



# Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

May 2014



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## 1. Welcome

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Welcome to the Volunteer Management Information System Army Volunteer Corps Volunteer User Guide. The Volunteer Management Information System provides many tools to manage volunteer activities for the Army Volunteer Corps. The following Volunteer Management Information System tools are available to volunteers and staff.

Volunteer Management Information System Tools	Description
Public Tools	Public tools are available to all users of the site, including non-registered users of MyArmyOneSource.com website. Public Tools provide users the ability to locate volunteer opportunities and find an Army Volunteer Corps Coordinator.
Volunteer Tools	Volunteer tools provide “accepted” volunteers the ability to track their hours, have hours certified by their Army Volunteer Corps Organization Point of Contact or Army Volunteer Corps Coordinator, and manage their Volunteer Service Records.
Volunteer Supervisor Tools	Volunteer Management tools provide Army Volunteer Corps Coordinator, Army Volunteer Corps Organization Point of Contact, Army Volunteer Corps Regional Managers, Organization Program Managers, and Army Volunteer Corps Program Managers the ability to view and manage volunteer program activities within their areas of responsibility.

Volunteer Management Information System Tools (table 1.1)

### Who Should Use This Manual

The Army Volunteer Corps Volunteer User Guide provides the information needed for an Army Volunteer Corps Volunteer to get started using the Volunteer Management Information System.

### Roles and Responsibilities

Volunteers are Volunteer Management Information System users who have been accepted for a specific volunteer position by an Organization Point of Contact or an Army Volunteer Corps Coordinator. There are two types of Volunteers: Non-User Volunteers and User Volunteers. The Volunteer roles and responsibilities are as follows:

1. A Non-User Volunteer is not registered on Army OneSource website as a volunteer, so the Army Volunteer Corps staff manages their Volunteer Service Record.
2. A User Volunteer registers as a volunteer on the Army OneSource website, so they apply for positions, track their own hours, and manage their own Volunteer Service Record.



## 2. Access the Volunteer Tools

To apply for a volunteer position, navigate to the Army OneSource website at <https://www.myarmyonesource.com>.



Army OneSource Homepage (fig. 2.1)

To login to the Army OneSource website, click the **Login** link at the top of the screen. (See fig. 2.1)



Tue Mar 12, 2013    Login    Live Chat Support    Home    Register    Help

# ARMY OneSource

Search Army OneSource...    G

Need Site Support? 1-877-811-ARMY

Commander's Page    Online Training  
Volunteer Tools    Army Family Covenant  
My AOS Page    Services Locator

Family Programs and Services    Health Care    Soldier and Family Housing    Child, Youth and School Services    Education, Careers, and Libraries    Recreation, Travel and BOSS    Communities and Marketplace    Community Support

**Already a Member? Login Here!**

User Name:

Password:  **Login**

[Forgotten your password?](#)

Smart Card holders use the following login

**Card Login**

**Not a Member yet? Register Now!**

REGISTER TODAY!  
**THE NEW ARMY OneSource**

Personalization    Social Networking  
Forums    Blogs

**U.S. ARMY**

[Register for this site](#)

**\*\*\* Security Warning \*\*\***

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.

Army OneSource Login Page (fig. 2.2)

Enter your Username and Password, and click the **Login** button (See fig. 2.2).



Army OneSource Homepage (fig. 2.3)

To locate and apply for positions, click the  button at the top of any Army OneSource screen. (See fig. 2.3). The Volunteer Tools screen is displayed. (See fig. 2.4).



Welcome Volunteer! Mon Apr 11, 2011 Logout Live Chat Support Home Update Profile Help

# ARMY OneSource

Search Army OneSource...

Need Site Support? 1-877-811-ARMY

Commander's Page Online Training  
Volunteer Tools Army Family Covenant  
My AOS Page Services Locator

Family Programs and Services Health Care Soldier and Family Housing Child, Youth and School Services Education, Careers, and Libraries Recreation, Travel and BOSS Communities and Marketplace Community Support

I am looking for **Volunteer Opportunities** Volunteer Coordinators

Already a Volunteer?  
**Click Here**  
**Advanced Search**

OUTSIDE CONTINENTAL U.S.  
**← Switch to OCONUS**

Click the "Switch to OCONUS" button above to search for volunteer opportunities outside of the United States

Content Request Blogs Forum Security and Privacy Site Map Accessibility Support Newsletter Sign Up Contact Us Update Password Disclaimer Link to Us

# ARMY OneSource

Search Army OneSource...

Quick Links My AOS Links My Preferences

Public Volunteer Tools Screen (fig. 2.4)



### 3. Apply for a Volunteer Position

One of the first tasks of an Army Volunteer Corps Volunteer is to locate and apply for available volunteer positions.



Opportunity Locator Screen (fig. 3.1)

The Volunteer Tools page opens with a Volunteer Opportunities map (See fig. 3.1). Specify whether you are looking for volunteer opportunities or coordinators by clicking the respective buttons above the map. You can access a list of volunteer opportunities or coordinators by clicking on a state on the CONUS map, or by switching to the OCONUS map and clicking on a country or territory.

The Advanced Search allows you to type or select the Community to search for Volunteer Opportunities.



When you click on a state or country, the Volunteer Communities page (See fig. 3.2) appears, listing the Communities within the state or country and the Volunteer Coordinator contact information.



