

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 Import Operations

Division of Import Operations

Effective Date: May 13, 2024

1. Division of Import Operations (DCSLB).

- A. Serves as the focal point for the Office of Inspections and Investigations (OII) on all import programs and operations.
- B. Serves as the liaison to other Federal Agencies and foreign governments related to Food and Drug Administration (FDA) import operations.
- C. Coordinates FDA import surveillance and compliance activities in collaboration with Centers, Offices, and the Human Foods Program.

2. Import Operations Branch (DCSLB1).

- A. Provides advice and direction on field import operations, including investigational and sampling activities, in coordination with the OII Directors.
- B. Supports the development of import policies relative to import activities.
- C. Coordinates activities with other federal agencies and foreign governments through established interagency agreements, memoranda of understanding, and informal working relationships.
- D. Develops and/or reviews FDA import procedures, programs, and assignments, including the development and issuance of operations-related import informational directives in coordination with the OII Directors.
- E. Coordinates FDA import activities with the Customs and Border Protection (CBP), including the development and institution of joint procedures and operations in collaboration with FDA Centers, Offices, and the Human Foods Program.

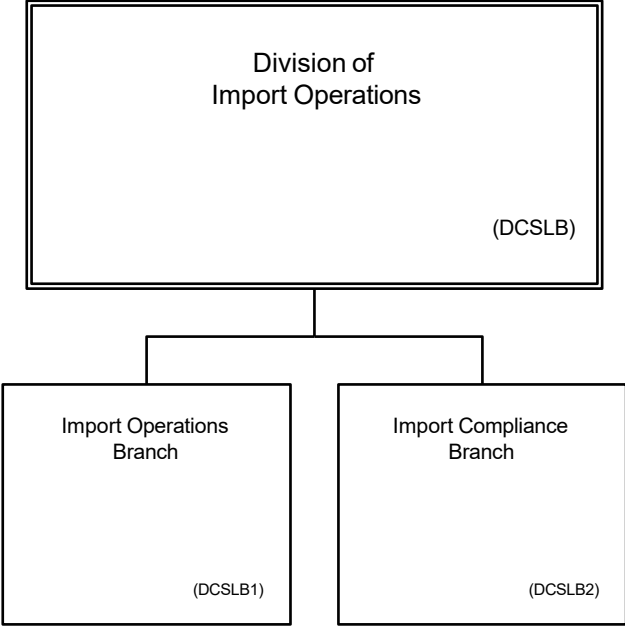
3. Import Compliance Branch (DCSLB2).

- A. Provides advice and direction to OII's field import operations, including compliance and enforcement activities in coordination with FDA Centers, Offices, and the Human Foods Program.
- B. Coordinates the FDA import filer evaluation program, and associated filer enforcement activities when warranted.
- C. Develops and/or reviews FDA import procedures, programs, and assignments, including the responsibility for the development and issuance of import compliance-related import informational directives in coordination with the Inspectorate Directors.

4. Authority and Effective Date.

The functional statements for the Division of Import Operations were approved by the Secretary for 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 Import Operations
Division of Import Operations**



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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 Import Operations, Division of Import Operations organization structure depicting all the organizational structures reporting to the Director:

Import Operations Branch (DCSLB1)

Import Compliance Branch (DCSLB2)