

**Navajo Nation Veterans Administration  
Office of the President and Vice President  
Policies  
for  
Veterans Trust Fund Assistance  
for  
Honor 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 Honor Guard Details.

**II. Purpose**

The purpose of this program is to provide financial compensation to Navajo veterans who participate in Honor Guard Detail at a funeral service for a deceased veteran, as requested by the family of a deceased veteran, the NNVA, or other official governmental entity.

**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 Honor Guard Details and 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 Honor Guard procedures according to applicable Honor Guard Manuals, to be determined by the Detail Commander.
- D. Must belong to an Honor 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 Honor Guard members must be registered with the NNVA to receive compensation.

#### **IV. Procedures**

A. The family of the deceased veteran or the Detail Commander shall notify the respective Agency Office of an Honor Guard Detail request to serve at the funeral service of a deceased veteran.

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

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 NNVA 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 to the Color Guard Detail members.

#### **V. Limitations**

A. The NNVA will financially compensate only the members who participate in the Honor Guard Detail, based on the submitted resolution.

B. Each member of an Honor 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. Honor Guard Details are prohibited from accepting any monetary donations or compensation from the family of the deceased veteran. If monetary donations or compensation is accepted, the Honor Guard Detail will not be eligible to apply for compensation through the NNVA, and may be removed from the authorized Honor Guard Detail listing.

D. Families who provide financial compensation to Honor Guard Details are not eligible for reimbursement. Families may invite Honor Guard members to participate in other aspects of the services and mourning process.

E. Honor 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 deceased.

F. Honor Guard Details may utilize trust funds to purchase new or replacement uniforms, flags, 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  
HONOR GUARD DETAIL REQUEST FORM**

**REQUESTED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**MESSAGE NUMBER:** \_\_\_\_\_

**NAME OF DECEASED VETERAN:**  
\_\_\_\_\_

**WAR ERA:** \_\_\_\_\_ **BRANCH:** \_\_\_\_\_

**TYPE OF DISCHARGE:** \_\_\_\_\_ **CHAPTER:** \_\_\_\_\_

**DATE OF SERVICE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**NAME OF CHURCH:** \_\_\_\_\_

**LOCATION OF CHURCH:** \_\_\_\_\_

**LOCATION OF BURIAL SITE:** \_\_\_\_\_

**FLAG RECIPIENT:** \_\_\_\_\_

**RELATION TO THE DECEASED VETERAN:** \_\_\_\_\_

**TO BE FILLED OUT BY HONOR 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:** \_\_\_\_\_