



COORDINATOR

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

This document will walk through Assigning Coordinator, Validator, Sponsor, and Initiating TASP Checklist.

Step #	COORDINATOR Step-by-Step
1/13	<u>Assign Coordinator</u>
14/26	<u>Assign Validator</u>
27/39	<u>Assign Sponsor</u>
40/44	<u>Initiate TASP Checklist</u>



Assign Coordinator

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

The screenshot shows the CareerTracker interface. On the left, the navigation menu includes 'SPONSORSHIP (TPU)' and 'ADMINISTRATION', both highlighted with red boxes. The main content area displays a welcome message and a list of reminders: 'IDP: Let's get your Army career on track; complete your first IDP and have your leader approve it! Create IDP >', 'CAREER DASHBOARD: Don't forget your annual evaluation is due!', 'LEADERS: You need to select a First Line Leader to submit an Individual Development Plan (IDP) for approval in the system. Select a Leader Now >', 'SUGGESTION: Go see what other Soldiers have been talking about in your field! Communities >', and 'SUGGESTION: Check out your career map to see what opportunities are out there for you. Career Maps >'. A 'VIEW ALL REMINDERS' link is at the bottom of the reminders section.

4. Click **Right Arrow** to see all the Hierarchy
5. Select **UIC**
6. Click **SUBMIT**

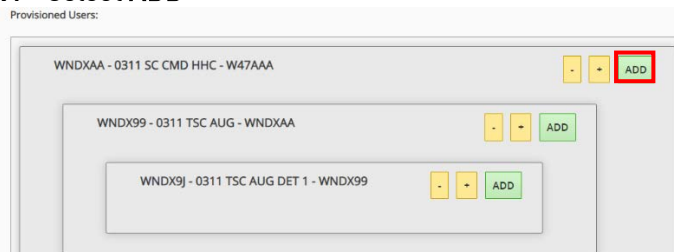
The screenshot shows the UIC selection interface. Under 'Your Provisioned UICs:', the first UIC, 'W47AAA - W47A US ARMY RESERVE COMMAND', is selected and highlighted with a red box. Below the list is a 'Selected UIC:' field with 'W47AAA' entered and a 'SUBMIT' button.

The screenshot shows the UIC selection interface. Under 'Your Provisioned UICs:', the UIC 'WDXAAA - 0311 SC CMD HHC' is selected and highlighted with a red box. Below the list is a 'Selected UIC:' field with 'WDXAAA' entered and a 'SUBMIT' button.

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7. Select ADD



8. Click Coordinator

9. Enter Last Name

10. Click Search

*Ensure that the **COORDINATOR** radio button is selected to appoint a Coordinator. *

** The **ARMY COORDINATOR** radio button is selected by default. If you would like to appoint a Civilian Coordinator, select the **ARMY CIVILIAN COORDINATOR** radio button. **

Assign coordinator for: WNDXAA

Coordinator Validator
 Army Coordinator Army Civilian Coordinator

Rank: SFC MOS: Last Name: * Atkinson First Name: Kieran

- Please enter a valid Last Name.

11. Click Radio Button

12. Click SUBMIT

13. Click OK

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Add	RANK	MOS	FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX	UNIT CODE	UNIT NAME
<input checked="" type="radio"/>	SFC	68W	KIERAN	COREY	ATKINSON		WD56A0	

SHOW: 5 | 10 | 20 | 50 | 100 | ALL PREV | NEXT

Are you sure you want to add this coordinator?

Coordinator successfully added.

Your Provisioned UICs:

▶ W47AAA - W47A US ARMY RESERVE COMMAND

Selected UIC:

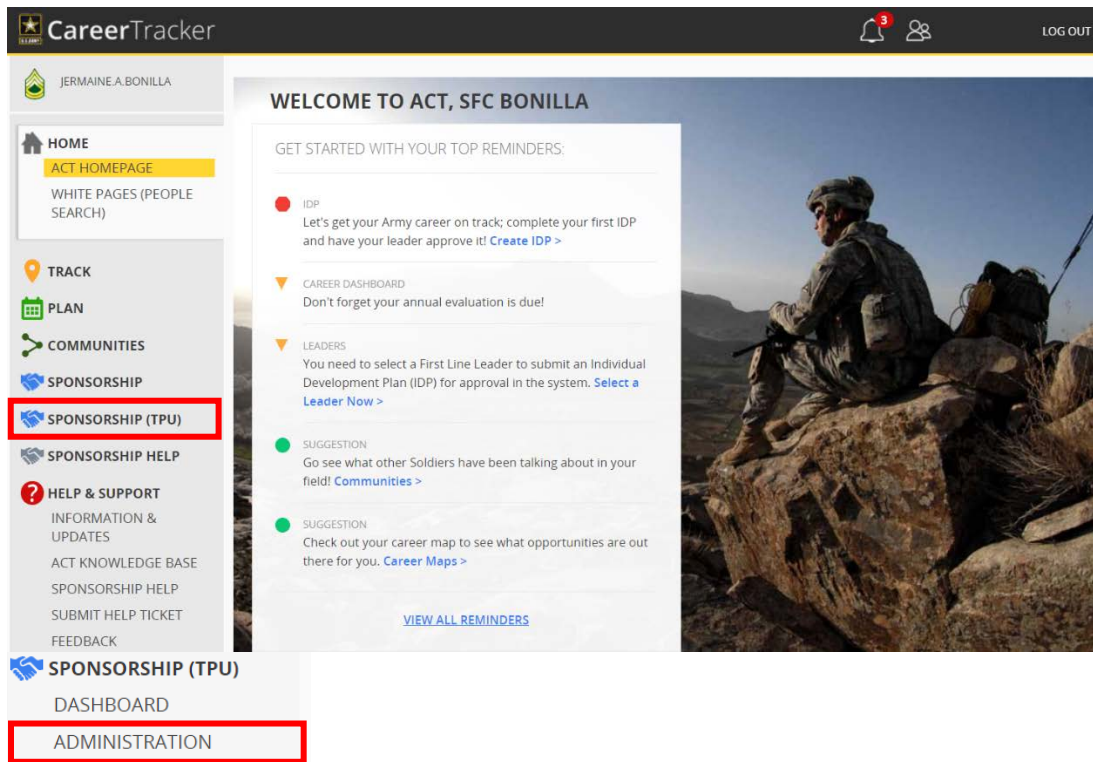
WNDXAA

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Assign Validator

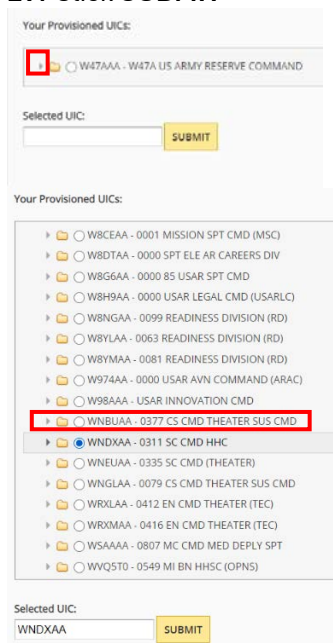
14. Start at ACT homepage
15. Select **SPONSORSHIP (TPU)** from the Left Navigation
16. Click **ADMINISTRATION**



SPONSORSHIP (TPU)

ADMINISTRATION

17. Click **Right Arrow** to see all the Hierarchy
18. Select **UIC**
19. Click **SUBMIT**



Your Provisioned UICs:

- W47AAA - W47A US ARMY RESERVE COMMAND

Selected UIC: **SUBMIT**

Your Provisioned UICs:

- W8CEAA - 0001 MISSION SPT CMD (MSC)
- W8DTAA - 0000 SPT ELE AR CAREERS DIV
- W8G6AA - 0000 85 USAR SPT CMD
- W8H9AA - 0000 USAR LEGAL CMD (USARLC)
- W8NGAA - 0099 READINESS DIVISION (RD)
- W8YLAA - 0063 READINESS DIVISION (RD)
- W8YMAA - 0081 READINESS DIVISION (RD)
- W974AA - 0000 USAR AVN COMMAND (ARAC)
- W98AAA - USAR INNOVATION CMD
- WNBXAA - 0311 SC CMD HHC**
- WNEUAA - 0335 SC CMD (THEATER)
- WNLGAA - 0079 CS CMD THEATER SUS CMD
- WRXLAA - 0412 EN CMD THEATER (TEC)
- WRXMAA - 0416 EN CMD THEATER (TEC)
- WSAAAA - 0807 MC CMD MED DEPLY SPT
- WVQ5TO - 0549 MI BN HHSC (OPNS)

