

## Certifying Officers Legislation Training (COL Training)

To access the COL training class you must first open your Internet browser and navigate to the DTMO website or with the link below.

<http://www.defensetravel.dod.mil/index.cfm>

Once you have reached the DTMO website you are looking for Travel Explorer (TraX) on the right hand side of the page listed under the Travel Tools.

Defense Travel Management Office (DTMO) - Microsoft Internet Explorer provided by NMCI

http://www.defensetravel.dod.mil/index.cfm

Defense Travel Management Office (DTMO)

**DEFENSE TRAVEL MANAGEMENT OFFICE**  
THE DOD CENTER FOR TRAVEL EXCELLENCE

View Website Demos

Home About Programs & Services News & Events References Search: Go

DTS is available. EWTS is available. Login to DTS

**IN THE SPOTLIGHT**  
**Learn More About Basic Allowance for Housing**  
Watch our new informational video to learn how BAH rates are determined. Find out more.

**BAH**

**Travel Tools**

- DTS
- Travel Explorer (TraX)**
- Allowance Calculators/Tools
- Per Diem Rates Tool
- Premium Class Travel Tool
- Training Resources Lookup
- DoD Travel Regulations
- Rental Vehicle Customer Assistance
- Find Your Local DTA

**Travel Assistance Center**  
24 hours a day, 7 days a week  
1-888-Help1Go (888-436-7146)  
Overseas: 1-888-Help1Go from any DSN line  
Submit a help desk ticket through the Tickets section of TraX  
[www.defensetravel.dod.mil/Passport](http://www.defensetravel.dod.mil/Passport)  
Contact your local help desk for local business rules.

**Director's Blog**

**Travel Talk**  
Welcome to Travel Talk with DoD, our DoD Live weblog. Designed to share travel related news and initiate an ongoing conversation with you, our most important stakeholder...  
**Talk Back - click to participate**  
Learn more about the DTMO

