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## FROM THE CHAPTER PRESIDENT



Chapter President

Angela Ruter

Allow me to reiterate Jeremy's appreciation expressed to Mini-PDI volunteers. An event of this magnitude requires many people to help well in advance and the day of the event. Thank you for all that you did to make our event successful. Special thanks to Jeremy for stepping in during my absence with very little notice.

Each year we learn from the previous year, so please be sure your VP has received your feedback. We have enough feedback to complete our lessons learned documentation and welcome additional input. It's your chapter, this is one of the ways to make it great.

Many of us were fortunate enough to participate in both our chapter mini-PDI and our National PDI in Denver. If your organization has a policy that you cannot attend both, please contact our professional development chair Maurice "Mo" Ottinger. We would like to identify opportunities for the chapter to make *both* available to our members.

Our communications committee would appreciate pictures from national for our Facebook page and our Newsletter. Look for an article in next month's newsletter about National PDI written by members who attended.

Website: [www.asmconline.org](http://www.asmconline.org)

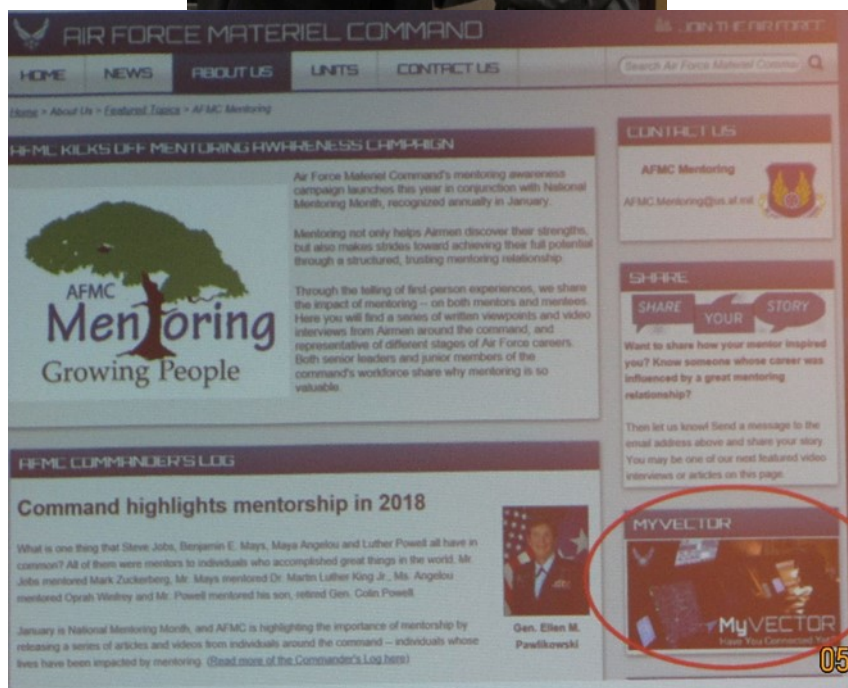
Twitter: [@asmtweets](https://twitter.com/asmtweets)

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# MAY LUNCHEON

## GUEST SPEAKER: MR. DON KENDRICK

### MENTORING



<http://www.afmc.af.mil/About-Us/Featured-Topics/AFMC-Mentoring/>

# MAY LUNCHEON GUEST SPEAKER: MR. DON KENDRICK MENTORING



## VOLUNTEERS NEEDED!

The 2018 Vectren Dayton Air Show is on 23/24 June and the Aviation Chapter needs volunteers to help with this event. Volunteers are needed on Saturday afternoon and Sunday.

If you are willing and able to volunteer, send Brenda Clinton an email with the information below to [brenda.clinton@us.af.mil](mailto:brenda.clinton@us.af.mil) as soon as possible.

NAME:

ORGANIZATION:

CELL PHONE NUMBER:

DATE: (Sat, 23 June 2018 or Sun, 24 June 2018)

SHIFT: (1st Shift, 700-1200 or 2nd Shift 1200-1700)

JOB: (Cashier, Float/Relief Cashier, Back-up Shift) T-SHIRT SIZE: (Quantities are limited. If you already have an ASMC T-Shirt from previous functions, please use it and do not request new)

Note: Family members are welcome to volunteer. However, due to the nature of the business, the preference is over 18 with cash handling experience.







