Volunteer Management Information System
Army Volunteer Corps Coordinator User Guide

May 2014
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Army OneSource - www.myarmyonesource.com
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<tr>
<td>1 AFTB</td>
<td>Army Family Team Building</td>
</tr>
<tr>
<td>2 AOS</td>
<td>Army OneSource</td>
</tr>
<tr>
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<td>Army Volunteer Corps</td>
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<td>6 NUV</td>
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<td>7 OPM</td>
<td>Organization Program Manager</td>
</tr>
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<td>Organization Point of Contact</td>
</tr>
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<td>9 UV</td>
<td>User Volunteer</td>
</tr>
<tr>
<td>10 VMIS</td>
<td>Volunteer Management Information System</td>
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<tr>
<td>11 VSR</td>
<td>Volunteer Service Record</td>
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</table>
1. Welcome

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

<table>
<thead>
<tr>
<th>VMIS Tools</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Tools</td>
<td>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, find an AVC Coordinator, or register as a volunteer.</td>
</tr>
<tr>
<td>Volunteer Tools</td>
<td>Volunteer tools provide “accepted” volunteers the ability to track their hours, have hours approved by their AVC OPOC or AVC Coordinator (AVCC), and manage their Volunteer Service Records (VSRs).</td>
</tr>
<tr>
<td>Volunteer Supervisor Tools</td>
<td>Volunteer Supervisor tools provide AVCC, AVC OPOC, AVC Regional Managers, Organization Program Managers (OPM), and AVC Program Managers the ability to view and manage volunteer program activities within their areas of responsibility.</td>
</tr>
</tbody>
</table>

VMIS Tools (table 1.1)

Who Should Use This Manual

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

Roles and Responsibilities

The Volunteer Management Information System provides local Army Volunteer Corps Coordinators the ability to work with organizations that have available volunteer opportunities. The Army Volunteer Corps Coordinator roles and responsibilities are as follows:

1. Must be invited by email invitation and authorized by the Army Volunteer Corps Program Manager or Army Volunteer Corps Region Manager.

2. Authorizes and manages Army Volunteer Corps Organization Points of Contact, Army Volunteer Corps Coordinator Assistants, and Army Volunteer Corps Volunteers.

3. Posts volunteer positions, reviews volunteer applications, verifies volunteer hours, and works with organizations needing volunteers.

4. Responsible for volunteer activities within a community, and works with organizations that have available volunteer opportunities.
2. Access the AVCC Tools

To access the VMIS AVCC tools, navigate to the Army OneSource (AOS) website at https://www.myarmyonesource.com.

To login to the Army OneSource site, click the **Login** link at the top of the screen. (See fig. 2.1).
Army OneSource Login Page (fig. 2.2)

Enter your Username and Password, and click the **Login** button. (See fig. 2.2)
To navigate to the Army Volunteer Corps Coordinator (AVCC) tools, click the button at the top of any Army OneSource screen.

You can also access the AVCC tools through the My AOS Page link at the top right of the screen. The My AOS Page is displayed. (See fig. 2.4).
Many of the AVCC tools can be found in modules on your "My AOS Page" including the AVCC Locator, the Volunteer Opportunities, and the Volunteer Center.

The Volunteer Tools screen is displayed.
3. Manage Organizations

Army Volunteer Corps Coordinators manage the information for organizations within their community. There are two types of organizations in Volunteer Management Information System: Standard and Non-Standard. Army Volunteer Corps Coordinators can open a Standard Organization that already exists for all military communities and/or add a new Non-Standard Organization.

<table>
<thead>
<tr>
<th>Organization Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Standard</td>
<td>Standard Organizations are organizations common to most military communities, such as the Red Cross, Army Community Service programs, or the Chapel. Army Volunteer Corps Program Managers create Standard Organizations and Army Volunteer Corps Coordinators can view a list of Standard Organizations and open a Standard Organization for their local community, if desired. Notes: • Standard Organization volunteer statistics can be reported within Volunteer Management Information System. • All Standard Organizations have a HQ Point of Contact and are designated as “Statutory” or “Private” as defined by HQ.</td>
</tr>
<tr>
<td>2 Non-Standard</td>
<td>Non-Standard Organizations are organizations that exist only within a military community.</td>
</tr>
</tbody>
</table>

Organization Types (table 3.1)

To manage organizations, click the Organizations tab on the AVCC Tools. The Organizations screen is displayed. (See fig. 3.2).
Organizations Screen (fig. 3.2)

Use the **Group** and **Scope** dropdown menus, **Name** textbox, and **Name begins with** tool to filter the list of the volunteer local and standard organizations associated with the community.

