

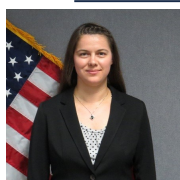


Wright Flyer

January 2021

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Chapter President

Sheena Fast

Greetings Aviation Chapter Members!

I hope 2021 is off to a good start for everyone. As we continue to have a significant amount of our workforce teleworking and reduced social opportunities, remember to keep in contact with your colleagues, friends, and family. Maintaining and building these connections are important. We also need to ensure we're keeping up on our continuing education requirements – there are several opportunities for continuing education coming up, to include our Mini-PDI, National's virtual PDI, and the Utah Chapter's Regional vPDI. See more information regarding each of these opportunities below.

As mentioned in our previous newsletter, we are in the initial planning stages for a virtual Mini-PDI. If anyone is interested in helping plan the event, please let me know.

The Chapter is still looking for volunteers for a few open positions, to include Awards Chair, Community Actions Chair, Ways and Means Chair, Professional Development Chair, and Programs Co-Chair. Please contact me or your organizational VP if you'd like to volunteer or have any questions about the positions. This is a great opportunity to get involved with our organization! See below for the responsibilities of each of these positions/committees.

- **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.



Twitter: @asmctweets

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

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

- **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.

- **Programs Committee** – schedules and coordinates all chapter meetings and social affairs to include obtaining qualified speakers for Chapter meetings.

See below for some additional national ASMC news:

*National has released the Virtual PDI 2020, with 28.5 CPEs 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!!

*National has encouraged Chapters to share any virtual regional/local PDIs with other chapters – The Utah Chapter Regional vPDI will be on 4 March with the theme, “RACE TO ADAPT: the Evolving Virtual Environment of DoD Financial Management.” The cost is \$10, if interested, please look for more information from your organizational VP, or email me for more information.

*The February Tips and Tricks provided by TekSouth will be on 18 February, at 10:00 ET or 15:00 ET (one hour), presented by Mr. Ed Fritts. He will be highlighting some incredibly useful shortcuts and tips to help streamline your data management. You will learn powerful features of the windows key, formatting shortcuts for excel tables, how to reduce file sizes, and how you can save your default settings within the Pivot Tables using MS365. The sessions are free, but you must register at <https://www.teksouth.com/vtt-reg/> if you’d like to attend.

*National is having a monthly drawing for members who renew on-time or early – so remember to check when your membership expires.

I encourage everyone to find ways to be active within our Chapter, by joining a committee, calling into our virtual presentations, and/or attending Chapter events.

Sheena Fast
President, Aviation Chapter



January Member Meeting



On 19 Jan 2021, speaker Mr. Michael Brame Jr, 88 FSS/FSDDET Education & Training, presented “Telling the Story”. The objective of the presentation given instruction and additional resources, participants will learn the importance of telling the story through their slides and gain tips on presenting. The presentation can be found at <https://www.asmc-aviation.org/luncheon/>

Upcoming Member Meetings:

Feb 2021 TBD



Congratulations

George Diehl, AFMC/FM, Advanced Tactical Acquisition Corps (ATAC 10) team select

Marlan Dirlam, AFMC/FMA, CY20 AFMC/FM Under Secretary of Defense (Comptroller) award winner - Contributions in Budget and Formulations or Execution (Individual)

HQ AFMC/FM annual award winners for CY20

Aaliyah Patten, AFMC/FMM, Civilian Cat I

Matthew Moore, AFMC/FMM, Civilian Cat II

Jerome Murray, AFMC/FMC, Civilian Cat III

Captain Shawn Hempsey, AFMC/FM, CGO

Major Joshua Rittenhouse, AFMC/FMA, FGO

Susan Duening, ASMC Distinguished Award in Auditing (National) and the Aviation Chapter Award for Auditing (MAJCOM and Above)



Social Security Payroll Tax Deferral

The Consolidated Appropriations Act, 2021 was passed and extended the period for collecting deferred 2020 Social Security taxes. The period for collection is now January 1, 2021 through December 31, 2021 (instead of January 1, 2021 to April 30, 2021).

At the end of December, the 2020 Social Security tax deferral will end. Beginning January 2021, the normal 6.2% Social Security tax withholdings will again be deducted from pay for military members and civilians, and an additional deduction for the deferred 2020 Social Security tax collection taken from pay.

