



Wright Flyer

February 2020

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Chapter President

Ane Graham

Greetings Aviation Chapter!

DEAMS has officially launched at Wright-Patt for Air Force Materiel Command. Most of the required training classes were conducted in February to prepare for the 1 March Go Live date, and the DEAMS Deployment Team will remain with us through the end of April to provide their expert assistance as we learn how to navigate this new system. In addition, Initial Distribution is expected to be issued soon, so we're all going to be pretty busy learning DEAMS, continuing to work in Legacy, and making sure we load all of our funds properly.

Markina McKnight and Terri Desch have been diligently working to plan a successful mini-PDI for our Aviation Chapter. This year, the 24th Annual Mini-PDI theme will be "Agile Development & Execution: Air Force's Vision in 2020 and Beyond". The event will be held at the Hope Hotel and Conference Center on 14 May. Registration information will be coming out soon, but keep in mind that meals must be paid separately from registration due to a SAF/GC ruling last year. Registration fees can be paid with unit funds, but meal purchases must be made separately by local attendees who are not in a travel status. As a reminder, all attendees must pay for a lunch and will be required to pay in advance.

Registration is open for National PDI 2020, which is being held 27-29 May at the Gaylord Opryland Hotel in Nashville this year. Be sure to register before 1 May to receive the discounted price; after 1 May, the price increases by \$105. It appears that the Gaylord Opryland Hotel was not impacted by the tornado, and there has been no interruption in planning for the PDI. Furthermore, ASMC is closely monitoring the ongoing COVID-19 situation and is dedicated to ensuring appropriate measures are in place. ASMC is working closely with the Gaylord Opryland Hotel, media, Centers for Disease Control and Prevention, World Health Organization, and Tennessee Department of Health to protect the health and safety of all attendees. Please visit the links below for more information and to receive the most current status of PDI:

<https://asmconline.org/>

This year the Aviation Chapter will be partnering with International Cost Estimating and Analysis Association (ICEAA) to work vendor booths at the 2020 Vectren Dayton Air Show, scheduled for the weekend of 27-28 June. A portion of the funds raised will be given to ASMC Aviation Chapter and ICEAA to benefit their chapters. If you're interested in volunteering, please contact Markina McKnight at 937-522-2546 or markina.mcknight.1@us.af.mil.

The Aviation Chapter is looking to improve the content of our monthly Newsletters. We welcome article submissions from our members, and would love to hear about your experiences, training, leadership, mentorship, etc. We want to highlight accomplishments/achievements, degrees/certifications, promotions, retirements,

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

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

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



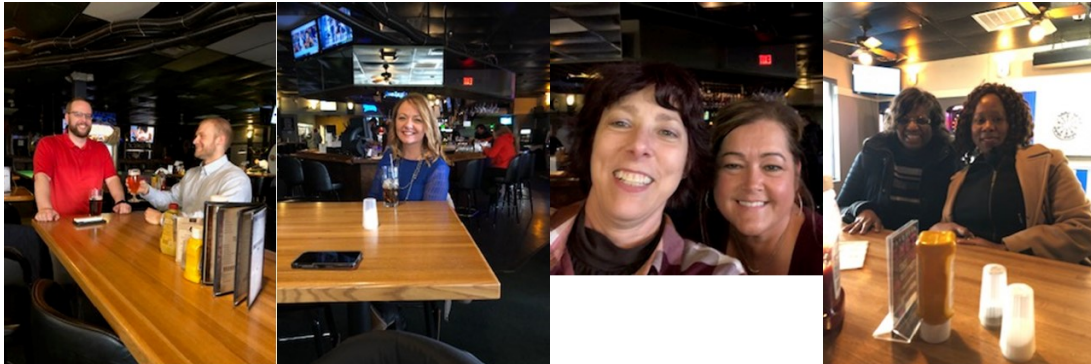
volunteer events, etc., so please submit this information to your organizational Vice President so he/she can forward to the chapter Newsletter Chair, Colleen Robinson.

