

**FDA Staff Manual Guides, Volume I – Organizations and Functions**

**Department of Health and Human Services**

**Food and Drug Administration**

**Human Foods Program**

**Office of Integrated Food Safety System Partnerships**

**Office of Retail Food Protection**

Effective Date: May 13, 2024

**1. Office of Retail Food Protection (DCRJB).**

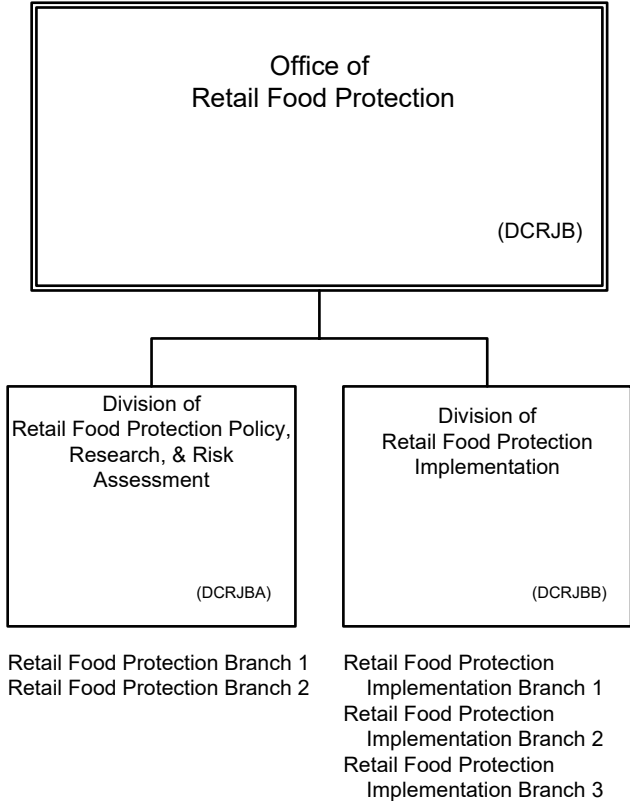
- A. Serves as the Human Foods Program focal point for the leadership, strategic direction, and priority setting for the Food and Drug Administration's Retail Food Protection Program (RFPP) that includes the Interstate Travel Program (ITP).
- B. Provides advice and counsel to the Office of Integrated Food Safety Systems Partnerships on policies and programs related to the HFP's RFPP and ITP.
- C. Leads interactions and engagement with other federal, state, local, tribal, and territorial (SLTT) regulatory and public health agencies, associations, academic institutions, and other partners to improve the safety of food served or sold in retail and foodservice establishments or interstate conveyances.
- D. Represents the HFP on stakeholder councils, task forces, and other internal and external forums where the FDA Food Code, National Retail Food Regulatory Program Standards, and other emerging issues related to retail food protection and ITP are deliberated.
- E. Leads the coordination, oversight, and management of RFPP policy, the National Retail Food Regulatory Program Standards, and FDA's inspections and investigations program operations including standardization, training, and technical assistance for FDA, SLTT regulatory and public health agencies, associations, and industry.
- F. Develops, tracks, and reports on performance measures for programs, processes, and agreements related to the RFPP and ITP.

G. Identifies, characterizes, and supports best practices to reduce the occurrence of foodborne illness risk factors in retail and foodservice establishments.

**2. Authority and Effective Date.**

The functional statements for the Office of Retail Food Protection 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  
Human Foods Program  
Office of Integrated Food Safety System Partnerships  
Office of Retail Food Protection**



Staff Manual Guide 1232A.12  
Organizations and Functions  
Effective Date: May 13, 2024

The following is the Department of Health and Human Services, Food and Drug Administration, Human Foods Program, Office of Integrated Food Safety System Partnerships, Office of Retail Food Protection organization structure depicting all the organizational structures reporting to the Director:

Division of Retail Food Protection Policy, Research, and Risk Assessment (DCRJBA)

Division of Retail Food Protection Implementation (DCRJBB)

These organizations report to the Division of Retail Food Protection Policy, Research, and Risk Assessment (DCRJBA):

Retail Food Protection Branch 1 (DCRJBA1)

Retail Food Protection Branch 2 (DCRJBA2)

These organizations report to the Division of Retail Food Protection Implementation (DCRJBB):

Retail Food Protection Implementation Branch 1 (DCRJBB1)

Retail Food Protection Implementation Branch 2 (DCRJBB2)

Retail Food Protection Implementation Branch 3 (DCRJBB3)