



Wright Flyer

April 2020

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Chapter President

Ane Graham

Greetings Aviation Chapter!

I hope this finds everyone well as we continue to take precautions against COVID-19. Although there have been several significant changes in both our work and personal lives, the FM community has proven that we are resilient. We have persevered against the challenges and limitations of telework and are seamlessly executing our mission in a nearly 100% virtual environment.

Everyone should be aware by now that National PDI 2020 has been canceled. Those who had already registered for the event should have received their automatic refunds for lodging and registration back in April. There was some consideration to reschedule the event for August in Nashville or another city but, with so much uncertainty, the ultimate decision was made to cancel. However, ASMC is exploring the possibility of developing a no-cost "Partial Virtual PDI 2020". Nonetheless, ASMC is looking ahead to plan for National PDI 2021 in Orlando next year. <https://asmconline.org/featured/cancellation-of-pdi-2020/>

The Vectren Dayton Air Show, originally scheduled for 27-28 June, has been postponed until later this summer. Air show officials are working to determine the best weekend to reschedule, but no date has been selected at this time. They are also working hard to prioritize safety of all attendees and volunteers. The Aviation Chapter has been requesting volunteers to work vendor booths at the air show in an effort to raise funds to help our chapter. If you had already volunteered for the June event, thank you, and we hope you are still able to assist whenever the air show is rescheduled. Once information is released about the rescheduled event, the chapter will begin to solicit volunteers again. <https://daytonairshow.com/>

At this time, the Aviation Chapter is still planning to have monthly luncheons in June and beyond but realize that many people may still be teleworking or unwilling to attend these types of gatherings. However, the chapter is exploring virtual presentation options and will provide more information as we iron out the details. Upcoming luncheons:

- Wednesday, 17 June – 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)"

Please continue to stay safe, take care of yourselves and your families, and check in on your neighbors and co-workers to make sure they are ok. We will get through this together!

Twitter: @asmctweets

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

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



**April Member Meeting
Cancelled due to
COVID-19**

Upcoming Member Meetings:

June 17, Mr. Todd Baker, SAF/FMFS, will be speaking on a DEAMS topic

Location: Virtual

July, date TBD – Mr. Raymond Casul, Director of Air Force Financial Systems Operations, will be speaking on “Robotic Process Automation (RPA)”



Calendar Year 2019 ASMC Achievement Awards Aviation Chapter

Accounting Achievement Award

MAJCOM: Jamie Fecher

Under MAJCOM: Tammy Lemaster

Acquisition/Cost Analysis Achievement Award

Under MAJCOM: Shawn Valentine

Auditing Achievement Award

MAJCOM: Susan Duening

Under MAJCOM: Kegin Sparks

Budgeting Achievement Award

MAJCOM: Andra Dillon

Under MAJCOM: Samantha Stolte

Comptroller Achievement Award

Under MAJCOM: Sarah French

Contractor Support Achievement Award

MAJCOM: Christopher Marler

Under MAJCOM: Thomas Van Egeren

Finance Achievement Award

Under MAJCOM: Stephanie Robinson

Intern/Trainee Achievement Award

MAJCOM: Spencer Whitcraft

Under MAJCOM: Cory Evans

Resource Management Achievement Award

MAJCOM: Jeannette Beer

Under MAJCOM: Bryce Barton

Large Team Achievement Award

AFLCMC/FZC F-15 Cost Execution Team (Team Lead: Kellie Veracco)

Small Team Achievement Award

Workforce Support and Analytic Tools (Team Lead: Teresa Frank)



ASMC NATIONAL AWARD WINNERS - 2019 AVIATION CHAPTER

Finance Category – Meritorious Award
Andrew Carroll, Air Force Research Laboratories

Contractor Support – Meritorious Award
Kathleen Keegan, Air Force Accounting operations Center

Contractor Support – Distinguished Award
Thomas Van Egeren, Air Force Materiel Command

Intern/Trainee – Meritorious Award
Joseph Gulley, Air Force Life Cycle Management Center

Intern/Trainee – Meritorious Award
Cory Evans, Air Force Life Cycle Management Center

Audit – Distinguished Award
Sue Duening, Air Force Audit Agency

Accounting – Distinguished Award
Jamie Fecher, Air Force Financial Management, DEAMS



Learn Ways to Improve Your Overall Wellness

Because of the COVID-19 pandemic, many have adapted to new ways of doing things. Some may be teleworking from home, while others may be reporting to a work site outside of the home. In some instances we are taking on roles of worker, caretaker and teacher. All situations are still far from what we consider normal.

