

For: State and County Offices

**Guidance for Shared Management Offices and Combined Offices
and the COC Election Process**

Approved by: Deputy Administrator, Field Operations



1 Overview

A Background

There is some confusion over the definitions of shared management offices and combined offices and the administrative functions of these offices.

Because of the revised balloting and reporting process, it was discovered that a number of local administrative areas (LAA's) and COC's in shared management offices and combined offices are improperly structured.

B Purpose

This notice provides State and County Offices with guidance:

- on shared management offices and combined offices in relation to the COC election process
- for correcting improperly structured LAA's and/or COC makeup.

C Contact

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact 1 of the following DAFO staff members:
 - Ken Nagel, 202-720-7890
 - Deborah Johnson, 202-720-0067
 - Zina Riley, 202-720-0258.

Disposal Date

September 1, 2005

Distribution

State Offices; State Offices relay to County Offices

Notice AO-1305

2 Definitions

A Shared Management Offices

A shared management office results when one CED manages 1 full-time County Office and 1 or more full-time suboffices.

The suboffice in a shared management operation does **not** have a CED who is physically located in that office on a full-time basis.

Under shared management, 2 or more offices share one CED. Refer to 27-PM, subparagraph 52 A. There is 1 headquarters office; the other is referred to as a suboffice. The administrative functions are all processed through the headquarters office. Other than administrative and management functions, each office operates completely independent from the other maintaining its own identity. Each county **must** maintain separate and distinct LAA's and COC's. Shared management offices may consist of a single County Office and a combined County Office.

See Exhibit 1.

B Combined Offices

A combined office is a headquarters County Office with 1 or more:

- part-time suboffice
- closed County Office

Note: Some combined offices are made up of a combination where a County Office never existed.

- combination of part-time or closed County Office.

Under a combined office situation, 1 office remains open and 1 or more offices are closed, or become part-time suboffices. The office remaining open will perform all of the servicing actions previously performed by the closed office or for counties where an office never existed. LAA boundaries shall be determined as instructed in 15-AO, paragraph 59. There is only **one** COC, consisting of 3 to 5 members to represent the counties served by the headquarters office. Counties will **not** maintain a separate committee for each county.

See Exhibit 1.

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3 Action

A Corrective Action

Shared management offices that have combined their COC's must take immediate action to correct this situation. Counties with this situation must request a waiver from the STC to operate with the current COC until the 2004 election. One COC for each county must be established. Three to five LAA's must be established for each office **by June 30, 2004**. All resulting changes in LAA boundaries must be provided to STC's **by June 30, 2004**. Refer to 15-AO, paragraph 59 for establishing LAA's. Separate COC's must be established for the 2004 election.

Combined offices that maintain separate COC's must restructure their COC's according to 15-AO, paragraph 59. Counties with this situation must request a waiver from STC to operate with the current COC's until the 2004 election. Counties with this situation must establish 3 to 5 LAA's for the combined office and provide the revised structure to STC's **by June 30, 2004**. One COC must be established for the 2004 election.

B State Office Action

State Offices shall immediately review LAA boundaries and COC structure for all combined offices and shared management offices to ensure proper structuring. The review and any corrections must be approved by STC **by July 15, 2004**.

Examples of Shared Management Offices and Combined Offices

Shared Management Offices and Combined Offices	
Shared Management Office (Separate COC's for each office)	Combined Office (One COC)
County Office A shares a CED with County Office B.	County Office M consists of counties M, N, O, and P.
County Office C shares a CED with County Office D consisting of counties D, E, and F.	
County Office G consisting of counties G and H shares a CED with County Office I consisting of counties J, K, and L.	