

## .01 Handling Employee Cases - Reporting Case Participation

**REVISION 46**

(01/01/18 - 01/31/18)

An FAA employee is required to report when they are a participant or representative in a CA, NA or MA case at the following times:

- At New Employee Welcome
- Within three workdays of becoming an employee of FAA
- Within three workdays of submitting a paper or electronic application for benefits

Reporting case participation can be submitted in one of the following ways:

- Via email, phone, or completion and submission of a Change Report (FAA-0412A) to the [FAA Employee Benefit Unit \(EBU\)](#)
- By completing and submitting the following forms to the employee's supervisor:
  - Conflict of Interest/Confidentiality Statement (FAA-1446A)
  - Conflict of Interest Case Information (FAA-1447A)