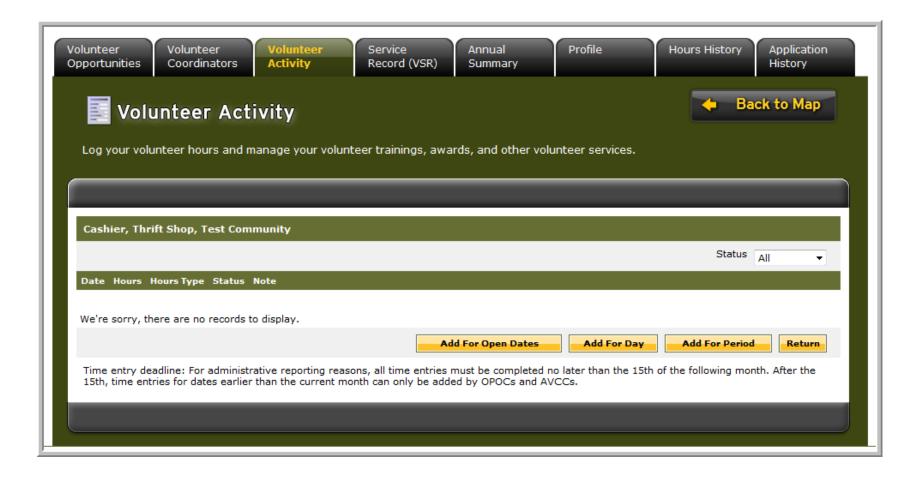


Submitting Volunteer Hours



Notes:

- *** Be sure to submit volunteer hours in a timely manner ***
- 1. Click the **Add For Open Dates** or **Add For Day** buttons. Select the month day and year and type the hours. Numbers between 1 and 24 are accepted.
- 2. Only use the **Add For Period** as a last resort. Period hours are not reported for the military community. Use Period Hours for historical purposes only.





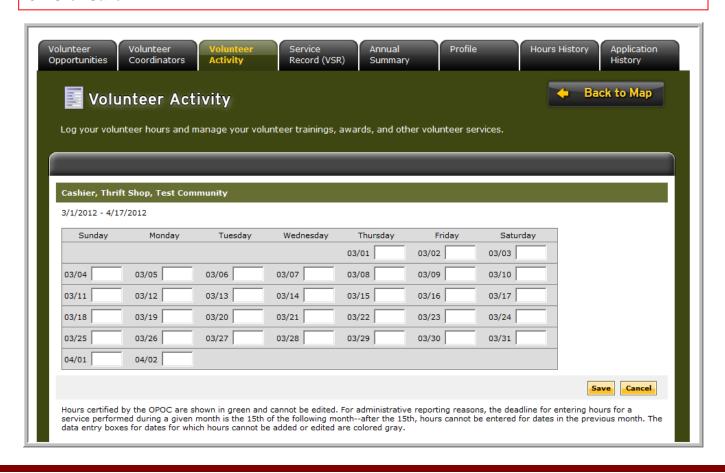
Submitting Volunteer Hours / Open Dates



Notes:

*** Be sure to submit volunteer hours in a timely manner ***

- 1. Login to Army OneSource.
- 2. Click Volunteer Tools button.
- 3. Select the Volunteer Activity tab.
- 4. Click the Hours link for the desired position under the Open Services section
- 5. Click the **Add For Open Dates** button. Select the available date and type the hours. Numbers between 1 and 24 are accepted.
- 6. Click Save.





