



# Information Paper:

## Accessing Training for Accountable Officials and Certifying Officers (TAOCO)

### 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<sup>1</sup>. 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.

### Access and Login

To access TAOCO, navigate to the DTMO Passport at <https://www.defensetravel.dod.mil/passport> (Figure 1). The **Passport Message** page opens. View the information and select **OK** to advance.

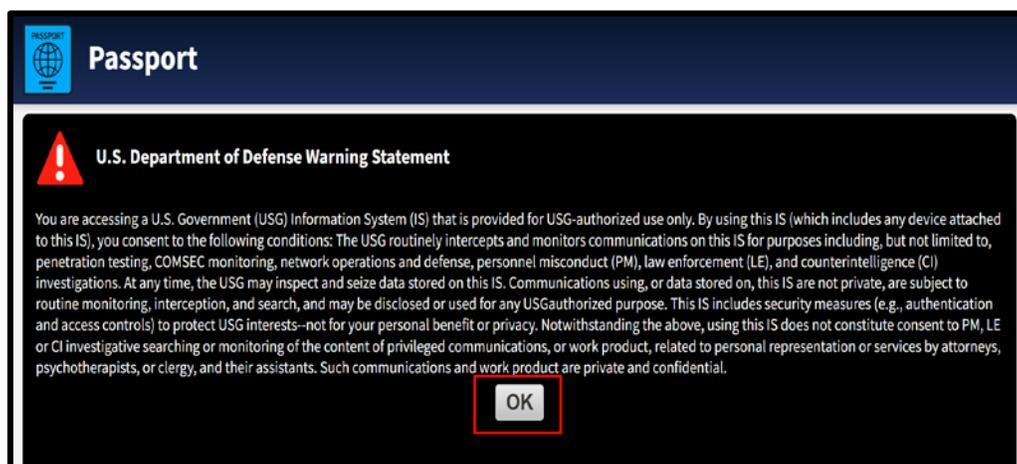


Figure 1: Passport Message Page

You must have a user account to log into the DTMO Passport. From the **Passport Login** screen, access the portal using your **Username** and **Password** or **CAC** (Figure 2). **Note:** If you do not have an account, you may create one by selecting the **register here** link located at the bottom of the **Passport Login** screen (Figure 2). Complete and submit the registration form to establish your **Passport** account.



## Access and Login (continued)

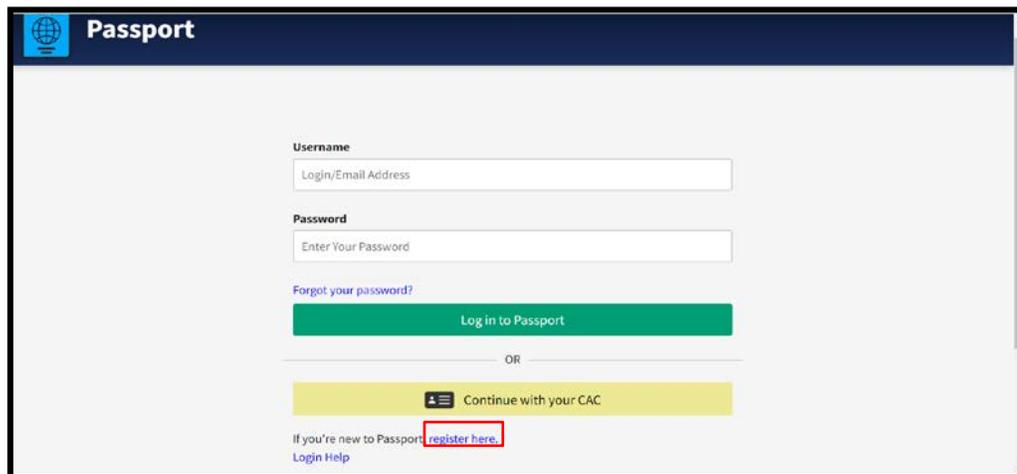


Figure 2: Passport Login Screen

Once logged in, the **Passport Home** page appears (Figure 3). The amount of options you have available depends upon your permissions to the portal. At a minimum, you should see, **My Profile**, **Subscriptions**, and **TraX**.

