

SPONSOR

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



CareerTracker

1 SPONSOR ASSIGNMENT NOTIFICATION

- a) Once selected as a Sponsor, you will receive an Email and Message in ACT notifying you of your selection
- b) Select **TRACK** from the left navigation, then click **MESSAGES** to view your Sponsor Assignment Notification
- c) Review the details of your new Sponsor Assignment

2 COMMUNICATE WITH INCOMING SOLDIER

- a) Select **SPONSORSHIP** from the left navigation, then click **RECOMMENDATION KIT**
 - b) Click **CREATE NEW RECOMMENDATION** and type a brief welcome message to your Incoming Soldier and click **SUBMIT**
 - c) Click **CLOSE**
- * Message is sent to Incoming Soldier

3 VIEW DA FORM 5434 CREATION MESSAGE

- a) Select **TRACK** from the left navigation, then click **MESSAGES**
- b) Find and select the DA Form 5434 Creation Notification
- c) Review the message details, which indicate that the DA Form 5434 has been created in ACT and you are now able to populate Section 3

4 COMPLETE DA FORM 5434

- a) Select **SPONSORSHIP** from the left navigation, then click **SPONSOR HOME**
- b) From here, you will be able to complete **Section 3**, blocks **a-e**
- c) Once Section 3 is complete, click **SAVE**
- d) This step is required for your Incoming Soldier to receive orders

5 DATE OF PHYSICAL CONTACT

- a) Once the Incoming Soldier arrives and you have made physical contact, you need to take further action
 - b) From **SPONSOR HOME**, under the **PHYSICAL CONTACT** column, click **EDIT** and enter the date you made physical contact with the Soldier
 - c) Click **SUBMIT**
- * This date cannot be changed

6 LEARN MORE...

- a) Additional training and simulations can be found in the **ACT KNOWLEDGE BASE**, located under **HELP & SUPPORT** from the left navigation
- b) Contact your Brigade (BDE) or Battalion (BN) Coordinator for further assistance