



DEFENSE TRAVEL  
MANAGEMENT OFFICE

## Information Paper:

# Training for Accountable Officials and Certifying Officers

### Who Needs Training?

Public Law 104-106, Certifying Officers Legislation (COL), mandates all AOs and COs to complete specialized training\*, such as the Training for Accountable Officials and Certifying Officers (TAOCO) course that is offered in TraX. TraX also offers courses on travel policy and the Defense Travel System (DTS). These courses are recommended to ensure that AOs and COs understand the policies that regulate travel expenditures and the approval process.

AOs and COs base their decisions on information that is provided by other Accountable Officials, therefore the following individuals should also complete the training:

- Lead Defense Travel Administrator (LDTA)
- Organization DTA
- Finance DTA
- Budget DTA
- Debt Management Monitor
- Transportation Officer
- Resource Manager/Fund Holder
- Automated Information System Administrator
- Agency Program Coordinators (Only those who manage centrally billed accounts and certify vouchers)

### Why Is Training Required?

AO and COs are accountable for the correctness of documents that they authorize or certify. They are responsible for verifying that the Federal Government payments they certify are legal, proper, and correct. If any payment is found to be illegal, improper, or incorrect, the individual may held personally liable for reimbursing the Government for the amount of the payment.

RECOMMENDED PATH TO CO ELIGIBILITY	
1	Read the <a href="#">Desktop Guide for Authorizing Officials and Certifying Officers</a> .
2	Complete mandatory COL training.*
3	Complete at least one recommended training course on travel policy.
4	Complete at least one recommended training course on DTS.
5	Provide a copy of the completion certificates to your supervisor.
6	Complete and submit DD Form 577. (To your organization's designated POC.)



**What Courses Are Available?**

TRAINING AVAILABLE IN TRAX	
Topic	Course Name
<b>Required</b> ▶	<b>COL</b> <ul style="list-style-type: none"> <li>• Training for Accountable Officials and Certifying Officer (Web-based Training)</li> </ul>
<b>Recommended</b> ▶	<b>Policy</b> <p>Choose at least one:</p> <ul style="list-style-type: none"> <li>• Travel Policies (Web-based Training)</li> <li>• Travel Policy While TDY (Distance Learning)</li> </ul>
<b>Recommended</b> ▶	<b>DTS</b> <p>Choose at least one:</p> <ul style="list-style-type: none"> <li>• AO/RO - DTS Approval Process (Web-based Training)</li> <li>• Approval Process for TDY (Distance Learning)</li> <li>• Route and Review (Narrated Demonstration)</li> </ul>
LINKS TO RESOURCES	
<p>*ALL COL training options listed at: <a href="#">Department of Defense Financial Management Regulation (DoDFMR), Volume 5, Chapter 33</a>* Initial and annual refresher required.</p>	
<p><a href="#">Desktop Guide for Authorizing Officials and Certifying Officers</a></p>	
<p><a href="#">Instructions on accessing TAOCO training in TraX</a> The Training for Accountable Officials/Certifying Officers now includes both an initial and annual refresher module (with distinct assessments and certificates.)</p>	