



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, by email at [gifttravelreports@mail.house.gov](mailto:gifttravelreports@mail.house.gov), 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: Micah Ketchel
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR** None ☐  
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 5/27/2023 Return: 6/3/2023  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR** None ☐
4. Departure City: Washington DC Destination: Okinawa and Tokyo, Japan Return City: Washington DC
5. Sponsor(s), Who Paid for the Trip: The U.S. Association of Former Members of Congress
6. Describe Meetings and Events Attended:  
In capacity of Chief of Staff to Rep. Mike Waltz, our delegation met with several members of Japan's Diet and Japan's various Ministries to discuss relevant policy topics ranging from national defense policy to the aging crisis affecting Japan. We visited a Marine base in Okinawa where we discussed relevant defense policies, as well as the
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 *Additional Sponsor Form(s)*;
  - 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: *Micah Ketchel* Date: 6/11/2023

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: *Rep. Mike Waltz* Date: 6/11/23  
Signature of Supervising Member: *Rep. Mike Waltz*



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: The U.S. Association of Former Members of Congress (FMC)
2. Travel Destination(s): Okinawa and Tokyo, Japan
3. Date of Departure: 5/27/2023 Date of Return: 6/3/2023
4. Name(s) of Traveler(s): Micah Ketchel

*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	\$5863.55	\$1160.38	\$560.57	\$619.92 (Meeting Rooms, Interpreter, Tour Guide, Entrance Fees, etc.)
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: Lorraine Harbison Date: 06/14/2023

Name: Lorraine Harbison Title: Programs Director

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

☒ 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

Email: lharbison@usafmc.org Telephone: (202) 222-0973

**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: Micah Ketchel
2. Sponsor(s) who will be paying or providing in-kind support for the trip:  
U.S. Association of Former Members of Congress
3. City and State **OR** Foreign Country of Travel : Okinawa and Tokyo, Japan
4. a. Date of Departure: 05/27/2023 Date of Return: 06/03/2023  
b. Yes ☐ No ☒ Will you be extending the trip at your personal expense?  
If yes, list dates at personal expense: \_\_\_\_\_
5. a. Yes ☐ No ☒ Will you be accompanied by a family member at the sponsor's expense? **If yes:**  
(1) Name of Accompanying Family Member: \_\_\_\_\_  
(2) Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_  
(3) Yes ☐ No ☐ Accompanying Family Member is at least 18 years of age:
6. a. Yes ☐ No ☒ 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)?  
b. **If yes**, and you are requesting lodging for two nights, explain why the second night is warranted:
7. Yes ☒ No ☐ *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and Additional Sponsor Forms.  
  
*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.**  
As Chief of Staff to Congressman Mike Waltz, who serves on the Armed Services Committee and Foreign Affairs Committee, this STAFFDEL to Japan will provide an essential exchange of information between one of the U.S.'s most consequential allies in the Pacific region. The briefings on this trip include pertinent topics such as Japan's security priorities, its history, and Japan's investment into science research and technology. This information will be invaluable in my role of advising Rep. Waltz on matters involving the INDOPACIFIC region.
9. Yes ☐ No ☒ **Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?**
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

4/25/2023



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# 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](https://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 (FMC)
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:  
Sasakawa Peace Foundation USA
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 Addendum
5. Yes ☐ No ☒ Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: 05/27/2023 Date of return: 06/03/2023
7. a. City of departure: Washington, D.C.  
b. Destination(s): Okinawa and Tokyo, Japan  
c. City of return: Washington, D.C.
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; **OR**
  - b. ☐ I checked 8(c) above but am not offering any lodging; **OR**
  - 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:



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# 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:

See Addendum

13. **Answer parts a and b. Answer part c if necessary:**

- a. Mode of travel: Air ☒ Rail ☐ Bus ☒ Car ☐ Other ☐ (specify: \_\_\_\_\_)
- b. Class of travel: Coach ☐ Business ☐ First ☐ Charter ☐ Other ☒ (specify: Economy and Premium Economy)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:

