

Old Peter Lane

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: JAMES M. MANNING

Where Assigned: Cleveland
(Division) (Section, Unit)

Official Position Title and Grade: Special Agent GS-12

Rating Period: from April 1, 1974 to March 31, 1975

ADJECTIVE RATING: EXCELLENT
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's initials
JMM

Rated by: *Martin P. McCann, Jr.*
Signature Title Date
Martin P. McCann, Jr. Supervisor 4/8/75

Reviewed by: *Frederick C. Fehl*
Signature Title Date
Frederick C. Fehl SAC 4/8/75

Rating Approved by: *Eugene W. Walsh*
Signature Title Date
Assistant Director MAY 27 1975

TYPE OF REPORT

- Official
 - Annual
- Administrative
 - 60-Day
 - 90-Day
 - Transfer
 - Separation from Service
 - Special

RECORDED

3741-62
4 APR 28 1975

2 MAY 30 1975 (87)

THREE

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL
CHECKLIST AND NARRATIVE COMMENTS
(For use as attachment to Performance Rating Form FD-185)

Name of Employee JAMES M. MANNING

Note: Only those items having pertinent bearing on employee's performance should be rated. Actual performance is to be compared with current, existing job description requirements.

RATE ITEMS AS FOLLOWS: (See Manual of Rules and Regulations for detailed instructions.)

- + Outstanding (To warrant overall +, all rated elements must be +, and justified in writing.)
- E Excellent (Overall E must be supported by E or + on majority of items, including important elements.)
- ✓ Satisfactory
- Unsatisfactory (If any item so rated, overall adjective rating can be no better than Satisfactory.) Any unsatisfactory item or overall Unsatisfactory rating must be supported in writing.
- o No opportunity to appraise. In other responses, use "X."

(Use INK for Checklist - DO NOT TYPE)

RESPOND TO EVERY ITEM

- E 1. Personal appearance.
- + 2. Personality and effectiveness of his personal contacts.
- + 3. Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability, and willingness to equitably share work load).
- E 4. Physical fitness (including health, energy, stamina). Any physical limitations affecting performance? Yes No. Has employee used more sick leave (including annual leave or LWOP for illness) during the rating period than the amount of sick leave earned during such period? Yes No. If answer to either is yes, explain.

- + 5. Resourcefulness, ingenuity, and initiative.
- + 6. Forcefulness and aggressiveness as required.
- + 7. Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.
- + 8. Planning of work.
- + 9. Accuracy and attention to pertinent detail.
- + 10. Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines, unless failure to meet is attributable to causes beyond employee's control.
- E 11. Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.

+ 12. Performance results (rate if applicable and mark others O) o A. Internal Security; + B. Criminal or General Investigative; o C. Fugitive; o D. Applicant; o E. Accounting; + F. Other, such as Supervisor.
 Comment on type of work handled entire rating period, including performance in other divisions, and appraisal of overall work performance: During this rating period, SA MANNING has been a

technical services co-ordinator and in this capacity he has been most effective in developing and maintaining office security procedures not only in headquarters but throughout the Division. It will be noted he has performed in an excellent fashion in this phase that was complicated during this period by the moves of several resident agencies. In addition, SA MANNING also handles liaison with GSA in connection with space matters throughout the Division. He is continually called upon to do a multitude of assignments in connection with many phases and facets of Bureau work; and in all of this he has displayed an enthusiastic attitude as well as a devotion to duty that is reflected upon most favorably upon the Bureau as a whole. SA MANNING is also a accountant and continues to maintain his competency in this field.

Complexity of matters handled: None Moderate Most complicated
 Degree of supervision required: Above average Average Minimum None

SA MANNING's overall performance during this rating period is highly deserving of the rating of excellent.
 Employee's Initials JMM

- A. Employee signifies by initialing hereafter that during the course of receiving the performance rating report (limit this provision to annual, 60-day or 90-day reports) employee has read and understands his/her position description. rating period is highly deserving of the rating of
- B. Is employee available wherever needs of service require for general assignment? Yes No Special assignment? Yes No
- C. Is employee qualified to operate a motor vehicle incidental to his official duties? Yes No
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.
- D. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, Accountant, or as Resident Agent, supervisor, instructor, etc.): CRIMINAL-ACCOUNTANT- SOUNDMAN-RELIEF SUPERVISOR

ADJECTIVE RATING: TECHNICAL SERVICES COORDINATOR EMPLOYEE'S INITIALS JMM
 (Outstanding, Excellent, Satisfactory, Unsatisfactory)

(Checklist and Narrative Comments continued)

13. Firearms. Check One: Qualified _____ Qualified Instructor _____ Expert
14. Development of informants and sources of information. Comment on weaknesses or justify limited participation.
During rating period developed _____ informants; _____ potential informants.

Due to the nature of his assignment during the rating period, SAA MANNING has not participated in the informant program, although well aware of its importance.

