



Volunteer Management Information System Army Volunteer Corps Coordinator User Guide

May 2014



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Army OneSource - www.myarmyonesource.com



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Acronyms		Definition
1	AFTB	Army Family Team Building
2	AOS	Army OneSource
3	AVC	Army Volunteer Corps
4	AVCC	AVC Coordinator
5	FMWRC	Family and MWR Command
6	NUV	Non-User Volunteer
7	OPM	Organization Program Manager
8	OPOC	Organization Point of Contact
9	UV	User Volunteer
10	VMIS	Volunteer Management Information System
11	VSR	Volunteer Service Record



1. Welcome

Welcome to the Volunteer Management Information System (VMIS) AVC Coordinator (AVCC) User Guide. The VMIS provides many tools to manage volunteer activities for the Army Volunteer Corps (AVC). The following VMIS tools are available to volunteers and staff.

VMIS Tools	Description
Public Tools	Public tools are available to all users of the site, including non-registered users of MyArmyOneSource.com website. Public Tools provide users the ability to locate volunteer opportunities, find an AVC Coordinator, or register as a volunteer.
Volunteer Tools	Volunteer tools provide “accepted” volunteers the ability to track their hours, have hours approved by their AVC OPOC or AVC Coordinator (AVCC), and manage their Volunteer Service Records (VSRs).
Volunteer Supervisor Tools	Volunteer Supervisor tools provide AVCC, AVC OPOC, AVC Regional Managers, Organization Program Managers (OPM), and AVC Program Managers the ability to view and manage volunteer program activities within their areas of responsibility.

VMIS Tools (table 1.1)

Who Should Use This Manual

The Army Volunteer Corps Coordinator User Guide provides the information needed for an Army Volunteer Corps System Coordinator to get started using the Volunteer Management Information System.

Roles and Responsibilities

The Volunteer Management Information System provides local Army Volunteer Corps Coordinators the ability to work with organizations that have available volunteer opportunities. The Army Volunteer Corps Coordinator roles and responsibilities are as follows:

1. Must be invited by email invitation and authorized by the Army Volunteer Corps Program Manager or Army Volunteer Corps Region Manager.
2. Authorizes and manages Army Volunteer Corps Organization Points of Contact, Army Volunteer Corps Coordinator Assistants, and Army Volunteer Corps Volunteers.
3. Posts volunteer positions, reviews volunteer applications, verifies volunteer hours, and works with organizations needing volunteers.
4. Responsible for volunteer activities within a community, and works with organizations that have available volunteer opportunities.



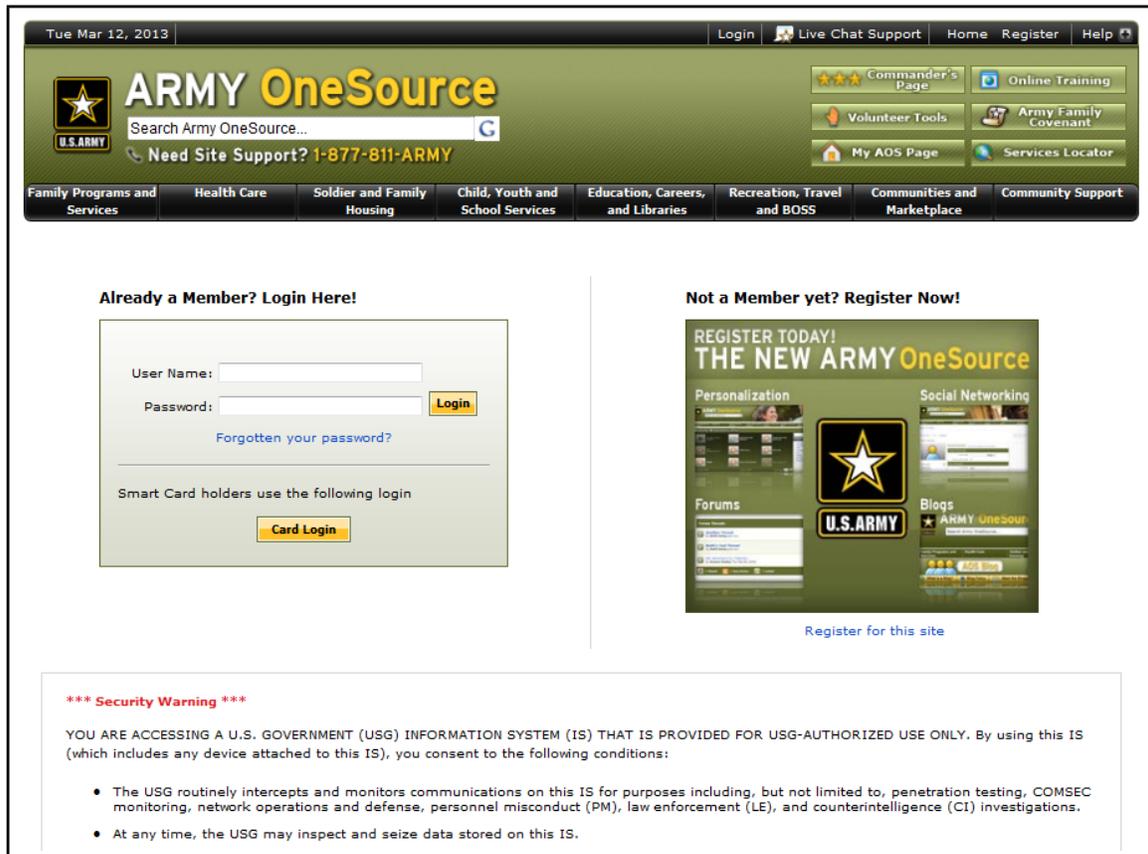
2. Access the AVCC Tools

To access the VMIS AVCC tools, navigate to the Army OneSource (AOS) website at <https://www.myarmyonesource.com>.



Army OneSource Homepage (fig. 2.1)

To login to the Army OneSource site, click the **Login** link at the top of the screen. (See fig. 2.1).



Army OneSource Login Page (fig. 2.2)

Enter your Username and Password, and click the  button. (See fig. 2.2)



Army OneSource Homepage (fig. 2.3)

To navigate to the Army Volunteer Corps Coordinator (AVCC) tools, click the  button at the top of any Army OneSource screen.

You can also access the AVCC tools through the **My AOS Page** link at the top right of the screen. The **My AOS Page** is displayed. (See fig. 2.4).



AOS Homepage (fig. 2.4)



My AOS Page (fig. 2.5)

Many of the AVCC tools can be found in modules on your "My AOS Page" including the **AVCC Locator**, the **Volunteer Opportunities**, and the **Volunteer Center**.

The **Volunteer Tools** screen is displayed.



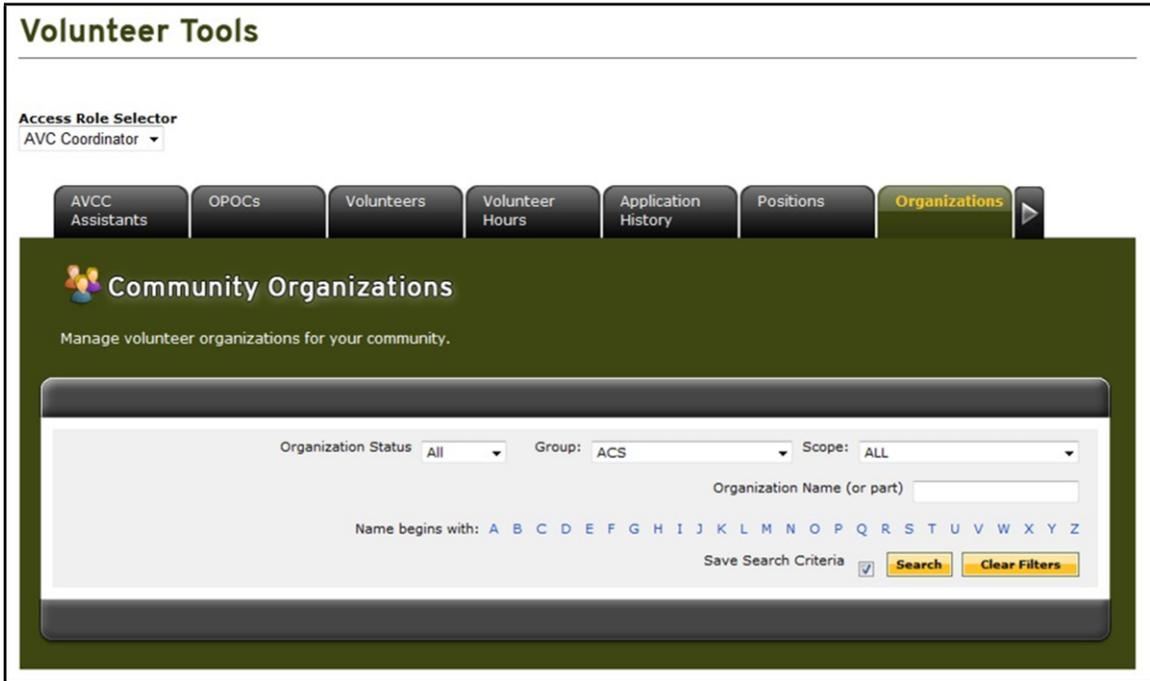
3. Manage Organizations

Army Volunteer Corps Coordinators manage the information for organizations within their community. There are two types of organizations in Volunteer Management Information System: Standard and Non-Standard. Army Volunteer Corps Coordinators can open a Standard Organization that already exists for all military communities and/or add a new Non-Standard Organization.

Organization Type		Description
1	Standard	<p>Standard Organizations are organizations common to most military communities, such as the Red Cross, Army Community Service programs, or the Chapel.</p> <p>Army Volunteer Corps Program Managers create Standard Organizations and Army Volunteer Corps Coordinators can view a list of Standard Organizations and open a Standard Organization for their local community, if desired.</p> <p>Notes:</p> <ul style="list-style-type: none">• Standard Organization volunteer statistics can be reported within Volunteer Management Information System.• All Standard Organizations have a HQ Point of Contact and are designated as "Statutory" or "Private" as defined by HQ.
2	Non-Standard	<p>Non-Standard Organizations are organizations that exist only within a military community.</p>

Organization Types (table 3.1)

To manage organizations, click the **Organizations** tab on the **AVCC Tools**. The **Organizations** screen is displayed. (See fig. 3.2).



Organizations Screen (fig. 3.2)

Use the **Group** and **Scope** dropdown menus, **Name** textbox, and **Name begins with** tool to filter the list of the volunteer local and standard organizations associated with the community.

Note: Local Organizations can be edited and Standard Organizations can be viewed.



View an Organization

Organization Status: All | Group: ACS | Scope: ALL

Organization Name (or part):

Name begins with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Save Search Criteria [Search](#) [Clear Filters](#)

Select the number of records to display: 10 [Go](#)

Viewing 1-10 of 17 Organizations | Page 1 of 2 | Go to page: [Go](#)

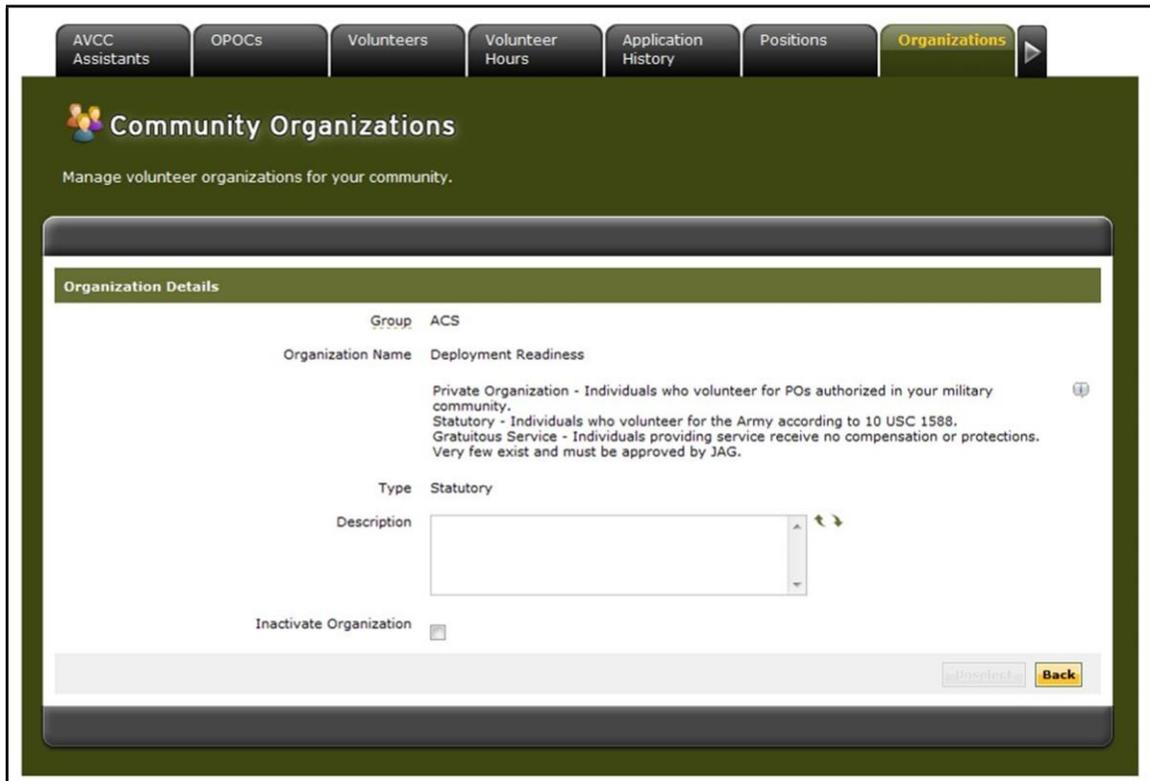
Name	Group	Type	Status	
ACS Illesheim	ACS	Statutory	Active	Edit Positions
Army Community Service (ACS)	ACS	Statutory	Active	View Positions
Army Family Action Plan (AFAP)	ACS	Statutory	Active	View Positions
Army Family Team Building (AFTB)	ACS	Statutory	Active	View Positions
Army Volunteer Corps (AVC)	ACS	Statutory	Active	View Positions
Deployment Readiness	ACS	Statutory	Active	View Positions
Employment Readiness	ACS	Statutory	Active	View Positions
Exceptional Family Member Program (EFMP)	ACS	Statutory	Active	View Positions
Family Advocacy Program (FAP)	ACS	Statutory	Active	View Positions
Family Advocacy Program EPC	ACS	Statutory	Active	Edit Positions

[Add Organization](#)

Organizations Screen (fig. 3.3)

To view a Organization, locate the specific organization, and then click the **View** link to the far right. (See fig. 3.3).

The **Organization** screen is displayed. (See fig. 3.4).



Standard Organizations Screen (fig. 3.4)

Once a Standard Organization is added for a community, it can only be inactivated by the AVC Program Manager. You may add additional details to the description in addition to description provided by the OPM, but the description provided by the OPM cannot be modified by the AVCC.

Note: Some portions of a Standard Organization's information are set by the OPM and cannot be edited.

Edit or Delete a Local Organization

To edit or delete local organization, locate the specific organization, and then click the **Edit** link to the far right. (See fig. 3.5).



Organization Status: All | Group: ACS | Scope: ALL

Organization Name (or part):

Name begins with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Save Search Criteria [Search](#) [Clear Filters](#)

Select the number of records to display: 10 [Go](#)

Viewing 1-10 of 17 Organizations | Page 1 of 2 | Go to page: [Go](#)

Name	Group	Type	Status	
ACS Illesheim	ACS	Statutory	Active	Edit Positions
Army Community Service (ACS)	ACS	Statutory	Active	View Positions
Army Family Action Plan (AFAP)	ACS	Statutory	Active	View Positions
Army Family Team Building (AFTB)	ACS	Statutory	Active	View Positions
Army Volunteer Corps (AVC)	ACS	Statutory	Active	View Positions
Deployment Readiness	ACS	Statutory	Active	View Positions
Employment Readiness	ACS	Statutory	Active	View Positions
Exceptional Family Member Program (EFMP)	ACS	Statutory	Active	View Positions
Family Advocacy Program (FAP)	ACS	Statutory	Active	View Positions
Family Advocacy Program EPC	ACS	Statutory	Active	Edit Positions

[Add Organization](#)

Organizations Screen (fig. 3.5)

The **Local Organization** screen is displayed. (See fig. 3.6).



Local Organization Screen (fig. 3.6)

The description of the Organization can be updated. Fields marked with an asterisk (*) are required. Edit the local organization; make changes to the organization information.

Local Organizations can be set **Inactive** by selecting the '**Inactivate Organization**' **checkbox** and clicking the **Save** button. A position within an inactive Organization keeps its current status – open or closed. Inactive Organizations are not listed on the Volunteer Opportunities tab of the Volunteer Tools, which means volunteers cannot see the organization or apply for positions under it.

Note: Some information on a Standard Organization's information is set by the OPM and cannot be edited.

To delete the local organization, click the **Delete** button and then click the **OK** button. Note that organizations that contain positions cannot be deleted.



