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cc: FILES [✓]Gauf
Hammond
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NSA Criminal Referrals Under E.O. 11905

This is in response to your request for the substance of Bill Funk's "guidance" to NSA on its reporting requirements under § 4(a)(5) of E.O. 11905. On June 22, 1976, Mr. Funk orally advised NSA's Central Security Service that the order allowed "routine offenses" to be reported in bulk on a monthly basis as long as the report was sufficiently specific for the Criminal Division to decide whether to take further action.

While Mr. Funk did not define "routine" offenses, we believe that admissions of limited personal use of marijuana or other controlled substances by NSA employment applicants or persons undergoing pre-clearance investigations fall within that category.