Volunteer Organizations on Joint Base Lewis-McChord

Directorate of Personnel & Family Readiness (DPFR)

Better Opportunities for Single Service Members (BOSS)

Morale, Welfare, and Recreation (MWR)

Child & Youth Services (CYS)

Soldier & Family Readiness Groups (SFRG)

Air Force Key Spouse Program

Lewis Community Spouses’ Club (LCSC)

American Red Cross

· Chapel Programs · Santa’s Castle

· Fisher House · Boy/Girl Scouts

· Thrift Shops · Museums

· Schools · USO

(additional organizations at www.myarmyonesource.com)
Manage your volunteer record in VMIS

**STEP 1**

*Register Online*

1. Go to [www.myarmyonesource.com](http://www.myarmyonesource.com)
2. Click on the **LOGIN** tab, or “Register” at the top of the page
3. Click “Join Now”
4. Input your information. Under the Military Community affiliation drop down tab, locate “LEWIS-McCHORD” under heading “IMCOM R”
5. Anything marked with an asterisk (*) is a required field
6. Click on **CONTINUE**

**STEP 2**

*Select Volunteer Opportunities*

1. Go to [www.myarmyonesource.com](http://www.myarmyonesource.com)
2. Click on the **LOGIN** tab at the top of the page and input your username and password.
3. At the top right again, click “Volunteer Tools”
4. Under “Opportunity Locator Tab”, select by Organization Group and Organization using the drop down bar. State/Region should list “all”, leave Postal Code empty. Click on “Search” to see all positions*.
5. Select a position by clicking on the blue position title
6. If this position suits your needs, click on **APPLY**
7. Review your information and fill in the additional information requested on the next screen, then click **SUBMIT APPLICATION**
8. Once your application has been submitted, an automatic confirmation email will be sent to you. After your application has been accepted by the organization point of contact, you may begin volunteering and recording hours.

*Only OPEN volunteer positions will be viewable to the public

**Recording Hours**

**STEP 3**

1. Go to [www.myarmyonesource.com](http://www.myarmyonesource.com)
2. Click on the **LOGIN** tab at the top right of the page
3. At the top right again, click “Volunteer Tools”
4. Click the “Volunteer Activity” tab. Your AVC Volunteer Positions will be listed. Select “hours” to the far right of the position you are entering hours for.
5. Update Options
   - For several days of service, click **ADD FOR OPEN DATES**
   - For one day of service, click **ADD FOR DAY**
   - For a past month of service, click **ADD FOR PERIOD**
6. Input the hours contributed, then select **SAVE**. You can edit hours and document notes by clicking on “Edit”
7. When finished inputting hours, click **DONE**

**Entry Deadline**

For administrative reporting deadlines, all time entries must be completed no later than the 13th of the following month.

After the 13th, time entries for dates earlier than the current month must be submitted through the **ADD FOR PERIOD** option.