Volunteer Coordinator Contact Page (fig. 3.2)

To view opportunities in the communities listed, simply click on the buttons on the left. The Volunteer Opportunities page (See fig. 3.3) opens with a search form and list of available opportunities. Note that if the user is not logged in, a row of two navigation tabs will be visible. If the user is logged in with their Volunteer user account, all of the tabs are visible.



## Volunteer Tools

Volunteer Opportunities
Volunteer Coordinators

### Volunteer Opportunities

← Back to Map

The Volunteer Opportunity displays available volunteer positions for a selected community. Volunteer positions may be viewed, printed, or applied for by the logged in registered user.

Community  
 Type in your community search or click arrow to view all

Organization Group

Organization

Select State/Region

Postal Code (i.e. 99999 or A1B 2C3)

Search
Clear Search Filters

Volunteer Opportunities					
Position	Organization	Community	City	State/Region	
ACS & DFMWR Marketing Assistant	ACS: Army Community Service (ACS)	USAG Presidio of Monterey	Seaside	California, Uni States	
ACS Marketing Assistant	ACS: Army Community Service (ACS)	USAG Presidio of Monterey	Seaside	California, Uni States	
Admin Assistance	Alcohol and Substance Abuse Program	USAG Presidio of Monterey	Presidio of Monterey	California, Uni States	
Advisory Council Member Volunteer	ACS: Army Family Action Plan (AFAP)	USAG Presidio of Monterey	Seaside	California, Uni States	
AFTB Advisory Council/Steering Committee Volunteer	ACS: Army Family Team Building (AFTB)	USAG Presidio of Monterey	Presidio of Monterey	California, Uni States	
AFTB Assistant Hospitality Coordinator	ACS: Army Family Team Building (AFTB)	USAG Presidio of Monterey	Seaside	California, Uni States	

Filter Opportunities Result Set By  Apply Filter Clear

Records per page:  Page  of  Displaying 1 to 25 of 104 records

Volunteer Opportunities (fig. 3.3)



**Volunteer Tools**

**Volunteer Opportunities** | **Volunteer Coordinators**

**Volunteer Opportunities** [← Back to Map](#)

The Volunteer Opportunity displays available volunteer positions for a selected community. Volunteer positions may be viewed, printed, or applied for by the logged in registered user.

Community  
Type in your community search or click arrow to view all

Organization Group

Organization

Select State/Region

Postal Code (i.e. 99999 or A1B 2C3)

**Search** **Clear Search Filters**

Position	Organization	Community	City	State/Region
<a href="#">ACS &amp; DFMWR Marketing Assistant</a>	ACS: Army Community Service (ACS)	USAG Presidio of Monterey	Seaside	California, United States
<a href="#">ACS Marketing Assistant</a>	ACS: Army Community Service (ACS)	USAG Presidio of Monterey	Seaside	California, United States
<a href="#">Admin Assistance</a>	Alcohol and Substance Abuse Program	USAG Presidio of Monterey	Presidio of Monterey	California, United States
<a href="#">Advisory Council Member Volunteer</a>	ACS: Army Family Action Plan (AFAP)	USAG Presidio of Monterey	Seaside	California, United States
<a href="#">AFTB Advisory Council/Steering Committee Volunteer</a>	ACS: Army Family Team Building (AFTB)	USAG Presidio of Monterey	Presidio of Monterey	California, United States
<a href="#">AFTB Assistant Hospitality Coordinator</a>	ACS: Army Family Team Building (AFTB)	USAG Presidio of Monterey	Seaside	California, United States

Filter Opportunities Result Set By  **Apply Filter** **Clear**

Records per page:  Page 1 of 5 | Displaying 1 to 25 of 104 records

Volunteer Opportunities Screen (fig. 3.4)

To locate an opportunity, browse the visible list by scrolling in the Volunteer Opportunities pane.

Note: If the search does not locate a volunteer opportunity, contact the local Army Volunteer Corps Coordinator directly.



At the top of the page is a search form that allows you to select a community, organization group, and organization. In addition to these filters, you can narrow your search using the filter tool at the bottom of the page.

To change the number of records displayed on a given page:

1. Click the arrow next to the Records per page dropdown menu
2. Select the number of records you would like to display per page
3. Click the Apply Filter button next to the menu

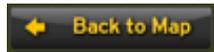
To advance to a different page in the list:

1. Click the forward and backward arrows until you arrive at the desired page
2. Click the first and last page arrows to view either the first or last page
3. Or enter the desired page number in the Page field and hit enter

The records are arranged in alphabetical order by the position name. In order to sort them by other criteria, you can:

- Click on the column title labeled Position, Organization, Community, or City
- Select the criterion in the Filter Opportunities By dropdown menu
- Or type your own search filter in the text field beside the dropdown menu And click the Apply Filter button
- Click the Clear button to reset the filter form

To return to the Volunteer Opportunities map, click the Back to Map button



on the top right hand corner of the page.

