



**Defense Contract Management Agency, Afghanistan  
Universal Examination Record Combating Trafficking In Persons**

<b>EXAMINATION INFORMATION</b>																				
(All blocks must be filled unless noted otherwise)																				
Audit Coversheet_ v1.8																				
<b>1. LOGCAP Task Order or TWCA:</b> Select an item	<b>2. Site Code:</b>	<b>3. Service Paragraph or Type of TWCA Contract:</b> (CTIPs) Combating Trafficking In Persons	<b>4. Place of Performance:</b>	<b>5. Sub Services:</b> (list all that apply) <table border="1" style="width:100%; border-collapse: collapse; height: 40px;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table>																
<b>6. DCMA QAR/GTPR:</b> <b>Name:</b> (Last, First Rank)		<b>7. Appointed COR/SME:</b> (Only if a COR has been appointed for this service) <b>Name:</b> (Last, First Rank) <span style="float: right;"><b>Redeployment Date:</b> (MMM-YY)</span> <b>Email Address:</b>																		
<b>8. Date of Audit:</b> (DD-MMM-YY)	<b>9. Last Audit Date:</b> (DD-MMM-YY)	<b>10. Number of Concerns:</b>	<b>11. Number of Repeat Concerns:</b>	<b>12. Number of Non-Conformances:</b>																
<b>14. Service Type:</b> <input type="checkbox"/> Key Service <input type="checkbox"/> Non Key Service	<b>15. COR Deficient:</b> (If Yes, explain in Audit Summary block) <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>16. LII/LIII CAR Issued:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>16a. LII/LIII CAR Number:</b> (If Yes)																
<b>17. Audit Performed By:</b> (If QAR Only for a Key Service, explain in Audit Summary block) Select an item			<b>18. Audit Type:</b> (If Other, explain in Audit Summary block) Select an item																	
<b>19. Surveillance Type:</b> (If Desk, Alibi, or Other, explain in Audit Summary block) Select an item			<b>19a. If Alibi:</b> (Explain in Audit Summary block) Select an item																	
<b>20. Out-brief with Contractor Supervisor:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Name:</b> (Last, First) <b>Email:</b>			<b>21. Responsible Contractor QA/QC:</b> <b>Name:</b> (Last, First) <b>Email:</b>																	
<b>22. Follow-Up Audit Required:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>22a. If Yes, Proposed Follow-up Date:</b> (DD-MMM-YY)																	
<b>23. Audit Summary:</b> (A brief summary of how this audit was conducted)																				
<b>24. Concerns:</b> (Potential problem areas that could lead to performance degradation or non-conformances. Contractor is expected to address these issues without Government intervention before the next audit. Repeated concerns without contractor follow-up may result in an ACO Letter of Concern or a Corrective Action Request.)  •																				
<b>25. Non-Conformances Against Contract Requirements:</b>				<b>Contract PWS/SOW Reference(s):</b>																
<b>Level 1 Non-Conformances:</b> (Describe the non-conformance and how it was corrected. Level 1 non-conformances do not require an E-CAR form or a CAR number.) 1.				1.																
<b>Level 2 Non-Conformances:</b> (If there is a new Level 2 non-conformance, a new E-CAR must be issued and the CAR block must be checked on the front of this form, unless a Contractor Internal CAR or equivalent was previously issued for the non-conformance. If so, ensure Contractor Internal CAR # is documented in this section. If there is already an open CAR, document the non-conformance and the open CAR # <u>in the "Audit Summary" block.</u> ) 1.				<b>Contract PWS/SOW Reference(s):</b>  1.																
<b>Contractor's Internal CAR No. or Equivalent:</b> (if applicable)																				



## EXAMINATION GUIDELINES

**Select Appropriate Response for each Requirement Examined**

**YES** = Requirement performed satisfactory. *May comment when key observations are noted for PEB.*

**NO** = Requirement performed unsatisfactory. *Comment should identify corrective action in-place or plan of action i.e. CAR.*

**N/O** = Performance of requirement not observed. *Comment when adverse circumstances prevent verification of requirement.*

**N/A** = Requirement not applicable. *Comment when contractor disputes validity of requirement.*

Shorthand: **RVI** = Records Visually Inspected; **CAO** = Corrective Action Observed; **CAIP** = Corrective Action In Place

### CTIPS POLICY

## CARRY THE REQUIRED CTIPS CONTRACT CLAUSE(S) WITH YOU WHEN EVALUATING THE CONTRACTOR/SUBCONTRACTOR

The United States Government and the United States Department of Defense (DoD) has adopted a zero tolerance policy regarding trafficking in persons. Contractors, subcontractors and their employees shall not:

- (1) Engage in severe forms of trafficking in persons during the period of performance of the contract
- (2) Procure commercial sex acts during the period of performance of the contract
- (3) Use forced labor in the performance of the contract

\* **LOGCAP** contract: both clauses apply, both sections must be completed.

\* **TWCA** contracts: CTIPs requirement varies, both sections **MAY** apply, review contract before audit

## FAR 52.222-50 COMBATING TRAFFICKING IN PERSONS (FEB 2009)

REQUIREMENT	YES	NO	N/O	N/A	COMMENT
1. Has the contractor informed its employees of the United States Government's zero tolerance CTIPs policy, to include informing employees of the actions that will be taken against them for violations of this policy? <b>FAR Para (c)(1)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Has the contractor informed the contracting officer of any information it receives ( <i>including from host country law enforcement</i> ) that alleges a contractor employee or subcontractor employee has engaged in conduct violating the CTIPs policy? <b>FAR Para (d)(1)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Has the contractor informed the contracting officer of any actions taken against contractor employees, subcontractor's or subcontractor employees pursuant to this clause? <b>FAR Para (d)(2)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



**JCC-I/A 952.222-0001 PROHIBITION AGAINST HUMAN TRAFFICKING, INHUMANE LIVING CONDITIONS, AND WITHHOLDING OF EMPLOYEE PASSPORTS (JUL 2009)**

REQUIREMENT	YES	NO	N/O	N/A	COMMENT
4. Does the contractor knowingly destroy or posses any employee passport ( <i>or other immigration document</i> ) to prevent an employee's liberty to travel – in order to maintain the labor or services of that person? <b>LOGCAP JCC-I/A Para (a)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Does the contractor only hold employee passports and other identification documents for the shortest period of time reasonable for administrative processing purposes? <b>LOGCAP JCC-I/A Para (b)(1)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Does the contractor provide all employees with a signed copy of their employment contract, in English as well as the employee's native language – that defines the terms of their employment/ compensation? <b>LOGCAP JCC-I/A Para (b)(2)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
REQUIREMENT	YES	NO	N/O	N/A	COMMENT
7. Does the contractor provide adequate living conditions ( <i>sanitation, health, safety, living space</i> ) for their employees? <b>LOGCAP JCC-I/A Para (b)(4)</b>  <i>Note: Fifty square feet is the minimum acceptable square footage of personal living space per employee. Upon contractors' written request, contracting officers may grant a waiver in writing in cases where the existing square footage is within 20% of the minimum, and the overall conditions are determined by the contracting officer to be acceptable.</i>  <b>A copy of the waiver approval shall be maintained at the respective life support area.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Does the contractor's Quality Control program incorporate checks of life support areas to ensure compliance with the requirements of this Trafficking in Persons Prohibition? <b>LOGCAP JCC-I/A Para (b)(5)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the contractor advise the Contracting Officer if they learn of their employees violating the human trafficking and inhumane living conditions? <b>LOGCAP JCC-I/A Para (c)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	