



# **Volunteer Management Information System Army Volunteer Corps Volunteer User Guide**

*January 2010*

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# Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

## 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 ArmyOneSource.com website. Public Tools provide users the ability to locate volunteer opportunities, find an Army Volunteer Corps Coordinator, or register as a volunteer.
Volunteer Tools		Volunteer tools provide “accepted” volunteers the ability to track their hours, have hours approved by their Army Volunteer Corps Organization Point-of-Contact or Army Volunteer Corps Coordinator, and manage their Volunteer Service Records.
Volunteer Supervisor Tools		Volunteer Supervisor 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 application.

## **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:



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1. A Non-User Volunteer is not registered on the website as a volunteer; the Army Volunteer Corps staff manages that volunteer's Volunteer Service Record and Service History. Non-User Volunteers do not use the Volunteer Management Information System at all, they simply submit their hours to their Organization Point-of-Contact. If a Non-User Volunteer wishes to become a User Volunteer, they need to contact their Organization Point-of-Contact before doing so.
2. A User Volunteer registers as a user of the website and has a volunteer profile as well. The User Volunteer tracks their own hours and manages their own Volunteer Service Record.
3. All Volunteers track their own Service History and Annual Summary information (on paper or automated through the website).
4. A User Volunteer manages their profile information.

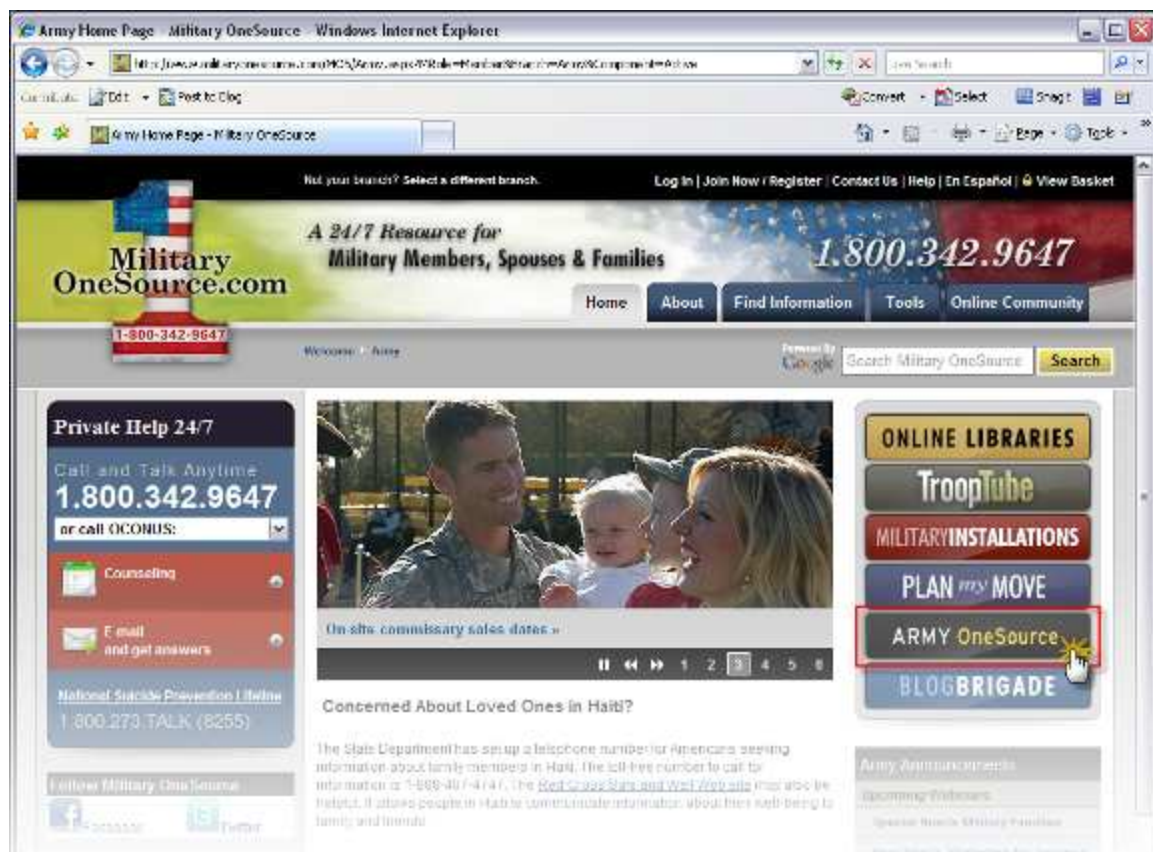


## 2. Getting Started with the Volunteer Management Information System

To become a volunteer, you will register with the Army OneSource website, find volunteer opportunities, and apply for those positions.

### Accessing the Army OneSource website

To access the website, open an Internet browser window, type: <http://www.armyonesource.com>. This will redirect you to the Military OneSource page. On the Military OneSource website, locate the link for the Army OneSource website. Click on that link.



Military OneSource Homepage (fig. 2.1)



## Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

The Army OneSource website will open:



Army OneSource Homepage (fig. 2.2)

To learn more about volunteering, visit the Volunteering homepage.

Click on **Family Programs and Services**, and click **Volunteering** to open the Volunteer screen.

### **Registering with the Website**

Are you ready to become a volunteer?

You will need to take five minutes to register.





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Army OneSource Homepage (fig. 2.3)

Click **Not a Member? Join Now!** at the top right corner of the page to register.





## Volunteer Management Information System Army Volunteer Corps Volunteer User Guide



Army OneSource Information Screen (fig. 2.4)

Click **Join Now!** to open the Site Registration page.

NOTE: If you are already registered with [www.armyfrg.org](http://www.armyfrg.org), you can simply log into this site using your username and password from [www.armyfrg.org](http://www.armyfrg.org). If you attempt to use the same information (username and/or e-mail), the system will give you an error that the information is already in use; this is because the Family Readiness Group and Army OneSource websites share a common database.



## Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

**Site Registration**

Register for this site.

**Registration Form**

\* First Name

\* Last Name

\* User Name

\* Password

\* Confirm Password

\* Email

Address

Address cont.

\* City or Town

State

Zip or Postal Code

Country

\* Military Community Affiliation

\* Proximity to Nearest Installation ☐ 0 - 14 miles  
☐ 15 - 24 miles  
☐ 25+ miles

\* Component ☐ Active  
☐ Guard  
☐ Reserve  
☐ N/A

\* Disposition ☐ Soldier  
☐ Family Member  
☐ Retiree  
☐ DoD Civilian  
☐ DoD Contractor  
☐ Other

\* Age Range ☐ Less than 18  
☐ 18 to 24  
☐ 25 to 34  
☐ 35 to 44  
☐ 45 to 54  
☐ 55 and older

Army OneSource Registration Form (fig. 2.5)

Complete all the required [\*] information and click on the **Continue** button at the bottom of the screen to continue your registration.



## Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

Site Registration

Register for this site.

Verify Your Information

First Name	Aly
Last Name	Test
Username	AlySno
Password	*****
Email	alysno@army.af.mil
Address	
Address cont.	
City or Town	San Diego
State	California
Zip or Postal Code	
Country	
Military Community Affiliation	HQDA
Proximity to Nearest Installation	0 - 14 miles
Component	N/A
Disposition	DoD Contractor
Age Range	35 to 44

[Register](#) [Cancel](#)

Verify Your Information Screen (fig. 2.6)

Once you have verified your information, click on the **Register** button to complete your registration.

Welcome Aly! | Wed Jan 13, 2010 | Logout | Chat Online With Technical Support

Home My ADS Page

**ARMY OneSource**

Search Army OneSource

Online Training | ARMYlink | Become A Volunteer | Update Profile | Services Locator | ADS Forums

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

Your registration information is being processed.

Registration complete.

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

[Continue](#)

Approval Screen (fig. 2.7)

Click on the **Continue** button to login and open the Army OneSource homepage.



## Volunteer Management Information System Army Volunteer Corps Volunteer User Guide



Army OneSource Homepage (fig. 2.8)

You will notice that your name appears in a Welcome message at the top left corner of the screen.

The Army OneSource website will open. Add this page to your “Favorites” if desired.

### **Volunteering Information**

The Volunteering homepage will give you information about volunteer resources and provide you with several links that allow you to learn more about the Army Volunteer Corps.