Position	Organization	Community	City
2009 Make a Difference Day Volunteer	ACS: Army Community Service (ACS)	Presidio of Monterey	Marina
229th Volunteer	229th MI Battalion	Presidio of Monterey	
311th TRS Volunteer	FRG: 311th Air Force TRS	Presidio of Monterey	
ACS Volunteer Supervisor	ACS: Army Volunteer Corps (AVC)	Presidio of Monterey	Seaside
Admin Assistance	Alcohol and Substance Abuse Program	Presidio of Monterey	Presidio of Monterey
Admin/Facilitator, Monterey Bay Mil Home School Gr	Partnership in Education	Presidio of Monterey	
Advisor	ACS: Army Family Action Plan (AFAP)	Presidio of Monterey	
Advisory Council Member Volunteer	ACS: Army Family Action Plan (AFAP)	Presidio of Monterey	Seaside
Advisory Council Secretary	ACS: Army Family Action Plan (AFAP)	Presidio of Monterey	
AFTB Advisory Council/Steering Committee Volunteer	ACS: Army Family Team Building (AFTB)	Presidio of Monterey	Presidio of Monterey
AFTB Assistant Hospitality Coordinator	ACS: Army Family Team Building (AFTB)	Presidio of Monterey	Seaside
AFTB Hospitality Coordinator	ACS: Army Family Team Building (AFTB)	Presidio of Monterey	Seaside
AFTB Instructor	ACS: Army Family Team Building (AFTB)	Presidio of Monterey	Seaside
AFTB Master Trainer	ACS: Army Family Team Building (AFTB)	Presidio of Monterey	
AFTB Newsletter Coordinator	ACS: Army Family Team Building (AFTB)	Presidio of Monterey	
AFTB Office Assistant	ACS: Army Family Team Building (AFTB)	Presidio of Monterey	Seaside

Filter Opportunities By: Position

Records per page: 25 Page 1 of 5 Displaying 1 to 25 of 115 records

Opportunity Search Results Screen (fig. 3.5)



Click on the **Position** link to view additional details about a volunteer opportunity.

The Volunteer Opportunity Details screen is displayed. (See fig. 3.6).

**Volunteer Tools**

**Volunteer Opportunities** [Back to Map](#)

The Volunteer Opportunity displays available volunteer positions for a selected community. Volunteer positions may be viewed, printed, or applied for by the logged in registered user.

<b>Cancel ACS &amp; DFMWR Marketing Assistant Apply</b>	
Posted	4/14/2011
Community	USAG Presidio of Monterey
Organization	Army Community Service (ACS)
Position Type	Permanent Job
Purpose	Unspecified
Position Summary	Assist ACS & DFMWR staff in completing marketing projects.
Duties	Assist marketing manager in completing special event marketing projects such as banners, flyers and promotional materials. Work with minimal supervision to complete creative projects.  The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credentials or License Required	No
Qualifications	Willingness and ability.
Training	On-the-Job
Orientation	Unspecified
Time Required	on going, as available
Evaluation	Visual check of completed projects
Benefits	Unspecified
Address	Army Community Service, Stilwell Community Center, Seaside, California 93955
Contact Person	(831) 242-6890 Karen.doherty@us.army.mil
AVC Coordinator	(831) 242-7652 768-7652 kevin.a.moore50.civ@mail.mil (831) 242-7659 768-7659 nancy.a.humphreys.civ@mail.mil

Volunteer Opportunity Details Screen (fig. 3.6)

Review the details of the volunteer position. Click the apply  button to apply for the volunteer position. A registered user must be logged in to submit an application. A login prompt will be displayed if necessary.



The **Submit Application** screen is displayed (See fig. 3.7).

Volunteer Opportunities
Volunteer Coordinators
Volunteer Activity
Service Record
Annual Summary
Profile
Hours History
Application History

**Volunteer Opportunities** ← Back to Map

The Volunteer Opportunity displays available volunteer positions for a selected community. Volunteer positions may be viewed, printed, or applied for by the logged in registered user.

**Volunteer Application** [Privacy Act Advisory Statement](#)

When you submit this page, the information below is emailed to the Army Volunteer Corps Coordinator (AVCC) and Organization Point of Contact (OPOC) responsible for the position you've selected. He or she will contact you with additional questions or instructions on what to do next.

Fill in missing contact information or update the current information. You may use the Note field for supplemental information on your goals, qualifications, related experience, availability, preferences, limitations, etc. A confirmation message with contact information will be emailed to you at the address you provide here.

The "Applications" menu option displays a list of the Volunteer Applications you've submitted. There you can view their status, update and resubmit them, or delete them once you're accepted for a position.

**Position**

Position Administrative Assistant  
 Organization Family Advocacy Program (FAP)  
 Community Test Community  
 Background Check Required No

**User Profile**

Name John Adams  
 Community Test Community  
 Address San Diego, California

**Volunteer Profile** \* = Required    Label underlining = Popup help

\* Branch of Service

\* Army Component

Family Member  No  Yes

Retired  No  Yes

\* Pay Grade

\* Email

Home Phone

Cell Phone

Work Phone

If there are any special considerations that may limit your volunteer preference, check the following checkbox and explain in Note.

Have Preference Limits

Note

0 of 1000 characters used

**Minors**

If you are a minor under 18 years of age and not married, then you must check-off the box labeled "Minor".  
 If this is the case, you will require parental permission to volunteer, and must provide contact information for your parent or guardian...

Minor

**Parent/Guardian Contact Information**

\* Name

\* Phone

Email

\* Address Line 1

Address Line 2

\* City

\* State

\* Zip

Country

Spell Check
Submit
Cancel

Submit Application Screen (fig. 3.7)



Complete the application information. Asterisked (\*) fields are required.

Then, click the **Submit** button (See fig. 3.7). This action submits the application to the Organization Point of Contact or Army Volunteer Corps Coordinator, who must accept the application. The position will appear on the Volunteer Activity list of Open Services after acceptance of your application. Emails will be sent notifying the contact individuals of a submitted application and to the applicant.

