Our mission is to provide Soldiers, Civilians and their Families with a quality of life commensurate with the quality of their service.

We are the Army's Home
The OPOC Role and Tasks

Agenda

- The OPOC invitation
- Accessing OPOC tools
- Creating volunteer positions
- Reviewing volunteer applications
- Certifying volunteer hours
- Managing volunteers
- Adding non-user volunteers
- Reports
- Summary
Register on Army OneSource

Notes:

2. Click **Register** located in the black bar at upper right hand corner of your window.
3. Click **Join Now** to begin the registration process.
Notes:
1. Complete the registration form. Required fields are noted with an asterisk (*).
2. Click the **Continue** button located at the bottom right of the registration form.
Notes:

OPOC Invitation
1. The AVC Coordinator for your Community will send you a VMIS email invitation to become an OPOC for a specific organization(s) in the Community.
2. Upon receipt of the email, select the Click Here link within the email. This link will open Army OneSource and prompt you to login.
3. Login with your username and password.
4. Complete your OPOC Profile.
5. Notify the AVC Coordinator (through phone or email) that you have completed the invitation process. The AVC Coordinator will then Authorize you as an OPOC.

Receive email with the following content:

Click here to register as an OPOC at <Community name> for the following organization(s):
<Organization name>.
Notes:
1. Login to Army OneSource with your username and password.
2. Click the Volunteer Tools button found at the top right of your screen. OPOC tools are displayed.
3. If available, select the desired organization from the drop down list at the right. Click Change.
4. Begin using your OPOC tools for that organization.
# OPOC Tools

## Notes:

<table>
<thead>
<tr>
<th>Tab</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positions</td>
<td>Create and manage volunteer positions for the selected organization</td>
</tr>
<tr>
<td>Applications</td>
<td>Review submitted volunteer applications</td>
</tr>
<tr>
<td>Volunteers</td>
<td>Manage volunteers for the selected organization</td>
</tr>
<tr>
<td>Volunteer Hours</td>
<td>Review submitted volunteer hours for the selected organization</td>
</tr>
<tr>
<td>Reports</td>
<td>Generate VMIS Reports for the selected organization</td>
</tr>
<tr>
<td>Profile</td>
<td>Manage your OPOC Profile</td>
</tr>
<tr>
<td>Summary</td>
<td>Quick glance at OPOC action items and information</td>
</tr>
</tbody>
</table>

![Access Role Selector and OPOC Toolbars](image-url)
Managing Volunteer Positions

Notes: Slides 8-16

1. Select the **Positions** Tab.
2. Click the **Search** button to Edit existing positions. Note the filter settings.

![Positions interface](image-url)
1. Select the **Positions** Tab.
2. Click the **Search** button to view or edit existing positions. Note the filter settings.
3. Click the **Pencil** or **Position Title** link to view an existing position.
Managing Volunteer Positions

Notes: Slides 8-16
1. Select the Positions Tab.
2. Click the Add New button to add a new position.
Add New Volunteer Positions

Notes: Slides 8-16

Complete the form. Required fields are marked with an asterisk (*).
Add New Volunteer Positions

**Notes:** Slides 8-16

Complete the form. Required fields are marked with an asterisk (*).
Add New Volunteer Positions

**Notes:** Slides 8-16

Complete the form. Required fields are marked with an asterisk (*).
Add New Volunteer Positions

Notes: Slides 8-16

1. If Motor Vehicle Use is required, choose the correct option.
2. If a volunteer position Involves Work with Children or Youth, choose whether it is short term or on a regular basis. In either case, a background check is required for a volunteer to be accepted into the position. See your AVC Coordinator concerning background checks on potential volunteers.
3. If a Credential or License is required, select Yes.
Add New Volunteer Positions

Notes: Slides 8-16

1. When a new position is created, the default Status is Closed. For a position to be visible on the list of Volunteer Opportunities, the position Status must be set to Open.
2. The default Duration Type of a position is Ongoing position. The Duration Type may be changed as appropriate.
3. The default setting for Public is marked with a check mark. For a position to be visible on the list of Volunteer Opportunities, Public must be marked with a check mark.
4. The Closed field is blank by default. Only enter a date once you have closed the position.
Add New Volunteer Positions

Notes: Slides 8-16

1. Complete the form. Required fields are marked with an asterisk (*).
2. Click the Save button when complete or Cancel to discard.
Reviewing Volunteer Applications

