

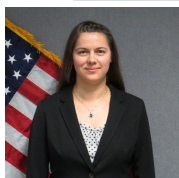


# Wright Flyer

March 2021

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Chapter President

Sheena Fast

Greetings Aviation Chapter Members!

I hope everyone is enjoying the spring weather, and getting ready for fun events that go along with the nicer weather. My family is busy with spring sports and the kids are eagerly counting down to the end of the school year. Just as students need to keep up with their homework, we also need to ensure we're keeping up on our continuing education requirements. One great way to accomplish continuing education is through the Mini-PDI, and there are also opportunities through National's virtual PDI (2020 and 2021), and TekSouth's monthly Tips and Tricks. See more information regarding each of these opportunities below.

As mentioned in our previous newsletters, we are planning a virtual Mini-PDI this year. Please SAVE THE DATE: 28-29 April, 0800-1200, for Aviation Chapter's first virtual Mini-PDI: "Hindsight is 20/20: From Challenges to Change"! This will be a no-cost event. Registration information will be coming out soon, please keep an eye out for details from your organizational VP or on our website!

We've all heard the saying "many hands make light work" – well, we need more hands to help out with our chapter! The Chapter is still looking for volunteers for a few open positions, to include Secretary, Professional Development Chair, Awards Chair, Community Actions Chair, and Ways and Means Chair. Additionally, we have several Vice-President positions up for election, with the 2-year term starting in July: AFLCMC, AFAA, and Contractors. Please contact me or your organizational VP if you'd like to volunteer or have any questions about any of the positions. This is a great opportunity to get involved with our organization! See below for the responsibilities of each of these positions/committees.

- Secretary – records minutes for Chapter and Board meetings; maintains the records for the Chapter; and is responsible for distribution of official mail, as needed.

- Professional Development Committee – establishes education and training goals for the Chapter; plans, coordinates, and arranges any seminars, training sessions or classes conducted by the Chapter; and accomplishes other educational activities as directed by the Executive Board to include mini-PDIs.

Twitter: @asmctweets

Facebook: [www.facebook/pages/American-Society-of-Military-Comptrollers](https://www.facebook/pages/American-Society-of-Military-Comptrollers)

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



- Awards Committee – informs financial management community of awards programs, collects nominations for local and national submission, manages the review of nominations for local awards, and acquires/distributes the plaques for local award winners.
- Community Actions Committee – organizes volunteer activities.
- Ways and Means Committee – organizes fundraising activities.
- Vice President – serves as liaison point for the Chapter with their respective organization, providing communication on all Chapter events.

See below for some additional national ASMC news:

\*National has announced that the ASMC National PDI 2021 will be virtual only, to be held 2-4 June 2021, with the theme “Adapt, Evolve, and Transform: At All Times Ready!”

\*The ASMC National Virtual PDI 2020, with 28.5 CPEs, is offered at no cost to ASMC members. Go to <https://asmconline.org/pd/virtual-pdi/> to register (make sure your membership is up-to-date first!). FREE CPE!!

\*The April Tips and Tricks provided by TekSouth will be on 15 April, at 10:00 ET or 15:00 ET (one hour). This month’s session will highlight some incredibly useful shortcuts and tips to help streamline your data management. The session will demonstrate three options of using and learning the Office 365 “Sequence” Function, showcase the use of the F11 key, provide visuals of what each F key does in Excel, plus many other tips you can use in Excel. The full synopsis for the session can be found on the registration page. The sessions are free, but you must register at <https://www.teksouth.com/vtt-reg/> if you’d like to attend.

\*Don’t forget to renew your membership!! National is having a monthly drawing for members who renew on-time or early – so remember to check when your membership expires. Congratulations to Melissa Simko for winning the February drawing! I hope to “see” everyone at the virtual Mini-PDI!

Sheena Fast  
President, Aviation Chapter



## March Member Meeting



On March 25, Mr. Josh Ingram, Kearney & Co., presented SFIS - Standard Financial Information Structure. SFIS standardizes financial reporting across DoD and allows revenues and expenses to be reported by programs that align with major goals, rather than basing reporting primarily on appropriation categories. The full presentation can be found at <https://www.asmc-aviation.org/luncheon/>

### Upcoming Member Meetings:

ASMC Aviation Chapter Mini-Professional Development Institute (PDI), Wednesday and Thursday, 28-29 April 2021. The Mini-PDI will be conducted virtually and will be a no-cost event – more details to follow.



