



# **Volunteer Management Information System Army Volunteer Corps Volunteer User Guide**

*June 2011*

## Notice

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## 1. Welcome

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



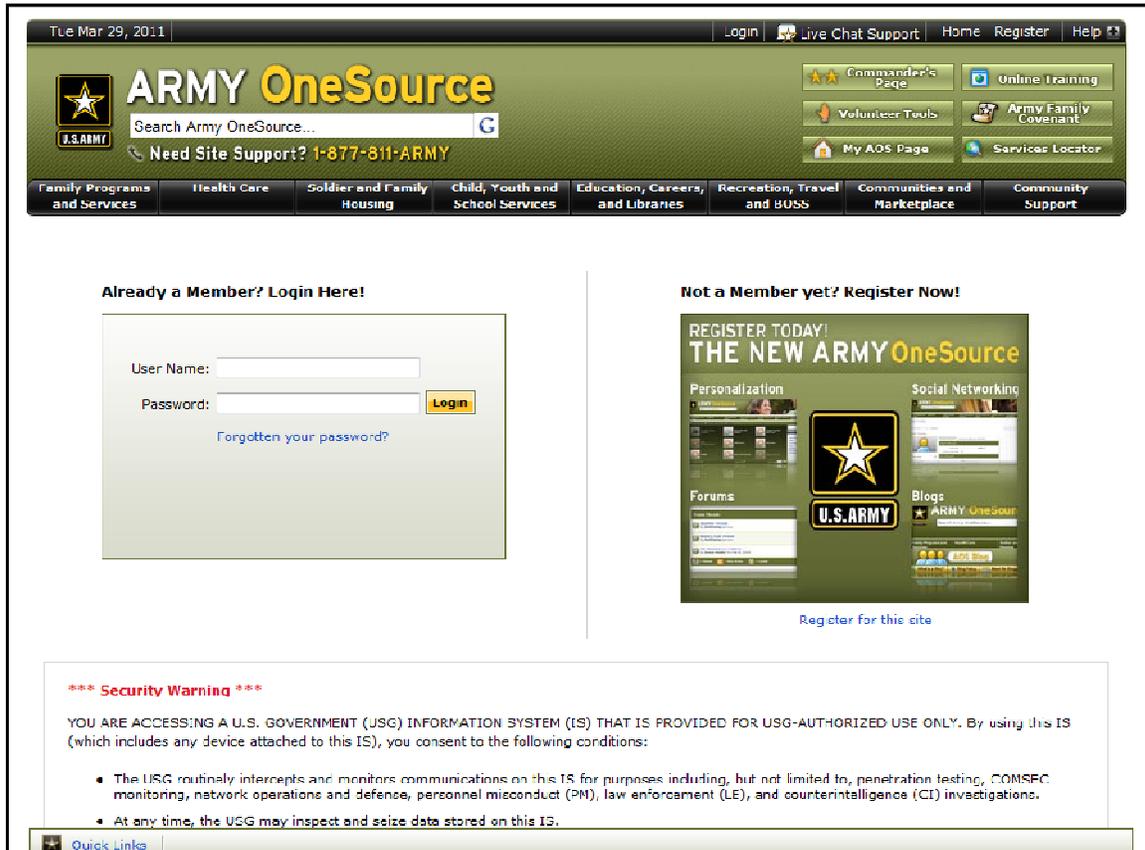
## 2. Access the Volunteer Tools

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 website, click the **Login** link at the top of the screen.

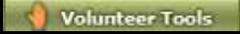


Army OneSource Login Page (fig. 2.2)

Enter your Username and Password, and click the  button.



Army OneSource Homepage (fig. 2.3)

To locate and apply for positions, click the  button at the top of any Army OneSource screen. The **Volunteer Tools** screen is displayed.



Welcome Volunteer! Mon Apr 11, 2011 Logout Live Chat Support Home Update Profile Help

# ARMY OneSource

Search Army OneSource...

Need Site Support? 1-877-811-ARMY

- Commander's Page
- Online Training
- Volunteer Tools
- Army Family Covenant
- My AOS Page
- Services Locator

Family Programs and Services Health Care Soldier and Family Housing Child, Youth and School Services Education, Careers, and Libraries Recreation, Travel and BOSS Communities and Marketplace Community Support

I am looking for **Volunteer Opportunities** Volunteer Coordinators

**CONUS**  
Continental United States

Already a Volunteer?  
[Click Here](#)

[Advanced Search](#)

OUTSIDE CONTINENTAL U.S.  
[Switch to OCONUS](#)

Click the "Switch to OCONUS" button above to search for volunteer opportunities outside of the United States

Content Request Blogs Forum Security and Privacy Site Map Accessibility Support Newsletter Sign Up Contact Us Update Password Disclaimer Link to Us

# ARMY OneSource

Search Army OneSource...

Quick Links My AOS Links My Preferences

Public Volunteer Tools Screen (fig. 2.4)



### 3. 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.



Opportunity Locator Screen (fig. 3.1)

The **Volunteer Tools** page opens with a **Volunteer Opportunities** map. Specify whether you are looking for volunteer opportunities or coordinators by clicking the respective buttons above the map. You can access a list of volunteer opportunities or coordinators by clicking on a state on the CONUS map, or by switching to the OCONUS map and clicking on a country or territory.

The **Advanced Search** allows you to type or select the Community to search for Volunteer Opportunities.



When you click on a state or country, the **Volunteer Communities** page appears, listing the Communities within the state or country and the Volunteer Coordinator contact information.

Community	Volunteer Coordinator Contact
● Test Community	(968) 228-1279
● Fort Irwin	(222) 833-8867
● Fort Bragg	555-5555
● Combat Support Training Center - CA	(788) 854-6854
● USAG Ansbach	(529) 533-1992
● Presidio of Monterey	(861) 223-8378

Already a Volunteer?  
[Click Here](#)

[Advanced Search](#)



[← BACK TO MAP](#)

Click the "Back to Map" button above to search for communities in the United States.

