



Wright Flyer

June 2019

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Chapter President

Jeremy Miller

Greetings,

I hope everyone had a wonderful 4th of July and were able to celebrate our nation's independence day. It has been a whirlwind of a year, and later this month I will be handing the torch off to Ms. Ane Graham who will be your new ASMC Aviation Chapter President. It has been a wonderful opportunity this past year being able to serve as your president. It has been challenging, but also very rewarding in many ways. I'd like to highlight just a few things we have accomplished this last year as a chapter. We regained our 5 star status as a chapter with National. We once again hosted a terrific mini-PDI with nearly 300 attendees. We have relooked at how we do monthly meetings and over the past year have offered a variety of meetings to include typical luncheons at the Club or Holiday Inn, brown bag lunches at the USO, and also networking socials. One of my primary objectives as I took on the role of president was to increase chapter involvement and attendance. I think we have certainly made progress, but there is a lot of room for continued growth. I want to especially thank my chapter board members. We have a terrific leadership team in our Aviation Chapter who have made my job much easier and enjoyable with the outstanding support and expertise that they provide.

I also wanted to take a minute to thank those who joined us at our June luncheon. We were fortunate to have Mr. Todd Green, Technical Director for AFLCMC/FM-FZ who provided a FIAR/Audit Update. It was very interesting hearing about the challenges we face in a number of areas within the DOD trying to become audit compliant based on federal standards.

Our July meeting we will be held on 17 July at the USO and will be another brown bag style luncheon. Our speaker will be Lt Col Stephen Gray, Commander, 88th CPTS who will be talking about "Space... but not the moon & Stars". We hope to see many of you there. You should have seen or will be seeing a flyer for the luncheon with more details.

If you are looking for a way to get more involved with our Aviation Chapter, we have a few positions open. We are currently looking for a new VP for Contractors and also have an opening for our Community Activities chair. If you are interested in either position, please let me know.

Do you have someone you think would be a great speaker or a topic you would like us to focus on? Let us know! Finally, If you move to a new organization, please ensure that you let your local VP know so that your membership VP affiliation can be updated. If you are not receiving information from your VP, please contact our membership chair Angela Brown at 656-2618, or myself, and we will ensure that you are put in contact with your respective VP.

As always, please feel free to contact me with any questions, concerns, or suggestions!

Twitter: @asmctweets

Facebook: www.facebook.com/American-Society-of-Military-Comptrollers

<http://www.asmc-aviation.org/>



**March Member Meeting
Speaker: Mr. Todd Green
Technical Director, AFLCMC/FM-FZ
FIAR/Audit Update**

Mr. Todd Green, Technical Director, AFLCMC/FM-FZ, provided a FIAR/AUDIT Update. The information presented was interesting and time appropriate, since many organizations across AFMC, Wright Patterson and other operating locations, have recently been impacted by auditor site visits.

The slides are available at:

<http://www.asmc-aviation.org/wp-content/uploads/2019/06/ASMC-FIAR-Update-Brief.pptx>

Also, get CPE credit for attending a ASMC Member meeting. The CPE form can be found at:

<http://www.asmc-aviation.org/luncheon/>

Upcoming Member Meetings:

17 July 2019, Brown Bag Luncheon

Location: USO, Kittyhawk, Wright-Patterson AFB

Speaker: Lt Col Stephen Gray, Commander, 88th CPTS

Topic: "Space...but not the Moon and Stars"



ASMC Aviation Chapter Update

ASMC annually recognizes the outstanding accomplishments of its chapters, membership and the defense financial management community through its awards program. One of the chapter awards is the Five Star Award program. Chapters compete against other chapters in similar membership size and earn points in categories such as: membership growth, professional development, awards program, communication, community service, and administration. Chapters must meet a minimum number of points in each category to qualify for five star status.” The Aviation chapter was recognized at the annual PDI as a 5 Star chapter.

Augsburg Memorial Scholarship

Congratulation to this years Augsburg Memorial Scholarship winners:

Katie Robinson – Troy High School and going to University of Cincinnati

Heidi McRill – Anna High School/Upper Valley Career Center and going to Ohio State – Lima Branch

ASMC Aviation Chapter Web Page

The ASMC Aviation Chapter new web page is now available at <http://www.asmc-aviation.org/>
Take and a look and see what's happening in our chapter, view past newsletters, member meetings and lots of other good information.



DoD FM Certification Update

The DoD FM Certification Program (DFMCP) was implemented as a tool to enhance the DoD FM community's ability to support the warfighter and the DoD mission through responsible, efficient, and effective financial stewardship. This program provides training in the competencies necessary to help the DoD achieve auditable financial statements and become a more analytic workforce. The DFMCP is the hallmark program to develop our FM workforce as we adapt and prepare for future challenges.

Since the program's inception in 2013:

- More than 38,598 FMers of the DoD FM community are certified*
- More than 717,191 course completions of the 80 OUSD(C)-developed web-based courses
- More than 13,835 courses (includes over 9,511 academic courses from over 1,179 institutions) are listed in the FM myLearn e-catalog and can be applied towards your initial Certification or CETs

Remember, if you are promoted to a position requiring a higher Certification level than you already have, you must obtain Certification at that higher level within 2 years. However, this does not necessarily mean that you have to start over from square one. Courses used towards lower Certification levels may also have content that aligns at higher Certification levels. Refer to DoDI 1300.26 for more information about FM Certification policy.

* As of June 2019

Class of the Week

Once you earn your DoD FM Certification, you may meet your Continuing Education & Training (CET) requirement with a wide variety of activities, provided they are related to the financial management and leadership fields.

Earn up to 45 CETs for the months of July, August, and September when you enroll in the "Class of the Week" web-based training courses.

If you are interested in learning how these courses align to your initial certification, view the OUSD(C) Web-Based Training (WBT) list, available at <https://fmonline.ousdc.osd.mil/FMmyLearn/FMmyLearn-Search-Start.aspx>.



TREASURER'S REPORT

May 2019

Treasurers: Dawn O'Connell and Rebecca Workman



	WPFCU - Chapter General Funds	Fidelity - Chapter Investments	Fidelity - Augsburg Scholarship
Beginning Balance	\$13,874.99	\$97,543.35	\$107,328.33
+ Income	\$1,300.06	\$0.00	\$0.00
- Expenses	\$9,896.99	(\$2,542.53)	(\$5,464.90)
Ending Balance	\$5,278.06	\$95,000.82	\$112,793.23

Note:

The Fidelity ending balances are **31 May 2019**. The Fidelity account balances are investments and fluctuate with the market. This causes unrealized gains and losses, which are captured in the Income.

Aviation Chapter Calendar

July 17

Lt Col Stephen Gray, Commander, 88th ABW, USO, WPAFB



Mapping SharePoint Library to Your Computer

SharePoint libraries can be very useful ways to store and share a set of files. However, moving files between folders within the library can become tedious when working from a web browser. While SharePoint does offer the ability to open libraries in Explorer (i.e., navigate the files using the Windows File Explorer), navigating SharePoint just to click a button can take unnecessary time. Windows does allow users to map a SharePoint library the same way a user would map a network drive. Once a SharePoint library is mapped, you can open a folder shortcut and access the files without ever opening your web browser. Please note that once a library is mapped, you will only be able to see and edit the files you have the appropriate permissions for. If you have limited or no permissions then you may not be able to see all the files or be unable to move them.

First, open File Explorer and navigate to This PC. An easy way to do this is by opening the Start Menu and searching for "This PC". Once you have opened This PC, click on the Computer tab at the top of the window. Now click on the "Map Network Drive" button. When the Map Network Drive window opens, you should see a "Connect to a Web site that you can use to store your documents and pictures" link at the bottom of the window. Click on this link and the Add Network Location wizard will open. Click the "Next" button. Then select the "Choose a custom network location" option and press the "Next" button. Paste the web address of the SharePoint Library into the "Internet or network address" box and press "Next". If you receive an error, see the paragraph below for instructions on obtaining the correct link. Now give the folder a name then press "Next". Click the "Finish" button and the folder should now appear in "Network locations" section of This PC.