Please join us for our upcoming luncheons. Tammy Pendergast, the chapter Programs chair, has reached out to several different folks and scheduled some dynamic speakers for the next several months.

- Thursday, 26 March @ Building 1 (88 CPTS Conference Room) – Mr. JD Lawson, AFRL/FZF Chief, Financial Services will be speaking on “Leadership Lessons I Learned From My Grandbabies”
- Thursday, 16 April @ Brio at The Greene – Joint luncheon with Institute of Internal Auditors (IIA), speaker & topic TBD
- Thursday, 14 May @ Hope Hotel – mini-PDI
- Wednesday, 17 June @ Building 1 (88 CPTS Conference Room) – Mr. Todd Baker, SAF/FMFS, will be speaking on a DEAMS topic
- July, date TBD – Mr. Raymond Casul, Director of Air Force Financial Systems Operations, will be speaking on “Robotic Process Automation (RPA)”



**February Member Meeting Feb
27, 2020
Social, Kings Table Bar and Grill**



Upcoming Member Meetings:

March 25, JD Lawson

Location: Bldg 1 Conf Room, Brown Bag

Topic: Leadership Lessons I Learned From My Grandbabies



March ASMC Luncheon

Guest Speaker: JD LAWSON

Topic: "Leadership Lessons I Learned From My Grandbabies"

Interpreters provided for hearing impaired upon request. Contact Anita Kerns at anita.kerns@us.af.mil

BROWN BAG LUNCHEON THIS MONTH	
THURSDAY, March 26th, 2020 ~11:00 AM SOCIAL ~ LUNCH AND TRAINING	
11:15 TO 12:30 PM	
88TH CPTS CONFERENCE ROOM/ BLDG. 1 (FM AREA)	

TICKET REPRESENTATIVES

AFLCMC/BWG	Yolma Culpepper	713-6882
AFLCMC/WWB	Destree Twiloff	713-6301
AFLCMC/WFQ	Tracy Hearn	656-3648
AFLCMC/FZAS	YOLUNTER	NEEDED
AFAA/QI	Sheena Fast	257-7049
AFAA/WP	Kathy Nash	713-3059
AFRL/ROPD	Tammy Pendergast	938-4504
88 CPTS/FMF	Shannon Niles	522-3505
AFMC/FMRA	Beth Jankowski	822-4075
NAF/FMF	Shela Givongo	257-5492
NASC/GS	Kathryn Cox	257-4452

~Please provide headcounts to Elaine Norsworthy by 3/23/20 at noon~



Personnel Moves:

Jennifer Liu, from AFLCMC to HQ AFMC/FMAO

Stephanie Morris, from AFLCMC to HQ AFMC/FMAI

Darius Dinkins from HQ AFMC/FMM to AFLCMC

Jessica Hess from HQ AFMC/FMMW to AFRL

BRIG GEN James D. Peccia III, from: Director, Financial Management, Headquarters Air Force Materiel Command, Wright-Patterson AFB, OH to: Deputy Assistant Secretary for Budget, Office of the Assistant Secretary of the Air Force for Financial Management and Comptroller, Pentagon, Washington, DC

Retired

Debbie Duncan, HQ AFMC/FMFW

Teresa Eichbaum, HQ AFMC/FMFW

Sue McNichol, HQ AFMC/FMMI

Promotion

Karla Weers, GS-13, AFSC

Capt Tonya Satchell, Major Select, HQ AFMC/FMA

Capt Raymond Mims, Major Select, HQ AFMC/FM



Managing Job Stress

Job stress comes in different forms and affects your mind and body in different ways. Small things can make you feel stressed, such as a copy machine that never seems to work when you need it or phones that won't quit ringing. Major stress comes from having too much or not enough work or doing work that doesn't satisfy you. Conflicts with your boss, coworkers, or customers are other major causes of stress.

It's normal to have some stress. Stress releases hormones that speed up your heart, make you breathe faster, and give you a burst of energy. Stress can be useful when you need to focus on or finish a big project. But too much stress or being under stress for too long isn't good for you. Constant stress can make you more likely to get sick more often. It can make chronic pain worse and can also lead to long-term health problems such as heart disease, high blood pressure, back problems, and depression.

