy statement to our National Training Officer prior to doing actual training.

Once that is fulfilled our National Training Officer will reach out and set up a time for actual training over the phone with you at your computer.

You will be trained on what is required in order to Identify a Veteran, Spouse of a Veteran or minor child of a Veteran.

You will be trained on database entry and the proper way to fill out the paperwork for submission to NPRC to determine eligibility.

You must not share any private information you come across while performing your duties. Private information is only to be shared with MIAP, the funeral home you are working with or a Government Entity that requires the information for final interment.