

BY ORDER OF THE
SECRETARY OF THE AIR FORCE

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Personnel

**COMBATING TRAFFICKING IN PERSONS
(CTIP)**

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This publication implements Department of the Air Force Policy Directive 36-29, *Military Standards*, and supplements Department of Defense Instruction (DoDI) 2200.01, *Combating Trafficking in Persons*. The DoDI is printed word-for-word in regular font without editorial review. Department of the Air Force (DAF) supplementary material is printed in bold font and indicated by “(Added)(DAF).” This supplement describes DAF responsibilities, provides guidance, and prescribes procedures on the implementation, execution, and management of the Department of Defense combating trafficking in persons (CTIP) program. In collaboration with the Chief of the Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), and the Deputy Chief of Space Operations for Human Capital (SF/S1), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops guidance for the DAF CTIP program. This publication applies to civilian employees (except where noted) and uniformed members of the United States Air Force, the United States Space Force, the Air Force Reserve, and the Air National Guard. This publication may be supplemented at any level; all major command level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a tier (“T-0, T-1, T-2, T3”) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Procedures and Processing* for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information

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SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. Changes incorporate the addition of the United States Space Force into the DAF and providing clarification of program elements.



DoD INSTRUCTION 2200.01

COMBATING TRAFFICKING IN PERSONS (CTIP)

Originating Component: Office of the Under Secretary of Defense for Personnel and Readiness

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Reissues and Cancels: DoD Instruction 2200.01, "Combating Trafficking in Persons (CTIP)," April 21, 2015

Approved by: James N. Stewart, Assistant Secretary of Defense for Manpower and Reserve Affairs, Performing the Duties of the Under Secretary of Defense for Personnel and Readiness

Purpose: In accordance with the authority in DoD Directive 5124.02, this issuance:

- Establishes policy, assigns responsibilities, and prescribes training requirements for CTIP.
- Implements National Security Presidential Directive-22.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This issuance applies to Office of Secretary of Defense (OSD), the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff (CJCS) and the Joint Staff, the Combatant Commands (CCMDs), the Office of the Inspector General of the Department of Defense (IG DoD), the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

1.2. POLICY. It is DoD Policy to:

a. Oppose prostitution, forced labor, and any related activities contributing to the phenomenon of trafficking in persons (TIP). CTIP will be applied across the entire spectrum of DoD missions, functions, programs, and activities.

b. Deter activities of Service members, civilian employees, indirect hires, DoD contractors, foreign national employees of DoD, grant and cooperative agreement recipients, and all dependents that could facilitate or support TIP, domestically and overseas. These activities, to which DoD Components will uniformly refer using these terms when issuing internal implementing instructions and regulations, are:

(1) Prostitution, pimping, pandering, and patronizing a prostitute. Even though such activities may be legal in a host country, they are in violation of:

(a) Chapter 47 of Title 10, United States Code (U.S.C.), also known and referred to in this issuance as the “Uniform Code of Military Justice.”

(b) Paragraph 106 of Part IV of the Manual for Courts-Martial.

(2) Activities in violation of Chapter 77 of Title 18, U.S.C. including:

(a) Forced labor and involuntary servitude.

(b) Document tampering (e.g., withholding passports, fraudulent visas).

(c) Sex trafficking of children.

(3) Sex trafficking by force, fraud, or coercion in violation of Chapter 117 of Title 18, U.S.C.

(4) Additional TIP-related offenses in Sections 1581, 1584, 1590-1597, 2421, 2421A, and 2422 of Title 18, U.S.C.

1.3. INFORMATION COLLECTIONS. The Combating Trafficking in Persons Annual Self-Assessment Report, referred to in Paragraph 2.9.e, has been assigned report control symbol DD-P&R(A)2575 in accordance with the procedures in Volume 1 of DoD Manual 8910.01.

SECTION 2: RESPONSIBILITIES

2.1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). In addition to the responsibilities in Paragraph 2.9., the USD(P&R):

a. Develops overall guidance related to personnel policy issues for DoD CTIP in accordance with Public Law 106-386.

b. Develops written memos and oral briefings to prepare the DoD representative on the President's Interagency Task Force to Monitor and Combat Trafficking in accordance with Section 7103(b) of Title 22, U.S.C.

2.2. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY (DoDHRA). Under the authority, direction, and control of the USD(P&R) and in addition to the responsibilities in Paragraph 2.9., the Director, DoDHRA:

a. Establishes and oversees the CTIP Program Management Office (PMO).

b. Represents the DoD in the Senior Policy Operating Group in accordance with Section 7103(g) of Title 22, U.S.C.

c. Establishes and oversees the DoD CTIP Task Force.

d. Collaborates with U.S. federal and State agencies that address TIP and serves as the DOD liaison to their committees and advisory groups, as appropriate.

e. In accordance with DoD Instruction 1322.31, establishes a functional baseline for CTIP general awareness learning topics that defines and outlines tasks, terminal learning objectives (TLO), conditions, standards, and purposes for learning. Topic lists will be subject to modification based on additional training requirements as promulgated by law or regulation. These materials are available at <http://ctip.defense.gov/>.

f. Develops and supports CTIP program guidance material and a DOD CTIP awareness plan. These materials conform to law and Executive orders and integrate with U.S. Government stakeholder approaches. CTIP materials are available at <http://ctip.defense.gov/>.

g. Provides CTIP TLOs for the DoD Components to use. When relevant, updates and designs the packages to account for job function, new laws, regulations, and policies, as well as cultural, national, and economic considerations. These materials will enable DoD Components to execute their respective CTIP programs and are available at <http://ctip.defense.gov/>.

h. Collects and compiles data received from the DoD Components, and prepares reports for internal and external stakeholders, when necessary, on:

(1) Information regarding DoD military and civilian personnel requirements to complete initial entry and specialized TIP training.

