**Tip: Tab 5a--Derogatory Data Requests**

- The case paralegal should request derogatory data on all witnesses who will likely testify at trial

-- The case paralegal should send derogatory data requests on OSI agents to HQ OSI; send all other active duty derogatory data requests to AFPC

-- Need name and SSN for all requests

-- AFPC will respond through case paralegal’s MyPERS account

-- Send Guard/Reserve requests to the member’s home unit MPF

- Ask SFOI Reports and Analysis to run NCIC check on all military and civilian witnesses

- Ask the first sergeant for any derogatory data in military members’ PIFs

- Provide all derogatory data responses to the defense as part of discovery