

FEDERAL BUREAU OF INVESTIGATION

*Copy*

Precedence: ROUTINE

Date: 01/10/2000

To: Chicago

Attn: *[initials]* Kathleen McChesney  
SAC  
~~John L. Stone~~  
SSA, ~~John L. Stone~~

From: Administrative Services  
PAS/Employee Benefits Unit/Room 1028  
Contact: Beverly K. Lyle, (202) 324-8433

Approved By: ~~John L. Stone~~ *[initials]*

Drafted By: ~~John L. Stone~~ *[initials]*

Case ID #: 67-HQ-925747, *serial 44*

Title: ROBERT G. WRIGHT, JR.  
PERSONNEL MATTER  
SPECIAL AGENT OUTSIDE EMPLOYMENT

Synopsis: To advise that authorization is given for Special Agent (SA) Robert G. Wright, Jr., to participate in outside employment.

Details: Form FD-331, dated 12/21/1999, and communication dated 01/03/2000, requested approval for SA Wright to engage in outside employment. SA Wright creates baby lamps and other baby products as a hobby and would like to sell these items at various craft shows (approximately six each year). The items are created on his own time and the craft shows would be on weekends.

Memorandum dated 02/07/1997, captioned "Outside Employment for Special Agents," defined the FBI's outside employment policy. Relevant to this request is the following:

- (5) An Agent may receive compensation for hobby, recreational and writing activities, which have not been formally or informally contracted for in advance, provided the activity is not prohibited by any other manual provision, statute or regulation and will not create or appear to create a conflict of interest, reflect adversely upon the Department of Justice, or in any manner interfere with the complete availability or the proper duties of the Special Agent position.

*[Handwritten signatures and initials]*  
SAC *[initials]*  
A/SAC *[initials]*  
Asst John *[initials]*  
SSA Stone *[initials]*  
SA Wright *[initials]*  
P. Scagitt *[initials]*

To: Chicago From: Administrative Services  
Re: 67-HQ-925747, 01/10/2000

FBIHQ approval is being given for SA Wright to create and subsequently sell baby lamps and other items. This activity involves creation of items which are not contracted for either formally or informally in advance. SA Wright creates his items while off duty and his continued production will not likely affect his availability for any assignments. Moreover, his activities do not involve any apparent circumstance wherein he will be contractually bound to any person, business, or other entity which would otherwise affect his availability. Accordingly, although SA Wright will receive some payments for the sale of his crafts, since his receipt of those payments will not adversely impact upon any discernible operational or administrative interest of the FBI, authorization is being given for him to engage in outside employment.

SA Wright should understand that he will be required to cease selling of baby crafts should any conflicts arise between his responsibilities as a Special Agent and his hobby. This includes, but is not limited to, his complete availability for the performance of official duties. SA Wright should also be advised that he may not advertise or solicit business during working hours and within FBI space.

SA Wright should also ensure that there are no references to his position as a Special Agent with the FBI when selling his crafts.

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LEAD(s):

Set Lead 1: (Adm)

CHICAGO

AT CHICAGO, ILLINOIS

That SA Robert G. Wright, Jr., be advised that authorization is given for him to engage in outside employment as it relates to his hobby, the creation of baby lamps and items.

♦♦

## Memorandum



To : Chicago

Date 12/21/99

From : SA Robert G. Wright, Jr.

Subject : Outside Employment

Captioned employee seeks Bureau authority to engage in outside employment. Following is understood by employee:

- ☒ That the outside employment must not interfere with Bureau duties, nor be in a position which would be incompatible with Bureau employment.
- ☒ That there must be no soliciting at any time on Bureau premises, if a sales position of any kind is involved.
- ☒ That the outside employment is not to be started until officially advised of authority to do so.
- ☒ That the outside employment is not predicated upon nor will it capitalize on employee's FBI association.
- ☒ That no employee can engage in an outside job during any portion of a day he is on sick leave, without Bureau approval.
- ☒ That employee must not submit to a polygraph examination in connection with outside employment.
- ☒ That if approved, employee is responsible for notifying his superior when such employment terminates or hours are materially changed. Use form FD-331a to advise of termination.

Name of employer or firm, and name of owner or manager if firm not well known (if readily obtainable)		Age of Employee
Self Employed (Hobby)		36
Address of employer or firm and address where employee will be working, if not the same		
Residence + 4 to 6 Craft Shows A Year		
General nature of business, unless self-evident	Name of any organization(s) to which employee will belong incidental to employment	
Assemble + Sell baby lamps + other Baby items	N/A	
Descriptive data of contemplated employment		
N/A		
Duties (in detail):		
N/A		
Bureau working hours		Bureau record re
From 8am To 5pm		Work Attendance
Hours of outside employment		Days of Week
From N/A To N/A on ONLY during spare time + week ends		
From N/A To N/A on Employee is AWARE FBI Position is Top Priority		
Indices check (Field should execute this in each case. Indices check for all requests by FBIHQ employees will be made by Personnel Section)		
<input type="checkbox"/> Prospective employer and/or firm well known, of good repute, and indices check not necessary.		
<input type="checkbox"/> Indices check made on above-named in "Employer or Firm" block and results are as follows (use supplemental sheet if necessary):		
Recommendations		
Agent Supervisor (For FBIHQ use only)		
Assistant Director or SAC		
<input type="checkbox"/> UACB authority will be granted. (Should be utilized where Bureau approval would reasonably be anticipated. Submit so that Bureau will have 5 working days from assumed receipt at Bureau to process and if necessary advise of disapproval).		

Place any additional comments on supplemental sheet

NOTE: If Bureau authority not granted caution employee he must not indicate to prospective employer that the Bureau had anything to do with his declination of the position.

## FD-331 Authority to Engage in Outside Employment

### GENERAL

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals supplying information relative to their participation in employment outside their FBI employment.

### AUTHORITY

Department of Justice Order 350-65 and Title 5, Code of Federal Regulations, section 735.201 which states that an employee shall not engage in outside employment or other outside activity not compatible with the full and proper discharge of the duties and responsibilities of his Government employment.

### PURPOSES AND USES

This information will be used to determine the suitability of your intended outside employment and to keep the FBI informed of the status of your outside employment. This information will be reviewed by appropriate supervisory personnel charged with the responsibility of approving requests for outside employment.

### EFFECTS OF NONDISCLOSURE

Disclosure of this information is voluntary; however, failure to provide full and accurate information will result in your request for outside employment being denied, or, in the event you fail to keep the FBI advised of the status of your outside employment, possible administrative action being taken against you.