



**MURIEL BOWSER**  
**MAYOR**

May 6, 2024

The Honorable Phil Mendelson  
Chairman  
Council of the District of Columbia  
John A. Wilson Building  
1350 Pennsylvania Avenue, NW, Suite 504  
Washington, DC 20004

Dear Chairman Mendelson:

In accordance with section 2 of the Confirmation Act of 1978, effective March 3, 1979 (D.C. Law 2-142; D.C. Official Code § 1-523.01), and pursuant to section 305 of the Office of Asian and Pacific Islander Affairs Establishment Act of 2001, effective October 3, 2001 (D.C. Law 14-28; D.C. Official Code § 2-1374), I am pleased to nominate the following individual:

Ms. Martha Watanabe  
18th Street, SE  
Washington, DC 20003  
(Ward 7)

for appointment as a public voting member of the Commission on Asian and Pacific Islander Community Development, filing a vacant seat, for a term to end April 17, 2027.


Enclosed, you will find biographical information detailing the experience of the above-mentioned nominee, together with a proposed resolution to assist the Council during the confirmation process.

I would appreciate the Council's earliest consideration of this nomination for confirmation. Please do not hesitate to contact me, or Steven Walker, Director, Mayor's Office of Talent and Appointments, should the Council require additional information.

Sincerely,

A handwritten signature in black ink that reads "Muriel Bowser".

Muriel Bowser  
Mayor

  
Chairman Phil Mendelson  
at the request of the Mayor

A PROPOSED RESOLUTION

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

To confirm the appointment of Martha Watanabe to the Commission on Asian and Pacific Islander Community Development.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, that this resolution may be cited as the “Commission on Asian and Pacific Islander Community Development Martha Watanabe Confirmation Resolution of 2024”.

Sec. 2. The Council of the District of Columbia confirms the appointment of:

Ms. Martha Watanabe  
18th Street, SE  
Washington, DC 20003  
(Ward 7)

as a public voting member of the Commission on Asian and Pacific Islander Community Development, established by section 305 of the Office of Asian and Pacific Islander Affairs Establishment Act of 2001, effective October 3, 2001 (D.C. Law 14-28; D.C. Official Code § 2-1374), filing a vacant seat, for a term to end April 17, 2027.

Sec. 3. The Council of the District of Columbia shall transmit a copy of this resolution, upon its adoption, to the nominee and to the Office of the Mayor.

Sec. 4. This resolution shall take effect immediately.

**MARTHA M. WATANABE**



**Department of Justice, Civil Rights Division**

September 2000 – August 2022

**Management Analyst  
Voting Section  
Washington, DC**

Duties include providing oversight of the Section's technology systems and internal DOJ technology systems. Responsible for maintaining the Voting Section's website both for external and internal use. Assist the Section Chief in the development of the Section's budget and other budget requests. Assist the Section Chief and Deputies with management reports, case management and budget reports for the Office of the Assistant Attorney General. Assist the Election Coordinator on election monitoring and federal observer program. Maintenance of case management system and provide the Section Chief and Deputies with reports as requested.

**Department of Labor**  
Acting Grants Liaison Officer  
Office of Intergovernmental Affairs  
Washington, DC

June 2000 - September 2000  
Detail

Duties included oversight of the grant notification process both internal within the Department of Labor and external to Members of Congress, state and local officials. Assisted with the overall coordination and strategy for the announcement of awards.

**Department of Labor**  
Acting Deputy Scheduler  
Office of the Secretary  
Washington, DC

February 2000 – June 2000  
Detail

Duties included screening and initial determination of all scheduling requests for the Secretary, routed requests to appropriate interdepartmental agencies for further consideration and coordinated any further action required for acceptance or regrets. Served as the principal assistant to the Director of Scheduling and Advance for coordination of all proposals for the Secretary's weekly strategic meeting and daily operations.

**Department of Labor**  
Special Assistant to the Deputy Assistant Secretary  
Employment Standards Administration  
Office of Federal Contract Compliance Programs (OFCCP)  
Washington, DC

August 1999 - September 2000

Duties included development and dissemination of the OFCCP's public education message and

outreach, coordination of special events for the Deputy Assistant Secretary including all advance preparations, town hall meetings, brown bag forums, workshops and other symposiums involving the DAS or Assistant Secretary, coordination of outreach to specialty media and constituent groups, coordination of OFCCP press releases and facts sheets, assist in the coordination of the agency's defense of federal affirmative action, assist with all OFCCP major projects and programs, responds to questions both internal and external, develops and drafts the OFCCP annual report, weekly reports, newsletter and other publications,.

**Independent Consultant**

November 1998 – July 1999

National Council of Asian Pacific Americans

Assisted in the planning, structure and set-up of the Council. Provided administrative services for the Council.

Asian Pacific American Institute for Congressional Studies

Coordinated the selection process and placements for the Internship and Fellowship Programs. Co-coordinated the APAICS Annual Gala Dinner.

**Civil Liberties Public Education Fund**

May 1996 – November 1998

Deputy Executive Director  
Washington, DC

Created, established and maintained a \$5 million national federal grant program to promote educational activities and research on the internment of Japanese Americans during World War II. Provided community outreach and technical assistance to grantees; assisted the Board of Directors in the grant decisions; provided oversight of budget; all independent contracts, government relations, and closeout of operations; responsible for negotiating all agreements with grantees and independent contracts; assisted in the CLPEF initiatives including a Curriculum Summit and a National Day of Remembrance ceremony at the Smithsonian Institution and a national conference for all grantees.

**White House**

June 1993 – December 1993

Office of Presidential Personnel  
Assistant to the Associate Director for Cabinet Agencies  
Asian Pacific American Outreach Liaison

Detail

Assisted the Associate Director on searches pertaining to Presidential appointments to the Cabinet agencies. Also was responsible for searches of Asian Pacific American candidates for Cabinet agencies as well as Presidential Boards and Commissions.

**Department of Justice, Civil Rights Division**

Program Specialist  
Information Systems Branch  
Office of Redress Administration

November 1991 – May 1996

October 1989 – November 1991

Information Systems Branch – responsible for coordinating activities of the plan preparation unit for the Voting Section of the Civil Rights Division. Duties included supervision of contract personnel; coordinated work flow between Voting Section staff and unit staff; assisted and trained the Voting Section on the GIS (Geographic Information Systems) application; provided system maintenance and user support for attorneys and staff; special projects for the Voting Section, with particular emphasis on the litigated cases.

Office of Redress Administration – responsible for initial payment recommendation for Japanese Americans interned during World War II. Duties included: supervision of contract personnel; reviewed files to confirm proper identification and compliance with statutory requirements; confirmed or changed eligibility recommendations; trained new personnel, both contractor and federal; responded to questions and provided guidance to others as unusual circumstances arose.

**The League of Women Voters** 1987 – 1989  
Executive Assistant to the President and Executive Director  
Washington, DC

**Interfaith Action for Economic Justice** 1985 – 1987  
Administrative Assistant  
Washington, DC

**Sheridan Center** 1983 – 1985  
Administrative Director  
Chicago, IL

**ASI Personnel Services, Inc.** 1982  
Office Coordinator

**Garrett-Evangelical Theological Seminary**  
Administrative Secretary/Dean of Academic Affairs 1980 – 1981  
Program/Certification Secretary 1979 – 1980

## EDUCATION

B.S. in Business Administration, MacMurray College, Jacksonville, IL 1978

## AWARDS

Department of Justice, Outstanding Performance Rating	1990-95, 2002-05, 2007-2022
Certificate of Commendation	2004
Special Achievement Award	1991, 1993-94, 2003, 2005, 2007-17, 2009 – 2021
Meritorious Award	1992
Department of Labor, Outstanding Performance Rating	2000
Civil Liberties Public Education Fund, Outstanding Performance Awards	1997, 1998
Mayor's Community Service Award, District of Columbia	2013, 2023
OCA-DC, Community Service Award	2015
National Federation of Asian American United Methodists, 20 <sup>th</sup> Anniversary Award	

