



# **Volunteer Management Information System (VMIS) Organization Program Manager User Guide**

*September 2009*

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<b>Acronyms</b>		<b>Definition</b>
<b>1</b>	AOS	Army OneSource
<b>2</b>	AVC	Army Volunteer Corps
<b>3</b>	AVCC	AVC Coordinator
<b>4</b>	FMWRC	Family and MWR Command
<b>5</b>	OPM	Organization Program Managers
<b>6</b>	OPOC	Organization Point of Contact
<b>7</b>	VMIS	Volunteer Management System
<b>8</b>	VSR	Volunteer Service Record



# VMIS Organization Program Manager User Guide

## 1. Welcome

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Welcome to the Volunteer Management Information System (VMIS) Organization Program Manager User Guide. The VMIS provides many tools to manage volunteer activities for the Army Volunteer Corps (AVC). The following VMIS tools are available to volunteers and staff.

VMIS 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 AVC Coordinator, or register as a volunteer.
Volunteer Tools	Volunteer tools provide “approved” volunteers the ability to track their hours, have hours approved by their AVC OPOC or AVC Coordinator (AVCC), and manage their Volunteer Service Records (VSRs).
Volunteer Supervisor Tools	Volunteer Supervisor tools provide AVCC, AVC OPOC, AVC Regional Managers, Organization Program Managers (OPM), and AVC Program Managers the ability to view and manage volunteer program activities within their areas of responsibility.

VMIS Tools (table 1.1)

### **Who Should Use This Manual**

The Organization Program Manager User Guide provides the information needed for an Organization Program Manager (OPM) to get started using the VMIS.

### **Roles and Responsibilities**

An OPM oversees the Army volunteer service for a single organization or a group of associated organizations. OPMs are *not* AVC staff. For example, if an OPM is affiliated with the local Red Cross, the OPM oversees all volunteer activity across the Army for the Red Cross. The OPM roles and responsibilities are as follows:

1. Must be authorized by the AVC Program Manager.
2. OPMs are not AVC staff and work for organizations other than AVC.
3. OPMs manage standard positions for a single organization group or group of associated organizations across the Army.
4. Manage standard organizations within their area of responsibility.



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### 2. Access the AVC OPM Tools

To access the VMIS AVC OPM tools, navigate to the Army OneSource (AOS) website at <https://www.myarmyonesource.com>.




AOS Homepage (fig. 2.1)

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









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Tue Dec 29, 2009 | Login Home Not a Member? Join Now!




## ARMY OneSource

[Online Training](#)  [ARMYBook](#)   
[Become A Volunteer](#)  [Update Profile](#)   
[Services Locator](#)  [AOS Forums](#) 

Family Programs and ServicesHealth CareSoldier and Family HousingChild, Youth and School ServicesEducation, Careers and LibrariesRecreation, Travel and BOSSCommunities and MarketplaceCommunity Support

**Already a Member? Login Here!**

User Name:


Password:  

[Forgotten your password?](#)


**Not a Member yet? Register Now!**


REGISTER TODAY!  
THE NEW ARMY OneSource

Personalization




Social Networking






Forums



Blogs



[Register for this site](#)

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- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC, vulnerability, network security and defense, computer intrusion, and information security, and monitoring/collecting U.S. information.

AOS Login Page (fig. 2.2)

Enter your Username and Password, and click the  button.