## **Congratulations**

Kathryn Cox, NASIC, received the Meritorious Civilian Service Award (MCSA)  
Melissa Grant, AFLCMC/WIN, promoted to NH-03  
Joseph C. Perry Jr., AFLCMC/HIF, promoted to GS11  
Marcie Woodard, AFLCMC/HIF, promoted to GS11  
Sean Bowers, AFLCMC/HIF, promoted to GS12  
Morgan Crutcher, AFLCMC/HIF, promoted to GS09  
Bailey Burchett, AFLCMC/WFF, promoted to GS09  
Halie Byers, AFLCMC/WI, promoted to GS12  
MSgt Monique Tyler, AFLCMC, selected to Senior Master Sergeant by the 21E8 board  
Alex Johnson, AFLCMC/WA, promoted to NH-03  
MSgt Monica Tyler, 88th CPTS, was selected for promotion to Senior Master Sergeant

## **Retirements**

Angela Brown, AFLCMC/WFF (AFSAC), 34 years of service (retirement ceremony in late April). She will return as an IDS (CCARs) contractor in Building 14  
Linda Beyer, AFLCMC/WFF (AFSAC), 11 years of service

## **Personnel Moves**

Alex Johnson from AFLCMC/WIN to AFLCMC/WA  
Cheryl Caldwell to AFLCMC/WN (SE&V) FM team  
Kelicia Green to AFLCMC/WN (SE&V) FM team  
Jim Moore to AFLCMC/WN (SE&V) FM team  
Shanna Ogle to AFLCMC/WN (SE&V) FM team  
Tyler Mallison from AFLCMC/WFF (AFSAC) to the C-17 program  
Madison Muskopf from AFLCMC/WFF (AFSAC) to ISR Sensors  
Pat Haughey from AFLCMC/WFF (AFSAC) to cost estimating in C-5  
Dave Porter from AFLCMC/WFF (AFSAC) to AFLCMC/HI after a 2 year FMS career broadening  
Tracey Hearn to AFLCMC/WFF (AFSAC) to Big Safari  
Dan Griest from B-2 FM to the Sims Cost Team  
Lisa Kelly from AFLCMC/WNS to AFLCMC/WAC  
Gretchen Winterhalter from F-16 to AFLCMC/XA  
Fernando Mason from AFLCMC/WI to AFLCMC/WFF (AFSAC)  
Jaime laquinta to AFLCMC/WI  
Melissa Grant to AFLCMC/WI  
Brian Lofthouse from F-35 to AFLCMC/WIG  
Michael Oje to AFLCMC/WI  
Bob Lyons from GlobalHawk to HPO CFO within WI  
Steve Dillon from AFLCMC/WI to AFRL  
Chris Hensley from C-17 to KC-46

## **Congratulations on New FM Arrivals!**

Makenzie (AFLCMC/WFFQ) and Jacob Enix (WAQ) got an early spring surprise with the arrival of Lucy Eileene on the 23rd of March at 3:45pm weighing in at 7lbs, 3oz and 19 inches long.

Mr. Derrick Robinson (AFLCMC/WN) and his wife Ashley on the arrival of their baby girl, Dakota on March 17th, weighing in at 7lbs 4oz

Andrea Castor (AFLCMC/WWQ) and her husband Todd, welcomed a beautiful baby girl, Rion, on March 1st

Shane Smith (AFLCMC F-22) and his wife, Britt, welcomed their son, A.C. Lonzey, weighing 7lbs 11oz and 19.5 in. long!



### Civilian Retirement Application Update

Great news! Submitting your civilian retirement application just became a little easier. Your Benefits and Entitlements Service Team (BEST) is always looking for ways to improve your experience, so effective April 1, 2021, the way you submit your electronically signed retirement forms is changing. Using the Retirement Dashboard in Government Retirement & Benefits (GRB Platform) is the most effective and efficient way of completing your retirement application forms once the forms are completed, downloaded, and electronically signed using your CAC/PIV signature.