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 the 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):

**\$127 (Good faith estimate)**

- 2) Provide the reason for selecting the location of the event or trip:

See Addendum

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel Name: Okinawa Harborview Hotel City: Naha, Okinawa Cost Per Night: \$123

Reason(s) for Selecting: Nearby to Meeting Partners, the Airport, and Capable of Hosting Meetings

Hotel Name: The Okura Tokyo City: Tokyo Cost Per Night: \$261

Reason(s) for Selecting: Nearby to Meeting Partners, Government Buildings, and U.S. Embassy

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 the box.*



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# COMMITTEE ON ETHICS

18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$6,175	\$1,288	\$762
For each Accompanying Family Member			

	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	\$1500	Translators, Guides, Meeting Rooms, Etc.
For each Accompanying Family Member		

**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 by my signature that

- a. I read and understand the Committee's Travel Regulations;  
b. I am not a registered federal lobbyist or registered foreign agent; and  
c. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: Lorraine Harbison Date: 04/24/2023  
Name: Lorraine Harbison Title: Director of Programs  
Organization: U.S. Association of Former Members of Congress  
Address: 1401 K St. NW, Suite 901, Washington, DC 20005  
Email: lharbison@usafmc.org Telephone: (202) 222-0973

## INSTRUCTIONS

Complete the *Primary Trip Sponsor Form* and submit the agenda, invitation list, any attachments, and any *Additional Trip Sponsor Forms* directly to the Travelers.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

**Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.**

For questions, please contact the Committee on Ethics at:

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

[ethicscommittee@mail.house.gov](mailto:ethicscommittee@mail.house.gov) | 202-225-7103  
More information and forms available at [ethics.house.gov](http://ethics.house.gov)



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# COMMITTEE ON ETHICS

## ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. Provide a copy of your completed form to the primary sponsor of the trip.

**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. Name of Primary Trip Sponsor: U.S. Association of Former Members of Congress (FMC)
2. Name of your organization: Sasakawa Peace Foundation USA
3. Yes ☒ No ☐ Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?
4. Yes ☒ No ☐ Does your organization receive funding from any foreign government or multinational organization?
5. **Check one.** I certify that my organization:
  - a. ☒ Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. **OR**
  - b. ☐ Has had a direct role in the organizing, planning, or conducting of a trip to  
Destination: \_\_\_\_\_ on Date: \_\_\_\_\_  
that is being organized or arranged by the above-named Primary Trip Sponsor. **OR**
  - c. ☐ Has provided in-kind support to the above-named Primary Trip Sponsor (e.g., meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).
6. **Check only one:**
  - a. ☒ My organization does not employ or retain a registered federal lobbyist or foreign agent **OR**
  - b. ☐ My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
7. I certify by my signature that
  - a. I read and understand the Committee's Travel Regulations;
  - b. I am not a registered federal lobbyist or registered foreign agent;
  - c. I am an officer of this organization and am duly authorized to sign this form; and
  - d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: \_\_\_\_\_

Date: 4/19/2023

Name: Satohiro Akimoto

Title: President & Chairman

Organization: Sasakawa Peace Foundation USA

Address: 1819 L St NW, Suite 300, Washington, DC 20036

Email: akimoto@spfusa.org

Telephone: (202) 296-6694



U.S. House of Representatives

# COMMITTEE ON ETHICS

## INSTRUCTIONS

Complete the *Additional Trip Sponsor Form* and submit the forms directly to the Primary Trip Sponsor.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

**Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.**

For questions, please contact the Committee on Ethics at:

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

[ethicscommittee@mail.house.gov](mailto:ethicscommittee@mail.house.gov) | 202-225-7103  
More information and forms available at [ethics.house.gov](http://ethics.house.gov)

Michael Guest, Mississippi  
*Chairman*  
Susan Wild, Pennsylvania  
*Ranking Member*