Regardless of what your new norm is, it is important to take control of your overall wellness. A few ways to take control of your health:

- Adapt a ritual to start your day
- Take small breaks throughout the day to focus on your breathing to help reduce stress
- Get up and get moving; staying active can increase immunity and boost mental health
- Eat balanced meals, healthy snacks, and drink plenty of water
- Get enough sleep to stay in good health
- Practice mindfulness and gratitude regularly

Visit USAFwellness.com to access the latest health information, complete a health risk assessment, set small daily goals, track daily nutrition and physical activity, liven up cooking routines with helpful recipes, and communicate with friends and co-workers to encourage healthy lifestyle choices.



We wanted to contribute to your analog of insanity from the Covid-19 lock down.....we got a puppy! Meet Jameson, born 30 Jan, came home on 25 Mar! He got his name because we got him in March, his eyes are Irish green and his coat is the color of Jameson Irish Whiskey! Life is definitely not dull at our house! - Ginger D.



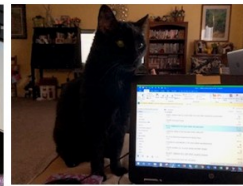
Adding to the family with a new fur baby



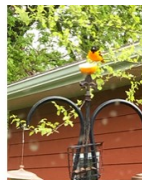
Celebrating first Grandchild – Terri D.



Pictures of my new co-workers, they can be just as noisy when there is food around. – Felix C.

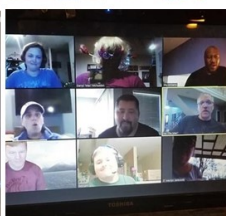
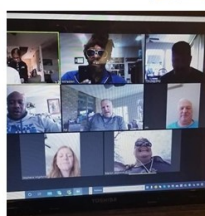
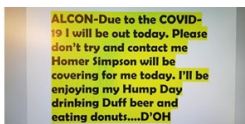


My new supervisors keep a close eye on what I'm working on. –Colleen R.



Enjoying a new work atmosphere
- Kendra

Teleworking like no one else can –



And showing us how to dress for Zoom meetings – Darryl (Mac) M.



TREASURER'S REPORT

March 2020

Treasurers: Dawn O'Connell and Rebecca Workman



	WPFCU - Chapter General Funds	Fidelity - Chapter Investments	Fidelity - Augsburg Scholarship
Beginning Balance	\$15,527.09	\$101,610.03	\$105,739.84
+ Income	\$0.05	(\$10,298.41)	(\$10,138.66)
- Expenses	\$0.00	\$0.00	\$0.00
Ending Balance	\$15,527.14	\$91,311.62	\$95,601.18

Note:

The Fidelity ending balances are 31 March 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

Jun 17	Virtual
July	TBD



Zoom Vulnerabilities and “Zoombombing”

The sudden push to a telework environment has created quite a few challenges including how to meet teleconferencing and videoconferencing needs. Zoom has been the teleconferencing app of choice for many users. As a result, it has become the target of many malware attacks. Over the last week, some major vulnerabilities were discovered. These vulnerabilities center around the Mac and PC apps. Many of these vulnerabilities require that the computer already be compromised to work, as described in this article. Zoom is working to patch the vulnerabilities as they are discovered.

Zoombombing is a new issue that has grown incredibly fast over the last few weeks. In short, Zoombombing is where a user gains access to a Zoom meeting and disrupts it by playing music, videos, or simply talking over the rest of the meeting attendees. Most instances of Zoombombing appear to involve the use of the meeting’s access code, if one was used, not actual hacking.