CONGRATULATIONS  
TO  
**MS. JOANNE WILLS**  
COMPLETED A  
MASTER OF  
ACQUISITION ADMINISTRATION

# TREASURER'S REPORT

## April 2018

Treasurers

Rebecca Workman

Dawn O'Connell



	WPFCU - Chapter General Funds	Fidelity - Chapter Investments	Fidelity - Augsburg Scholarship
Beginning Balance	\$13,384.65	\$87,114.42	\$103,717.61
+ Income	\$6,158.53	\$659.48	\$762.68
- Expenses	\$9,767.39	\$0.00	\$0.00
<b>Ending Balance</b>	<b>\$9,775.79</b>	<b>\$87,773.90</b>	<b>\$104,480.29</b>

**Note:**

The Fidelity ending balances as of 30 April 2018. 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

Jun 21	ASMC Luncheon—Col David Peeler, Holiday Inn Fairborn
Jun 23-24	Vectren Dayton Air Show—Dayton Int'l Airport

**SAVE THE DATE—27 JULY 2018**

ASMC Golf Tournament

Look for further updates on the  
Aviation Chapter website and from  
your VPs



## ASMC – Aviation Chapter

### Executive Board Meeting Agenda

15 May 2018

1300 – 1400

Call to Order - President: *Angela Ruter @ 1303*

Attendance/Reports

Secretary: *JoAnne Wills – requested from Jeremy for the dates and times to schedule the Meet-Me-Numbers for the board meetings*

Committee Chairs:

*Augsburg Scholarship: JoAnne Wills – Letters were sent out to the High School winners for the scholarship. Need to know which luncheon we would want the winners to be presented to the memberships. The decision was to present them at the June board meeting. A suggestion was made that maybe the presentation of the scholarship could be done at the high school scholarship award ceremony.*

*Communications: Tamie Bertke is retiring and we need someone to take over the newsletter.*

*Community Activities: Darrell Allen II, Markina McKnight*

*Helping Hands Drive: 20 May – 1 Jun – looking for donations and need help with collecting the donations at AFIT, AFRL, and other organizations. An email will be sent out to the membership with the flyers.*

*Darrell inquired on the Five Star status for the chapter and concerning the hours that were sent into Chapter competition. Angela said that she would touch base with JR concerning the hours.*

Professional Development: Maurice “Mo” Ottinger

*National PDI – compiling a list of who will be attending and the Angela will be sending an email to VIP on the list of who will be attending the conference*

Programs: *April Kettlewell, Tammy Pendergast,*

*May 17 – Mr. Don Kendrick - "Yes, The Air Force Has a Mentor Program"*

*June 21 – Col. David Peeler – Reflection on his career and leadership*

*There was some issues brought up concerning the food in March which April did address with the hotel*

*The only beverages that are being provided is coffee and water, which is included in the price of the ticket, if more than water is wanted, the price will increase. April is checking to see how much it will cost for May to include more than water.*



*Chapter is breaking even with the luncheon and we have month by month contract with the hotel. April only signs the contract month prior to the luncheon. April stated that she will look at more places to hold the luncheon but to understand that the Holiday was lower place to hold the luncheon. The Club want too much for the luncheon which would increase the tickets to \$18.00. The board is knows that we have lost people due to the increase luncheon price from \$12 to \$15. Suggestion were made to possible looking at doing cocktail meetings and maybe just having meetings without food included and do actual luncheon on a quarterly basis to include lunch. Base on Chapter Competition we are required to 9 – 10 meeting with some speakers. More research is needed to come up with a better solution concerning the luncheons and increasing the attendance.*

Ways & Mean: Brenda

*Working on the Dayton Air Show – need 15 more volunteers*

*Angela is sending an email to the VIPs to send out to memberships for volunteers*

*T-Shirts – where can they get the shirts to be given to the volunteers – Angela is looking into this.*

General Business:

OLD:

Budget Vote

Administration changes

Health & Wellness

Angela is looking into this with Fernando and have a meeting with Jeremy concerning this.

