

B Conflict of Interest – Supervisor Reporting Responsibility

REVISION 47
(01/01/19 –12/31/19)

At least once per year, at the same time during the Managing Accountability and Performance (MAP) evaluation, the supervisor must complete the following:

- Review the conflict of interest policy and procedures with each employee, contractor, volunteer or temporary employee.
- Review the previously completed Conflict of Interest/Confidentiality Statement (FAA-1446A) form and the Conflict of Interest Case Information (FAA-1447A) form. When there are changes or the previous forms are not available, have the employee, contractor, volunteer, or temporary employee complete and submit new conflict of interest forms.
- Ensure that any cases with a conflict of interest, discovered during the year, are included on the forms.
- Make a photocopy of each of the forms.
- Retain a photocopy of each form in the employee's file.
- Provide the employee with a signed photocopy of each form.
- Forward the originals to [DBME HR Operations](#) for appropriate routing.
- Document the Performance Plan Acknowledgement that conflict of interest policy, procedures, and forms were reviewed. Do not upload the completed forms into the MAP system.

WARNING

Written approval for each employee, contractor, volunteer or temporary employee to act as Authorized Representative is required from the Region Program Manager (RPM).