Below is a list of recommendations for the use of Zoom. Before using Zoom, check with your organization’s policies on the use of such software and whether or not Zoom is permitted. For example, Zoom is currently permitted in many federal organizations but the discussion of PII or FOUO is not permitted.

For All Users:

- Do not share meeting links or passwords
- When using the chat feature, do not click on links but copy and paste them if they are from a known and trusted user
- Be conscientious of the other attendees by ensuring your background will not distract others and that you mute your audio when you are not talking
- Ensure you are using the most current version of the app or use the “join from browser” option

For Hosts:

- Ensure that your organization has approved the Zoom app for the information level/sensitivity of the meeting to avoid accidentally compromising any information
- Make meetings private and require the use of a password
- Use the waiting room feature so only users you permit can join the meeting even if they have a password
- When possible, limit screen sharing and video capabilities to “Host Only”
- Send meeting links and passwords directly to attendees

Zoom Keyboard Shortcuts

Zoom is one of the most commonly used virtual conferencing apps today. Below is a list of popular keyboard shortcuts. More are available [here](#).

Alt+F1 switch to active speaker view in video meeting
 Alt+F2 switch to gallery video view in video mode
 Alt+A toggle audio mute
 Alt+M host toggle audio mute for all attendees except host (host only)
 Alt+F toggle full screen mode
 Alt+H toggle chat panel
 Alt+U toggle participants panel

D-Link and Linksys Routers

Last week, a group of hackers were found to be breaking into user’s routers. Once in, the attackers have been changing the DNS settings of the router which enables them to direct any device connected to the router to go to specific sites. Most of these malicious sites are promoting the installation of a fake COVID-19 information app. So far, the group has been targeting mostly D-Link and Linksys routers.

Fortunately, these attacks have implemented a brute force attack on the admin password for the routers. To help protect yourself from this type of attack, make sure you are not using the default admin password, not the WiFi password, and that it is a strong password. I would recommend this password be 16-20 characters long with uppercase, lowercase, numbers, and symbols. This may sound extreme but if your router is compromised, every device in your home is at risk. Finally, be observant of your device behavior. If you notice that you are often being redirected to a site you did not intend to visit and never heard of, then your web browser or maybe your router has been compromised.



Windows Magnifier

Windows Magnifier is a useful Accessibility tool which enables the user to zoom in on specific areas of their screen. This can be very helpful when you are presenting on a projector with poor image quality or sharing your screen with another user. Magnifier can be accessed by searching for “Magnifier” in the Start Menu.

When Magnifier is opened, it will automatically use the last mode and zoom level which was selected. This app has three modes.

- 1) Full Screen mode zooms the entire screen to the selected zoom level
- 2) Lens mode creates a box around the mouse cursor, like a magnifying glass, which is zoomed to the selected level
- 3) Docked mode creates a box across the top of the screen, but can be moved, which is zoomed to the selected level

The Magnifier app itself is a small window with -/+ zoom buttons, a Views mode dropdown, and a settings button.

Note: This program can be a little slow to open depending on the available resources. So I would give it a moment to open before you try to open it again.



++ will open the Magnifier

While Magnifier is active:

Ctrl+Alt+F selects Full Screen mode

Ctrl+Alt+L selects Lens mode

Ctrl+Alt+D selects Dock mode

Ctrl+Alt+M cycles through the modes

Ctrl+Alt+Spacebar will temporarily zoom out when using Full Screen mode

Shift+Alt+Arrow Keys will resize the lens when using Lens mode

Ctrl+Alt+I will invert the colors within the zoom screen

Open Office Programs in Safe Mode

There are times when we are not able to open a piece of Office software. Outlook is probably the one that has a problem most often. Oftentimes, this is caused by one of the many add-ins acting up. Usually, it self-corrects and you are eventually able to open the program. For times when an Office program continues to freeze when opening or crashing once it is open, running the program in safe mode may help. Opening an Office program in safe mode will run the program in its simplest mode with many features disabled. If this works, then you know that the most likely culprit is an add-in. Usually, you can close the program and then open it normally after it has successfully opened in safe mode. If you are still unable to open the program then you may need to submit a ticket.

