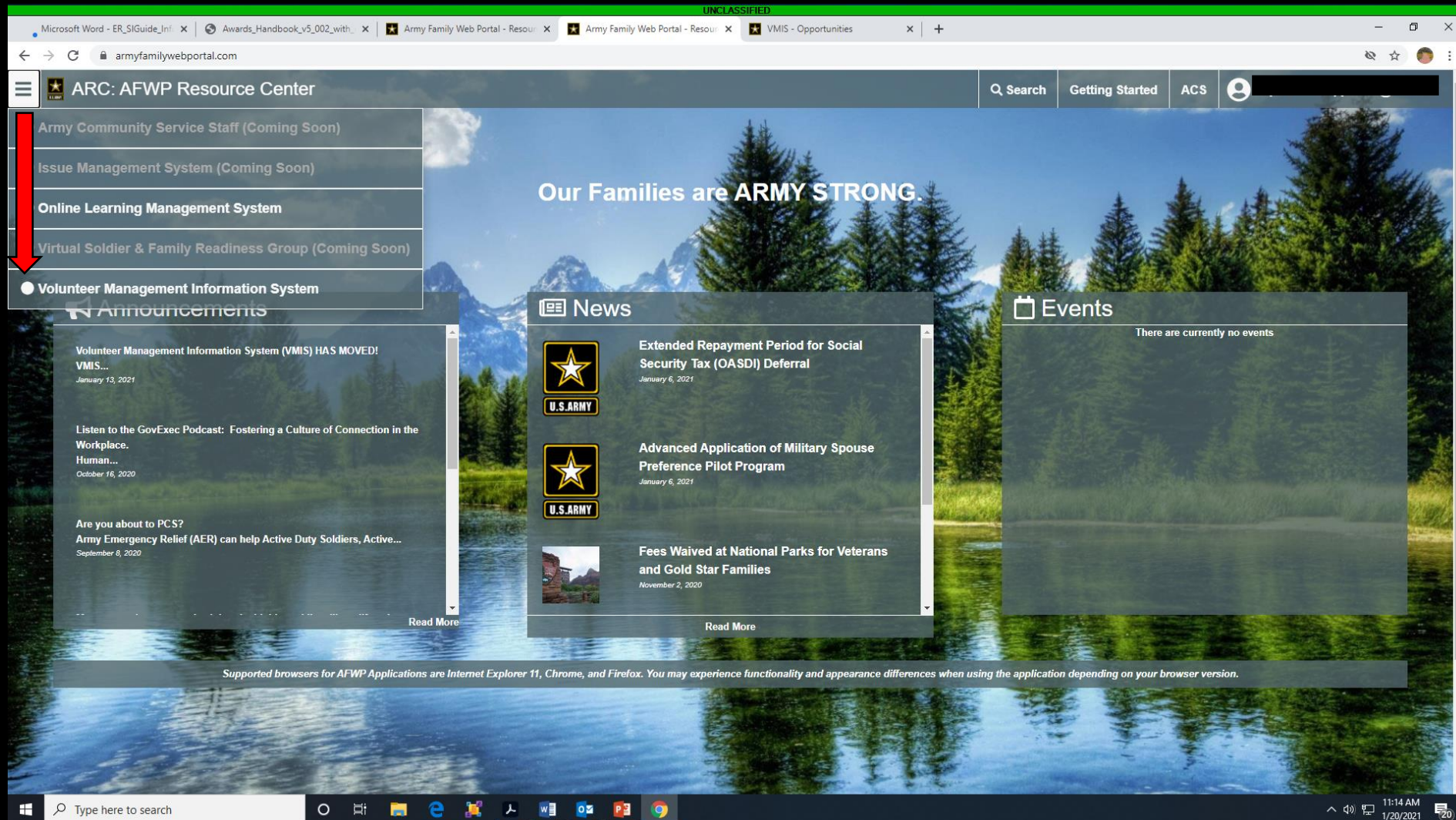


**MODERN
VOLUNTEER MANAGEMENT
INFORMATION SYSTEM
(VMIS)
FOR VOLUNTEERS**

Go to: armyfamilywebportal.com

Click on the menu in the top left corner and select Volunteer Management Information System (VMIS)
Or to go directly to the VMIS Log-in at: vmis.armyfamilywebportal.com



