



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-1000

SECNAVINST 5520.6  
ASN (M&RA)  
DEC 13 2018

SECNAV INSTRUCTION 5520.6

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY COMBATING TRAFFICKING IN PERSONS  
POLICY

Ref: See enclosure (1)

Encl: (1) References  
(2) Definitions  
(3) Responsibilities  
(4) Reporting Requirements

1. Purpose. Establish policy, procedures, and responsibilities for the Department of the Navy (DON) Combating Trafficking in Persons (CTIP) program per references (a) through (t) in enclosure (1). This is the initial issuance of this instruction and should be read in its entirety.

2. Definitions. See enclosure (2).

3. Applicability. This instruction applies to the Office of the Secretary of the Navy (SECNAV), the Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC), and all DON activities, components, and personnel. This instruction also applies to supporting contractors, subcontractors, and consultants who are engaged in the management, oversight, or execution of activities for or on behalf of the DON.

4. Policy. It is DON policy to oppose any activity that contributes to Trafficking In Persons (TIP), to include prostitution, involuntary servitude, debt bondage, forced labor, and other harmful and dehumanizing actions. TIP is a violation of U.S. law and internationally recognized human rights, and is incompatible with DON Core Values. DON policy is aimed at deterring activities of Service members, civilian employees, indirect hires, DON contractors, foreign national employees of the DON, and all dependents that could facilitate or support TIP, domestically and overseas. Even if prostitution, pimping,

pandering, and patronizing a prostitute are legal in a host nation country, they are against DON policy and are in violation of the Uniform Code of Military Justice.

5. Responsibilities. See enclosure (3).

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and found on the Directives and Records Management Division (DRMD) portal page:

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

7. Reports

a. The reporting requirements contained in enclosure (3) paragraph 1(d), 1(e), and enclosure (4) have the following DoD Report Control Symbols assigned, per reference (a): DD-P&R(A)2424-1, DoD TIP Training Report, and DD-P&R(A)2575, CTIP Program Review Annual Report Results.

b. The reporting requirement contained in enclosure (3) paragraph 3(c) is exempt from SECNAV reports control, per SECNAV M-5214.1, Part IV paragraph 7j.



GREGORY J. SLAVONIC  
Assistant Secretary of the Navy  
(Manpower and Reserve Affairs)

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**REFERENCES**

- (a) DoD Instruction 2200.01 of 5 April 2017
- (b) Department of Defense Strategic Plan for Combating Trafficking in Persons (CTIP) 2014 - 2018
- (c) Federal Acquisition Regulation, current edition
- (d) Defense Federal Acquisition Regulation Supplement, current edition
- (e) DoDM 7730.47 Volume 2, Defense Incident-Based Reporting System: Supporting Codes of 29 June 2018
- (f) Public Law 112-239
- (g) USD(P&R) memo "Law Enforcement Training for Combating Trafficking in Persons," of 16 Aug 13
- (h) USD(P&R) and USD (AT&L) memo "Combating Trafficking in Persons Training for Acquisition and Contracting Professionals," of 26 Oct 14
- (i) Public Law 110-457
- (j) 18 U.S.C. §241, §242, §1581-§1597
- (k) 5 U.S.C. §2105
- (l) 22 U.S.C. §7102
- (m) National Security Presidential Directive 22 of 16 December 2002
- (n) 10 U.S.C.
- (o) Manual for Courts-Martial, Part IV, current edition
- (p) DoDM 8910.01 Volume 1, DoD Information Collections Manual: Procedures for DoD Internal Information Collections of 19 April 2017
- (q) Public Law 106-386
- (r) Public Law 113-4
- (s) Inspector General Act of 1978, as amended, 5 U.S.C. Appendix
- (t) Public Law 110-246

## 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, and 1581-1597 of reference (j). The DON Components will uniformly apply these terms when issuing internal implementing instructions and regulations.