## Volunteer Management Information System Army Volunteer Corps Volunteer User Guide



Volunteering Page (fig. 2.9)

This page includes links for:

- Volunteer Information
- Volunteer Management Information System
- Volunteering Opportunities
- Organizations
- Awards and Recognition
- Volunteer Videos
- Hot Topics
- Featured Stories

You can view other volunteer stories by clicking on the links within the Channels box to discover more about the positive that impact volunteers have had in their community.





## Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

### **The Volunteer Management Information System Homepage**

This page provides information about the Volunteer Management Information System and the positions held within the Army Volunteer Corps. The Volunteer Management Information System provides online recruitment, storage of volunteer records and hours, and provides easy and efficient communication with volunteers and volunteer managers.



Volunteering Page (fig. 2.10)

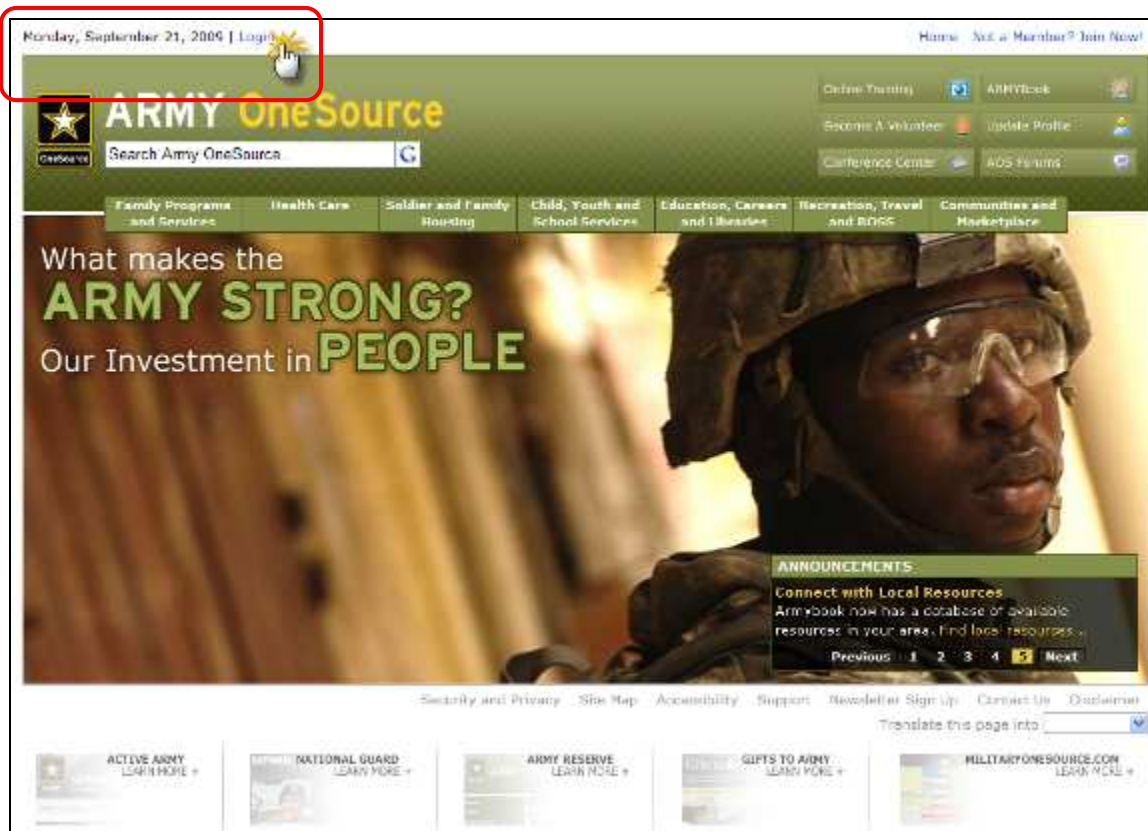
Click **Visit Volunteer Management Information System (VMIS) Home** to learn how to register for training webinars and User Guides that can help you learn more about the Volunteer Management Information System.



# Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

## Logging In

When you return to the Army OneSource website, you will need to log in.



Army OneSource Homepage (fig. 2.11)

Click **Login** at the top of the screen.





# Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

The screenshot shows the Army OneSource login page. At the top, there is a navigation bar with links like 'Home', 'Not a Member? Join Now!', and 'Online Training'. Below this is a search bar and a row of category links: 'Family Programs and Services', 'Health Care', 'Soldier and Family Housing', 'Child, Youth and School Services', 'Education, Careers and Libraries', 'Recreation, Travel and BODS', 'Communities and Marketplace', and 'Community Support'. The main content area is split into two columns. The left column, titled 'Already a Member? Login Here!', contains a login form with fields for 'User Name' (containing 'username') and 'Password' (containing '\*\*\*\*\*'), a 'Login' button, and a link for 'Forgot your password?'. The right column, titled 'Not a Member yet? Register Now!', features a 'REGISTER TODAY! THE NEW ARMY OneSource' banner with icons for 'Personalization', 'Social Networking', 'Forums', and 'Blogs'. Below the banner is a 'Register for this site' link. At the bottom of the page, there is a security warning: '\*\*\* Security Warning \*\*\* YOU ARE ACCESSING A U.S. GOVERNMENT (GDS) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USE AUTHORIZED USE ONLY. By using this IS, you are certifying that you are an authorized user of this system and that you are not disclosing any information to unauthorized personnel. The GDS system and contents are exempt from public release under the Freedom of Information Act, 5 U.S.C. 552. This system is not to be used for any other purpose.' The date 'Tue Dec 29, 2009' is visible in the top left corner.

Army OneSource Login Page (fig. 2.12)

Enter your website username and password, and click the **Login** button to open the Army OneSource homepage.

The screenshot shows the Army OneSource homepage. The top navigation bar is identical to the login page. Below the navigation bar is a large banner with the text 'What makes the ARMY STRONG? Our Investment in PEOPLE' and a photo of a soldier and a child. To the left of the banner is a 'LIFE' section with a photo of a soldier and a child. To the right is an 'ANNOUNCEMENTS' section with a 'New Year's Resolution' article. Below the banner is a row of five small images: 'ACTIVE ARMY LEARN MORE', 'NATIONAL GUARD LEARN MORE', 'ARMY RESERVE LEARN MORE', 'SIGNS TO ARMY LEARN MORE', and 'MILITARYONESOURCE.COM LEARN MORE'. At the bottom, there is a footer with links: 'Security and Privacy', 'Site Map', 'Accessibility', 'Support', 'Newsletter Sign Up', 'Contact Us', 'Disclaimer', and 'Link to Us'. The date 'Thu Jan 14, 2010' is visible in the top left corner.

Army OneSource Homepage (fig. 2.13)



## Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

### **Becoming a Volunteer**

A user becomes a volunteer once your Volunteer Profile is completed, or an application is submitted for a position – both of these actions create the Volunteer profile. At this time, Public tools are available.

One of the first tasks of a user is to locate and apply for an available volunteer position.



Army OneSource Homepage (fig. 2.14)

1. To navigate to the Public options, rollover **Family Programs and Services**, rollover **Volunteering**, and then click **Become a Volunteer**.
2. You can also click on the  button in the top right corner to open the Public options page.

**Note:** If you are not logged in, **Become a Volunteer** will only give you access to the **Opportunity Locator** and **Coordinator Locator**. Once you login, **Become a Volunteer** will give you access to **Applications** and the **Volunteer Profile**.



## **Finding a Volunteer Opportunity**

With the Public options screen open:

The screenshot shows the 'Public' page with the title 'Public' in blue. Below it is the text 'Activity options for potential volunteers.' A green header bar contains the text 'Please Select an Option'. Below this bar are four options, each with a green circle icon:

- Opportunity Locator**: Set selection criteria to generate a list of volunteer opportunities in your area and in your area of interest. View opportunity details and submit Volunteer Applications for those opportunities that appeal to you.
- Applications**: Manage the Volunteer Applications you have submitted for volunteer opportunities.
- Volunteer Profile**: Create or edit your Army Volunteer Corps Volunteer profile.
- Coordinator Locator**: Find the nearest Army Volunteer Corps Coordinator and Military Community.

Public Volunteer Options Screen (fig. 2.15)

Click **Opportunity Locator** to open the Opportunity Locator screen.

