



Letterhead

MEMORANDUM FOR ASSISTANT INSPECTOR GENERAL FOR
INVESTIGATIVE POLICY AND OVERSIGHT,
DEPARTMENT OF DEFENSE

SUBJECT: Request for Inspector General Subpoena

1. Case agent's name:
2. Case agent's office phone number, mobile cellular phone number and fax number:
3. Case agent's electronic e-mail address:
4. Case agent's organization and street address:
5. Case file number:
6. (FOUO-LES) Subject(s) of the investigation: **(Provide complete information on Subject such as rank, title, active duty/reserve status and Social Security number.)**
7. Date investigation opened:
8. Name of case agent's supervisor who has read this request and approved this request:
9. Is this a substantive investigation? **(DoD administrative subpoenas are not issued for developmental investigations or preliminary inquiries.)**
10. List investigative agencies participating jointly in this investigation. Which agency is the lead agency?
11. Statute(s) 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.)**
 - a. Does the violation/crime fall within the Statute of Limitations?

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12. (FOUO-LES) Source and reliability of initial information:
13. (FOUO-LES) Summary of information obtained/evidence collected to date suggesting statutes were/are being violated (**Include sufficient detail to understand the who, what, where, when, how, etc.):**)
14. Coordination with prosecutor? Results? (**Provide the name of the prosecutor (SJA, AUSA), their concurrence with requesting a subpoena in this matter, whether they believe a crime has been committed, what the crime is, and if they are prepared to prosecute the crime if proven.**)
15. Have IG subpoenas been issued previously in this investigation? If so, please explain. (**Please provide the identity of the subpoena recipient and the DoD IG Subpoena Number.**)
16. What is the DoD nexus to the records being sought (e.g., they pertain to a DoD contract, a DoD employee or military service member)?
17. What is the time period for the records sought (specific beginning and ending dates)? How are these dates relevant to your investigation?
18. 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?
19. What is (are) the proper legal name(s) of the subpoena recipient(s), to include the type of business entity (sole proprietorship, partnership, corporation) if applicable?
20. What is the street address of the subpoena recipient? (**You must provide a physical address. Post office boxes cannot be listed.**)
21. Why do you believe the subpoena recipient has the records you request?
22. Is the subpoena recipient a bank, credit union, savings and loan, or credit card issuer? If so, what is the full name and Social Security number of the account holder; or, what account number(s) is (are) involved?
23. If the subpoena recipient is not a financial institution, is there another account number or numbers involved? Please list.
24. 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.

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25. Have the records sought already been obtained through a search warrant or grand jury subpoena? Has a grand jury been involved?
26. Do you have any reason to believe this subpoena will be challenged? Explain.
27. How will the records sought assist in this investigation?
28. Will copies suffice, or do you require original records?
29. Include any other information you believe is important. None.
30. Individually describe the records, or classes of records you require (subpoena appendix items).

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