(2) DoD CTIP accomplishments in the prior fiscal year, as well as any anticipated CTIP activities for the following year.

(3) DoD contractor adherence to DoD CTIP policy consistent with Subpart 22.17 and Clause 52.222-50 of the Federal Acquisition Regulation (FAR).

(4) DoD grants and cooperative agreement recipient adherence to DoD CTIP policy consistent with Part 175 of Title 2, Code of Federal Regulations (CFR).

(5) Disposition of criminal cases on DoD personnel referrals for TIP or TIP-related offenses as made available in accordance with Title XVII of Public Law 112-239.

i. Engages and coordinates with private and independent organizations with missions that address TIP in order to strengthen and support DoD CTIP initiatives.

j. Assesses DoD Components' compliance with this issuance and the effectiveness of their CTIP programs by reviewing component self-assessments and analyzing DoD Component reporting on suspected TIP incidents, TIP investigations, TIP prosecutions, and training programs.

k. When appropriate, and subject to applicable legal restrictions, shares data on CTIP incidents with DoD Components and federal partners upon request. Such legal restrictions include those prohibiting the disclosure of information relating to open investigations where such disclosure may negatively impact those investigations or subsequent proceedings.

2.3. UNDER SECRETARY OF DEFENSE FOR ACQUISITION AND SUSTAINMENT.

In addition to the responsibilities in Paragraph 2.9., the Under Secretary of Defense for Acquisition and Sustainment:

a. Advises and assists the USD(P&R) on FAR and Defense Federal Acquisition Regulation Supplement issues related to U.S. Government and DoD CTIP programs.

b. Includes statutory requirements relating to CTIP in the FAR and Defense Federal Acquisition Regulation Supplement.

c. Implements all DoD CTIP policy requirements involving defense contractors in appropriate defense acquisition regulation and policy.

2.4 UNDER SECRETARY OF DEFENSE FOR RESEARCH AND ENGINEERING.

In addition to the responsibilities in Paragraph 2.9., the Under Secretary of Defense for Research and Engineering:

a. Advises and assists the USD(P&R) on Defense Grant and Agreement Regulatory System awards terms and conditions related to U.S. Government and DoD CTIP programs.

b. Includes statutory requirements, as required by Part 175 of Title 2, CFR, relating to CTIP in Defense Grant and Agreement Regulatory System terms and conditions for grant and agreement awards.

2.5. UNDER SECRETARY OF DEFENSE FOR POLICY. In addition to the responsibilities in Paragraph 2.9., the Under Secretary of Defense for Policy:

a. Incorporates anti-TIP and TIP-protection measures for vulnerable populations, as allowed by law, in particular for women and children, into post-conflict and humanitarian emergency assistance programs in accordance with Section 7104(h) of Title 22, U.S.C. and Public Law 113-4.

b. Establishes policy and provides guidance to rehabilitate and reintegrate recovered child soldiers in accordance with Sections 401 through 407 of Public Law 110-457.

c. Represents the DoD in the annual U.S. Government TIP sanction review process in accordance with Section 110 of Public Law 106-386.

d. Prepares and coordinates, as required, the review and approval of DoD national interest waivers of proposed Department of State sanctions (e.g., on foreign military sales or other Defense Security Cooperation Agency programs).

(1) Briefs the Department of State Office to Monitor and Combat TIP, Office of the Under Secretary of State for Civilian Security, Democracy and Human Rights on the justification for DoD waivers.

(2) Supports the National Security Council process of adjudicating DoD requests for waivers in preparation for the annual Presidential TIP sanctions determination.

e. Collaborates with coalitions, international organizations, and intergovernmental organizations that address TIP and serves as the DoD liaison to their committees and advisory groups, as appropriate.

f. Supports training of international and partner stakeholders; collaborates with foreign government counterparts to forge and strengthen partnerships and other forms of engagement to counter trafficking in persons through the Defense Security Cooperation Agency and the Defense Institute of International Legal Studies.

2.6. ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC AFFAIRS. In addition to the responsibilities in Paragraph 2.9., the Assistant to the Secretary of Defense for Public Affairs:

a. Represents the DoD on the Senior Policy Operating Group Public Affairs Subcommittee, as necessary.

b. Supports the CTIP PMO campaign in accordance with DoD Directive 5122.05, as applicable and appropriate.

2.7. GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE. In addition to the responsibilities in Paragraph 2.9., the General Counsel of the Department of Defense:

a. Provides advice and assistance to the DoD CTIP PMO on all TIP legal matters, including reviewing and coordinating on all proposed TIP policies, regulations, directives, and instructions, and on all proposed exceptions to DoD CTIP policy.

b. Informs the USD(P&R) of any CTIP-related changes to the Uniform Code of Military Justice.