The screenshot shows the 'Opportunity Locator' page with the title 'Opportunity Locator' in blue. Below it is the text 'Set selection criteria to generate a list of volunteer opportunities in your area and in your area of interest. View opportunity details and submit Volunteer Applications for those opportunities that appeal to you.' A green header bar contains the text 'Volunteer Opportunity Locator'. Below this bar is a search instruction: 'You may enter one search item in the textboxes provided or a comma-separated list of items.' followed by a yellow 'Search' button. Below the instruction are five sections, each with a green header bar and a search field:

- Select By Military Community**: Military Community: HQCA [dropdown]
- Select By Address**: ZIP: [text box], City: [text box], State: [text box], Country: Please Select [dropdown]
- Select By Organization**: Organization: All [dropdown]
- Select By Keyword**: Type Keyword Here: [text box]

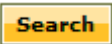
A yellow 'Search' button is located at the bottom right of the page, highlighted with a red rectangle.

Opportunity Locator Screen (fig. 2.16)



## Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

Use the Opportunity Locator dropdown menus and textboxes to set up selection criteria to generate a list of volunteer opportunities in a physical area and/or area of interest.

Click the  button to generate a list of volunteer opportunities based on the search criteria you entered.

Opportunity Search Results

Review all of the volunteer opportunities meeting the criteria you selected. Click on a Position to see details and to submit a Volunteer Application for the one you choose. Please note that you must be logged in to submit an Application; if not logged in, you will be prompted to login first (you can also register as a site user at that point if necessary).

Search Criteria: Country = "United States"

Viewing 1-10 of 2713 Opportunities

Page 1 of 2713 Go to page: 1

Position	Organization	Community	City
Layette Coordinator	13th ESC Layette	Fort Hood	
FRG Leader	160th Medical Battalion	USAG Daegu	
Treasurer	160th Medical Battalion	USAG Daegu	
Battalion Newsletter Editor	1-7 Battalion/ 100th BDE	Fort Bliss	
Battery Key Caller - Charlie	1-7 Battalion/ 100th BDE	Fort Bliss	
Battery Key Caller - Delta	1-7 Battalion/ 100th BDE	Fort Bliss	
Battery Key Caller - H&B	1-7 Battalion/ 100th BDE	Fort Bliss	
Battery Treasurer - Bravo	1-7 Battalion/ 100th BDE	Fort Bliss	
Battery Treasurer - Charlie	1-7 Battalion/ 100th BDE	Fort Bliss	
Battery Treasurer - Delta	1-7 Battalion/ 100th BDE	Fort Bliss	

If you're not getting any matching opportunities, you can contact the volunteer coordinator for your area directly. Use the "Coordinator Locator" menu option to go to a search page that will help you locate the nearest coordinator and military community, and provide contact information.

Opportunity Search Results Screen (fig. 2.17)

The Opportunity Search Results screen displays the position title, organization, and community for all available volunteer positions within your search results.

Use the **Page** and **Go to page** tools to navigate through the list of available positions.

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

Position	Organization	Community	City
Layette Coordinator	13th ESC Layette	Fort Hood	
FRG Leader	160th Medical Battalion	USAG Daegu	
Treasurer	160th Medical Battalion	USAG Daegu	
Battalion Newsletter Editor	1-7 Battalion/ 100th BDE	Fort Bliss	
Battery Key Caller - Charlie	1-7 Battalion/ 100th BDE	Fort Bliss	

Opportunity Search Results Screen (fig. 2.18)

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



## Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

The Volunteer Opportunity Details screen is displayed.

**Volunteer Opportunity Details**

View additional details about the selected opportunity.

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Community: Fort Bliss

Organization: 1-7 Battalion/ 158th BCB

Title: Battalion Newsletter Editor

Position Type: Ongoing position

Posted: 3/13/2007

Duties: Organize a volunteer newsletter staff (reporters, writers, editors, typists, illustrators, collectors, makers). Oversees gathering of information from all sources; organizing, writing and editing of material; typing or word processing; final editing and layout. Provide advance copy to Commander/Deputy Commander or designee to review all official Army information prior to printing. Submit camera-ready copy to unit for reproduction; arrange for collating, stapling, labeling and mailing. Solicit feedback and monitor effectiveness of process. Not required to have a motor vehicle to perform duties. Use of government vehicle is authorized for the position. Use of government vehicle is provided without detriment to the accomplishment of the unit's mission.

The use of a vehicle is not required to perform these duties and is specifically prohibited.

Credential or License Required: No

Qualifications: Typing, spelling, grammar skills, ability to write concisely.

Training:

Orientation:

Time Required: One year commitment, 10 to 12 hours per month.

Evaluation: Supervisor: RFG Leader.  
(Evaluation to be performed on a bi-annual basis by the primary supervisor and volunteer manager).

Benefits:

Address:

Contact Person:

AVC Coordinator

**Apply**

The "Apply" button will take you to the volunteer Application for this position. There you provide contact and background information which will be emailed to the people responsible for drafting this position. Their contact information will also be emailed to you.

Volunteer Opportunity Details Screen (fig. 2.19)

Review the details of the volunteer position.

Click the **Apply** button to apply for the volunteer position.





## Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

The Submit Application screen is displayed.

Submit Application Screen (fig. 2.20)

Complete all the required [\*] application information. Then click the **Submit** button to submit the application to the designated Organization Point-of-Contact or Army Volunteer Corps Coordinator for acceptance. *Note: Clicking on **Done** does not submit the application. It cancels the application and will remove all the information that you entered.*

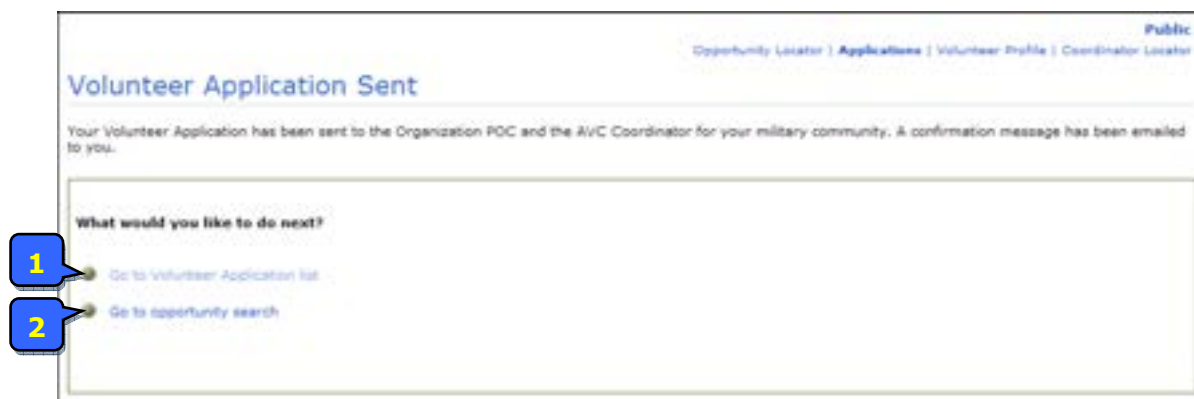


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An e-mail is sent to you as the applicant; the contact is referenced at the bottom.

When you submit an application, your Volunteer profile is created.

An options screen will open offering to take you to your Application list or to search for more volunteer positions.

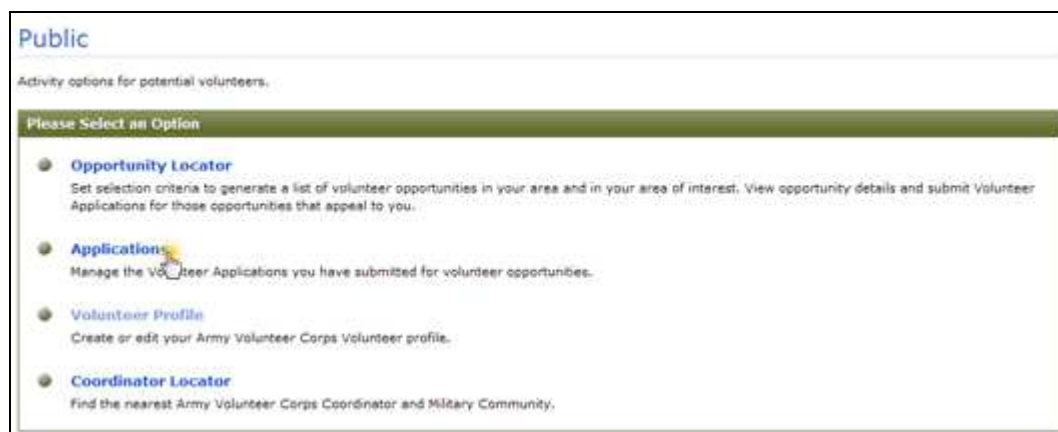


Volunteer Application Sent Options Screen (fig. 2.21)

1. Click on this link to check on your application's status.
2. Click on this link to locate more volunteer opportunities.