15. Reporting: (Consider conciseness, clarity, organization, thoroughness, accuracy, adequacy and pertinency of leads, and administrative detail.)
 A. Reports; B. Memos, letters, wires.
16. Performance as a witness. During rating period; Based on past performance; No experience.
17. Executive evaluation (approved Supervisors, Relief Supervisors, Alternate Senior and Senior Resident Agents; underline applicable.)
 A. Leadership F. Devising procedures
 B. Ability to handle personnel G. Promoting high morale
 C. Making decisions H. Getting results
 D. Assignment of work I. Furthering equal employment opportunity
 E. Training subordinates
18. Raids and dangerous assignments; A. As leader; B. As participant.
19. Miscellaneous. Specify and rate:
 Dictation; Applicant recruitment; _____ Other _____
20. Police Instruction: Qualified Participated Audited
21. Foreign Language Ability: Proficient in NA language(s).
Can handle typical investigative problems as follows:
A. Conversation form _____ (language) Excellent Very Good Good Fair Unsatisfactory
B. Written form _____ (language) Excellent Very Good Good Fair Unsatisfactory
Frequency _____ language ability used during rating period _____.
Anticipated use during ensuing year _____.
- C. Completed Bureau Language School No Yes _____ Specify language(s) _____.
22. Administrative Advancement: (Check block if not interested.)
A. Yes No Agent is completely available for administrative advancement.
B. Yes No Agent is considered qualified for administrative advancement, including experience, ability, personality and appearance.
C. If answer to B is "Yes," Agent's qualifications are considered Very Good Excellent Outstanding
Explain if interested but not now qualified.

23. Number of Incentive Awards 0.
Commendations received from Director: Individual 2 Through Superior 3.
Suggestions submitted 0.
If none, check block .
24. Disciplinary Action and Justification for any Unsatisfactory Items. None
(List items taken into consideration on Checklist.)

EMPLOYEE'S INITIALS

Jmm

UNITED STATES GOVERNMENT

Memorandum

TO : DIRECTOR, FBI

DATE: 4/8/75

FROM : SAC, CLEVELAND

SUBJECT: JAMES M. MANNING
SPECIAL AGENT (A)
ANNUAL PERFORMANCE RATING
SOUND-TRAINED AGENT

SA MANNING, in connection with his duties as a sound-trained Agent, has conducted numerous assignments and has maintained his expertise with the equipment and techniques involved in sound-trained matters. During this rating period, he has handled misur, tesur and other related work and has far exceeded the minimum program in the Manual of Rules and Regulations.

SA MANNING continues to show a high degree of efficiency in connection with his technical assignments; and from personal observation, it has been noted that inspite of conducting many assignments under pressure-type conditions, his performance to date indicates that he is far above an average sound-trained agent.

Annual Rating enclosed herewith.

1- det 2/19
ENCLOSURE
SEPARATE

② - Bureau (Enc.)
1 - Cleveland

MPM/ham
(3)



5010-110

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan



UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

May 15, 1975

PERSONAL

Mr. James M. Manning
Federal Bureau of Investigation
Cleveland, Ohio

Dear Mr. Manning:

You are certainly worthy of commendation for your exemplary efforts in relation to the investigation of John Iacofano, subject of an Extortionate Credit Transactions case.

Although you were subjected to personal danger, you discharged your technical responsibilities in a capable and efficient fashion, thereby playing a vital role in the success realized with the indictment of seven individuals. You may be sure that your efforts were in keeping with the highest traditions of the FBI and I am appreciative of the fine job that you did.

Sincerely yours,

A handwritten signature in blue ink that reads "C. M. Kelley". The signature is written in a cursive, flowing style.

Clarence M. Kelley
Director

May 15, 1975

PERSONAL

Mr. James M. Manning
Federal Bureau of Investigation
Cleveland, Ohio

Dear Mr. Manning:

You are certainly worthy of commendation for your exemplary efforts in relation to the investigation of John Iacofano, subject of an Extortionate Credit Transactions case.

Although you were subjected to personal danger, you discharged your technical responsibilities in a capable and efficient fashion, thereby playing a vital role in the success realized with the indictment of seven individuals. You may be sure that your efforts were in keeping with the highest traditions of the FBI and I am appreciative of the fine job that you did.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

637847-64

20 MAY 16 1975

1 - SAC, Cleveland (Personal Attention)
Based on information submitted Bureau has concluded that services of this employee were not such as to warrant an incentive award.

1 - Mrs. Randolph (Sent Direct)
LRG (5) 67-637847

Based on FD-255 Cleveland 4-15-75 and addenda Special Investigative Division 4-80-75, Administrative Division 5-8-75 re Robert G. Kroner, Jr., James M. Manning, Charlotte A. Cerankowski; Recommendation for Incentive Award.

- Assoc. Dir. _____
- Dep. AD Adm. _____
- Dep. AD Inv. _____
- Asst. Dir.:
- Admin. _____
- Comp. Syst. _____
- Ext. Affairs _____
- Files & Com. _____
- Gen. Inv. _____
- Ident. _____
- Inspection _____
- Intell. _____
- Laboratory _____
- Plan. & Eval. _____
- Spec. Inv. _____
- Training _____
- Legal Coun. _____
- Telephone Rm. _____
- Director Sec'y _____

MAIL ROOM TELETYPE UNIT

UNITED STATES GOVERNMENT

NOTE: Submit original and no more than
number of employees listed.

