



Wright Flyer

January 2020

This Issue:

Message from the President	1
Chapter Luncheon	3
Chapter Member News	4
FM Article	5
Treasurer Report/Chapter Calendar	6
Computer Tips & Tricks	7
Executive Board Meeting Minutes	8
ASMC National News	10
Executive Board Roster	11



Chapter President

Ane Graham

Greetings Aviation Chapter!

The New Year kicked off with a bang; the FY20 Appropriations Bill was approved and Initial Distribution will be issued soon. Meanwhile, AFMC is absorbed in the process of preparing for DEAMS implementation. February promises to be quite busy with all of the DEAMS classes that must be taken prior to deployment in March. In addition, planning is well underway for the upcoming mini-PDI scheduled for Thursday, 14 May, at the Hope Hotel Richard C. Holbrooke Conference Center.

Please note these important changes for this year's Aviation Chapter mini-PDI: due to a SAF/GC ruling last year, lunches will not be included as part of the unit-funded registration fee. Each attendee will need to pay separately for their own lunches as meals are not authorized to be government-funded for attendees who are not in a travel status. All attendees must pay for a lunch and will be required to pay in advance (not the day of the event) as no outside food is permitted per Hope Hotel's rules. If there are special meal needs, Hope Hotel is able to accommodate most unique meal requirements. We apologize for any inconvenience this may cause, but we must adhere to the regulations.

The 2020 Vectren Dayton Air Show is scheduled for the weekend of 27-28 June 2020. ASMC Aviation Chapter will be working the event vendor booths again this year to raise funds for our chapter. Ms. Markina McKnight is the POC and is seeking at least 20 volunteers to work morning and day shifts (0700-1200 and 1200-1700). Volunteers do not have to be ASMC members but they do need to be 15 ½ years of age or older. If interested in volunteering, please contact Markina at 937-522-2546 or markina.mcknight.1@us.af.mil.

The Academic Year (AY) 2021 Civilian Development Education (CDE), Civilian Strategic Leader Program (CSLP) Nomination Call opened on 13 January 2020. The CDE portfolio has been expanded from three to five categories for AY21: Basic Developmental Education, Intermediate Developmental Education, Senior Developmental Education, Academic/Fellowships, and Leadership Seminars (which consists of Short Courses). CSLP is the Air Force's civilian enterprise-level developmental program, designed to provide selected GS-13 through GS-15s and equivalent with a leadership opportunity that will complement their functional expertise. Employees can apply for up to four programs and nominations must be submitted by 28 February 2020.

- Visit myPers for more information: <https://mypers.af.mil/app/categories/p/2/c/549/p/2/c/549>

- Employees interested in applying for CDE or CSLP can register/self-nominate through MyVector: <https://myvector.us.af.mil/myvector/Home>

The Aviation Chapter is looking for community-minded individuals to fill the following vacancies: AFLCMC ticket reps, Chapter Photographer, Golf Outing POC, Programs Committee co-chair, and Professional Development. If interested, please reach out to your organization's Vice President. In addition, upcoming volunteer opportunities will be available at Dayton Children's, Ronald McDonald House, We Care Arts, Fisher House-VA, and Fisher House-WPAFB.

Twitter: @asmctweets

Facebook: www.facebook/pages/American-Society-of-Military-Comptrollers
<http://www.asmc-aviation.org/>



Maj Greg Brown, Instructor of Data Analytics, AFIT School of Systems & Logistics presented “Excel Tips and Tricks for Financial Managers – functions, shortcuts, and more” during the January joint ASMC & International Cost Estimating and Analysis Association luncheon. He provided some helpful tips that most of us can actually use on a daily basis. If you’re interested in learning more or didn’t get a chance to attend the luncheon, you can sign up for AFIT’s two-day course at no cost to you or your unit. Register at: <https://www.afit.edu/ls/>

DAS201 “Fundamentals of Data Analytics”

- 24-25 February
- 27-28 April
- 10-11 August

Finally, thank you to everyone who submitted Calendar Year 2019 ASMC Achievement Awards packages! Mr. Christopher Lahmann, Aviation Chapter Committee Chair, received over 60 packages in 18 out of the 20 awards categories. All nominations will be forwarded to Headquarters ASMC – best wishes to all nominees!