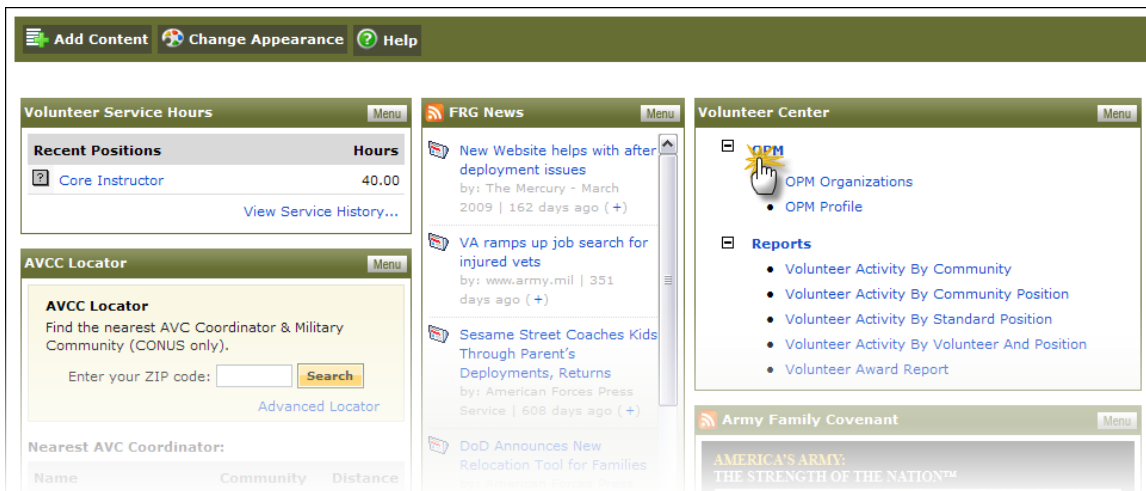


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AOS Homepage (fig. 2.3)

1. To navigate to the **OPM tools** on the AOS homepage, rollover the **Family Programs and Services** tab, rollover **Volunteering**, and then click on **OPM Tools** to open the **OPM** screen.
2. You can also access the OPM tools through the **My AOS Page** link at the top right of the screen to open the **My AOS Page**.



My AOS Screen (fig. 2.4)

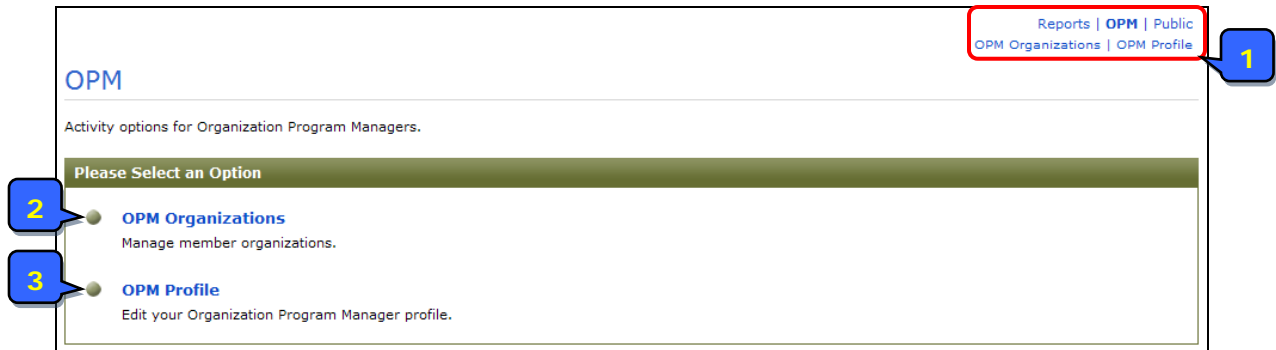
Click on the **OPM** link in the Volunteer Center box to open the **OPM** screen.





# VMIS Organization Program Manager User Guide

The **OPM** options screen is displayed.