The following steps will help you obtain the proper link to use when mapping a SharePoint library. First, navigate to the SharePoint library. Once you are at the library, copy the address from your web browser's Address Bar. When you paste this into the "Internet or network address" box mentioned above, do NOT press "Next" right away. Look through the address until you find "/Forms/AllItems.aspx". Delete the link from that point on and press "Next". An example is provided below.

This address:

<https://org2.eis.af.mil/sites/#####/Example%20Library%20Folder/Forms/AllItems.aspx?View=%7B5C0F72C3%2DFF3C%2D420F%2DBACF%2D6E4B8C4B9723%7D&InitialTabId=Ribbon%2ERead&VisibilityContext=WSSTabPersistence>

Would become:

<https://org2.eis.af.mil/sites/#####/Example%20Library%20Folder>

Customizing Office Ribbons

In any Microsoft Office program (Word, Excel, PowerPoint, etc.) there is a ribbon across the top of the window that has the various tabs (File, Home, Edit, Insert, Review, View, etc.) and buttons you use to perform actions. You have the ability to change these tabs or even remove them all together. There is also a way to create a custom tab.

In any Microsoft Office program you want to customize click on File in the top left corner of the window. Select "Options" in the bottom of the list on the left of the window. The option window that opens should have a "Customize Ribbon" section on the left. Click on it.



This window contains two main sections. On the left you, have a list of possible commands that can be put into the ribbon. This list is sorted by “Popular Commands” by default. On the right, is a list of all the tabs for that program. There are also buttons below this list you can use to create a new tab, new group, and rename tabs.

Creating your own tab can be useful if you have a set of buttons you commonly use that are on different tabs. You could create your own tab with all the buttons you need in so you don’t have to jump around as much.

There is a lot that you can do here especially if you look at all of the available commands. If you are interested in this and have trouble with it let me know.

Note: If you need to edit macros or use form tools, this is where you can enable the “Developer” tab, disabled by default, and access commands related to those functions.

Outlook Color Categories

Outlook Color Categories are a nice feature if you like to keep your mailbox organized or if you would like to start. If you select an email in your inbox you will notice that there is an empty box and a flag to the right of the email Sender/Title. If you right click on the empty box and select “All Categories...” the Color Categories window will open. In this window you can create, rename, and delete categories. You also have the option to assign colors (25 colors to choose from) to each category you create. There is also an option to assign a shortcut key (11 shortcut keys available) to a category. These are an easy way to visually distinguish your emails without reading through them.

Note: These Color Categories can be used on calendar items as well. I think they are even more effective on calendar items than mail items.

Word Keyboard Shortcuts

Ctrl+Shift+8 will show/hide paragraph marks and other hidden formatting symbols

Ctrl+Shift+< will decrease the selected text by one size

Ctrl+Shift+> will increase the selected text by one size

Ctrl+Shift+G will bring up the Word Count window

Ctrl+Shift+W applies an underline to words only in the selected text



**ASMC – Aviation Chapter
Executive Board Meeting Minutes
18 June 2019 (1300-1400)**

I. Call to Order - President: Jeremy Miller

II. Attendance/Reports

Treasurers: Rebecca Workman, Dawn O'Connell

Secretary: JoAnne Wills - Needs to update roster

President-Elect: Ane Graham

Vice-Presidents

AFAA: Sheena Fast

AFIT: TBD

AFLCMC: David Ohs

HQ AFMC: Terri Desch

AFRL: Kristen Wentworth

At Large: Amy Williams

Contractors: TBD

88th CPTS: Shannon Noles

Committee Chairs:

Audit: Susan Duening Erine Chandler

Augsburg Scholarship: JoAnne Wills

Awards and Recognition: Chris Lahmann

Chapter Competition: JR Frazier

Communications: Colleen Robinson

Community Activities: Markina McKnight

Health & Wellness: Fernando Mason

Membership: Angela Brown, Cynthia Payne * Reach out and get membership list*

Professional Development: Maurice "Mo" Ottinger

Programs: April Kettlewell, Tammy Pendergast,

Ways & Mean: Nathaniel Belvo

III. General Business:

A. OLD:

- i. Mini PDI discussed using *survey monkey* to get feedback
- ii. Chapter website
- iii. Ensuring 5 Star Status – Regained 5 star status
- iv. National PDI