The first and most important step in the process remains unchanged; you should notify your supervisor or local Civilian Personnel Office (CPO) of your decision to retire. They, in turn, will submit a retirement Request for Personnel Action (RPA) to AFPC to initiate the process. Once this first step is complete, you will receive a myPers message to the email account(s) on file with instructions on how to submit your electronically signed retirement forms and all appropriate documents directly in myPers. It is important to remember that you will continue utilizing the Government Retirement and Benefits (GRB) Platform as a helpful tool to complete your retirement forms to ensure accuracy. Once your forms are complete, you will be able to download them and electronically sign the forms utilizing your Common Access Card (CAC)/ Personal Identity Verification (PIV) card certificate credentials, and electronically submit them via myPers.

Remember BEST will not accept your retirement application prior to receipt of the RPA. Upon receipt, BEST will send you a notification via myPers to your email address(s) on file notifying you of receipt and providing additional guidance regarding submitting your application via myPers. The following knowledge articles will help you to ensure you have all documentation ready for submission.

- Civil Service Retirement System (CSRS) -[https://mypers.af.mil/app/answers/detail/a\\_id/23056/p/2/c/712](https://mypers.af.mil/app/answers/detail/a_id/23056/p/2/c/712)
- Federal Employees Retirement System (FERS) -[https://mypers.af.mil/app/answers/detail/a\\_id/23405](https://mypers.af.mil/app/answers/detail/a_id/23405)

This enhancement allows for immediate receipt and notification of your retirement forms and documents via myPers; ultimately providing you with peace of mind knowing your forms were submitted successfully. However, it is not a 100% solution. It is important to know, that if you are unable to access the myPers website or electronically sign your retirement forms, you can still mail your retirement forms, with original signatures, to BEST at the following address:

HQ AFPC/DP1SSB  
Attn: Civilian Retirement Processing  
550 C Street West  
JBSA Randolph, TX 78150

Technical and functional questions may be referred to the Total Force Service Center (TFSC) at 1-800-525-0102.

The retirement application should be signed and mailed to BEST no earlier than 6 months prior to the effective date. In addition, the retirement application must be signed within 6 months of the effective date.

For additional information on the Civilian Retirement Application process visit:

- [https://mypers.af.mil/app/answers/detail/a\\_id/23406/kw/23406/p/2](https://mypers.af.mil/app/answers/detail/a_id/23406/kw/23406/p/2)



# TREASURER'S REPORT

## February 2021

Treasurers: Dawn O'Connell and Rebecca Workman



	WPFCU - Chapter General Funds	Fidelity - Chapter Investments	Fidelity - Augsburg Scholarship
Beginning Balance	\$19,310.51	\$135,270.82	\$131,251.08
+ Income	\$0.06	\$1,420.59	\$1,332.18
- Expenses	\$0.00	\$0.00	\$0.00
Ending Balance	\$19,310.57	\$136,691.41	\$132,583.26

Note:

The Fidelity ending balances are 28 February 2021. 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

28-29 Apr 2021

Virtual Mini PDI



**Show Emails as Conversations in Outlook**

A cluttered inbox is a pretty common challenge these days. The more virtual work environment many of us work in now has made this even truer. Keeping all of our emails straight can be quite difficult when we have a chain of emails where multiple users are responding via Reply All or when a multi email chat is going on. These produce several emails and may only be a single sentence or a single word.

Outlook provides the option to view emails as conversations. In short, this view will group all emails, which are part of a chain, together and collapse them with the most recent response on top. This could cause a chain of ten emails to be collapsed into a single visible item in your inbox. When this happens, you will have a small button you can use to expand the conversation which will display all of the emails in the chain even if they are in different folders. Using this feature can help users significantly consolidate the content of their inbox making it much easier to manage. To access this feature, go to the View tab in the ribbon. A "Show as Conversations" checkbox should be displayed in the Messages group. Toggling this box will trigger a prompt to toggle the conversation view for the current folder or all folders.

**Select Discontinuous Text in Word**

By default, Word will select highlight all continuous text when you click and drag the mouse and release. Sometimes, we may need to select discontinuous sections of text for formatting purposes. Some users may select each piece of text, format and repeat multiple times. While this works, it can be time consuming. Fortunately, Word offers two different ways to accomplish this.

