



HANDBOOK FOR HOST FAMILIES

**Eric Ostendorf
Executive Director
757-268-5264**

info@shafh.org

www.shafh.org

FORWARD

Seymour Home Away From Home (SHAFH) offers select community leaders a unique and rewarding opportunity to provide Airmen a home-away-from-home during their first enlistment. It also offers community leaders the opportunity to meet first-hand our fine, young Air Force men and women of Seymour Johnson Air Force Base. 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 SHAFH, but to aid you as a Host Family. It provides valuable information on *five* major areas: Section I outlines the philosophy surrounding SHAFH; Sections II and III provide insight into the Airmen's life and responsibilities here at Seymour Johnson Air Force Base; Section IV provides general information on a variety of topics concerning your responsibility as a Host Family; and, Section V provides information on how and when to contact Airmen including a telephone directory for First Sergeants and other useful phone numbers.

On behalf of Seymour Johnson Air Force Base, we wish to express our appreciation to you for your active involvement in SHAFH. As a partner in caring, not only will you play a significant role in the life of an Airman, but you may also find it to be one of life's most rewarding experiences.

SECTION I: THE PROGRAM AT A GLANCE

SHAFH is designed to provide Airmen with an avenue to form friendships and gather support beyond the formal work environment. If you can remember leaving behind the comfort and security of your parents' home, then you will understand the needs of the young men and women in SHAFH. Rigorous military standards can tax even the best of spirits, producing feelings of great stress to make the grade in some members, and in others, moments of loneliness, homesickness and doubt. As a Host Family, you provide a home-away-from-home during an Airman's years at Seymour Johnson AFB. You serve as their 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 helping them understand their role as a member of the Armed Services and reinforcing positive social values.

SHAFH attempts to match Host Families with Airmen who share the same basic interests. Airmen can request "by name" Host Families. When two families request the same Airman, we honor the wishes of the Airman.

The official relationship lasts for the duration of time that the Airman is stationed at Seymour Johnson AFB.

Call SHAFH at 757-268-5264, or email info@shafh.org for details regarding the application process. This includes a Host Family application and a Liability Waiver the

program will keep on file.

SECTION II: UNDERSTANDING THE AIRMAN

In order to successfully interact with an Airman, it is important to understand their professional life. This section is designed to familiarize the Host Family with the acronyms, abbreviations and terms frequently used by the Airmen.

Air Force Acronyms, Abbreviations and Terms		
AF	Air Force	
AFI	Air Force Instruction	Instructions that provide a set of policies and guidelines outlining Air Force operating procedures
DoD	Department of Defense	
EAL	Entry Access List	List of individuals approved to enter the base, maintained by 4 SFS
“First Shirt”	First Sergeant	Senior enlisted member responsible for squadron disciplinary and personnel issues
NCOIC	Noncommissioned Officer in Charge	Senior ranking NCO who usually serves as the first line of supervision for Airmen
PCS	Permanent Change of Station	When an Airman is reassigned and moves to another base
POV	Privately Owned Vehicle	
PT	Physical Fitness Training	
SFS	Security Forces Squadron	
Sq	Squadron	A squadron typically averages 250-300 Airmen of all ranks. Each squadron and group has a full-time unit Commander. Squadrons are usually commanded by a Lieutenant Colonel but sometimes by a Major
Grp	Group	A group is the organization above the squadron. Groups typically have two or more squadrons and are commanded by a Colonel
Wg	Wing	A wing is in charge of multiple groups and is commanded by a Colonel or a Brigadier General.

TDY	Temporary Duty	Out of town business trip
UOD	Uniform of the Day	

SECTION III: AIRMAN RESPONSIBILITIES

The US Air Force 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 the USAF Core Values which are:

- Integrity First
- Service Before Self
- Excellence In All That We Do

These values, ingrained into the individuals during Basic Training, are based upon the traditional concept that an Airman's word is a bond and that Airmen must be uncompromising, forthright, and honest in all activities throughout life. These standards should be obvious in the Airman's interactions with their Host Family. Airmen should be truthful and reliable.

