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
Volunteer Tools

Agenda

- Registering as an Army OneSource member
- Searching for volunteer opportunities
- Applying for a volunteer position
- Submitting your volunteer hours
- Updating your volunteer service history
Register on Army OneSource

Notes:
2. Click Register located in the black bar at upper right hand corner for your window.
3. Click Join Now to begin the registration process.
Notes:
1. Complete the registration form. Required fields are noted with an asterisk (*). Your username cannot be changed later. Select a nearby Military Community from the list.
2. Click the **Continue** button located at the bottom right of the registration form.
Completing the Site Registration

Notes:
1. Verify your site registration
2. Click the **Register** button.
3. After receiving your pre-approval message, click the **Continue** button.
4. You will be successfully logged in.

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**Your registration information is being processed.**

Registration complete.

Thank you for registering. You have been pre-approved and logged into the site.

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Welcome Susan! Thu Feb 28, 2013

**ARMY OneSource**

Search Army OneSource... 1-877-811-ARMY

Need Site Support? 1-877-811-ARMY

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

Logout Live Chat Support Home Update Profile Help
Site Acceptance Policy

Notes:
1. The next time you log in, a Site Acceptable Use Policy will be displayed.
   - If you agree, click the **I accept this policy** button.
   - If you do not agree, click the **I do not accept this policy** button.
Volunteer Tools Button

Notes:
2. Login is not required to search for Volunteer positions.
3. Click the Volunteer Tools button located at the upper right of the window.
Notes:
1. To search for volunteer positions, click on the state’s name or area.
2. Click **Switch to OCONUS** to view the Outside Continental U.S. map.
Notes:
1. To search for volunteer positions, click on the country, state, or region’s name or dot.
2. Click Switch CONUS to view the Continental U.S. map.
Selecting a Community

Notes:
1. To search for volunteer positions in your region, select a Community from the list.
2. To contact a Volunteer Coordinator, note the phone number for that Community.

<table>
<thead>
<tr>
<th>Community</th>
<th>Volunteer Coordinator Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>USARC (US Army Reserve Command)</td>
<td>(801) 656-4046</td>
</tr>
<tr>
<td>4th POG</td>
<td>(910) 643-4663</td>
</tr>
<tr>
<td>USASFC (Special Forces Command)</td>
<td>(910) 396-0485</td>
</tr>
<tr>
<td>95th CA Bde</td>
<td>(910) 432-8204</td>
</tr>
<tr>
<td>USAFJFSCP (John F Kennedy Special Warfare Center &amp; School)</td>
<td>(910) 907-2878</td>
</tr>
<tr>
<td>HHC USASOC</td>
<td></td>
</tr>
<tr>
<td>SB(SO)(A)</td>
<td>(910) 396-2458</td>
</tr>
<tr>
<td>Fort Bragg</td>
<td></td>
</tr>
</tbody>
</table>
Notes:
1. Review the displayed volunteer positions for the selected community and region.
2. Change the filters for the volunteer opportunities and click **Search** if desired.
3. Click on a **Position title** link in the list to read the position details.
Applying for a Volunteer Position

Notes:
1. Review the position details.
2. Click **Cancel** to return to the prior list of positions.
3. Click **Apply** to continue to the next step in applying for the position.

WWC General Volunteer

- **Posted**: 1/26/2011
- **Community**: Fort Bragg
- **Organization**: 82nd Wounded Warrior Committee
- **Position Type**: Permanent Job
- **Purpose**: Unspecified
- **Position Summary**: Our primary goal is to provide aid and comfort to the Wounded Paratroopers of the 82nd ABN DIV.
- **Duties**:
  - Attends monthly meetings
  - Travels to other locations to visit with wounded soldier
  - Volunteers for events involving wounded soldiers
  - Volunteers to promote the WWC in the Ft. Bragg communities
  - Assembles bags and comfort items for wounded soldiers
- **Credentials or License Required**: Unspecified
- **Qualifications**: Unspecified
- **Training**: Unspecified
- **Orientation**: Unspecified
- **Time Required**: Monthly meeting to attend. All other time required varies and is at the volunteer’s discretion.
- **Evaluation**: Unspecified
- **Benefits**: Unspecified
- **Address**: Ft. Bragg, North Carolina 28307
- **Contact Person**: Leonia Parks
  - (910) 436-8677
  - leonia@topbragghomes.com

**AVC Coordinator**
- Catherine Cox
  - (910) 396-8160
  - catherine.m.masonfield.emailmil
- Alice Cox
  - (910) 396-2484
  - (286) 396-2484
  - alice.d.stephens@navy.mil
Completing the Volunteer Application

Notes:
1. To apply for a volunteer position, you must be logged in to Army OneSource.
2. Complete the application. Required fields are noted with an asterisk (*).
3. Click **Submit** to send the application.
What is Next?

