

DTS TAOCO CERTIFICATION OF OBLIGATION LEGISLATION (COL) ANNUAL REFRESHER PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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Table of Contents

Copyright	1
Table of Contents	2
Introduction	3
How to Use This Guide	4
Questions	5
Answers	8
Explanations	10
Next Steps	16

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. What responsibility does the NDEA bear for a voucher they enter for a traveler?**
 - A. They must verify all traveler's expenses personally
 - B. They must ensure data entered in DTS matches data supplied by traveler
 - C. They must contact the AO for each transaction
 - D. They must review prior travel history of the traveler
- 2. Which individual may NOT be appointed as a Departmental Accountable Official?**
 - A. A Certified Travel Agent
 - B. An Authorized Program Officer
 - C. A Non-DTS Entry Agent
 - D. A Financial Management Analyst
- 3. If you have access to organization DX27A14, what else can you access?**
 - A. You can access a sub-organization called DX27A14B
 - B. You can access all organizations in the system
 - C. You can access a different organization outside of DX27A14
 - D. You can only access the main organization
- 4. What type of training does the COL Annual Refresher provide?**
 - A. Technical skills for data analysis
 - B. Regulation and compliance training related to government travel
 - C. Soft skills for improving teamwork
 - D. Marketing strategies for government services
- 5. Which statement is NOT true about reflecting leave in DTS?**
 - A. DTS must be used to officially document all types of leave
 - B. There is no requirement to reflect leave in DTS
 - C. DTS allows for tracking of leave balances
 - D. Leave reflected in DTS influences travel reimbursement

6. Which of the following statements about the Authorizing Official Checklist tri-fold is not true?

- A. Using it guarantees complete accuracy in travel documents
- B. It provides a comprehensive overview of reviewing procedures
- C. It aids in ensuring compliance with travel regulations
- D. It is intended as a legal protection against liability

7. What is not true about the process for becoming an NDEA?

- A. The appointee must complete and submit a DD Form 577
- B. The appointee must receive training
- C. The appointee must have a sponsor
- D. The appointee must pass a background check

8. When copying an organization, what is also moved if you select the Copy ALL Groups and Global Group Membership Rules check box?

- A. People
- B. Routing Lists
- C. Assigned Personnel
- D. Travel Documents

9. What is one of the core objectives of program reviews related to fiscal policy?

- A. To increase the number of programs offered
- B. To evaluate the effectiveness of training programs
- C. To assess compliance with fiscal policies
- D. To enhance marketing strategies

10. What is the primary focus of the COL Annual Refresher course?

- A. To update and reinforce knowledge of obligations and financial regulations in government travel
- B. To introduce new policy changes in safety regulations
- C. To provide insights into personal finance management
- D. To educate on human resource compliance

Answers

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1. B
2. C
3. A
4. B
5. B
6. A
7. A
8. A
9. C
10. A

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Explanations

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1. What responsibility does the NDEA bear for a voucher they enter for a traveler?

- A. They must verify all traveler's expenses personally
- B. They must ensure data entered in DTS matches data supplied by traveler**
- C. They must contact the AO for each transaction
- D. They must review prior travel history of the traveler

The responsibility of ensuring that the data entered in the Defense Travel System (DTS) matches the information supplied by the traveler is critical for accurate and efficient processing of travel vouchers. This obligation is primarily centered around maintaining the integrity of travel records and ensuring that reimbursements are accurate and reflective of the actual expenses incurred during travel. By verifying that the data matches, the National Defense Executive Agent (NDEA) helps to prevent errors that could lead to incorrect payments or delays in reimbursements. This alignment of data is essential not only for financial accountability but also for compliance with the regulations governing travel within the Department of Defense. Ensuring accuracy in the travel documentation protects both the traveler and the organization from potential discrepancies or issues during audits. Other responsibilities listed, such as verifying all expenses personally or contacting the Approving Official for each transaction, do not accurately reflect the scope of the NDEA's duties in the context of travel vouchers. Reviewing prior travel history, while potentially useful for context, is not a direct responsibility tied to the entry and validation of a specific travel voucher. The emphasis on matching data underscores the importance of accuracy and accountability in travel management.

