** 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

**June 2019**

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