1. Civilian employee. A civilian who is an employee as defined by section 2105 of reference (k).

2. Coercion. Pursuant to section 7102 of reference (l), the term "coercion" means:

a. Threats of serious harm to or physical restraint against any person;

b. 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

c. The abuse or threatened abuse of the legal process.

3. Commercial sex act. Any sex act on account of which anything of value is given to or received by any person pursuant to section 7102 of reference (l).

4. Debt bondage. 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 pursuant to section 7102 of reference (l).

5. Forced labor. Pursuant to chapter 77 of reference (j), all work or service:

a. That is exacted from any individual under menace of any penalty for nonperformance of the work or service, and for which:

(1) The work or service is not offered voluntarily; or

(2) The work or service is performed as a result of coercion, debt bondage, or involuntary servitude; and

b. By one or more individuals who, at the time of performing the work or service, were being subjected to a severe form of TIP.

6. Involuntary servitude. Pursuant to section 7102 of reference (1), includes a condition of servitude induced by means of:

a. 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

b. The abuse or threatened abuse of the legal process.

7. Recruitment fees. See definition in section 22.1702 of reference (c).

8. Severe forms of TIP. Pursuant to section 7102 of reference (1), the term "severe forms of trafficking in persons" means:

a. 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

b. 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.

9. Sex trafficking. The recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act as defined by section 7102 of reference (1).

### RESPONSIBILITIES

1. Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)) shall:

a. Provide overall policy control and oversight of the DON CTIP Program in accordance with reference (a);

b. Designate a DON CTIP office of primary responsibility and a CTIP program officer to engage with stakeholders within the DON, participate in CTIP Task Force meetings and efforts, and support the Under Secretary of Defense for Personnel and Readiness' efforts to implement reference (b);

c. Serve as the lead liaison for all DON CTIP issues, and represent the combined interests of the Navy and Marine Corps at meetings with DoD;

d. Ensure the Deputy Assistant Secretary of the Navy (Civilian Human Resources) (DASN(CHR)) provides annual CTIP training completion reports for DON civilians, as required by reference (a). Only when required and in the absence of other guidance, training completions may be reported by CTIP training type as identified in enclosure (3), Table 1; and

e. Collect and compile data and other required inputs received from the Navy, Marine Corps, Assistant Secretary of the Navy (Research, Development, and Acquisition (ASN (RD&A))), Naval Inspector General (Naval IG), and Naval Criminal Investigative Service (NCIS) into the annual CTIP report, and submit to the Director, Department of Defense Human Resources Activity (DODHRA) by 31 December of each year or as otherwise required by DODHRA.

2. ASN (RD&A) shall:

a. Advise and assist ASN (M&RA) on Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) issues related to U.S. Government and DON CTIP programs;

b. Implement all CTIP policy requirements involving defense contractors in appropriate DON acquisition regulation and policy;

c. Ensure commanders of all systems commands incorporate CTIP policy requirements regarding defense contractors in acquisition matters;

d. Implement DON acquisition regulation and policy to direct all military and civilian personnel with either Contracting Officer or Contracting Officer Representative responsibilities and daily contact with DoD contractors or foreign national personnel to take the CTIP-Acquisition Professional Training, as required by reference (a);

e. Submit annual report to ASN (M&RA) no later than 15 November of each year containing reporting requirements outlined in enclosure (3):

(1) Efforts to discourage U.S. Government contractors and their employees or U.S. Government subcontractors and their employees under ASN(RD&A), CNO, or CMC cognizance from engaging in TIP. Include data on DoD contractor adherence to DoD CTIP policy consistent with subpart 22.17 and clause 52.222-50 of reference (c);

(2) Results of an annual self-assessment that identifies strengths, weaknesses, and effectiveness of the program's implementation. The assessment includes analyzing reporting on suspected TIP incidents and any required training programs;

(3) Any CTIP accomplishments or future activities;