View, Edit, or Download an Organization Position

Organization Status: All | Group: ACS | Scope: ALL

Organization Name (or part):

Name begins with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Save Search Criteria **Search** **Clear Filters**

Select the number of records to display: 10 **Go**

Viewing 1-10 of 17 Organizations | Page 1 of 2 | Go to page: **Go**

Name	Group	Type	Status	Edit	Positions
ACS Illesheim	ACS	Statutory	Active	Edit	Positions
Army Community Service (ACS)	ACS	Statutory	Active	View	Positions
Army Family Action Plan (AFAP)	ACS	Statutory	Active	View	Positions
Army Family Team Building (AFTB)	ACS	Statutory	Active	View	Positions
Army Volunteer Corps (AVC)	ACS	Statutory	Active	View	Positions
Deployment Readiness	ACS	Statutory	Active	View	Positions
Employment Readiness	ACS	Statutory	Active	View	Positions
Exceptional Family Member Program (EFMP)	ACS	Statutory	Active	View	Positions
Family Advocacy Program (FAP)	ACS	Statutory	Active	View	Positions
Family Advocacy Program EPC	ACS	Statutory	Active	Edit	Positions

Add Organization

Organizations Screen (fig. 3.7)

To view positions for an organization, locate the organization, and click the **Positions** at the far right. The **Organizations Positions** screen is displayed with a list of the volunteer positions within the organization. (See fig. 3.7).



AVCC Assistants OPOCs Volunteers Volunteer Hours Application History Positions **Organizations**

Community Organizations

Manage volunteer organizations for your community.

Viewing 1-9 of 9 Positions

Posted	Title	Type	Status	Duties
7/27/2010	✎ Test Position	Ongoing position	Closed	
4/30/2008	✎ ACS Greeter	Ongoing position	Open	
6/14/2007	✎ Volunteer Language Liason	Ongoing position	Closed	Be on call for translation needs for the community.
3/20/2007	✎ English as a Second Language Instructor	Ongoing position	Open	Provide hands-on classroom or individual assistance to soldiers and family members who want to improve their English language skills. To help participants speak and understand English in many typical everyday situations. The regular use of a motor vehicle, private or government owned or leased, is not required to perform these duties. Each class participant will receive a textbook to use during class instruction. Instructor may supplement materials as deemed necessary. Complete and turn in sign in sheets for each class to Relocation Readiness Manager on a monthly basis. Complete and turn in evaluations for each class to Relocation Readiness Manager on a monthly basis.
2/8/2007	✎ Welcome Center Assistant	Ongoing position	Closed	
2/8/2007	✎ MULTICULTURAL READINESS PROGRAM OFFICE ASSISTANT	Ongoing position	Closed	The regular use of a motor vehicle, private or government owned or leased, is not required to perform these duties.
2/7/2007	✎ Conversational German Class Instructor	Ongoing position	Open	Provide hands-on and fun classroom instruction to help participants learn basic conversational German and become acquainted with German customs and culture. Classes conducted for 1 hour weekly during the day and/or evening. The regular use of a motor vehicle, private or government owned or leased, is not required to perform these duties. Each class participant will receive a textbook to use during class instruction. Complete and turn in sign in sheets for each class to Relocation Readiness Manager on a monthly basis. Complete and turn in evaluations for each class to Relocation Readiness Manager on a monthly basis.

Organization Positions Screen (fig. 3.8)

To edit an organization position, click the Position **Title** link or the  icon. The **Edit Organization Position** screen is displayed. (See fig. 3.8).



AVCC Assistants OPOC Volunteers Volunteer Hours Applications Positions Organizations

Community Organizations

Manage volunteer organizations for your community.

Download Save Delete Print Preview Clone Position Back

* Required Label Underlining = Popup Help

Please input plain text only in Textarea sections. Do not Copy & Paste any MS Word formatted text.

* Organization ACS Army Volunteer Corps (AVC)

* Position Title ACS Volunteer Manager

Summary Army Community Service Volunteer Manager
43 of 100 characters used

Duties The AVCM works with the AVCC to manage the ACS Volunteer Program. This entails helping to place the new volunteers and getting them acclimated to the ACS system. Record keeping is also an integral part of this assignment. The AVCM has to make sure all volunteer
887 of 1000 characters used

Time Required 20-30 hours per week.
21 of 1000 characters used

Evaluation Does not make policy making decisions, does not supervise paid employees or military personnel or perform inherently governmental functions.
100 of 1000 characters used

Benefits Learns valuable Management experience, and also gives back to the community.
74 of 1000 characters used

Training Will be provided by the AVCC.
24 of 1000 characters used

Orientation AVCC Volunteer Orientation.
27 of 1000 characters used

Will the volunteer work with confidential issues or privacy protected records?
Confidential Yes No

Qualifications None required
11 of 1000 characters used

The following qualifications appear for positions at statutory organizations only.

Motor Vehicle Use Not Required Required

Involves Work with Children or Youth No Yes No

Credential or License Required Yes No

Position Availability

Status Closed Open

Duration Type Ongoing position Temporary

Public

* Posted 1/29/2013 [Calendar](#)

Closed 1/30/2013 [Calendar](#)

Location

Please provide as much information about the location for this position in order increase search visibility!

Address Line 1 ACS USAG Humphreys

Address Line 2

City

* State Please Select

* Postal Code 94271

Country South Korea

Supervisor

First-line Supervisor

First Name Hal

Last Name Mullen

email address harold.mullen@us.army.mil

Phone Number 753-4238

Second-line Supervisor

First Name Suzanne

Last Name James

email address susanne_l.james.cv@mail.mil

Phone Number 753-3103

Spell Check Download Save Delete Print Preview Clone Position Back

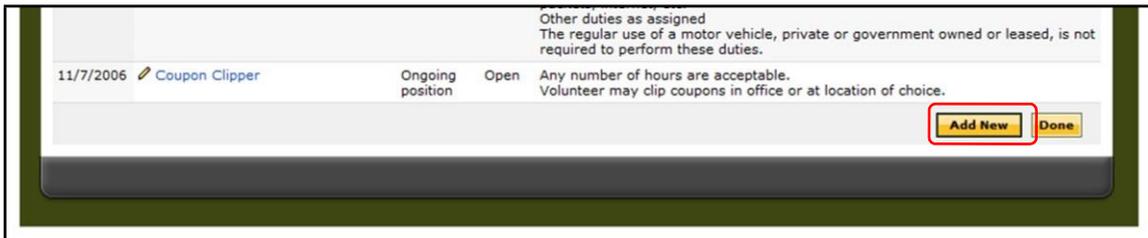
Edit Organization Position Screen (fig. 3.9)



Modify the position information. Asterisked (*) fields are required. Then, click the  button.

To download the organization position description to Word, click the  button. The position displays in a Word document. Within Word, click **File** and then click **Save As** to save the position description to the local computer.

Add an Organization Position



Organization Positions Screen (fig. 3.10)

To add a new organization position, navigate to the **Organization Positions** screen, and then click the  button (See fig. 3.11). The **Add Organization Position** screen is displayed (See fig. 3.11).



* = Required Label underlining = Popup help

* Organization: ACS: Relocation Readiness

* Position Title: [Text Box]

Summary: [Text Box] 0 of 100 characters used

Duties: [Text Box] 0 of 3000 characters used

Time Required: [Text Box] 0 of 1000 characters used

Evaluation: [Text Box] 0 of 1000 characters used

Benefits: [Text Box] 0 of 1000 characters used

Save Cancel

Add Organization Position Screen (fig. 3.11)

Use the dropdown menus and textboxes to select and enter the applicable organization position information. Asterisked (*) fields are required. Then, click the **Save** button to save the position and return to the **Organization Positions** screen.

Add an Organization

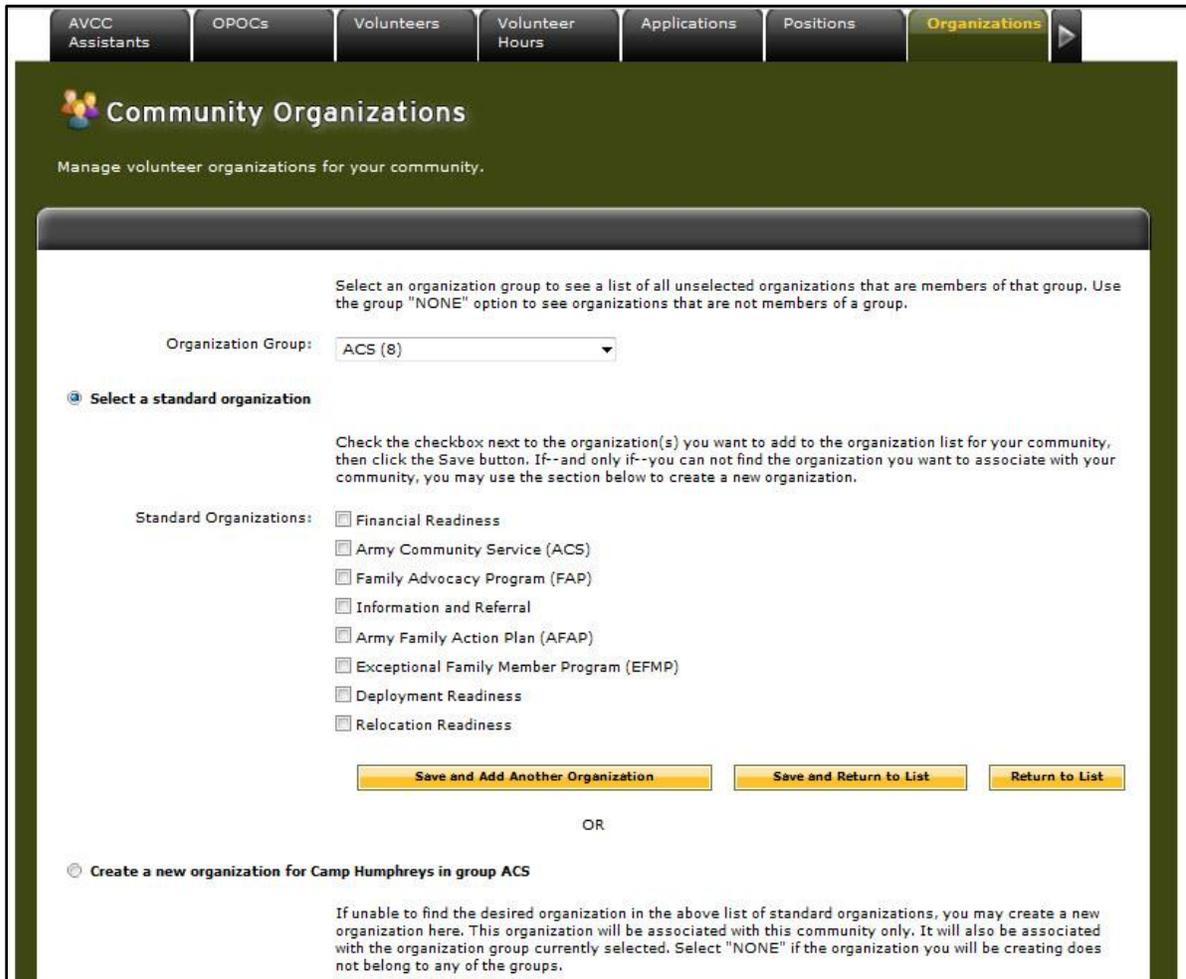
Name	Group	Type	
1 BCT	FRG	Statutory	Edit Positions
Army Community Service (ACS)	ACS	Statutory	View Positions
Army Family Action Plan (AFAP)	ACS	Statutory	View Positions
Army Family Team Building (AFTB)	ACS	Statutory	View Positions
Army Volunteer Corps (AVC)	ACS	Statutory	View Positions
Arts & Crafts	Community Recreation	Statutory	View Positions
Automotive Skills	Community Recreation	Statutory	View Positions
BOSS	Community Recreation	Statutory	View Positions
Chapel - General	Chapel	Statutory	View Positions
Child Development Service	CYS	Statutory	View Positions

Add Organization

Organizations Screen (fig. 3.12)



To add new organization, navigate to the **Organizations** tab and then click the **Add Organization** button. The **Add Organizations** screen is displayed.



Add Organizations Screen (fig. 3.13)

Select an organization from the Organization Group dropdown menu.

Note: If an Organization Group is selected, a list of Standard Organizations for the selected group displays.



Next, select either the **Select a standard organization** or **Create a new organization** radio button.

If the **Create a new organization** option selected, complete the Organization Name, Description, and Type information.

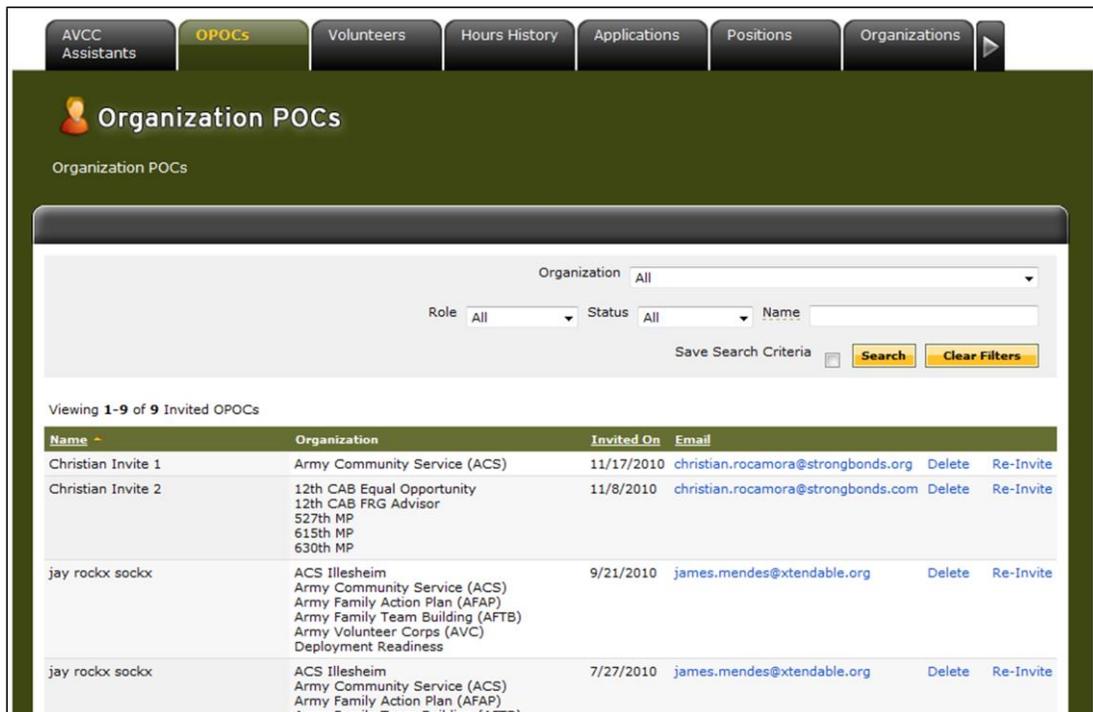
Click the  button to save the current organization and add another organization, or click the  button.



4. Manage Organization Points of Contact

An Army Volunteer Corps Coordinator can manage the Organization Points of Contact for the organizations associated within their community.

To manage Organization Points of Contact, click the **OPOCs** tab in the **AVCC** tools. The **Organization POCs** screen is displayed with a list of invited OPOCs.



Organizations POCs Screen (fig. 4.1)

To see a list of current OPOCs, use the **Organization**, **Role**, **Status**, and **Name** filters to search for specific Organization Points of Contact (See fig. 4.1).

Email Organization Points of Contact

To email a single Army Volunteer Corps Organization Point of Contact, locate the Organization Point of Contact and click the Email link shown next to their name in the record. The local email program opens. Compose the email message and then click the **Send** button.



To email all Army Volunteer Corps Organization Points of Contact, click the button. The screen refreshes and expands to include a Send Email section.

Organization POCs

Organization POCs

Organization: CYS: Child Development Service

Role: All Status: All Name:

Save Search Criteria Search Clear Filters

Viewing 1 of 1 OPOCs

POC	Organization	Phone Number	Primary	Authorized
Phillips, Sondra	Child Development Service	753-8601	Yes	Yes Email

[Download Address Labels](#) [Email List](#) [Download List](#)

Viewing 1-10 of 11 Invited OPOCs Page 1 of 2 Go to page: Go

Name	Organization	Invited On	Email		
Jennifer Reyburn	602nd ASB FRG	7/9/2013	602dasbfrg@gmail.com	Delete	Re-Invite
Ernest Moore	194th CSSB Active Duty	6/16/2013	ernestmoore2@yahoo.com	Delete	Re-Invite
SFC Gregory Washington	Equal Opportunity (EO)	3/20/2013	gregory.washington2.mil@mail.mil	Delete	Re-Invite
Bechtold, Elizabeth	A Co. 719th MI BN	5/29/2013	joybechtold@gmail.com	Delete	Re-Invite
Correa, Michael	6-52 AMD Alpha Battery Active Duty	6/16/2013	korican713@gmail.com	Delete	Re-Invite
Molly Goldenstar	215th Optometry (FRG)	3/19/2013	mollygstar@gmail.com	Delete	Re-Invite
Molly Goldenstar	215th Optometry Active Duty 568th MCGA	3/19/2013	mollygstar@gmail.com	Delete	Re-Invite
Ashley Pretzer	602nd ASB, B Company	4/14/2013	nickymorgan.anm.jvp@gmail.com	Delete	Re-Invite
Brown, Rodney	Iota Phi Theta Fraternity, Inc.	4/18/2013	rlbrown721@gmail.com	Delete	Re-Invite
Cordeau, Lutherious	6-52 AMD FOXTROT Active Duty	6/16/2013	cordeau@usbaa.com	Delete	Re-Invite

Organizations POCs Screen (fig. 4.2)



Generate an Organization Point of Contact List

	Katterbach Dental Clinic Katterbach Health Clinic PHOC, Protestant Social Work Service Veterinary Clinic Katterbach/Illesheim					
Bishop, Pam	USAG Ansbach, HHD FRG	(732) 238-2711	Yes	Yes	Email	
Bowman, Benita	BOSS Illesheim BOSS, Ansbach	(804) 524-6472	Yes	Yes	Email	
Boyer, Shari	5-111th Postal Company Ansbach Elementary School/PTSA	(772) 575-6670	Yes	Yes	Email	
						Download Address Labels Email List Download List

Organizations POCs List Screen (fig. 4.3)

To generate Army Volunteer Corps Organization Point of Contact address labels in a Word document, click the [Download Address Labels](#) button. Then, click the **Save** button to save the Word file to the computer (See fig. 4.3).

