



DEPARTMENT OF DEFENSE INSPECTOR GENERAL SUBPOENA REQUEST FORM

1. Prepare your Appendix A using the appropriate template located at www.dodig.mil/Programs/Subpoena. Keep in mind the records sought must be reasonably relevant to the matter under investigation and requests must not be overly broad or unduly burdensome on the recipient. The guidelines in Item 2 can assist in staying within these parameters.
2. Jurisdiction and Relevancy of Records:
 - a. Describe the allegation(s) being investigated through the issuance of this subpoena. Be sure to identify the individuals and companies involved and the statutes/UCMJ articles that have allegedly been violated.
 - b. What is your organization's jurisdiction over the matter under investigation (i.e. DoD nexus)?
 - c. What is the relationship of the party being subpoenaed to the matter under investigation?
 - d. Explain the relevancy of the documents and how they will prove the cited offense?
 - e. Identify the time period for which the records are being sought (specify beginning and ending dates in terms of day, month and year), explain why these dates were selected and how they relate to your investigation.
3. Have efforts been made to obtain the records without a subpoena? If not, why not? If so, what were the results?
4. Have you coordinated this request with an AUSA, DOJ trial attorney, or military trial counsel? If so, provide the name, phone number, and email address of that attorney and indicate whether he/she has reviewed this subpoena request to ensure there were no other documents he/she believes are appropriate to seek at this time.
5. Case file number:
6. Subject(s) of the investigation (if a person, include last four of SSN and rank, duty station, home address and organization, if applicable):
7. Victim of the investigation:

8. Source of initial allegation(s) (i.e. Qui Tam, contractor disclosure, walk-in complaint, etc.):
9. Identify investigative agencies participating jointly in this investigation, and identify the lead agency.
10. Have DoD IG subpoenas been issued previously in support of this investigation? If not, skip to item 12.
 - a. If so, list the DoD IG subpoena UID number and the recipient of those previously issued subpoenas.
 - b. Is the new subpoena addressed to a person or entity that received one of the earlier subpoenas; if so, explain why we are subpoenaing the person or entity again?

ADMINISTRATIVE MATTERS:

11. Provide the following:
 - a. The legal name(s) of the subpoena recipient(s), including the type of business entity (sole proprietorship, partnership, corporation) if applicable.
 - b. Street address of the subpoena recipient. Post Office boxes are not acceptable.
 - c. If the subpoena recipient is a bank, credit union, savings and loan, or credit card issuer, provide the full name and Social Security number of the account holder; or the account number(s) involved.
 - d. If the subpoena recipient is not a financial institution, is there an account number(s) or other identifying number that is applicable? Please list.
 - e. Do you require original records rather than copies?

AGENT/AGENCY IDENTIFICATION INFORMATION:

12. Requesting agent:
 - a. Name:
 - b. Agency:
 - c. Phone number, mobile phone number and fax number:
 - d. Email address:
 - e. Street address:

13. Reviewing supervisor:

a. Name:

b. Phone number, mobile phone number and fax number:

c. Email address:

d. Street address: