

Volunteer Management Information System Army Volunteer Corps Coordinator User Guide

May 2014



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This document was prepared on behalf of:

Shaunya M. Murrill Chief, Outreach & Strategic Integration Family Programs IMCOM, G9, Family and MWR Programs

2455 Reynolds Road, Bldg 2266 Fort Sam Houston, TX 78234-7588

email: <u>Shaunya.M.Murrill.civ@mail.mil</u>

Army OneSource - <u>www.myarmyonesource.com</u>

www.myarmyonesource.com



Table of Contents:

1. Welcome	5
Who Should Use This Manual	5
Roles and Responsibilities	5
2. Access the AVCC Tools	6
3. Manage Organizations	10
View an Organization	12
Edit or Delete a Local Organization	13
View, Edit, or Download an Organization Position	16
Add an Organization Position	19
Add an Organization	20
4. Manage Organization Points of Contact	23
Email Organization Points of Contact	23
Generate an Organization Point of Contact List	25
Invite a New Organization Point of Contact	25
Edit, Delete, or Assign an Organization Point of Contact	28
5. Manage Assistants	31
Add a New Assistant	31
Extend an Assistant	33
Un-authorize or Remove an Assistant	33
6. Manage Positions	34
Search Positions	35
Edit a Position	36
Download a Position	38
Add a New Position	38
7. Manage Applications	41
Accept an Application (Without Review)	43
Accept/Decline an Application (With Review)	43
Delete an Application	45
8. Manage Volunteers	46
Add New Non-User Volunteer to New Community	47
Locate an existing Non-User Volunteer at another community to move to your community	48
Create a Non-User Volunteer	50
Convert a Non-User Volunteer to a User Volunteer	52
Edit/Delete Volunteer Information	55
Edit/Add Volunteer Background Checks	57
Email the Background Checker	58
Export Volunteer Information	59
Send Email to a Volunteer or Filtered List of Volunteers	60
Generate Volunteer Address Labels	61
Generate Volunteer List	61
Manage a Volunteer Service Record	62
Manage Volunteer Services or Hours	63
Update a Volunteer's Service for a Position	63
Submit & Certify Hours	64
Submit & Certify Hours for Open Dates	64
Submit & Certify Hours for Day	65
Submit & Certify Hours for Period	66
Submit & Certify Hours for Daily Hours	66
9 Manage Hours	67

з



Search for Volunteers
Certify All Volunteer Hours69
9. Manage Hours (Continued)
Certify/Reject/Delete a Volunteer's Hours69
10. Manage Army Volunteer Corps Coordinator Profile71
11. View Summary Statistics and Organization Point of Contact Reports73
View a Report74
Run a Report74
Change a Report74
Print a Report75
Export a Report75
Volunteer Activity By Standard Organization Report76
Volunteer Activity By Community Position Report 77
Volunteer Activity By Volunteer and Position Report79
Volunteer Award Report81
12. For Additional Assistance

	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	ОРМ	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 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 <u>https://www.myarmyonesource.com</u>.



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).



Tue Mar 12, 2013 Image: Constraint of the services Image: Constraint of the services	Login Live Chat Support Home Register Help Image Image
Already a Member? Login Here!	<section-header><section-header><complex-block></complex-block></section-header></section-header>
 *** Security Warning *** YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS (which includes any device attached to this IS), you consent to the following The USG routinely intercepts and monitors communications on this I monitoring, network operations and defense, personnel misconduct At any time, the USG may inspect and seize data stored on this IS.) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY. By using this IS 1 conditions: S for purposes including, but not limited to, penetration testing, COMSEC (PM), law enforcement (LE), and counterintelligence (CI) investigations.

Army OneSource Login Page (fig. 2.2)

Enter your Username and Password, and click the **Login** 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).

Family Programs and Services	Health Care	Soldier and Family Housing	Child, Youth and School Services	Education, Careers, and Libraries	Recreation, Travel and BOSS	Communities a Marketplace	nd Commu Supp	unity ort
U.S.ARMY	Search Army OneSour	ce port? 1-877-811-AF	G G RMY			'olunteer Tools My AOS Page	Army F: Coven	amily ant Locator
Welcome Joe!		OpoSou	1200	Logo	it 📑 🐺 Live Chat Su	Commander's	Opdate Profile	Help

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	Standard Organizations are organizations common to most military communities, such as the Red Cross, Army Community Service programs, or the Chapel.
		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.
		Notes: • 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	Non-Standard Organizations are organizations that exist only within a military community.

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).



Volunteer Too	ols					
Access Role Selector AVC Coordinator 👻						
AVCC OI Assistants	POCs Volunteers	Volunteer Hours	Application History	Positions	Organizations	
Manage volunteer org	ity Organizations					
	Organization Status All	Group:	ACS	Scope:	ALL	-
	Name begins with:	A B C D E	FGHIJK Sav	L M N O P Q	R S T U V W X	Y Z

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

Manage volunteer organizations for your	r commun	ity.					
Ourseinstin	- Chabura -		Carrier		Same		
Organization	n Status	All 🗸	Group:	ACS		ALL	•
					Organization Name (o	or part)	
	Name begi	ns with: A	BCDE	FGHTI	KIMNOP	ORSTUV	w x y z
	turne begi	ing monte of	0000			QROIOT	
				2	ave Search Criteria	Search C	lear Filters
Select the number of records to display: 10	- Go						
Select the number of records to display: 10	✓ Go			Page 1 of	20		
Select the number of records to display: 10 Viewing 1-10 of 17 Organizations	- Go		Cl. 1	Page 1 of 1	2 🖸	Go to pag	ie: 6
Select the number of records to display: 10 Viewing 1-10 of 17 Organizations Name -	Group	<u>Type</u> Statutory	<u>Status</u>	Page 1 of 3	2 🖸	Go to pag	ie:
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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).



AVCC Assistants OPOCS Volunteer Community Organization Manage volunteer organizations for your commu	s Volunteer Application Positions Organizations E
Group	ACS
Organization Name	Private Organization - Individuals who volunteer for POs authorized in your military community. Statutory - Individuals who volunteer for the Army according to 10 USC 1588. Gratuitous Service - Individuals providing service receive no compensation or protections. Very few exist and must be approved by JAG.
Туре	Statutory
Description	* * * *
Inactivate Organization	
	adreelecta) Back

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).



😵 Community Organi	zations		
Manage volunteer organizations for you	ır community.		
Organizatio	on Status All _ Group	D: ACS _ S	cope: All
		Acto Constitution N	
		Organization N	ame (or part)
	Name begins with: A B C D	EFGHIJKLMN	O P Q R S T U V W X Y Z
		Save Search Cr	iteria 🕜 Search Clear Filters
		Save Search Cr	iteria 🔽 Search Clear Filters
Select the number of records to display: 10	- <u>60</u>	Save Search Cr	iteria 📝 Search Clear Filters
Select the number of records to display: 10 Viewing 1-10 of 17 Organizations	- Go	Save Search Cr Page 1 of 2 🖸	Go to page:
Select the number of records to display: 10 Viewing 1-10 of 17 Organizations Name -	▼ <mark>Go</mark> <u>Group Type Status</u>	Save Search Cr Page 1 of 2 🖸	iteria 🕡 Search Clear Filters Go to page: Go
Select the number of records to display: 10 Viewing 1-10 of 17 Organizations Name - ACS Illesheim	▼ Go Group Type Status ACS Statutory Active	Save Search Cr Page 1 of 2 🖸	Go to page: Go
Select the number of records to display: 10 Viewing 1-10 of 17 Organizations Name - ACS Illesheim Army Community Service (ACS)	Group Type Status ACS Statutory Active ACS Statutory Active	Save Search Cr Page 1 of 2 🗗	Go to page: Go Edit Positions View Positions
Select the number of records to display: 10 Viewing 1-10 of 17 Organizations Name - ACS Illesheim Army Community Service (ACS) Army Family Action Plan (AFAP)	Coup Type Status ACS Statutory Active ACS Statutory Active ACS Statutory Active ACS Statutory Active	Save Search Cr Page 1 of 2 🖬	Go to page: Go Edit Positions View Positions View Positions
Select the number of records to display: 10 Viewing 1-10 of 17 Organizations Name - ACS Illesheim Army Community Service (ACS) Army Family Action Plan (AFAP) Army Family Team Building (AFTB)	Croup Type Status ACS Statuory Active ACS Statutory Active ACS Statutory Active ACS Statutory Active ACS Statutory Active	Save Search Cr Page 1 of 2 🗈	Go to page: Go Edit Positions View Positions View Positions View Positions View Positions
Select the number of records to display: 10 Viewing 1-10 of 17 Organizations Name - ACS Illesheim Army Community Service (ACS) Army Family Action Plan (AFAP) Army Family Team Building (AFTB) Army Volunteer Corps (AVC)	Coup Type Status ACS Statutory Active	Save Search Cr Page 1 of 2 🖬	iteria Search Clear Filters Go to page: Ge Edit Positions View Positions View Positions View Positions View Positions View Positions
Select the number of records to display: 10 Viewing 1-10 of 17 Organizations Name - ACS Illesheim Army Community Service (ACS) Army Family Action Plan (AFAP) Army Family Team Building (AFTB) Army Volunteer Corps (AVC) Deployment Readiness	Group Type Status ACS Statutory Active	Save Search Cr Page 1 of 2 🖬	iteria Search Clear Filters Go to page: Ge Edit Positions View Positions View Positions View Positions View Positions View Positions
Select the number of records to display: 10 Viewing 1-10 of 17 Organizations Name ^ ACS Illesheim Army Community Service (ACS) Army Family Action Plan (AFAP) Army Family Team Building (AFTB) Army Volunteer Corps (AVC) Deployment Readiness Employment Readiness	Group Type Status ACS Statutory Active	Save Search Cr Page 1 of 2 🖬	iteria Search Clear Filters Go to page: Go Edit Positions View Positions View Positions View Positions View Positions View Positions View Positions View Positions
Select the number of records to display: 10 Viewing 1-10 of 17 Organizations Name ^ ACS Illesheim Army Community Service (ACS) Army Family Action Plan (AFAP) Army Family Action Plan (AFAP) Army Volunteer Corps (AVC) Deployment Readiness Employment Readiness Exceptional Family Member Program (EFMP)	Group Type Status ACS Statutory Active	Save Search Cr Page 1 of 2 🖬	iteria Search Clear Filters Go to page: Go Edit Positions View Positions View Positions View Positions View Positions View Positions View Positions View Positions View Positions
Select the number of records to display: 10 Viewing 1-10 of 17 Organizations Name - ACS Illesheim Army Community Service (ACS) Army Family Action Plan (AFAP) Army Family Action Plan (AFAP) Army Volunteer Corps (AVC) Deployment Readiness Employment Readiness Exceptional Family Member Program (EFMP) Family Advocacy Program (FAP)	Group Type Status ACS Statutory Active	Save Search Cr Page 1 of 2 🖸	iteria Search Clear Filters Go to page: Go Edit Positions View Positions View Positions View Positions View Positions View Positions View Positions View Positions View Positions View Positions
Select the number of records to display: 10 Viewing 1-10 of 17 Organizations Name ACS Illesheim Army Community Service (ACS) Army Family Action Plan (AFAP) Army Family Team Building (AFTB) Army Volunteer Corps (AVC) Deployment Readiness Employment Readiness Exceptional Family Member Program (EFMP) Family Advocacy Program (FAP) Family Advocacy Program EPC	Group Type Status ACS Statutory Active ACS Statutory Active	Save Search Cr Page 1 of 2 🖬	iteria Search Clear Filters Go to page: Ge Edit Positions View Positions Edit Positions

Organizations Screen (fig. 3.5)

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



AVCC OPOCs Volunteer Assistants	rs Volunteer Application Positions Organizations bistory
😵 Community Organizatio	ons
Manage volunteer organizations for your commu	unity.
Details	
	* = Required Label underlining = Popup help
Community	USAG Ansbach
Group	ACS
* Full Name	Soldier and Family Assistance Center
	Private Organization - Individuals who volunteer for POs authorized in your military community. Statutory - Individuals who volunteer for the Army according to 10 USC 1588. Gratuitous Service - Individuals providing service receive no compensation or protections. Very few exist and must be approved by JAG.
Туре	Statutory -
Description	* **
Inactivate Organization	
	Spell Check Save Cancel

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 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

Community Organizations for your control of the second sec	ations ommunity. Status All - Grou	2: ACE Scope:	
Manage volunteer organizations for your of Organization S	ommunity. Status All - Grou	2: ACC Scope:	
Organization S	Status All 🗸 Grou	2: ACC Scope:	
Organization S	Status All 👻 Grou	2: ACS _ Scope:	
Organization S	Status All 🗸 Grou	Scope:	
Organization S	Status All - Grou	D: ACC _ Scope:	
		AUS +	ALL 👻
		Organization Name (or	r part)
Nac		EEGHIIKIMNOD(
Nai	the begins with. A b C b	EFGHIJKEMNOPO	2KSTOVWXTZ
		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 D	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. 3.7)

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 Assistan	ts OPOCs Volu ommunity Organizations for your c	nteers ations ommunity.	Volunt	eer Application Positions Organizations
Viewing 1-9	9 of 9 Positions		_	
Posted *	Title	Туре	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 most but basis.

