



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



Notes:

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.

Mon Apr 02, 2012

Login Live Chat Support Home Register Help

ARMY OneSource

Search Army OneSource... G

Need Site Support? 1-877-811-ARMY

Commander's Page Online Training
Volunteer Tools Army Family Covenant
My AOS Page Services Locator

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

Register

1

Registration is Free and Secure - [Join Now!](#)

- Signing up is quick and easy
- Your information will not be shared - ever
- You will not receive any unwanted e-mails



Site Registration Form



Notes:

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.

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
 Retired
 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

Completing the Site Registration



Notes:

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.

Your registration information is being processed.

Registration complete.

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

[Continue](#)

Welcome Susan! Thu Feb 28, 2013 Logout Live Chat Support Home Update Profile Help

ARMY OneSource

Search Army OneSource...

Need Site Support? 1-877-811-ARMY

Commander's Page	Online Training
Volunteer Tools	Army Family Covenant
My AOS Page	Services Locator

Family Programs and Services	Health Care	Soldier and Family Housing	Child, Youth and School Services	Education, Careers, and Libraries	Recreation, Travel and BOSS	Communities and Marketplace	Community Support
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Site Acceptance Policy



Notes:

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.

Site Acceptable Use Policy

Site Acceptable Use DIACAP Policy

This site policy is presented to meet DIACAP requirements. Please review this policy and indicate your acceptance. All registered users are required to accept the policy to continue using this site.

ACCEPTABLE USE POLICY Army OneSource (AOS) Web System Version: 2 DEC 2008

References:

AR 25-2 Information Assurance
AR 380-5 Department of the Army Information Security Program
DoD CIO Memorandum: 09MAY2008, Policy on Use of DoD IS Standard Consent Banner and User Agreement

As a Federal Government employee, Permanent, Temp, or Contractor to the government, and a user of the Army OneSource (AOS) government automated information systems (AIS), computer equipment and software, you are responsible for understanding and complying with the provisions of AR 25-2, and AR 380-5, and agree to adhere to the security rules noted below. This memorandum is directive in nature but not all-inclusive. Upon signing, you will be provided a copy of this memorandum and the original will be maintained by the Installation

I accept this policy

I do not accept this policy



Volunteer Tools Button



Notes:

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.





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SOLDIERS • FAMILIES • CIVILIANS

Continental US (CONUS) Volunteer Map



Notes:

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.

I am looking for **Volunteer Opportunities** Volunteer Coordinators

CONUS
Continental United States

Already a Volunteer?
[Click Here](#)

[Advanced Search](#)

OUTSIDE CONTINENTAL U.S.

[← Switch to OCONUS](#)

Click the "Switch to OCONUS" button above to search for volunteer opportunities outside of the United States



OCONUS Volunteer Map



- Notes:**
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.

I am looking for **Volunteer Opportunities** Volunteer Coordinators

OCONUS
Outside Continental United States

Already a Volunteer?
[Click Here](#)
[Advanced Search](#)

CONTINENTAL U.S.
[← Switch CONUS](#)

Click the "Switch to CONUS" button above to search for volunteer opportunities in the United States



Selecting a Community



Notes:

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.

I am looking for **Volunteer Opportunities** Volunteer Coordinators

Already a Volunteer?
[Click Here](#)
[Advanced Search](#)

Community	Volunteer Coordinator Contact
USASOC (ASCC)	(216) 432-8204
USARC (US Army Reserve Command)	(801) 656-4046
4th POG	(910) 643-4663
USASFC (Special Forces Command)	(910) 396-0485
95th CA Bde	(910) 432-8204
USAJFKSWCS (John F Kennedy Special Warfare Center & School)	
HHC USASOC	
SB(SO)(A)	(910) 907-2878
Fort Bragg	(910) 396-2458


[← BACK TO MAP](#)
Click the "Back to Map" button above to search for communities in the United States.

Selecting a Volunteer Position



Notes:

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.

