1. **PURPOSE.** This instruction establishes the DLA Combating Trafficking in Persons Program, prescribes policy, and assigns authority and responsibility for implementation and maintenance of the Program, in accordance with DoDI 2200.01, “Combating Trafficking in Persons” (CTIP) (Reference 1) and “National Security Presidential Directive 22” (Reference 3).

2. **APPLICABILITY.** This instruction applies to all DLA military personnel, civilian employees, and contractors.

3. **POLICY.** It is DLA policy to:

   a. Oppose prostitution, forced labor, and related activities as described in Enclosure 2 that may contribute to the phenomenon of Trafficking in Persons (TIP), which is inherently harmful and dehumanizing, a violation of U.S. law and internationally recognized human rights, and is incompatible with DoD and DLA core values.

   b. Deter activities of DLA military members, civilian employees, indirect hires, contract personnel, and command-sponsored dependents that would support TIP, domestically and overseas. These activities include pandering, prostitution, and patronizing a prostitute even though such activities may be legal within a host nation country, but which are in violation of chapter 47 of Title 10, United States Code, also known as “The Uniform Code of Military Justice (Reference 6) and paragraph 97, part IV of Manual for Courts-Martial 2008 (Reference 7).

   c. Educate all DLA military members, DLA civilians and contractors (within the terms of the contract) annually on the worldwide trafficking enterprise, national TIP policy, overseas theatre TIP policy, and attendant personal responsibilities consistent with DoD and DLA core values and ethical standards.

4. **RESPONSIBILITIES.**

   a. Staff Director, DLA Installation Support Security and Emergency Services (DS-S) is the CTIP office of primary responsibility (OPR), who shall:
(1) Ensure DLA compliance with Reference 1, establish policies, and procedures to implement the DoD CTIP program within DLA.

(2) Designate a DLA CTIP Program Officer.

b. CTIP Program Officer shall:

(1) Oversee the annual CTIP awareness training program for all military, civilian, and contractor (within the terms of the contract) personnel assigned to DLA.

(2) Utilize training products internally developed and approved by the Under Secretary of Defense (USD) Personnel and Readiness (P&R) or use Office of the USD (OUSD) (P&R) developed products according to the DoD CTIP awareness training program.

(3) Ensure training, provided by PLFA Commanders / Directors and DLA Regional Commanders, addresses local TIP issues.

(4) Conduct annual evaluations of CTIP awareness training, periodically involve DLA Office of the Inspector General (DLA OIG) in the evaluation, and provide results to DLA OIG.

(5) Provide information on all TIP cases to the CTIP program data to the USD (P&R) Program Manager and information to compile the annual report, as required by DoDI 2200.01, subject: Combating Trafficking in Persons.

c. DLA OIG shall:

(1) Ensure DLA compliance with Reference 1 by conducting bi-annual reviews of the DLA CTIP program and providing the results to CTIP OPR.

(2) Provide information on all known TIP cases to the DLA CTIP Program Officer.

(3) Periodically participate in the annual evaluation of CTIP awareness training.

(4) Serve as point of contact for the DLA TIP Hotline, as part of the Defense Hotline.

(5) Coordinate with criminal investigation organizations to investigate DLA allegations related to TIP and provide reports to the DLA OPR on the findings of the investigations.

d. PLFA Commanders / Directors and DLA Regional Commanders shall:

(1) Develop a Memorandum of Understanding (MOU) with local law enforcement agencies and nongovernmental organizations that work with victims of TIP at or near their installations to provide support to the DLA CTIP program.

(2) Appoint a CTIP representative in writing to ensure all local DLA employees complete annual CTIP training.
(3) Within their authority, pursue indicators of TIP in commercial establishments patronized by DoD personnel, place the offending establishments off limits, with DLA General Counsel (DG) support, and provide support to host-country authorities and local Continental United States (CONUS) communities.

(4) Serve as a liaison to persons or organizations, both inside and outside DLA, involved in detecting and preventing TIP.

(5) Provide information on all known TIP cases through their respective chain of command.

(6) Ensure CTIP Program Officer is aware of local TIP issues.

(7) Ensure individuals who do not have access to Learning Management System (LMS) are trained through their local CTIP representative.

(8) At the end of personnel training window, will ensure that all personnel have completed the annual mandatory CTIP training.

e. DLA Human Resources Services (J1), DLA Training shall:

(1) Track and update personnel course completions in LMS.

(2) Ensure LMS records the CTIP course completions when launched from the system. Provide the Installation/Site Director or CTIP representative the capability to record manual completions when employees provide documentation of course completion outside of LMS.

(3) Coordinate DLA’s Enterprise-Wide Mandatory Training between DLA CTIP Program Officer, Headquarters and DLA Human Resources Services, and DLA Training prior to launching the CTIP training in LMS.

f. DLA Headquarters Elements and DLA Field Activities shall:

(1) Ensure all assigned personnel complete CTIP training through LMS or the CTIP website.

(2) Provide information on all known TIP cases to the DLA CTIP Program Officer.

