



White Sands Missile Range Army Volunteer Corps

Volunteer Orientation Handbook and Guide



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Welcome to the WSMR Volunteer Team!

Hello,

Let me be the first to welcome you to the WSMR Volunteer Team! I would like to personally thank you for interest and dedication in becoming a Volunteer. Here on White Sands Missile Range, Volunteers play an important role in our Community. Many of our programs would not operate if it wasn't for our giving Volunteers.

This handbook will help you to answer some of your more frequently answered questions. If you cannot find the answers you are looking for I encourage you to reach out to your organization Volunteer Point of Contact (OPOC) or myself. During your time as a Volunteer I want you to have all the tools necessary to be successful and feel valued as a part of our Team. Never hesitate to reach out to me with suggestions and best practices to make our program better!

My vision for the Volunteer Program is for all Volunteers to feel comfortable in their volunteer position, valued in their role, and have the necessary tools for the work required. Volunteering can have many rewarding benefits, such as, work experience, recognition, and Community involvement.

Thank you for volunteering your time, talent, skills, and experience to help benefit others and our Community. I hope that you find volunteering here on WSMR a positive and rewarding experience.

Sincerely,
Candice DeVoe
Army Volunteer Corps Program Manager

White Sands Missile Range Army Volunteer Corps Mission

WSMR Volunteer Mission

- Providing a professional approach to volunteer management to include training and resources for volunteer leaders, and a certification for volunteer managers.
- Developing alliances and relationships with organizations that will create opportunities to “work beyond the walls”. Linking all volunteers within the WSMR community to promote collaboration and partnerships that will enhance the effectiveness and increase volunteer opportunities for current and potential volunteers.
- Creating an identity for all volunteers that instills pride in being an WSMR volunteer. The AVC emblem demonstrates the connection to the larger community – the Army community – as an Army volunteer.

Our Responsibility to you!

1. To place you in a position that is appropriate to your experience, ability, availability, training, and interest.
2. Provide written position descriptions when requested.
3. Provide you with an up-to-date Volunteer Handbook.
4. Provide you with an orientation from the Organization you are providing Volunteer Services.
5. Provide adequate training for the duties assigned.
6. To provide supervision on the job and offer a variety of stimulating volunteer experiences.
7. To give any needed feedback on your volunteer work.
8. To provide you a liaison between you and staff members at your organization.
9. To provide recognition for the services you provided.
10. To keep you informed about what is happening within the Volunteer WSMR Community.
11. Ensure you have a safe, and positive experience.
12. Provide you with the tools necessary to do your work.
13. Ensure you understand your rights as an Army Volunteer.

Your Responsibility to us!

1. To conduct yourself as a professional, and to provide quality customer service. Socializing is a benefit of volunteering, but we must remember that we are here for the Soldiers and their Family Members.
2. To be reliable. Work with your supervisor or OPOC to establish mutually agreed upon schedule.
3. Ask questions if you do not understand something. All questions are welcomed.
4. Respect any cultural, ethically, and/or personality differences.
5. Dress in a manner that is appropriate for your work environment.
6. Speak up if you see or hear anything that needs to be addressed in your work environment.
7. As a Volunteer respect others right to privacy, and confidentiality.
8. If you are ever unhappy with your experience, please let someone in your organization of myself know so we can ensure everyone has a positive volunteer experience.

Section 2 - Volunteer Guidelines

DD 2793 – Volunteer Agreement Form

Federal statute provides coverage for volunteers in certain official government activities. This coverage is in place once the Department of Defense Form 2793, Volunteer Agreement of Appropriated and Non-Appropriated Fund Instrumentalities is completed and signed by the Volunteer and the program accepting official. The coverage includes worker's compensation, protection in cases of tort claims or other property damage issues, etc. However, it is critical to understand that this coverage only exists when the DD 2793 is signed, and accurate position description is in place, and you are perform volunteer duties. The volunteer form should be completed prior to commencing to volunteer.

Timekeeping – Volunteer Management Information System (VMIS)

We value and recognize the amount of time our Volunteers donate, so it is extremely important that we track that time. Hours are officially tracked using the Army's Volunteer Management Information System (VMIS). VMIS can be found by visiting the website www.myarmyonesource.com. VMIS provides a standardized method across the Army for Volunteers to document their service history. It also allows for reporting of Volunteer activity and statistics at the installation, region, and Department of Army level. The system allows you to document your entire Volunteer history as you move from installation to installation. All installation statutory Volunteers are required to register on the VMIS site in order to document their hours.

Credit will be give for each hour of Volunteer service performed, as well as time spent in orientation, training activities, and travel time – to and from home. Upon transfer or termination the original records of hours will be given to the Volunteer and duplicate set will be kept on file with the Army Volunteer Corps for three years.

Training

Each Volunteer position has a unique set of training requirements. The individual program staff will be responsible for much of the training you receive and the amount of time required for training will vary from person to person. Additional training opportunities are offered through the Army Volunteer Corps Program.

Evaluation

Most volunteers will receive an evaluation on an annual basis (see your particular position description). The purpose of the evaluation is to assess your individual job performance. It is a chance for you to find out the areas in which you excel, and those areas which may need improvement. This feedback can be a valuable tool in your personal and professional development and should be viewed as such. You should also be receiving informal feedback on how you are doing on an ongoing basis. You are welcome to request a formal evaluation at any time. If you do not feel that you are getting the proper feedback please let your supervisor know.

Safety and Reporting Procedures

Volunteers will not perform duties which render them unusually susceptible to injury or to causing injury to others. Anyone who sees an unsafe act or situation should take immediate action to prevent injury and report the situation to their supervisor for corrective action.

Volunteers are to report accidents involving their volunteer service to the volunteer supervisor immediately.

WORKING WITH CHILDREN

Volunteers who are required to work with children in the capacity of their volunteer duties will be required to have a background check in accordance with DODI1402.5, AR 608-18. Line of sight volunteers are permitted to work with children without having a background check provided they are always in the line of sight of a worker who has had a background check or if they are in the line of sight of the parents(s).

Volunteers who have NOT had a background check are NOT permitted to be alone with the children for any reason or any length of time.

Lunchs and Breaks

All volunteers are considered non-paid staff, and therefore are asked to follow standard office procedures for lunches and breaks. For every four hours of time worked, paid and non-paid staff are allowed a 15 minute break approximately mid-shift. For those staff and volunteers who work longer than four hour shifts, a thirty minute lunch break is allowed.

Absences and Tardiness

The positions that volunteers fill are critical their organization. If you fail to show up, others must take on the tasks you were expected to accomplish. If you are unable to attend a scheduled work day, or if you will arrive late, please contact your Volunteer Coordinator with as much notice as possible.

Recognition

WSMR is committed to recognizing its volunteers' time and efforts. As a volunteer you are eligible for a number of service awards both locally and nationally. For a full list of awards contact your organizations POC or contact the AVCC at 575-678-2889 or visit 250 Rock Island Avenue, WSMR NM 88002.

Section 3 – Transition from Volunteer Corps

Voluntary Termination Notice

We rely on all our volunteers but recognize that other commitments, both family and personal, may require you to terminate your volunteer commitment. Since each volunteer fills a critical need within each organization, we request a two week notice that you are leaving. If you are ending your commitment due to PCS, please let us know your expected PCS date.

Voluntary Termination Notice

We rely on all our volunteers but recognize that other commitments, both family and personal, may require you to terminate your volunteer commitment. Since each volunteer fills a critical need within each organization, we request a two week notice that you are leaving. If you are ending your commitment due to PCS, please let us know your expected PCS date.

Involuntary Termination

Each organization reserves the right to terminate a volunteer's services under the following conditions:

- 1) Breach of Code of Ethics
- 2) Failure to comply with the guidelines and responsibilities outlined in this handbook
- 3) Blatant creation of a hostile work environment or safety risk
- 4) An unexplained absence in excess of two weeks.

The affected volunteer will be notified in writing of the termination action and a copy of the termination notice will be placed in their personal file.

Marketing the Volunteer Experience

One of the benefits of volunteerism is the opportunity to learn valuable skills which can help you secure future employment. We encourage you to take advantage of all available training classes in order to increase your personal knowledge. Most employers consider volunteer experience as previous work experience; therefore, remember to list all volunteer work and training classes you have completed on your résumé. Your previous position evaluations and volunteer time record will be helpful resources for accurately documenting your volunteer work.

Letters of Reference

The Commander, FRL, and the Volunteer Coordinator will be glad to provide letters of reference. Please submit all requests at least three weeks in advance to allow staff adequate time to fulfill your request.

Moving to a New Duty Station

When you move to a new assignment, update your volunteer profile on VMIS at www.myarmyonesource.com to reflect your new duty station. If you would like a hard copy of your records, we will gladly provide them to you but will keep the originals on file at the Army Volunteer Corps Office at, *Bldg. 250 Rock Island Avenue, WSMR NM* for three years.

Section 4 – Registering for VMIS

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

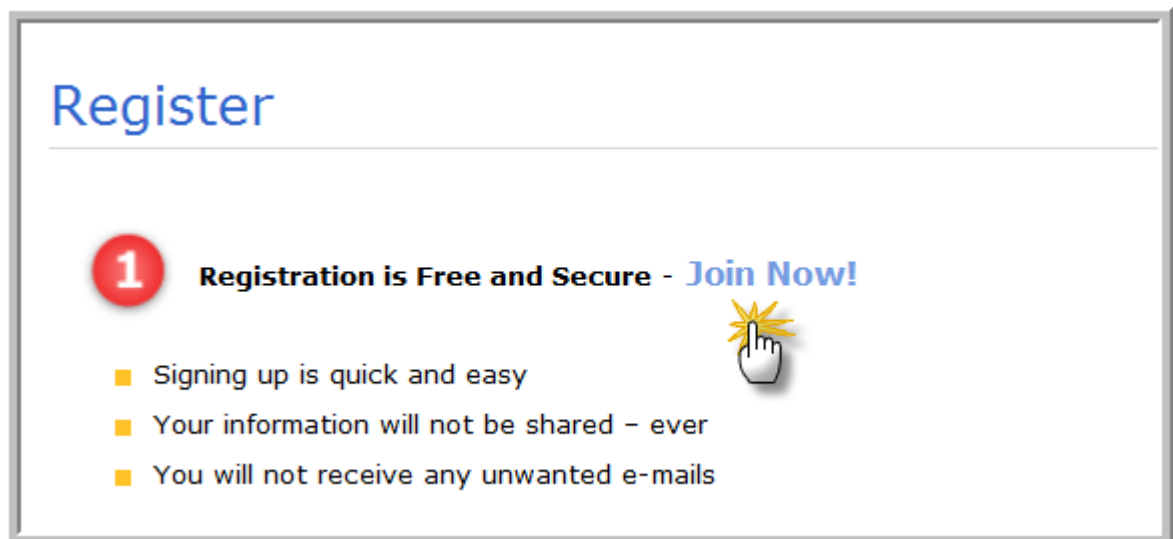
ARMY OneSource

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

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

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

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**

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.



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.



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.

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

Volunteer Opportunities

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

Organization Group

Organization

Select State/Region

Postal Code (i.e. 99999 or A1B 2C3)

Position	Organization	Community	City	State/Region
ACS Administrative Assistant	ACS: Army Community Service (ACS)	White Sands Missile Range	WSMR	New Mexico, United States
Baby Strong Room Volunteer	ACS: Army Community Service (ACS)	White Sands Missile Range	WSMR	New Mexico, United States
Employment Readiness Program Administrative Asst.	ACS: Army Community Service (ACS)	White Sands Missile Range	White Sands Missile Range	New Mexico, United States
Family Assistance Center (FAC) Volunteer	ACS: Army Community Service (ACS)	White Sands Missile Range	WSMR	New Mexico, United States
Financial Readiness Program Assistant	ACS: Army Community Service (ACS)	White Sands Missile Range	White Sands	New Mexico, United States
Lending Closet	ACS: Army Community Service (ACS)	White Sands Missile Range	White Sands Missile Range	New Mexico, United States

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.



Volunteer Opportunities

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.

Cancel

Baby Strong Room Volunteer

Apply

Posted	4/22/2012
Community	White Sands Missile Range
Organization	Army Community Service (ACS)
Position Type	Permanent Job
Purpose	Unspecified
Position Summary	Assist clients with obtaining items from Baby Strong Room and maintain the room
Duties	Sort and put away clothing and toy items that have been returned or donated. Clean toys and carry out items with disinfectant Give soiled clothing items to supervisor for cleaning. Sweep and wipe down surfaces. Maintain order and cleanliness of room. Maintain client out-take and in-take file in conjunction with supervisor. The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credentials or License Required	No
Qualifications	Friendly, outgoing and organized, with a desire to help others.
Training	Training will be provided prior to commencement of volunteer duties. Training will be relevant to the position and will have orientation of the Baby Strong Room. Involves work with confidential issues. Volunteers who work with confidential issues are required to have training on confidentiality and the safeguarding of privacy protected records.
Orientation	ACS Volunteer Orientation will be provided prior to volunteer beginning work, or within two weeks of being accepted as a volunteer.
Time Required	Volunteers may choose the number of hours they wish to work. Some ACS jobs have specific hours of operation. You may set your time according to the job and your personal needs. Office Hours are Monday-Friday 0730-1630.
Evaluation	Informal, verbal. No less than once semi-annually. Performed jointly by volunteer supervisor and volunteer coordinator. Volunteers will have the opportunity to evaluate experience and training.
Benefits	Assisting the community and getting to know many community members.
Address	250 Rock Island Ave, WSMR, New Mexico 88002
Contact Person	Candice DeVoe (575) 678-2889 candice.r.devoe2.civ@mail.mil
AVC Coordinator	Candice DeVoe (575) 678-2889 (312) 258-2889 candice.r.devoe2.civ@mail.mil

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

Volunteer Opportunities

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	Baby Strong Room Volunteer
Organization	Army Community Service (ACS)
Community	White Sands Missile Range
Background Check Required	No

User Profile

Name	Candice DeVoe
Community	White Sands Missile Range
Address	250 Rock Island Avenue, White Sands Missile Range, New Mexico 88002

Volunteer Profile

* = Required Label underlining = Popup help

* Branch of Service

* Army Component

Family Member No Yes

Retired No Yes

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



Volunteer Tools

The screenshot displays the 'Volunteer Opportunities' page. At the top, there are three tabs: 'Volunteer Opportunities' (selected), 'Volunteer Coordinators', and 'Application History'. The main heading is 'Volunteer Opportunities' with a globe icon and a 'Back to Map' button. Below the heading is a descriptive paragraph: '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.' A table titled 'Volunteer Applications' is shown below. The table has columns for 'Submitted', 'Organization', 'Position', 'Status', 'Manager', and 'Action'. One application is listed: submitted on 2/13/2013 to the 82nd Wounded Warrior Committee for the position of WWC General Volunteer, with a status of 'Submitted' and an 'Edit' link.

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

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.

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

U.S. ARMY Volunteer Corps

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 [← Back to Map](#)

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

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

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	

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 Coord. 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
 ▼

Organization Group
 ▼

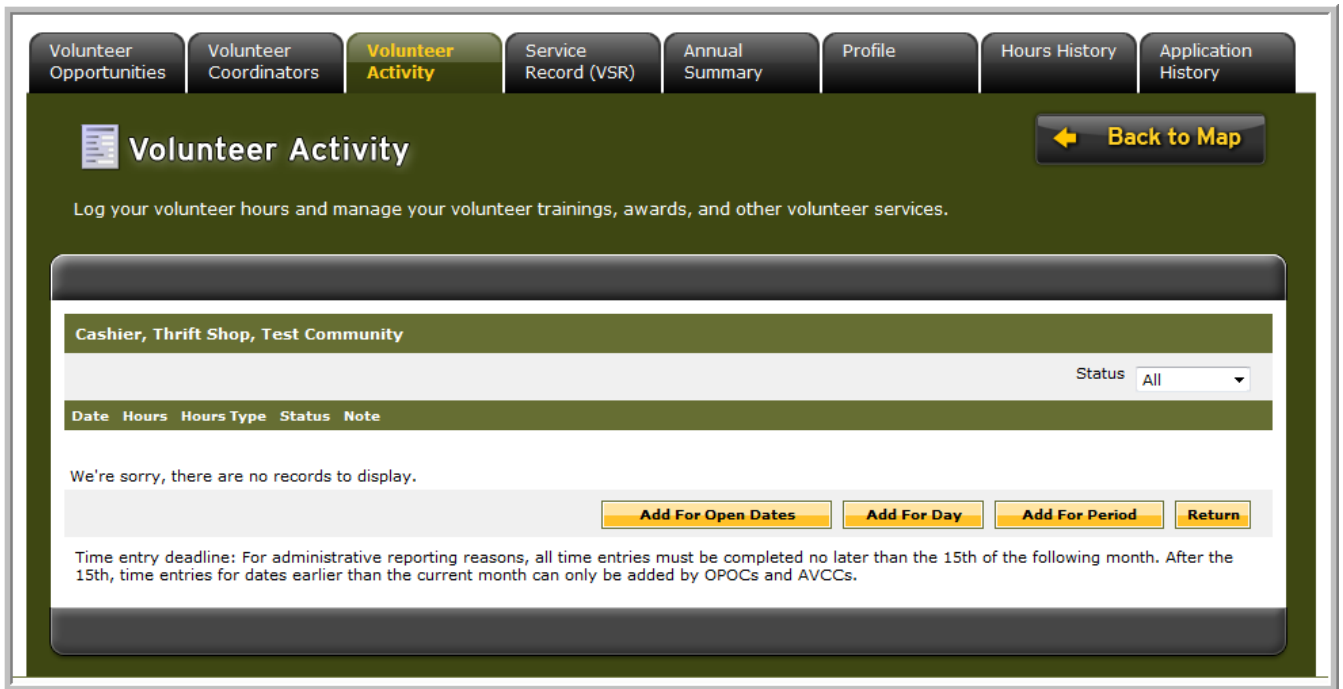
Organization
 ▼

Select State/Region

Section 5 – Logging hours in VMIS

Notes:

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.



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

Status All

Date	Hours	Hours Type	Status	Note
We're sorry, there are no records to display.				

[Add For Open Dates](#) [Add For Day](#) [Add For Period](#) [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 OPOCs and AVCCs.

Notes:

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.



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.

Notes:

1. Login to Army OneSource.
2. Click **Volunteer Tools** button.
3. Select the **Volunteer Activity** tab.
4. Click the **Hours** link
5. Click the **Add For Day** button.
6. Type or select a date from the calendar.
7. Type volunteer hours.
8. Add an optional note.
9. Click **Save and Return**.



Volunteer Activity

[← Back to Map](#)

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

Store Attendant, Thrift Shop, Test Community

* = Required Label underlining = Popup help

Status Submitted

* Date [Calendar](#)

* Hours

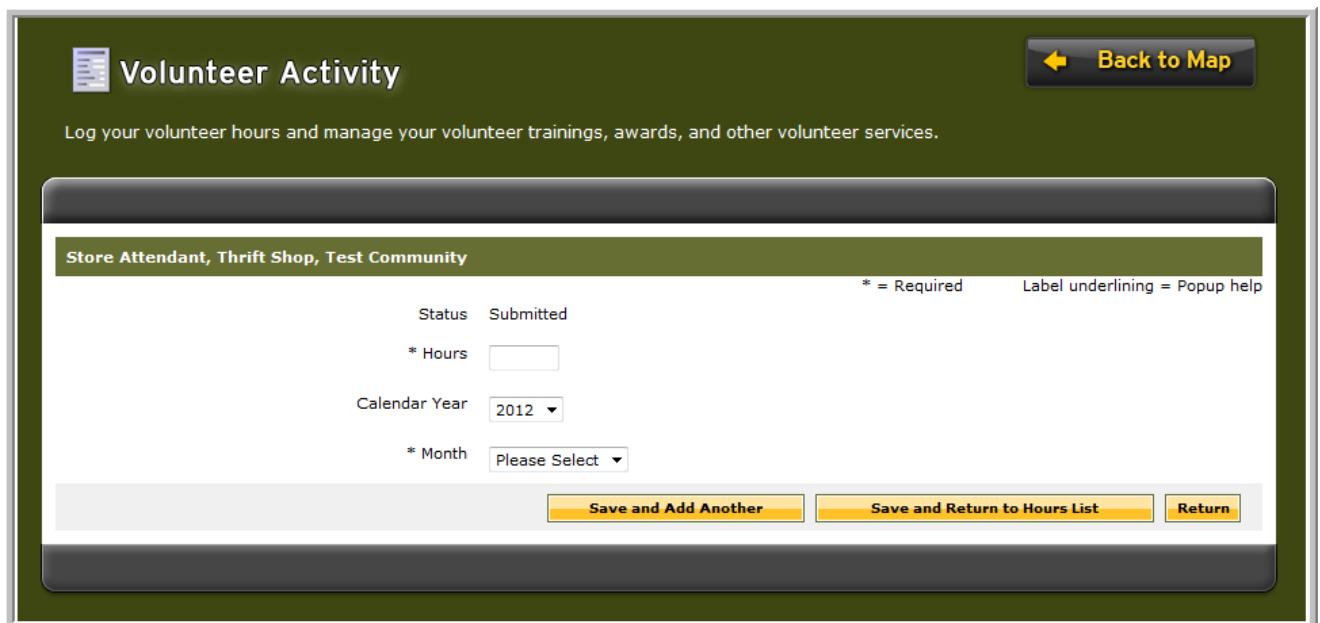
Note

0 of 300 characters used

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

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
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**.



The screenshot shows the 'Volunteer Activity' form. At the top left is a 'Volunteer Activity' header with a list icon. At the top right is a 'Back to Map' button. Below the header is a description: 'Log your volunteer hours and manage your volunteer trainings, awards, and other volunteer services.' The main form area is titled 'Store Attendant, Thrift Shop, Test Community'. It contains the following fields: 'Status' (Submitted), '* Hours' (text input), 'Calendar Year' (2012 dropdown), and '* Month' (Please Select dropdown). To the right of the form are the instructions '* = Required' and 'Label underlining = Popup help'. At the bottom of the form are three buttons: 'Save and Add Another', 'Save and Return to Hours List', and 'Return'.

Section 6 – 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	Hours
04/02/2012	Coaliter	Thrift 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

Section 7 – Agreements

Volunteer Code of Ethics

As a Volunteer, I realize that I am subject to a code of ethics similar to that which binds professionals in the organization in which I will participate. In agreeing to serve, I assume certain responsibilities and expect to account for what I do in terms of professional expections. I will honor the goals, rules, and regulations of the program. I will keep confidential matters confidential.

I interpret volunteering to mean I have been accepted as a “partner-in-service “ and I expect to do my work according to the highest standards, as paid members expect to do their work.

I promise to make my work attitude of open mind, to be willing to be trained for it according to the standards and practices of the organization, and to being my work my full interest and attention. I believe my attitude towards volunteer work should b professional. I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done, and to the public.

Being eager to contribute all that I can to the goals of this program, I accept this code of ethics to be followed carefully and cheerfully.

Volunteer Name

Volunteer Signature

Date

Volunteer Confidentiality Agreement

When you begin volunteering with your organization, you may become aware of information that we and or our clients consider confidential. The purpose of this agreement is to remind you of this obligation and put it into force. We also wish to remind you about the type of information you will be aware of as a result of your activities as a volunteer and of the fact that each organization considers this information to be confidential.

All members and clients information is confidential, and you must never disclose names, addresses, telephone number or any other personal information to third parties. In addition, you must never disclose the contents of any communications, records, and files. Whenever in doubt please discuss any request for information with your supervisor prior to any disclosure.

You may have already been advised of your obligations in this regard. This letter is intended to help you understand the nature of your obligation and that is a continuing one. It is not intended to cast any doubt whatsoever on your integrity or reliability. If you have any questions prior to signing this document, please contact your supervisor.

Volunteer Name

Volunteer Signature

Date

Thank you!

It takes a special individual willing to Volunteering their time, talents, and willingness to better our Community; we truly appreciate your gift. If you have any questions please reach out to your Organization Point of Contact or contact your AVCC.

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