



**INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
OFFICE OF GENERAL COUNSEL
INVESTIGATIONS - SUBPOENAS
4800 MARK CENTER DRIVE
ALEXANDRIA, VIRGINIA 22350-1500**

[CHANGE TO YOUR OFFICE'S LETTERHEAD]

MEMORANDUM FOR SUBPOENA PROGRAM DIRECTOR, OFFICE OF GENERAL COUNSEL, OFFICE OF INSPECTOR GENERAL, DEPARTMENT OF DEFENSE

SUBJECT: Request for DoD IG Subpoena(s)

1. Requesting Agent/Investigator:

- a. Name: **[Enter title and name here]**
- b. Office commercial phone number and cellular phone number: **[Enter your office and mobile cellular phone number here. Do not list DSN numbers]**
- c. Email address: **[Enter your work e-mail address here]**
- d. Organization and street address: **[Enter your work agency and address here, to include your zip code]**

2. Reviewing Supervisor:

- a. Name: **[Enter supervisor's name here]**
- b. Title: **[Enter supervisor's title here]**
- c. Office commercial phone number and cellular phone number: **[Enter supervisor's office and mobile cellular phone number here. Do not list DSN numbers]**
- d. Email address: **[Enter supervisor's work e-mail address here]**
- e. Date of Approval: **[Enter date supervisor reviewed and approved request here]**

3. Case file number (Full LER/ROI Number): **[Enter your full case number here]**

4. Is this a substantive investigation? (DoD IG Subpoenas are not issued for developmental investigations or preliminary inquiries.) **[Enter whether your investigation is a substantive investigation here – DoD IG Subpoenas are not issued for developmental investigations or preliminary inquiries.]**

5. List investigative agencies participating jointly in this investigation and identify which agency is the lead agency: **[Enter all agencies (spell out acronyms) participating in the investigation and designated lead (if applicable) agency here]**

6. Have DoD IG Subpoenas been issued previously in this investigation? If so, please provide the DoD IG Subpoena UID Number and identity of the recipient. **[If applicable, enter the DoD IG Subpoena UID Number and identity of recipient here]**

7. Statute(s) and/or UCMJ article(s) believed to be violated: (Provide the full UCMJ or U.S.C. Section and Title, i.e., UCMJ Article 132, Fraud against the U.S. Government.) **[Enter the appropriate UCMJ Article(s) and/or Federal/State Criminal Statutes here - this should match what is listed on your LER. There may not be a UCMJ Article or criminal statute for death investigations. You may list Undetermined Death.]**

8. Subject(s) of the investigation:

a. Rank/Title and Full Name or Company Name: **[Enter Subject's Rank/Title and name or company name here]**

b. Status (i.e. active duty, reserve, dependents, civilian, contractor, etc.): **[Enter Subject's Status or N/A here]**

c. Unit/Agency or Company Address: **[Enter Subject's unit info or company address here]**

9. Summary of information to include source of initial information; sufficient details to understand the who, what, when, where, and how it pertains to the violation of the statutes and/or UCMJ punitive articles identified above; how the requested records are relevant to your investigation; and the DoD nexus: **[Enter a detailed summary of who, what, when, where, why and how of the investigation here. Provide detailed summary of the crime and investigative efforts. Let the summary flow chronologically. Typically, you can use your write-up from your Initial/Status Report and then add a little more information to it to show how the records you are requesting came about and how they are relevant to your investigation.]**

Need to provide, at a minimum, (1) an explanation of the workings of the incident being investigated, (2) a chronological summary of the investigative information gathered to date, and (3) an explanation of why the documents/categories of documents being requested are relevant to the investigation (i.e. how will the requested documents/categories of documents assist in proving the elements of the offense(s) identified above). It is critical to provide this information in order for the Subpoena Program to make a determination as to whether the request meets the criteria for approval. We do not need all your investigative activity that you have conducted - only what is needed to support your subpoena request.]

10. Provide the name, rank/title, and contact information for the AUSA, DOJ trial attorney, or military trial counsel that the Case Agent/Investigator coordinated with, the date of coordination, and their concurrence with requesting this subpoena(s): **[Enter the full name and contact information for the AUSA, SAUSA, DOJ trial attorney, or military trial counsel who was briefed/coordinated with and concurs with obtaining a DoD IG Subpoena in support of your investigation here. The coordination is not to obtain a legal opine or prosecutorial**

decision. It is to determine if they concur and support the request for a DoD IG Subpoena.]

11. Date range of requested records sought (specify the beginning and ending dates): **[Enter the time period (month/day/year) for the requested records here]**

12. Relevancy of the date range requested: **[Enter why the listed time period is relevant to your investigation here]**

13. If the case pertains to a contract, which organization was the contracting authority, what is (are) the contract number(s), what is (are) the period(s) of performance, and what goods or services are/were procured? **[Enter the contract information if the case pertains to a contract here]**

14. Provide the legal name(s) and physical street address of the subpoena recipient(s): (Post Office boxes are not typically acceptable.) **[Enter the full legal name(s) of the subpoena recipient(s) and/or who the subpoena should be directed to and their full mailing address (to include zip code) here]**

**** Subpoena request for multiple recipients for the same investigation should be consolidated into one subpoena request memorandum. ****

15. Is the subpoena recipient for financial (i.e. bank, credit union, savings and loan, or credit card issuer); educational, employment, or medical records? If so, provide the following information:

a. Financial Records ONLY – account holder’s full name, mailing address (If Subject is deceased, provide the name and mailing address of the Next of Kin/Executor of the deceased's estate.), and targeted account number(s): **[If applicable, enter the full name of the account holder, their mailing address, and the targeted account number here]**

b. Financial, Educational, Employment, and Medical Records ONLY – Last four of SSN: **[If applicable, enter the last four of the individual’s SSN you are requesting records for here]**

c. Educational, Employment, and Medical Records ONLY – Date of Birth: **[If applicable, enter the individual you are requesting records for Date of Birth here]**

16. Are the records sought already in the possession of a Federal government agency? If yes, identify the Federal agency and the rationale for issuing a subpoena for records we (the government) already have. **[If applicable, enter identification of the agency and rationale for requesting records already in the possession of a federal agency here]**

17. Have the records sought already been obtained through a search warrant or grand jury subpoena? If yes, explain. **[If applicable, enter information concerning records already sought via a grand jury or search warrant here]**

18. How will the records sought assist in this investigation? **[Enter detailed information on what you expect the records to reflect and/or how they are going to assist/support your investigation here]**

19. Include any other information you believe is important. **[Enter any information that you believe needs to be further explained and/or highlighted here to assist our office during our investigative/legal sufficiency review]**

20. Individually describe the records, or classes of records you require (subpoena appendix items). **[Enter a detailed description of the records, documents, etc. that you require here]**

*** If you have a separate Appendix A, you may state “See Attached Appendix A.” ***

**** Once you have completed your request, submit it to subpoena@dodig.mil in Word format and do not forget to change the letterhead to your office's letterhead. When requesting multiple subpoenas for the same investigation, you only need to complete/submit one request containing all the required information. Please feel free to contact the DoD IG Subpoena Team if you have any questions. ****

***** You may request a template in Word version by sending an email to subpoena@dodig.mil. *****