**January Member Meeting
Jan 23, 2020
Joint ASMC/ICEAA Meeting
Maj Greg Brown, Instructor of Data Analytics,
AFIT School of Systems & Logistics
“Excel Tips and Tricks for Financial Managers—functions,
shortcuts, and more”**



Upcoming Member Meetings:

February 27, Social 3:00-5:30 pm

Location: Kings Table Bar & Grill

Topic: Social



ASMC Aviation Chapter Mini-Professional Development Institute (PDI)

Save the date for the ASMC Aviation Chapter Mini-PDI scheduled for 14 May 2020 at the Hope Hotel Richard C. Holbrooke Conference Center. **Please note** these important changes for this year's Aviation Chapter Mini-PDI: due to a SAF/GC ruling last year, lunches will not be included as part of the unit-funded registration fee. Each attendee will need to pay separately for their own lunches as meals are not authorized to be government-funded for attendees who are not in a travel status. All attendees must pay for a lunch and will be required to pay in advance (not the day of the event) as no outside food is permitted per Hope Hotel's rules. If there are special meal needs, Hope Hotel is able to accommodate most unique meal requirements. We apologize for any inconvenience this may cause, but we must adhere to the regulations.

2020 Vectren Dayton Air Show - Seeking Volunteers

Together, with the American Society of Military Comptrollers (ASMC) Aviation Chapter and International Cost Estimating and Analysis Association (ICEAA Dayton Chapter), we are seeking 20 volunteers to work at the 2020 Vectren Dayton Air Show (Dayton International Airport) Concession Booths on 27-28 June 2020. Minimum requirements are: Must be 15 1/2 years of age or older, ASMC membership not required, and volunteers are needed to work morning (0700-1200) and day (1200 - 1700) shifts.

Please contact Markina McKnight at (937) 522-2546 or email her at markina.mcknight.1@us.af.mil if you have questions or are interested in participating.

Fred & Susan Augsburg Memorial Scholarship Update

We recently received some information from the son of Fred and Susan Augsburg for whom the Augsburg Memorial scholarship is named for and wanted to share to our members. Fred and Susan were killed by a drunk driver one day while out jogging. As it turned out this was not the drunk driver's first offense.

"Thank you for what you've done for my father & step-mother. My daughters & I are forever grateful to you, and the ASMC. We wanted to share some information with you regarding the man who killed my parents. He passed away this past fall. Unfortunately, before he left, he struck again this past Spring hitting a car while driving drunk. The wreck left an innocent woman severely injured, and people's lives were forever changed again. Very sad, and heart breaking. Thankfully, he no longer will be able to harm, or turn one's life upside down."