Memorandum

TO : Director, FBI

FROM : SAC, CLEVELAND (66-5125)

DATE: 4/15/75

Attention: Personnel Section

PROMOTION
INFO. REQ.

8-5-75
gpa

SUBJECT: RECOMMENDATION FOR INCENTIVE AWARD

| Name(s) | Assigned | EOD | Grade | Salary | Social Security No. |
|--------------------------|-----------|---------|-------|----------|---------------------|
| ROBERT G. KRONER, JR. | Cleveland | 7-19-71 | 11 | \$17,029 | 160-40-8126 |
| JAMES M. MANNING | Cleveland | 8-7-67 | 12 | \$20,308 | 055-32-469 |
| CHARLOTTE A. CERANKOWSKI | Cleveland | 6-28-71 | 5 | \$9,066 | 298-52-625 |

BASIS for this recommendation is as follows: (Check one or more as facts justify.)

- 1. Performance which has involved the overcoming of unusual difficulties. (List specific obstacles, problems, hardships, sacrifices, etc., as well as unusual investigative techniques utilized with results achieved, setting forth precisely how employee overcame obstacles, etc.)
- 2. Creative efforts, which have increased efficiency, or improved the service. (Describe in detail listing benefits and/or savings resulting.)
- 3. Performance of assigned duties, with special effort or innovation that results in significant economies or other highly desirable benefits. (Detail efforts or innovation as well as end results.)
- 4. Performance of assigned tasks so that one or more important job requirement significantly exceeded. (Set forth specific job requirements and how exceeded.)
- 5. Exemplary or courageous handling of an emergency situation in connection with or related to official employment. (Describe in detail, listing specific risks or dangers involved and results achieved.)
- 6. Sustained above-average performance for a minimum of 6 months that merits recognition. (Point out specifically how performance is considered superior. Use examples and illustrations wherever possible. In addition to results attained advise what employee has done to achieve outstanding results.)

637847-65
9 MAY 23 1975

JUSTIFICATION: (Set forth below, and attach supplemental page(s) as necessary, a clear, concise report of employee's performance in justification of award. Be specific and omit generalities. Give facts, not conclusions. Not only advise what was accomplished, but how it was accomplished, placing emphasis on performance. Remember that these justifications must be adequate. They may be subject to post-audit outside the Bureau but do not withhold information for security reasons since neither this form nor any confidential information will be made available outside the Bureau for such post-audits.)

Case caption if applicable: JOHN IACOFANO, JR. ECT; OOJ; PERJURY; RICO Bufile 179-1060; CV file 179-230. In February, 1974, information came to the attention of the Cleveland Office that a JOHN IACOFANO was involved in shylocking. On 5/20/74 added attention was given to the initial call when JEFFREY SNYDER telephonically contacted this office and advised he was in debt to JOHN IACOFANO and had been threatened. The Bureau was immediately notified and a request for authority to utilize body recorder or transmitter on the person of JEFFREY SNYDER was granted. On the initial meet between IACOFANO and SNYDER, which was covered by this office, conversations were recorded and photographs taken at which time numerous threats were made against SNYDER by IACOFANO.

On 6/3/74, an application for a Title III on the residence telephone of JOHN IACOFANO was submitted. The authority for this intercept was granted and on 6/12/74, monitoring began.

2-Bureau (RM)

1-Cleveland

MDM/hom

37
SEE ADDENDUM OF ADMINISTRATIVE DIVISION, PAGE 5

CV 66-5125

The case agent, ROBERT G. KRONER, JR. at this time undertook the overall co-ordinating of this case which included correlating information monitored, source material received and applying all of the above to physical surveillance coverage of the individuals involved, which necessitated continuous efforts on his part in an effort to identify and tie together the many undetermined pieces concerning this case. This phase of the investigation was most complex and required continued attention and concentration which in turn had to be utilized in order to take every possible advantage of the technical surveillances being operated. Through the efforts of SA KRONER, he was able to take all of the information coming to his attention and applying it in such a manner he was able to make an application for an additional Title III as well as an extension on the original one. The extension and new Title III were granted on 7/5/74. With the addition of the additional intercept and the continuing of the original, the complexity of the case increased. SA KRONER, however, successfully coped with all the different facets and working in close liaison with Strike Force attorneys, he assembled and prepared an affidavit for the execution of 11 search warrants by the Cleveland Division. On 7/15/74, these search warrants were executed in a most successful manner, resulting in highly favorable news media coverage throughout Northern Ohio.

