Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

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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.

Volunteer Management Information System Tools	Description
Public Tools	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 and find an Army Volunteer Corps Coordinator.
Volunteer Tools	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.
Volunteer Supervisor Tools	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.

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 (fig. 2.1)

To login to the Army OneSource website, click the **Login** link at the top of the
screen.

Army OneSource Login Page (fig. 2.2)

Enter your Username and Password, and click the **Login** button.

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. The **Volunteer Tools** screen is displayed.

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.

Opportunity Locator Screen (fig. 3.1)

The **Volunteer Tools** page opens with a **Volunteer Opportunities** map. 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 appears, listing the Communities within the state or country and the Volunteer Coordinator contact information.

Volunteer Coordinator Contact Page (fig. 3.2)

To view opportunities in the communities listed, simply click on the buttons on the left. The **Volunteer Opportunities** page 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 Coordinator Contact Page (fig. 3.3)

Volunteer Opportunites 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.

Opportunity Search Results Screen (fig. 3.5)

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

The **Volunteer Opportunity Details** screen is displayed.

Volunteer Opportunity Details Screen (fig. 3.6)

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.

Submit Application Screen (fig. 3.7)

Complete the application information. Asterisked (*) fields are required.

Then, click the **Submit** button 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.

Volunteer Tools Screen (fig. 3.8)

The **Volunteer Applications** screen is displayed.

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.

Public Screen (fig. 3.9)

Next, click on the **Profile** link to open your profile screen.

The **Volunteer Profile** screen is displayed.

Volunteer Profile Screen (fig. 3.10)

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

Coordinator Locator Screen (fig. 3.11)

The **Volunteer Coordinator** screen is displayed.

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 "Virginia, Maryland" 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.

Coordinator Locator Screen (fig. 3.12)

4. Volunteer Tools

To navigate to the Volunteer Tools, rollover the **Family Programs and Services** tab, rollover **Volunteering**, and then click on **Volunteer Tools** or click on the **Volunteer Tools** button on the top right.

Army OneSource Homepage (fig. 4.1)

> **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.*

Army OneSource Homepage (fig. 4.2)

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.

My AOS Page (fig. 4.3)

Click on the **Add Now** link to add these AOS Recommended Gadgets to your **My AOS** page. One gadget that should be added is the **Volunteer Service Hours** gadget.

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.*
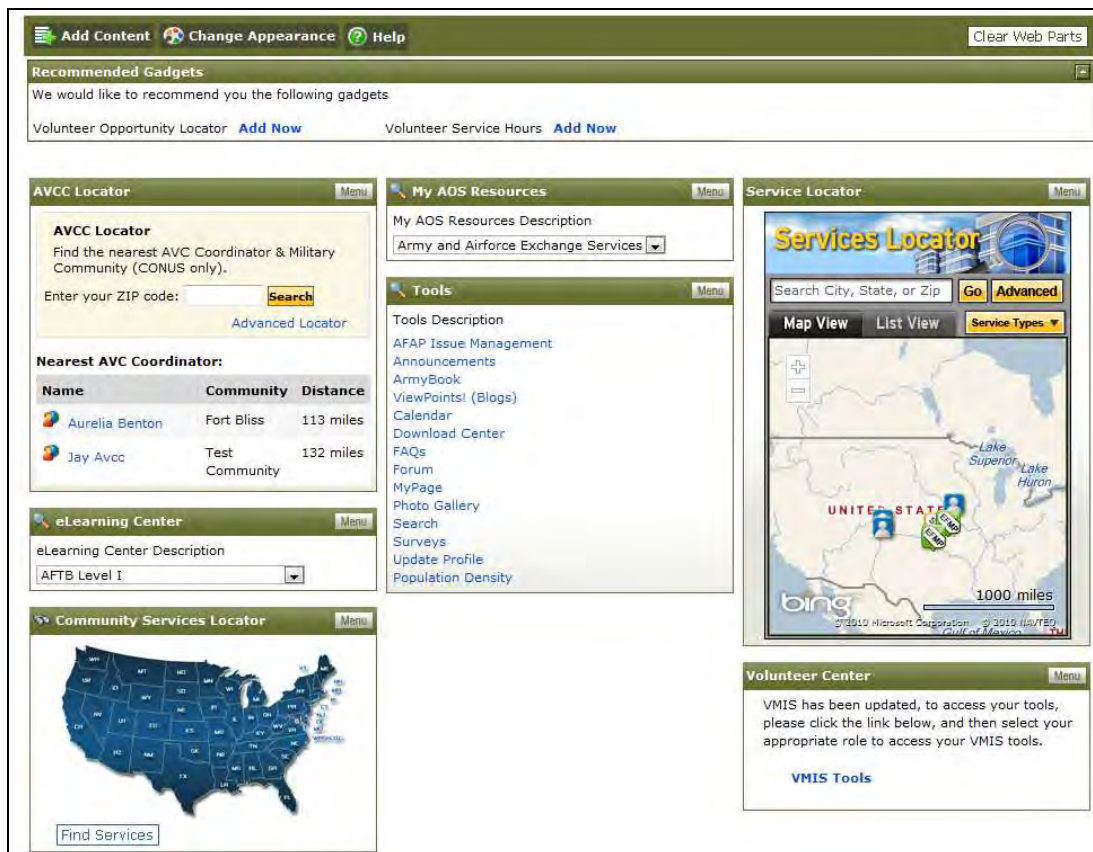
My AOS Page (fig. 4.4)

