

# **“The Basics” for Fort Campbell Volunteers**



**All Fort Campbell volunteers should be registered and logging hours in Volunteer Management Information System (VMIS) on [www.myarmyonesource.com](http://www.myarmyonesource.com).**

Here are three of many reasons why you should document your volunteer time on VMIS:

- Information for your resume
- Department of the Army looks into VMIS to see statistics on volunteer hours and involvement and where funding is needed. This is one way we get Family Programs dollars to provide trainings
- To assist your unit or organization with volunteer recognition for Fort Campbell or Department of the Army awards. Several pieces of information organizations need to in order to nominate is how many hours the volunteer has donated to the organization and what other organizations does the volunteer participate in. Having your VMIS Profile and Hours up-to-date can be very helpful to those who wish to recognize you.

## **Volunteers have three forms to complete to be registered volunteers.**

- DA Form 4162 - Volunteer Registration that can be pulled from VMIS, so there is no need to fill it out when registered on VMIS. After printing it out from your VMIS profile, sign, date, and hand to your organization point of contact.
- DA Form 4713- Volunteer Time Sheet that can be pulled from VMIS when volunteer is logging hours on VMIS, so there is no need to fill it out when registered on VMIS.
- DD Form 2793 - Please fill out form and turn in to your Family Readiness Support Assistant (FRSA) or Family Readiness Liaison (FRL) –
  - Fill in Part I and check with your organization to fill out Part II or Part III
  - In anticipated days of week and hours, write “Varies” unless you have a set schedule
  - It is also best to keep a copy of the signed form in your own file. Things do get lost.

## **What counts as volunteer time?**

- Anything official to do with your job-emails, phone calls, and job training are included
- Any meeting that has an agenda
- Travel time- Document your travel time for your volunteer work as well. Examples are:
  - 30 minutes for those who live on-post going to an on-post event
  - 1 hour for those who live off-post for an on-post event

**For more information, please contact the  
Ft Campbell Army Volunteer Corps Office at 270-956-2934 or email  
[alexander.c.krohn.civ@mail.mil](mailto:alexander.c.krohn.civ@mail.mil).**



## How to Register and Apply for a Position in the Volunteer Management Information System (VMIS)

### To Register:

1. Log onto [www.myarmyonesource.com](http://www.myarmyonesource.com)
2. Register
  - a. Log In- click on the Register button on the top right. On next page, scroll down to bottom to click on the yellow Join Now button.
  - b. Fill out the information requested, including creating a User Name and Password.
  - c. Fill out the information for your volunteer service record. You will use only the last 4 number of YOUR Social Security Number in this program for identification. Everything that has an asterisk\* must be filled in.
3. Once registered and logged in, click on Volunteer Tools at the top right of the screen.

### To Apply for Volunteer Positions:

1. In the Volunteer Opportunities Tab, place Fort Campbell in the Community filter. Use other filters listed to further reduce your choices to those you are interested in. Click on Search.
2. OR click on Back to Map. Click on Kentucky on the map in the middle portion of the screen. Next screen- Select Fort Campbell. Next screen- Scroll until you find the organization you want to apply for. You may want to use the filters to narrow your search.
3. Click on the position title (in blue) to see the details of the position and apply for it. Hit Apply on the top of the position description.
4. It will then show your volunteer profile. Fill in any missing information and click Submit at the bottom of the application. You have now completed applying for the position.
5. Wait for the Organization Point of Contact (OPOC) to approve your application. (At the bottom of the position description, you can find the OPOC name and contact information.)
6. Once approved, you can begin logging in your hours. You have until the 15<sup>th</sup> of the following month to log in each month's hours.

### There are 3 ways to find your VMIS information after logging in:

1. You can click on Volunteer Tools on the top right to see your options in blue on the near-the-top-left-of-the-screen and click on the option you desire.
2. Hover over Family Programs and Services to find Volunteering to get to Volunteer Tools.
3. OR click on My AOS Page at the top right of the screen to see your customized page. Click on Add Content to add your VMIS options into your page. After the initial time, you will see those options in the MY AOS Page each time you log on.

