

U.S. ARMY CRIMINAL INVESTIGATION LABORATORY
WITNESS REQUEST GUIDANCE

The attached Witness Request Form will be completely filled out and returned via email to the USACIL Court Mailbox address indicated on the bottom of the request. Upon receipt of the completed form, the examiner will initiate the necessary actions to secure all travel arrangements.

NOTE: USACIL works on a first come basis and uses the Defense Travel System (DTS) X-ORG to lock in the examiners for trial. DTS will be used to prepare the travel orders. Please X-Org the Line of Accounting to DA210CIL and notify us of the X-Org Label Name.

**References: AR 195-2 Para 6-4 CIDR 195-1
Para 28.5(e)**

GUIDANCE:

- (1) If the appearance of laboratory examiners at a legal proceeding will involve temporary duty travel, it will be (to the extent practicable) requested by memorandum or electronic message to reach the Director, USACIL, **at least 10 working days prior to the requested appearance date.** This lead-time is necessary to avoid conflicts with other commitments and to allow time for administrative processing and court preparation.
- (2) The examiner is not committed to the request for appearance at a legal proceeding until the USACIL receives a valid fund cite (X-Org) for travel and per diem expenses. The Director, USACIL, will have appropriate orders published. If an examiner is not available, the Director, USACIL, will notify the requester by return message explaining the reason for the nonavailability of the witness, such as a conflict with another court appearance, and give the exact dates that the witness will be available.
- (3) **The examiner should be requested to appear the day the examiner is expected to testify, not the day the trial is to begin. This will assist in reducing, to a minimum, the examiner's absence from the laboratory. Additionally, the examiner should be released to return to the USACIL as soon as possible after testifying.**
- (4) Unless otherwise approved by the Director, USACIL, examiners will not be made available as expert witnesses to provide testimony contradicting results of laboratory examinations conducted by other USACIL examiners. Similarly, USACIL examiners will not be made available as consultants to defense counsels.
- (5) The USACIL examiners will be made available for pre-trial conferences with defense counsels and/or trial counsels for specific cases, for the purpose of providing sufficient information for the counsels to understand the findings rendered by the examiners. Whenever possible, pretrial conferences should be conducted telephonically, or through video teleconference, in advance of an examiner's travel to the site of the legal proceeding. Coordination and arrangements for such conferences are the responsibility of the trial counsel for the specific case.
- (6) Requests for testimony requiring **foreign travel** must be made in time to comply with DOD **foreign clearance guide requirements.** This is normally **30 days.** Alternatives to travel, such as telephonic testimony, video-telephonic testimony, are preferred, particularly to in-theater testimony.

U.S. ARMY CRIMINAL INVESTIGATION LABORATORY

WITNESS REQUEST FORM

PURPOSE: THIS FORM MUST BE FILLED OUT COMPLETELY IN ORDER FOR THE USACIL TO PROCESS OFFICIAL TRAVEL ORDERS AND MAKE TRAVEL ARRANGEMENTS. IAW AR 195-2 (CRIMINAL INVESTIGATION ACTIVITIES), REQUESTS FOR WITNESSES WILL BE RECEIVED AT LEAST 10 WORKING DAYS PRIOR TO THE REQUESTED APPEARANCE DATE.

COMPLETE ALL FIELDS BELOW.

Funding	
**DTS X-ORG LABEL NAME (fund cite)	

****NOTE: Without DTS X-ORG, no witness is confirmed to go TDY. USACIL operates on a first come first served basis on FUNDED TDYs**

Case Information	
USACIL Case Number	
USACIL Examiner Requested	
Case Name	US v.

Requesting Agency Information	
Base Name and Full Address	
POC(s)	(i.e. Trial Counsel, Defense Counsel, Paralegals) 1 st POC 2 nd POC
Name	
Comm. Phone / DSN	
Fax	
Email address	

Travel Information	
Dates requested: (including travel days)	Arrive on: Depart on:
Time & location examiner should report: (no earlier than the day before expected testimony)	
Airport(s) to fly into (list all acceptable)	
Is a RENTAL CAR authorized? (Yes or No)	
Is a POV or Taxi authorized? (Yes or No)	
Were LODGING ARRANGEMENTS made on behalf of traveler? (If so, list name, phone number of hotel, AND confirmation number.)	

Requestor Name:

Contact Info:

Please return completed form using the **SUBMIT FORM** button or as an email attachment to usarmy.gillem.dfsc.mbx.usacil-court@army.mil.

If you have questions regarding this form, please email the mailbox listed above.