**Note:** Local Organizations can be edited and Standard Organizations can be viewed.
View an Organization

To view a Organization, locate the specific organization, and then click the View link to the far right. (See fig. 3.3).

The Organization screen is displayed. (See fig. 3.4).
Once a Standard Organization is added for a community, it can only be inactivated by the AVC Program Manager. You may add additional details to the description in addition to description provided by the OPM, but the description provided by the OPM cannot be modified by the AVCC.

**Note:** Some portions of a Standard Organization’s information are set by the OPM and cannot be edited.

**Edit or Delete a Local Organization**

To edit or delete local organization, locate the specific organization, and then click the **Edit** link to the far right. (See fig. 3.5).
The **Local Organization** screen is displayed. (See fig. 3.6).
Local Organization Screen (fig. 3.6)

The description of the Organization can be updated. Fields marked with an asterisk (*) are required. Edit the local organization; make changes to the organization information.

Local Organizations can be set Inactive by selecting the ‘Inactivate Organization’ checkbox and clicking the Save button. A position within an inactive Organization keeps its current status – open or closed. Inactive Organizations are not listed on the Volunteer Opportunities tab of the Volunteer Tools, which means volunteers cannot see the organization or apply for positions under it.

**Note:** Some information on a Standard Organization’s information is set by the OPM and cannot be edited.

To delete the local organization, click the Delete button and then click the OK button. Note that organizations that contain positions cannot be deleted.
View, Edit, or Download an Organization Position

To view positions for an organization, locate the organization, and click the **Positions** at the far right. The **Organizations Positions** screen is displayed with a list of the volunteer positions within the organization. (See fig. 3.7).
To edit an organization position, click the Position **Title** link or the ⬇️ icon. The **Edit Organization Position** screen is displayed. (See fig. 3.8).
Edit Organization Position Screen (fig. 3.9)
Modify the position information. Asterisked (*) fields are required. Then, click the **Save** button.

To download the organization position description to Word, click the **Download** button. The position displays in a Word document. Within Word, click **File** and then click **Save As** to save the position description to the local computer.

**Add an Organization Position**

![Organization Positions Screen (fig. 3.10)](image)

To add a new organization position, navigate to the **Organization Positions** screen, and then click the **Add New** button (See fig. 3.11). The **Add Organization Position** screen is displayed (See fig. 3.11).
Use the dropdown menus and textboxes to select and enter the applicable organization position information. Asterisked (*) fields are required. Then, click the Save button to save the position and return to the Organization Positions screen.

**Add an Organization**

![Organization Screen](image)
To add new organization, navigate to the Organizations tab and then click the button. The Add Organizations screen is displayed.

Select an organization from the Organization Group dropdown menu.

**Note:** If an Organization Group is selected, a list of Standard Organizations for the selected group displays.
Next, select either the **Select a standard organization** or **Create a new organization** radio button.

If the **Create a new organization** option selected, complete the Organization Name, Description, and Type information.

Click the **Save and Add Another Organization** button to save the current organization and add another organization, or click the **Save and Return to List** button.
4. Manage Organization Points of Contact

An Army Volunteer Corps Coordinator can manage the Organization Points of Contact for the organizations associated within their community.

To manage Organization Points of Contact, click the **OPOCs tab** in the **AVCC** tools. The **Organization POCs** screen is displayed with a list of invited OPOCs.

![Organizations POCs Screen](image)

To see a list of current OPOCs, use the **Organization, Role, Status,** and **Name** filters to search for specific Organization Points of Contact (See fig. 4.1).

**Email Organization Points of Contact**

To email a single Army Volunteer Corps Organization Point of Contact, locate the Organization Point of Contact and click the Email link shown next to their name in the record. The local email program opens. Compose the email message and then click the **Send** button.
To email all Army Volunteer Corps Organization Points of Contact, click the button. The screen refreshes and expands to include a Send Email section.