Basically, safe mode can help you get past momentary problems with add-ins and other minor issues. However, if the issue is more serious then safe mode will not correct the problem and may not even work.

To open an Office program in safe mode: Navigate to the program in the Start Menu (Windows button → All programs → Microsoft Office). Then hold the Ctrl button when you select the specific program (e.g. Outlook, Word, Excel, etc.). Do not release the Ctrl button until you are prompted to open the program in safe mode.

Note: While you are running in safe mode, there are many features that are not available. These features include AutoCorrect, custom toolbars, files with restricted permissions, and many others. This article (<https://support.office.com/en-us/article/open-office-apps-in-safe-mode-on-a-windows-pc-dedf944a-5f4b-4afb-a453-528af4f7ac72?redirectSourcePath=%252fen-us%252farticle%252fWork-with-Office-safe-modes-76fd3b4c-7298-4b35-8b0e-1e2b68f76ab2&ui=en-US&rs=en-US&ad=US>) provides a full list of what restrictions exist in safe mode.



ASMC – Aviation Chapter Executive Board Meeting Minutes Cancelled

I. **President:** Ane Graham

II. Attendance/Reports

Treasurers: Rebecca Workman, Dawn O’Connell

Secretary: JoAnne Wills

President-Elect: Sheena Fast

Vice-Presidents

AFAA: Kathryn Nash

AFIT: Eliminated

AFLCMC: David Ohs

AFMC: Terri Desch

AFRL: Kristen Wentworth

At Large: Amy Williams

Contractors: Patrice Solorzano

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

Membership: Angela Brown, Cynthia Payne

Professional Development: Markina McKnight

Programs: Tammy Pendergast

Ways & Mean: Nathaniel Belvo

(A) = In Attendance

III. General Business:

A. OLD:



**April Executive Board Meeting
Cancelled due to COVID-19**



Cancellation of PDI 2020

I hope this finds each of you and your families safe and healthy.

Over the past week, the likelihood regarding conduct of our ASMC National PDI progressed from highly unlikely that it will be safe, to “certainty” that the environment will not be safe enough to risk conduct of the PDI. Thus, our National President and I made the decision to cancel PDI 2020.

I explored the possibility of rescheduling PDI 2020 in Nashville or another city in the early August or later timeframe; however, I determined that postponement is not viable due to several reasons, including continuing uncertainty as to when the environment will be safe, end of summer leave and vacation preferences, and defense financial management workload requirements in the September – November period. It turns out that the end of May timeframe, in which ASMC has traditionally conducted the National PDI, is relatively the best time to focus on this valuable financial management training event, in addition to the support we offer through various opportunities throughout the year.

We’re considering the possibility of developing a “Partial Virtual PDI 2020” to provide (at no cost) to defense financial managers; however, there are hurdles to overcome in achieving this in the current environment. We’re also working to offer a couple of no cost, 90 minute “virtual” sessions of relevance to the “early careerist” sector of our ASMC membership. Over the next four to eight weeks, our ASMC early careerists (members aged 35 years and younger) can expect an email inviting those interested to register for these virtual training sessions, which will also include continuing education and training credits.

I look forward to your support of ASMC PDI 2021 in Orlando next year.

Finally, to those of you who had registered for PDI, Registration HQ is currently working to refund your registration fee, as well as any advance payment of lodging fee. You should receive the refunds, without any processing fee, by the end of this week (Friday, 10 April). You need NOT contact Registration HQ.

Vr.

Al Runnels

Executive Director, ASMC.



2019-2020 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
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
Photographer	Ms. Colleen Robinson
Webmaster	Mr. Jonathan Paden
Community Activities	Ms. Rhonda Pepitone
Health & Wellness	Mr. Fernando Mason
Membership	Ms. Angela Brown; Ms. Cynthia Payne
Professional Development	Ms. Markina McKnight
Early Careerist	Ms. Sandra Moncree
Programs	Ms. Tammy Pendergast
Tickets	Ms. Elaine Norsworthy
Ways & Means	Mr. Nate Belvo

