

## A Conflict of Interest - Employee/Contractor Reporting Responsibility

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

All employees and contractors must report all cases with a [conflict of interest](#) to their supervisor or local office manager (LOM).

Management will determine whether there is a conflict of interest. When a conflict of interest is determined, the case information must be documented on the Conflict of Interest Case Information (FAA-1447A) form.

All employees and contractors must complete a Conflict of Interest/Confidentiality Statement (FAA-1446A) form at least once per year. Case information for all cases that have a conflict of interest must be listed on the Conflict of Interest Case Information (FAA-1447A) form. Multiple FAA-1447A forms may be needed.

### WARNING

Do not view case information to complete these forms. When needed, the supervisor must complete any necessary research to provide the AZTECS case numbers.

**NOTE** When an 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 it is learned that there is an additional case that has a conflict of interest, the employee must complete and submit a FAA-1447A form to their supervisor immediately upon learning of the new conflict.

The local office must retain and forward a copy of the completed forms. (See [Conflict of Interest – Local Office Reporting Responsibility](#) for additional instructions.)

**WARNING**

All AZTECS and [OnBase\(g\)](#) 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](#).

Employees must immediately report any accidental viewing of case information to a case that has a conflict of interest to their supervisor. The supervisor must record this information in the employee's file.

When management suspects a potential violation has occurred, the situation will be elevated to upper management for investigation.