

**INFORMATION PAPER**

SUBJECT: Dependent Student Travel Program

1. Purpose: To provide information on processing requests for dependent student travel for Soldiers supported by the Directorate of Human Resources, U.S. Army Garrison-Hawaii.

2. References:

a. AR 55-46, Travel Overseas.

b. Joint Travel Regulation (JTR), 050816. Dependent Student Travel

3. Facts: The Dependent Student Travel Program is one of the benefits afforded to active duty military personnel assigned overseas. The basic entitlement is for one fully funded round-trip per fiscal year for student Family members, unmarried, less than 23 years of age. The student must be attending (or will be attending) a school in the Continental United States (CONUS) to obtain a formal education that is accredited by a state, regional or nationally recognized accrediting agency or association recognized by the Secretary of Defense for a secondary, undergraduate, graduate or vocational education. The student must be enrolled in a full-time course of study (12 semester hours or equivalent). Students attending military academies are not eligible. Other eligibility, entitlements, and restrictions are contained in the above references.

4. Discussion:

**How to apply for dependent student travel.** Submit the requests for dependent student travel to the Directorate of Human Resources ATTN: Chief Family Movements, Bldg. 750 Room 114, Schofield Barracks, HI 96857, to be processed. **The request must arrive no later than 30 days prior to the required departure date and not earlier than 60 days of the start date.**

The following documents must be submitted by the Soldier:

a. DA Form 4187, Personnel Action, requesting student travel order (Student's Address must be in CONUS if shipment of household goods is requested)

b. Copy of PCS Order to Hawaii w/dependents' names in the order, or an amendment indicating dependents

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c. DA FM 4187 for Intra-Station Reassignment (If Applicable)

d. Previous Student Travel orders (If Applicable)

e. Copy of SRB

f. Sponsor's Statement. This is done with the understanding that the sponsor will provide written proof of full-time enrollment verification within 30 days after enrollment in the school. Failure to comply will result in the revocation of the travel orders and the sponsor is required to reimburse the government for all costs associated with the student travel.

g. Written verification of enrollment as a full-time student (full-time student is defined as a student enrolled in at least 12 semester hours or equivalent) from an accredited College or University the student is attending, or a written letter of acceptance from the school the student will be attending if initial travel).

h. Itinerary from Carlson Wagonlit Travel Agency. (Sponsors who purchase a ticket from a commercial travel office not under contract with the U.S. government are not authorized or entitled to reimbursement for the ticket).

i. Army-Funded Transportation form if student wishes to ship 350 lbs. of household goods (HHG) or put in storage.

j. Submit the Power of Attorney (POA) if sponsor is deployed

**For First Student travel Request:** Permanent Change of Station (PCS) orders assigning the sponsor to Hawaii and authoring concurrent/deferred travel of the student to Hawaii, and dependent travel orders authorizing non-concurrent travel of the student to Hawaii, if applicable. In either case, the student must have traveled to Hawaii at government expense as a dependent of the sponsor before student travel can be approved.

**For Returning Students:** A copy of the last dependent student travel order issued by the Headquarter, USAG-HI, will substitute for the PCS order.

5. Point of contact for this action is Family Travel, at (808) 655-1804/4633.