Click on the **VMIS Tools** link in the **Volunteer Center** box to display the
Volunteers Opportunities map. Click on "**Already a Volunteer?**" button to view
your Volunteer Tools.

Volunteer Opportunities Map (fig. 4.5)

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.

AVC Volunteer Screen (fig. 5.1)

Or click on the **Service History** link in the Volunteer Center gadget.

AVC Volunteer Screen (fig. 5.2)

From the Volunteer Tools, click on the **Volunteer Activity** tab.

The **Volunteer Activity** screen is displayed with a list of your volunteer positions.

	Volunteer Opportunities	Volunteer Coordinators	Volunteer Activity	Service Record (VSR)	Annual Summary	Profile	Hours History	Application History

Volunteer Activity

← **Back to Map**

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

Open Services – Current Army volunteer positions

Started ▼	Position	Organization	Status	Total Hours	
12/16/2010	FRG Key Caller	82nd Abn Division - CAB - 3/82 GSAB	Active	19.00	Hours
12/16/2010	1187Characters	12th CAB Equal Opportunity	Active	79.00	Hours
12/15/2010	HHC 12th CAB	12th CAB FRG Advisor	Active	130.00	Hours
12/15/2010	AFTB Instructor	Army Family Team Building (AFTB)	Active	18.00	Hours
12/15/2010	USAG Ansbach Beautification Commission	Army Community Service (ACS)	Active	188.00	Hours
11/12/2010	Care team member (Leader)	12th CAB, HHC	Active	66.00	Hours
11/09/2010	Delete This CR	Army Community Service (ACS)	Active	23.00	Hours
11/08/2010	CR Volunteer Position	12th CAB Equal Opportunity	Active	0.00	Hours
08/25/2010	A Company Phone Tree Point of Contact	3-159th FRG, A CO Illesheim	Active	94.00	Hours
07/19/2010	ACS Volunteer	Army Community Service (ACS)	Active	278.00	Hours
06/23/2010	AVC Coordinator Administrative Assistant	Army Volunteer Corps (AVC)	Active	410.50	Hours

Volunteer Activity Screen (fig. 5.3)

To enter volunteer hours for a specific position, click the **Hours** link on the far right of a position.

Hours Screen (fig. 5.4)

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.

Add Hours Screen (fig. 5.5)

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.

The **Edit Hours** page opens.

Edit Hours Screen (fig. 5.6)

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 to return to the **Hours** page the hours entered will be visible in the list.

Hours Screen (fig. 5.7)

Click on the **Return** button to return to the **Volunteer Activity** page.

Service History Screen (fig. 5.8)

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 Service

Service History Screen (fig. 5.9)

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.

Add Non-AVC Volunteer Service Screen (fig. 5.10)

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

Service History Screen (fig. 5.11)

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.

Add Volunteer Award Screen (fig. 5.12)

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. 5.13)

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.

Add Training Screen (fig. 5.14)

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. 5.15)

To view or add new Orientations, select the arrow on the right.

Click the **Add New** button.

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Add Orientation Screen (fig. 5.16)

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.

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, 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 the Service Record (**VSR)** link.

My AOS Screen (fig. 6.1)

The **Volunteer Service Record** screen is displayed.

| Volunteer Opportunities | Volunteer Coordinators | Volunteer Activity | Service Record (VSR) | Annual Summary | Profile | Hours History | Application History |

Volunteer Service Record

Back to Map

You may view and print your Volunteer Service record. You may also edit your volunteer profile and volunteer activity, and download your DA Form 4162.