NEW VOLUNTEERS: Register an account
EXISTING VOLUNTEERS: If you had a legacy VMIS account,
transition your account to the new system



**If you
already
transitioned
your
account –
Log In**

VOLUNTEER DASHBOARD

Volunteer Management Information System

Notifications

Unread: 14

Mark All Read Delete All

Volunteer Submitted Application Submitted by Natalie Paul	2 Feb 2021	
Operation Deploy Your Dress Application Submission by Michael Grant	1 Feb 2021	
3rd Degree Knight Daily Hours Submission by Zachary Thorogood	1 Feb 2021	
3rd Degree Knight Daily Hours Submission by Zachary Thorogood	1 Feb 2021	
3rd Degree Knight Daily Hours Submission by Zachary Thorogood	1 Feb 2021	
3rd Degree Knight Daily Hours Submission by Zachary Thorogood	1 Feb 2021	
3rd Degree Knight Daily Hours Submission by Zachary Thorogood	1 Feb 2021	

Learn about this page

My Volunteering

Log Hours

31 Jan to 6 Feb

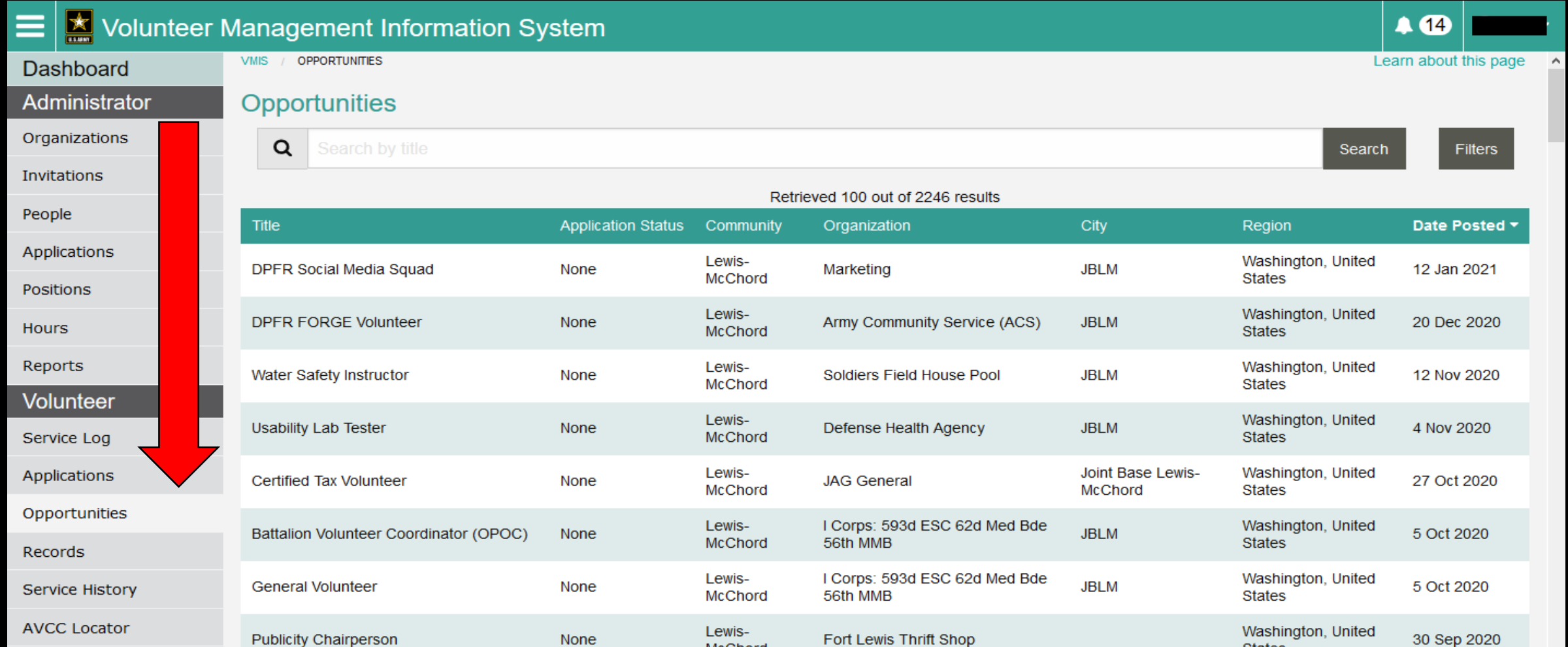
Position	S	M	T	W	T	F	S
Volunteer - Habitat for Humanity							
Humane Society Volunteer							
Family Resource Center Volunteer							

