

A Suspicious or Potentially Fraudulent Activity - Employee Reporting

An FAA employee must IMMEDIATELY report any suspicious or potentially fraudulent activity to one of the following:

- Local Office Manager (LOM)
- Section Manager to include, but not limited to, the following:
Research and Analysis (R&A)
Customer Service Unit (CSU)
FAA Systems

NOTE An FAA employee may also contact either of the following:

- Region Program Manager (PM)
- Assistant Program Manager (APM)

When the activity involves available physical evidence, the evidence must be secured and provided to appropriate management at the time the verbal report is made.

The FAA employee must send an e-mail to the appropriate FAA LOM stating that the incident was reported. This action must be completed no later than the first [workday\(g\)](#) following the verbal report. Include a description of the suspicious or potentially fraudulent activity.