

# TOTAL ARMY SPONSORSHIP PROGRAM

## INCOMING SOLDIER QUICK START GUIDE

Users can log into Army Career Tracker at <https://actnow.army.mil>

### TASP ENSURES...

**SMOOTH** Relocations for Soldiers & Families

**POSITIVE** Identification of Sponsor Prior to Relocation

**ENHANCED** Resiliency & Readiness Among the Army Workforce

Learn More at <https://ako.us.army.mil/suite/page/601000>

### STEP 1

#### ASSIGNMENT NOTIFICATION

- Within 72 hours of assignment, a **Sponsorship** tab will appear on your ACT homepage
- A notification will be sent through ACT and your official email. The notification can be read in your **My Notices** portlet

##### Sponsorship Notification

**Originator:** Army Career Tracker

**Date:** 10 Mar 2014 at 17:49:33 EST

**Subject:** Assignment Notification

You have been placed on assignment to FT LEWIS, WA. During your transition, please login to the ACT Sponsorship Portal to complete the Outprocessing Survey. You should also be assigned a Sponsorship Coordinator. Contact your current Brigade or Battalion Coordinator if you have any questions.

### STEP 2

#### SPONSOR ASSIGNMENT & WELCOME LETTER

- Under the **Sponsorship** tab, you will receive a notification of your sponsor assignment and receive a welcome letter from your incoming unit
- Open the notification and read the welcome letter. You must open the notification for the system to track this action

##### Sponsorship Notification

**Originator:** Army Career Tracker

**Date:** 11 Feb 2014 at 22:46:45 EST

**Subject:** Sponsor Assignment and Welcome Letter

Welcome to 3D BRIGADE, 2D INFANTRY DIVISION!

Sincerely,

Charlie Conway

### STEP 3

#### COMPLETE DA FORM 5434

- Under the **Sponsorship** tab, click the Forms sub-tab. Click the **Create New Form** button.
- Once the new form is opened, complete Sections 1, 2, 4, and 5 of DA Form 5434
- You will need to digitally sign the form with your CAC to complete this action.
- Once all fields are complete and you've signed the form, click **Save** to close the form

##### SPONSORSHIP PROGRAM COUNSELING AND INFORMATION

For use of this form, see AR 600-8-8; the proponent agency is ACSIM.

The collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington, DC 20315-7000, Information Management Division, 4800 Mark Center, East Tower, Suite 02G09, Alexandria, VA 22304-6145. Do not send information to this collection of information if it is not necessary for the collection of information. Do not send information to this collection of information if it is not necessary for the collection of information. Do not send information to this collection of information if it is not necessary for the collection of information.

FORM TO THE ABOVE ADDRESS. SUBMIT COMPLETED FORM ELECTRONICALLY VIA THE ARMY CAREER TRACKER.

##### DATA REQUIRED BY THE PRIVACY ACT OF

Section 5, USC Section 552a. This form is used to collect information for the purpose of providing personnel service support. To counsel Soldier or civilian employee about sponsorship program entitlement, including battalion or activity of new members. DoD Blanket Routine Uses set forth at the beginning of the DoD's compilation of systems of records and information. Nondisclosure may prevent participation in the sponsorship program. Members/Civilians may retrieve information regarding their new assignment. **Army Knowledge**

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### MORE ABOUT TASP...

The **Total Army Sponsorship Program (TASP)** is now accessible within **Army Career Tracker (ACT)** to help Soldiers, Civilians and their Families connect to the communities at their new installations. Now, Commanders can ensure the successful relocation of individuals through the streamlined Sponsorship process found only in ACT.

#### STEP 4

##### FAMILY TRAVEL STATUS

- If you have family members and are traveling overseas, this will notify you of the status of your Family Travel packet
- You will receive a notice in your **My Notices** portlet and receive an email as the status is updated.

###### Sponsorship Notification

**Originator:** Army Career Tracker  
**Date:** 11 Feb 2014 at 23:48:31 EST  
**Subject:** Family Travel Status Change

Your Family Travel status has changed to Concurrent

#### STEP 5

##### COMPLETE OUT- PROCESSING SURVEY

- Click the **Sponsorship** tab and navigate to the **Survey** sub-tab
- Click the **TASP Out-Processing Survey** hyperlink
- Answer questions by selecting the corresponding radio button or entering answer in a text box
- Submit the Survey by clicking the **Submit** button
- Review the Completion Certificate
- Print your Certificate by selecting the **Print Certificate** button

###### ACT Survey

GO BACK

###### TASP Outprocessing

1 Did you attend a Reassignment/Levy Briefing?

- ☐ Yes  
☐ No

2 How many days prior to your report date did you receive your Reassignment

- ☐ 30 days or less  
☐ 31 to 90 days  
☐ 91 to 120 days  
☐ Greater than 120 days

#### STEP 6

##### COMPLETE IN- PROCESSING SURVEY

- Click the **Sponsorship** tab and navigate to the **Survey** sub-tab
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###### ACT Survey

GO BACK

###### TASP Inprocessing

1 Is this your first permanent change of station (PCS)?

- ☐ Yes  
☐ No

2 Did you utilize sponsorship assistance from your gaining command?

- ☐ Yes  
☐ No