

HOW TO BE AN EFFECTIVE OPOC IN VMIS 2.0: A Volunteer's Guide to the Volunteer Management Information System



Guide for OPOCs:

1. To be an effective OPOC requires a commitment to provide timely response to the needs of the program, volunteers, and AVCC. This may mean checking VMIS several times a day to include weekends.
2. It is imperative to respond in a timely manner as the program is constantly dealing with changing situations/scenarios.
3. The following is a list of tasks/duties that need oversight and your action:
 - approve applications
 - verify and certify volunteer hours
 - market the need for volunteers on an ongoing or event driven basis
 - develop new positions to meet the needs of the volunteer opportunities following the instructions provided by the Quick Guides
 - certify training of your volunteers
 - collect DD Form 2793, with original signatures, from all volunteers. Download a copy of the form in the volunteer account under records and send hard copy to the AVCC.
 - clean data base by following instructions outlined by the Quick Guides
 - provide appropriate documentation of background checks and record in the volunteer records
 - ensure volunteers sign up and take the ACS Volunteer Orientation and have them enter it into their records
 - certify orientation for your volunteers
 - update and keep current your own service record and hours
 - consult with your AVCC when required and when situations arise that are unusual or need assistance or approval
 - notify your AVCC when you are leaving Ft Gordon by PCS, ETS, or for a change in unit.

Army Community Service
Building 35200, 271 Heritage Park Lane
Fort Gordon, GA 30905
706-791-3579
pamela.b.rachal.civ@army.mil

For online VMIS assistance:
Contact "Live Chat" located at the bottom
of the volunteer account page.
<https://www.armyfamilywebportal.com>