



# ADOPT AN AIRMAN @SEYMOUR JOHNSON

## Guide for Host Families

# Forward

## THE “ADOPT AN AIRMAN @SEYMOUR JOHNSON” PROGRAM

The “Adopt an Airman @Seymour Johnson” Program is a collaboration between Seymour Johnson AFB and our local community that connects community members and their families with young Airmen to provide a home-away-from-home during their first enlistment in the military. It also offers individuals and families a unique opportunity to support and bond with our Air Force men and women. If you have the desire and commitment to make a difference in a young Airman’s life, this is the program for you.

This brochure has been designed to not only encourage your participation in the program but to also aid you as a host family. It provides valuable information in three major areas: Section I outlines the philosophy surrounding the Adopt an Airman @Seymour Johnson program; Section II provides insight into Airman life and responsibilities here on SJAFB; Section III provides information on your responsibility as a host family and suggestions for building a relationship with your Airman.

On behalf of Seymour Johnson AFB, we thank you for your interest and involvement in the “Adopt an Airman @Seymour Johnson” program.



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# Section I

## THE PROGRAM AT A GLANCE

The “Adopt an Airman @Seymour Johnson” program is designed to provide Airmen with an avenue to form new friendships in the local community and gather support beyond the formal work environment. If you can remember when you first left the comfort and security of your parents’ home, then you will understand the needs of the young men and women in the program. Rigorous military standards can tax even the most robust of spirits, producing feelings of great stress, moments of loneliness, homesickness and doubt. As a host family, you will provide a home-away-from-home during an Airman’s first years at Seymour Johnson AFB (SJAFB). You serve as the Airman’s mentor, friend, and advisor, providing a caring environment to relax, away from the pressures of work and future deployments. You are also in the position to serve as a positive adult role model in helping Airmen understand their role as career Air Force Airmen while simultaneously reinforcing positive social values.

The 4th Fighter Wing Commander’s Action Group (CAG) office attempts to match host families with Airmen who share the same basic interests and characteristics, whether it be sports, outdoors, religion, and other activities with which they identify. Airmen can request host families “by name,” and families may do the same for Airmen. When two Airmen request the same family, both requests might be honored, dependent upon the desires of that family. When two families request the same Airman, the program intends to honor the wishes of the Airman.

The relationship established through the program can, and typically will, last for the full duration of time the Airman resides in the SJAFB dormitories, unless one of the parties chooses to terminate the relationship prior to that time and notifies the CAG. If all parties so desire, they can also continue the relationship they have formed for a lifetime.

## HOST FAMILY APPLICANTS

Call the 4th Fighter Wing Commander’s Action Group (CAG) office, at 919-722-0560 or 0393 or email [4FW.CAG.Org@us.af.mil](mailto:4FW.CAG.Org@us.af.mil) for details regarding the application process.



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# SECTION II

## AIRMAN RESPONSIBILITIES

### THE USAF CORE VALUES

In addition to the academic, physical, and military responsibilities the Airmen assume, they are also charged with stringent moral responsibilities. Airmen accept and live by the Air Force Core Values:

*Integrity First*  
*Service Before Self*  
*Excellence In All We Do*

These values are ingrained into the individuals during Basic Training. They are based upon the traditional concept that an Airman's word is a bond and that Airmen must be uncompromisingly honorable, forthright, and honest in all activities throughout life.

### COMPREHENSIVE AIRMEN FITNESS

Comprehensive Airmen Fitness (CAF) is a holistic approach to develop over-arching Airman fitness and resilience. The CAF seeks to strengthen our Airmen in the following domains or areas: *mental, physical, social, and spiritual*. This is a cultural shift in how we view and maintain fitness and is a more comprehensive manner that enables Airmen to hold each other accountable against Air Force Core Values. CAF provides an integrated framework that encompasses many cross-functional education and training efforts, activities, programs, and other equities that play a contributory role in sustaining a fit, resilient, and ready force.

### WHY IS THE MILITARY SO DEMANDING?

The defense of the US and the concept of deterring war rely heavily upon the ability of the Air Force to discharge its mission properly. In our modern world, we need Airmen of great ability, skill, judgment and integrity.

The Air Force Airmen whom you will be encouraging and advising today are the leaders of tomorrow.

The self-discipline, mental toughness, knowledge and leadership skills that our country needs dictate intensive and demanding training.

Your efforts and concern as a caring participant can make a big difference in assisting an Airman who may need an occasional retreat from the dormitory-living environment. Your willingness to give Airmen your time, to listen sympathetically and to show your genuine concern will one day bear fruit far beyond the smiles you will earn from them today. In short, your involvement is vital to the Airman's experience and the shaping of the air and space leaders of tomorrow.

### DAILY AIRMAN LIFE

From overviews on academic requirements to mission readiness, it will be evident how vital your role as a host family is in the development of an Airman through the off-duty support you provide. The following section is designed to acquaint you with the daily life of an Airman.

Academics – The First Term Airmen are required to study and pass a variety of courses that strengthen their knowledge in the profession of arms as well as their core specialty.

