



**Volunteer Management
Information System
Army Volunteer Corps
Organization Point of Contact
User Guide**

May 2014



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1. Welcome

Welcome to the Volunteer Management Information System Army Volunteer Corps Organization Point of Contact 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.

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 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 Organization Point of Contact User Guide provides the information needed for an Army Volunteer Corps Organization Point of Contact (OPOC) to get started using the Volunteer Management Information System.

Roles and Responsibilities

The Army Volunteer Corps Organization Point of Contact oversees the Army volunteer service for their specific organization. For example, if you are the OPOC for the local American Red Cross Office, than you provide oversight of the volunteers that support the American Red Cross for your community. Any volunteer working in the office or at your events should be able to log their hours within VMIS and it is your responsibility to assist and support them, ensure the necessary positions are listed under your organization and approve the hours recorded by these volunteers for your organization.



The Organization Point of Contact roles and responsibilities are as follows:

1. Must be invited by email invitation and authorized by the Army Volunteer Corps Coordinator.
2. Manage volunteer positions within their Organization, volunteer applications, volunteers, and volunteer hours at an affiliated organization for a specific community. One user can be an Organization Point of Contact for many organizations and an organization may have multiple Organization Points of Contact.
3. Duties include posting positions for their organization, reviewing applications, and certifying volunteer hours for their organization.



2. Access the Organization Point of Contact Tools

To access the Volunteer Management Information System Army Volunteer Corps Organization Point of Contact tools, 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 (See fig. 2.1).

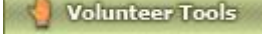
The screenshot shows the Army OneSource website interface. At the top, there's a navigation bar with links for Login, Live Chat Support, Home, Register, and Help. Below this is a large header area with the "ARMY OneSource" logo and a search bar. A navigation menu below the header lists various services like Family Programs, Health Care, and Education. The main content area is split into two columns: "Already a Member? Login Here!" on the left and "Not a Member yet? Register Now!" on the right. The login section includes fields for User Name and Password, a "Login" button, a "Forgot your password?" link, and a "Card Login" option for smart card holders. The register section features a "REGISTER TODAY! THE NEW ARMY OneSource" banner with a preview of the site's features like Personalization, Social Networking, Forums, and Blogs. A "Register for this site" link is at the bottom of the register section. At the bottom of the page, there is a "Security Warning" box with text about accessing a U.S. Government Information System and a list of conditions of use.

Army OneSource Login Page (fig. 2.2)

Enter your Username and Password, and click the  button (See fig. 2.2).



Army OneSource Homepage (fig. 2.3)

After you are login, click the  button. (See fig. 2.3).



Volunteer Tools

Access Role Selector
AVC OPOC

Organization
All Change

Positions Applications Volunteers Volunteer Hours Reports Profile Summary

Positions

Manage posted volunteer positions for which you are responsible.

Scope: All Status: All

Position Name (or part) Supervisor Name (or part)

Save Search Criteria ☐ Search Clear Filters

Click the Search button to load the position list.

Add New

OPOC Screen (fig. 2.4)

Note: If an OPOC is responsible for more than one organization, they will have a Organization dropdown box located above the tabs that they can use for filtering. (see fig. 2.4).



3. Manage Volunteers

The Army Volunteer Corps Organization Point of Contact manages the volunteers within their Organization(s) with the **Volunteers** tool on the **OPOC** screen. Although volunteer management responsibilities fall primarily on the Army Volunteer Corps Organization Point of Contact, an Army Volunteer Corps Coordinator can also manage volunteers within their Community if necessary.

To manage volunteers, click on the **Volunteers** Tab on the **OPOC** screen.

The **Volunteers** screen is displayed (See fig. 3.1).

OPOC Volunteers Screen (fig. 3.1)

Select and enter the appropriate search criteria, and then click the  button.

The **Volunteers** screen refreshes and displays a list with the Name, Home Phone, Work Phone, Type, Status, Background Check information, and links of the volunteers who meet the search criteria. (See fig. 3.2).



Volunteers

Manage your organization's volunteer list. Email your volunteers and manage their volunteer hours.

Type: Position:

Status: Has Open Service: Name:

Save Search Criteria ☐

Viewing 1-2 of 2 Volunteers

Name	Home Phone	Community	Type	Status	BG Check	4162	4713	Email	VSR
Luckey-Pates, Tina	(574) 323-7742	Fort Carson	User	Inactive (O)	X	4162	4713	Email	VSR
Provov, Aimee	(303) 683-7503	Fort Carson	User	Inactive (O)	✓	4162	4713	Email	VSR

Volunteers Screen (fig. 3.2)

Edit/Delete Volunteer Information

To edit volunteer information, navigate to the **Volunteers** screen, and then click a volunteer **Name** link (See fig. 3.3). The **Edit Volunteer Profile** screen is displayed in a new window (See fig. 3.4).

Volunteers

Manage your organization's volunteer list. Email your volunteers and manage their volunteer hours.

Type: Position:

Status: Has Open Service: Name:

Save Search Criteria ☐

Select the number of records to display:


Viewing 1-10 of 303 Volunteers Page 1 of 31 Go to page:

Name	Home Phone	Community	Type	Status	BG Check	4162	4713	Email	VSR
Aaron, Patricia	(719) 392-2305	Fort Carson	User	Active	✓	4162	4713	Email	VSR
Aaron, Pierina	(719) 392-2305	Fort Carson	User	Active	✓	4162	4713	Email	VSR
Acevedo, Denise		Fort Carson	User	Active	X	4162	4713	Email	VSR
Adams, Kenyasia		Fort Carson	Non-User	Active	✓	4162	4713	Email	VSR
Albright, Katharina		Fort Carson	Non-User	Active	✓	4162	4713	Email	VSR
Allen, Natalie	(910) 964-3752	Fort Carson	Non-User	Active	✓	4162	4713	Email	VSR
Almemar, Zamawang	(202) 340-3880	Fort Carson	User	Inactive (O)	✓	4162	4713	Email	VSR
Amadi, Noah		Fort Carson	User	Active	X	4162	4713	Email	VSR
Anderson, Kathryn	(336) 240-9867	Fort Carson	Non-User	Active	X	4162	4713	Email	VSR
Anderson, Michael		Fort Carson	User	Inactive (O)	X	4162	4713	Email	VSR

Volunteers Screen (fig.3.3)



Volunteer Tools



U.S. ARMY Volunteer Corps

User Profile Information

* = Required Label underlining = Popup help

Name XXXXXXXXXX

Military Community Fort Carson

Address 6715 Athletic Ave
Colorado Springs, Colorado 80911-2805

Contact Information

Home Phone (719) 590-XXXX

Cell Phone (719) 590-XXXX

Work Phone

Fax Phone n/a

Volunteer Email name@email.com

Preferred Contact Method Home Phone ▼

Volunteer Status

Personal Status Active ▼

Community Status Active

Organization Status Active ▼

Open Services at Fort Carson

Last Day/ Hour Entry	Start Date	Service	Organization	Day Hours	Day Hour Entries
10/11/2013	09/21/2012	Clerical Aide	American Red Cross	51.50	15
10/09/2013	12/15/2011	File Clerk	American Red Cross	277.60	60
	07/01/2013	ARC Office Volunteer	American Red Cross	0.00	0
	12/15/2011	General Hospital Volunteer	American Red Cross	0.00	0


Military Demographic Information

Family members of service members should provide the service information for their sponsor.

Edit Volunteer Profile Screen (fig. 3.4)

Edit the volunteer's profile information. The Name, Military Community, and Address can not be altered by the OPOC.

This information is pulled from the User's AOS registration.

Asterisked (*) fields are required. Click the  button to apply the changes.



Edit/Add Volunteer Background Checks

The **BG Check** column on the **Volunteers** screen indicates a Background Check. The Army Volunteer Corps Coordinator and Organization Point of Contact can use the **BG Check** tool to manage background checks. This is for reference purposes only and is not an authoritative source for background checks.

The screenshot shows the 'Volunteers' screen with a navigation bar at the top containing tabs: Positions, Applications, **Volunteers**, Volunteer Hours, Reports, Profile, and Summary. Below the navigation bar is a header section with a person icon and the title 'Volunteers', followed by the text 'Manage your organization's volunteer list. Email your volunteers and manage their volunteer hours.'

Below the header is a search and filter section with dropdown menus for 'Type' (set to 'All'), 'Position' (set to 'All'), 'Status' (set to 'All'), and 'Has Open Service' (set to 'All'). There is also a text input field for 'Name'. Below these are buttons for 'Save Search Criteria', 'Search', and 'Clear Filters'.

Below the search section is a table of volunteers. The table has columns: Name, Home Phone, Community, Type, Status, BG Check, and Links. The table shows 10 records, with the first 10 of 303 volunteers displayed. The 'BG Check' column contains green checkmarks (✓) for most volunteers and a red 'X' for one (Acevedo, Denise). The 'Links' column contains links for 'Email' and 'VSR' for each volunteer.

Name	Home Phone	Community	Type	Status	BG Check	Links
Aaron, Patricia	(719) 392-2305	Fort Carson	User	Active	✓	4162 4713 Email VSR
Aaron, Pierina	(719) 392-2305	Fort Carson	User	Active	✓	4162 4713 Email VSR
Acevedo, Denise		Fort Carson	User	Active	X	4162 4713 Email VSR
Adams, Kenyasia		Fort Carson	Non-User	Active	✓	4162 4713 Email VSR
Albright, Katharina		Fort Carson	Non-User	Active	✓	4162 4713 Email VSR
Allen, Natalie	(910) 964-3752	Fort Carson	Non-User	Active	✓	4162 4713 Email VSR
Almemar, Zamawang	(202) 340-3880	Fort Carson	User	Inactive (O)	✓	4162 4713 Email VSR
Amadi, Noah		Fort Carson	User	Active	X	4162 4713 Email VSR
Anderson, Kathryn	(336) 240-9867	Fort Carson	Non-User	Active	X	4162 4713 Email VSR
Anderson, Michael		Fort Carson	User	Inactive (O)	X	4162 4713 Email VSR

At the bottom of the table are buttons for 'Download Address Labels', 'Download List', 'Email List', and 'Add Non-User Volunteer'.