Notes: Slides 17-19

1. Select the Applications Tab.
2. Click the Search button to review the list of applications. Note the filter settings.

Slide 17
Reviewing Volunteer Applications

Notes: Slides 17-19

1. Review any applications in the list.
2. Click the Edit link to review the volunteer’s application.
3. Select the appropriate radio button to mark the application as Accepted or Declined.
4. Click Save Status Change button upon completion.
Reviewing Volunteer Applications

Notes: Slides 17-19

1. If declining a application, click the Edit link to open the application.
2. Change the Application Status to Declined.
3. Type a note in the Reason Declined text box.
4. Click the Save button to complete.
Manage Volunteers

Notes: Slides 20-29

1. Select the Volunteers tab.
2. Click Search button to view the Volunteer List. Note the filter settings.

A search for an existing volunteer (non-user or registered ACS user) must be conducted in order to enable the 'Add Non-User Volunteer' button.
## Manage Volunteers

### Notes: Slides 20-29

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Opens Volunteer Profile</td>
</tr>
<tr>
<td>Home Phone</td>
<td>Phone Number of volunteer</td>
</tr>
<tr>
<td>Community</td>
<td>Military Community</td>
</tr>
<tr>
<td>Type</td>
<td>User or Non-User</td>
</tr>
<tr>
<td>Status</td>
<td>Active or Inactive</td>
</tr>
<tr>
<td>BG Check</td>
<td>Background Check noted – [x] = no   [✓] = yes</td>
</tr>
<tr>
<td>Links</td>
<td>4162 – Volunteer Service Record for viewing or printing</td>
</tr>
<tr>
<td></td>
<td>4713 – Annual Summary</td>
</tr>
<tr>
<td></td>
<td>Email – send an email to selected volunteer</td>
</tr>
<tr>
<td></td>
<td>VSR – submitting/certifying hours, adding trainings or notes, uploading volunteer files</td>
</tr>
</tbody>
</table>

### Volunteers

Manage your organization’s volunteer list. Email your volunteers and manage their volunteer hours.

- **Type**: All
- **Position**: All
- **Status**: All
- **Has Open Service**: All
- **Name**: 

Viewing 1-10 of 10 Volunteers

<table>
<thead>
<tr>
<th>Name</th>
<th>Home Phone</th>
<th>Community</th>
<th>Type</th>
<th>Status</th>
<th>BG Check</th>
<th>Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown, Lester</td>
<td></td>
<td>Test Community</td>
<td>Non-User</td>
<td>Active</td>
<td>✓</td>
<td>4162 4713 VSR</td>
</tr>
<tr>
<td>Jacobs, Victoria</td>
<td>(334) 555-5555</td>
<td>Fort Campbell</td>
<td>User</td>
<td>Active</td>
<td>✗</td>
<td>4162 4713 Email VSR</td>
</tr>
</tbody>
</table>
**Manage a Volunteer – VSR Link**

**Notes:** Slides 20-29

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVC Services</td>
<td>Submit/Certify Army Volunteer Corp (AVC) Hours on behalf of volunteer</td>
</tr>
<tr>
<td>Non-AVC Service</td>
<td>Submit/certify non-AVC services on behalf of volunteer</td>
</tr>
<tr>
<td>Volunteer Awards</td>
<td>Submit/certify volunteer awards on behalf of volunteer</td>
</tr>
<tr>
<td>Training</td>
<td>Submit/certify trainings on behalf of volunteer</td>
</tr>
<tr>
<td>Orientation</td>
<td>Submit/certify orientations on behalf of volunteer</td>
</tr>
<tr>
<td>Notes</td>
<td>Enter or read notes on the volunteer</td>
</tr>
<tr>
<td>Files</td>
<td>Upload digital files for the volunteer</td>
</tr>
<tr>
<td>Report</td>
<td>Generate reports for this volunteer</td>
</tr>
</tbody>
</table>

**Volunteer Tools**

**Volunteer Service Record**

**Volunteer Name:** Lester Brown

- **Saved Store Accountant:**

- **Fiscal Year:** All, **Quarter:** All, **Status:** All

**As Of 04/02/2012**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Community</th>
<th>AVC Service</th>
<th>Status</th>
<th>Certified Hours*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thrift Shop</td>
<td>Test Community</td>
<td>Store Accountant</td>
<td>Active</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Total Certified Hours**

