

VMIS Volunteer Quick Instructions

Volunteer Step by Step Getting Started Guide to VMI

1. Go to <https://www.myarmyonesource.com>
2. If you are not registered, click the link in blue in top right hand corner that says [Not a member? Join now!](#) Follow the steps to become a member of My Army One Source. Choose the **FORT SHAFTER/SCHOFIELD BARRACKS COMMUNITY (USAGE Hawaii)**, when asked (Select this option even if you belong to USARAPAC).
3. If you are already a registered member, or upon registering, click the link in blue ink in the top left hand corner that says [Login](#).
4. Once logged in, click on the **Volunteer Tools Tab** located on the right hand side of the screen. Two options appear.
 - **Opportunity Locator**
 - **Coordinator Locator**
5. Click on **OPPORTUNITY LOCATOR**. A search engine will emerge that will let you search for volunteer positions based on military community, address, keyword, or organization. I find that searching by organization works best. Use the following credentials: Community- FORT SHAFTER/SCHOFIELD BARRACKS COMMUNITY (USAGE Hawaii), Organization Group- FRG, Organization- FRG TAMC- Troop Command (respective company). Once you have your search criteria, click **SEARCH**.
6. Available position will then display. Click on the appropriate position you wish to apply for and a volunteer job description will then show (General Volunteer). Please review the volunteer job description. If this is the volunteer job opportunity you would like to fill, click on the **APPLY** button on the bottom right. If it is not the correct opportunity, click **BACK** to go back to search results.
7. Upon applying for a volunteer job opportunity, you must then be approved by your organization point of contact (OPOC). Once you have been approved, a new list item will show when you log in and scroll over **FAMILY PROGRAM AND SERVICE**, and then scrolling down to **VOLUNTEERING**, and click on **VOLUNTEER TOOLS**.
8. Under **VOLUNTEER TOOLS** you will be able to see:
 - Service History - displays volunteer positions
 - Volunteer Service Record (VSR) – displays your volunteer profile and service history
 - Annual Summary – shows your DA 4713, Volunteer Daily Time Record for the current calendar year.
 - Volunteer Profile – shows your volunteer profile
9. To log your volunteer hours go to the **SERVICE HISTORY** link under the **VOLUNTEER TOOLS TAB**. The first time you go to this tab it will ask you to update certain information. Once you have updated your information, you will see a screen that displays all of your volunteer positions. At the end of each position there is a blue **HOURS** button. Click that button; it will bring up the **ADD HOURS FOR** screen. For adding volunteer service hours during the current period, set your filter

(located in the top left of the screen) to *Show Hours for a Day* you will have three options at the bottom of the screen **ADD FOR OPEN DATES** or **ADD FOR A DAY** and **RETURN**. Select **ADD FOR OPEN DATES** or **ADD FOR A DAY**; add your volunteer service hours under the appropriate date and click **SAVE**. The cut off to add volunteer service hours to populate your DA 4713 is the 15th of each month; i.e. all September volunteer service hours would have to be submitted by the 15th of October. Should you miss that cut off you can still add your volunteer service hours however, those volunteer service hours will not show up on your DA 4713. To add old volunteer service hours (back to calendar year 2000) set your filter to *Show Hours for a Period*. Select the **ADD FOR A PERIOD**. You can submit old volunteer hours three ways: **monthly, quarterly or annually**. Select your option, enter your hours and hit **Save and return to the hours** list. Your OPOC will certify your volunteer hours.

10. Assistance with VMIS is available through the following resources:

Online with the Defense Web; click on the **Chat with Online Tech Support** next to the **LOGIN** button, you will have the option to do a live chat with DefenseWeb Technical support during the hours of 0800-2000 (M-F, EST), or after those hours you can submit a feedback email which will be answered within 24 hours. All technical problems must be routed through online tech support and not the local point of contacts.

With your Installation AVCC, Amanda Koren via email at amanda.k.koren@us.army.mil or (808) 655-1657 from 0730-1630 (M-F), phone calls and emails will be answered within 72 hours. Alternate points of contact include Carla Wallingford (808) 655-4227 and Heather Miles (808) 655-1696 in the Schofield Barracks area and Flavia Seawright at (808) 438-4498 in the Fort Shafter/TAMC area.

With your Organization Point of Contact (OPOC), request contact information for you OPOC via the AVCC or the Agency, Unit or Organization you are volunteering with.