B. NEW:

- i. Open positions: AFIT, Contractor VPs
- ii. VP restructure? Vote taken to eliminate AFIT VP position
- iii. Change of officers
- iv. Next member meeting:
 - 1. 19 June, Wright-Patt Club – Mr. Todd Green
- v. Next Board meeting: 16 June 19



National PDI 2019

PDI 2019 pictures can be found at: [https://l.facebook.com/l.php?u=https%3A%2F%2Flic.kr%2Fs%2FaHsmEjMUqG%3Ffbclid%](https://l.facebook.com/l.php?u=https%3A%2F%2Flic.kr%2Fs%2FaHsmEjMUqG%3Ffbclid%3D%3AeyJmcmVudCI6IHNpdmlkaW8ifQ%3D)

Why Become a ASMC Member

Gain insight to information on current trends and developments in the financial management of the Department of Defense and U.S. Coast Guard.

Receive a subscription to the Armed Forces Comptroller, the quarterly professional journal of the ASMC, and the ASMC Connection, the monthly e-newsletter. These publications, as well as the ASMC website, contain articles, organizational news and updates on current trends and developments within the financial management community and the ASMC.

Receive discounts for registration at the national Professional Development Institute, a three day educational event that provides valuable CPE and networking opportunities.

Have access to online educational opportunities, where members can participate at their own pace, start and stop sessions, and download presentations.

Join in one of the more than 100 chapters worldwide. Chapter benefits could include monthly luncheons, local education activities, chapter publications, philanthropic endeavors and more.

Receive discounts on Certified Defense Financial Manager (CDFM) Program training textbooks, enrollment, and recertification. The CDFM is one of the DoD-approved Test-Based Certifications recommended for Certification Levels 2 and 3 of the DoD FM Certification Program.

Have the opportunity to participate in the National Awards Program. This program includes achievement awards, an essay contest, corporate member award, members' continuing education grants, high school scholarships and many chapter program awards.

Gain access to the CPE management tool, which allows members to manage, track and record their continuing education experience.

Have an opportunity to demonstrate leadership as a chapter officer or committee member.

Network with military comptrollers/financial managers and other business organizations interested in military comptroller-ship.



2018-2019 Executive Board

President	Mr. Jeremy Miller
President-Elect	Ms. Ane Graham
Secretary	Ms. JoAnne Wills
Treasurers	Ms. Rebecca Workman; Ms. Dawn O'Connell

Organizational Vice Presidents

88th CPTS VP	Ms. Shannon Noles
AFAA VP	Ms. Sheena Fast
AFIT VP	Vacant
HQ AFMC VP	Ms. Terri Desch
AFRL VP	Ms. Kristen Wentworth
AFLCMC VP	Mr. David Ohs
At Large VP	Ms. Amy Williams
Contractor VP	Ms. Ellen Gill

Committee Chairs

Audit	Ms. Susan Duening; Ms. Erine Chandler
Augsburg Scholarship	Ms. JoAnne Wills
Awards and Recognition	Mr. Christopher Lahmann
Chapter Competition	Mr. Clarence (JR) Frazier
Communications	Ms. Colleen Robinson
Advertising/Publicity	Ms. Anita Kerns
Newsletter Editor	Ms. Colleen Robinson; MSgt Pedro Padilla
Photographer	MSgt Pedro Padilla
Webmaster	Mr. Jonathan Paden
Community Activities	Ms. Markina McKnight
Health & Wellness	Mr. Fernando Mason
Membership	Ms. Angela Brown; Ms. Cynthia Payne
Professional Development	Ms. Regina Elliott
Early Careerist	Ms. Sandra Moncree
Programs	Ms. Tammy Pendergast;
Tickets	Ms. April Kettlewell; Ms. Jeannette Dennis
Ways & Means	Mr. Nate Belvo

