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\textsuperscript{1}. Refresher training is required annually. These instructions show you how to access TAOCO and how to access the two optional courses that provide the knowledge necessary to review and approve travel documents.

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

If prompted, select TraX from the list of DTMO Passport based tools. When TraX opens (Figure 2), select the Training icon to navigate to the training courses.
While working in DTS, the AO serves as a CO, and is required to take COL training before approving any DTS travel documents.

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 (Initial COL) or AO/RO – Training for Accountable Officials and Certifying Officers (Annual COL Refresher), select View All on the Available/Recommended tab (Figure 3).
Launching the Course (continued)

If you this is your first time taking TAOCO training, select **Launch!** (Figure 3) next to the **Initial COL** class entry. If you need to complete your annual refresher training, select **Launch!** (Figure 3) next to the **Annual COL Refresher** class entry.

When the class details screen opens, select **Launch Course** to start the training (Figure 4).

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**Welcome to TAOCO Initial (Initial COL Training).**

For personal and/or small unit travel, the Training for Accountable Officials and Certifying Officers: TAOCO Initial class satisfies the DoD Financial Management Regulation (DoD 7105.07-M) requirement to... complete an approved Certifying Officer legislative training course... within two years of her appointment.

This class was designed primarily for Defense Travel System (DTS) authorizing officials (AO) and other accountable officials who use DTS (e.g., travel officials, Career/On Call Accountants Specialist (CBA-S)). However, it may also benefit those who take it. It takes an average of 90 minutes to complete, though your time may vary significantly depending on your testing speed, processing time, and other factors.

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**System Requirements to view course:**

- Operating Systems: Windows 7, Windows 8, Windows 10
- Screen resolution: 1280 x 768 or greater
- Internet connection: Broadband Internet (2 Mbps or greater)
- Web browser: Internet Explorer 11 (or greater), Mozilla Firefox 64-bit
- JavaScript: enabled
- Cookies: enabled

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**Welcome to Training for Accountable Officials and Certifying Officers**

![Welcome to Training for Accountable Officials and Certifying Officers](training.png)

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**Figure 4: Welcome to TAOCO Initial (Initial COL Training) Screen**

**Figure 5: Training for Accountable Officials and Certifying Officers**

The first screen of the selected course (Figure 5) displays.
You should also complete the courses listed below, which are available through TraX:

- AO/RO - The DTS Approval Process
- Programs & Policies – TDY Travel Policies 101