2.8. IG DoD. Nothing in this issuance is intended to impinge on the authority of the IG DoD. In addition to the responsibilities in Paragraph 2.9., the IG DoD:

a. Pursuant to Section 4(a)(1) of Public Law 95-452 (also known as the Inspector General Act of 1978, as amended), may conduct periodic evaluations of the DoD CTIP program.

b. Ensures appropriate training of DoD Hotline staff to respond to TIP-related referrals or information.

c. For TIP-related information received through the DoD Hotline, ensures the Hotline refers cases as either “information” or “for action” to the responsible DoD Component for appropriate action.

d. In accordance with Section 7104b of Title 22, U.S.C., will promptly review any referral or information relating to TIP to determine whether to initiate an investigation of the matter. In the event that the IG DoD does not initiate an investigation, the IG DoD will document the rationale for the decision not to investigate.

e. Reports TIP-related statistics quarterly to the CTIP PMO.

2.9. OSD AND DOD COMPONENT HEADS. The OSD and DoD Component heads:

a. Designate a component CTIP office of primary responsibility and a CTIP program officer to engage with stakeholders within the component, and participate in CTIP Task Force meetings and efforts.

(1) (Added)(DAF) The Director of Air Force Services (AF/A1S) is the DAF Combating Trafficking in Persons (DAFCTIP) OPR and is the designated DAF representative to the Office of the Secretary of Defense Trafficking in Persons Coordinating Council. The DAFCTIP OPR will work with the following organizations to oversee all aspects of the CTIP program and consolidate the annual report (reference paragraph 2.9.e): Office of The Judge Advocate General (AF/JA), Air Force Directorate

of Force Development (AF/A1D), Air Force Directorate of Military Force Management Policy (AF/A1P), Air Force Security Forces Directorate (AF/A4S), Secretary of the Air Force Office of the Inspector General (SAF/IG), Assistant Secretary of the Air Force for Acquisition, Technology, and Logistics (SAF/AQ), major commands (MAJCOMs), and field commands. (T-1)

(a) (Added)(DAF) AF/JA will provide advice and assistance to the DAFCTIP OPR on all TIP legal matters, including reviewing and coordinating on all proposed TIP policies, regulations, directives, and instructions, and on all proposed exceptions to DoD CTIP policy. (T-1)

(b) (Added)(DAF) SAF/AQ shall ensure compliance with FAR, subpart 22.17, *Trafficking in Persons*, and all implementing regulations, instructions, and guidance enterprise-wide. (T-1)

(c) (Added)(DAF) MAJCOM and field command commanders will designate an individual as the program coordinator that serves as the organization's point of contact for the CTIP program to track, execute, respond, and coordinate program guidance between the DAFCTIP OPR and subordinate units. The MAJCOM or field command program coordinator will:

1. (Added)(DAF) Coordinate and disseminate MAJCOM or field command specific guidance.
2. (Added)(DAF) Provide contact information to the DAFCTIP OPR and the installations they manage.
3. (Added)(DAF) Collect and provide inputs to the DAFCTIP OPR for the annual report.

(d) (Added)(DAF) Installation commanders on DAF bases and wing commanders, delta commanders, or the Air Force senior officer on non-Air Force-led joint bases will:

1. (Added)(DAF) Designate a local CTIP program coordinator for the installation to administer the CTIP program for the installation, subordinate geographically separated units, detachments, and tenant organizations. (T-1) The local program coordinator will provide a copy of their appointment letter to the MAJCOM or field command CTIP program coordinator. (T-1)
2. (Added)(DAF) Request Air Force Office of Special Investigations (AFOSI) and/or Security Forces investigate TIP-related allegations against person(s) subject to the Uniform Code of Military Justice, as necessary. (T-2)
3. (Added)(DAF) Increase CTIP awareness through a variety of public access methods that may include: base newspaper, commander's channel, commanders'

calls, handouts, and newcomer's briefings/orientation programs tailored to local conditions. (T-3)

4. (Added)(DAF) Ensure DAF CTIP awareness posters are prominently displayed throughout the installation in high-traffic areas that are generally visible to a majority of the installation population. (T-3) Posters are not required to be displayed in every unit. Posters and awareness materials are available at <https://ctip.defense.gov>.

5. (Added)(DAF) Sign local CTIP endorsement memorandum (sample found in Enclosure 2). (T-1)

(e) (Added)(DAF) Unit commanders will ensure all personnel projected for travel (permanent change of station relocation, temporary duty including deployment, leave/permissive temporary duty) comply with applicable combatant commander training required as outlined in the Foreign Clearance Guide, available at: <https://www.fcg.pentagon.mil/fcg.cfm>. (T-0)

b. Require new personnel (i.e., all Service members and DoD civilian personnel) take CTIP training within their first year of initial entry with follow-on training determined by the Component head concerned, in accordance with the March 1, 2018 USD(P&R) Information Memorandum.

c. Establish guidance to meet the CTIP training requirements, in Section 3, for initial entry military and civilian personnel, investigative professionals, contracting and acquisition personnel and Department of Defense Education Activity (DoDEA) educators and school staff. TLOs are available on the CTIP website at <http://ctip.defense.gov/>.

d. Develop policies and procedures, as necessary, to implement the DoD CTIP Program. Distribute these policies and procedures and require implementation throughout the organization.

e. Provide the CTIP PMO, by November 30 each year, with the following information, as part of the Combating Trafficking in Persons Annual Self-Assessment Report:

(1) CTIP initial entry training requirement for the prior fiscal year. The information should include the method of tracking initial entry training requirement pursuant to the March 1, 2018 USD(P&R) Information Memorandum.

