

A Suspicious or Potentially Fraudulent Activity - Employee Reporting

REVISION 16
(04/01/11 - 06/30/11)

An FAA employee must IMMEDIATELY report any suspicious or potentially fraudulent activity to one of the following:

- Supervisor
- Local Office Manager (LOM)
- Region Program Manager (RPM)
- Section Manager to include, but not limited to, the following:
 - Research and Analysis (R&A)
 - Customer Service Support (CSS)
 - FAA Systems
- [DBME Human Resources](#)
- [Employee Fraud Hotline](#)

When the activity involves available physical evidence, the evidence must be secured and provided to appropriate management at the time the verbal report is made.

The FAA employee must send an e-mail to the appropriate FAA LOM stating that the incident was reported. This action must be completed no later than the first [workday\(g\)](#) following the verbal report. Include a description of the suspicious or potentially fraudulent activity.