

SMG 1121A.32

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 II

Effective Date: May 13, 2024

1. Division of Animal Food Inspectorate II (DCSCB).

- 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 (DCSCB1).

- 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 (DCSCB2).

- 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 (DCSCB3).

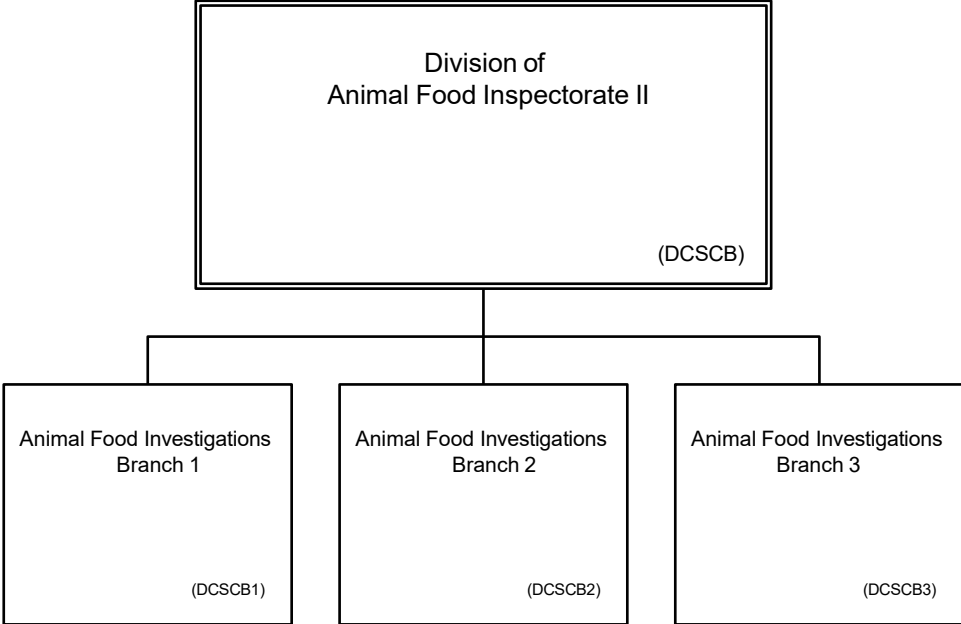
- A. Inspects animal food establishments for which CVM has regulatory responsibility, collects samples for analysis, performs field examinations, and prepares reports.
- B. Evaluates inspectional and analytical findings relative to compliance and recommends appropriate follow-up to Centers and Offices.
- 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 II were approved by the Secretary of Health and Human Services and effective on March 5, 2024, 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 II**



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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 II organization structure depicting all the organizational structures reporting to the Director:

Animal Food Investigations Branch 1 (DCSCB1)

Animal Food Investigations Branch 2 (DCSCB2)

Animal Food Investigations Branch 3 (DCSCB3)