National PDI Nomination selected

Markina McKnight has been chosen as the Aviation Chapter sponsor for National PDI

Mini-PDI

Hot wash will be scheduled

Megan didn't get a lot of emails about participations and she still need feedback to be sent to her.

Megan will be scheduling it once she receives more feedback

NEW:

July 2018 – June 2017 Board

Currently board members who wants to stay or leave, please send an email to Angela and Jeremy





### Golf Outing

Cheryl had sent an email about the golf outing and it was only a joint golf outing

Angela/Jeremy will be sending out an email about possibility having an ASMC golf outing and see if any of the members would be interested in doing one.

### Professional Event – June (TBA)

Having a mock interviews to help individuals on how to be prepare on doing interviews for GS-13 to GS-14.

There are individuals who are line up to do the mock interviews.

It will be the last Thursday of June (28 June).

Next Board meeting currently scheduled for the below:

Date: 14 June 18

Time: 1300 - 1400

Meet-Me-Number: 937-257-8001



## FERS Facts 24

**Food for thought (Editorial):** Are you preparing for retirement? From the time we are born we have always prepared for the next step in life. We learned to roll over, then scoot, crawl, walk and run. Each new skill allowed us to expand our world. Most of us spent two decades or more in school preparing for our careers. Once employed we constantly have looked for ways to improve our skills, learn more so we can advance and be more productive. Our aim is to always move forward and upward; we have been doing that since birth. It's natural; we are comfortable doing it year after year. Then rumors of retirement! What is this? It does not fit the pattern? I think that is why most of us view retirement as such a scary thing and many of us choose not to think about it. We are too busy doing what we have trained ourselves to do...work. As Americans we like to work and we are good at it having some of the highest worker productivity rates in the world. We are not so good about preparing to retire. Most Americans have very little savings and even less put away for retirement. Nor do they have any real idea how they will support themselves once their working years are over.

Nothing we typically do prepares us to retire. Then something interesting happens, we start to wear out. Things begin to hurt, we cannot do everything we used to do, we begin to forget things maybe we have a health scare or watch family or a friend deal with a serious health issue and suddenly retirement does not seem that odd of a concept. Just as we prepared to have a career we need to prepare ourselves for life after work.

Last spring we began this series of articles addressing the specifics of retirement (especially for those under FERS). Retirement is coming and we all need to prepare ourselves. No one else will do this for you. FERS Facts #11 and #19 address specific things that each of us can do to prepare regardless of where we are in our careers. If you need a copy of those articles I can forward them to you. Set some time aside to review your situation at least yearly, review it more often as you get closer to retirement age. Sooner is better as it takes time to prepare. If you are like me I forget the details unless I review them regularly.

**Did you Know?** When you retire FERS pension (annuity), Social Security (SSI) benefits and TSP (unless you have a Roth account) are all taxable as ordinary income. Did you also know you must fill out a W-4 for each of these with OPM for tax withholding and with your state of residence (if the state you live in taxes SSI)? OPM will not automatically do this, you must ask to have taxes withheld for each. You have 3 choices here. You can set up withholding, make quarterly estimated payments to the Feds and State (that is also up to you to set up) or you can ignore the tax bill until due. Failure to pre-pay at least 90% of your tax bill will result in penalties (10% of the difference) and fees being added to the taxes you owe come April. Ouch! For your information as of today 13 states tax SSI benefits: Colorado, Connecticut, Kansas, Minnesota, Missouri, Montana, Nebraska, New Mexico, North Dakota, Rhode Island, Utah, Vermont and West Virginia (not quite heaven).