2. Which individual may NOT be appointed as a Departmental Accountable Official?

- A. A Certified Travel Agent
- B. An Authorized Program Officer
- C. A Non-DTS Entry Agent**
- D. A Financial Management Analyst

A Departmental Accountable Official is typically designated to oversee and ensure compliance with relevant regulations and policies within a department. These officials have a vital role in managing financial transactions and maintaining accountability over resources. The correct choice indicates that a Non-DTS Entry Agent is not eligible for this role. This is due to the specific qualifications and responsibilities required of a Departmental Accountable Official, which typically include a deep understanding of the organization's financial processes and systems. A Non-DTS Entry Agent may lack the necessary training or authority that is essential for this position, thereby compromising the effectiveness and integrity of the role. In contrast, the other options listed represent individuals who are likely to possess the required knowledge or qualifications. A Certified Travel Agent, for example, has relevant expertise in travel regulations, which is beneficial in understanding specific aspects of departmental travel management. An Authorized Program Officer has the authority to manage program resources, while a Financial Management Analyst has expertise in financial oversight and analysis, making them well-suited for accountability roles.

3. If you have access to organization DX27A14, what else can you access?

- A. You can access a sub-organization called DX27A14B**
- B. You can access all organizations in the system
- C. You can access a different organization outside of DX27A14
- D. You can only access the main organization

Accessing organization DX27A14 provides the privilege to access its sub-organizations, such as DX27A14B. This hierarchical structure is often designed to enable users to manage and interact with related entities or departments effectively. Sub-organizations are typically set up for operational efficiency, allowing access that mirrors organizational needs and roles. While the option indicates the ability to access all organizations or only the main organization, this isn't aligned with the standard operational structures typically found in such systems. Access to additional organizations generally requires specific permissions, and hierarchies are intended to maintain organization and control within the system. Thus, having access strictly to DX27A14 establishes a direct link to its sub-organizations, reinforcing management hierarchies.

4. What type of training does the COL Annual Refresher provide?

- A. Technical skills for data analysis
- B. Regulation and compliance training related to government travel**
- C. Soft skills for improving teamwork
- D. Marketing strategies for government services

The COL Annual Refresher focuses on Regulation and compliance training related to government travel. This training is essential for ensuring that individuals involved in government travel understand the latest regulations, compliance mandates, and legislative changes that affect travel policies. By providing detailed guidance on obligations and best practices, the refresher helps maintain compliance with government standards and enhances the understanding of applicable laws that govern travel expenses, reimbursements, and the overall management of travel programs. This focus on regulations and compliance is crucial because maintaining adherence to these guidelines is necessary for the efficient and lawful execution of government travel activities. Understanding the requirements ensures that personnel are well-prepared to navigate the complexities of government regulations, which is vital for effective risk management and operational integrity in travel-related transactions.

5. Which statement is NOT true about reflecting leave in DTS?

- A. DTS must be used to officially document all types of leave
- B. There is no requirement to reflect leave in DTS**
- C. DTS allows for tracking of leave balances
- D. Leave reflected in DTS influences travel reimbursement

The statement that there is no requirement to reflect leave in DTS is not accurate. In fact, reflecting leave in the Defense Travel System (DTS) is important for maintaining accurate records and ensuring compliance with reporting standards. This is essential for travel management, as it provides accurate data on personnel availability and affects travel planning and reimbursements. The other statements highlight the functionality and requirements of DTS: it must be used to officially document leave, it facilitates tracking of leave balances, and the leave tracked in DTS has implications for travel reimbursement. Accurate documenting of leave helps to manage personnel resources correctly and ensures that reimbursements are processed fairly and in accordance with the obligations tied to leave taken. Understanding the requirement to reflect leave in DTS aids in proper compliance and operational effectiveness.

6. Which of the following statements about the Authorizing Official Checklist tri-fold is not true?

- A. Using it guarantees complete accuracy in travel documents**
- B. It provides a comprehensive overview of reviewing procedures
- C. It aids in ensuring compliance with travel regulations
- D. It is intended as a legal protection against liability

The statement regarding the Authorizing Official Checklist tri-fold that communicates it guarantees complete accuracy in travel documents is not true. This checklist is designed as a guideline to assist Authorizing Officials in the review process of travel documents, helping to streamline procedures and ensure that necessary regulations are followed. However, it does not provide a foolproof guarantee of complete accuracy. In practice, while the checklist aids in ensuring compliance and provides an overview of reviewing procedures, the final responsibility for the accuracy of travel documents lies with the individuals who prepare and review them. The checklist acts as a helpful tool in the compliance process but cannot eliminate the potential for human error. Additionally, legal protections against liability are often more nuanced and cannot solely rely on the use of a checklist; these protections would typically require broader policies and procedures within the organization.