Volunteers Screen (fig. 3.5)

To view or edit volunteer background checks, navigate to the **Volunteers** screen (See fig. 3.5), locate the volunteer, and then click the ✓ or X icon. The **Volunteer Background Checks** screen is displayed in a new window (See fig. 3.6).



Date	Checker	Role	Work Phone	Organization	Community
4/8/2011	Joe Avc_coord	AVC Coordinator	(123) 456-7890	NA	USAG Ansbach

Volunteer Background Checks Screen (fig. 3.6)

To edit a volunteer background check, locate the background check, and then click the icon. The **Volunteer Background Check** screen is displayed (See fig. 3.7).

Modify the **Check Date**, and then click the button to apply the changes.

To add a background check, click the button on the **Volunteer Background Checks** screen (See fig. 3.6). The **Add Volunteer Background Check** screen is displayed (See fig. 3.7).

* Check Date: 9/22/2009

Checker Information

Name: Brian Hober

Work Phone: NA

Work Email: NA

Organization: NA

Community: HQDA

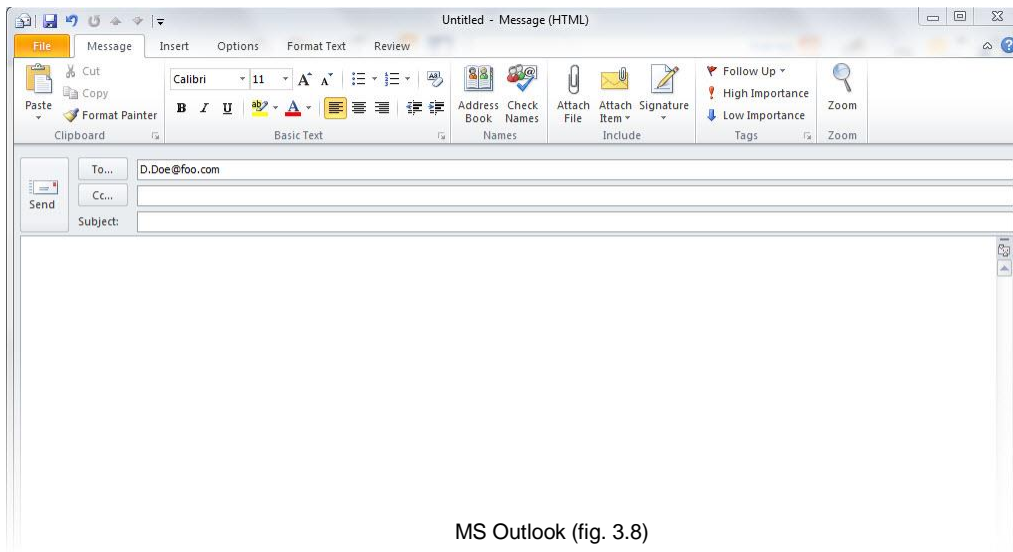
Role: AVC Coordinator

Add Volunteer Background Check Screen (fig. 3.7)

Type or select the applicable **Check Date**, and then click the button.

Send Email to Background Checker

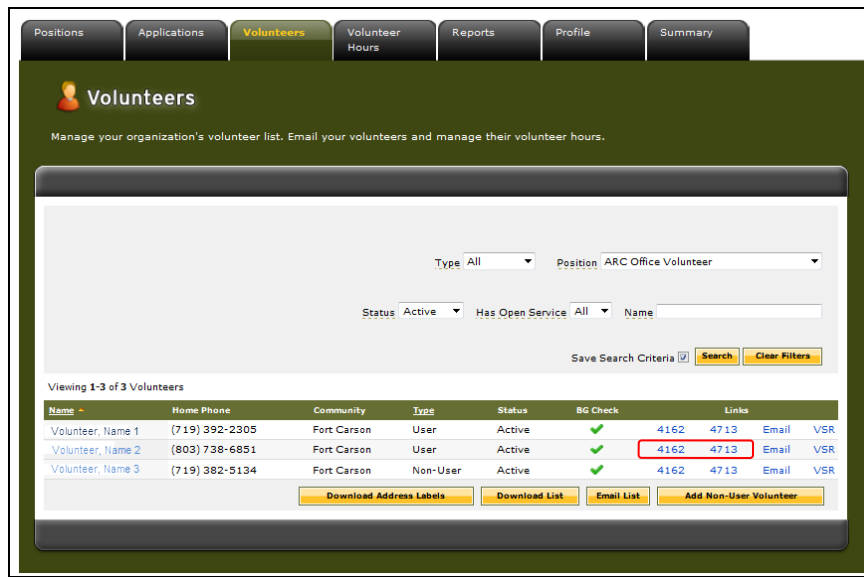
To send email to the Background Checker concerning the background check, navigate to the **Volunteer Background Checks** screen (See fig. 3.6), locate the applicable Background Check, and then click the send email icon. The email message screen is displayed (See fig. 3.8).



MS Outlook (fig. 3.8)

Compose the email message, and then click the **Send** button.

Export Volunteer Information



Volunteers Screen (fig. 3.9)

To export 4162 volunteer information to Word, navigate to the **Volunteers** screen (See fig. 3.9), and then click the **4162** link to export the volunteer information to an MS Word version of the Volunteer Service Record. Click the **Save** button to save the file to the local computer.



To export volunteer 4713 annual summary information to Excel, click the **4713** link on the **Volunteers** screen. The **Annual Summary** screen (See fig. 3.10) is displayed in a new window.

Volunteer : Melvin Adams

Year: 2011

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total:
JAN																															0	
FEB																															0	
MAR																															0	
APR																															0	
MAY																															0	
JUN																															0	
JUL																															0	
AUG																															0	
SEP																															0	
OCT																															0	
NOV																															0	
DEC																															0	
Total:																															0	

NOTE: Totals may vary slightly from the sum of the hours displayed, since hours are rounded for display.

[Download as Form 4713](#)

Annual Summary Screen (fig. 3.10)

Select the applicable Year, and then click the [Download as Form 4713](#) button. Click the Save button to save the file to the local computer.



Send Email to Volunteer or All Organization's Volunteers

Name	Home Phone	Community	Type	Status	BG Check	Links
Volunteer, Name 1	(719) 392-2305	Fort Carson	User	Active	✓	4162 4713 Email VSR
Volunteer, Name 2	(803) 738-6851	Fort Carson	User	Active	✓	4162 4713 Email VSR
Volunteer, Name 3	(719) 382-5134	Fort Carson	Non-User	Active	✓	4162 4713 Email VSR

Volunteers Screen (fig. 3.11)

To send email to a volunteer, navigate to the **Volunteers** screen (See fig. 3.11), locate the volunteer, and then click the **Email** link. Within the email program, compose the message, and then click the **Send** button.

To email your filtered list of volunteers that have email addresses, click the **Email List** button on the **Volunteers** screen (See fig. 3.11). The **Volunteers** screen expands to include a Send Email section (See fig. 3.12).



Send Email * = Required Label underlining = Popup help

From Name: Brian Hober

* From Address:

To: 108 Volunteers

* Subject:

* Message:
0 of 2000 characters used

Send Email Cancel

Volunteers Screen – Send Email Section (fig. 3.12)

Compose the email message, and then click the Send Email button.

Generate Volunteer Address Labels

PositionsApplicationsVolunteersVolunteer HoursReportsProfileSummary

Volunteers

Manage your organization's volunteer list. Email your volunteers and manage their volunteer hours.

Type: All

Position: ARC Office Volunteer

Status: Active

Has Open Service: All

Name:

Save Search Criteria ☒ Search Clear Filters

Viewing 1-3 of 3 Volunteers

Name	Home Phone	Community	Type	Status	BG Check	Links			
Volunteer, Name 1	(719) 392-2305	Fort Carson	User	Active	✓	4162	4713	Email	VSR
Volunteer, Name 2	(803) 738-6851	Fort Carson	User	Active	✓	4162	4713	Email	VSR
Volunteer, Name 3	(719) 382-5134	Fort Carson	Non-User	Active	✓	4162	4713	Email	VSR

Download Address LabelsDownload ListEmail ListAdd Non-User Volunteer

Volunteers Screen (fig. 3.13)



To generate volunteer address labels in Word, navigate to the **Volunteers** screen (See fig. 3.13), click the **Download Address Labels** button to generate a Word document with volunteer mailing information. Click the **Save** button to save the Word file to the local computer.

Generate Volunteer List

The screenshot shows the 'Volunteers' screen with a navigation bar at the top containing buttons for Positions, Applications, **Volunteers**, Volunteer Hours, Reports, Profile, and Summary. Below the navigation bar is a header section with a person icon and the title 'Volunteers', followed by the instruction 'Manage your organization's volunteer list. Email your volunteers and manage their volunteer hours.'

Below the header is a search filter section with the following controls:

- Type: All (dropdown)
- Position: ARC Office Volunteer (dropdown)
- Status: Active (dropdown)
- Has Open Service: All (dropdown)
- Name: (text input)
- Save Search Criteria: ☒ (checkbox)
- Search: (button)
- Clear Filters: (button)

Below the search filters, it says 'Viewing 1-3 of 3 Volunteers'. Below this is a table with the following columns: Name, Home Phone, Community, Type, Status, BG Check, and Links. The table contains three rows of volunteer data.