Volunteer Coordinator Contact Page (fig. 3.2)

To view opportunities in the communities listed, simply click on the buttons on the left. The **Volunteer Opportunities** page opens with a search form and list of available opportunities. Note that if the user is not logged in, a row of two navigation tabs will be visible. If the user is logged in with their Volunteer user account, all of the tabs are visible.



## Volunteer Tools

Volunteer Opportunities
Volunteer Coordinators

### Volunteer Opportunities

← Back to Map

The Volunteer Opportunity displays available volunteer positions for a selected community. Volunteer positions may be viewed, printed, or applied for by the logged in registered user.

Community

Type in your community search or click arrow to view all

--Presidio of Monterey

Organization Group

All

Organization

All

Search
Clear Search Filters

Volunteer Opportunities			
Position	Organization	Community	City
2009 Make a Difference Day Volunteer	ACS: Army Community Service (ACS)	Presidio of Monterey	Marina
229th Volunteer	229th MI Battalion	Presidio of Monterey	
311th TRS Volunteer	FRG: 311th Air Force TRS	Presidio of Monterey	
ACS Volunteer Supervisor	ACS: Army Volunteer Corps (AVC)	Presidio of Monterey	Seaside
Admin Assistance	Alcohol and Substance Abuse Program	Presidio of Monterey	Presidio of Monterey
Admin/Facilitator, Monterey Bay Mil Home School Gr	Partnership in Education	Presidio of Monterey	
Advisor	ACS: Army Family Action Plan (AFAP)	Presidio of Monterey	
Advisory Council Member Volunteer	ACS: Army Family Action Plan (AFAP)	Presidio of Monterey	Seaside
Advisory Council Secretary	ACS: Army Family Action Plan (AFAP)	Presidio of Monterey	
AFTB Advisory Council/Steering Committee Volunteer	ACS: Army Family Team Building (AFTB)	Presidio of Monterey	Presidio of Monterey
AFTB Assistant Hospitality Coordinator	ACS: Army Family Team Building (AFTB)	Presidio of Monterey	Seaside
AFTB Hospitality Coordinator	ACS: Army Family Team Building (AFTB)	Presidio of Monterey	Seaside
AFTB Instructor	ACS: Army Family Team Building (AFTB)	Presidio of Monterey	Seaside
AFTB Master Trainer	ACS: Army Family Team Building (AFTB)	Presidio of Monterey	
AFTB Newsletter Coordinator	ACS: Army Family Team Building (AFTB)	Presidio of Monterey	
AFTB Office Assistant	ACS: Army Family Team Building (AFTB)	Presidio of Monterey	Seaside

Filter Opportunities By Position Apply Filter Clear

Records per page: 25 Page 1 of 5 Displaying 1 to 25 of 115 records

Volunteer Coordinator Contact Page (fig. 3.3)



### Volunteer Tools

- Volunteer Opportunities**
- Volunteer Coordinators
- Volunteer Activity
- Service Record (VSR)
- Annual Summary
- Profile
- Hours History
- Application History

## Volunteer Opportunities

[← Back to Map](#)

The Volunteer Opportunity displays available volunteer positions for a selected community. Volunteer positions may be viewed, printed, or applied for by the logged in registered user.

Community  
Type in your community search or click arrow to view all  
--Presidio of Monterey

Organization Group  
All

Organization  
All

[Search](#) [Clear Search Filters](#)

Position	Organization	Community	City
<a href="#">2009 Make a Difference Day Volunteer</a>	ACS: Army Community Service (ACS)	Presidio of Monterey	Marina
<a href="#">229th Volunteer</a>	229th MI Battalion	Presidio of Monterey	
<a href="#">311th TRS Volunteer</a>	FRG: 311th Air Force TRS	Presidio of Monterey	
<a href="#">ACS Volunteer Supervisor</a>	ACS: Army Volunteer Corps (AVC)	Presidio of Monterey	Seaside
<a href="#">Admin Assistance</a>	Alcohol and Substance Abuse Program	Presidio of Monterey	Presidio of Monterey
<a href="#">Admin/Facilitator, Monterey Bay Mil Home School Gr</a>	Partnership in Education	Presidio of Monterey	
<a href="#">Advisor</a>	ACS: Army Family Action Plan (AFAP)	Presidio of Monterey	
<a href="#">Advisory Council Member Volunteer</a>	ACS: Army Family Action Plan (AFAP)	Presidio of Monterey	Seaside
<a href="#">Advisory Council Secretary</a>	ACS: Army Family Action Plan (AFAP)	Presidio of Monterey	
<a href="#">AFTB Advisory Council/Steering Committee Volunteer</a>	ACS: Army Family Team Building (AFTB)	Presidio of Monterey	Presidio of Monterey
<a href="#">AFTB Assistant Hospitality Coordinator</a>	ACS: Army Family Team Building (AFTB)	Presidio of Monterey	Seaside
<a href="#">AFTB Hospitality Coordinator</a>	ACS: Army Family Team Building (AFTB)	Presidio of Monterey	Seaside
<a href="#">AFTB Instructor</a>	ACS: Army Family Team Building (AFTB)	Presidio of Monterey	Seaside
<a href="#">AFTB Master Trainer</a>	ACS: Army Family Team Building (AFTB)	Presidio of Monterey	
<a href="#">AFTB Newsletter Coordinator</a>	ACS: Army Family Team Building (AFTB)	Presidio of Monterey	
<a href="#">AFTB Office Assistant</a>	ACS: Army Family Team Building (AFTB)	Presidio of Monterey	Seaside

Filter Opportunities By [Position](#) [Apply Filter](#) [Clear](#)

Records per page: 25 Page 1 of 5 Displaying 1 to 25 of 115 records

Volunteer Opportunites Screen (fig. 3.4)

To locate an opportunity, browse the visible list by scrolling in the **Volunteer Opportunities** pane.

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



At the top of the page is a search form that allows you to select a community, organization group, and organization. In addition to these filters, you can narrow your search using the filter tool at the bottom of the page.

