



# Missing In America Project

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

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## STATE COORDINATORS

### JOB DESCRIPTION

#### QUALIFICATIONS TO BECOME A STATE COORDINATOR (SC):

Applicant must be familiar with the MIAP SOPS and the Step by Step instructions. The SOPs are found on the website under Policy Documents.

Applicant must also have completed an MIAP service from beginning to end.

Below is a list of the main duties of State Coordinators (SC):

The SC is to familiarize him/herself on MIAP policies and procedures.

The SC will insure that the MIAP database is kept updated on his/her visits to funeral homes and cremains located. All cremains located will be put in the database under the appropriate status.

The SC will visit veterans organizations to assist him/her in recruitment of new volunteers.

The SC will refer all potential volunteers to the MIAP Assistant Vice President for database access.

Insure that all volunteers are trained in MIAP procedures as well as assist when needed. The Policy Documents on the MIAP website is the SC's source of information.

Supply each volunteer with list of funeral homes in their areas with instructions on how to approach them.

The SC will insure that the Regional Coordinator (if available), Assistant Vice President and National Vice President is informed of all upcoming funerals. After Action Reports, Photos and news media stories are to be sent to the Regional Coordinator (if available), Assistant Vice President as well as the National Vice President. This will insure that all persons in the chain of command are informed.

The SC will utilize veterans organizations for fund raising purposes. The SC may open an MIAP bank account by contacting the MIAP National Finance Officer (listed on the website). Each state is allowed \$2,500 in their bank account. Any amount over that must be sent to the National Account. The SC will also send \$400.00 once each year to the MIAP National Bank Account to assist in website, database and insurance expenses.

Any questions or concerns may be addressed to the Regional Coordinator (if available), Assistant National Vice President or the National Vice President.

--Keep Database up to date on funeral home visits and cremains found.

--Keep website up to date on new volunteers by having them contact [sailormom@miap.us](mailto:sailormom@miap.us).

--Keep MIAP VP ([sailormom@miap.us](mailto:sailormom@miap.us)) informed of all findings, i.e. cremains.

--Keep MIAP VP ([sailormom@miap.us](mailto:sailormom@miap.us)) informed of all media coverage, i.e. newspaper, TV news, interviews, etc.

--Keep MIAP VP ([sailormom@miap.us](mailto:sailormom@miap.us)) informed of all political events concerning MIAP.

--Assign funeral homes to volunteers.

--Assist all of your volunteers as needed, i.e. providing them with updated information, assist in inventory of cremains whenever possible, assist in verification when needed.

--Recruit new volunteers.

--Recruit new organizations to assist in fund raising for your state. Each state is allowed \$2,500 in their state MIAP bank account. Any amount over that must be sent to the National office.

VERIFICATION OF CREMAINS. Make sure, when filling out the verification form for Jefferson Barracks, that you attach only one form to an e-mail. Also, type in the body of the e-mail the name of the cemetery you plan on using. If you are able to obtain a copy of the Death Certificate, include in the verification request. If not able to obtain Death certificate, type in the body of the e-mail "Death Certificate not available".

There is much more involved in being a State Coordinator and questions will always be answered if you contact Linda Smith ([sailormom@miap.us](mailto:sailormom@miap.us)) or Fred Salanti ([ducpho@miap.us](mailto:ducpho@miap.us)).