Organizations POCs Screen (fig. 4.2)

<table>
<thead>
<tr>
<th>POC</th>
<th>Organization</th>
<th>Phone Number</th>
<th>Primary</th>
<th>Authorized</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phillips, Sanda</td>
<td>Child Development Service</td>
<td>763-8801</td>
<td>Yes</td>
<td>Yes</td>
<td><a href="mailto:Sanda.Philips@gmail.com">Sanda.Philips@gmail.com</a></td>
</tr>
<tr>
<td>Jennifer Reburn</td>
<td>602nd ASB FG</td>
<td>7/9/2013</td>
<td><a href="mailto:662dalefg@gmail.com">662dalefg@gmail.com</a></td>
<td>Delete</td>
<td>Re-Invite</td>
</tr>
<tr>
<td>Ernest Moore</td>
<td>194th CSSB Active Duty</td>
<td>6/16/2013</td>
<td><a href="mailto:ernestmoore2@yahoo.com">ernestmoore2@yahoo.com</a></td>
<td>Delete</td>
<td>Re-Invite</td>
</tr>
<tr>
<td>SFC Gregory Washington</td>
<td>Equal Opportunity (EO)</td>
<td>3/20/2013</td>
<td><a href="mailto:gregory.washington2@mail.mil">gregory.washington2@mail.mil</a></td>
<td>Delete</td>
<td>Re-Invite</td>
</tr>
<tr>
<td>Boettcher, Elizabeth</td>
<td>A Co. 719th MI BN</td>
<td>5/29/2013</td>
<td><a href="mailto:joybechtold@gmail.com">joybechtold@gmail.com</a></td>
<td>Delete</td>
<td>Re-Invite</td>
</tr>
<tr>
<td>Correa, Michael</td>
<td>6-52 AMD Alpha Battery Active Duty</td>
<td>6/16/2013</td>
<td><a href="mailto:kierlo712@gmail.com">kierlo712@gmail.com</a></td>
<td>Delete</td>
<td>Re-Invite</td>
</tr>
<tr>
<td>Melly Goldenstar</td>
<td>219th Optometry (FRG)</td>
<td>3/19/2013</td>
<td><a href="mailto:mollygstarn@gmail.com">mollygstarn@gmail.com</a></td>
<td>Delete</td>
<td>Re-Invite</td>
</tr>
<tr>
<td>Melly Goldenstar</td>
<td>219th Optometry Active Duty</td>
<td>3/19/2013</td>
<td><a href="mailto:mollygstarn@gmail.com">mollygstarn@gmail.com</a></td>
<td>Delete</td>
<td>Re-Invite</td>
</tr>
<tr>
<td>Ashley Portner</td>
<td>602nd ASB, B Company</td>
<td>4/14/2013</td>
<td><a href="mailto:nickymeragan.ann.mil@gmail.com">nickymeragan.ann.mil@gmail.com</a></td>
<td>Delete</td>
<td>Re-Invite</td>
</tr>
<tr>
<td>Brown, Rodney</td>
<td>Kappa Phi Theta Fraternity, Inc.</td>
<td>4/18/2013</td>
<td><a href="mailto:rlbrown721@gmail.com">rlbrown721@gmail.com</a></td>
<td>Delete</td>
<td>Re-Invite</td>
</tr>
<tr>
<td>Gordon, Leslie</td>
<td>6-52 AMD CSSB Active Duty</td>
<td>5/16/2013</td>
<td><a href="mailto:LeslieGordon7254@gmail.com">LeslieGordon7254@gmail.com</a></td>
<td>Delete</td>
<td>Re-Invite</td>
</tr>
</tbody>
</table>
Generate an Organization Point of Contact List

To generate Army Volunteer Corps Organization Point of Contact address labels in a Word document, click the Download Address Labels button. Then, click the Save button to save the Word file to the computer (See fig. 4.3).

To generate an Army Volunteer Corps Organization Point of Contact list in Excel, click the Download List button. Then, click the Save button to save the Excel file to the computer (See fig. 4.3).

Invite a New Organization Point of Contact

The Army Volunteer Corps Coordinator must invite and authorize Army Volunteer Corps Organization Points of Contact (volunteer managers for specific organizations for their community).

To invite a new Army Volunteer Corps Organization Point of Contact, click the Invite First Time OPOC Button (See fig. 4.4). The OPOC Organization Selection screen is displayed (See fig. 4.5).
Select the organization(s) whose volunteer program the Army Volunteer Corps Organization Point of Contact will manage.

Click the **Continue** button. The **Organization POC Invitation** screen is displayed (See fig. 4.6).
Fields marked with an asterisk (*) are required.

Type the Name, Email Address, Subject, and Message information. Next, select the appropriate Attach OPOC Guide, Request read receipt, and/or BCC me options. Then, click the Send Email button (See fig. 4.6).
Once email invitation is received, select the **Click Here** link within the email. The link will open Army OneSource and prompt to login. Login with username and password and complete the **OPOC Profile**. (See fig 4.7).