Download DA Form 4162 | **Edit Volunteer Profile** | **Edit Volunteer Activity** | **Print Preview VSR**

Volunteer Profile

Name of Volunteer	Joe, Volunteer
Home Address	sdagsdgerhrtjh poway, California 92064
Email Address	joe.abedi@vacs.org
Telephone Numbers:	
Home	(888) 555-1212
Cell	(222) 111-3333
Work	(333) 444-5555
Fax	(444) 555-6666
Sex	Male
Date of Birth	10/25/1980
Sponsor Name	
Sponsor Unit Address	
Deceased	No
Branch of Service	Army
Army Component	Active Duty
Family Member	No
Retired	Yes
Pay Grade	O-1
Children at Home	Preschool
Initial Commitment	(no selection)
Education	Advanced Degree
Work Experience	Work Experience
Volunteer Experience	vol Experience
Special Skills, Interest, Hobbies	skills

Service History

POSITIONS HELD

Start Date	Type of Position	End Date
20100623	AVC Coordinator Administrative Assistant, ACS: Army Volunteer Corps (AVC)	NA
20100719	ACS Volunteer, ACS: Army Community Service (ACS)	NA
20100825	A Company Phone Tree Point of Contact, FRG: 3-159th FRG, A CO Illesheim	NA
20100908	Art Instructor , ACS: Army Community Service (ACS)	NA
20101108	CR Volunteer Position, 12th CAB Equal Opportunity	NA
20101109	Delete This CR, ACS: Army Community Service (ACS)	NA
20101112	Care team member (Leader) , FRG: 12th CAB, HHC	NA
20101215	AFTB Instructor, ACS: Army Family Team Building (AFTB)	NA
20101215	HHC 12th CAB, 12th CAB FRG Advisor	NA
20101215	USAG Ansbach Beautification Commission, ACS: Army Community Service (ACS)	NA
20101216	1187Characters, 12th CAB Equal Opportunity	NA
20101216	FRG Key Caller, FRG: 82nd Abn Division - CAB - 3/82 GSAB	NA

AWARDS AND SPECIAL RECOGNITION

Date	Type of Award/Special Recognition	Presented At
20100319	ACS Master Trainer	ACS: Army Community Service (ACS)
20100419	AVC Volunteer of the Month	ACS: Army Volunteer Corps (AVC)
20100519	AVC Volunteer of the Month	ACS: Army Volunteer Corps (AVC)

TRAINING

Date	Type of Training	Hours Completed
20100128	ACS Level 1	15
20100212	ACS Level 2	8
20100219	ACS Level 3	8
20100305	ACS Master Trainer	16

VOLUNTEER ANNUAL HOUR RECORD

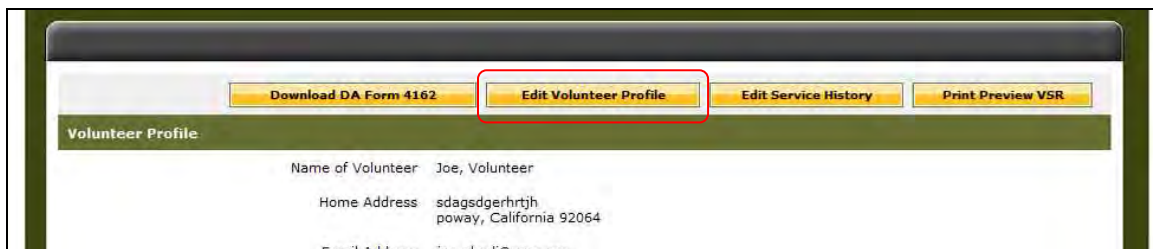| Year	2010
Hours	362

VSR Screen (fig. 5.2)

Download the Volunteer Service Record

VSR Screen (fig. 5.3)

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 the local computer or click the **Open** button to view the Volunteer Service Record online.

Edit the Volunteer Profile Information

VSR Screen (fig. 5.4)

To edit Army Volunteer Corps Volunteer Profile information, click the

Edit Volunteer Profile button to open the **Edit Volunteer Profile**.

Volunteer Profile Screen (fig. 5.5)

Make the necessary changes to the User Profile, Contact, Military Demographic, General Demographic, Volunteer, Sponsor, and Minor information. Asterisked (*) fields are required.

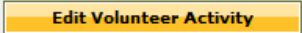Then, click the **Save** button to apply changes.

Edit Volunteer Activity

VSR Screen (fig. 5.6)

To edit Volunteer Activity, click the **Edit Volunteer Activity** button to open the **Volunteer Activity** screen.

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.

AVC Volunteer Screen (fig. 6.1)

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.

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.

Army OneSource Homepage (fig. 7.1)