



Volunteer Management Information System (VMIS)



Volunteer Training



Our mission is to provide Soldiers, Civilians and their Families with a quality of life commensurate with the quality of their service.

We are the Army's Home



Volunteer Tools



Agenda

- Registering as an Army OneSource member
- Searching for volunteer opportunities
- Applying for a volunteer position
- Submitting your volunteer hours
- Updating your volunteer service history

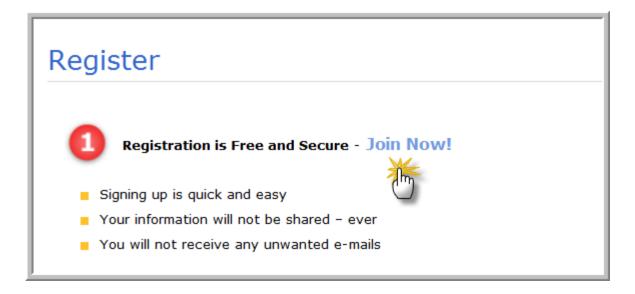


Register on Army OneSource



- 1. Access http://www.myarmyonesource.com.
- 2. Click **Register** located in the black bar at upper right hand corner for your window.
- 3. Click **Join Now** to begin the registration process.



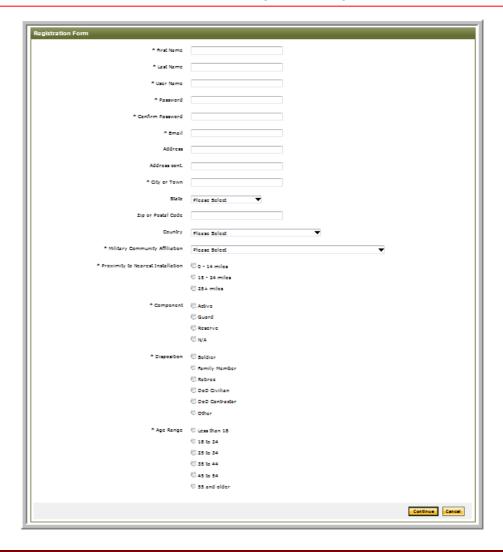




Site Registration Form



- 1. Complete the registration form. Required fields are noted with an asterisk (*). Your username cannot be changed later. Select a nearby Military Community from the list.
- 2. Click the **Continue** button located at the bottom right of the registration form.

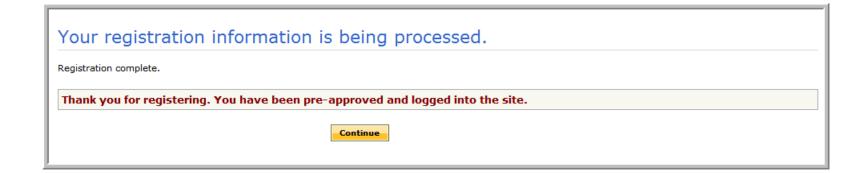




Completing the Site Registration



- 1. Verify your site registration
- 2. Click the **Register** button.
- 3. After receiving your pre-approval message, click the **Continue** button.
- 4. You will be successfully logged in.



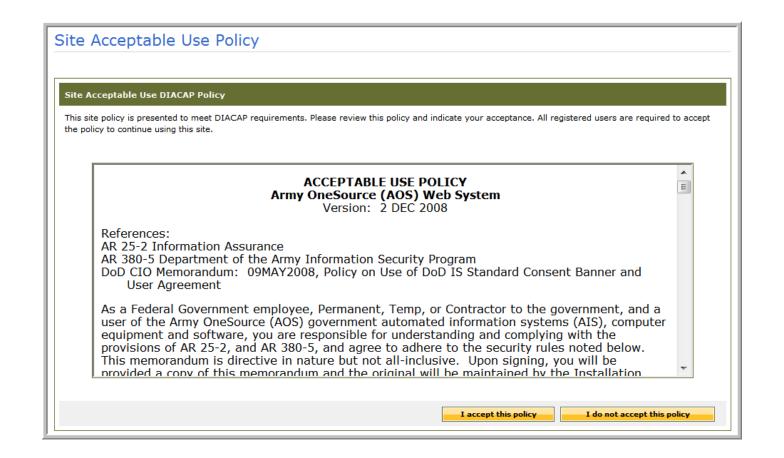




Site Acceptance Policy



- 1. The next time you log in, a Site Acceptable Use Policy will be displayed.
 - If you agree, click the I accept this policy button.
 - If is do not agree, click the I do not accept this policy button.