The screenshot shows a web application interface for finding volunteer opportunities. At the top, there are two tabs: 'Volunteer Opportunities' (selected) and 'Volunteer Coordinators'. Below the tabs is a header area with a globe icon and the text 'Volunteer Opportunities', and a 'Back to Map' button. A descriptive paragraph states: 'The Volunteer Opportunity displays available volunteer positions for a selected community. Volunteer positions may be viewed, printed, or applied for by the logged in registered user.'

The main content area contains a search filter section with the following fields:

- Community: Type in your community search or click arrow to view all. Value: Fort Bragg.
- Organization Group: All.
- Organization: All.
- Select State/Region: North Carolina.
- Postal Code (I. e. 99999 or A1B 2C3): [Empty field]

Below the filters are two buttons: 'Search' and 'Clear Search Filters'.

Below the search filters is a table titled 'Volunteer Opportunities' with the following data:

Position	Organization	Community	City	State/Region
B Btry FRG Leader	FRG: S2nd Abn Division - 3rd BCT - 1-319th FA	Fort Bragg	Fort Bragg	North Carolina, United States
B Company FRG Leader (Co-Leaders)	FRG: S2nd Abn Division - 1st BCT - 307 BSB	Fort Bragg	Ft. Bragg	North Carolina, United States
Bravo Battery Alternate Treasurer	FRG: S2nd Abn Division - 1st BCT - 3/319 AFAR	Fort Bragg	Ft. Bragg	North Carolina, United States



Applying for a Volunteer Position



Notes:

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.

Cancel <u>WWC General Volunteer</u> Apply	
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	<ul style="list-style-type: none"> -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 latonia@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



Notes:

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.

Volunteer Tools

- Volunteer Opportunities**
- Volunteer Coordinators
- Application History

Volunteer Opportunities

[← Back to Map](#)

The Volunteer Opportunity displays available volunteer positions for a selected community. Volunteer positions may be viewed, printed, or applied for by the logged in registered user.

Volunteer Application

[Privacy Act Advisory Statement](#)

When you submit this page, the information below is emailed to the Army Volunteer Corps Coordinator (AVCC) and Organization Point of Contact (OPOC) responsible for the position you've selected. He or she will contact you with additional questions or instructions on what to do next.

Fill in missing contact information or update the current information. You may use the Note field for supplemental information on your goals, qualifications, related experience, availability, preferences, limitations, etc. A confirmation message with contact information will be emailed to you at the address you provide here.

The "Applications" menu option displays a list of the Volunteer Applications you've submitted. There you can view their status, update and resubmit them, or delete them once you're accepted for a position.

Position

Position	WVC General Volunteer
Organization	82nd Wounded Warrior Committee
Community	Fort Bragg
Background Check Required	No

User Profile

Name	Susan Kraken
Community	Fort Bragg
Address	Charlotte, North Carolina



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

The screenshot shows a web application interface with a dark green header and a white content area. At the top, there are three navigation buttons: "Volunteer Opportunities" (highlighted in yellow), "Volunteer Coordinators", and "Application History". Below the navigation is a "Volunteer Opportunities" section with a globe icon and a "Back to Map" button. A descriptive paragraph follows: "The Volunteer Opportunity displays available volunteer positions for a selected community. Volunteer positions may be viewed, printed, or applied for by the logged in registered user." Below this is a "Volunteer Applications" table with one row of data.

Submitted	Organization	Position	Status	Manager	Action
2/13/2013	82nd Wounded Warrior Committee	WWC General Volunteer	Submitted		Edit




Completing the Volunteer Profile




Notes:

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 Profile** [← Back to Map](#)

View and update your Army Volunteer Corp Volunteer Profile. Required fields must be completed to apply for volunteer positions.