Fitness – Athletic participation is required of all Airmen. All Airmen complete a physical fitness test every six months. Failure to meet standards may result in removal from the military. All Airmen participate in Squadron and individual physical fitness programs. In addition, base intramural sports are available for those who are interested.

Workdays – Not all Airmen work Monday-Friday; nor do all work 8:00 am-5:00 pm. Rather, some work shifts and some work weekends on a regular basis. This will require some flexibility on your part to meet the needs of your Airman. In addition, Airmen sometimes deploy on short-notice taskings. Please be understanding if your Airman has to cancel plans with only a few days' notice (or less).

Deployments – You can expect that your Airman will probably deploy during their first year or two at SJAFB. On average deployments typically last 4-6 months.



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# SECTION III

## **YOUR ROLE AS A HOST FAMILY**

Airmen from SJAFB are held to a very high standard as professionals who, in some cases, are responsible for multi-million dollar pieces of equipment. It is imperative that you understand these standards and help set the Airmen up for success. While the Airmen you interact with will typically be the age of an average college student, their responsibilities are generally far greater. Failure to live up to their professional responsibilities will have the potential to injure fellow Airmen seriously and can have career-ending effects.

## **ALCOHOL AND THE AIRMEN**

Alcohol use as it relates to Airmen will be in accordance with North Carolina Laws; the individual must be 21 years of age or older to buy or consume alcohol. While those over the age of 21 may drink alcoholic beverages, consumption should be done in a responsible manner.

## **HOST FAMILY ACTIVITIES**

Airmen do not expect to be entertained or taken out to expensive meals or events. On the contrary, they are looking for the warmth and friendship of your family in their home-away-from-home. Letting them become a part of your family is the greatest gift you can give. The freedom to make a sandwich, drink a soda, sleep, watch TV, or just “hang out,” combined with your willingness to listen and your concern for them as individuals are the most precious gifts Airmen can receive.

## **AIRMAN/HOST FAMILY RELATIONSHIPS**

Airmen may strive to please you by good behavior to earn a return invitation. They are expected to be courteous guests and to express their gratitude. While airmen are taught to address military superiors and their elders as “Sir” or “Ma’am,” relations between host family and Airmen need not be excessively formal and we rely on your good judgment in this area. However, if you experience problems with your Airman, please contact the 4 FW CAG office immediately.

## **HOST FAMILY DIVIDENDS**

Aside from the personal satisfaction you receive in hosting an Airman, you may be asking yourself what you get in return. Airmen might well invite you to events as their guest, and to traditionally military events such as promotions ceremonies, to show their appreciation. They will also volunteer to help you with tasks or projects as they are genuinely grateful for your caring and seek to find ways to demonstrate their gratitude. While the “Adopt an Airman @Seymour Johnson” program provides many dividends, participants often gain their most satisfying moments merely by interacting with their Airman. By sharing a family atmosphere, these family ties can continue for years.

## **AIRMEN AND CARS**

While many Airmen have their own cars, this is not the case with all of them. Lending your vehicle is not a responsibility or a requirement. If you choose to do so, you must realize that you do so at your own risk with possible negative outcomes in terms of damage to property belonging to others. Safe alternatives to allowing them to borrowing your vehicle are public transportation, carpooling, and prior coordination of

rides with host families. Any host family member may pick up the Airman. Host families who do not have regular access to SJAFB, will be placed on the Entry Access List for vetting through Security Forces, or be provided a sponsor pass to allow access as required.

### **THE HOST FAMILY'S ROLE IN GUIDING AIRMAN BEHAVIOR**

Airmen need to learn from their mistakes... that is part of their training. Overlooking an error or mistake will only encourage them to continue the behavior. One experienced host family recommends establishing house rules for Airmen visiting your home. They further added that it is unfair to expect Airmen to follow your rules if you don't tell them what the rules are.

Suggested house rules you may want to address include the following:

- We each have a right to our own opinions and the right to disagree with the opinions of others.
- If I request a phone call to let me know if you are coming over for the weekend, then please call me early, so I may adjust plans accordingly.
- If you are unable to visit for an extended length of time, a courtesy call or email from time to time is something I would appreciate to let me know how you are doing.

Other areas you may want to address from the start include --

- Your policy on bringing additional Airmen to your home
- Cleaning up after themselves while visiting your home
- Putting things back where they were found
- Address your feeling on picking up the Airman at the base and how you feel about last minute changes
- Your policy on the Airman arriving unexpectedly for a meal or inviting a friend over for a meal

### **HELPFUL HINTS**

- Be "a sounding board"
- Communicate your house rules and regulations
- Give Airmen responsibilities as a family member
- Expect the same courtesy from an Airman as you would a family member
- If possible, have an open house to meet the Airman's family if they visit
- Enjoy your time together; Airmen feel host families are influential and positively impact their future



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# Sponsor Registration Checklist

