

Combating Trafficking in Persons (CTIP) Training Requirements

General Awareness Training (CTIP-GA-US011):

Section 2.9.b of the CTIP DoDI (2200.01) requires new personnel (i.e., all Service members and DoD civilian personnel) take CTIP training within their first year of initial entry into the DoD with follow-on training determined by the Component head concerned, in accordance with the March 1, 2018 USD(P&R) Information Memorandum.

General Awareness Refresher Course (CTIP-US018A):

Public Law 117-348, "Trafficking Victims Prevention and Protection Reauthorization Act of 2022," mandates the CTIP General Awareness Refresher Course every two (2) years for all DoD personnel.

DoDEA Personnel Training (CTIP-EA-US014):

Section 3.5.a of the CTIP DoDI (2200.01) requires DoDEA teachers, administrators, and school staff take the CTIP specialized training for DoDEA personnel at their initial entry into DoDEA and every two (2) years after that. This training is taken in lieu of the General Awareness Refresher Course.

Investigative Professionals Training (US-IP-US013):

Section 3.3.a of the CTIP DoDI (2200.01) requires CTIP investigative professionals take the specialized CTIP Investigative Professionals Training once every three (3) years. This training is taken in lieu of the General Awareness Refresher Course. NOTE: The Investigative training interval will be revised to once every two (2) years when the CTIP DoDI is updated in FY25.

Acquisition Personnel Training (CTIP-AP-US012):

Section 3.4.a of the CTIP DoDI (2200.01), requires CTIP acquisition personnel take the specialized CTIP Acquisition Personnel Training once every three (3) years. This training is taken in lieu of the General Awareness Refresher Course. NOTE: The Acquisition training interval will be revised to once every two (2) years when the CTIP DoDI is updated in FY25.

Non-mandatory Specialized Trainings

The CTIP PMO has four (4) specialized trainings we offer as resources, which may be taken in lieu of the General Awareness Refresher Course once every two (2) years. They are:

Military Chaplain Training (CTIP-CH-US017)

Health and Human Trafficking Training (CTIP-HP-US016) (CE/CME credit for it)

Judge Advocate and Legal Professionals Training (in development)

Leadership Resource (CTIP-LDR-US015)

FAQs

1. ***With the new CTIP Refresher course (CTIP-US018A) requirement, is the CTIP General Awareness course (CTIP-GA-US011) still required during DoD personnel initial year of entry into the DoD?***
 - a. **Answer:** Yes. The CTIP General Awareness training is a 1-hour course that covers a lot of information in greater detail than in the CTIP Refresher course. The DoD requires all DoD personnel to take the CTIP General Awareness course as a “one and done” requirement and now, P.L. 117-348 requires all Executive Branch employees take a CTIP Refresher course once every two years.

2. ***Is the CTIP Refresher course the same as the CTIP General Awareness course?***
 - a. **Answer:** No. The CTIP Refresher course is a brief overview of the content found in the CTIP General Awareness course. The Refresher course does meet the TLOs from the General Awareness course but only takes about 20 minutes to complete.

3. ***If DoD personnel are required to take one of the specialized trainings, CTIP Acquisition Personnel training (CTIP-AP-US012); CTIP Investigative Personnel training (CTIP-IP-US013); or DoD Education Activity Staff training (CTIP-EA-US014), do they need to take the CTIP Refresher course too?***
 - a. **Answer:** No. DoD personnel required to take specialized training may take the specialized training in lieu of the CTIP Refresher course.

4. ***When does the CTIP Refresher course requirement begin?***
 - a. **Answer:** P.L. 117-348 stated the requirement begin no later than 18 months after the date of enactment, which was January 5, 2023. The requirement begins July 5, 2024.

5. ***What does this new requirement mean for reporting training numbers on the annual CTIP Self-Assessment (due NOV 30 annually)?***
 - a. **Answer:** Since this Refresher training is required by law, it means the Government Accountability Office or the DoD Inspector General can ask for training completion numbers during audits and evaluations. The CTIP Office is developing a new data collection section for component training for the FY24 CTIP Self-Assessment. Due to the reporting period for the Refresher training in FY24 encompassing only July, August, and September of FY24, the CTIP Office recognizes the reporting will not be robust.
 - i. We are providing the data collection instrument in the FY24 Self-Assessment to make components aware of the new requirement, allow them to report FY24 numbers for all the other required trainings, and enable them to see what will be required to report for FY25.

6. ***The CTIP DoDI (2200.01) says Acquisition Personnel and Investigative Personnel must take their respective specialized trainings once every three (3) years. If the new Refresher training requirement is once every two (2) years and specialized trainings can take the specialized training in lieu of the Refresher training, do they need to take the Acquisition or Investigative training once every two (2) years now?***

- a. **Answer:** The CTIP Office will update the CTIP DoDI in FY25 to change the Acquisition and Investigative training cycles to once every two (2) years. We hope to have the CTIP DoDI update published by late summer of 2025, but cannot guarantee that due to the process involved to get a DoDI updated. The Refresher mandate begins late into FY24 and is required for personnel to take it once every two years. That means personnel can take the Refresher or specialized training during the end of FY24, during FY25, or during FY26 and then once every two (2) years after that.
- b. The CTIP Office coordinated with the Defense Human Resources Activity Office General Counsel in determining that it is consistent with P.L. 117-348 for personnel to take the specialized trainings in lieu of the Refresher training because the specialized content covers the topics in the refresher training and also provides more robust coverage relevant to particular professions.

7. What will the CTIP Office require for reporting on the FY24 CTIP Self-Assessment?

- a. **Answer:** The CTIP Office is working with the Defense Personnel Analytics Center to develop a data collection instrument for training. We will send it out to our CTIP POCs once we have it available so they can share it with their training offices.

For any additional questions or clarifications, please email the CTIP Office: dodctip@mail.mil

For links to the trainings, please go to the CTIP Training page: <https://ctip.defense.gov/Training/>