



# Army Volunteer Corps

4700 Mow-Way Road, Fort Sill, OK  
www.sillmwr.com 580-442-4916

## HOW TO LOG INTO VMIS: A Volunteer's Guide to the Volunteer Management Information System



### Volunteer Opportunities

- Armed Services YMCA
- American Red Cross
- Army Family Team Building (AFTB)
- Army Family Action Plan (AFAP)
- Army Volunteer Corps (AVC)
- Better Opportunities for Single Soldiers (BOSS)
- Chapel Programs
- Child, Youth & School Services (CYSS)
- Deployment/Mobilization Readiness
- EDGE Program
- Exceptional Family Member Program (EFMP)
- Family Advocacy Program
- Family Readiness Groups (FRG)
- Financial Readiness Program
- Information and Referral Program (I&R)
- Judge Advocate General (JAG)
- Library
- Military Welcome Center (Lawton/Fort Sill Airport)
- Museum
- New Parent Support Program
- Patriot Spouses' Club
- Public Affairs Office (PAO)
- Relocation Readiness Program
- Schools
- Scouting
- SKIESUnlimited
- Soldier and Family Assistance Center (SFAC)
- Survivor Outreach Services (SOS)
- Thrift Shop

### Looking for a great place to volunteer?

*We will help you find a great volunteer opportunity  
that works with your schedule!*

*Volunteer Opportunities in the Fort Sill and  
surrounding communities are found at  
[www.myarmyonesource.com](http://www.myarmyonesource.com)*

*Instructions to navigate this site can be found  
on the back of this flyer.*

### Top 10 Reasons to Volunteer

Meet new people and make new friends
Try a new career and acquire new skills
Flexible hours
Network at work and in your community
Maintain skills during transitions
Gain knowledge
Make a unique contribution doing things you enjoy
Learn about programs and benefits that enhance and enrich Army life
Document work experience for your resume
Free child care (varies by agency)

*The heart of a volunteer is not measured in size,  
but by the depth of the commitment  
to make a difference in the lives of others.*

*-DeAnn Hollis*

### Access the VMIS web site and register:

1. Go to [www.myarmyonesource.com](http://www.myarmyonesource.com)
2. Click on "register" in upper right corner (Note: Steps 2-5 are for new users)
3. Click on the yellow "JOIN NOW" button
4. Complete registration (ensure military installation affiliation is Fort Sill) Click "Continue."
5. Click "Register."
6. Click on "Volunteer Tools" in the upper right corner.
7. Select Oklahoma on the map.
8. Click on "Fort Sill."
9. Community will read "Fort Sill" if not, scroll down and enter "Fort Sill."
10. Click on "Organization Group" scroll down and enter an appropriate category.
11. Click on "Organization" scroll down and enter unit, organization, etc.
12. Click on "Search" in yellow box.
13. Click on job of interest.
14. Click on "Apply" in yellow box.
15. When the next page loads, click on "Submit" in yellow box.\*

*\*if you have filled out the boxes marked with an asterisk \* the submit button will not turn*

### Log in your Volunteer Hours:

1. Login at [www.myarmyonesource.com](http://www.myarmyonesource.com) with username and password.
2. Click on "Volunteer Tools" in the upper right hand corner.
3. Click on "volunteer Activity" tab (third from left).
4. Click "Hours" on right side (blue font)
5. Click appropriate yellow box – Add for Day (1 day) – Add for Open Dates (recent) – Add for Period (up to 3 yrs. ago – can only be certified by AVCC)
6. Click "Calendar" in yellow box.
7. Enter date(s).
8. In "Hours" box, enter number of hours. Enter partial hours as a decimal fraction (ex. Volunteered 5 hrs. and 15 mins. is 5.25 hrs; 5 hrs and 45 mins. is 5.75 hrs.)
9. Click on "save and Return" in yellow box.
10. Date, hours and status will populate. Status is "submitted" until hours are certified by VMIS Organization Point of Contact (OPOC).

**HOURS MUST BE SUBMITTED BY THE 10<sup>TH</sup> OF THE MONTH  
TO ENSURE CERTIFICATION BY THE 15<sup>TH</sup> OF THE MONTH.**

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For online VMIS training visit  
[www.myarmyonesource.com](http://www.myarmyonesource.com)  
Log in and click: "Online Training"  
Scroll down and click: "VMIS Training"  
For additional assistance click  
"Live Chat Support"