## **Checking an Application's Status**

To check if your application has been accepted, click **Applications** in the Public options screen.



Public Screen (fig. 2.22)





## Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

The Applications screen is displayed.



Applications Screen (fig. 2.23)

This screen displays the applications you have submitted and their status.

1. Once the application has been accepted, the status will change from "Submitted" to "Accepted."
2. If the application is "Declined," click **Edit** to view the application for any notes that might have been added. Until an application is accepted, it can be edited and resubmitted. If an application is updated, a notice of an update is emailed to the contact so that they may review it for acceptance.

### Editing Your Volunteer Profile

A user does not have a Volunteer Profile or access to the Volunteer Tools until a Volunteer Profile is created or an application is submitted.

To open a logged in user's Volunteer Profile, click **Volunteer Profile** in the Public options screen.



Public Screen (fig. 2.24)



## Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

The Volunteer Profile screen is displayed.

Volunteer Profile Screen (fig. 2.25)

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

### **Locating an Army Volunteer Corps Coordinator**

If a volunteer wants to contact an Army Volunteer Corps Coordinator, there is a directory that can point the user to the Army Volunteer Corps Coordinator in a particular area.

Click **Coordinator Locator** in the Public options screen.



## Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

**Public**

Activity options for potential volunteers.

Please Select an Option

- Opportunity Locator**  
Set selection criteria to generate a list of volunteer opportunities in your area and in your area of interest. View opportunity details and submit Volunteer Applications for those opportunities that appeal to you.
- Applications**  
Manage the Volunteer Applications you have submitted for volunteer opportunities.
- Volunteer Profile**  
Create or edit your Army Volunteer Corps Volunteer profile.
- Coordinator Locator**  
Find the nearest Army Volunteer Corps Coordinator and Military Community.

Public Screen (fig. 2.26)

The Coordinator Locator screen is displayed.

AVC Volunteer | Public

Opportunity Locator | Applications | Volunteer Profile | **Coordinator Locator**

### Coordinator Locator

Find the nearest Army Volunteer Corps Coordinator and Military Community.

Each military community has an Army Volunteer Corps Coordinator who is responsible for volunteer activities in and around their area. This page is provided for potential volunteers who may not have a military affiliation and don't already know the name of their nearest military community. When a user registers, they must indicate which military community they will be associated with. Use this page to locate the nearest Army Volunteer Corps Coordinator and military community.

You may enter one City or State in the textboxes provided or a comma-separated list of items.

Select By City  By State

Or Country  Please Select Or Military Community  Please Select

Military Community	Phone	Address
San Diego MEPS	(858) 874-2400 ext 220	418t S Ruffin Road San Diego, California 92123

Viewing 1 of 1 Volunteer Coordinators

1. Enter at least one location selector and click the **Search** button.

2. You can click **Email** to contact the Army Volunteer Corps Coordinator.

Coordinator Locator Screen (fig. 2.27)

1. Enter at least one location selector and click the **Search** button.
2. You can click **Email** to contact the Army Volunteer Corps Coordinator.

**Note:** 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 "Virginia, Maryland" in the States filter 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.



## Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

### 3. Accessing the Volunteer Tools

Once you have completed a Volunteer Profile with your Social Security Number, the Volunteer Tools are available.



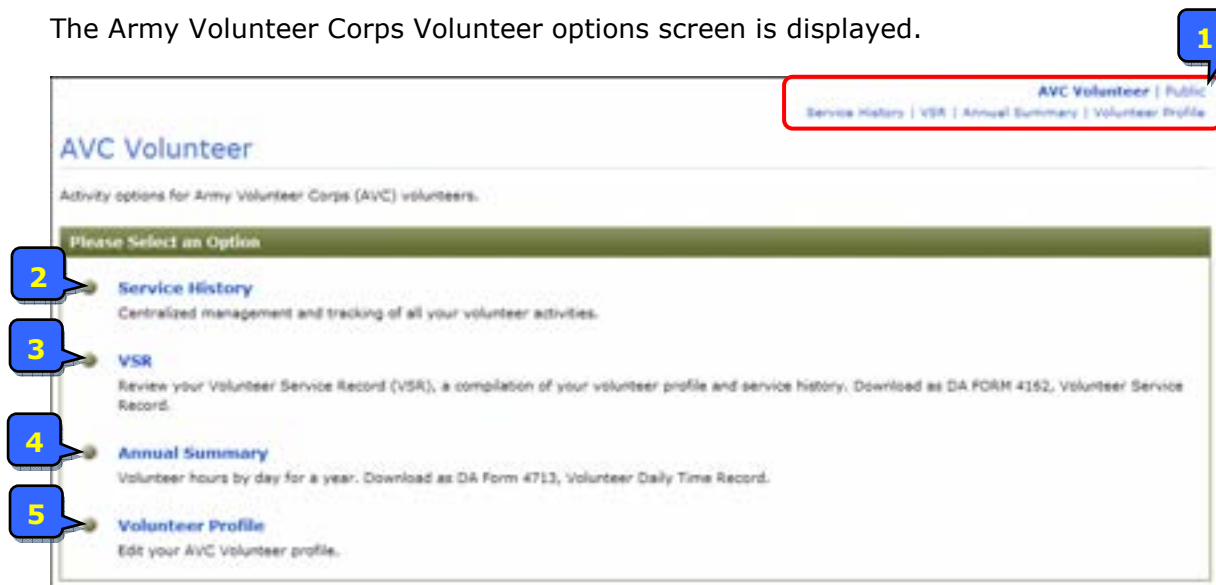
Army OneSource Homepage (fig. 3.1)

To navigate to the Volunteer Tools, rollover **Family Programs and Services**, rollover **Volunteering**, and then click **Volunteer Tools**.



## Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

The Army Volunteer Corps Volunteer options screen is displayed.



Army Volunteer Corps Volunteer Screen (fig. 3.2)

	Volunteer Tools	Description
1	Navigation Bar	Use to navigate between Volunteer and Public tools.
2	Service History	Use to manage and track a volunteer's activities from a central location.
3	Volunteer Service Record	Use to view the Volunteer Service Record, which includes a compilation of a Volunteer's Profile and Service History.
4	Annual Summary	Use to view a Volunteer's hours by day for a year timeframe. <b>Note:</b> The deadline for an Army Volunteer Corps Volunteer to enter hours for a service performed during a given month is the 15th of the following month. After the 15th of the month, the Army Volunteer Corps Volunteer cannot enter dates for a previous month.
5	Volunteer Profile	Use to manage the Volunteer's profile.

Army Volunteer Corps Volunteer Screen (table 3.3)

**Note:** If you have not completed your Volunteer Profile, you will need to click on that link first and finish it before you can select any of the other options on this screen.



## **Setting up Your My Army OneSource Page for Volunteer Work**

Make your Tools Easy to Find!

Adding Volunteer gadgets to your My Army OneSource screen makes it easy to manage your volunteer assignments and hours.



Army OneSource Homepage (fig. 3.4)

You can also access the Volunteer Tools through the **My AOS Page** link at the top right of the screen. To open your My Army OneSource Page, click the link.

You will see Recommended Gadgets in the top box of the screen, or click **Add Content** and select **Volunteer Center**.