- **My Profile:** Allows you update your registration account information. This is especially useful if your work email address changes. You can change your TraX login email address to match it.
- **Subscriptions:** DTMO Publications (e.g., Customer Services Notices, Dispatch) you indicated you want sent to your email. You can choose to unsubscribe at any time.
- **TraX:** Tool used to access training, help tickets, and trip calculator estimator.

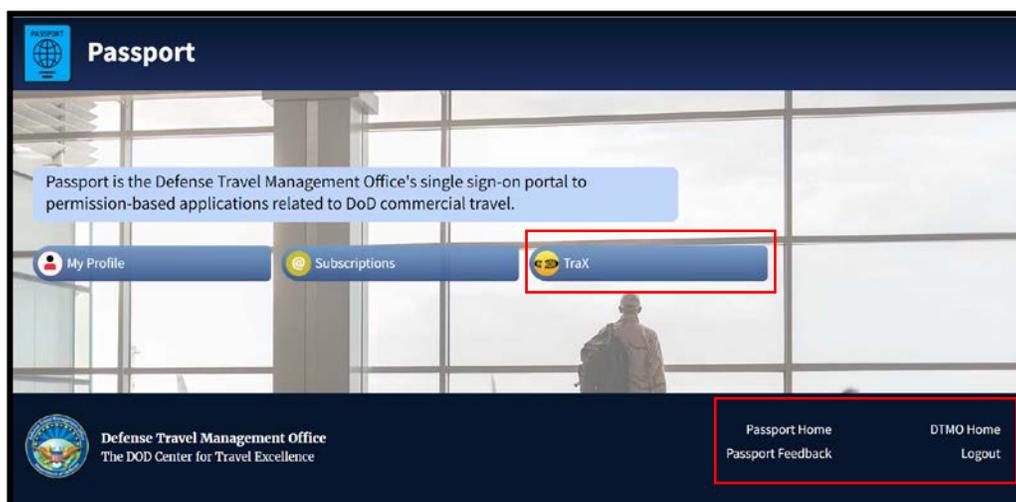


Figure 3: Passport Home Page



## Access and Login (continued)

At the bottom of the page, the active links carry throughout the application for easy navigation: **Passport Home**, **DTMO Home**, **Passport Feedback**, and **Logout** (Figure 3).

## TraX Training

From the **Passport Home** page, select **TraX** (Figure 3). The **TraX Home** page opens (Figure 4) displaying the system features.