Volunteer Tools Button



- 1. Access http://www.myarmyonesource.com.
- 2. Login is not required to search for Volunteer positions.
- 3. Click the Volunteer Tools button located at the upper right of the window.





Continental US (CONUS) Volunteer Map



- 1. To search for volunteer positions, click on the state's name or area.
- 2. Click **Switch to OCONUS** to view the Outside Continental U.S. map.





OCONUS Volunteer Map



- 1. To search for volunteer positions, click on the country, state, or region's name or dot.
- 2. Click **Switch CONUS** to view the Continental U.S. map.





Selecting a Community



- 1. To search for volunteer positions in your region, select a Community from the list.
- 2. To contact a Volunteer Coordinator, note the phone number for that Community.

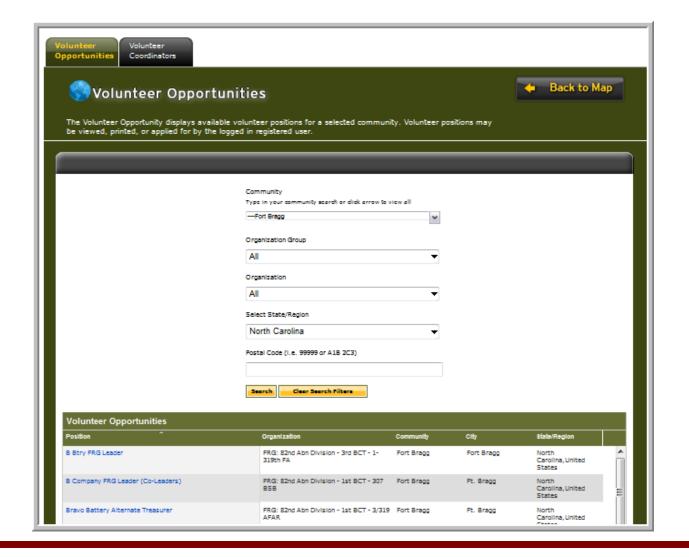




Selecting a Volunteer Position



- 1. Review the displayed volunteer positions for the selected community and region.
- 2. Change the filters for the volunteer opportunities and click **Search** if desired.
- 3. Click on a **Position title** link in the list to read the position details.





Applying for a Volunteer Position

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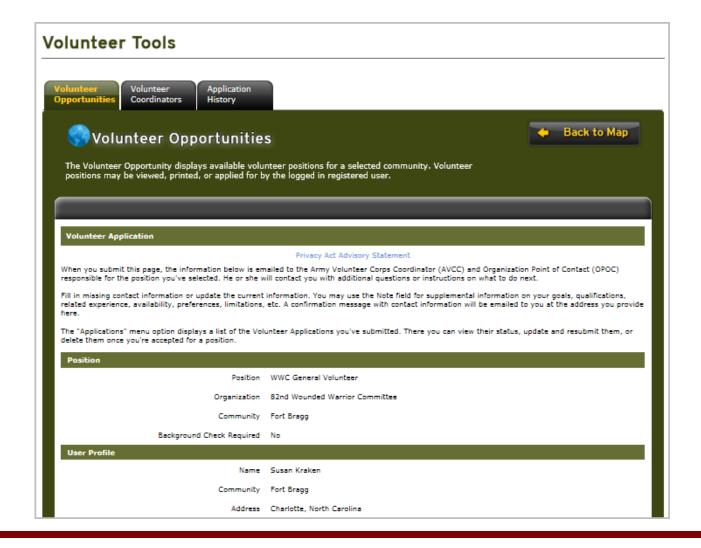
- 1. Review the position details.
- 2. Click **Cancel** to return to the prior list of positions.
- 3. Click **Apply** to continue to the next step in applying for the position.

