

THE CLEVELAND STATE UNIVERSITY

# BUSINESS REPORT

Dedicated to better communication among students, the College, and the business community.

7th year

February 26, 1976

No. 5

## FBI Hunts White-Collar Crime

by Mark L. Ertes

Special Agent James M. Manning of the F.B.I. addressed members of the Accounting Association on Monday, January 26. Formerly with Peat, Marwick, Mitchell & Co. in New York, Special Agent Manning has been with the Bureau for eight years and is currently supervisor of the white-collar crime accounting squad here in Cleveland.

Mr. Manning traces the F.B.I.'s history from its beginning in 1908, through the Hoover years, to the turbulent present. As the chief investigative arm of the Justice Department, the F.B.I. collects evidence during investigations of violations of Federal law. The Bureau has approximately 8,500 Special Agents, including 700 accountants, and 10,500 support personnel.

Under its present director, Clarence M. Kelley, the F.B.I.'s emphasis has centered on white-collar crime, broadly defined as illegal acts characterized by guile, deceit and concealment, and are not dependent on the application of

physical force or violence or the threat thereof. Because of the sophisticated techniques used by white-collar criminals, the Bureau seeks to recruit college graduates with backgrounds in accounting and law.

A candidate for the F.B.I. must be a U.S. citizen, meet the age and vision requirements and pass a physical examination and background investigation. All Special Agents undergo the same basic training (use of firearms, investigative techniques, etc.) and may be asked to handle dangerous assignments. Agents may work long hours handling a number of cases simultaneously, and may be stationed at any one of the 59 F.B.I. field offices located in the U.S. or Puerto Rico.

The entry-level pay grade is GS-10 (\$14,824). Starting January 1, 1978, most Federal Law Enforcement Officers with at least 20 years service are to be mandatorily retired at age 55. This requirement is expected to create many openings at the middle and upper management levels, and consequently faster than normal advancement for



James M. Manning

younger agents. The F.B.I. is currently in a recruitment drive to prepare for these vacancies. Interested persons should contact the F.B.I.'s Cleveland office or the Washington, D.C. headquarters for more details.



# American Society of Military Comptrollers

CLEVELAND CHAPTER  
ANTHONY J. CELEBREZZE FEDERAL BUILDING  
CLEVELAND, OHIO 44199

CHAPTER OFFICERS  
RESIDENT  
MRS. PAULA J. HORAN  
VICE-PRESIDENTS  
MR. WILLIAM COHEN  
MR. WILLIAM CORKERY  
MR. BRUCE INGALLS

SECRETARY  
MISS MARY ANN SCHULLER  
TREASURER  
MR. JOHN VOELGER

11 March 1976

Special Agent James Manning  
Federal Bureau of Investigation  
1240 East Ninth Street  
Cleveland, Ohio 44199

Dear Jim:

Thank you very much for your excellent speech which you delivered to the American Society of Military Comptrollers, Cleveland Chapter, on 10 March 1976. I certainly appreciate you taking time from your busy schedule to address our association.

Based upon comments from our members both during and after your speech, it was extremely well received. Your willingness and ability to field questions is especially appreciated.

Once again, on behalf of the members and guests of the ASMC, thank you.

Sincerely yours,

PAULA J. HORAN  
President

SAC

SEARCHED	INDEXED
SERIALIZED	FILED
MAR 1 1976	
FBI-CLEVELAND	

FEDERAL RESERVE BANK  
OF CLEVELAND

WILLIS J. WINN  
PRESIDENT

March 18, 1976

Mr. Charles R. McKinnon  
Special Agent in Charge  
Federal Bureau of Investigation  
3005 Federal Office Building  
Cleveland, Ohio 44199

Dear Mr. McKinnon:

I personally want to express my appreciation to you and your staff members who participated in the investigation of the coin loss discovered at our Bank on December 10, 1975. From our perspective, the agents performed in a most thorough and professional manner.

The theft was a matter of concern to us because it chipped away at the symbol of security that the Federal Reserve represents. Your staff's expeditious and efficient handling of the case, resulting in a swift arrest and conviction, recaptured some of the prestige we might otherwise have lost.

We hope we will not have to call upon your services in the near future, but should the need arise, we know that we can depend upon your staff for a most professional response.

Sincerely,

  
Willis J. Winn

29-2765

*Good Work  
WJW*

*copy each LPP of Bill  
Bellmon  
Bader  
Gaffney  
Masterson  
Warren  
Fetterman  
Turtell  
Manning*

March 19, 1976

Dear Roy:

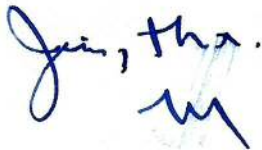
I understand both the hotel and office accommodations provided the participants of the March 10, 1976, conference on the new FBI cost accounting system were excellent. I appreciate your efforts and please also extend my thanks to Supervisor James Manning.

Sincerely,




Eugene W. Walsh

Mr. Charles R. McKinnon  
Federal Bureau of Investigation  
Cleveland, Ohio



SEARCHED _____	INDEXED _____
SERIALIZED _____	FILED _____
MAR 22 1976	
FBI - CLEVELAND	



FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

*Handwritten:* Kelly  
~~Improvement~~

*Handwritten:* S

Name of Employee: JAMES M. MANNING

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

Official Position Title and Grade: Special Agent GS-13

Rating Period: from April 1, 1975 to March 31, 1976

ADJECTIVE RATING: EXCELLENT  
*Outstanding, Excellent, Satisfactory, Unsatisfactory*

Employee's Initials

*Handwritten initials:* JMM

Rated by: Edward D. Hegarty Edward D. Hegarty ASAC, Cleveland 4-1-76  
*Signature Title Date*

