

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

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

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Science Hill High School Topper Battalion Veterans Day SOP

Summary: This Standard Operating Procedure (SOP) manual provides guidance for the execution of the Veterans Day program.

Applicability: This SOP applies to all JROTC cadets at Science Hill High School. It covers the activities that are scheduled for the 2015 Veterans Day program.

Suggested improvements: Send comments and suggested improvements to the Battalion Commander.

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1-1. Purpose-The purpose of having a Veterans Day ceremony at Science Hill High School is to have a formal observance of Veterans Day and to improve the school's outlook on the United States Military.

1-2. Equipment- All equipment, as shown on page 4, will be placed in the position they have been assigned.

1-3. Arrival- Staff cadets will arrive at 0600 all cadets participating in activities will arrive at 0630, the remaining cadets will report to the drill hall before first period.

1-4. Preparation- Cadets will have a practice the day before the event. Staff should have all equipment accounted for and ready before the day of the event.

Chapter 2 - Program

(The Cadet Battalion Commander is to be the announcer until section 2-6)

2-1. Formation- Companies need to be formed up before students enter the New Gym. Cadets will be formed up as follows: Alpha Company, Bravo Company, and Charlie Company. Behind Alpha company will be the male platoon and exchange team in a separate platoon. Behind Charlie Company will be the female platoon and exchange. Cadets not in uniform will be tasked with guarding the seating positions for the companies once they are seated by the COT.

2-2. Presentation of Colors- The Cadet Color Sergeant will have the color guard, consisting of one cadet of each grade level, ready to begin at 10:00 a.m. Both wooden flags will already be posted. They will stand in front of the battalion ready to present. After the cadet Battalion Commander has asked the audience to rise, the color guard commander will begin the color guard ceremony. The band, directed by Dr. Vermillion, will play the national anthem.

2-3. Battalion Commanders Speech- The cadet Battalion Commander will take to the podium and execute their speech about what Science Hill's J.R.O.T.C. does for veterans

2-4. Cadet Movement of Companies- After the speech has been given, the dismissal will begin. The Commander of Troops (COT) will call the battalion to attention. He/She will tell the commanders to take command of their units. The Alpha Company Commander will state "File from the right, column right" and then the command of execution "march". The Bravo Company Commander will give the command of "File from the left and right, column left and right" and then the command of execution "march". The Charlie Commander will give the command "File from the left, column left" and then the command of execution "march". After the commands have been given, the cadets will file into the

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bleachers and sit down. Any cadet that is participating in any other activity will not file into the bleachers. Instead, they will march out into the hallways.

2-5. Service Flags and Service Songs- The five cadets with service flags will march out onto the gym floor, and face the podium. The BC will then begin explaining the service song for each branch and ask those who have served in the branch being presented to stand. The service songs will then be played by the band. When each service flag song is played, the cadet with that service flag will step forward and dip the flag while the song is played. When a new service song begins, the BC will announce it as “The United States Army” and so on. When the songs are over, the cadets will right face and formally march out into the hallway.

2-6. Presentation of the Wreath- The wreath that will be dedicated to all veterans and will be carried out by one cadet and one adult chosen in advance, preferably the spouse of a veteran. They will be seated next to the podium. As the service flags are exiting the Gym the cadet will stand up and retrieve the flag from a cadet near the entrance to the New Gym. The cadet will then return to the adult they are escorting and together they will proceed a few paces in front of the wreath display, turn, put the wreath on the display, step back, salute as taps plays, and then return to their seats. While this is happening the BC will announce the cadets name and rank and the person they are escorting. The BC will also explain why they are presenting the wreath during the presentation.

2-7. Flag Folding- 5 Cadets will be on the flag folding team. Cadets will march very slowly out onto the gym with the flag in the shape of a casket. The commander will then halt them. The commander turns around, and gives the command “ready”. The cadets will take their left hand and put it on the edge of the flag. On the command “cut” the cadets will bring their other hand to the bottom portion. On the command “one” cadets will take a step back and flatten the flag. The commander will give the command “ready fold” and the cadets will make the first fold of the flag. On the command “ready” the cadets on the left side will put their hands on the bottom of the flag. On the command “cut” they take a step back so the flag is flat. They will repeat this once more. After this, the Commander will then begin to fold the flag. Depending on the ceremony the flag will be presented to a veteran. After the flag is presented the commander will return to the detail and they will slowly march off of the Gym floor.

2-8. Special Event- After the flag folding ceremony a special event decided in advance will take place. In the past the battalion has read veterans’ letters to their families, performed a swing dance, and read a fictional story about a veteran.