Look for these signs of job stress:

- Headaches
- Trouble sleeping
- Problems concentrating
- Short temper
- Upset stomach
- Job dissatisfaction and low morale

WHAT CAUSES JOB STRESS?

Most of the time, it's the major sources of stress that lead to job burnout and health problems. Job stress can affect your home life too. Here are some common sources of major job stress, with examples of each:

- **Lack of control.** Feeling as if you have no control over your work or job duties is the biggest cause of job stress. People who feel like they have no control at work are most likely to get stress-related illnesses.
- **Increased responsibility.** Taking on extra duties in your job is stressful. You can get more stressed if you have too much work to do and you can't say no to new tasks.
- **Job satisfaction and performance.** Do you take pride in your job? If your job isn't meaningful, you may find it stressful. Are you worried about doing well at work? Feeling insecure about job performance is a major source of stress for many people.
- **Uncertainty about work roles.** Being unsure about your duties, how your job might be changing, or the goals of your department or company can lead to stress. If you report to more than one boss, juggling the demands of different managers can also be stressful.
- **Poor communication.** Tension on the job often comes from poor communication. Being unable to talk about your needs, concerns, and frustrations can create stress.
- **Lack of support.** Lack of support from your boss or coworkers makes it harder to solve other problems at work that are causing stress for you.
- **Poor working conditions.** Unpleasant or dangerous physical conditions, such as crowding, noise, or ergonomic problems, can cause stress.

WHAT TO DO ABOUT JOB STRESS

You can reduce some job stress by learning how to manage your time and your job duties. Think about the kinds of events that trigger stress for you at work. Then you can focus on one or two things you can do that will help the most to reduce stress. Here are some ideas:



You and your boss

• **Meet with your manager** at least once a year (every 3 or 6 months is even better) to talk about your job and your performance. If a performance review is already part of your job, treat it as a chance to clear up issues that may be causing stress for you. Here are some questions to ask:

- o What is expected of me in this job?
- o Where is this company going? How do I fit into that plan?
- o How am I doing? What are my strengths? How can I improve?
- o What can I expect from you if there's a problem with my work or my job?
- o If I continue to do well, how might my efforts to be recognized?

You and your job

- **Get organized.** Keep track of your projects and deadlines by making a list of what's urgent. Decide what matters most and what can wait.
- **Don't put things off.** Use a schedule planner to plan your day or week. Just seeing on paper that there is time to get each task done can help you get to work. Break a large project into small steps, and set a deadline for each one.
- **Learn to say "no."** Don't overcommit yourself. If you take on too much, you're creating stress.
- **Focus.** Do one thing at a time. In some cases, you can do two things at a time. But if you start to feel stressed, go back to doing one thing at a time.
- **Concentrate.** Try to limit distractions and interruptions. Ask others to give you a block of time when you are not disturbed.
- **Delegate.** Ask someone else to take on a task. It's not always important to have all the control.

Take care of yourself

- **Unplug.** Don't let the technologies that help you do your work get in the way of your leisure time. Consider turning off cell phones or beepers when you are with family or friends. And avoid checking work email when you're not at work.
- **Be realistic.** Remember that everyone has good days and bad days at work. For more information, see the topic Stop Negative Thoughts: Choosing a Healthier Way of Thinking.
- **Reward yourself.** When you finish a difficult task, celebrate. Enjoy a snack at your desk, or—if your job permits—take a short walk or visit with a coworker.
- **Schedule time for fun.** If you spend every second of your day getting things done, you may resent never having time for yourself. If your employer offers a flexible work schedule, use it in a way that fits your work style. Go into work earlier and take a longer break at lunch to make time for a yoga class or a walk.
- **Practice breathing and relaxation techniques.** You can do these at home or in a quiet place at work.

SETTING A GOAL TO REDUCE STRESS

First, identify what's creating stress at work. Maybe it's lack of control over your job. Or maybe it's worry about losing your job or how you are doing at work. You might feel stress because you're unable to express your thoughts and ideas to your boss and coworkers.