To see if an application has been accepted, click on the **Application History** link. If this is the volunteer’s first application, only three tabs will be visible. Once the application is accepted, all the tabs will be available.

The screenshot shows the 'Application History' screen in the Volunteer Tools interface. At the top, there are navigation tabs: Volunteer Opportunities, Volunteer Coordinators, Volunteer Activity, Service Record (VSR), Annual Summary, Profile, Hours History, and Application History (which is highlighted). Below the tabs is a 'Back to Map' button. The main content area has a heading 'Application History' and a sub-heading 'View or delete your accepted volunteer applications. View or edit any of your submitted and denied volunteer applications.' Below this is a table titled 'Volunteer Applications' with the following data:

Submitted	Organization	Position	Status	Manager	Action
12/16/2010	82nd Abn Division - CAB - 3/82 GSAB	FRG Key Caller	Accepted	Frieda Arnold	View
12/16/2010	82nd Abn Division - CAB - 3/82 GSAB	FRG Key Caller	Submitted		Edit
12/16/2010	12th CAB Equal Opportunity	1187Characters	Accepted	Joe OPOC	View
12/15/2010	12th CAB FRG Advisor	HHC 12th CAB	Accepted	Joe OPOC	View
12/15/2010	12th CAB FRG Advisor	HHC 12th CAB	Accepted	Joe OPOC	View
12/15/2010	12th CAB FRG Advisor	HHC 12th CAB	Accepted	Joe OPOC	View
12/15/2010	Army Community Service (ACS)	Art Instruction Specialist	Accepted	Joe OPOC	View
12/15/2010	Army Community Service (ACS)	Art Instruction Specialist	Accepted	Joe OPOC	View
12/15/2010	Army Community Service (ACS)	Art Instruction Specialist	Accepted	Joe OPOC	View
12/15/2010	Army Community Service (ACS)	ACS Volunteer	Accepted	Joe OPOC	View
12/15/2010	Army Community Service (ACS)	ACS Volunteer	Accepted	Joe OPOC	View
12/15/2010	Army Community Service (ACS)	ACS Volunteer	Accepted	Joe OPOC	View
12/15/2010	Army Community Service (ACS)	ACS Volunteer	Accepted	Joe OPOC	View
11/9/2010	Army Family Team Building (AFTB)	AFTB Instructor	Accepted	Joe OPOC	View
11/9/2010	Army Family Team Building (AFTB)	AFTB Instructor	Accepted	Joe OPOC	View
11/9/2010	Army Family Team Building (AFTB)	AFTB Instructor	Accepted	Joe OPOC	View

At the bottom of the table, there is a pagination control: 'Records per page: 25', navigation arrows, 'Page 1 of 2', and 'Displaying 1 to 25 of 38 records'.

Volunteer Tools Screen (fig. 3.8)

The Volunteer Applications screen is displayed (See fig. 3.8).

This screen displays the applications the volunteer has submitted and their status. Once the application has been accepted by the AVC Coordinator or Organization POC, the Status of the application will change from “Submitted” to “Accepted”. The volunteer will be able to enter volunteer hours worked after their application has been accepted. The position will be listed as an Open Service on the Volunteer Activity tab.



Volunteer Opportunities
Volunteer Coordinators
Volunteer Activity
Service Record (VSR)
Annual Summary
Profile
Hours History
Application History

## Volunteer Profile

← Back to Map

View and update your Army Volunteer Corp Volunteer Profile. Required fields must be completed to apply for volunteer positions.

**U.S. ARMY Volunteer Corps**

**Volunteer Profile**

[Privacy Act Advisory Statement](#)

**User Profile Information**

\* = Required      Label underlining = Popup help

Name: Joe volunteer

Military Community: Camp Humphreys

Address: USAG HUMPHREYS  
pyongtak, Armed Forces Pacific 96271

**Contact Information**

\* Home Phone:

Cell Phone:

Work Phone:

Fax Phone:

\* Volunteer Email:

Preferred Contact Method:

**Volunteer Status**

Personal Status:

Community Status: Active

**Open Services**

Last Day	Hour Entry	Start Date	Service	Organization	Day Hours	Day Hour Entries
		11/16/2007	VOLUNTEERS	Army Volunteer Corps (AVC)	0.00	0

Public Screen (fig. 3.9)

Next, click on the **Profile** link to open your profile screen. The Volunteer Profile screen is displayed (See fig. 3.9).



Scroll down and make sure that all of the required fields marked with an asterisk (\*) are completed, and then click on the  button.

If you want to contact your Army Volunteer Corps Coordinator, click on the Volunteer Coordinators tab. (See fig. 3.10).



Coordinator Locator Screen (fig. 3.10)

The Volunteer Coordinator screen is displayed. (See fig. 3.10)

Enter at least one location selector and click the **Search** button. Entering the name of the state you live in is a good start. If you live near the border to another state, you might want to include it. For example, you could enter "San Diego, California" in the By State field to search for coordinators in both.

The search results will display the location and phone number of the nearest Army Volunteer Corps Coordinator and military community.

You can click on the Email link to contact the Army Volunteer Corps Coordinator. (See fig. 3.11).