Till the next time,

Richard

Richard.strode@us.af.mil



## More Computer Tips to Make Daily Computer Usage Easier!

### ***Storage Sense in Windows 10***

Windows 10 includes a feature called Storage Sense. This feature assists you with freeing up wasted memory on your hard drive. Most of the wasted space includes files in your Recycle Bin, temporary system files, downloaded files that you only used one time, etc. By default, Storage Sense is disabled. To enable Storage Sense, open your Start Menu and search for “Storage” and the first result should be Storage within your system settings, click on it. From here, you will be in the Storage system settings where you can enable Storage Sense as well as change some of its settings. For a more detailed guide on how to do this, click here <<https://www.windowscentral.com/how-use-storage-sense-free-space-automatically-windows-10-fall-creators-update>> .

Note: At this time your work organization may not yet have this feature available but you should have access to it on your personal computer.

### ***The Office Clipboard:***

You can think of the clipboard, whether it is the Windows Clipboard or Office Clipboard (Word, Excel, PowerPoint, etc.), as the memory used when you do a copy and paste of something.

The Windows Clipboard only holds one item at a time which is why you normally can only copy and paste one item at a time.

The Office Clipboard is capable of storing up to 24 items at a time. This means that you could copy up to 24 items at once and then paste them where you need them instead of doing a copy then paste for each item which is very tedious if you are doing a lot of toggling between two Office files (email, word document, slide show, spreadsheet, etc.). You do not need to do anything special to activate it. The trick is knowing where it is hiding:

Step 1 – In any Office program go to the Home Tab (Message Tab in an Outlook message window).

Step 2 – Look at the “Paste” button on the very top left of the Home Tab ribbon. It is a clipboard icon. Below that button you will see the word “Clipboard” with a tiny arrow to the right of it.

Step 3 – Click on the arrow.

This will open the “Clipboard Task Pane” where you will see the items that are currently in the clipboard. If you click on any of these items it will paste that item wherever your cursor is. There is also a “Paste All” button at the top of the task pane.

The Office Clipboard runs in the background as long as you have an Office program running. If you have been copying a lot of things your clipboard can get pretty full. This is why you’ve probably seen a message stating that “there is a lot of data in the clipboard, do you want to save it for other programs?” when you close the only/last Office program that you have open.

### ***Sparklines and RANDBETWEEN() in Excel***

A useful function in Excel is the RANDBETWEEN function. It will generate a random value between a min and max that you specify. This is a useful tool when you just need some random numbers. Example: “=RANDBETWEEN(1,100)” will give you a random value between 1 and 100.

Note: The random value will change to another random value every time the sheet is recalculated (basically anytime you change a cell).

We will use the RAND function to demonstrate a lesser known feature in Excel called Sparklines. Sparklines allows you to create a line, column, or win/loss chart inside of a cell.

*Example:*

- Open an Excel spreadsheet and put “=RANDBETWEEN(1,100)” in cells A1:A10.
- Select cells A1:A10.
- Click on the “Insert” tab at the top.
- Towards the middle of the ribbon you should see a “Sparklines” section showing 3 buttons (Line, Column, and Win/Loss).
- Click on the type of chart you would like to see.
- This will bring up a small “Create Sparklines” window. The Data Range should already be set to A1:A10.
- In Location Range just put/select B1 and press “OK”.
- Now you should see a small chart in cell B1.

Since we used the RANDBETWEEN function for the values, every time you change a cell all the values will recalculate and you’ll see the chart in B1 change. Not sure when you would need this tool but it is certainly a neat feature of Excel.

***Use Bluetooth Securely***

Bluetooth is a feature which some users rarely touch and others use almost all the time. While I will be focused specifically on smartphones and computers in the following tip, keep in mind that Bluetooth is used in countless devices (e.g., smartwatches, Fitbits, smart TVs and Blu-Ray players). Regardless of your level of usage, you should ensure you are doing so securely. Not everyone realizes that your smartphone or computer can easily be identified even if you have it set to not be discoverable. In short, while Bluetooth is on, your device is continually looking to receive a signal. While Bluetooth will usually have a range less than 30 ft., attackers can easily sit in the open in a public area and actively search for Bluetooth enabled devices.