## REQUIREMENTS FOR CIVILIAN FAMILY:

1. One letter of introduction from yourself (please limit to one page)
  - a. Describe your family (include names)
  - b. Place(s) of employment for yourself and spouse
  - c. Favorite sport/hobby (please name one for each)
  - d. Why you are interested in becoming a sponsor
  - e. Signatures of both Primary and Spouse
  
2. One Letter of Recommendation (from friend, relative, co-worker, etc.)
  - a. How long have they known you?
  - b. What is the basis of their relationship with your family?
  - c. Why they feel your family would be a good candidate?
  - d. Signature and contact information of recommender
  
3. Completion of the Sponsor Questionnaire

**Please submit complete packets only.** Submitting incomplete packets will delay processing.

Mail: 4 FW CAG  
1510 Wright Brothers Ave  
Suite 100  
Seymour Johnson AFB, NC 27531

EMAIL: 4FW.Cag.Org@us.af.mil **(scanned letters must include signatures)**

For questions and further inquiries, please leave a message at (919) 722-0560.

Thank you for supporting the Seymour Johnson Adopt an Airman Program.



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This information is for official use only.

Protect IAW AFI 33-332 and DoD Regulation 5400.11

And the Privacy Act of 1973

Completion of this form, or any portion of it, is voluntary.

PLEASE TYPE OR PRINT CLEARLY

### AIRMAN SPONSOR QUESTIONNAIRE

PRIMARY'S NAME (Title, Last, First, MI) \_\_\_\_\_

Driver's License No. /State \_\_\_\_\_ DOB \_\_\_\_\_ Please call our office to provide this information.  
MM/DD/YY

SPOUSE'S NAME (Title, Last, First, MI) \_\_\_\_\_

Driver's License No. /State \_\_\_\_\_ DOB \_\_\_\_\_ Please call our office to provide this information.  
MM/DD/YY

IN ORDER TO ENSURE THE SAFETY OF THE AIRMAN, YOUR DRIVER'S LICENSE NUMBER AND BIRTHDATE WILL BE USED TO CONDUCT A BACKGROUND CHECK. SUBMITTING THIS FORM CONSTITUTES CONSENT TO CONDUCT A BACKGROUND CHECK.

STREET ADDRESS: \_\_\_\_\_

CITY/ZIP CODE: \_\_\_\_\_

E-MAIL ADDRESS/ES: 1) \_\_\_\_\_ 2) \_\_\_\_\_

PHONE: (W) \_\_\_\_\_ (H) \_\_\_\_\_ (Cell) \_\_\_\_\_



Check here if your contact information is releasable to Airman's parents .

Let us know if any of the information above changes or of other family changes impact Airman candidates.

STATUS: (Circle)	Active DOD Civilian	Retired Parent of C/C	Reserve Community Member (Civilian, no DoD-affiliation)	USAFA Grad
RANK/GRADE: (Circle)	Officer (O____)	Enlisted (E____)	Warrant (W____)	Federal Service (GS____)
BRANCH: (Circle)	Air Force Navy	Army Merchant Marines	Coast Guard	Marines
ETHNICITY: (Circle)	African American Native American	Hispanic Inter-Racial	Caucasian Other: _____	Asian/Pacific Islander
RELIGIOUS AFFILIATION: (Circle)	Agnostic/Atheist Islamic/Muslim	Jewish Buddhist	Protestant Mormon/LDS	Catholic Other: _____
MARITAL STATUS: (Circle)	Married Legally Separated	Single	Divorced	Widowed

YOUR FAMILY'S HOME CITY/STATE: \_\_\_\_\_

FAMILY'S (2) FAVORITE SPORTS/HOBBIES: (1) \_\_\_\_\_ (2) \_\_\_\_\_

PREFERENCES: Rate your preferences by number, so we can appropriately match you to a Airman. (1 is least important)

Home State	1	2	3	4	5
Ethnicity	1	2	3	4	5
Religious Affiliation	1	2	3	4	5
Sport/Hobby	1	2	3	4	5

Do you have any of the following in your home? (Circle all which apply)

Cats    Dogs    Other pets    Smokers    Young Children (ages) \_\_\_\_\_    Teenagers (ages) \_\_\_\_\_

AIRMAN GENDER REQUEST: (Circle or number) \_\_\_\_\_ Male/s    \_\_\_\_\_ Female/s    \_\_\_\_\_ No Preference

Preferred number of Airman to sponsor for the Fiscal Year \_\_\_\_\_

#### Special Request of Airmen: Please call or send us an e-mail to check for availability of specific Airmen

If you have the name of a specific Airman you would like to sponsor, please list the full name (s). You may request to sponsor as many Airmen as you wish.

(Last) \_\_\_\_\_ (First) \_\_\_\_\_  
(Last) \_\_\_\_\_ (First) \_\_\_\_\_  
(Last) \_\_\_\_\_ (First) \_\_\_\_\_

#### OFFICE USE ONLY:

ADDITIONAL INFORMATION \_\_\_\_\_

Date received \_\_\_\_\_ Date processed/ entered in database \_\_\_\_\_ Initials \_\_\_\_\_

Receipt sent \_\_\_\_\_

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