To change the number of records displayed on a given page:

1. Click the arrow next to the **Records per page** dropdown menu
2. Select the number of records you would like to display per page
3. Click the **Apply Filter** button next to the menu

To advance to a different page in the list:

1. Click the forward and backward arrows until you arrive at the desired page
2. Click the first and last page arrows to view either the first or last page
3. Or enter the desired page number in the **Page** field and hit enter

The records are arranged in alphabetical order by the position name. In order to sort them by other criteria, you can:

- Click on the column title labeled Position, Organization, Community, or City
- Select the criterion in the **Filter Opportunities By** dropdown menu
- Or type your own search filter in the text field beside the dropdown menu
- And click the **Apply Filter** button
- Click the **Clear** button to reset the filter form

To return to the **Volunteer Opportunities** map, click the **Back to Map** button on the top right hand corner of the page.

Position	Organization	Community	City
<a href="#">2009 Make a Difference Day Volunteer</a>	ACS: Army Community Service (ACS)	Presidio of Monterey	Marina
<a href="#">229th Volunteer</a>	229th MI Battalion	Presidio of Monterey	
<a href="#">311th TRS Volunteer</a>	FRG: 311th Air Force TRS	Presidio of Monterey	
<a href="#">ACS Volunteer Supervisor</a>	ACS: Army Volunteer Corps (AVC)	Presidio of Monterey	Seaside
<a href="#">Admin Assistance</a>	Alcohol and Substance Abuse Program	Presidio of Monterey	Presidio of Monterey
<a href="#">Admin/Facilitator, Monterey Bay Mil Home School Gr</a>	Partnership in Education	Presidio of Monterey	
<a href="#">Advisor</a>	ACS: Army Family Action Plan (AFAP)	Presidio of Monterey	
<a href="#">Advisory Council Member Volunteer</a>	ACS: Army Family Action Plan (AFAP)	Presidio of Monterey	Seaside
<a href="#">Advisory Council Secretary</a>	ACS: Army Family Action Plan (AFAP)	Presidio of Monterey	
<a href="#">AFTB Advisory Council/Steering Committee Volunteer</a>	ACS: Army Family Team Building (AFTB)	Presidio of Monterey	Presidio of Monterey
<a href="#">AFTB Assistant Hospitality Coordinator</a>	ACS: Army Family Team Building (AFTB)	Presidio of Monterey	Seaside
<a href="#">AFTB Hospitality Coordinator</a>	ACS: Army Family Team Building (AFTB)	Presidio of Monterey	Seaside
<a href="#">AFTB Instructor</a>	ACS: Army Family Team Building (AFTB)	Presidio of Monterey	Seaside
<a href="#">AFTB Master Trainer</a>	ACS: Army Family Team Building (AFTB)	Presidio of Monterey	
<a href="#">AFTB Newsletter Coordinator</a>	ACS: Army Family Team Building (AFTB)	Presidio of Monterey	
<a href="#">AFTB Office Assistant</a>	ACS: Army Family Team Building (AFTB)	Presidio of Monterey	Seaside

Filter Opportunities By: Position  **Apply Filter** **Clear**

Records per page: 25 Page 1 of 5 Displaying 1 to 25 of 115 records

Opportunity Search Results Screen (fig. 3.5)



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

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

**Volunteer Tools**

Volunteer Opportunities

The Volunteer Opportunity displays available volunteer positions for a selected community. Volunteer positions may be viewed, printed, or applied for by the logged in registered user.

<b>Cancel</b> Admin Assistance <b>Apply</b>	
Posted	4/22/2009
Community	Presidio of Monterey
Organization	Alcohol and Substance Abuse Program
Position Type	Permanent Job
Purpose	
Duties	Provide supervised assistance for the program as needed by the ASAP Officer. The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credentials or License Required	No
Qualifications	Substantive Training. Certification of Experience.
Training	Must be previously trained in this program Involves work with confidential issues. Volunteers who work with confidential issues are required to have training on confidentiality and the safeguarding of privacy protected records.
Orientation	
Time Required	
Evaluation	
Benefits	
Address	Alcohol & Substance Abuse Program, Building 257, Presidio of Monterey, California 93944
Contact Person	Russe Ellis (865) 874-8251 rptk.txgk@rovmp.com
AVC Coordinator	Randolp Grime (861) 223-8378 (589) 662-1328 jppp.zhsbw@tprfs.org Randolp Grime (705) 278-6716 (986) 534-5574 bucm.onh@bxgtz.net

Volunteer Opportunity Details Screen (fig. 3.6)

Review the details of the volunteer position. Click the **Apply** button to apply for the volunteer position. A registered user must be logged in to submit an application. A login prompt will be displayed if necessary.



The **Submit Application** screen is displayed.

### Volunteer Tools

**Volunteer Opportunities**
Volunteer Coordinators
Volunteer Activity
Service Record (VSR)
Annual Summary
Profile
Hours History
Application History

**Volunteer Opportunities**
← Back to Map

The Volunteer Opportunity displays available volunteer positions for a selected community. Volunteer positions may be viewed, printed, or applied for by the logged in registered user.

**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	Admin Assistance
Organization	Alcohol and Substance Abuse Program
Community	Presidio of Monterey
Background Check Required	No

**User Profile**

Name	Volunteer Joe
Community	USAG Ansbach
Address	sdagsdgerhrthj, poway, California 92064

**Volunteer Profile**

\* = Required      Label underlining = Popup help

\* Branch of Service

\* Army Component

Family Member  No  Yes

Retired  No  Yes

\* Pay Grade

\* Email

Home Phone

Cell 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, 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

\* Zip

Country

Submit Application Screen (fig. 3.7)



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

Then, click the **Submit** button submits the application to the Organization Point of Contact or Army Volunteer Corps Coordinator, who must accept the application. The position will appear on the Volunteer Activity list of Open Services after acceptance of your application. Emails will be sent notifying the contact individuals of a submitted application and to the applicant.

To see if an application has been accepted, click on the **Application History** link. If this is the volunteer’s first application, only three tabs will be visible. Once the application is accepted, all the tabs will be available.