Wing Commander's Guidelines

The 4th Fighter Wing Commander has these guidelines for his Squadron Commanders:

- Squadrons must have discipline, teaching, developing, and a focus on our operational mission - be ready for deployment/employment Anytime/Anywhere
- The environment must be conducive to growing Airmen - no assault, harassment, abuse, discrimination or drugs
- The Air Force is a family business - protect each other, provide mutual support, treat all Airmen with dignity and respect

"Why is the Military So Demanding?"

The defense of the United States and its 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, and judgment. These future leaders are the Air Force Airmen of today whom you will be encouraging and advising. 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 an Airman your time, to listen empathetically 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 Force leaders of tomorrow.

Daily Airman Life

Your role as a Host Family is vital 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 - 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 job.

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 their removal from the military. In addition, base intramural sports are available for those who are interested. Squadrons may require Airmen to participate in unit led Physical Training, but if the squadron does not, all Airmen should have an individual fitness program to ensure their fitness readiness.

Aviation - All Airmen at Seymour Johnson work directly in support of the USAF mission to fly, fight and win! Many of Seymour Johnson's Airmen are maintainers who have specific requirements to retain certification. All Airmen perform jobs that are critical to support national defense and are integral to their unit's success.

Workdays - Not all Airmen work Monday-Friday, nor do all work from 7:30 am -4:30 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, the 4th Fighter Wing often supports short-notice tasks and deployments. 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 Seymour Johnson AFB. Deployments typically last 4-6 months.

Sexual Assault

For allegations of sexual assault, Seymour Johnson AFB has a Sexual Assault Response Coordinator (SARC) and Victim Advocates (VA) available to ensure the respectful and dignified care of the victim. If an Airman who is a victim of sexual assault confides in a Host Family that they were sexually assaulted, the victim should be encouraged to call the SARC immediately at 919-722-7272 in order to discuss restricted (confidential) and unrestricted (non-confidential) reporting options.

The SARC serves as the single point of contact for integrating and coordinating sexual assault victim care from an initial report of sexual assault, through disposition and resolution of issues related to the victim's health and well-being for all Seymour Johnson AFB personnel. Whether a victim comes forward through restricted or unrestricted channels, the immediate priority is to care for the victim. The SARC and VA are trained first responders that can help the victim understand the dynamics of sexual assault, put them in touch with other helping agencies to facilitate recovery and help the victim through the investigative and legal processes.

Restricted Reporting (Confidential) enables the Airmen who are victims to report allegations of sexual assault to the installation SARC without triggering a law enforcement investigation. This reporting option gives the victim access to medical care, counseling, chaplain services and a Victim Advocate, but does not initiate the investigative process. Due to the confidential nature of this reporting option, it is critical that a victim's chain of command (Squadron Commander, First Sergeant) and law enforcement not be notified of the sexual assault as they are considered mandatory reporters. If a disclosure is made to the victim's chain of command or law enforcement, a victim will lose confidentiality and an Unrestricted Report will have to be made.

Unrestricted Reporting (non-confidential) enables all victims to report allegations of sexual assault through standard reporting channels including the *victim's* chain of command, law enforcement (Security Forces Squadron and AF Office of Special Investigations), and the Installation SARC. Unrestricted Reporting is the preferred reporting method by the Department of Defense and the Air Force because it allows the SARC to provide the widest range of support services to the victim and enables prosecution of alleged perpetrators when investigations warrant those charges. In an Unrestricted Report, law enforcement conducts an investigation after which commanders and legal authorities may pursue prosecution for the alleged perpetrator. The victim making the Unrestricted Report has access to medical care, counseling, chaplain services and a Victim Advocate. At the request of the victim, the SARC and VA can work with the victim's commander to address duty or disciplinary concerns.

