

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

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Johnson City, TN 37604  
7th Brigade, USACC

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## VA Visit SOP

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**Summary.** This Standard Operating Procedure manual provides guidance for the execution of the Science Hill Valentine's Day trip to the Johnson City Veteran's Affairs Center.

**Applicability.** This SOP applies to all JROTC cadets at Science Hill High School. It covers the battalion's responsibilities for Science Hill High School's Topper Battalion's trip to the VA center.

**Suggested Improvements.** Send comments and suggested improvements to the Battalion Commander or S-3.

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### Chapter 1

#### Introduction

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## **Chapter 1- Introduction**

**1-1. Purpose-** The purpose of the Valentine's Day trip to the Johnson City Veteran's Affair Center is to provide an environment to thank the various veterans who reside there for their service.

**1-2. Arrival-** The arrivals for this event are to be at differing times on \_\_\_\_\_. These trips are to be taken during each class period. Cadets will form up at the beginning of their class period to visit the VA Center.

**1-3. Preparation-** Preparation for this event is to take place five weeks prior to the event. In preparation of this event, cadets are to design three Valentine's Day for the veterans. CO must make a cadet roster of those going and not going to the VA.

**1-4. Uniform-** Uniform for this event is to be the Class A dress blues. This uniform is to be worn to standard and nothing less will be settled for.

**1-5. Execution-** Cadets are limited to specific rooms designated by the staff. Cadets are to be respectful, polite, and courteous to veterans and staff. Cadets will visit their assigned rooms to give veterans a Valentine's Day card. Cadets may only stay in a room for no longer than 15 minutes at a time before moving to their next room.