

Science Hill High School  
1509 John Exum Pkwy  
423-232-2190  
Johnson City, TN 37604  
7th Brigade, USACC

UPDATED: 3/22/2019

## Science Hill High School Washington D.C. Trip SOP

---

**Summary:** This Standard Operating Procedure (SOP) manual provides guidance for the execution of the Washington D.C. Trip.

**Applicability:** This SOP applies to all JROTC cadets at Science Hill High School who are attending the D.C. Trip. It covers the planned events and how to execute them.

**Suggested improvements:** Send comments and suggested improvements to the S-3.

---

### **Chapter 1**

#### **Introduction**

	<b>Paragraph</b>	<b>Page</b>
Purpose	1-1	2
Preparation	1-2	2
Departure/Return	1-3	2
Money	1-4	2

### **Chapter 2**

#### **Logistics**

	<b>Paragraph</b>	<b>Page</b>
Transportation	2-1	2
Assigned Groups	2-2	2
Sleeping Arrangements	2-3	2

### **Chapter 3**

#### **Miscellaneous**

	<b>Paragraph</b>	<b>Page</b>
Weather	3-1	2
Uniform	3-2	2-3
Public Display of Affection	3-3	3

### **Chapter 4**

#### **Assignments**

	<b>Paragraph</b>	<b>Page</b>
Research	4-1	3
JROTC Equipment	4-2	3

## **Chapter 1-Introduction**

**1-1. Purpose-** The purpose of having a Washington D.C. Trip is to allow cadets to explore our nations capital and see first-hand the many historical monuments that symbolize our great democracy. Also, the cadets will learn more about the military with a hands-on experience.

**1-2. Preparation-** On the day of the D.C. Trip, the cadets will need to bring enough clothes, hygenic items, and necessary electronic devices that are allowed on the trip. The cadets should bring enough supplies to last them the entire length of the trip. Also, in preperation for the trip Colonel Johnson will pass-out and collect the medical forms, to ensure the cadet is allowed to go on the trip.

JROTC Instructors will deliver the amount of money subtracted from the total cost of the trip to the cadets and allow the cadets to use this money for their spending money.

**1-3. Departure/Return-** The cadets need to have gathered all of their supplies and loading onto the bus by no later than 0800. The trip is approximately ten hours long allowing time for lunch as well. We will be arriving at the Hotel at around 1800.

**1-4. Money-** All cadets going on the D.C. Trip need to bring money for any souvenirs they plan to buy during the trip. The total amount of money for food is approximately \$200.

## **Chapter 2- Logistics**

**2-1. Transportation-** A charter bus will be transporting the cadets to and from Washington D.C.

**2-2. Assigned Groups-** Upon arrival, Colonel Johnson will group the pre-assigned groups of four with one chaperone in every group.

**2-3. Sleeping Arrangements-** Upon arrival at the hotel, Colonel Johnson will assign the pre-assigned groups to a certain hotel room. Each room will have four cadets each. Chaperones will have seprate rooms.

Also, chaperones need to bring a cellular device of some sort to keep in contact with the members of his/her group.

## **Chapter 3- Miscellaneous**

**3-1. Weather-** Due to the fact JROTC will not know the weather for the D.C. Trip, cadets are highly encouraged to bring appropriate clothing for rain, cold, and windy weather.

**3-2. Uniform-** The cadets must go by the student handbook and also keep in mind that we are representing JROTC as well. All attire must be modest and school appropriate clothing is advised.

Also, for any questions about attire for the D.C. Trip, please inquire an Army Instructor.

HQ, Topper Battalion  
Science Hill High School Junior ROTC  
1509 John Exum Parkway, Johnson City, TN 37604

**What to bring**

1.    Enough clothing for the weekend.
2.    Toiletry items
3.    Some form of a camera
4.    Notebook with a writing utensil
5.    JROTC shirt

**Optional Items**

1.    Electronic items
2.    Bathing suits
3.    Souvenir money

**What not to bring**

1.    Alcohol and/or drug substances of any kind
2.    Weapons of any kind
3.    Inappropriate clothing
4.    Inappropriate body piercing

**3-3. Public Display of Affection-** Any form of PDA between other cadets is strictly against JROTC policy. Please keep in mind you are models of the JROTC program.

**Chapter 4-Assignments**

**4-1. Research-** All cadets will be required to write a paragraph at every historical monument on what they learned, and take a photo of the monument itself with the entire group as part of their individual research.

Also, the entire group of cadets will be required during the trip to find a memorable item to show the battalion the following school day, and during the trip at the end of the day, all cadets will tell the other cadets what they learned at each monument.

**4-2. JROTC Equipment-** The following equipment will be required to be gathered the day of the D.C Trip prior to departure: JROTC camera, video recorder, and school banner.