Employee Post-Travel Disclosure Form

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, B-81 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Tuere K. Butler

2. a. Name of Accompanying Relative: __________ OR None □
   b. Relationship to Traveler: □ Spouse □ Child □ Other (specify): __________

3. a. Dates: Departure: September 21st 2019
   b. Dates at Personal Expense, if any: ____________________ OR None □
   Return: September 28th 2019

4. Departure City: Atlanta, GA Destination: Okinawa & Tokyo, Japan Return City: Atlanta, GA

5. Sponsor(s), Who Paid for the Trip: US Association of Former Members of Congress

6. Describe Meetings and Events Attended: Met with a variety of leaders and key personnel from the US Department of Defense.

7. Attached to this form are each of the following, signify that each item is attached by checking the corresponding box:
   a. [x] a completed Sponsor Post-Travel Disclosure Form;
   b. [x] the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and the Grantmaking or Non-Grantmaking Sponsor Forms;
   c. □ page 2 of the completed Traveler Form submitted by the employee; and
   d. □ the letter from the Committee on Ethics approving my participation on this trip.

8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda.
   Signify statement is true by checking the box: [x]
   b. If not, explain: ____________________________

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

Signature of Traveler: Tuere K. Butler Date: 10/8/19

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure Form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

Name of Supervising Member: John Lewis Date: 10/8/19

Signature of Supervising Member: ____________________________
Sponsor Post-Travel Disclosure Form

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within ten days of their return. You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) who paid for the trip: U.S. Association of Former Members of Congress (FMC)

2. Travel Destination(s): Tokyo and Okinawa, Japan

3. Date of Departure: September 21st, 2019 Date of Return: September 28th, 2019

4. Name(s) of Traveler(s): Tuere Butler

Note: You may list more than one traveler on a form only if all information is identical for each person listed.

5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

<table>
<thead>
<tr>
<th></th>
<th>Total Transportation Expenses</th>
<th>Total Lodging Expenses</th>
<th>Total Meal Expenses</th>
<th>Total Other Expenses (dollar amount per item and description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler</td>
<td>$3975.69</td>
<td>$1501.81</td>
<td>$438.53</td>
<td>$180.60 (Guides, room fees, interpreters)</td>
</tr>
<tr>
<td>Accompanying Family Member</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

6. All expenses connected to the trip were for actual costs incurred and not a per diem or lump sum payment. Signify statement is true by checking box: □

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature:  

Date: 10/03/2019

Name: Sabine Schleidt

Title: Chief Operating Officer

Organization: U.S. Association of Former Members of Congress (FMC)

I am an officer of the above-named organization. Signify statement is true by checking box: □

Address: 1401 K St. NW Suite 901 Washington, DC 20005

Telephone: 202-507-4849 Email: SSchleidt@usafmc.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.

Version date 12/2018 by Committee on Ethics
TRAVELER FORM

1. Name of Traveler: TULLOK K. Pittsburgh

2. Sponsor(s) who will be paying for the trip: U.S. Association of Former Members of Congress

3. City and State OR Foreign Country of Travel: Japan

4. a. Date of Departure: September 21, 2019  Date of Return: September 28, 2019
   b. Will you be extending the trip at your personal expense? □ Yes  □ No
      If yes, list dates at personal expense: ________________________________

5. a. Will you be accompanied by a family member at the sponsor’s expense? □ Yes  □ No  If yes:
      (1) Name of Accompanying Family Member: ____________________________
      (2) Relationship to Traveler:  □ Spouse  □ Child  □ Other (specify): ______
      (3) Accompanying Family Member is at least 18 years of age:  □ Yes  □ No

6. a. Did the trip sponsor answer “Yes” to Question 8(c) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)? □ Yes  □ No
   b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms:  □ Yes  □ No
   NOTE: The agenda should show the traveler’s individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.

8. Explain why participation in the trip is connected to the traveler’s individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.
   Distric Director handles Foreign Relations and Immigration issues for the District Office. Also, as a former Constituent Services Rep, handled military and veterans issues.

9. Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip? □ Yes  □ No

10. For staff travelers, to be completed by your employing Member:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee’s official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member ____________________________  Date 8/22/19
Primary Trip Sponsor Form

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee website (ethics.house.gov) provides detailed instructions for filling out the form.