David P. Joyce, Ohio  
John H. Rutherford, Florida  
Andrew R. Garbarino, New York  
Michelle Fischbach, Minnesota

Veronica Escobar, Texas  
Mark DeSaulnier, California  
Deborah K. Ross, North Carolina  
Glenn F. Ivey, Maryland



ONE HUNDRED EIGHTEENTH CONGRESS

**U.S. House of Representatives**

COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

Kelle A. Strickland  
*Counsel to the Chairman*

David Arrojo  
*Counsel to the Ranking Member*

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

May 16, 2023

Mr. Micah Ketchel  
Office of the Honorable Michael Waltz  
244 Cannon House Office Building  
Washington, DC 20515

Dear Mr. Ketchel:

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 May 27 to June 3, 2023, sponsored by United States Association of Former Members of Congress and Sasakawa Peace Foundation USA.

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 \$480 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 \$480] 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 Office of House Security (OHS) for a safety and security briefing prior to your departure. OHS may be reached at (202) 226-2044 or [ohsstaff@mail.house.gov](mailto: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,

A handwritten signature in blue ink that reads "Michael Guest". The signature is written in a cursive style with a large initial "M".

Michael Guest  
Chairman

A handwritten signature in blue ink that reads "Susan Wild". The signature is written in a cursive style with a large initial "S".

Susan Wild  
Ranking Member

MG/SW:kjf

## **Primary Trip Sponsor Form Addendum**

4. This study tour is intended for current Chiefs of Staff at offices of current Members of the United States Congress; FMC invited Chiefs of Staff who have previously expressed interest in Japan and U.S.-Japan relations – in particular, security, energy, trade, and social issues – and serve on committees relevant to the trip's issue areas. Please find enclosed a list of all invitees.

12. The Congressional Study Group on Japan is among the largest and most active parliamentary exchange programs between the U.S. Congress and the legislative branch of Japan. The Study Group creates constant channels of communication and dialogue between American legislators and their counterparts in the Japanese Diet through regular roundtables in Washington, DC throughout the year in addition to trips such as the 2023 Chief of Staff Study Tour to Japan. It offers senior congressional staff a unique educational forum to examine issues including the U.S.-Japan security alliance, energy policy, bilateral and multilateral trade agreements, and social issues such as women in the workforce and demographic change. FMC's Congressional Study Group on Japan is responsible for organizing the program, arranging meetings, and inviting expert speakers to the study tour. FMC is solely responsible for all invitations to and communications with trip participants, as well as the budget for the 2023 Chief of Staff Study Tour to Japan.

Sasakawa Peace Foundation USA (SPFUSA) awards grant monies to fund the year-round programming of The Congressional Study Group on Japan as a part of their mission of promoting understanding between the U.S. and Japan. SPFUSA staff assists FMC in securing meetings in Tokyo and organizing logistics such as ground transportation in Japan.

15. b. 2) **Tokyo** is the financial and political hub of Japan, and the delegation will meet with high-level government officials, journalists and experts on issues ranging from security, women's status to energy policies. Additionally, through meetings with students and cultural figures as well as a visit to Sensoji Temple, participants will gain a holistic understanding of Japan's rich history, culture, and religion.

**Okinawa** is the southernmost collection of islands 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 perished, resulting in a loss of an estimated 300,000 lives. Today, Okinawa is a bridge in the US – Japan security alliance, hosting 32 United States military bases 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 Marine Corps Air Station at Futenma as well as their Japanese counterparts at the Japan Air Self-Defense Force Naha Air Base, getting to the heart of regional security cooperation and questions of burden to local communities. 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.

