

Standard Curriculum Toolkit Overview

The **Department of Defense (DoD) Instruction 2200.01, “Combating Trafficking in Persons (CTIP)”** requires new personnel (i.e., all Service members and DoD civilian personnel) to take CTIP training within their first year of initial entry (Section 2.9.b).

If you choose to develop your own training, rather than using the training developed by the CTIP Program Management Office (PMO), you must have the training and any accompanying materials reviewed and approved by the CTIP PMO. The Standard Curriculum Toolkit was developed to help you meet the CTIP training requirement using the required subject matter for the CTIP General Awareness training, as outlined in Section 3.2 of the CTIP DoDI. This document will serve as a guide to help you learn more about the toolkit’s purpose, importance, and individual elements.

What is the Standard Curriculum Toolkit?

The Standard Curriculum Toolkit is a collection of resources designed to help you develop training materials to meet the CTIP training requirement, if you choose to develop your own training. You should reference this toolkit when developing CTIP training and incorporate each of the required elements in your course material. The CTIP PMO will review your training materials to ensure that they include each of the required elements.

Why is the Standard Curriculum Toolkit Important?

Adhering to the requirements in this toolkit will ensure your training is consistent with CTIP terms, laws, and concepts used DoD-wide. All CTIP training materials should be developed based on the required subject matter outlined in the CTIP DoDI, Section 3.2. Once the CTIP PMO reviews the course and verifies each of the requirements in the course, the CTIP PMO approves the training materials. This Standard Curriculum Toolkit serves as a floor, not a ceiling, and contains the basic information necessary to train for General Awareness. The CTIP PMO offers specialized trainings for Acquisition Professionals, Investigative Professionals, DoD educators, and for Leadership. Please visit the [CTIP Website](#) for those trainings.

What is included in the Standard Curriculum Toolkit?

The Standard Curriculum Toolkit contains four resources that lay out the basic content you must include in your course material and two additional resources you may choose to include. These resources are divided into two categories: Required Elements and Additional Training Resources. See below for more details.

Required Elements of CTIP Training Materials

The Required Elements you must include in your CTIP training are listed below. The specific content requirements are outlined in each element.

Section	Element	Description
1.1	TIP Learning Objectives	List of twelve learning objectives in DoDI 2200.01 you must include in your CTIP training materials.
1.2	TIP Key Terms & Definitions	List of key terms and definitions you must include in your CTIP training as well as optional terms you can incorporate as necessary.
1.3	TIP Laws, Policies, and Regulations	List of federal and DoD-specific laws, policies, and regulations you must include in your CTIP training materials as well as additional laws and policies you can include as necessary.
1.4	TIP Examples	Cases of DoD-connected sex trafficking, labor trafficking, and child soldiering you should incorporate in your CTIP training materials.

Additional Training Resources

The Additional Training Resources outline information you can use to design your CTIP training materials. *Referencing the Additional Training Resources is not required; however, Components may find them useful.*

Section	Resource	Description
2.1	Resource List	TIP-related websites, laws, reports, brochures, posters, and training resources you can include in your CTIP training materials to help DoD employees learn more about TIP.
2.2	Master Glossary	Additional CTIP terms and key words

Where are CTIP trainings submitted for approval?

Submit CTIP trainings for review by the CTIP PMO to: dodctip@mail.mil. The CTIP PMO will review the training and make recommendations if necessary. If the training meets all of the required subject matter, the CTIP PMO will approve the training. When submitting the training, please let the CTIP PMO know who the audience is for the training and how the training will be delivered. If the training is for new personnel, please provide the methodology for tracking their participation and recording they met the CTIP DoDI requirement in Section 2.9.b.