The screenshot shows the 'Application History' screen in the Volunteer Tools system. At the top, there are navigation tabs: Volunteer Opportunities, Volunteer Coordinators, Volunteer Activity, Service Record (VSR), Annual Summary, Profile, Hours History, and Application History (which is highlighted). Below the tabs is a 'Back to Map' button. The main content area is titled 'Application History' and includes a brief instruction: 'View or delete your accepted volunteer applications. View or edit any of your submitted and denied volunteer applications.' Below this is a table titled 'Volunteer Applications' with the following data:

Submitted	Organization	Position	Status	Manager	Action
12/16/2010	82nd Abn Division - CAB - 3/82 GSAB	FRG Key Caller	Accepted	Frieda Arnold	View
12/16/2010	82nd Abn Division - CAB - 3/82 GSAB	FRG Key Caller	Submitted		Edit
12/16/2010	12th CAB Equal Opportunity	1187Characters	Accepted	Joe OPOC	View
12/15/2010	12th CAB FRG Advisor	HHC 12th CAB	Accepted	Joe OPOC	View
12/15/2010	12th CAB FRG Advisor	HHC 12th CAB	Accepted	Joe OPOC	View
12/15/2010	12th CAB FRG Advisor	HHC 12th CAB	Accepted	Joe OPOC	View
12/15/2010	Army Community Service (ACS)	Art Instruction Specialist	Accepted	Joe OPOC	View
12/15/2010	Army Community Service (ACS)	Art Instruction Specialist	Accepted	Joe OPOC	View
12/15/2010	Army Community Service (ACS)	Art Instruction Specialist	Accepted	Joe OPOC	View
12/15/2010	Army Community Service (ACS)	ACS Volunteer	Accepted	Joe OPOC	View
12/15/2010	Army Community Service (ACS)	ACS Volunteer	Accepted	Joe OPOC	View
12/15/2010	Army Community Service (ACS)	ACS Volunteer	Accepted	Joe OPOC	View
12/15/2010	Army Community Service (ACS)	ACS Volunteer	Accepted	Joe OPOC	View
11/9/2010	Army Family Team Building (AFTB)	AFTB Instructor	Accepted	Joe OPOC	View
11/9/2010	Army Family Team Building (AFTB)	AFTB Instructor	Accepted	Joe OPOC	View
11/9/2010	Army Family Team Building (AFTB)	AFTB Instructor	Accepted	Joe OPOC	View

At the bottom of the table, there is a pagination control showing 'Records per page: 25', 'Page 1 of 2', and 'Displaying 1 to 25 of 38 records'.

Volunteer Tools Screen (fig. 3.8)

The **Volunteer Applications** screen is displayed.

This screen displays the applications the volunteer has submitted and their status. Once the application has been accepted by the AVC Coordinator or Organization POC, the Status of the application will change from "Submitted" to "Accepted". The volunteer will be able to enter volunteer hours worked after their application has been accepted. The position will be listed as an Open Service on the **Volunteer Activity** tab.



Volunteer Opportunities | Volunteer Coordinators | Volunteer Activity | Service Record (VSR) | Annual Summary | **Profile** | Hours History | Application History

## Volunteer Profile [Back to Map](#)

View and update your Army Volunteer Corp Volunteer Profile. Required fields must be completed to apply for volunteer positions.



**U.S. ARMY Volunteer Corps**

**Volunteer Profile** [Privacy Act Advisory Statement](#)

**User Profile Information** \* = Required Label underlining = Popup help

Name: Volunteer Joe

\* Last Four Digits of SSN: 9999

Military Community: USAG Ansbach

Address: sdagsdgerhrth  
poway, California 92064

**Contact Information**

\* Home Phone: (888) 555-1212

Cell Phone: (222) 111-3333

Work Phone: (333) 444-5555

Fax Phone: (444) 555-6666

\* Volunteer Email: joe.abedi@vacvs.org

Preferred Contact Method: \_\_\_\_\_

[Quick Links](#) | [My AOS Links](#) | [My Preferences](#)

Public Screen (fig. 3.9)

Next, click on the **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:

Military Community: HQDA

Address: San Diego, California 92121

#### Contact Information

\* Home Phone:

Work Phone:

Fax Phone:

\* Volunteer Email:

Preferred Contact Method:

Volunteer Profile Screen (fig. 3.10)

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

If you want to contact your Army Volunteer Corps Coordinator, click on the **Volunteer Coordinators** tab



Coordinator Locator Screen (fig. 3.11)

The **Volunteer Coordinator** screen is displayed.

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.

Military Community	Phone	Address	Contact Email
USAG Ansbach	067-83-1854-617	add 1 city, California 92121	<a href="#">Email</a>
USAG Ansbach	(123) 456-7890	joes work address San Diego, California 92121	<a href="#">Email</a>

Coordinator Locator Screen (fig. 3.12)



## 4. Volunteer Tools

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



Army OneSource Homepage (fig. 4.1)

**Note:** If you have not completed your **Volunteer Profile**, you will be prompted to complete your Volunteer profile before you can select any of the other options on this screen.



Army OneSource Homepage (fig. 4.2)

The Volunteer tools can be accessed through the **My AOS Page** located at the top right of the Army OneSource screen. Recommended Gadgets are offered in the **+Add Content** box located at the top left of the screen.