Organization Positions Screen (fig. 3.8)

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



AVCC OPOCs Volunteer	s Volunteer Hours	Applications	Positions	Organizations
Normanity Organizatio	ons			
Manage volunteer organizations for your communit	ny.			
(]
		Download	Save Delete Print	Preview Clone Position Back
Please input plain text only in Textarea secti	ons. Do not Copy & Paste a	ny MS Word formattee	* = Required	Label underlining = Popup help
* Organization	ACS: Army Volunteer Co	es (AVC)	(0)	
* Position Title	ACS Volunteer Manager			
Summary	Army Community Servi	ce Volunteer Manager		
	40 of 100 characters used			
Duties	The AVM works with the	AVCC to manage the	ACS ACS	
	Volunteer Program. Th volunteers and getting 1 system. Recerd keepin assignment. The AVM1 987 of 3000 characters used	s entails helping to pla hem acclimated to the g is also an integral pa as to make sure all vo	ACS ACS art of this plunteer	
Time Required	20-30 hours per week.		• •	•
	Total UNIT strengthene used			
fvaluation				
***********	paid employees or milit governmental functions	exing decisions, does any personnel or perfo	rm inherently	
	140 of 1000 pharacters used			
Benefits	Learns valuable Manage back to the community.	ment experience, and	also gives	
	76 of \$000 characters used			
Training	Will be provided by the	AVCC.		
1 - Andrea 14				
	26 of 1000 characters used			
Orientation	AVCC Volunteer Orienta	tion.	•	
	27 of 1000 characters used			
	Will the volunteer work w	ith confidential issues	or privacy protecte	d records?
Confidential Qualifications	Yes ⊖ No None required			
	13 of 5000 characters used			
Motor Vehicle Use	The following qualificatio	ns appear for positions	s at statutory organ	izations only.
Involves Work with Children or Youth	No			
Credential or License Required	©Yes €No			
Satus	Closed D			
Duration Type	Orgaing position			
• Posted	1/29/2013 Calend	2		
Cosed	1/30/2013 Calend			
Location			N914	6
Address line 1	And the set of the set		and the	11
Address Line 2	HLD USING HUMPHYEYS			
City	[
* State	Please Select			
* Postal Code Country	96271 South Korea		8	
Supervisor				
First Name	Hal			
Last Name	Mullen			
email address	harold.mullen@us.army	mil		
Prone Number	753-8238			
First Name	Suzanne			
Last Name	James			
email address	suzanne.l.james.civ@m	limit		
mone Number	753-3103	B 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 **Save** 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 **Add New** button (See fig. 3.11). The **Add Organization Position** screen is displayed (See fig. 3.11).



		Save Cancel
	* = Required	Label underlining = Popup help
* Organization	ACS: Relocation Readiness	
* Position Title		
Summary		¢.}
	0 of 100 characters used	
Duties	*	43
	v of 3000 characters used	
Time Required		<i>t</i> }
	0 of 1000 characters used	
Evaluation	×	43
	0 of 1000 characters used	
Benefits	*	<i>(</i>)
	0 of 1000 characters used	

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	Туре		
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 Organiz	zation Im

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.

😵 Community Org	anizations			
anade volunteer organizations	for your community			
anage volunteer organizations	for your community.			
	Select an organization	group to see a list of all u	inselected organizations that	are members of that group. Us
	the group "NONE" opti	ion to see organizations t	hat are not members of a grou	up.
Organization Group:	ACS (8)	•		
Select a standard organization				
	Check the checkbox ne then click the Save but community, you may u	ext to the organization(s) tton, Ifand only ifyou se the section below to cr	you want to add to the organi can not find the organization reate a new organization.	ization list for your community, you want to associate with you
Standard Organizations:	🔲 Financial Readiness			
	Army Community Se	ervice (ACS)		
	🔲 Family Advocacy Pr	rogram (FAP)		
	🔲 Information and Ref	erral		
	Army Family Action	Plan (AFAP)		
	Exceptional Family	Member Program (EFMP)		
	🔲 Deployment Reading	ess		
	🔲 Relocation Readines	55		
	Save and Ada	d Another Organization	Save and Return i	to List Return to List
		OR		
Croate a new graphization for C	amp Humphrour in group	ACC		

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.



Save and Return to List

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 Save and Add Another Organization 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.

AVCC Assistants	Cs Volunteers Hours History	y Application	ns Positions Organiza	ations
Second Se	on POCs			
	Or Role All	Status All	• Name	•
			Save Search Criteria Search	Clear Filters
Viewing 1-9 of 9 Invited OF	POCs			
Name A	Organization	Invited On	Email	
Christian Invite 1	Army Community Service (ACS)	11/17/2010	christian.rocamora@strongbonds.org	Delete Re-Invite
Christian Invite 2	12th CAB Equal Opportunity 12th CAB FRG Advisor 527th MP 615th MP 630th MP	11/8/2010	christian.rocamora@strongbonds.com	Delete Re-Invite
jay rockx sockx	ACS Illesheim Army Community Service (ACS) Army Family Action Plan (AFAP) Army Family Team Building (AFTB) Army Volunteer Corps (AVC) Deployment Readiness	9/21/2010	james.mendes@xtendable.org	Delete Re-Invite
jay rockx sockx	ACS Illesheim Army Community Service (ACS) Army Family Action Plan (AFAP)	7/27/2010	james.mendes@xtendable.org	Delete Re-Invite

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.

AVCC Assistants	OPOCs	Volunteers	Volunteer Hours	Applications	Positions	Organizations	\triangleright
Section POCs	ation PO	Cs					
				Organization CYS:	Child Development Serv	ice	\$
		Role		Status	Name		
			All	All	•		
					Save Search Cr	iteria 📄 <mark>Search</mark> Cl	ear Filters
Viewing 1 of 1 OPOCs							
POC	4	Organization		Phone Numbe	r Primary	Authorized	
Phillips, Sondra	C	Child Development Se	rvice	753-8601	Yes	Yes	Emai
					Download Address Lat	bels Email List Dow	nload List
Viewing 1-10 of 11 In	vited OPOCs			Page 1 of 2	⇒	Go to page:	Go
<u>Name</u>	9	Organization		Invited On E	mail 🔺		
Jennifer Reyburn	e	502nd ASB FRG		7/9/2013 6	02dasbfrg@gmail.com	Delete	Re-Invite
				77572015			
Ernest Moore	1	194th CSSB Active Du	ity	6/16/2013 e	rnestmoore2@yahoo.co	om Delete	Re-Invite
Ernest Moore SFC Gregory Washingt	1 on E	194th CSSB Active Du Equal Opportunity (EC	ity))	6/16/2013 e 3/20/2013 g	rnestmoore2@yahoo.co regory.washington2.mi	om Delete I@mail.mil Delete	Re-Invite Re-Invite
Ernest Moore SFC Gregory Washingt Bechtold, Elizabeth	t on E A	194th CSSB Active Du Equal Opportunity (EC V Co. 719th MI BN	ity))	6/16/2013 e 3/20/2013 g 5/29/2013 ju	rnestmoore2@yahoo.co regory.washington2.mi bybechtold@gmail.com	om Delete I@mail.mil Delete Delete	Re-Invite Re-Invite Re-Invite
Ernest Moore SFC Gregory Washingt Bechtold, Elizabeth Correa, Michael	ion E A	194th CSSB Active Du Equal Opportunity (EC A Co. 719th MI BN 5-52 AMD Alpha Batte	ry Active Duty	6/16/2013 e 3/20/2013 g 5/29/2013 ju 6/16/2013 k	rnestmoore2@yahoo.cr regory.washington2.mi oybechtold@gmail.com orican713@gmail.com	om Delete l@mail.mil Delete Delete Delete	Re-Invite Re-Invite Re-Invite Re-Invite
Ernest Moore SFC Gregory Washingt Bechtold, Elizabeth Correa, Michael Molly Goldenstar	1 2011 E 4 6 2	194th CSSB Active Du Equal Opportunity (EC A Co. 719th MI BN 5-52 AMD Alpha Batte 115th Optometry (FRC	ity)) ry Active Duty 3)	6/16/2013 e 3/20/2013 g 5/29/2013 ju 6/16/2013 k 3/19/2013 n	rnestmoore2@yahoo.co regory.washington2.mi oybechtold@gmail.com orican713@gmail.com nollygstar@gmail.com	om Delete I@mail.mil Delete Delete Delete Delete	Re-Invite Re-Invite Re-Invite Re-Invite Re-Invite
Ernest Moore SFC Gregory Washingt Bechtold, Elizabeth Correa, Michael Molly Goldenstar Molly Goldenstar	1 000 E 6 2 2 5 5	194th CSSB Active Du Equal Opportunity (EC A Co. 719th MI BN 5-52 AMD Alpha Batte 215th Optometry (FRC 115th Optometry Activ 568th MCGA	ity)) ry Active Duty 5) ve Duty	6/16/2013 e 3/20/2013 g 5/29/2013 ja 6/16/2013 k 3/19/2013 n 3/19/2013 n	rrestmoore2@yahoo.co regory.washington2.mi yybechtold@gmail.com orican713@gmail.com nollygstar@gmail.com nollygstar@gmail.com	om Delete I@mail.mil Delete Delete Delete Delete	Re-Invite Re-Invite Re-Invite Re-Invite Re-Invite
Ernest Moore SFC Gregory Washingt Bechtold, Elizabeth Correa, Michael Molly Goldenstar Molly Goldenstar Ashley Pretzer	1 2000 E 6 2 2 2 5 5 6	194th CSSB Active Du Equal Opportunity (EC A Co. 719th MI BN 5-52 AMD Alpha Batte 215th Optometry (FRC 215th Optometry Activ 568th MCGA 502nd ASB, B Compari	ity ry Active Duty S) ve Duty ny	6/16/2013 e 3/20/2013 g 5/29/2013 g 6/16/2013 k 3/19/2013 n 4/14/2013 n	restmoore2@yahoo.co regory.washington2.mi yybechtold@gmail.com orican713@gmail.com nollygstar@gmail.com iollygstar@gmail.com	om Delete I@mail.mil Delete Delete Delete Delete gmail.com Delete	Re-Invite Re-Invite Re-Invite Re-Invite Re-Invite Re-Invite

Organizations POCs Screen (fig. 4.2)



Generate an Organization Point of Contact List

	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	Ema
Bowman, Benita	BOSS Illesheim BOSS, Ansbach	(804) 524-6472	Yes	Yes	Ema
Boyer, Shari	5-111th Postal Company Ansbach Elementary School/PTSA	(772) 575-6670	Yes	Yes	Ema
		Download A	ddress Labels	mail List Down	load 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.ebtl@dgxvim.com	Delete	Re-Invite
	Invite First	Time OPOC	Invite OPOC From Anothe	er 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).



AVCC Assistants Volunteers	Hours History Applications Positions Organizations
Sorganization POCs	
	Continue
Check the checkbox next to the organization(s) for this (DPOC, then click the Save button.
12th CAB Equal Opportunity	DMWR, Outdoor Recreation
12th CAB FRG Advisor	DOL - Directorate of Logistics
527th MP	DPW
615th MP	DPW, Environmental Office
630th MP	EEO, Katterbach
ACS: ACS Illesheim	Fitness Center (Storck and Katterbach)
ACS: Army Community Service (ACS)	FRG: 12th CAB, HHC
ACS: Army Family Action Plan (AFAP)	FRG: 212th MP FRG
ACS: Army Family Team Building (AFTB)	FRG: 2-159 Illesheim
ACS: Army Volunteer Corps (AVC)	FRG: 2-159th, A TRP Illesheim
ACS: Deployment Readiness	FRG: 2-159th, B TRP Illesheim
ACS: Employment Readiness	FRG: 2-159th, C TRP Illesheim
ACS: Exceptional Family Member Program (EFMP)	FRG: 2-159th, D TRP Illesheim
ACS: Family Advocacy Program (FAP)	FRG: 2-159th, E Company Illesheim
ACS: Family Advocacy Program EPC	FRG: 2-159th, HHC Illesheim
ACS: Financial Readiness	FRG: 3-158 Air Assault, BN Steering
ACS, Information and Referral	EDC: 2,158th EDC. A Company

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



	* = Required Label underlining = Populo belo
Organization	BOSS
Community	Other
Community	Guer
* Name	
* Email	
* Cubiest	
Subject	
* Message	🗈 🐰 🛍 A 👗 B Z 🖳 🗮 🍓
	" <u>Click here</u> to register as an OPOC at Other for the following organization(s): BOSS, ." will be appended to the end of your message.
Attach OPOC Guide	
	×
Request read receipt	
BCC me	
	A
	Send Email 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 **Send Email** button (See fig. 4.6).



For New Tuseur Hillinge Those Reports Flab Hoppe FD+	
leoly (Ali Reply to Ali) 🖧 Formand 🔄 🕤 🥞 🤻 🥸 🖧 X 🔸 - 🖈 - A' 🕺 🖡	Snagit 🖭 Window 🔹 👦
m: jacqueline.sirota@gmail.com	Sent: Fit 7/11/2008 12:46 FM
Jacqueline Sirota - DefensetWeb Technologies	
ijact: Organization POC Invitation	
storest TOPOC Setting Stated Guide of (4KB)	
ase accept this invitation to become an Organization POC.	
<u>ick here to register as an OPOC at HQDA for the following organization(s): Army Communit</u>	ity Service (ACS).
Lun .	

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

	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	Emai
Bowman, Benita	BOSS Illesheim BOSS, Ansbach	(804) 524-6472	Yes	Yes	Emai
Boyer, Shari	5-111th Postal Company Ansbach Elementary School/PTSA	(772) 575-6670	Yes	Yes	Emai

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 OPOCS V Assistants	/olunteers	Volunteer Hours	Application	Positions	Organizatio
Organization POC:	5				
Organization POCs					
			Select Org	anization	Save Delete Done
		* =	Required	Label und	ferlining = Popup help
Edit the information as nee	ded then c	lick on the S	ave button.		
Name	Sondra Ph	nillips			
Community	Camp Hu	mphreys			
Organization	Child Dev	elopment Se	ervice		
Authorized	eYes oN	0			
Authorized Date	8/29/201	0 5:33:50 P	PM		
Role	OPOC Pr	rimary © OPC	OC Oversight	only	
Work Email	USAG.HU	MPHREYS.C	CDC@gmail.co	m	
Commercial Work Phone	753-860	1			
DSN Phone	753-860	1			
Note	0 of 1000	characters	used		
Last Login	11/3/201	0			
Work Address					
Address Line 1	USAG Hu	mphreys CI	DC DC		
Address Line 2					
City	APO				
State	Armed F	orces Pacific	\$		
ZIP	96271				
Country	South Ke	orea			•
Volunteer Coordinator					
	HAROLD ((011) 03: (315) 75: harold.mu	MULLEN 1-6903 ext 2 3-3266 Jllen@us.arn	266 ny.mil		
				5	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	ОРОС	s Volu	inteers	Hours History	Applications	Positions	Organizations	\triangleright
	C Assi	stants						
Manage Coord maximum.	linator Assis	tant role for ass	isting with r	non user volunteer	data entry tasks -	- 15 days		
Viewing 1-5 of 5	Assistants	_						
Assistant *	Authorized	Expiration Date	Days Left					Action
	V	00/03/2011	15					
Guy Abbot		05/19/2011	0					
James Mendes		06/03/2011	15					İ
Joaqui Aceve		06/03/2011	15					İ
Joe Coord_asst		06/03/2011	15					1
						Save Authorizatio	n Changes	Add New
<u> </u>								

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.