Should information about a sexual assault be disclosed to command or law enforcement from someone other than a victim, an investigation into the allegation will be initiated, and it will be considered an Independent Report. Commanders must report all sexual assaults that they become aware of when it involves individuals in their supervisory chain of command. Law enforcement personnel are required to investigate all crimes that they become aware of to include sexual assault. To preserve a victim's Restricted Reporting option, it is important that as a Host Family, the victim's disclosure to you be kept private.

Bottom Line: All victims of sexual assault can have their questions answered confidentially and receive assistance by contacting the SARC at 919-722-7272. Contacting the SARC first preserves options for the victim!

SECTION IV: YOUR ROLE AS A HOST FAMILY

Airmen from Seymour Johnson AFB are held to a very high standard as professionals who 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 seriously injure fellow service members and can have career-ending effects.

Alcohol and the Airman

NC Law - Providing Alcohol to Minors - Alcohol use as it relates to the Airman is in accordance with NC 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, it is not encouraged.

Remember, alcohol use has been linked to sexual assaults. Do not condone situations where alcohol use can lead to criminal activity.

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 part of your family is the greatest gift you can give. They may want to use your phone to call parents or friends, but are not required to overextend yourself financially. If the Airman does not have a cell phone, you should suggest that the Airman acquire a calling card in order to pay their own bills. Ultimately, 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 these service members can receive.

Airman-Host Family Relationships

Airmen will strive to please you by good behavior to earn a return invitation. They are expected to be courteous guests and to express their gratitude. They are taught to address military superiors and their elders as "Sir" or "Ma'am". Relations between Host Family and Airman 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 First Sergeant immediately (Phone numbers are available at the end of this handbook).

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 will normally invite you to events as their guest, traditionally military events such as promotion 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 SHAFH 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 vehicle, this is not the case with all of them. Lending your vehicle is not a responsibility or 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 borrowing are commercial transportation, carpooling, and prior coordination or rides with Host Families. Any Host Family member may pick up the Airmen. Host Families who do not have a regular access to the base may be placed on an Entry Access List (EAL) or be provided a pass to allow for access by having their Airman contact 4 SFS (Security Forces) as required.

The Host Family's Role in Correcting the Airman

Airmen need to learn from their mistakes. That is part of their ongoing 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. Perhaps the most important things you want to remember about house rules are that the rules must clearly and accurately reflect your expectations of the Airman's behavior in your home.

Off Limits Establishments

The Black Dragon Smoke Shop at 3627 Ash Street is 'off limits' by order of the 4th Fighter Wing Commander. Your Airman is prohibited from entering or doing business there. Violation of this restriction is punishable under military law. You will be notified if the base adds any other businesses are to this list.

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 my plans accordingly.
- If you are unable to visit for an extended length of time, a courtesy call or email from time to time is required to let me know how you are doing.
- Your policy on bringing additional Airmen to your home
- Cleaning up after themselves while visiting your home (this may include a list of duties such as making the bed if they have slept over)
- Putting things back where they have found them
- Address your feelings on picking up the Airman at the base and how you feel about last minute phone calls requesting an off-day visit
- Your policies on the Airman arriving unexpectedly for a meal or bringing a friend for a meal.

Helpful Hints

- Be a sounding board
- Communicate your house rules and regulations

- Give the Airman responsibilities as a family member
- Expect the same courtesy from an Airman as you would a family member
- Teach your Airman and learn together
- If possible, have an open house to meet the Airman's parents if they visit
- Take pictures for the Airman's family and future reunions
- Be patient. Your Airman is sometimes very busy and there may be periods in which your Airman cannot visit.
- Treat your Airman like an adult, not a child. Mentor them but don't baby them.
- Enjoy your time together; the Airmen feel Host Families are influential and positively impact their future.
- We ask that you not buy alcohol for the Airmen and remember that if they consume alcohol in your home (not recommended), they must be 21 years of age or older.