(a) (Added)(DAF) The annual DAF submission will align with the format provided each year by the CTIP PMO. (T-1)

(b) (Added)(DAF) Air Force Directorate of Military Force Management Policy, Accessions and Training Management Division (AF/A1PT) will establish a method with military accession sources to track initial entry CTIP awareness training requirements per the March 1, 2018 USD(P&R) Information Memorandum. (T-1)

(2) Completed CTIP accomplishments and actions for the prior fiscal year, including any anticipated accomplishments and actions, in addition to disciplinary actions taken against Service members and DoD civilians related to CTIP violations.

(3) Efforts to ensure U.S. Government contractors and their employees or U.S. Government subcontractors and their employees do not engage in TIP. Include data on DoD contractor adherence to DoD CTIP policy consistent with Subpart 22.17 and Clause 52.222-50 of FAR.

(a) (Added)(DAF) SAF/AQ will collect data and report to the DAFCTIP OPR, upon request, substantiated violations of contracts and all implementing regulations, instructions, and guidance not in compliance with FAR, subpart 22.1704(a), *Violations and remedies*. (T-1)

(4) DoD's efforts to ensure U.S. Government grant/cooperative agreement recipients and their employees or sub-awardees/contractors and their employees do not engage in TIP. Include data on DoD recipients' adherence to DoD CTIP policy consistent with Part 175 of Title 2, CFR.

(5) Results of an annual self-assessment at the DoD Component or CCMD level that assesses strengths, weaknesses, and effectiveness of the program's implementation. The assessment includes analyzing reporting on suspected TIP incidents, TIP investigations, TIP prosecutions, TIP indictments, TIP convictions and training programs. A template and guidance for conducting the program review is available at <http://ctip.defense.gov/>.

(6) (Added)(DAF) DAFCTIP OPR will task applicable offices for the annual report inputs based on the CTIP PMO suspense set for the fiscal year's report.

f. Recommend nominations for the Presidential Award for Extraordinary Efforts to Combat Trafficking in Persons in accordance with Section 109 of Public Law 110-457.

(1) (Added)(DAF) Air Force Personnel Center Recognition Programs office (AFPC/DP1SSP) is the OPR for administering the Presidential Award for Extraordinary Efforts to Combat Trafficking in Persons. Duties include soliciting a message AF-wide requesting nomination packages, providing an endorsement letter for the winner from the AFPC commander, and submitting the package to CTIP PMO. AFPC will coordinate with the DAFCTIP OPR for acknowledgement prior to submitting the package to CTIP PMO.

g. Report all suspected or confirmed TIP incidents to the administrative and/or operational chain of command. Reports may also be filed with the IG DoD at <http://www.dodig.mil/hotline/>. Include details on the cause(s) and outcome(s) of the incident, including any disciplinary action(s).

(1) (Added)(DAF) All DAF military members and civilian employees who become aware of suspected or confirmed TIP incidents, must report the incident to their administrative and/or operational chain of command. (T-1) Reports may be filed with the Inspector General.

h. Require commanders and directors report TIP-related referrals, suspensions, debarments, and other remedies DoD placed on any contractor, subcontractor, grant/cooperative agreement recipients, or related person or organization to the Federal Awardee Performance and Integrity Information System. These reports ensure a formal record of criminal or serious compliance violations; such incidents must also be reported through the component's respective CTIP program office to the CTIP PMO on a quarterly basis.

(1) (Added)(DAF) SAF/AQ will collect and report this data to the DAFCTIP OPR on a quarterly basis. (T-1)

2.10. SECRETARIES OF THE MILITARY DEPARTMENTS. In addition to the responsibilities in Paragraph 2.9., the Secretaries of the Military Departments:

a. Input information on all confirmed criminal TIP cases into the Defense Incident Based Reporting System in accordance with Volume 2 of DoD 7730.47-M and report to the CTIP PMO on an annual basis in the CTIP Annual Self-Assessment Report.

(1) (Added)(DAF) On an annual basis, the Air Force Military Justice Law and Policy Division (AF/JAJM) will provide disposition data contained in Automated Military Justice Analysis and Management System that meet the criteria for TIP to the DAFCTIP OPR and Secretary of the Air Force Office of the Inspector General, Directorate of Special Investigations (SAF/IGX-AFOSI) for completion of the annual report. (T-1)

(2) (Added)(DAF) The DAFCTIP OPR will provide information on reported cases to CTIP PMO.

b. May develop training in accordance with the CTIP TLOs listed in Section 3 and in coordination with the CTIP PMO. Updates to the TLOs will be available on the CTIP PMO website at <http://ctip.defense.gov/>. CTIP trainings are available on learning management systems and through the CTIP PMO website. Training may include:

(1) Specialized training for leadership, commanders, and other strategic planners (e.g., including CTIP scenarios in strategic documents and training exercises).