				First or Last Name	Search Clear Filters
ewing	g 1-10 of 1608 Users			Page 1 of 161 🖸	Go to page:
elect*	Name	Voluntee	er <u>Community</u>		
	Abbot, Guy		USAG Ansbach		
	Abbott, Damion		USAG Ansbach		
	Aceve, Joaqui	~	USAG Ansbach		
	Aceve, Lyman	×	USAG Ansbach		
	Acevedo, Jean	~	USAG Ansbach		
	Acevedo, Natalia	~	USAG Ansbach		
	Acos, Christi		USAG Ansbach		
	Acosta, Jordan	~	USAG Ansbach		
	Adam, Erma		USAG Ansbach		
	Adams, Carl	×	USAG Ansbach		

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

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

Click the Back to Assistant List button to return to the Assistants screen.

Locate the promoted Assistant, select the **Authorized** checkbox, and click the Save Authorization Changes 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	<u>Days Left</u>	Action
Damion Abbott	V	06/03/2011	15	Ê
Guy Abbot		05/19/2011	0	m
James Mendes	V	06/03/2011	15	Ê
Joaqui Aceve	V	06/03/2011	15	ê
Joe Coord_asst	\checkmark	06/03/2011	15	â
Lyman Aceve		05/19/2011	0	1
				Save Authorization Changes Add New

AVCC Assistants Screen (fig. 5.3)

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

Un-authorize or Remove an Assistant

Viewing 1-6 of	6 Assistants			
Assistant A	Authorized	Expiration Date	<u>Days Left</u>	Action
Damion Abbott	\checkmark	06/03/2011	15	
Guy Abbot		05/19/2011	0	Î
James Mendes	V	06/03/2011	15	Ê
Joaqui Aceve	V	06/03/2011	15	â l
Joe Coord_asst		06/03/2011	15	
Lyman Aceve		05/19/2011	0	ê
				Save Authorization Changes Add New

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 $\frac{1}{100}$ 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).

Positions Manage posted volunteer positions for which you are responsible. Organization All Scope: All Position Name (or part) Supervisor Name (or part)
Manage posted volunteer positions for which you are responsible.
Organization All Scope: All Position Name (or part) Supervisor Name (or part)
Scope: All Status All Supervisor Name (or part)
Position Name (or part) Supervisor Name (or part)
Save Search Criteria
Click the Search button to load the position list.
Add New

AVCC Positions Screen (fig. 6.1)



Manage posted volunteer positions for which you are responsible.	Assistants Positions	Volunteers Volunteer Hours	Applications Positi	ions O	rganization	5
Organization All Scope: All Status All Status Supervisor Name (or part) Save Search Criteria Search Clear Filters Select the number of records to display: 10 Image: Clear Filters Select the number of records to display: 10 Image: Clear Filters Select the number of records to display: 10 Image: Clear Filters Select the number of records to display: 10 Image: Clear Filters Select the number of records to display: 10 Image: Clear Filters Select the number of records to display: 10 Image: Clear Filters Search Clear Filters Select the number of records to display: 10 Image: Clear Filters Search Clear Filters Select the number of records to display: 10 Image: Clear Filters Search Clear Filters Select the number of records to display: 10 Image: Clear Filters Search Clear Filters Select the number of records to display: 10 Image: Clear Filters Search Search	Manage posted volunteer position	ns for which you are responsible.				
Organization All Scope: All Status All Scope: All Status All Scope:						
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 Ge Seerch Clear Filters Select the number of records to display: 10 Ge Seerch Go to page: Ge Viewing 1-10 of 60 Positions Page 1 of 6 So to page: Ge Ge Seerch All 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) Fascilitator Ongoing position 8/17/2006 Closed L F, A G Army Family Action Plan (AFAP) /Issue Support 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) /Recorder Ongoing position 8/17/2006 Closed S D, D B <					_	
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 Ge Search Clear Filters Select the number of fecords to display: 10 Ge Search Go to page: Ge Viewing 1-10 of 60 Positions Table Type Posted Status Supervisor Army Family Action Plan (AFAP) Advisor Ongoing position 8/17/2006 Closed Army Family Action Plan (AFAP) Facilitator Ongoing position 8/17/2006 Closed Army Family Action Plan (AFAP) Issue Manager / SME Coordinator Ongoing position 8/17/2006 Closed E H, M M Army Family Action Plan (AFAP) Issue Support Ongoing position 8/17/2006 Closed E H, D V 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 E H, D V Army Family Action Plan (AFAP) Training Coordinator<		Orga	nization All			
Position Name (or part) Position Name (or part) Position Name (or part) Supervisor Name (or part) Save Search Criteria Search Clear Filters Select the number of records to display: 10 Ge Viewing 1-10 of 60 Positions Page 1 of 6 Go to page: Ge Creanization Yeanily Action Plan (AFAP) Advisor Congoing position Supervisor Select the number of records to display: Se			Cores		Chathar	
Position Name (or part) Supervisor Name (or part) Save Search Criteria Search Clear Filters Select the number of records to display: 10 • Co Viewing 1-10 of 60 Positions Page 1 of 6 1 Co to page: Ce Organization - Ttle Yue Posted Status Supervisor Army Family Action Plan (AFAP) Advisor 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) Pase Support 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 E H, M M Army Family Action Plan (AFAP) Issue Support Ongoing position 8/17/2006 Closed E H, D V Army Family Action Plan (AFAP) Recorder Ongoing position 8/17/2006 Closed E H, D V Army Family Action Plan (AFAP) Recorder Ongoing position 8/17/2006 Closed E H, D V Army Family Action Plan (AFAP) Tr			Scope	All	▼ Status	All 🔻
Save Search Criteria Search Clear Filters Select the number of records to display: 10 • • •	Position Name (or pa	art)	Supervisor Name (or part)			
Select the number of records to display: 10 Select the number of records to display: 10 Viewing 1-10 of 60 Positions Page 1 of 6 Cost opage: Cost o			Save Search (riteria — 🔽		
Page 1 of 6 C Go to page: G Viewing 1-10 of 60 Positions Page 1 of 6 C Go to page: G Organization - THe Posted Status Supervisor Organization - THe Posted Status Supervisor Organization - THe Posted Status Supervisor Army Family Action Plan (AFAP) Advisory Council Secretary Ongoing position 8/17/2006 Closed E H, M M Army Family Action Plan (AFAP) Plasue Manager / SME Coordinator Ongoing position 8/17/2006 Closed S D, D B Army Family Action Plan (AFAP) Plasue Support Ongoing position 8/17/2006 Closed E H, D V Army Family Action Plan (AFAP) Placorder Ongoing position 8/17/2006 Closed E H, D V Army Family Action Plan (AFAP) Placorder Ongoing position 8/17/2006 Closed E R, A W Army Family Action Plan (AF					earch	lear ritters
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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

	Organization All					•
	Scope:	All	•	Status	All	•
Position Name (or part)	Supervisor Name (or part)					
	Save Search Cri	iteria 🕅	Search	Cle	ar Filte	ers



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

Positions	Hours			
Manage posted volunteer positions	for which you are responsible.			
	Org	All All		•
		Scope	: All	
Position Name (or part		Supervisor Name (or part)		
		Save Search C	Criteria 📄 🔄	earch Clear Filters
Select the number of records to display:	10 - 60			
Viewing 1-10 of 60 Positions		Page 1 of 6		
0				Co to page.
Organization 🗢	Title	Туре	Posted	Status Supervisor
Army Family Action Plan (AFAP)	Advisor	<u>Type</u> Ongoing position	Posted 8/17/2006	Status Supervisor
Army Family Action Plan (AFAP) Army Family Action Plan (AFAP)	Ittle ØAdvisor ØAdvisory Council Secretary	Ongoing position Ongoing position	Posted 8/17/2006 8/17/2006	Status Supervisor Closed Closed
Army Family Action Plan (AFAP) Army Family Action Plan (AFAP) Army Family Action Plan (AFAP)	Inte Advisor Advisory Council Secretary Facilitator	Ongoing position Ongoing position Ongoing position	Posted 8/17/2006 8/17/2006 8/17/2006	Status Supervisor Closed Closed Closed E H, M M
Army Family Action Plan (AFAP) Army Family Action Plan (AFAP) Army Family Action Plan (AFAP) Army Family Action Plan (AFAP)	Title Ø Advisor Ø Advisor y Council Secretary Ø Facilitator Ø Issue Manager / SME Coordinator	Ongoing position Ongoing position Ongoing position Ongoing position Ongoing position	Posted 8/17/2006 8/17/2006 8/17/2006 8/17/2006	Status Supervisor Closed Closed Closed E H, M M Closed L F, A G
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Army Family Action Plan (AFAP) Army Family Action Plan (AFAP)	Inte Ø Advisor Ø Advisory Council Secretary Ø Facilitator Ø Issue Manager / SME Coordinator Ø Issue Support Ø Marketing Coordinator	Vies Ongoing position Ongoing position Ongoing position Ongoing position Ongoing position	Posted 8/17/2006 8/17/2006 8/17/2006 8/17/2006 8/17/2006 8/17/2006	Status Supervisor Closed Closed E H, M M Closed L F, A G Closed S D, D B Closed E H, D V
Army Family Action Plan (AFAP) Army Family Action Plan (AFAP)	Inte @Advisor @Advisory Council Secretary @Facilitator @Issue Manager / SME Coordinator @Issue Support @Marketing Coordinator @Recorder	Viee Ongoing position Ongoing position Ongoing position Ongoing position Ongoing position Ongoing position	Posted 8/17/2006 8/17/2006 8/17/2006 8/17/2006 8/17/2006 8/17/2006 8/17/2006	Status Supervisor Closed Closed E H, M M Closed L F, A G Closed S D, D B Closed E H, D V Closed J R, A W
Army Family Action Plan (AFAP) Army Family Action Plan (AFAP)	Inte @Advisor @Advisory Council Secretary @Facilitator @Issue Manager / SME Coordinator @Issue Support @Marketing Coordinator @Recorder @Training Coordinator	Viee Ongoing position Ongoing position Ongoing position Ongoing position Ongoing position Ongoing position Ongoing position	Posted 8/17/2006 8/17/2006 8/17/2006 8/17/2006 8/17/2006 8/17/2006 8/17/2006 8/17/2006	Status Supervisor Closed Closed Closed E H, M M Closed L F, A G Closed S D, D B Closed E H, D V Closed J R, A W Closed D R, A B
Army Family Action Plan (AFAP) Army Family Action Plan (AFAP)	Inte Ø Advisor Ø Advisor Ø Advisor Ø Advisor Ø Facilitator Ø Issue Manager / SME Coordinator Ø Issue Support Ø Marketing Coordinator Ø Recorder Ø Training Coordinator Ø Transcriber	Lype Ongoing position	Posted 8/17/2006 8/17/2006 8/17/2006 8/17/2006 8/17/2006 8/17/2006 8/17/2006 8/17/2006 8/17/2006	Status Supervisor Closed Closed Closed E H, M M Closed L F, A G Closed S D, D B Closed E H, D V Closed J R, A W Closed D R, A B Closed E S, N V
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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).


