

INSTALLATION SPONSORSHIP LIAISON (ISL)



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

1 SELECT A BRIGADE (BDE)

- a) Select **SPONSORSHIP** from the left navigation, then click **ADMINISTRATION**
- b) Select the appropriate Brigade (BDE) from the drop down menu

2 ASSIGN BDE SPONSORSHIP COORDINATOR

- a) Manage Brigade Coordinator Assignments at the Installation
- b) Add Brigade Coordinators by selecting the appropriate DMSL
- c) Search for the Brigade Coordinator
- * Message is sent to the Brigade Coordinator

3 ENTER ORDERS PUBLISHED DATE

- a) Select **SPONSORSHIP** from the left navigation, then click **DASHBOARD**
- b) Click **VIEW ALL** under the Outgoing Personnel thermometer
- c) Click **EDIT ORDERS**
- d) Click **SUBMIT ORDERS**

4 MONITOR PROGRESS

- a) Select **SPONSORSHIP** from the left navigation, then click **DASHBOARD**
- b) Click **VIEW ALL** under each thermometer to track specific TASP steps and export data as needed
- c) Monitor progress and ensure Out and Inprocessing Surveys are complete

5 EXPORT SPONSORSHIP DATA

- a) Select **SPONSORSHIP** from the left navigation, then click **DASHBOARD**
- b) Select a Unit UIC from the drop down menu
- c) Click the **EXPORT** button to download data into an Excel spreadsheet

6 INSTALLATION SPONSORSHIP REPORTS

- a) Select **ACT ADMIN** from the left navigation, then click **REPORTING**
- b) Click the **TOTAL ARMY SPONSORSHIP PROGRAM (TASP, INSTALLATIONS) - SUMMARY** report
- c) Generate reports based on selected criteria
- * Reporting is only available at the Installation level