To generate an Army Volunteer Corps Organization Point of Contact list in Excel, click the [Download List](#) button. Then, click the **Save** button to save the Excel file to the computer (See fig. 4.3).

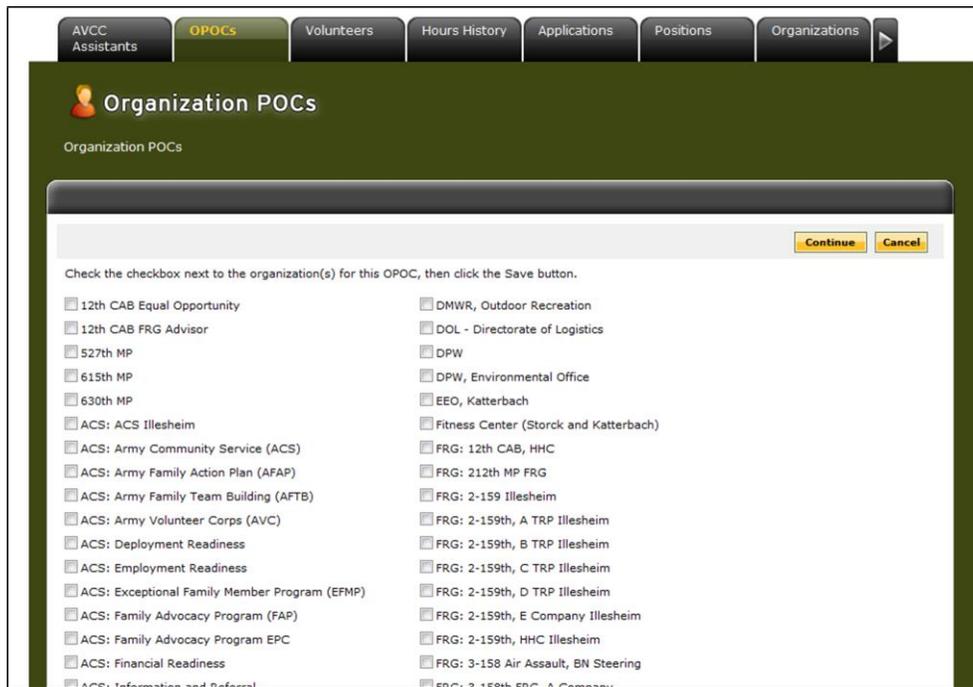
Invite a New Organization Point of Contact

The Army Volunteer Corps Coordinator must invite and authorize Army Volunteer Corps Organization Points of Contact (volunteer managers for specific organizations for their community).

joe	Army Community Service (ACS)	9/21/2010	joe.abedi@defenseweb.info	Delete	Re-Invite
Joe	Army Community Service (ACS)	9/17/2010	joe.abedi@xtendable.org	Delete	Re-Invite
Lorem ipsum	(None)	2/3/2010	phj.cwj@pvpux.com	Delete	Re-Invite
Lorem ipsum	(None)	9/17/2010	hfxdy.ebt@dgvim.com	Delete	Re-Invite
Invite First Time OPOC Invite OPOC From Another Community					

Organizations POCs List Screen (fig. 4.4)

To invite a new Army Volunteer Corps Organization Point of Contact, click the [Invite First Time OPOC](#) Button (See fig. 4.4). The **OPOC Organization Selection** screen is displayed (See fig. 4.5).



OPOC Organization Selection Screen (fig. 4.5)

Select the organization(s) whose volunteer program the Army Volunteer Corps Organization Point of Contact will manage.

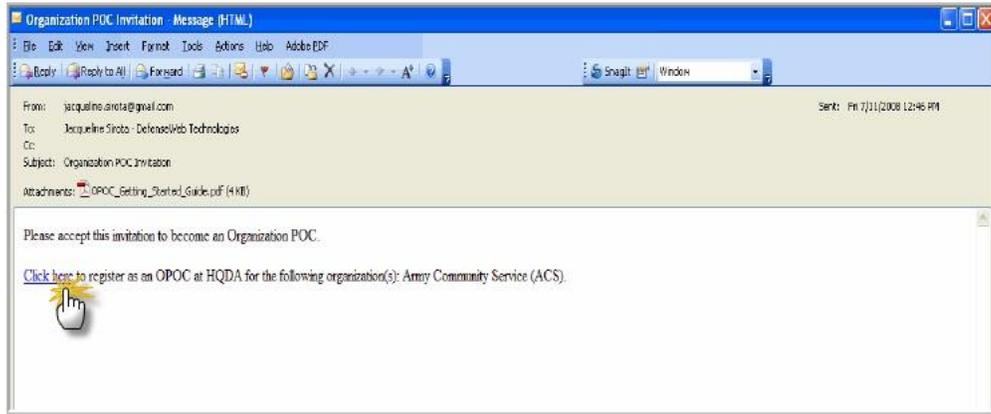
Click the **Continue** button. The **Organization POC Invitation** screen is displayed (See fig. 4.6).

A screenshot of a web form titled "Organization POC Invitation Screen". The form is set against a light gray background with a dark border. At the top right, it says "* = Required" and "Label underlining = Popup help". The form fields are: "Organization" (BOSS), "Community" (Other), "* Name" (text input), "* Email" (text input), "* Subject" (text input), and "* Message" (a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, list, and link). Below the message field, there is a note: "Click here to register as an OPOC at Other for the following organization(s): BOSS, ." will be appended to the end of your message. At the bottom left, there are three checkboxes: "Attach OPOC Guide" (checked), "Request read receipt" (checked), and "BCC me" (checked). At the bottom right, there are two buttons: "Send Email" and "Cancel".

Organization POC Invitation Screen (fig. 4.6)

Fields marked with an asterisk (*) are required.

Type the **Name**, **Email Address**, **Subject**, and **Message** information. Next, select the appropriate **Attach OPOC Guide**, **Request read receipt**, and/or **BCC me** options. Then, click the  button (See fig. 4.6).



Organization POC Invitation Email Screen (fig. 4.7)

Once email invitation is received, select the **Click Here** link within the email. The link will open Army OneSource and prompt to login. Login with username and password and complete the **OPOC Profile**. (See fig 4.7).

The Army Volunteer Corps Coordinator receives an email notification of the Army Volunteer Corps Organization Point of Contact registration and application. Then, the Army Volunteer Corps Coordinator follows the link within the email and completes the authorization by selecting the **Authorized** checkbox and clicking the **Save** button.

Edit, Delete, or Assign an Organization Point of Contact

	Organization Name	Phone Number	Authorized	Assigned	Action
	Katterbach Dental Clinic Katterbach Health Clinic PMOC, Protestant Social Work Service Veterinary Clinic Katterbach/Illesheim				
Bishop, Pam	USAG Ansbach, HHD FRG	(732) 238-2711	Yes	Yes	Email
Bowman, Benita	BOSS Illesheim BOSS, Ansbach	(804) 524-6472	Yes	Yes	Email
Boyer, Shari	5-111th Postal Company Ansbach Elementary School/PTSA	(772) 575-6670	Yes	Yes	Email

[Download Address Labels](#)
[Email List](#)
[Download List](#)

Organizations POCs List Screen (fig. 4.8)

To edit, delete, or assign an Army Volunteer Corps Organization Point of Contact, locate the specific Organization Point of Contact, and click the **POC** name link. The **Organization POC Profile** screen is displayed (See fig. 4.9).



AVCC Assistants | **OPOCs** | Volunteers | Volunteer Hours | Application | Positions | Organization

Organization POCs

Organization POCs

Select Organization Save Delete Done

* = Required Label underlining = Popup help

Edit the information as needed then click on the Save button.

Name Sondra Phillips
Community Camp Humphreys
Organization Child Development Service
Authorized Yes No
Authorized Date 8/29/2010 5:33:50 PM
Role OPOC Primary OPOC Oversight only
Work Email
Commercial Work Phone
DSN Phone
Note
0 of 1000 characters used
Last Login 11/3/2010

Work Address

Address Line 1
Address Line 2
City
State
ZIP
Country

Volunteer Coordinator

HAROLD MULLEN
(011) 031-6903 ext 266
(315) 753-3266
harold.mullen@us.army.mil

Save Delete Done

Organizations POC Profile Screen (fig. 4.9)

To edit Army Volunteer Corps Organization Point of Contact information, make changes and then click the **Save** button.

To delete an Army Volunteer Corps Organization Point of Contact, click the **Delete** button and then click the **OK** button.



To assign an Army Volunteer Corps Organization Point of Contact organizations to manage, click the **Select Organization** button. The **OPOC Organization Selection** screen is displayed.

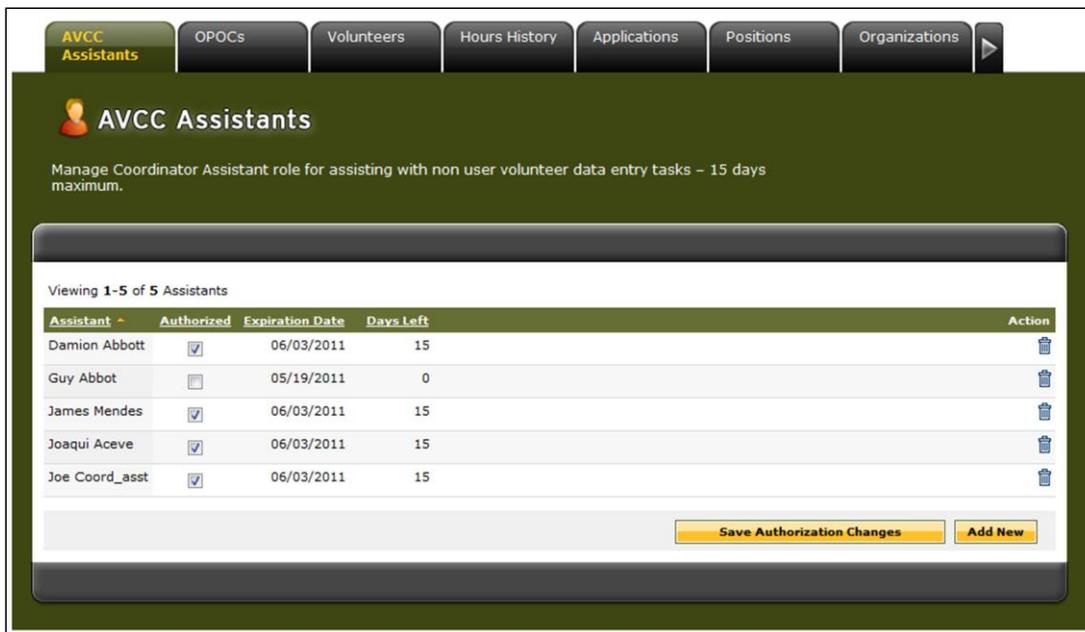
Select the organization(s) whose volunteer program the Organization Point of Contact will manage. Then, click the **Save and Return to Profile** button.



5. Manage Assistants

An Army Volunteer Corps Coordinator can set up Assistants to help with Non-User Volunteer tasks. Initially an Army Volunteer Corps Coordinator provides 15 days of temporary access. The access can be renewed, if needed. Assistants cannot view the **Volunteer Service Record Notes** screen but can add information to all other entry screens for Non Users. An Army Volunteer Corps Coordinator selects and authorizes Assistants from a list of Army OneSource registered users. Assistants may or may not be Volunteer Management Information System volunteers.

To manage assistants, click the **Assistants** link on the **AVCC** screen. The **Assistants** screen is displayed (See fig. 5.1).

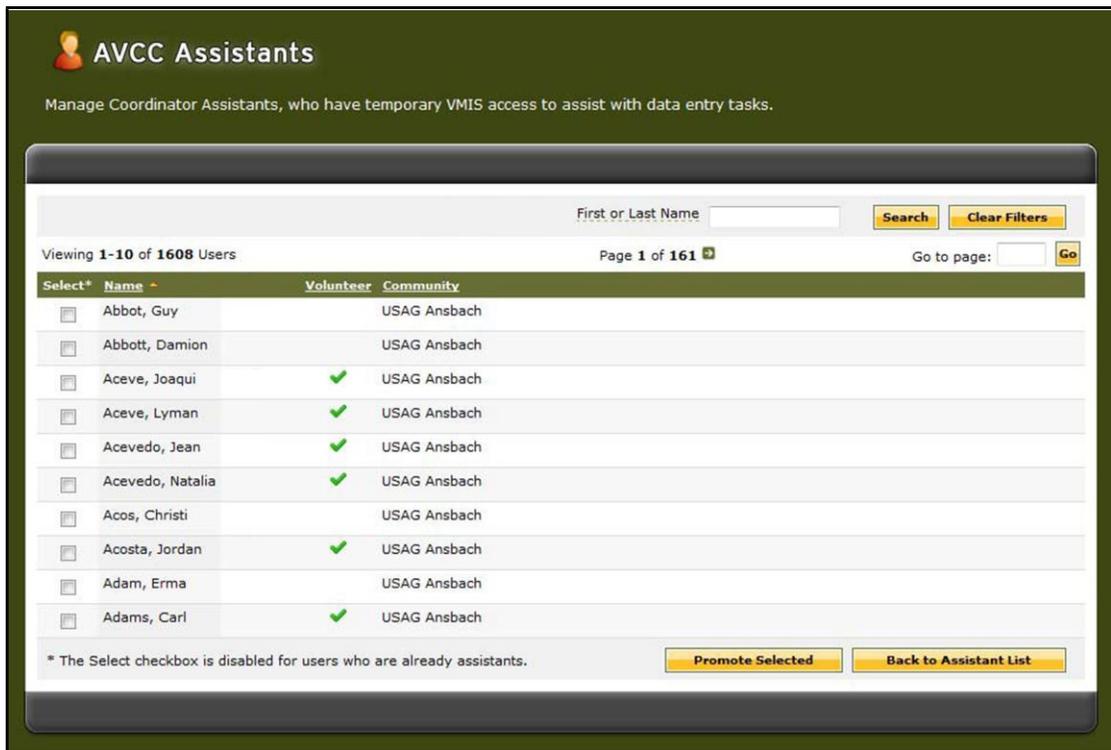


AVCC Assistants Screen (fig. 5.1)

Add a New Assistant

The process for adding an Assistant includes searching and selecting new Assistants from a list of current Community Army OneSource users, as well as promoting and authorizing a new Assistant.

To add new Assistants, click the  button. The **AVCC Assistants** screen is displayed (See fig. 5.2).



AVCC Assistants Screen (fig. 5.2)

Type First/Last Name and then click the  button to filter your search.

Select the checkbox next to the user, and then click the  button.

Click the  button to return to the **Assistants** screen.

Locate the promoted Assistant, select the **Authorized** checkbox, and click the  button. The Assistant is now authorized to perform an Assistant's tasks for 15 days (See fig. 5.2).



Extend an Assistant

Viewing 1-6 of 6 Assistants

Assistant	Authorized	Expiration Date	Days Left	Action
Damion Abbott	<input checked="" type="checkbox"/>	06/03/2011	15	
Guy Abbot	<input type="checkbox"/>	05/19/2011	0	
James Mendes	<input checked="" type="checkbox"/>	06/03/2011	15	
Joaqui Aceve	<input checked="" type="checkbox"/>	06/03/2011	15	
Joe Coord_asst	<input checked="" type="checkbox"/>	06/03/2011	15	
Lyman Aceve	<input type="checkbox"/>	05/19/2011	0	

AVCC Assistants Screen (fig. 5.3)

To re-initialize an existing Assistant's time, select the Assistant Authorized checkbox and click the button (See fig. 5.3).

Un-authorize or Remove an Assistant

Viewing 1-6 of 6 Assistants

Assistant	Authorized	Expiration Date	Days Left	Action
Damion Abbott	<input checked="" type="checkbox"/>	06/03/2011	15	
Guy Abbot	<input type="checkbox"/>	05/19/2011	0	
James Mendes	<input checked="" type="checkbox"/>	06/03/2011	15	
Joaqui Aceve	<input checked="" type="checkbox"/>	06/03/2011	15	
Joe Coord_asst	<input checked="" type="checkbox"/>	06/03/2011	15	
Lyman Aceve	<input type="checkbox"/>	05/19/2011	0	

AVCC Assistants Screen (fig. 5.4)

To un-authorize an Assistant while maintaining the individual on the list, deselect the Assistant Authorized checkbox then, click the button.

To remove an Assistant, select the Assistant Authorized checkbox and click the icon to the far right of their name. Then, click the **OK** button to confirm the removal of the Assistant.



6. Manage Positions

Although Army Volunteer Corps Organization Points of Contact are primarily responsible for position management, Army Volunteer Corps Coordinators can also manage positions, if needed.

To manage volunteer positions, click the **Positions** tab on the **AVCC** tools. The Organization **Positions** screen is displayed (See fig. 6.1).

