Introduction

The Defense Travel Management Office (DTMO) web-based TAOCO satisfies the Department of Defense (DoD) requirement that an official must complete training in order to serve as a Certifying Officer. Refresher training is required annually. These instructions show how to access TAOCO and how to access the two optional courses that provide the knowledge necessary to review and approve travel documents.

Access and Login

To access TAOCO, navigate to Passport at https://www.defensetravel.dod.mil/passport (Figure 1). You must have a user account to login to Passport. If you do not have an account, you may create one by selecting the Register button and then completing and submitting the form.

![DTMO Passport Account Login](image1)

Figure 1: DTMO Passport Account Login

TraX

If prompted, select TraX from the list of Passport based tools. When TraX opens (Figure 2), select the Training icon to navigate to the training courses.

![DoD Travel Explorer Home Page](image2)

Figure 2: DoD Travel Explorer Home Page
The Training section of TraX lists courses that support your role. If you do not see AO/RO – Training for Accountable Officials and Certifying Officers (COL), select View All on the Available/Recommended Training tab (Figure 3).

![Available/Recommended Training Tab](image)

Figure 3: Available/Recommended Training Tab

To start the training, select Launch! (Figure 3). The Welcome to the Training for Accountable Officials and Certifying Officers (TAOCO) screen opens (Figure 4). If you have never taken TAOCO before, select the blue Launch Initial Class button. If you need to complete your annual refresher training, select the green Launch Refresher Class button. When the class details screen opens, select "Launch Course".

![Welcome to the Training for Accountable Officials and Certifying Officers (TAOCO) Screen](image)

Figure 4: Welcome to the Training for Accountable Officials and Certifying Officers (TAOCO) Screen

DTMO recommends that you also complete the below courses that are available through TraX (Figure 3):

- AO/RO - The DTS Approval Process
- Programs & Policies - Travel Policies

1 While working in DTS, the AO serves as a CO, and so, is required to take COL training before approving any DTS documents.