**Additional Sponsor Form Addendum: Sasakawa Peace Foundation USA**

**4. Sasakawa Peace Foundation USA only receives a grant from the Embassy of Japan to fund the Japan-U.S. Military Program (JUMP). That is the only funding Sasakawa Peace Foundation USA receives from a foreign government, and it is only for this JUMP program. No Embassy of Japan funding is ever put towards the grant for the U.S. Association of the Former Members of Congress.**



# FORMER MEMBERS OF CONGRESS THE CONGRESSIONAL STUDY GROUPS

1401 K STREET NW, SUITE 901 WASHINGTON, DC 20005  
202.222.0972 | [www.usafmc.org](http://www.usafmc.org)

## 2023 Congressional Chief of Staff Study Tour to Japan Agenda INTERNAL PLANNING DOCUMENT

Saturday, May 27<sup>th</sup> to Saturday, June 3<sup>rd</sup>, 2023 | Tokyo and Okinawa, Japan

Last Update: 4/27/2023 5:32 PM | Meeting partners subject to change

### Okinawa Hotel:

Okinawa Harborview Hotel  
2-chome-4 6 Izumizaki,  
Naha, Okinawa 900-0021

### Tokyo Hotel:

The Okura Tokyo  
2-chome-10-4 Toranomon,  
Minato City, Tokyo 105-0001

Saturday, May 27<sup>th</sup>, 2023

[TRAVEL DAY]

12:15 PM (EDT)

Delegation's Departure from the U.S. to Tokyo, Japan  
*NH101, LAD to HND*

Sunday, May 28<sup>th</sup>, 2023 @ Tokyo/Okinawa

[TRAVEL DAY] // Casual Attire

3:20 PM (JST)

Arrival at Haneda International Airport (HND)

4:55 PM - 7:35 PM

Connecting Flight to Naha, Okinawa  
*NH1097, HND to OKA*

Night

Check-in at hotel



# FORMER MEMBERS OF CONGRESS THE CONGRESSIONAL STUDY GROUPS

1401 K STREET NW, SUITE 901 WASHINGTON, DC 20005  
202.222.0972 | [www.usafmc.org](http://www.usafmc.org)

Monday, May 29<sup>th</sup>, 2023 @ Okinawa

//Business Casual Attire

**8:00 AM – 9:15 AM Welcome to Okinawa**

Breakfast discussion with Dr. Satohiro Akimoto, President and Chairman of the Sasakawa Peace Foundation USA, on Okinawa's historical role in US-Japan relations.

**9:30 AM – 10:30 AM Academic View of Okinawan Identity**

A discussion with local professors on the unique history of Okinawa and how Okinawan identity plays a role in defining the complicated relationship between locals, the central government in Tokyo, and the U.S.

**11:00 PM – 12:30 PM Japan's Regional Security Priorities**

Lunch briefing and tour of the Japan Air Self-Defense Force (JASDF) Naha Air Base to understand Japan's commitment to defending regional interests and ensuring stability in the East China Sea and Taiwan Strait.

**1:00 PM – 2:00 PM History of the Ryukyu Kingdom**

In-depth tour of Shuri Castle by a local guide, illuminating the Ryukyu's long history as an independent outpost between Japan, China, and Southeast Asia. The castle served as the administrative center and residence of the Ryukyu kings for several centuries until Okinawa became a Japanese prefecture in 1879. Originally built in the late 1300s, it played an integral role in the political unification of the island. Suffering a destructive fire in late 2019, reconstruction efforts will offer insight into historic preservation practices.

**2:30 PM – 4:30 PM Memory of World War II**

Tour of the Okinawa Prefectural Peace Memorial Museum by a retired Marine, which commemorates the Battle of Okinawa (1945) in which over 100,000 soldiers and civilians lost their lives, shaping the history of Okinawa from U.S. occupation until contemporary times.