My Army OneSource Page (fig. 3.5)

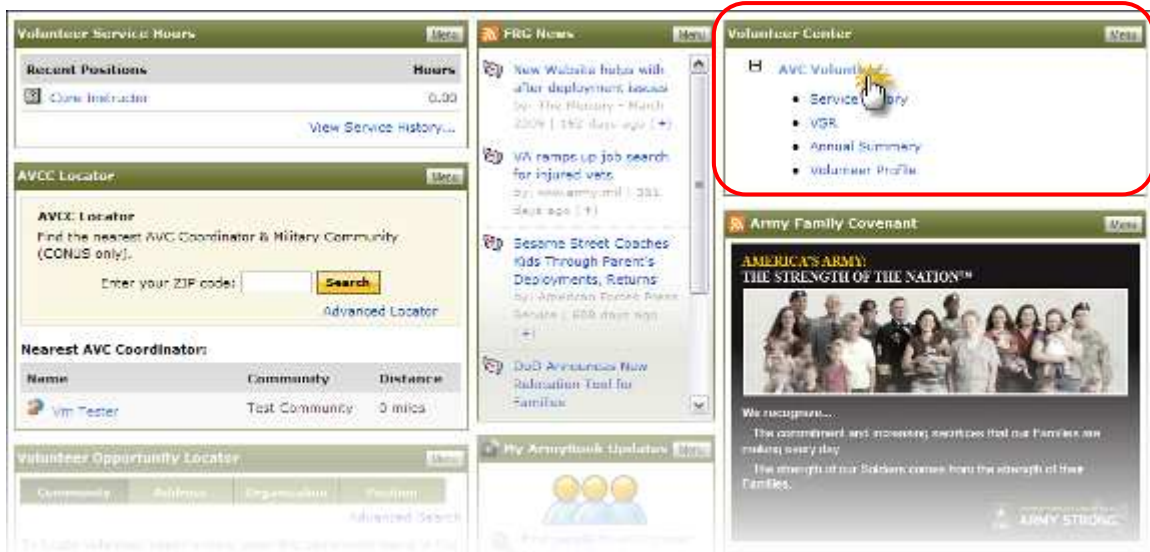
Click **Add Now** to add these gadgets to your My Army OneSource page.





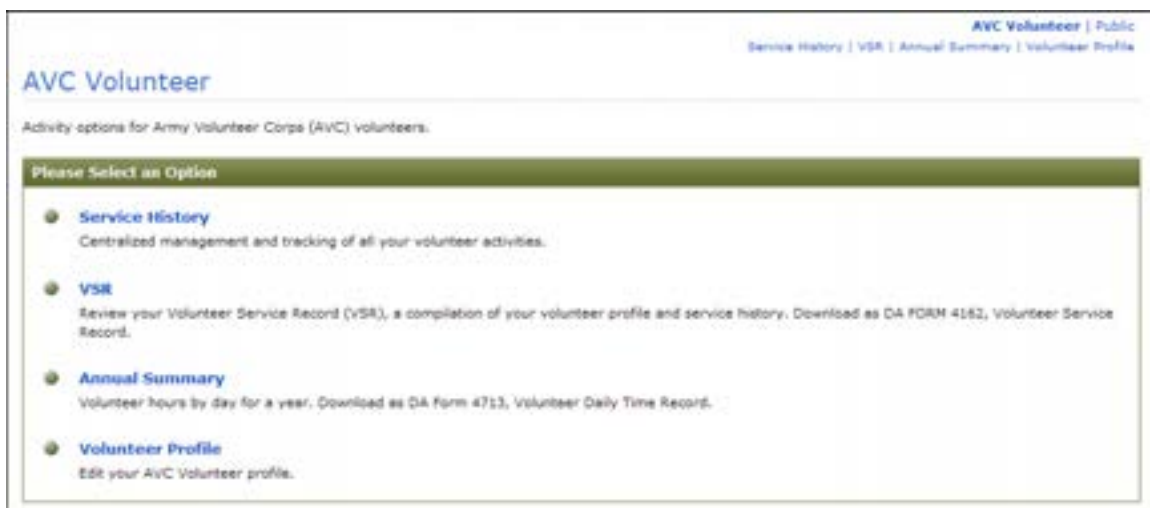
## Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

The gadgets are added to the left side of your page, but you may drag them to sit anywhere on the page that is convenient for you.



My Army OneSource Page (fig. 3.6)

You can also access the Volunteer tools by clicking **AVC Volunteer** in the Volunteer Center box to display the Army Volunteer Corps Volunteer screen.



Army Volunteer Corps Volunteer Screen (fig. 3.7)

You will notice that the options on this screen are the same as the gadgets you just added to your My Army OneSource page.





## 4. How to Enter Volunteer Hours

Volunteer hours can be entered in four ways:

Preferable methods:

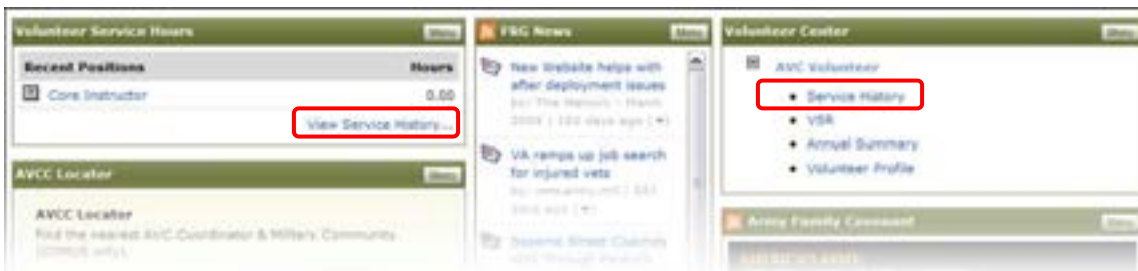
- Add hours for a single day
- Add hours for open dates (several weeks at a time)
- Click on the position itself and you will be brought directly to the Hours page

Historical use only:

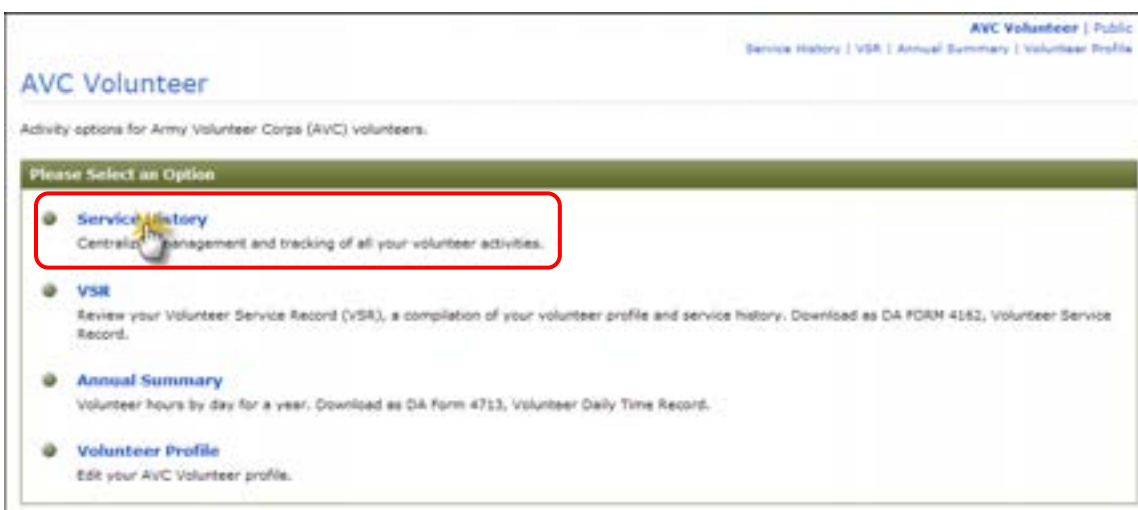
- Add hours for a time period (month, quarter, year)

All Volunteer Hours must be certified and approved by an Army Volunteer Corps Coordinator or Organization Point-of-Contact. If hours are submitted as “period” hours, the Army Volunteer Corps Coordinator or Organization Point-of-Contact needs to be notified so that he/she can manually go into the volunteer’s Volunteer Service Record to change the status of the hours to “certified.”

To submit your volunteer hours, click **Service History**.



Army Volunteer Corps Volunteer Screen (fig. 4.1)



Army Volunteer Corps Volunteer Screen (fig. 4.2)



## Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

The Service History screen opens and display a list of your volunteer positions.

Service History Screen (fig. 4.3)

Click **Hours** to the right of a position to add hours for that position.

Hours Screen (fig. 4.4)

To record your volunteer service hours for the month, click on the **Add For Open Dates** button.



## Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

The Add Hours page opens.

**Add Hours**

Record your volunteer service hours.