The Army Volunteer Corps Coordinator receives an email notification of the Army Volunteer Corps Organization Point of Contact registration and application. Then, the Army Volunteer Corps Coordinator follows the link within the email and completes the authorization by selecting the **Authorized** checkbox and clicking the **Save** button.

**Edit, Delete, or Assign an Organization Point of Contact**

To edit, delete, or assign an Army Volunteer Corps Organization Point of Contact, locate the specific Organization Point of Contact, and click the **POC** name link. The **Organization POC Profile** screen is displayed (See fig. 4.9).
Organizations POC Profile Screen (fig. 4.9)

To edit Army Volunteer Corps Organization Point of Contact information, make changes and then click the **Save** button.

To delete an Army Volunteer Corps Organization Point of Contact, click the **Delete** button and then click the **OK** button.
To assign an Army Volunteer Corps Organization Point of Contact organizations to manage, click the **Select Organization** button. The **OPOC Organization Selection** screen is displayed.

Select the organization(s) whose volunteer program the Organization Point of Contact will manage. Then, click the **Save and Return to Profile** button.
5. Manage Assistants

An Army Volunteer Corps Coordinator can set up Assistants to help with Non-User Volunteer tasks. Initially an Army Volunteer Corps Coordinator provides 15 days of temporary access. The access can be renewed, if needed. Assistants cannot view the Volunteer Service Record Notes screen but can add information to all other entry screens for Non Users. An Army Volunteer Corps Coordinator selects and authorizes Assistants from a list of Army OneSource registered users. Assistants may or may not be Volunteer Management Information System volunteers.

To manage assistants, click the Assistants link on the AVCC screen. The Assistants screen is displayed (See fig. 5.1).

Add a New Assistant

The process for adding an Assistant includes searching and selecting new Assistants from a list of current Community Army OneSource users, as well as promoting and authorizing a new Assistant.

To add new Assistants, click the Add New button. The AVCC Assistants screen is displayed (See fig. 5.2).
Type First/Last Name and then click the **Search** button to filter your search.

Select the checkbox next to the user, and then click the **Promote Selected** button.

Click the **Back to Assistant List** button to return to the **Assistants** screen.

Locate the promoted Assistant, select the **Authorized** checkbox, and click the **Save Authorization Changes** button. The Assistant is now authorized to perform an Assistant's tasks for 15 days (See fig. 5.2).
**Extend an Assistant**

AVCC Assistants Screen (fig. 5.3)

To re-initialize an existing Assistant's time, select the Assistant Authorized checkbox and click the **Save Authorization Changes** button (See fig. 5.3).

**Un-authorize or Remove an Assistant**

AVCC Assistants Screen (fig. 5.4)

To un-authorize an Assistant while maintaining the individual on the list, deselect the Assistant Authorized checkbox then, click the **Save Authorization Changes** button.

To remove an Assistant, select the Assistant Authorized checkbox and click the icon to the far right of their name. Then, click the **OK** button to confirm the removal of the Assistant.
6. Manage Positions

Although Army Volunteer Corps Organization Points of Contact are primarily responsible for position management, Army Volunteer Corps Coordinators can also manage positions, if needed.

To manage volunteer positions, click the Positions tab on the AVCC tools. The Organization Positions screen is displayed (See fig. 6.1).
The Organization **Positions** screen displays the Organization, Title, Type, Posted date, and Status for the positions within the designated community or organization.

If Standard Positions are available, their initial status is 'Closed’. For an organization to use a Standard Position, they must add their local information and ‘Open’ the position. See Edit a Position for information on how to open a position.

**Search Positions**

To search for volunteer positions, use the available **Organization**, **Scope**, and/or **Status** filtering options to locate specific positions (See fig. 6.3).
Use the **Page** and **Go to page** tools to navigate through the pages of position search results.

**Edit a Position**

![Positions Screen (fig. 6.4)](image)

To view or edit a volunteer position, click a **Title** link. The selected position’s details are displayed (See fig. 6.4).
Manage Organization Position Screen (fig. 6.5)
Fields marked with an asterisk (*) are required.
Make changes to the position. Under the Position Availability section, use the status dropdown box to change position from Closed to Open.

Click the [Save] button to save the updated position information and the Back button to return to the [Positions] screen.

**Download a Position**

To download a volunteer position description to Word, click a [Title] link. The position’s detail is displayed. Next, click the [Download] button, and then click the [Open] button to open the position details in a Word document.