2-9. Exhibition Drill- The Cadet XO will then introduce the team and explain what the exhibition team means. Ex. “It represents the discipline that is taught in J.R.O.T.C.” After the guest speaker has concluded, the Male Exhibition Team will execute their routine. After they are finished the Female Exhibition Platoon will perform. Once they are finished the males and females will combine to form the Mass Exchange. Once that has finished everyone will march off.

2-10. Conclusion- After the exhibition teams leave the gym floor, the Battalion Commander will return to the podium and say a few departing words, afterwards the principal will dismiss students to their classes.

Chapter 3 – After the Program

3-1. Dismissal to Class by Gym Floor Section- At the conclusion of the ceremony the bleacher sections will be dismissed by section to go to class by an Administrator. Once the exiting instructions have been given, the band will play a march for students to leave to. All JROTC cadets will need to stay in the New Gym and wait to be dismissed by the battalion commander to after the gym is cleaned up.

3-2. Battalion Photo Op- JROTC cadets will gather in the bleachers for their photo to be taken. Also all of the JROTC teams will need to meet in the drill hall during 4th block to take team photos for the yearbook.

Chapter 4 - Equipment

4-1. Procedure of Equipment- The S4 will gather equipment for the event during the week before Veteran's day. On the morning of Veteran's day the S4 will assign guard jobs to individuals not participating in the program. The S4 will need 2 females and 1 male to guard the positions. The females will be on the female exhibition side of the New Gym. One Female will guard the flags in the stairwell near the connector of the hallway and the New Gym. The other Female will be in the hallway and will be responsible for guarding the female exhibition rifles. The Male will be on the male exhibition side and will be responsible for guarding the male exhibition rifles. The individuals are not allowed to leave their posts until the S4 dismisses them.

