



# Department of Defense INSTRUCTION

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USD(P&R)

SUBJECT: Combating Trafficking in Persons (CTIP)

References: See Enclosure 1

1. PURPOSE. In accordance with the authority in DoD Directive 5124.02 (Reference (a)), this instruction reissues DoD Instruction 2200.01 (Reference (b)) to establish policy and assign responsibilities for CTIP, and implement National Security Presidential Directive 22 (Reference (c)).

2. APPLICABILITY. This instruction applies to 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 (OIG DoD), 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 to:

a. Oppose prostitution, forced labor, and any related activities contributing to the phenomenon of trafficking in persons (TIP). TIP is a violation of U.S. law and internationally recognized human rights, and is incompatible with DoD core values. CTIP will be considered across the entire spectrum of DoD missions, functions, programs, and activities.

b. Deter activities of DoD Service members, civilian employees, indirect hires, DoD contractors, foreign national employees of DoD, and all dependents that could facilitate or support TIP, domestically and overseas. This includes activities such as:

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

(a) Chapter 47 of Title 10, United States Code (U.S.C.), (also known as the “Uniform Code of Military Justice”) (Reference (d)).

(b) Paragraph 97, part IV of the Manual for Courts-Martial, United States (Reference (e)).

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

- (a) Forced labor and involuntary servitude.
- (b) Document tampering (e.g., withholding passports, fraudulent visas).
- (c) Sex trafficking by force, fraud, or coercion.
- (d) Sex trafficking of children.

4. RESPONSIBILITIES. See Enclosure 2.

5. TIP REPORTING. See Enclosure 3.

6. INFORMATION COLLECTION REQUIREMENTS

a. The DoD TIP Training Report, referred to throughout this instruction, has been assigned report control symbol DD-P&R(A)2424-1 in accordance with the procedures in Volume 1 of DoD Manual 8910.01 (Reference (g)).

b. The CTIP Program Review Results, referred to in paragraph 8.d. of Enclosure 2 and in Enclosure 3 of this instruction, has been assigned report control symbol DD-P&R(A)2575 in accordance with Reference (g).

7. RELEASABILITY. **Cleared for public release.** This instruction is available on ~~the Internet~~ ~~from~~ the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This instruction is effective April 21, 2015.



Brad Carson  
Acting Under Secretary of Defense  
for Personnel and Readiness

Enclosures

1. References
2. Responsibilities
3. TIP Reporting

Glossary

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES.....4

ENCLOSURE 2: RESPONSIBILITIES.....5

    UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS  
        (USD(P&R)).....5

    DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY  
        (DoDHRA).....5

    UNDER SECRETARY OF DEFENSE FOR ACQUISITION, TECHNOLOGY, AND  
        LOGISTICS (USD(AT&L)).....6

    UNDER SECRETARY OF DEFENSE FOR POLICY (USD(P)).....6

    ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC AFFAIRS  
        (ATSD(PA)).....7

    GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE (GC DoD).....7

    INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE (IG DoD).....8

    OSD AND DoD COMPONENT HEADS.....8

    SECRETARIES OF THE MILITARY DEPARTMENTS.....10

    CJCS.....11

    COMBATANT COMMANDERS (CCDRS).....11

ENCLOSURE 3: TIP REPORTING.....13

GLOSSARY.....15

    PART I: ABBREVIATIONS AND ACRONYMS.....15

    PART II: DEFINITIONS.....16

TABLES

    1. Annual TIP Training Report Format.....13

    2. TIP Reporting Summary Table.....14

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- (b) DoD Instruction 2200.01, “Combating Trafficking in Persons (CTIP),” September 15, 2010 (hereby cancelled)
- (c) National Security Presidential Directive 22, “Combating Trafficking in Persons,” December 16, 2002
- (d) Title 10, United States Code
- (e) Part IV, Manual for Courts-Martial, United States, current edition
- (f) Title 18, United States Code
- (g) DoD Manual 8910.01, Volume 1, “DoD Information Collections Manual: Procedures for DoD Internal Information Collections,” June 30, 2014, *as amended*
- (h) Public Law 106-386, “Victims of Trafficking and Violence Protection Act of 2000,” October 28, 2000
- (i) Title 22, United States Code
- (j) Federal Acquisition Regulation, current edition
- (k) Title XVII of Public Law 112-239, “National Defense Authorization Act for Fiscal Year 2013,” January 2, 2013
- (l) Department of Defense Strategic Plan for Combating Trafficking in Persons (CTIP) 2014 – 2018
- (m) Public Law 113-4, “Violence Against Women Reauthorization Act of 2013,” March 7, 2013
- (n) Public Law 110-457, “William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008,” December 23, 2008
- (o) Inspector General Act of 1978, as amended, Title 5, United States Code, Appendix
- (p) USD P&R Memorandum, “Law Enforcement Training for Combating Trafficking in Persons,” August 16, 2013
- (q) USD P&R and USD AT&L Memorandum, “Combating Trafficking in Persons Training for Acquisition and Contracting Professionals,” October 26, 2014
- (r) DoD 7730.47-M, Volume 2, “Defense Incident-Based Reporting System (DIBRS): Supporting Codes,” December 7, 2010, as amended
- (s) Title 5, United States Code
- (t) Public Law 110-246, “Food, Conservation, and Energy Act 2008,” June 18, 2008