# **How to Log Hours in VMIS**

After you have been approved for the position by your Organization Point of Contact (OPOC)



## **Several reasons why you should document your volunteer time on VMIS....**

- When registered and during volunteer hours worked (performance of their duties), volunteers are treated as employees of the government and "Only" registered volunteers receive protection in the event of injury, tort claims, accidents, claims for damages or loss, etc.
- A record of a volunteer's service history will always be available for the volunteer when they travel from installation to installation.
- Benefits received are funded: Training, TDY's, child care, formal awards and recognitions when funds are available.
- The government is only funded to support programs and services where you can document participation; if they are not registered and documenting their hours in VMIS (the government's repository for volunteer service), they don't count and our Volunteer program could potentially lose funding and all of the niceties that would support the program.
- Only individuals/organizations registered in VMIS can participate in the monthly and annual volunteer recognition ceremonies as funds are tied to the ceremonies.
- AR 608-1 states that all organizations having volunteers must ensure volunteer hours worked are documented in the Volunteer Management Information System.

## **To log hours daily:**

- Once logged in, click on "Volunteer Tools" at the upper right of the screen.
- On the next screen, click on the "Volunteer Activity" tab.
- Under Open Services, click on the "Hours" button, located on the right of the position you are logging hours for.
- When the next screen is ready, then click on "Add for Open Dates" or "Add for Day" (this option is mainly used for those volunteers needed to add a note as to what was done during those volunteer hours)
- Input the hours and click on "Save".

## **Volunteer can catch up on logging their hours after the deadline:**

- Once logged in, click on "Volunteer Tools" at the upper right of the screen.
- On the next screen, click on the "Volunteer Activity" tab.
- Under Open Services, click on the "Hours" button, located on the right of the position you are logging hours for.
- Click on the yellow box "Add for Period"
- On the next screen, input the information, then click on "Save".

**\*\*Please note:** Live Chat Support is there at the top right of the website to assist people online from 8 am-8 pm Eastern Time. Their phone number is at the top left of the screen. They are extremely helpful with any VMIS issue you may have.

# VOLUNTEER AGREEMENT FOR

☐ APPROPRIATED FUND ACTIVITIES

☐ NONAPPROPRIATED FUND INSTRUMENTALITIES

## PART I - GENERAL INFORMATION

1. TYPED NAME OF VOLUNTEER <i>(Last, First, Middle Initial)</i>		2. YEAR OF BIRTH
3. INSTALLATION	4. ORGANIZATION/UNIT WHERE SERVICE OCCURS	
5. PROGRAM WHERE SERVICE OCCURS	6. ANTICIPATED DAYS OF WEEK	7. ANTICIPATED HOURS
8. DESCRIPTION OF VOLUNTEER SERVICES		

## PART II - VOLUNTEER IN APPROPRIATED FUND ACTIVITIES

**9. CERTIFICATION**

I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services, tort claims, the Privacy Act, criminal conflicts of interest, and defense of certain suits arising out of legal malpractice. I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services I will be providing.

a. SIGNATURE OF VOLUNTEER		b. DATE SIGNED (YYYYMMDD)
10.a. TYPED NAME OF ACCEPTING OFFICIAL <i>(Last, First, Middle Initial)</i>	b. SIGNATURE	c. DATE SIGNED (YYYYMMDD)

## PART III - VOLUNTEER IN NONAPPROPRIATED FUND INSTRUMENTALITIES

**11. CERTIFICATION**

I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services and liability for tort claims as specified in 10 U.S.C. Section 1588(d)(2). I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers, and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services that I am offering.

a. SIGNATURE OF VOLUNTEER		b. DATE SIGNED (YYYYMMDD)
12.a. TYPED NAME OF ACCEPTING OFFICIAL <i>(Last, First, Middle Initial)</i>	b. SIGNATURE	c. DATE SIGNED (YYYYMMDD)

## PART IV - TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR

13. AMOUNT OF VOLUNTEER TIME DONATED				14. SIGNATURE	15. TERMINATION DATE (YYYYMMDD)
a. YEARS <i>(2,087 hours=1 year)</i>	b. WEEKS	c. DAYS	d. HOURS		
16.a. TYPED NAME OF SUPERVISOR <i>(Last, First, Middle Initial)</i>				b. SIGNATURE	c. DATE SIGNED (YYYYMMDD)