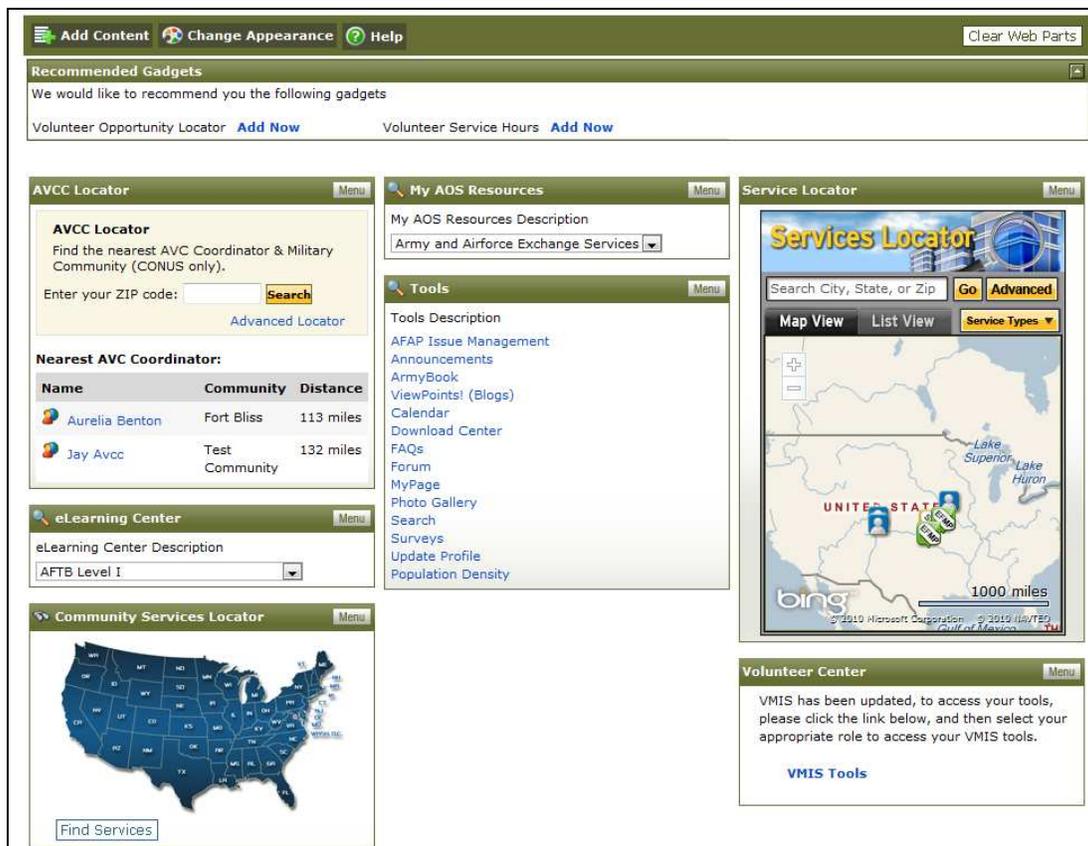


My AOS Page (fig. 4.3)

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

Gadgets are added to the left side of your page, but you may drag them to reposition your tools.

**Note:** Your volunteer position will not appear in the "Volunteer Activity" gadget until your application is accepted and your volunteer profile is complete.



My AOS Page (fig. 4.4)



Click on the **VMIS Tools** link in the **Volunteer Center** box to display the **Volunteers Opportunities** map. Click on **“Already a Volunteer?”** button to view your Volunteer Tools.

The screenshot shows the Army OneSource website interface. At the top, there is a navigation bar with links for "Welcome Volunteer!", "Logout", "Live Chat Support", "Home", "Update Profile", and "Help". Below this is the "ARMY OneSource" header with a search bar and a "Need Site Support? 1-877-811-ARMY" link. A horizontal menu contains various service categories like "Family Programs and Services", "Health Care", "Soldier and Family Housing", etc. The main content area features a "I am looking for" section with tabs for "Volunteer Opportunities" (selected) and "Volunteer Coordinators". A large map of the Continental United States (CONUS) is displayed, with state abbreviations. To the right of the map, there is a button labeled "Already a Volunteer?" with a red box around it, and a "Click Here" button below it. Further down is an "Advanced Search" button and a world map icon. Below the world map, it says "OUTSIDE CONTINENTAL U.S." and a button with a left arrow labeled "Switch to OCONUS". A small text note below this button reads: "Click the 'Switch to OCONUS' button above to search for volunteer opportunities outside of the United States". The footer contains various utility links like "Content Request", "Security and Privacy", "Site Map", etc., and the "ARMY OneSource" logo and search bar again.

Volunteer Opportunities Map (fig. 4.5)



## 5. Volunteer Activity

### Entering Volunteer Hours

Current Volunteer hours can be entered in two ways: add hours using **Per Day** (with a note) or add hours for **Open Dates** (several weeks at a time). For historical purposes, the volunteer may add **Period Hours** to include volunteer hours from the past. These period hours are not included in the community's volunteer report, but are maintained for reference and volunteer awards. Period hours are meant to be used as a last resort. Hours should be entered in the daily format to be included in your community's volunteer hours reports. All **submitted** volunteer hours must be **certified** (approved) by the community Army Volunteer Corps Coordinator or Organization Point of Contact. These two steps - submission and certification - must take place prior to the 15<sup>th</sup> of the current month for the prior month's hours to be included in the reports.

From My AOS Page, to submit volunteer hours for a position, click on the position title link within Volunteer Service Hours gadget.

The screenshot displays the AVC interface with several widgets:

- Volunteer Opportunity Locator:** A search box for finding volunteer opportunities.
- Volunteer Service Hours:** A table showing recent positions. The 'Core Instructor' position is highlighted with a red box, showing 0.00 hours.
- Volunteer Center:** A section for accessing VMIS tools.
- My AOS Resources:** A section for accessing Army OneSource resources.
- Featured:** A section for featured news items.
- Tools:** A section for useful links.
- FRG News:** A section for Family Readiness Group news.
- Services Locator:** A map view of services in San Diego, California.
- Army Family Covenant:** A section for the Army Family Covenant.

AVC Volunteer Screen (fig. 5.1)



Or click on the **Service History** link in the Volunteer Center gadget.

The screenshot displays a dashboard with several widgets:

- Volunteer Opportunity Locator:** Includes a search bar with "Military Community -Other" and a "Search" button. Below it is a table for "Volunteer Service Hours" with a "View Service History..." link highlighted in red.
- FRG News:** A list of news items, including "Building Relevant Family Readiness Groups for an Expeditionary Army" and "VA ramps up job search for injured vets".
- Services Locator:** A map view showing a location in San Diego, California, with a "Go" button and "Advanced" search options.
- My ArmyBook Updates:** A section with three profile icons and options to "Find people to add to your friends' list" and "View and edit your profile".
- Featured:** A list of news items such as "U.S. Military OKs use of Online Social Media" and "GI Bill Hot Line Again Open Five Days A Week".
- Tools:** A list of useful links including "AFAP Issue Management", "ARMYBook", and "Announcements".
- Army Family Covenant:** A banner for "AMERICA'S ARMY: THE STRENGTH OF THE NATION™" with a photo of a family and the text "We recognize... The commitment and increasing sacrifices that our Families are making every day."