Approxi WWC General Volunteer Approximation	
Posted	1/26/2012
Community	Fort Bragg
Organization	82nd Wounded Warrior Committee
Position Type	Permanent Job
Purpose	Unspecified
Position Summary	Our primary goal is to provide aid and comfort to the Wounded Paratroopers of the 82nd ABN DIV.
Duties	-Attends monthly meetings -Travels to other locations to visit with wounded soldier -Volunteers for events involving wounded soldiers -Volunteers to promote the WWC in the Ft. Bragg communities -Assembles bags and comfort items for wounded soldiers
Credentials or License Required	Unspecified
Qualifications	Unspecified
Training	Unspecified
Orientation	Unspecified
Time Required	Monthly meeting to attend. All other time required varies and is at the volunteers discretion.
Evaluation	Unspecified
Benefits	Unspecified
Address	Ft. Bragg, North Carolina 28307
Contact Person	Latonia Parks (910) 624-8077 Istonia@topbragghomes.com
AVC Coordinator	Catherine Doe (910) 396-8160 catherine.m.mansfield.civ@mail.mil Alice Doe (910) 396-2458 (236) 396-2458 alice.d.stephens.civ@mail.mil



Completing the Volunteer Application

- 1. To apply for a volunteer position, you must be logged in to Army OneSource.
- 2. Complete the application. Required fields are noted with an asterisk (*).
- 3. Click Submit to send the application.





What is Next?



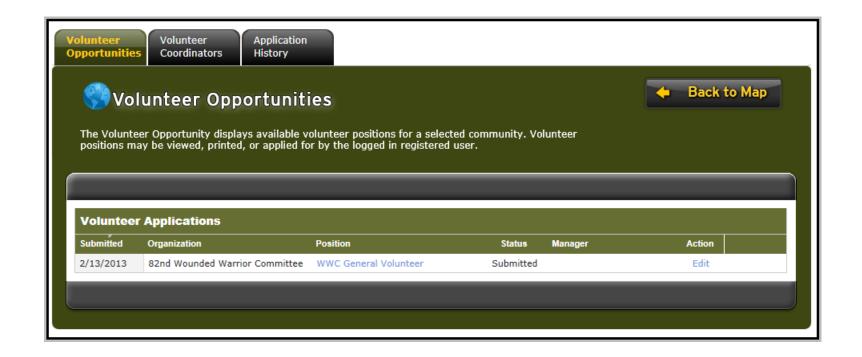
Notes:

VMIS Emails

- 1. An email is sent to the volunteer confirming receipt of the volunteer application.
- 2. An email is sent to the Volunteer Coordinator that an application has been received.

Viewing Volunteer Tools

- 1. Login to Army OneSource.
- 2. Click Volunteer Tools button.
- 3. The Volunteer Tools are displayed.
- 4. The user may track their pending application through the Application History tool