**6:00 PM – 7:30 PM Informal Dinner**



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# FORMER MEMBERS OF CONGRESS THE CONGRESSIONAL STUDY GROUPS

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Tuesday, May 30<sup>th</sup>, 2023 @ Okinawa [TRAVEL DAY] // Business Attire

- 8:00 AM – 9:00 AM Okinawa – Keystone of the Pacific?**  
Breakfast discussion with Dr. Atushi Sunami, President of the Sasakawa Peace Foundation, and Matthew Dolbow, U.S. Consul General Naha, reflecting on lessons learned from the previous day and looking forward to themes that will be explored over the remainder of the time in Okinawa.
- 9:30 AM – 9:45 AM Transfer to Okinawa Institute of Science and Technology**  
Bus briefing led by an FMC staffer on OIST's unique history and present circumstances, preparing the delegation for the discussion ahead. The Japanese government plans to present a strategy for attracting foreign academic talent, for which OIST could provide instructive points to consider.
- 10:00 AM – 11:15 AM Okinawa Institute of Science and Technology**  
OIST brings together researchers from over 50 countries to collaborate across scientific disciplines. OIST is distinct in a number of aspects, including the use of English as language of instruction and a focus on interdisciplinary studies. Participants will learn not only about cutting-edge scientific research, but also how Okinawa tries to evolve from its role as a military center in the Asia-Pacific to a hub of international education in East Asia.
- 11:45 AM – 12:00 PM Transfer to MCAS Futenma**  
Bus briefing led by an FMC staffer on Futenma's complex history and mooted return to the local community.
- 12:15 PM – 2:15 PM MCAS Futenma**  
Lunch briefing and tour of the strategically critical USMC installation to understand its security value and gain perspective regarding ongoing conversations to relocate the facility.
- 2:30 PM – 3:45 PM A Discussion with Satoru Chinen, Mayor of Naha**  
As Mayor of Naha, Chinen plays a mediatory role between the "All Okinawa" group, which opposes military presence on the island, and the central government, offering a local government view regarding U.S. military issues.
- 4:00 PM – 5:00 PM Enroute to Naha Airport**
- 5:15 PM – 6:00 PM Informal Dinner**
- 7:05 PM – 9:30 PM Flight to Tokyo**  
*NH476, OKA to HND*
- 10:30 PM Check in to Tokyo hotel**



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Wednesday, May 31<sup>st</sup>, 2023 @ Tokyo

//Business Attire

**8:00 AM – 9:15 AM Japan in an Hour**

Roundtable breakfast discussion diving deep into the political, economic, and societal particulars of Japan with domestic and international journalists.

**9:45 AM – 11:15 AM A Free and Open Indo-Pacific**

Roundtable discussion with experts at the Ministry of Defense's National Institute of Defense Studies, with the conversation focusing on Quad and trilateral opportunities in responding to the "unprecedented strategic challenge" represented by the PRC.

**12:00 PM – 1:30 PM The Bilateral Relationship**

Luncheon discussion with staff from the Ministry of Foreign Affairs, including Mr. Takayuki Iriya, Director for the First North American Division, offering candid insight the ministry's priorities, and conversely presenting the delegation an opportunity to share their thoughts on the direction of Congress.

**2:30 PM – 3:30 PM US Embassy Country Team Brief**

Briefing by select heads of sections such as Political, Economic, Commerce, Public Affairs, and Consular on the current state of bilateral relationship at the Embassy of the United States in Tokyo.

**4:00 PM – 5:30 PM Executive Time**

**6:00 PM – 7:30 PM Bilateral Exchange**

A dinner conversation with Diet staff, counterparts to the delegation across the Pacific, to share best practices of building the bilateral partnership in the broader context of local historical, industrial, and economic ties from both the Ministerial, central government and legislative office perspectives.



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Thursday, June 1<sup>st</sup>, 2023 @ Tokyo

//Business Attire

**8:00 AM – 9:30 AM U.S.-Japan Business Roundtable**

Breakfast roundtable discussion with representatives of CSGJ's Business Advisory Council members on topics including supply chain issues, Russia sanctions, and the developing situation with China as U.S. lawmakers continue to advance policy with the intent of economic decoupling.