(2) Specialized training for legal counsel, including judge advocates and their staffs, such as incorporating CTIP scenarios in area of responsibility-specific pre-deployment trainings and updating applicable operational handbooks.

(a) (Added)(DAF) AF/JA will track specialized legal training and will provide the DAFCTIP OPR, upon request, completion statistics for Air Force legal counsel and judge advocates.

(b) (Added)(DAF) DAF organizations, including component NAFs/MAJCOMs, will coordinate any requirement for specialized training of legal personnel with AF/JA and the DAFCTIP OPR prior to implementation.

(3) Applicable trainings as identified in Section 3.

(a) (Added)(DAF) The Air Education and Training Command will:

1. Ensure military accessions receive CTIP training during initial accession training (Basic Military Training, Officer Training School and Air Force Reserve Officer Training Corps). (T-1) Document training in the current training management system. (T-1)

2. Grant DAFCTIP OPR personnel access to the training management system to pull military and civilian training data. (T-1)

(b) (Added)(DAF) AF/A1D will ensure DAF civilian accessions receive CTIP training upon initial entry. Document civilian training in training management system.

(c) (Added)(DAF) AFOSI will include applicable theater and country specific CTIP training materials as part of its theater deployment briefings.

c. Determine follow-on CTIP training in accordance with the March 1, 2018 USD(P&R) Information Memorandum.

d. Require that commanders establish a memorandum of understanding with domestic and host nation law enforcement agencies and nongovernmental organizations that outlines methods to provide aid to victims of TIP in line with U.S. Government policy.

e. Where appropriate and subject to applicable legal restrictions, share information on the results of criminal investigations on TIP or TIP-related offenses upon request with the appropriate organizations under their command. Such legal restrictions include those prohibiting the disclosure of information relating to open law enforcement investigations where such disclosures may negatively impact those investigations or subsequent proceedings.

f. Include DoD CTIP requirements within existing command inspection programs.

(1) (Added)(DAF) Inspection teams will use the CTIP inspection checklist in Enclosure 1 and supplement as necessary. (T-2)

g. Identify commercial establishments patronized by DoD personnel that have indicators of TIP, place offending establishments off-limits, and provide support to host-country authorities involved in the battle against TIP, as permitted.

(1) (Added)(DAF) Installation commanders will pursue indicators of TIP in commercial establishments patronized by DoD personnel, place offending establishments off-limits, and provide support to host country authorities involved in the battle against TIP (T-1). Use the Armed Forces Disciplinary Control Board with the assistance of Security Forces, AFOSI, and local law enforcement.

h. Require that commanders and directors outside the United States engage local host-nation government agencies to facilitate mutual understanding of processes and procedures to enable collaboration in CTIP efforts, as appropriate.

2.11. CJCS. In addition to the responsibilities in Paragraph 2.9., the CJCS:

a. Integrates CTIP as part of the overall force planning function within any force deployment decision, including when establishing any new DoD bases overseas.

b. Assesses the Combatant Commanders' (CCDRs) joint plans, deployment orders, exercises, joint publications, and other relevant documents and ensures inclusion of relevant CTIP information where it is not already present. Monitor the CCDRs' post-conflict plans and programs for inclusion of CTIP.

c. Monitors implementation of the policies in this issuance and in related implementing instructions during military operations.

d. Hosts CTIP training modules in the joint knowledge development and distribution capability (i.e., joint knowledge online) environment; includes CTIP training in the joint institutional training curriculum.

e. Monitors joint and combined exercises and planning processes for integration of CTIP training.

2.12. CCDRS. In addition to the responsibilities in Paragraph 2.9., and in conjunction with the CJCS, the CCDRs:

a. Develop a program that establishes a clear set of guidelines and procedures for units outside the United States to address TIP in their operating environments in coordination with the Joint Staff. This includes CTIP policies and reporting procedures applicable to the mission or operation for which forces are deploying.

b. Address CTIP within applicable concept of operations for use by deployed joint task forces.

c. Develop and implement CTIP policy and program guidance unique to each CCMD, including unique cultural and legal considerations for their respective areas of responsibility.

d. Include CTIP language in joint plans, deployment orders, exercises, joint publications, post-conflict plans and programs, and other relevant documents.

e. Provide subordinate component commanders with TIP information pertinent to ongoing theater and country TIP issues.

f. Require commanders and directors outside the United States to engage with local host nation government agencies to facilitate mutual understanding of processes and procedures to enable collaboration in CTIP efforts, as appropriate.

