



ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(ENVIRONMENT, SAFETY & OCCUPATIONAL  
HEALTH)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(SAFETY)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(ENVIRONMENT, SAFETY & OCCUPATIONAL  
HEALTH)  
DIRECTORS OF DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Minimum Data Requirements for Mishap Reports

This memo provides guidance for implementing DoDI 6055.7, "Accident Investigation, Reporting, and Record Keeping," by identifying minimum data to be collected in mishap reports.

DoDI 6055.7 requires DoD Components to collect, maintain, analyze, and report standardized property damage, injury, and occupational illness data. Standardizing data across all of the DoD Components allows for compiling and analyzing trends across all mishaps in DoD, and provides a common language for more efficient sharing of lessons learned.

DoD Components shall collect the attached minimum data by accident category, sub-category, and severity, and shall use these data requirements as minimum data elements in information management systems supporting the mishap investigation, reporting, and recordkeeping process by 1 August 2008. DoD Components shall insure that all reporting and record-keeping protects the privacy interests of DoD military and civilian personnel and complies with DoD 5400.11-R, Department of Defense Privacy Program.

This guidance will be incorporated into the next revision to DoDI 6055.7. The standard data elements will be submitted for consideration in future revisions to the DoD Business Enterprise Architecture. Electronic copies of these data requirements will be available at: <https://www.denix.osd.mil/denix/Public/ES-Programs/ERS/ers.html>



My point of contact for mishap reporting procedures is John Seibert at 703-604-1612, [john.seibert@osd.mil](mailto:john.seibert@osd.mil), and for information management standardization is Ryan Leirvik at 703-396-1995, [Ryan.Leirvik@osd.mil](mailto:Ryan.Leirvik@osd.mil).



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Attachments:

Minimum Data Requirements for Mishap Reports