Note: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee’s Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor who will be paying for the trip: U.S. Association of Former Members of Congress

2. I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. Signify that the statement is true by checking box: ☑

3. Check only one. I represent that:
   a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: ☐ OR
   b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: ☐ OR
   c. The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities: ☑

If "c" is checked, list the names of the additional sponsors: Japan-US Friendship Commission

4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary): See attached

5. Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☑ No

6. Date of Departure: September 21st, 2019 Date of Return: September 28th, 2019

7. a. City of departure: See attached.

   b. Destination(s): Okinawa and Tokyo

   c. City of return: See attached.

8. Check only one. I represent that:
   a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ OR
   b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☑ OR
   c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist or foreign agent involvement in planning, organizing, requesting, or arranging the trip was de minimis under the Committee’s travel regulations: ☐

9. Check only one of the following:
   a. I checked 8(a) or (b) above: ☑
   b. I checked 8(c) above but am not offering any lodging: ☐
   c. I checked 8(c) above and am offering lodging and meals for one night: ☐ OR
   d. I checked 8(c) above and am offering lodging and meals for two nights: ☐ If you checked this box, explain why the second night of lodging is warranted:

Version date 12/2018 by Committee on Ethics
10. Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). Indicate agenda is attached by checking box: ☑

11. Check only one of the following:
   a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. Signify that the statement is true by checking box: ☑ OR
   b. Not Applicable. Trip sponsor is a U.S. institution of higher education: ☐

12. For each sponsor required to submit a sponsor form, describe the sponsor’s interest in the subject matter of the trip and its role in organizing and/or conducting the trip:
    Please see attached page.

13. Answer parts a and b. Answer part c if necessary:
   a. Mode of travel: Air ☑ Rail ☐ Bus ☑ Car ☐ Other ☐ (specify: Chartered Bus)
   b. Class of travel: Coach ☐ Business ☐ First ☐ Charter ☑ Other ☐ (specify: Chartered Bus)
   c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:
      To transport travel participants between airport, hotel, and meeting sites

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). Signify that the statement is true by checking box: ☑

15. Check only one. I represent that either:
   a. The trip involves an event that is arranged or organized without regard to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ OR
   b. The trip involves events that are arranged specifically with regard to congressional participation: ☑
      If "b" is checked:
      1) Detail the cost per day of meals (approximate cost may be provided): $170

      2) Provide the reason for selecting the location of the event or trip: Please see attached.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
    Hotel Name: Hotel New Otani Tokyo       City: Tokyo       Cost Per Night: $270
    Reason(s) for Selecting: Proximity to meeting sites, access to airport and station, and comfort of accommodation
    Hotel Name: Hilton Okinawa Chatan Resort City: Okinawa       Cost Per Night: $150
    Reason(s) for Selecting: Proximity to meeting sites, access to airport and station, and comfort of accommodation
    Hotel Name: ___________________________ City: ______________________ Cost Per Night: __________
    Reason(s) for Selecting: ___________________________

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. Signify that the statement is true by checking box: ☑

Version date 12/2018 by Committee on Ethics
18. Total Expenses for each Participant:

<table>
<thead>
<tr>
<th></th>
<th>Total Transportation Expenses per Participant</th>
<th>Total Lodging Expenses per Participant</th>
<th>Total Meal Expenses per Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or Employee</td>
<td>See Attached</td>
<td>$1302 (w/ breakfast)</td>
<td>$850</td>
</tr>
<tr>
<td>For each Accompanying Family Member</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Expenses (dollar amount per item)</th>
<th>Identify Specific Nature of “Other” Expenses (e.g., taxi, parking, registration fee, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or Employee</td>
<td>$600</td>
</tr>
<tr>
<td>For each Accompanying Family Member</td>
<td>N/A</td>
</tr>
</tbody>
</table>

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check only one:
   a. I certify that I am an officer of the organization listed below: ☑ OR
   b. Not Applicable. Trip sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☑

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Sabine Schlandt
Date: 8/20/19

Name: Sabine Schlandt
Title: Chief Operating Officer
Organization: U.S. Association of Former Members of Congress
Address: 1401 K Street NW, Suite 901 Washington, DC 20005
Telephone: (202) 222-0972
Email: SSchlandt@usafmc.org