SECTION 3: TRAINING REQUIREMENTS FOR DoD PERSONNEL

3.1. GENERAL TRAINING REQUIREMENTS.

a. In accordance with Paragraphs 3.3., 3.4., and 3.5., mandatory specialized trainings are located for investigative professionals, acquisition personnel, and DoD educators and school staff on the CTIP website at <http://ctip.defense.gov/>.

b. CTIP PMO may develop other trainings that are suitable for specialized populations.

c. DoD Components may develop specialized training in coordination with the CTIP PMO. The component or agency should develop specialized training when it is necessary to deliver specific content.

d. Subparts 22.17 and Clause 52.222-50(h) of the Federal Acquisition Regulation do not make CTIP training a requirement for contractors. However, contractors and subcontractors are required to have a compliance plan in place that includes an awareness program if any portion of a contract they have:

(1) Is for supplies, other than commercially available off-the-shelf items, acquired outside the United States, or services to be performed outside the United States, and

(2) Has an estimated value that exceeds \$500,000.

e. CTIP training will have the purpose of deterring activities of service members, civilian employees, indirect hires, contract personnel, and command sponsored dependents that would facilitate or support trafficking in persons, domestically and overseas.

3.2. CTIP GENERAL AWARENESS TRAINING.

a. CTIP general awareness training provides the basic context on how to recognize and combat TIP for general audiences.

b. The required subject matter for the CTIP general awareness training will include the following TLOs, from which trainees will understand:

(1) What constitutes TIP. Utilizing the term “severe forms of trafficking in persons” as defined in Section 7102 of Title 22, U.S.C.

(2) Why TIP occurs.

(3) Who is involved in TIP.

(4) How TIP occurs.

(5) Methods in combating TIP.

- (6) TIP laws and policies.
- (7) The prevalence of DoD-related human trafficking.
- (8) How human trafficking can affect mission readiness.
- (9) The human trafficking concerns in the DoD.
- (10) The basic characteristics of human trafficking crimes.
- (11) Their role in combating human trafficking.
- (12) Reporting procedures for alleged TIP violations.

3.3. CTIP INVESTIGATIVE PROFESSIONALS TRAINING.

a. CTIP investigative professionals training is for military police, criminal investigators, inspector general personnel, and other military or DoD civilian law enforcement personnel who conduct inquiries, to include: investigations, inspections, assessments, audits, or evaluations. CTIP investigative professionals training is taken in lieu of CTIP general awareness training.

b. The refresher training interval for investigative professionals, after the initial entry training, will be every 3 years.

(1) (Added)(DAF) AF/A4S (via coordination with Air Force Installation and Mission Support Center, Air Force Security Forces Center) and SAF/IGX-AFOSI will track CTIP-law enforcement training and will provide the DAFCTIP OPR, upon request, completion statistics for Air Force law enforcement professionals.

c. The required subject matter for CTIP investigative professionals training will include the following TLOs, from which trainees will understand:

- (1) What constitutes sex trafficking, forced labor, force, fraud, and coercion.
- (2) How to recognize visual and verbal indicators that may be present in a human trafficking situation.
- (3) How to identify possible human trafficking venues.
- (4) How to respond to a TIP situation.
- (5) How TIP affects victims.
- (6) Common barriers that prevent victims from seeking help.
- (7) TIP laws and policies.
- (8) The difference between human trafficking and human smuggling.

- (9) Benefits that are afforded to victims.
- (10) Communication strategies for questioning victims and suspected traffickers.
- (11) Questions to ask potential victims.
- (12) The steps for law enforcement TIP investigations.
- (13) How to identify and preserve evidence of TIP.
- (14) TIP criminal penalties.

3.4. CTIP ACQUISITION TRAINING.

a. CTIP acquisition (includes contracting, grants, and cooperative agreements) training is designed for DoD personnel with job responsibilities that require daily contact with DoD contractors, grant and cooperative agreement recipients, or foreign national personnel. The “daily contact” category includes contracting officers and contracting officers’ representatives, grant and agreements officers, and grant/agreements officer representatives (program administrators). CTIP acquisition training is taken in lieu of the CTIP general awareness training.

(1) (Added)(DAF) SAF/AQ will track CTIP-Acquisition Professional Training and will provide the DAFCTIP OPR, upon request, completion statistics for DAF acquisition professionals.

b. The CTIP acquisition training utilizes the term “Defense acquisition professionals” to represent all DoD employees who are responsible for monitoring contracts, grants, and cooperative agreements and includes, but is not limited to, those employees who align to these 16 functional areas listed:

- (1) Auditing.
- (2) Business – Cost Estimating.
- (3) Business – Financial Management.
- (4) Contracting.
- (5) Facilities Engineering.
- (6) Industrial or Contract Property Management.
- (7) Information Technology.
- (8) Life Cycle Logistics.

- (9) Program Management.
- (10) Program Management – International Acquisition.
- (11) Production, Quality and Manufacturing.
- (12) Purchasing.
- (13) Science and Technology Manager.
- (14) Engineering.
- (15) Test and Evaluation.
- (16) Grant and Cooperative Agreement Awards.

c. The refresher training interval for acquisition personnel, after the initial entry training, will be every 3 years.

d. The required subject matter for the CTIP acquisition training will include these TLOs, from which trainees will understand:

(1) What constitutes TIP, utilizing the term “severe forms of trafficking in persons” as defined in Section 7102 of Title 22, U.S.C.

(2) Laws and regulations related to human trafficking in government contracts, grants, and cooperative agreements.

(3) Vulnerabilities associated with trafficking victims.

