

**Navajo Nation Veterans Administration
Office of the President and Vice President
Policies
for
Veterans Trust Fund Assistance
for
Color Guard Detail**

I. Authority

Pursuant to its Plan of Operation, the Navajo Nation Veterans Administration, (hereinafter "NNVA") may provide Veterans Trust Fund assistance to financially compensate Navajo veterans who serve in Color Guard Details.

II. Purpose

The purpose of this program is to provide financial compensation to Navajo veterans who participate in Color Guard Details, as requested by the NNVA or other official governmental entities, at patriotic events or activities such as: Veterans Day, Memorial Day, Navajo Code Talker Day, service branch birthdays, Fourth of July, Navajo Nation Sovereignty day, Flag Day, flag dedication ceremonies, Navajo Nation Women Veterans Day, Presidents Day, Armed Force Day, Police Officers Day, Navajo Nation Memorial Day, Patriots Day, Navajo Nation Parade and Navajo Nation Agency Parades on the Navajo Nation or in towns bordering the Navajo Nation.

III. Eligibility Criteria for Compensation

All financial assistance from the Veterans Trust Fund is contingent upon the availability of funds. Each Agency Veterans Organization shall be responsible for budgeting for costs incurred under this program.

Only Navajo veterans may be compensated for participation in Color Guard Details, and they must satisfy the following criteria:

- A. Must have been issued a character of discharge other than dishonorable and must have a copy of a DD-214 or Discharge Certificate/Letter on file at the NNVA agency office.
- B. Must be an enrolled member of the Navajo Nation as documented by CIB.
- C. Must have knowledge of proper Color Guard procedures according to applicable Color Guard Manuals, to be determined by the Detail Commander.
- D. Must belong to a Color Guard Detail, as documented in a Chapter Veterans Organization or Agency Veterans Organization resolution, and recognized and approved by the

Navajo Nation Veterans Administration. Resolution may be post-dated, but must accompany request forms.

E. Individual Color Guard members must be registered with the NNVA to receive compensation.

IV. Procedures

A. The sponsoring organization or Detail Commander shall submit to the respective Navajo Nation Veterans Administration Agency Office a completed request for a Color Guard Detail for a patriotic event that it is being held/conducted/sponsored (Attachment B). If an event is determined to be not patriotic, the sponsor of the event will be responsible for compensation to the Color Guard.

B. If necessary, the Agency Office will contact a local Color Guard Detail to determine availability. If the Color Guard Detail is available, the Agency Office and the Commander of the Color Guard Detail will complete a Color Guard Detail Request form (Attachment B).

C. The Agency Office will determine whether funds are available and notify the Detail Commander. The Detail Commander will determine if the Detail will continue, and notify the Agency Office.

D. Upon approval, the Detail Commander and/or members will complete the Form 102 and IRS Form W-9 for each member of the Detail, and forward these completed documents to the Agency Office for final processing.

E. Checks will be made payable to the individual members who have been identified on the Color Guard Detail Request form and have the accompanying supporting documentation.

F. Checks will be mailed by Accounts Payable for distribution to the Color Guard Detail members.

V. Limitations

A. NNVA will compensate up to ten (10) members of a Color Guard Detail.

B. Each member of a Color Guard Detail shall be compensated as follows:
Services within 50 miles of the details CVO earn \$50
Services beyond 50 miles, within the same agency earn \$75
Services in other agencies, and beyond 50 miles earn \$100

C. Color Guards are prohibited from accepting any monetary donations or financial compensation from the sponsoring organization outside of the regular event compensation. If

additional monetary donations or financial compensation is accepted, the Color Guard Detail will not be compensated by the NNVA. If multiple payments are accepted, the Color Guard Detail will be removed from the authorized Color Guard Detail listing.

D. Color Guards must represent themselves in a professional manner at all times while performing services, and shall not bring discredit upon themselves, the Detail, or the Colors.

E. Color Guard Details may utilize trust funds to purchase new or replacement uniforms, flags, harnesses and other equipment directly related to the performance of the required duties with a supporting resolution from the respective Agency Veterans Organization. This resolution must specify itemized approval and cost from an appropriate vendor. Only one quote is required to be submitted for processing by the Agency Office.

VI. Amendments

This Policy may be amended by the NNVA after consultation with the Veterans Advisory Council and approved by the President of the Navajo Nation.

NAVAJO NATION VETERANS ADMINISTRATION
COLOR GUARD DETAIL REQUEST FORM

REQUESTED BY: _____ **DATE:** _____

ORG/DEPT: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

MESSAGE NUMBER: _____

EVENT: _____

EVENT SCHEDULE: _____

TIME: _____

LOCATION: _____

TO BE FILLED OUT BY COLOR GUARD COMMANDER

NAME	ADDRESS	SOCIAL SECURITY	INITIAL OF PAY
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

OFFICIAL USE ONLY

DATE RECEIVED: _____ **RECEIVED BY:** _____