Assistants Positions	Hours
Manage posted volunteer p	ositions for which you are responsible.
• Please input plain text formatted text.	nload Save Reset Delete Print Preview Clone Position Back * - Required Label underlining - Popup heb only in Textares sections. Do not Copy & Paste any MS Word
Organization	Army Family Team Building (AFTB)
Position Title Summary	AFTB Instructor (Standard Position)
	0 of 100 characters used
General Duties	Teach AFTB Levels
	Assemble necessary course materials prior to scheduled presentation
	Attend AFTB meetings and activities Assist AFTB leadership whenever necessary to ensure program
	effectiveness and act as a spokesperson for the program Support the professional ethics and poek of the program
	Report any safety issues that may render you or clients susceptible to injuries
Duties	The First Line Supervisor is Mr. Patrick Bulotovich
	(Mobilization and Redeployment Specialist), and the Second Line Supervisor is Ms. Suzanne L. James (Director, ACS).
	Teech AFTB Levels
Time Required	0
Enderstine	0 of 1000 characters used
Evenation	pous nos inake paisy making decisions, does not supervise paid employees or mittary personnel or perform inherently governmental functions.
	140 of 1000 characters used
Benefits	Support and promote Total Army Family well being, readiness, and resiliancy
	75 of 1000 characters used
General Training	Orientation to local program
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
Confidential	records = No
General Qualifications	Complete local instructor training program
	Ability to communicate orally and in writing Working knowledge of AFTB program
	Experience with other volunteer organizations and/or other family programs
	Ability to manage multiple priorities
Local Qualifications	Ability to work well in a team environment
	0 of 1000 characters used
	The following qualifications appear for positions at statutory organizations only.
Motor Vehicle Use	(Not Required 4)
Involves Work with Children or Youth	No e
Position Availability	
Status	(Open ¢)
Duration Type Public	Ongoing position :
* Posted	6/24/2007 Calendar
Closed	Calendar
Please provide as much in search visibility!	formation about the location for this position in order increase
Address Line 1	USAG-H
Address Line 2	Unit 15228
* State	Armed Forces Pacific (\$
* Postal Code	96271
Supervisor	(Korea é)
First Name	First-line Supervisor Patrick
Last Name	Bulotovich
email address	patrick.a.bulotovich.civ@mail.mil
Phone Number	753-7439
First Name	Suzanne
Last Name	James
Phone Number	suzanne.r.james.civ@mail.mil 753-3103
Spell Check Dow	nload 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 All			
			Scop	e: All	✓ Status All
Position Name	(or part)	Supervisor	Name (or part	:)	
			Save Search	Criteria	
				and an an a	Creat Friders
Select the number of records to	o display: 10 👻 🔽 Go				
			Contraction of the second		22/02/95/02/02/02/02/02/02/02/02/02/02/02/02/02/
Viewing 1-10 of 1076 Position:	s	Page 1 of	108		Go to page:
Viewing 1-10 of 1076 Position	s <u>Title</u>	Page 1 of <u>Type</u>	108 D	<u>Status</u>	Go to page: Supervisor
Viewing 1-10 of 1076 Position Organization 12th CAB Equal Opportunity	s <u>Trtle</u> Ø	Page 1 of <u>Type</u> Ongoing position	108 ⊉ <u>Posted</u> 3/28/2009	<u>Status</u> Closed	Go to page: Supervisor M K, P B
Viewing 1-10 of 1076 Position Organization - 12th CAB Equal Opportunity 12th CAB Equal Opportunity	s Title P 1187Characters	Page 1 of <u>Type</u> Ongoing position Ongoing position	108 2 <u>Posted</u> 3/28/2009 11/4/2010	<u>Status</u> Closed Open	Go to page: Supervisor M K, P B Christian Rocamora
Viewing 1-10 of 1076 Position Organization • L2th CAB Equal Opportunity L2th CAB Equal Opportunity L2th CAB Equal Opportunity	s Title	Page 1 of <u>Type</u> Ongoing position Ongoing position Ongoing position	Posted 3/28/2009 11/4/2010 3/17/2011	Status Closed Open Closed	Go to page: Supervisor M K, P B Christian Rocamora Christian Rocamora
Viewing 1-10 of 1076 Position Organization • L2th CAB Equal Opportunity L2th CAB Equal Opportunity L2th CAB Equal Opportunity L2th CAB Equal Opportunity	s Title I IIB7Characters Copy of CR Volunteer Position Copy of position	Page 1 of <u>Type</u> Ongoing position Ongoing position Ongoing position Ongoing position	Posted 3/28/2009 11/4/2010 3/17/2011 4/6/2011	Status Closed Open Closed Closed	Go to page: Supervisor M K, P B Christian Rocamora Christian Rocamora M K, P B
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Viewing 1-10 of 1076 Position Organization • L2th CAB Equal Opportunity L2th CAB FRG Advisor L2th CAB FRG Advisor	s Ttle Itle Itle Itle Itle Itle Itle Itle I	Page 1 of <u>Type</u> Ongoing position Ongoing position Ongoing position Ongoing position Ongoing position Ongoing position	Posted 3/28/2009 11/4/2010 3/17/2011 4/6/2011 11/3/2010 3/28/2009 4/16/2018	Status Closed Open Closed Open Closed Open	Go to page: Supervisor M K, P B Christian Rocamora Christian Rocamora M K, P B Christian Rocamora A F, B C Gregory Griff, Shawn Alston
Viewing 1-10 of 1076 Position Organization - 12th CAB Equal Opportunity 12th CAB Equal Opportunity 12th CAB Equal Opportunity 12th CAB Equal Opportunity 12th CAB ERG Advisor 12th CAB FRG Advisor 12th CAB, HHC	Intle Intle Introductors Copy of CR Volunteer Position Copy of position Introductor	Page 1 of <u>Type</u> Ongoing position Ongoing position Ongoing position Ongoing position Ongoing position Ongoing position Ongoing position	Posted 3/28/2009 11/4/2010 3/17/2011 4/6/2011 11/3/2010 3/28/2009 4/16/2018 4/24/2007	Status Closed Open Closed Open Closed Open Open	Go to page: Supervisor M K, P B Christian Rocamora Christian Rocamora M K, P B Christian Rocamora A F, B C Gregory Griff, Shawn Alston Alejandr Malone, F H
Viewing 1-10 of 1076 Position Organization • 12th CAB Equal Opportunity 12th CAB Equal Opportunity 12th CAB Equal Opportunity 12th CAB Equal Opportunity 12th CAB FRG Advisor 12th CAB FRG Advisor 12th CAB, HHC 12th CAB, HHC	Ittle Ittle <t< td=""><td>Page 1 of <u>Type</u> Ongoing position Ongoing position Ongoing position Ongoing position Ongoing position Ongoing position Ongoing position Ongoing position</td><td>Posted 3/28/2009 11/4/2010 3/17/2011 4/6/2011 11/3/2010 3/28/2009 4/16/208 4/24/2007 1/9/2006</td><td>Status Closed Open Closed Open Closed Open Open Closed</td><td>Go to page: Supervisor M K, P B Christian Rocamora Christian Rocamora M K, P B Christian Rocamora A F, B C Gregory Griff, Shawn Alston Alejandr Malone, F H Wilfredo Franco</td></t<>	Page 1 of <u>Type</u> Ongoing position Ongoing position Ongoing position Ongoing position Ongoing position Ongoing position Ongoing position Ongoing position	Posted 3/28/2009 11/4/2010 3/17/2011 4/6/2011 11/3/2010 3/28/2009 4/16/208 4/24/2007 1/9/2006	Status Closed Open Closed Open Closed Open Open Closed	Go to page: Supervisor M K, P B Christian Rocamora Christian Rocamora M K, P B Christian Rocamora A F, B C Gregory Griff, Shawn Alston Alejandr Malone, F H Wilfredo Franco

Positions Screen (fig. 6.6)



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

AVCC OPOCs V Assistants	olunteers Volunteer Application Positions Organization
Positions	
Manage posted volunteer p	sitions for which you are responsible.
-	
	Save Cancel
• Please input plain text	only in Textarea sections. Do not Copy & Paste any MS Word
formatted text.	<u> </u>
* Position Title	Prease select 0
Summary	· · · · · · · · · · · · · · · · · · ·
	0 of 100 characters used
Duties	
	0 of 3000 characters used
Time Required	· · · · · · · · · · · · · · · · · · ·
	0 of 1000 characters used 20
Evaluation	0.
	0 of 1000 characters used
Benefits	0
	0 of 1000 characters used
Training	· · · · · · · · · · · · · · · · · · ·
	u or 1000 characters used
Orientation	u.
	0 of 1000 characters used
	0 of 1000 characters used
0.00.00	records?
Qualifications	o res e No
	0 of 1000 characters used
	Will the volunteer work with confidential issues or privacy protected records?
Confidential	⊙Yes eNo
General Qualifications	Complete local instructor training program
	Working knowledge of AFTB program
	Experience with other volunteer organizations and/or other family programs
	Ability to manage multiple priorities
Local Qualifications	Ability to work well in a team environment
	0 of 1000 characters used
	The following qualifications appear for positions at statutory
Motor Vehicle Use	Not Required
Involves Work with	[No] \$]
Credential or License	oYes =No
Position Availability	
Status Duration Trans	
Public	· · · · · · · · · · · · · · · · · · ·
* Posted	8/13/2013 Calendar
Location	Calendar
Please provide as much int	ormation about the location for this position in order increase
search visibility!	
Address Line 2	
City	
• State	(Please Select 0)
* Postal Code Country	United States
Supervisor	······
First Name	First-line Supervisor
Last Name	
email address	
Phone Number	
East Name	Second-line Supervisor
Last Name	
email address	
Phone Number	
	Spell Check Save Cancel

Manage Organization Position Screen (fig. 6.7)

39



Fields marked with an asterisk (*) are required.

Type or select the applicable position information. Then, click the **Save** 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 OPOCs Assistants	Volunteers Hours History Applications Positions Organizations
Volunteer Appl	ications
Manage the Volunteer Application	is submitted for positions for which you are responsible.
	2 2
	Organization Group
	Organization All
	Position All v
	*Status
	Submitted v Note: If you select a status of Submitted it is advisable that you select additional criteria to limit the number of applications returned.
	Save Search Criteria 🔲 Search Clear Filters

AVCC Screen (fig. 7.1)

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

41



The **Applications** screen is displayed.

	olunteer Annlica	tions						
	Autricer Applied							
Manage t	ne Volunteer Applications su	bmitted for posit	tions for which you	are responsible.				
								_
								0
		Organization Grou	ID.					
		All		•				
		Organization						
		All		•				
		Position						
		All		Ŧ				
		Name						
		*Status						
		Submitted						
		Note: If you selec	t a status of Submitte	ed it is advisable that	you select			
		-						
		Save .	Search Criteria	clear Filters				
Only Applic their applic position an	cations with a status of "Submit rations list. They may delete th d user will be created; any furt	ted" are shown. If e form or resubmi ther management	f the status is change it it at that point. If th will then be done in t	d to "Declined", the v e status is changed t hat environment.	rolunteer will see o "Accepted", a \	that the next /olunteer Ser	t time they vice record	check I for this
Only Appli their appli position ar	cations with a status of "Submit tations list. They may delete th d user will be created; any furt	ted" are shown. If e form or resubmi ther management	f the status is change it it at that point. If th will then be done in t	d to "Declined", the v e status is changed t hat environment.	volunteer will see o "Accepted", a \	that the next /olunteer Ser	t time they vice record Save State	check d for this us Change
Only Appli their appli position ar Select the r Viewing 1-	cations with a status of "Submit ations list. They may delete th d user will be created; any fur number of records to display:	ted" are shown. In e form or resubmi ther management	f the status is change it it at that point. If th will then be done in t	d to "Declined", the v e status is changed t hat environment. Page 1 of 11	rolunteer will see o "Accepted", a \	that the next /olunteer Ser	t time they vice record Save Statu to page:	check I for this us Change
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Only Appli their appli position ar Select the r Viewing 1- Submitted 4/18/2011 3/14/2011 2/16/2010 2/10/2010 2/4/2010	cations with a status of "Submit ations list. They may delete th d user will be created; any furt umber of records to display: 10 of 102 Applications Position 12th CAB Equal Opportunity, I 12th CAB Equa Opportunity, I 12th CAB Equal Opportunity,	ted" are shown. II fe form or resubmi her management 10 • Co JSAG Ansbach Ansbach Ansbach JSAG Ansbach	the status is change it it at that point. If th will then be done in t James Mendes James Mendes James mendes James mendes Joe Nonvolunte Dee.abedi+0081 Cecil Galloway mo.tl@stgb.org Regina Perking cfcc.zmb@socji Deena Robers bpc.krd@cevn	d to "Declined", the t e status is changed t hat environment. Page 1 of 11 @defenseweb.com ter @gmail.com .org hhs.org	olunteer will see o "Accepted", a v Status © Submitted © Submitted © Submitted © Submitted © Submitted	during that the next volunteer Ser Go Accepted Accepted Accepted Accepted Accepted Accepted	t time they vice record Save Statu to page: Decline Decline Decline Decline	check d for this us Change ed E ed E ed E ed E ed E
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Only Applit their applit position an Select the r Viewing 1 Submitted 4/18/2011 3/14/2011 2/16/2010 2/4/2010 2/4/2010 2/4/2010 2/4/2010	Actions with a status of "Submit actions list. They may delete th d user will be created; any furt umber of records to display: 10 of 102 Applications Position 12th CAB Equal Opportunity, L 12th CAB Equal Opportunity, L 12th CAB FRG Advisor, USAG HHC 12th CAB Deployment Readiness, USAG Art Instructor Girl Scouts Illesheim, USAG Art Instructor Girl Scouts Illesheim, USAG Ansbach Middle/High School, L Volunteer for Activities 2-159th, D TRP Illesheim, USA General Volunteer 2-159th, A TRP Illesheim, USA Key Caller	ted" are shown. II form or resubmi her management JSAG Ansbach Ansbach Ansbach JSAG Ansbach JSAG Ansbach JSAG Ansbach G Ansbach G Ansbach	the status is change it it at that point. If th will then be done in t James Mendes James Mendes James mendes Joe Norvolunte joe.abedi+008 Cecil Galloway mo.tl@stgb.org Regina Perkins cfcc.zmb@socji Deena Robers bpc.kxf@cevn Deena Robers kxym.tvev@gy Monte Cooper rkm.wpuz@dgj Luella Bisho	d to "Declined", the t e status is changed t hat environment. Page 1 of 11 2 @defenseweb.com ter @gmail.com .org hhs.org mwp.net gxx.com cca.org	olunteer will see o "Accepted", a V Status Submitted Submitted Submitted Submitted Submitted Submitted Submitted Submitted	Go Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted	time they vice record Save Statu to page: Decline Decline Decline Decline Decline Decline Decline Decline	check i for this us Change ed E ed E ed E ed E ed E ed E ed E ed
Only Applit their applit position and Select the re- Viewing 1- Submitted 4/18/2011 3/14/2011 2/10/2010 2/4/2010 2/4/2010 2/4/2010 2/4/2010	Ations with a status of "Submit ations list. They may delete th d user will be created; any furt umber of records to display: 10 of 102 Applications Position 12th CAB Equal Opportunity, U 12th cAB Equal Opportunity, U 12th cAB Equal Opportunity, U 12th CAB FRG Advisor, USAG Art Instructor Girl Scouts Illesheim, USAG A Brownie Troop 147 Leader Ansbach Middle/High School, U Volunteer for Activities 2-159th, D TRP Illesheim, USA Key Caller 2-159th, D TRP Illesheim, USA Key Caller	ted" are shown. II fe form or resubmi her management II ISAG Ansbach Ansbach Ansbach JSAG Ansbach JSAG Ansbach G Ansbach G Ansbach G Ansbach	the status is change it it at that point. If th will then be done in t James Mendes James Mendes James mendes Joe Nonvolunte Joe Nonvolunte Joe abedi+0081 Cecil Galloway mo.tl@stgb.org Regina Perkins cfcc.zmb@socji Deena Robers bpc.kxfq@cevn Deena Robers koym.tvev@py Monte Cooper rkm.wpu2@dgj Luella Bisho hmmp.cptu@yz Monte Cooper	d to "Declined", the t e status is changed t hat environment. Page 1 of 11 @defenseweb.com ter @gmail.com .org nhs.org mwp.net gxx.com tca.org iqi.com	Status Status Status Submitted Submitted Submitted Submitted Submitted Submitted Submitted Submitted Submitted Submitted Submitted Submitted	Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted	save statu save statu to page: Decline Decline Decline Decline Decline Decline Decline Decline	check i for this
Only Applii their appliposition ar Select the r Viewing 1- Submitted 4/18/2011 3/14/2011 2/10/2010 2/4/2010 2/4/2010 2/4/2010 2/4/2010 2/4/2010	Attions with a status of "Submit distions list. They may delete th d user will be created; any furt with the created; any furt state of the created; any furt of 102 Applications Position 12th CAB Equal Opportunity, U 12th CAB Fagual Opportunity, U Girl Scouts Illesheim, USAG Ansbace Book Fair Chairperson	ted" are shown. II fe form or resubmi her management II • • • • • • • • • • • • • • • • • •	the status is change it it at that point. If th will then be done in t James Mendes James Mendes James mendes Joe Nonvolunte joe.abedi+008 Cecil Galloway mo.tl@stgb.org Deena Robers bpc.kxfq@cevn Deena Robers bpc.kxfq@cevn Deena Robers bpc.kxfq@cevn Deena Robers kym.tvev@gy Monte Cooper rkm.wpu2@ddj Luella Bisho hmmp.cptu@ymm	d to "Declined", the v e status is changed t hat environment. Page 1 of 11 @defenseweb.com er @gmail.com .org nhs.org mwp.net gxx.com cca.org iiqi.com do.com	Status Status Submitted Submitted Submitted Submitted Submitted Submitted Submitted Submitted Submitted Submitted Submitted Submitted	Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted	time they vice record Save Statu to page: Decline Decline Decline Decline Decline Decline Decline Decline Decline	se Change as Change as Change ad E E E E E E E E E E E E E E E E E E E
Only Applii their appliposition ar Select the r Viewing 1- Submitted 4/18/2011 3/14/2011 2/10/2010 2/4/2010 2/4/2010 2/4/2010 2/4/2010 2/4/2010 2/4/2010 2/4/2010 2/4/2010	ations with a status of "Submit ations list. They may delete th d user will be created; any furt umber of records to display: 10 of 102 Applications 12th CAB Equal Opportunity, L 12th CAB Equal Opportunity, L 12th CAB FRG Advisor, USAG HHC 12th CAB Deployment Readiness, USAG Art Instructor Girl Scouts Illesheim, USAG Art Instructor Columeer for Activities Ansbach Middle/High School, L Volunteer for Activities 2-159th, D TRP Illesheim, USA Key Caller 2-159th, D TRP Illesheim, USA Key Caller DTSA Illesheim, USAG Ansbac Book Fair Chairperson	ted" are shown. II fe form or resubmi her management JSAG Ansbach Ansbach Ansbach JSAG Ansbach JSAG Ansbach JSAG Ansbach IG Ansbach IG Ansbach IG Ansbach	the status is change it it at that point. If th will then be done in t James Mendes james.mendes james.mendes jaes.mendes jaes.mendes jaes.mendes jaes.mendes jaes.mendes jaes.mendes jaes.mendes jaes.mendes jaes.mendes jaes.mendes jaes.mendes jaes.mendes jaes.mendes jaes.mendes jaes.mendes jaes.mendes jaes.mendes jaes.mendes jaes.mendes per status per	d to "Declined", the s e status is changed t hat environment. Page 1 of 11 Codefenseweb.com er gggmail.com do.com page 1 of 11 Codefenseweb.com er ggsw.com ths.org mwp.net ca.org do.com Page 1 of 11 Codefenseweb.com	Status Status Submitted Submitted Submitted Submitted Submitted Submitted Submitted Submitted Submitted Submitted Submitted Submitted Submitted	double control of the sector o	time they vice record save State to page: Decline Decline Decline Decline Decline Decline Decline Decline Decline Decline Decline Decline Decline Decline Decline Decline	check list of for this sector and the sector and th