Volunteer Coordinators			
Military Community	Phone	Address	Contact Email
Carlisle Barracks	(717) 245-3684	Bldg 46, Rm 118 Ashburn Dr Carlisle, Pennsylvania 17013	<a href="#">Email</a>

Coordinator Locator Screen (fig. 3.11)



## 4. Volunteer Tools

To navigate to the Volunteer Tools, rollover the Family Programs and Services menu, rollover Volunteering, and then click on Volunteer Tools or click on the Volunteer Tools button on the top right.



Army OneSource Homepage (fig. 4.1)

Note: If you have not completed your Volunteer Profile, you will be prompted to complete your Volunteer profile before you can select any of the other options on this screen.



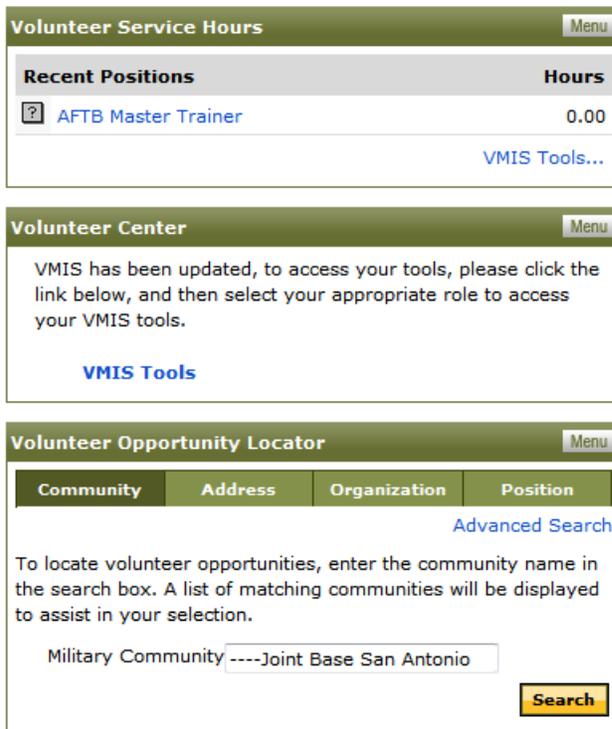
Army OneSource Homepage (fig. 4.2)

The Volunteer tools can be accessed through the My AOS Page located at the top right of the Army OneSource screen. Recommended Gadgets are offered in the +Add Content box located at the top left of the screen.



My AOS Page (fig. 4.3)

Click on the **Add Now** link to add these AOS Recommended Gadgets to your My AOS page. There are three Volunteer related gadgets – Volunteer Center, Volunteer Opportunity Locator, and Volunteer Service Hours.



My AOS Page (fig. 4.4)

Gadgets are added to the left side of your page, but you may drag them to reposition your tools.

Note: Your volunteer position will not appear in the "Volunteer Activity" gadget until your application is accepted and your volunteer profile is complete.



## 5. Volunteer Activity

### Entering Volunteer Hours

Current Volunteer hours can be entered in two ways: add hours using Per Day (with a note) or add hours for Open Dates (several weeks at a time). For historical purposes, the volunteer may add Period Hours to include volunteer hours from the past. These period hours are not included in the community's volunteer report, but are maintained for reference and volunteer awards. Period hours are meant to be used as a last resort. Hours should be entered in the daily format to be included in your community's volunteer hours reports. All submitted volunteer hours must be certified (approved) by the community Army Volunteer Corps Coordinator or Organization Point of Contact. These two steps - submission and certification - must take place prior to the 15<sup>th</sup> of the current month for the prior month's hours to be included in the reports.

From My AOS Page, to submit volunteer hours for a position, click on the **position title** link within Volunteer Service Hours gadget. (See fig. 5.1).

The screenshot displays three distinct sections on a web page:

- Volunteer Service Hours:** A table with a header row containing 'Recent Positions' and 'Hours'. Below the header, there is one row with a question mark icon, the text 'AFTB Master Trainer' (highlighted with a red box), and the value '0.00'. A 'Menu' button is located in the top right corner of this section. A link for 'VMIS Tools...' is positioned at the bottom right.
- Volunteer Center:** A text-based section with a 'Menu' button in the top right. The text reads: 'VMIS has been updated, to access your tools, please click the link below, and then select your appropriate role to access your VMIS tools.' A blue link labeled 'VMIS Tools' is centered at the bottom.
- Volunteer Opportunity Locator:** A search interface with a 'Menu' button in the top right. It features a table with four columns: 'Community', 'Address', 'Organization', and 'Position'. Below the table is an 'Advanced Search' link. A text box contains the text 'Military Community ----Joint Base San Antonio'. A yellow 'Search' button is located at the bottom right.

My AOS Page (fig. 5.1)



You can also click on the **VMIS Tools...** link in the Volunteer Service Hours gadget. (See fig. 5.2).

From the Volunteer Tools, click on the Volunteer Activity tab. (See fig. 5.2).

The Volunteer Activity screen is displayed with a list of your volunteer positions. (See fig. 5.2).