Think about why you want to reduce stress at work. You might want to protect your heart and your health by reducing stress. Or maybe you simply want to enjoy your life more and not let work stress control how you feel. Your reason for wanting to change is important. If your reason comes from you—and not someone else—it will be easier for you to make a healthy change for good.

Next, set a goal for yourself that involves reducing your stress level. Think about both a long-term and a short-term goal.



After setting your goals, think about what might get in your way. Use a personal action plan to write down your goals, the possible barriers, and your ideas for getting past them. By thinking about these barriers now, you can plan ahead for how to deal with them if they happen.

Most important, make sure you get support from friends and family in your efforts to reduce job stress. If your company has an employee assistance program, you might use it to talk with a counselor. A counselor can help you set goals and provide support in dealing with setbacks.

KNOW WHEN TO QUIT

If you are truly miserable because of a stressful job, it may be time to think about changing jobs. Make sure you know whether it is you or the job that's the problem.

Before you quit, spend time thinking about other job options. Not having a job will probably also lead to stress. Getting another job before you quit is best, but sometimes that isn't possible. Decide what is less stressful for you—unemployment or being miserable in your current job. It might help to talk with a counselor about your choices.

To view the full article and how setting a goal can help you reduce stress - <https://magellanascend.com/HealthWiseContent/ViewContent/ta5662spec>, Author: Healthwise Staff



TREASURER'S REPORT

January 2020

Treasurers: Dawn O'Connell and Rebecca Workman



	WPFCU - Chapter General Funds	Fidelity - Chapter Investments	Fidelity - Augsburg Scholarship
Beginning Balance	\$12,494.35	\$105,795.70	\$109,850.69
+ Income	\$35.69	\$6,974.44	\$6,975.49
- Expenses	\$0.00	\$0.00	\$0.00
Ending Balance	\$12,530.04	\$112,770.14	\$116,826.18

Note:

The Fidelity ending balances are 31 January 2020. 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

Mar 26	Brown Bag, Bldg 1 Conf Room
Apr 16	Joint ASMC IAA Luncheon, Brio at the Greene
May 14	ASMC Mini PDI Hope Hotel
Jun 17	Brown Bag, Bldg 1 Conf Room



Juice Jacking

USB has become the standard connection type for computers, phones, and many other devices. One benefit to this standardization is the appearance of USB capable outlets and even USB charging stations in public areas such as restaurants and airports. With the release of the USB-C standard, the electronics industry gained a standardized way to provide faster data transfer speeds along with significantly higher power transfer ratings. This has enabled more powerful devices such as external video cards and network cards to be connected to a laptop through the same port it uses for power.

Unfortunately, this convenience has also become an attack vector for data thieves and digital attackers via Juice Jacking. Malicious devices could be inserted into, or connected to, charging stations. These devices could potentially bypass the security software on your computer enabling it to steal data or insert malware while you are charging your device. The concept has been shown to be viable through a variety of charging cables including USB-C, Apple Lightning Cables, and even HDMI. Finally, these public charging stations could simply be damaged or incompatible with your device. This could result in too much power being sent to the device which could damage your battery or the device itself. The best thing you can do is to have a charging cable or external battery to power/charge your devices if you know the battery will not last until you get home. If you must use a charging station, examine the ports before using them. Check for any signs of sparks, burns, or marks that indicate the panel may have been forcibly removed or tampered with.

Avast Sold User Info

Avast is the creator of the Avast antivirus program. This program has been a very popular and effective antivirus tool with free and premium versions. A few weeks ago, it was discovered that Avast had been selling data it scraped from the user data it collects from users who opt into sharing their data. Unfortunately, most users were likely unaware of the fact that this opt-in involved their data being sold. While Avast claimed that the data was anonymized, if enough data on a single user is given, it could potentially be de-anonymized. According to this article, Avast has had similar issues with collecting too much data in the past.

