

Volunteer Management Information System (VMIS) for Fort Campbell Volunteers



www.myarmyonesource.com



Why Track Your Volunteer Time?

Here are three of many reasons why you should document your volunteer time on VMIS:

- Information for your resume
- Department of the Army looks into VMIS to see statistics on volunteer hours and involvement and where funding is needed.
- To assist your unit or organization with volunteer recognition for Fort Campbell or Department of the Army awards. Having your VMIS Profile and Hours up-to-date can be very helpful to those who wish to recognize you.

Volunteers have three forms to complete to be registered volunteers.

DA Form 4162 – Automatically created in VMIS

DA Form 4713- Automatically created in VMIS

DD Form 2793 - Please fill out form and turn in to your Soldier Family Readiness Liaison (SFRL), or Agency Manager –

- Fill in Part I and check with your organization to fill out Part II or Part III
- In anticipated days of week and hours, write “Varies” unless you have a set schedule

What counts as volunteer time?

- Anything official to do with your job-emails, phone calls, and job training are included
- Travel time- Document your travel time for your volunteer work as well. Examples are: 30 minutes for those who live on-post going to an on-post event, 1 hour for those who live off-post for an on-post event

How to Register and Apply for a Position in the Volunteer Management Information System (VMIS)

To Register:

1. Log onto www.myarmyonesource.com
2. Register
 - a. Log In- click on the Register button on the top right. On next page, scroll down to bottom to click on the yellow Join Now button.
 - b. Fill out the information requested, including creating a User Name and Password.
 - c. Fill out the information for your volunteer service record. Everything that has an asterisk* must be filled in.
3. Once registered and logged in, click on Volunteer Tools at the top right of the screen.

To Apply for Volunteer Positions:

1. In the Volunteer Opportunities Tab, place Fort Campbell in the Community filter. Use other filters listed to further reduce your choices to those you are interested in. Click on Search.
2. Click on the position title (in blue) to see the details of the position. Hit Apply on the top of the position description.
3. It will then show your volunteer profile. Fill in any missing information and click Submit at the bottom of the application. You have now completed applying for the position. Wait for the Organization Point of Contact (OPOC) to approve your application. (At the bottom of the position description, you can find the OPOC name and contact information.)
4. Once approved, you should sign the DD Form 2793 and you can begin logging your hours.

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.

Community
Type in your community search or click arrow to view all
---Fort Campbell

Organization Group
ACS

Organization
ACS: Army Family Team Building (AFTB)

Select State/Region
All

ZIP (U.S. 99999 or A1B 2C3)

Search **Clear Search Filters**

Position	Organization	Community	City	State/Region
AFTB Instructor	ACS: Army Family Team Building (AFTB)	Fort Campbell	Fort Campbell	Kentucky,United States

How to Log Hours in VMIS

Several reasons why you should document your volunteer time on VMIS....

- When registered and during volunteer hours worked (performance of their duties), volunteers are treated as employees of the government and only registered volunteers receive protection in the event of injury, tort claims, accidents, claims for damages or loss, etc.
- Benefits received are funded: Training, TDY's, child care, formal awards and recognitions when funds are available.
- The government is only funded to support programs and services where you can document participation; if they are not registered and documenting their hours in VMIS (the government's repository for volunteer service), they don't count and our Volunteer program could potentially lose funding and all of the niceties that would support the program.
- Only individuals/organizations registered in VMIS can participate in the monthly and annual volunteer recognition ceremonies as funds are tied to the ceremonies.
- AR 608-1 states that all organizations having volunteers must ensure volunteer hours worked are documented in the Volunteer Management Information System.

To log hours:

- Once logged in, click on "Volunteer Tools" at the upper right of the screen.
- On the next screen, click on the "Volunteer Activity" tab.
- Under Open Services, click on the "Hours" button, located on the right of the position you are logging hours for.
- When the next screen is ready, then click on "Add for Open Dates", "Add for Day" or "Add for Period"
- Input the hours and click on "Save".

****Please note:** Live Chat Support is there at the top right of the website to assist people online from 8 am-8 pm Eastern Time. Their phone number is at the top left of the screen. They are extremely helpful with any VMIS issue you may have.