The screenshot shows the 'Volunteer Activity' screen with a navigation bar at the top containing tabs: Volunteer Opportunities, Volunteer Coordinators, Volunteer Activity (highlighted), Service Record (VSR), Annual Summary, Profile, Hours History, and Application History. Below the navigation bar is a 'Back to Map' button. The main content area is titled 'Volunteer Activity' and includes the text 'Log your volunteer hours and manage your volunteer trainings, awards, and other volunteer services.' Below this is a section titled 'Open Services - Current Army volunteer positions' which contains a table with the following data:

Started	Position	Organization	Status	Total Hours	Hours
12/16/2010	FRG Key Caller	82nd Abn Division - CAB - 3/82 GSAB	Active	19.00	Hours
12/16/2010	1187Characters	12th CAB Equal Opportunity	Active	79.00	Hours
12/15/2010	HHC 12th CAB	12th CAB FRG Advisor	Active	130.00	Hours
12/15/2010	AFTB Instructor	Army Family Team Building (AFTB)	Active	18.00	Hours
12/15/2010	USAG Ansbach Beautification Commission	Army Community Service (ACS)	Active	188.00	Hours
11/12/2010	Care team member (Leader)	12th CAB, HHC	Active	66.00	Hours
11/09/2010	Delete This CR	Army Community Service (ACS)	Active	23.00	Hours
11/08/2010	CR Volunteer Position	12th CAB Equal Opportunity	Active	0.00	Hours
08/25/2010	A Company Phone Tree Point of Contact	3-159th FRG, A CO Illesheim	Active	94.00	Hours
07/19/2010	ACS Volunteer	Army Community Service (ACS)	Active	278.00	Hours
06/23/2010	AVC Coordinator Administrative Assistant	Army Volunteer Corps (AVC)	Active	410.50	Hours

Volunteer Activity Screen (fig. 5.2)

To enter volunteer hours for a specific position, click the **Hours** link on the far right of a position. (See fig. 5.2).

The screenshot shows the "Volunteer Activity" interface. At the top, there is a navigation bar with buttons for "Volunteer Opportunities", "Volunteer Coordinators", "Volunteer Activity" (highlighted), "Service Record (VSR)", "Annual Summary", "Profile", "Hours History", and "Application History". Below the navigation bar is a "Back to Map" button. The main content area is titled "Volunteer Activity" and includes a sub-header "HHC 12th CAB, 12th CAB FRG Advisor, USAG Ansbach". There is a "Status" dropdown menu set to "All". Below this, it says "Viewing 1-10 of 12 Days" and "Page 1 of 2". A table lists volunteer hours with columns for Date, Hours, Hours Type, Status, and Note. The table contains 10 rows of data. At the bottom of the table, it says "Total Hours 130.00". Below the table are four buttons: "Add For Open Dates" (highlighted with a red box), "Add For Day", "Add For Period", and "Return".

Date	Hours	Hours Type	Status	Note
11/30/2011	40.00	Period	Submitted	
12/15/2010	5.00	Day	Certified	
12/14/2010	4.00	Day	Certified	
12/13/2010	13.00	Day	Submitted	
12/10/2010	12.00	Day	Certified	
12/9/2010	11.00	Day	Submitted	
12/8/2010	10.00	Day	Submitted	
12/7/2010	9.00	Day	Submitted	
12/6/2010	8.00	Day	Submitted	
12/3/2010	7.00	Day	Certified	

Hours Screen (fig. 5.3)

To record your volunteer service hours in a timely manner, click the **Add For Open Dates** button. This calendar view will allow you to add hours for the prior month until the 15<sup>th</sup> of the current month. On the 15<sup>th</sup> of the current month, the prior month will no longer be available for entry by day. Make every attempt to enter your hours using the daily entry tools.

The Add Hours page is displayed. (See fig. 5.4).



FRG Key Caller, 82nd Abn Division - CAB - 3/82 GSAB, Fort Bragg

3/1/2011 - 4/17/2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		03/01	03/02	03/03	03/04	03/05
03/06	03/07	03/08	03/09	03/10	03/11	03/12
03/13	03/14	03/15	03/16	03/17	03/18	03/19
03/20	03/21	03/22	03/23	03/24	03/25	03/26
03/27	03/28	03/29	03/30	03/31	04/01	04/02
04/03	04/04	04/05	04/06	04/07	04/08	04/09
04/10	04/11					

**Save** **Cancel**

Hours certified by the OPOC are shown in green and cannot be edited. For administrative reporting reasons, the deadline for entering hours for a service performed during a given month is the 15th of the following month--after the 15th, hours cannot be entered for dates in the previous month. The data entry boxes for dates for which hours cannot be added or edited are colored gray.

Add Hours Screen (fig. 5.4)

Enter volunteer hours (fractions are accepted in decimal format – 1.5, 1.25, etc.) in the text boxes for the specific day, and click on the **Save** button to submit hours to the Organization Point of Contact or Army Volunteer Corps Coordinator for certification. The volunteer will be returned to the Hours screen.



To record hours for a single day, click on the **Add For Day** button. (See fig. 5.3).

The Edit Hours page opens. (See fig. 5.5).

FRG Key Caller, 82nd Abn Division - CAB - 3/82 GSAB, Fort Bragg

Status Submitted \* = Required Label underlining = Popup help

\* Date 4/11/2011 Calendar

\* Hours

Note  
0 of 300 characters used

Save and Return Return

Edit Hours Screen (fig. 5.5)

Select a date if entering hours for another day than the present one. Enter hours, add any notes, and click on the **Save and Return** button (See fig. 5.5) to return to the Hours page the hours entered will be visible in the list. (See fig. 5.6).