Per IRS guidance (as modified by the Consolidated Appropriations Act, 2021), the Social Security taxes deferred in 2020 will be collected from pay between January 1 and December 31, 2021.

Military Members -

For active duty military members, the 2020 deferred Social Security taxes will be collected in 24 installments, from your mid-month and end-of-month pay between January 1 and December 30, 2021.

For reservists and guardsmen performing intermittent duty in 2021, the amount collected may not be the same every pay period. DFAS will collect 2% of net available from each weekly, mid-month and end-of-month pay, and will continue until the deferred taxes have been repaid in full.

Beginning in January 2021, your myPay LES will reflect the monthly collection amount and contain a note in the remarks section that shows the remaining balance of deferred Social Security taxes.

Civilian Employees –

The amount of Social Security taxes deferred in 2020 will be collected in 24 installments between pay-periods ending January 16 and December 4, 2021.

Beginning in January 2021, your myPay LES Remarks section will include the 2020 deferred OASDI collection amount in that pay period, as well as the remaining balance to be collected.

If you separate or retire prior to the deferred Social Security tax being collected in full the unpaid balance will either be collected from your final pay or you may receive a debt letter with instructions for repayment.

Background

Pursuant to IRS Notice 2020-65 and at the direction of the Office of Management and Budget and Office of Personnel Management, Social Security (Old Age, Survivors, and Disability Insurance) or "OASDI" tax withholdings were temporarily deferred from September through December 2020 and will be collected from wages paid between January 1, 2021 and December 31, 2021, for employees who had wages subject to OASDI of less than \$4,000 in any given pay period. These actions were in response to the Presidential Memorandum issued on August 8, 2020.

For any questions regarding the deferment and repayment plan, please refer to the DFAS FAQs website: <https://www.dfas.mil/taxes/Social-Security-Deferral/>



TREASURER'S REPORT

December 2020

Treasurers: Dawn O'Connell and Rebecca Workman



	WPFCU - Chapter General Funds	Fidelity - Chapter Investments	Fidelity - Augsburg Scholarship
Beginning Balance	\$16,011.57	\$120,440.13	\$117,258.16
+ Income	\$0.06	\$10,621.64	\$10,021.86
- Expenses	\$0.00	\$0.00	\$0.00
Ending Balance	\$16,011.63	\$131,061.77	\$127,280.02

Note:

The Fidelity ending balances are 31 December 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

Feb 2021

TBD



General Teleworking Tips

Considerations for teleworking are more than can be covered in this set of tips. Beyond the items below, also think about include general ergonomics and time management. As we spend more time working at home, it can be easier to work for too long in a single sitting. Time management methods such as the Pomodoro method can be helpful. The below tips should help when you are doing a lot of work from home or your web browser.

Clear Cache and Reload Page

From time to time, there is a benefit to clearing your internet cache. Doing so can help prevent slow loading of your most commonly pages. Additionally, reloading pages is a good way to get past common issues when a page does not properly load. Fortunately, a shortcut exists to perform both actions at the same time. Pressing Ctrl+Shift+R or Ctrl+F5 will clear the cache and reload the current page. One or both of these shortcuts should work in most web browsers.

Open Multiple Pages on Browser Start

Some users have a couple of sites they always open in separate tabs when they get online. Many modern browsers have options which enable multiple tabs to be opened on multiple tabs each time the browser starts. Below are the steps to access the settings in Chrome and Firefox.

Chrome: Settings > On Startup > Open a specific page or set of pages. Enter all the pages you want.

Firefox: First, open a fresh browser with the specific tabs you'd like to have open every day upon startup. Then, go to Settings > General > Startup > Choose current pages.

Manage Your Internet

Security, Connected devices, VPN, Excess tabs/streaming, backup plan for outage

One of the most critical resources when working from home is your home internet. Because of this, users should make sure they are managing it properly. Managing security is one consideration. Ensure that the password you have on your WiFi uses WPA2 encryption at a minimum if not WPA3 encryption. If your workplace provides a VPN service, using it when transmitting work-related data is recommended.

