Volunteer Management Information System
Army Volunteer Corps Volunteer User Guide

May 2014
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Army OneSource - www.myarmyonesource.com
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1. Welcome

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.

<table>
<thead>
<tr>
<th>Volunteer Management Information System Tools</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Tools</td>
<td>Public tools are available to all users of MyArmyOneSource.com website. Public Tools provide users the ability to locate volunteer opportunities and find an Army Volunteer Corps Coordinator.</td>
</tr>
<tr>
<td>Volunteer Tools</td>
<td>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.</td>
</tr>
<tr>
<td>Volunteer Supervisor Tools</td>
<td>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.</td>
</tr>
</tbody>
</table>

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](image)

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)
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 Volunteer Tools button at the top of any Army OneSource screen. (See fig. 2.3). The Volunteer Tools screen is displayed. (See fig. 2.4).
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.

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.

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 Opportunities (fig. 3.3)
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.
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 Opportunity Details Screen (fig. 3.6)](image)

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).
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 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.
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 **Save** button.

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

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.
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.
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.

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 15th 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).
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).

![Volunteer Activity Screen](image)

To enter volunteer hours for a specific position, click the **Hours** link on the far right of a position. (See fig. 5.2).
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 up until the 15th of the current month. On the 15th 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).
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).

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).

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

Service History Screen (fig. 5.7)

<table>
<thead>
<tr>
<th>Started</th>
<th>Position</th>
<th>Organization</th>
<th>Status</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/16/2019</td>
<td>PRG Key Caller</td>
<td>82M Arm Division - CAB - 3192 GSAB</td>
<td>Active</td>
<td>15.00 Hours</td>
</tr>
<tr>
<td>12/16/2019</td>
<td>12THC Officers</td>
<td>12th CAB Equal Opportunity</td>
<td>Active</td>
<td>7.50 Hours</td>
</tr>
<tr>
<td>12/15/2019</td>
<td>MHC 12th CAB</td>
<td>12th CAB PKS Advisor</td>
<td>Active</td>
<td>135.00 Hours</td>
</tr>
<tr>
<td>12/15/2019</td>
<td>AFTD Instructor</td>
<td>Army Family Team Building (AFTD)</td>
<td>Active</td>
<td>15.00 Hours</td>
</tr>
<tr>
<td>12/15/2019</td>
<td>USAF Anacell Detachment Commission</td>
<td>Army Community Service (ACS)</td>
<td>Active</td>
<td>100.00 Hours</td>
</tr>
<tr>
<td>11/12/2019</td>
<td>Care team member (Leader)</td>
<td>12th CAB, MHC</td>
<td>Active</td>
<td>65.00 Hours</td>
</tr>
<tr>
<td>11/09/2019</td>
<td>Delete This CR</td>
<td>Army Community Service (ACS)</td>
<td>Active</td>
<td>23.00 Hours</td>
</tr>
<tr>
<td>11/08/2019</td>
<td>CR Volunteer Position</td>
<td>12th CAB Equal Opportunity</td>
<td>Active</td>
<td>0.00 Hours</td>
</tr>
<tr>
<td>06/26/2019</td>
<td>A Company Phone Tree Point of Contact</td>
<td>3rd Inf Div, A CO Statham</td>
<td>Active</td>
<td>94.00 Hours</td>
</tr>
<tr>
<td>07/19/2019</td>
<td>ACS Volunteer</td>
<td>Army Community Service (ACS)</td>
<td>Active</td>
<td>275.00 Hours</td>
</tr>
<tr>
<td>06/23/2019</td>
<td>AVC Coordinator Administrative Assistant</td>
<td>Army Volunteer Corps (AVC)</td>
<td>Active</td>
<td>410.50 Hours</td>
</tr>
</tbody>
</table>

Total Submitted and Certified Hours (day and period): 1,341.50

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).

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**

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)](image)

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

![Service History Screen (fig. 5.12)](image)

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).
Add Orientation Screen (fig. 5.15)

Complete the orientation information. Asterisked (*) fields are required. Then, click the **Save and Return** button to add one orientation, or click the **Save and Add Another** 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 Volunteer Service Record screen is displayed. (See fig. 6.1).
Download the Volunteer Service Record

To download the Volunteer Service Record to DA Form 4162, click the 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

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

**Edit VolunteerActivity**

To edit Volunteer Activity, click the **Edit Volunteer Activity** 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).

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

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).