AVC Volunteer Screen (fig. 5.2)

From the Volunteer Tools, click on the **Volunteer Activity** tab.



The **Volunteer Activity** screen is displayed with a list of your volunteer positions.

The screenshot shows the 'Volunteer Activity' screen with a navigation bar at the top containing: Volunteer Opportunities, Volunteer Coordinators, **Volunteer Activity**, Service Record (VSR), Annual Summary, Profile, Hours History, and Application History. Below the navigation bar is a 'Back to Map' button. The main content area is titled 'Volunteer Activity' and includes the instruction: 'Log your volunteer hours and manage your volunteer trainings, awards, and other volunteer services.' Below this is a table titled 'Open Services - Current Army volunteer positions'.

Started	Position	Organization	Status	Total Hours	
12/16/2010	<a href="#">FRG Key Caller</a>	82nd Abn Division - CAB - 3/82 GSAB	Active	19.00	<a href="#">Hours</a>
12/16/2010	<a href="#">1187Characters</a>	12th CAB Equal Opportunity	Active	79.00	<a href="#">Hours</a>
12/15/2010	<a href="#">HHC 12th CAB</a>	12th CAB FRG Advisor	Active	130.00	<a href="#">Hours</a>
12/15/2010	<a href="#">AFTB Instructor</a>	Army Family Team Building (AFTB)	Active	18.00	<a href="#">Hours</a>
12/15/2010	<a href="#">USAG Ansbach Beautification Commission</a>	Army Community Service (ACS)	Active	188.00	<a href="#">Hours</a>
11/12/2010	<a href="#">Care team member (Leader)</a>	12th CAB, HHC	Active	66.00	<a href="#">Hours</a>
11/09/2010	<a href="#">Delete This CR</a>	Army Community Service (ACS)	Active	23.00	<a href="#">Hours</a>
11/08/2010	<a href="#">CR Volunteer Position</a>	12th CAB Equal Opportunity	Active	0.00	<a href="#">Hours</a>
08/25/2010	<a href="#">A Company Phone Tree Point of Contact</a>	3-159th FRG, A CO Illesheim	Active	94.00	<a href="#">Hours</a>
07/19/2010	<a href="#">ACS Volunteer</a>	Army Community Service (ACS)	Active	278.00	<a href="#">Hours</a>
06/23/2010	<a href="#">AVC Coordinator Administrative Assistant</a>	Army Volunteer Corps (AVC)	Active	410.50	<a href="#">Hours</a>

Volunteer Activity Screen (fig. 5.3)

To enter volunteer hours for a specific position, click the **Hours** link on the far right of a position.



Volunteer Opportunities | Volunteer Coordinators | **Volunteer Activity** | Service Record (VSR) | Annual Summary | Profile | Hours History | Application History

### Volunteer Activity

Log your volunteer hours and manage your volunteer trainings, awards, and other volunteer services.

HHC 12th CAB, 12th CAB FRG Advisor, USAG Ansbach

Status: All

Viewing 1-10 of 12 Days | Page 1 of 2 | Go to page: [ ] Go

Date	Hours	Hours Type	Status	Note
11/30/2011	40.00	Period	Submitted	
12/15/2010	5.00	Day	Certified	
12/14/2010	4.00	Day	Certified	
12/13/2010	13.00	Day	Submitted	
12/10/2010	12.00	Day	Certified	
12/9/2010	11.00	Day	Submitted	
12/8/2010	10.00	Day	Submitted	
12/7/2010	9.00	Day	Submitted	
12/6/2010	8.00	Day	Submitted	
12/3/2010	7.00	Day	Certified	

Total Hours: 130.00

Buttons: Add For Open Dates | Add For Day | Add For Period | Return

Hours Screen (fig. 5.4)

To record your volunteer service hours in a timely manner, click the **Add For Open Dates** button. This calendar view will allow you to add hours for the prior month up until the 15<sup>th</sup> of the current month. On the 15<sup>th</sup> of the current month, the prior month will no longer be available for entry by day. Make every attempt to enter your hours using the daily entry tools.

The **Add Hours** page is displayed.



FRG Key Caller, 82nd Abn Division - CAB - 3/82 GSAB, Fort Bragg

3/1/2011 - 4/17/2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		03/01 <input type="text"/>	03/02 <input type="text"/>	03/03 <input type="text"/>	03/04 <input type="text"/>	03/05 <input type="text"/>
03/06 <input type="text"/>	03/07 <input type="text"/>	03/08 <input type="text"/>	03/09 <input type="text"/>	03/10 <input type="text"/>	03/11 <input type="text"/>	03/12 <input type="text"/>
03/13 <input type="text"/>	03/14 <input type="text"/>	03/15 <input type="text"/>	03/16 <input type="text"/>	03/17 <input type="text"/>	03/18 <input type="text"/>	03/19 <input type="text"/>
03/20 <input type="text"/>	03/21 <input type="text"/>	03/22 <input type="text"/>	03/23 <input type="text"/>	03/24 <input type="text"/>	03/25 <input type="text"/>	03/26 <input type="text"/>
03/27 <input type="text"/>	03/28 <input type="text"/>	03/29 <input type="text"/>	03/30 <input type="text"/>	03/31 <input type="text"/>	04/01 <input type="text"/>	04/02 <input type="text"/>
04/03 <input type="text"/>	04/04 <input type="text"/>	04/05 <input type="text"/>	04/06 <input type="text"/>	04/07 <input type="text"/>	04/08 <input type="text"/>	04/09 <input type="text"/>
04/10 <input type="text"/>	04/11 <input type="text"/>					

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. 5.5)

Enter volunteer hours (fractions are accepted in decimal format – 1.5, 1.25, etc.) in the text boxes for the specific day, and click on the  button to submit hours to the Organization Point of Contact or Army Volunteer Corps Coordinator for certification. The volunteer will be returned to the **Hours** screen.



