## REGIONAL ASSIGNMENTS / POINTS OF CONTACT

### John Smith, Jr.
**Director, SEE/ACES Program**  
Headquarters: 8403 Colesville Road – Suite 200  
301-578-8828(w)  301-578-8895(fax)  
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### Sarah Branch
**Field Operations Officer (HQ)**  
Headquarters: 8403 Colesville Road – Suite 200  
Silver Spring, MD 20910-6322  
301-578-8889(w)  301-578-8895(fax)  
sbranch@ssa-i.org  240-274-0982(cell)

- Edison, NJ  
- New York, NY  
- Dallas, TX  
- Denver, CO  
- Boston, MA  
- Narragansett, RI  
- Philadelphia, PA  
- Athens /Atlanta, GA  
- Washington, DC  
- Puerto Rico

### Jennifer Bivens
**Field Operations Officer (Ann Arbor)**  
734-214-4817(w)  734-214-4550(fax)  
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- Ann Arbor, MI  
- Duluth, MN  
- Seattle, WA  
- San Francisco, CA

### SCSEP Office Assistant
301-578-8818(w)  301-578-8895(fax)

### Jennifer Bivens
**US EPA-SEE Program Field Office**  
2000 Traverwood Road  
Ann Arbor, MI 48105

- Medical Monitoring Inquiries  
- Cooperative Quarterly Statistical Reports  
- Web Updates for SEE and ACES  
- Security Follow-up See SSA-I Style Manual  
- Safety Questions and Inquiries  
- Worker Compensation Claims Inquiries only

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**Field Operations Officer**  
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sbranch@ssa-i.org  240-274-0982(cell)

- New Enrollee Processing (Records Management) Paperwork only  
- Travel Authorization (TA) and Expense (TE) Processing Inquiries only  
- NPA In-house Processing (Logs)  
- Enrollee Renewals and Agreements and Salary Updates

### Fredrick Mitchell
**SSA-I Assistant, Human Resources**  
Headquarters: 8403 Colesville Road – Suite 1200  
Silver Spring, MD 20910-6322  
301-578-8461(w)  301-578-8895(fax)  
fmitchell@ssa-i.org

- New Enrollee Processing (Records Management)  
- General Support for New Hires  
- Dental and Aetna Q & A’s (On-Boarding)  
- COBRA Request

### Ana Maria Ludwig
**SEEP-ACES Payroll Specialist**  
Headquarters: 8403 Colesville Road – Suite 200  
Silver Spring, MD 20910-6322  
301-578-8873(w)  301-578-8864(fax)  
aludwig@ssa-i.org

- All Matters relating to Payroll and Time Cards