

DC OFFICE OF CAMPAIGN FINANCE
Functional Organization Chart

OFFICE OF THE DIRECTOR

Administers & Enforces the Campaign Finance Laws of the District of Columbia, Quality Control Management & Policy Development

**PROGRAM OPERATIONS
AND LIAISON POLICIES**

Program Operations
 Budget Administration
 Contract and Procurement
 HR Management /Development
 Executive Support Services
 Payroll Administration
 Information Technology Operations
 Web Site Management
 Educational Outreach Program

**FAIR ELECTIONS PROGRAM
DIVISION**

Verification of Contribution Reports, Investigative and Full Field Audits of the campaign operations of Candidates, Principal Campaign Committees and Fair Elections Committees participating or seeking certification in the FEP
 Base Amount and Matching Payment Authorizations
 Educational Outreach and Liaison with FEP Candidates and Treasurers
 Coordination of the Debate Program
 Statistical Reports on the FEP Program and FOIA Requests
 RFAI Program for registrants in the FEP Program
 Referrals to OGC for Non-Compliance and Appeals before BOE from Denial Actions
 Site visits to Campaign Offices, Early Vote Centers and Election Precincts
 Remission of Funds

**PUBLIC INFORMATION AND
RECORDS MANAGEMENT
DIVISION**

Mandatory Electronic Filing Program
 Web Site Maintenance and Report Creation
 Help Desk for EFS and Web Site
 Document Intake, Data Entry, and Imaging
 Media Liaison, Public Information and Records Management, and FOIA Requests
 Pre-Notification and Failure to File Programs for all Filer Groups in the traditional Campaign Finance Program and in the Fair Elections Program*
 Biennial Report of Receipts and Expenditures
 Educational Outreach
 Referrals to OGC for Non-Compliance
 *Filer Groups in the traditional Campaign Finance Program include: Political Committees**, Political Action Committees; Independent Expenditure Committees; Constituent Service and Statehood Fund Programs

**REPORTS ANALYSIS AND
AUDIT DIVISION**

Desk Reviews and Investigative, Full & Periodic Field Audits of Financial Reports for all Filer Groups* in the traditional Campaign Finance Program
 Educational Outreach and Technical Assistance to the Public
 Statistical Reports and FOIA Requests
 RFAI Program for all Filer Groups*
 Referrals to OGC for Non-Compliance
 Site Visits to Campaign Offices, Early Vote Centers, and Election Precincts
 Committee/Program Terminations
 *Filer Groups in the traditional Campaign Finance Program include: Political Committees**, Political Action Committees; Independent Expenditure Committees; Constituent Service and Statehood Fund Programs

**OFFICE OF THE GENERAL
COUNSEL**

Legislative Recommendations
 Rulemaking
 Investigations and Informal Hearings
 Legal Assistance to Director and Staff
 Educational Outreach Coordination
 Mandatory Entrance Conference Program
 Intergovernmental Liaison
 Interpretative and Expedited Opinions
 BOE Enforcement of OCF Orders
 OCF Forms Management
 FOIA Requests Coordination
 OCF Complaints before BOE
 Appeals from OCF Orders
 Site Visits to Campaign Offices, Early Vote Centers, and Election Precincts

** - Political Committees include principal campaign committees, inaugural, transition, exploratory and legal defense committees, and ballot committees in the traditional Campaign Finance Program.