Hours for February 2021

Certified: 0.00
Submitted: 0.00
Rejected: 0.00

The **Volunteer Dashboard** provides resources that volunteers can use daily and include **Notifications**, **My Volunteering** and a hour chart representing the volunteer's current number of submitted, approved and rejected hours for the month. The Volunteer Dashboard can be accessed from any page on VMIS while logged in as a volunteer – simply select 'Dashboard' from the left-hand navigation menu.

SEARCH FOR OPPORTUNITIES



The screenshot shows the VMIS interface. The top header is teal with the U.S. Army logo and the text 'Volunteer Management Information System'. On the right of the header, there is a notification bell icon with the number '14' and a user profile icon. Below the header, the left sidebar contains a list of navigation links: Dashboard, Administrator, Organizations, Invitations, People, Applications, Positions, Hours, Reports, Volunteer (highlighted), Service Log, Applications, Opportunities, Records, Service History, and AVCC Locator. A large red arrow points to the 'Opportunities' link. The main content area is titled 'Opportunities' and includes a search bar with the placeholder 'Search by title', a 'Search' button, and a 'Filters' button. Below the search bar, it states 'Retrieved 100 out of 2246 results'. A table lists various volunteer opportunities with columns for Title, Application Status, Community, Organization, City, Region, and Date Posted. The table contains 10 rows of data.

Title	Application Status	Community	Organization	City	Region	Date Posted
DPFR Social Media Squad	None	Lewis-McChord	Marketing	JBLM	Washington, United States	12 Jan 2021
DPFR FORGE Volunteer	None	Lewis-McChord	Army Community Service (ACS)	JBLM	Washington, United States	20 Dec 2020
Water Safety Instructor	None	Lewis-McChord	Soldiers Field House Pool	JBLM	Washington, United States	12 Nov 2020
Usability Lab Tester	None	Lewis-McChord	Defense Health Agency	JBLM	Washington, United States	4 Nov 2020
Certified Tax Volunteer	None	Lewis-McChord	JAG General	Joint Base Lewis-McChord	Washington, United States	27 Oct 2020
Battalion Volunteer Coordinator (OPOC)	None	Lewis-McChord	I Corps: 593d ESC 62d Med Bde 56th MMB	JBLM	Washington, United States	5 Oct 2020
General Volunteer	None	Lewis-McChord	I Corps: 593d ESC 62d Med Bde 56th MMB	JBLM	Washington, United States	5 Oct 2020
Publicity Chairperson	None	Lewis-McChord	Fort Lewis Thrift Shop		Washington, United States	30 Sep 2020

- The **Opportunities** page allows you to search for and apply to many different volunteer opportunities. You can sort and filter opportunities, and you can browse opportunities without creating a VMIS account.
- Click on the position title to view specific information and apply