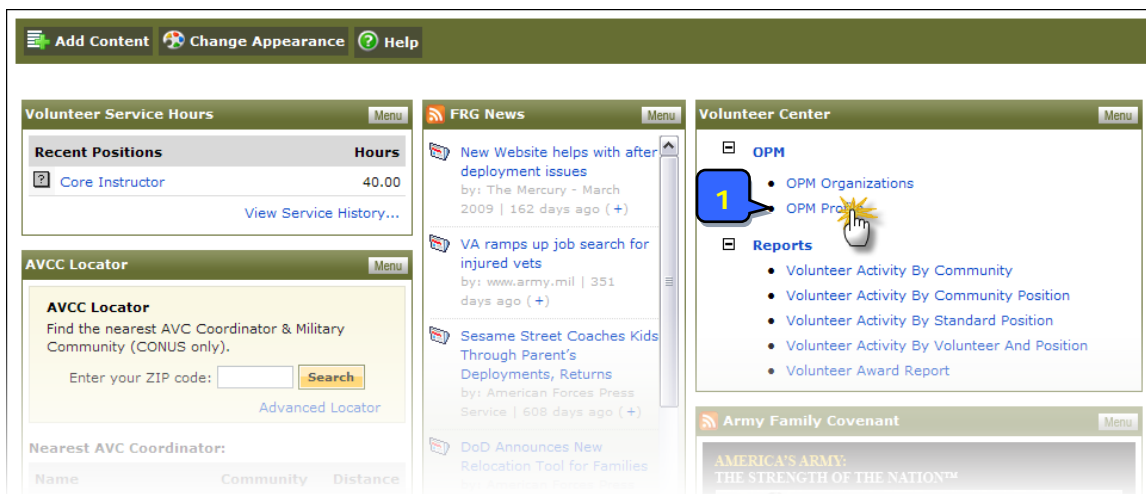
OPM Screen (fig. 2.5)

OPM Tools		Description
1	Navigation Bar	Use to navigate between OPM tools, Public tools, reports, organizations, and profile.
2	OPM Organizations	Use to manage your member organizations.
3	OPM Profile	Use to manage your OMP profile information.

OPM Screen (table 2.4)

## 3. Manage OPM Organizations

OPMs manage their own standard organizations and positions. To access the **OPM Organizations** screen, click on one the three **OPM Organizations** links.

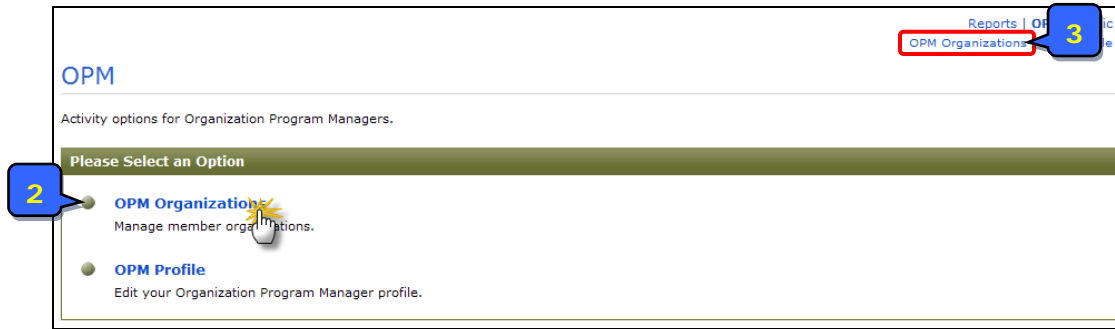


My AOS Screen (fig. 3.1)





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


OPM Screen (fig. 3.2)

The **Standard Organization** screen is displayed.

Standard Organization Screen (fig. 3.3)

Enter a name for the organization, choose a type from the dropdown list, and enter a description.

Click the  button to save the organization.

The name of the organization will appear in the box under "Organizations already in this group."

Click on the OPM link at the top of the page to return to the **OPM** options screen.

