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 offpost for an on-post event

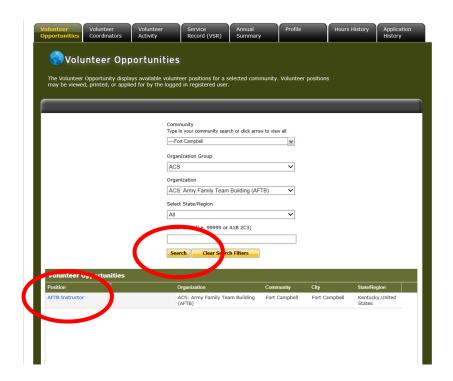
How to Register and Apply for a Position in the Volunteer Management Information System (VMIS)

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 <u>Apply</u> on the top of the position description.
- 3. It will then show your volunteer profile. Fill in any missing information and click <u>Submit</u> 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.



How to Log Hours in VMIS

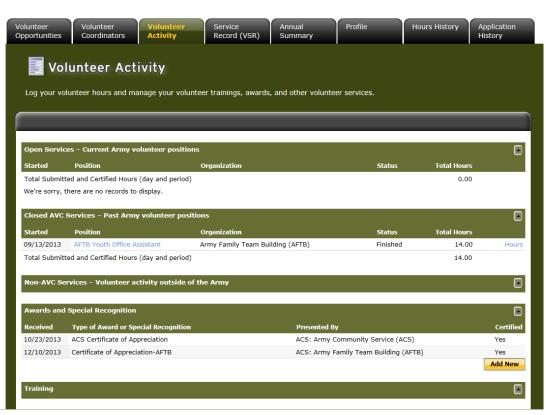
Several reasons why you should document your volunteer time on VMIS....

- 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.



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) A0808b DFSC, Personal Affairs: Army Community Service Assistance Files (at http://dpcld.defense.gov/Privacy/SORNsIndex/DoD-wide-SORN-Article-View/Article/570084/a0808b-cfsc/); (2) NM01754-2, DON Family Support Program Volunteers (at http://dpcld.defense.gov/Privacy/SORNsIndex/DoD-wide-SORN-Article-View/Article/570427/nm01754-2/); and (3) F036 AFDPC, Family Services Volunteer and Request Record (at http://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569815/f038-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									
NAME OF VOLUNTEER (Last, First, Middle Initial) NAME OF PARENT/GUARDIAN (If volunder age 18) (Last, First Middle Initial)				teer is 3. VOLUNTEER IS (Select one) AGE 18 OR OVER UNDER AGE 18					
4. TELEPHONE NUMBER (Include Area Code)			5. E-MA	AIL ADDRESS					
PART II - VOLUNTEER ASSIGNMENT (to be completed by Accepting Official)									
6. INSTALLATION/COMPONENT 7. ORGANIZATION/UNIT WHERE SERVICE OCCURS			8. PROGRAM WHERE SERVICE OCCURS		9. ANTICIPATED DAYS OF WEEK 10. ANTICIPATED HO		CIPATED 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 volunteer is under age 18)			c. DATE SIGNED (YYYYMMDD)				
(Last First Middle Initial)		b. SIGNATURE			c. D	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		ear) b.	WEEKS	c. DAYS		d. HOURS		VICE END E (YYYYMMDD)	
16.a. VOLUNTEER SIGNATURE b. PARENT/GUARDIAN SIGNATURE (If volunteer is under age 18)			17.a. NAME OF (Last, Firs	SUPERVISO t, Middle Initia	al) b. 30	b. SUPERVISOR'S SIGNATURE C. DATE SIGNED (YYYYMMDD)			