TOTAL ARMY SPONSORSHIP PROGRAM

INCOMING SOLDIER QUICK START GUIDE

TASP ENSURES...

SMOOTH Relocations for Soldiers & Families

POSITIVE Identification of Sponsor Prior to Relocation

ENHANCED Resiliency & Readiness Among the Army Workforce

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

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

STEP 1

ASSIGNMENT NOTIFICATION

a) Within 72 hours of assignment, a Sponsorship tab will appear on your ACT homepage

b) 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
your transition, please login to the ACT Sponsorship Po
Outprocessing Survey. You should also be assigned a S
contact your current Brigade or Battalion Coordinator if

STEP 2

SPONSOR ASSIGNMENT & WELCOME LETTER

a) Under the Sponsorship tab, you will receive a notification of your sponsor assignment and receive a welcome letter from your incoming unit

b) 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

a) Under the Sponsorship tab, click the Forms sub-tab. Click the Create New Form button.

b) Once the new form is opened, complete Sections 1, 2, 4, and 5 of DA Form 5434

c) You will need to digitally sign the form with your CAC to complete this action.

d) 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.

s collection of information is estimated to average 30 minutes per response, including the time for reviewing instr
nd maintaining the data needed, and completing and reviewing the collection of information. Send comments reg
s collection of information, including suggestions for reducing the burden, to the Department of Defense, Washin
ctorate, Information Management Division, 4800 Mark Center, East Tower, Suite 02G09, Alexandria, VA 22350-
t notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a
OMB control number.

FORM TO THE ABOVE ADDRESS. SUBMIT COMPLETED FORM ELECTRONICALLY VIA THE ARMY CA

DATA REQUIRED BY THE PRIVACY ACT OF

e 5, USC Section

rsonnel service support. To counsel Soldier or civilian employee about sponsorship program entit
ning battalion or activity of new members.

e DoD Blanket Routine Uses set forth at the beginning of the DoD's compilation of systems of rec
ndatory for service members. Nondisclosure may prevent participation in the sponsorship

embers/Civilians may retrieve information regarding their new assignment **Army Knowledge**

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MORE ABOUT TASP...

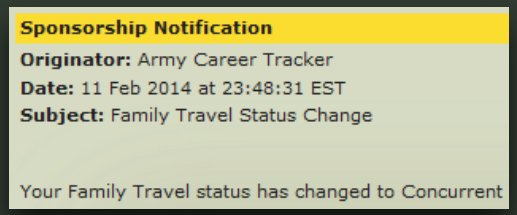
The Total Army Sponsorship Program (TASP) is now accessible within Army Career Tracker (ACT) to help Soldiers, Civilians and their Families connect to the communities at their new installations. Now, Commanders can ensure the successful relocation of individuals through the streamlined Sponsorship process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

STEP 4

FAMILY TRAVEL STATUS

a) If you have family members and are traveling overseas, this will notify you of the status of your Family Travel packet

b) You will receive a notice in your My Notices portlet and receive an email as the status is updated.



STEP 5

COMPLETE OUT-PROCESSING SURVEY

a) Click the Sponsorship tab and navigate to the Survey sub-tab

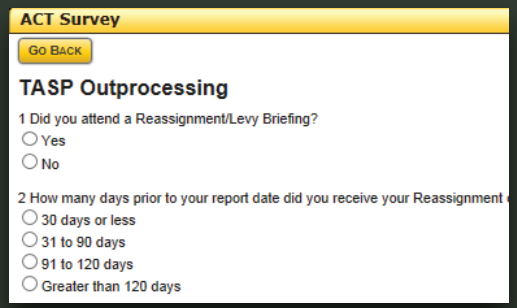
b) Click the TASP Out-Processing Survey hyperlink

c) Answer questions by selecting the corresponding radio button or entering answer in a text box

d) Submit the Survey by clicking the Submit button

e) Review the Completion Certificate

f) Print your Certificate by selecting the Print Certificate button



STEP 6

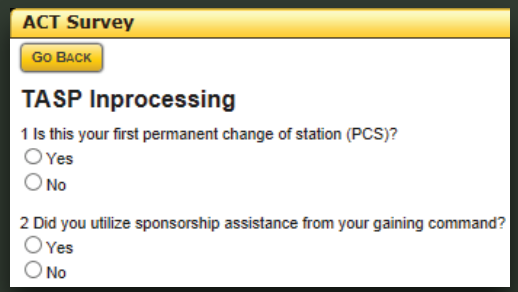
COMPLETE IN-PROCESSING SURVEY

a) Click the Sponsorship tab and navigate to the Survey sub-tab

b) Click the TASP In-Processing Survey hyperlink

c) Answer questions by selecting the corresponding radio button or entering answer in a text box

d) Submit the Survey by clicking the Submit button

e) Review the Completion Certificate

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