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.

42



Accept an Application (Without Review)

				Save Status Ch	anges
Select the n Viewing 1-1	umber of records to display: 10 🗸 Go 10 of 102 Applications	Page 1 of	11 🖸	Go to page:	Go
Submitted	Position	Volunteer	Status		
4/7/2011	Family Advocacy Program (FAP), USAG Ansbach Administrative Assistant	Norber Macd spu.nwj@yozaq.com	Submitted	Accepted 🔘 Declined	Edi
2/17/2010	Girl Scouts Illesheim, USAG Ansbach Registrar	Seymour Byrd xj.rxxe@nraoodr.org	Submitted	Accepted ODeclined	Edi
2/16/2010	Deployment Readiness, USAG Ansbach Art Instructor	Cecil Galloway mo.tl@stgb.org	Submitted	Accepted Declined	Edi
2/10/2010	Girl Scouts Illesheim, USAG Ansbach Brownie Troop 147 Leader	Regina Perkins cfcc.zmb@socji.org	Submitted O	Accepted Declined	Edi
2/4/2010	Ansbach Middle/High School, USAG Ansbach Volunteer for Activities	Deena Robers	Submitted	Accepted ODeclined	Edi

Applications Screen (fig. 7.3)

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

Accept/Decline an Application (With Review)

			Save Status C	anges
Select the n	number of records to display: 10 👻 😡			
Viewing 1-1	10 of 102 Applications	Page 1 of 11	Go to page:	Go
Submitted	Position	Volunteer	Status	
4/7/2011	Family Advocacy Program (FAP), USAG Ansbach Administrative Assistant	Norber Macd spu.nwj@yozaq.com	Submitted Accepted Declined	Edi
2/17/2010	Girl Scouts Illesheim, USAG Ansbach Registrar	Seymour Byrd xj.rxxe@nraoodr.org	Submitted Accepted Declined	Edi
2/16/2010	Deployment Readiness, USAG Ansbach Art Instructor	Cecil Galloway mo.tl@stgb.org	Submitted Accepted Declined	Edi
2/10/2010	Girl Scouts Illesheim, USAG Ansbach Brownie Troop 147 Leader	Regina Perkins cfcc.zmb@socji.org	Submitted O Accepted O Declined	Edi
2/4/2010	Ansbach Middle/High School, USAG Ansbach Volunteer for Activities	Deena Robers bpc.kxfg@ceymhs.org	Submitted Accepted Declined	Edi

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.



AVCC OPOCs Volunteer	rs Hours History Applications Positions Organizations
Volunteer Applications	
Manage the Volunteer Applications submitted for	r positions for which you are responsible.
Volunteer Application	
	Privacy Act Advisory Statement
Position	General Volunteer
Organization	2-159th, D TRP Illesheim
Community	USAG Ansbech
User Profile	no I
Name	Morte Cooper
Address	03369 Main Grove, Glendale, Tennessee 14524
Volunteer Profile	* = Regured Label underlining = Popup help
Application Status	Submitted •
Manager In Current Volument	Yas
Reason Declined	<u>.</u>
	1 of 300 characters used
t Reach of Facility	
* Army Component	Army •
Family Member	♥ No ○ Yes
Retired	R NO O Yes
* Pay Grade	£4 ·
* Emai	rkm.wpuz@dojpcx.com
Home Phone	(651) 590-1561
Cell Phone	(016) 263-0123 ext 6
Work Phone	(336) 552-8644
Haus Desfarance Limits	following checkbox and explain in Note.
Note	
Minute	a na populación (MP) EBRE
Amors	
If you are a minor under 1 If this is the case, you will require parents	B years of age and not married, then you must check-off the box labeled 'Hinor', al permission to volunteer, and must provide contact information for your parent or guardian
Minor	
* Name	M
* Phone	(628) 283-4256
Email	gepib.pgg@buchv.org
* Address Line 1	7106 Park Avenue
Address Line 2	
* City	Fremont
* 20	10207001 + 25287
Country	United States
	Spall Check Sove Delete Cancel

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

			Save State	s Changes
Select the r Viewing 1-:	number of records to display: 10 🗸 Go 10 of 102 Applications	Page 1 of	11 🖸 Go to page:	Go
Submitted	Position	Volunteer	Status	
4/7/2011	Family Advocacy Program (FAP), USAG Ansbach Administrative Assistant	Norber Macd spu.nwj@yozaq.com	Submitted O Accepted O Decline	d Ed
2/17/2010	Girl Scouts Illesheim, USAG Ansbach Registrar	Seymour Byrd xj.rxxe@nraoodr.org	Submitted O Accepted O Decline	d Ed
2/16/2010	Deployment Readiness, USAG Ansbach Art Instructor	Cecil Galloway mo.tl@stgb.org	Submitted Caccepted Cac	d Edi
2/10/2010	Girl Scouts Illesheim, USAG Ansbach Brownie Troop 147 Leader	Regina Perkins cfcc.zmb@socji.org	Submitted O Accepted O Decline	d Ed
2/4/2010	Ansbach Middle/High School, USAG Ansbach Volunteer for Activities	Deena Robers bpc.kxfg@cevmhs.org	Submitted Accepted Decline	d Edi

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 **Delete** 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.

Sol Vol	unteers				
	Organization Group All		Organization All		
	- 3		Type All	 Adult/Minor 	All Position All
- 210		Status All 🔻	Has Open Service 4	we Search Criteria	Clear Filters
A sear button.	rch for an existing volunteer (non-u	iser or registered AOS use	r) must be conducted in	order to enable the	'Add Non-User Volunteer' Add Non-User Volunteer

AVCC Screen (fig. 8.1)

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

Organization Group All	Organization All	•
	Type All Adult/Minor All Position	
	Status All V Has Open Service All V Name	
	Save Search Criteria 🗐 Search 🔤 Clear Filt	irs
A search for an existing volunteer (non- button.	user or registered AOS user) must be conducted in order to enable the 'Add Non-User Volunte	er'

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.

Manage your Volunte	eers.							
· · · · · · · · · · · · · · · · · · ·								
	Organization	Group All Organ	nization Ca	mp Humphreys A	cs			-
		Type All Adult/Minor All	Position	All				-
		Status All Y Has	Onen Servi	ice All 🔻 Na	me			
		Julius internet india	open servi					
		34343 (*********************************						
		2003 C 100		Save Search (eiteria 🖂 🏾	Search	Clear	Filters
				Save Search C	riteria 🗐 [Search	Clear	Filters
Select the number of reco	rds to display: 10 🔻	60		Save Search C	riteria 🗖 [Search	Clear	r Filters
Select the number of reco Viewing 1-10 of 15 Volum	rds to display: 10 🔻 🚦	60 Page 1	of 2 🖸	Save Search C	riteria 🗖 [Search Go to	Clear	r Filters Go
Select the number of reco Viewing 1-10 of 15 Volum Name, *	rds to display: 10 💌 [iteers Home Phone	Go Community	of 2 D	Save Search C Status	niteria 📄 🗍	Search Go to	Dage:	r Filters Go
Select the number of reco Viewing 1-10 of 15 Volum Name ABEGUNDE, OLUWASEVI	rds to display: 10 💌 👔 Iteers Home Phone	Go Page 1 : Community Camp Humphreys	of 2 Ives User	Save Search C Status Active	niteria 🗌 BG Check X	Search Go to 4162	Clear page: Link 4713	Filters Go s Email VSP
Select the number of reco Viewing 1-10 of 15 Volue Name ABEGUNDE, OLUWASEYI Alvia, Josselyn	rds to display: 10 💌 👔 Iteers Mome Phone (010) 907-8377 ext 2	Go Page 1 Community Camp Humphreys None	of 2 D Ixes User User	Save Search C Status Active Active	niteria 🗌 BG Check X X	Search Go to 4162 4162	Clear page: Unk 4713 4713	r Filters Go s Email VSP Email VSP
Select the number of reco Viewing 1-10 of 15 Volum Name ABEGUNDE, OLLIWASEYI Alvia, Josselyn Barker, Michael	rds to display: 10 🔹 [iteers Home Phone (010) 907-8377 ext 2 (254) 220-8590	Ga Page 1 / Camp Humphreys None Fort George G. Meade	of 2 D Type User User User	Save Search C Status Active Active Inactive (P)	niteria 🗌 (BG Check X X X	Search Go to 4162 4162 4162	Clear page: Link 4713 4713 4713	r Filters Go Email VSP Email VSP Email VSP
Select the number of reco Viewing 1-10 of 15 Volum Name - ABEGUNDE, OLIWASEVI Alvia, Josebyn Barker, Michael Bastian, Tina	rds to display: 10 ▼ teers Home Phone (010) 907-8377 ext 2 (254) 220-8890 (010) 262-2896 ext 1	Community Camp Humphreys None Fort George G. Meade Camp Humphreys	of 2 Type User User User User User	Save Search C Status Active Active Inactive (P) Active	niteria 🗌 🗍 BG Check X X X X	Search Go to 4162 4162 4162 4162	Clear page: Link 4713 4713 4713 4713	r Filters Ge Email VSP Email VSP Email VSP Email VSP
Select the number of reco Viewing 1-10 of 15 Volun Name • ABEGUNDE, OLUWASEVI Alvia, Josselyn Barker, Michael Barker, Michael Bastian, Tina Biggerstaff, Frances	rds to display: 10 • [teers Home Phone (010) 907-8377 ext 2 (254) 220-8590 (010) 262-2896 ext 1 (973) 722-6417	Community Camp Humphreys None Fort George G. Meade Camp Humphreys Fort Polk	of 2 User User User User User	Save Search C Status Active Active Insclive (P) Active Active	nteria 🗌 🗍 BG Check X X X X V	Search Go to 4162 4162 4162 4162 4162	Clear page: Unik 4713 4713 4713 4713 4713	r Filters Go S Email VSP Email VSP Email VSP Email VSP Email VSP Email VSP
Select the number of reco Viewing 1-10 of 15 Volun Nation A ABEGUNDE, OLUWASEVI Alvia, Josselyn Barker, Michael Bastian, Tina Biggenstaff, Frances cheon, hyunwoo	rds to display: 10 ▼ tteers Home Phone (010) 907-8377 ext 2 (254) 220-859 (254) 220-859 (254) 1 (973) 722-6417 753-6128	Community Community Comp Humphreys None Fort George G. Meade Comp Humphreys Fort Polk IMCOM (Installation Management Command)	of 2 D Tras User User User User User User	Save Search C Status Active Active Inactive (P) Active Active Active	nteria 🗌 🗍	Search Go to 4162 4162 4162 4162 4162 4162 4162	Clear page: [Link 4713 4713 4713 4713 4713 4713 4713	Filters Email VSP Email VSP Email VSP Email VSP Email VSP Email VSP Email VSP
Select the number of reco Viewing 1-10 of 15 Volun Name A ABEGUNDE, OLUWASEVI Alvia, Josselyn Barker, Michael Bastian, Tina Biggerstäff, Frances cheon, hyunwoo Keast, Mark	rds to display: 10 ♥ 0 teers Home Phone (010) 907-8377 ext 2 (254) 220-8890 (010) 262-2896 ext 1 (973) 722-4 (753-6128 (031) 691-9851	Community Camp Humphreys None Fort George G. Meade Camp Humphreys Fort Ook IMCOM (Installation Management Command) Camp Humphreys	of 2 D TX25 User User User User User User User	Save Search C Status Active Active Inactive (P) Active Active Active Inactive (C)	nteris 🗌 🗍	Search Go to 4162 4162 4162 4162 4162 4162 4162 4162	Clear page: Unk 4713 4713 4713 4713 4713 4713 4713 4713	Filters Email VSP Email VSP Email VSP Email VSP Email VSP Email VSP Email VSP Email VSP Email VSP
Select the number of reco Viewing 1-10 of 15 Volun Name, ^ ABEGUNDE, OLUWASEVI Aivia, Jasselyn Barker, Michael Bastian, Tina Biggerstaff, Frances cheon, hyunwoo Keast, Mark Keast, Sandra	rds to display: 10 ♥ tteers Home Phone (010) 907-8377 ext 2 (254) 220-8890 (010) 262-2896 ext 1 (973) 722-6417 (973) 722-6417 (031) 691-9851 (031) 691-9851	Community Camp Humphreys None Fort George G. Meade Camp Humphreys Fort Polk IMCOM (Installation Management Command) Camp Humphreys Camp Humphreys	of 2	Save Search C Status Active Active Inactive (P) Active Active Active Inactive (C) Inactive (C)	niteris 🗌 🗍 BG Check X X X X X X X X X X X	Go to 4162 4162 4162 4162 4162 4162 4162 4162	Clear page: Link 4713 4713 4713 4713 4713 4713 4713 4713	Filters
Select the number of reco Viewing 1-10 of 15 Volum National Absolution ABSGUNDE, OLUWASEVI Abvia, Jasselyn Barker, Michael Bastian, Tina Biggenstaff, Frances cheon, hyunwoo Keast, Sandra Iewis, caiblin	rds to display: 10 ▼ tteers Home Phone (010) 907-8377 ext 2 (254) 220-8890 (010) 262-2896 ext 1 (973) 722-6417 753-6128 (031) 691-9851 (031) 691-9851 (031) 691-9851 (010) 500-2803 ext 9	Page 1 / Community Camp Humphreys None Fort George G. Meade Camp Humphreys Fort Polk IMCOM (Installation Management Command) Camp Humphreys Camp Humphreys Camp Humphreys	of 2 C Vaer User User User User User User User User User	Save Search C Status Active Active Inactive (P) Active Active Active Active Active Inactive (C) Inactive (C)	niteria 🗋 BG Check X X X X X X X X X X X X X X X X X X X	Search Go to 4162 4162 4162 4162 4162 4162 4162 4162	Clear page: Unik 4713 4713 4713 4713 4713 4713 4713 4713	Filters
Select the number of reco Viewing 1-10 of 15 Volum Name - ABEGUNDE, OLIWASEVI Avia, Josselyn Barker, Michael Bastian, Tina Biggerstaff, Frances cheon, hyunwoo Keast, Sandra Iewis, calilin Martinez, Cristena	rds to display: 10 ♥ tteers (010) 907-8377 ext 2 (254) 220-8890 (010) 262-2896 ext 1 (973) 722-6417 753-6128 (031) 691-9851 (031) 691-9851 (031) 691-9851 (010) 500-2803 ext 9 (210) 579-4850	Community Camp Humphreys None Fort George G. Meade Camp Humphreys Fort Polk IMCOM (Installation Management Command) Camp Humphreys Camp Humphreys Camp Humphreys Camp Humphreys	of 2 Txes User User User User User User User User User User	Save Search C Status Active Inactive (P) Active Active Active Active Inactive (C) Inactive (C) Inactive (C) Inactive (P)	niteris () BG Check X X X X X X X X X X X X X	Search Go to 4162 4162 4162 4162 4162 4162 4162 4162	Clear page: Link 4713 4713 4713 4713 4713 4713 4713 4713	s Email VSP Email VSP Email VSP Email VSP Email VSP Email VSP Email VSP Email VSP Email VSP Email VSP