On 3/13/74, he was confronted with a new problem in that the victim, JEFFREY SNYDER, was intimidated to the extent which made it necessary to relocate him; and once again SA KRONER handled this in an efficient and expeditious manner. Through the efforts of SA KRONER, on 12/19/74, the FGJ returned a five-count indictment on JOHN IACOFANO; two-count indictment on his brother DONALD; and in addition, IACOFANO was indicted on one-count of obstruction of justice. Additional investigation by SA KRONER resulted in sufficient evidence, which when presented to the grand jury, resulted in three individuals indicted for perjury on 1/23/75, on a total of ten counts. After exhaustive review of all matters in this case, SA KRONER in conjunction with the Strike Force, sought superseding indictments against IACOFANO. This indictment would include the previous counts and in addition, would add the first indictment in the Cleveland Division under the Racketeer Influenced and Corrupt Organizations (RICO) statutes. On 2/27/75, this count was returned and this to, was extremely news worthy and received wide dissemination.

On 3/27/75, additional grand jury action was taken concerning this case in that two additional indictments were returned charging ANTHONY E. DELGUYD with impeding a search warrant and destruction of evidence, while SANTO MAIMONE was indicted for destruction of evidence. On 4/4/75, the above

CV 66-5125

two individuals appeared before a U.S. Magistrate and were released on personal bond in connection with the above charges. This case, through the efforts of SA KRONER is now in the process of pretrial motions and suppression hearings.

In addition, SA JAMES M. MANNING, sound-trained agent, played an extremely vital role in this investigation and shares a role in its success to date. It was SA MANNING who set up the monitoring equipment as well as other technical gear needed to monitor, record, as well as establish outgoing "called numbers." This phase is a highly technical and sensitive matter in which SA MANNING displayed highly qualified technical skills. With the installation of the second Title III, due to the nature of the location of the phone, a survey was necessary to establish where the intercept could be accomplished. This presented a problem in that the only point that this was possible was on an outside pole in the general area of the residence of one of the subjects. SA MANNING skillfully made the necessary connections, avoiding compromising the situation as well as the overall operation. For SA MANNING's commendable performance, including the personal danger he subjected himself to, it is requested that a special recognition in the form of an Incentive Award be afforded him.

I would also like to recommend that a special recognition in the form of an Incentive Award be afforded to Stenographer CHARLOTTE A. CERANKOWSKI, who transcribed over 39 reels of tape that accrued during the two Title III's and the extension. This was an extremely tedious task, one requiring a great deal of concentration in that although the quality of the tapes were excellent the diction and speaking of individuals involved required great dedication to the task at hand to obtain the maximum results.

In view of the performance of SA KRONER, who in summation, was able to obtain two Title III's, one extension, relocation of a witness, seven persons indicted with a total of 22 counts and in being instrumental in the obtaining of the first RICO indictment in Cleveland as well as an indictment in the first Extortionate Credit Transactions of its kind. In view of this, it is requested that a special recognition in the form of an Incentive Award be afforded SA KRONER.

ADDENDUM: SPECIAL INVESTIGATIVE DIVISION (SID) RSH:mjz 4/30/75

The Special Investigative Division (SID) concurs with the recommendation of SAC, Cleveland, that an Incentive Award be given to SA Robert G. Kroner, Jr., the case Agent in this investigation. Kroner's outstanding handling of this case warrants this action. The Special Investigative Division also concurs that an Incentive Award be given to Stenographer Charlotte A. Cerankowski, for her extremely vital contribution to the successful outcome of this case. Miss Cerankowski was given the entire stenographic responsibility for the transcription of tapes for this Title III investigation. She worked tirelessly and enthusiastically for a period in excess of 60 days under less than ideal conditions and in virtual isolation. This work was tedious, exacting and exposed her to an incessant dialogue of smutty abusive and obscene language.

The SID does not concur that an Incentive Award be given to SA James M. Manning but rather that he receive a personal letter of commendation for his fine effort in connection with this case.

Finally it is recommended that a general letter of commendation be directed to the SAC, Cleveland, for inclusion in the personnel files of those Agents and other personnel of the Cleveland Division who assisted in the successful outcome of this investigation.

A

*SRS
/62*

*NVC
[signature]*

[signature]

*[signature]
[signature]*

OK

fw cat

ADDENDUM OF ADMINISTRATIVE DIVISION FW:cat, 5/8/75:

Administrative Division concurs with the recommendations of SAC, Cleveland, and Special Investigative Division (SID) that incentive awards be given to SA Robert G. Kroner, Jr. and Charlotte A. Cerankowski. Administrative Division agrees with SID that the performance of SA James M. Manning does not merit an incentive award, but that he should receive an individual letter of commendation. Administrative Division further agrees with SID that a general letter of commendation be directed to SAC, Cleveland, for inclusion in the files of those other agents who participated in this matter.

The personnel files of SA Kroner and Miss Cerankowski have been reviewed, and nothing noted therein that would preclude this recognition.

RECOMMENDATIONS:

- (1) That SA Robert G. Kroner, ^{*Je.*} receive an incentive award of \$150.
- (2) That Miss Charlotte A. Cerankowski receive an incentive award of \$100.
- (3) That SA James M. Manning receive an individual letter of commendation.
- (4) That a general letter of commendation be directed to the SAC, Cleveland, for inclusion in the files of other personnel that participated in this matter.

Appropriate letters attached.