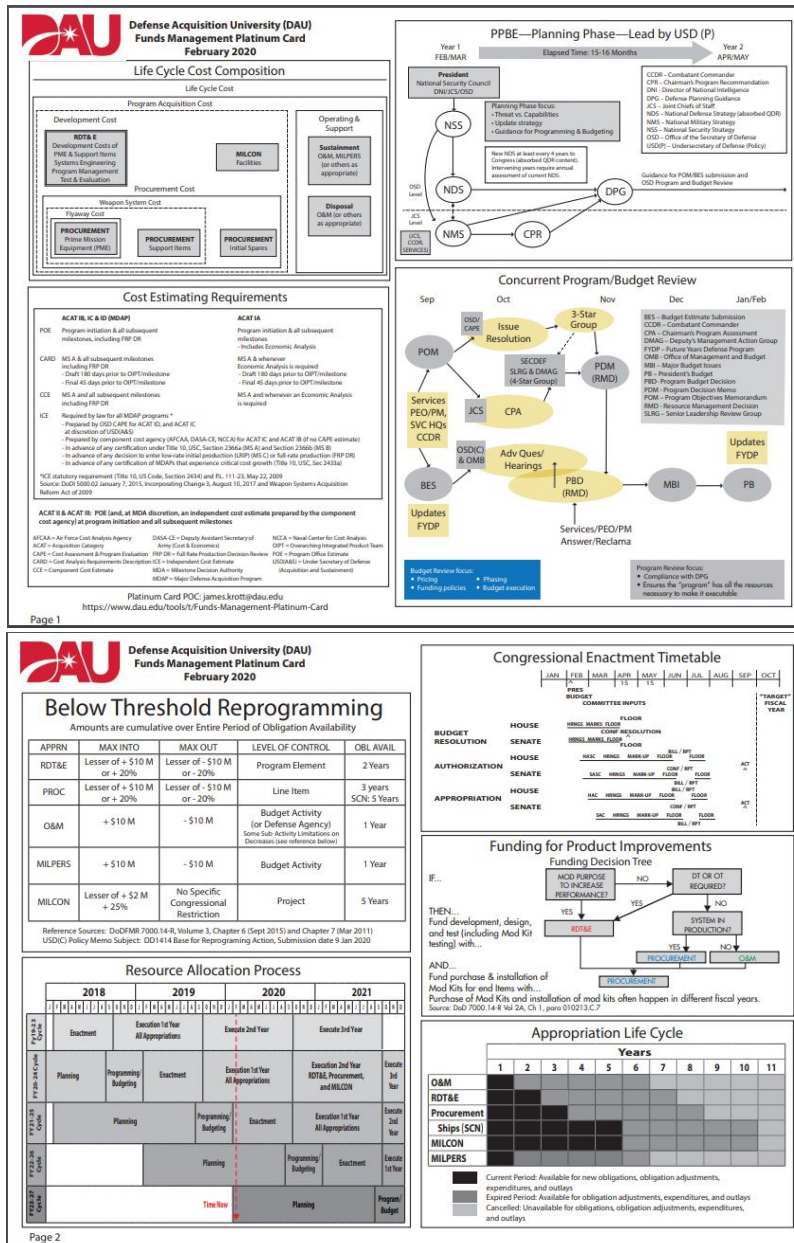


New 2020 Version of the Funds Management "Platinum Card"

The Defense Acquisition University (DAU) Business, Financial Management, and Cost Estimating colleagues have posted a newly revised February 2020 version of their highly regarded DAU Funds Management Platinum Card. This handy job support tool (JST) provides easily accessible top-level information about key topics such as life cycle cost composition, cost estimating requirements, the Planning, Programming, Budgeting, and Execution (PPBE) process, funding decision tree for product improvements, and the appropriation life cycle, among many other funds management topics of interest to DoD product support managers and the life cycle logistics community.

<https://www.dau.edu/training/career-development/logistics/blog/New-2020-Version-of-Funds-Management-Platinum-Card>

*Reprint from DAU



Aviation Chapter

TREASURER'S REPORT

December 2019

Treasurers: Dawn O'Connell and Rebecca Workman



	WPFCU - Chapter General Funds	Fidelity - Chapter Investments	Fidelity - Augsburg Scholarship
Beginning Balance	\$13,036.85	\$99,510.76	\$103,599.35
+ Income	\$2,323.06	\$6,284.94	\$6,251.34
- Expenses	\$1,798.44	\$0.00	\$0.00
Ending Balance	\$13,561.47	\$105,795.70	\$109,850.69

Note:

The Fidelity ending balances are as of **31 December 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

Feb 27

Member social - Kings Table



Update Windows 10

Recently, the NSA made Microsoft aware of a major vulnerability. This vulnerability enables malware to bypass security software. Everyone should make sure they have the 2020-01 Cumulative Update. The easiest approach is to go ahead and run Windows Update by searching "Update" in the Start Menu and select "Check for updates" from the results.

Browser Lock Scam

Many of the mainstream web browsers have a full-screen mode that many of us do not use or may not even know exists. Unfortunately, scammers have begun to make use of this feature in "police browser locker" scam. In short, a user gets routed to a website which utilizes the web browser's full-screen mode. The site claims that the local police force has locked the user's computer and payment must be made via credit card before they can use their computer. Since the site is displayed in full-screen and is made to look like the user's desktop, if the user tries to exit the site through the simulated desktop, it will appear as though their computer is locked. Fortunately, it is still a website and it does not block keyboard shortcuts such as Alt+Tab which will jump out of the web browser or F11 which exits full-screen mode for most mainstream browsers. Always click with caution when browsing the web and avoid using a link you are not sure of its origin to avoid malicious sites such as these.