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	IVES	Status	BG Check		Lini	K5	
ABEGUNDE, OLUWASEYI		Camp Humphreys	User	Active	x	4162	4713	Email	VSR
Alvia, Josselyn	(010) 907-8377 ext 2	None	User	Active	×	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 **Add Non-User Volunteer** button. The **Add Non-User Volunteer** button. The **Add Non-User Volunteer** button.

AVCC Assistants OPOCs	Volunteer Hours	Applications	Positions	Organizations
🚨 Volunteers				
Manage your Volunteers.				
1				
Locate an Existing Non-User Vo	lunteer at Another Community to Move to C	amp Humphreys		
Locate an Existing Non-User Vo	lunteer at Another Community to Move to C Community	amp Humphreys Camp Humphreys		•
Locate an Existing Non-User Vo	lunteer at Another Community to Move to C Community First Name	amp Humphreys Camp Humphreys * Last Name		Search Clear All Filters
Locate an Existing Non-User Vo	lunteer at Another Community to Move to C Community First Name g in filter settings, to load the volunteer-matches I	amp HumphreysCamp Humphreys * Last Name st.		Search Clear All Filters
Locate an Existing Non-User Vo	lunteer at Another Community to Move to C Community First Name g in filter settings, to load the volunteer-matches I	mp HumphreysCamp HumphreysCamp Humphreys - Last Name st.		Search Clear All Filters
Locate an Existing Non-User Vo	lunteer at Another Community to Move to C Community First Name g in filter settings, to load the volunteer-matches I	mp HumphreysCamp HumphreysCamp Humphreys - Last Name st.		Search Clear All Filters

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	Туре	Community	Email	Home Phone	Work Phone		
Bailey, Mar	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.

	User Profile Information			11.
STITULI VIELACO	Name	Aaron Doe	* = Required	Label underlining = Popup help
	Military Community	HQDA		
	Address	San Diego, California 92109		
PLOTTION OF STRUCT	Contact Information			
	Home Phone	(999) 555-1212		
U.S. ARMY Volunteer Corps	Cell Phone			
	Work Phone			
	Fax Phone			
	Volunteer Email	A.Doe@foo.com]
	Preferred Contact Method	Email		12
	Volunteer Status			
	Personal Status	Active 💌		
	Community Status	Active 💌		
	Open Services at HQDA			
	None.			

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

			Create a New No	n-User Volunteer
Locate an Existing Non-User Volunteer	at Another Commun	ity to Move to USAG Ansba Community	ch	
,	first Name	* Last Name	Search	Clear All Filters
lick the Search button after filling in filter set	tings, to load the volum	iteer-matches list.		

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	
* First Name	* = Required Label underlining = Popula help
- Lat Name	Baley
* Miltary Community	(HQDA I)
Optional for Non-User	
U.S. ARMY Volunteer Corps Address	
Address Line 1	
Address Line 2	
CIV.	
State	Please Select
ZIP	
Country	United States
Context Information	
Home Phone	
0282335	
Cell Phone	
Work Phone	
Fax Phone	
Laboration of the second second second second second second second second second second second second second s	
vounteer Email	
Preferred Contact Method	(mail 1)
Volunteer Status	
Personal Status	Active
Community Status	Active 0
Open Services at Fort Stewart	
None.	
Hilitary Demographic Information	
	family members of service members should provide the service information for their sources
Branch of Service	Avera A
Army Component	Active Duty
Family Member	O Yes ONo
Retred	O Yes O No
Pay Grade	Not Applicable
Poss seeder	Utes Inc
General Demographic Information	0.0
	Nale Female
* Date of Birth	Calendar
Children at Home	(no selection)
Ed. and the	
provide contractor and an	(no selection)
Volunteer Background	
	UND MERCEDINI
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	
	0 of 1000 character und
Work Experience	49 I
	E of 1222 characters used
Volunteer Experience	
	o of 1000 characters used
General Guille Balances Michigan	
system string, Enteredy, Popoles	
	0 of 1000 characters used
Sponsor	
Sponsor Name	
Sponsor Unit Address	
	10220
Deceased	0
Hintes	1
Mear	Check this if you are under 18 years of age and not married. If that is the
1000	sees, you will require perental permission to volunteer, and must provide contact information for your parent or guardian.
	Connect to Unavidual Characterization

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

Enter and select the Non-User Volunteer profile information. Asterisked $(\ensuremath{^*})$ fields are required.



Click the **Save** 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 Voluntee	rs								
Name A	Home Phone	Community	Туре	Status	BG Check		Lin	ks	
Brown, Lester		Test Community	Non-User	Active	 Image: A set of the	4162	4713		VSR
Jacobs, Victora	(934) 555-5555	Fort Campbell	User	Active	x	4162	4713	Email	VSR
Long, Bill		Test Community	Non-User	Active	x	4162	4713		VSR
Long, Rebecca		Test Community	Non-User	Active	 Image: A second s	4162	4713		VSR
орос, орос	222-2222	Test Community	User	Active	x	4162	4713	Email	VSR
Smith, Betty	333-3333	Test Community	User	Active	 Image: A set of the	4162	4713	Email	VSR
Tester, Vol1	(858) 555-3568	NGB Virgin Islands	User	Active	 Image: A set of the	4162	4713	Email	VSR
volunteer, volunteer	111-1111	Test Community	User	Active	x	4162	4713	Email	VSR
volunteer25, volunteer25	(212) 444-5555	Test Community	User	Active	x	4162	4713	Email	VSR
volunteer5, volunteer5	(555) 666-6666 ext 6	Test Community	User	Active	x	4162	4713	Email	VSR
	Download /	Address Labels	Download List	Email	List /	dd Non-L	Jser Vol	unteer	

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.



	User Profile Information			
SUL VILLAC	Name	Aaron Doe	* = Required	Label underlining = Popup help
	Military Community	HQDA		
The Action	Address	San Diego, California 92109		
PLOTTION OF STREET	Contact Information			
	Home Phone	(999) 555-1212		
U.S. ARMY Volunteer Corps	Cell Phone			
	Work Phone			
	Fax Phone			
	Volunteer Email	A.Doe@foo.com]
	Preferred Contact Method	Email		10
	Volunteer Status			
	Personal Status	Active 💌		
	Community Status	Active 💌		10
	Open Services at HQDA			
	None.			

Edit Volunteer Profile Screen (fig. 8.11)



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 **Select** button. Then, click the **Convert to Selected User** button. The **Edit Volunteer Profile** screen is displayed (See fig. 8.13).



AVC Services	Non-AVC Services	Volunteer Awards	Training	Orientation	Notes	Files	Report
💐 Volu	nteer Serv	ice Record	ł				
Volunteer N	lame <u>Teres</u>	<u>sa Freeman</u>					
User Profile	Information						
		Name	Connie Albert				
		User Name	Delmar Mitch				
		Email	dd.tud@igxzf.com				
		Community	USAG Ansbach				
User Volunte	eer Profile Inform	ation					
			This person has not	registered as an AVC	C Volunteer.		
Non-User Vo	olunteer Profile Inf	formation					
		Name	Teressa Freeman				
		Community	USAG Ansbach				
This transfe	r cannot be undon	e.			Transfer NU	V VSR to This User	Cancel
l.							

Edit Volunteer Profile Screen (fig. 8.13)

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

Edit/Delete Volunteer Information

Viewing 1-10 of 909 Volunteers				Page 1 of 91	1	Go to page:			
Name -	Home Phone	Work Phone	Туре	Status	BG Check		Link	s	
Aceve, Joaqui	(604) 787-6334	(749) 186-4307	User	Active	~	4162	4713	Email	VSR
Aceve, Lyman	(719) 535-4838	(583) 899-1846	User	Active	x	4162	4713	Email	VSR
Acevedo, Jean	(114) 762-3261	(726) 531-3128	User	Active	x	4162	4713	Email	VSR
Acevedo, Natalia	(238) 577-6574		User	Active	x	4162	4713	Email	VSR
Acosta, Jordan	(661) 484-1165	(687) 824-1584	User	Active	x	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	x	4162	4713	Email	VSR
Aguilar, Sheila	(873) 683-7152	(559) 220-2710	User	Active	x	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 No	n-User Ve	olunteer	

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).



		231		J
	User Profile Information			=
NULLVILLA	1200 M 10		* = Required	Label underlining = Popup help
	Name	Aaron Doe		
- C. A. C 3	Military Community	HQDA		
The Action	Address	San Diego, California 92109		
"HOITION OF SER	Contact Information			
	Home Phone	(999) 555-1212		
U.S. ARMY Volunteer Corps	Cell Phone			
14 L	Work Phone			
	Fax Phone			
	Volunteer Email	A.Doe@foo.com		
	Preferred Contact Method	Email		10
	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.

Viewing 1-10 of 909	Volunteers			Page 1 of 91		į	Go to pag	je:	Go
Name -	Home Phone	Work Phone	Type	Status	BG Check		Link	s	
Aceve, Joaqui	(604) 787-6334	(749) 186-4307	User	Active	~	4162	4713	Email	VSR
Aceve, Lyman	(719) 535-4838	(583) 899-1846	User	Active	x	4162	4713	Email	VSR
Acevedo, Jean	(114) 762-3261	(726) 531-3128	User	Active	x	4162	4713	Email	VSR
Acevedo, Natalia	(238) 577-6574		User	Active	x	4162	4713	Email	VSR
Acosta, Jordan	(661) 484-1165	(687) 824-1584	User	Active	x	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	x	4162	4713	Email	VSR
Aguilar, Sheila	(873) 683-7152	(559) 220-2710	User	Active	x	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 No	n-User Vo	olunteer	

Volunteers Screen (fig. 8.17)

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

/olunteer	Name <u>Carl Adan</u>	<u>ns</u>				
Close this wir	ndow when done with th	is volunteer.				
Date	Checker	Role	Work Phone	Organization	Community	
		and the second se	(100) 155 3000		UEAC Anchach	
4/8/2011	Joe Avc_coord	AVC Coordinator	(123) 456-7890	NA	USAG Alisbach	

Volunteer Background Checks Screen (fig. 8.18)

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

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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

Add Volunteer Background Check Screen (fig. 8.19)

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

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	✓ Go							
Viewing 1-10 of 909	Volunteers			Page 1 of 91	→		Go to pa	ge:	Go
Name A	Home Phone	Work Phone	<u>Type</u>	Status	BG Check		Link	s	
Aceve, Joaqui	(604) 787-6334	(749) 186-4307	User	Active	×	4162	4713	Email	VSR
Aceve, Lyman	(719) 535-4838	(583) 899-1846	User	Active	x	4162	4713	Email	VSR
Acevedo, Jean	(114) 762-3261	(726) 531-3128	User	Active	x	4162	4713	Email	VSR
Acevedo, Natalia	(238) 577-6574		User	Active	x	4162	4713	Email	VSR
Acosta, Jordan	(661) 484-1165	(687) 824-1584	User	Active	x	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)	 Image: A set of the	4162	4713	Email	VSR
Aguila, Loyd	(334) 751-1948	(411) 547-1839	User	Active	x	4162	4713	Email	VSR
Aguilar, Sheila	(873) 683-7152	(559) 220-2710	User	Active	x	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 No	n-User V	olunteer	

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.