5-16-75

Rf

*Lee
5/16/75*



A Legend Put to Rest

by W. Raymond Wannall (1942-76)

May 2, 1972, seemed to mark the nadir of our careers for those of us who had chosen to spend them serving the country under the leadership of J. Edgar Hoover. A man whom many considered to be the FBI had died of a heart attack. Had he taken the FBI with him?

The question remained hanging for 14 months while two men, capable but uninitiated in the ways of the Federal Bureau of Investigation successively but unsuccessfully acted as director on appointment by President Nixon. The Bureau seemed rudderless.

In July 1973 a collective sigh of relief and appreciation seemed to well up from FBI Headquarters and 59 field offices across the nation and morale soared. Clarence M. Kelley became Director. He was one of us. He had served in the trenches with us for 21 years. He knew our strong points and our pitfalls. He set about to accent the positive and eliminate the negative, to reorient our operations. These things he did, as witness the tribute paid to him

upon his death August 5, 1997, by FBI Director Louis J. Freeh: "Clarence Kelley represented the best of the FBI. He served his country and the law enforcement community unselfishly. Because of Director Kelley, the FBI is a better organization today."

After retirement from the FBI in 1961, Kelley became Chief of Police of Kansas City, Missouri, with a scandal-plagued police department. This was a testing ground that challenged his managerial ability. The reform measures he initialed converted it to an efficient and respected law enforcement agency.

He brought this ability to his new position in the FBI and soon gave direction to the Bureau, which continues even to this day. No longer did it measure its accomplishments statistically. The key words became "quality over quantity." The Bureau became computerized, entering the last quarter of the century with desktops and laptops. He set priorities in three areas representing primary threats to the nation's well



Director Kelley Visits Cleveland Office—

The Cleveland Division was one of ten selected pilots for the "quality over quantity" changes Kelley made. He made frequent visits to the field and is pictured here with the Cleveland supervisory staff (L to R) John Roberson, Tom Corbett, Jim Wilson, Jim Manning, Pat Burke, John Guido, Director Kelley, SAC Roy McKinnon, ASAC Ed Hegarty, the late Charlie Harvey, Jim Anderson, Tom Bader, Charlie Jent, Leroy Davis, the late John Brennan, Marty McCann, and Hillary Robinette (1975 photo).

being: counterintelligence, organized crime, and white collar crime.

And he listened. He summoned officials to his office, acknowledged his long suit was combating crime, and asked for a briefing on the first priority, counterintelligence. After listening for two hours he remarked, "That is fascinating," and made it clear that he expected his agents assigned to this work to seize the reins and take responsibility for its direction and success. This was his approach to his stewardship— participatory management— and we welcomed the challenge.

He was a great one for providing seminars for his management team. He believed in and practiced cross-fertilization. For a period of several weeks, each Tuesday morning before the start of the business day, he met for an hour with the heads of his two operational divisions, criminal and intelligence, so that not only he, but each of them, would be aware of the major problems the other faced, and thus manpower and assets

could be equitably allocated to meet them . He gave direction, but he also listened and provided leadership. His title might have been more descriptive had it been FBI Leader.

Having been one of the boys, Kelley scorned standing on ceremony. To us he was "Chief," a title he favored as a holdover from his previous position in Kansas City. When he stepped down from the FBI directorship in February, 1978, he joined the Society of Former Special Agents of the FBI, attended its functions, and enjoyed the camaraderie of the agents with whom he had spent the major portion of his career. He was a man of compassion and grace. When he passed away, his wife, Shirley, said he had died peacefully, having dealt with his final illness "with as much grace as he dealt with his public, popular life."

Rest in peace, Chief. We will miss you.

Editor's Note: Ray Wanall served under Director Kelley as the Assistant Director of the Intelligence Division.

Memorial Service For Former Director Kelley by James E. Michaels (1971-91) Kansas City Chapter

The morning was clear, fresh and bright, a welcome respite from the foregoing days of oppressive heat that so commonly frequents Kansas City in August. It was the kind of morning that makes one delight in life, breathe free and eagerly meet and greet friends.

Such was the mantle for the memorial service provided for Clarence M. Kelley.

Approximately 500 law enforcement officers, family members and friends crowded the picturesque church on Kansas City's Ward Parkway. Black banded badges of the FBI Agents, and Kansas City, Missouri Police

Officers were everywhere. They had come to say good-bye to their former Chief, or Director, as the case may be.

Reverend R. Robert Cueni, Pastor to Mr. Kelley, reflected on his relationship with the Chief. Although stooped from his years, he said in strong voice, "the FBI moved him often, promoted him. Therefore," Reverend Cueni affirmed,

"I will not say he is dead; he has been promoted, promoted to glory!" Reverend Cueni continued to speak of Kelley's days of great strength and power as well as the times when he was dependent on his wife Shirley, for his very survival.

All in attendance agreed that the eulogy delivered by Director Freeh caught the very essence of Mr. Kelley. Like the beautiful weather which graced the occasion, Mr. Freeh characterized Director Kelley's leadership as "a fresh breeze that swept the Bureau off the shoals of controversy and put it back on a clear course."

