

B Conflict of Interest – Local Office Reporting Responsibility

REVISION 19
(01/01/12 - 03/31/12)

The local office must complete the following regarding each Conflict of Interest/Confidentiality Statement (FAA-1446A) form and Conflict of Interest Case Information (FAA-1447A) form:

- Complete any missing information including case numbers.
- Send the original to [Data Security](#).
- Send a copy to the Region Office.
- Send a copy to Human Resources.
- Retain a copy in the supervisor's employee file.
- When the employee requests a copy of the completed form, remove all case numbers from the copy before releasing it to the employee.

At least once per year the local office must complete the following:

- Review the Conflict of Interest policy and procedures with each employee.
- Each employee and their supervisor must review the FAA-1446A and FAA-1447A forms previously completed and placed in the employee file.

NOTE When the employee states that they do not know of any cases with a conflict of interest, the employee must complete the appropriate section of an FAA-1446A form.

- When an additional conflict of interest is discovered during the review, the employee must add the case information to the FAA-1447A for each additional case.
- Both the employee and the supervisor must sign and date each form to identify that it was reviewed.

NOTE This process must be completed at the same time as the PASE process.