(4) Nominations for Presidential Award for Extraordinary Efforts to Combat Trafficking in Persons. [Nomination packages should be complete and ready for ASN (M&RA) endorsement];

f. Participate in CTIP Task Force meetings and efforts;

g. Issue such supplemental instructions, policies, and procedures as deemed appropriate to implement the CTIP program throughout the organization within 180 days from the publication date of this instruction;

h. Encourage contractors and subcontractors to participate in CTIP training. When required, track contractor CTIP training completion and report to ASN (M&RA), in accordance with reference (a); and

i. Ensure program executive officers, program managers, project managers, product managers, and contracting officials include subpart 22.17 and clause 52.222-50 of reference (c) and clause 252.222.7007 of reference (d) as a stipulation in all requirements packages and contracts. At its discretion, request commands perform a CTIP review at the start and completion of the contracting process to ensure compliance with CTIP policy and to prevent expenditures toward trafficking services.

3. The General Counsel of the Navy (GC) shall:

a. Provide or supervise the provision of legal services in subordinate commands, organizations, and activities in the areas of acquisition law and applicable labor laws associated with trafficking;

b. Provide advice and assistance to ASN (M&RA) 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; and

c. Report data from Federal Awardee Performance and Integrity Information System (FAPIIS) on CTIP-related referrals, suspensions, debarments, and other remedies placed on any contractor, subcontractor, or related person or organization to ASN (M&RA) on a quarterly basis; or coordinate reporting of data from System for Award Management with the Acquisition Integrity Office.

4. The Naval IG shall:

a. Assess Navy and Marine Corps compliance with CTIP requirements within existing inspection programs;

b. Ensure respective DON inspectors general at all echelons conduct periodic evaluations of the CTIP program in accordance with applicable service policies;

c. Ensure inspectors general personnel receive specialized CTIP law enforcement training developed in coordination with DODHRA per reference (a). When required, track and record CTIP training completion within the Total Workforce Management System (TWMS);



d. Maintain the DON Hotline and ensure staff is appropriately trained to respond to CTIP-related inquiries;

e. Cooperate with the DoD IG on hotline-related CTIP matters, to include information and action referrals;

f. Report any confirmed or unconfirmed TIP incidents to NCIS immediately, so that appropriate investigative action can be taken;

g. Report confirmed TIP incidents immediately to Inspector General, Department of Defense (DoDIG);

h. Submit annual report to ASN (M&RA) no later than 15 November of each year containing reporting requirements outlined in enclosure (3):

(1) 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;

(2) Results of an annual self-assessment that identifies strengths, weaknesses, and effectiveness of the program's implementation. The assessment includes analyzing reporting on suspected TIP incidents, TIP investigations, TIP prosecutions, and any training programs;

(3) Nominations for Presidential Award for Extraordinary Efforts to Combat Trafficking in Persons. [Nomination packages should be complete and ready for ASN (M&RA) endorsement];

i. Issue such supplemental instructions, policies, and procedures as deemed appropriate to implement the CTIP program throughout the organization within 180 days from the publication date of this instruction; and

j. Participate in CTIP Task Force meetings and efforts.

5. The Auditor General (AUDGEN) of the Navy shall: Ensure the Naval Audit Service conducts periodic performance audits to assess Navy and Marine Corps compliance with this instruction and the effectiveness of their CTIP programs.

6. The Director, NCIS shall:

a. Provide advice and assistance to ASN (M&RA) on all DON criminal CTIP matters, including reviewing and coordinating on all proposed CTIP policies, regulations, directives, and instructions;

b. Investigate all actions related to TIP and respond to information or actions reported via the DoD Hotline, DON Hotline, or other applicable referral methods as appropriate;

c. Ensure information on all confirmed criminal TIP cases is entered into Defense Incident-Based Reporting System (DIBRS) in accordance with reference (e);

d. In accordance with enclosure (3), provide disposition of criminal cases on DON personnel referrals for TIP or TIP-related offenses to ASN (M&RA) on a quarterly basis as made available in accordance with reference (f);

e. Ensure NCIS personnel receive specialized CTIP law enforcement training developed by or in coordination with DODHRA, when required by reference (a). When required, track and record CTIP training completion within TWMS;

f. Submit annual report to ASN (M&RA) no later than 15 November of each year containing reporting requirements outlined in enclosure (3):