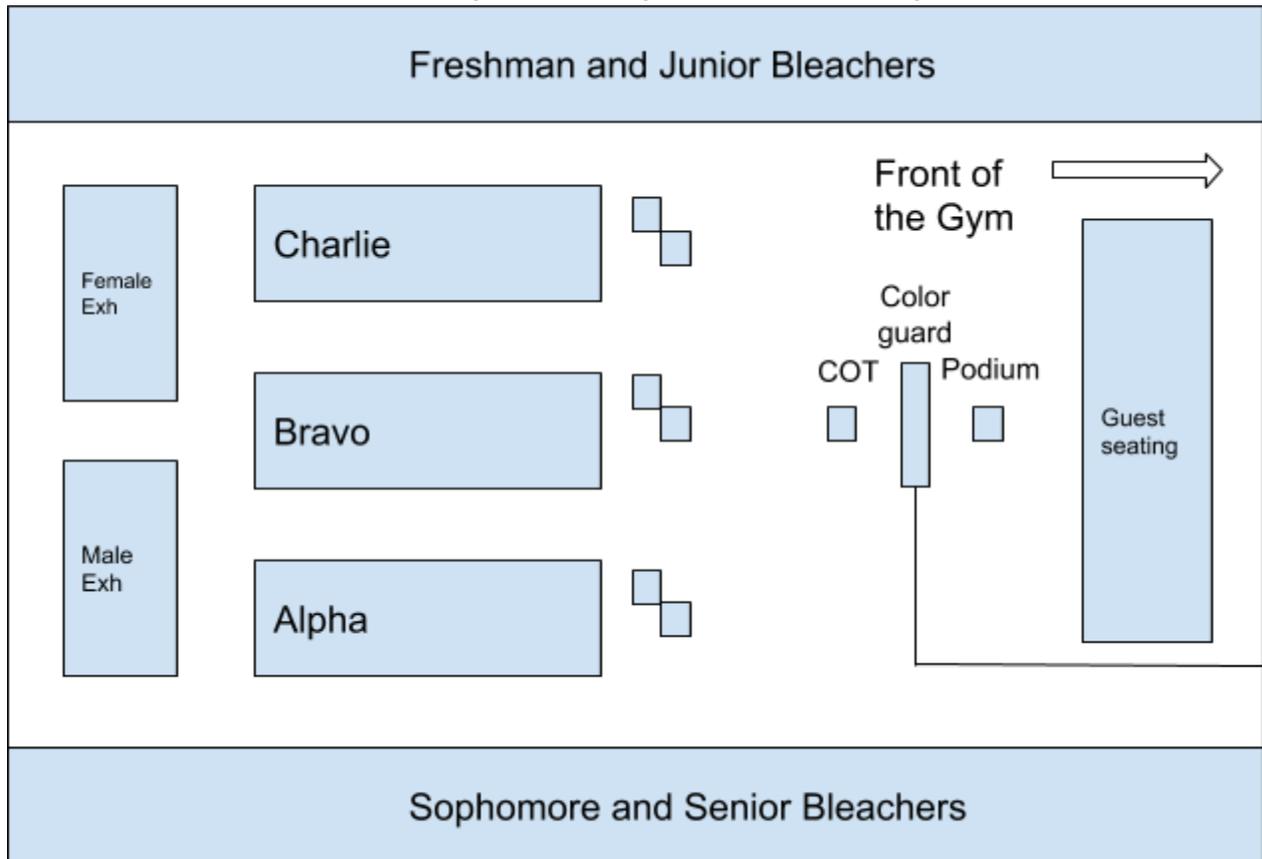
4-2. List of Equipment-

Ascotts x12
Belts x12
Leggings x12
Gloves x12
Harness x3
Podium x1
Microphone x1
Chrome rifle x2
Aluminum American Flag x1
Aluminum Tennessee Flag x1
Wooden American Flag x1
Wooden Tennessee Flag x1
Flag stands x2
Big Flag Stand x1
Army Flag x1

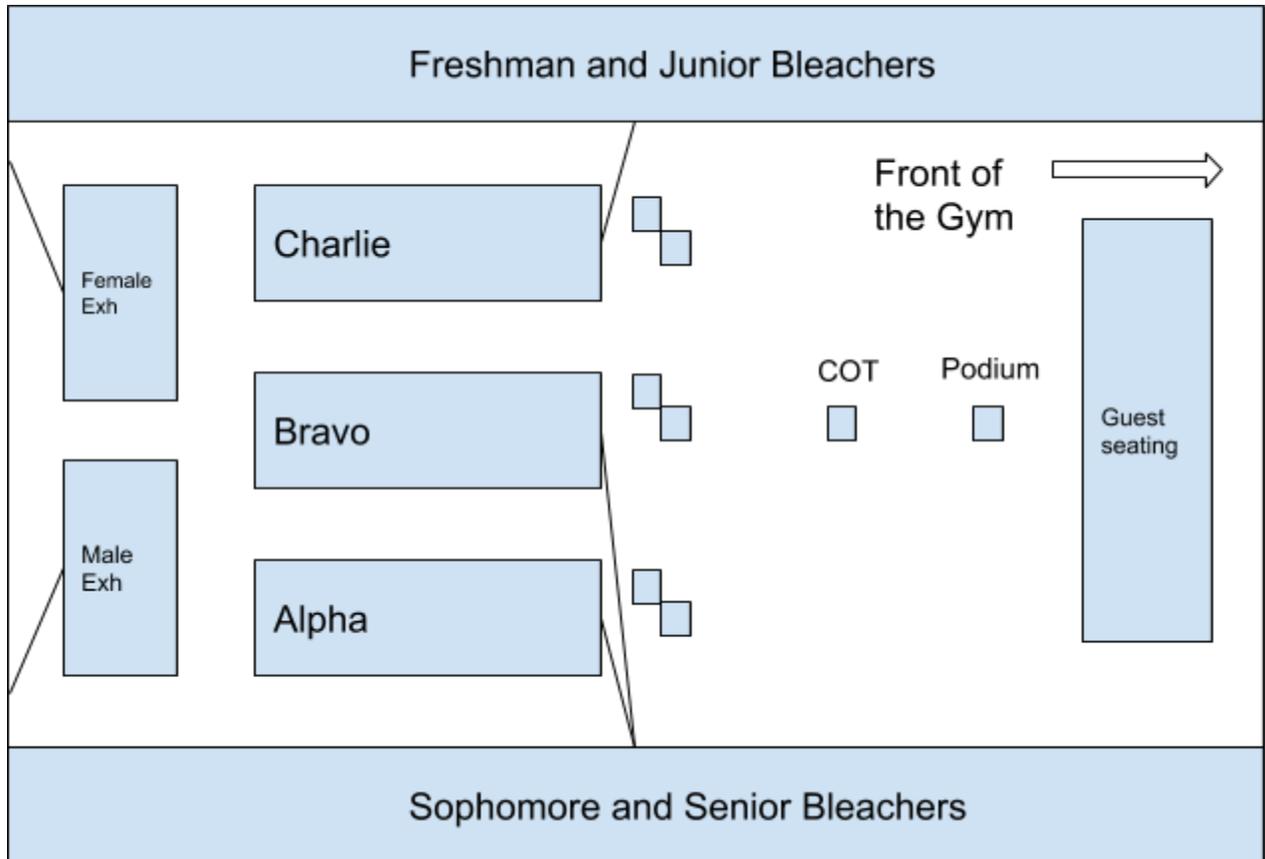
- Marine Flag x1
- Navy Flag x1
- Air Force Flag x1
- Coast Guard Flag x1
- Spades for service flags and POW flag x6
- Spade for wooden TN flag x1
- Spade for aluminum TN flag x1
- Eagle for wooden American flag x1
- Eagle for aluminum American flag x1
- Wreath x1
- POW flag x1
- American flag to fold x1
- Male exhibition rifles x30
- Female exhibition rifles x30
- White Tape x2
- Sewing Kit x1
- Lint Roller x2