These words were

not mere platitude, but Freeh's own recollection as a new Special Agent.

In speaking with one former agent who was near the end of the funeral procession, he said it was so long that he could not see its beginning. That sounds somewhat like the very character of our former Director.



Former Chief of Police and FBI Director Clarence Kelley is carried to his grave by Kansas City Police officers on August 8, 1997. Photo by Tammy Ljungblad, The Kansas City Star.

UNITED STATES GOVERNMENT

Memorandum

TO : SAC, Cleveland

DATE: 8-5-75

FROM : Director, FBI

Personal Attention

W/S Smith

SUBJECT: SA JAMES M. MANNING
Cleveland Office Relief Supervisor - Criminal-Accounting
EOD 8-7-67, GS 12

PROMOTION MATTER GS 12 to GS 13

*no stops or movements
per CRT 8-27-75 by*

Note to SAC: For promotions to GS-11 and GS-12 fill in 1, 2, 5 and 6. For promotions to GS-13 fill in 1 through 6. **Insure 6 is initialed.** Return original to Bureau by routing slip "Attention: PERSONNEL SECTION."

- 1. Comments and ratings in performance report dated 4/8/75 still apply. (If any significant changes in performance exist, submit special performance report.)
- 2. Agent is completely available.
- 3. Agent able to handle most complicated investigative matters.
- 4. Last annual performance report and any later special reports show overall rating of Excellent.
- 5. Set forth Agent's cases closed for the past three months, and accomplishments in the categories of convictions, fugitives apprehended, fines, savings and recoveries. (In recommending Agents in a full-time supervisory capacity for promotion, also submit number of Agents under their supervision and current caseload.)

In that SA MANNING is a technical services co-ordinator in the Cleveland Division usual application of acknowledgements as noted above are not applicable.

REC-145

Searched _____ Numbered _____

In addition to his technical service duties which he has performed in an exceptional fashion, noted recently with the installation and operation of a Title III installation involving 10 intercepts, SA MANNING also handles liaison with GSA in connection with space matters throughout the entire Cleveland Division. He also acts as liaison man with Ohio Bell Telephone Co. and his relations in this matter have benefited the entire Cleveland Division. SA MANNING has been called upon to perform a multitude of assignments in connection with many phases of his Bureau work and in each phase he has performed in an admirable and excellent fashion.

*Set prep
sent/perm*

- 6. SAC recommends above-captioned Agent for promotion to GS 13 If yes, initial here M. If not, furnish reasons and recommendation.

FILE CHECKED 8-25-75
OK PROMOTE 9/1/75

*ok w/w
w/m B*

*3
D.C.*

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI

DATE: 8-11-75

FROM: SAC, Cleveland (67-33)

SUBJECT: SUPERVISORY ORGANIZATION
CLEVELAND DIVISION

The purpose of this communication is to recommend that SAA JAMES M. MANNING be designated a Field Supervisor; and to advise you of a proposed realignment of certain administrative and investigative functions to take effect if my recommendation regarding SAA MANNING is approved.

By airtel dated 7-23-75, captioned "Utilization of Accountants - Accounting Supervisors," Headquarters advised in part, "It is believed desirable that a SAA should supervise White Collar Crime Matters where practical..." In line with Headquarters' advice, I have closely examined our current supervision of White Collar Crime Matters. Based on this review, I concur with the above cited advice from Headquarters.

At this time, Accounting Matters are on Desk #2 supervised by the ASAC, who reported for duty at Cleveland 8-4-75. Desk #9, a Criminal desk, has a supervisory vacancy because of the transfer of SA MARTIN V. HALE to Headquarters by Bureau letter dated 7-2-75. I propose to shift all Accounting-type matters to Desk #9 and Desk #9's existing Criminal classifications to Desk #2. This proposal is contingent upon approval of my selection of SAA MANNING to supervise the White Collar Crime Desk. - 3296

SAA MANNING entered on duty 8-7-67 as a Special Agent and has been assigned to Cleveland since 1-6-69. He was designated a Relief Supervisor 7-29-70. He is a Sound Trained Agent and attended two Accounting In-Service sessions, the most recent of which was 11-15-74. Prior to entering on duty with the Bureau he was employed by the accounting firm of Peat, Marwick and Mitchell.

- 2-Bureau
- 2-Cleveland
- CRM:cmh
- (4)

SAC MANNING 8/15/75
should be requested
replacement from FBIHQ
but if none available, he
recommends SAA Manning

Let to SAC, CV
8-27-75
File:cmh



SEP 9 1975

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

ADDENDUM OF CAREER DEVELOPMENT BOARD pg. 3---

In addition to being the Technical Services Coordinator of the Cleveland Division, he also has served as the principal liaison man with Ohio Bell Telephone Company and with the General Services Administration. Each assignment that has been given to him in the past has been handled in an admirable and excellent fashion. There are no known reasons, personal or otherwise, which would preclude SAA MANNING's promotion to Field Supervisor. He was recommended for promotion to GS-13 on 8-5-75.