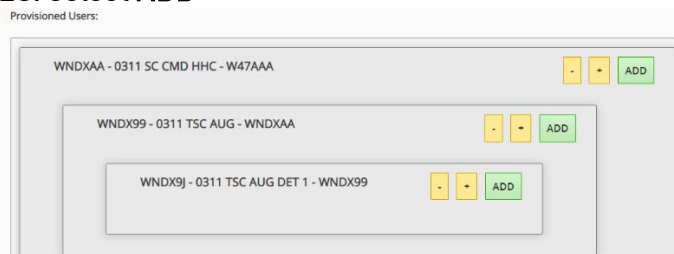
Selected UIC: **SUBMIT**



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20. Select ADD



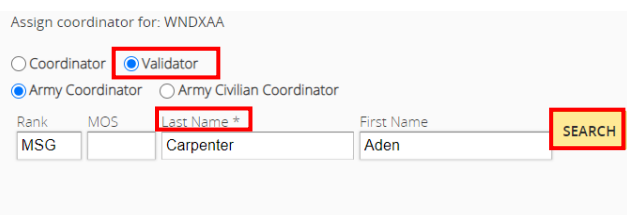
21. Click Validator

22. Enter Last Name

23. Click Search

* Ensure that the **VALIDATOR** radio button is selected to appoint a Validator. *

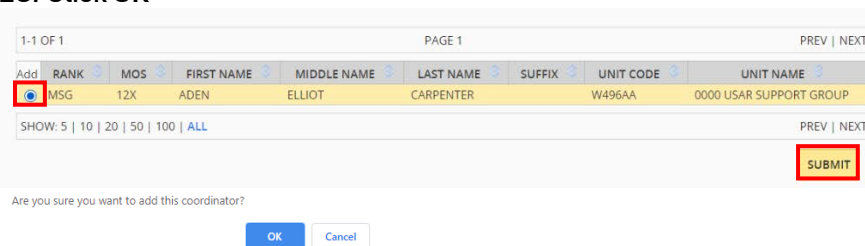
** The **Army Coordinator/Army Civilian Coordinator** radio button is selected by default and should remain selected. **



24. Click Radio Button

25. Click SUBMIT

26. Click OK

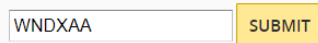


Coordinator successfully added.

Your Provisioned UICs:



Selected UIC:





Assign Sponsor

27. Start at ACT homepage
28. Select **SPONSORSHIP (TPU)** from the Left Navigation
29. Click **DASHBOARD**

30. Click **Radio Button**
31. Click **SUBMIT**

32. Click **VIEW ALL**

Summary of Incoming Personnel:

ARRIVAL STATUS	SPONSOR ASSIGNMENT	TASP CHECKLIST
1 Pending Arrival	0 Sponsor Assigned	0 Completed
1 Arrived, Pending Contact	2 Sponsor Assignment Required	0 In Progress
0 Arrived, Contact Confirmed	0 Sponsor Assignment Overdue	2 Not Started
View All	View All	View All



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33. Click Radio Button

34. Click ADD

SPONSOR ASSIGNMENT DETAILS											
SELECT	NAME	RANK	MOS	LOSING UIC	GAINING UIC	SPONSOR NAME	COMPONENT	GENDER	MARITAL STATUS	ETP APPROVER	ETP REASON
<input type="radio"/>	GOODMAN JEREMIAH	MAJ	38A	W889AA	W8YH03		ACTIVE ARMY	Male	Married	No Scrubbed Approver	None
<input checked="" type="radio"/>	HARMON DAKOTA	SPC	74D	W8HWA1	W47AAA		ACTIVE ARMY	Female	Married		None