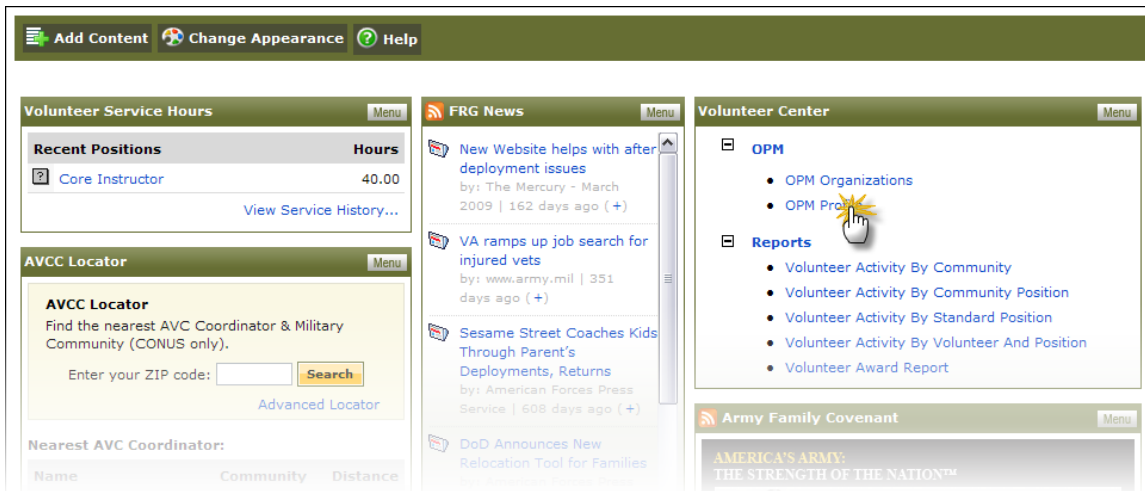


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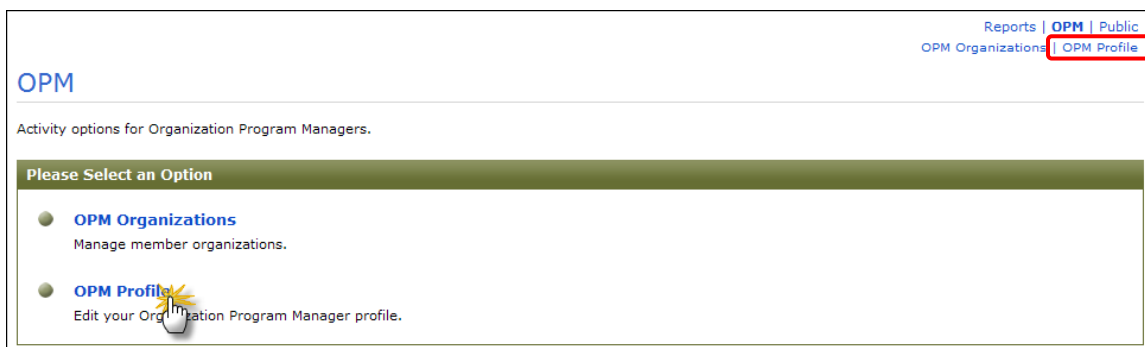
### 4. Manage OPM Profile

OPMs update their contact information using the **OPM Profile** tool on the **OPM** screen. Keep contact information current to ensure other VMIS contacts have up-to-date contact information and automatically-generated VMIS emails will be received.

To manage your OPM profile, click one of the three **OPM Profile** links available to you.



My AOS Screen (fig. 4.1)



OPM Screen (fig. 4.2)



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The **OPM Profile** screen is displayed.

The screenshot shows the 'OPM Profile' screen. At the top right, there are links for 'Reports | OPM | Public' and 'OPM Organizations | OPM Profile'. The main heading is 'OPM Profile' with a sub-heading 'Edit your Organization Program Manager profile.' Below this is a green banner that says 'Registration saved.' The profile information is displayed in a table-like format with a 'Submit' button in the top right corner. The profile details are as follows:

Level	Organization
Organization	
* Work Email	asn@defenseweb.com
* Phone Number	(858) 272-8505
Note	<input type="text"/>

Below the profile information is a 'Work Address' section with the following fields:

* Address Line 1	10182 Telesis Court
Address Line 2	
* City	San Diego
* State	California
* ZIP	92121
* Country	United States

At the bottom right of the form, there is a 'Submit' button with a mouse cursor over it. A note at the bottom of the 'Note' field indicates '0 of 1000 characters used'.

OPM Profile Screen (fig. 4.3)

Fields on this screen marked with an asterisk (\*) are required.

Enter your contact information and work address.

Then, click the  button to save your OPM profile.

