

**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 Human Food Inspectorate**

**Office of Human Food Inspectorate West**

Effective Date: May 13, 2024

**1. Office of Human Food Inspectorate West (DCSKC).**

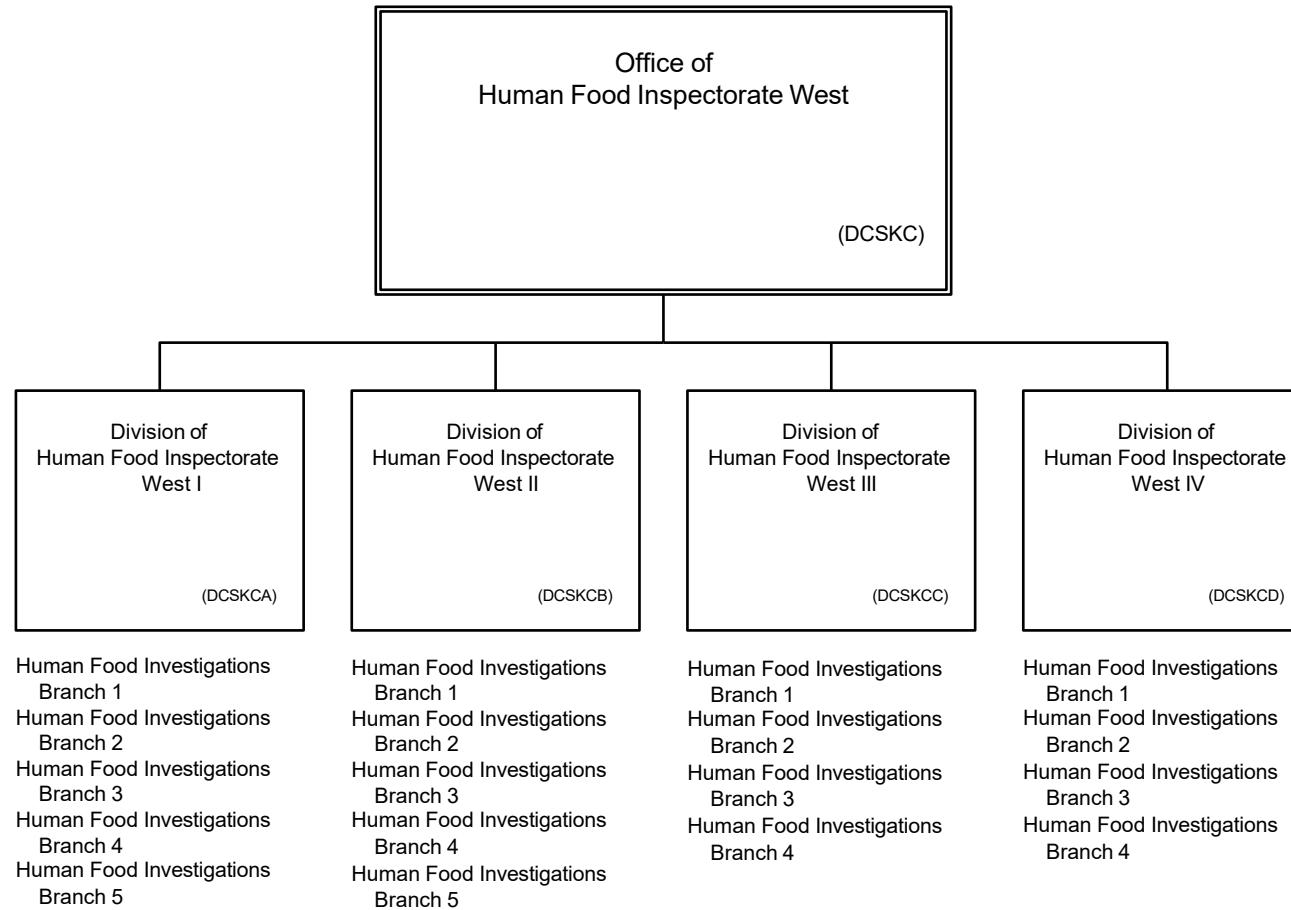
- A. Manages the Division Directors in the coordination, interpretation, and evaluation of the Food and Drug Administration's (FDA) overall field inspections efforts in the areas of domestic and foreign human food and other products regulated by the Human Foods Program (HFP) in coordination with the HFP.
- B. Provides direction and guidance to the Office Director for the Office of Human Food Inspectorate and other senior FDA leaders on human food inspection and other field activities.
- C. In collaboration with the Centers, Offices and the HFP, establish inspection goals that align with the resource capacity of the Office of Inspections and Investigations (OII).
- D. Coordinates human food operations with the Office of Imports, the Office of the Chief Scientist and the HFP.
- E. Supports human food partnerships and inspectorate policy through collaboration with the Integrated Food Safety System Partnerships office in the HFP.
- F. Evaluates the overall management and capabilities of the FDA's human food field organization; initiates action to improve the management of global human food field activities.
- G. Provides consultation and coordinates human food quality system activities and coordinates work planning and maintenance of the official establishment inventory with the HFP.

- H. Develops, issues, and approves proposals and instructions affecting global human food field operations in coordination with the HFP.
- I. Develops, clears, issues, and maintains guidance to the field in the Investigations Operations Manual relative to human food in consultation with the HFP.
- J. Promotes the need for prompt and positive action within the FDA to assure safe human food products.
- K. Coordinates with the Office of Emergency Response and the HFP for emergency preparedness and response activities relative to human food including the establishment of Incident Management Groups as appropriate.
- L. Participates, where appropriate, in international cooperation activities relative to human food.

## **2. Authority and Effective Date.**

The functional statements for the Office of Human Food Inspectorate West 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 Human Food Inspectorate  
Office of Human Food Inspectorate West**



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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 Human Food Inspectorate, Office of Human Food Inspectorate West organization structure depicting all the organizational structures reporting to the Director:

Division of Human Food Inspectorate West I (DCSKCA)

Division of Human Food Inspectorate West II (DCSKCB)

Division of Human Food Inspectorate West III (DCSKCC)

Division of Human Food Inspectorate West IV (DCSKCD)

These organizations report to the Division of Human Food Inspectorate West I (DCSKCA):

Human Food Investigations Branch 1 (DCSKCA1)

Human Food Investigations Branch 2 (DCSKCA2)

Human Food Investigations Branch 3 (DCSKCA3)

Human Food Investigations Branch 4 (DCSKCA4)

Human Food Investigations Branch 5 (DCSKCA5)

These organizations report to the Division of Human Food Inspectorate West II (DCSKCB):

Human Food Investigations Branch 1 (DCSKCB1)

Human Food Investigations Branch 2 (DCSKCB2)

Human Food Investigations Branch 3 (DCSKCB3)

Human Food Investigations Branch 4 (DCSKCB4)

Human Food Investigations Branch 5 (DCSKCB5)

These organizations report to the Division of Human Food Inspectorate West III (DCSKCC):

Human Food Investigations Branch 1 (DCSKCC1)

Human Food Investigations Branch 2 (DCSKCC2)

Human Food Investigations Branch 3 (DCSKCC3)

Human Food Investigations Branch 4 (DCSKCC4)

These organizations report to the Division of Human Food Inspectorate West IV (DCSKCD):

Human Food Investigations Branch 1 (DCSKCD1)

Human Food Investigations Branch 2 (DCSKCD2)

Human Food Investigations Branch 3 (DCSKCD3)

Human Food Investigations Branch 4 (DCSKCD4)