



# How to Add Volunteer Hours

(for registered volunteers)

**Add your hours!**  
Once you register online ,  
it's important to log your  
Volunteer hours. It  
supports the community  
and helps you track your  
volunteer activity.

## Why Volunteer?

- ◇ Support your community
- ◇ Resume Building
- ◇ Meet new people
- ◇ Learn something new
- ◇ Recognition
- ◇ Experience for employment

## Stop By!

Army Volunteer Corps  
located in the DSFR, C,  
Bldg. 108, Rm. 105  
Mon. - Fri. 8 a.m. - 5 p.m.  
DSN 634-7942  
Civ 0444 71 7942

- ◇ Go to [www.myarmyonesource.com](http://www.myarmyonesource.com) and Login.
- ◇ Select **“My AOS Page”** at the top, right side of the screen
- ◇ After the page loads you will see the volunteer information in a box on the left side of the screen.
- ◇ Select **“Service History.”** If you have more than one volunteer position, select the position for which you would like to add hours.
- ◇ Pick how you would like to add the hours: by day or by period
  - ◇ **“Add for open dates”** will bring up the calendar for the month. For this selection, you need to add hours by the 15th of the month for the previous months hours.
  - ◇ **“Add by period”** will let you add for the month, quarter or year
- ◇ Add your hours and select **“Save”**

**NOTE: You can also access the Volunteer Management Information System (VMIS) by log ging in and then selecting “Become a Volunteer” them AVC Volunteer.**