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

The **Edit Hours** page opens.

FRG Key Caller, 82nd Abn Division - CAB - 3/82 GSAB, Fort Bragg

Status Submitted \* = Required Label underlining = Popup help

\* Date 4/11/2011 Calendar

\* Hours

Note

0 of 300 characters used

Save and Return Return

Edit Hours Screen (fig. 5.6)

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

FRG Key Caller, 82nd Abn Division - CAB - 3/82 GSAB, Fort Bragg

Status All

Viewing 1-6 of 6 Days

Date	Hours	Hours Type	Status	Note
4/11/2011	3.00	Day	Submitted	
3/4/2011	2.00	Day	Submitted	
3/3/2011	2.00	Day	Submitted	
3/2/2011	5.00	Day	Submitted	
3/1/2011	5.00	Day	Submitted	
12/16/2010	2.00	Day	Submitted	
Total Hours		19.00		

Add For Open Dates Add For Day Add For Period Return

Hours Screen (fig. 5.7)

Click on the **Return** button to return to the **Volunteer Activity** page.



Open Services – Current Army volunteer positions					
Started	Position	Organization	Status	Total Hours	
12/16/2010	FRG Key Caller	82nd Abn Division - CAB - 3/82 GSAB	Active	19.00	<a href="#">Hours</a>
12/16/2010	1187Characters	12th CAB Equal Opportunity	Active	79.00	<a href="#">Hours</a>
12/15/2010	HHC 12th CAB	12th CAB FRG Advisor	Active	136.00	<a href="#">Hours</a>
12/15/2010	AFTB Instructor	Army Family Team Building (AFTB)	Active	18.00	<a href="#">Hours</a>
12/15/2010	USAG Ansbach Beautification Commission	Army Community Service (ACS)	Active	188.00	<a href="#">Hours</a>
11/12/2010	Care team member (Leader)	12th CAB, HHC	Active	66.00	<a href="#">Hours</a>
11/09/2010	Delete This CR	Army Community Service (ACS)	Active	23.00	<a href="#">Hours</a>
11/08/2010	CR Volunteer Position	12th CAB Equal Opportunity	Active	0.00	<a href="#">Hours</a>
08/25/2010	A Company Phone Tree Point of Contact	3-159th FRG, A CO Illesheim	Active	94.00	<a href="#">Hours</a>
07/19/2010	ACS Volunteer	Army Community Service (ACS)	Active	278.00	<a href="#">Hours</a>
06/23/2010	AVC Coordinator Administrative Assistant	Army Volunteer Corps (AVC)	Active	410.50	<a href="#">Hours</a>
Total Submitted and Certified Hours (day and period)				1,311.50	

Closed AVC Services – Past Army volunteer positions	
Non-AVC Services – Volunteer activity outside of the Army	
Awards and Special Recognition	
Training	
Orientations	
Files	

Service History Screen (fig. 5.8)

To manage your Volunteer Activity, select the applicable sections located below the Open Services by clicking the arrow on the right of the appropriate section. Once the volunteer services are submitted by the volunteer, those items require certification to be included in the Volunteer Service Record. Contact the Organization Point of Contact or the Army Volunteer Corp Coordinator and request certification of the added entries.

## **Add a Non-Army Volunteer Corps Service**

Non-AVC Services – Volunteer activity outside of the Army				
Started	Position	Organization	Status	Total Hours
We're sorry, there are no records to display.				
				<a href="#">Add New</a>

Service History Screen (fig. 5.9)

To view or add Non-Army Volunteer Corps Service, select the arrow on the right to open the section.

Click the  button to add Volunteer Services that are not Army related.



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

Add Non-AVC Volunteer Service Screen (fig. 5.10)

Complete the volunteer service 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 volunteer service.

Once your award information has been added, notify your Organization Point of Contact or Army Volunteer Corps Coordinator for certification.

### **Add an Award or Special Recognition**

Received	Type of Award or Special Recognition	Presented By	Certified
03/19/2010	ACS Master Trainer	ACS: Army Community Service (ACS)	Yes
04/19/2010	AVC Volunteer of the Month	ACS: Army Volunteer Corps (AVC)	Yes
05/19/2010	AVC Volunteer of the Month	ACS: Army Volunteer Corps (AVC)	Yes

Service History Screen (fig. 5.11)

To add new Awards and Special Recognitions, click the arrow on the right to open the Awards and Special Recognition section.



Click the **Add New** button to add any Volunteer Awards and Recognitions you have received.

Add Volunteer Award Screen (fig. 5.12)

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 your award information has been added, notify your Organization Point of Contact or Army Volunteer Corps Coordinator for certification.

## **Add a Training**

Training					
Completed	Type of Training	Hours	Presented By		Certified
01/28/2010	ACS Level 1	15	ACS: Army Community Service (ACS)		Yes
02/12/2010	ACS Level 2	8	ACS: Army Community Service (ACS)		Yes
02/19/2010	ACS Level 3	8	ACS: Army Community Service (ACS)		Yes
03/05/2010	ACS Master Trainer	16	ACS: Army Community Service (ACS)		Yes

**Add New**

Service History Screen (fig. 5.13)

To view or add new Trainings, click the arrow on the right



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

The screenshot shows a web form for adding training. At the top right, it says '\* = Required' and 'Label underlining = Popup help'. The form is divided into two main sections: 'Presented By' and 'Details'.  
Under 'Presented By', there is a text instruction: '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.' Below this are three input fields: 'Organization Group' (a dropdown menu), 'Organization' (a dropdown menu), and 'Other' (a text box).  
Under 'Details', there are several fields: '\* Training' (text box), 'Degree/Diploma/Certification Received or in Pursuit of' (text box), 'Date Started' (text box with a 'Calendar' button), '\* Date Completed' (text box with a 'Calendar' button), '\* Hours Completed' (text box with '0' entered), and 'Description' (a large text area with a character count '0 of 300 characters used').  
At the bottom, there is a 'Certified' field with 'No' selected. Below the form are four buttons: 'Spell Check', 'Save and Add Another', 'Save and Return', and 'Return'.

