



Enter Volunteer Hours

Once you've served time in your volunteer position, you'll want to enter your volunteer service hours through Army OneSource.

Volunteer Service Hours	
Recent Positions	Hours
Core Instructor	102.00
View Service History...	

Click a position title in the **Volunteer Service Hours** box on the **My AOS Page** to open the **Hours** screen.

Click **Add For Day** or **Add For Open Dates** to log hours for the current or a previous day.

Enter the hours for the date and click **Save and Return**.

* Date: 2/26/2010 [Calendar](#)

* Hours:

Note:

0 of 300 characters used

Save and Return

The deadline to enter hours for a service performed during a given month is the 15th of the next month.

Your submitted volunteer hours are approved by an Organization Point of Contact (OPOC) or Army Volunteer Corps Coordinator (AVCC).



We're Here to Help!

A **Help** menu is accessible from any Army OneSource page, which provides you access to application-specific Flash-based tutorials, contextual help, and "help bubbles".



For additional technical assistance for topics such as locating volunteer opportunities, registering, or entering hours, you can contact Army OneSource Technical Support via email, live chat, or phone.

Email: Click the **Contact Us** link at the bottom of any Army OneSource page, enter the required [*] information, then click **Send**.

Live Chat: Click the **Live Chat Support** link at the top of any Army OneSource page between 8am-8pm ET.

Phone: Call 1-877-811-ARMY (2769).



Volunteer Management Information System

Quick Start Information Guide



Welcome!

Volunteering is a great opportunity to meet new, interesting people and a rewarding way to give back to your community. The Army Volunteer Management Information System (VMIS) provides tools to manage volunteer activities in your military community.

This guide will show you how to register as a volunteer, locate an Army Volunteer Corps Coordinator (AVCC), search and apply for volunteer opportunities, and enter your volunteer hours.

Register and Get Started

To access the Army OneSource website, go to www.ArmyOneSource.com, then click on the

ARMY OneSource button to open the site.

If you've already registered with Army OneSource, click **Login** and enter your username and password.

To register with Army OneSource, click the **Register** link at the top of the homepage, then click **JOIN NOW!**



Next, enter the required [*] information on the form, click **Continue**, then click **Register** to complete the process.



My AOS Page

The **My AOS Page** allows you to customize the page by adding volunteer gadgets for locating an AVCC, searching for volunteer opportunities, entering volunteer hours, and more.

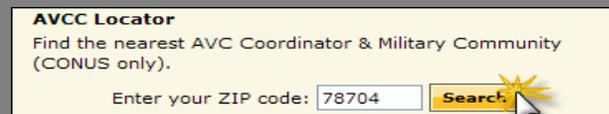


To access the **My AOS Page**, click the **My AOS Page** button at the top of any Army OneSource page.

Locate an AVCC

Each military community has an Army Volunteer Corps Coordinator who is responsible for volunteer activities in their area.

To locate an AVCC, enter your zip code in the **AVCC Locator** box on the **My AOS Page**, then click **Search**.



The search displays a list of AVCCs, including their community and distance from you (based on your membership profile).

Click on the name of an AVCC to view their detailed contact information, including phone number and email address.



Search and Apply for Opportunities

To search and apply for volunteer opportunities in and around your military community, click the **Opportunity Locator** link in the **Volunteer Center** box on the **My AOS Page**.



Use the Opportunity Locator screen dropdown menus and textboxes to set up selection criteria, then click **Search** to generate a list of volunteer opportunities near you.

Next, click a position title to view details about that volunteer opportunity.



To apply for that volunteer position, click **Apply**. Next, enter the required [*] information on the application form, then click **Submit** to complete the process.

You'll be contacted by an Organization Point of Contact (OPOC) or AVCC with a response to your application and more information about the volunteer process.