Managing bandwidth is another thing to consider. If you find that that your network is running slow, then you may need to review your usage. During work hours, think about all of the devices connected to your network (e.g., phones, TVs, tablets, "smart" devices, streaming sticks) and disconnect if they do not need to be connected during work hours. Take a similar look at your work computer. If you have too many browser tabs and internet-connected apps running at once, your internet will slow down. VPNs can be a bottleneck for your bandwidth. Streaming sites are a major bandwidth hog. Disconnecting from VPN while you work can increase the speed of your internet.

Finally, have a backup plan for when your internet goes down. This could be as simple as knowing of places where free WiFi is offered can help. Ensure you use VPN at all times when on a public network. Alternatively, a mobile hotspot can help if you have access to one.

Monitor(s) and External Keyboards

Most users who telework generally use a laptop. Working full-time on a laptop is physically taxing. Laptops generally are not able to be ergonomic as the screen and keyboard mounted together. Due to this, they are not ergonomic. An external monitor and keyboard are very helpful. A monitor can be especially helpful as it offers additional virtual desk space. A second monitor is a tool which can improve efficiency for many users. Consider your approach to multitasking as a second monitor can equally enable distraction.

Virtual Workspace

Email burnout is a common and major issue. Consider making use of collaborative virtual workspaces. These virtual workspaces can offer tools and chat spaces for formal and informal work. Not only can the use of these tools reduce email traffic, they can also help foster some of the sense of community which is lost in a telework environment. Teams, Slack, and Mattermost are just some examples of these tools.

In a telework environment users often participate in web-meetings. Be conscientious of your lighting and background noises when on a meeting. These can be distracting to other attendees. Finally, users should seriously consider using a headset. They drastically reduce the chances of causing echoes or feedback.



**ASMC – Aviation Chapter
Executive Board Meeting Minutes
22 January 2021 (1030-1130)**

I. Call to Order - President: Sheena Fast @ 1032

II. Attendance/Reports

Treasurers: Rebecca Workman , Dawn O'Connell

Secretary: Susan Duening

President-Elect: Beth Jankowski (A)

Questioned if we have gone through who will continue to chair next year. Sheena indicated we can put it on the agenda next month. Also need to look at VPs because almost half are up for re-election

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 (A)

Committee Chairs:

Audit: Stephanie Burd, Michelle Hatton (A)

Received all receipts and bank statement from Rebecca so they will start working through them.

Augsburg Scholarship: JoAnne Wills

Awards and Recognition: Vacant

Chapter Competition: JR Frazier

Sheena wants status of where we are at for chapter competition. May have leeway because of COVID but we need to make sure we do everything we can to keep 5 star status.

Communications: Colleen Robinson

Community Activities: Rhonda Pepitone

Health & Wellness: Fernando Mason

Membership: Angela Brown, Cynthia Payne (A)

Professional Development: Markina McKnight (A)

Programs: Tammy Pendergast

Ways & Mean: Vacant

(A) = In Attendance

III. General Business:

A. OLD:

1. Open positions: Programs Committee co-chair (may need someone to help Tammy, however more higher priority positions to fill); Professional Development co-chair (want to make sure to get someone on as soon as possible as Martina won't have as much time this year. Can be board member or if you know someone reach out and let Sheena know as soon as possible); Award Chair (currently Sheena); Ways and Means Chair.
2. Chapter coins: Need to order a minimum of 100. Sheena still needs to order, however if someone wants to step up it would be appreciated.



3. National & Local Annual Awards: We will be contacting winners from last year to determine whether they would like to receive their awards via a formal presentation, a virtual staff meeting, and/or mailing the award.

a. For the awards due in January, Sheena sent forms in 2 different formats so would have all needed info first week in Jan. Would prefer to have as many as possible by Monday but can give until Friday. Encourage nominations. Don't restrict to just ASMC membership. Nomination not restricted to members only. Currently, 2 from AFMC and 4 from AFAA. Also if know someone who wants to nominate but can't do it by Monday have them talk to Sheena, she has some leeway. Reminder there are two different award deadlines (one for national and one for local), now trying to collect for national.

b. Terri asked if any other orgs knew of nominations coming? Dawn at AFSAC said not working at all, they could get some but probably need until Friday. Sheena will resend to all VPs after meeting. Marilyn asked for example nomination for format and what's expected as it's probably different than AFI 3600 awards. Reviewed weighting for grading different categories for nominations.

c. Still need to get last year's awards out. Would help to have board members get their own orgs awards. Can meet in Beavercreek area. Terri asked if can send reminder of who still needs to get awards, so they will know if someone in their org still needs to pick up.

d. Do we have a certificate template from previous years? Terri will look. There is a Sharepoint for board with folder for every position, however, not used. Housed through AFMC/FM sharepoint so want to make sure that if we are keeping it in AFMC's framework, we are using it.