AVCC Assistants OPOCs Volunteers Volunteer Hours Applications **Positions** Organizations

Positions

Manage posted volunteer positions for which you are responsible.

Organization: All

Scope: All Status: All

Position Name (or part) _____ Supervisor Name (or part) _____

Save Search Criteria **Search** **Clear Filters**

Click the Search button to load the position list.

Add New

AVCC Positions Screen (fig. 6.1)



Organization	Title	Type	Posted	Status	Supervisor
Army Family Action Plan (AFAP)	Advisor	Ongoing position	8/17/2006	Closed	
Army Family Action Plan (AFAP)	Advisory Council Secretary	Ongoing position	8/17/2006	Closed	
Army Family Action Plan (AFAP)	Facilitator	Ongoing position	8/17/2006	Closed	E H, M M
Army Family Action Plan (AFAP)	Issue Manager / SME Coordinator	Ongoing position	8/17/2006	Closed	L F, A G
Army Family Action Plan (AFAP)	Issue Support	Ongoing position	8/17/2006	Closed	S D, D B
Army Family Action Plan (AFAP)	Marketing Coordinator	Ongoing position	8/17/2006	Closed	E H, D V
Army Family Action Plan (AFAP)	Recorder	Ongoing position	8/17/2006	Closed	J R, A W
Army Family Action Plan (AFAP)	Training Coordinator	Ongoing position	8/17/2006	Closed	D R, A B
Army Family Action Plan (AFAP)	Transcriber	Ongoing position	8/17/2006	Closed	E S, N V
Army Family Action Plan (AFAP)	Workgroup Coordinator	Ongoing position	8/17/2006	Closed	

Positions Screen (fig. 6.2)

The Organization **Positions** screen displays the Organization, Title, Type, Posted date, and Status for the positions within the designated community or organization.

If Standard Positions are available, their initial status is 'Closed'. For an organization to use a Standard Position, they must add their local information and 'Open' the position. See Edit a Position for information on how to open a position.

Search Positions

Positions Screen (fig. 6.3)

To search for volunteer positions, use the available **Organization**, **Scope**, and/or **Status** filtering options to locate specific positions (See fig. 6.3).



Use the **Page** and **Go to page** tools to navigate through the pages of position search results.

Edit a Position

AVCC Assistants | OPOCs | Volunteers | Volunteer Hours | Applications | **Positions** | Organizations

Positions

Manage posted volunteer positions for which you are responsible.

Organization: All | Scope: All | Status: All

Position Name (or part): _____ Supervisor Name (or part): _____

Save Search Criteria **Search** **Clear Filters**

Select the number of records to display: 10 **Go**

Viewing 1-10 of 60 Positions | Page 1 of 6 | Go to page: _____ **Go**

Organization	Title	Type	Posted	Status	Supervisor
Army Family Action Plan (AFAP)	Advisor	Ongoing position	8/17/2006	Closed	
Army Family Action Plan (AFAP)	Advisory Council Secretary	Ongoing position	8/17/2006	Closed	
Army Family Action Plan (AFAP)	Facilitator	Ongoing position	8/17/2006	Closed	E H, M M
Army Family Action Plan (AFAP)	Issue Manager / SME Coordinator	Ongoing position	8/17/2006	Closed	L F, A G
Army Family Action Plan (AFAP)	Issue Support	Ongoing position	8/17/2006	Closed	S D, D B
Army Family Action Plan (AFAP)	Marketing Coordinator	Ongoing position	8/17/2006	Closed	E H, D V
Army Family Action Plan (AFAP)	Recorder	Ongoing position	8/17/2006	Closed	J R, A W
Army Family Action Plan (AFAP)	Training Coordinator	Ongoing position	8/17/2006	Closed	D R, A B
Army Family Action Plan (AFAP)	Transcriber	Ongoing position	8/17/2006	Closed	E S, N V
Army Family Action Plan (AFAP)	Workgroup Coordinator	Ongoing position	8/17/2006	Closed	

Add New

Positions Screen (fig. 6.4)

To view or edit a volunteer position, click a **Title** link. The selected position's details are displayed (See fig. 6.4).



AVCC Assistant OPOCS Volunteers Volunteer Hours Applications Positions Organizations

Positions

Manage posted volunteer positions for which you are responsible.

Download Save Reset [Print] Print Preview Clone Position Back

Required Label Underlining PopUp Help

Please input plain text only in Textarea sections. Do not Copy & Paste any MS Word formatted text.

Organization: Army Family Team Building (AFB)

Position Title: AFB Instructor (Standard Position)

Summary

0 of 100 characters used

General Duties: Teach AFB Levels

Assemble necessary course materials prior to scheduled presentation

Attend AFB meetings and activities

Assist AFB leadership whenever necessary to ensure program effectiveness and act as a spokesperson for the program

Support the professional ethics and goals of the program

Report any safety issues that may render you or clients susceptible to injuries

Duties: The First Line Supervisor is Mr. Patrick Bulstovich (Mobilization and Redeployment Specialist), and the Second Line Supervisor is Ms. Suzanne L. James (Director, ACS).

Teach AFB Levels

1000 of 3000 characters used

Time Required

0 of 1000 characters used

Evaluation: Does not make policy making decisions, does not supervise paid employees or military personnel or perform inherently governmental functions.

140 of 1000 characters used

Benefits: Support and promote Total Army Family well being, readiness, and resiliency

75 of 1000 characters used

General Training: Orientation to local program

AFB Levels

Local Training: Ongoing ACS professional development activities; instructor training

69 of 1000 characters used

Orientation: ACS Volunteer Orientation; provided by the AVCC and/or the Mobilization and Redeployment Specialist.

100 of 1000 characters used

Will the volunteer work with confidential issues or privacy protected records?

Confidential: Yes = No

General Qualifications: Complete local instructor training program

Ability to communicate orally and in writing

Working knowledge of AFB program

Experience with other volunteer organizations and/or other family programs

Ability to manage multiple priorities

Ability to work well in a team environment

Local Qualifications

0 of 1000 characters used

The following qualifications appear for positions at statutory organizations only.

Motor Vehicle Use: Not Required

Involves Work with Children or Youth: No

Credential or License Required: Yes = No

Position Availability

Status:

Duration Type:

Public: *

* Posted: 6/24/2007

Closed:

Location

Please provide as much information about the location for this position in order increase search visibility.

Address Line 1: USAG-H

Address Line 2: Unit 15228

City: APO

* State:

* Postal Code: 96271

Country:

Supervisor

First-line Supervisor

First Name: Patrick

Last Name: Bulstovich

email address: patrick.a.bulstovich.civ@mail.mil

Phone Number: 753-7439

Second-line Supervisor

First Name: Suzanne

Last Name: James

email address: suzanne.l.james.civ@mail.mil

Phone Number: 753-3103

Spell Check Download Save Reset Delete Print Preview Clone Position Back

Manage Organization Position Screen (fig. 6.5)



Fields marked with an asterisk (*) are required.
Make changes to the position. Under the Position Availability section, use the status dropdown box to change position from Closed to Open.

Click the **Save** button to save the updated position information and the Back button to return to the **Positions** screen.

Download a Position

To download a volunteer position description to Word, click a **Title** link. The position's detail is displayed. Next, click the **Download** button, and then click the **Open** button to open the position details in a Word document.

Within Microsoft Word, click **File** and then click **Save As** to save the position description to the local computer.

Add a New Position

Organization Positions
Manage posted volunteer positions for which you are responsible.

Organization: All
Scope: All Status: All
Position Name (or part): Supervisor Name (or part):
Save Search Criteria **Search** **Clear Filters**

Select the number of records to display: 10 **Go**
Viewing 1-10 of 1076 Positions Page 1 of 108 Go to page: **Go**

Organization	Title	Type	Posted	Status	Supervisor
12th CAB Equal Opportunity	✎	Ongoing position	3/28/2009	Closed	M K, P B
12th CAB Equal Opportunity	✎1187Characters	Ongoing position	11/4/2010	Open	Christian Rocamora
12th CAB Equal Opportunity	✎Copy of CR Volunteer Position	Ongoing position	3/17/2011	Closed	Christian Rocamora
12th CAB Equal Opportunity	✎Copy of position	Ongoing position	4/6/2011	Closed	M K, P B
12th CAB Equal Opportunity	✎CR Volunteer Position	Ongoing position	11/3/2010	Open	Christian Rocamora
12th CAB FRG Advisor	✎	Ongoing position	3/28/2009	Closed	A F, B C
12th CAB FRG Advisor	✎HHC 12th CAB	Ongoing position	4/16/2008	Open	Gregory Griff, Shawn Alston
12th CAB, HHC	✎7 Habits InstructorJoeLikesUs	Ongoing position	4/24/2007	Open	Alejandro Malone, F H
12th CAB, HHC	✎Brigade FRG Advisor	Ongoing position	1/9/2006	Closed	Wilfredo Franco
12th CAB, HHC	✎Care Team Member	Ongoing position	4/24/2007	Open	Dan Bender, Jolen Cardena

Add New

Positions Screen (fig. 6.6)



To add a new volunteer position, click the **Add New** button. The **Manage Organization Position** screen is displayed.

The screenshot shows the 'Manage Organization Position' screen. At the top, there are navigation tabs: AVCC, Assistant, DPOC, Volunteer, Volunteer Hours, Application, Positions, and Organization. The 'Positions' tab is active. Below the tabs, there is a header 'Positions' and a sub-header 'Manage posted volunteer positions for which you are responsible.' A yellow 'Add New' button is visible in the top right corner. The main form area contains several sections: 'Organization' (dropdown), 'Position Title' (text), 'Summary' (text area, 0/100 characters used), 'Duties' (text area, 0/3000 characters used), 'Time Required' (text area, 0/1000 characters used), 'Evaluation' (text area, 0/1000 characters used), 'Benefits' (text area, 0/1000 characters used), 'Training' (text area, 0/1000 characters used), 'Orientation' (text area, 0/1000 characters used), 'Confidential' (radio buttons for Yes/No), 'Qualifications' (text area, 0/1000 characters used), 'General Qualifications' (checkboxes for 'Complete local instructor training program', 'Ability to communicate orally and in writing', 'Working knowledge of AFB program', 'Experience with other volunteer organizations and/or other family programs', 'Ability to manage multiple priorities', 'Ability to work well in a team environment'), 'Local Qualifications' (text area, 0/1000 characters used), 'Motor Vehicle Use' (dropdown), 'Involves Work with Children or Youth' (radio buttons), 'Credential or License Required' (radio buttons), 'Position Availability' (Status dropdown, Duration Type dropdown, Public checkbox, Posted/Calendar buttons, Closed/Calendar buttons), 'Location' (Address Line 1, Address Line 2, City, State dropdown, Postal Code, Country dropdown), and 'Supervisor' (First-line Supervisor and Second-line Supervisor, each with First Name, Last Name, email address, and Phone Number fields). At the bottom right, there are 'Spell Check', 'Save', and 'Cancel' buttons.

Manage Organization Position Screen (fig. 6.7)



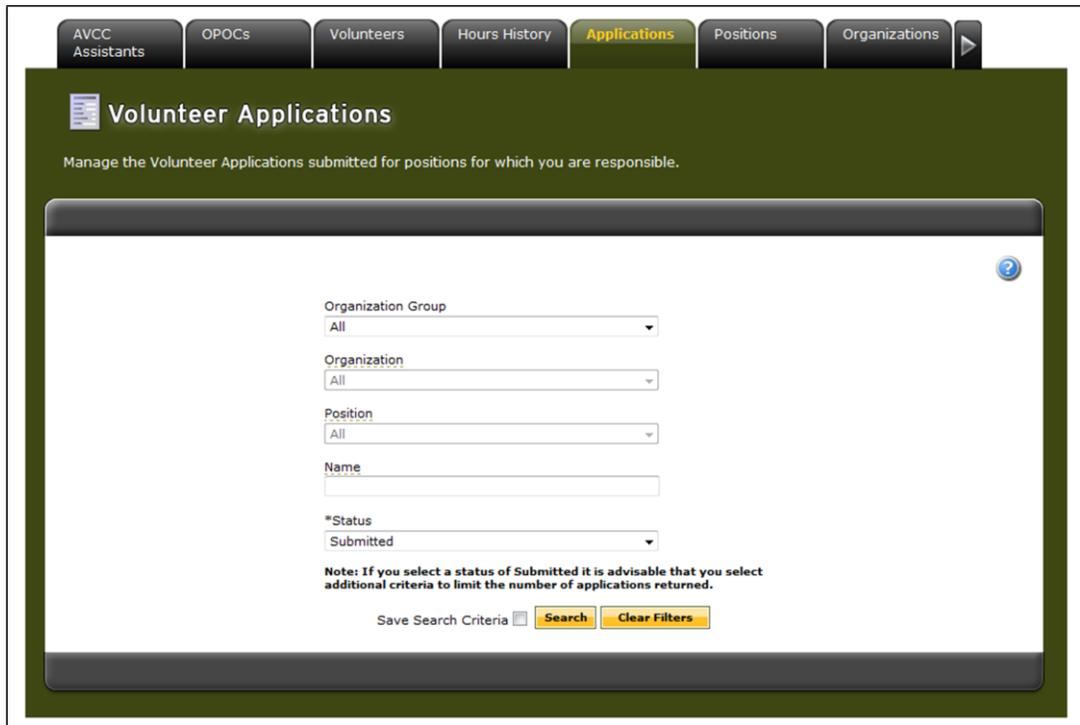
Fields marked with an asterisk (*) are required.

Type or select the applicable position information. Then, click the  button to save the new position information and return to the **Positions** screen.



7. Manage Applications

Although Organization Points of Contact are primarily responsible for managing volunteer applications, Army Volunteer Corps Coordinators can also manage volunteer applications, if needed.



AVCC Screen (fig. 7.1)

To manage volunteer applications, click on the **Applications** tab on the **AVCC** tools.



The **Applications** screen is displayed.

The screenshot shows the 'Volunteer Applications' screen. At the top, there is a navigation menu with tabs for AVCC Assistants, OPOCs, Volunteers, Hours History, Applications (highlighted), Positions, and Organizations. Below the menu, the page title 'Volunteer Applications' is displayed, followed by the instruction: 'Manage the Volunteer Applications submitted for positions for which you are responsible.' The main content area contains search filters for Organization Group, Organization, Position, Name, and *Status (set to Submitted). A note states: 'Note: If you select a status of Submitted it is advisable that you select additional criteria to limit the number of applications returned.' Below the filters are buttons for 'Save Search Criteria', 'Search', and 'Clear Filters'. A 'Save Status Changes' button is also present. The screen shows 'Viewing 1-10 of 102 Applications' and 'Page 1 of 11'. A table of application records is displayed with columns for Submitted, Position, Volunteer, and Status. The table contains 10 rows of data, each with a date, position name, volunteer name and email, and status options (Submitted, Accepted, Declined) and an Edit link.

Submitted	Position	Volunteer	Status
4/18/2011	12th CAB Equal Opportunity, USAG Ansbach 12th cab test	James Mendes james.mendes@defenseweb.com	<input checked="" type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Declined Edit
3/14/2011	12th CAB FRG Advisor, USAG Ansbach HHC 12th CAB	Joe Nonvolunteer joe.abedi+008@gmail.com	<input checked="" type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Declined Edit
2/16/2010	Deployment Readiness, USAG Ansbach Art Instructor	Cecil Galloway mo.11@stgb.org	<input checked="" type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Declined Edit
2/10/2010	Girl Scouts Illesheim, USAG Ansbach Brownie Troop 147 Leader	Regina Perkins cfcc.zmb@socji.org	<input checked="" type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Declined Edit
2/4/2010	Ansbach Middle/High School, USAG Ansbach Volunteer for Activities	Deena Robers bpc.kxfq@cevmhs.org	<input checked="" type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Declined Edit
2/4/2010	Ansbach Middle/High School, USAG Ansbach Volunteer for Activities	Deena Robers kxym.tvev@gymwp.net	<input checked="" type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Declined Edit
2/4/2010	2-159th, D TRP Illesheim, USAG Ansbach General Volunteer	Monte Cooper rkm.wpuz@dqjgxx.com	<input checked="" type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Declined Edit
2/4/2010	2-159th, A TRP Illesheim, USAG Ansbach Key Caller	Luella Bisho hmmp.cptu@yzca.org	<input checked="" type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Declined Edit
2/4/2010	2-159th, D TRP Illesheim, USAG Ansbach Key Caller	Monte Cooper aqyp.dm@wmxiqi.com	<input checked="" type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Declined Edit
2/4/2010	PTSA Illesheim, USAG Ansbach Book Fair Chairperson	Gale Foley coso.kevl@hvbdo.com	<input checked="" type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Declined Edit

Applications Screen (fig. 7.2)

The **Applications** screen shows potential volunteers applying for positions within the Army community for which the Army Volunteer Corps Coordinator is responsible. Only application forms with a status of 'Submitted' are displayed. Using the **Applications** screen, position applications can be 'Accepted', 'Declined', or viewed by selecting the 'Edit' link.