Within Microsoft Word, click [File] and then click [Save As] to save the position description to the local computer.

**Add a New Position**

![Positions Screen (fig. 6.6)](image-url)
To add a new volunteer position, click the **Add New** button. The **Manage Organization Position** screen is displayed.

Manage Organization Position Screen (fig. 6.7)
Fields marked with an asterisk (*) are required.
Type or select the applicable position information. Then, click the **Save** button to save the new position information and return to the **Positions** screen.
7. Manage Applications

Although Organization Points of Contact are primarily responsible for managing volunteer applications, Army Volunteer Corps Coordinators can also manage volunteer applications, if needed.

![Volunteer Applications](image)

AVCC Screen (fig. 7.1)

To manage volunteer applications, click on the **Applications** tab on the AVCC tools.
The Applications screen is displayed.

The Applications screen shows potential volunteers applying for positions within the Army community for which the Army Volunteer Corps Coordinator is responsible. Only application forms with a status of 'Submitted' are displayed. Using the Applications screen, position applications can be 'Accepted', 'Declined', or viewed by selecting the 'Edit' link.
Accept an Application (Without Review)

To accept volunteer applications without reviewing them, select the **Accepted** status radio button for each application. Then, click the **Save Status Changes** button.

Accept/Decline an Application (With Review)

To review and then accept or decline a volunteer application, locate an application and click the corresponding **Edit** link. The application is displayed.
On the application, review the application information and select ‘Accepted’ from the Application Status dropdown menu. Then, click the Save button to accept the application.

If you select ‘Declined’ from the Application Status dropdown menu, enter the Reason Declined, and then click the Save button to reject the application.
**Note:** When an application is accepted, Volunteer Management Information System updates the volunteer application status to “accepted” and adds the position to the Volunteer’s Service Record and Volunteer Activity.

**Delete an Application**

To delete a volunteer application, click the **Edit** link to review a specific application.

The **application** is displayed. Then, click the **Delete** button to remove the application from the Volunteer Management Information System.
8. Manage Volunteers

An Army Volunteer Corps Coordinator manages the volunteers working in their military community by using the **Volunteers** tab on the **AVCC** tools. Although volunteer management responsibilities fall primarily on the Army Volunteer Corps Organization Point of Contact, an Army Volunteer Corps Coordinator can also manage volunteers if necessary.

To manage volunteers, click the **Volunteers** tab on the **AVCC** tools. The **Volunteers** screen is displayed.
Use the available dropdown menus and textboxes to select and enter search criteria, and then click the [Search] button. The [Volunteers] screen refreshes and displays the Name, Home Phone, Work Phone, Type, Status, Background Check information, and links of the volunteers who meet the search criteria.

![Volunteers Screen (fig. 8.3)](image)

**Add New Non-User Volunteer to New Community**

To add a Non-User Volunteer to the community, the Army Volunteer Corps Coordinator can either locate an existing Non-User Volunteer in another community or create a new Non-User Volunteer.

**Note:** Army Volunteer Corps Staff users manage the service history for Non-User Volunteers. Army Volunteer Corps Staff-managed Non-User Volunteers include volunteers who have not registered as on Army OneSource user. User Volunteers are Army OneSource registered users who have submitted Army Volunteer Corps Volunteer applications and submit their volunteer hours. User Volunteers manage their own Volunteer Service Records.
Volunteers Screen (fig. 8.4)

On the **Volunteers** screen, click the **Add Non-User Volunteer** button. The **Add Non-User Volunteer to Community** screen is displayed in a new browser window.

Add Non-User Volunteer to Community Screen (fig. 8.5)

**Locate an existing Non-User Volunteer at another community to move to your community**

To locate an existing Non-User Volunteer at another community to move, select the **Community** and their **last** name. Asterisked (*) fields are required.
Once all information has been entered and the community selected, click the "Search" button.

The **Add Non-User Volunteer to Community** screen refreshes and displays the search results. Click the volunteer **Name** link. The **Edit Volunteer Profile** screen is displayed in a new browser window.
Select the new community from the **Military Community** dropdown menu, and then click the **Save** button. The Non-User Volunteer moves to the new community.

