



Missing In America Project

www.miap.us

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Step by step instructions for volunteers. Please read over and if you have any questions, contact Don Gerspach, mo@miap.us

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 etc.
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. Refer to paragraph 8 below.
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. See SOP #6 for instructions on submitting the form and formatting the email to NCSEO. Change cremains category to "Awaiting Verification". These instructions are a little confusing so if you have a question, please contact Don Gerspach, mo@miap.us.
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 certified 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 bearers, 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 be able to provide what you need for a full military honors funeral. NOTE: Military will not provide pall bearers 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 an after-action report, as well as Charlie Warthling harley4ever@miap.us

GENEALOGISTS STEP BY Step Instructions:

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 bother it.

2. 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 bother it.

3. 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".

4. Notify the State Coordinator or person who entered the name (found in database under "entered by"). Their email address is on the website under "Contact us". The

State Coordinator or person who entered the name will send verification request to NCSEO and change 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 DO NOT TRY TO LOCATE NEXT OF KIN. THE LEGAL NEXT OF KIN WILL BE ON THE DEATH CERTIFICATE IN THE FUNERAL HOME AND 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 Clyde Taylor at vp@miap.us