Accept an Application (Without Review)

Select the number of records to display: 10

Viewing 1-10 of 102 Applications Page 1 of 11 Go to page:

Submitted	Position	Volunteer	Status
4/7/2011	Family Advocacy Program (FAP), USAG Ansbach Administrative Assistant	Norber Macd spu.nwj@yozaq.com	<input checked="" type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Declined Edit
2/17/2010	Girl Scouts Illesheim, USAG Ansbach Registrar	Seymour Byrd xj.rxe@nraodr.org	<input checked="" type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Declined Edit
2/16/2010	Deployment Readiness, USAG Ansbach Art Instructor	Cecil Galloway mo.tl@stgb.org	<input checked="" type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Declined Edit
2/10/2010	Girl Scouts Illesheim, USAG Ansbach Brownie Troop 147 Leader	Regina Perkins cfcc.zmb@socji.org	<input checked="" type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Declined Edit
2/4/2010	Ansbach Middle/High School, USAG Ansbach Volunteer for Activities	Deena Robers bpc.kxfq@cevmhs.org	<input checked="" type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Declined Edit

Applications Screen (fig. 7.3)

To accept volunteer applications without reviewing them, select the **Accepted** status radio button for each application. Then, click the  button.

Accept/Decline an Application (With Review)

Select the number of records to display: 10

Viewing 1-10 of 102 Applications Page 1 of 11 Go to page:

Submitted	Position	Volunteer	Status
4/7/2011	Family Advocacy Program (FAP), USAG Ansbach Administrative Assistant	Norber Macd spu.nwj@yozaq.com	<input checked="" type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Declined Edit
2/17/2010	Girl Scouts Illesheim, USAG Ansbach Registrar	Seymour Byrd xj.rxe@nraodr.org	<input checked="" type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Declined Edit
2/16/2010	Deployment Readiness, USAG Ansbach Art Instructor	Cecil Galloway mo.tl@stgb.org	<input checked="" type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Declined Edit
2/10/2010	Girl Scouts Illesheim, USAG Ansbach Brownie Troop 147 Leader	Regina Perkins cfcc.zmb@socji.org	<input checked="" type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Declined Edit
2/4/2010	Ansbach Middle/High School, USAG Ansbach Volunteer for Activities	Deena Robers bpc.kxfq@cevmhs.org	<input checked="" type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Declined Edit

Applications Screen (fig. 7.4)

To review and then accept or decline a volunteer application, locate an application and click the corresponding **Edit** link. The **application** is displayed.



Edit Application Screen (fig. 7.5)

On the **application**, review the application information and select **'Accepted'** from the **Application Status** dropdown menu. Then, click the **Save** button to accept the application.

If you select **'Declined'** from the **Application Status** dropdown menu, enter the Reason Declined, and then click the **Save** button to reject the application.



Note: When an application is accepted, Volunteer Management Information System updates the volunteer application status to “accepted” and adds the position to the Volunteer’s Service Record and Volunteer Activity.

Delete an Application



The screenshot shows a web interface for managing volunteer applications. At the top right is a "Save Status Changes" button. Below it is a search bar with "Select the number of records to display: 10" and a "Go" button. The main content area shows "Viewing 1-10 of 102 Applications" and "Page 1 of 11". A table lists applications with columns for Submitted, Position, Volunteer, and Status. Each row has an "Edit" link.

Submitted	Position	Volunteer	Status
4/7/2011	Family Advocacy Program (FAP), USAG Ansbach Administrative Assistant	Norber Macd spu.nwj@yozaq.com	<input checked="" type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Declined Edit
2/17/2010	Girl Scouts Illesheim, USAG Ansbach Registrar	Seymour Byrd xj.rxxe@nraoodr.org	<input checked="" type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Declined Edit
2/16/2010	Deployment Readiness, USAG Ansbach Art Instructor	Cecil Galloway mo.tl@stgb.org	<input checked="" type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Declined Edit
2/10/2010	Girl Scouts Illesheim, USAG Ansbach Brownie Troop 147 Leader	Regina Perkins cfcc.zmb@socjl.org	<input checked="" type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Declined Edit
2/4/2010	Ansbach Middle/High School, USAG Ansbach Volunteer for Activities	Deena Robers bpc.kxfa@cevmhs.org	<input checked="" type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Declined Edit

Edit Application Screen (fig. 7.6)

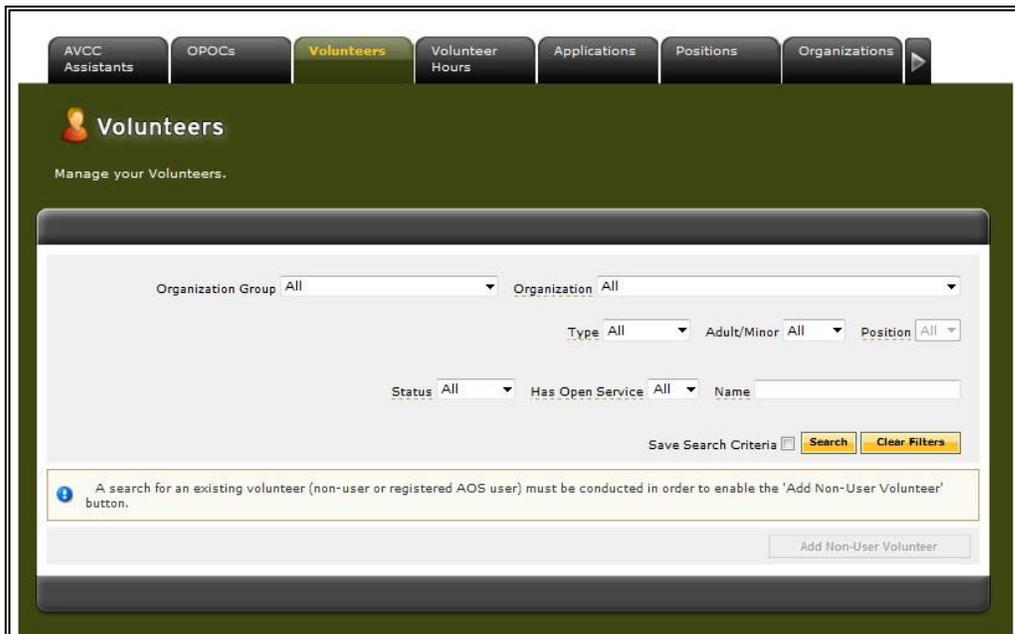
To delete a volunteer application, click the **Edit** link to review a specific application.

The **application** is displayed. Then, click the  button to remove the application from the Volunteer Management Information System.



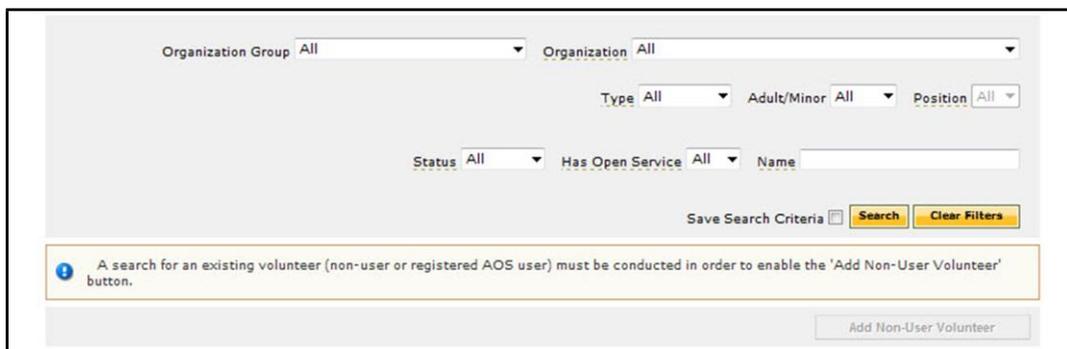
8. Manage Volunteers

An Army Volunteer Corps Coordinator manages the volunteers working in their military community by using the **Volunteers** tab on the **AVCC** tools. Although volunteer management responsibilities fall primarily on the Army Volunteer Corps Organization Point of Contact, an Army Volunteer Corps Coordinator can also manage volunteers if necessary.



AVCC Screen (fig. 8.1)

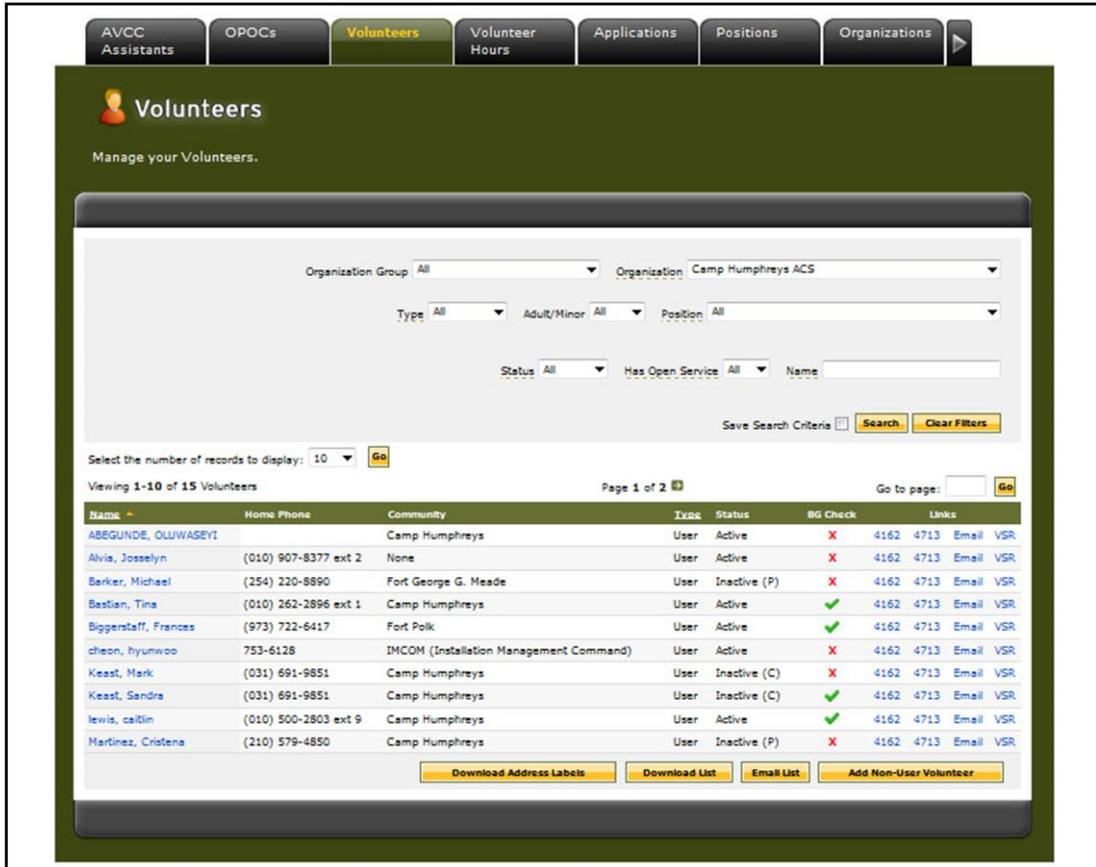
To manage volunteers, click the **Volunteers** tab on the **AVCC** tools. The **Volunteers** screen is displayed.



Volunteers Screen (fig. 8.2)



Use the available dropdown menus and textboxes to select and enter search criteria, and then click the **Search** button. The **Volunteers** screen refreshes and displays the Name, Home Phone, Work Phone, Type, Status, Background Check information, and links of the volunteers who meet the search criteria.



Volunteers Screen (fig. 8.3)

Add New Non-User Volunteer to New Community

To add a Non-User Volunteer to the community, the Army Volunteer Corps Coordinator can either locate an existing Non-User Volunteer in another community or create a new Non-User Volunteer.

Note: Army Volunteer Corps Staff users manage the service history for Non-User Volunteers. Army Volunteer Corps Staff-managed Non-User Volunteers include volunteers who have not registered as on Army OneSource user. User Volunteers are Army OneSource registered users who have submitted Army Volunteer Corps Volunteer applications and submit their volunteer hours. User Volunteers manage their own Volunteer Service Records.



Name	Home Phone	Community	Type	Status	BG Check	Links
ABEGUNDE, OLUWASEYI		Camp Humphreys	User	Active	X	4162 4713 Email VSR
Alvis, Josselyn	(010) 907-8377 ext 2	None	User	Active	X	4162 4713 Email VSR
Barker, Michael	(254) 220-8890	Fort George G. Meade	User	Inactive (P)	X	4162 4713 Email VSR
Bastian, Tina	(010) 262-2896 ext 1	Camp Humphreys	User	Active	✓	4162 4713 Email VSR
Biggerstaff, Frances	(973) 722-6417	Fort Polk	User	Active	✓	4162 4713 Email VSR
cheon, Hyunwoo	753-6128	IMCOM (Installation Management Command)	User	Active	X	4162 4713 Email VSR
Keast, Mark	(031) 691-9851	Camp Humphreys	User	Inactive (C)	X	4162 4713 Email VSR
Keast, Sandra	(031) 691-9851	Camp Humphreys	User	Inactive (C)	✓	4162 4713 Email VSR
Lewis, caitlin	(010) 500-2803 ext 9	Camp Humphreys	User	Active	✓	4162 4713 Email VSR
Martinez, Cristena	(210) 579-4850	Camp Humphreys	User	Inactive (P)	X	4162 4713 Email VSR

Volunteers Screen (fig. 8.4)

On the **Volunteers** screen, click the button. The **Add Non-User Volunteer to Community** screen is displayed in a new browser window.

AVCC Assistants
OPOCs
Volunteers
Volunteer Hours
Applications
Positions
Organizations

Volunteers
 Manage your Volunteers.

Locate an Existing Non-User Volunteer at Another Community to Move to Camp Humphreys

Community: ----Camp Humphreys

First Name * Last Name

Click the Search button after filling in filter settings, to load the volunteer-matches list.

Add Non-User Volunteer to Community Screen (fig. 8.5)

Locate an existing Non-User Volunteer at another community to move to your community

To locate an existing Non-User Volunteer at another community to move, select the **Community** and their **last** name. Asterisked (*) fields are required.



Once all information has been entered and the community selected, click the **Search** button.

Viewing 1 of 1 Volunteers

Name	Type	Community	Email	Home Phone	Work Phone
Bailey, Marc	Non-User	HQDA			

Add Non-User Volunteer to Community Screen (fig. 8.6)

The **Add Non-User Volunteer to Community** screen refreshes and displays the search results. Click the volunteer **Name** link. The **Edit Volunteer Profile** screen is displayed in a new browser window.

Edit Volunteer Profile Screen (fig. 8.7)



Select the new community from the **Military Community** dropdown menu, and then click the **Save** button. The Non-User Volunteer moves to the new community.

Create a Non-User Volunteer

Add Non-User Volunteer to Community Screen (fig. 8.8)

To create a Non-User Volunteer, navigate to the **Add Non-User Volunteer to Community** screen, and click the **Create a New Non-User Volunteer** button. The **Volunteer Profile for the Non-User** screen is displayed (See fig. 8.8).



Volunteer Tools



Required for Non-User * = Required Label underlining = Popup help

* First Name

* Last Name

* Military Community

Optional for Non-User

Address

Address Line 1

Address Line 2

City

State

ZIP

Country

Contact Information

Home Phone

Cell Phone

Work Phone

Fax Phone

Volunteer Email

Preferred Contact Method

Volunteer Status

Personal Status

Community Status

Open Services at Fort Stewart

None

Military Demographic Information

Family members of service members should provide the service information for their sponsor.

Branch of Service

Army Component

Family Member Yes No

Retired Yes No

Pay Grade

BOSS Soldier Yes No

General Demographic Information

Gender Male Female

* Date of Birth

Children at Home

Education

Volunteer Background

Initial Commitment

Have Preference Limits Check this if there are any special considerations that may limit your volunteer preferences. If yes, explain in User Note below.

User Note

Work Experience

Volunteer Experience

Special Skills, Interest, Hobbies

Sponsor

Sponsor Name

Sponsor Unit Address

Deceased

Minor

Minor Check this if you are under 18 years of age and not married. If that is the case, you will require parental permission to volunteer, and must provide contact information for your parent or guardian.

Cancel to User/Next Check/Cancel/Save/Cancel

Volunteer Profile for Non-User Screen (fig. 8.9)

Enter and select the Non-User Volunteer profile information. Asterisked (*) fields are required.

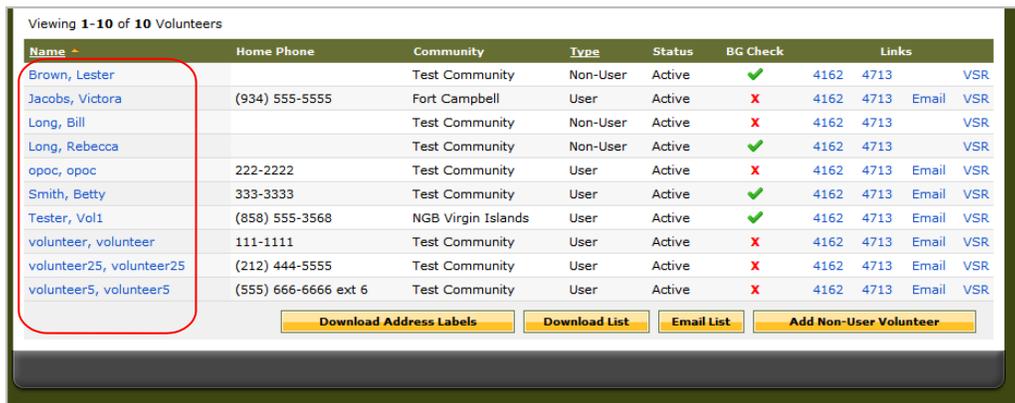


Click the  button to save the Non-User Volunteer. Then, navigate to the **Volunteer** screen and refresh the screen to see the newly added volunteer.