## **Current Volunteer Activities**

National Japanese American Memorial Foundation	2004-06, 2008
Coordinated national dinners	2009 (2), 2013
Freedom Walk Chair	2011 – current
Asian Pacific American Institute for Congressional Studies	
Assisted w/Presidential and Presidential Candidate Advance	2016, 2022
Script writing for Gala and Swearing-in Ceremony	2022-2023
Helped coordinate dinner	2012, 2014,
	2016, 2018, 2019
(formerly the Congressional Asian Pacific American Caucus Institute)	1995 – 2005
Dinner Committee	
Intern/Fellowship Selection Committee	1998, 2001
Norman Y. Mineta Legacy Project	2015 - Current
National Advisor	
Japanese American Citizens League - National	2013, 2017, Washington, DC
Helped coordinate national convention	2019, Salt Lake City, UT
Asian Pacific Islander American Vote (APIAVote) - National	2004 - current
Advisor	
Organization of Chinese Americans – National	
Helped coordinate their national convention	2023, Washington, DC
	2018, Washington, DC
	2015, San Francisco
	2014, Los Angeles
	2013, Washington, DC
	2012, Las Vegas
	2009, San Francisco, CA
	2008, Washington, DC
	2007, Sacramento, CA
	2006, Philadelphia, PA
	2002, Salt Lake City, UT
	2001, Seattle, WA
	2000, Atlanta, GA
	1999, Dallas, TX
	1998, Washington, DC

## **Past Volunteer Experiences**

District of Columbia Commission on Asian and Pacific Islander Affairs

Member of the Commission 1988 – 1994, 2000-2012, 2015-2019

    Chair, 1990 – 1993

As Chair of the Commission, maintained the office through the transition between Mayors, headed the search committee for staff and served as the liaison between the Mayor and the

Asian Pacific Islander community in DC	
Asian & Pacific Islander American Scholarship Fund - National Scholarship Reader	2006 – 2022
OCA - Mentoring Asian American Professionals Program Serving as a mentor	2009 & 2010
OCA-JACL Leadership Conference Panelist	2006 - 2007
Asian Pacific American Labor Alliance Assisted in the dinner coordination at their National Convention	1999
Transition Team for DC Mayor Anthony Williams	1999
National Asian Pacific American Voter Registration and Education Campaign (now APIAVote) Founding member and consultant	1995 - 1996
Japanese American Citizens League, Washington, DC Chapter Member 1985 – current Board of Directors 1989, 1993 (Membership Chair), 1994 (Treasurer)	

**REFERENCES AVAILABLE UPON REQUEST**



Executive Office of the Mayor – Mayor’s Office of Talent and Appointments  
John A. Wilson Building | 1350 Pennsylvania Avenue, Suite 600 | Washington, DC 20004

### Martha Watanabe



Ms. Martha Watanabe is a long-time resident of the District of Columbia and a founding member of the Commission on Asian and Pacific Islander Affairs and served as Chair from 1990-93.

She is a retired federal government worker, most of her positions were at the Department of Justice in the Voting Section of the Civil Rights Division. She has been a community engagement specialist for most of her life and continues to support many of the Asian American, Native Hawaiian and Pacific Islander non-profits at the national and local level.

She remains committed to helping provide a voice for the growing Asian American and Pacific Islander community in the District to the Mayor and DC government agencies.

A Ward 6 resident, Ms. Watanabe earned her Bachelor of Science in Business Administration from MacMurray College in Jacksonville, Illinois.





GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Executive Office of Mayor Muriel Bowser



Office of the General Counsel to the Mayor

**To:** Tomas Talamante, Steve Walker  
**From:** Betsy Cavendish  
**Date:** April 30, 2024  
**Subject:** Legal sufficiency review of Resolutions nominating Sina Uipi, Niranjan Adhikari, Jennifer Anderson, Jennifer Hara, Karen Kwok, Jeffrey Le, Artisha Naidu, Anesha Bhat, Halaevalu Vakalahi, Mike Park, Moh Sharma, Martha Watanabe, and Yilin Zhang as members of the Commission on Asian and Pacific Islander Community Development

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**This is to Certify** that this office has reviewed the above-referenced resolutions and found them to be legally unobjectionable. If you have any questions in this regard, please do not hesitate to call Erika Satterlee, Deputy General Counsel, Executive Office of the Mayor, at 202-724-1303, or me at 202-724-7681.

A handwritten signature in black ink that reads 'Elizabeth A. Cavendish'. The signature is written in a cursive style.

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Elizabeth A. (Betsy) Cavendish