APPLY FOR VOLUNTEER POSITION(S)

Volunteer Management Information System

14

Dashboard

Administrator

Organizations

Invitations

People

Applications

Positions

Hours

Reports

Volunteer

Service Log

Applications

Opportunities

Records

Service History

AVCC Locator

VMIS / OPPORTUNITIES

Opportunities

Q

yoga

Title

Yoga Instructor

Yoga Instructor-Jensen Gym

Learn about this page

Search

Filters

	Region	Date Posted
McChord	Washington, United States	6 Dec 2012
McChord	Washington, United States	2 May 2007

Yoga Instructor-Jensen Gym - Details

Community

Lewis-McChord

Organization

Sports & Fitness

Position Type

Statutory

Opportunity Type

Ongoing Position

Background Check Required

No

Supervision Required

Yes

Duties

Certified yoga instructor to teach 50 min yoga class twice a week to patrons at Jensen Family Fitness Center

Qualifications

Certified fitness instructor from an accredited fitness organization Certification and Registration in VMIS. Certification in CPR

Print

Apply

Cancel

APPLICATIONS

Volunteer Management Information System

VMIS / APPLICATIONS

Applications

Status:

[Submit Non-AVC Position](#)

Retrieved 6 results

Position Title	Organization	Submitted Date	Status
Volunteer - Habitat for Humanity	Volunteer Submitted	27 Jan 2021	Approved
Humane Society Volunteer	Volunteer Submitted	25 Jan 2021	Approved
Volunteer	Volunteer Submitted	25 Jan 2021	Approved
Volunteer	Volunteer Submitted	30 Apr 2014	Approved
Memorial Stadium Mosaic Project Volunteer	Cowan/Memorial Stadium	6 Nov 2009	Approved
Family Resource Center Volunteer	Family Resource Center (FRC)	31 Dec 2000	Approved

- View the status of your applications.
- Do you volunteer off-base? Submit a Non-AVC position. The AVC (Volunteer Office) will accept the Non-AVC position and you will be able to record hours. Submitted hours will **NOT** be certified until you provide verification from the organization to the AVC.
 - **Include the organization name in the position title i.e., Habitat for Humanity Volunteer

GO TO THE SERVICE LOG TO RECORD VOLUNTER HOURS

Volunteer Management Information System

Dashboard
Administrator
Organizations
Invitations
People
Applications
Positions
Hours
Reports
Volunteer
Service Log
Applications
Opportunities
Records
Service History
AVCC Locator

VMIS / SERVICE LOG

Service Status: Active
Position: Family Resource Center Volunteer

Period Hours: 0.00 +
Certified Hours: 0.00
Submitted Hours: 0.00
Rejected Hours: 0.00

February 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	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	1	2	3	4	5	6
7	8	9	10	11	12	13

- Hours may be recorded within the current fiscal year.
- Record daily hours by clicking the date and entering your hours.
- If you miss the deadline for current hours, click the arrow for the previous month(s) and then click the (+) next to Period Hours to record past hours.

