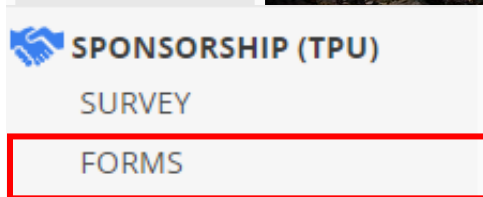
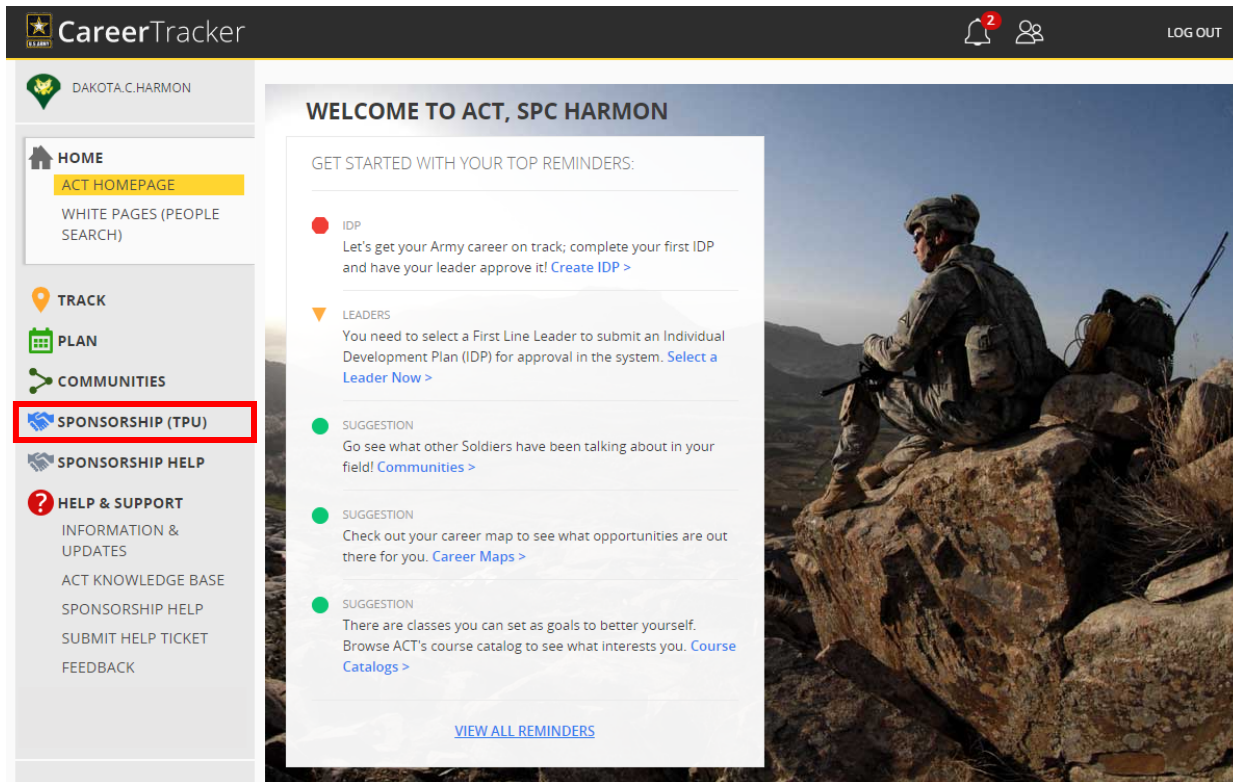




Log into Army Career Tracker at <https://actnow.army.mil>

This document will walk through the steps to complete your TASP TPU Checklist.

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



\*A Soldier’s TASP Checklist cannot be created until Sponsor is assigned and the TASP Checklist is started by the gaining Liaison/Coordinator. \*

\*\*If you cannot see a TAP Checklist contact **Liaison/Coordinator\*\***

4. Click on blue hyperlink **TASP Checklist**

TASP CHECKLISTS							
FORM NAME	STATUS	SECTION 1	SECTION 2	SOLDIER SIGN-OFF	SPONSOR SIGN-OFF	VALIDATOR SIGN-OFF	LAST MODIFIED
<a href="#">TASP Checklist</a>	In Progress	Not Complete	Not Complete	No	Yes	No	18 Jun 2020



INCOMING SOLDIER

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

**5. Complete 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/SQI	
		DMOS	74D	Duty Section	

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

**6. Review Information on TASP UNIT COORDINATOR & UNIT SPONSOR**

▼ 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

▼ UNIT SPONSOR INFORMATION

Print Full Name	SGT Alfonso Arnold	Phone	555-555-5555
E-mail	alfonso.r.arnold.mil@dev.act.mil	Date	2020-06-18

7. Review each item in Section 1: SPONSOR & Section 2: SPONSOR ENSURES, use today’s date as the date of completion in the Soldier 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



## INCOMING SOLDIER

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

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

▼ NOTES

Coordinator/Union Notes:

Soldier Notes:  
N/A

Sponsor Notes:  
N/A

Validator Notes:

### 9. Check the **Soldier Sign-Off** Radio button.

**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.

### 10. Click **SAVE**

SAVE

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

### 11. Start at ACT homepage

### 12. Select **SPONSORSHIP (TPU)** from the Left Navigation

### 13. Click **SURVEY**

TRACK

PLAN

COMMUNITIES

**SPONSORSHIP (TPU)**

**SPONSORSHIP (TPU)**

**SURVEY**

FORMS



## INCOMING SOLDIER

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

**14. Click Sponsorship Survey****15. Complete Survey**

You are eligible for the following surveys. Click one to load the survey.

Survey Name

[Sponsorship Survey](#)

You have completed the following surveys:

Survey Name

Completion Date

Print

**1 How many days prior to your report date did you receive your reassignment orders to your gaining command?**

- 30 days or less  
 31 to 90 days  
 91 to 120 days

**2 Did you receive any amendments to your original orders?**

- Yes  
 No

**3 Did the amendments change the unit you are going to?**

- Yes  
 No

**4 How helpful was your losing unit or activity during your transition?**

- Extremely helpful  
 Very helpful  
 Moderately helpful  
 Slightly helpful  
 Not at all helpful

**5 How helpful was your gaining unit or activity during your transfer?**

- Extremely helpful  
 Very helpful  
 Moderately helpful  
 Slightly helpful  
 Not at all helpful

**6 Did you utilize sponsorship assistance from your gaining command? (If no, go to #13)**

- Yes  
 No

**7 How did your Sponsor contact you?**

- ACT Sponsorship Portal  
 Email  
 Phone  
 Text

**8 How helpful was your Sponsor prior to your arrival?**

- Extremely helpful  
 Very helpful



## 16.Optional task- Click PRINT CERTIFICATE

You are eligible for the following surveys. Click one to load the survey.

Survey Name

You have completed the following surveys:

Survey Name	Completion Date	Print
Sponsorship Survey	19 Jun 2020	<a href="#">PRINT CERTIFICATE</a>

### Completion Certificate for: Sponsorship Survey

Name:	HARMON, DAKOTA
Survey Completion Date:	25 Jun 2020
Assignment Date:	24 Jun 2020