**10:00 AM – 11:15 AM Working Culture and Demographics**

Discussion with Members of the Diet on Japan's evolving work culture and the empowerment of women economically, socially, and politically.

**11:30 AM – 12:30 PM Informal Lunch**

**1:30 PM – 3:45 PM JAXA Tsukuba Space Center**

An in-depth discussion with agency leadership regarding the specifics of NASA and JAXA's collaboration in projects like Artemis and Gateway, and a tour of research facilities. With ambitious initiatives to develop the Moon and explore the solar system in motion, NASA and JAXA have committed to cooperation in a comprehensive host of areas. Additionally, this recent space race has seen unprecedented private sector involvement in both the U.S. and Japan.

**4:30 PM – 6:00 PM Suntory World Headquarters**

Meeting with executives from Suntory Holdings Limited, a worldwide corporation with interests in industries including beverage, food, agriculture, with insight into supply chain and logistics considerations for businesses from Japan operating in the U.S. In 2014, Suntory purchased Beam Global Spirits & Wine, forming wholly owned subsidiary Beam Suntory and becoming the third largest producer of distilled beverages in the world.

**6:30 PM Informal Dinner**



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Friday, June 2<sup>nd</sup>, 2023 @ Tokyo

//Business Attire

**7:30 AM – 8:30 AM Individual Breakfast at hotel**

**9:00 AM – 10:00 AM The Future of Energy**

Discussion with staff from METI (Ministry of the Economy, Trade and Industry) focusing on evolving energy supplies in response to the Ukraine invasion and environmental concerns.

**10:30 AM – 11:30 AM Religion in Modern Society: Sensoji Temple**

Guided tour of the historic site. Founded in 645, Sensoji Temple is the oldest temple in Tokyo and is dedicated to the bodhisattva Kannon. As the Shinto Asakusa Shrine is located next to Sensoji, the delegation will have to opportunity to learn the history of various religions coexisting in Japanese society. The temple is visited by 30 million people per year and many foreign dignitaries.

**12:00 PM – 1:00 PM Informal Lunch**

**1:15 PM – 2:00 PM A Discussion with Digital Minister Kono**

The Hon. Taro Kono is Minister of Japan's Digital Agency, a recently created entity tasked with modernizing and streamlining the government's operations with technology. Fresh from the G7, Minister Kono will be able to share perspective on a host of topics including AI risks and cross-border data sharing between nations.

**2:30 PM – 4:30 PM Transpacific Town Hall**

Discussion with students and professors from Tokyo-based institutions including Waseda University, Keio University, and Temple University Japan.

**5:00 PM – 6:30 PM Executive Time**

**7:00 PM – 9:00 PM Closing Dinner and Reflections**

A debriefing dinner discussion on the lessons learned during the duration of the delegation's travel and reflection on various dimensions of the U.S. – Japan relationship.



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March 24, 2023

Dear Colleague:

On behalf of the Congressional Study Group on Japan (CSGJ) and the Association of Former Members of Congress (FMC), it gives us great pleasure to invite you to participate in our Eighth Annual U.S. Congress Chief of Staff Study Tour to Japan.

The 2022 Study Tour will take place from **May 27 – June 3** and will visit Tokyo and Okinawa. Premium Economy airfare, lodging, ground transportation, and scheduled meal costs will be paid for by FMC, a congressionally-chartered, 501(c)(3) non-profit organization, in partnership with the generous support from Sasakawa Peace Foundation USA. We have funding for approximately eight Chiefs of Staff from the House. Participants are expected to attend all official meetings/programs throughout the duration of the Study Tour. Please note that participation is available on a first-come, first-served basis for a diverse, bipartisan delegation. This program constitutes privately sponsored travel and will be approved by the House Ethics Committee.

