



# Department of Defense **INSTRUCTION**

**NUMBER** 7730.47

January 23, 2014

Incorporating Change 2, Effective July 9, 2020

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USD(I&S)

**SUBJECT:** Defense Incident-Based Reporting System (DIBRS)

**References:** See Enclosure 1

1. PURPOSE. This instruction:

a. Reissues DoD Directive (DoDD) 7730.47 (Reference (a)) as a DoD instruction (DoDI) in accordance with the authority in DoDD 5124.02 (Reference (b)).

b. Establishes policy and assigns responsibilities for criminal incident reporting.

c. Implements reporting requirements of:

(1) Section 534 of Title 28, United States Code (also known as “The Uniform Federal Crime Reporting Act of 1988”) (Reference (c)).

(2) The victim and witness assistance notifications of Sections 10601 through 10608 of Title 42 (also known as “The Victims' Rights and Restitution Act of 1990”) (Reference (d)).

(3) Section 922 of Title 18, United States Code (also known as “The Brady Handgun Violence Prevention Act and The Lautenberg Amendment to the Gun Control Act”) (Reference (e)).

(4) Sections 16901 through 16928 of Title 42, United States Code (also known as “The Jacob Wetterling, Megan Nicole Kanka, and Pam Lychner Sex Offender Registration and Notification Program”) (Reference (f)).

(5) Public Law 107-188 (Reference (g)).

2. APPLICABILITY. This instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD

Field Activities, and all other organizational entities within the DoD (referred to collectively in this instruction as the “DoD Components”).

3. POLICY. It is DoD policy that:

a. The DoD Components with assigned law enforcement agencies (LEAs) or activities comply with the criminal incident reporting requirements of References (c) through (g) using the procedures provided in Volumes 1 and 2 of DoD 7730.47-M (References (h) and (i)).

b. DIBRS is DoD’s centralized reporting system to the Federal Bureau of Investigation’s National Incident-Based Reporting System (NIBRS) pursuant to Reference (c).

c. In order to be considered DIBRS compliant, DoD Components with assigned LEAs must:

(1) Successfully submit a minimum of the five NIBRS segments, as described in Reference (h), to DIBRS on a monthly basis.

(2) Maintain a 4 percent or less data submission error rate for the monthly DIBRS submissions.

(3) Correct and return NIBRS submission errors in a timely manner (within 30 days of notification of the error).

d. In order to maintain currency of system changes to offense codes and other DIBRS data elements, a DIBRS Configuration Control Document will maintain a record of those changes, be disseminated to DIBRS system users on a regular basis, and be incorporated into scheduled updates to References (h) and (i) in accordance with DoDI 5025.01 (Reference (j)).

e. DIBRS, the central repository of criminal incident-based statistical data, is maintained at the Defense Manpower Data Center (DMDC).

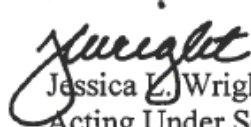
4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. Provided in References (h) and (i).

6. RELEASABILITY. **Cleared for public release.** This instruction is available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

7. SUMMARY OF CHANGE 1. The change to this issuance updates references and organizational titles and removes expiration language in accordance with current Chief Management Officer of the Department of Defense direction.

8. EFFECTIVE DATE. This instruction is effective January 23, 2014.

  
Jessica L. Wright  
Acting Under Secretary of Defense  
for Personnel and Readiness

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 7730.47, “Defense Incident-Based Reporting System (DIBRS),” October 15, 1996 (hereby cancelled)
- (b) DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- (c) Section 534 of Title 28, United States Code
- (d) Sections 10601 through 10608 of Title 42, United States Code
- (e) Section 922 of Title 18, United States Code
- (f) Sections 16901 through 16928 of Title 42, United States Code
- (g) Public Law 107-188, “Public Health Security and Bioterrorism Preparedness and Response Act of 2002,” June 12, 2002
- (h) DoD 7730.47-M, Volume 1, “Defense Incident-Based Reporting System (DIBRS): Data Segments and Elements,” December 7, 2010, as amended
- (i) DoD 7730.47-M, Volume 2, “Defense Incident-Based Reporting System (DIBRS): Supporting Codes,” December 7, 2010, as amended
- (j) DoD Instruction 5025.01, “DoD Issuances Program,” August 1, 2016, as amended
- (k) DoD 5400.11-R, “Department of Defense Privacy Program,” May 14, 2007
- (l) DoD Directive 5200.27, “Acquisition of Information Concerning Persons and Organizations not Affiliated with the Department of Defense,” January 7, 1980
- (m) DoD Instruction 5505.17, “Collection, Maintenance, Use, and Dissemination of Personally Identifiable Information and Law Enforcement Information by DoD Law Enforcement Activities,” December 19, 2012, as amended

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R):

- a. Establishes policy for the DIBRS and monitors compliance with this instruction.
- b. Provides functional guidance to the Military Departments and other DoD Components in the execution of their responsibilities in accordance with this instruction.

2. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY (DoDHRA). Under the authority, direction, and control of the USD(P&R), the Director, DoDHRA oversees the functions of the DMDC, which:

- a. Operates and maintains the DIBRS central repository.
- b. Manages DIBRS reporting to NIBRS.
- c. Establishes and maintains the DIBRS Configuration Control Document.
- d. Provides programming and analytical support to the USD(P&R) for special studies requiring use of the DIBRS database.
- e. Provides access to, maintains, and protects the contents of the DIBRS database in accordance with DoD 5400.11-R (Reference (k)), DoDD 5200.27 (Reference (l)), and DoDI 5505.17 (Reference (m)).

3. INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE. The Inspector General of the Department of Defense monitors compliance with this instruction as it relates to the Defense Criminal Investigative Organizations.

4. DoD COMPONENT HEADS WITH ASSIGNED LEAs OR ACTIVITIES. The DoD Component heads with assigned LEAs or activities:

- a. Ensure compliance with this instruction and establish policies and procedures to implement the DIBRS within their Components.
- b. Designate specific reporting responsibilities within their respective Components.
- c. Report monthly to DIBRS in accordance with the procedures in References (h) and (i).

5. SECRETARIES OF THE MILITARY DEPARTMENTS. In addition to the responsibilities in section 4 of this enclosure, the Secretaries of the Military Departments assign reporting responsibilities for members of their Military Service who are assigned to the Combatant Commands.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

DIBRS	Defense Incident-Based Reporting System
DMDC	Defense Manpower Data Center
DoDD	DoD directive
DoDI	DoD instruction
LEA	law enforcement agency
NIBRS	National Incident-Based Reporting System
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

PART II. DEFINITIONS

These terms and their definitions are for the purpose of this instruction.

criminal incident. One or more offenses committed by the same offender, or group of offenders acting in concert, at the same time and place.

DoD LEAs. An organization, agency, entity, or office of the Military Departments and Defense Agencies and the DoD Inspector General that performs law enforcement functions for those departments and agencies and are staffed by DoD law enforcement officers.

NIBRS segments. The five NIBRS segments within DIBRS consist of the Administrative Segment; Offense Segment; Property Segment; Victim Segment; and Offender/Arrestee Segment.