Volunteer Organizations on MacDill AFB

Brandon Taxes

Chapel Programs

Golf Course

Historian Office

Library

MacDill Medical Group

Air Force Key Spouse Program

Military & Family Readiness Center

Outdoor Rec

American Red Cross

Retiree Activities Office (RAO)

Sabal Park Clinic

The Attic

(Additional organizations at vmis.armyfamilywebportal.com)

Available Training

Volunteer Orientation

Learn about utilizing the online registration process, required forms, an orientation checklist sample, and the type of questions volunteers should ask prior to volunteering.

Organizational Point of Contact (OPOC) Training

Provides the necessary information to maneuver through VMIS. A required training for anyone becoming an organization point of contact (Volunteer Manager).

Custom Training Sessions Available Upon Request

Topics range from VMIS, managing volunteers and volunteer retention, to writing awards for volunteers in your organization. Call or email for more information.

Installation Volunteer Coordinator

Office Hours: 8:00am- 4:00pm, Mon-Fri

Military & Family Readiness Center
Bldg. 38
8105 Condor st. MacDill AFB
Phone: 813-828-0145
6fss.fsfr.6@us.af.mil

MacDill AFB

FORCE
SUPPORT SQUADRON
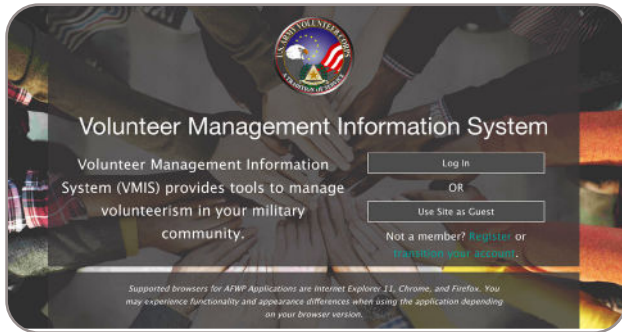
Installation
Volunteer Program

Volunteers
MAKE A WORLD OF DIFFERENCE

(813) 828-0076

macdillfss.com/military-family-readiness

# Manage your volunteer record in Modern VMIS

STEP 1
Register (For First-Time Users)

Do not register a new account if you already had one - TRANSITION your account.

1. Go to **vmis.armyfamilywebportal.com**

2. Click "**Register an account**" and enter the required information. Select "**Register**" to finish

   • An automated email will be sent to the email entered in Step 2 with a link and a token number

   • Select the link in the email to verify the account

   • On the page that appears, enter the email address and the token number

   • Select "**Verify Email**"
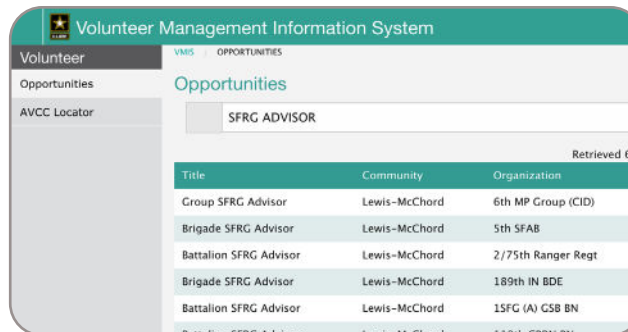
STEP 2
Seek Opportunities

1. Select "**Opportunities**" from the left-hand dashboard

2. Use the "**Search**" box at the top of the page to search for opportunities by Title, or **FILTER** using Community, Organization Group, or Organization.

3. Select the position, view the details, and if the position suits your needs, **APPLY**

4. The Organizational Point of Contact (OPOC) must approve your application before you can begin logging volunteer hours.

5. Follow up with contact to the volunteer organization.
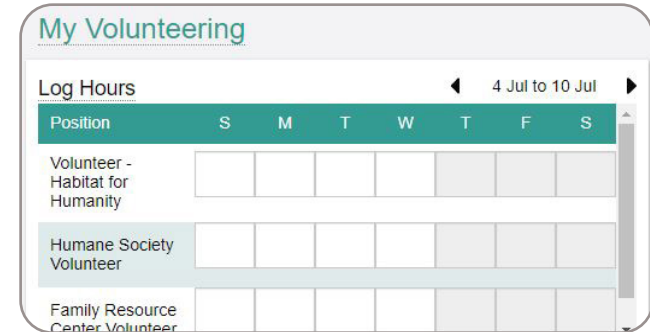
STEP 3
Log Your Hours

1. Select "Dashboard" on the left-hand navigation menu

2. Under the "MY VOLUNTEERING" heading, the "Log Hours" table contains a list of your active positions with boxes to enter your hours for each day of the week.

3. Use the left/right arrow buttons at the top right of the table to select the desired weekly period.

4. Enter the hours volunteered, with a 0.25 hour minimum. Your hours will be automatically submitted upon entry.

Entry Deadline

For administrative reporting deadlines, all time entries must be completed no later than the 10th of the following month.

VMIS is Your Portable Volunteer History
Keeping track has benefits! Here's one example:

Many employers accept volunteer service as experience when applying for jobs - including federal positions. Entering your hours, training dates, and awards/certificates in VMIS builds your history in one place to help you craft a strong resume .