Name	Home Phone	Community	Type	Status	BG Check	Links
Volunteer, Name 1	(719) 392-2305	Fort Carson	User	Active	✓	4162 4713 Email VSR
Volunteer, Name 2	(803) 738-6851	Fort Carson	User	Active	✓	4162 4713 Email VSR
Volunteer, Name 3	(719) 382-5134	Fort Carson	Non-User	Active	✓	4162 4713 Email VSR

Below the table are four buttons: Download Address Labels, **Download List** (highlighted with a red box), Email List, and Add Non-User Volunteer.

Volunteers Screen (fig. 3.14)

To generate a volunteer list in Excel, navigate to the **Volunteer** screen, select the appropriate community, and then click the **Download List** button to generate an Excel list of volunteers. Click the **Save** button to save the Excel file to the local computer.



Manage a Volunteer Service Record

Name	Home Phone	Community	Type	Status	BG Check	Links
Volunteer, Name 1	(719) 392-2305	Fort Carson	User	Active	✓	4162 4713 Email VSR
Volunteer, Name 2	(803) 738-6851	Fort Carson	User	Active	✓	4162 4713 Email VSR
Volunteer, Name 3	(719) 382-5134	Fort Carson	Non-User	Active	✓	4162 4713 Email VSR

Volunteers Screen (fig. 3.15)

To manage a Volunteer Service Record, navigate to the **Volunteers** screen, locate the volunteer, and then click the **VSR** link. The **Volunteer Service Record** screen is displayed. The VSR is the tool for submitting and certifying hours on behalf of the volunteer, adding a volunteer service, finishing a volunteer's service for a specific position, and changing the status of a volunteer from active to inactive.



Volunteer Tools

AVC Services

Non-AVC Services

Volunteer Awards

Training

Orientation

Notes

Files

Report

Volunteer Service Record

Volunteer Name

Anna Maria Vestal

Fiscal Year:

2013

Quarter:

2

Status:

Active

01/01/2013 - 03/31/2013

Add AVC Service

Organization	Community	AVC Service	Status	Certified Hours*	
ACS: Army Family Team Building (AFTB)	HQDA	Core Instructor	Active	0.00	
CYS: CYS - 4H Club	White Sands Missile Range	CYS - 4H volunteer	Active	0.00	
Total Certified Hours				0.00	

*Hour totals include both day and period hours.

Volunteer Service Record Screen (fig. 3.16)

Manage Volunteer Services or Hours

Select the position and the appropriate icon for managing volunteer services or hours.

Icon:

Description:



Update a volunteer's service for a position



Submit and Certify hours – daily or period



Submit and Certify daily hours using a calendar view

Update a Volunteer's Service for a Position

To change a Volunteer's position status, click the icon. A form to change the service status and dates of service is displayed (See fig. 3.17). Enter the Service Status and dates and click button.



Volunteer Tools

AVC Services Non-AVC Services Volunteer Awards Training Orientation Notes Files Report

Volunteer Service Record

Volunteer Name **Lester Brown** [Delete] [Reset] [Save] [Return]

* = Required Label underlining = Popup help

Community Test Community
Title Store Accountant
Organization Thrift Shop
Service Status **Active** [Dropdown Menu]
* Started 4/2/2012 [Calendar]
Ended [Calendar]

Details

Description of Duties financial books for the Thrift Store
Notes [Text Area]
0 of 1000 characters used
Include ☐

Volunteer Service Record Screen (fig. 3.17)

Submit and Certify Hours

To enter **Volunteer Hours**, click the icon. Hours may be added three ways:

- Add Hours for Open Dates
- Add Hours for Day
- Add Hours for Period

Volunteer Tools

AVC Services Non-AVC Services Volunteer Awards Training Orientation Notes Files Report

Volunteer Service Record

Volunteer Name **Lester Brown**

Store Accountant, 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]

Volunteer Service Record Screen (fig. 3.17)



Submit and Certify Hours for Open Dates

To add **Hours for Open Dates**, click the **Add For Open Dates** button. A calendar view of open dates for entering volunteer hours is displayed (See fig 3.18). Select the appropriate date and enter volunteer hours worked on behalf of the volunteer and click **Save** button.

Note: Round the minutes to the closest increment of 15 minutes (e.g. .25, .5, .75).

Volunteer Tools

AVC Services
Non-AVC Services
Volunteer Awards
Training
Orientation
Notes
Files
Report

Volunteer Service Record

Volunteer Name Lester Brown

Store Accountant, 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 **Return**

Certified hours are shown in green.

Volunteer Service Record Hours for Open Dates Screen (fig. 3.18)

Submit and Certify Hours for Day

To add **Hours for Day**, click the **Add For Day** button. Type or select the specific **Date** using the **Calendar** button. Type the Volunteer **Hours** for that date and enter a **Note** if desired. Click the **Save and Return** button to submit the hours (See fig 3.19).



Volunteer Service Record Hours for Day Screen (fig. 3.19)

Submit and Certify Hours for Period

To add **Hours for Day**, click the **Add For Period** button. Type the total Volunteer Hours for the selected date range. Select the **Calendar Year** and **Month** from the dropdown lists. Click the **Save and Add Another** button or **Save and Return** button to submit the hours (See fig 3.20).



Volunteer Tools

AVC Services Non-AVC Services Volunteer Awards Training Orientation Notes Files Report

Volunteer Service Record

Volunteer Name Lester Brown

Store Accountant: Thrift Shop, Test Community

Status Certified * = Required Label underlining = Popup help


* Hours

Calendar Year 2012

* Month Please Select

Volunteer Service Record Hours for Period Screen (fig. 3.20)

Submit and Certify Daily Hours

To add **Daily Volunteer Hours**, click the  icon to view a calendar of open dates. Select the appropriate date and enter volunteer hours worked on behalf of the volunteer. Click the button to submit the hours (See fig 3.21).

Note: Round the minutes to the closest increment of 15 minutes (e.g. .25, .5, .75).

Volunteer Tools

AVC Services Non-AVC Services Volunteer Awards Training Orientation Notes Files Report

Volunteer Service Record

Volunteer Name Lester Brown

Store Accountant: 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					

Certified hours are shown in green.

Volunteer Service Record Hours for Period Screen (fig. 3.21)



Add New Non-User to Community

To add a New Non-User to a community, the Army Volunteer Corps Coordinator can either locate an existing Non-User Volunteer in another community or create a new Non-User Volunteer.

Note: Army Volunteer Corps staff manage the service history for Non- User Volunteers. Non-User Volunteers include volunteers who have not registered as on Army OneSource user. User Volunteers are Army OneSource registered users who have submitted Army Volunteer Corps Volunteer applications and submit their volunteer hours. User Volunteers manage their own Volunteer Service Records.

Name	Home Phone	Community	Type	Status	BG Check	Links			
Aaron, Patricia	(719) 392-2305	Fort Carson	User	Active	✓	4162	4713	Email	VSR
Aaron, Pierina	(719) 392-2305	Fort Carson	User	Active	✓	4162	4713	Email	VSR
Acevedo, Denise		Fort Carson	User	Active	✗	4162	4713	Email	VSR
Adams, Kenyasia		Fort Carson	Non-User	Active	✓	4162	4713	Email	VSR
Albright, Katharina		Fort Carson	Non-User	Active	✓	4162	4713		VSR
Allen, Natalie	(910) 964-3752	Fort Carson	Non-User	Active	✓	4162	4713	Email	VSR
Almemar, Zamawang	(202) 340-3880	Fort Carson	User	Inactive (O)	✓	4162	4713	Email	VSR
Amadi, Noah		Fort Carson	User	Active	✗	4162	4713	Email	VSR
Anderson, Kathryn	(336) 240-9867	Fort Carson	Non-User	Active	✗	4162	4713	Email	VSR
Anderson, Michael		Fort Carson	User	Inactive (O)	✗	4162	4713	Email	VSR

[Download Address Labels](#) [Download List](#) [Email List](#) [Add Non-User Volunteer](#)

Volunteers Screen (fig.3 22)

On the **Volunteers** screen, click the [Add Non-User Volunteer](#) button. The **Add Non-User Volunteer to Community** screen is displayed in a new browser window.


AVCC Tools Add Non-User Volunteer to Community Screen (fig. 3.23)



Locate an existing Non-User Volunteer at another community to move to a new community

To search for all community Non-User Volunteers, select **All** in the dropdown menu

To locate an existing Non-User Volunteer and move from a previous community to a new community, select **All** in the dropdown menu and enter the **last** name. Asterisked (*) fields are required.

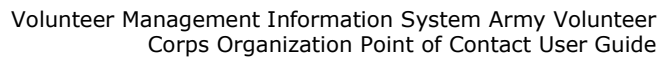
Once all information has been entered, click the  button.

Viewing 1 of 1 Volunteers

Name	Type	Community	Email	Home Phone	Work Phone
Bailey, Mar	Non-User	HQDA			

Add Non-User Volunteer to Community Screen (fig. 3.24)

The **Add Non-User Volunteer to Community** screen refreshes and displays the search results. Click the volunteer **Name** link. The **Edit Volunteer Profile** screen is displayed in a new browser window.



Edit Volunteer Profile Screen (fig. 3.25)

Save

Create a Non-User Volunteer


Create a New Non-User Volunteer

Add Non-User Volunteer to Community Screen (fig. 3.26)

Create a New Non-User Volunteer



Volunteer Tools



Required for Non-User

* = Required Label underlining = Popup help

* First Name

* Last Name

* Military Community

Optional for Non-User

Address

Address Line 1

Address Line 2

City

State

ZIP

Country

Contact Information

Home Phone

Cell Phone

U.S. Army Volunteer Corps

Volunteer Experience

0 of 1000 characters used

Special Skills, Interest, Hobbies

0 of 1000 characters used

Sponsor

Sponsor Name

Sponsor Unit Address

Deceased ☐

Minors

Minor ☐ Check this if you are under 18 years of age and not married. If that is the case, you will require parental permission to volunteer, and must provide contact information for your parent or guardian.

Convert to User Spell Check Delete Save Cancel

Volunteer Profile for Non-User Screen (fig. 3. .27)



Enter and select the Non-User Volunteer profile information. Asterisked (*) fields are required.

Click the **Save** button to save the Non-User Volunteer. Then, navigate to the **Volunteer** screen and refresh the screen to see the newly added volunteer.

Convert a Non-User Volunteer to a User Volunteer

If Non-User Volunteers want to manage their own volunteer activity and history, the Army Volunteer Corps Coordinator (not Assistants) can convert Non-User Volunteers to Army OneSource User Volunteers.

Note: Before an Army Volunteer Corps Coordinator can convert a Non-User Volunteer, the Non-User Volunteer must first register on Army OneSource website for the community they are currently associated with as a Non-User Volunteer. The Non User Volunteer Profile will replace the volunteer profile for the new registered user, thus preserving their volunteer activity and history.

Volunteers

Manage your organization's volunteer list. Email your volunteers and manage their volunteer hours.

Type: Non-User Position: All

Status: Active Has Open Service: All Name:

Save Search Criteria ☒ Search Clear Filters

Select the number of records to display: 10 Go

Viewing 1-10 of 71 Volunteers Page 1 of 8 Go to page: Go

Name	Home Phone	Community	Type	Status	BG Check	Links
Aaron, Pierina	(719) 392-2305	Fort Carson	Non-User	Active	✓	4162 4713 VSR
Adams, Kenyasia		Fort Carson	Non-User	Active	✓	4162 4713 Email VSR
Albright, Katharina		Fort Carson	Non-User	Active	✓	4162 4713 VSR
Antonia, Jennifer		Fort Carson	Non-User	Active	✓	4162 4713 Email VSR
Argueta, Jose		Fort Carson	Non-User	Active	✓	4162 4713 Email VSR
Bilderbeck, Donna	(719) 229-5426	Fort Carson	Non-User	Active	✓	4162 4713 Email VSR
Buoniconiti, Frank	(719) 570-7606	Fort Carson	Non-User	Active	✓	4162 4713 Email VSR
Buoniconiti, Silvia	(719) 570-7606	Fort Carson	Non-User	Active	✓	4162 4713 Email VSR
Burklund, Angie	(719) 576-7338	Fort Carson	Non-User	Active	✓	4162 4713 Email VSR
Burklund, Eugene		Fort Carson	Non-User	Active	✓	4162 4713 VSR

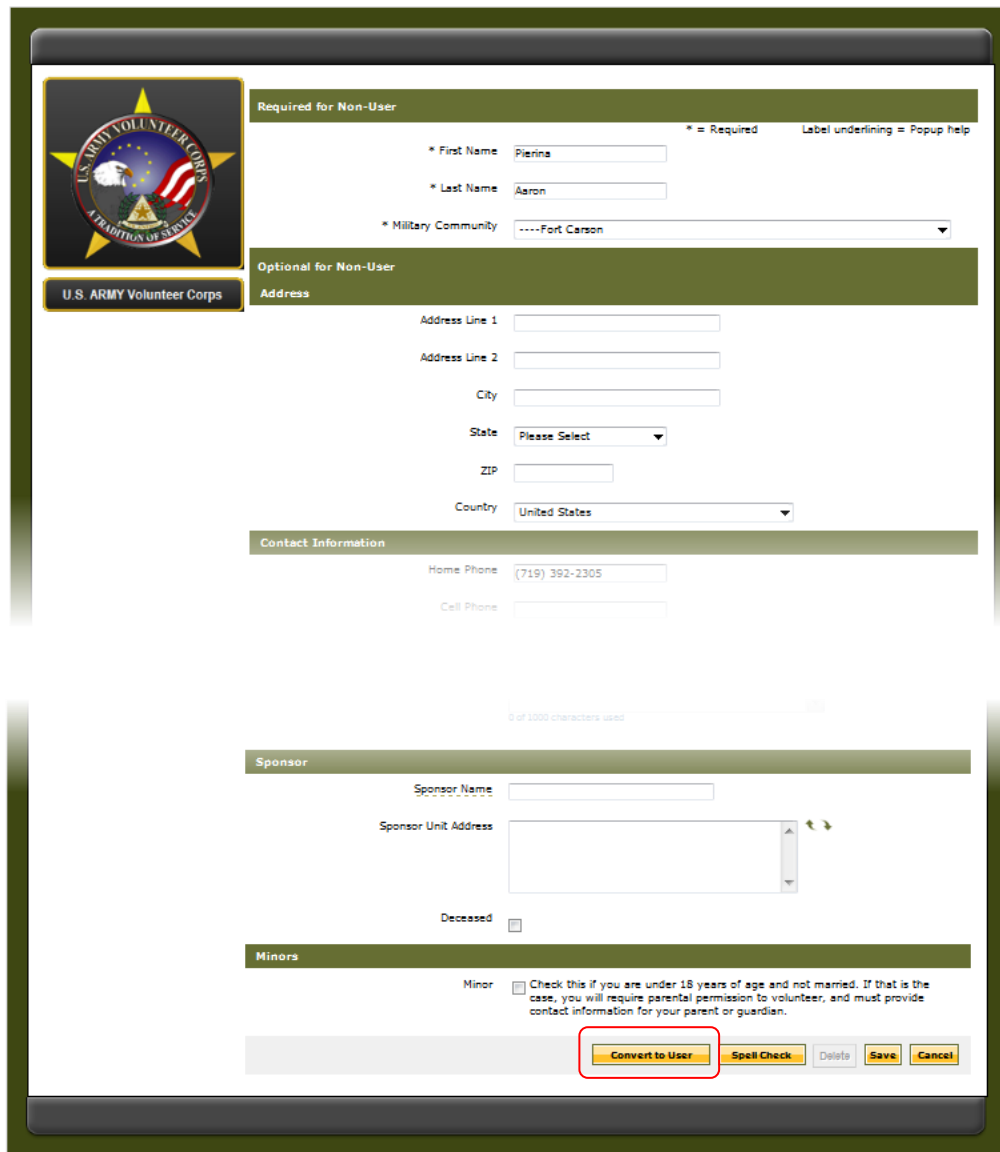
Download Address Labels Download List Email List Add Non-User Volunteer

Volunteers Screen (fig. 3.28)



To convert a Non-User Volunteer (NUV) to User Volunteer, navigate to the **Volunteers** screen, locate the NUV, and then click on the volunteer **Name** link. The **Edit Volunteer Profile screen** is displayed in a new window.

Volunteer Tools

The screenshot shows the "Edit Volunteer Profile" screen. On the left is a sidebar with the U.S. Army Volunteer Corps logo and a "U.S. ARMY Volunteer Corps" button. The main content area has several sections: "Required for Non-User" with fields for First Name (Pierina), Last Name (Aaron), and Military Community (Fort Carson); "Optional for Non-User" with address fields (Address Line 1, Address Line 2, City, State, ZIP, Country); "Contact Information" with Home Phone and Cell Phone fields; "Sponsor" with Sponsor Name and Sponsor Unit Address fields; and "Minors" with a checkbox for "Minor". At the bottom right, there are buttons for "Convert to User", "Spell Check", "Delete", "Save", and "Cancel". The "Convert to User" button is highlighted with a red rectangle.

Required for Non-User

* = Required Label underlining = Popup help

* First Name: Pierina

* Last Name: Aaron

* Military Community: Fort Carson

Optional for Non-User

Address

Address Line 1:

Address Line 2:

City:

State: Please Select

ZIP:

Country: United States

Contact Information

Home Phone: (719) 392-2305

Cell Phone:

0 of 1000 characters used

Sponsor

Sponsor Name:

Sponsor Unit Address:

Deceased: ☐

Minors

Minor: ☐ Check this if you are under 18 years of age and not married. If that is the case, you will require parental permission to volunteer, and must provide contact information for your parent or guardian.