**Create a Non-User Volunteer**

![Add Non-User Volunteer to Community Screen (fig. 8.8)](image)

To create a Non-User Volunteer, navigate to the **Add Non-User Volunteer to Community** screen, and click the **Create a New Non-User Volunteer** button. The **Volunteer Profile for the Non-User** screen is displayed (See fig. 8.8).
Enter and select the Non-User Volunteer profile information. Asterisked (*) fields are required.
Click the **Save** button to save the Non-User Volunteer. Then, navigate to the Volunteer screen and refresh the screen to see the newly added volunteer.

**Convert a Non-User Volunteer to a User Volunteer**

If Non-User Volunteers want to manage their own volunteer activity and history, the Army Volunteer Corps Coordinator (not Assistants) can convert Non-User Volunteers to Army OneSource User Volunteers.

*Note: Before an Army Volunteer Corps Coordinator can convert a Non-User Volunteer, the Non-User Volunteer must first register on Army OneSource website for the community they are currently associated with as a Non-User Volunteer. The Non User Volunteer Profile will replace the volunteer profile for the new registered user, thus preserving their volunteer activity and history.*

To convert a Non-User Volunteer (NUV) to User Volunteer, navigate to the Volunteers screen, locate the NUV, and then click on the volunteer Name link. The Edit Volunteer Profile screen is displayed in a new window.
Edit Volunteer Profile Screen (fig. 8.11)
Click the **Convert to User** button.

**Note:** If the Volunteer has registered on the AOS website, the Volunteer's user registration is displayed.

The **Convert Non-User Volunteer to User Volunteer** screen is displayed (See fig. 8.12).

Next, locate the Non-User Volunteers user registration and click the **Select** button. Then, click the **Convert to Selected User** button. The **Edit Volunteer Profile** screen is displayed (See fig. 8.13).
Review and/or change volunteer information. Then, click the **Save** button to apply the changes.

**Edit/Delete Volunteer Information**

To edit volunteer information, navigate to the **Volunteers** screen, and then click a volunteer **Name** link. The **Edit Volunteer Profile** screen is displayed in a new window (See fig. 8.15).
Edit the volunteer’s profile information. Asterisked (*) fields are required. Click the **Save** button to apply the changes.

To edit a volunteer’s status, navigate to the **Volunteers** screen, and then click a volunteer **Name** link. The **Edit Volunteer Profile** screen is displayed (See fig. 8.16).
Locate the **Volunteer Status** section, and click on the **Personal Status** and/or **Community Status** dropdown menus to select a status of "Active" or "Inactive".

Deleting a volunteer's profile is not available if the volunteer is holding a volunteer position.

**Edit/Add Volunteer Background Checks**

The **BG Check** column on the **Volunteers** screen indicates a Background Check. The Army Volunteer Corps Coordinator and Organization Point of Contact can use the **BG Check** tool to manage background checks. This is for reference purposes only and is not an authoritative source for background checks.

To view or add volunteer background checks, navigate to the **Volunteers** screen, locate the volunteer, and then click the ✔️ or ✗ icon. The **Volunteer Service Record** screen is displayed in a new window.

To edit a volunteer background check, locate the background check, and then click the ✰ icon. The **Volunteer Background Check** screen is displayed. Modify the **Check Date**, and then click the **Save** button to apply the changes.
To add a background check, click the **Add Check** button on the **Volunteer Background Checks** screen. The **Add Volunteer Background Check** screen is displayed (See fig. 8.19).

Add Volunteer Background Check Screen (fig. 8.19)

Type or select the applicable **Check Date**, and then click the **Save** button.

**Email the Background Checker**

To send email to the Background Checker about background check, navigate to the **Volunteer Background Checks** screen, locate the applicable Background Check, and then click the send email icon. The email browser is displayed. Compose the email message, and then click the **Send** button.
Export Volunteer Information

To export 4162 volunteer information to Microsoft Word, navigate to the Volunteers screen, and then click the 4162 link to export the volunteer information. Click the Save button to save the file to the local computer.

To export volunteer 4713 annual summary information to Microsoft Excel, click the 4713 link on the Volunteers screen. The Annual Summary screen is displayed in a new window.

Select the applicable Year, and then click the Download as Form 4713 button. Click the Save button to save the file to the local computer.
Send Email to a Volunteer or Filtered List of Volunteers

Volunteers Screen (fig. 8.22)

To send email to a volunteer, navigate to the Volunteers screen, locate the volunteer, and then click the Email link. Within the email program, compose the message, and then click the Send button.

To email all community volunteers or a filtered list of volunteers, click the Email List button on the Volunteers screen. The Volunteers screen expands to include a Send Email section.