(3) Ensure that all personnel have completed the annual mandatory CTIP training.

g. DLA DG shall provide advice and assistance to the DLA CTIP Program Manager on all TIP legal matters, including reviewing and coordinating on all proposed TIP policies, regulations, directives, and instructions, and on all proposed exceptions to DLA CTIP Policy.

h. DLA Acquisition (J7) shall:

(1) Pursuant to References 8 and 11, incorporate provisions in service contracts that support the DoD and DLA mission overseas to prohibit DoD contractors, other federal agency or
provisional authority contractors, subcontractors at all tiers, and their employees from conducting activities that support or promote TIP, impose suitable penalties on those who fail to abide by U.S. law, and those who fail to monitor their employees’ actions for compliance with U.S. law.

(2) Incorporate United States Central Command (USCENTCOM) Clause No. 952-222-0001 (July 2010), KSCR1 (Aug 2010) or PSCR1-1 (Aug 2010), subject: Prohibition Against Human Trafficking, Inhumane Living Conditions, and Withholding of Employee Passports, into all solicitations and contracts for service or construction with performance, respectively in Iraq, Afghanistan, Kuwait, and Pakistan.

(3) Include measurements that require DLA contractors to obtain CTIP training from their respective employers on an annual basis, per Annual Awareness Training for CTIP memorandum, signed by Vice Director Morrill III, dated 16 October 2007. All training notifications will be forwarded to the CTIP Program Manager for record.

   i. DLA military, civilian, and contractor (within the terms of the contract) personnel shall:

      (1) Ensure they complete the annual mandatory CTIP training.

      (2) Report all TIP violations to their immediate supervisor, contracting office representative, and/or security personnel.

5. PROCEDURES. Reports of indicators or allegations of TIP shall be reported through command channels to the DS-S Staff Director or Deputy Staff Director. Thereafter, ongoing communications with USD (P&R) Program Manager regarding matters covered by this Instruction, will generally involve a CTIP point of contact or other assigned CTIP members.

6. EFFECTIVE DATE. This Instruction is effectively immediately.

   Director, Strategic Plans and Policy

2 Enclosures
   Enclosure 1 – References
   Enclosure 2 – Definitions
Enclosure 1
References


4. Sections 7102, 7103(b), 7103(f), and 7104(h) of Title 22, United States Code

5. Sections 241, 242, 1581, 1584, 1589 and 1590 of Title 18, United States Code

6. Chapter 47 of Title 10, United States Code (also known as “The Uniform Code of Military Justice”)


8. Sections 3271 and 3272 of Title 18, United States Code


10. Chapter 71 of Title 5, United States Code

11. Federal Acquisition Regulation Subpart 22.17, “Combating Trafficking in Persons”, and Federal Acquisition Regulation Clause 52.222-50, “Combating Trafficking in Persons” (Feb 2009)


14. USCENTCOM Clause No. 952-222-0001, Prohibition Against Human Trafficking, Inhumane Living Conditions, and Withholding of Employee Passports (Jul 2010)

15. USCENTCOM Clause No. KSCR1-1, Prohibition Against Human Trafficking, Inhumane Living Conditions, and Withholding of Employee Passports (Aug 2010)

The following terms are elements of or constitute trafficking in persons (TIP). The terms are defined in Section 7102 of Title 22, United States Code (U.S.C.) (Reference 4) and Section 1589 of Title 18, U.S.C. (Reference 5). Additional TIP-related offenses can be found in Sections 241, 242, 1581, 1584, and 1590 (Reference 5).

a. **Coercion.** Threats of serious harm to or physical restraint against any person; any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to or physical restraint against any person; or the abuse or threatened abuse of the legal process.

b. **Commercial Sex Act.** Any sex act on account of which anything of value is given to or received by any person.

c. **Debt Bondage / Bonded Labor.** The term "debt bondage" means the status or condition of a debtor arising from a pledge by the debtor of his or her personal services or of those of a person under his or her control as a security for debt, if the value of those services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of those services are not respectively limited and defined. Traffickers or recruiters unlawfully exploit an initial debt the worker assumed as part of the terms of employment.

d. **Forced Labor.** All work or service that is exacted from any individual under menace of any penalty for nonperformance of the work or service, and for which the work or service is not offered voluntarily.

e. **Involuntary Servitude.** Includes a condition of servitude induced by means of any scheme, plan or pattern intended to cause a person to believe that, if the person did not enter into or continue in such condition, that person or another person would suffer serious harm or physical restraint or the abuse or threatened abuse of the legal process.

f. **Severe Forms of TIP.** Sex trafficking in which a commercial sex act is induced by force, fraud or coercion, or in which the person induced to perform such act has not attained 18 years of age; or the recruitment, harboring, transportation, provision or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

g. **Sex Trafficking.** The recruitment, soliciting, harboring, transportation, provision, or obtaining of a person for the purpose of commercial sex acts.

i. **Child Soldiers.** The military use of young children takes three distinct forms: children can take part in hostilities; or they can be used in support roles such as porters, spies, messengers, lookouts, and sexual slaves; or they can be used for political advantage as human shields. Soldiering involves the unlawful recruitment, soliciting or use of children through force, fraud, or coercion.