SAA MANNING has expressed positive interest in administrative advancement within the framework of the Bureau's "Career Development Program." The Career Board met on 8/7 and 8/75 for the purpose of selecting and discussing the suitable candidates who possessed the knowledge and enthusiasm to serve as a Supervisor of a proposed White Collar Crime desk at Cleveland. I valued the collective judgment of the Career Board and their advice is reflected, in part, in my decision to recommend SAA MANNING to fill the existing Supervisory vacancy.

RECOMMENDATIONS:

1. That SAA JAMES M. MANNING be designated a Field Supervisor and, if approved,
2. That White Collar Crime matters be assigned to Desk #9 to be supervised by SAA MANNING, and,
3. The ASAC, Desk #2, supervise 7, 9, 42, 87 and certain other criminal classifications.

As of 8-1-75, Desk #2 had a total of 507 investigative matters pending and 10 Special Agents; Desk #9 had 469 cases and 6 Special Agents. If the above recommendations are approved, a revised Supervisory Organizational Chart will be promptly submitted.



OVER-----

MEMO SAC, CLEVELAND TO THE DIRECTOR
SUPERVISORY ORGANIZATION
CLEVELAND DIVISION

ADDENDUM OF CAREER DEVELOPMENT BOARD - JJO/lae - 8/22/75:

Career Development Boards met in joint session 8/22/75 with the following in attendance: Deputy Assistant Directors Still, Hunsinger, Hauer, Joseph O'Connell, Kelleher, Boynton, Fehl, Conley, Herington, Banner, and SACs Kunkel, Alexandria, and Stames, WFO, and Inspector J. J. O'Connell. The Board members unanimously agreed that SAA James M. Manning is best qualified for the position of Supervisor, Desk #9, in the Cleveland Office. SAA Manning meets all the qualifications under the Career Development Program.

NPC
JJO

SAC, Cleveland

August 27, 1975

Director, FBI

PERSONAL ATTENTION

**SUPERVISORY ORGANIZATION
CLEVELAND DIVISION**

Rearlet 8-11-75.

SA James M. Manning is approved as Supervisor of Desk # 9 to replace SA Martin V. Hale who has been transferred to FBI Headquarters.

Your proposed realignment of cases among the ASAC's Desk (Desk # 2) and Desk # 9 is approved as submitted.

Promptly submit to Bureau a revised supervisory organizational chart, which chart should identify the name of the Supervisor on each desk, general type of work handled on each desk, as well as the specific classifications and administrative functions assigned to each desk.

FU:smt (10)

- 1 - Mr. O'Connell
- 1 - Mrs. Shirley Smith
- 1 - Mr. Sarhatt
- 1 - Movement
- 1 - Personnel File of SA James M. Manning
- 1 - Personnel File of SA Martin V. Hale

NOTE: Approval of SA Manning as Supervisor of Desk # 9 based on Career Development Board addendum, JJO:lae, 8-22-75. Concerning realignment of cases, SAC recommended, contingent upon approval of SA Manning as Supervisor of Desk # 9, that all accounting-type matters including White Collar Crime matters be reassigned from ASAC's Desk to Desk # 9 and that existing criminal classifications (7, 9, 42, 87 and others) be reassigned from Desk # 9 to ASAC's Desk. Approval of proposed realignment based upon ASAC's supervisory experience concerning criminal matters and fact that SA Manning is Bureau approved Accountant and the latter's experience incident thereto.

4 AUG 28 1975
DUPLICATE YELLOW



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

August 29, 1975

Mr. James M. Manning
Federal Bureau of Investigation
Cleveland, Ohio

Dear Mr. Manning:

I am indeed pleased to advise you of your promotion to Grade GS 13, \$21,816 per annum, as a Special Agent, effective August 31, 1975.

Sincerely yours,


Clarence M. Kelley
Director

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

med movement

Name of Employee: JAMES M. MANNING

Where Assigned: Cleveland
(Division) (Section, Unit)

Official Position Title and Grade: Special Agent GS-13

Rating Period: from August 27, 1975 to November 27, 1975

ADJECTIVE RATING: EXCELLENT
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's Initials
JMM

Rated by: *Charles R. McKinnon* Charles R. McKinnon 11-28-75
Signature Title Date

Reviewed by: _____
Signature Title Date

Rating Approved by: *Eugene W. Walsh* Assistant Director JAN 6 1976
Signature Title Date

TYPE OF REPORT

- Official
- Annual
- Administrative
 - 60-Day
 - 90-Day
 - Transfer
 - Separation from Service
 - Special

REC-141

637247-07

10 DEC 2 1975

THREE

JAN 9 1976 42

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL
CHECKLIST AND NARRATIVE COMMENTS
(For use as attachment to Performance Rating Form FD-185)

Name of Employee JAMES M. MANNING

Note: Only those items having pertinent bearing on employee's performance should be rated. Actual performance is to be compared with current, existing job description requirements.