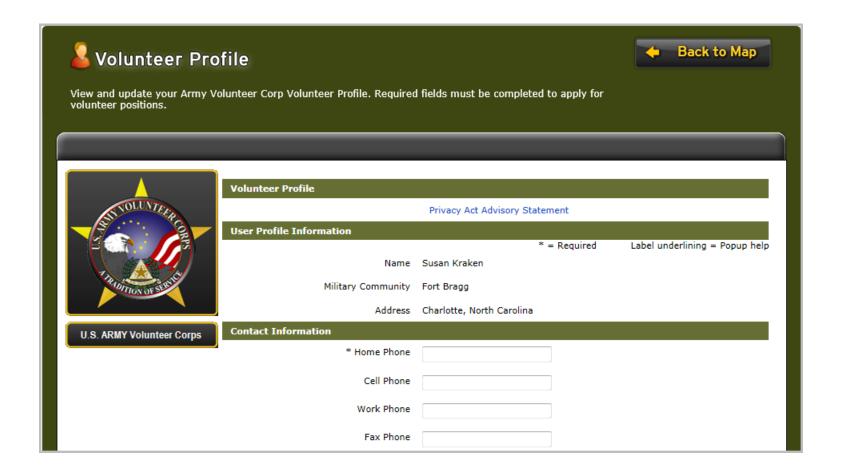




Completing the Volunteer Profile



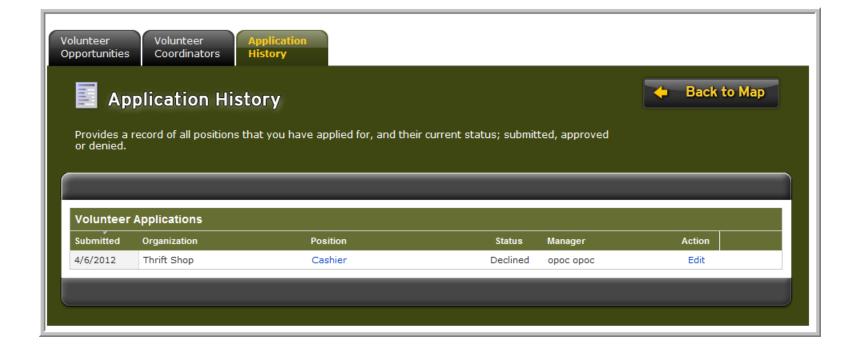
- 1. Login to Army OneSource.
- 2. Click the Volunteer Tools button.
- 3. If the user has been accepted into the first volunteer position, the Volunteer Profile is displayed.
- 4. Complete the Volunteer Profile if prompted.





Volunteer Application is Declined or Submitted

- 1. Login to Army OneSource.
- 2. Click Volunteer Tools button.
- 3. If the Volunteer Map is displayed, click the **Already a Volunteer** button. The Volunteer Tools are displayed.
- 4. Select the **Application History** tab. The status will be Declined.
- 5. Click the **Edit** link to review the application.



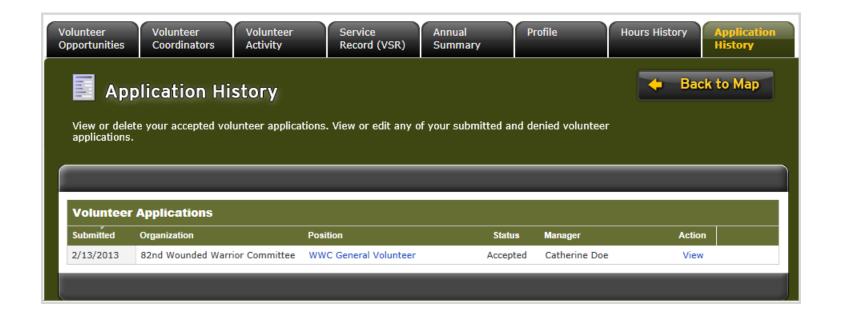




Volunteer Application is Approved



- 1. Login to Army OneSource.
- 2. Click the Volunteer Tools button.
- 3. Select the **Application History** tab to view the status of your current and past applications.
- 4. Once a user's application is approved the full tool set is available. Until that occurs only the Volunteer Opportunities, Volunteer Coordinators, and Application History tabs are available. See next page.
- 5. An accepted application may be viewed, but not edited.





Volunteer Tools



Notes:

Tab
Volunteer Opportunities
Volunteer Coordinators
Volunteer Activity
Service Record (VSR)