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35. Enter Last Name

36. Click Search

Rank: MOS / AOC: Last Name *: First Name: UIC:

37. Click Radio Button

38. Click SUBMIT

<input type="radio"/>	SGT	ALEX	CHRISTINA	ARNOLD	ACTIVE ARMY	88M2000YY	0	15 Jan 2026	Male	Married	WHFWAA
<input type="radio"/>	SGT	ALEXIS	ALONZO	ARNOLD	ACTIVE ARMY	18X2P00YY	0	07 May 2022	Male	Married	W1E02A
<input checked="" type="radio"/>	SGT	ALFONSO	RICARDO	ARNOLD	ACTIVE ARMY	11B2P00YY	0	27 Jun 2022	Male	Single	W47AAA
<input type="radio"/>	SGT	ALFONSO	DEON	ARNOLD	ACTIVE ARMY	14E2000YY	0	28 May 2023	Male	Married	WD2UTD
<input type="radio"/>	SGT	ALFONSO	BENJAMIN	ARNOLD	ACTIVE ARMY	92Y2P00YY	0	05 Dec 2022	Female	Divorced	WABKA0
<input type="radio"/>	PFC	ALIJAH	LEONARD	ARNOLD	ACTIVE ARMY	74D1O00YY	0	17 Dec 2024	Male	Single	WD2UA0

39. Click PREVIEW or SUBMIT

Welcome Letter

Please complete the following fields to send the Welcome Letter. These fields will populate into the PCSing Individual's Welcome Letter. Use the "Preview" button to see the populated Welcome Letter. When you have completed all fields, select the "Send" button to send the Welcome Letter and complete Sponsor Assignment. The Sponsor Assignment will not be complete until you send the Welcome Letter. Pressing "Close" will return you to the Sponsor Assignment Search.

Command:

Name of Directorate/Division/Unit:

Sponsor Phone Number #1:

Sponsor Phone Number #2:

Liaison / Coordinator Phone Number #1:

Liaison / Coordinator Phone Number #2:

Unit website link #1:

Unit website link #2:

Free-form text entry:

Coordinator Signature:

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Initiate TASP Checklist

40. Click GO BACK

GO BACK

To ASSIGN a Sponsor, select the Soldier in the table below and click the "ADD" button.
 To CHANGE a Sponsor, select the Soldier in the table below and click the "CHANGE" button.
 To REMOVE a Sponsor, select the Soldier in the table below and click the "REMOVE" button.

Arrival Status Sponsor Assignment Status TASP Checklist Status Survey Status

41. Click VIEW ALL

TASP CHECKLIST

0 Completed
 0 In Progress
 2 Not Started

View All

42. Click on Soldier's Name in Blue Hyperlink

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NAME	MOS	RANK	LOSING UIC	GAINING UIC	OVERALL STATUS	SECTION 1	SECTION 2	SOLDIER SIGN-OFF	SPONSOR SIGN-OFF	VALIDATOR SIGN-OFF
GOODMAN JEREMIAH	3BA	MAJ	W889AA	W8YH03	Not Complete	Not Complete	Not Started	Not Started	Not Started	Not Started
HARMON DAKOTA	74D	SPC	W8HWA1	W47AAA	Not Complete	Not Complete	Not Started	Not Started	Not Started	Not Started

*Once Soldier & Sponsor have completed the TASP checklist, the overall status will read "Ready for Validation", Checklist will then be sent to a Validator. *

43. Review SOLDIER INFORMATION & TASP UNIT COORDINATOR

SOLDIER INFORMATION

Name: Rank: Date Assigned:

Home Address: Home Phone: Work or Mobile Phone:

E-mail: ASU/SQI:

PMOS: DMOS: Duty Section:

TASP UNIT COORDINATOR

Print Full Name: Phone:

E-mail: Date:

44. Click SAVE

SAVE

*To create and Initiate TASP Checklist select **SAVE**. Only then will the TASP Checklist be initiated and sent to the Soldier, Sponsor, and Validator. *

**** Once Soldier & Sponsor have signed off on the TASP Checklist, the Coordinator needs to review the TASP Checklist and click SAVE to send the Checklist to the Validator. ****

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.