Notes:
VMIS Emails
1. An email is sent to the volunteer confirming receipt of the volunteer application.
2. An email is sent to the Volunteer Coordinator that an application has been received.

Viewing Volunteer Tools
1. Login to Army OneSource.
2. Click Volunteer Tools button.
3. The Volunteer Tools are displayed.
4. The user may track their pending application through the Application History tool.
Completing the Volunteer Profile

Notes:
1. Login to Army OneSource.
2. Click the **Volunteer Tools** button.
3. If the user has been accepted into the first volunteer position, the Volunteer Profile is displayed.
4. Complete the Volunteer Profile if prompted.
Volunteer Application is Declined or Submitted

Notes:
1. Login to Army OneSource.
2. Click Volunteer Tools button.
3. If the Volunteer Map is displayed, click the Already a Volunteer button. The Volunteer Tools are displayed.
4. Select the Application History tab. The status will be Declined.
5. Click the Edit link to review the application.
Volunteer Application is Approved

Notes:
1. Login to Army OneSource.
2. Click the Volunteer Tools button.
3. Select the Application History tab to view the status of your current and past applications.
4. Once a user’s application is approved the full tool set is available. Until that occurs only the Volunteer Opportunities, Volunteer Coordinators, and Application History tabs are available. See next page.
5. An accepted application may be viewed, but not edited.
## Volunteer Tools

### Notes:

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<tr>
<th>Tab</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer Opportunities</td>
<td>Search for volunteer positions at any Community or Region</td>
</tr>
<tr>
<td>Volunteer Coordinators</td>
<td>Search for Volunteer Coordinators at any Community or Region</td>
</tr>
<tr>
<td>Volunteer Activity</td>
<td>Submit your volunteer hours and manage your service history</td>
</tr>
<tr>
<td>Service Record (VSR)</td>
<td>View or print your Volunteer Service Record - Form 4162</td>
</tr>
<tr>
<td>Annual Summary</td>
<td>View, download, or print your Annual Summary - Form 4173</td>
</tr>
<tr>
<td>Profile</td>
<td>Update your volunteer profile</td>
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<tr>
<td>Hours History</td>
<td>View submitted and certified volunteer hours</td>
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<tr>
<td>Application History</td>
<td>View, edit, or delete volunteer applications</td>
</tr>
</tbody>
</table>

### Volunteer Tools

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
All

Organization
All

Select State/Region
Submitting Volunteer Hours

Notes:
*** Be sure to submit volunteer hours in a timely manner ***

1. Click the Add For Open Dates or Add For Day buttons. Select the month day and year and type the hours. Numbers between 1 and 24 are accepted.
2. Only use the Add For Period as a last resort. Period hours are not reported for the military community. Use Period Hours for historical purposes only.

Volunteer Activity

Log your volunteer hours and manage your volunteer trainings, awards, and other volunteer services.

Cashier, Thrift Shop, Test Community

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

Time entry deadline: For administrative reporting reasons, all time entries must be completed no later than the 15th of the following month. After the 15th, time entries for dates earlier than the current month can only be added by OPOCs and AVCCs.
Notes:
*** Be sure to submit volunteer hours in a timely manner ***
1. Login to Army OneSource.
2. Click Volunteer Tools button.
3. Select the Volunteer Activity tab.
4. Click the Hours link for the desired position under the Open Services section.
5. Click the Add For Open Dates button. Select the available date and type the hours. Numbers between 1 and 24 are accepted.
6. Click Save.
Submitting Volunteer Hours / Add For Day

Notes:
*** Be sure to submit volunteer hours in a timely manner ***
1. Login to Army OneSource.
2. Click Volunteer Tools button.
3. Select the Volunteer Activity tab.
4. Click the Hours link for the desired position under the Open Services section.
5. Click the Add For Day button.
6. Type or select a date from the calendar.
7. Type volunteer hours. Numbers between 0 (greater than 0, such as .5) and 24 are accepted.
8. Add an optional note.
9. Click Save and Return.
Notes:
1. Login to Army OneSource.
2. Click Volunteer Tools button.
3. Select the Volunteer Activity tab.
4. Click the Hours link for the desired position under the Open Services section.
5. Click the Add for Period button. Select the month and year.
6. Type the number of hours for that month.
7. Click Save and Return to Hours List or Save and Add Another.
Notes:
Adding Awards, Training or other volunteer activity to your Volunteer Service Record:
1. Login to Army OneSource.
2. Click **Volunteer Tools** button.
3. Select the **Volunteer Activity** tab.
4. Scroll to the appropriate section, and click **Add New**.
5. **Save** your additions. You will not be able to edit these later.
6. Your additions will not be certified. Contact your volunteer manager to certify your additions.
VMIS Summary

Volunteer Tools

- Register as an Army OneSource member
- Search for Volunteer opportunities
- Apply for Volunteer positions
- Submit your volunteer hours
- Update your Volunteer Service History