

## **B Conflict of Interest – Local Office Reporting Responsibility**

**REVISION 20**  
(04/01/12 - 06/30/12)

The local office must complete the following regarding each Conflict of Interest/Confidentiality Statement (FAA-1446A) form and Conflict of Interest Case Information (FAA-1447A) form:

- Complete any missing information including case numbers.
- Send the original to [Data Security](#).
- Send a copy to the Region Office.
- Send a copy to Human Resources.
- Retain a copy in the supervisor's employee file.
- Remove all case numbers from the copy before releasing it to the employee when the employee requests a copy of the completed form.

At least once per year at the same time as the PASE process the local office must complete the following:

- Review the Conflict of Interest policy and procedures with each employee.
- Each employee and their supervisor must review the FAA-1446A and FAA-1447A forms previously completed and placed in the employee file.

**NOTE** When the employee states that they do not know of any cases with a conflict of interest, the employee must document this statement by completing the appropriate section of an FAA-1446A form.

- When an additional conflict of interest is discovered during the review, the employee must add the case information to the FAA-1447A for each additional case.
- Both the employee and the supervisor must sign and date each form to identify that it was reviewed.