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\(^1\). 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.

Access and Login

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.

![DTMO Passport Account Login](image)

Figure 1: DTMO Passport Account Login

TraX

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).

If you have never taken TAOCO before, 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 the Launch Course button to start the training (Figure 4).
Figure 4: Welcome to TAOCO Initial (Initial COL Training) Screen

You should also complete the courses listed below, which are available through TraX:

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