



## CHARTER

### Department of Defense Combating Trafficking in Persons Task Force

#### I. PURPOSE

This charter establishes the Department of Defense (DoD) Combating Trafficking in Persons (CTIP) Task Force as the primary avenue for DoD and partner communities to coordinate prevention efforts and bring consistency to the DoD CTIP program.

The CTIP Task Force promotes and facilitates Department-wide sharing of lessons learned, best practices, and methodologies to most effectively minimize the possibility of trafficking in persons offenses by DoD personnel. It also assists the Office of the Under Secretary of Defense for Personnel and Readiness (OUSD(P&R)) in providing support to trafficking in persons programs throughout DoD, including training and awareness programs. The Task Force works to improve DoD oversight, identify gaps, and integrate and improve DoD CTIP related processes and procedures.

#### II. OBJECTIVE

The objective of the CTIP Task Force is to provide a forum to coordinate and collaborate approaches to CTIP within DoD. The Task Force provides avenues that unify efforts across the DoD enterprise in areas such as CTIP training and training materials, development and dissemination of CTIP policies and policy oversight, and implementation. In addition, the Task Force assists in informing and advising stakeholders across the DoD enterprise on CTIP-related issues.

#### III. BACKGROUND

DoD has a zero tolerance policy regarding trafficking in persons for its military, civilian, and contractor personnel. DoD executes this program through comprehensive policies, training, and enforcement methods. The CTIP Task Force allows for a collaborative forum to coordinate, share, and execute concepts to prevent trafficking in persons issues and enforce the Department's zero tolerance policy.

#### IV. MEMBERSHIP

The Task Force is chaired by the CTIP Program Manager within OUSD(P&R) Defense Human Resources Activity (DHRA). Task Force membership is at the Action-Officer level but should consist of individuals who can authoritatively represent their Service/Agency CTIP Program.

The following organizations are standing Task Force members:

- Joint Staff
- The Military Services
- The Combatant Commands
- DoD General Counsel
- Office of the Undersecretary of Defense for Policy
- Office of the Undersecretary of Defense for Acquisition, Technology, and Logistics
  - Defense Contract Management Agency
  - Defense Logistics Agency
  - Defense Procurement and Acquisition Policy

- OUSD(P&R)
- DoD Inspector General
- US Army Corps of Engineers
- Military Exchange Services

The following organizations are encouraged to attend when relevant:

- Non-DoD Federal Agencies
- Joint Theater Support Contracting Command
- Office of the Assistant Secretary of Defense for Public Affairs
- Other DoD Components and stakeholder organizations

#### V. ROLES AND RESPONSIBILITIES

The Chair is designated by the Director, DHRA, and is responsible for:

- Providing oversight and direction to the CTIP Task Force
- Collaborating with stakeholders to identify current and future issues that pertain to DoD equities
- Including additional attendees and subject matter experts, as appropriate
- Establishing subgroups to address specialized CTIP issues, as appropriate
- Coordinating meeting agendas and associated presentations
- Recording and distributing meeting summaries for distribution to Task Force Members
- Facilitating communications and information sharing with Task Force members and stakeholders

Task Force Members are responsible for:

- Actively participating in CTIP Task Force meetings, as well as identifying an alternate who can attend in the absence of the primary representative
- Communicating policies, DoD guidance, and meeting content back to their Service/Agency leadership
- Providing advice and guidance regarding DoD policies, plans, programs, and requirements for effectively combating trafficking in persons
- Sharing best practices, lessons learned, and other relevant experiences with fellow Task Force members in order to collectively improve DoD's capabilities to effectively combat trafficking in persons
- Reviewing and responding to Task Force emails and other documentation
- Providing topics, speakers, and subject matter experts to the Chair for consideration as content at Task Force meetings
- Providing support as requested to the Chair, including responding to data and information request queries
- Assisting with DoD CTIP policy development and program oversight

#### VI. COORDINATION

The CTIP Program Management Office coordinates the CTIP Task Force meetings. The Task Force meets on a quarterly basis (the second Wednesday of January, April, July, and October). All meeting materials are distributed prior to the meeting. All Task Force members shall participate in person or over the phone. If a primary Task Force Member is unable to attend, an alternate should be designated as

appropriate. Questions regarding this Charter or further information regarding CTIP can be directed to [dodctip@mail.mil](mailto:dodctip@mail.mil).

VII. EFFECTIVE DATE

This Charter is effective immediately upon signature and shall remain in effect until amended or otherwise revoked. This Charter shall be reviewed annually, or as needed, to ensure currency and relevance.

*Pamela S. Mitchell*

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Pamela S. Mitchell  
Director, Defense Human Resources Activity

*16 OCT 2014*

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Date