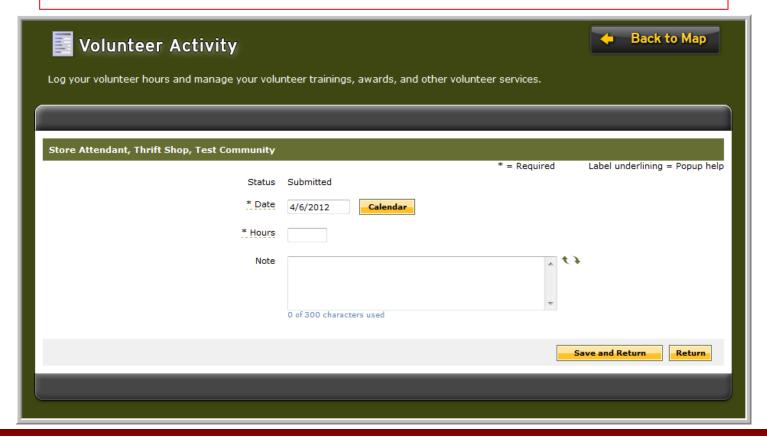
Submitting Volunteer Hours / Add For Day



Notes:

*** Be sure to submit volunteer hours in a timely manner ***

- 1. Login to Army OneSource.
- 2. Click Volunteer Tools button.
- 3. Select the Volunteer Activity tab.
- 4. Click the Hours link for the desired position under the Open Services section
- 5. Click the **Add For Day** button.
- 6. Type or select a date from the calendar.
- 7. Type volunteer hours. Numbers between 0 (greater than 0, such as .5) and 24 are accepted.
- 8. Add an optional note.
- 9. Click Save and Return.



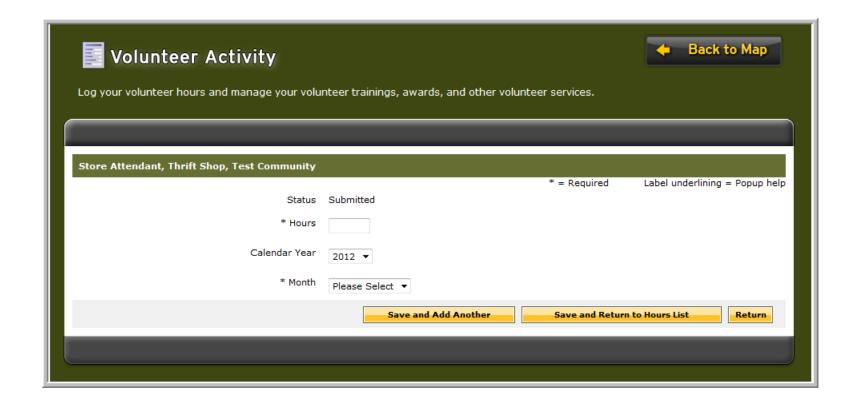


Submitting Volunteer Hours / Add For Period



Notes:

- 1. Login to Army OneSource.
- 2. Click Volunteer Tools button.
- 3. Select the Volunteer Activity tab.
- 4. Click the **Hours** link for the desired position under the Open Services section
- 5. Click the **Add for Period** button. Select the month and year.
- 6. Type the number of hours for that month.
- 7. Click Save and Return to Hours List or Save and Add Another.





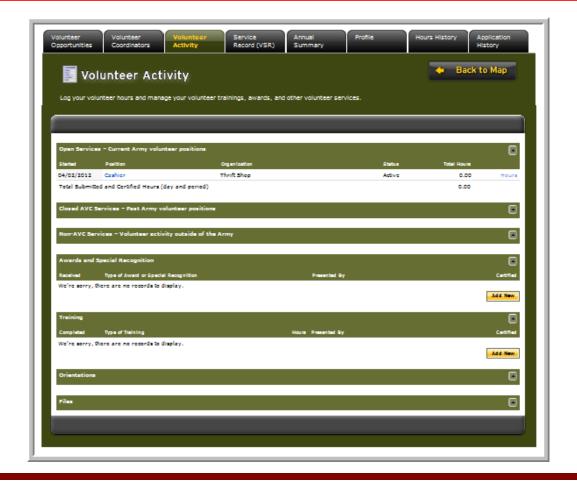
Volunteer Service



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.





VMIS Summary



Volunteer Tools

- Register as an Army OneSource member
- Search for Volunteer opportunities
- Apply for Volunteer positions
- Submit your volunteer hours
- Update your Volunteer Service History