

## **B Conflict of Interest – Supervisor Reporting Responsibility**

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

The Supervisor must complete both the Conflict of Interest/Confidentiality Statement (FAA-1446A) form and Conflict of Interest Case Information (FAA-1447A) form:

After putting a copy of the forms into the personnel file, the Supervisor will forward the original forms to the Personnel Liaison for appropriate routing. If necessary, the Personnel Liaison will also complete any necessary research to find the AZTECS case numbers. The liaison will place their initials next to the case numbers they have inserted, that the employee, contractor, volunteer or temporary employee was not able to provide.

At least once per year at the same time during the Annual Performance Review (MAP) the Supervisor must complete the following:

- Review the Conflict of Interest policy and procedures with each employee, contractor, volunteer or temporary employee.
- The employee, contractor, volunteer or temporary employee and the Supervisor must write their initials and current date on the front of each form to identify that it was reviewed.

**NOTE** When the employee, contractor, volunteer or temporary employee states that they do not know of any cases with a conflict of interest, the employee, contractor, volunteer or temporary employee must document this statement by completing the appropriate section of the FAA-1446A and FAA-1447A forms.

- Each employee, contractor, volunteer or temporary employee and their Supervisor must review the FAA-1446A and FAA-1447A forms previously completed and placed in the employee's, contractor's, volunteer's or temporary employee's file.
- An additional conflict of interest may be discovered during the year. When this occurs, the employee, contractor, volunteer or temporary employee must complete and submit new FAA-1446A and FAA-1447A forms for each additional case.