



# ARE YOU TRACKING?



### Message from ACT:

Welcome! I hope you enjoy the First Edition of the ACT Quarterly Newsletter. I look forward to providing more great updates in the future. It is truly an honor to serve our great Soldiers and Army Civilians.

**Tyrone Johnson,**  
Chief, ACT Program  
Management Division

## TWO KEY SPONSORSHIP ROLES IN ACT:

### INCOMING SOLDIER:

1. Receive Sponsor notification & welcome letter
2. Receive ACT system notification reminder for responsibility to complete the DA Form 5434 (Sponsorship Form) Sections 1,2,4,5 in ACT
3. Completes Sponsorship Surveys

### SPONSOR:

1. Completes DA Form 5434 (Sponsorship Form) Section
2. Enters physical contact date with Incoming Soldier in ACT
3. Works with Incoming Soldier throughout transition



## NEW IN ACT

It has been an exciting year for ACT with new functionality allowing users to withdraw their IDP to make modifications prior to approval, a new landing page allowing users to log in with fewer clicks, and a detailed thermometer on the CPM Dashboard to display current IDP status of Employees in a Career Program. Exciting new changes are still on the horizon for ACT so be sure to stay tuned!



## DID YOU KNOW ?

Although your IDP cannot be deleted or modified once it has been approved, it is very easy to create a new one. Simply click the CREATE NEW button and it will automatically populate your new IDP with your goals. Just make the necessary changes and re-submit for a new approval.



## ACT L2 Training:



The ACT Information Outreach team conducts ACT L2 Lunch and Learn Training sessions on the second and fourth Wednesday of the month via Adobe Connect. ACT 101 is designed for anyone that is new to ACT or needs to complete an IDP. ACT 201 training sessions target more advanced users, admins and community owners. Visit the information and updates page in ACT to access the current ACT L2 Training Schedule.