(4) Specific responsibilities of Defense acquisition professionals in preventing human trafficking.

(5) How to recognize award administration indicators of human trafficking.

(6) Specific responsibilities of Defense acquisition professionals in response to human trafficking violations.

(7) The DoD CTIP case process flow.

3.5. CTIP DODEA EDUCATORS AND SCHOOL STAFF TRAINING.

a. The refresher training interval for DoDEA educators and school staff, after the initial entry training, will be every 2 years.

b. The required subject matter for the CTIP DoDEA training will include these TLOs, from which trainees will understand:

- (1) The relevance of human trafficking to schools.
- (2) What constitutes TIP, utilizing the term “severe forms of trafficking in persons” as defined in Section 7102 of Title 22, U.S.C.
- (3) How human trafficking affects military-connected students.
- (4) Human trafficking risk factors and warning signs in school-age children.
- (5) Their role in combating human trafficking.
- (6) What actions to take to report TIP.
- (7) Reporting procedures for alleged TIP violations.

(ADDED)(DAF) ENCLOSURE 1: DAF INSPECTION CHECKLIST

ITEM NUMBER	ITEM	REFERENCE(S)	COMMENTS	YES / NO
1.	Has the installation commander/equivalent designated a local CTIP program coordinator for the installation to administer the CTIP program for the installation, subordinate geographically separated units, detachments, and tenant organizations?	DODI2200.01_DA FI 36-2921 Para. 2.9.a.(1)(d)1.		
2.	Has the installation commander/equivalent issued and disseminated a locally developed CTIP endorsement memorandum tailored to local conditions that communicates the importance of CTIP and its impact on readiness and professional climate?	DODI2200.01_DA FI 36-2921 Para. 2.9.a.(1)(d)5.		
3.	Has the installation commander/equivalent ensured that all Airmen, Guardians and DoD civilians meet CTIP training and pre-deployment verification requirements as outlined by the combatant commander and/or deployment requirements?	DODI2200.01_DA FI 36-2921 Para. 2.9.a.(1)(e)		
4.	Has the installation commander/equivalent with the assistance of Security Forces, AFOSI and local law enforcement as applicable, within their authorities, pursued indicators of CTIP in commercial establishments patronized by DoD personnel, placed offending establishments off-limits, and provided support to host country authorities involved in the battle against CTIP?	DODI2200.01_DA FI 36-2921 Para. 2.10.g.(1)		

**(ADDED)(DAF) ENCLOSURE 2: SAMPLE DAF LOCAL CTIP
ENDORSEMENT MEMORANDUM**

XX XXX XX

MEMORANDUM FOR (Wing/Delta/Installation)

FROM: XX XXX/CC

**SUBJECT: Endorsement Memorandum on Combating Trafficking in Persons (CTIP)
(DoDI2200.01_DAFI 36-2921)**

- 1. Trafficking in Persons (TIP) is the second largest criminal activity in the world. It is defined as the recruitment, transportation, transfer, harboring or receipt of persons by means of threat, use of force, coercion, abduction, fraud, deception, abuse or exploitation. TIP is a grave violation of human rights and a worldwide criminal threat to security, civil rights, and stability as well as a direct threat to our national foreign policy goals. Due to the seriousness of the crime, the egregious results in terms of human tragedy, and the disabling impact on our military readiness, the Department of the Air Force has established a zero tolerance for trafficking in persons.**
- 2. I fully endorse the Department of the Air Force's zero tolerance for TIP, and I expect all members of the [Wing/Delta/Installation] to be aware of the negative impacts TIP could have on our readiness and professional climate. All Airmen and Guardians should know which commercial establishments are considered off-limits (ref. off – limit establishments list) and identify and report suspicious behavior that may indicate TIP activities to your chain of command, Security Forces, Air Force Office of Special Investigations (AFOSI), or Inspector General.**
- 3. My point of contact for TIP-related issues is the XXXXXX office at extension XXX-XXXX.**

**FIRST NAME LAST NAME, Rank,
USAF/USSF
(Commander/Agency
Director/Equivalent)**

**Attachment:
Installation Off-Limits List**

**cc:
(Sample)**

GLOSSARY

G.1. ACRONYMS.

DAF	(Added)(DAF) Department of the Air Force
DAFMAN	(Added)(DAF) Department of the Air Force Manual
DAFCTIP	(Added)(DAF) Air Force Combating Trafficking in Person
AF	(Added)(DAF) Air Force
AFI	(Added)(DAF) Air Force Instruction
AFOSI	(Added)(DAF) Air Force Office of Special Investigations
AFPC	(Added)(DAF) Air Force Personnel Center
CCDR	Combatant Commander
CCMD	Combatant Command
CFR	Code of Federal Regulations
CJCS	Chairman of the Joint Chiefs of Staff
CTIP	combating trafficking in persons
DoD	(Added)(DAF) Department of Defense
DoDHRA	Department of Defense Human Resources Activity
DoDEA	Department of Defense Education Activity
DoDI	(Added)(DAF) Department of Defense Instruction
FAR	Federal Acquisition Regulation
IG DoD	Inspector General of the Department of Defense
MAJCOM	(Added)(DAF) Major Command
NAF	(Added)(DAF) Numbered Air Force
OPR	(Added)(DAF) Office of Primary Responsibility
OSD	(Added)(DAF) Office of Secretary of Defense
PMO	program management office
SORN	(Added)(DAF) System of Record Notice
TIP	trafficking in persons
TLO	terminal learning objective
U.S.C.	United States Code
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

G.2. DEFINITIONS. The following terms and their definitions are for the purpose of this issuance.

