

REGIONAL ASSIGNMENTS / POINTS OF CONTACT

John Smith, Jr.

Director, SEE/ACES Program

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Sarah Branch

Field Operations Officer (HQ)

Headquarters: 8403 Colesville Road – Suite 200
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- 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)

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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)
SEEP TANPA by SEEP/ACES Office Assistant

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 SEEP and ACES
- Security Follow-up See SSA-I Style Manual
- Safety Questions and *Inquiries*
- Worker Compensation Claims -*Inquiries onlly*

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- New Enrollee Processing (Records Management) Paperwork only
- Travel Authorization (TA) and Expense (TE) Processing (-*Inquiries onlly*)
- 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
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- 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
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aludwig@ssa-i.org

- All Matters relating to Payroll and Time Cards