

D Confidentiality - Participant Review of Case Information

A participant has the right to review their case file at any time. When the participant requests to review their case file, they must allow FAA one work day to schedule AND review their case file. An FAA employee must be present. Copies may be made for either the participant or their representative, upon request.

EXCEPTION

When a participant has filed a fair hearing and is in the local office, allow the participant or their representative to review the case file on the same day, whenever possible.

WARNING

Specific confidential information cannot be viewed by the participant or their representative. FAA must remove this information from the case file prior to the review, and place the information back in the case file following the review. This includes the following:

- Confidential information given to FAA without the participant's knowledge
- OSI reports
- Information from AFTS
- Information from CHSP
- Information from HOSC

NOTE Participants may receive support information directly from DCSE.