



Army Volunteer Corps

Thank you for your interest on becoming a volunteer with the Fort Carson Army Volunteer Corps. This booklet will instruct you on how to register in the Volunteer Management Information System (VMIS), as well as how to document your volunteer hours

Mission

To promote and strengthen volunteerism by uniting community volunteer efforts, supporting professional management, enhancing volunteer career mobility, and establishing volunteer partnership to support individual personal growth and life-long volunteer commitment.

Vision

A trained and resourced professional volunteer force supported by Army leadership and prepared to contribute to Army readiness and well-being.

How-to Guide for Volunteers

The Volunteer Management Information System is the Army's online Volunteer management tool. This system provides a standardized process 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 levels. The system will allow you to document your entire volunteer history as you move from installation to installation. Since 2007, all installation volunteers are required to register and document hours on this site.

How to register in VMIS

- › Go to www.myarmyonesource.com (Note that this site is different than Military One Source)
- › Click [Register](#) on the black menu bar at the top right
- › Click [Join Now!](#) or the Big yellow button on lower right or next to first bullet on page.
- › Fill out the [Site Registration Form](#) - Military Affiliation is [Fort Carson](#), then click [Continue](#) at bottom of page.
- › The site will verify your information, ensure your e-mail and username are not already in use, then click on the [Registration](#) button at the bottom of the page.
- › Click [Continue](#) when registration is complete.
- › Next, you will click on [Volunteer Tools](#), located at in the upper right hand corner of the webpage.
- › Click on [Colorado](#) in the CONUS map, followed by Fort Carson.

How to Apply for a Volunteer Position in VMIS

- › Under the [Community](#) heading, click the drop down arrow and find **Fort Carson**
- › Under [Organization Group](#) heading, click the drop down arrow and choose the group you wish to volunteer with.
- › Click [Search](#) to find available positions
- › Click on the [Job Title](#) to view the job description
- › Review the job details, taking note of the OPOC and click [Apply](#)
- › Fill out any open fields then click [Submit](#)
- › An email will be forwarded to the Organization Point of Contact. That individual must approve or reject your application.

Why Track Volunteer Hours?

It is important to track your hours because it shows the contribution that Fort Carson Volunteers make in our community. Hours reported are used in the Army Volunteer Report. Hours are used to recognize volunteers with special awards and as documentation for jobs and scholarships. Tracking hours is also a way to track community needs because hours show us where volunteers are putting in their time. Our volunteer hours show others that the Fort Carson Army Volunteer Corps is an asset to the community and tells a powerful story about you the individual.

How to log your Hours

- ▶ Go to www.myarmyonesource.com
- ▶ Login to your account using your Username and Password
- ▶ Click on Volunteer Tools at the top right hand of the webpage.
- ▶ Click on the Volunteer Activity Tab and then view the Open Service section
- ▶ Click Hours for the Job position you are volunteering for
- ▶ Enter hours in with the Add for Open Dates button
- ▶ Enter in your hours and click Save

Important notes:

- VMIS Website: www.myarmyonesource.com
- Put hours in with “Add for Day” button.
- Hours must be logged regularly, but no later than the 1st and 14th of each month.
- All hours are approved by your OPOC/Volunteer Coordinator.
- Questions may be directed to the Army Volunteer Corps Coordinator, Joey Bautista at 719-526-1082/526-4590/ Josesimo.r.bautista.civ@mail.mil or Celsie Day, ACS Volunteer Coordinator at 719-526-8303/Celsa.r.day.civ@mail.mil