FRG Key Caller, 82nd Abn Division - CAB - 3/82 GSAB, Fort Bragg

Status All

Viewing 1-6 of 6 Days

Date	Hours	Hours Type	Status	Note
4/11/2011	3.00	Day	Submitted	
3/4/2011	2.00	Day	Submitted	
3/3/2011	2.00	Day	Submitted	
3/2/2011	5.00	Day	Submitted	
3/1/2011	5.00	Day	Submitted	
12/16/2010	2.00	Day	Submitted	

Total Hours 19.00

Add For Open Dates Add For Day Add For Period Return

Hours Screen (fig. 5.6)

Click on the **Return** button to return to the Volunteer Activity page. (See fig. 5.6)



Open Services – Current Army volunteer positions					
Started	Position	Organization	Status	Total Hours	
12/16/2010	FRG Key Caller	82nd Abn Division - CAB - 3/82 GSAB	Active	19.00	Hours
12/16/2010	1187Characters	12th CAB Equal Opportunity	Active	79.00	Hours
12/15/2010	HHC 12th CAB	12th CAB FRG Advisor	Active	136.00	Hours
12/15/2010	AFTB Instructor	Army Family Team Building (AFTB)	Active	18.00	Hours
12/15/2010	USAG Ansbach Beautification Commission	Army Community Service (ACS)	Active	188.00	Hours
11/12/2010	Care team member (Leader)	12th CAB, HHC	Active	66.00	Hours
11/09/2010	Delete This CR	Army Community Service (ACS)	Active	23.00	Hours
11/08/2010	CR Volunteer Position	12th CAB Equal Opportunity	Active	0.00	Hours
08/25/2010	A Company Phone Tree Point of Contact	3-159th FRG, A CO Illesheim	Active	94.00	Hours
07/19/2010	ACS Volunteer	Army Community Service (ACS)	Active	278.00	Hours
06/23/2010	AVC Coordinator Administrative Assistant	Army Volunteer Corps (AVC)	Active	410.50	Hours
Total Submitted and Certified Hours (day and period)				1,311.50	

Closed AVC Services – Past Army volunteer positions
Non-AVC Services – Volunteer activity outside of the Army
Awards and Special Recognition
Training
Orientations
Files

Service History Screen (fig. 5.7)

### Additional Volunteer Activity

To manage your Volunteer Activity, select the applicable sections located below the Open Services by clicking the arrow on the right of the appropriate section. Once the volunteer services are submitted by the volunteer, those items require certification to be included in the Volunteer Service Record. Contact the Organization Point of Contact or the Army Volunteer Corp Coordinator and request certification of the added entries.

### **Add a Non-Army Volunteer Corps (AVC) Service**

Non-AVC Services – Volunteer activity outside of the Army					
Started	Position	Organization	Status	Total Hours	
We're sorry, there are no records to display.					
					<a href="#">Add New</a>

Service History Screen (fig. 5.8)

To view or add Non-Army Volunteer Corps Service, select the arrow on the right to open the section.

Click the [Add New](#) button to add Volunteer Services that are not Army related.



The Add Non-AVC Volunteer Service screen is displayed. (See fig. 5.9).

Add Non-AVC Volunteer Service Screen (fig. 5.9)

Complete the volunteer service information. Asterisked (\*) fields are required. Then, click the **Save and Return** button to add one award, or click the **Save and Add Another** button to save and add another volunteer service.

Once your award information has been added, notify your Organization Point of Contact or Army Volunteer Corps Coordinator for certification.

### **Add an Award or Special Recognition**

Awards and Special Recognition			
Received	Type of Award or Special Recognition	Presented By	Certified
03/19/2010	ACS Master Trainer	ACS: Army Community Service (ACS)	Yes
04/19/2010	AVC Volunteer of the Month	ACS: Army Volunteer Corps (AVC)	Yes
05/19/2010	AVC Volunteer of the Month	ACS: Army Volunteer Corps (AVC)	Yes

**Add New**

Service History Screen (fig. 5.10)

To add new Awards and Special Recognitions, click the arrow on the right to open the Awards and Special Recognition section.



Click the **Add New** button to add any Volunteer Awards and Recognitions you have received. (See fig. 5.10)

Add Volunteer Award Screen (fig. 5.11)

Complete the award information. Asterisked (\*) fields are required.

Then, click the **Save and Return** button to add one award, or click the **Save and Add Another** button to save and add another award.

Once your award information has been added, notify your Organization Point of Contact or Army Volunteer Corps Coordinator for certification.

### **Add a Training**

Training						
Completed	Type of Training	Hours	Presented By		Certified	
01/28/2010	ACS Level 1	15	ACS: Army Community Service (ACS)		Yes	
02/12/2010	ACS Level 2	8	ACS: Army Community Service (ACS)		Yes	
02/19/2010	ACS Level 3	8	ACS: Army Community Service (ACS)		Yes	
03/05/2010	ACS Master Trainer	16	ACS: Army Community Service (ACS)		Yes	

**Add New**

Service History Screen (fig. 5.12)

To view or add new Trainings, click the arrow on the right.



Scroll down to locate the Training section and then click the **Add New** button. (See fig. 5.12).

Add Training Screen (fig. 5.13)

Complete the training information. Asterisked (\*) fields are required.

Then, click the **Save and Return** button to add one training, or click the **Save and Add Another** button to save and add the training.

Once the training information has been added, notify your Organization Point of Contact or Army Volunteer Corps Coordinator for certification.

## **Add an Orientation**

Service History Screen (fig. 5.14)

To view or add new Orientations, select the arrow on the right.