Convert a Non-User Volunteer to a User Volunteer

If Non-User Volunteers want to manage their own volunteer activity and history, the Army Volunteer Corps Coordinator (not Assistants) can convert Non-User Volunteers to Army OneSource User Volunteers.

Note: Before an Army Volunteer Corps Coordinator can convert a Non-User Volunteer, the Non-User Volunteer must first register on Army OneSource website for the community they are currently associated with as a Non-User Volunteer. The Non User Volunteer Profile will replace the volunteer profile for the new registered user, thus preserving their volunteer activity and history.



Viewing 1-10 of 10 Volunteers

Name	Home Phone	Community	Type	Status	BG Check	Links
Brown, Lester		Test Community	Non-User	Active	✓	4162 4713 VSR
Jacobs, Victora	(934) 555-5555	Fort Campbell	User	Active	✗	4162 4713 Email VSR
Long, Bill		Test Community	Non-User	Active	✗	4162 4713 VSR
Long, Rebecca		Test Community	Non-User	Active	✓	4162 4713 VSR
opoc, opoc	222-2222	Test Community	User	Active	✗	4162 4713 Email VSR
Smith, Betty	333-3333	Test Community	User	Active	✓	4162 4713 Email VSR
Tester, Vol1	(858) 555-3568	NGB Virgin Islands	User	Active	✓	4162 4713 Email VSR
volunteer, volunteer	111-1111	Test Community	User	Active	✗	4162 4713 Email VSR
volunteer25, volunteer25	(212) 444-5555	Test Community	User	Active	✗	4162 4713 Email VSR
volunteer5, volunteer5	(555) 666-6666 ext 6	Test Community	User	Active	✗	4162 4713 Email VSR

Download Address Labels Download List Email List Add Non-User Volunteer

Volunteers Screen (fig. 8.10)

To convert a Non-User Volunteer (NUV) to User Volunteer, navigate to the **Volunteers** screen, locate the NUV, and then click on the volunteer **Name** link. The **Edit Volunteer Profile screen** is displayed in a new window.



U.S. ARMY Volunteer Corps

User Profile Information * = Required Label underlining = Popup help

Name Aaron Doe
Military Community HQDA
Address San Diego, California 92109

Contact Information

Home Phone (999) 555-1212
Cell Phone
Work Phone
Fax Phone
Volunteer Email A.Doe@foo.com
Preferred Contact Method Email

Volunteer Status

Personal Status Active
Community Status Active

Open Services at HQDA
None.

Edit Volunteer Profile Screen (fig. 8.11)



Click the  button.

Note: *If the Volunteer has registered on the AOS website, the Volunteer's user registration is displayed.*

The **Convert Non-User Volunteer to User Volunteer** screen is displayed (See fig. 8.12).



Convert Non-User Volunteer to User Volunteer screen (fig. 8.12)

Next, locate the Non-User Volunteers user registration and click the  button. Then, click the **Convert to Selected User** button. The **Edit Volunteer Profile** screen is displayed (See fig. 8.13).



Volunteer Service Record

Volunteer Name Teresa Freeman

User Profile Information

Name: Connie Albert
 User Name: Delmar Mitch
 Email: dd.tud@igxzf.com
 Community: USAG Ansbach

User Volunteer Profile Information

This person has not registered as an AVC Volunteer.

Non-User Volunteer Profile Information

Name: Teresa Freeman
 Community: USAG Ansbach

This transfer cannot be undone.

[Transfer NUV VSR to This User](#) [Cancel](#)

Edit Volunteer Profile Screen (fig. 8.13)

Review and/or change volunteer information. Then, click the  button to apply the changes.

Edit/Delete Volunteer Information

Select the number of records to display: 10 [Go](#)

Viewing 1-10 of 909 Volunteers Page 1 of 91 [Go](#) Go to page: [Go](#)

Name	Home Phone	Work Phone	Type	Status	BG Check	Links			
Aceve, Joaqui	(604) 787-6334	(749) 186-4307	User	Active	✓	4162	4713	Email	VSR
Aceve, Lyman	(719) 535-4838	(583) 899-1846	User	Active	✗	4162	4713	Email	VSR
Acevedo, Jean	(114) 762-3261	(726) 531-3128	User	Active	✗	4162	4713	Email	VSR
Acevedo, Natalia	(238) 577-6574		User	Active	✗	4162	4713	Email	VSR
Acosta, Jordan	(661) 484-1165	(687) 824-1584	User	Active	✗	4162	4713	Email	VSR
Adams, Carl	(694) 187-4062	(871) 776-2811	User	Active	✓	4162	4713	Email	VSR
Adams, Melvin	(583) 271-9175		User	Inactive (P)	✓	4162	4713	Email	VSR
Aguila, Loyd	(334) 751-1948	(411) 547-1839	User	Active	✗	4162	4713	Email	VSR
Aguilar, Sheila	(873) 683-7152	(559) 220-2710	User	Active	✗	4162	4713	Email	VSR
Alexa, Charmai	(729) 863-3470	(682) 283-7068	User	Active	✓	4162	4713	Email	VSR

[Download Address Labels](#) [Download List](#) [Email List](#) [Add Non-User Volunteer](#)

Volunteers Screen (fig. 8.14)

To edit volunteer information, navigate to the **Volunteers** screen, and then click a volunteer **Name** link. The **Edit Volunteer Profile** screen is displayed in a new window (See fig. 8.15).



User Profile Information * = Required Label underlining = Popup help

Name Aaron Doe

Military Community HQDA

Address San Diego, California 92109

Contact Information

Home Phone (999) 555-1212

Cell Phone

Work Phone

Fax Phone

Volunteer Email A.Doe@foo.com

Preferred Contact Method Email

Volunteer Status

Personal Status Active

Community Status Active

Open Services at HQDA

None.

Edit Volunteer Profile Screen (fig. 8.15)

Edit the volunteer's profile information. Asterisked (*) fields are required. Click the **Save** button to apply the changes.

To edit a volunteer's status, navigate to the **Volunteers** screen, and then click a volunteer **Name** link. The **Edit Volunteer Profile** screen is displayed (See fig. 8.16).

Volunteer Status

Personal Status Active

Community Status Active

Edit Volunteer Profile Screen (fig. 8.16)



Locate the **Volunteer Status** section, and click on the **Personal Status** and/or **Community Status** dropdown menus to select a status of "Active" or "Inactive".

Deleting a volunteer's profile is not available if the volunteer is holding a volunteer position.

Edit/Add Volunteer Background Checks

The **BG Check** column on the **Volunteers** screen indicates a Background Check. The Army Volunteer Corps Coordinator and Organization Point of Contact can use the **BG Check** tool to manage background checks. This is for reference purposes only and is not an authoritative source for background checks.

Select the number of records to display: 10

Viewing 1-10 of 909 Volunteers Page 1 of 91 Go to page:

Name	Home Phone	Work Phone	Type	Status	BG Check	Links
Aceve, Joaqui	(604) 787-6334	(749) 186-4307	User	Active	✓	4162 4713 Email VSR
Aceve, Lyman	(719) 535-4838	(583) 899-1846	User	Active	✗	4162 4713 Email VSR
Acevedo, Jean	(114) 762-3261	(726) 531-3128	User	Active	✗	4162 4713 Email VSR
Acevedo, Natalia	(238) 577-6574		User	Active	✗	4162 4713 Email VSR
Acosta, Jordan	(661) 484-1165	(687) 824-1584	User	Active	✗	4162 4713 Email VSR
Adams, Carl	(694) 187-4062	(871) 776-2811	User	Active	✓	4162 4713 Email VSR
Adams, Melvin	(583) 271-9175		User	Inactive (P)	✓	4162 4713 Email VSR
Aguila, Loyd	(334) 751-1948	(411) 547-1839	User	Active	✗	4162 4713 Email VSR
Aguilar, Sheila	(873) 683-7152	(559) 220-2710	User	Active	✗	4162 4713 Email VSR
Alexa, Charmai	(729) 863-3470	(682) 283-7068	User	Active	✓	4162 4713 Email VSR

Volunteers Screen (fig. 8.17)

To view or add volunteer background checks, navigate to the **Volunteers** screen, locate the volunteer, and then click the ✓ or ✗ icon. The **Volunteer Service Record** screen is displayed in a new window.

Volunteer Service Record

Volunteer Name Carl Adams

Close this window when done with this volunteer.

Date	Checker	Role	Work Phone	Organization	Community
4/8/2011	Joe Avc_coord	AVC Coordinator	(123) 456-7890	NA	USAG Ansbach

Volunteer Background Checks Screen (fig. 8.18)

To edit a volunteer background check, locate the background check, and then click the icon. The **Volunteer Background Check** screen is displayed. Modify the **Check Date**, and then click the button to apply the changes.



To add a background check, click the **Add Check** button on the **Volunteer Background Checks** screen. The **Add Volunteer Background Check** screen is displayed (See fig. 8.19).

Volunteer Background Check for Mary Bailey	
* Check Date	9/22/2009 Calendar
Checker Information	
Name	Brian Hober
Work Phone	NA
Work Email	NA
Organization	NA
Community	HQDA
Role	AVC Coordinator
Save Cancel	

Add Volunteer Background Check Screen (fig. 8.19)

Type or select the applicable **Check Date**, and then click the **Save** button.

Email the Background Checker

To send email to the Background Checker about background check, navigate to the **Volunteer Background Checks** screen, locate the applicable Background Check, and then click the send email icon. The email browser is displayed. Compose the email message, and then click the **Send** button.



Export Volunteer Information

Select the number of records to display: 10

Viewing 1-10 of 909 Volunteers Page 1 of 91

Name	Home Phone	Work Phone	Type	Status	BG Check	4162	4713	Email	VSR
Aceve, Joaqui	(604) 787-6334	(749) 186-4307	User	Active	✓	4162	4713	Email	VSR
Aceve, Lyman	(719) 535-4838	(583) 899-1846	User	Active	✗	4162	4713	Email	VSR
Acevedo, Jean	(114) 762-3261	(726) 531-3128	User	Active	✗	4162	4713	Email	VSR
Acevedo, Natalia	(238) 577-6574		User	Active	✗	4162	4713	Email	VSR
Acosta, Jordan	(661) 484-1165	(687) 824-1584	User	Active	✗	4162	4713	Email	VSR
Adams, Carl	(694) 187-4062	(871) 776-2811	User	Active	✓	4162	4713	Email	VSR
Adams, Melvin	(583) 271-9175		User	Inactive (P)	✓	4162	4713	Email	VSR
Aguila, Loyd	(334) 751-1948	(411) 547-1839	User	Active	✗	4162	4713	Email	VSR
Aguilar, Sheila	(873) 683-7152	(559) 220-2710	User	Active	✗	4162	4713	Email	VSR
Alexa, Charmai	(729) 863-3470	(682) 283-7068	User	Active	✓	4162	4713	Email	VSR

Volunteers Screen (fig. 8.20)

To export 4162 volunteer information to Microsoft Word, navigate to the **Volunteers** screen, and then click the **4162** link to export the volunteer information. Click the **Save** button to save the file to the local computer.

To export volunteer 4713 annual summary information to Microsoft Excel, click the **4713** link on the **Volunteers** screen. The **Annual Summary** screen is displayed in a new window.

Volunteer : Vol1 Tester Year: 2011

	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	29	30	31	Totals
JAN		3		5		2	3							2												3					4	22
FEB	3		6								2					10																20
MAR	4								3													2										10
APR					5	2	7	2				3	3	2	4						24	3							3			58
MAY										3	2							3							4	5	4					22
JUN					3	3	2	2						10								6										26
JUL	10			2		4	2							2	8							3	4			3	6				45	
AUG	2		9		4						6																				22	
SEP																																0
OCT																																0
NOV																																0
DEC																																0
																Total: 224																

NOTE: Totals may vary slightly from the sum of the hours displayed, since hours are rounded for display.

Volunteers Screen (fig. 8.21)

Select the applicable **Year**, and then click the button. Click the **Save** button to save the file to the local computer.



Generate Volunteer Address Labels

Select the number of records to display: 10

Viewing 1-10 of 909 Volunteers Page 1 of 91 Go to page:

Name	Home Phone	Work Phone	Type	Status	BG Check	Links			
Aceve, Joaqui	(604) 787-6334	(749) 186-4307	User	Active	✓	4162	4713	Email	VSR
Aceve, Lyman	(719) 535-4838	(583) 899-1846	User	Active	✗	4162	4713	Email	VSR
Acevedo, Jean	(114) 762-3261	(726) 531-3128	User	Active	✗	4162	4713	Email	VSR
Acevedo, Natalia	(238) 577-6574		User	Active	✗	4162	4713	Email	VSR
Acosta, Jordan	(661) 484-1165	(687) 824-1584	User	Active	✗	4162	4713	Email	VSR
Adams, Carl	(694) 187-4062	(871) 776-2811	User	Active	✓	4162	4713	Email	VSR
Adams, Melvin	(583) 271-9175		User	Inactive (P)	✓	4162	4713	Email	VSR
Aguila, Loyd	(334) 751-1948	(411) 547-1839	User	Active	✗	4162	4713	Email	VSR
Aguilar, Sheila	(873) 683-7152	(559) 220-2710	User	Active	✗	4162	4713	Email	VSR
Alexa, Charmai	(729) 863-3470	(682) 283-7068	User	Active	✓	4162	4713	Email	VSR

Volunteers Screen (fig. 8.24)

To generate volunteer display address labels in Word, navigate to the **Volunteers** screen; click the button to generate a Microsoft Word document with volunteer mailing information. Click the **Save** button to save the Word file to the local computer.

Note: Ensure that the filters are set correctly, only active volunteers are included in the downloaded address labels.

Generate Volunteer List

Select the number of records to display: 10

Viewing 1-10 of 909 Volunteers Page 1 of 91 Go to page:

Name	Home Phone	Work Phone	Type	Status	BG Check	Links			
Aceve, Joaqui	(604) 787-6334	(749) 186-4307	User	Active	✓	4162	4713	Email	VSR
Aceve, Lyman	(719) 535-4838	(583) 899-1846	User	Active	✗	4162	4713	Email	VSR
Acevedo, Jean	(114) 762-3261	(726) 531-3128	User	Active	✗	4162	4713	Email	VSR
Acevedo, Natalia	(238) 577-6574		User	Active	✗	4162	4713	Email	VSR
Acosta, Jordan	(661) 484-1165	(687) 824-1584	User	Active	✗	4162	4713	Email	VSR
Adams, Carl	(694) 187-4062	(871) 776-2811	User	Active	✓	4162	4713	Email	VSR
Adams, Melvin	(583) 271-9175		User	Inactive (P)	✓	4162	4713	Email	VSR
Aguila, Loyd	(334) 751-1948	(411) 547-1839	User	Active	✗	4162	4713	Email	VSR
Aguilar, Sheila	(873) 683-7152	(559) 220-2710	User	Active	✗	4162	4713	Email	VSR
Alexa, Charmai	(729) 863-3470	(682) 283-7068	User	Active	✓	4162	4713	Email	VSR

Volunteers Screen (fig. 8.25)



To generate volunteer list in Microsoft Excel, search for the volunteers, and then click the **Download List** button to generate a Microsoft Excel list of volunteers. Click the **Save** button to save the Excel file to the local computer.

Manage a Volunteer Service Record

Select the number of records to display: 10

Viewing 1-10 of 909 Volunteers Page 1 of 91

Name	Home Phone	Work Phone	Type	Status	BG Check	Links			
Aceve, Joaqui	(604) 787-6334	(749) 186-4307	User	Active	✓	4162	4713	Email	VSR
Aceve, Lyman	(719) 535-4838	(583) 899-1846	User	Active	✗	4162	4713	Email	VSR
Acevedo, Jean	(114) 762-3261	(726) 531-3128	User	Active	✗	4162	4713	Email	VSR
Acevedo, Natalia	(238) 577-6574		User	Active	✗	4162	4713	Email	VSR
Acosta, Jordan	(661) 484-1165	(687) 824-1584	User	Active	✗	4162	4713	Email	VSR
Adams, Carl	(694) 187-4062	(871) 776-2811	User	Active	✓	4162	4713	Email	VSR
Adams, Melvin	(583) 271-9175		User	Inactive (P)	✓	4162	4713	Email	VSR
Aguila, Loyd	(334) 751-1948	(411) 547-1839	User	Active	✗	4162	4713	Email	VSR
Aguilar, Sheila	(873) 683-7152	(559) 220-2710	User	Active	✗	4162	4713	Email	VSR
Alexa, Charmai	(729) 863-3470	(682) 283-7068	User	Active	✓	4162	4713	Email	VSR

Volunteers Screen (fig. 8.26)

To manage a Volunteer Service Record, navigate to the **Volunteers** tab, locate the volunteer, and then click the **VSR** link. The **Volunteer Service Record** screen opens into a new window.

Volunteer Service Record

Volunteer Name Carl Adams

Fiscal Year: All Quarter: All Status: All

As Of 04/08/2011

Organization	Community	AVC Service	Status	Certified Hours*
FRG: 3-159th FRG Illesheim	USAG Ansbach	Volunteer Coordinator	Active	46.00
FRG: 3-159th FRG, B CO Illesheim	USAG Ansbach	Company FRG Leader	Active	347.50
Illesheim Elementary School	USAG Ansbach	Classroom Volunteer	Active	3.00
Illesheim Spouse and Civilian Club	USAG Ansbach	2nd Vice	Active	200.00
Illesheim Spouse and Civilian Club	USAG Ansbach	Operation Holiday	Active	64.00
Total Certified Hours				660.50

*Hour totals include both day and period hours.

