

## B Handling Special Cases - Relatives

**REVISION 19**  
(01/01/12 - 03/31/12)

When an employee's relative (by blood or marriage) is an active or past participant in an FAA program, the employee must report this to their supervisor as a possible [conflict of interest](#). (See [Conflict of Interest Employee Reporting Responsibility](#))

This relationship includes, but is not limited to, within a third degree relationship of the following:

- A spouse (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
- Cousin
- In-laws

NOTE This includes past relationships due to former marriages.

Employees must NOT have [case interaction\(g\)](#) with the case of any participant who is related to them. This includes, BUT IS NOT LIMITED TO, the following:

- Making changes to the [case file\(g\)](#)
- Viewing case information
- Intervening between the participant and FAA staff

### **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](#).

When an employee is assigned a case with participants related to the employee, the case must be given to their supervisor or LOM immediately. Report any cases in which there may be a [conflict of interest](#).

When an employee is assigned a case with participants related to the employee's supervisor, the case must be reported to the LOM or other management to be reassigned.

Employees or contractors are not allowed to request information from co-workers regarding their relative's cases unless the employee or contractor is a [representative](#) on the case. (See [special handling of employee cases](#) for additional information and restrictions.)