First, holding the Ctrl key will allow the user to make multiple text selections with the mouse by clicking and dragging the cursor. Second, holding the Alt key will allow the user to create a box by clicking and dragging the cursor. All text within the box will be selected. The Ctrl method is useful when needing to select multiple pieces of text throughout a document. Use of the Alt method is best when text needs to be selected based on where it is located within a single page. Ultimately, both options can make it easier to format discontinuous text in a document.

**Spike Text in Word**

Spike is a special clipboard within Word. This clipboard is designed to enable multiple objects (e.g., text, images, and shapes) to be cut from a document. Once they have been cut, they can then be pasted at once. Being able to do this makes it very easy to remove multiple parts of a document then paste the in another word document or at the end of the document to prevent losing the objects. Spike functions just like the cut option with the Office clipboard as well as your operating system's clipboard.

To cut an object to the Spike clipboard, select it and press: Ctrl+F3

Once you have added all object to the Spike clipboard, go to the target destination within Word and press: Ctrl+Shift+F3.

**Focus Assist**

Notifications and alarms are useful tools for staying aware of what is going on. However, there are often times when this information can be a hindrance or distraction. Windows Focus Assist can help users manage notifications and alarms in a few ways. User can prioritize which apps are allowed to display a notification and if alarms are allowed. Additionally, automatic rules (e.g., certain times or when presenting) can be setup to disable alarms and notifications. To access Focus Assist, open windows settings then select System and go to the Focus Assist section.

**Disable Start Menu Ads**

The Windows 10 Start Menu may occasionally show some ads or "suggestions" on the right-hand side. While this is a nuisance for some users, it can be disabled. This can be done by right-clicking on the Desktop and selecting Personalize. In the Home section, turn of the Show Suggestions Occasionally in Start.

**Windows Taskbar Tips**

There are some very useful Windows Key shortcuts that you can use for the taskbar. Recall that you can pin any program to the taskbar by right clicking on it in the taskbar. Programs that are pinned to the taskbar can be opened with a Windows Key shortcut. For example, if Outlook is the second icon pinned to your taskbar, pressing WindowsKey+2 will open it. In short, WindowsKey+AnyNumberKey will open a pinned app. Additionally, holding Shift when you do this, a second instance of the app will and holding Alt will open the recent documents list for the app.



**ASMC – Aviation Chapter  
Executive Board Meeting Minutes  
5 March 2021 (1330-1430)  
CVR Teams Meeting**

**I. Call to Order - President:**

**II. Attendance/Reports**

**Treasurers:** Rebecca Workman (A), Dawn

O'Connell **Secretary:** Susan Duening

**President-Elect:** Beth Jankowski (A)

**Vice-Presidents**

**AFAA:** Heather Brodess (A)

**AFLCMC:** Dawn Holding (A)

**AFMC:** Terri Desch (A)

**AFRL:** Kristen Wentworth/Helen Barfield

**At Large:** Amy Williams (A)

**Contractors:** Patrice Solorzano

**88th CPTS:** Shannon Noles

**Committee Chairs:**

**Audit:** Stephanie Burd, Michelle Hatton

**Augsburg Scholarship:** JoAnne Wills (Not able to attend – report: Augsburg scholarships applications are due back by 12 March. Has received one application for HS scholarship.)

**Awards and Recognition:** Vacant

**Chapter Competition:** JR Frazier

**Communications:** Colleen Robinson (A) Not getting much feedback from VPs on membership

**Community Activities:** Rhonda Pepitone

**Health & Wellness:** Fernando Mason

**Membership:** Rhonda Pepitone, Cynthia Payne

**Professional Development:** Vacant

**Programs:** Tammy Pendergast

**Ways & Mean:** Vacant

(A) = In Attendance

**III. General Business:**

A. OLD:

i. Open positions: Secretary, Professional Development, Awards, Ways and Means, Community Activities

1. Rhonda Pepitone has volunteered to take over the Membership Committee.

2. Are there any others who don't plan to stay on for the next Program Year? (VPs or Committee

Chairs) -- AFMC VP

ii. Open Co-Chairs: Programs Committee

iii. VPs up for election this year: AFAA, AFLCMC, and Contractor VPs.