(1) 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;

(2) Results of an annual self-assessment that identifies strengths, weaknesses, and effectiveness of the program's implementation. The assessment includes analyzing reporting on suspected TIP incidents, TIP investigations, TIP prosecutions, and any training programs;

(3) Nominations for Presidential Award for Extraordinary Efforts to Combat Trafficking in Persons. [Nomination packages should be complete and ready for ASN (M&RA) endorsement];

g. Participate in CTIP Task Force meetings and efforts;

h. Issue such supplemental instructions, policies, and procedures as deemed appropriate to implement the CTIP program throughout the organization within 180 days from the publication date of this instruction; and

i. 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 DoD/DON Privacy Act Policies and other prohibitions on the disclosure of information relating to open law enforcement investigations where such disclosures may negatively impact those investigations or subsequent proceedings.

7. CNO and CMC shall:

a. Establish, execute, and maintain a comprehensive CTIP Program per references (a) through (t) and this instruction;

b. Designate a CTIP office of primary responsibility and a CTIP program officer to perform the following functions:

(1) Participate in CTIP Task Force meetings and efforts;

(2) Submit reports to ASN (M&RA) no later than 15 November of each year containing all reporting requirements outlined in enclosure (3):

(a) CTIP awareness training completion data for DON military personnel, when required by reference (a);

(b) Completed CTIP accomplishments, a list of future activities, and disciplinary actions for the prior fiscal year;

(c) Contracting Officer efforts taken in accordance with contractual requirements to discourage U.S. Government contractors and their employees or U.S. Government subcontractors and their employees under ASN (RD&A), CNO, or CMC cognizance from engaging in TIP;

(d) Results of annual program review (strengths, weaknesses, effectiveness of TIP program implementation) and any actions taken as a result of the review for applicable portions of the CTIP program;

(e) Nominations for Presidential Award for Extraordinary Efforts to Combat Trafficking in Persons. [Nomination packages should be complete and ready for ASN (M&RA) endorsement];

(3) Support the DON efforts to implement reference (a);

c. Issue such instructions, policies, and procedures as they deem appropriate to implement the CTIP program within 180 days from the publication date of this instruction. Require implementation throughout the organization;

d. Ensure that policy requires Commanders and directors execute the following requirements per reference (a):

(1) Incorporate CTIP training into command pre-deployment training plans and ensure the requirement is captured in command pre-deployment training guidance;

(2) Coordinate with the Acquisition Integrity Office of the GC to ensure the reporting of CTIP-related referrals, suspensions, debarments, and other remedies placed on any contractor, subcontractor, or related person or organization to FAPIIS;

(3) Establish memorandums of understanding with domestic and host nation law enforcement agencies and nongovernmental organizations that outline methods to provide aid to victims of TIP in line with U.S. Government policy;

(4) 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 DoD/DON Privacy Act Policies and other prohibitions on the disclosure of information relating to open law enforcement investigations where such disclosures may negatively impact those investigations or subsequent proceedings;

(5) Ensure compliance with CTIP requirements within existing command inspection programs;

(6) Identify commercial establishments patronized by service 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;

(7) Engage local host-nation government agencies outside the United States to facilitate mutual understanding of processes and procedures to enable collaboration in CTIP efforts, as appropriate;

e. Ensure that the following CTIP training courses are available for military and civilian personnel and that any training requirements are completed per reference (a):

(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 reference (g), which is designed for all military police (Navy Master at Arms, Marine Corps Military Occupational Specialty 58XX, or similar), criminal investigators (job series 1811, or similar), inspector general employees, and other military or DON civilian law enforcement personnel;

(3) CTIP-Acquisition Professional Training, in accordance with reference (h), which is designed for all DON 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 DODHRA developed trainings as prescribed, which are suitable for more specialized populations and can be taken in lieu of the General Awareness training (e.g., leadership training);