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:

1. Open an Excel spreadsheet and put "=RANDBETWEEN(1,100)" in cells A1:A10.
2. Select cells A1:A10.
3. 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).

4. 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.

5. 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.

Printing Boarding Passes

Cybersecurity experts have begun warning travelers about an analog security issue. Boarding passes have been around for a long time and printing them is a common practice. However, the travel industry is the largest target for cybercriminals behind the financial industry. This is because frequent flyer points are very valuable and profitable to cybercriminals. Security around frequent flyer accounts is often nowhere near as strong as financial accounts. A boarding pass will contain an individual's booking number and frequent flyer number. If the boarding pass is not properly disposed of or if a picture of it is shared on social media, then that information is at risk. Printing a boarding pass is not as big of an issue if you don't have a frequent flyer account or if you keep it safe and properly dispose of it. This article has more details - https://www.nzherald.co.nz/travel/news/article.cfm?c_id=7&objectid=12291174



**ASMC – Aviation Chapter
Executive Board Meeting Minutes
11 December 2019 (0830-0930)**

I. Call to Order at 0830 - President: Ane Graham

II. Attendance/Reports

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

Secretary: JoAnne Wills

President-Elect: Sheena Fast (A)

Vice-Presidents

AFAA: Kathryn Nash

AFLCMC: David Ohs (A)

AFMC: Terri Desch

AFRL: Kristen Wentworth

At Large: Amy Williams (A)

Contractors: Patrice Solorzano (A)

88th CPTS: Shannon Noles

Committee Chairs:

Audit: Susan Duening

Augsburg Scholarship: JoAnne Wills

Awards and Recognition: Chris Lahmann

Chapter Competition: JR Frazier

Communications: Colleen Robinson

Community Activities: Rhonda Pepitone

Health & Wellness: Fernando Mason (A)

Membership: Angela Brown, Cynthia Payne

Professional Development: Regina Elliott, Julie Louthain

Programs: April Kettlewell (A), Tammy Pendergast

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 (David Ohs will send email asking for additional ticket reps); Photographer
- ii. 2019-2020 Budget approved: 12 out of 24 Executive Board members approved; the remaining 12 didn't respond. Ane researched the definition of a quorum and determined that the rules are vague; additionally, the ASMC Aviation Chapter By-Laws do not define a quorum. No one objected, so the budget is passed as submitted. If anyone has changes to submit, the Chapter can send out a revised budget for a vote.
- iii. Mini-PDI: Kearney & Company reached out to offer sponsorship

B. NEW:

- i. The ASMC award nominations suspense has been extended to 24 January; please encourage your organizations to submit awards packages



