



SPONSOR

Log into Army Career Tracker at <https://actnow.army.mil>

This document will walk through completing your assigned Soldiers TASP Checklist.

1. Start at ACT homepage
2. Select **SPONSORSHIP (TPU)** from the Left Navigation
3. Click **SPONSOR HOME**

The screenshot shows the CareerTracker interface. The top navigation bar includes the user name 'ALFONSO.R.ARNOLD', the title 'Army Career Tracker Home', and a 'LOG OUT' button. The left sidebar contains a navigation menu with categories: HOME, TRACK, PLAN, COMMUNITIES, SPONSORSHIP (TPU) (highlighted with a red box), SPONSORSHIP HELP, and HELP & SUPPORT. The main content area displays 'WELCOME TO ACT, SGT ARNOLD' and a list of reminders: IDP, CAREER DASHBOARD, LEADERS, and two suggestions. Below the main content, a sub-menu for 'SPONSORSHIP (TPU)' is visible, with 'SPONSOR HOME' highlighted with a red box.

4. Click on **Blue Hyperlink**

\*If you cannot see a TASP Checklist or issues with the hyperlink please contact **Liaison/Coordinator**

TASP CHECKLISTS								
1-2 OF 2		PAGE 1					PREV   NEXT	
NAME	STATUS	SECTION 1	SECTION 2	SOLDIER SIGN-OFF	SPONSOR SIGN-OFF	VALIDATOR SIGN-OFF	PHYSICAL CONTACT	LAST MODIFIED
<a href="#">HARMON, DAKOTA</a>	In Progress	Not Complete	Not Complete	No	No	No	<a href="#">EDIT</a>	18 Jun 2020



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**5. Review SOLDIER INFORMATION**

▼ SOLDIER INFORMATION

Name	Dakota Harmon	Rank	SPC	Date Assigned	2020-06-18
Home Address		Home Phone	555-555-5550	Work or Mobile Phone	555-555-5551
PMOS	74D	E-mail	dakota.c.harmon.mil@dev.act.mil	ASI/SQL	
		DMOS	74D	Duty Section	

\*The TASP Checklist should be completed within 120 days of the Soldier’s arrival date. \*

**6. Review TASP UNIT COORDINATOR**

▼ TASP UNIT COORDINATOR

Print Full Name	SFC Jermaine Bonilla	Phone	555-555-5553
E-mail	jermaine.a.bonilla.mil@dev.act.mil	Date	2020-06-18

**7. Complete UNIT SPONSOR INFORMATION**

▼ UNIT SPONSOR INFORMATION

Print Full Name		Phone	
E-mail		Date	

**8. Review each item in Section 1: SPONSOR & Section 2: SPONSOR ENSURES, use today’s date as the date of completion in the Sponsor Verified column.**

▼ SECTION 1: SPONSOR

	Soldier Verified	Sponsor Verified
Welcome letter with enclosures mailed	2020-06-18	2020-06-18
Call/meet Soldier prior to first Battle Assembly	2020-06-18	2020-06-18
Provide Soldier unit emergency telephone numbers	2020-06-18	2020-06-18
Ensure Soldier has the unit Battle Assembly schedule	2020-06-18	2020-06-18
Discuss Battle Assembly events	2020-06-18	2020-06-18
Soldier has transportation to the first Battle Assembly	2020-06-18	2020-06-18
Tour of the USAR Training Center	2020-06-18	2020-06-18
Accompany Soldier throughout in-processing	2020-06-18	2020-06-18

▼ SECTION 2: SPONSOR ENSURES

	Soldier Verified	Sponsor Verified
Soldier’s pay documents are complete for processing	2020-06-18	2020-06-18
Soldier’s questions are answered	2020-06-18	2020-06-18
Duty assignment/unit mission explained	2020-06-18	2020-06-18
Reserve benefits/bonus understood	2020-06-18	2020-06-18
New Soldier knows where to go for help	2020-06-18	2020-06-18



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### 9. Add **Optional Notes** or you may choose to simply write N/A in this section.

▼ NOTES

Coordinator/Liason Notes:  
 Soldier Notes:  
 N/A

Sponsor Notes:  
 N/A

Validator Notes:

### 10. Check the **Sponsor Sign-Off** Radio button.

\*Sign-off can be completed in any order for Soldier/Sponsor. However, all three need to be done to complete the checklist.

#### Soldier Sign-Off



I certify that all of the information provided by me in this application (and/or any other accompanying or required documents) is correct, accurate and complete to misrepresentations or falsifications of any kind.

#### Sponsor Sign-Off



I certify that all of the information provided by me in this application (and/or any other accompanying or required documents) is correct, accurate and complete to misrepresentations or falsifications of any kind.

#### Validator Sign-Off



I certify that all of the information provided by me in this application (and/or any other accompanying or required documents) is correct, accurate and complete to misrepresentations or falsifications of any kind.

### 11. Click **SAVE**

SAVE

\* Data entered in the TASP Checklist will not be captured by the system until the SAVE button is clicked\*

\*\*Once Soldier & Sponsor have completed Sign off TASP checklist Status will read “Ready for Validation”, Checklist will then be sent to a Validator. \*\*