



Missing In America Project

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STANDARD OPERATING PROCEDURE #5

GENEALOGY

PURPOSE: To instruct MIAP Genealogists on MIAP's database procedures:

PROCEDURE:

1. Choose a name in the database under either "No Action" or "Needs more Research". Change the category of that name to "Genealogy Search". Genealogy Search means someone is working on that name so no one else will work on it.
2. Begin your genealogy search. Once you have finished your research and if you have at least the date of birth, date of death, social security number or service number, change category to "Ready for Verification at NCSEO".
3. Notify the State Coordinator or person who entered the name (found in database under "entered by"). Their e-mail address is on the website under "Contact us". The State Coordinator or person who entered the name will send a verification request to NCSEO and change the category to "Awaiting Verification"
4. If you cannot find information on your name, change the category back to "Needs more Research".
5. You are now done with that name and may begin with another name.

6. GENEALOGISTS SHOULD NOT TRY TO LOCATE NEXT OF KIN. THE LEGAL NEXT OF KIN WILL BE ON THE DEATH CERTIFICATE IN THE FUNERAL HOME AND NOTIFICATION WILL BE TAKEN CARE OF BY THEM. Genealogist's job is to find enough information on the person they are working on to obtain veterans' status from NCSEO which is date of birth, date of death, social security number, service number or any military information.
7. Genealogists, volunteers or State Coordinators that do anything in another state other than their own must notify that state's State Coordinator. If no State Coordinator is listed or a reply is not forthcoming, contact Linda Smith at sailormom@miap.us