Buttons: Convert to User, Spell Check, Delete, Save, Cancel

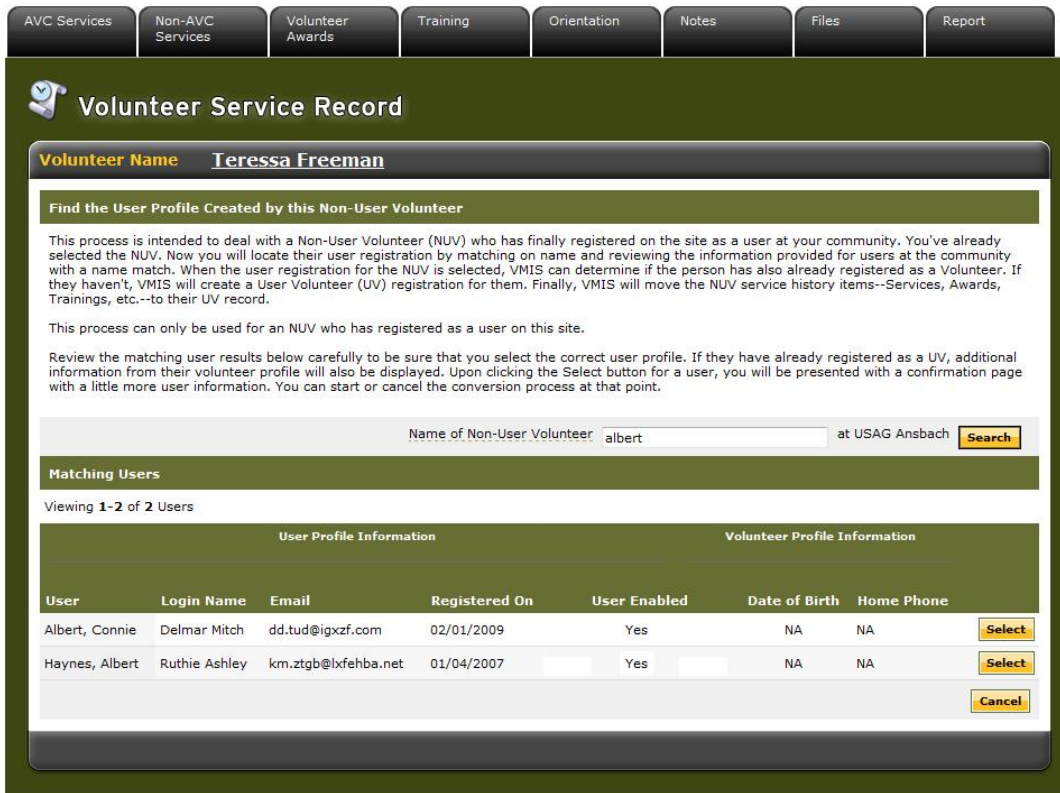
Edit Volunteer Profile Screen (fig. 3.29)



Click the  button.

Note: If the Volunteer has registered on the AOS website, the Volunteer's user registration is displayed.

The **Convert Non-User Volunteer to User Volunteer** screen is displayed (See fig. 3.30).



AVC Services Non-AVC Services Volunteer Awards Training Orientation Notes Files Report

Volunteer Service Record

Volunteer Name Teressa Freeman

Find the User Profile Created by this Non-User Volunteer

This process is intended to deal with a Non-User Volunteer (NUV) who has finally registered on the site as a user at your community. You've already selected the NUV. Now you will locate their user registration by matching on name and reviewing the information provided for users at the community with a name match. When the user registration for the NUV is selected, VMIS can determine if the person has also already registered as a Volunteer. If they haven't, VMIS will create a User Volunteer (UV) registration for them. Finally, VMIS will move the NUV service history items--Services, Awards, Trainings, etc.--to their UV record.

This process can only be used for an NUV who has registered as a user on this site.

Review the matching user results below carefully to be sure that you select the correct user profile. If they have already registered as a UV, additional information from their volunteer profile will also be displayed. Upon clicking the Select button for a user, you will be presented with a confirmation page with a little more user information. You can start or cancel the conversion process at that point.


Name of Non-User Volunteer at USAG Ansbach

Matching Users

Viewing 1-2 of 2 Users


User Profile Information				Volunteer Profile Information		
User	Login Name	Email	Registered On	User Enabled	Date of Birth	Home Phone
Albert, Connie	Delmar Mitch	dd.tud@igxzf.com	02/01/2009	Yes	NA	NA
Haynes, Albert	Ruthie Ashley	km.ztgb@lxfehba.net	01/04/2007	Yes	NA	NA

Convert Non-User Volunteer to User Volunteer Screen (fig. 3.30)

Next, locate the Non-User Volunteers user registration and click the  button. Then, click the **Convert to Selected User** button. The **Edit Volunteer Profile** screen is displayed (See fig. 3.31).

The screenshot shows the "Volunteer Service Record" (VSR) screen for a user named Teresa Freeman. The screen has a dark green header with a navigation bar containing tabs: "AVC Services", "Non-AVC Services", "Volunteer Awards", "Training", "Orientation", "Notes", "Files", and "Report". Below the header, the "Volunteer Name" is displayed as "Teresa Freeman". The main content area is divided into three sections: "User Profile Information", "User Volunteer Profile Information", and "Non-User Volunteer Profile Information". The "User Profile Information" section lists details for Connie Albert: Name (Connie Albert), User Name (Delmar Mitch), Email (dd.tud@igxzf.com), and Community (USAG Ansbach). The "User Volunteer Profile Information" section states "This person has not registered as an AVC Volunteer." The "Non-User Volunteer Profile Information" section lists details for Teresa Freeman: Name (Teresa Freeman) and Community (USAG Ansbach). At the bottom, there is a red warning message: "This transfer cannot be undone." and two buttons: "Transfer NUV VSR to This User" and "Cancel".

Edit Volunteer Profile Screen (fig. 3.32)

Review and/or change volunteer information. Then, click the  button to apply the changes.



4. Manage Hours

Army Volunteer Corps Organization Points of Contact are primarily responsible for managing volunteer hours, although Army Volunteer Corps Coordinators can also manage volunteer hours, if needed.

To certify volunteer hours that have been submitted, click on the **Volunteer Hours** link on the **OPOC** screen.

OPOC Screen (fig. 4.1)

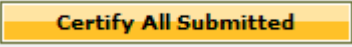
The **Volunteer Hours** screen is displayed (See fig 4.1).


A screenshot of the "Volunteer Hours" screen in the Army Volunteer Management Information System. The screen has a dark green header with a "Volunteer Hours" title and a subtitle "Certify volunteer service hours." Below the header is a search and filter section with radio buttons for "None", "Date Range", and "Fiscal Year". There are also dropdowns for "Hours Type" (set to "All") and "Status" (set to "Submitted"). Below this is a table with columns: Date, Volunteer, Position, Organization, Hours Type, Hours, Status, and Selected. The table contains two rows of data for dates 6/9/2011 and 6/10/2011, both for "Vol1 Tester" at "Administrator-Barrineau" in the "Army Family Team Building (AFTB)". The first row shows 2.00 hours and the second shows 1.50 hours, both with a status of "Submitted". Each row has a checkbox in the "Selected" column and an "Edit" link. At the bottom of the table are two buttons: "Certify All Selected" and "Certify All Submitted".

Date	Volunteer	Position	Organization	Hours Type	Hours	Status	Selected
6/9/2011	Vol1 Tester	Administrator-Barrineau	Army Family Team Building (AFTB)	Day	2.00	Submitted	<input checked="" type="checkbox"/> Edit
6/10/2011	Vol1 Tester	Administrator-Barrineau	Army Family Team Building (AFTB)	Day	1.50	Submitted	<input checked="" type="checkbox"/> Edit

Volunteer Hours Screen (fig. 4.3)

The **Volunteer Hours** screen (See fig. 4.3) displays a list of volunteers and their associated hours.

1. To filter the results by Fiscal Year click the **Fiscal Year** radio button.
2. To filter the results by Date Range, enter a Start Date and End Date for the period for which to view data, and then click the **Date Range** radio button.
3. To certify **all volunteer hours**, click the  button. Then, click the **OK** button to certify all submitted hours.

To certify selected volunteer hours, deselect the undesired volunteer hours and then click the  button. Then, click the **OK** button to certify all submitted hours.



Certify/Reject/Delete a Volunteer's Hours

To certify, reject, or delete a volunteer's hours, locate the volunteer and click the corresponding **Edit** link.

The screenshot shows the 'Volunteer Hours' screen. At the top, there are tabs: Positions, Applications, Volunteers, **Volunteer Hours**, Reports, Profile, and Summary. Below the tabs, the page title is 'Volunteer Hours' with a subtitle 'Certify volunteer service hours.' The main content area has a search filter section with 'Select a Date Filter Type' (None, Date Range, Fiscal Year), 'Hours Type' (All), 'Name' (text input), and 'Status' (Submitted). There are buttons for 'Save Search Criteria', 'Search', and 'Clear Filters'. Below the search section is a table with columns: Date, Volunteer, Position, Organization, Hours Type, Hours, Status, and Selected. The table contains two rows of data. The 'Edit' link in the 'Selected' column of the first row is highlighted with a red box. At the bottom of the table, there are buttons for 'Certify All Selected' and 'Certify All Submitted'.

Date	Volunteer	Position	Organization	Hours Type	Hours	Status	Selected
6/9/2011	Vol1 Tester	Administrator-Barrineau	Army Family Team Building (AFTB)	Day	2.00	Submitted	<input checked="" type="checkbox"/> Edit
6/10/2011	Vol1 Tester	Administrator-Barrineau	Army Family Team Building (AFTB)	Day	1.50	Submitted	<input checked="" type="checkbox"/> Edit

Hours Screen (fig. 4.4)

The **Edit Day Hours** screen is displayed (See fig. 4.5).

The screenshot shows the 'Edit Day Hours' screen. At the top, the 'Volunteer Name' is 'Vol1 Tester'. Below this, the organization is 'Administrator-Barrineau, Army Family Team Building (AFTB), Test Community'. The 'Status' is 'Submitted'. The 'Date' is '6/9/2011' with a 'Calendar' button. The 'Hours' is '2'. There is a 'Note' field and a 'Rejection Reason' field, both with a character count of '0 of 300 characters used'. At the bottom, there are buttons for 'Delete', 'Save and Return', and 'Return'.

Volunteer Name: Vol1 Tester

Administrator-Barrineau, Army Family Team Building (AFTB), Test Community

Status: Submitted

* Date: 6/9/2011 [Calendar](#)

* Hours: 2

Note: 0 of 300 characters used

Rejection Reason: 0 of 300 characters used

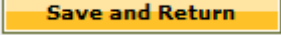

[Delete](#) [Save and Return](#) [Return](#)

Edit Day Hours Screen (fig. 4.5)



1. To certify the volunteers hours, select 'Certified' from the **Status** dropdown box, enter the Date and Hours, and enter a Note if necessary.

