

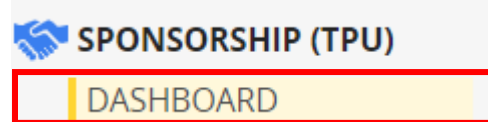
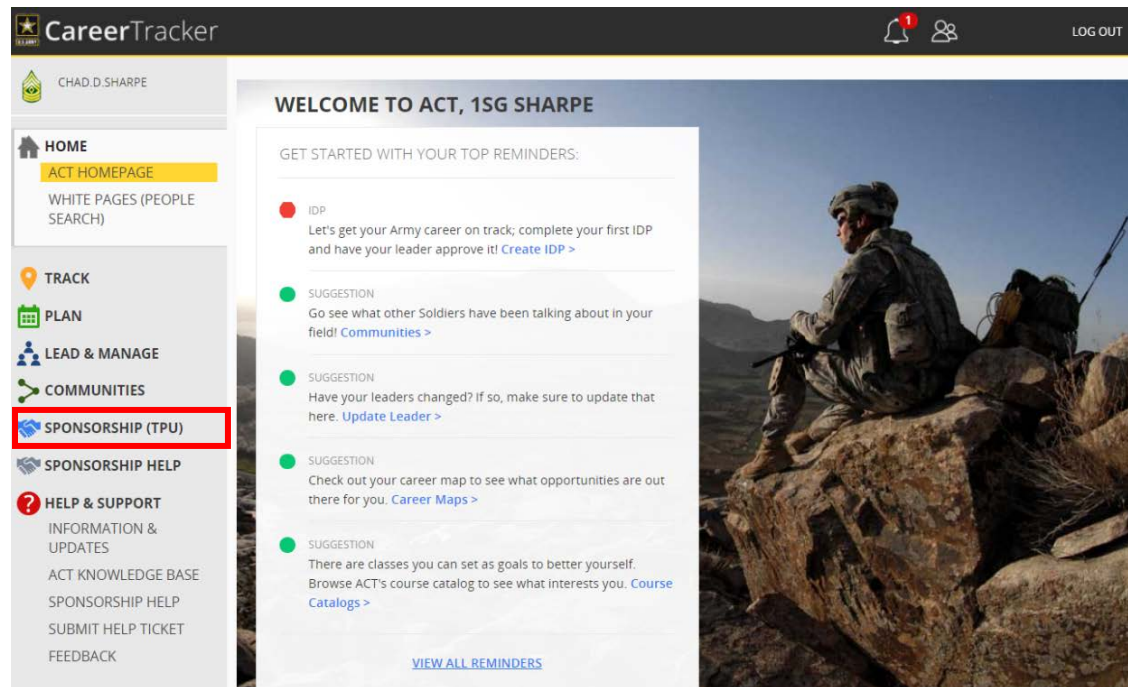


VALIDATOR

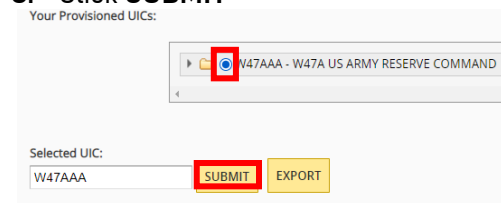
Log into Army Career Tracker at <https://actnow.army.mil>

This document will walk through validating a Soldiers TASP Checklist.

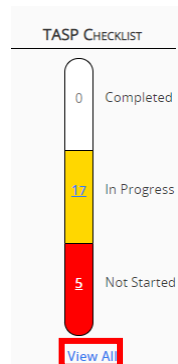
1. Start at ACT homepage
2. Click **SPONSORSHIP (TPU)** from the Left Navigation
3. Click **DASHBOARD**



4. Click on **Radio Button**
5. Click **SUBMIT**



6. Click **View All or In Progress**





VALIDATOR

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

7. Select **Soldier** by clicking on **Blue Hyperlink**

TASP CHECKLIST DETAILS

[EXPORT](#)

11-20 OF 22 PAGE 1 | 2 | 3 [PREV](#) | [NEXT](#)

NAME	MOS	RANK	LOSING UIC	GAINING UIC	OVERALL STATUS	SECTION 1	SECTION 2	SOLDIER SIGN-OFF	SPONSOR SIGN-OFF	VALIDATOR SIGN-OFF
FELIX ANTONIO	25A	CPT	WNGLR1	W8YL01		Not Complete	Not Complete	Not Started	Not Started	Not Started
FERNANDEZ CHANDLER	68S	SGT	WQ66AA	WUA8AA	Ready for Validation	Complete	Complete	Yes	Yes	No
FULTON FRANKLIN	92F	SPC	W0U332	W554A1	Ready for Validation	Complete	Complete	Yes	Yes	No
GOODMAN JEREMIAH	38A	MAJ	W889AA	W8YH03	In Progress	Not Complete	Not Complete	No	No	No
GUZMAN ANDRE	27D	SGT	W0U332	WR35T1	Ready for Validation	Complete	Complete	Yes	Yes	No
HARMON DAKOTA	74D	SPC	W8HWA1	W47AAA	Ready for Validation	Complete	Complete	Yes	Yes	No
HELMS EMMANUEL	90A	MAJ	WQ62AA	WRB1AA	Ready for Validation	Complete	Complete	Yes	Yes	No

8. Review the following sections

SOLDIER INFORMATION, TASP UNIT COORDINATOR, UNIT SPONSOR INFORMATION, SECTION 1: SPONSOR, SECTION 2: SPONSOR ENSURES

*The Validator cannot edit any fields on the TASP Checklist except the **Validator Notes** section and the **Validator checkbox**. *

**** The Validator cannot check the Validator checkbox on the TASP Checklist until all other roles have completed their portion of the TASP Checklist. ****

▼ **SOLDIER INFORMATION**

Name: Rank: Date Assigned:

Home Address: Home Phone: Work or Mobile Phone:

PMOS: E-mail: ASI/SQI:

DMOS: Duty Section:

▼ **TASP UNIT COORDINATOR**

Print Full Name: Phone:

E-mail: Date:

▼ **UNIT SPONSOR INFORMATION**

Print Full Name: Phone:

E-mail: Date:

▼ **SECTION 1: SPONSOR**

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

▼ **SECTION 2: SPONSOR ENSURES**

	Soldier Verified	Sponsor Verified
Soldier's pay documents are complete for processing	<input type="text" value="2020-06-18"/>	<input type="text" value="2020-06-18"/>
Soldier's questions are answered	<input type="text" value="2020-06-18"/>	<input type="text" value="2020-06-18"/>
Duty assignment/unit mission explained	<input type="text" value="2020-06-18"/>	<input type="text" value="2020-06-18"/>
Reserve benefits/bonus understood	<input type="text" value="2020-06-18"/>	<input type="text" value="2020-06-18"/>
New Soldier knows where to go for help	<input type="text" value="2020-06-18"/>	<input type="text" value="2020-06-18"/>



VALIDATOR

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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:

N/A

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

*Signing off on the Validator Role completes the sponsorship process.

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**



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

TASP CHECKLIST DETAILS										
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GUZMAN ANDRE	27D	SGT	W0U332	WR3ST1	Ready for Validation	Complete	Complete	Yes	Yes	No
HARMON DAKOTA	74D	SPC	W8HWA1	W47AAA	Complete	Complete	Complete	Yes	Yes	Yes

Once you have completed sign off, overall status of the TASP Checklist will show **Complete**.