- **0.00**

*Hour totals include both day and night hours.*
AVC Services Tab

Notes: Slides 20-29

1. Select the **AVC Services** tab.
2. Select the position and the appropriate icon for managing volunteer services or hours.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pencil</td>
<td>Update a volunteer’s service for a position</td>
</tr>
<tr>
<td>Paper</td>
<td>Submit and Certify hours – daily or period</td>
</tr>
<tr>
<td>Clock</td>
<td>Submit and Certify daily hours using a calendar view</td>
</tr>
</tbody>
</table>

Volunteer Tools

Volunteer Service Record

Volunteer Name: **Lester Brown**

- Saved Store Accountant.

- Fiscal Year: All  Quarter: All  Status: All

As Of 04/02/2012

<table>
<thead>
<tr>
<th>Organization</th>
<th>Community</th>
<th>AVC Service</th>
<th>Status</th>
<th>Certified Hours*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thrift Shop</td>
<td>Test Community</td>
<td>Store Accountant</td>
<td>Active</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total Certified Hours

0.00

*Hour totals include both day and period hours.
If a volunteer's position status changes, their status should be updated.

1. Selecting the **Pencil Icon** displays a form to change the service status and dates of service.
2. Click **Save** to complete.
Selecting the Paper icon allows volunteer hours to be entered in three ways:

- Add For Open Dates
- Add For Day
- Add For Period

Volunteer Tools

Volunteer Service Record

Volunteer Name: Lester Brown

Store Accountant, Thrift Shop, Test Community

Status: All

Date  Hours  Hours Type  Status  Note

We're sorry, there are no records to display.

Add For Open Dates  Add For Day  Add For Period  Return
Submitting and Certifying Daily Hours

Notes: Slides 20-29

1. Click the **Add for Open Dates** button. A calendar view of open dates for entering volunteer hours is displayed.
2. Select the appropriate date and enter volunteer hours worked on behalf of the volunteer.
3. Round the minutes to the closest increment of 15 minutes (e.g. .25, .5, .75)
4. Click **Save** to complete.
Notes: Slides 20-29

1. Click the **Add For Day** button.
2. Type or select the specific **Date** using the Calendar button.
3. Type the volunteer **Hours** for that date.
4. Enter a **Note** if desired.
5. Click **Save and Return** button to complete.
Submitting and Certifying Period Hours

Notes: Slides 20-29

1. Click the **Add For Period** button.
2. Type the total volunteer hours for the selected date range.
3. Select the **Calendar Year** and **Month** from the dropdown lists.
4. Click **Save and Return to Hours List** or **Save and Add Another** buttons to complete.
Submitting and Certifying Daily Hours

Notes: Slides 20-29

1. Selecting the **Clock Icon** displays a calendar view of open dates for entering volunteer hours.
2. Select the appropriate date and enter volunteer hours worked on behalf of the volunteer.
3. Round minutes to the closest increment of 15 minutes (e.g., .25, .5, .75)
4. Click **Save** to complete.

Selecting the Clock

![Volunteer Tools](image)

Volunteer Name: **Lester Brown**

Store Accountant, Thrift Shop, Test Community

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

Certified hours are shown in green.
Adding Non-User Volunteers

Notes: Slides 30-35

1. Select the Volunteers tab.
2. Click the Search button. Note the filter settings.
3. Click the Add Non-User Volunteer button.
Searching for a Non-User Volunteer

**Notes:** Slides 30-35

To search for an existing Non-User at another community to move to your community,
1. Type volunteer’s **Last Name**.
2. Click the **Search** button.

![Volunteer Search Interface](image-url)

Manage your organization’s volunteer list. Email your volunteers and manage their volunteer hours.

**Locate an Existing Non-User Volunteer at Another Community to Move to Test Community**

- **Community**: --Test Community
- **First Name**: [Input]
- **Last Name**: [Input]

Click the Search button after filling in filter settings, to load the volunteer-matches list.
Notes: Slides 30-35

If the Non-User is not found, click Create New Non-User Volunteer.
Creating a New Non-User Volunteer

Notes: Slides 30-35

1. Complete the Non-User form. Required fields are noted with an asterisk (*).
2. Select the Group from the dropdown list.
3. Select the Organization from the dropdown list.
4. Select the volunteer Position from the dropdown list to assign to the Non-User.
5. Click the Save button to complete
Add an Existing Non-User Volunteer

**Notes:** Slides 30-35

If a search for a Non-User finds the Non-User at their most recent Community, select the volunteer’s **Name Link** to open their Volunteer Profile.