4. Cynthia has pins at the office.

5. Budget – the budget was passed with 14 votes on 18 Dec 2020.

6. Our President-Elect for PY 2020-2021 is Beth Jankowski

7. Mini-PDI– virtual event. Markina to set up meeting to begin planning. We need someone to step up to take over the planning, and also volunteers to help.

a. Sheena will set planning meeting via CVR teams next Friday. Need co-chair and lots of volunteers, especially those with knowledge and have helped before.

b. Sue, Heather, Dawn, Terri, Beth, Amy, Rhonda, Cynthia, Markina

c. Tools/Agenda prior to Friday's meeting so people can have discussion points Markina will send out info ahead of time to group or add to invite or send to Sheena.

8. Dayton Air Show – based on last meeting's discussion, we did not submit a letter of intent to work the vendor booths for the 2021 Air Show (fundraiser). Last meeting we discussed working at the Dayton Dragons.

a. Might be too early to tell if that is an option for this year. If someone has contact and can get info on how to sign up then can find out who might be interested. Dawn thought volunteers with food must take training prior to volunteering so need to also coordinate that. Terri mentioned the Dayton Dragons are waiting to see what Governor Dewine says to determine whether they will play or not. Normally start by April.

9. Future socials – discussed holding a virtual social (i.e. via Zoom) to help get more people involved in the chapter.

a. Xmas/holiday held virtual social which worked well. If anyone interested in another, let Sheena and Tammy know. Do we want to hold social only in month we don't have speaker, so still have meeting? Or do we want to hold social in addition to having a speaker. Ideas: Trivia, topic talks with SME so people who want to learn more about a topic can attend and ask questions, scavenger hunt, around the room topics. Asked for leaders for the socials and let Sheena or Tammy know to get booked.

B. NEW:

1. Next member meetings: We have speakers booked for February. Jan had 40-41 people

2. Please let Tammy Pendergast know about any potential speakers.

3. Membership Chair position will also be open soon. Angela is retiring. Let Sheena know if volunteers for other openings.

4. Sheena will: (a) add agenda item for next month regarding chairs/VPs continuing for next year, (b) resend award info to VPs, (c) set up CVR for mini-PDI planning meeting, and (d) send award winner info from last year to Board members.

Meeting adjourned at 1115.



We have opened registration for the February session of our FREE monthly series, Tips and Tricks.

Join us on February 18th at either 10:00ET or 15:00ET for hour-long educational series designed to improve the day-to-day data collection and management of DoD FM'ers and military comptrollers.

We are so excited to have Ed Fritts returning as presenter of this month's virtual sessions! Most of you need no introduction to Ed, as he has presented at every PDI for the past several years, and has decades of experience in the DoD FM community. Ed will be highlighting some incredibly useful shortcuts and tips to help streamline your data management. You will learn powerful features of the windows key, formatting shortcuts for excel tables, how to reduce file sizes, and showcase how you can save your default settings within the Pivot Tables using MS 365.

Attendance, as always, is free, but you must register to save your spot. Visit <https://www.teksouth.com/vtt-reg/> and feel free to invite a colleague.



2020-2021 Executive Board

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

Organizational Vice Presidents

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

Committee Chairs

Audit	Ms. Stephanie Burd; Ms. Michelle Hatton
Augsburg Scholarship	Ms. JoAnne Wills
Awards and Recognition	Vacant
Chapter Competition	Mr. Clarence (JR) Frazier
Communications	Ms. Colleen Robinson
Advertising/Publicity	Ms. Anita Kerns
Newsletter Editor	Ms. Colleen Robinson
Photographer	Ms. Tracey Hearn
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	Vacant