If there are any questions regarding this form, please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building, Washington, D.C. 20515
Phone: 202-225-7103 General Fax: 202-225-7392

Version date 12/2018 by Committee on Ethics
Primary Trip Sponsor Form

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee website (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee’s Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor who will be paying for the trip: U.S. Association of Former Members of Congress

2. I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent.
   Signify that the statement is true by checking box: ✓

3. Check only one. I represent that:
   a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: ☐ OR
   b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: ☐ OR
   c. The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☑
      If "c" is checked, list the names of the additional sponsors: Japan-US Friendship Commission

4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary): See attached.

5. Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☑ No

6. Date of Departure: September 21st, 2019 Date of Return: September 28th, 2019

7. a. City of departure: See attached.
   b. Destination(s): Okinawa and Tokyo
   c. City of return: See attached.

8. Check only one. I represent that:
   a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ OR
   b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☑ OR
   c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was de minimis under the Committee’s travel regulations: ☐

9. Check only one of the following:
   a. I checked 8(a) or (b) above: ☑
   b. I checked 8(c) above but am not offering any lodging: ☐
   c. I checked 8(c) above and am offering lodging and meals for one night: ☐ OR
   d. I checked 8(c) above and am offering lodging and meals for two nights: ☐ If you checked this box, explain why the second night of lodging is warranted:

Version date 12/2018 by Committee on Ethics
10. Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). Indicate agenda is attached by checking box: ☑

11. **Check only one of the following:**
   a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. Signify that the statement is true by checking box: ☑ OR
   
   b. Not Applicable. Trip sponsor is a U.S. institution of higher education: ☐

12. For each sponsor required to submit a sponsor form, describe the sponsor’s interest in the subject matter of the trip and its role in organizing and/or conducting the trip:
   Please see attached page.

13. **Answer parts a and b. Answer part c if necessary:**
   a. Mode of travel: Air ☑ Rail ☐ Bus ☑ Car ☐ Other ☐ (specify: Chartered Bus)
   
   b. Class of travel: Coach ☑ Business ☐ First ☐ Charter ☑ Other ☐ (specify: Chartered Bus)
   
   c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:
   To transport travel participants between airport, hotel, and meeting sites

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). Signify that the statement is true by checking box: ☑

15. **Check only one.** I represent that either:
   a. The trip involves an event that is arranged or organized without regard to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ OR
   
   b. The trip involves events that are arranged specifically with regard to congressional participation: ☑
   If "b" is checked:
   1) Detail the cost per day of meals (approximate cost may be provided): $170

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
   Hotel Name: Hotel New Otani Tokyo City: Tokyo Cost Per Night: $270
   Reason(s) for Selecting: Proximity to meeting sites, access to airport and station, and comfort of accommodation
   
   Hotel Name: Hilton Okinawa Chatan Resort City: Okinawa Cost Per Night: $150
   Reason(s) for Selecting: Proximity to meeting sites, access to airport and station, and comfort of accommodation

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. Signify that the statement is true by checking box: ☑
18. **Total Expenses for each Participant:**

<table>
<thead>
<tr>
<th>Actual Amounts</th>
<th>Total Transportation Expenses per Participant</th>
<th>Total Lodging Expenses per Participant</th>
<th>Total Meal Expenses per Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑️ Good Faith Estimates</td>
<td>See Attached</td>
<td>$1302 (w/ breakfast)</td>
<td>$850</td>
</tr>
<tr>
<td>For each Member, Officer, or Employee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For each Accompanying Family Member</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Expenses (dollar amount per item)</th>
<th>Identify Specific Nature of “Other” Expenses (e.g., taxi, parking, registration fee, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or Employee</td>
<td>$600</td>
</tr>
<tr>
<td>For each Accompanying Family Member</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**NOTE:** Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. **Check only one:**
   a. I certify that I am an officer of the organization listed below: ☑️ OR
   b. Not Applicable. Trip sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☑️

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

**Signature:**

[Signature]

**Date:** 8/20/19

**Name:** Sabine Schleidt

**Title:** Chief Operating Officer

**Organization:** U.S. Association of Former Members of Congress

**Address:** 1401 K Street NW, Suite 901 Washington, DC 20005

**Telephone:** (202) 222-0972

**Email:** SSchleidt@usafmc.org

If there are any questions regarding this form, please contact the Committee at the following address:

**Committee on Ethics**

U.S. House of Representatives

1015 Longworth House Office Building, Washington, D.C. 20515

Phone: 202-225-7103  General Fax: 202-225-7392
Ms. Tuere Butler  
Office of the Honorable John Lewis  
100 Peachtree St. #1920  
Atlanta, GA 30303

Dear Ms. Butler:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Japan,¹ scheduled for September 21 to 28, 2019, sponsored by United States Association of Former Members of Congress.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than $390 from a single source on the “Travel” schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts “of minimal value [currently $390] tendered as a souvenir or mark of courtesy” by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

¹ Please be aware that the Committee’s review of the proposed trip does not extend to either the security situation in the destination country or security related to foreign travel in general. We recommend you contact the Sergeant at Arms (SAA) for a safety and security briefing prior to your departure. SAA may be reached at (202) 226-2044 or ohstaff@mail.house.gov. House travelers should also register for the U.S. State Department’s Smart Traveler Enrollment Program at https://step.state.gov.
If you have any further questions, please contact the Committee’s Office of Advice and Education at extension 5-7103.

Sincerely,

Theodore E. Deutch  
Chairman

Kenny Marchant  
Ranking Member

TED/KM:smm
Addendum

4. This study tour is intended for district directors of the United States House of Representatives; FMC invited senior congressional staff from the House of Representatives who have previously expressed interest in Japan and U.S.-Japan relations. In addition, staff whose Members serve on committees relevant to the trip’s issues area – in particular, security, science and technology, and trade – were invited. Please find a list of all participants.

7. a. and c.

August Alvarado: Houston, TX
Tuere Butler: Houston, TX
Jack Jackson Jr.: Los Angeles, CA
Tara Rountree: Dulles, VA
Mike Stopp: Houston, TX

12. FMC – a congressional chartered 501(c)(3) non-profit organization – administers the Congressional Study Group on Japan through its international program. Through the Study Group, FMC creates constant channels of communication and dialogue for U.S. Members of Congress and their staff to interact in a meaningful way with their counterparts in Japan. The 2019 Study Tour offers senior congressional staff a unique educational forum to explore key issues in the bilateral U.S.-Japan relationship and supports CSGJ’s and FMC’s educational mission. FMC is the sole sponsor of the trip and is responsible for organizing the itinerary and arranging meetings with officials, expert speakers, and local leaders. FMC is solely responsible for all invitations to and communications with trip participants, as well as the funding for the 2019 District Director Study Tour to Japan.

15. b. 2) Tokyo is the financial and political hub of Japan, and the senior staff delegation will meet with American and Japanese government officials, journalists and issue experts on issues ranging from security, women’s status to trade. Additionally, through meetings with students and cultural figures as well as an educational visit to Meiji Shrine, participants will gain a holistic understanding of Japan’s rich history, culture and religion.

Okinawa, the southernmost island of the Japanese archipelago. Historically, it was also the site of the largest amphibious allied attack in the Pacific Theater during World War II. Both sides lost a total of approximately 160,000 troops, while nearly 150,000 Okinawan civilians had perished, resulting in a loss of over 300,000 lives. Today, Okinawa is a bridge in the US – Japan security alliance, hosting 32 United States military bases and occupying approximately 25% of the island’s area. Here, the senior staff delegation will meet with American and Japanese government and military officials. The delegation will have the opportunity to visit the US air base, Kadena Air Base, as well as their Japanese counterparts at the Japan Air Self-Defense Force Naha Air Base. Additionally, meetings with professors and students will offer insightful perspectives on the impacts of American military involvement, since 1945, and how the Okinawan society has evolved in the post-World War II world.

18. Transportation:
Mr. August Alvarado: $3,379.73
Ms. Tuere Butler: $3,715.13
Mr. Jack Jackson Jr.: $3,713.13
Ms. Tara Rountree: $3,509.73
2019 U.S. District/State Directors Study Tour
Saturday, September 21st – Saturday, September 28th
Tokyo and Okinawa

In case of an emergency in Japan, please call:
U.S. Embassy – Tokyo: +81-3-3224-5000
Draft Program As Of 8/19/2019

The Congressional Study Group on Japan’s District/State Director Study Tour is made possible by the generous support by the Japan-U.S. Friendship Commission, an independent federal agency.