Civilian Employee. A civilian who is an employee as defined in Section 2105 of Title 5, U.S.C.

Coercion. Defined in Section 7102 of Title 22, U.S.C.

Commercial Sex Act. Defined in Section 7102 of Title 22, U.S.C.

Forced Labor. Defined in Section 1589 of Title 18, U.S.C.

Involuntary Servitude. Defined in Section 7102 of Title 22, U.S.C.

Recruitment Fees. Defined in Section 22.1702 of Subpart 22.17 of the FAR.

Severe Forms of TIP. Defined in Section 7102 of Title 22, U.S.C.

Sex Trafficking. Defined in Section 7102 of Title 22, U.S.C.

TLO. The performance required of the student to demonstrate competency in the material being taught. A TLO describes exactly what the student must be capable of performing under the stated conditions to the prescribed standard on lesson completion.

REFERENCES

- (Added)(DAF) 10 United States Code § 9013, *Secretary of the Air Force*
- (Added)(DAF) 5 United States Code § 552a, *Records maintained on individuals (Privacy Act of 1974)*
- (Added)(DAF) Department of the Air Force Policy Directive 36-29, *Military Standards*, 24 January 2023
- (Added)(DAF) Department of the Air Force Manual 90-161, *Publishing Procedures and Processing*, 15 April 2022
- (Added)(DAF) Air Force Instruction 33-322, *Records Management and Information Governance Program*, 23 March 2020
- (Added)(DAF) Foreign Clearance Guide
- (Added)(DAF) Adopted Form. DAF Form 847, *Recommendation for Change of Publication*
- Code of Federal Regulations, Title 2
- DoD 7730.47-M, Volume 2, “Defense Incident-Based Reporting System (DIBRS): Supporting Codes,” December 7, 2010, as amended
- DoD Directive 5122.05, “Assistant to the Secretary of Defense for Public Affairs (ATSD(PA)),” August 7, 2017
- DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- DoD Instruction 1322.31, “Common Military Training (CMT),” February 26, 2015, as amended
- DoD Manual 8910.01, Volume 1, “DoD Information Collections Manual: Procedures for DoD Internal Information Collections,” June 30, 2014, as amended
- Federal Acquisition Regulation, current edition
- Manual for Courts-Martial, United States, Part IV, Paragraph 106, current edition
- National Security Presidential Directive-22, “Combating Trafficking in Persons,” December 16, 2002
- Public Law 95-452, “Inspector General Act of 1978, October 12, 1978, as amended
- Public Law 106-386, “Victims of Trafficking and Violence Protection Act of 2000,” October 28, 2000
- Public Law 110-457, “William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008,” December 23, 2008
- Public Law 112-239, Title XVII, “National Defense Authorization Act for Fiscal Year 2013,” January 2, 2013
- Public Law 113-4, “Violence Against Women Reauthorization Act of 2013,” March 7, 2013
- Under Secretary of Defense for Personnel and Readiness Information Memorandum, “Administrative and Personnel Policies to Enhance Readiness and Lethality Final Report – Summary Actions,” March 1, 2018
- United States Code, Title 5
- United States Code, Title 10

United States Code, Title 18

United States Code, Title 22

(Added)(DAF) Office Symbols

(Added)(DAF) AF/A1 – Deputy Chief of Staff for Manpower, Personnel, and Services

(Added)(DAF) AF/A4S - Air Force Security Forces Directorate

(Added)(DAF) AF/JA – Office of The Judge Advocate General

(Added)(DAF) AF/JAJM - Air Force Military Justice Law and Policy Division

(Added)(DAF) SF/S1 - Deputy Chief of Space Operations for Human Capital

(Added)(DAF) AF/A1S – The Director of Air Force Services

(Added)(DAF) AF/A1D – Air Force Directorate of Force Development

(Added)(DAF) AF/A1P - Air Force Directorate of Military Force Management Policy

(Added)(DAF) AF-A1PT - Air Force Directorate of Military Force Management Policy,
Accessions and Training Management Division

(Added)(DAF) AFPC/DP1SSP - Air Force Personnel Center Recognition Programs

(Added)(DAF) AF/RE – Chief of the Air Force Reserve

(Added)(DAF) NGB/CF – Director of the Air National Guard

(Added)(DAF) SAF/AQ - Assistant Secretary of the Air Force for Acquisition, Technology, and
Logistics

(Added)(DAF) SAF/MR - Assistant Secretary of the Air Force (Manpower & Reserve Affairs)

(Added)(DAF) SAF/IG – Secretary of the Air Force Office of the Inspector General

(Added)(DAF) SAF/IGX-AFOSI - Secretary of the Air Force Office of the Inspector General,
Directorate of Special Investigations

(Added)(DAF) USD P&R – Under Secretary of Defense for Personnel and Readiness