Volunteer Service Record Screen (fig. 8.27)



Manage Volunteer Services or Hours

Select the position and the appropriate icon for managing volunteer services or hours.

Icon: Description:



Update a volunteer's service for a position



Submit and Certify hours – daily or period



Submit and Certify daily hours using a calendar view

Update a Volunteer's Service for a Position

To change a Volunteer's position status, click the  icon. A form to change the service status and dates of service is displayed (See fig. 3.17). Enter the Service Status and dates and click **Save** button.

To add volunteer hours for a Non User Volunteer or a User Volunteer, click on the **clock** icon. The **Add Hours** screen is displayed.

Volunteer Tools

AVC Services | Non-AVC Services | Volunteer Awards | Training | Orientation | Notes | Files | Report

Volunteer Service Record

Volunteer Name: **Lester Brown** [Delete] [Reset] [Save] [Return]

Community: Test Community * = Required Label underlining = Popup Help

Title: Store Accountant

Organization: Thrift Shop

Service Status: Active (dropdown menu open: Active, Blocked, Finished, Canceled, Requires Background Check, Inactive)

* Started: 4/2/2012 [Calendar]

Ended: [Calendar]

Details

Description of Duties: financial books for the Thrift Store

Notes: [Text Area]

0 of 1000 characters used

Include [checkbox]

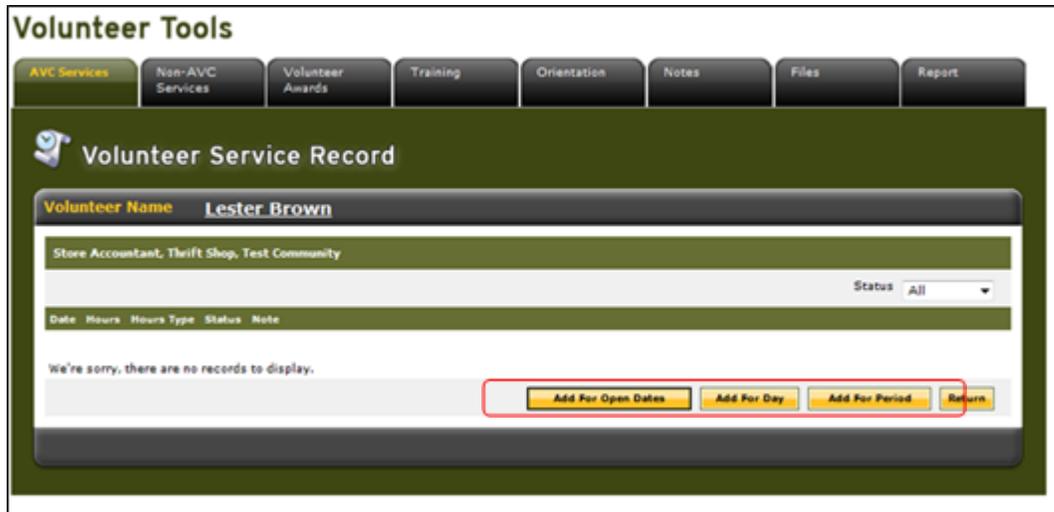
Volunteer Service Record Screen (fig. 8.27)



Submit and Certify Hours

To enter **Volunteer Hours**, click the  icon. Hours may be added three ways:

- Add Hours for Open Dates
- Add Hours for Day
- Add Hours for Period



Volunteer Service Record Screen (fig. 8.33)

Submit and Certify Hours for Open Dates

To add **Hours for Open Dates**, click the  button. A calendar view of open dates for entering volunteer hours is displayed (See fig 8.33). Select the appropriate date and enter volunteer hours worked on behalf of the volunteer and click  button.

Note: Round the minutes to the closest increment of 15 minutes (e.g. .25, .5, .75).



Volunteer Tools

AVC Services | Non-AVC Services | Volunteer Awards | Training | Orientation | Notes | Files | Report

Volunteer Service Record

Volunteer Name: Lester Brown

Store Accountant, Thrift Shop, Test Community

3/1/2012 - 4/17/2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				03/01	03/02	03/03
03/04	03/05	03/06	03/07	03/08	03/09	03/10
03/11	03/12	03/13	03/14	03/15	03/16	03/17
03/18	03/19	03/20	03/21	03/22	03/23	03/24
03/25	03/26	03/27	03/28	03/29	03/30	03/31
04/01	04/02					

Save Return

Certified hours are shown in green.

Volunteer Service Record Hours for Open Dates Screen (fig. 8.34)

Submit and Certify Hours for Day

To add **Hours for Day**, click the **Add For Day** button. Type or select the specific **Date** using the **Calendar** button. Type the Volunteer **Hours** for that date and enter a **Note** if desired. Click the **Save and Return** button to submit the hours (See fig 8.35).

Volunteer Tools

AVC Services | Non-AVC Services | Volunteer Awards | Training | Orientation | Notes | Files | Report

Volunteer Service Record

Volunteer Name: Lester Brown

Store Accountant, Thrift Shop, Test Community

Status: Certified

* = Required Label underlining = Popup help

Date: 4/16/2012 Calendar

Hours:

Note:

0 of 300 characters used

Rejection Reason (Required if status is set to rejected):

0 of 300 characters used

Save and Return Return

Volunteer Service Record Hours for Day Screen (fig. 8.35)



Submit and Certify Hours for Period

To add **Hours for Day**, click the **Add For Period** button. Type the total Volunteer Hours for the selected date range. Select the **Calendar Year** and **Month** from the dropdown lists. Click the **Save and Add Another** button or **Save and Return** button to submit the hours (See fig 8.36).

Volunteer Service Record Hours for Period Screen (fig. 8.36)

Submit and Certify Daily Hours

To add **Daily Volunteer Hours**, click the  icon to view a calendar of open dates. Select the appropriate date and enter volunteer hours worked on behalf of the volunteer. Click the **Save** button to submit the hours (See fig 8.37).

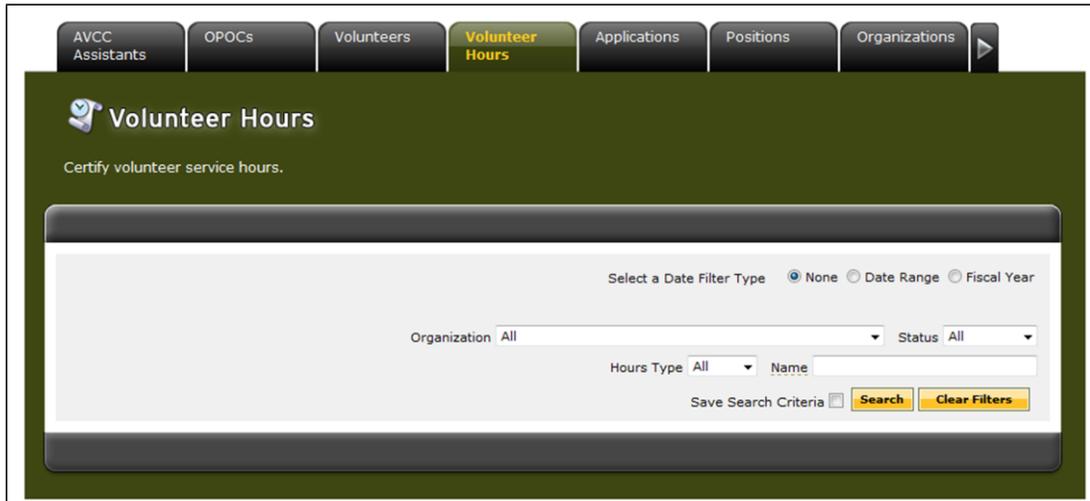
Note: Round the minutes to the closest increment of 15 minutes (e.g. .25, .5, .75).

Volunteer Service Record Hours for Period Screen (fig. 8.37)



9. Manage Hours

Although Army Volunteer Corps Organization Points of Contact are primarily responsible for managing volunteer hours, Army Volunteer Corps Coordinators can also manage volunteer hours, if needed.



AVCC Screen (fig. 9.1)

To manage volunteer hours, click the **Volunteer Hours** tab on the **AVCC** tools. To search for Submitted Hours, change the Status filter to "Submitted" and Save Search Criteria. Click **Search**.

The **Hours** screen is displayed (See fig. 9.2).



Volunteer Hours

Certify volunteer service hours.

Select a Date Filter Type None Date Range Fiscal Year

Organization All Status Submitted

Hours Type All Name

Save Search Criteria **Search** **Clear Filters**

Date	Volunteer	Position	Organization	Hours Type	Hours	Status	Selected
3/31/2011	Joaqui Aceve	CR Volunteer Position	12th CAB Equal Opportunity	Period	7.50	Submitted	<input checked="" type="checkbox"/>
11/4/2010	Lyman Aceve	1187Characters	12th CAB Equal Opportunity	Day	4.00	Submitted	<input checked="" type="checkbox"/>
11/15/2010	Lyman Aceve	1187Characters	12th CAB Equal Opportunity	Day	9.00	Submitted	<input checked="" type="checkbox"/>
11/19/2010	Lyman Aceve	1187Characters	12th CAB Equal Opportunity	Day	8.00	Submitted	<input checked="" type="checkbox"/>
11/24/2010	Lyman Aceve	1187Characters	12th CAB Equal Opportunity	Day	7.00	Submitted	<input checked="" type="checkbox"/>
11/30/2010	Lyman Aceve	1187Characters	12th CAB Equal Opportunity	Period	15.00	Submitted	<input checked="" type="checkbox"/>
12/15/2010	Lyman Aceve	1187Characters	12th CAB Equal Opportunity	Day	9.00	Submitted	<input checked="" type="checkbox"/>
11/30/2010	Carl Adams	Operation Holiday	Illesheim Spouse and Civilian Club	Period	15.00	Submitted	<input checked="" type="checkbox"/>
11/3/2010	Carl Adams	Volunteer Coordinator	3-159th FRG Illesheim	Day	6.00	Submitted	<input checked="" type="checkbox"/>
11/4/2010	Carl Adams	Volunteer Coordinator	3-159th FRG Illesheim	Day	4.00	Submitted	<input checked="" type="checkbox"/>
11/15/2010	Carl Adams	Volunteer Coordinator	3-159th FRG Illesheim	Day	9.00	Submitted	<input checked="" type="checkbox"/>
11/19/2010	Carl Adams	Volunteer Coordinator	3-159th FRG Illesheim	Day	8.00	Submitted	<input checked="" type="checkbox"/>

Volunteer Hours Screen (fig. 9.2)

Search for Volunteers

The **Volunteer Hours** screen displays a list of volunteers and their associated hours.

Select a Date Filter Type None Date Range Fiscal Year

Organization All Status All

Hours Type All Name

Save Search Criteria **Search** **Clear Filters**

Volunteer Hours Screen (fig. 9.3)

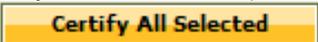


Certify All Volunteer Hours

11/19/2010	Volunteer Joe	USAG Ansbach Beautification Commission	Army Community Service (ACS)	Day	8.00	Submitted	<input checked="" type="checkbox"/>	OK
11/19/2010	Volunteer Joe	USAG Ansbach Beautification Commission	Army Community Service (ACS)	Day	9.00	Submitted	<input checked="" type="checkbox"/>	Edit
11/22/2010	Volunteer Joe	USAG Ansbach Beautification Commission	Army Community Service (ACS)	Day	10.00	Submitted	<input checked="" type="checkbox"/>	Edit
11/23/2010	Volunteer Joe	USAG Ansbach Beautification Commission	Army Community Service (ACS)	Day	11.00	Submitted	<input checked="" type="checkbox"/>	Edit
11/24/2010	Volunteer Joe	USAG Ansbach Beautification Commission	Army Community Service (ACS)	Day	12.00	Submitted	<input checked="" type="checkbox"/>	Edit
11/25/2010	Volunteer Joe	USAG Ansbach Beautification Commission	Army Community Service (ACS)	Day	13.00	Submitted	<input checked="" type="checkbox"/>	Edit
11/26/2010	Volunteer Joe	USAG Ansbach Beautification Commission	Army Community Service (ACS)	Day	14.00	Submitted	<input checked="" type="checkbox"/>	Edit
11/29/2010	Volunteer Joe	USAG Ansbach Beautification Commission	Army Community Service (ACS)	Day	5.00	Submitted	<input checked="" type="checkbox"/>	Edit

Hours Screen (fig. 9.4)

To certify all submitted volunteer hours, click the  button. Then, click the **OK** button to certify all submitted hours.

To certify only those selected, **deselect any volunteer hours in question**, and then select the  button.

Certify/Reject/Delete a Volunteer's Hours

Viewing 1-10 of 147 Time Entries				Page 1 of 15		Go to page: <input type="text"/>	<input type="button" value="Go"/>
Date	Volunteer	Position	Organization	Hours	Status		
3/7/2008	Bradford, Ellen	Core Instructor	Army Family Team Building (AFTB)	1.00	Submitted	Edit	
3/11/2008	Bradford, Ellen	Core Instructor	Army Family Team Building (AFTB)	24.00	Submitted	Edit	
3/12/2008	Bradford, Ellen	Core Instructor	Army Family Team Building (AFTB)	24.00	Submitted	Edit	
3/13/2008	Bradford, Ellen	Core Instructor	Army Family Team Building (AFTB)	24.00	Submitted	Edit	
3/14/2008	Bradford, Ellen	Core Instructor	Army Family Team Building (AFTB)	24.00	Submitted	Edit	
3/15/2008	Bradford, Ellen	Core Instructor	Army Family Team Building (AFTB)	1.00	Submitted	Edit	
3/21/2008	Bradford, Ellen	Core Instructor	Army Family Team Building (AFTB)	1.00	Submitted	Edit	
3/28/2008	Bradford, Ellen	Core Instructor	Army Family Team Building (AFTB)	1.00	Submitted	Edit	
4/4/2008	Bradford, Ellen	Core Instructor	Army Family Team Building (AFTB)	2.00	Submitted	Edit	
3/1/2008	Dedeaux, Tracy	Core Instructor	Army Family Team Building (AFTB)	3.50	Submitted	Edit	

Hours Screen (fig. 9.5)

To certify, reject, or delete a volunteer's hours, locate the volunteer and click the corresponding **Edit** link.

The **Edit Day Hours** screen is displayed (See 9.6)



The screenshot shows the 'Edit Day Hours' screen. At the top, there are navigation tabs: Positions, Applications, Volunteers, Volunteer Hours (highlighted), Reports, Profile, and Summary. Below the tabs is a header for 'Volunteer Hours' with the instruction 'Certify volunteer service hours.' The main content area is titled 'Cashier, Thrift Shop, Test Community'. It contains a form with the following fields: Status (dropdown menu set to 'Rejected'), Date (text box with '1/17/2012' and a 'Calendar' button), Hours (text box with '8'), Note (text area with 'display at the picnic' and a character count of '21 of 300 characters used'), and Rejection Reason (text area with '0 of 300 characters used' and a note '(Required if status is set to Rejected)'). At the bottom right, there are three buttons: 'Delete', 'Save and Return', and 'Return'.

Edit Day Hours Screen (fig. 9.6)

To certify the volunteers hours, select '**Certified**' from the **Status** dropdown box, enter the Date and Hours, and enter a Note if necessary. Then, click the **Save and Return** button.

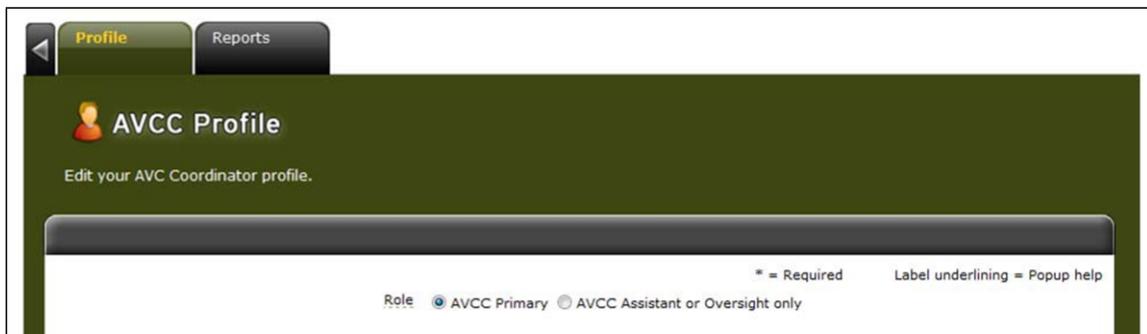
To reject the volunteers hours, select '**Rejected**' from the **Status** dropdown box, enter the Date and Hours, and enter a Note if necessary. Then, enter a Rejection Reason. Finally, click the **Save and Return to Hours List** button.

To delete a volunteer's hours, click the **Delete** button.



10. Manage Army Volunteer Corps Coordinator Profile

Army Volunteer Corps Coordinators update their contact information using the **AVCC Profile** tool on the **AVCC** screen. Keep Army Volunteer Corps Coordinator contact information current to ensure other Volunteer Management Information System contacts have up-to-date contact information and automatically-generated Volunteer Management Information System emails are received.



AVCC Screen (fig. 10.1)

To manage your Army Volunteer Corps Coordinator profile, click the **AVCC Profile** link on the **AVCC** screen. The **AVCC Profile** screen is displayed (See fig. 10.2).