Hotels

Hotel New Otani Tokyo
4-1 Kioicho
Chiyoda-ku
Tokyo 102-8578
Tel: +81-3-3265-1111

Hilton Okinawa Chatan Resort
40-1 Mihama
Chatan-Cho
Okinawa 904-0115
Tel: +81-98-901-1111

Saturday, September 21, 2019

All-day
Departure from local airports to Narita (NRT)

Sunday, September 22, 2019  <Casual Attire>

1:45pm
DL 0167 from SEA to NRT (Terminal 1)
[KIMBRELL, Leila]

1:55pm
UA0079 from EWR to NRT (Terminal 1)
[HOLMES, Sarah]

2:00pm
UA0007 from IAH to NRT (Terminal 1)
[ALVARADO, Augustin; STOPP, Mike; KISTENMACHER, Nick; BUTLER, Tuere]

2:20pm
UA7938 from ORD to NRT (Terminal 1)
[ROUNTREE, Tara; BLAKE, Shelly]

3:10pm
UA0032 from LAX to NRT (Terminal 1)
[JACKSON, Jack]

3:25pm
UA 0803 from IAD to NRT (Terminal 1)
[MONACO, Miles]

5:55 – 8:45pm NH2159 from Narita to Okinawa; transfer to hotel
9:30pm Check-in at hotel

Monday, September 23, 2019 <Okinawa>

Breakfast
8:00 – 9:15am Regional Briefing: Okinawa’s History and Relationship with the U.S.
Discussion with the U.S. Consul General, Naha
  • Conversation with Consul General Robert Koepcke on the Consulate’s priorities in Okinawa, at hotel in Chatan.
  • Briefing on the current state of affairs in Okinawa, and Japan.

9:30 – 10:45am Academic View of Okinawan Identity
Discussion with Prof. Masaaki Gabe, Ryukyu University
  • Working breakfast on overview of Okinawan identity and cultural, Okinawan – Tokyo relationship.
  • Rest - Q&A Session moderated by a delegate

11:00 – 11:30am Bus ride from hotel to next meeting

Lunch
11:30am – 2:15pm U.S. Rebalance to the Asia-Pacific
Briefing with officers at Kadena Air Base and lunch meeting with students at Kadena HS
  • Briefing by select officers at Kadena Air Base on the current state of the base and its relationship with the surrounding community.
  • An overview of the base’s +70 years of history on the island.
  • Roundtable lunch between members of our delegation and high school students, exchanging the perspective of a foreigner living in Japan.

Kadena Air Base

2:30 – 3:15pm Bus ride from Kadena Air Base to next meeting

3:30 – 5:00pm Memory of World War II
Visit and tour of Okinawa Prefectural Peace Memorial Museum with Marine Corps Community Service guide
  • Guided tour by Marine Corps Community Service guide, offering a unique perspective on the memory of World War II in Okinawa.

614-1 Mahuni, Itoman-shi, Okinawa

Dinner
People-to-People Exchange between the U.S. and Japan
Dinner conversation with Ms. Paige Cottingham-Streater, Executive Director of the Japan-U.S. Friendship Commission

7:30 – 9:00pm
Tuesday, September 24, 2019  <Okinawa>

9:00 – 10:30am  Visit to AmerAsian School

The AmerAsian School in Okinawa, was founded 20 years ago by five women with the goal of providing bi-racial children a "double education" so they could learn about American and Japanese culture/identity. The was heavily supported by former Prime Minister Kaizo Obuchi, and has won three major education awards from the Japan Foundation, Asahi Shimbun, and Hakubodo. A site tour offers our delegation insight on the societal impacts of U.S bases in Okinawa.