IV. Chapter coins: Need to order a minimum of 100.

V. National & Local Annual Awards: We still have last year's awards to present – if any of the VPs are able to present to the award winners in their organization, please let Sheena know.





- vi. Mini-PDI. We are planning for a virtual mini-PDI the last week of April, could be pushed to early May.
- vii. Fundraisers: We did not submit a letter of intent to work the vendor booths for the 2021 Air Show. Potential: Dayton Dragons.
- viii. Future socials – discussed holding a virtual social (i.e. via Zoom) to help get more people involved in the chapter.

**B. New:**

- i. Local Awards – Current Year: We received 28 nominations for awards this year. We will have panels review the awards and select winners over the next 2 weeks.
  - 1. Discuss – One award per category or separate for under/over MAJCOM?
  - 2. Personnel in attendance were in favor of one award per category, given the number of nominations received. Sheena will send out email for Board to vote.
- ii. Chapter Competition
  - 1. Current Year – JR needs the following items to submit for chapter competition, by 19 Mar 2021:
    - a. Award winners, if any, for High School Scholarship program, Continuing Education Grant Awards (Augsburg Scholarship Chair), and nominees who participated in the National Awards program (Awards Chair).
    - b. Community Activities, if any. (Community Activities Chair) Otherwise, we'll provide a COVID-19 impact statement.
    - c. Annual Audit/Review of Chapter Finances (Audit Chair)
    - d. Copy of Tax Form 990 submitted to Local IRS (Treasurer)
  - 2. Future of Chapter Competition – National is working to restructure the chapter competition program. Zoom session for Chapter Presidents on 10 March, 7pm—Beth plans to attend.
- iii. Next member meetings:
  - 1. March – Josh Ingram (Kearney & Co), Standard Financial Information Structure (SFIS)
  - 2. April – Virtual Mini-PDI
  - 3. May - TBD
  - 4. Please let Tammy Pendergast know about any potential speakers.
- iv. Add a save the date in the newsletter, for the mini PDI.
- v. Adjourned at 1404.



## **OUS(D) Now Accepts the CDFM™ as an Alternative to DFMCP certification!**

Now is the perfect time to enroll in the Certified Defense Financial Manager (CDFM™) Certification Program. The Office of the Under Secretary of Defense recently released a memorandum [<https://asmconline.org/cdfm/about-cdfm>] announcing the CDFM™ as one of five professional certifications that serves as an “Alternative Professional Certification” to any of the three DFMCP certification levels. This exception to policy means you can now pursue the CDFM™ in lieu of the DoD DFMCP requirement—giving you a transferable, test-based credential that can be used anywhere in Federal service or the private sector.

In light of the incredible opportunity this new exception to policy offers, and to support defense financial management professionals in pursuit of the CDFM, we have decided to offer an enrollment special for those not currently enrolled in the certification program.

New CDFM Program enrollees will receive a significant discount from April 1 through June 30, 2021! The ASMC member initial enrollment fee will be \$20 instead of \$40, and the non-member fee will be \$35 instead of \$75. We encourage you to share this information with all your Chapter Members and colleagues!

## **National PDI**

On April 1, we will be using all of our social media outlets, Engage, and an email blast to spread the word. The CDFM Enrollment webpage will also be updated with the enrollment special information. We are counting on you to encourage your members to visit [www.asmconline.org/cdfm/enroll](http://www.asmconline.org/cdfm/enroll) for information or to take advantage of the enrollment special.

We couldn't wait to share the good news: The American Society of Military Comptrollers' Professional Development Institute (PDI), [www.pdi.org](http://www.pdi.org) is back in 2021! Our Annual Institute will be held June 2-4, 2021 and we are happy to open our first ever all virtual PDI 2021! While we wish that we could meet in person, we are thankful that we can provide what we know will be an engaging and enlightening virtual training opportunity.

Virtual PDI 2021 will offer 12 CPE credits for the LIVE days of June 3-4, with another 6 CPE's available for Live Mini-Courses and a three hour Service Day period on June 2nd. In addition to these Live CPE credits, attendees will be able to earn an additional 40+ credits by watching the recorded sessions after PDI 2021 on the virtual platform.