Annual Summary

Profile

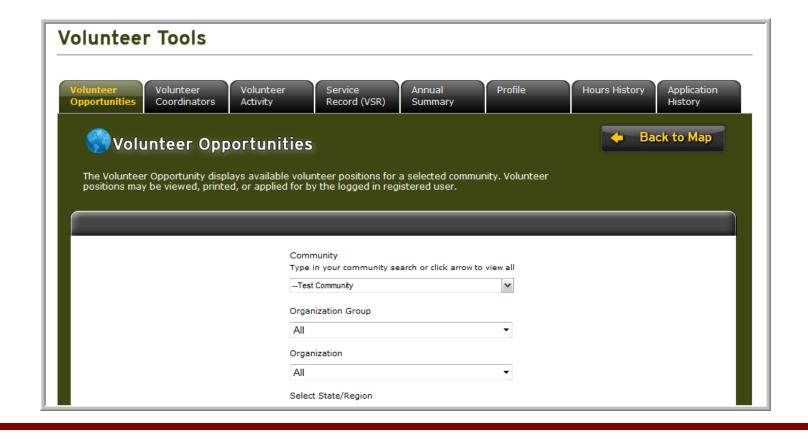
Hours History Application History

Function

Search for volunteer positions at any Community or Region Search for Volunteer Coordinators at any Community or Region Submit your volunteer hours and manage your service history View or print your Volunteer Service Record - Form 4162 View, download, or print your Annual Summary - Form 4173

Update your volunteer profile

View submitted and certified volunteer hours View, edit, or delete volunteer applications

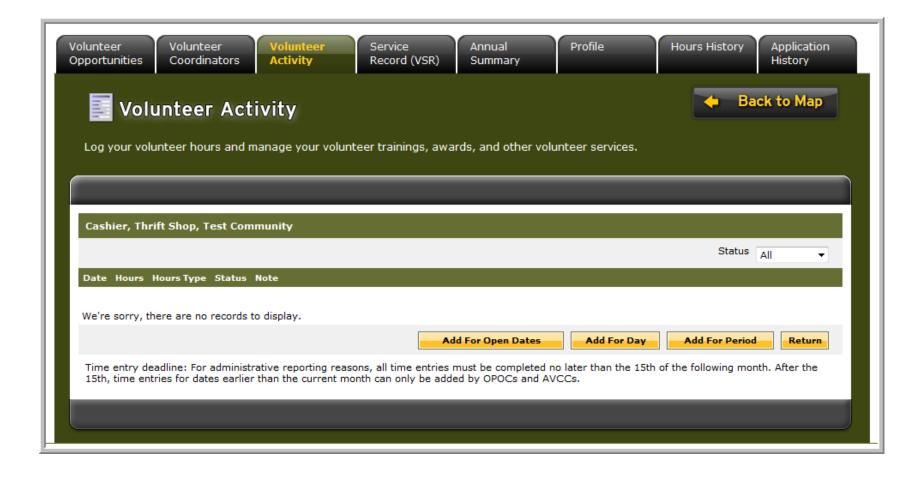




Submitting Volunteer Hours



- *** Be sure to submit volunteer hours in a timely manner ***
- 1. Click the **Add For Open Dates** or **Add For Day** buttons. Select the month day and year and type the hours. Numbers between 1 and 24 are accepted.
- 2. Only use the **Add For Period** as a last resort. Period hours are not reported for the military community. Use Period Hours for historical purposes only.





Submitting Volunteer Hours / Open Dates



Notes:

*** Be sure to submit volunteer hours in a timely manner ***

- 1. Login to Army OneSource.
- 2. Click Volunteer Tools button.
- 3. Select the Volunteer Activity tab.
- 4. Click the Hours link for the desired position under the Open Services section
- 5. Click the **Add For Open Dates** button. Select the available date and type the hours. Numbers between 1 and 24 are accepted.
- 6. Click Save.





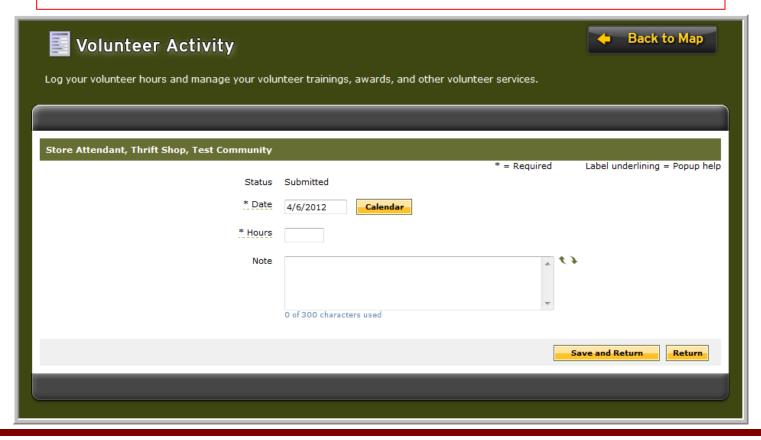
Submitting Volunteer Hours / Add For Day