---

### Locate an Existing Non-User Volunteer at Another Community to Move to Test Community

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Community</th>
<th>Email</th>
<th>Home Phone</th>
<th>Work Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, Frank</td>
<td>Non-User</td>
<td>Test Community</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith, Henry</td>
<td>Non-User</td>
<td>Test Community</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith, John</td>
<td>Non-User</td>
<td>Test Community</td>
<td><a href="mailto:test@defenseweb.com">test@defenseweb.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith, John</td>
<td>Non-User</td>
<td>Test Community</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith, Linda</td>
<td>Non-User</td>
<td>Test Community</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

### Create a New Non-User Volunteer

[Create a New Non-User Volunteer]
Notes: Slides 30-35

1. Update the volunteer’s Military Community to match the current Community.
2. Click Save to complete.
3. Notify the AVC Coordinator of this Non-User Volunteer in the Community and the volunteer position to be assigned.
4. After the AVC Coordinator has assigned the Non-User volunteer the appropriate volunteer position for your organization, the Non-User Volunteer will appear in your volunteer list.
Notes: Slides 36-38

If a volunteer registers as an Army OneSource member, the Non-User account should be converted to the Army OneSource member account.
1. Locate the Non-User account.
2. Select the Non-User Name link to open their Volunteer Profile.
3. Click the Convert to User button at the bottom right of the profile screen.
4. Click the Search button if necessary.
5. When the Army OneSource User Profile is found, click the Select button.
To complete the conversion of the Non User Volunteer (NUV) Volunteer Service Record (VSR) to the selected Army OneSource member account, click the Transfer NUV VSR To This User button.
Notes: Slides 36-38

The conversion from a Non-User to a User is complete.

Click the Open VSR button to confirm transferred volunteer activity.
Notes: Slides 39-41

1. Select the Volunteer Hours tab.
2. Click the Search button. Note the filter settings.
Notes: Slides 39-41

1. Review each submitted entry.
2. To certify a specific entry, check the appropriate selection box(es), click **Certify All Selected** button.
3. To certify all submitted entries, click the **Certify All Submitted** button.
4. To reject an entry, click the **Edit** link to the right of the entry.
Notes: Slides 39-41

To reject an entry,
1. Click the Edit link to the right of the submitted entry on the prior screen.
2. Select Rejected from the dropdown list. Type a Rejection Reason in the text box.
3. Click the Save and Return button to complete.
Notes: Slides 42-45

1. Select the **Reports** tab.
2. Select a report title.
Notes: Slides 42-45

1. Select the Report title from the dropdown list.
2. Set the report’s date range.
3. Select the Community Organization from the dropdown list.
4. Click the Submit button.
5. Choose to Print Report or Export to Excel.
Manage Reports – by Volunteer & Position

Notes: Slides 42-45

1. Select the Report title from the dropdown list.
2. Set the report’s date range.
3. Select the Community Organization from the dropdown list
4. Select the Position from the dropdown list.
5. Click the Submit button.
6. Choose to Print Report or Export to Excel.
Notes: Slides 42-45

1. Select the Report title from the dropdown list.
2. Set the report’s date range.
3. Select the Community Organization from the dropdown list.
4. Select the Position from the dropdown list.
5. Click the Submit button.
6. Choose to Print Report or Export to Excel.
**Summary Tab – Action Items**

**Notes:** Slides 46-47

1. Select the Summary tab
2. Select the **Submitted Hours** or **Submitted Applications** links.
3. Review the submitted daily hours for certification or submitted applications for acceptance.

**Number of “Day” entries to be certified**

**Slide 46**
Notes: Slides 46-47

1. Select the Summary tab
2. Select the Active Volunteer or Open Positions links. Non-User Volunteers are not included.
Organization POC Role

- The OPOC invitation
- Accessing OPOC tools
- Creating volunteer positions
- Reviewing volunteer applications
- Certifying volunteer hours
- Managing volunteers
- Adding Non User volunteers
- Reports