(5) DON-developed specialized training that has been coordinated with DODHRA;

f. When required, ensure civilian personnel CTIP training completion is tracked and recorded within TWMS;

g. Encourage contractors and subcontractors to participate in CTIP training. When required, track contractor CTIP training completion and report to ASN (M&RA), in accordance with reference (a) no later than 15 November of each year;

h. Release guidance to ensure all confirmed TIP incidents are reported to the OIG DoD at <http://www.dodig.mil/hotline/>. Details on the cause(s) and outcome(s) of the incident, including any disciplinary action(s), shall be included;

i. Leverage appropriate public affairs offices to:

(1) Promote program awareness on how to identify, respond to, and prevent TIP through a variety of public access methods that may include: newsletters, commander's all hands, handouts, and new hire indoctrination/orientation programs tailored to local conditions;

(2) Disseminate CTIP posters containing information on how and where to report trafficking. These posters shall be prominently displayed and readily visible by all employees and contractors per 252.203-7004(c) of reference (d). Posters are available at <http://www.dodig.mil/Resources/Posters-and-Brochures/> and <https://ctip.defense.gov/Resources/>;

j. Ensure program executive officers, program, project, or product managers, and contracting officials include subpart 22.17 and clause 52.222-50 of reference (c) as a stipulation in all requirements packages and contracts. At its discretion, request commands perform a CTIP review at the start and completion of the contracting process to mitigate expenditures toward trafficking services;

k. Report any confirmed or unconfirmed TIP incidents to NCIS immediately, so that appropriate investigative action can be taken.

### REPORTING REQUIREMENTS

1. ASN (M&RA) is required to provide an annual report to DODHRA. The annual report includes the following information per reference (a):

a. When required, CTIP training completion data for the prior fiscal year. Table 1 provides the default format for the DON, unless superseded by other guidance.

b. Completed CTIP accomplishments and actions for the prior fiscal year. Any anticipated accomplishments and actions, in addition to disciplinary actions taken against Military Service members and DoD civilians related to CTIP violations, may be included.

c. Efforts to discourage U.S. Government contractors and their employees or U.S. Government subcontractors and their employees under ASN(RD&A), CNO, or CMC cognizance from engaging in TIP. Include data on DoD contractor adherence to DoD CTIP policy consistent with subpart 22.17 and clause 52.222-50 of reference (c).

d. Results of an annual self-assessment that identifies strengths, weaknesses, and effectiveness of the program's implementation. The assessment includes analyzing reporting on suspected TIP incidents, TIP investigations, TIP prosecutions, and any training programs.

e. Nominations for Presidential Award for Extraordinary Efforts to Combat Trafficking in Persons in accordance with section 109 of reference (i).

2. See table 1 for CTIP training report format.

3. Table 2 assigns lead offices for providing required information to meet annual DON CTIP reporting requirements. Lead offices are to provide reports directly to ASN (M&RA) by the noted suspense date unless otherwise specified.

Table 1. Annual CTIP Training Report Format

DON CTIP Training Report					
[Insert Reporting Organization Name]					
[Insert CTIP 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	(USN)		(USN)	(USN)	(USN)
	(USMC)		(USMC)	(USMC)	(USMC)
		(CIV)	(CIV)		
Law Enforcement	(USN)		(USN)	(USN)	(USN)
	(USMC)		(USMC)	(USMC)	(USMC)
		(CIV)	(CIV)		
Acquisition Personnel	(USN)		(USN)	(USN)	(USN)
	(USMC)		(USMC)	(USMC)	(USMC)
		(CIV)	(CIV)		
Leadership	(USN)		(USN)	(USN)	(USN)
	(USMC)		(USMC)	(USMC)	(USMC)
		(CIV)	(CIV)		
Other	(USN)		(USN)	(USN)	(USN)
	(USMC)		(USMC)	(USMC)	(USMC)
		(CIV)	(CIV)		
Total					
<p>*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 (c) 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.</p>					



