

SPECIAL OPERATIONS ASSOCIATION  
STANDARD OPERATING PROCEDURE

ANNEX W

PRISONER OF WAR/MISSING IN ACTION (POW/MIA) COMMITTEE

I. GENERAL

A. PURPOSE. This Standard Operating Procedure (SOP) Annex is to standardize routine recurring operational and administrative procedures required of the Special Operations Association (SOA) POW/MIA Committee.

B. CONFORMITY. This annex and all actions taken to implement its directives will conform with the current bylaws of the SOA (as amended or dated later) and the Articles of Incorporation in the State of Texas, Charter Number 120709501, as amended by Certificate dated 2 January 2003 (or amended by Certificate at a later date), and SOA SOP Annex C (Treasurer).

C. COMPOSITION. The Chairman of the POW/MIA Committee will be appointed by and serve at the pleasure of the President and Board of Directors (BOD), SOA. Members of the Committee will be appointed by and serve at the pleasure of the Chairman. Composition of the Committee will be approved by the BOD annually as part of their approval of all committees.

1. The Chairman will attempt to have at least one committee member who resides in the National Capitol Region who can facilitate coordination with the Defense POW/MIA Accounting Agency (DPAA), the National League of POW/MIA Families (the League) and other important actors in the accounting community.

2. The Chairman will attempt to have at least one committee member who resides in Hawai'i who can facilitate coordination with DPAA agencies and activities located there.

3. The SOA and the Special Forces Association (SFA) have agreed that the SOA POW/MIA Committee will act as a joint committee serving and rep

representing both Associations. Therefore, at least one member of the committee will be a member of the SFA. This “joint” designation is subject to cancellation at any time by the President and BOD of either Association upon notification in writing to the other Association.

## II. DUTIES

A. General. The POW/MIA Committee shall represent the SOA in coordination with the Federal Government (primarily the Administration, Congress and the Department of Defense [DOD]), DPAA, the League, other veterans service organizations (especially the associations of other services’ special operations forces) and other parties interested and involved in the mission of the fullest possible accounting for US personnel missing and unaccounted for from our nation’s prior wars and conflicts.

B. Duties of the committee will include, but not be limited to:

1. Maintain close liaison with DPAA, the League and other sources (including the mainstream and social media) to remain knowledgeable about developments in the POW/MIA accounting arena. Keep the BOD and membership informed.

2. Develop position papers and letters to appropriate authorities to express the Associations’ positions on developments and concerns. When deemed desirable, inform other special operations associations and other veterans service organizations about SOA/SFA communications with the Administration, Congress, DOD and DPAA. Encourage similar communications on their part - or enlist their participation in joint communiques (time permitting, this can be a lengthy process).

3. Maintain close liaison with DPAA analysts and case officers regarding ongoing investigations, seeking opportunities to query our membership for information regarding cases being pursued by DPAA. Encourage SOA/SFA members to work with DPAA staff to provide information regarding any POW/MIA cases with which they are familiar. Promote this sharing of information, especially during the SOA Reunion (SOAR), by encouraging members to bring maps, notes, etc., to SOAR for consultation with DPAA representatives. Where appropriate, if

requested by DPAA, coordinate opportunities for members of the Associations to accompany and assist DPAA investigation and recovery operations.

4. Participate in all DPAA teleconferences, attend selected DPAA Family Member Updates, attend the League's Annual Meeting and otherwise seek opportunities to remain actively engaged in promoting the fullest possible investigation, recovery, repatriation, identification of and accounting for the missing. At these gatherings, seek out families of missing Special Forces and special operations personnel to provide solace and offer assistance, where possible and appropriate.

5. Maintain a database of contact information for committee members and points-of-contact in appropriate agencies and organizations.

6. Maintain liaison with the Special Forces Charitable Trust (SFCT) for so long as SFCT chooses to support the Committee's efforts. Keep SFCT fully informed of Committee activities. Account to SFCT annually, or as directed by SFCT, for expenditure of their donations.

7. Committee members shall forward recommended changes to this Annex to the Chairman for review and presentation to the Vice President, SOA, for submission to the BOD for approval.

### III. FINANCIAL PROCEDURES

A. The SFCT has agreed to provide funding for some of SOA's POW/MIA activities. SOA will continue to contribute funds to POW/MIA activities in order to share the costs. Requests for these SFCT funds will be submitted annually, or as needed for special projects, by the Chairman through the SOA President and Treasurer to SFCT.

B. SFCT-provided funds will be held by the SOA Treasurer as a restricted account for POW/MIA expenses only.

C. All expenditures from this restricted fund, to include purchases, conferences, trips, etc., within CONUS must be pre-approved by Chairman. Expenses for the Chairman's expenses must be pre-approved by the President, SOA. Major expenditures, such as OCONUS trips in support of DPAA field teams, will be

submitted by the Chairman to the President for approval. The President will consult the SOA BOD in cases where he feels this is advisable or required. Only in exceptional cases will expenditures which are not pre-approved be reimbursed after deliberation among the Chairman, Treasurer and President and approval by the BOD. The initial presumption will be that they should not be reimbursed absent compelling circumstances.

D. Unless otherwise pre-approved by the Chairman and Treasurer, SOA travel policy for expenses will be followed. Specifically, SOA does not pay the federal rate on mileage reimbursement. Currently, travel is paid at a rate of 25 cents a mile, but this will be adjusted if SOA adjusts periodically. Routine meals are a personal expense and will not be reimbursed. Banquet costs for conferences must be pre-approved by the Chairman. Banquet costs for spouses in attendance may be requested and will be considered.


E. Each request for reimbursement will be submitted on an SOA expense report through the Chairman to the SOA Treasurer with supporting documentation, receipts, etc. Reimbursement checks will be issued by the Treasurer.

F. Currently, all documentation will be attached to the SOA check retention files in Quick Books as part of the accounting records in that system. The checks and support data will be available if and whenever required for a period of seven years minimum, longer if needed. If the SOA Treasurer changes the SOA accounting system, POW/MIA transactions will migrate to the new accounting system.

G. All income and expenses will be shown on SOA Profit and Loss and Balance Sheet reports for current period and/or yearly reports. Annual reports will be submitted to SFCT as of 31 December each year.

H. Questions/Clarifications regarding financial procedures should be addressed to: Chairman, POW/MIA Committee or Treasurer, SOA.

IV. EFFECTIVE DATE. This annex to the SOA SOP will become effective upon the approval of the BOD and the dated signature of the Vice President of the SOA.

  
Michael Taylor  
Vice President

Date: March 16, 2017