Click the **Add New** button. (See fig. 5.14).



\* = Required      Label underlining = Popup help

**Presented By**

Indicate the provider of this volunteer experience. Select the AVC organization group or community organization within a group if applicable. Enter the name if it's not listed. Use only one of these three provider identification options.

Organization Group

Organization

Other

**Details**

\* Orientation

\* Date

Certified  No

Add Orientation Screen (fig. 5.15)

Complete the orientation information. Asterisked (\*) fields are required.

Then, click the  button to add one orientation, or click the  button to save and add another orientation.

Once the orientation information has been entered, notify the Organization Point of Contact or Army Volunteer Corps Coordinator for certification and approval.

Note: Orientations are not included in your Volunteer Service Record. Consider adding an Orientation under Trainings.



## 6. Manage a Volunteer Service Record

The Volunteer Service Record includes information about a Volunteer's Profile, Service History, Positions Held, Awards and Special Recognitions, Trainings, and Volunteer Annual Hours Record. This information comprises the Volunteer Service Record, DA FORM 4162.

To view the Volunteer's Volunteer Service Record, click the Service Record (VSR) tab. (See fig. 6.1).

The screenshot shows the "Volunteer Service Record" interface. At the top, there is a navigation bar with tabs: "Volunteer Opportunities", "Volunteer Coordinators", "Volunteer Activity", "Service Record (VSR)", "Annual Summary", "Profile", "Hours History", and "Application History". The "Service Record (VSR)" tab is selected. Below the navigation bar, there is a "Back to Map" button. The main content area has a heading "Volunteer Service Record" and a sub-heading "Volunteer Profile". Below the heading, there is a message: "You may view and print your Volunteer Service record. You may also edit your volunteer profile and volunteer activity, and download your DA Form 4162." Below this message, there are four buttons: "Download DA Form 4162", "Edit Volunteer Profile", "Edit Volunteer Activity", and "Print Preview VSR". The "Volunteer Profile" section contains the following information:

Name of Volunteer	Joe, Volunteer
Home Address	sdagsdgerhrtjh poway, California 92064
Email Address	joe.abedi@vacs.org
<b>Telephone Numbers:</b>	
Home	(888) 555-1212
Cell	(222) 111-3333
Work	(333) 444-5555
Fax	(444) 555-6666
Sex	Male
Date of Birth	10/25/1980
Sponsor Name	
Sponsor Unit Address	
Deceased	No

My AOS Screen (fig. 6.1)

The Volunteer Service Record screen is displayed. (See fig. 6.1).



## **Download the Volunteer Service Record**



VSR Screen (fig. 6.3)

To download the Volunteer Service Record to DA Form 4162, click the **Download DA Form 4162** button. Then, click the Save button to download a Volunteer Service Record copy to the local computer or click the Open button to view the Volunteer Service Record online. (See fig. 6.3).

## **Edit the Volunteer Profile Information**



VSR Screen (fig. 6.4)

To edit Army Volunteer Corps Volunteer Profile information, click the **Edit Volunteer Profile** button to open the Edit Volunteer Profile. (See fig. 6.4).



Name of Volunteer	Joe, Volunteer
Home Address	sdagsdgerhrtjh poway, California 92064
Email Address	joe.abedi@vacvcs.org
<b>Telephone Numbers:</b>	
Home	(888) 555-1212
Cell	(222) 111-3333
Work	(333) 444-5555
Fax	(444) 555-6666
Sex	Male
Date of Birth	10/25/1980
Sponsor Name	
Sponsor Unit Address	
Deceased	No

Volunteer Profile Screen (fig. 6.5)

Make the necessary changes to the User Profile, Contact, Military Demographic, General Demographic, Volunteer, Sponsor, and Minor information. Asterisked (\*) fields are required.

Then, click the  button to apply changes.

## **Edit Volunteer Activity**

Name of Volunteer	Joe, Volunteer
Home Address	sdagsdgerhrtjh poway, California 92064

VSR Screen (fig. 6.6)

To edit Volunteer Activity, click the  button to open the Volunteer Activity screen. (See fig. 6.6).



## 7. View Volunteer Annual Summary

Use the Volunteer Annual Summary tab to view volunteer hours by day for a complete year. This information comprises the Volunteer Daily Time Record, DA Form 4173.

To view the Volunteer’s annual summary, click the Annual Summary tab. The Annual Summary screen is displayed. (See fig. 7.1).

Volunteer : Volunteer Joe

Year: 2011

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total:
JAN																															0	
FEB																																0
MAR																																0
APR																																0
MAY																																0
JUN																																0
JUL																																0
AUG																																0
SEP																																0
OCT																																0
NOV																																0
DEC																																0
																																0

Total: 0

NOTE: Totals may vary slightly from the sum of the hours displayed, since hours are rounded for display.

Download as Form 4713

AVC Volunteer Screen (fig. 7.1)

From the Year dropdown menu, select the year to report on. Then, click the **Download as Form 4713** button to download the Annual Summary report. (See fig. 7.1).



## 8. For Additional Assistance

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If you have any additional questions that this guide did not answer, please don't hesitate to contact us regarding your comments, thoughts, or ideas on how we can continue to meet your needs.

You can reach us through Live Chat or email us through the Contact Us link located at the bottom of the screen. (See fig. 8.1).



Army OneSource Homepage (fig. 8.1)