/olu	Int	eer	: '	Vol	17	Tes	ter																						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	Total
JAN	-	3		5		2	3			-				2								-		-		3					4	22
FEB	3		6							0	2						10															20
MAR	4								3	1.1			1										2						1.11			10
APR						5	2	Z	2				3	3	2	4					24	3							3			58
MAY			1.0								3		2	-	1			3		1					4	5	4					22
JUN							3	3	2	2				10							6				1							26
JUL	10			2		4	2							2	8						3	4			3	6						45
AUG	2		9		4					1	6									111												22
SEP				_																												0
DCT		-			100			12-17		1.000			1					10000			-					-	100	-				0
VOV																						1										0
DEC																																0
to the pay the local	F	-		_					-		-			_		-							-			_				T	tal:	224

Volunteers Screen (fig. 8.21)

Select the applicable **Year**, and then click the **Download as Form 4713** Click the **Save** button to save the file to the local computer.

button.

59



Send Email to a Volunteer or Filtered List of Volunteers
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Viewing 1-10 of 909	Volunteers			Page 1 of 91	2		Go to pag	je:	Go
Name -	Home Phone	Work Phone	Type	Status	BG Check		Link	5	
Aceve, Joaqui	(604) 787-6334	(749) 186-4307	User	Active	~	4162	4713	Email	VSF
Aceve, Lyman	(719) 535-4838	(583) 899-1846	User	Active	x	4162	4713	Email	VSR
Acevedo, Jean	(114) 762-3261	(726) 531-3128	User	Active	x	4162	4713	Email	VSR
Acevedo, Natalia	(238) 577-6574		User	Active	x	4162	4713	Email	VSR
Acosta, Jordan	(661) 484-1165	(687) 824-1584	User	Active	x	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	x	4162	4713	Email	VSR
Aguilar, Sheila	(873) 683-7152	(559) 220-2710	User	Active	x	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 No	n-User Vo	olunteer	

Volunteers Screen (fig. 8.22)

To send email to a volunteer, navigate to the **Volunteers** screen, locate the volunteer, and then click the **Email** link. Within the email program, compose the message, and then click the **Send** button.

To email all community volunteers or a filtered list of volunteers, click the

Email List button on the **Volunteers** screen. The **Volunteers** screen expands to include a Send Email section.

Send Email	
	* = Required Label underlining = Popup help
From Name	Brian Hober
* From Address	
То	108 Volunteers
* Subject	
* Message	🗈 🐰 🛍 🗛 🖍 🗴 B I 🗉 🗮 🍓
	0 of 2000 characters used
	Send Email Cancel
	Jeid Email

Volunteers Screen – Send Email Section (fig. 8.23)

Compose the email message, and then click the **Send Email** button.

Note: Ensure that the filters are set correctly; <u>only</u> active volunteers receive the email.

60



Generate Volunteer Address Labels

7-6334 5-4838 2-3261 7-6574 4-1165	Work Phone (749) 186-4307 (583) 899-1846 (726) 531-3128	Type User User User User	Status Active Active Active Active	BG Check X X X X	4162 4162 4162 4162	Link 4713 4713 4713 4713	s Email Email Email Email	VSR VSR VSR
7-6334 5-4838 2-3261 7-6574 4-1165	(749) 186-4307 (583) 899-1846 (726) 531-3128	User User User User	Active Active Active Active	x x x x	4162 4162 4162 4162	4713 4713 4713 4713	Email Email Email	VSR VSR VSR
5-4838 2-3261 7-6574 4-1165	(583) 899-1846 (726) 531-3128	User User User	Active Active Active	x x x	4162 4162 4162	4713 4713 4713	Email Email	VSR VSR
2-3261 7-6574 4-1165	(726) 531-3128	User User	Active Active	x	4162 4162	4713 4713	Email	VSR
7-6574 4-1165	((07) 004 4504	User	Active	x	4162	4713	Email	
4-1165	(107) 004 4504							VSR
	(687) 824-1584	User	Active	x	4162	4713	Email	VSR
7-4062	(871) 776-2811	User	Active	×	4162	4713	Email	VSR
1-9175		User	Inactive (P)	×	4162	4713	Email	VSR
1-1948	(411) 547-1839	User	Active	x	4162	4713	Email	VSR
3-7152	(559) 220-2710	User	Active	x	4162	4713	Email	VSR
3-3470	(682) 283-7068	User	Active	×	4162	4713	Email	VSR
	1-1948 3-7152 3-3470	1-1948 (411) 547-1839 3-7152 (559) 220-2710 3-3470 (682) 283-7068 Download Address Labe	1-1948 (411) 547-1839 User 3-7152 (559) 220-2710 User 3-3470 (682) 283-7068 User Download Address Labels	1-1948 (411) 547-1839 User Active 3-7152 (559) 220-2710 User Active 3-3470 (682) 283-7068 User Active Download Address Labels	1-1948 (411) 547-1839 User Active X 3-7152 (559) 220-2710 User Active X 3-3470 (682) 283-7068 User Active ✓ Download Address Labels Download List Email List	1-1948 (411) 547-1839 User Active X 4162 3-7152 (559) 220-2710 User Active X 4162 3-3470 (682) 283-7068 User Active ✓ 4162 Download Address Labels Download List Email List Add No	1-1948 (411) 547-1839 User Active X 4162 4713 3-7152 (559) 220-2710 User Active X 4162 4713 3-3470 (682) 283-7068 User Active ✓ 4162 4713 Download Address Labels Download List Email List Add Non-User V	1-1948 (411) 547-1839 User Active X 4162 4713 Email 3-7152 (559) 220-2710 User Active X 4162 4713 Email 3-3470 (682) 283-7068 User Active ✓ 4162 4713 Email Download Address Labels Download List Email List Add Non-User Volunteer

Volunteers Screen (fig. 8.24)

To generate volunteer address labels in Word, navigate to the **Volunteers** screen;

click the **Download Address Labels** 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, <u>only</u> active volunteers are included in the downloaded address labels.

Generate Volunteer List

Select the number of	records to display: 10	✓ Go							
Viewing 1-10 of 909	Volunteers			Page 1 of 91	3		Go to pag	je:	Go
Name 🔷	Home Phone	Work Phone	Type	Status	BG Check		Link	s	
Aceve, Joaqui	(604) 787-6334	(749) 186-4307	User	Active	~	4162	4713	Email	VSR
Aceve, Lyman	(719) 535-4838	(583) 899-1846	User	Active	x	4162	4713	Email	VSR
Acevedo, Jean	(114) 762-3261	(726) 531-3128	User	Active	x	4162	4713	Email	VSR
Acevedo, Natalia	(238) 577-6574		User	Active	x	4162	4713	Email	VSR
Acosta, Jordan	(661) 484-1165	(687) 824-1584	User	Active	x	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	x	4162	4713	Email	VSR
Aguilar, Sheila	(873) 683-7152	(559) 220-2710	User	Active	x	4162	4713	Email	VSR
Alexa, Charmai	(729) 863-3470	(682) 283-7068	User	Active	×	4162	4713	Email	VSR
		Download Address Label	s	Download List	Email List	Add No	n-User V	olunteer	

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

Viewing 1-10 of 909	Volunteers			Page 1 of 91	3		Go to pag	je:	Go
Name 🍝	Home Phone	Work Phone	Type	Status	BG Check		Link	s (
Aceve, Joaqui	(604) 787-6334	(749) 186-4307	User	Active	~	4162	4713	Email	VSF
Aceve, Lyman	(719) 535-4838	(583) 899-1846	User	Active	x	4162	4713	Email	VSR
Acevedo, Jean	(114) 762-3261	(726) 531-3128	User	Active	x	4162	4713	Email	VSR
Acevedo, Natalia	(238) 577-6574		User	Active	x	4162	4713	Email	VSR
Acosta, Jordan	(661) 484-1165	(687) 824-1584	User	Active	x	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	x	4162	4713	Email	VSR
Aguilar, Sheila	(873) 683-7152	(559) 220-2710	User	Active	x	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.

Surridonia					
Fiscal Year: All 👻 Quarter: All Status All		•			
As Of 04/08/2011				Add	AVC Service
Organization *	Community	AVC Service	Status	Certified Hours*	
FRG: 3-159th FRG Illesheim	USAG Ansbach	Volunteer Coordinator	Active	46.00	000
FRG: 3-159th FRG, B CO Illesheim	USAG Ansbach	Company FRG Leader	Active	347.50	0 . (
Illesheim Elementary School	USAG Ansbach	Classroom Volunteer	Active	3.00	0 . (
Illesheim Spouse and Civilian Club	USAG Ansbach	2nd Vice	Active	200.00	000

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:

N	Update a volunteer's service for a position
	Submit and Certify hours – daily or period
G	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 Volunteer Services Awards	Training Orientation Notes Files Report
lolunteer Service Rec	ord
Volunteer Name Lester Brown	
	Delete Reset Save Return
Commu	* = Required Label underlining = Popup help Ry Test Community
Omenia	de Store Accountant Blocked
Service St	As Active Canceled
* Sa	rd 4/2/2012 Requires Background Check
En	ed Calendar
Details	
Description of Du	es financial books for the Thrift Store
2	н х сэ
	c of 1000 disrediers used
Ind	ft 🖂

Volunteer Service Record Screen (fig. 8.27)

63



Submit and Certify Hours

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

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

olunteer Tools
AVC Services Non-AVC Volunteer Training Orientation Notes Files Report Services Awards
lange Service Record
Volunteer Name Lester Brown
Store Accountant, Thrift Shop, Test Community
Status All 👻
Date Hours Hours Type Status Note
We're sorry, there are no records to display. Add For Open Dates Add For Day Add For Day Add For Day

Volunteer Service Record Screen (fig. 8.33)

Submit and Certify Hours for Open Dates

To add **Hours for Open Dates**, click the Add For Open Dates 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 Save button.

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



C Services N S	Non-AVC		_				
	Services	Volunteer Awards	Training	Orientation	n Notes	Files	Report
Volunt	eer Serv	vice Reco	rd				
Volunteer Nam Store Accountant, 3/1/2012 - 4/17/	e <u>Lester</u> , Thrift Shop, Tes 2012	t Community					
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						
Certified hours are	e shown in green.						Save Return

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 hutton. 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).

/olunteer Tools					
AVC Services Non-AVC Volunteer Services Awards	Training	Orientation	Notes	Files	Report
Volunteer Service Recor	d				
Volunteer Name Lester Brown					
Store Accountant, Thrift Shop, Test Community			* = Required	Label underli	ning = Reque hele
Status	Certified 🔻		- Keduired	Label undern	ning – Popup neip
* Date	4/16/2012	lendar			
* Hours					
Note			*	13	
			-		
	0 of 300 characters used				
Rejection Reason (Required if status is set to rejected)			*	63	
	0 of 300 characters used				
				Save and Retur	Return

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



Save a

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

button to s	submit	the hou	urs (See	e fig 8.3	6).	
Volunteer Tools						
AVC Services Non-AVC Services	Volunteer Awards	Training	Orientation	Notes	Files	Report
💐 Volunteer Servic	e Record	d				
Volunteer Name Lester B	<u>Brown</u>					
Store Accountant, Thrift Shop, Test	Community				t ab al un de di	
	Status	Certified 👻		= Kequired	Label underlin	ning = Popup neip
	* Hours					
	Calendar Year	2012 🔻				
	* Month	Please Select 🔻				
		Save	and Add Another	Save and Re	turn to Hours List	Return
	_	_	_	_	_	
Voluntee	er Servic	e Record H	ours for Peri	od Screen	(fig. 8.36)	

Submit and Certify Daily Hours

To add **Daily Volunteer Hours**, click the \bigcirc 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).



	Non-AVC Services	Volunteer Awards	Training	Orientatio	n Notes	Files	Report
Volur	nteer Serv	vice Reco	rd				
unteer Na	ame Leste	r Brown	~~				
ore Account	ant, Thrift Shop, Te	st Community					
1/2012 - 4/	17/2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
				03/01	03/02	03/03	
3/04	03/05	03/06	03/07	03/08	03/09	03/10	
8/11	03/12	03/13	03/14	03/15	03/16	03/17	
3/18	03/19	03/20	03/21	03/22	03/23	03/24	
3/25	03/26	03/27	03/28	03/29	03/30	03/31	
	04/02	_					
1/01							
4/01							Save
4/01							

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 OPOCs Volunteers Assistants	Volunteer Applications Hours	Positions Organizations
Volunteer Hours		
	Select a Date F	ilter Type 🛛 💿 None 🔘 Date Range 🔘 Fiscal Year
Organiz	ation All Hours Type Al Sa	Status All Name Ne Search Criteria Search

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).