Add Training Screen (fig. 5.14)

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 the training.

Once the training information has been added, notify your Organization Point of Contact or Army Volunteer Corps Coordinator for certification.

## **Add an Orientation**

The screenshot shows a table titled 'Orientations'. The table has four columns: 'Completed', 'Type of Orientation', 'Presented By', and 'Certified'. Below the table, there is a message: 'We're sorry, there are no records to display.' To the right of the message is a button labeled 'Add New'.

Service History Screen (fig. 5.15)

To view or add new Orientations, select the arrow on the right.

Click the **Add New** button.



\* = 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. 5.16)

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 entered, notify the Organization Point of Contact or Army Volunteer Corps Coordinator for certification and approval.



## 6. 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 the Service Record (**VSR**) link.

Volunteer Service Record

You may view and print your Volunteer Service record. You may also edit your volunteer profile and volunteer activity, and download your DA Form 4162.

Download DA Form 4162   Edit Volunteer Profile   Edit Volunteer Activity   Print Preview VSR

**Volunteer Profile**

Name of Volunteer: Joe, Volunteer  
Home Address: sdagsdgerhrtjh  
poway, California 92064  
Email Address: joe.abedi@vacs.org

**Telephone Numbers:**

Home (888) 555-1212  
Cell (222) 111-3333  
Work (333) 444-5555  
Fax (444) 555-6666

Sex: Male  
Date of Birth: 10/25/1980  
Sponsor Name  
Sponsor Unit Address  
Deceased: No

My AOS Screen (fig. 6.1)

The **Volunteer Service Record** screen is displayed.



Volunteer Opportunities
Volunteer Coordinators
Volunteer Activity
Service Record (VSR)
Annual Summary
Profile
Hours History
Application History

### Volunteer Service Record

← Back to Map

You may view and print your Volunteer Service record. You may also edit your volunteer profile and volunteer activity, and download your DA Form 4162.

Download DA Form 4162
Edit Volunteer Profile
Edit Volunteer Activity
Print Preview VSR

**Volunteer Profile**

Name of Volunteer: Joe, Volunteer

Home Address: sdagsdgerhrthj poway, California 92064

Email Address: joe.abedi@vacv.org

**Telephone Numbers:**

Home: (888) 555-1212

Cell: (222) 111-3333

Work: (333) 444-5555

Fax: (444) 555-6666

Sex: Male

Date of Birth: 10/25/1980

Sponsor Name:

Sponsor Unit Address:

Deceased: No

Branch of Service: Army

Army Component: Active Duty

Family Member: No

Retired: Yes

Pay Grade: O-1

Children at Home: Preschool

Initial Commitment: (no selection)

Education: Advanced Degree

Work Experience: Work Experience

Volunteer Experience: vol Experience

Special Skills, Interest, Hobbies: skills

**Service History**

POSITIONS HELD		
Start Date	Type of Position	End Date
20100623	AVC Coordinator Administrative Assistant, ACS: Army Volunteer Corps (AVC)	NA
20100719	ACS Volunteer, ACS: Army Community Service (ACS)	NA
20100825	A Company Phone Tree Point of Contact, FRG: 3-159th FRG, A CO Illesheim	NA
20100908	Art Instructor, ACS: Army Community Service (ACS)	NA
20101108	CR Volunteer Position, 12th CAB Equal Opportunity	NA
20101109	Delete This CR, ACS: Army Community Service (ACS)	NA
20101112	Care team member (Leader), FRG: 12th CAB, HHC	NA
20101215	AFB Instructor, ACS: Army Family Team Building (AFB)	NA
20101215	HHC 12th CAB, 12th CAB FRG Advisor	NA
20101215	USAG Ansbach Beautification Commission, ACS: Army Community Service (ACS)	NA
20101216	1187Characters, 12th CAB Equal Opportunity	NA
20101216	FRG Key Caller, FRG: 82nd Abn Division - CAB - 3/82 GSAB	NA

**AWARDS AND SPECIAL RECOGNITION**

Date	Type of Award/Special Recognition	Presented At
20100319	ACS Master Trainer	ACS: Army Community Service (ACS)
20100419	AVC Volunteer of the Month	ACS: Army Volunteer Corps (AVC)
20100519	AVC Volunteer of the Month	ACS: Army Volunteer Corps (AVC)

**TRAINING**

Date	Type of Training	Hours Completed
20100128	ACS Level 1	15
20100212	ACS Level 2	8
20100219	ACS Level 3	8
20100305	ACS Master Trainer	16

**VOLUNTEER ANNUAL HOUR RECORD**

Year	Hours
2010	362

VSR Screen (fig. 5.2)



## Download the Volunteer Service Record



VSR Screen (fig. 5.3)

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 Screen (fig. 5.4)

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



Download DA Form 4162   Edit Volunteer Profile   Edit Volunteer Activity   Print Preview VSR

**Volunteer Profile**

Name of Volunteer   Joe, Volunteer

Home Address   sdagsdgerhrtjh  
poway, California 92064

Email Address   joe.abedi@vacvcs.org

**Telephone Numbers:**

Home   (888) 555-1212

Cell   (222) 111-3333

Work   (333) 444-5555

Fax   (444) 555-6666

Sex   Male

Date of Birth   10/25/1980

Sponsor Name

Sponsor Unit Address

Deceased   No

Volunteer Profile Screen (fig. 5.5)

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

Then, click the  button to apply changes.

## **Edit Volunteer Activity**

Download DA Form 4162   Edit Volunteer Profile   Edit Volunteer Activity   Print Preview VSR

**Volunteer Profile**

Name of Volunteer   Joe, Volunteer

Home Address   sdagsdgerhrtjh  
poway, California 92064

VSR Screen (fig. 5.6)

To edit Volunteer Activity, click the  button to open the **Volunteer Activity** screen.



## 7. View Volunteer Annual Summary

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

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

Volunteer : Volunteer Joe 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	
																															0	

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

Download as Form 4713

AVC Volunteer Screen (fig. 6.1)

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.



## 8. For Additional Assistance

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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)