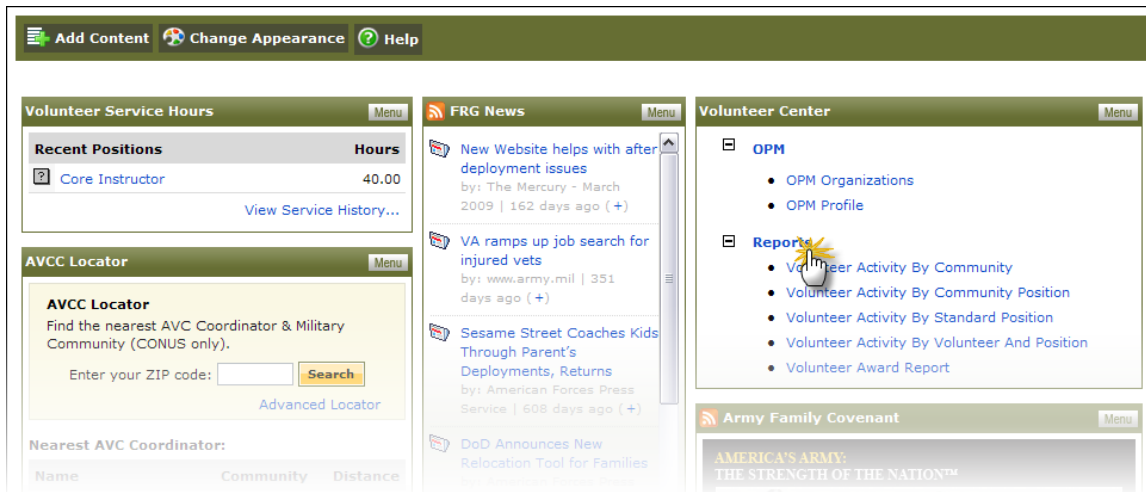


## 5. View OPM Reports

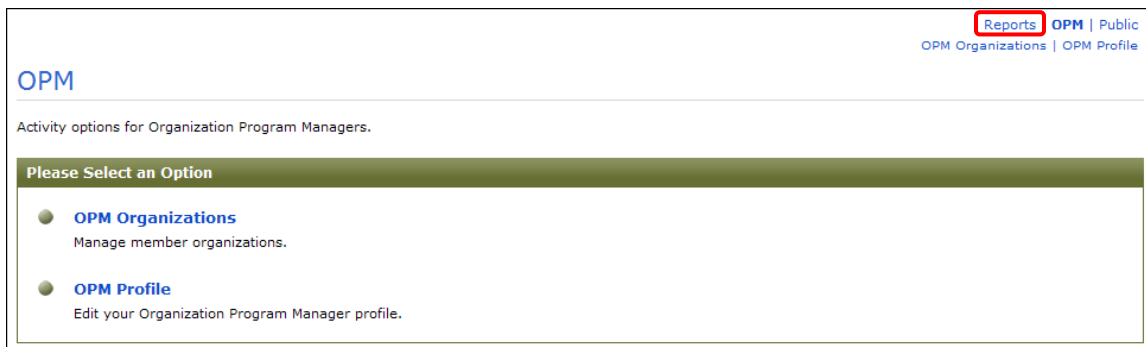
An OPM has access to five report types:

1. Volunteer Activity By Community
2. Volunteer Activity By Community Position
3. Volunteer Activity By Standard Position
4. Volunteer Activity By Volunteer and Position
5. Volunteer Award Report

To view the OPM report options, click on one of the **Reports** links available to you.



My AOS Screen (fig. 5.1)



OPM Screen (fig. 5.2)



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The **Reports** screen is displayed.

The screenshot shows the 'Reports' page with a header 'Reports | OPM | Public'. Below the header is a sub-header 'Reports' and a description 'View summary reports of volunteer activity.'. A green bar contains the text 'Please Select a Volunteer Report Option'. Below this are five radio button options:

- Volunteer Activity By Community**: Volunteer count and service hours, with optional Organization filter and Region rollups.
- Volunteer Activity By Community Position**: Volunteer count and service hours by organization positions.
- Volunteer Activity By Standard Position**: Volunteer count and service hours by standard organization standard positions.
- Volunteer Activity By Volunteer And Position**: Volunteer service hours for a position by individual volunteers.
- Volunteer Award Report**: Volunteer service hour totals for individual volunteers at a community.

