

C Handling Special Cases - Relatives

REVISION 25
(07/01/13 - 09/30/13)

When an employee's, contractor's, volunteer's or temporary employee's relative (by blood or marriage) is an active or past participant in an FAA program, they must report this to their Supervisor as a [conflict of interest](#). (See [Conflict of Interest Employee, Contractor, Volunteer or Temporary Employee Reporting Responsibility](#))

This relationship includes, but is not limited to, those within a third-degree relationship of the following:

- A [spouse\(g\)](#) (current and former)
- A child (natural, adopted, foster, stepchild, grandchild, great grandchild)
- A parent
- A grandparent
- A great grandparent
- A sister or brother (including step)
- An aunt or uncle
- A niece or nephew
- Cousin
- In-laws

NOTE This includes past relationships due to former marriages.

Employees, contractors, volunteers, or temporary employees must not have [case involvement\(g\)](#) with the case of any participant who is related to them. This includes, but is not limited to, the following:

- Making changes to the [case file\(g\)](#)
- Viewing case information
- Intervening between the participant and FAA staff

WARNING

All AZTECS, [OnBase\(g\)](#) and HEAplus inquiries are recorded. Actions that display on a case in which there may be a conflict of interest could be considered [suspicious or potentially fraudulent activity](#).

When an employee, contractor, volunteer or temporary employee is assigned a case with participants related to the employee, contractor, volunteer or temporary employee, the case must be given to their Supervisor or Office Manager (LOM) immediately. The case must be reassigned to another unit. Report any cases in which there may be a [conflict of interest](#).

When an employee, contractor, volunteer, or temporary employee in a rural area is assigned a case belonging to their relative, [dual controls\(g\)](#) must be placed on the case.

Employees, contractors, volunteers or temporary employees are not allowed to request information from co-workers regarding their relatives cases unless the employee, contractor, volunteer or temporary employee is a [representative](#) on the case. (See [Special handling of employee, contractor, volunteer or temporary employee cases](#) for additional information and restrictions.)