Core Instructor, Army Family Team Building (AFTB), HQDA

12/1/2009 - 12/30/2009

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

**Save** **Cancel**

Hours certified by the OPDC 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. 4.5)

Enter your hours in the text boxes (decimals are accepted – such as 3.25) for the coordinating day, and click on the **Save** button to submit your hours to the local Army Volunteer Corps Coordinator or Organization Point-of-Contact for certification and return to the Hours screen.

**Hours**

Manage your volunteer service hours.

Service Hours For Days

Core Instructor, Army Family Team Building (AFTB), HQDA

Show Hours For ☒ Day ☐ Period Status **All**

Date	Hours	Status	Note
------	-------	--------	------

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

**Add For Open Dates** **Add For Day** **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 OPDCs and AVCCs.

Hours Screen (fig. 4.6)

To record your hours for a single day, click on the **Add For Day** button.



## Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

The Edit Hours page opens.

Core Instructor, Army Family Team Building (AFTB), HQDA

Status: Submitted

\* Date: 12/30/2009 [Calendar](#)

\* Hours:

Note:

0 of 200 characters used

[Save and Return](#) [Return](#)

Edit Hours Screen (fig. 4.7)

Select a date if you are entering hours for a day other than the present one. Enter your hours, any notes, and click on the [Save and Return](#) button. This will return you to the Hours page where you will see the hours you entered in the list.

Core Instructor, Army Family Team Building (AFTB), HQDA

Show Hours For: ☒ Day ☐ Period Status: All

Viewing 1-7 of 7 Days

Date	Hours	Status	Note
12/30/2009	8.00	Submitted	
12/28/2009	4.00	Submitted	
12/21/2009	4.00	Submitted	
12/16/2009	9.00	Submitted	
12/14/2009	4.00	Submitted	
12/7/2009	4.00	Submitted	
12/2/2009	6.00	Submitted	

Total Hours: 40.00

[Add For Open Dates](#) [Add For Day](#) [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 CPOCs and A/VCCs.

Hours Screen (fig. 4.8)



## Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

Hours may be updated while the status is "Submitted." Click on the pencil icon to edit hours.

Click on the **Return** button to return to the Service History page.

Started	Position	Organization	Status	Total Hours
12/30/2009	Core Instructor	Army Family Team Building (AFTB)	Active	40.00
Total Submitted and Certified Hours (day and period)				40.00

Optional Additional Lists

Select: ☐ Closed AVC Services ☐ Non-AVC Services ☐ Awards ☐ Training ☐ Orientations ☐ Files **Save Selections**

Service History Screen (fig. 4.9)

To change the Service History display list, select the applicable Optional Additional Lists checkboxes, and then click the **Save Selections** button.

### **Documenting Non-Army Volunteer Corps Service hours**

If a volunteer would like to enter other volunteer services that are not defined in Volunteer Management Information System for your community, add those services here. To add past Army Volunteer Corps services, contact your Army Volunteer Corps Coordinator. Example include – volunteering at a religious institution off the military installation, etc.



## Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

The Service History screen displays a table of volunteer activities. A red box labeled '1' highlights the 'Optional Additional Lists' section, which contains checkboxes for 'Closed AVC Services', 'Non-AVC Services', 'Awards', 'Training', 'Orientations', and 'Files'. A yellow 'Save Selections' button is next to these options. Below this, the 'Non-AVC Services' section is shown with a message: 'We're sorry, there are no records to display.' A yellow 'Add New' button is located at the bottom right of this section, labeled '2'.

Started	Position	Organization	Status	Total Hours
11/30/2009	Core Instructor	Army Family Team Building (AFTB)	Active	40.00
Total Submitted and Certified Hours (day and period)				40.00

Service History Screen (fig. 4.10)

1. To add a new Non-Army Volunteer Corps Service, select the checkbox under Optional Additional Lists.
2. Scroll down to locate the Non-Army Volunteer Corps Services section and then click the **Add New** button.

The Add Non-Army Volunteer Corps Volunteer Service screen is displayed.

The Add Non-AVC Volunteer Service screen is a form for adding a new volunteer service. It includes fields for Position, Organization, Include (checkbox), Service Status (dropdown), Started (date field with a calendar button), Ended (date field with a calendar button), Total Hours, and Description of Duties. The form is titled 'Add Non-AVC Volunteer Service' and includes a note: 'Add a volunteer service that's not defined in VMIS for your community. To add past AVC services, contact your AVC Coordinator.' Buttons for 'Save and Add Another', 'Save and Return', and 'Return' are at the top right. A legend indicates '\* = Required' and 'Label underlining = Popup help'.

Add Non-Army Volunteer Corps Volunteer Service Screen (fig. 4.11)



## Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

Complete the required [\*] volunteer service information.

Click the **Save and Return** button to add one award.

Click the **Save and Add Another** button to save and add another volunteer service.

Once the Non-Army Volunteer Corps Volunteer Service information has been saved, it becomes part of your service record, but its status is "not certified." Providing verification of this service will allow your Army Volunteer Corps Coordinator or Organization Point-of-Contact to change the status to "certified."

### **Documenting Awards or Special Recognition**

If you receive an award or recognition and would like these to become part of your Volunteer Service Record, enter them into their record through this link.

The Service History screen displays a table of volunteer activities. The table has columns for Started, Position, Organization, Status, and Total Hours. A row shows a record for 12/30/2009 as a Core Instructor at Army Family Team Building (AFTB) with 40.00 hours. Below the table, there is a section for Optional Additional Lists with checkboxes for Closed AVC Services, Non-AVC Service, Awards, Training, Orientations, and Files. The Awards checkbox is highlighted with a red box. A Save Selections button is also present.

Started	Position	Organization	Status	Total Hours
12/30/2009	Core Instructor	Army Family Team Building (AFTB)	Active	40.00
Total Submitted and Certified Hours (day and period)				40.00

Optional Additional Lists

Select: ☐ Closed AVC Services ☐ Non-AVC Service ☒ Awards ☐ Training ☐ Orientations ☐ Files **Save Selections**

Service History Screen (fig. 4.12)

To add new Awards and Special Recognitions, select the **Awards** checkbox under Optional Additional Lists.

The Awards and Special Recognition screen shows a table with columns for Received, Type of Award or Special Recognition, Presented By, and Certified. The table is currently empty, displaying the message "We're sorry, there are no records to display." An Add New button is located at the bottom right.

Received	Type of Award or Special Recognition	Presented By	Certified
We're sorry, there are no records to display.			

**Add New**

Service History Screen (fig. 4.13)





## Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

Scroll down to locate the Awards and Special Recognitions section and then click the **Add New** button.

The Add Volunteer Award screen is displayed.

Add Volunteer Award Screen (fig. 4.14)

Complete the required [\*] award information.

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 the award information has been saved, it becomes part of your service record, but its status is "not certified." Providing verification of this award will allow your Army Volunteer Corps Coordinator or Organization Point-of-Contact to change the status to "certified."



## **Documenting a Training Session**

If you attended training sessions that you would like to document as part of your Volunteer Service Record, use this link.

The Service History screen displays a table of volunteer activities. The table has columns for Started, Position, Organization, Status, and Total Hours. A row shows a record for 12/30/2009 as a Core Instructor at the Army Family Team Building (AFTB) with 40.00 hours. Below the table, there is a section for Optional Additional Lists with checkboxes for Closed AVC Services, Non-AVC Services, Awards, Training, Orientations, and Files. The Training checkbox is highlighted with a red box. A Save Selections button is also present.

Started	Position	Organization	Status	Total Hours
12/30/2009	Core Instructor	Army Family Team Building (AFTB)	Active	40.00
Total Submitted and Certified Hours (day and period)				40.00

Optional Additional Lists

Select: ☐ Closed AVC Services ☐ Non-AVC Services ☐ Awards ☒ Training ☐ Orientations ☐ Files [Save Selections](#)

Service History Screen (fig. 4.15)

To add new training, select the **Training** checkbox under Optional Additional Lists.

The Training section of the Service History screen shows a table with columns for Completed, Type of Training, Hours, Presented By, and Certified. The table is empty, and a message states: "We're sorry, there are no records to display." An Add New button is located at the bottom right.

Completed	Type of Training	Hours	Presented By	Certified
We're sorry, there are no records to display.				