The Congressional Study Group on Japan (CSGJ) – a non-partisan, non-advocacy legislative exchange housed in the U.S. Association of Former Members of Congress (FMC), a congressional chartered 501(c)(3) non-profit organization– has more than twenty years of history conducting successful, high-level, discussion-driven study tours for Members of Congress and senior congressional staff, which complement an active calendar of year-round programs on Capitol Hill. Fervently non-partisan and non-advocacy, our model promotes an active, substantive discussion among all principals and the development of lasting working relationships based on mutual respect and understanding.

The Study Tour for Chiefs of Staff provides an exciting new opportunity to build U.S.-Japan relationships at the regional and local levels of government and civil society, beyond the traditional Washington-Tokyo relationship. In 2022, the Congressional Study Group on Japan successfully brought Chiefs of Staff back to Japan with a trip to Tokyo and Fukuoka. Together with a variety of leading officials and experts from academia, civil society, industry, the media, and government, you will have the opportunity to discuss topics of mutual concern and areas for cooperation, including:

- The U.S.-Japan security alliance
- Transpacific trade conditions
- Aerospace cooperation

#### LEADERSHIP:

**The Hon. L.F. Payne**, *President* | **The Hon. Barbara Comstock**, *President-Elect*  
**The Hon. Donna Edwards**, *Vice President* | **The Hon. Dennis Ross**, *Vice President*  
**The Hon. Charles Boustany**, *Immediate Past President*

#### EXECUTIVE TEAM:

**Peter Weichlein Esq.**, *Chief Executive Officer* | **Sabine Schleidt**, *Chief Operating Officer*  
**Lorraine Harbison**, *Program Director* | **Patrick Egenhofer**, *Associate Director, Programs*



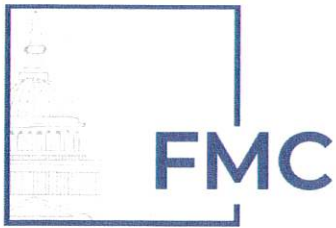
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Saturday, June 3<sup>rd</sup>, 2023

[TRAVEL DAY]

Morning	Check out from Hotel
10:55 AM (JST)	Depart Tokyo for US <i>NH102, HND to LAD</i>
10:35 AM (EDT)	Arrive in the U.S.

DRAFT-INTERVAL



# FORMER MEMBERS OF CONGRESS THE CONGRESSIONAL STUDY GROUPS

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During the trip, you will also have an opportunity to discuss other topics including issues surrounding security issues in the region, regional and bilateral trade, and the roles of the representative offices in Japan.

We hope that you will join us for the continuation of this vital transpacific dialogue. Should you have any questions, please have your staff contact Mr. Jaret Hildebrand, Program Officer for The Congressional Study Groups, at [jhildebrand@usafmc.org](mailto:jhildebrand@usafmc.org). Thank you very much for your kind consideration.

Yours,

Sabine Schleidt  
Chief Operating Officer  
Congressional Study Groups, FMC

Jaret Hildebrand  
Program Officer  
Congressional Study Groups, FMC

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### 2023 Chief of Staff Study Tour

May 27 – June 3, 2023 | Okinawa, Tokyo – Japan

#### Invitee List:

1. Ms. Jessica Carter, Office of Rep. Dan Newhouse (R-WA)
2. Mr. Jesse Connolly, Office of Rep. Chellie Pingree (D-ME)
3. Ms. Mary Rosado, Office of Rep. Andy Barr (R-KY)
4. Mr. James Langenderfer, Office of Rep. Brian Mast (R-FL)
5. Mr. Micah Ketchel, Office of Rep. Mike Waltz (R-FL)
6. Mr. Patrick Mocete, Office of Rep. Young Kim (R-CA)
7. Ms. Tumia Romero, Office of Rep. Danny Davis (D-IL)
8. Mr. Robin Chand, Office of Rep. Rick Larsen (D-WA)
9. Ms. Wendy Clerinx, Office of Rep. Jill Tokuda (D-HI)

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