The screenshot shows the 'AVCC Profile' screen. At the top, there are two tabs: 'Profile' (selected) and 'Reports'. Below the tabs, the title 'AVCC Profile' is displayed with a user icon. Underneath, it says 'Edit your AVC Coordinator profile.' The main form area contains the following fields and options:

- Role:** Radio buttons for 'AVCC Primary' (selected) and 'AVCC Assistant or Oversight only'.
- * Work Email:** Text input field containing 'christian.rocamora@xtendable.org'.
- * Commercial Work Phone:** Text input field containing '(123) 456-7890'.
- DSN Phone:** Text input field.
- Note:** Text area with a character count '0 of 1000 characters used' and a refresh icon.
- Work Address:** A section with a dark green header containing:
 - * Address Line 1:** Text input field containing 'joes work address'.
 - Address Line 2:** Text input field.
 - * City:** Text input field containing 'San Diego'.
 - * State:** Dropdown menu showing 'California'.
 - * ZIP:** Text input field containing '92121'.
 - * Country:** Dropdown menu showing 'United States'.
 - AVCC Locator Geolocation:** Text showing '32.904686°, -117.196183°'.

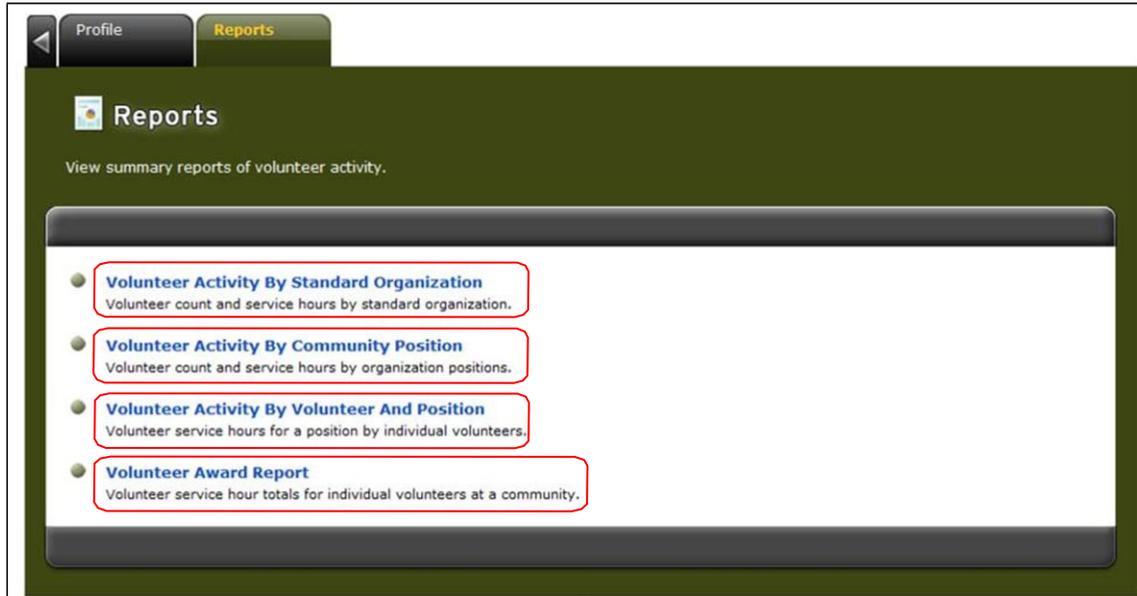
A yellow 'Save' button is located at the bottom right of the form area.

AVCC Profile Screen (fig. 10.2)

Make changes to the information. Asterisked (*) fields are required. Then, click the  button to save your updated Army Volunteer Corps Coordinator profile.



11. View Summary Statistics and Organization Point of Contact Reports



AVCC Report Screen (fig. 11.1)

In addition to the Army Volunteer Corps Coordinator tools used to manage volunteers, the **AVCC** screen contains links in the navigation bar used to view summary statistics and Army Volunteer Corps Coordinator reports.

View Army Volunteer Corps Coordinator Reports

Army Volunteer Corps Coordinators have access to reports for the volunteers within their military community. There are four reports available:

1. **Volunteer Activity By Standard Organization**
Displays Volunteer count and service hours by Standard Organization.
2. **Volunteer Activity By Community Position**
Displays Volunteer count and service hours by Organization Positions.
3. **Volunteer Activity By Volunteer and Position**
Displays Volunteer service hours for a Position by individual Volunteers.
4. **Volunteer Award Report**
Displays Volunteer service hour totals for individual Volunteers at a Community.



View a Report

To view the four types of Army Volunteer Corps Coordinator reports, click the **Reports** tab on the AVCC tools.

To view a Report, click the Report name link (See fig. 11.1). The Report details are displayed (See fig. 11.2).

Run a Report

To Run a **Report**, first click the **Clear** button to clear any previous criteria. Then, select the **Report Title** in the dropdown menu and select the **Period Date** or click on **[+]Range** to enter a Date Range.

Click the **Submit** button to run the Report. The **Report** is displayed.

Profile Reports Summary

Reports

View summary reports of volunteer activity.

Select Report

Report: Volunteer Activity By Standard Organization

Select Filters

Period: Mar 2014 [+]Range

Submit Clear

Report Filter Screen (fig. 11.2)

Change a Report

To change the report type, click the **Report** dropdown menu and select a new report type.

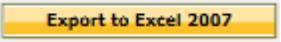
To change the filters for the report, select a new **Period** and/or **Community Organization**.

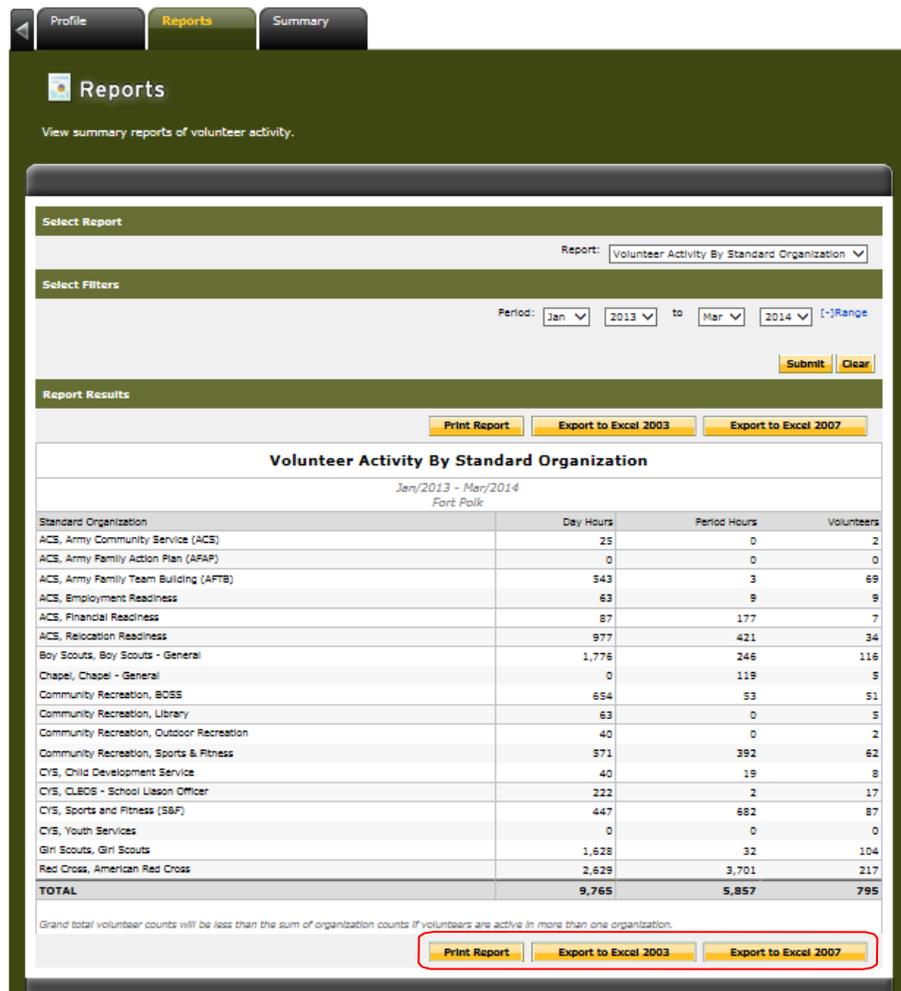


Print a Report

Click the  button to open a print preview and the report using the default printer hooked up to your computer.

Export a Report

Click the  or  to export the report to Excel spreadsheet (See fig. 11.3).



Reports
View summary reports of volunteer activity.

Select Report: Volunteer Activity By Standard Organization

Select Filters: Period: Jan 2013 to Mar 2014 [-:]Range

Report Results: Print Report Export to Excel 2003 Export to Excel 2007

Volunteer Activity By Standard Organization
 Jan/2013 - Mar/2014
 Fort Polk

Standard Organization	Day Hours	Period Hours	Volunteers
ACS, Army Community Service (ACS)	25	0	2
ACS, Army Family Action Plan (AFAP)	0	0	0
ACS, Army Family Team Building (AFTB)	543	3	69
ACS, Employment Readiness	63	9	9
ACS, Financial Readiness	87	177	7
ACS, Relocation Readiness	977	421	34
Boy Scouts, Boy Scouts - General	1,776	246	116
Chapel, Chapel - General	0	119	5
Community Recreation, BOSS	654	53	51
Community Recreation, Library	63	0	5
Community Recreation, Outdoor Recreation	40	0	2
Community Recreation, Sports & Fitness	571	392	62
CYS, Child Development Service	40	19	8
CYS, CLEDS - School Liason Officer	222	2	17
CYS, Sports and Fitness (S&F)	447	682	87
CYS, Youth Services	0	0	0
Girl Scouts, Girl Scouts	1,628	32	104
Red Cross, American Red Cross	2,629	3,701	217
TOTAL	9,765	5,857	795

Grand total volunteer counts will be less than the sum of organization counts if volunteers are active in more than one organization.

Print Report Export to Excel 2003 Export to Excel 2007

Report Screen (fig. 11.3)



Volunteer Activity By Standard Organization Report

Profile Reports Summary

Reports

View summary reports of volunteer activity.

Select Report

Report: Volunteer Activity By Standard Organization

Select Filters

Period: Mar 2014 [+]Range

Submit Clear

AVCC Volunteer Activity By Standard Organization Report Filter Screen (fig. 11.2)



Profile Reports Summary

Reports
View summary reports of volunteer activity.

Select Report
Report: Volunteer Activity By Standard Organization

Select Filters
Period: Jan 2013 to Mar 2014 [+Range]
Submit Clear

Report Results
Print Report Export to Excel 2003 Export to Excel 2007

Volunteer Activity By Standard Organization
Jan/2013 - Mar/2014
Fort Polk

Standard Organization	Day Hours	Period Hours	Volunteers
ACS, Army Community Service (ACS)	25	0	2
ACS, Army Family Action Plan (AFAP)	0	0	0
ACS, Army Family Team Building (AFTB)	543	3	69
ACS, Employment Readiness	63	9	9
ACS, Financial Readiness	87	177	7
ACS, Relocation Readiness	977	421	34
Boy Scouts, Boy Scouts - General	1,776	246	116
Chapel, Chapel - General	0	119	5
Community Recreation, BOES	654	53	51
Community Recreation, Library	63	0	5
Community Recreation, Outdoor Recreation	40	0	2
Community Recreation, Sports & Fitness	571	392	62
CYS, Child Development Service	40	19	8
CYS, CLEOS - School Liason Officer	222	2	17
CYS, Sports and Fitness (SBF)	447	682	87
CYS, Youth Services	0	0	0
Girl Scouts, Girl Scouts	1,628	32	104
Red Cross, American Red Cross	2,629	3,701	217
TOTAL	9,765	5,857	795

Grand total volunteer counts will be less than the sum of organization counts if volunteers are active in more than one organization.
 Print Report Export to Excel 2003 Export to Excel 2007

AVCC Volunteer Activity By Standard Organization Report Screen (fig. 11.3)

Volunteer Activity By Community Position Report

Profile Reports Summary

Reports
View summary reports of volunteer activity.

Select Report
Report: Volunteer Activity By Community Position

Select Filters
Period: Mar 2014 [+Range]
Community Organization: Boy Scouts: Boy Scouts - General
Submit Clear



AVCC Volunteer Activity By Community Position Report Filter Screen (fig. 11.4)

To Run the **Volunteer Activity By Community Position Report**, first click the **Clear** button to clear any previous criteria. Then, select the **Report Title** in the dropdown menu and select the **Period Date** or click on **[+]Range** to enter a Date Range. Finally, select the **Community Organization**.

Click the **Submit** button to run the Report (See fig. 11.4). The **Volunteer Activity By Community Position Report** is displayed (See fig. 11.5).

Reports
View summary reports of volunteer activity.

Select Report
Report: Volunteer Activity By Community Position

Select Filters
Period: Mar 2014 [+]Range
Community Organization: Boy Scouts: Boy Scouts - General

Submit Clear

Report Results
Print Report Export to Excel 2003 Export to Excel 2007

Volunteer Activity By Community Position
Mar/2014
Fort Polk
Boy Scouts, Boy Scouts - General

Organization	Position	Day Hours	Period Hours	Volunteers
Boy Scouts, Boy Scouts - General	Committee Member	2	0	1
TOTAL		2	0	1

Grand total volunteer counts will be less than the sum of position counts if volunteers are active in more than one position.

Print Report Export to Excel 2003 Export to Excel 2007

AVCC Volunteer Activity By Community Position Report Screen (fig. 11.5)



Volunteer Activity By Volunteer and Position Report

The screenshot shows a web application interface for generating reports. At the top, there are three tabs: 'Profile', 'Reports' (which is highlighted), and 'Summary'. Below the tabs, the main content area is titled 'Reports' and contains the text 'View summary reports of volunteer activity.'. There are two main sections: 'Select Report' and 'Select Filters'. In the 'Select Report' section, a dropdown menu is set to 'Volunteer Activity By Volunteer And Position'. In the 'Select Filters' section, there are several fields: 'Period' is set to 'Mar' and '2014', with a '[+]Range' link next to it; 'Community Organization' is set to 'Boy Scouts: Boy Scouts - General'; and 'Position' is set to 'All'. At the bottom right of the filter section, there are two buttons: 'Submit' and 'Clear'.

AVCC Volunteer Activity By Volunteer and Position Report Filter Screen (fig. 11.6)

To Run the **Volunteer Activity By Volunteer and Position Report**, first click the **Clear** button to clear any previous criteria. Then, select the **Report Title** in the dropdown menu and select the **Period Date** or click on **[+]Range** to enter a Date Range. Finally, select the Community Organization

Click the **Submit** button to run the Report (See fig. 11.6). The **Volunteer Activity By Volunteer and Position Report** is displayed (See fig. 11.7).



Profile Reports Summary

Reports

View summary reports of volunteer activity.

Select Report: Report: Volunteer Activity By Volunteer And Position

Select Filters

Period: Mar 2013 to Mar 2014 [-]Range

Community Organization: Boy Scouts: Boy Scouts - General

Position: Cubmaster

Submit Clear

Report Results

Print Report Export to Excel 2003 Export to Excel 2007

Volunteer Activity By Volunteer And Position

Mar/2013 - Mar/2014
Fort Polk
Boy Scouts, Boy Scouts - General
Cubmaster

Name	Day Hours	Period Hours
dougherty, edith	213.0	0
TOTAL	213.0	0

Print Report Export to Excel 2003 Export to Excel 2007

AVCC Volunteer Activity By Volunteer and Position Report Screen (fig. 11.7)



Volunteer Award Report

AVCC Volunteer Award Report Filter Screen (fig. 11.8)

To Run the **Volunteer Award Report**, first click the **Clear** button to clear any previous criteria. Then, select the **Report Title** in the dropdown menu and select the **Period Date** or click on **[+]Range** to enter a Date Range. Next, enter the number of **Minimum Hours** and the number of **Maximum Hours** you would like to see in the Report. Finally, select the **Community Organization** and **Position** in the dropdown menus.

Click the **Submit** button to run the Report (See fig. 11.8). The **Volunteer Award Report** is displayed (See fig. 11.9).



Profile Reports Summary

Reports

View summary reports of volunteer activity.

Select Report: Volunteer Award Report

Select Filters

Period: Mar 2013 to Mar 2014 [-]Range

Hours Minimum: Hours Maximum:

Community Organization: Boy Scouts: Boy Scouts - General

Position: Cubmaster

Submit Clear

Report Results

Print Report Export to Excel 2003 Export to Excel 2007

Volunteer Award Report

Mar/2013 - Mar/2014
Fort Polk
Boy Scouts, Boy Scouts - General
Cubmaster

Name	Certified Hours		Total
	Day Hours	Period Hours	
dougherty, edith	213.0	0	213.0
TOTAL (1)	213.0	0	213.0

Volunteers with no certified hours are excluded.
Period hours include only certified periods that fall completely within the month range selected; this will include hours for Month periods and may include hours for Quarter periods. Hours entered for a Fiscal Year period will not be included unless the month range includes the whole fiscal year, October through September.

Print Report Export to Excel 2003 Export to Excel 2007

AVCC Volunteer Award Report Screen (fig. 11.9)



12. For Additional Assistance

If you have any additional questions that this guide did not answer, please don't hesitate to contact us regarding your comments, thoughts, or ideas on how we can continue to meet your needs.

You can reach us through live chat or email us through the **Contact Us** link located at the bottom of the screen.



Army OneSource Homepage (fig. 12.1)