🌒 Vo	lunteer	Hours							
Certify vol	unteer service	hours.							
				_					
					Select a Date Filter Typ	e 💿 Non	e 🔿 D	ate Range	C Fiscal Ye
			Organization	All			,	- Status	Submitted
					Hours Type All 🔻	Name			
					Save Sear	ch Criteria	Se	arch	lear Filters
Date	Volunteer	Position		Or	ganization <u>H</u>	lours Type	Hours	Status	Selected
3/31/2011	Joaqui Aceve	CR Volunteer Position		12t	h CAB Equal Opportunity	Period	7.50	Submitted	5
11/4/2010	Lyman Aceve	1187Characters		12t	h CAB Equal Opportunity	Day	4.00	Submitted	V
11/15/2010	Lyman Aceve	1187Characters		12t	h CAB Equal Opportunity	Day	9.00	Submitted	
11/19/2010	Lyman Aceve	1187Characters		12t	h CAB Equal Opportunity	Day	8.00	Submitted	
11/24/2010	Lyman Aceve	1187Characters		12t	h CAB Equal Opportunity	Day	7.00	Submitted	
11/30/2010	Lyman Aceve	1187Characters		12t	h CAB Equal Opportunity	Period	15.00	Submitted	
12/15/2010	Lyman Aceve	1187Characters		12t	h CAB Equal Opportunity	Day	9.00	Submitted	
11/30/2010	Carl Adams	Operation Holiday		Ille	sheim Spouse and Civilian Club	Period	15.00	Submitted	
11/3/2010	Carl Adams	Volunteer Coordinator		3-1	59th FRG Illesheim	Day	6.00	Submitted	7
11/4/2010	Carl Adams	Volunteer Coordinator		3-1	59th FRG Illesheim	Day	4.00	Submitted	7
11/15/2010	Carl Adams	Volunteer Coordinator		3-1	59th FRG Illesheim	Day	9.00	Submitted	7
11/19/2010	Carl Adams	Volunteer Coordinator		3-1	59th FRG Illesheim	Day	8.00	Submitted	
				942000		1223657-2	0.22012.020		

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 ▼
		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 9.00 Submitted 11/22/2010 Volunteer Joe USAG Ansbach Beautification Commission Army Community Service (ACS) Day 10.00 Submitted 11/23/2010 Volunteer Joe USAG Ansbach Beautification Commission Army Community Service (ACS) Day 11.00 Submitted 11/24/2010 Volunteer Joe USAG Ansbach Beautification Commission Army Community Service (ACS) Day 11.00 Submitted 11/24/2010 Volunteer Joe USAG Ansbach Beautification Commission Army Community Service (ACS) Day 12.00 Submitted 11/25/2010 Volunteer Joe USAG Ansbach Beautification Commission Army Community Service (ACS) Day 12.00 Submitted 11/25/2010 Volunteer Joe USAG Ansbach Beautification Commission Army Community Service (ACS) Day 13.00 Submitted	
11/22/2010 Volunteer Joe USAG Ansbach Beautification Commission Army Community Service (ACS) Day 10.00 Submitted 11/23/2010 Volunteer Joe USAG Ansbach Beautification Commission Army Community Service (ACS) Day 11.00 Submitted 11/24/2010 Volunteer Joe USAG Ansbach Beautification Commission Army Community Service (ACS) Day 12.00 Submitted 11/25/2010 Volunteer Joe USAG Ansbach Beautification Commission Army Community Service (ACS) Day 12.00 Submitted 11/25/2010 Volunteer Joe USAG Ansbach Beautification Commission Army Community Service (ACS) Day 13.00 Submitted	
11/23/2010 Volunteer Joe USAG Ansbach Beautification Commission Army Community Service (ACS) Day 11.00 Submitted 11/24/2010 Volunteer Joe USAG Ansbach Beautification Commission Army Community Service (ACS) Day 12.00 Submitted 11/25/2010 Volunteer Joe USAG Ansbach Beautification Commission Army Community Service (ACS) Day 12.00 Submitted 11/25/2010 Volunteer Joe USAG Ansbach Beautification Commission Army Community Service (ACS) Day 13.00 Submitted	V E
11/24/2010 Volunteer Joe USAG Ansbach Beautification Commission Army Community Service (ACS) Day 12.00 Submitted 11/25/2010 Volunteer Joe USAG Ansbach Beautification Commission Army Community Service (ACS) Day 13.00 Submitted	
11/25/2010 Volunteer Joe USAG Ansbach Beautification Commission Army Community Service (ACS) Day 13.00 Submitted	V E
	E
11/26/2010 Volunteer Joe USAG Ansbach Beautification Commission Army Community Service (ACS) Day 14.00 Submitted	V E
11/29/2010 Volunteer Joe USAG Ansbach Beautification Commission Army Community Service (ACS) Day 5.00 Submitted	E

Hours Screen (fig. 9.4)

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

Certify All Submitted button.

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

Certify/Reject/Delete a Volunteer's Hours

Viewing 1-10	of 147 Time Entries		Page 1 of 15 🖸		Go to page:	Go
Date	Volunteer	Position	Organization	Hours	<u>Status</u>	
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)



sitions Applications Volunteers	Volunteer Reports	Profile Summary	
-	nous		
💐 Volunteer Hours			
Certify volunteer service hours.			
			_
Cashier, Thrift Shop, Test Community		* = Required Label	underlining = Popup I
Status	Rejected		
* Date	1/17/2012 Calendar		
* Hours	8		
T. Hours Note	8 display at the pionic	× 43	
* Hours Note	8 display at the pionic	~ ()	
7.56vrs Note	8 display at the pionic 21 of 300 characters used	* <i>t }</i>	
	8 display at the pionic 21 of 300 characters used		
	8 display at the pionic 21 of 300 characters used	* ¢}	
	8 display at the pionic 21 of 300 characters used	* * * * * * * * * * * * * * * * * * *	

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 Assistants OPOCs	Volunteers	Volunteer Hours	Application History	Positions	Organizations	
Profile Reports						
🙎 AVCC Profile						
Edit your AVC Coordinator profile.						
	Role 💿	AVCC Primary 🔘 AV	/CC Assistant or Ove	* = Required ersight only	Label underlining = Popup he	lp

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).



AVCC Profile		
Edit your AVC Coordinator profile.		
	* = Required	Label underlining = Popup help
Role	AVCC Primary O AVCC Assistant or Oversight only	
* Work Email	christian.rocamora@xtendable.org	
* Commercial Work Phone	(123) 456-7890	
DSN Phone		
Note		1)
Note		
	0 of 1000 characters used	
Work Address		
HUIK Addiess		
* Address Line 1	joes work address	
* Address Line 1 Address Line 2	joes work address	
* Address Line 1 Address Line 2 * Gity	joes work address	
* Address Line 1 Address Line 2 * City	joes work address	
* Address Line 1 Address Line 2 * City * State	joes work address San Diego California	
* Address Line 1 Address Line 2 * City * State * ZIP	joes work address San Diego California 92121	
* Address Line 1 Address Line 2 * City * State = ZIP * Country	jões work address San Diego California 92121 United States	
* Address Line 1 Address Line 2 * City * State * ZIP * Country AVCC Locator Geolocation	jões work address	
* Address Line 1 Address Line 2 * Gity * State * ZIP * Country AVCC Locator Geolocation	jões work address	Save

AVCC Profile Screen (fig. 10.2)

Make changes to the information. Asterisked (*) fields are required. Then, click the **Save** 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.
- 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).

<u>Run a Report</u>

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 e

Submit

to enter a Date Range.

Click the

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 V 2014 V [+]Range
	Submit

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

Export a Report

Click the spreadshe	Export to Excel 2003 eet (See fig. 11.3).	or	Export to Excel 2007	to export the report to Excel

Profile Reports Summary			
• Reports			
View summary reports of volunteer activity.			
Select Report			
	Benort: Los -		
	Volunter	er Activity By Standard Org	anization V
Select Filters			
	Period: Jan X 2013 X	to Mar V 2014	[-]Range
	2013 4	2014	<u>.</u>
			citat
Report Results			
	Print Report Export to Excel 20	03 Export to Ex	cel 2007
	U		
Volunteer Activity E	By Standard Organization		
Jan/20	13 - Mar/2014		
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, CLEOS - School Llason 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 vol	unteers are active in more than one organizat	ion.	
	Print Report Export to Excel 20	03 Export to Ex	cel 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 V 2014 V [+]Range
	Submit

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



Profile Reports Summary			
- Deporte			
Reports			
View summary reports of volunteer activity.			
Select Report			
	Report: Volunte	er Activity By Standard Orga	nization 🗸
Select Filters			
	Period: Jan V 2013 V	to Mar 🗸 2014 N	[-]Range
			-
		Sut	Dear
Report Results			
Print Rep	ort Export to Excel 20	003 Export to Exce	1 2007
Volunteer Activity By Stan	dard Organization		
Jan/2013 - Mar/2	2014		
Fort Polk			
itandard Organization	Day Hours	Period Hours	Volunteers
ALS, Army Community Service (ALS)	25	0	2
KLS, Army Pamily Action Fian (AFAP)	0		
xC3, Army Parmy ream building (Arra)	545		
CS. Financial Readiness	87	177	
CS. Relocation Readiness	977	471	34
Joy 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
DYS, Child Development Service	40	19	8
DYS, CLEOS - School Llason Officer	222	2	17
IYS, Sports and Fitness (S&F)	447	682	87
DYS, Youth Services	0	0	0
3iri Scouts, Giri Scouts	1,628	32	104
Red Cross, American Red Cross	2,629	3,701	217
TOTAL	9,765	5,857	795
Search total valuations counts will be less than the sum of generations on our if valuations are	active in more than one complete	tion	
and the second sec		A DATE OF A DECEMBER OF A DECEMBER OF A DECEMBER OF A DECEMBER OF A DECEMBER OF A DECEMBER OF A DECEMBER OF A D	

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

Volunteer Activity By Community Position Report





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 Range. Finally, select the **Community Organization**.

Submit

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

Profile Reports Su	mmary			
Reports				
View summary reports of volunteer activity				
Select Report				
		Report: Volunteer Activit	y By Community Po	osition 🗸
Select Filters				
	Community Organizatio	Period:	Mar 💙 2014 🔪	[+]Range
Report Results			Su	bmit Clear
	Print Report	Export to Excel 2003	Export to Exc	el 2007
v	olunteer Activity By Commu Mar/2014 Fort Polk	nity Position		
Organization	Position	Day Hours	Period Hours	Volunteer
Boy Scouts, Boy Scouts - General	Committee Member	2	0	1
FOTAL Srand total volunteer counts will be less than the su	m of position counts if volunteers are active in mo	2 re than one position.	0	1
	Print Report	Export to Excel 2003	Export to Exc	el 2007

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



Volunteer Activity By Volunteer and Position Report

	Profile	Reports	Summary	
	💽 Repor	ts		
	view summary rep	oorts of volunteer a	ctivity.	
1	Select Report			Report: Volunteer Activity By Volunteer And Position V
	Select Filters			
				Period: Mar 2014 [+]Range Community Organization: Boy Scouts: Boy Scouts - General V Position: All V
	_	_	_	Submit 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 Range. Finally, select the Community Organization

Submit

Click the 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 Sum	imary
Reports View summary reports of volunteer activity.	
Select Report	
	Report: Volunteer Activity By Volunteer And Position 💙
Select Filters	
	Period: Mar V 2013 V to Mar V 2014 V [-]Range
	Community Organization: Boy Scouts: Boy Scouts - General
	Position: Cubmaster 🗸
	Submit Class
Report Results	
	Print Report Export to Excel 2003 Export to Excel 2007
Vol	unteer Activity By Volunteer And Position
	Mar/2013 - Mar/2014 Fort Polk Boy Scouts - General Cubmaster
Name	Day Hours Period Hours
dougherty, edith	213.0 0
TUTAL	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

Profile Reports Summary	
Reports View summary reports of volunteer activity.	
Select Report	Report: Volunteer Award Report
Select Filters	
	Period: Mar 2013 to Mar 2014 [-]Range Hours Hours Minimum Hours Maximum Community Organization: Boy Scouts: Boy Scouts - General V
	Position: Cubmaster V

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.

Submit

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



View summary reports of volunteer	r activity.				
Select Report					
		Report:	Volunteer Awar	d Report	~
Select Filters					
	Period:	Mar 🗸	2013 ¥ to	Mar 💙 2014 '	C-]Range
		но	urs Minimum	Hours Maxim	
	Community Organization:	Env Scout	See Secute - G		
		BOY SCOUL	S: BOY SCOULS - G	enerai	
			Pulation.	Cubmaster	~
				Su	ubmit Clear
Report Results				Su	ıbmit Gear
Report Results	Print Report	Export to	Excel 2003	Su Export to Exc	ibmit Clear
Report Results	Print Report	Export to ort	e Excel 2003	Su Export to Exc	ibmit Gear
Report Results	Print Report e	Export to ort	Excel 2003	Su Export to Exc	ibmit Clear
Report Results	Print Report Volunteer Award Rep Mar/2013 - Mar/2014 Fort Polk Boy Scouts, Boy Scouts - Gene	Export to ort	e Excel 2003	Su Export to Exc	bnit Gear
Report Results	Print Report Volunteer Award Rep Mar/2013 - Mar/2014 Fort Polk Boy Scouts, Boy Scouts - Gene Cubmaster	Export to ort ral Certified	Excel 2003	Export to Exc	ibmit Clear,
Report Results	Print Report Volunteer Award Rep Mar/2013 - Mar/2014 Fort Polk Boy Scouts, Boy Scouts - Gene Cubmaster Day Hours	Export to ort ral Certified) Excel 2003 Hours Per	Export to Exc	ibmit Clear,
Report Results	Print Report Volunteer Award Rep Mar/2013 - Mar/2014 Fort Polk Boy Scouts, Boy Scouts - Gene Cubmaster Day Hours 213.0	Export to ort ral Certified	b Excel 2003 Hours Per	Export to Exc lod Hours	ibmit Clear, cel 2007 Total 213.0
Report Results Name Sougherty, edith TOTAL (1)	Print Report Volunteer Award Rep Mar/2013 - Mar/2014 Fort Polk Boy Scouts, Boy Scouts - Gene Cubmaster Dey Hours 213.0 213.0	Export to ort ral Certified	Hours	Export to Exc lod Hours 0 0	ibmit Clear, cei 2007 Total 213.0 213.0
Report Results Name Cougherty, edith TOTAL (1) Volunteers with no certified hours are excl. Pariod hours include only certified pariods to pariod. Hours entend for a Piscal Year pariods	Print Report Volunteer Award Rep Mar/2013 - Mar/2014 Fort Polk Boy Scouts, Boy Scouts - Gene Cubmaster Day Hours 213.0 213.0 213.0 uded. that Fall completely within the month range selectad; this will riod will not be induded unless the month range selectad; this will riod will not be induded unless the month range includes the	Export to ort ral Certified	Hours For Month periods ear, October throug	In the second se	tomit Clear, cel 2007 Total 213.0 213.0 213.0

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)