Notes:

*** Be sure to submit volunteer hours in a timely manner ***

- 1. Login to Army OneSource.
- 2. Click Volunteer Tools button.
- 3. Select the Volunteer Activity tab.
- 4. Click the Hours link for the desired position under the Open Services section
- 5. Click the **Add For Day** button.
- 6. Type or select a date from the calendar.
- 7. Type volunteer hours. Numbers between 0 (greater than 0, such as .5) and 24 are accepted.
- 8. Add an optional note.
- 9. Click Save and Return.

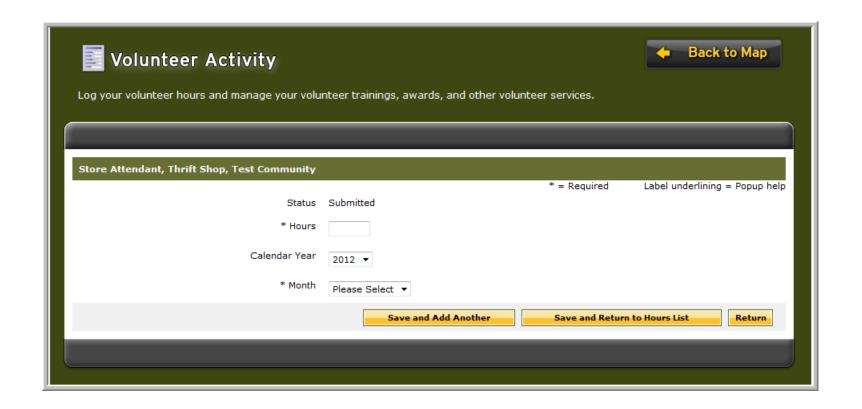




Submitting Volunteer Hours / Add For Period



- 1. Login to Army OneSource.
- 2. Click Volunteer Tools button.
- 3. Select the Volunteer Activity tab.
- 4. Click the **Hours** link for the desired position under the Open Services section
- 5. Click the **Add for Period** button. Select the month and year.
- 6. Type the number of hours for that month.
- 7. Click Save and Return to Hours List or Save and Add Another.





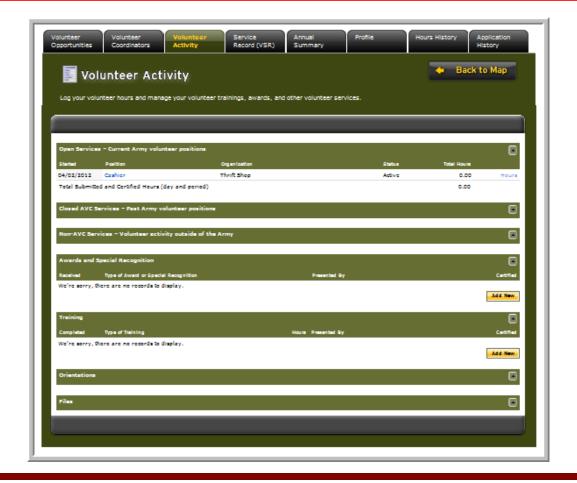
Volunteer Service



Notes:

Adding Awards, Training or other volunteer activity to your Volunteer Service Record:

- 1. Login to Army OneSource.
- 2. Click Volunteer Tools button.
- 3. Select the Volunteer Activity tab.
- 4. Scroll to the appropriate section, and click Add New.
- 5. Save your additions. You will not be able to edit these later.
- 6. Your additions will not be certified. Contact your volunteer manager to certify your additions.





VMIS Summary



Volunteer Tools

- Register as an Army OneSource member
- Search for Volunteer opportunities
- Apply for Volunteer positions
- Submit your volunteer hours
- Update your Volunteer Service History