

**FDA STAFF MANUAL GUIDES, VOLUME I - ORGANIZATIONS AND FUNCTIONS**

**FOOD AND DRUG ADMINISTRATION**

**OFFICE OF FOODS AND VETERINARY MEDICINE**

**CENTER FOR FOOD SAFETY AND APPLIED NUTRITION**

**OFFICE OF COMPLIANCE**

**DIVISION OF FIELD PROGRAMS AND GUIDANCE**

Effective Date: October 1, 2012

**1. DIVISION OF FIELD PROGRAMS AND GUIDANCE (DJJHNB).**

- A. Serves as the focal contact point within the Center for compliance programs, field assignments, and work plans. Plans and implements these activities working closely with the agency field organization and Center offices to reflect a risk-based approach.
- B. Actively manages compliance programs and field assignments and provides information, based on its monitoring and data reporting activities, to other Center offices to support Center evaluation of programs and assignments.
- C. Provides Center leadership and coordination for Compliance Policy Guides and works closely with other Center offices and agency headquarters and field offices in Compliance Policy Guide development and issuance.
- D. Maintains the compliance management and reference systems and works closely with agency information technology offices and the field organization to provide effective compliance information management concerning foods and cosmetics. Implements and provides monitoring and evaluation of the food facility registration data base.
- E. Plans and develops approaches to administer regulatory responsibilities in the Interstate Travel Program. Provides information, problem-solving and technical assistance to Agency and external organizations within this program to maintain an effective and consistent interstate travel program in the interstate travel industry.
- F. Monitors and mines information from internal and external sources to identify trends or emerging compliance and enforcement related issues that may influence the Center's area of regulatory responsibility and brings the information

to the attention of other Center offices for consideration and action when necessary.

- G. Plans and coordinates strategy for Foreign Food Inspections program. Manages firm selection and contact process and data mining procedures. Transfers and tracks submissions made to field organizations.

## **2. AUTHORITY AND EFFECTIVE DATE.**

The functional statements for the Division were approved Secretary of Health and Human Services on October 1, 2012.

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STAFF MANUAL GUIDE 1231.172  
ORGANIZATIONS AND FUNCTIONS  
EFFECTIVE DATE: October 1, 2012

The following is the Food and Drug Administration, Office of Foods and Veterinary Medicine, Center for Food Safety and Applied Nutrition, Office of Compliance, Division of Field Programs and Guidance organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR