



Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

April 2010

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Army OneSource - www.myarmyonesource.com

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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, find an Army Volunteer Corps Coordinator, or register as a volunteer.
Volunteer Tools	Volunteer tools provide “approved” volunteers the ability to track their hours, have hours approved by their Army Volunteer Corps Organization Point of Contact or Army Volunteer Corps Coordinator, and manage their Volunteer Service Records.
Volunteer Supervisor Tools	Volunteer Supervisor 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 approved for a specific volunteer position by an Organization Point of Contact or authorized as a volunteer by 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. An Non-User Volunteers is not registered as a volunteer, so the Army Volunteer Corps staff manages their Volunteer Service Record.
2. A User Volunteers registers as a volunteer, so they track their own hours and manages their own Volunteer Service Record.



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3. All Volunteers track their own Service History and Annual Summary information.
4. All Volunteers manage their own profile information.



2. Access the Volunteer Tools

To apply for a volunteer position, navigate to the Army OneSource website at <https://www.myarmyonesource.com>.

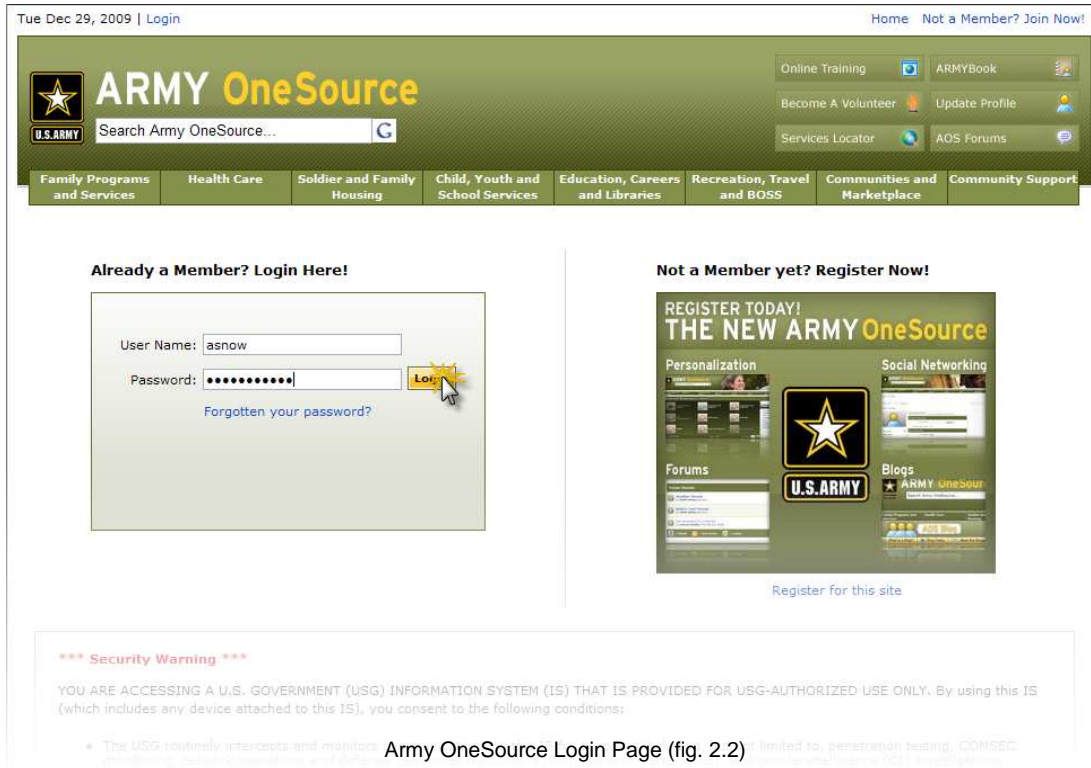


Army OneSource Homepage (fig. 2.1)

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



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Army OneSource Login Page (fig. 2.2)

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



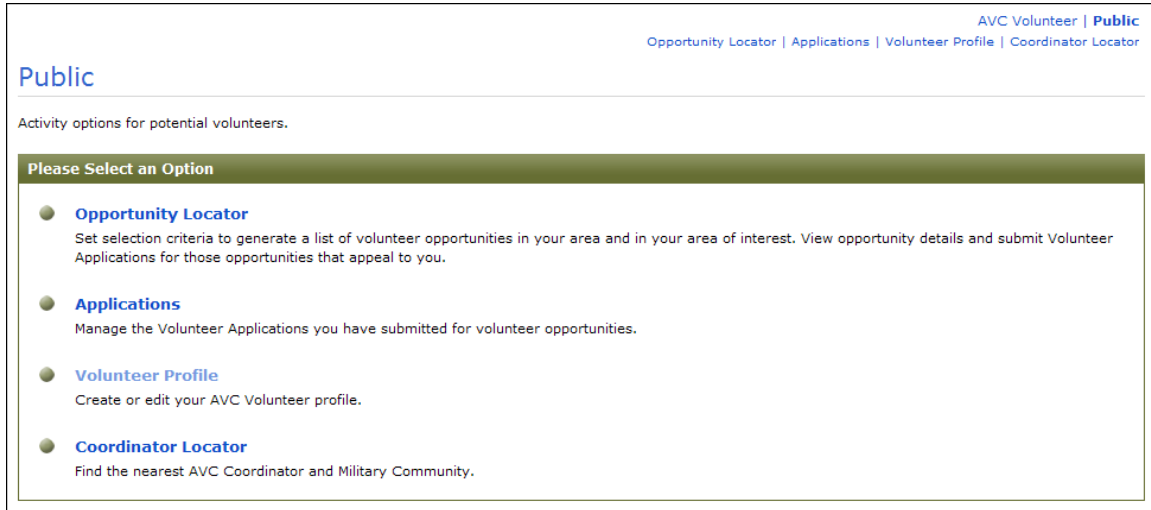
Army OneSource Homepage (fig. 2.3)



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To navigate to the Volunteer tools, rollover the **Family Programs and Services** tab, rollover **Volunteering**, and then click on **Become a Volunteer**.

The **Public** options screen is displayed.

The screenshot shows the "Public" options screen. At the top right, there is a navigation bar with "AVC Volunteer | Public" and links for "Opportunity Locator | Applications | Volunteer Profile | Coordinator Locator". Below this, the word "Public" is displayed in a large blue font. Underneath, it says "Activity options for potential volunteers." A green header bar contains the text "Please Select an Option". Below this, there are four radio button options, each with a title and a description:

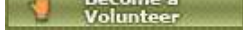
- Opportunity Locator**: Set selection criteria to generate a list of volunteer opportunities in your area and in your area of interest. View opportunity details and submit Volunteer Applications for those opportunities that appeal to you.
- Applications**: Manage the Volunteer Applications you have submitted for volunteer opportunities.
- Volunteer Profile**: Create or edit your AVC Volunteer profile.
- Coordinator Locator**: Find the nearest AVC Coordinator and Military Community.

Public Volunteer Options Screen (fig. 2.3)



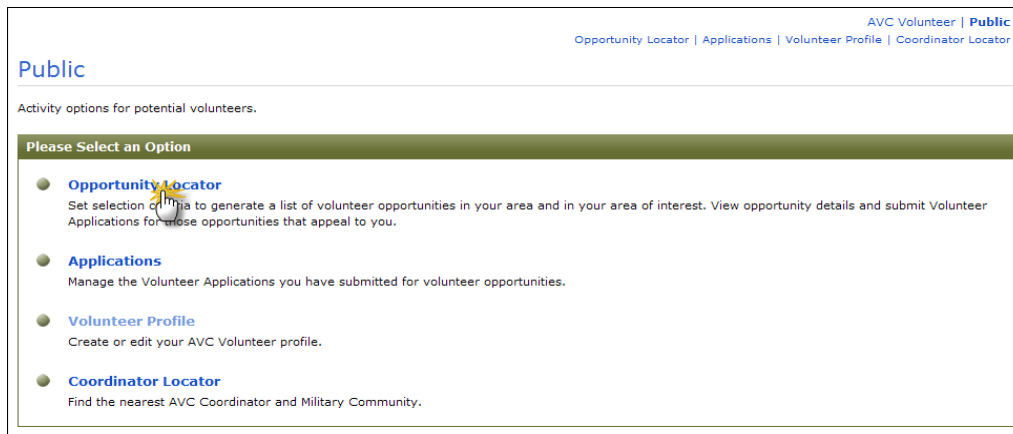
2. Apply for a Volunteer Position

One of the first tasks of an Army Volunteer Corps Volunteer is to locate and apply for available volunteer positions.

To locate and apply for positions, click the  button at the top of any Army OneSource screen.

Once you complete all of the options on this screen and your application is accepted, you will be able to access the Volunteer Tools.

On the **Public** screen, click the **Opportunity Locator** link.



Public Screen (fig. 2.1)

The **Opportunity Locator** screen is displayed.



Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

Opportunity Locator

Set selection criteria to generate a list of volunteer opportunities in your area and in your area of interest. View opportunity details and submit Volunteer Applications for those opportunities that appeal to you.

Volunteer Opportunity Locator

You may enter one search item in the textboxes provided or a comma-separated list of items.

Select By Military Community

Military Community

Select By Address

ZIP

City

State

Country

Select By Organization

Organization

Select By Keyword

Type Keyword here

Opportunity Locator Screen (fig. 2.2)

Use the **Opportunity Locator** dropdown menus and textboxes to set up selection criteria to generate a list of volunteer opportunities in a physical area and/or area of interest. Pay particular attention to the **Community** and **Organization** dropdown menus.

Click the button to display a list of volunteer opportunities based on the search criteria.

The **Opportunity Search Results** screen is displayed.



Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

Opportunity Search Results

Review all of the volunteer opportunities meeting the criteria you selected. Click on a Position to see details and to submit a Volunteer Application for the one you choose.

Please note that you must be logged in to submit an Application; if not logged in, you will be prompted to login first (you can also register as a site user at that point if necessary).

Search Criteria: Country = 'United States'

Viewing 1-10 of 27125 Opportunities Page 1 of 2713 Go to page:

Position	Organization	Community	City
Layette Coordinator	13th ESC Layette	Fort Hood	
FRG Leader	168th Medical Battalion	USAG Daegu	
Treasurer	168th Medical Battalion	USAG Daegu	
Battalion Newsletter Editor	1-7 Battalion/ 108th BDE	Fort Bliss	
Battery Key Caller - Charlie	1-7 Battalion/ 108th BDE	Fort Bliss	
Battery Key Caller - Delta	1-7 Battalion/ 108th BDE	Fort Bliss	
Battery Key Caller - HHB	1-7 Battalion/ 108th BDE	Fort Bliss	
Battery Treasurer - Bravo	1-7 Battalion/ 108th BDE	Fort Bliss	
Battery Treasurer - Charlie	1-7 Battalion/ 108th BDE	Fort Bliss	
Battery Treasurer - Delta	1-7 Battalion/ 108th BDE	Fort Bliss	

If you're not getting any matching opportunities, you can contact the volunteer coordinator for your area directly. Use the "Coordinator Locator" menu option to go to a search page that will help you locate the nearest coordinator and military community, and provide contact information.

Opportunity Search Results Screen (fig. 2.3)

The **Opportunity Search Results** screen displays the position title, organization, and community for all available volunteer positions.

Use the **Page** and **Go to page** tools to navigate through the list of available positions.

Note: *If the search does not locate a volunteer opportunity, contact the local Army Volunteer Corps Coordinator directly.*

Position	Organization	Community	City
Layette Coordinator	13th ESC Layette	Fort Hood	
FRG Leader	168th Medical Battalion	USAG Daegu	
Treasurer	168th Medical Battalion	USAG Daegu	
Battalion Newsletter Editor	1-7 Battalion/ 108th BDE	Fort Bliss	
Battery Key Caller - Charlie	1-7 Battalion/ 108th BDE	Fort Bliss	

Opportunity Search Results Screen (fig. 2.4)

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

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



Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

Volunteer Opportunity Details


View additional details about the selected opportunity.

Community	Fort Bliss
Organization	1-7 Battalion/ 108th BDE
Title	Battalion Newsletter Editor
Position Type	Ongoing position
Posted	3/15/2007
Duties	Organize a volunteer newsletter staff (reporters, writers, editors, typists, illustrators, collators, mailers). Oversee gathering of information from all sources; organizing, writing and editing of material; typing or word processing; final editing and layout. Provide advance copy to Commander/Rear Detachment Commander or designee to review all official Army information prior to printing. Submit camera-ready copy to unit for reproduction; arrange for collating, stapling, labeling and mailing. Solicit feedback and monitor effectiveness of process. Not required to have a motor vehicle to perform duties. Use of government vehicle is authorized for this position. Use of government vehicle is provided without detriment to the accomplishment of the unit's mission. The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License Required	No
Qualifications	Typing, spelling, grammar skills. Ability to write concisely.
Training	
Orientation	
Time Required	One year commitment. 10 to 12 hours per month.
Evaluation	Supervisor: FRG Leader. Evaluation to be performed on a bi-annual basis by the primary supervisor and volunteer manager.
Benefits	
Address	
Contact Person	
AVC Coordinator	

[Apply](#)

The "Apply" button will take you to the Volunteer Application for this position. There you provide contact and background information which will be emailed to the people responsible for staffing this position. Their contact information will also be emailed to you.

Volunteer Opportunity Details Screen (fig. 2.5)

Review the details of the volunteer position. Click the  button to apply for the volunteer position.

The **Submit Application** screen is displayed.



Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

Submit Application

Submit a Volunteer Application for a selected position.

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: Battalion Newsletter Editor
Organization: 1-7 Battalion/ 108th BDE
Community: Fort Bliss
Background Check Required: No

User Profile

Name: [blank]
Community: HQDA
Address: San Diego, California

Volunteer Profile

* Branch of Service: * = Required Label underlining = Popup help
* Army Component:
Family Member: No Yes
Retired: No Yes
* Pay Grade:
* Email:
Home Phone:
Work Phone:
If there are any special considerations that may limit your volunteer preference, check the following checkbox and explain in Note.
Have Preference Limits:
Note:
0 of 1000 characters used

Minors

If you are a minor--under 18 years of age and not married--check the following checkbox. Minors must have parental permission to volunteer, and must provide contact information for your parent or guardian.


Minor:

Parent/Guardian Contact Information

* Name:
* Phone:
Email:
* Address Line 1:
Address Line 2:
* City:
* State:
* Zip:
Country:

Submit Application Screen (fig. 2.6)

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

Then, click the  button to submit the application to the local Organization Point of Contact or Army Volunteer Corps Coordinator, who must accept the application before the volunteer position will appear on you're **My AOS** page.



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To see if your application has been accepted, click on the **Applications** link.

AVC Volunteer | **Public**
[Opportunity Locator](#) | [Applications](#) | [Volunteer Profile](#) | [Coordinator Locator](#)

Public

Activity options for potential volunteers.

Please Select an Option

- **Opportunity Locator**
Set selection criteria to generate a list of volunteer opportunities in your area and in your area of interest. View opportunity details and submit Volunteer Applications for those opportunities that appeal to you.
- **Applications**
Manage the Volunteer Applications you have submitted for volunteer opportunities.
- **Volunteer Profile**
Create or edit your AVC Volunteer profile.
- **Coordinator Locator**
Find the nearest AVC Coordinator and Military Community.

Public Screen (fig. 2.7)

The **Applications** screen is displayed.

Applications

Manage the Volunteer Applications you have submitted for volunteer opportunities.

Volunteer Applications

Viewing 1 of 1 Applications

Submitted	Organization	Position	Status
12/29/2009	Army Community Service (ACS)	Technical Support	Submitted

[Edit](#)

Applications Screen (fig. 2.8)

This screen displays the applications you have submitted and their status. Once the application has been accepted, the Status of the application will change from "Submitted" to "Accepted".

AVC Volunteer | **Public**
[Opportunity Locator](#) | [Applications](#) | [Volunteer Profile](#) | [Coordinator Locator](#)

Public

Activity options for potential volunteers.

Please Select an Option

- **Opportunity Locator**
Set selection criteria to generate a list of volunteer opportunities in your area and in your area of interest. View opportunity details and submit Volunteer Applications for those opportunities that appeal to you.
- **Applications**
Manage the Volunteer Applications you have submitted for volunteer opportunities.
- **Volunteer Profile**
Create or edit your AVC Volunteer profile.
- **Coordinator Locator**
Find the nearest AVC Coordinator and Military Community.

Public Screen (fig. 2.9)



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

The **Volunteer Profile** screen is displayed.

Volunteer Profile

Create or edit your AVC Volunteer profile.

Volunteer: Aly Sno

[Privacy Act Advisory Statement](#)

Save **Delete**

User Profile Information

* = Required Label underlining = Popup help

Name: Aly Sno

* Last Four Digits of SSN: 1111

Military Community: HQDA

Address: San Diego, California 92121

Contact Information

* Home Phone: (858) 272-8565

Work Phone:

Fax Phone:

* Volunteer Email: asnow@defenseweb.com

Preferred Contact Method: Email

Save

Volunteer Profile Screen (fig. 2.10)

Scroll down and make sure that all of the required fields marked with an asterisk (*) are completed, and then click on the **Save** button.

Click on the **Coordinator Locator** option.

AVC Volunteer | **Public**

[Opportunity Locator](#) | [Applications](#) | [Volunteer Profile](#) | [Coordinator Locator](#)

Public

Activity options for potential volunteers.

Please Select an Option

- Opportunity Locator**
Set selection criteria to generate a list of volunteer opportunities in your area and in your area of interest. View opportunity details and submit Volunteer Applications for those opportunities that appeal to you.
- Applications**
Manage the Volunteer Applications you have submitted for volunteer opportunities.
- Volunteer Profile**
Create or edit your AVC Volunteer profile.
- Coordinator Locator**
Find the nearest AVC Coordinator and Military Community.

Public Screen (fig. 2.11)



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The **Coordinator Locator** screen is displayed.

The screenshot shows the 'Coordinator Locator' page. At the top right, there are links for 'AVC Volunteer | Public', 'Opportunity Locator | Applications | Volunteer Profile | Coordinator Locator'. The main heading is 'Coordinator Locator' with a subtitle 'Find the nearest AVC Coordinator and Military Community.' Below this is a help icon and a paragraph explaining the purpose of the page. A search section contains text boxes for 'Select By City' (filled with 'San Diego'), 'By State', 'Or Country' (dropdown), and 'Or Military Community' (dropdown). There are 'Clear All Filters' and 'Search' buttons. Below the search section, it says 'Viewing 1 of 1 Volunteer Coordinators'. A table with columns 'Military Community', 'Phone', and 'Address' displays one result for 'San Diego MEPS'. An 'Email' link is visible at the end of the row, highlighted with a red box. A mouse cursor is pointing at the 'Search' button.

Military Community	Phone	Address	Email
San Diego MEPS	(858) 874-2400 ext 220	4181 B Ruffin Road San Diego, California 92123	Email

Coordinator Locator Screen (fig. 2.12)

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.



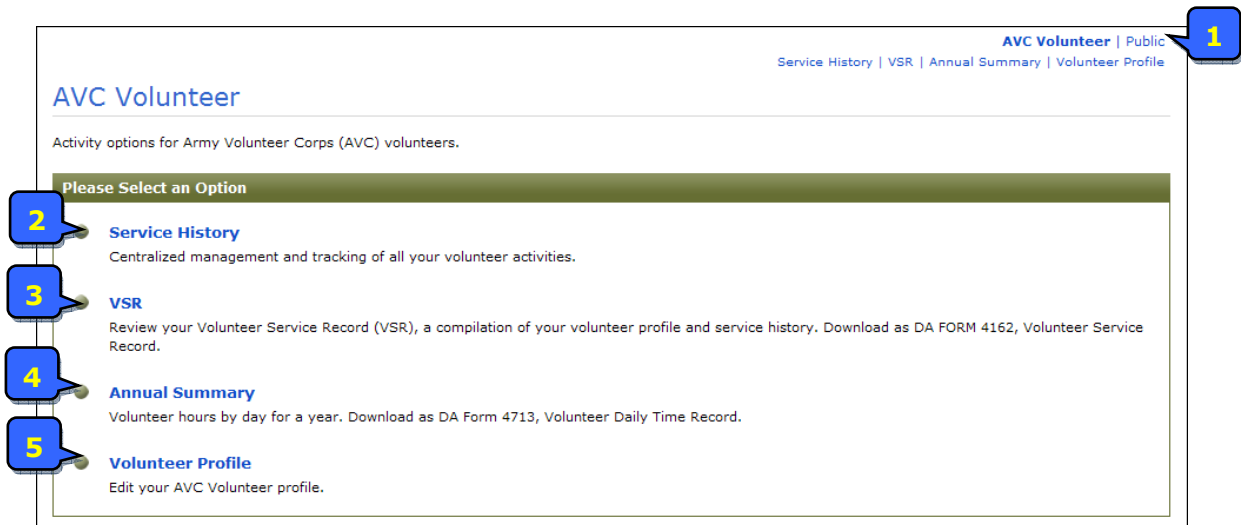
3. Access the Volunteer Tools

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



Army OneSource Homepage (fig. 3.1)

The **AVC Volunteer** screen is displayed.



AVC Volunteer Screen (fig. 3.2)

Note: If you have not completed your **Volunteer Profile**, you will need to click on that link first and finish it before you can select any of the other options on this screen.



Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

	Volunteer Tools	Description
1	Navigation Bar	Use to navigate between Volunteer and Public tools.
2	Service History	Use to manage and track a volunteer's activities from a central location.
3	VSR	Use to view the Volunteer Service Record, which includes a compilation of a Volunteer's Profile and Service History.
4	Annual Summary	Use to view a Volunteer's hours by day for a year timeframe. Note: The deadline for an Army Volunteer Corps Volunteer to enter hours for a service performed during a given month is the 15th of the following month. After the 15th of the month, the Army Volunteer Corps Volunteer cannot enter dates for a previous month.
5	Volunteer Profile	Use to manage the Volunteer's profile.

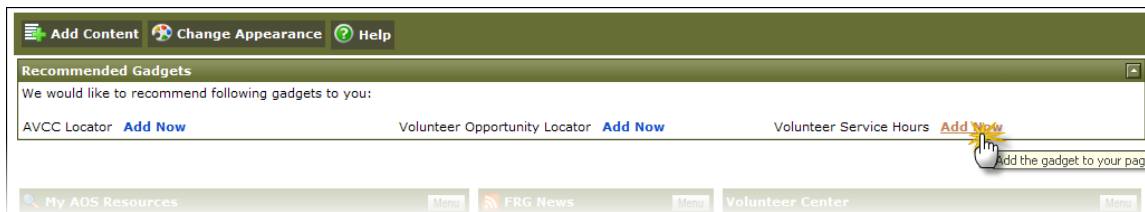
AVC Volunteer Screen (table 3.3)



Army OneSource Homepage (fig. 3.4)

You can also access the Volunteer tools through the **My AOS Page** link at the top right of the screen to open your **My AOS Page**.

You will see Recommended Gadgets in the top box of the screen.



My AOS Page (fig. 3.5)

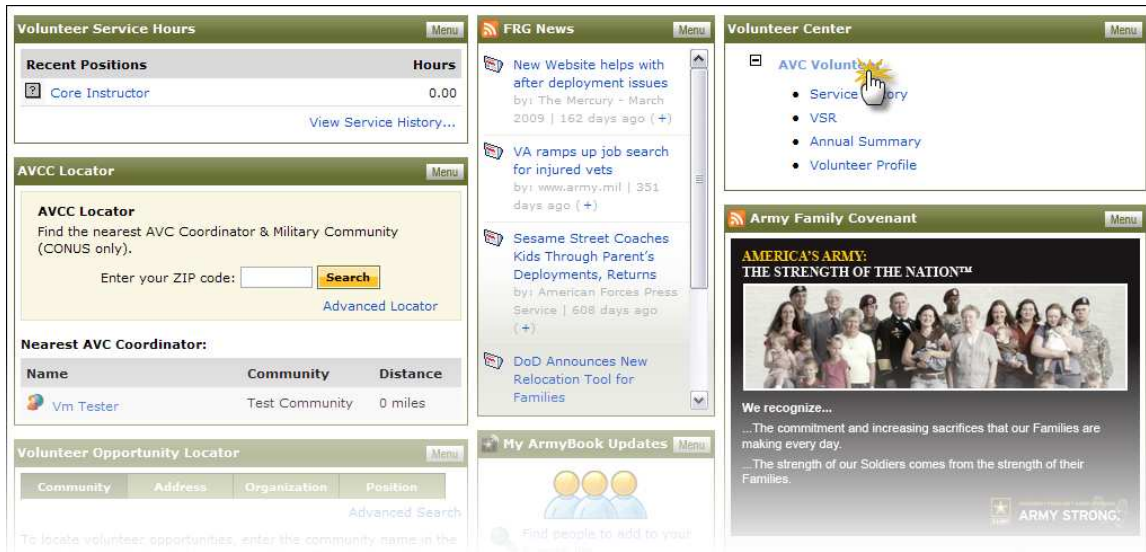
Click on the **Add Now** link to add these gadgets to your **My AOS** page. One gadget that should be added is the **Volunteer Service Hours** gadget.



Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

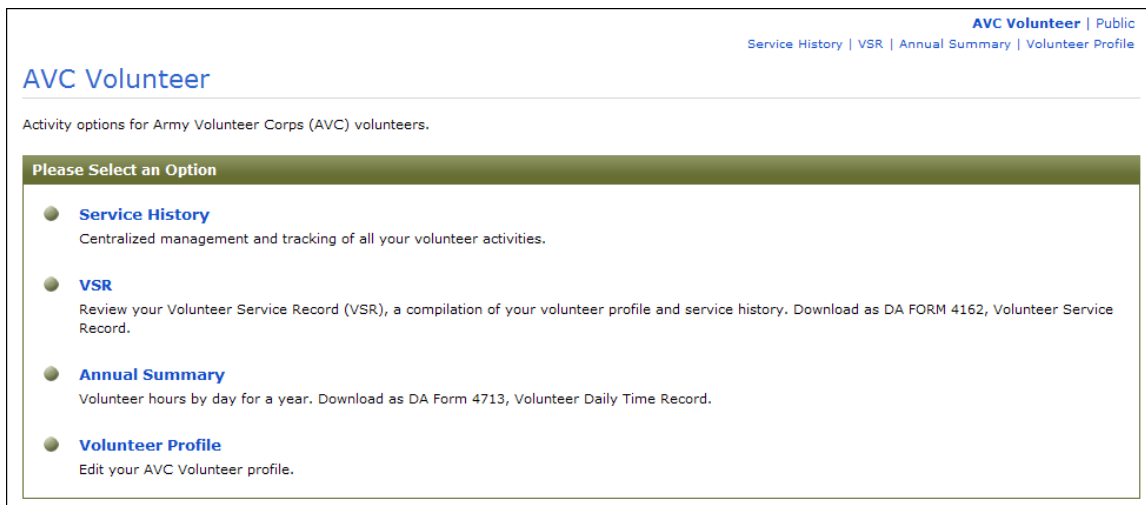
Gadgets are added to the left side of your page, but you may drag them to sit anywhere on the page that is convenient for you.

Note: Your position will not appear in the "Volunteer Service Hours" gadget until your registration is complete.



My AOS Page (fig. 3.6)

Click on the **AVC Volunteer** link in the Volunteer Center box to display the **AVC Volunteer** screen.



AVC Volunteer Screen (fig. 3.7)



4. Service History

Volunteer hours can be entered in three ways: add hours for one day, add hours for open dates (several weeks at a time), or add hours for a time period (month, quarter, year). All volunteer hours must be certified and approved by an Army Volunteer Corps Coordinator or Organization Point of Contact. If hours are submitted as "period" hours, the Organization Point of Contact or Army Volunteer Corps Coordinator needs to be notified so that he/she can manually go into the volunteer's Volunteer Service Record to change the status of the hours to "certified".

Note: If hours are submitted as PERIOD hours, the Organization Point of Contact or Army Volunteer Corps needs to be notified so that he/she can manually go into the volunteer's Volunteer Service Record to change the status of the hours to "CERTIFIED".

To submit your volunteer hours for a position, click on the position title link.



AVCC Volunteer Screen (fig. 4.1)

You can also click on one of the **Service History** links.



AVCC Volunteer Screen (fig. 4.2)

The **Service History** screen is displayed with a list of your volunteer positions.



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Service History

Centralized management and tracking of all your volunteer activities.

Volunteer: Aly Sno

Open AVC Services

Started	Position	Organization	Status	Total Hours	Hours
12/30/2009	Core Instructor	Army Family Team Building (AFTB)	Active	0.00	Hours
Total Submitted and Certified Hours (day and period)				0.00	

Optional Additional Lists

Select: Closed AVC Services Non-AVC Services Awards Training Orientations Files [Save Selections](#)

Closed AVC Services

Started	Position	Organization	Status	Total Hours
Total Submitted and Certified Hours (day and period)				0.00

We're sorry, there are no records to display.

Service History Screen (fig. 4.3)

Whether you navigate here via the position title link on the **AVC Volunteer** screen or through one of the **Service History** links, click the **Hours** link to the right of a position to add hours for that position.

Hours

Manage your volunteer service hours.

Service Hours For Days

Core Instructor, Army Family Team Building (AFTB), HQDA

Show Hours For Day Period Status: All

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

[Add For Open Dates](#) [Add For Day](#) [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.

Hours Screen (fig. 4.4)

Record your volunteer service hours for the month, and then click the **Add For Open Dates** button.



Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

The **Add Hours** page is displayed.

Add Hours

Record your volunteer service hours.

Core Instructor, Army Family Team Building (AFTB), HQDA

12/1/2009 - 12/30/2009

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

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.

Add Hours Screen (fig. 4.5)

Enter your hours in the text boxes for the coordinating day, and click on the **Save** button to submit your hours to the local Organization Point of Contact or Army Volunteer Corps Coordinator for certification and return to the **Hours** screen.

Hours

Manage your volunteer service hours.

Service Hours For Days

Core Instructor, Army Family Team Building (AFTB), HQDA

Show Hours For Day Period Status **All**

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

Add For Open Dates **Add For Day** **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.

Hours Screen (fig. 4.6)

To record your hours for the day, click on the **Add For Day** button.



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The **Edit Hours** page opens.

Edit Hours

Edit your volunteer service hours.

Core Instructor, Army Family Team Building (AFTB), HQDA

Status Submitted * = Required Label underlining = Popup help

* Date 12/30/2009 **Calendar**

* Hours

Note
0 of 300 characters used

Save and Return **Return**

Edit Hours Screen (fig. 4.7)

Select a date if you are entering hours for another day than the present one. Enter your hours, any notes, and click on the **Save and Return** button to return to the **Hours** page where you will see the hours you entered in the list.

Note: If you or your Organization Point of Contact are having trouble viewing any hours that were submitted, please check to see if they were added in as Day or Period hours. If they were added in as Period hours, then the Organization Point of Contact will need to go into the VSR and certify them manually.

Hours

Manage your volunteer service hours.

Service Hours For Days

Core Instructor, Army Family Team Building (AFTB), HQDA

Show Hours For Day Period Status All

Viewing 1-7 of 7 Days

Date	Hours	Status	Note
12/30/2009	8.00	Submitted	
12/28/2009	4.00	Submitted	
12/21/2009	4.00	Submitted	
12/16/2009	8.00	Submitted	
12/14/2009	4.00	Submitted	
12/7/2009	4.00	Submitted	
12/2/2009	8.00	Submitted	

Total Hours 40.00


Add For Open Dates **Add For Day** **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.

Hours Screen (fig. 4.8)



Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

Click on the  button to return to the **Service History** page.

Service History


Centralized management and tracking of all your volunteer activities.

Volunteer: Aly Sno


Open AVC Services

Started	Position	Organization	Status	Total Hours
12/30/2009	Core Instructor	Army Family Team Building (AFTB)	Active	40.00
Total Submitted and Certified Hours (day and period)				40.00

Optional Additional Lists

Select: Closed AVC Services Non-AVC Services Awards Training Orientations Files 

Service History Screen (fig. 4.9)

To change the Service History list, select the applicable **Optional Additional Lists** checkboxes, and then click the  button.

Add a Non-Army Volunteer Corps Service

Service History


Centralized management and tracking of all your volunteer activities.

Volunteer: Aly Sno

Open AVC Services


Started	Position	Organization	Status	Total Hours
12/30/2009	Core Instructor	Army Family Team Building (AFTB)	Active	40.00
Total Submitted and Certified Hours (day and period)				40.00

Optional Additional Lists

Select: Closed AVC Services Non-AVC Services Awards Training Orientations Files 

Non-AVC Services

Started	Position	Organization	Status	Total Hours
We're sorry, there are no records to display.				

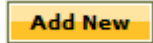


Service History Screen (fig. 4.10)

To add a new Non-Army Volunteer Corps Service, select the checkbox under Optional Additional Lists.



Scroll down to locate the **Non-AVC Services** section and then click the

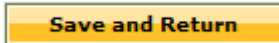


The **Add Non-AVC Volunteer Service** screen is displayed.

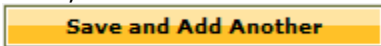
Add Non-AVC Volunteer Service Screen (fig. 4.11)

Complete the volunteer service information. Asterisked (*) fields are required.

Then, click the



button to add one award, or click the



button to save and add another volunteer service.

Once the Non-Army Volunteer Corps volunteer service information has been submitted, it goes to the Organization Point of Contact or Army Volunteer Corps Coordinator for certification and approval.

Add an Award or Special Recognition

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

Service History Screen (fig. 4.12)

To add new Awards and Special Recognitions, select the checkbox under Optional Additional Lists.



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Scroll down to locate the Awards and Special Recognitions section and then click the **Add New** button.

The **Add Volunteer Award** screen is displayed.

Add Volunteer Award Screen (fig. 4.13)

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 the award information has been submitted, it goes to the Organization Point of Contact or Army Volunteer Corps Coordinator for certification and approval.

Add a Training

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

Service History Screen (fig. 4.14)

To add new Training, select the checkbox under Optional Additional Lists.

Scroll down to locate the Training section and then click the **Add New** button.



The **Add Training** screen is displayed.

Add Training Screen (fig. 4.15)

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 another training.

Once the training information has been submitted, it goes to the Organization Point of Contact or Army Volunteer Corps Coordinator for certification and approval.

Add an Orientation

Service History Screen (fig. 4.16)

To add new Orientations, select the checkbox under Optional Additional Lists.

Scroll down to locate the Orientations section and then click the **Add New** button.



The **Add Orientation** screen is displayed.

Add Orientation

Add a record of a volunteer orientation you have attended.

Volunteer: Brian Hober

* = Required Label underlining = Popup help

Presented By

Indicate the provider of this volunteer experience. Select the AVC organization group or community organization within a group if applicable. Enter the name if it's not listed. Use only one of these three provider identification options.

Organization Group

Organization

Other

Details

* Orientation

* Date

Certified No

Add Orientation Screen (fig. 4.17)

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

Then, click the button to add one orientation, or click the button to save and add another orientation.

Once the orientation information has been submitted, it goes to the Organization Point of Contact or Army Volunteer Corps Coordinator for certification and approval.



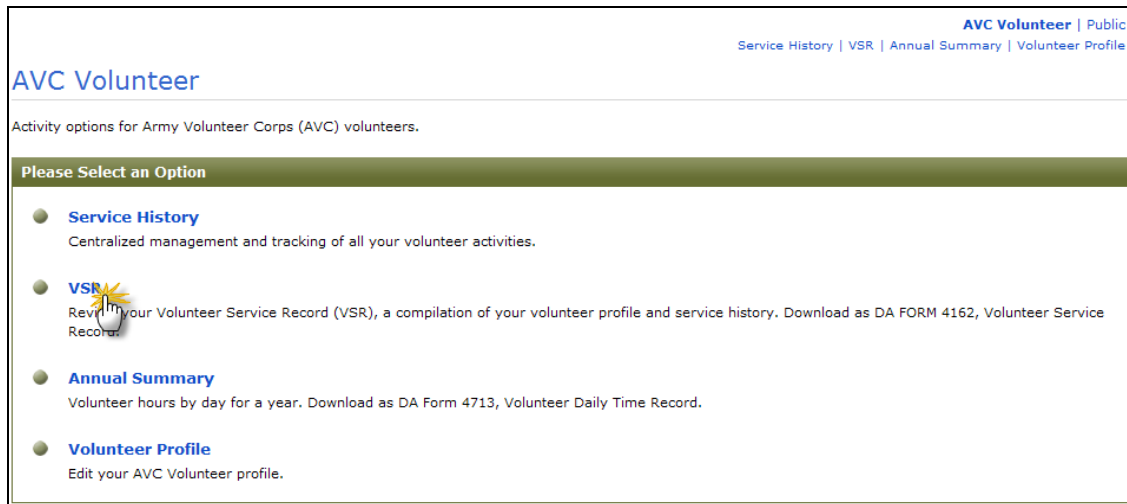
5. Manage a Volunteer Service Record

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 one of the **VSR** links.



My AOS Screen (fig. 5.1)



AVC Volunteer Screen (fig. 5.2)



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The **VSR** screen is displayed.

VSR

Review your Volunteer Service Record (VSR), a compilation of your volunteer profile and service history. Download as DA FORM 4162, Volunteer Service Record.

Download DA Form 4162
Edit Volunteer Profile
Edit Service History

Volunteer Profile

Name of Volunteer	Hober, Brian
Home Address	San Diego, California
Email Address	
Telephone Numbers:	
Home	
Work	
Fax	
Sex	
Date of Birth	1/1/0001
Sponsor Name	
Sponsor Unit Address	
Deceased	No
Branch of Service	Army
Army Component	Active Duty
Family Member	
Retired	
Pay Grade	
Children at Home	(no selection)
Initial Commitment	(no selection)
Education	(no selection)
Work Experience	
Volunteer Experience	
Special Skills, Interest, Hobbies	

Service History

POSITIONS HELD

Start Date	Type of Position	End Date
We're sorry, there are no records to display.		

AWARDS AND SPECIAL RECOGNITION

Date	Type of Award/Special Recognition	Presented At
We're sorry, there are no records to display.		

TRAINING

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

VOLUNTEER ANNUAL HOUR RECORD

Year	2009
Hours	0

VSR Screen (fig. 5.3)



Download the Volunteer Service Record

VSR

Review your Volunteer Service Record (VSR), a compilation of your volunteer profile and service history. Download as DA FORM 4162, Volunteer Service Record.

Download DA Form 4162 Edit Volunteer Profile Edit Service History

Volunteer Profile

VSR Screen (fig. 5.4)

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

Review your Volunteer Service Record (VSR), a compilation of your volunteer profile and service history. Download as DA FORM 4162, Volunteer Service Record.

Download DA Form 4162 Edit Volunteer Profile Edit Service History

Volunteer Profile

VSR Screen (fig. 5.5)

To edit Army Volunteer Corps Volunteer Profile information, click the **Edit Volunteer Profile** button to open the **Edit Volunteer Profile**.

Volunteer Profile

Create or edit your AVC Volunteer profile.

Volunteer: Brian Hober

Privacy Act Advisory Statement

Save

User Profile Information

* = Required Label underlining = Popup help

Name Brian Hober

* Last Four Digits of SSN

Military Community HQDA

Address San Diego, California

Contact Information

* Home Phone

Work Phone

Fax Phone

* Volunteer Email

Preferred Contact Method

Volunteer Profile Screen (fig. 5.6)

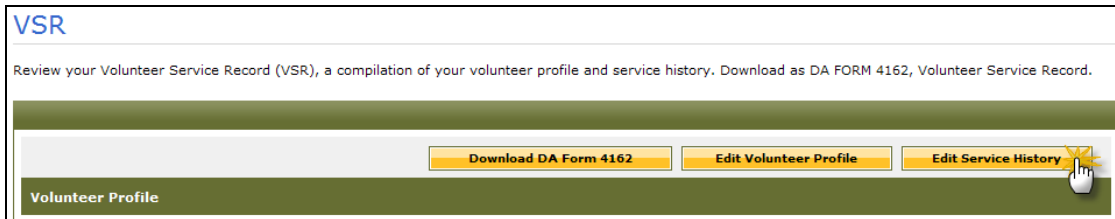


Volunteer Management Information System Army Volunteer Corps Volunteer User Guide

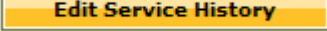
Make the necessary changes to the User Profile, Contact, Military Demographic, General Demographic, Volunteer, Sponsor, and Minor information. Asterisked (*) fields are required.

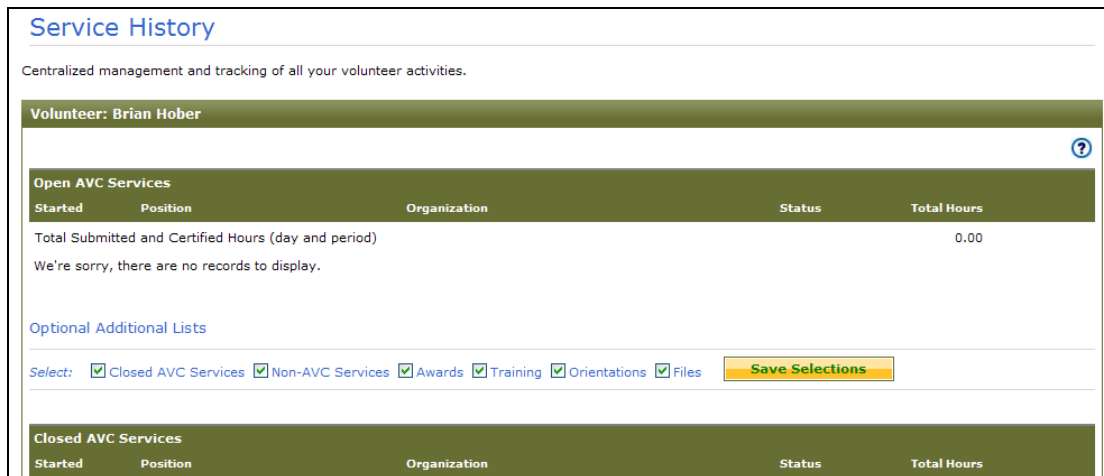
Then, click the  button to apply changes.

Edit the Volunteer Service History



VSR Screen (fig. 5.7)

To edit Service History, click the  button to open the **Service History** screen.



Service History Screen (fig. 5.8)

Modify the applicable Army Volunteer Corps Services, Non-Active Army Volunteer Corps Services, Non-Army Volunteer Corps Services, Awards and Special Recognitions, Training, Orientations, and Files checkboxes.

Then, click the  button to apply changes.



6. View Volunteer Annual Summary

Use the Volunteer **Annual Summary** tool to view volunteer hours by day for a complete year. This information comprises the Volunteer Daily Time Record, DA Form 4173.

The screenshot shows the 'AVC Volunteer' interface. At the top right, there are links for 'Service History | VSR | Annual Summary | Volunteer Profile'. The main heading is 'AVC Volunteer'. Below it, a sub-heading reads 'Activity options for Army Volunteer Corps (AVC) volunteers.' A green bar contains the instruction 'Please Select an Option'. Four radio button options are listed: 'Service History' (Centralized management and tracking of all your volunteer activities.), 'VSR' (Review your Volunteer Service Record (VSR), a compilation of your volunteer profile and service history. Download as DA FORM 4162, Volunteer Service Record.), 'Annual Summary' (Volunteer hours by day for a year. Download as DA Form 4713, Volunteer Daily Time Record.), and 'Volunteer Profile' (Edit your AVC Volunteer profile.). A mouse cursor is hovering over the 'Annual Summary' option.

AVC Volunteer Screen (fig. 6.1)

To view the Volunteer’s annual summary, click the **Annual Summary** link on the **AVC Volunteer** screen. The **Annual Summary** screen is displayed.

The screenshot shows the 'Annual Summary' screen for volunteer Brian Hober. It includes a 'Year' dropdown menu set to '2009' and a 'Download as Form 4713' button. The main area is a calendar grid with columns for days 1-31 and rows for months JAN-DEC. All cells in the grid are empty, and the 'TOTAL' column shows '0' for each month and a grand total of '0' at the bottom. A note at the bottom states: 'NOTE: Totals may vary slightly from the sum of the hours displayed, since hours are rounded for display.'

Annual Summary Screen (fig. 6.2)

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.



7. 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)