- ii. Upcoming Volunteer Opportunities: Dayton Children's, Ronald McDonald House, We Care Arts, Fisher House-VA, Fisher House-WPAFB; more info to follow
- iii. Inquiring about coins: quantity and price; looking at ceramic coins and using a US vendor vs Korean vendor
- iv. Member is wanting to take CDFM Module 3 test and is inquiring whether Aviation Chapter has any test proctors that can administer the test? If so, what is the process (is there a link to schedule the test and pay for it?) Tammy Pendergast replied to the member and advised that there is a link on the National ASMC website to schedule the tests. Aviation Chapter members can test at the Education Office in Area B (Building 50) or in Moraine
- v. Can government funding be used for speakers coming in to talk at a mini-PDI? Has it been used in the past? Is there a reg reference? No response
- vi. Augsburg Scholarship update from JoAnne Wills: Still waiting for applications to come in for the High School; only rec'd one Continuity Education application; will contact high schools to make sure they rec'd email & applications in the mail.
- vii. Markina McKnight wants to start soliciting for Air Show volunteers early.
 - 1. Vote on partnering with ICEAA and splitting profits. Aviation Chapter is currently slotted to fill a total of 20 spots, and we've historically had a difficult time getting/keeping volunteers.
 - 2. Nathaniel Belvo: "Last year, we made \$800. That is \$8 per hour times 10 hours per day. There were 20 slots at 5 hours each. That is how we made the \$800. If we split the commitment with ICEAA, we will make less money, but it will be easier to cover the shifts. Some of the people we normally get may also be affiliated with ICEAA. I think the issue in the past has been a lack of commitment within the organization and people backing out at the last minute. Also, we start too late each year to find volunteers. In the past, it seems that most of the volunteers do not even belong to the organization. They are FM people, military, and their family members mixed in with some people who are members. If the organization is okay with making only \$400, then splitting may be a good thing. My budget has us at \$800 in anticipated revenue. If we had more people volunteer from within, I think we can cover all the shifts. That is the challenge."
 - 3. Ane will send out email to vote on partnering with ICEAA
- viii. Next member meetings:
 - 1. Thursday, 23 January in the Building 1 Conference Room: Joint ASMC & ICEAA luncheon, Maj Greg Brown, Instructor of Data Analytics, AFIT School of Systems & Logistics, "Excel Tips & Tricks for Financial Managers – functions, shortcuts, & more"

Meeting adjourned at 1017



The deadline for the Elsie Steffany Memorial Scholarship Award has been extended to February 29, 2020! This scholarship is available for competition among those of you who are DoD and USCG members of ASMC and who do not currently hold the CDFM credential. To memorialize the service of Ms. Elsie Steffany, who passed away as a result of a tragic accident on 1 June 2018 during our National PDI, the award winner will be presented at PDI 2020 in Nashville, Tennessee.

Elsie Steffany was a GS-15 employee of the Office of the Assistant Secretary of the Army (Financial Management and Comptroller). A member of our ASMC Washington Chapter, she was also a Certified Defense Financial Manager (CDFM) and participated in activities of our Redstone-Huntsville Chapter in Alabama, while on temporary assignment at Headquarters, Army Materiel Command.

Following are details developed and approved by the committee and the Board regarding the composition of the Elsie Steffany Memorial Scholarship Award, eligibility, nomination process, and timelines:

Award Composition

The scholarship award will cover the following costs:

- Enrollment for two years as a candidate in the ASMC Certified Defense Financial Manager (CDFM) program
- CDFM Textbook
- Participation in one Enhanced Defense Financial Management Training Course (subject to course availability and approval of the awardee's organization)
- Three exams (one each for CDFM Module 1, Module 2, and Module 3)
- Registration to attend (subject to approval of the awardee's organization) the annual ASMC National PDI, in which the scholarship award will be presented

Eligibility

ASMC members, who do not possess the CDFM credential and are assigned to the Department of Defense or the US Coast Guard, may apply for the scholarship award.

Scholarship Award Application Requirements

Applicants for the Elsie Steffany Memorial Scholarship Award must submit not later 29 February 2020 a one-page paper, consisting of two or three paragraphs, limited to a total of no more than 600 words on the page, addressing the two questions below, using single-spaced Times New Roman, 11 size font. The application must also include a cover page including the applicant's name, organization, work email address, and ASMC chapter.

- Why is public service in defense financial management important to you?
- Why is professional development and the pursuit of the CDFM certificate important to you?

Scholarship Award Nomination Process

Each ASMC chapter president may submit only one nomination to ASMC HQ, among the applications submitted at the chapter level and evaluated by the chapter. ASMC HQ is not prescribing the specific methodology for evaluation of applications submitted at chapter level; however, we recommend that either the Chapter Officers (Board) or a chapter scholarship committee review the applications and determine the individual nomination to be submitted to ASMC HQ as the chapter's nominee for the scholarship.

The chapter will have one month (1 - 31 March 2020) to review individual nominations and determine the chapter's nominee for the scholarship award. Once the chapter's nominee is determined, the chapter president (or their designee) must submit the nominee's application via the ASMC National Awards System to ASMC HQ NLT 31 March 2020. Chapters may not edit, add to, or otherwise embellish individual applications.



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

