

NOTE: PREPARE MEMO ON YOUR AGENCY LETTERHEAD

(date)

**MEMORANDUM FOR DIRECTOR FOR INVESTIGATIVE POLICY AND
OVERSIGHT DEPARTMENT OF DEFENSE**

SUBJECT: Request for Inspector General Subpoena

1. Case agent's name:
2. Case agent's phone number and fax number:
3. Case agent's electronic email address:
4. Case agent's street address:
5. Case file number:
6. (FOUO-LES) Subject(s) of the investigation:
7. Date investigation opened:
8. Name of case agent's supervisor who has read this request and approves:
9. Is this a substantive investigation? (**Note: DoD administrative subpoenas are not issued for developmental investigations or preliminary inquiries**)
10. List investigative agencies participating jointly in this investigation.
11. Statute(s) or UCMJ article(s) believed to be violated:
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?
15. Have IG subpoenas been issued previously in this investigation? If so, please explain.

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16. What is the DoD nexus to the records being sought (e.g., they pertain to a DoD contract, a DoD employee of 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
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.
25. Have the records sought already been obtained through a search warrant or grand jury subpoena? Has a grand jury been involved? Explain if necessary.
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.
30. Individually describe the records, or classes of records you require (subpoena appendix items).

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Include the following documents with this request:	
	Plus, if the Right to Financial Privacy Act (RFPA) applies ¹ :
<ul style="list-style-type: none">• Custodian Cover Letter	<ul style="list-style-type: none">• Customer Notice
<ul style="list-style-type: none">• Certificate of Compliance	<ul style="list-style-type: none">• RFPA Certificate of Compliance

¹ Generally, the RFPA applies if the subpoena recipient is a bank, savings and loan, credit union, or credit card issuer and the account holder is an individual or partnership of five or fewer people (see 12 U.S.C. 3401 *et seq.*).