15-22 Shimashi, Ginowan, Okinawa

10:45 – 11:30am  Bus ride from Ameriasian School to next meeting

11:30 – 1:30pm  Cutting-edge Technology: From “Keystone of the Pacific” to “Hub of International Education in the East Asia”

Visit to Okinawa Institute of Science and Technology
- Guided tour of OIST main campus and lunch discussion with faculty members
- Briefing and presentation given by Executive Vice President Dr. Bob Baughman at their Technology Development and Innovation Center

The Okinawa Institute of Science and Technology Graduate University (OIST) is an interdisciplinary graduate school. Over half of the faculty and students are recruited from outside Japan, and all education and research is conducted entirely in English. The OIST Graduate University shall conduct internationally outstanding education and research in science and technology, and thus contribute to the sustainable development of Okinawa, and promote and sustain the advancement of science and technology.

1919-1 Tanba, Onna, Kunigami, Okinawa

2:00 – 3:30pm  Japan’s Security Priority in the Region

Briefing and tour of Japan Ground and Maritime Self-Defense Force Naha Base
- Briefing on the state of the region, covering topics such as North Korea, China’s military expansion, and US ally’s like South Korea.

301 jitoma, Naha, Okinawa

3:30 – 4:00pm  Bus ride from base to next meeting

4:15 – 5:15pm  History of Ryukyu Kingdom

3
Visit and tour of Shuri Castle with Mr. Kurayoshi Takara

A city district of Naha today, Shuri is the name of the former capital of the Ryukyu Kingdom. Shuri Castle served as the administrative center and residence of the Ryukyu kings for several centuries until Okinawa became a Japanese prefecture in 1879. Shuri Castle was originally built in the late 1300s, and played an integral role in the political unification of the island. The Castle will offer our delegation insight on Okinawa’s indigenous population, before they became a part of Japan.

1-2 Shurikinjo, Naha, Okinawa

Dinner
6:30 – 8:00pm
American Business in Okinawa
Discussion with representatives from American Chamber of Commerce of Okinawa (ACCO)

Omoro Duchi, 2-3 Aja, Naha, Okinawa

Wednesday, September 25, 2019 <Okinawa/Tokyo>

Breakfast
At hotel

9:55am – 12:25pm
NH0994 from Okinawa to Haneda

12:45 – 1:25pm
Bus ride from airport to next meeting

1:30 – 2:30pm
Foreigners in Japan 101: Creating a Japanese Identity
Dinner discussion with Patrick Harlan, commentator, lecturer at Tokyo Institute of Technology
- Roundtable conversation on experience living in Japan as an American, the cultural difference in business and communication between the US and Japan, how Japanese TV audience views American political process, and traits of young Japanese students

3:00 – 3:30pm
Bus ride from lunch to next meeting

3:30 – 5:00pm
The Influence of Buddhism and Shintoism in Japanese Society
Visit to Meiji Jingu Shrine, and guided tour by priest including brief presentation on the role of religion in Japan.

Meiji Jingu, dedicated to Emperor Meiji, the first emperor of modern Japan, is of Shinto origin, a religion native to Japan which centers on polytheistic nature worship and whose origin goes back to primitive times. Over its long history, Shintoism has developed into a religion that has become truly unique in the world, adapting continental influences to combine with its own indigenous traditions. Japanese spiritual and daily life is deeply rooted in Shintoism, and participants will learn of the significant role it plays in the life and mindset of Japanese citizens and politicians.

1-1 Yoyogikamizono-cho, Shibuya-ku, Tokyo
5:45 – 6:00pm  Bus ride to hotel

6:30 – 7:00pm  Bus ride from hotel to next meeting

Dinner
7:00 – 9:00pm  Understanding Regional Dynamics
Discussion with mid-level diplomats from Ministry of Foreign Affairs
- Brief introduction of each diplomat (four to five), including their background and current assignment, conversation on their experience working in the Japanese Embassy in Washington, D.C.

Thursday, September 26, 2019  < Tokyo >

Breakfast   At Hotel

8:00 – 9:30am  US Embassy Country Briefing
- Briefing by select heads of sections such as Political, Economic, Commerce, Public Affairs, and Consular on the current state of bilateral relationship

1-10-5 Akasaka, Minato-ku, Tokyo

10:00 – 11:30am  Womenomics and Demographic Change
Discussion with female leaders such as Ms. Aiko Doden, NHK, and Prof. Mieko Nakabayashi, Waseda University
- Open discussion between delegation and Japanese female experts, in their respective fields
- Overview on the impacts of Prime Minister Abe’s Womenomics on Japanese society