[Add New](#)

Service History Screen (fig. 4.16)

To add new training, select the checkbox under Optional Additional Lists.

Scroll down to locate the training section and then click the [Add New](#) button to open the Add Training screen.



## Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

Add Training Screen (fig. 4.17)

Complete the required [\*] training information.

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

Once the training information has been saved, it becomes part of your service record, but its status is "not certified." Providing verification of this training will allow your Army Volunteer Corps Coordinator or Organization Point-of-Contact to change the status to "certified."

### **Documenting an Orientation**

If you attended orientations that you would like to document as part of your Volunteer Service Record, use this link.



## Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

**Service History**  
Centralized management and tracking of all your volunteer activities.

Volunteer: Aly Sna

**Open AVC Services**

Started	Position	Organization	Status	Total Hours
12/30/2009	Core Instructor	Army Family Team Building (AFTB)	Active	40.00
Total Submitted and Certified Hours (day and period)				40.00

**Optional Additional Lists**

Select: ☐ Closed AVC Services ☐ Non-AVC Services ☐ Awards ☐ Training ☒ **Orientation** ☐ Files **Save Selections**

Service History Screen (fig. 4.18)

To add new Orientations, select the **Orientation** checkbox under Optional Additional Lists.

**Orientations**

Completed	Type of Orientation	Presented By	Certified
We're sorry, there are no records to display.			

**Add New**

Service History Screen (fig. 4.19)

Scroll down to locate the Orientations section and then click the **Add New** button.

The Add Orientation screen is displayed.

**Add Orientation**  
Add a record of a volunteer orientation you have attended.

Volunteer: Brian Hober

\* = 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:  **Calendar**

Certified: No

**Save and Add Another**      **Save and Return**      **Return**

Add Orientation Screen (fig. 4.20)



## Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

Complete the required [\*] orientation information.

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

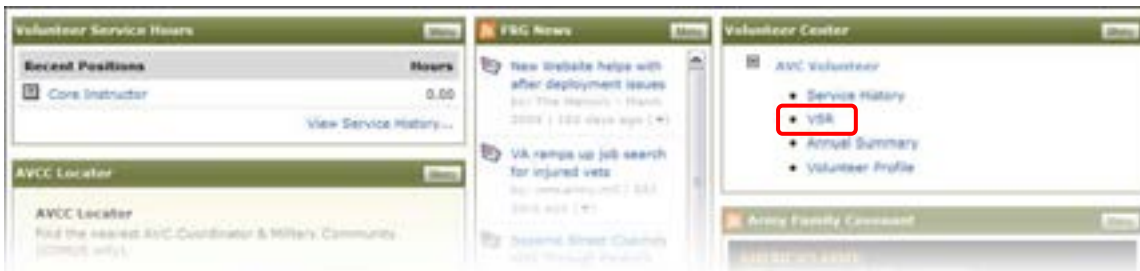
Once the orientation information has been saved, it becomes part of your service record, but its status is "not certified." Providing verification of this orientation will allow your Army Volunteer Corps Coordinator or Organization Point-of-Contact to change the status to "certified."



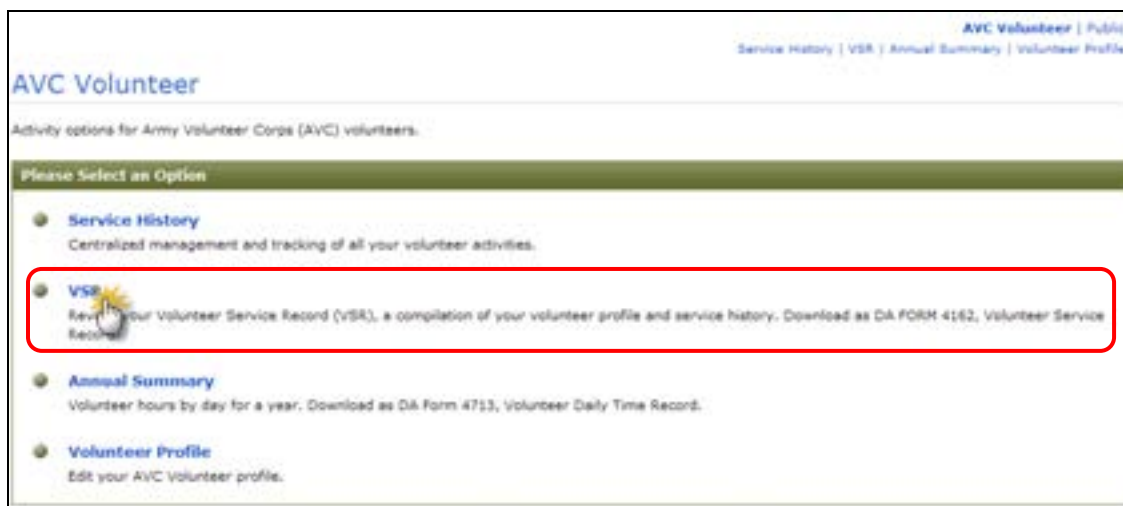
## 5. Managing Your Volunteer Service Record

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

To view the Volunteer's Volunteer Service Record, click **VSR**.



My Army OneSource Screen (fig. 5.1)



Army Volunteer Corps Volunteer Screen (fig. 5.2)





# Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

The Volunteer Service Record screen is displayed.

**VSR**

Review your Volunteer Service Record (VSR), a compilation of your volunteer profile and service history. Download as DA FORM 4162, Volunteer Service Record.

[Download DA Form 4162](#) [Edit Volunteer Profile](#) [Edit Service History](#)

---

**Volunteer Profile**

Name of Volunteer: Hoben, Brian  
Home Address: San Diego, California  
Email Address:  
Telephone Numbers:  
Home:  
Work:  
Fax:  
Sex:  
Date of Birth: 1/1/1900  
Sponsor Name:  
Sponsor Unit Address:  
Deceased: No  
Branch of Service: Army  
Army Component: Active Duty  
Family Member:  
Retired:  
Pay Grade:  
Children at Home: (no selection)  
Initial Commitment: (no selection)  
Education: (no selection)  
Work Experience:  
Volunteer Experience:  
Special Skills, Interest, Hobbies:

---

**Service History**

---

**POSITIONS HELD**

Start Date	Type of Position	End Date
We're sorry, there are no records to display.		

---

**AWARDS AND SPECIAL RECOGNITION**

Date	Type of Award/Special Recognition	Presented At
We're sorry, there are no records to display.		

---

**TRAINING**

Date	Type of Training	Hours Completed
We're sorry, there are no records to display.		

---

**VOLUNTEER ANNUAL HOUR RECORD**

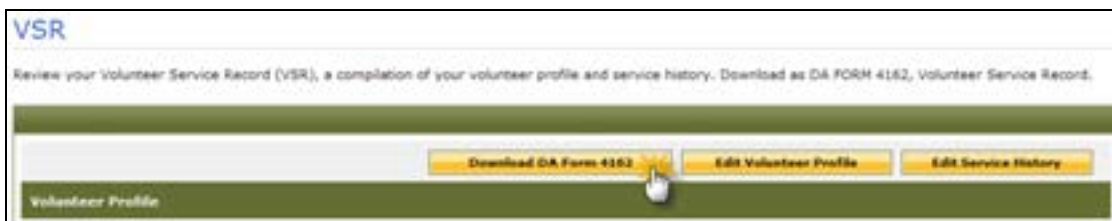
Year	2009
Hours	0

Volunteer Service Record Screen (fig. 5.3)