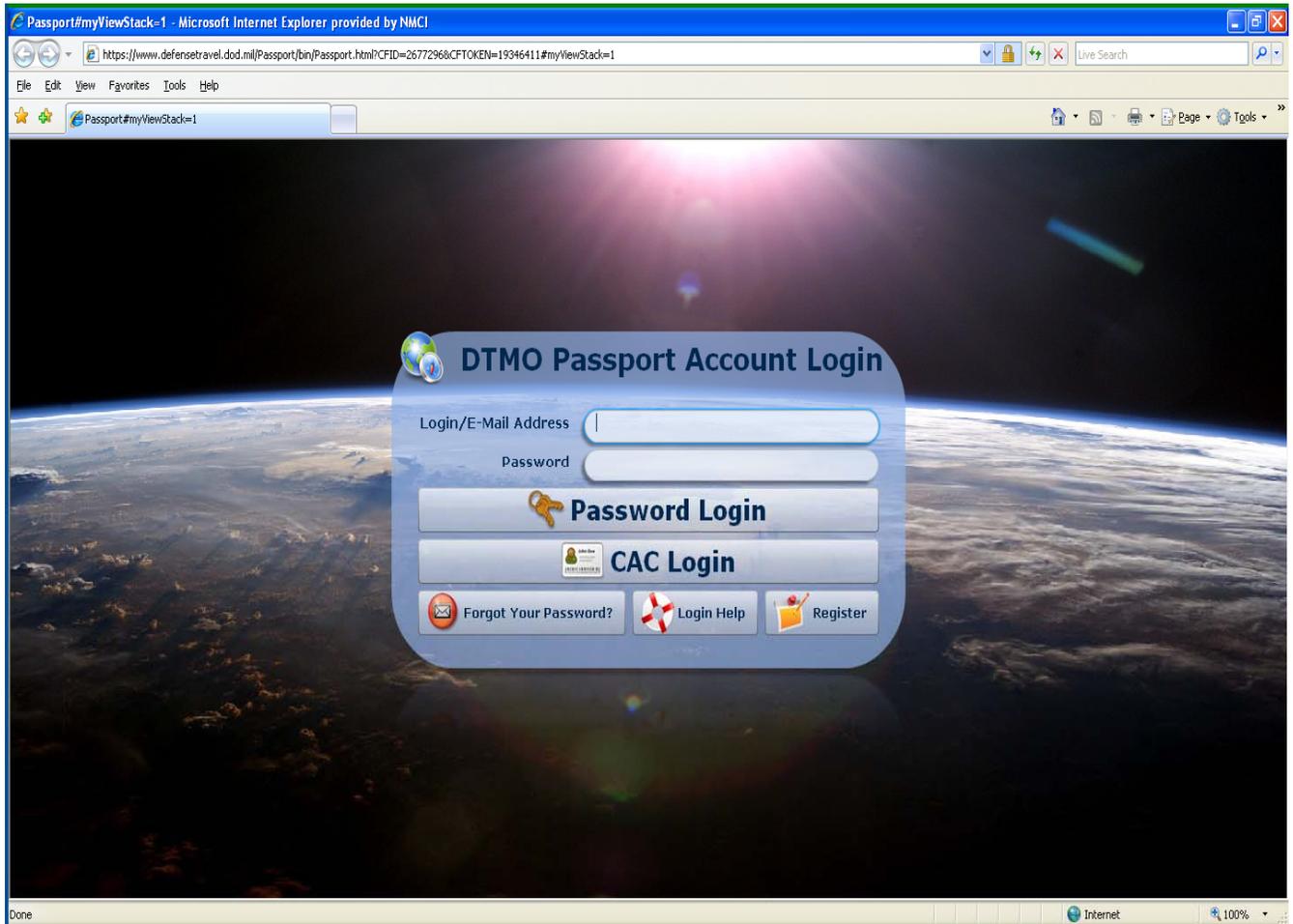
**DTS Information**

**Travel Regulations and Allowances**

**Training Resources**

Internet 100%

- 1) When you open the link you will be redirected to the DTMO Passport Account Login page. At this time you will need to create a profile if you do not already have one.



- 2) Once you have your account you will be able to login and you will then be directed to the TraX welcome screen. From there navigate to the training icon found on the top portion of the web page.



- 3) After opening the Training tab you will need to select the **AO/RO-Training for Accountable Officials and Certifying Officers (COL)**. Ensure that you are viewing all the available courses by selecting **View All** next to the Distance Learning tab. Once you have found the training select Launch on the left hand side to begin.

The screenshot shows a web application interface for training. The browser address bar indicates the URL: <https://secure.defensetravel.dod.mil/Passport/bin/Passport.html#myViewStack=13;Accordion1=3;TrainingTabNav2=0>. The page features a navigation menu with options like HOME, Help Tickets, Knowledge Center, Training, Trip Tools, Links, and Feedback. Below this, there are tabs for Available/Recommended Training, My Schedule, My Completed, My Roles, Seminars, and Info. The 'Distance Learning' tab is active, and the 'View All' radio button is selected. A table of training courses is displayed, with the following data:

Actions	CLASS NAME (RECOMMENDED):	TYPE:
<a href="#">Launch!</a> <a href="#">INFO</a>	AO/RO - The DTS Approval Process	Web Based
<a href="#">Launch!</a> <a href="#">INFO</a>	<b>AO/RO - Training for Accountable Officials and Certifying Officers (COL)</b>	Web Based
<a href="#">Launch!</a> <a href="#">INFO</a>	CitiDirect - CCMS	Web Based
<a href="#">Launch!</a> <a href="#">INFO</a>	CitiDirect - CCRS	Web Based
<a href="#">Launch!</a> <a href="#">INFO</a>	CitiDirect - CitiManager	Web Based
<a href="#">Launch!</a> <a href="#">INFO</a>	DIA - DIA Overview	Web Based
<a href="#">Launch!</a> <a href="#">INFO</a>	DIA - Maintenance Tool: An Overview	Web Based
<a href="#">Launch!</a> <a href="#">INFO</a>	DIA - Maintenance Tool: Groups	Web Based
<a href="#">Launch!</a> <a href="#">INFO</a>	DIA - Maintenance Tool: Organizations	Web Based
<a href="#">Launch!</a> <a href="#">INFO</a>	DIA - Maintenance Tool: People	Web Based
<a href="#">Launch!</a> <a href="#">INFO</a>	DIA - Maintenance Tool: Routing Lists	Web Based
<a href="#">Launch!</a> <a href="#">INFO</a>	DIA - Reports	Web Based
<a href="#">Launch!</a> <a href="#">INFO</a>	DTS (Basic) - About DTS	Web Based
<a href="#">Launch!</a> <a href="#">INFO</a>	DTS (Basic) - DTS Travel Documents (DTS 101)	Web Based
<a href="#">Launch!</a> <a href="#">INFO</a>	DTS (Special Topic) - Cancellation Procedure	Web Based

- 4) After launching the class you will move to the next page. If this is your first time learning the material then you must take the Initial COL training. Select the blue box to launch the class.

Training for Authorizing Officials and Certifying Officers - Microsoft Internet Explorer provided by NMCI

https://www.defensetravel.dod.mil/wbtraining/TAOCO/launch.html?td=(ts%202011-03-23%2017:25:47)%&CFID=2677296&CFTOKEN=19346411

File Edit View Favorites Tools Help

Training for Authorizing Officials and Certifying Officers

 **Welcome to the Training for Authorizing Officials and Certifying Officers (TAOCO).**

**THERE ARE TWO VERSIONS OF THIS CLASS.**

**1. TAOCO (Initial COL)**

This class familiarizes new Accountable Officials and Certifying Officers with their duties and responsibilities.

You can expect to take an average of 105 minutes to complete this class and the assessment.

[Launch Initial Class](#)

**2. TAOCO (Annual COL Refresher)**

This class serves as annual training for currently serving Accountable Officials and Certifying Officers who review documents in DTS.

You can expect to take an average of 30 minutes (plus exercise time) to complete this class and the assessment.

[Launch Refresher Class](#)

Your time to complete either class may vary significantly depending on your reading speed, amount of material you access, and many other factors.

Internet 100%

Review the material and upon completion you must take the assessment test in order to receive your completion certificate.