Table 2. TIP Reporting Summary Table

Lead Office(s)	Report Element	DoD Instruction 2200.01 Paragraph	Suspense Date
ASN (RD&A)	Efforts to discourage U.S. Government contractors and their employees or U.S. Government subcontractors and their employees under ASN(RD&A), CNO, or CMC cognizance from engaging in TIP.	Enclosure 2, 8.d	No later than 15 November of each year
	Results of annual program review (strengths, weaknesses, effectiveness of TIP program implementation) and any actions taken as a result of the review for applicable portions of the CTIP program.	Enclosure 2, 8.d	No later than 15 November of each year
GC	CTIP-related referrals, suspensions, debarments, and other remedies placed on any contractor, subcontractor, or related person or organization.	Enclosure 2, 8.f	Quarterly (No later than 15 March, 15 June, 15 September, and 15 December of each year)  Immediately to FAPIIS
DASN (CHR)	CTIP awareness training	Enclosure 2, 8.d	As required

	completion data for DON civilians.		
Naval IG	All confirmed TIP incidents.	Enclosure 2, 8.e	Immediately to DoDIG
	Results of annual program review (strengths, weaknesses, effectiveness of TIP program implementation) and any actions taken as a result of the review for applicable portions of the CTIP program.	Enclosure 2, 8.d	No later than 15 November of each year
	Completed CTIP accomplishments, a list of future activities, and disciplinary actions for the prior fiscal year.	Enclosure 2, 8.d	No later than 15 November of each year
NCIS	All confirmed criminal TIP cases.	Enclosure 2, 9.a	Quarterly (No later than 15 March, 15 June, 15 September, and 15 December of each year)  Immediately to DIBRS
	Results of annual program review (strengths, weaknesses, effectiveness of TIP program implementation) and any actions taken as a result of the review for applicable	Enclosure 2, 8.d	No later than 15 November of each year

	portions of the CTIP program.		
	Completed CTIP accomplishments, a list of future activities, and disciplinary actions for the prior fiscal year.	Enclosure 2, 8.d	No later than 15 November of each year
CNO	All confirmed TIP incidents.	Enclosure 2, 8.e	Immediately to DoDIG
	Efforts to discourage U.S. Government contractors and their employees or U.S. Government subcontractors and their employees under ASN (RD&A), CNO, or CMC cognizance from engaging in TIP.	Enclosure 2, 8.d	No later than 15 November of each year
	Results of annual program review (strengths, weaknesses, effectiveness of TIP program implementation) and any actions taken as a result of the review for applicable portions of the CTIP program.	Enclosure 2, 8.d	No later than 15 November of each year
	Completed CTIP accomplishments, a list of future activities, and disciplinary actions for the prior fiscal year.	Enclosure 2, 8.d	No later than 15 November of each year

	CTIP awareness training completion data for DON military personnel, contractors and subcontractors.	Enclosure 2, 8.d	As required
	Nominations for Presidential Award for Extraordinary Efforts to Combat Trafficking in Persons.	Enclosure 2, 8.d	No later than 15 November of each year
CMC	All confirmed TIP incidents.	Enclosure 2, 8.e	Immediately to DoDIG
	Efforts to discourage U.S. Government contractors and their employees or U.S. Government subcontractors and their employees under ASN (RD&A), CMC, or CNO cognizance from engaging in TIP.	Enclosure 2, 8.d	No later than 15 November of each year
	Results of annual program review (strengths, weaknesses, effectiveness of TIP program implementation) and any actions taken as a result of the review for applicable portions of the CTIP program.	Enclosure 2, 8.d	No later than 15 November of each year
	Completed CTIP accomplishments, a list of future activities, and	Enclosure 2, 8.d	No later than 15 November of each year

	disciplinary actions for the prior fiscal year.		
	CTIP awareness training completion data for DON military personnel, contractors and subcontractors.	Enclosure 2, 8.d	As required
	Nominations for Presidential Award for Extraordinary Efforts to Combat Trafficking in Persons.	Enclosure 2, 8.d	No later than 15 November of each year