U.S. ARMY Volunteer Corps

Volunteer Profile

[Privacy Act Advisory Statement](#)

User Profile Information

* = Required Label underlining = Popup help

Name Susan Kraken

Military Community Fort Bragg

Address Charlotte, North Carolina

Contact Information

* Home Phone

Cell Phone

Work Phone

Fax Phone



Volunteer Application is Declined or Submitted



Notes:

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 Opportunities | Volunteer Coordinators | **Application History**

Application History

Provides a record of all positions that you have applied for, and their current status; submitted, approved or denied.

[← Back to Map](#)

Volunteer Applications						
Submitted	Organization	Position	Status	Manager	Action	
4/6/2012	Thrift Shop	Cashier	Declined	opoc opoc	Edit	



Volunteer Application is Approved



Notes:

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

Application History

[← Back to Map](#)

View or delete your accepted volunteer applications. View or edit any of your submitted and denied volunteer applications.

Volunteer Applications						
Submitted	Organization	Position	Status	Manager	Action	
2/13/2013	82nd Wounded Warrior Committee	WWC General Volunteer	Accepted	Catherine Doe	View	



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

Volunteer Tools

Volunteer Opportunities

Volunteer Coordinators

Volunteer Activity

Service Record (VSR)

Annual Summary

Profile

Hours History

Application History

Volunteer Opportunities

Back to Map

The Volunteer Opportunity displays available volunteer positions for a selected community. Volunteer positions may be viewed, printed, or applied for by the logged in registered user.

Community
Type in your community search or click arrow to view all

--Test Community
▼

Organization Group

All
▼

Organization

All
▼

Select State/Region

Submitting Volunteer Hours



Notes:

*** 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.

The screenshot shows the 'Volunteer Activity' page. At the top, there is a navigation bar with buttons for 'Volunteer Opportunities', 'Volunteer Coordinators', 'Volunteer Activity' (highlighted), 'Service Record (VSR)', 'Annual Summary', 'Profile', 'Hours History', and 'Application History'. Below the navigation bar, the page title 'Volunteer Activity' is displayed with a 'Back to Map' button. A sub-header reads: 'Log your volunteer hours and manage your volunteer trainings, awards, and other volunteer services.' The main content area shows a table header for 'Cashier, Thrift Shop, Test Community' with a 'Status' dropdown menu set to 'All'. The table columns are 'Date', 'Hours', 'Hours Type', 'Status', and 'Note'. Below the table, a message states: 'We're sorry, there are no records to display.' At the bottom of the content area, there are four buttons: 'Add For Open Dates', 'Add For Day', 'Add For Period', and 'Return'. A footer note reads: '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 OPOCs and AVCCs.'



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**.

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.

Cashier, Thrift Shop, Test Community

3/1/2012 - 4/17/2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				03/01	03/02	03/03
03/04	03/05	03/06	03/07	03/08	03/09	03/10
03/11	03/12	03/13	03/14	03/15	03/16	03/17
03/18	03/19	03/20	03/21	03/22	03/23	03/24
03/25	03/26	03/27	03/28	03/29	03/30	03/31
04/01	04/02					

Save
Cancel

Hours certified by the OPOC 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.



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**.

Volunteer Activity

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

Store Attendant, Thrift Shop, Test Community

Status Submitted * = Required Label underlining = Popup help

* Date [Calendar](#)

* Hours

Note

0 of 300 characters used

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

[Back to Map](#)



Submitting Volunteer Hours / Add For Period



Notes:

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 Activity

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

Store Attendant, Thrift Shop, Test Community

Status Submitted * = Required Label underlining = Popup help

* Hours

Calendar Year 2012 ▼

* Month Please Select ▼

Save and Add Another Save and Return to Hours List Return



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.

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

Volunteer Activity

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	
04/02/2012	Cashier	Thrft Shop	Active	0.00	Hours

Total Submitted and Certified Hours (day and period) 0.00

Closed AVC Services - Past Army volunteer positions

Non-AVC Services - Volunteer activity outside of the Army

Awards and Special Recognition

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

[Add New](#)

Training

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

[Add New](#)

Orientations

Files



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**