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD (P&R)). In addition to the responsibilities in section 8 of this enclosure, the USD(P&R):

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

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. (Reference (i)).

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 section 8 of this enclosure, the Director, DoDHRA:

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

b. Represents the DoD in the Senior Policy Operating Group (SPOG) in accordance with section 7103(g) of Reference (i).

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. Develops and supports CTIP program guidance materials and a DoD CTIP awareness plan. These materials are available at <http://www.ctip.defense.gov>.

f. Develops and provides CTIP training support packages for the DoD Components to use. When relevant, designs the packages to account for job function, as well as cultural, national, and economic considerations. These materials will enable components to properly execute their respective CTIP programs and are available at <http://www.ctip.defense.gov>.

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

(1) Participation of DoD personnel in 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) (Reference (j)).

(4) Disposition of criminal cases on DoD personnel referrals for TIP or TIP-related offenses as made available in accordance with Title XVII of PL 112-239 (Reference (k)).

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

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

j. When appropriate, and subject to applicable legal restrictions, shares data on CTIP incidents with the other DoD Components upon request. 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.

k. Implements the Strategic Plan for CTIP (Reference (l)) in coordination with the relevant DoD Components.

3. UNDER SECRETARY OF DEFENSE FOR ACQUISITION, TECHNOLOGY, AND LOGISTICS (USD(AT&L)). In addition to the responsibilities in section 8 of this enclosure, the USD(AT&L):

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

b. Ensures that the FAR and DFARS implement all statutory requirements relating to CTIP.

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

4. UNDER SECRETARY OF DEFENSE FOR POLICY (USD(P)). In addition to the responsibilities in section 8 of this enclosure, the USD(P):

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 Reference (i) and PL 113-4 (Reference (m)).

b. Establishes policy and provides guidance to rehabilitate and reintegrate recovered child soldiers in accordance with sections 401 through 407 of PL 110-457 (Reference (n)).

c. Represents the DoD in the annual U.S. Government TIP sanction review process in accordance with section 110 of Reference (h).

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. 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.

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

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

h. Works with State and local agencies to develop a mutual understanding of their respective CTIP efforts. Coordinates how State, local, and DoD efforts may best work in unison, as appropriate.

i. 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.

5. ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC AFFAIRS (ATSD(PA)). In addition to the responsibilities in section 8 of this enclosure, the ATSD(PA):

a. Represents the DoD on the SPOG Public Affairs Subcommittee, as necessary.

b. Supports the CTIP PMO campaign to promote program awareness on how to identify, respond to, and prevent TIP.

6. GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE (GC DoD). The GC DoD, in addition to the responsibilities in section 8 of this enclosure, will provide 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.

7. INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE (IG DoD). In addition to the responsibilities in section 8 of this enclosure, the IG DoD:

a. At its discretion, pursuant to section 3(a) of the Inspector General Act of 1978, as amended (Reference (o)), may conduct periodic evaluations of the DoD CTIP program.

b. Ensures defense criminal investigative organizations, other military investigators, and inspectors general receive specialized CTIP law enforcement training developed in coordination with the CTIP PMO.

c. Maintains the DoD Hotline and ensures staff is appropriately trained to respond to CTIP-related inquiries.

d. At its discretion, for CTIP-related inquiries received through the DoD Hotline, provides inquiries as either information or action to the responsible DoD Component for appropriate investigation.

e. At its discretion, investigates allegations related to TIP.

f. At its discretion, reports confirmed TIP incidents quarterly to the CTIP PMO.