The screenshot shows the VMIS interface with the following components:

- Navigation Tabs:** Volunteer Opportunities, Volunteer Coordinators, **Volunteer Activity** (highlighted), Service Record (VSR), Annual Summary, Profile, Hours History, Application History.
- Page Header:** Volunteer Activity
- Sub-header:** Log your volunteer hours and manage your volunteer trainings, awards, and other volunteer services.
- Open Services - Current Army volunteer positions:**

Started	Position	Organization	Status	Total Hours
Total Submitted and Certified Hours (day and period)				0.00
We're sorry, there are no records to display.				
- Closed AVC Services - Past Army volunteer positions:**

Started	Position	Organization	Status	Total Hours
09/13/2013	AFTB Youth Office Assistant	Army Family Team Building (AFTB)	Finished	14.00
Total Submitted and Certified Hours (day and period)				14.00
- Non-AVC Services - Volunteer activity outside of the Army:** (Empty table)
- Awards and Special Recognition:**

Received	Type of Award or Special Recognition	Presented By	Certified
10/23/2013	ACS Certificate of Appreciation	ACS: Army Community Service (ACS)	Yes
12/10/2013	Certificate of Appreciation-AFTB	ACS: Army Family Team Building (AFTB)	Yes
- Buttons:** Add New (yellow)
- Footer:** Training

FOR OFFICIAL USE ONLY

VOLUNTEER AGREEMENT FOR

APPROPRIATED FUND ACTIVITIES

NONAPPROPRIATED FUND INSTRUMENTALITIES

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 1588, Authority to accept certain voluntary services; 5 U.S.C. 3111, Acceptance of volunteer service; and DoDI 1100.21, Voluntary Services in the Department of Defense.

PRINCIPAL PURPOSES(S): To acknowledge and document Volunteer Agreement for Appropriated Fund Activities or Nonappropriated Fund Instrumentalities before a statutory individual is allowed to provide volunteer services.

ROUTINE USES: There are no specific routine uses anticipated for this information; however, it may be subject to a number of proper and necessary routine uses that are identified in each of the following systems of records notices: (1) A0608b DFSC, Personal Affairs: Army Community Service Assistance Files (at <http://dpold.defense.gov/Privacy/SORNsIndex/DoD-wide-SORN-Article-View/Article/570084/a0608b-cfsc/>); (2) NM01754-2, DON Family Support Program Volunteers (at <http://dpold.defense.gov/Privacy/SORNsIndex/DoD-wide-SORN-Article-View/Article/570427/nm01754-2/>); and (3) F036 AFDP, Family Services Volunteer and Request Record (at <http://dpold.defense.gov/Privacy/SORNsIndex/DoD-wide-SORN-Article-View/Article/569815/f036-af-dp-c/>).

DISCLOSURE: Voluntary; however, lack of a signed Volunteer Agreement will limit Government support and eliminate certain benefits to individuals donating voluntary services to Appropriated Fund Activities and Nonappropriated Fund Instrumentalities.

PART 1 - GENERAL INFORMATION

1. NAME OF VOLUNTEER (Last, First, Middle Initial)	2. NAME OF PARENT/GUARDIAN (If volunteer is under age 18) (Last, First Middle Initial)	3. VOLUNTEER IS (Select one) <input type="checkbox"/> AGE 18 OR OVER <input type="checkbox"/> UNDER AGE 18
--	--	---

4. TELEPHONE NUMBER (Include Area Code)	5. E-MAIL ADDRESS
---	-------------------




PART II - VOLUNTEER ASSIGNMENT (to be completed by Accepting Official)

6. INSTALLATION/COMPONENT ACTIVITY	7. ORGANIZATION/UNIT WHERE SERVICE OCCURS	8. PROGRAM WHERE SERVICE OCCURS	9. ANTICIPATED DAYS OF WEEK	10. ANTICIPATED HOURS
------------------------------------	---	---------------------------------	-----------------------------	-----------------------




11. DESCRIPTION OF VOLUNTEER SERVICES

PART III - VOLUNTEER CERTIFICATION

12. CERTIFICATION
I expressly agree that my services (or those of my minor child) are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services, tort claims, the Privacy Act, criminal conflicts of interest, and defense of certain suits arising out of legal malpractice. I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers, to participate in any training required to perform assigned voluntary duties, and to follow all installation, unit and organization rules and procedures applicable to the voluntary services I (or my minor child) will be providing.

a. SIGNATURE OF VOLUNTEER 	b. SIGNATURE OF PARENT/GUARDIAN (if volunteer is under age 18) 	c. DATE SIGNED (YYYYMMDD)
13.a. NAME OF ACCEPTING OFFICIAL (Last, First, Middle Initial)	b. SIGNATURE 	c. DATE SIGNED (YYYYMMDD)

PART IV - TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR AND SIGNED BY VOLUNTEER

14. AMOUNT OF VOLUNTEER TIME DONATED	a. YEARS. (2,087 hours = 1 year)	b. WEEKS	c. DAYS	d. HOURS	15. SERVICE END DATE (YYYYMMDD)
16.a. VOLUNTEER SIGNATURE 	b. PARENT/GUARDIAN SIGNATURE (If volunteer is under age 18) 	17.a. NAME OF SUPERVISOR (Last, First, Middle Initial)	b. SUPERVISOR'S SIGNATURE 	c. DATE SIGNED (YYYYMMDD)	