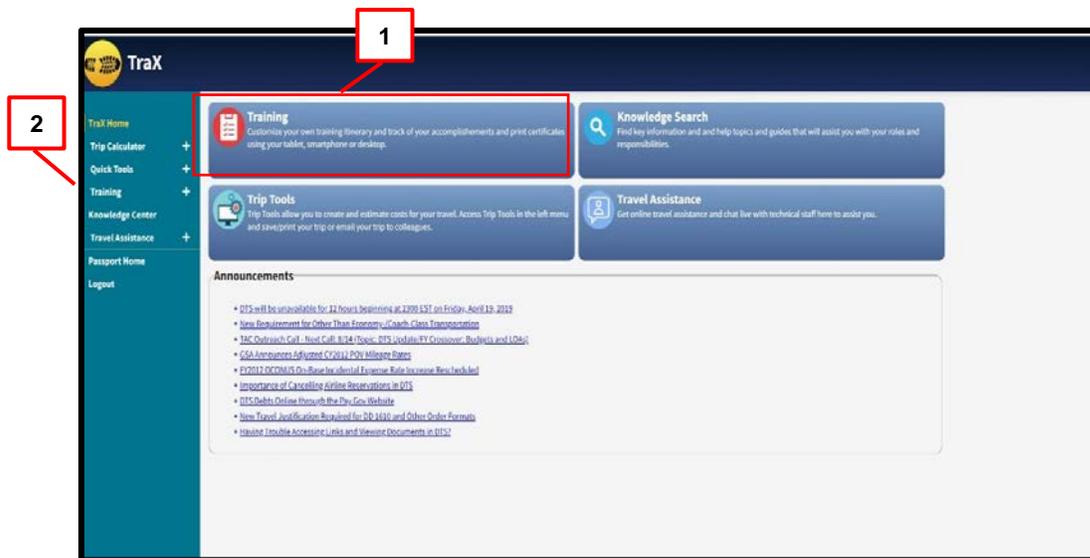


Figure 4: Travel Explorer Home Page

## Available Training

While working in the Defense Travel System (DTS), the Authorizing Official (AO) serves as a CO, and is required to take **Certifying Officer Legislation (COL)** training before approving any DTS travel document.

The **Training** section of TraX provides courses that support your role.

- **AO/RO – Training for Accountable Officials and Certifying Officers (Initial COL)**
- **AO/RO – Training for Accountable Officials and Certifying Officers (Annual COL Refresher)**

You access **Training** either by selecting the quick link (Figure 4, Indicator 1) on the **TraX Home** page or from the **Navigation Bar** (Figure 4, Indicator 2). The default **Available Training** screen opens (Figure 5).



## Available Training (continued)

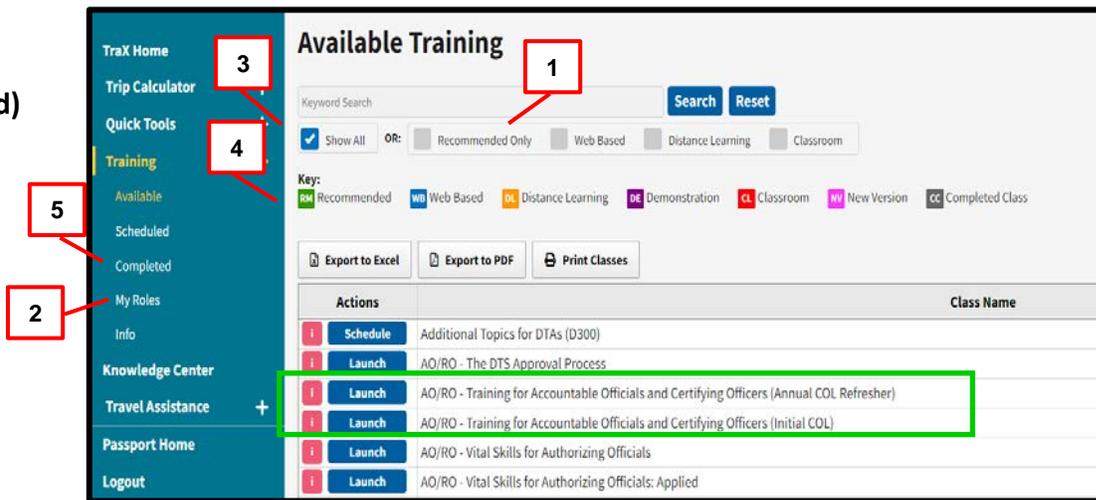


Figure 5: TraX Available Training Screen

On the **Available Training** screen, the class listing defaults to **Recommended Only** (Figure 5, Indicator 1) based upon the selections under **My Roles** (Figure 5, Indicator 2). You can check the box **Show All** and the listing expands (Figure 5, Indicator 3). A **Key** (Figure 5, Indicator 4) identifies the classes with a 2-digit code and color indicator appearing at the end of the class row.

**Note:** If your class does not appear in the inventory or if this is your first time in the **Training** module, from the **Navigation Bar**, select **My Roles** (Figure 5, Indicator 2). On the **My Roles** screen, check the boxes next to the roles specific to your position or desired training. At a minimum, you should select **DoD traveler and/or DTS user** and **Authorizing Official (AO)**. Then select **Update Roles** and return to the **Available Training** to view classes.