There are three simple steps to ensure your Bluetooth does not become a vulnerability. One, turn off Bluetooth when you are not using it. This may be one of the easiest security measures you can take, especially if you are not a regular user of the technology. Two, do not use the default PINs for pairing devices. If an attacker sees your device, the first thing they will likely do is try connecting using the common default PINs. Three, ensure you keep your device updated. Last year the BlueBorne vulnerabilities were discovered. These vulnerabilities basically enabled attackers to access, and even take control of, your device without you noticing. Additionally, once one device is infected, it could be set to infect any other devices it comes within range. The BlueBorne vulnerabilities were quickly patched by Google, Apple, and Microsoft. However, the patches do not help if you do not download and install them on a regular basis.

***Cell Phone, Internet, and TV Service Shopping Tool***

Shopping for a new cell phone, wireless provider, internet service provider, or TV provider can be a challenging process. Trying to keep track of which company provides service to your area and whether or not the hardware you have is compatible if you are looking to switch from one to another. This is complicated even further with cell phones if you decide to purchase an unlocked cell phone (i.e., purchase a cell phone through a manufacturer or distributor instead of through the cell service provider). Additionally, any given service provider will only provide information on their services. A handy tool I have used to help compare multiple service providers is a website called Whistleout (<https://www.whistleout.com/>). This site allows you to do some comparison shopping between many service providers at once. Using cell service providers as an example, you can not only compare the top four cell carriers (Verizon, ATT, Sprint, and T-Mobile) but you can also compare their mobile virtual network operators (e.g., Cricket, Boost Mobile, Republic Wireless). This site additionally provides guides, tips, and tools to aid you in your shopping efforts.



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With Becker's CPE courses, not only can you sharpen your skills, you can deepen your understanding of issues that are of utmost importance to your profession. Becker can equip you with knowledge and insight you can apply in your work immediately. You'll be in a position to make the right decisions at the right moments – in ways that may not only help advance your career opportunities but also add value to your organization.

*For more information go to the ASMC National website: <http://www.asmconline.org/>*



## 2017-2018 Executive Board

<b>President</b>	Ms. Angela Ruter
<b>President-Elect</b>	Mr. Jeremy Miller
<b>Secretary</b>	Ms. JoAnne Wills
<b>Treasurers</b>	Ms. Rebecca Workman; Ms. Dawn O'Connell

### Organizational Vice Presidents

<b>88th CPTS VP</b>	Ms. Ane Graham (Primary) Ms. Shannon Noles (Alternate)
<b>AFAA VP</b>	Ms. Sheena Fast
<b>AFIT VP</b>	Ms. Janene Garza
<b>AFMC VP</b>	Ms. Terri Desch
<b>AFRL VP</b>	Ms. Kristen Wentworth
<b>AFLCMC VP</b>	Mr. David Ohs; Col David Peeler
<b>At Large VP</b>	Ms. Amy Williams
<b>Contractor VP</b>	Ms. Ellen Gill

### Committee Chairs

<b>Audit</b>	Mr. Khanh Ensign; Ms. Susan Duening
<b>Augsburg Scholarship</b>	Ms. JoAnne Wills
<b>Awards and Recognition</b>	Mr. Steve Swiderski
<b>Chapter Competition</b>	Mr. Clarence (JR) Frazier
<b>Communications</b>	Ms. Colleen Robinson
<b>Advertising/Publicity</b>	Ms. Anita Kearns
<b>Newsletter Editor</b>	Ms. Tamie Bertke
<b>Photographer</b>	Ms. Elaine Norsworthy
<b>Webmaster</b>	Mr. Jonathan Paden
<b>Community Activities</b>	Mr. Darrell Allen II; Ms. Markina McKnight
<b>Health &amp; Wellness</b>	Mr. Fernando Mason
<b>Membership</b>	Ms. Angela Brown; Ms. Cynthia Payne
<b>Professional Development</b>	Dr. Maurice "Mo" Ottinger
<b>Programs</b>	Ms. Tammy Pendergast; Ms. April Kettlewell
<b>Tickets</b>	Ms. Jeannette Dennis
<b>Ways &amp; Means</b>	Ms. Cheryl Deckard

