

# Kadena Air Base

## Civilian Personnel Fact Sheet

### EDUCATIONAL TRAVEL

**DESCRIPTION:** Educational travel allows for employee's to be able to send their child(ren) for one round trip travel within a 12-month period between Kadena and CONUS for college education purposes.

**ELIGIBILITY:**

- The student must be under secondary education, which means attendance at a public or private school offering instruction at grade levels 9-12, or equivalent.
- or
- The student must be registered in a full-time program at an accredited (1) university or college, including 2-year junior or community college, which offers academic courses leading to a degree, or (2) nursing, performing arts, technical, or vocational institution, leading to a degree, certification, or license.
- The student must be under the age of 23.
- Dependent students over age 21 but under age 23 who are not eligible for PCS travel may be authorized student travel from the school to the post.
  - This one-way travel constitutes completion of the first round trip.
- The anniversary date for authorizing subsequent round trips is established 12 months after the child begins the first annual round trip
- The round trip may be taken at any time within the 12-month period.
  - Round trips or portions thereof not taken cannot be accumulated and carried over to a subsequent period.
- A 30 day period prior to the eligibility date may be allowed on a case-by-case basis.
  - Reimbursement will be made at the time student actually becomes eligible.

**PROCEDURE:** An acceptance letter from the school administration must be furnished, stating that the student is enrolled on a full-time basis through the end of the school year, or that the student has completed the school year on a full-time basis, at the time travel is requested. If the letter is not available at the time of submission of request, Student Travel Agreement letter may suffice to proceed and provide the enrolment letter once it is issued. Complete and submit PACAF Form 90, Request for Civilian Travel (other than TDY), along with the acceptance letter to 718 FSS/FSCAU at least 30 days prior to requested travel date.

**REFERENCE:**

Department of State Standardized Regulations (DSSR), [Chapter 280](#)

**FOR MORE INFORMATION:** Please contact the Kadena Civilian Personnel Office, at 632-2227/634-1726/634-2228.

Travel From Post to School:

Private	I Type of Education	II Trips Authorized	III Age Limit of Child (See Section 281.d)	IV *Residence Period Outside U.S.	V Special Rules
A.	Secondary Education (See Section 281b.)	One one-way trip annually from foreign post to high school in the U.S.	Age 20 (before 21st birthday)	*Unless otherwise authorized by the Director, Office of Allowances, U.S. Department of State, 7 consecutive days must be spent outside the U.S. by the child prior to departure on each educational travel trip except where the child's transportation abroad within the 7 days was not at Government expense	(No special rules for travel from post to school)
B.	or Post Secondary Education (See Section 281c and 281f.)	One one-way trip annually from foreign post to a college or acceptable post secondary school	Age 22 (before 23rd birthday), except when the child's basic education is delayed by military service, the age 22 limitation is extended by one additional year or fractional year of military service.	*Unless otherwise authorized by the Director, Office of Allowances, U.S. Department of State, 7 consecutive days must be spent outside the U.S. by the child prior to departure on each educational travel trip except where the child's transportation abroad within the 7 days was not at Government expense	

Travel From School to Post:

Private	I Type of Education	II Trips Authorized	III Age Limit of Child (See Section 281.d)	IV Residence Period Outside U.S.	*V Special Rule
C.	Secondary Education (See Section 281b)	One one-way trip annually from school in the U.S. to employee's post in foreign area (See Special Rule, Column V)	Age 20 (before 21st birthday), except when the child's basic education is delayed by military service, the age 20 limitation is extended by one additional year for each year or fractional year of military service (See Special Rule, Column V)	Not applicable	Educational travel to an employee's post shall not be authorized for the child when the responsible Government agency anticipates the employee's transfer to the U.S. or his/her travel for home leave within 30 days of the scheduled date of the child's departure for post
D.	or Post Secondary Education (See Section 281c and 281f)	One one-way trip annually from school to employee's post in foreign area (See Special Rule, Column V)	Age 22 (before 23rd birthday), (1) provided the child commences final travel within three months from the date the child finishes college or post-secondary education, and (2) when the child's basic education is delayed by military service, the age 22 limitation is extended by one additional year for each year or fractional year of military service (See Special Rule, Column V)	Not applicable	