Lunch
Lunch discussion with Mr. Harry Hill, Chairman of the Japan-U.S. Friendship Commission
- Working lunch on overview of Japanese politics and economy, US-Japan bilateral relationship
- Opening remarks by discussant
- Rest - Q&A Session moderated by a delegate

1:30 – 2:45pm  Voices of the New Generation
Visit to Tokyo University and discussion with students, led by Prof. Kiichi Fujiwara

Tokyo University

3:00 – 3:25pm  Bus ride from Tokyo University to Tokyo Station
3:30 – 4:30pm  Unveiling the Infrastructure Hub of Japan  
Tour of Tokyo Station, led by representatives from East Japan Railway  
- Briefing by representatives from East Japan Railway on Japan's existing  
  public transportation system on a variety of topics including quality control  
  and emergency preparedness  

4:30 – 5:00pm  Bus ride back to hotel  

6:30 – 7:00pm  Bus ride from hotel to next meeting  

Dinner  
7:00pm – 8:30 pm  The Importance of a Multilateral Cooperation  
Dinner discussion and exchange with representatives from ASEAN nations,  
including: DCM Ethan Chua, Embassy of Singapore; DCM Cherdchai  
Chiavaivid, Embassy of Thailand  
- Conversation on state of affairs between various ASEAN nations and  
  Japan.  
- Discussion surrounding topics such as trade and security, in the region.  

Friday, September 27, 2019  <Tokyo>  

Breakfast  
At the hotel  

9:30 – 11:30 am  The Economic Impacts of an Aging-Society  
Meeting with representatives from Aflac at their Tokyo Headquarters and  
their Innovation Lab  
- Conversation on the economic impacts a shrinking population has on a  
  business.  
- Insight on the experience of being an American company operating in  
  Japan.  

11:45am – 12:00pm  Bus ride from Aflac HQ to Japanese Diet Building  

Lunch  
Noon – 1:00pm  Informal lunch at Japanese Diet building at a cafeteria of the Office  
Building of the House of Representatives in the Japanese Diet  

Diet Office Building of the House of Representatives,  
2-1-1 Nagata-cho, Chiyoda-ku, Tokyo  

1:00 – 1:45 pm  “Reiwa”: A New Era for Legislation  
Tour of the National Diet Building, a Japanese Parliament, guided by a  
staff from the Japanese Diet’s International Division  

The National Diet is Japan’s bicameral legislature, composed of a lower house (House of  
Representatives) and an upper house (House of Councillors). This building was completed  
in 1936. The tour, guided by a staff from the Diet, will include visiting the Committee  
rooms and the House Chambers, and will allow the delegation to learn the history of  
Japanese legislature.
2:00 – 4:30 pm
Visions for the Tokyo 2020 Paralympic Games
Visit to Nippon Foundation Paralympic Support Center and Para Arena
- Discussion with representative for the Tokyo 2020 Paralympic Games, on a variety of topics from the accessibility of Japanese society to preparing for the upcoming Games.
- Guided tour of their official training site, the Para Arena, where innovative solutions to accessibility issues are put into action.

4F The Nippon Zaiden Bldg, 1-2-2 Akasaka, Minato-ku, Tokyo
And
3-1 Higashi-yashio, Shinagawa-ku, Tokyo

4:00 – 4:45pm
Bus briefing; Return to hotel in Tokyo

6:15 – 6:30pm
Bus ride from hotel to dinner

Dinner
6:30 – 8:30pm
Debrief Dinner
Debrief dinner conversation on what each participant learned during the trip, how they will get back the knowledge and experience to the District/State

Saturday, September 28, 2019

10:40am
UA 7912 from HND to ORD (Terminal 1)
[BLAKE, Shelly]

4:10pm
UA0804 from NRT to IAD (Terminal 1)
[HOLMES, Sarah; MONACO, Miles; ROUNTREE, Tara; BUTLER, Tuere]

4:25pm
DL 0166 from NRT to SEA (Terminal 1)
[KIMBRELL, Leila]

4:35pm
UA0006 from NRT to IAH (Terminal 1)
[ALVARADO, Augustin; STOPP, Mike]

6:10pm
UA0142 from NRT to DEN (Terminal 1)
[JACKSON, Jack; KISTENMACHER, Nick]