

SMG 1121A.31

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of Inspections and Investigations

Office of Animal Food Inspectorate

Division of Animal Food Inspectorate I

Effective Date: May 13, 2024

1. Division of Animal Food Inspectorate I (DCSCA).

- A. Manages field inspection and compliance recommendations within the associated division and other animal food products regulated by the Center for Veterinary Medicine (CVM).
- B. Manages and evaluates resource use in support of the Animal Food Inspectorate in coordination with CVM.
- C. Conducts and monitors investigations and inspections related to products for which CVM has regulatory responsibility.
- D. Refers inspections for consideration of regulatory and enforcement action and assists in implementing approved action, including liaising with United States (U.S.) attorneys and U.S. Marshals, and ensuring court-ordered actions are completed on time and in total fulfillment of the court's order.
- E. Manages and evaluates animal food program activities and manages a Quality Assurance Program in coordination with CVM.
- F. Develops short and long-term work plans, staffing needs, and budgetary proposals for the Division's assigned portion of the nationwide program.
- G. Advises the Office of Animal Food Inspectorate Director of emerging problems, trends, program needs and any local or state issues.
- H. Manages program and operational activities, including all phases of personnel management, financial management, property, and supplies for the Division.

2. Animal Food Investigations Branch 1 (DCSCA1).

- A. Inspects animal food establishments for which CVM has regulatory responsibility, collects samples for analysis, performs field examinations, and prepares reports.
- B. Evaluates inspectional and analytical findings relative to compliance and recommends appropriate follow-up to Centers and Offices.
- C. Evaluates and determines effectiveness of corrective actions taken by establishments and provides feedback to Centers and Offices.
- D. Prepares and provides evidence of investigational findings to Centers and Offices.
- E. Performs special investigations, including foodborne outbreaks and complaint response.
- F. Monitors recalls and performs follow-up activities to assess recall effectiveness and prevent recurrences.
- G. Provides inspectional and investigational support to the Office of Inspections and Investigations (OII) headquarters, CVM, and other divisions, as needed.
- H. Plans, schedules, and monitors inspectional operations related to products regulated by CVM.
- I. Supports the development and implementation of domestic and foreign inspectional work plans.
- J. Provides counsel and training regarding inspectional techniques and technical developments to other Federal, State, and local governments, foreign counterpart governmental organizations, and to industry, as appropriate.
- K. Assists CVM in managing, evaluating, and auditing the program aspects of federal-state contracts.

3. Animal Food Investigations Branch 2 (DCSCA2).

- A. Inspects animal food establishments for which CVM has regulatory responsibility, collects samples for analysis, performs field examinations, and prepares reports.
- B. Evaluates inspectional and analytical findings relative to compliance and recommends appropriate follow-up to Centers and Offices.

- C. Evaluates and determines effectiveness of corrective actions taken by establishments and provides feedback to Centers and Offices.
- D. Prepares and provides evidence of investigational findings to Centers and Offices.
- E. Performs special investigations, including foodborne outbreaks and complaint response.
- F. Monitors recalls and performs follow-up activities to assess recall effectiveness and prevent recurrences.
- G. Provides inspectional and investigational support to OII headquarters, CVM, and other divisions, as needed.
- H. Plans, schedules, and monitors inspectional operations related to products regulated by CVM.
- I. Supports the development and implementation of domestic and foreign inspectional work plans.
- J. Provides counsel and training regarding inspectional techniques and technical developments to other Federal, State, and local governments, foreign counterpart governmental organizations, and to industry, as appropriate.
- K. Assists CVM in managing, evaluating, and auditing the program aspects of federal-state contracts.

4. Animal Food Investigations Branch 3 (DCSCA3).

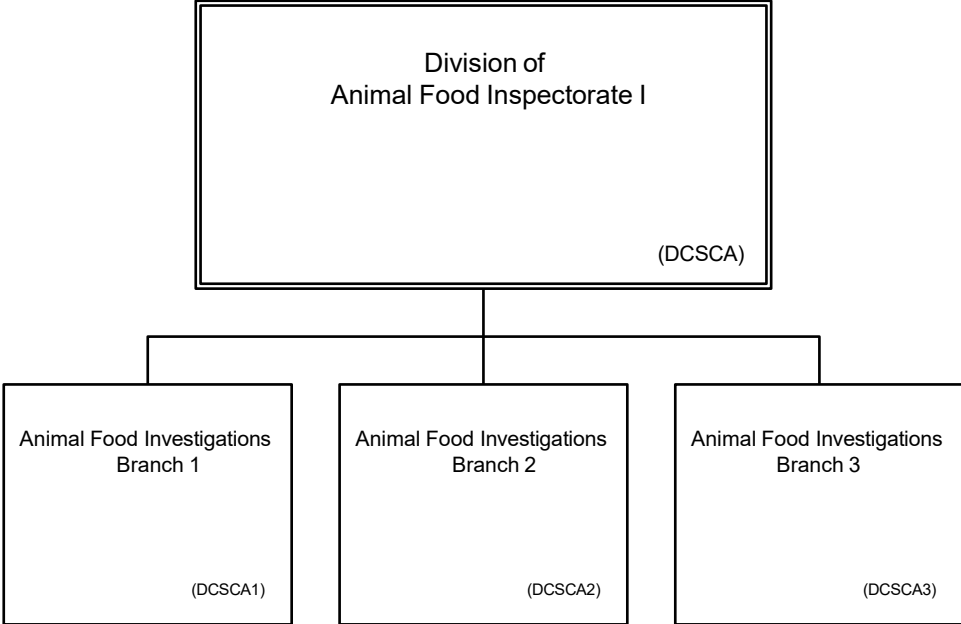
- A. Inspects animal food establishments for which CVM has regulatory responsibility, collects samples for analysis, performs field examinations, and prepares reports.
- B. Evaluates inspectional and analytical findings relative to compliance and recommends appropriate follow-up to Centers and Offices.
- C. Evaluates and determines effectiveness of corrective actions taken by establishments and provides feedback to Centers and Offices.
- D. Prepares and provides evidence of investigational findings to Centers and Offices.
- E. Performs special investigations, including foodborne outbreaks and complaint response.

- F. Monitors recalls and performs follow-up activities to assess recall effectiveness and prevent recurrences.
- G. Provides inspectional and investigational support to OII headquarters, CVM, and other divisions, as needed.
- H. Plans, schedules, and monitors inspectional operations related to products regulated by CVM.
- I. Supports the development and implementation of domestic and foreign inspectional work plans.
- J. Provides guidance and training regarding inspectional techniques and technical developments to other Federal, State, and local governments, foreign counterpart governmental organizations, and to industry, as appropriate.
- K. Assists CVM in managing, evaluating, and auditing the program aspects of federal-state contracts.

5. Authority and Effective Date.

The functional statements for the Division of Animal Food Inspectorate I were approved by the Secretary of Health and Human Services on March 5, 2024, and effective on May 13, 2024.

**Department of Health and Human Services
Food and Drug Administration
Office of Inspections and Investigations
Office of Animal Food Inspectorate
Division of Animal Food Inspectorate I**



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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Inspections and Investigations, Office of Animal Food Inspectorate, Division of Animal Food Inspectorate I organization structure depicting all the organizational structures reporting to the Director:

Animal Food Investigations Branch 1 (DCSCA1)

Animal Food Investigations Branch 2 (DCSCA2)

Animal Food Investigations Branch 3 (DCSCA3)