Securing Your Router

Your home router is one of the most critical, and overlooked, components in your home network. As such, it is probably the most important part of your home network's security. Below is a list of some critical settings/features you should try to implement in your router if possible to maximize your network's security. Most of these items are not very complicated. However, every router is different so you will need to look up your router model, usually a sticker on the bottom of the router, and search for the manual from its maker (e.g., CISCO, Linksys, Netgear) if you do not have a hard copy.

1. Use strong passwords (i.e., unique, 16-20 characters with letters, numbers, special characters, and a mix of upper/lower case) for the router login as well as your WiFi login. Some people are not a fan of long passwords but remember, your router never moves so it is a stationary target which makes it vulnerable to brute force attacks. A long password helps make these attacks less viable.
2. Change the default admin password and, if possible, username. This controls who can access your router's settings and the defaults can quickly be looked up online.
3. Use WPA2 encryption at a minimum. WPA3 may be an option if you have a newer router.
4. Use automatic updates if your router has the option. Otherwise, update your firmware at least quarterly. Router vulnerabilities are a popular tool for attackers because routers are often not updated.
5. Change the SSID (i.e., the WiFi name) from the default.
6. Use the Guest Network feature and connect all of your Smart/IoT devices, children's devices, devices belonging to visitors, and any other device you do not need to talk to each other (e.g., your laptop and network printer). Connect the other devices to your normal network. Guest Networks isolate the connected devices from talking to each other which helps prevent an infected device from spreading malware to other devices on your network.
7. Disable remote admin access.
8. Use built-in firewall and VPN features if your router has them. These are sometimes a little more complex to setup but worth the effort. Keep in mind that nothing is full-proof but making these few changes can help keep you from being the lowest hanging fruit for any potential attackers or budding hackers in your neighborhood.



**ASMC – Aviation Chapter
Executive Board Meeting Minutes
5 March 2020 (1200-1230)**

I. Call to Order - President: Ane Graham

II. Attendance/Reports

Treasurers: Rebecca Workman, Dawn O'Connell (A)

Secretary: JoAnne Wills (A)

President-Elect: Sheena Fast (A)

Vice-Presidents

AFAA: Kathryn Nash

AFIT: Eliminated

AFLCMC: David Ohs

AFMC: Terri Desch (A)

AFRL: Kristen Wentworth (A)

At Large: Amy Williams (A)

Contractors: Patrice Solorzano (A)

88th CPTS: Shannon Noles X

Committee Chairs:

Audit: Susan Duening (A)

Augsburg Scholarship: JoAnne Wills (A)

Awards and Recognition: Chris Lahmann

Chapter Competition: JR Frazier (A)

Communications: Colleen Robinson (A)

Community Activities: Rhonda Pepitone (A)

Health & Wellness: Fernando Mason

Membership: Angela Brown, Cynthia Payne

Professional Development: Markina McKnight

Programs: Tammy Pendergast (A)

Ways & Means: Nathaniel Belvo

(A) = In Attendance

III. General Business:

A. OLD:

i. Open positions: Golf Outing POC; Programs Committee co-chair; AFLCMC extra ticket reps; Photographer; Professional Development chair.

ii. 60+ ASMC awards packages were submitted for 18/20 categories: Thank you to those who submitted packages!

iii. Executive Board voted via email to extend offer to ICEAA to work Dayton Air Show vendor booths (23 members: 12 voted yes, 0 voted no, 11 did not reply)