## Launching the Course

If this is your first time taking TAOCO training, select **Launch** (Figure 5) next to the **Initial COL** class entry. If you need to complete your annual refresher training, select **Launch** (Figure 5) next to the **Annual COL Refresher** class entry.

When the class details screen opens, select **Launch Course** to start the training (Figure 6).



## Launching the Course (continued)

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

For personnel who will use DTS to approve official travel payments, the Training for Accountable Officials and Certifying Officers (TAOCO) Initial class satisfies the DoD Financial Management Regulation (DoD FMR) requirement to "... complete an approved Certifying Officer Legislation training course ... within two weeks of their appointment."

This class was designed primarily for Defense Travel System (DTS) Authorizing Officials (AOs), though other accountable officials who use DTS (e.g., Reviewing Officials, Centrally Billed Account Specialists [CBA-SAs]) may also benefit from taking it. It takes an average of 90 minutes to complete, though your time may vary significantly depending on your reading speed, processing time, and many other factors.

Although the Travel Explorer (TraX) does not retain a record of your progress after you exit a training module, you may complete this class in more than one sitting. If you exit before completing the training, when you return to the module, navigate directly to the page last viewed and proceed from that point; you do not need to start the module over.

When you successfully complete the module, you will be able to print your completion certificate, and TraX will record your successful completion. To see a list of your completed training, log into TraX, navigate to the **Training** module, and select the **Completed** tab. You can also print copies of your training certificates from the **Completed** tab.

We also recommend all AOs complete training on the following additional subjects before approving any travel documents in DTS:

- DTS travel document processing
- DTS route and review module
- DoD travel policy

**System Requirements to view the course:**

- Operating systems: Windows 7, Windows 8, Windows 10
- Screen resolution: Best viewed in 1024 X 768 or greater
- Browsers: Internet Explorer (8 and above), Google Chrome, Safari, Firefox
- Browser capabilities: Flash 10.3, JavaScript, cookies enabled
- Pop-up blockers **must** be disabled or manually allowed

\*NOTE: Internet Explorer users may have trouble running this WBT when working in a virtual desktop or "cloud" environment. If your network runs through such an application, you may have better success using Google Chrome or Firefox. Verify that your organization will allow the use of those browsers. Always contact your IT department before installing or using any new computer application.

For IE users the address bar may prevent some content from displaying on screens with lower resolutions. Follow these steps to remove the address bar in the course window:

1. Select **Tools - Internet Options**
2. Select the **Security** tab.
3. Select the zone as **internet**.
4. Select the custom level button
5. Scroll down in the opened window and set "Allow websites to be open window without address bar or status bar" to **Enable**

**Launch Course**

Figure 6: Welcome to TAOCO Initial (Initial COL Training) Screen

The first screen of the selected course displays (Figure 7). Click anywhere on the screen to continue and take the training.



Figure 7: Training for Accountable Officials and Certifying Officers Screen

You should also complete the courses listed below through TraX:

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



## Printing the Certificate

When you successfully finish a class that offers a certificate, you can access the certificate by selecting **Completed** from the **Navigation Bar** (Figure 8).

Class Completed	Version	Completed	Issued By	Print Certificate	
AO/RO - Training for Accountable Officials and Certifying Officers (Annual COL Refresher)	4.00	09/08/2020	TraX	<b>Print</b>	Delete
DTA - Reports	2.04	04/09/2020	TraX	<b>Print</b>	Delete

Figure 8: Completed Training Screen

To print a single training certificate:

1. Starting on the **Completed Training** page, locate the course.
2. On the class row, select the **Print** within the **Print Certificate** column.
3. A PDF certificate generates containing, your name, the course name and completed date.
4. Use your preferred method to print and save to your pc.
5. When you are finished printing, select a module from the **Navigation Bar** or **Logout** of TraX.

If you want to retrieve a catalog of all your completed courses, then choose either **Export to Excel**, **Export to PDF**, or **Print Classes** to extract the information. **Note:** This option prints the completed class names, but does not provide copies of actual training certificates.