RECORD DAILY VOLUNTEER HOURS

Volunteer Management Information System

14

Dashboard

Administrator

Organizations

Invitations

People

Applications

Positions

Hours

Reports

Volunteer

Service Log

Applications

Opportunities

Records

Service History

AVCC Locator

VMIS / SERVICE LOG

Service Log

Service Status

Active

Period Hours: 0.00

Rejected Hours: 0.00

Sunday

31

1

7

8

14

15

21

22

28

1

7

8

Enter Daily Hours - 3 February 2021

Hours*

0

Minutes*

0

Submitter Note

Note

350

* Indicates a required field

Documentation

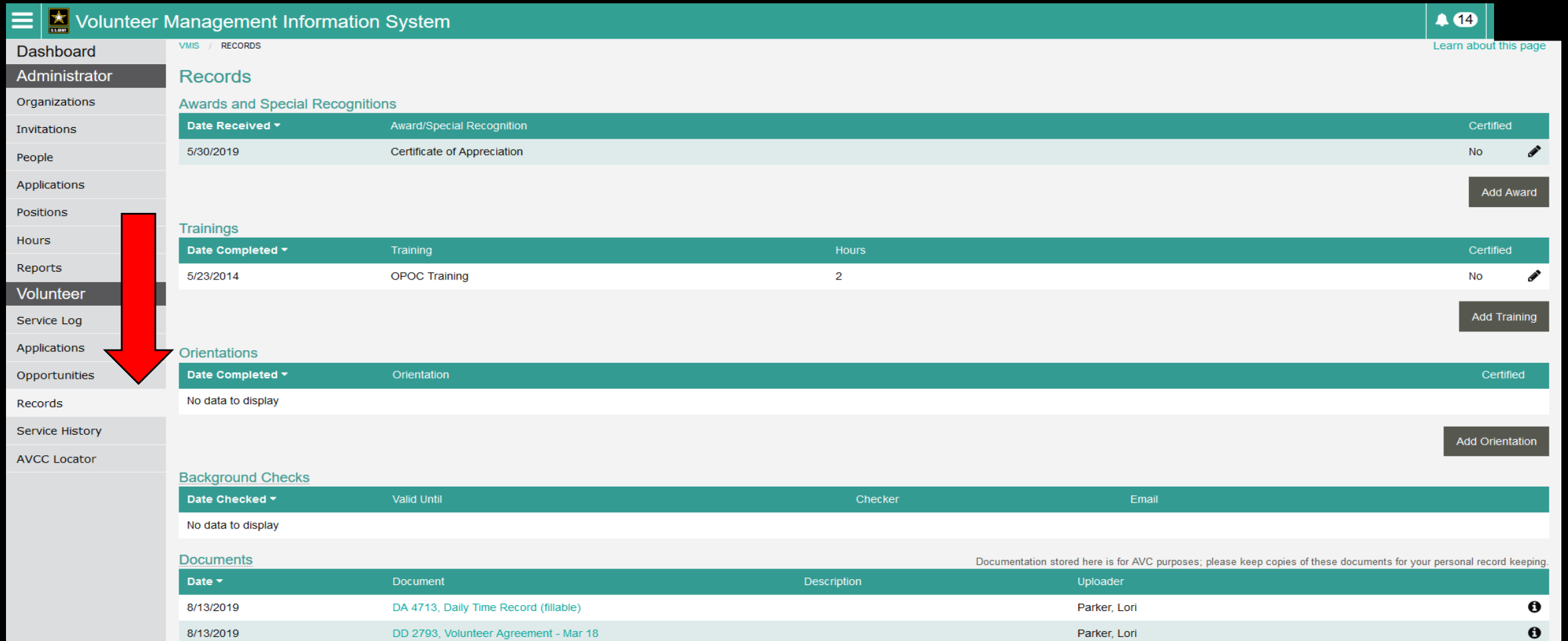
Attach up to 3 documents.

These documents will be deleted once an administrator has reviewed them.
Please keep copies of these documents for your personal record keeping.

Submit

Cancel

ENTER RECORDS



Volunteer Management Information System 14 [Learn about this page](#)

Records

Awards and Special Recognitions

Date Received ▾	Award/Special Recognition	Certified
5/30/2019	Certificate of Appreciation	No

[Add Award](#)

Trainings

Date Completed ▾	Training	Hours	Certified
5/23/2014	OPOC Training	2	No

[Add Training](#)

Orientations

Date Completed ▾	Orientation	Certified
No data to display		

[Add Orientation](#)

Background Checks

Date Checked ▾	Valid Until	Checker	Email
No data to display			

Documents Documentation stored here is for AVC purposes; please keep copies of these documents for your personal record keeping.

