

CONTACT INFORMATION FOR OFFICE OF PARTNERSHIPS
Immediate Office (IO)
June 26, 2019

Immediate Office

Employee Name	Title	Duty Station	Contact Information	Assignments
Barbara Cassens	Office Director	Alameda, CA	Office/Cell: 510-590-3002 Barbara.Cassens@fda.hhs.gov	
Alan Tart	Deputy Office Director	Element Bldg 3040 Rockville, MD	Office: 301-796-5810 Cell: 828-409-0953 Alan.Tart@fda.hhs.gov	
Billy Miller (Currently detailed away until Aug 2019)	Executive Assistant to the Director	Element Bldg 3038 Rockville, MD	Office: 240-402-6383 Cell: 301-337-5526 Billy.Miller@fda.hhs.gov	<ul style="list-style-type: none"> • Retirement letters/awards • Coordination of the Director's Calendar and Travel
Erik Smith (Currently detailed with OP until Aug 2019)	Executive Assistant to the Director	Element Bldg 3038 Rockville, MD	Office/Cell: 240-402-6383 Erik.Smith@fda.hhs.gov	<ul style="list-style-type: none"> • Retirement letters/awards • Coordination of the Director's Calendar and Travel
Maria Reed	Quality Systems Manager	Philadelphia, PA	Office: 215-717-3055 Cell: 215-796-8300 Maria.Reed@fda.hhs.gov	<ul style="list-style-type: none"> • Quality assurance

Partnership Services Group

Employee Name	Title	Duty Station	Contact Information	Assignments
Matthew Avis	Supervisor, Partnership Services Group	Orlando, FL	Office: 301-796-5830 Cell: 240-506-6296 Matthew.Avis@fda.hhs.gov	
Adam Betman	Program Analyst	Element Bldg 3031 Rockville, MD	Office: 240-402-9859 Cell: 240-672-7963 Adam.Betman@fda.hhs.gov	<ul style="list-style-type: none"> • Lead - State training coordination • Database design and management • Program/data analysis • Webmaster (intranet/internet)
Crystal Ford	Program Analyst	Pine Bluff, AR	Office/Cell: 870-510-0861 Crystal.Ford@fda.hhs.gov	<ul style="list-style-type: none"> • OP SharePoint Administrator • Commissioning (non-tobacco) • FDA/ORR News submissions

<p>Anthony (Tony) Whalen</p>	<p>Program Analyst</p>	<p>Element Bldg 3019 Rockville, MD</p>	<p>Office: 240-402-6417 Cell: 202-774-6501 Anthony.Whalen@fda.hhs.gov</p>	<ul style="list-style-type: none"> • Lead - Data call management • Program/data analysis • Special projects • Project Lead - Values Action Plan
<p>Mercedes Laddon</p>	<p>Program Support Specialist</p>	<p>Element Bldg 3030 Rockville, MD</p>	<p>Office: 301-796-5879 Cell: 240-762-8614 Mercedes.Laddon@fda.hhs.gov</p>	<ul style="list-style-type: none"> • PCard Holder • Onboarding • E-orders • Commissioning (Admin support) • Requisitions • Timekeeper • Property Custodial Officer
<p>Patrick Clouser</p>	<p>Program Analyst</p>	<p>Element Bldg 3025 Rockville, MD</p>	<p>Office: 240-402-5276 Cell: 202-430-2381 Patrick.Clouser@fda.hhs.gov</p>	<ul style="list-style-type: none"> • Commissioning (tobacco) • Records management • Paperwork Reduction Act • Program/data analysis • Database design and management