Volunteers Screen – Send Email Section (fig. 8.23)

Compose the email message, and then click the Send Email button.

Note: Ensure that the filters are set correctly; only active volunteers receive the email.
**Generate Volunteer Address Labels**

To generate volunteer address labels in Word, navigate to the **Volunteers** screen; click the **Download Address Labels** button to generate a Microsoft Word document with volunteer mailing information. Click the **Save** button to save the Word file to the local computer.

*Note: Ensure that the filters are set correctly, only active volunteers are included in the downloaded address labels.*

**Generate Volunteer List**

Volunteers Screen (fig. 8.25)
To generate volunteer list in Microsoft Excel, search for the volunteers, and then click the **Download List** button to generate a Microsoft Excel list of volunteers. Click the **Save** button to save the Excel file to the local computer.

**Manage a Volunteer Service Record**

To manage a Volunteer Service Record, navigate to the **Volunteers** tab, locate the volunteer, and then click the **VSR** link. The **Volunteer Service Record** screen opens into a new window.
Manage Volunteer Services or Hours

Select the position and the appropriate icon for managing volunteer services or hours.

**Icon:** **Description:**
- Update a volunteer’s service for a position
- Submit and Certify hours – daily or period
- Submit and Certify daily hours using a calendar view

**Update a Volunteer’s Service for a Position**

To change a Volunteer’s position status, click the icon. A form to change the service status and dates of service is displayed (See fig. 3.17). Enter the Service Status and dates and click **Save** button.

To add volunteer hours for a Non User Volunteer or a User Volunteer, click on the **clock** icon. The **Add Hours** screen is displayed.
Submit and Certify Hours

To enter Volunteer Hours, click the icon. Hours may be added three ways:
- Add Hours for Open Dates
- Add Hours for Day
- Add Hours for Period

![Volunteer Service Record Screen (fig. 8.33)](image)

Submit and Certify Hours for Open Dates

To add Hours for Open Dates, click the button. A calendar view of open dates for entering volunteer hours is displayed (See fig 8.33). Select the appropriate date and enter volunteer hours worked on behalf of the volunteer and click button.

Note: Round the minutes to the closest increment of 15 minutes (e.g. .25, .5, .75).
Submit and Certify Hours for Day

To add **Hours for Day**, click the **Add For Day** button. Type or select the specific **Date** using the **Calendar** button. Type the Volunteer **Hours** for that date and enter a **Note** if desired. Click the **Save and Return** button to submit the hours (See fig 8.35).
Submit and Certify Hours for Period

To add **Hours for Day**, click the **Add For Day** button. Type the total Volunteer Hours for the selected date range. Select the **Calendar Year** and **Month** from the dropdown lists. Click the **Save and Add Another** button or the **Save and Return** button to submit the hours (See fig. 8.36).

![Volunteer Service Record Hours for Period Screen (fig. 8.36)](image)

Submit and Certify Daily Hours

To add **Daily Volunteer Hours**, click the **Calendar** icon to view a calendar of open dates. Select the appropriate date and enter volunteer hours worked on behalf of the volunteer. Click the **Save** button to submit the hours (See fig. 8.37).

**Note:** Round the minutes to the closest increment of 15 minutes (e.g. .25, .5, .75).

![Volunteer Service Record Hours for Period Screen (fig. 8.37)](image)
9. Manage Hours

Although Army Volunteer Corps Organization Points of Contact are primarily responsible for managing volunteer hours, Army Volunteer Corps Coordinators can also manage volunteer hours, if needed.

To manage volunteer hours, click the Volunteer Hours tab on the AVCC tools. To search for Submitted Hours, change the Status filter to “Submitted” and Save Search Criteria. Click [Search].

The Hours screen is displayed (See fig. 9.2).
Search for Volunteers

The Volunteer Hours screen displays a list of volunteers and their associated hours.
Certify All Volunteer Hours

To certify all submitted volunteer hours, click the Certify All Submitted button. Then, click the OK button to certify all submitted hours.

To certify only those selected, deselect any volunteer hours in question, and then select the Certify All Selected button.

Certify/Reject/Delete a Volunteer’s Hours

To certify, reject, or delete a volunteer's hours, locate the volunteer and click the corresponding Edit link.

The Edit Day Hours screen is displayed (See 9.6)
To certify the volunteers hours, select ‘Certified’ from the Status dropdown box, enter the Date and Hours, and enter a Note if necessary. Then, click the **Save and Return** button.