- + RATE ITEMS AS FOLLOWS: (See Manual of Rules and Regulations for detailed instructions.)
- + Outstanding (To warrant overall +, all rated elements must be +, and justified in writing.)
- E Excellent (Overall E must be supported by E or + on majority of items, including important elements.)
- ✓ Satisfactory
- Unsatisfactory (If any item so rated, overall adjective rating can be no better than Satisfactory.) Any unsatisfactory item or overall Unsatisfactory rating must be supported in writing.
- 0 No opportunity to appraise. In other responses, use "X."

(Use INK for Checklist - DO NOT TYPE)

RESPOND TO EVERY ITEM

- E 1. Personal appearance.
- + 2. Personality and effectiveness of his personal contacts.
- + 3. Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability, and willingness to equitably share work load).
- + 4. Physical fitness (including health, energy, stamina). Any physical limitations affecting performance? Yes No. Has employee used more sick leave (including annual leave or LWOP for illness) during the rating period than the amount of sick leave earned during such period? Yes No. If answer to either is yes, explain.
- + 5. Resourcefulness, ingenuity, and initiative.
- + 6. Forcefulness and aggressiveness as required.
- + 7. Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.
- + 8. Planning of work.
- E 9. Accuracy and attention to pertinent detail.
- E 10. Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines, unless failure to meet is attributable to causes beyond employee's control.
- E 11. Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.
- E 12. Performance results (rate if applicable and mark others 0) 0 A. Internal Security; + B. Criminal or General Investigative; 0 C. Fugitive; 0 D. Applicant; E E. Accounting; E F. Other, such as Supervisor. Comment on type of work handled entire rating period, including performance in other divisions, and appraisal of overall work performance:

during the past 90 days, SAA Manning has been the Supervisor of the White Collar Crime Squad in the Cleveland Division. He has acclimated himself in excellent style to the full-time operations of this desk. He has an outstanding knowledge of the responsibilities and matters under his supervision, and has the knack for handling personnel under his supervision with a minimum of effort. He is intensely interested in the White Collar Crime phase of the Bureau's work, and his enthusiasm has caught hold on his squad. He possesses an excellent personal appearance, and is developing into an outstanding Supervisor with the very definite potential of further administrative advancement.

Complexity of matters handled: None Moderate Most complicated
Degree of supervision required: Above average Average Minimum None

- A. Employee signifies by initialing hereafter that during the course of receiving the performance rating report (limit this provision to annual, 60-day or 90-day reports) employee has read and understands his/her position description.
- B. Is employee available wherever needs of service require for general assignment? Yes No Special assignment? Yes No
- C. Is employee qualified to operate a motor vehicle incidental to his official duties? Yes No
If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.
- D. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, Accountant, or as Resident Agent, supervisor, instructor, etc.):

Employee's Initials
JMM

Supervisor Desk #9 White Collar Crime

ADJECTIVE RATING: EXCELLENT EMPLOYEE'S INITIALS JMM
(Outstanding, Excellent, Satisfactory, Unsatisfactory)

(Checklist and Narrative Comments continued)

13. Firearms. Check One: Qualified Qualified Instructor Expert

14. Development of informants and sources of information. Comment on weaknesses or justify limited participation.

During rating period developed _____ informants; _____ potential informants.

SAA Manning in his supervisory capacity gives emphasis to the program.

15. Reporting: (Consider conciseness, clarity, organization, thoroughness, accuracy, adequacy and pertinency of leads, and administrative detail.)

A. Reports; B. Memos, letters, wires.

16. Performance as a witness. During rating period; Based on past performance; No experience.

17. Executive evaluation (approved Supervisors, Relief Supervisors, Alternate Senior and Senior Resident Agents; underline applicable.)

A. Leadership

F. Devising procedures

B. Ability to handle personnel

G. Promoting high morale

C. Making decisions

H. Getting results

D. Assignment of work

I. Furthering equal employment opportunity

E. Training subordinates

18. Raids and dangerous assignments; A. As leader; B. As participant.

19. Miscellaneous. Specify and rate:

Dictation; Applicant recruitment; _____ Other _____

20. Police Instruction: Qualified Participated Audited

21. Foreign Language Ability: Proficient in NA language(s).
Can handle typical investigative problems as follows:

A. Conversation form _____ (language) _____ Excellent Very Good Good Fair Unsatisfactory

B. Written form _____ (language) _____ Excellent Very Good Good Fair Unsatisfactory

Frequency _____ language ability used during rating period _____.

Anticipated use during ensuing year _____.

C. Completed Bureau Language School No Yes _____, _____, _____.
Specify language(s)

22. Administrative Advancement: (Check block if not interested.)

A. Yes No Agent is completely available for administrative advancement.

B. Yes No Agent is considered qualified for administrative advancement, including experience, ability, personality and appearance.

C. If answer to B is "Yes," Agent's qualifications are considered Very Good Excellent Outstanding
Explain if interested but not now qualified.

23. Number of Incentive Awards 0.

Commendations received from Director: Individual 0 Through Superior 1.

Suggestions submitted 0.

If none, check block .

24. Disciplinary Action and Justification for any Unsatisfactory Items. None
(List items taken into consideration on Checklist.)

EMPLOYEE'S INITIALS

