

## D Handling Special Cases - Other Nonrelative Conflict of Interest Cases

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

When a participant and an employee spend time together outside of the office, the employee must report this to their supervisor as a possible [conflict of interest](#).

This includes a participant who is or was one or more of the following:

- Roommate
- Neighbor
- Friend
- Business associate/co-worker
- Significant other
- Parent of a child in common
- Any participant where the employee cannot act [impartially](#)
- Any participant with whom the employee does not have an official business reason to interact

### EXCEPTION

When the employee is not well known to or familiar with the neighbor, friend, or business associate then discuss the situation with a supervisor. The supervisor will determine whether there is a conflict of interest and document the conversation and decision in the employee's file.

Employees must report cases belonging to these individuals to their supervisor as there may be a conflict of interest. (See [Conflict of Interest Employee Reporting Responsibility](#))

Employees must NOT have any [case interaction\(g\)](#) with the case of any participant where there may be a conflict of interest. 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](#).

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