8. 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, participate in CTIP Task Force meetings and efforts, and support the USD(P&R)'s efforts to implement Reference (l).

b. Ensure all military and civilian personnel take at least one of the following CTIP training courses every fiscal year:

(1) CTIP-General Awareness Training, which is designed for a general audience and provides the basic context on how to recognize and combat TIP.

(2) CTIP-Law Enforcement Training, in accordance with USD(P&R) Memorandum (Reference (p)), which is designed for all military police (job series 0083, or similar), criminal investigators (job series 1811, or similar), inspector general employees, and other military or DoD civilian law enforcement personnel.

(3) CTIP-Acquisition Professional Training, in accordance with USD(P&R) and USD(AT&L) Memorandum (Reference (q)), which is designed for all DoD personnel with job responsibilities that require daily contact with DoD contractors or foreign national personnel.

The “daily contact” category includes contracting officers and contracting officer representatives.

(4) Other CTIP PMO developed training as prescribed – the CTIP PMO may develop other trainings that are suitable for more specialized populations and can be taken in lieu of the General Awareness training (e.g., leadership training).

(5) DoD Component developed specialized training that has been coordinated with the CTIP PMO. Specialized training should be developed by the component or agency when it is necessary to deliver a more specific level of content.

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

d. Provide the CTIP PMO, no later than December 31 of every year, with:

(1) CTIP training completion data for the prior fiscal year.

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

(3) Efforts to ensure that 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 Reference (j).

(4) 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, and training programs. A template and guidance for conducting the program review is available at [www.ctip.defense.gov](http://www.ctip.defense.gov).

(5) Nominations for Presidential Award for Extraordinary Efforts to Combat Trafficking in Persons in accordance with section 109 of Reference (n).

e. Report all suspected or confirmed TIP incidents to the OIG DoD at <http://www.dodig.mil/hotline/>. Include details on the cause(s) and outcome(s) of the incident, including any disciplinary action(s).

f. Require that the commanders and directors report CTIP-related referrals, suspensions, debarments, and other remedies placed on any contractor, subcontractor, or related person or organization to the Federal Awardee Performance and Integrity Information System (FAPIIS). 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.

9. SECRETARIES OF THE MILITARY DEPARTMENTS. In addition to the responsibilities in section 8 of this enclosure, the Secretaries of the Military Departments:

a. Input information on all confirmed criminal TIP cases into the Defense Incident Based Reporting System (DIBRS) in accordance with Volume 2 of DoD Manual 7730.47 (Reference (r)) and report to the CTIP PMO on a quarterly basis.

b. Include CTIP training developed in Service institutional leadership training curriculums for officer and enlisted Service members, as well as DoD civilians. Training may be developed by either the CTIP PMO or the Military Department concerned in coordination with the CTIP PMO and the applicable Combatant Commander (CCDR). Training should include:

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

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

(3) Applicable trainings as identified in paragraph 8b of this enclosure.

c. Incorporate CTIP training into command pre-deployment training plans and ensure the requirement is captured in command pre-deployment training guidance.

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. Ensure compliance with DoD CTIP requirements within existing command inspection programs.

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.

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.

10. CJCS. In addition to the responsibilities in section 8 of this enclosure, 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 CCDRs' joint plans, deployment orders, exercises, joint publications, and other relevant documents within one calendar year of publication of this issuance, and continually thereafter, 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 instruction and in related implementing instructions during military operations.

d. Monitors implementation of the policies in this instruction in all new and revised Global Force Management directives.

e. 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.

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

11. CCDRs. In addition to the responsibilities in section 8 of this enclosure and through the CJCS, the CCDRs:

a. Develop an OCONUS program that establishes a clear set of guidelines and procedures for OCONUS units to address TIP in their operating environments in coordination with the Joint Staff.

b. Ensure that CTIP is addressed within applicable concept of operations for use by deployed joint task force headquarters.

c. Develop and implement CTIP policy and program guidance unique to each CCMD, supplementing DoD CTIP training, including unique cultural and legal considerations for their respective areas of responsibility as well as the training requirements identified in paragraphs 9b(1) through (3) of this enclosure.

d. Provide subordinate component commanders with TIP intelligence and information pertinent to ongoing theater and country CTIP awareness training.

e. Provide information on indictments and convictions to the CTIP PMO as part of the annual program review.

f. 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.

g. Ensure commanders and directors OCONUS engage local host-nation government agencies to facilitate mutual understanding of processes and procedures to enable collaboration in CTIP efforts, as appropriate.