Chapter 5- Charts and Diagrams

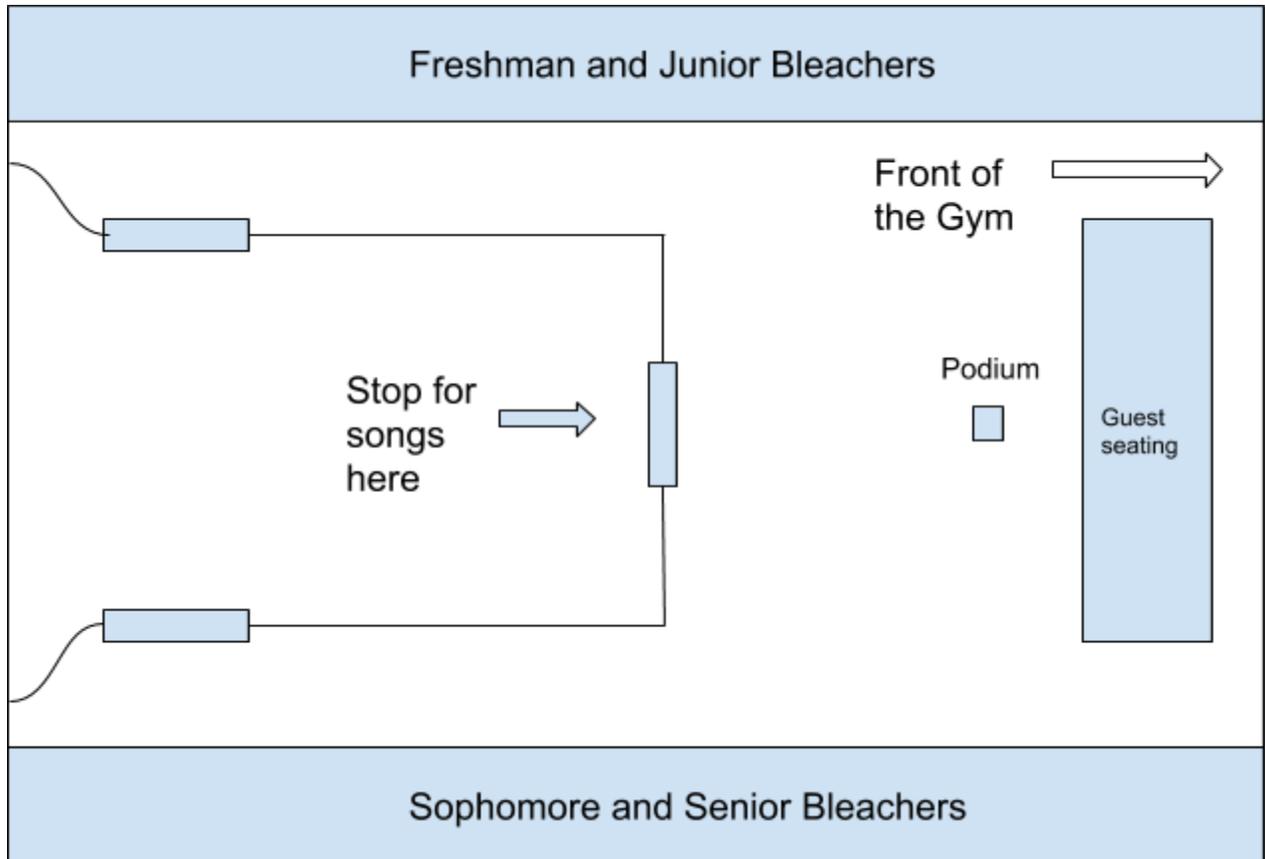
5-1. Gym Floor Layout of Veterans Day



5-2. Veteran's day Company seating arrangements



5-3. Service flags walking Route



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