HOW TO SUBMIT AND CERTIFY HOURS IN VMIS 2.0:
A Volunteer's Guide to the
Volunteer Management Information System

Submitting Volunteer Hour (volunteer resposibility):

1. Log in at https://www.armyfamilywebportal.com with username and password.
2. Click "Service Log" on left side on the dashboard under volunteer
3. At the top on the right side above the calendar click on the arrow in the drop down box to select the position you wish to record your volunteer hours. Ti.e must be accounted in the activity you worked in. If you do. It have this position then record your time under your unit Community Outreach or Volunteer at Large through ACS.
4. Click on appropriate date and add hours and minutes.
5. Click in box to provide information of the volunteer work accomplished on that date. This is mandatory to explain duties and tasks performed during volunteer hours.
6. Click "Save".
7. Date, hours and status will populate. Hours must be submitted no later than the 10th of the month.
8. Status is "submitted" until hours are certified by VMIS OPOC.

Certifying Volunteer Hours (OPOC responsibilty):

1. To certify your volunteers hours as the OPOC, sign into VMIS.
2. On the left side of the page click on "hours."
3. Ensure the dates being certified are entered into the " from" and "to" date boxes. You can use the calendar or you can physically enter the dates in the mm/dy/yr format.
4. Status should be set to "submitted" in the drop down box.
5. Community should be set to "Ft Gordon."
6. Organization should be set to "all."
7. To "reject" hours click on the box in front of the volunteer name you wish to reject. Click reject and a reviewer's note box will appear. This is where you must explain why you are rejecting the hours. Click "reject."
8. To " certify" hours you may click each box in front of the volunteer name or click the box in the heading. This can only be used if all of the hours submitted will be certified. Click "certify."
9. Please note you cannot certify your own OPOC hours. They must be certified by the AVCC.

HOURS MUST BE SUBMITTED BY THE 10TH OF THE MONTH TO ENSURE CERTIFICATION BY THE 15TH OF THE MONTH

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Building 35200, 271 Heritage Park Lane
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For online VMIS assistance:
Contact "Live Chat" located at the bottom of the volunteer account page.
https://www.armyfamilywebportal.com