B. NEW:**i. Mini-PDI Discussions/Votes:**

1. Theme Discussion, decision was made offline for: "Agile Development & Execution: Air Force's Vision in 2020 and Beyond"
 2. Meal options: 3 choices: chicken, fish, veggie
 - a. Cost collected individually up front: \$20 approx.
 - b. Hope Hotel: no outside food
 - c. Ticket reps/VPs will collect lunch payments, can also use Venmo; checks need to be made out to ASMC
 - d. Requires close coordination
 - e. 30 April deadline for registration/meal payment
 3. Sponsorship: want to make sure we follow guidelines/restrictions; send thank you letter
 4. Awards: plaque awards budgeted for already
 5. Can we charge a booth rental fee for vendors not providing sponsorship?
 6. Can government funding be used for speakers? Usually at HQ level; not mini-PDI level; payment would have to come from Chapter funds; we could budget in future
 7. Registration: \$25; Meals: ~\$20
- ii. Is the chapter going to sponsor anyone to attend the National PDI? Yes, one plus President
- iii. 5-Star Status – JR Frazier is working to compile the following information:
1. Awards Winners
 2. Annual Review of Chapter Finances
 3. Tax Form 990
 4. CDFM Training Program Description
 5. Established Certification Committee
- iv. Chapter coins: quantity and price
1. Need to move forward
- v. Jonathan Paden updated the Chapter website: <https://www.asmc-aviation.org/>
- vi. Solicit newsletter info from membership (articles, achievements, promotions, job change, awards, retirements, degrees/certifications, etc.)
- vii. Next member meetings:
1. March: working on brown-bag luncheon
 2. April, Joint ASMC/IIA (Institute of Internal Auditors) Luncheon 16 April 2020 at Brio at The Greene



Registration for the ASMC PDI 2020 is now available! Click here [<https://secure3.rhq.com/asmc/pdi20/attreg/index.cgi>] to register online!

While registering for PDI 2020, please note the following:

- Payment is required at the time of registration so please be sure you have obtained authorized funding and understand your organization's regulations for payment.
- Attendees arriving early are invited to participate in Monday and Tuesday sessions and special events.
- The PDI officially kicks off with Opening Ceremonies on Wednesday morning at 0800, followed by Service Day activities.
- When completing registration, attendees should select which Service Day activities (occurring on May 27) they wish to attend (Army, Air Force, Coast Guard, Dept of Navy, or Defense-Wide.)
- Breakfast and lunch (provided Wednesday – Friday) and the Welcome Dinner (on Wednesday evening) are included in the PDI registration fee.

Registration and Housing Information

- Changes to existing registrations may be made by logging in to the registration site [<https://secure3.rhq.com/asmc/pdi20/attreg/index.cgi>] . You will need your registration number from your confirmation email and the email address you used to register.
- You must complete your PDI Registration [<https://secure3.rhq.com/asmc/pdi20/attreg/index.cgi>] prior to making housing reservations. Links to housing will be available upon completion of the online registration process.
- Housing questions may be directed to Gaylord Opryland Hotel at (877) 491-7397, or Inn at Opryland at (800) 901-4211

Registration Fees

Registration includes meals (noted above) and access to Virtual PDI 2020.

- Member \$595 (before May 1), \$695 until event date
- Non-Member \$700 (before May 1), \$800 until event date

In order to receive the member registration rate, you must be a member in good standing at the time of registration.

Note: Each month, all on-time or early renewals for one or three years will be entered into a random drawing to award two \$50 gift cards and one \$150 gift card, respectively. Additionally, ASMC members who renew their membership for a three-year term can now receive a 20% discount on their membership! Renew your membership on time or early here [<https://asmconline.org/membership/renew>] .



2018-2019 Executive Board

President	Ms. Ane Graham
President-Elect	Ms. Sheena Fast
Secretary	Ms. JoAnne Wills
Treasurers	Ms. Rebecca Workman; Ms. Dawn O'Connell

Organizational Vice Presidents

88th CPTS VP	Ms. Shannon Noles
AFAA VP	Ms. Kathryn Nash
AFIT VP	Eliminated
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. Patrice Solorzano

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; Ms. Colleen Robinson
Webmaster	Mr. Jonathan Paden
Community Activities	Vacant
Health & Wellness	Mr. Fernando Mason
Membership	Ms. Angela Brown; Ms. Cynthia Payne
Professional Development	Ms. Regina Elliott; Ms. Julie Louthain
Early Careerist	Ms. Sandra Moncree
Programs	Ms. Tammy Pendergast; Ms. April Kettlewell
Tickets	Ms. Jeannette Dennis
Ways & Means	Mr. Nate Belvo

