

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

REVISION 25

(07/01/13 - 09/30/13)

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 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:

- Viewing or making changes to the [case file\(g\)](#)
- Determining eligibility of benefits
- Providing a participant statement
- Interviewing the participant

EXCEPTION

The Region Program Manager can grant exceptions or request [dual controls\(g\)](#) when sending the case file to another office causes a hardship.

When an employee, contractor, volunteer or temporary employee is assigned a case with participants related to the employee's, contractor's, volunteer's or temporary employee's Supervisor, the case must be given to the LOM or other management to be reassigned to another unit.

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](#).