7. What is not true about the process for becoming an NDEA?

- A. The appointee must complete and submit a DD Form 577**
- B. The appointee must receive training
- C. The appointee must have a sponsor
- D. The appointee must pass a background check

The statement regarding the requirement for completing and submitting a DD Form 577 is not accurate in the context of becoming a National Defense Executive Agent (NDEA). The process generally involves various steps aimed at ensuring that the appointee meets certain competencies and standards necessary for the role, rather than merely submitting a specific form. It is essential for individuals seeking to become an NDEA to undergo training, as this prepares them for the responsibilities they will undertake, equipping them with the necessary knowledge and skills. Additionally, having a sponsor is typically a crucial part of the process, as sponsorship helps to guide the appointee through the necessary steps and can provide valuable support during their transition into the role. Furthermore, passing a background check is a vital requirement, ensuring that the individual meets security and ethical standards necessary for handling sensitive information and making critical decisions affecting national defense. Understanding these facets gives clear insight into the rigorous criteria and detailed procedures designed to ensure that each appointee is well-equipped for their responsibilities in national defense.

8. When copying an organization, what is also moved if you select the Copy ALL Groups and Global Group Membership Rules check box?

- A. People**
- B. Routing Lists
- C. Assigned Personnel
- D. Travel Documents

When the option to "Copy ALL Groups and Global Group Membership Rules" is selected, it includes the transfer of all associated members within those groups. Therefore, when copying an organization, the people who are members of the groups are also moved, ensuring that all existing relationships and memberships are maintained in the new organization structure. This is crucial for preserving group dynamics and ensuring that the new organization functions similarly to the original in terms of social structure and access to resources, roles, or responsibilities tied to group membership. This option is particularly important in settings where the functionality and workflow are heavily reliant on group interactions and collaborations among members. Thus, selecting this option ensures continuity in personnel involvement within the copied organization.

9. What is one of the core objectives of program reviews related to fiscal policy?

- A. To increase the number of programs offered
- B. To evaluate the effectiveness of training programs
- C. To assess compliance with fiscal policies**
- D. To enhance marketing strategies

One of the core objectives of program reviews related to fiscal policy is to assess compliance with fiscal policies. This involves evaluating whether programs are adhering to established financial standards and regulations. By ensuring compliance, organizations can maintain accountability and transparency in their financial practices, which is essential for effective governance and public trust. Compliance assessment helps identify areas where fiscal obligations may not be met and allows for corrective actions to be taken, ensuring that resources are allocated appropriately and that the financial health of the organization is preserved. This is important for making informed decisions about funding, resource management, and overall program effectiveness. While the other options focus on increasing program offerings, evaluating training effectiveness, or enhancing marketing strategies, these aspects may indirectly relate to fiscal policy but do not address the primary objective of ensuring compliance with fiscal regulations. Compliance is fundamental to uphold the integrity of financial practices within any program.

10. What is the primary focus of the COL Annual Refresher course?

- A. To update and reinforce knowledge of obligations and financial regulations in government travel**
- B. To introduce new policy changes in safety regulations
- C. To provide insights into personal finance management
- D. To educate on human resource compliance

The primary focus of the COL Annual Refresher course is to update and reinforce knowledge of obligations and financial regulations in government travel. This course is essential for ensuring that those involved in government travel understand the latest rules, compliance requirements, and financial practices that govern travel obligations. Staying current with these regulations helps prevent errors, ensures accountability, and promotes efficient management of government funds allocated for travel purposes. By consistently refreshing knowledge in this area, participants are better prepared to navigate the complexities associated with travel obligations, which can include policies on reimbursements, allowable expenses, and reporting requirements. This foundational understanding is crucial for anyone engaged in managing or approving travel-related transactions. Other options, while related to important topics, do not align with the primary objective of the COL Annual Refresher course as it specifically targets government travel and the financial regulations that accompany it. Understanding obligations and their regulatory framework is vital for maintaining integrity and compliance in government operations.

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Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://dtstaococolannualrefresher.examzify.com>

We wish you the very best on your exam journey. You've got this!

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