APPLICATION FOLLOW-UP & VOLUNTEER PROCESSING COMPLETION

1) Once application is received, an email is sent to the point of contact for that volunteer position.

2) You will receive notification via email from the Army Volunteer Coordinator or your point of contact indicating any further orientations or additional information to begin volunteering. If you do not receive notification within 7 business days, please contact the 1st line supervisor (contact information located on position description) or contact AVCC Program Manager at

Lynn.C.Harshman.civ@mail.mil

3) Once you complete the volunteer requirements, you may begin volunteering with the organization based upon the day/time schedule you have coordinated with your volunteer supervisor.

4) Should your volunteer position require a background check, your point of contact will provide the forms for you to fill and send forward for processing. Once the form comes back approved (usually 10 working days) you will be notified.

5) Your organization will retain your approved background check and provide you with a special orientation or Authorization Letter and instructions. ACS Volunteers will attend an Orientation, sign volunteer paperwork, and begin on-the-job training. Volunteers without a Department of Defense issued identification card may be approved for a 30 day gate pass. See AVCC for more information.

6) When you begin volunteering you are required to update your volunteer hours weekly or monthly. Back panel has instructions on how to enter your hours.

### Continue to back panel for instructions on entering your hours.

For all programs & services, call 706-791-3579

ENTERING VOLUNTEER HOURS INTO VMIS

1) Hours should be entered **weekly** into VMIS.

2) Simply login to www.myarmyonesource.com

3) Select 'Volunteer Tools' in the top right of the screen. After the page refreshes select the "Volunteer Activity' tab to view and enter your hours. Your screen should look as below, and simply click on the word 'hours' at the end of the volunteer position for which you are entering your hours. Submit.
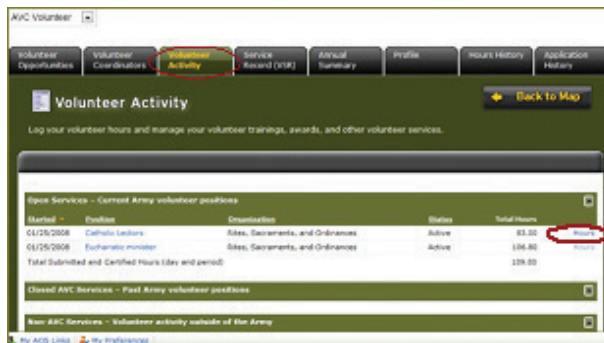
4) If your screen looks like the following, simply go to the status bar down arrow and change the word to submitted. The screen will change and you should be able to see all your volunteer positions with the words 'hours' on the end of each line. Again, just click on 'hours' , then select 'add for open dates' and enter your hours for the week or month.
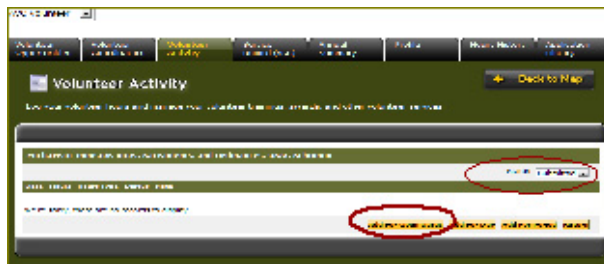
5) At the screen above, you may also enter hours by day. This is especially useful for Service Members who have volunteered with a Non-AVC agency or organization. You enter the date, hours and include a note that describes what you did during that time. This is important as the Military Outstanding Volunteer Service Medal (MOVSM) is based on work of a significant nature – over an extended period of time.

6) **All volunteers** – be sure to include round trip travel to all your volunteer duties, and also when searching or shopping for items etc. for special organization events. Do this for each position when you submit your volunteer hours.
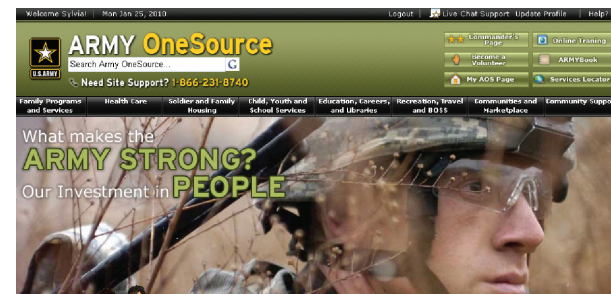
VOLUNTEER MANAGEMENT INFORMATION SYSTEM (VMIS)

FORT GORDON

Army Volunteer Corps (AVC)
Darling Hall, Room 169
307 Chamberlain Avenue
Fort Gordon, Georgia 30905

Contact Info:

AVCC Program Manager

Lynn.C.Harshman.civ@mail.mil

Office: CIV 706-791-3880

DSN 780-3880

FAX: CIV 706-791-7880

DSN 780-7880

REGISTER FOR ARMY ONE SOURCE

1) Go to Army One Source Website at

www.myarmyonesource.com

2) Click **"Register"** link at top right of page. On the following screen simply click on "JOIN NOW."

3) Complete the registration form that follows and select 'Continue'. The next screen will ask to verify your information, then click on Register. Your registration is pre-approved.

4) Select 'Save' in the lower right corner. On the next screen (map of CONUS) select GA.

5) Wait for the list of all military communities in Georgia to appear, then select Fort Gordon.

6) You are now going to be asked to identify the position you are looking for. If you know the name of the Organization, select it from the second drop-down box; otherwise select All.

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7) From the third drop-down box, select the agency or unit where you are interested in volunteering. Then select Search. **If you are already registered with AOS, begin your volunteer search on the Home Page.**

VOLUNTEER OPPORTUNITY LOCATOR

The Opportunity Locator will help you find an available volunteer position on Fort Gordon.

1) Select 'Opportunity Locator'.
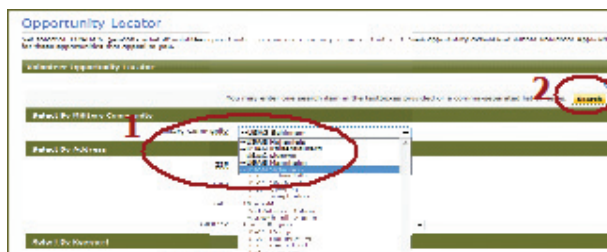
2) Select "Fort Gordon" and then "Search". You will see the following screen to look for an available volunteer positions that interests you.

3) When you select the volunteer position title, the position description will be displayed.

APPLY FOR A VOLUNTEER POSITION

4) After you read the position description, if you are interested in position, please select the "Apply" link at bottom of page.

5) Complete the following form. Please answer **all** questions.

6) If you are not affiliated with the military, Please select "Not Applicable" for Branch of Service and complete remaining items. ilian.

7) If you are affiliated with the military (to include family members), please select your military members Branch of Service. Select Component. Answer yes or no to Family Member and Retiree status. **Select the appropriate pay grade for your military member even if retired.

8) If you are a minor, the last section of the form must be completed by a parent. They must also sign a DA 5671 Parental Permission which must be given to the Supervisor.

Continue to the next panel for more volulnteer management instructions.