Date ▾	Document	Description	Uploader
8/13/2019	DA 4713, Daily Time Record (fillable)		Parker, Lori
8/13/2019	DD 2793, Volunteer Agreement - Mar 18		Parker, Lori

- The **Records** page allows a user to document any awards received, trainings or orientations they have completed, as well as the certification status for any of these items.
- Documents may be uploaded by your OPOC or AVC, however items stored are for AVC purposes. Please keep copies of all of your documents for your personal record keeping.

ADD AWARD/TRAINING/ORIENTATION

U.S. ARMY

Volunteer Management Information System

14

[Learn about this page](#)

Dashboard

Administrator

Organizations

Invitations

People

Applications

Positions

Hours

Reports

Volunteer

Service Log

Applications

Opportunities

Records

Service History

AVCC Locator

VMIS / RECORDS

Records

Awards and Special Rec

Date Received ▾

5/30/2019

Trainings

Date Completed ▾

5/23/2014

Orientations

Date Completed ▾

No data to display

Add Award

×

Award*

Date Received*

MM/DD/YYYY

Description

Certified ☐

* Indicates a required field.

Save

Cancel

Certified

No

Add Award

Certified



No


Add Training

Certified

Add Orientation

SERVICE HISTORY

 Volunteer Management Information System

 55

[Learn about this page](#)

Dashboard

Administrator

Organizations

Invitations

People

Applications

Positions

Hours

Reports

Volunteer

Service Log

Applications

Opportunities

Records

Service History

AVCC Locator

VMIS / SERVICE HISTORY

Service History

AVC and Private Organization Positions

Position	Organization	Community	Start Date	End Date	Status	Certified Hours
Memorial Stadium Mosaic Project Volunteer	Cowan/Memorial Stadium	Lewis-McChord	11/04/2009	11/04/2009	Finished	2.50
Family Resource Center Volunteer	Family Resource Center (FRC)	Lewis-McChord	N/A	N/A	Active	0.00

Non-AVC Positions

Position	Organization	Community	Start Date	End Date	Status	Certified Hours
Humane Society Volunteer	(Volunteer Submitted)	Lewis-McChord	01/20/2021	01/25/2021	Active	9.00
Volunteer	(Volunteer Submitted)	Lewis-McChord	12/01/2019	05/31/2020	Finished	2.00
Volunteer	(Volunteer Submitted)	Lewis-McChord	N/A	N/A	Finished	0.00
Volunteer - Habitat for Humanity	(Volunteer Submitted)	Lewis-McChord	N/A	N/A	Active	0.00

Annual Hours Record



Year	Certified AVC Hours	Certified Non-AVC Hours	Total Certified Hours
2021	0.00	9.00	9.00
2020	0.00	1.00	1.00
2019	0.00	1.00	1.00
2009	2.50	0.00	2.50

Download DA 4713



Download DA 4162

- The **Service History** page provides a summary of your volunteer hours broken down by position (AVC/Non-AVC) and a total number of annual certified hours.
- You can also download copies of the DA 4713 (Daily Time Record) and DA 4162 (Service History Record) from this page.

AVCC LOCATOR



Volunteer Management Information System

 55 

Dashboard

Administrator

Organizations

Invitations

People

Applications

Positions

Hours

Reports

Volunteer

Service Log

Applications

Opportunities

Records

Service History

AVCC Locator

VMIS / AVCC LOCATOR

[Learn about this page](#)

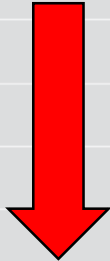
AVCC Locator

Community

Lewis-McChord

Retrieved 1 result

Last Name ▲	First Name	Email	Phone
Parker	Lori	lori.j.parker2.civ@mail.mil	(253) 967-2324



QUESTIONS



Call IVC Program Manager at 253-967-2324

E-mail: lori.j.parker2.civ@army.mil