To reject the volunteers hours, select 'Rejected' from the **Status** dropdown box, enter the Date and Hours, and enter a Note if necessary. Then, enter a Rejection Reason.

2. Then, click the  button.
3. To delete a volunteer's hours, click the  button.



5. Manage Applications

Although Organization Points of Contact are primarily responsible for managing volunteer applications, Army Volunteer Corps Coordinator can also manage volunteer applications, if needed.

OPOC Screen (fig. 5.1)

To manage volunteer applications, click on the **Applications** link on the **OPOC** screen. The **Applications** screen is displayed (See fig. 5.1).

The **Applications** screen shows potential volunteers interested in positions within the Organization(s) for which the OPOC is responsible. Only application forms with a status of 'Submitted' are displayed. Using the Applications screen, position applications can be 'Accepted', 'Declined', or 'Edited'. If a position application is 'Accepted', then the position is added to the Volunteer Service Record under the **AVC Services** tab.

Accept an Application (Without Review)

Applications Screen (fig. 5.2)



To accept volunteer applications without reviewing them, select the **Accepted** status radio button for each application. Then, click the **Save Status Changes** button. (See fig 5.2).

Accept/Reject an Application (With Review)

The screenshot shows a web interface for managing volunteer applications. At the top, it says "Viewing 1 of 1 Applications". Below this is a table with three columns: Submitted, Position, and Volunteer. The first row contains the date "4/18/2011", the position "12th CAB Equal Opportunity, USAG Ansbach" and "12th cab test", and the volunteer's name "James Mendes" and email "james.mendes@defenseweb.com". To the right of the table, there are radio buttons for "Submitted" (which is selected), "Accepted", and "Declined". Further right, there is a red-bordered box containing the word "Edit". At the bottom right of the interface is a yellow button labeled "Save Status Changes".

Submitted	Position	Volunteer	Status
4/18/2011	12th CAB Equal Opportunity, USAG Ansbach 12th cab test	James Mendes james.mendes@defenseweb.com	<input checked="" type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Declined

Applications Screen (fig. 5.3)

To review and then accept or reject a volunteer application, locate an application and click the corresponding **Edit** link (See fig. 5.4).

The **Edit Application** screen is displayed (See fig. 5.4).



Access Role Selector
AVC OPOC

Organization
Army Family Team Building (AFTB) [Change](#)

Positions Applications Volunteers Volunteer Hours Reports Profile Summary

Volunteer Applications

Manage your organization's volunteer applications.

[Privacy Act Advisory Statement](#)

Position

Position	AdminEbnat
Organization	Army Family Team Building (AFTB)
Community	Test Community
Background Check Required	No

User Profile

Name	V01 Tester
Community	Test Community
Address	123 Main, Alexandria, Virginia 22303

Volunteer Profile

Application Status: Submitted * = Required Label underlining = Popup help

Manager

Is Current Volunteer: Yes

Reason Declined: 0 of 300 characters used

* Branch of Service: Army

* Army Component: Active Duty

Family Member: ☐ No ☒ Yes

Retired: ☐ No ☒ Yes

* Pay Grade: Not Applicable

* Email: mkin@ftrbx.org

Home Phone: (546) 722-9534

Cell Phone:

Work Phone: (100) 653-5122

If there are any special considerations that may limit your volunteer preference, check the following checkboxes 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, then you must check-off the box labeled 'Minor'. If this is the case, you will require 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: Please Select

* Zip:

Country: United States

[Spell Check](#) [Save](#) [Delete](#) [Cancel](#)

Edit Application Screen (fig. 5.4)

On the **Edit Application** screen (See fig. 5.4), review the application information and select 'Accepted' from the **Application Status** dropdown menu. Then, click the [Save](#) button to accept the application.



Select 'Declined' from the **Application Status** dropdown menu, enter the Reason Declined, and then click the **Save** button to reject the application.

Note: When an application is accepted, the Volunteer Management Information System moves the volunteer application from the Volunteer Applications list to the Volunteer's Service Record on the AVC Service tab.

Delete an Application

The screenshot shows a web interface for managing volunteer applications. At the top, it says "Viewing 1 of 1 Applications". Below this is a table with four columns: Submitted, Position, Volunteer, and Status. The first row contains the following data: Submitted: 4/18/2011, Position: 12th CAB Equal Opportunity, USAG Ansbach / 12th cab test, Volunteer: James Mendes / james.mendes@defenseweb.com, and Status: Submitted (selected), Accepted, Declined. To the right of the Status column is a red-bordered "Edit" link. Below the table, it says "Viewing 1 of 1 Applications" again, followed by a "Save Status Changes" button.

Submitted	Position	Volunteer	Status
4/18/2011	12th CAB Equal Opportunity, USAG Ansbach 12th cab test	James Mendes james.mendes@defenseweb.com	<input checked="" type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Declined

Viewing 1 of 1 Applications

[Edit](#)

Save Status Changes

Applications Screen (fig. 5.5)

To delete a volunteer application, click the **Edit** link (See fig. 5.5) to review a specific application. The **Edit Application** screen is displayed (See fig. 5.6).



Access Role Selector
AVC OPOC

Organization
Army Family Team Building (AFTB) [Change](#)

Positions Applications Volunteers Volunteer Hours Reports Profile Summary

Volunteer Applications

Manage your organization's volunteer applications.

[Privacy Act Advisory Statement](#)

Volunteer Application

Position

Position Admin@net
Organization Army Family Team Building (AFTB)
Community Test Community
Background Check Required No

User Profile

Name Vidi Tester
Community Test Community
Address 123 Main, Alexandria, Virginia 22303

Volunteer Profile

Application Status Submitted * = Required Label underlining = Popup help

Manager

Is Current Volunteer Yes

Reason Declined
0 of 300 characters used

* Branch of Service Army

* Army Component Active Duty

Family Member ☐ No ☒ Yes

Retired ☐ No ☒ Yes

* Pay Grade Not Applicable

* Email mk.un@rtrbx.org

Home Phone (646) 732-9534

Cell Phone

Work Phone (100) 653-5122

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, then you must check-off the box labeled 'Minor'.
If this is the case, you will require 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 Please Select

* Zip

Country United States

[Spell Check](#) [Save](#) [Delete](#) [Cancel](#)

Edit Application Screen (fig. 5.6)

Then, click the [Delete](#) button to remove the application from the Volunteer Management Information System.



6. Manage Positions

Army Volunteer Corps Organization Points of Contact are primarily responsible for position management, although Army Volunteer Corps Coordinator can also manage positions, if needed.

The screenshot shows the "Positions" screen within the OPOC system. At the top, there is a navigation bar with tabs: "Positions" (highlighted), "Applications", "Volunteers", "Volunteer Hours", "Reports", "Profile", and "Summary". Below the navigation bar, the main content area has a dark green header with the title "Positions" and a subtitle "Manage posted volunteer positions for which you are responsible." The main area contains a search form with two dropdown menus for "Scope" and "Status", both set to "All". There are two text input fields for "Position Name (or part)" and "Supervisor Name (or part)". Below these fields are buttons for "Search", "Clear Filters", and "Add New". A "Save Search Criteria" checkbox is also present. A message box at the bottom of the search area says "Click the Search button to load the position list."

OPOC Screen (fig. 6.1)

To manage volunteer positions, click the **Positions** link on the **OPOC** screen. The **Positions** screen is displayed (See fig. 6.1).



Positions Applications Volunteers Volunteer Hours Reports Profile Summary

Positions

Manage posted volunteer positions for which you are responsible.

Scope: All Status: All

Position Name (or part) Supervisor Name (or part)

Save Search Criteria ☐ **Search** **Clear Filters**

Select the number of records to display: 10 **Go**

Viewing 1-10 of 12 Positions Page 1 of 2 Go to page: **Go**

Organization	Title	Type	Posted	Status	Supervisor
12th CAB Equal Opportunity	1187Characters	Ongoing position	3/28/2009	Closed	M K, P B
12th CAB Equal Opportunity	12th cab test	Ongoing position	11/4/2010	Open	Christian Rocamora
12th CAB Equal Opportunity	Copy of CR Volunteer Position	Ongoing position	4/11/2011	Open	Christian Rocamora
12th CAB Equal Opportunity	Copy of position	Ongoing position	3/17/2011	Closed	Christian Rocamora
12th CAB Equal Opportunity	CR Volunteer Position	Ongoing position	4/6/2011	Closed	M K, P B
12th CAB FRG Advisor	Copy of HHC 12th CAB	Ongoing position	11/3/2010	Open	Christian Rocamora
12th CAB FRG Advisor	HHC 12th CAB	Ongoing position	3/28/2009	Closed	A F, B C
12th CAB FRG Advisor	QA Engineer	Ongoing position	4/11/2011	Closed	Gregory Griff, Shawn Alston
12th CAB FRG Advisor		Ongoing position	4/16/2008	Open	Gregory Griff, Shawn Alston
Test Org		Ongoing position	5/18/2011	Closed	

Add New

Positions Screen (fig. 6.2)

The **Positions** screen (See fig. 6.2) displays the Organization, Title, Type, Posted date, and Status for the available positions within the designated organization.

Search Positions

Scope: All Status: All

Position Name (or part) Supervisor Name (or part)

Save Search Criteria ☐ **Search** **Clear Filters**

Click the Search button to load the position list.

Add New

Positions Screen (fig. 6.3)

To search for volunteer positions, use the available **Organization**, **Scope**, and/or **Status** filtering options to locate specific positions.



Use the **Page** and **Go to page** tools to navigate through the pages of position search results.

Edit a Position

Positions

Manage posted volunteer positions for which you are responsible.