Today we are opening Early Bird Registration Register before May 1, 2021 to secure our Early Bird Pricing at [https://tools.eventpower.com/reg/search\\_user?show\\_id=2095](https://tools.eventpower.com/reg/search_user?show_id=2095)

Beyond the 50+ CPE credits available to attendees, join ASMC for this fantastic opportunity to learn and interact with participants from the Office of the Secretary of Defense, Service HQs, major commands, installations, combatant commands, defense agencies, and the US Coast Guard. Also, look forward to collaborating with leadership, peers, vendors, and clients through our online platform.

Network and engage with all attendees by utilizing the chat feature on the platform, video chat with our Sponsors and Service HQ's in their virtual exhibit Booth, and attend interactive and fun networking sessions on June 3rd and 4th. We look forward to seeing you on June 2-4!

## **Upcoming Webinar**

Join ASMC for our next webinar, Status Reports: How to Give Your Boss the Best Update, Ever, presented by Peter Tyson. In this webinar you will meet EFAR (Enemy, Friendly, Administrative needs, and Request), the time-tested-and-true recipe for composing status reports. EFAR is based on the military Situation Report (SITREP) and will work wonders in helping you keep your reports on point, give necessary and relevant information to the right people, and get the right results. During the Status Reports webinar, EFAR will be explained, unpacked, and practiced. After the webinar, attendees will look for opportunities to exercise this powerful tool via any communication channel: spoken, written, or electronic.

Learn more HERE: <https://asmconline.org/pd/webinars/status-reports-how-to-give-your-boss-the-best-update-ever>  
Date: 13 May 2021

Time: 1200 – 1300 ET (virtual doors open at 1130 ET)

CPE: 1

Platform: Zoom Meeting

Price: \$29.00 Members / \$49.00 Non-Members

REGISTER NOW: <https://imis.asmconline.org/net/Products.aspx?category=webinar>

Individual registration closes on 12 May at 1200 ET!

Group registration closes on 10 May at 1200 ET!

Webinar login instructions will be sent out 3 days prior to the webinar and again the morning of the webinar to the email address that you register with.



## 2020-2021 Executive Board

<b>President</b>	Ms. Sheena Fast
<b>President-Elect</b>	Ms. Beth Jankowski - AFMC
<b>Secretary</b>	Ms. Susan Duening
<b>Treasurers</b>	Ms. Rebecca Workman; Ms. Dawn O'Connell

### Organizational Vice Presidents

<b>88th CPTS VP</b>	Ms. Shannon Noles
<b>AFAA VP</b>	Ms. Heather Brodess
<b>HQ AFMC VP</b>	Ms. Terri Desch
<b>AFRL VP</b>	Ms. Kristen Wentworth; Ms. Helen Barfield
<b>AFLCMC VP</b>	Ms. Dawn Holding
<b>At Large VP</b>	Ms. Amy Williams
<b>Contractor VP</b>	Ms. Patrice Solorzano

### Committee Chairs

<b>Audit</b>	Ms. Stephanie Burd; Ms. Michelle Hatton
<b>Augsburg Scholarship</b>	Ms. JoAnne Wills
<b>Awards and Recognition</b>	Vacant
<b>Chapter Competition</b>	Mr. Clarence (JR) Frazier
<b>Communications</b>	Ms. Colleen Robinson
<b>Advertising/Publicity</b>	Ms. Anita Kerns
<b>Newsletter Editor</b>	Ms. Colleen Robinson
<b>Photographer</b>	Ms. Tracey Hearn
<b>Webmaster</b>	Mr. Jonathan Paden
<b>Community Activities</b>	Ms. Rhonda Pepitone
<b>Health &amp; Wellness</b>	Mr. Fernando Mason
<b>Membership</b>	Ms. Angela Brown; Ms. Cynthia Payne
<b>Professional Development</b>	Vacant
<b>Early Careerist</b>	Ms. Sandra Moncree
<b>Programs</b>	Ms. Tammy Pendergast
<b>Tickets</b>	Ms. Elaine Norsworthy
<b>Ways &amp; Means</b>	Vacant

