



DOT ACQUISITION POLICY LETTER

This Acquisition Policy Letter issued under the authority of the Senior Procurement Executive of the Department of Transportation

Subject: Combating Trafficking in Persons – Contract Specialist Required Training

References:

- Federal Acquisition Regulation 22.17 – Combating Trafficking in Persons
- Federal Acquisition Regulation 52.222-50 – Combating Trafficking in Persons
- Executive Order – Strengthening Protections Against Trafficking In Persons in Federal Contracts (September 25, 2012)

When is this Acquisition Policy Letter (APL) Effective?

This APL is effective immediately.

When Does This APL Expire?

This APL remains in effect until the resulting policy is incorporated into the Transportation Acquisition Regulation (TAR), the Transportation Acquisition Manual (TAM) and/or superseded by the Federal Acquisition Regulation (FAR) guidance or otherwise cancelled.

Who is the Point of Contact?

Contact Jeffrey Thomas, the Office of the Senior Procurement Executive, 202 -366-4226, or by email at jeff.thomas@dot.gov.

What is the Purpose of this APL?

The purpose of this APL is to advise all Operating Administrations that personnel in the occupational series 1102-Contract Specialist are required to complete a one hour continuous learning (CL) module entitled FAC 022 – Combating Human Trafficking. This online training module is available through the Federal Acquisition Institute (FAI). Operating Administrations are requested to make completion of this training a priority so that all training may be completed on or before December 1, 2012.

What is the Background?

Trafficking in Persons is a global problem. The United States Government has adopted a zero tolerance policy regarding trafficking in persons. The Federal Acquisition Regulation (FAR) Subpart 22.17 Combating Trafficking in Person applies to all acquisitions. This subpart prohibits contractors, contractor employees, subcontractor, and subcontractor employees from (1) engaging in severe forms of trafficking in persons during the period of performance of the contract; (2) procuring commercial sex acts during the period of performance of the contract; or (3) using forced labor in the performance of the contract. Additionally, this subpart requires contractors and subcontractors to notify employees of the prohibited activities described in the FAR and the actions that may be taken against them for violations. FAR clause 52.222-50 *Combating Trafficking in Persons* is required to be inserted in all solicitations and contracts regardless of dollar value. This mandatory training is an effort to ensure that we adhere to the policy and enforce the requirements of FAR Subpart 22.17. Additionally, Executive Order – Strengthening Protections against Trafficking in Persons in Federal Contracts – September 25, 2012, requires, among other things, implementation of training requirements to ensure the Federal acquisition workforce is trained on the policies and responsibilities for combating human trafficking.

What is the Guidance?

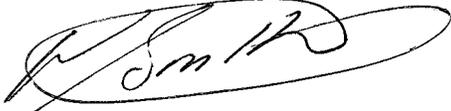
Current Employees: All DOT employees in the occupational series 1102 – Contract Specialist shall complete Course Number: FAC 022 – Combating Human Trafficking. The course is offered on-line through FAITAS at <https://www.atrrs.army.mil/faitas/external/login/login>. Current employees must complete the required training no later than December 1, 2012.

New Employees: Contract Specialist joining DOT after November 1, 2012 must complete the training within 120 days of coming on board.

TMS Instructions for DOT Non – FAA Employees: In their To-Do Lists the course will be noted as DOT_DOT_HT20_0002, Combating Human Trafficking (FAI course FAC 022). Assignment will take place on or about the date of this APL. If the course is not in your To-Do List after that date, you can search on the title and self-assign the course. Course completion information available through FAITAS will be used to update TMS records. TMS will be used as the official tracking tool against which completion will be measured. Your completion information will be sent from FAITAS to your OA TMS Administrator, who will enter it into your Completed Work.

eLMS Instructions for DOT FAA Employees: In their T0-Do Lists the course will be noted as FAA30200931, combating Human Trafficking (FAI course FAC 022). Assignment will take place on or about the date of this APL.

If it's not in your To-Do List within the next few days, you can search on the title and self-assign the course. Course completion information available through FAITAS will be used to update eLMS records. eLMS will be used as the information will be sent from FAITAS to your eLMS PL1, who will enter it into your Completed Work.

A handwritten signature in black ink, appearing to read "Willie H. Smith", enclosed within a large, loopy oval shape.

Willie H. Smith
Senior Procurement Executive