Scope: All Status: All

Position Name (or part) Supervisor Name (or part)

Save Search Criteria ☐ **Search** **Clear Filters**

Select the number of records to display: 10 **Go**

Viewing 1-10 of 12 Positions Page 1 of 2 Go to page: **Go**

Organization	Title	Type	Posted	Status	Supervisor
12th CAB Equal Opportunity	1187Characters	Ongoing position	3/28/2009	Closed	M K, P B
12th CAB Equal Opportunity	12th cab test	Ongoing position	11/4/2010	Open	Christian Rocamora
12th CAB Equal Opportunity	Copy of CR Volunteer Position	Ongoing position	4/11/2011	Open	Christian Rocamora
12th CAB Equal Opportunity	Copy of position	Ongoing position	3/17/2011	Closed	Christian Rocamora
12th CAB Equal Opportunity	CR Volunteer Position	Ongoing position	4/6/2011	Closed	M K, P B
12th CAB Equal Opportunity	CR Volunteer Position	Ongoing position	11/3/2010	Open	Christian Rocamora
12th CAB FRG Advisor	Copy of HHC 12th CAB	Ongoing position	3/28/2009	Closed	A F, B C
12th CAB FRG Advisor	HHC 12th CAB	Ongoing position	4/11/2011	Closed	Gregory Griff, Shawn Alston
12th CAB FRG Advisor	QA Engineer	Ongoing position	4/16/2008	Open	Gregory Griff, Shawn Alston
Test Org	QA Engineer	Ongoing position	5/18/2011	Closed	

Add New

Positions Screen (fig. 6.4)

To edit a volunteer position, click a **Title** link (See fig. 6.4). The **Positions** screen is displayed (See fig. 6.5).



Positions Applications Volunteers Volunteer Hours Reports Profile Summary

Positions

Manage posted volunteer positions for which you are responsible.

Download Save Details Print Preview Clone Position Back

* = Required Label underlining = Popup help

Please input plain text only in Textarea sections. Do not Copy & Paste any MS Word formatted text.

Organization American Red Cross

* Position Title ARC Office Volunteer

Summary Please visit this link:
http://www.evans.army.mil/Red_Cross/
88 of 100 characters used

Duties -Support Red Cross mission
-Be knowledgeable of Red Cross mission and programs
-Duties may include greeting clients, answering the phone, relaying messages, filing, making copies.
370 of 5000 characters used

Time Required -As long as mutually desired
-Flexible with a schedule commitment
47 of 1000 characters used

Evaluation

Location

Please provide as much information about the location for this position in order to increase search visibility!

Address Line 1

Address Line 2

City Fort Carson

* State Colorado

* Postal Code 80913

Country United States

Supervisor

First-line Supervisor

First Name Amanda

Last Name Rolten

email address Amanda.rolten@redcross.org

Phone Number (719) 526-2311

Second-line Supervisor

First Name Allison

Last Name Boswell

email address allison.boswell@redcross.org

Phone Number (719) 526-7144

Spell Check Download Save Details Print Preview Clone Position Back

Position Screen (fig. 6.5)

Make changes to the position. Asterisked (*) fields are required. Then, click the **Save** button to save the updated position information and return to the **Positions** screen.



Download a Position

To download a volunteer position description to Word, click a **Title** link. The **Manage Organization Position** screen is displayed (See fig. 6.5). Next, click the **Download** button, and then click the **Open** button to open the position details in a Word document.

Within Word, click **File** and then click **Save As** to save the position description to the local computer.

Add a New Position

Viewing 1-10 of 60 Positions Page 1 of 6 Go to page: Go

Organization	Title	Type	Posted	Status
Army Family Action Plan (AFAP)	Advisor	Ongoing position	8/17/2006	Closed
Army Family Action Plan (AFAP)	Advisory Council Secretary	Ongoing position	8/17/2006	Closed
Army Family Action Plan (AFAP)	Facilitator	Ongoing position	8/17/2006	Closed
Army Family Action Plan (AFAP)	Issue Manager / SME Coordinator	Ongoing position	8/17/2006	Closed
Army Family Action Plan (AFAP)	Issue Support	Ongoing position	8/17/2006	Closed
Army Family Action Plan (AFAP)	Marketing Coordinator	Ongoing position	8/17/2006	Closed
Army Family Action Plan (AFAP)	Recorder	Ongoing position	8/17/2006	Closed
Army Family Action Plan (AFAP)	Training Coordinator	Ongoing position	8/17/2006	Closed
Army Family Action Plan (AFAP)	Transcriber	Ongoing position	8/17/2006	Closed
Army Family Action Plan (AFAP)	Workgroup Coordinator	Ongoing position	8/17/2006	Closed

Add New

Positions Screen (fig. 6.6)

To add a new volunteer position, click the **Add New** button (See fig. 6.6).

Clone Position

To copy a position within an Organization, open the position to clone and click the **Clone Position** button. Rename the position and modify the properties as appropriate.



The **Positions** screen is displayed (See fig. 6.7).

Positions

Manage posted volunteer positions for which you are responsible.

[Save](#) [Cancel](#) [Print](#) [Close Position](#) [Back](#)

* Organization: * Required Label underlining = Required Help

* Position Title: 5/5

Summary: 5/5

Duties: 5/5

Time Required: 5/5

Evaluation: 5/5

Benefits: 5/5

Training: 5/5

Orientation: 5/5

Will the volunteer work with confidential issues or privacy protected records?
Confidential: ☐ Yes ☒ No

Qualifications: 5/5

The following qualifications appear for positions at statutory organizations only:

Motor Vehicle Use: 5/5

Involves Work with Children or Youth: 5/5

Criminal or License Required: 5/5

Position Availability

Status: 5/5

Duration Type: 5/5

Public: 5/5

* Posted: [Calendar](#) 5/5

* Closed: [Calendar](#) 5/5

Location

Please provide as much information about the location for the position in order to increase search visibility.

Address Line 1: 5/5

Address Line 2: 5/5

City: 5/5

* State: 5/5

* Postal Code: 5/5

Country: 5/5

Supervisor

First-line Supervisor

First Name: 5/5

Last Name: 5/5

email address: 5/5

Phone Number: 5/5

Second-line Supervisor

First Name: 5/5

Last Name: 5/5

email address: 5/5

Phone Number: 5/5


[Save](#) [Cancel](#) [Print](#) [Close Position](#) [Back](#)

Manage Organization Position Screen (fig. 6.7)



Note: The "Public" box needs to be checked and a status of "Open" in order for volunteers to see the position when they are searching for volunteer opportunities. It is important to note that by inserting any date into the **CLOSED** field will cause the position to be closed when the position is saved, even if the date is in the future. A date should only be put into this field if the position is intended to be closed.

Type or select the applicable position information. Asterisked (*) fields are required.

Mark the position as "Open". Then, click the  button to save the new position information and return to the **Positions** screen.



7. Manage Organization Point of Contact Profile

Organization Points of Contact update their contact information using the Organization Point of Contact Profile tool on the **OPOC** screen (See fig. 7.1). Keeping contact information current ensures other Volunteer Management Information System contacts have up-to-date contact information and automatically-generated Volunteer Management Information System emails will be received.

To manage your Organization Point of Contact profile, click the **Profile** tab on the **OPOC** screen.

Positions Applications Volunteers Volunteer Hours Reports **Profile** Summary

OPOC Profile
Edit your Organization Point of Contact profile.

Save

* = Required Label underlining = Popup help

Edit the information as needed then click on the Save button.

Name Joe OPOC

Community USAG Ansbach

Organization 12th CAB Equal Opportunity
12th CAB FRG Advisor
Test Org
This is a 50 character Organization name & thi

Role ☒ OPOC Primary ☐ OPOC Oversight only

* Work Email james.mendes@vacvcs.org

* Commercial Work Phone (888) 555-1211

DSN Phone

Note 0 of 1000 characters used

Work Address

Profile Screen (fig. 7.1)

The **OPOC Profile** screen is displayed (See fig. 7.1 & 7.2).



Save

* = Required Label underlining = Pop up help

Edit the information as needed then click on the Save button.

Name Vm1 Tester

Community Test Community

Organization Army Family Team Building (AFTB)
Chapel - General

Role ☒ OPOC Primary ☐ OPOC Oversight only

* Work Email test.vm1@user.com

* Commercial Work Phone (222) 222-2223

DSN Phone

Note
0 of 1000 characters used

Work Address

* Address Line 1 5456 Secondary St

Address Line 2

* City Test Community

* State California

* ZIP 92109

* Country United States

Volunteer Coordinator

Test AVCC
(915) 777-9999
terri.rudolph@defenseweb.com

Emm Goodwi
(863) 786-3729
ufmv.vvjs@tofe.net

Jay Avcc
(123) 456-7890
james.mendes@defenseweb.net

Save

OPOC Profile Screen (fig. 7.2)

Asterisked (*) fields are required.

Make changes to the information. Then, click the **Save** button to save your updated Organization Point of Contact profile (See fig. 7.2).



8. View Summary Statistics

To view summary statistics for an organization, select the Organization (if available), then click the **Summary** tab. If there are action items, they will appear as links under Action Items (See fig. 8.1).

Action Items	
Submitted Hours	13
Submitted Applications	1

Summary Items	
Active Volunteers	3
Open Positions	4

OPOC Screen (fig. 8.1)

Review **Action Items** to be completed. The Submitted Hours displays whether hours have been submitted and are waiting to be certified, and Submitted Applications that are waiting to be reviewed. The **Summary Items** displays status items. The Summary Items displays the number of Active "User" volunteers and the number of "Open" Positions for the Organization.



