



# U.S. House of Representatives COMMITTEE ON ETHICS

## Employee Post-Travel Disclosure Form

Original  Amendment

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 Return: September 28th 2019  
 b. Dates at Personal Expense, if any: \_\_\_\_\_ OR None
  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 State
7. Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box:*
- a.  a completed *Sponsor Post-Travel Disclosure Form*;
  - b.  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:*
- 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: John Lewis



# U.S. House of Representatives COMMITTEE ON ETHICS

## Sponsor Post-Travel Disclosure Form

Original  Amendment

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:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$3975.69	\$1501.81	\$438.53	\$180.60 (Guides, room fees, interpreters)
Accompanying Family Member	N/A	N/A	N/A	N/A

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: Sabine Schleidt 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.



# U.S. House of Representatives COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: TURKE K. Butler
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.**  
District Director handles Foreign Relations & Immigration issues for the District Office. Also as a former Constituent Services Rep. handled military and Veteran Affairs 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 John Luss Date 8/20/19



U.S. House of Representatives

# 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](http://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: \_\_\_\_\_



U.S. House of Representatives
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: [X]
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: [X] 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 [X] Rail [ ] Bus [X] Car [ ] Other [ ] (specify: Chartered Bus)
b. Class of travel: Coach [X] Business [ ] First [ ] Charter [X] 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: [X]

- 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: [X]
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 accomodation
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 accomodation
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: [X]



U.S. House of Representatives

# COMMITTEE ON ETHICS

18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> Good Faith Estimates			
For each Member, Officer, or Employee	See Attached	\$1302 (w/ breakfast)	\$850
For each Accompanying Family Member	N/A	N/A	N/A

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$600	Interpreter, guide, insurance, room fee
For each Accompanying Family Member	N/A	N/A

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 Schleidt 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



U.S. House of Representatives

# 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: \_\_\_\_\_



U.S. House of Representatives

# 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 accomodation
- 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 accomodation
- 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:*





U.S. House of Representatives

# COMMITTEE ON ETHICS

18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> Good Faith Estimates			
For each Member, Officer, or Employee	See Attached	\$1302 (w/ breakfast)	\$850
For each Accompanying Family Member	N/A	N/A	N/A

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$600	Interpreter, guide, insurance, room fee
For each Accompanying Family Member	N/A	N/A

**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 Schleidt 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

Theodore E. Deutch, Florida  
*Chairman*  
Kenny Marchant, Texas  
*Ranking Member*

Grace Meng, New York  
Susan Wild, Pennsylvania  
Dean Phillips, Minnesota  
Anthony Brown, Maryland

John Ratcliffe, Texas  
George Holding, North Carolina  
Jackie Walorski, Indiana  
Michael Guest, Mississippi



ONE HUNDRED SIXTEENTH CONGRESS

**U.S. House of Representatives**  
COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

David W. Arrojo  
*Counsel to the Chairman*

Christopher A. Doneso  
*Counsel to the Ranking Member*

1015 Longworth House Office Building  
Washington, D.C. 20515-6328  
Telephone: (202) 225-7103  
Facsimile: (202) 225-7392

September 10, 2019

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,<sup>1</sup> 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.

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<sup>1</sup> 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 ohsstaff@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,

Handwritten signature of Theodore E. Deutch in blue ink.

Theodore E. Deutch  
Chairman

Handwritten signature of Kenny Marchant in blue ink.

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 21<sup>st</sup> – Saturday, September 28<sup>th</sup>  
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 Kioichio  
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**

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

**Sunday, September 22, 2019      <Casual Attire>**

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- 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>**

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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 – 11:30 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 Mabuni, Itoman-shi, Okinawa*

Dinner  
7:30 – 9:00pm **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

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 Keizo 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 US 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 Tancha, 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**

- Conversation on the role of the Japan Air Self-Defense Force in Japanese national security.
- 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**

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>

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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, adopting 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 >

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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>**

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- 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 – 1:45pm      **“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.*

*National Diet of Japan  
1-7-1 Nagata-cho, Chiyoda-ku, Tokyo*

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 Zaidan 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**

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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]