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ACQUISITION
TECHNOLOGY
AND LOGISTICS

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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

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 provides a common language for all mishaps in DoD. The use of standard data allows for accurate mishap trending, efficient hazards analysis, and valuable sharing of lessons learned.

DoD Components shall collect the attached standard data by accident category, sub-category, and severity, and shall use these data requirements as the minimum data elements to be used in information management systems supporting the mishap investigation, reporting, and recordkeeping process. Implementation is targeted for the start of Fiscal Year 2010. 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.

I have directed my staff to develop and coordinate procedures for maintaining these standard data elements. These procedures will be incorporated into the next revision to DoDI 6055.7.

Electronic copies of these data requirements will be posted at: https://www.denix.osd.mil/denix/Public/ES-Programs/ERS/ers.html. The standard data elements will be submitted for consideration in future revisions to the DoD Business Enterprise Architecture.

This memo supersedes my previous memo, "Minimum Data Requirements for Mishap Reports," 25 Jun 2007, to provide updated guidance for implementing DoDI 6055.7, "Accident Investigation, Reporting, and Record Keeping."

My point of contact for mishap reporting procedures is John Seibert at 703-604-1612, john.seibert@osd.mil, and for information management standardization is Ryan Leirvik at 703-693-5584, Ryan.Leirvik@osd.mil.

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Attachments:
Minimum Data Requirements for Mishap Reports