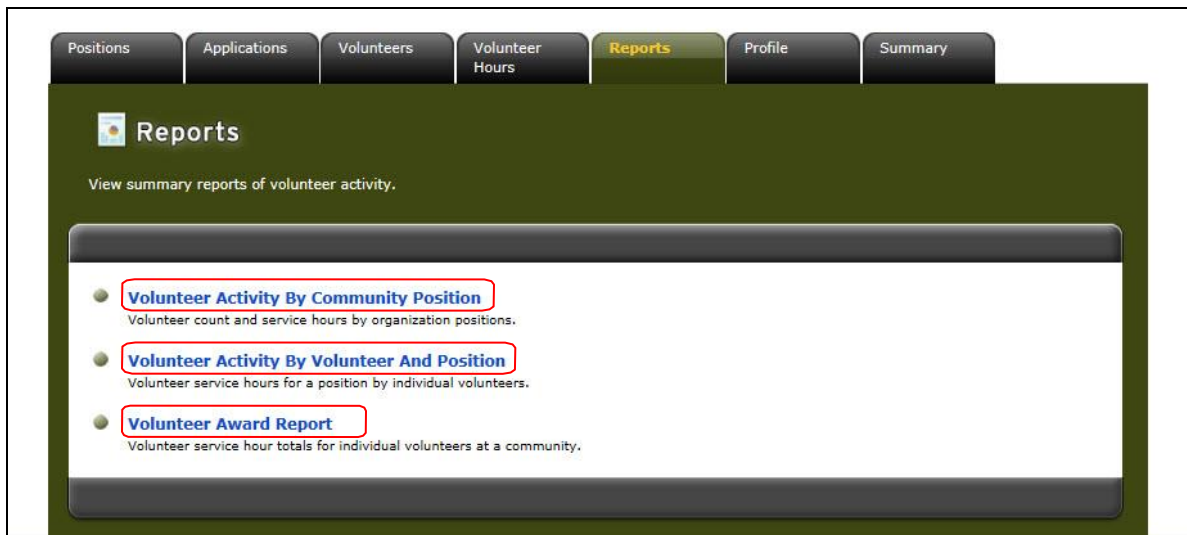
9. Organization Point of Contact Reports

An Army Volunteer Corps Organization Point of Contact has access to **Reports** for the Volunteers within their Organization(s) for their military community. There are **three Reports** available:

- 1. Volunteer Activity By Community Position (OPOC)**
Displays Volunteer count and service hours by Organization Positions.
- 2. Volunteer Activity By Volunteer and Position (OPOC)**
Displays Volunteer service hours for a Position by individual Volunteers.
- 3. Volunteer Award Report (OPOC)**
Displays Volunteer service hour totals for individual Volunteers at a Community.

View a Report

To view the three types of Army Volunteer Corps Organization Point of Contact reports, click the **Reports** link on the top navigation bar. The **Reports** screen is displayed (See fig. 9.1).



OPOC Reports Screen (fig. 9.1)

To view a Report, click the Report name link (See fig 9.1). The Report details are displayed (See fig. 9.2).



Run a Report

To run a **Report**, first click the **Clear** button to clear any previous criteria. Then, select the **Report Title** in the dropdown menu and select the **Period Date** or click on **[+]Range** to enter a Date Range.

Click the **Submit** button to run the Report (See fig. 9.2). The **Report** is displayed.

Report Filters Screen (fig. 9.2)

Change a Report Type

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

Print A Report

Click the **Print Report** button to open a print preview and the report using the default printer hooked up to your computer.



Export A Report

Click the **Export to Excel 2003** or **Export to Excel 2007** to export the report to Excel spreadsheet (See fig. 9.3).

Reports

View summary reports of volunteer activity.

Select Report

Report: Volunteer Award Report

Select Filters

Period: Sep 2013 to Sep 2014 [-]Range

Hours Minimum: 4 Hours Maximum: 10

Community Organization: Red Cross: American Red Cross

Position: File Clerk

Report Results

Print Report Export to Excel 2003 Export to Excel 2007

Volunteer Award Report

Sep/2013 - Sep/2014
Fort Carson
Red Cross, American Red Cross
File Clerk

Name	Certified Hours		Total
	Day Hours	Period Hours	
Aaron, Patricia	49.0	0	49.0
TOTAL (1)	49.0	0	49.0

Volunteers with no certified hours are excluded.
Period hours include only certified periods that fall completely within the month range selected; this will include hours for Month periods and may include hours for Quarter periods. Hours entered for a Fiscal Year period will not be included unless the month range includes the whole fiscal year: October through September.

Print Report Export to Excel 2003 Export to Excel 2007


Report Filters Screen (fig. 9.3)



Volunteer Activity By Community Position Report

Volunteer Activity By Community Position Report Screen (fig. 9.3)

To Run the **Volunteer Activity By Community Position Report**, first click the  button to clear any previous criteria. Then, select the **Report Title** in the dropdown menu and select the **Period Date** or click on  to enter a Date Range.

Click the  button to run the Report (See fig. 9.3). The **Volunteer Activity By Community Position Report** is displayed (See fig. 9.4).



Positions
Applications
Volunteers
Volunteer Hours
Reports
Profile
Summary

Reports

View summary reports of volunteer activity.

Select Report

Report: Volunteer Activity By Community Position

Select Filters

Period: Sep 2013 to Sep 2013 [-]Range

Submit Clear

Report Results

Print Report
Export to Excel 2003
Export to Excel 2007

Volunteer Activity By Community Position

Sep/2013
Fort Carson
Red Cross, American Red Cross

Organization	Position	Day Hours	Period Hours	Volunteers
Red Cross, American Red Cross	ARC Office Volunteer	0	5	1
Red Cross, American Red Cross	Clerical Aide	3	0	1
Red Cross, American Red Cross	Emergency Communication Caseworker	0	88	1
Red Cross, American Red Cross	File Clerk	18	0	1
Red Cross, American Red Cross	General Hospital Volunteer	3	959	31
Red Cross, American Red Cross	Health and Safety Instructor	0	7	1
Red Cross, American Red Cross	Leadership Volunteer	0	293	6
Red Cross, American Red Cross	Licensed/Credentialed Volunteer	39	386	22
Red Cross, American Red Cross	Station Chairman	0	102	1
TOTAL		62	1,840	65

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

Print Report
Export to Excel 2003
Export to Excel 2007

Volunteer Activity By Community Position Report Screen (fig. 9.4)



Volunteer Activity By Volunteer And Position Report

Volunteer Activity By Volunteer And Position Report Filters Screen (fig. 9.5)

To Run the **Volunteer Activity By Volunteer And Position Report**, first click the **Clear** button to clear any previous criteria. Then, select the **Report Title** in the dropdown menu and select the **Period Date** or click on **[+]Range** to enter a Date Range. Select the **Position** in the dropdown menu.

Click the **Submit** button to run the Report (See fig. 9.5). **The Volunteer Activity By Volunteer Report** is displayed (See fig. 9.6).



This screenshot shows the "Volunteer Activity By Volunteer And Position" report interface. It includes a "Select Report" dropdown set to "Volunteer Activity By Volunteer And Position", a "Select Filters" section with period, organization, and position filters, and a "Report Results" table showing activity for Aaron, Patricia.

Select Report
Report: Volunteer Activity By Volunteer And Position

Select Filters
Period: Sep 2013 to Sep 2014 [-]Range
Community Organization: Red Cross: American Red Cross
Position: File Clerk

Report Results
Print Report Export to Excel 2003 Export to Excel 2007

Volunteer Activity By Volunteer And Position
Sep/2013 - Sep/2014
Fort Carson
Red Cross, American Red Cross
File Clerk

Name	Day Hours	Period Hours
Aaron, Patricia	49.0	0
TOTAL	49.0	0

Print Report Export to Excel 2003 Export to Excel 2007

Volunteer Activity By Volunteer And Position Report Screen (fig. 9.6)

Volunteer Award Report

This screenshot shows the "Volunteer Award Report" filters screen. It features a navigation bar with tabs for Positions, Applications, Volunteers, Volunteer Hours, Reports (selected), Profile, and Summary. The "Reports" section includes a "Select Report" dropdown set to "Volunteer Award Report", a "Select Filters" section with period, hours, organization, and position filters, and "Submit" and "Clear" buttons.

Positions Applications Volunteers Volunteer Hours Reports Profile Summary

Reports
View summary reports of volunteer activity.

Select Report
Report: Volunteer Award Report

Select Filters
Period: Sep 2013 to Sep 2014 [-]Range
Hours Minimum Hours Maximum
Community Organization: Red Cross: American Red Cross
Position: File Clerk

Submit Clear

Volunteer Award Report Filters Screen (fig. 9.7)



To Run the **Volunteer Award Report**, first click the **Clear** button to clear any previous criteria. Then, select the **Report Title** in the dropdown menu and select the **Period Date** or click on **[+]Range** to enter a Date Range. Next, enter the number of **Minimum Hours** and the number of **Maximum Hours** you would like to see in the Report. Finally, select the **Position** in the dropdown menu.

Position:


Submit

Click the **Submit** button to run the Report (See fig. 9.7). The **Volunteer Award Report** is displayed (See fig. 9.8).

Volunteer Award Report Screen (fig. 9.8)



Report Guidelines

- **Always** click the  button before you configure a Report.
- The OPOC will **only** be able to see the volunteers **within their** organizations.
- If the OPOC is a POC for **more than one organization** than they will have a dropdown available under '**Community Organization**' to filter by organization.
- Report information is displayed for **one organization at a time**.
- The Report displays **all volunteers** who have hours recorded during the time/duration that the report is run for, even if they've finished volunteering and/or have left/changed communities.
- The Report will **not** reflect hours certified the same day a Report is run, **allow one business day** after certifying hours before the hours will be reflected in report.



10. 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 (See fig. 10.1).



Army OneSource Homepage (fig. 10.1)