To reject the volunteers hours, select ‘Rejected’ from the Status dropdown box, enter the Date and Hours, and enter a Note if necessary. Then, enter a Rejection Reason. Finally, click the **Save and Return to Hours List** button.

To delete a volunteer's hours, click the **Delete** button.
10. Manage Army Volunteer Corps Coordinator Profile

Army Volunteer Corps Coordinators update their contact information using the **AVCC Profile** tool on the **AVCC** screen. Keep Army Volunteer Corps Coordinator contact information current to ensure other Volunteer Management Information System contacts have up-to-date contact information and automatically-generated Volunteer Management Information System emails are received.

![AVCC Screen (fig. 10.1)](image)

To manage your Army Volunteer Corps Coordinator profile, click the **AVCC Profile** link on the **AVCC** screen. The **AVCC Profile** screen is displayed (See fig. 10.2).
Make changes to the information. Asterisked (*) fields are required. Then, click the **Save** button to save your updated Army Volunteer Corps Coordinator profile.
11. View Summary Statistics and Organization Point of Contact Reports

In addition to the Army Volunteer Corps Coordinator tools used to manage volunteers, the AVCC screen contains links in the navigation bar used to view summary statistics and Army Volunteer Corps Coordinator reports.

**View Army Volunteer Corps Coordinator Reports**

Army Volunteer Corps Coordinators have access to reports for the volunteers within their military community. There are four reports available:

1. **Volunteer Activity By Standard Organization**
   Displays Volunteer count and service hours by Standard Organization.

2. **Volunteer Activity By Community Position**
   Displays Volunteer count and service hours by Organization Positions.

3. **Volunteer Activity By Volunteer and Position**
   Displays Volunteer service hours for a Position by individual Volunteers.

4. **Volunteer Award Report**
   Displays Volunteer service hour totals for individual Volunteers at a Community.
View a Report

To view the four types of Army Volunteer Corps Coordinator reports, click the Reports tab on the AVCC tools.

To view a Report, click the Report name link (See fig. 11.1). The Report details are displayed (See fig. 11.2).

Run a Report

To Run a Report, first click the Clear button to clear any previous criteria. Then, select the Report Title in the dropdown menu and select the Period Date or click on [+ ]Range to enter a Date Range.

Click the Submit button to run the Report. The Report is displayed.

Change a Report

To change the report type, click the Report dropdown menu and select a new report type.

To change the filters for the report, select a new Period and/or Community Organization.
Print a Report

Click the button to open a print preview and the report using the default printer hooked up to your computer.

Export a Report

Click the or to export the report to Excel spreadsheet (See fig. 11.3).
Volunteer Activity By Standard Organization Report

AVCC Volunteer Activity By Standard Organization Report Filter Screen (fig. 11.2)
AVCC Volunteer Activity By Standard Organization Report Screen (fig. 11.3)

**Volunteer Activity By Community Position Report**
To Run the **Volunteer Activity By Community Position Report**, first click the [Clear] button to clear any previous criteria. Then, select the **Report Title** in the dropdown menu and select the **Period Date** or click on [+]Range to enter a Date Range. Finally, select the **Community Organization**.

Click the [Submit] button to run the Report (See fig. 11.4). The **Volunteer Activity By Community Position Report** is displayed (See fig. 11.5).
Volunteer Activity By Volunteer and Position Report

To Run the **Volunteer Activity By Volunteer and Position Report**, first click the **Clear** button to clear any previous criteria. Then, select the **Report Title** in the dropdown menu and select the **Period Date** or click on `[+]Range` to enter a Date Range. Finally, select the Community Organization.

Click the **Submit** button to run the Report (See fig. 11.6). The **Volunteer Activity By Volunteer and Position Report** is displayed (See fig. 11.7).
AVCC Volunteer Activity By Volunteer and Position Report Screen (fig. 11.7)
To Run the **Volunteer Award Report**, first click the **Clear** button to clear any previous criteria. Then, select the **Report Title** in the dropdown menu and select the **Period Date** or click on **[+]Range** to enter a Date Range. Next, enter the number of **Minimum Hours** and the number of **Maximum Hours** you would like to see in the Report. Finally, select the **Community Organization** and **Position** in the dropdown menus.

Click the **Submit** button to run the Report (See fig. 11.8). The **Volunteer Award Report** is displayed (See fig. 11.9).
AVCC Volunteer Award Report Screen (fig. 11.9)
12. For Additional Assistance

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.

![Army OneSource Homepage (fig. 12.1)](image-url)