



June 4, 2010

Linda Smith  
National Operations Coordinator  
Missing In America Project  
2874 Sandlewood Street  
Redding, CA 96001

Re: Memorandum of Understanding

Dear Linda:

Please find enclosed the executed Memorandum of Understanding between Missing in America Project and SCI.

Please do not hesitate to contact me should you have any questions.

Sincerely,

  
Scott Ahrendt

SCI MANAGEMENT  
1929 ALLEN PARKWAY • P.O. BOX 130548 • HOUSTON, TX 77219-0548 • (713) 525-7463 • FAX (281) 582-7306  
[www.dignitymemorial.com](http://www.dignitymemorial.com)



**MEMORANDUM OF UNDERSTANDING**

BETWEEN

Missing in America Project

And

SCI Funeral & Cemetery Purchasing Cooperative, Inc. ("SCI")

**MISSING IN AMERICA PROJECTS AND SCI'S COMMITMENT TO PROVIDE  
MILITARY FUNERAL HONORS FOR UNCLAIMED VETERANS' CREMATED  
REMAINS**

## Procedures and Protocols for the Identification and Burial of Unclaimed Veterans' Cremated Remains

*The following procedures and protocols are voluntarily agreed to by the partnering organizations. Each partnering organization may submit updates and modifications to this document at any time which must be agreed to by both partnering agencies. Either organization may also withdraw from this voluntary agreement at any time by providing written 30-day notification to the other partner. This is a living document and any agency or organization desiring to partner to this agreement can apply for acceptance.*

### **A. FOR EXISTING UNCLAIMED CREMATED REMAINS**

1. Through its Dignity Memorial network of funeral and cemetery providers, affiliates of SCI agree to work with MIAP to determine if any existing, unclaimed cremated remains in the possession of SCI affiliates may be veterans or an eligible dependent of a veteran.
2. SCI will provide MIAP with an unclaimed cremated remains log. In order to verify veteran and dependant status, the information required on the log is full name, date of birth, place of birth, date of death and social security number. The log will be made available to the SCI affiliate by the Missing in America Project State Coordinator. MIAP volunteers will conduct research using all military and non-military resources available to them. All data received by the Missing in America Project will be logged into MIAP's secure database for research and accountability to State and Federal Agencies.
3. MIAP agrees to keep all information provided by SCI affiliates confidential and not to share the information with any third parties not specifically identified in this agreement. Upon completion of each individual project, MIAP shall destroy all logs and other information provided by SCI affiliates. MIAP shall be entitled to keep information regarding the unclaimed cremated remains of any veteran or eligible dependent of a veteran.
4. It is the responsibility of MIAP to conduct all research to determine if the unclaimed cremated remains are a veteran, spouse of a veteran or dependent of a veteran who is eligible to be interred in a national cemetery.
5. If unclaimed cremated remains are positively identified as a veteran or eligible dependent, MIAP will notify the next-of-kin and obtain all authorizations required by the respective state's laws.
6. It is the responsibility of the Missing in America Project State Coordinator to coordinate with the national cemetery for a full military honors burial to include a chaplain.

7. MIAP will work with the SCI affiliate funeral home or cemetery, as well as the SCI Corporate Communications staff to coordinate any media or public relations before interment is made.
8. The State American Legion and their posts may assist the Missing in America Project with full military honors funeral whenever and wherever possible.
9. The Missing in America Project State Coordinator will organize available fellow veterans and others to assist the funeral home in the escort of the remains and attend the burial service.
10. The National or State VA cemetery will process an order for the government-furnished headstone/marker or niche with the inscription “**YOU ARE NOT FORGOTTEN**” as arranged and requested by an MIAP authorized representative or the funeral home as desired.

**B. FOR FUTURE UNCLAIMED CREMATED REMAINS**

1. If after a waiting period of 1 year or time frame that the state law requires, these remains are not claimed by the responsible person, SCI will work with the MIAP State Coordinator if available or the National Operations Coordinator, to initiate the policies and procedures as described above.

**C. ELIGIBILITY OF UNCLAIMED CREMATED REMAINS OF VETERANS**

1. Only the unclaimed cremated remains of veterans who were citizens of the United States at the time of death and who meet the statutory definition of veteran contained in Title 38, U.S.C. are eligible for burial in a National Veterans or State Cemetery.
2. The unclaimed cremated remains of the following persons are **ineligible** for burial in a National or State Veterans cemetery:
  1. A person who does not possess an *honorable discharge* from the U.S. Armed Forces or a discharge *under honorable conditions*.
  2. A person who is convicted of a Federal capital crime and sentenced to death or life imprisonment, or is convicted of a State capital crime and sentenced to death or life imprisonment without parole.
  3. A person whose only military service is active duty for training or inactive duty training in the National Guard or Reserve Components, unless the individual meets the burial eligibility criteria outlined in Title 38, U.S.C.
  4. More information on VA eligibility requirements is available in VA Directive 3210.

**D. INDEMNIFICATION & INSURANCE REQUIREMENTS**

1. MIAP agrees to indemnify, hold harmless and defend SCI and its affiliates, agents and employees, from and against any and all liability, loss, damage, expense (including reasonable attorneys' fees and court costs), claims or actions based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with MIAP's performance of the services to be performed under this agreement.
2. MIAP shall maintain a \$2,000,000 Liability Insurance Policy which names SCI as an additional insured.

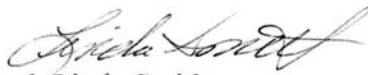
SCI Funeral & Cemetery Purchasing  
Cooperative, Inc.  
1929 Allen Parkway  
Houston, TX 77019

Signed: 

Curtis Briggs, Vice President

Date: 6-2-2010

Missing In America Project  
2874 Sandlewood Street  
Redding, CA 96001

  
Signed: Linda Smith

Title: National Operations Coordinator

Date: May 25, 2010