A 'Clear Report Filters' button is located at the bottom right of the options list.

Reports Screen (fig. 5.3)

To view a report, click the report name link. The report details are displayed.

The screenshot shows the 'Reports' page with a sub-header 'Reports' and a description 'View summary reports of volunteer activity.'. A green bar contains the text 'Select Report'. Below this is a 'Report:' dropdown menu set to 'Volunteer Activity By Community Position'. Another green bar contains the text 'Select Filters'. Below this are 'Period:' dropdowns set to 'Sep' and '2009', a '[+]Range' link, and 'Community Organization: (None found for community)'. There are 'Submit' and 'Clear' buttons. A green bar contains the text 'Report Results'. Below this is a 'Print Report' button. The main content area is titled 'Volunteer Activity By Community Position' and shows the following details:

Sep/2009  
HQDA  
All Organizations

Position	Hours	Volunteers
<b>TOTAL</b>	<b>0</b>	<b>1</b>

Grand total volunteer counts will be less than the sum of position counts if volunteers are active in more than one position.

A 'Print Report' button is located at the bottom right of the report details.

Volunteer Activity By Community Position Report Screen (fig. 5.4)

To change the report type, click the **Report** dropdown menu and select a new report type from the list.

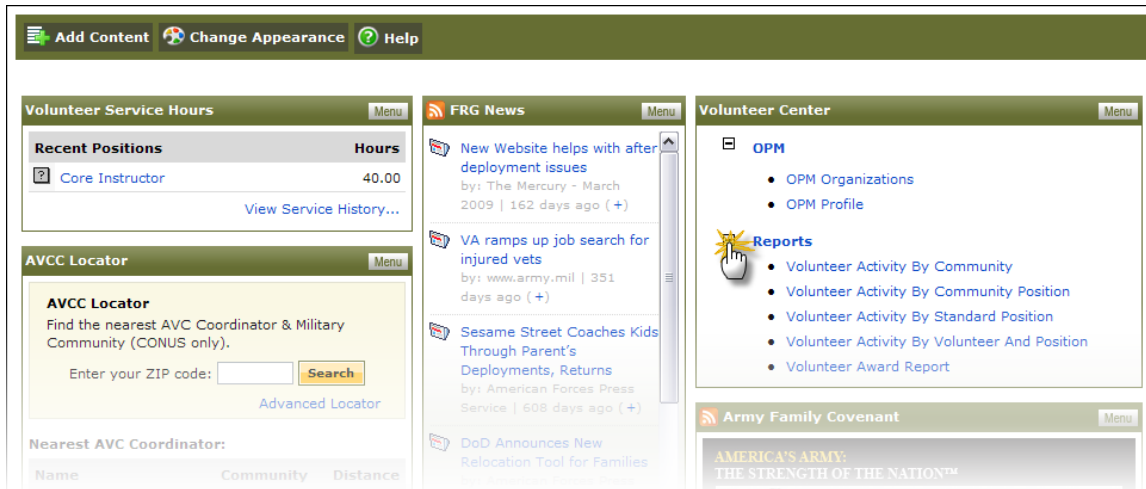


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To change the filters for the report, select a new **Period** and/or **Community Organization** (if available).

Click the  button to print the report.

You can also access the report list on your AOS page.



My AOS Screen (fig. 5.5)

Click on the minus (-) sign next to Reports and the report list will drop down.

Click on any of these links to view a report.

## 6. For Additional Assistance

If you have any additional questions that this guide did not answer, contact the DefenseWeb Technical Support Team at (858) 272-8505.

Please don't hesitate to contact us regarding your comments, thoughts, or ideas on how we can continue to meet your needs.

You can also email us through the **Contact Us** link located at the bottom of the screen.



AOS Homepage (fig. 6.1)