ENCLOSURE 3

TIP REPORTING

1. Table 1 shows the suggested format for submitting the training data requested in section 8 of Enclosure 2.

Table 1. Annual TIP Training Report Format

DoD CTIP Training Report					
[Insert Reporting Organization Name]					
[Insert TIP Point of Contact Name and E-mail]					
Type of Training	Military Members Trained	Civilian Members Trained	Total Strength (not including contractors)	Contractors Trained *	Total Contractor Strength
General Awareness					
Law Enforcement					
Acquisition Personnel					
Leadership					
Other					
*At the time of the publication of this issuance, contractors are not required to train their personnel on CTIP; however, subpart 22.17 of Reference (j) states that the presence of a TIP awareness program is a factor for the contracting officer to consider as a mitigating factor when determining remedies. Additionally, if FAR or DFARS requirements change in the future to make this required, this section will no longer be optional.					

2. Table 2 is a quick-reference summary of the reports requested or required throughout the instruction.

Table 2. TIP Reporting Summary Table

Component	Report Type	DoD Instruction 2200.01 Paragraph	Report Recipient	Suspense
IG DoD	At its discretion, reports confirmed TIP incidents quarterly to the CTIP PMO.	Enclosure 2, 7.f	USD(P&R) via CTIP PMO	Quarterly: No later than March 31, June 30, September 30, and December 31 of each year.
OSD and DoD Component heads	<ol style="list-style-type: none"> <li>1. CTIP awareness training completion data.</li> <li>2. Completed CTIP accomplishments, a list of future activities, and disciplinary actions for the prior fiscal year.</li> <li>3. Efforts to ensure that U.S. Government contractors and their employees or U.S. Government subcontractors and their employees do not engage in TIP.</li> <li>4. Results of annual program review (strengths, weaknesses, effectiveness of TIP program implementation) and any actions taken as a result of the review.</li> <li>5. Nominations for Presidential Award for Extraordinary Efforts to Combat Trafficking in Persons.</li> </ol>	Enclosure 2, 8.d	USD(P&R) via CTIP PMO	No later than December 1 of each year
OSD and DoD Component heads	All suspected or confirmed TIP incidents	Enclosure 2, 8.e	IG DoD	Immediately
OSD and DoD Component heads	CTIP-related referrals, suspensions, debarments, and other remedies placed on any contractor, subcontractor, or related person or organization	Enclosure 2, 8.f	FAPIIS; and CTIP PMO	Input to FAPIIS immediately; reported to DoD CTIP PMO Quarterly: No later than March 31, June 30, September 30, and December 31 of each year.
Secretaries of the Military Departments	All confirmed criminal TIP cases	Enclosure 2, 9.a	DIBRS; and CTIP PMO	Input to DIBRS immediately; reported to DoD CTIP PMO Quarterly: No later than March 31, June 30, September 30, and December 31 of each year.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ATSD(PA)	Assistant to the Secretary of Defense for Public Affairs
CCDR	Combatant Commander
CCMD	Combatant Command
CJCS	Chairman of the Joint Chiefs of Staff
CTIP	combating trafficking in persons
DIBRS	Defense Incident Based Reporting System
DFARS	Defense Federal Acquisition Regulation Supplement
FAPIIS	Federal Awardee Performance and Integrity Information System
FAR	Federal Acquisition Regulation
GC DoD	General Counsel of the Department of Defense
IG DoD	Inspector General of the Department of Defense
OCONUS	outside the continental United States
OIG DoD	Office of the Inspector General of the Department of Defense
PL	Public Law
PMO	program management office
SPOG	Senior Policy Operating Group
TIP	trafficking in persons
U.S.C.	United States Code
USD(AT&L)	Under Secretary of Defense for Acquisition, Technology, and Logistics
USD(P)	Under Secretary of Defense for Policy
USD(P&R)	Under Secretary of Defense for Personnel and Readiness



## PART II. DEFINITIONS

The following terms and their definitions are elements of or constitute TIP and are for the purpose of this instruction. Additional TIP-related offenses can be found in sections 241, 242, 1581, 1584, and 1590 of Reference (f). The DoD Components will uniformly apply these terms when issuing internal implementing instructions and regulations.

civilian employee. A civilian who is an employee as defined by section 2105 of Reference (s).

coercion. Defined in section 7102 of Reference (i).

commercial sex act/prostitution. Defined in section 7102 of Reference (i).

forced labor. Defined in section 3205 of Reference (t).

involuntary servitude. Defined in section 7102 of Reference (i).

severe forms of TIP. Defined in section 7102 of Reference (i).

sex trafficking. Defined in section 7102 of Reference (i).