

D Handling Special Cases – Co-workers and Co-worker's Relatives

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

There is a possible [conflict of interest](#) when an employee, contractor, volunteer or temporary employee works on the case of a co-worker or a case belonging to a co-worker's relative (within a third-degree relationship). A co-worker is anyone that works in the employee's, contractor's, volunteer's or temporary employee's current FAA office or any FAA office in which the employee, contractor, volunteer or temporary employee has worked in the past.

Employees, contractors, volunteers, or temporary employees must report cases belonging to these individuals to their direct Supervisor as there may be a conflict of interest. (See [Conflict of Interest Employee, Contractor, Volunteer, or Temporary Employee Reporting Responsibility](#))

Employees, contractors, volunteers, or temporary employees must not have any [case involvement\(g\)](#) with the case of any participant where there may be a conflict of interest. This includes, but is not limited to, the following:

- Accessing and viewing or making changes to the [case file\(g\)](#)
- 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

When an employee, contractor, volunteer or temporary employee is assigned a case with participants related to their Supervisor, the case must be given to the FAA Office Manager or other management to be reassigned to another unit.

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.](#)

ARCHIVED (Valid until 11/02/20)