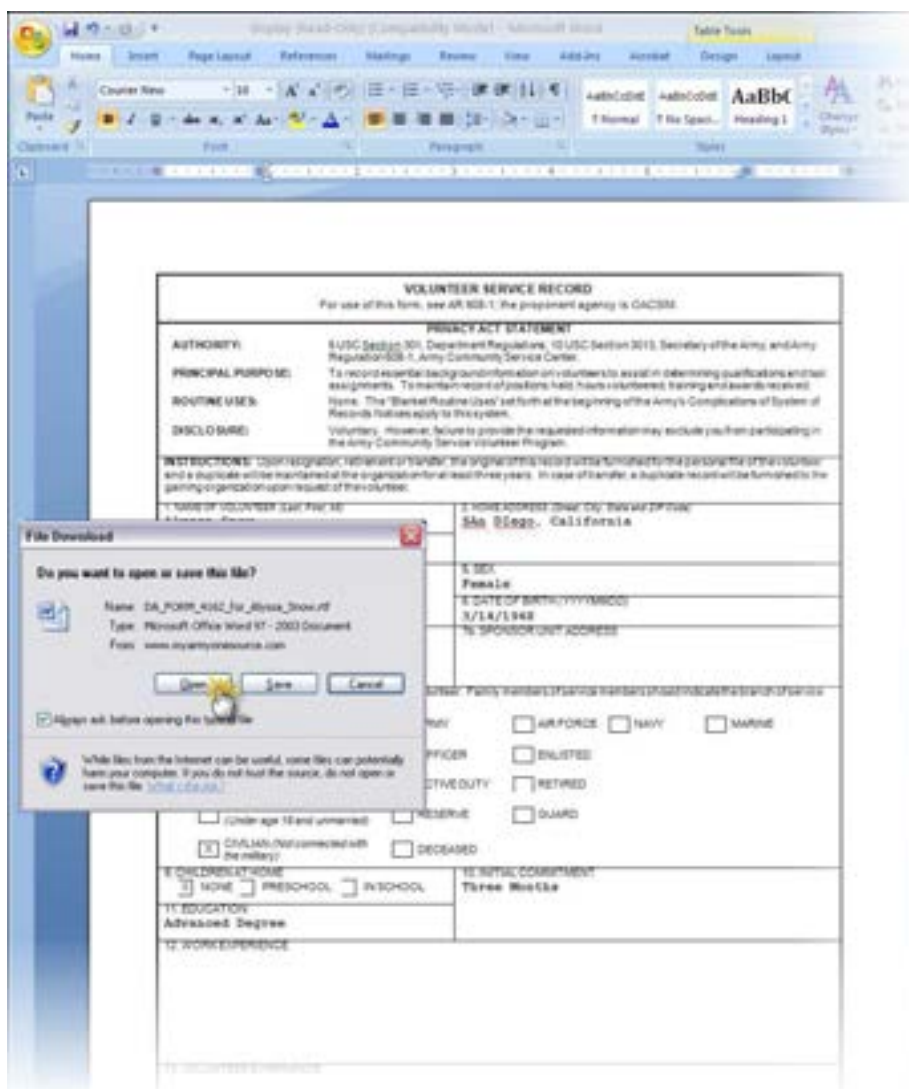
# Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

## Downloading DA Form 4162



Volunteer Service Record Screen (fig. 5.4)

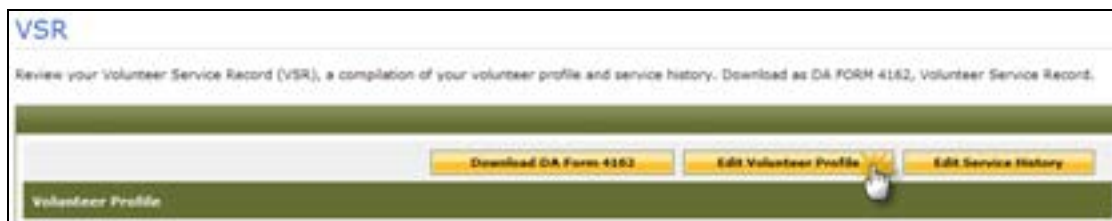
To download the Volunteer Service Record to DA Form 4162, click the **Download DA Form 4162** button. Then, click the **Save** button to download a Volunteer Service Record copy to your local computer or click the **Open** button to view the Volunteer Service Record online.



Volunteer Service Record in Microsoft Word (fig. 5.5)

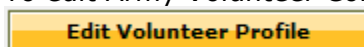


## **Editing Volunteer Profile Information**



Volunteer Service Record Screen (fig. 5.6)

To edit Army Volunteer Corps Volunteer Profile information, click the



button to open the Edit Volunteer Profile screen.

Volunteer Profile Screen (fig. 5.7)

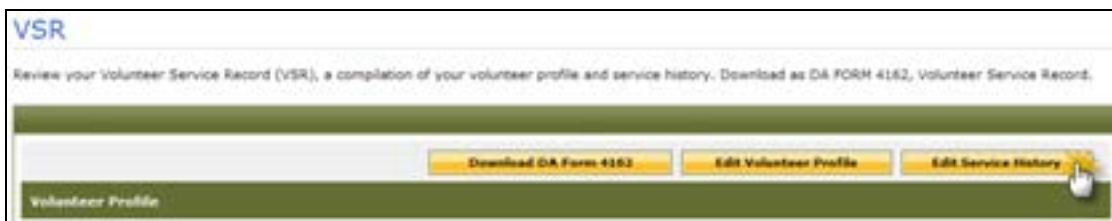
Make the necessary changes to the User Profile, Contact, Military Demographic, General Demographic, Volunteer, Sponsor, and Minor information.

Then, click the  button to apply changes.

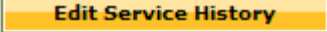
**Note:** Remember that fields marked with an asterisk [\*] are required in order to save information on this screen.



## **Editing Your Hours**



Volunteer Service Record Screen (fig. 5.8)

To edit Service History, click the  button to open the Service History screen.



Service History Screen (fig. 5.9)

Select the appropriate checkbox to display optional lists for: Closed Army Volunteer Corps Services, Non-Army Volunteer Corps Services, Awards, Training, Orientations, or Files.

Then, click the  button to update your displayed lists.



## 6. Viewing Volunteer Hours by Year

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

The screenshot shows the 'AVC Volunteer' interface. At the top right, there are links: 'Service History | VSR | Annual Summary | Volunteer Profile'. Below the header, it says 'Activity options for Army Volunteer Corps (AVC) volunteers.' A green bar prompts 'Please Select an Option'. Four options are listed: 'Service History' (Centralized management and tracking of all your volunteer activities), 'VSR' (Review your Volunteer Service Record (VSR), a compilation of your volunteer profile and service history. Download as DA FORM 4162, Volunteer Service Record.), 'Annual Summary' (Volunteer hours by day for a year. Download as DA Form 4713, Volunteer Daily Time Record.), and 'Volunteer Profile' (Edit your AVC Volunteer profile.). The 'Annual Summary' option is highlighted with a mouse cursor.

Army Volunteer Corps Volunteer Screen (fig. 6.1)

To view the Volunteer's annual summary, click **Annual Summary** on the AVC Volunteer screen. The Annual Summary screen is displayed.

The screenshot shows the 'Annual Summary' screen. At the top, it says 'Volunteer Hours by Day for a year. Download as DA Form 4713, Volunteer Daily Time Record.' Below this, it says 'Volunteer: Brian Walker'. On the right, there is a 'Year' dropdown menu set to '2009' and a 'Download as Form 4713' button. The main area is a calendar grid with columns for days of the week (S, M, T, W, T, F, S, S) and rows for months (JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC). Each cell in the grid contains a number representing hours. A 'TOTAL' column is on the right. At the bottom right, it says 'TOTAL: 0'. A note at the bottom states: 'NOTE: Totals may vary slightly from the sum of the hours displayed, since hours are rounded for display.'

Annual Summary Screen (fig. 6.2)

Select the year to report on from the **Year** dropdown list and click on the **Download as Form 4713** button to download the Annual Summary report.



# Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

DA FORM 4713\_for\_Alyssa\_Snow\_2010[1] - Microsoft Word

Home Insert Page Layout References Mailings Review View Add-Ins Aerial

Clipboard Font Paragraph Styles

**VOLUNTEER DAILY TIME RECORD**  
For use of this form, see AR 600-1; the proponent agency is G4CSM

**INSTRUCTIONS**  
Upon resignation, retirement or transfer, the original of this record will be furnished for the personal file of the volunteer and a duplicate will be maintained at the organization for at least three years. In case of transfer, a duplicate record will be furnished to the gaining organization upon request of the volunteer. Upon completion of the calendar year, the annual total will be recorded on DA Form 4762.

NAME: \_\_\_\_\_ YEAR: 2010

	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
TOTAL																																0

DA FORM 4713, JUL 2003 (REPLICA)

Annual Summary in Microsoft Word (fig. 6.3)





## Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

### 7. 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 contact us through live chat or email us through **Contact Us** located in the box at the bottom of any Army OneSource page.



Army OneSource Homepage (fig. 7.1)