

C Handling Special Cases - Relatives

REVISION 48
(01/01/20 - 12/31/20)

When an employee's, contractor's, volunteer's or temporary employee's relative (by blood or marriage) is an active or past participant in an FAA program, they must report this to their Supervisor as a [conflict of interest](#). (See [Conflict of Interest Employee, Contractor, Volunteer or Temporary Employee Reporting Responsibility](#))

Relatives include, but are not limited to, those within a third-degree relationship of the following:

- A [spouse\(g\)](#) (current and former)
- A child (natural, adopted, foster, stepchild, grandchild, great grandchild)
- A parent
- A grandparent
- A great grandparent
- A sister or brother (including step)
- An aunt or uncle
- A niece or nephew
- A cousin
- An in-law

NOTE This includes past relationships due to former marriages.

Employees, contractors, volunteers, or temporary employees must not have [case involvement\(g\)](#) with the case of any participant who is related to them. Case involvement includes, but is not limited to, the following:

- Accessing and viewing or making changes to the case file
- Determining eligibility of benefits
- Registering applications
- Interviewing the participant
- Case specific discussion with another FAA employee about the employee's, contractor's, volunteer's or temporary employee's case

- Issuing EBT cards on these cases
- Submitting verification on behalf of an individual with whom you have a conflict of interest

WARNING

All AZTECS, [OnBase\(g\)](#) and HEAplus inquiries are recorded and monitored. Actions that display on a case in which there may be a conflict of interest may be considered [suspicious or potentially fraudulent activity](#).

When an employee, contractor, volunteer or temporary employee is assigned a case belonging to their relative, the following must occur:

- The employee, contractor, volunteer or temporary employee must immediately report this to their direct Supervisor or Office Manager (LOM).
- The LOM or Supervisor reassigns the case to another unit.

When an employee, contractor, volunteer, or temporary employee in a rural area is assigned a case belonging to their relative, [dual controls\(g\)](#) must be placed on the case.

Employees, contractors, volunteers or temporary employees are not allowed to request information from co-workers regarding their relatives' case.

EXCEPTION

An employee, contractor, volunteer, or temporary employee is allowed to request information from co-workers regarding their relatives' case when they are a [Representative](#) on the case. (See [Handling Special Cases, Contractors, Volunteers or Temporary Employees](#) for additional information and restrictions.)