Reviewed by: Charles R. McKinnon Charles R. McKinnon SAC, Cleveland 4-1-76  
*Signature Title Date*

Rating Approved by: Eugene W. Walsh Assistant Director MAY 17 1976  
*Signature Title Date*

TYPE OF REPORT

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

67-6578-47-68

*Handwritten:* THREE

2 JUN 1 1976

**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).
- + 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.
- + 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 O) o A. Internal Security; + B. Criminal or General Investigative; o C. Fugitive; o 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:

SA Manning was approved as Supervisor of Cleveland's White Collar Crime Squad on 8-27-75. He discharges the varied and sensitive matters being handled by his desk in an excellent fashion. He enjoys the respect of personnel assigned to his squad and he discharges his supervisory responsibilities in an excellent manner. He is a highly capable investigator and as a result of his enthusiasm for White Collar Crime type work, the men on his squad are being extremely effective in the conduct of their investigative assignments. Overall, he handles his responsibilities in an excellent manner.

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

Employee's Initials

- 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.): SUPERVISOR-White Collar Crime; Criminal; Soundman;

ADJECTIVE RATING: EXCELLENT Technical Services Coordinator  
 (Outstanding, Excellent, Satisfactory, Unsatisfactory) EMPLOYEE'S INITIALS

(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.

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

B. Ability to handle personnel

C. Making decisions

D. Assignment of work

E. Training subordinates

F. Devising procedures

G. Promoting high morale

H. Getting results

I. Furthering equal employment opportunity

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 \_\_\_\_\_ 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 1 Through Superior 2.

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

*Amk*

UNITED STATES GOVERNMENT

# Memorandum

TO : SAC, Cleveland

DATE: 8-20-76

FROM : Director, FBI

Personal Attention *[Signature]*

SUBJECT: SA James M. Manning  
Cleveland Office  
EOD 8-7-67, GS13

Field Supervisor

PROMOTION MATTER GS 13 to GS 14

*no stops or movements per CRT 9-1-76 lay*

**Note to SAC:** For promotions to GS-11 and GS-12 fill in 1, 2, 5 and 6. For promotions to GS-14 ~~XXXX~~ 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 4-1-76 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. *63 7847-71*
- 4. Last annual performance report and any later special reports show overall rating of Excellent.
- 5. In addition to the foregoing, set forth specific comments as to the Agent's accomplishments over the past three months which should include but not be confined to convictions, fugitives apprehended, and fines, savings and recoveries. (In recommending Agents in a full-time supervisory capacity for promotion, also submit the number of Agents under their supervision.) *8-24-76*

SA Manning has acted as the Field Supervisor for the White-Collar Crime Squad within the Cleveland Division since 8/27/75. During that period of time, the squad has had under investigation an extremely complicated accounting matter regarding the Northern Ohio Bank. Indictments have been handed down in that case, and it is winding to an investigative slowdown after an entirely successful investigation. SA Manning has supervised that case, as well as many others during his tenure on the desk. He has an outstanding knowledge of Bureau rules and regulations, is able to promote good morale, while at the same time keeping control, and is available for any assignment. He is particularly valuable in this office, not only as a Supervisor, but as a sound-trained, experienced Agent, and his services in this regard are used on occasion. His performance fully entitles him to a promotion from GS-13 to GS-14.

- 6. SAC recommends above-captioned Agent for promotion to GS 14. If yes, initial here *[Signature]*. If not, furnish reasons and recommendation.

FILE CHECKED 8-31-76  
OK PROMOTE *[Signature]*

*[Handwritten initials and signatures]*

*let prep 9-2-76 [Signature]*

*WGI EFF 8-29-76  
13 (5-2) 23,670 per [Signature]*





UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

September 2, 1976

PERSONAL

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 14, \$26,861 per annum, as a Supervisory Special Agent, effective September 12, 1976.

Sincerely yours,

  
Clarence M. Kelley  
Director

~~TO: Director, FBI "Attention: Movement Unit"~~

RETURN TO SAC, Cleveland

- Albany
- Albuquerque
- Alexandria
- Anchorage
- Atlanta
- Baltimore
- Birmingham
- Boston
- Buffalo
- Butte
- Charlotte
- Chicago
- Cincinnati
- Cleveland
- Columbia
- Dallas
- Denver
- Detroit
- El Paso
- Honolulu

- Houston
- Indianapolis
- Jackson
- Jacksonville
- Kansas City
- Knoxville
- Las Vegas
- Little Rock
- Los Angeles
- Louisville
- Memphis
- Miami
- Milwaukee
- Minneapolis
- Mobile
- Newark
- New Haven
- New Orleans
- New York City
- Norfolk

- Oklahoma City
- Omaha
- Philadelphia
- Phoenix
- Pittsburgh
- Portland
- Richmond
- Sacramento
- St. Louis
- Salt Lake City
- San Antonio
- San Diego
- San Francisco
- San Juan
- Savannah
- Seattle
- Springfield
- Tampa
- Washington Field
- Quantico

- TO LEGAT:
- Beirut
  - Bern
  - Bonn
  - Brasilia
  - Buenos Aires
  - Caracas
  - Hong Kong
  - London
  - Madrid
  - Manila
  - Mexico City
  - Ottawa
  - Paris
  - Rome
  - Singapore
  - Tel Aviv
  - Tokyo

Date 12/22/76

RE: SA JAMES M. MANNING  
OFFICE OF PREFERENCE STANDING

EOD 8/7/67

OFFICE WHERE ASSIGNED \_\_\_\_\_

OFFICE TO BE CHECKED:

	GROSS	NET
Albany	4	2
Boston		
New Haven	21	10
	14	8

DEC 31 3 29 PM '76

FBI  
PERSONNEL DIV  
RECEIVED

3/Jan  
Jan. 7