



Wright Flyer

November 2020

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Chapter President

Sheena Fast

Greetings Aviation Chapter Members!

I hope everyone is prepared for the holidays, and is getting out to enjoy the Christmas lights! I'm happy to report that we were able to successfully complete our Christmas Angels project again this year – a big THANK YOU to Tammy Pendergast for organizing the project and to all our wonderful volunteers who helped by purchasing gifts and gift cards to help support families in need.

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. See below for some additional local and national ASMC news:

*We're always looking for speakers – please let us know if you have a suggestion for a topic or speaker for future meetings.

*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 is offering a live, instructor-led, virtual Fiscal Law course via Zoom on 25-27 January 2021 – 24 hours CPE! This course costs \$480 for members/\$520 for non-members and you can register at: <https://asmconline.org/pd/training/fal/purpose-time-amount-fiscal-law-training-3-day-course/>

*The December Tips and Tricks provided by TekSouth will be on 17 Dec, at 10:00 ET or 15:00 ET (one hour). Mr. Rich Brooks will be presenting at this month's sessions. He will be using some magical formulas and operations in Excel, Power Query, Pivot Tables, and Power BI to categorize Date Buckets of data. 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.

Twitter: @asmctweets

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

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



*The Chapter is still looking for volunteers for a few open positions, to include Professional Development Co-Chair, Awards Chair, Ways and Means 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.

- **Professional Development Committee** shall be responsible for advancing the training and education of the Chapter membership. Specifically, this Committee shall establish education and training goals for the Chapter; plan, coordinate and arrange any seminars, training sessions or classes conducted by the Chapter; and accomplish other educational activities as directed by the Executive Board to include mini-PDIs. This Committee shall serve as liaison between the Chapter, ASMC National Headquarters, and the Host Chapter for all matters relating to the ASMC National PDI. When this Chapter shall participate as Host, and/or co-Host, for a national PDI, the Committee shall be responsible for planning and programming of such events.

- **Programs Committee** shall arrange, schedule, and coordinate chapter meetings and social affairs. This Committee shall also be responsible for printing, distributing, and controlling tickets for the monthly meetings. This committee shall coordinate its activities with both the Communications and Ways and Means Committees. A specific function of the Program Committee shall be to obtain qualified speakers for Chapter meetings.

- **Awards Committee** shall be responsible for soliciting nominees for chapter awards and making recommendations to the Executive Board on proposed winners. All Chapters nominees will be forwarded to the National Office for consideration for the award at the national level.

- **Ways and Means Committee** shall be responsible for raising funds to achieve specific Chapter objectives. Activities of this committee shall be coordinated with both the Program and Communications Committees.

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. Wishing everyone a Merry Christmas and Happy New Year!

Sheena Fast
President, Aviation Chapter



November Member Meeting



Mr. George Diehl, AFMC/FMC, presented Basics And Best Practices For Your Home Network on 24 Nov. George presented basic networking concepts, discussed some best practices, and provided information which could save you money. The complete presentation can be found at -

https://www.asmc-aviation.org/wp-content/uploads/2020/11/Home-Networking-and-Best-ractices_v7.pptx

Upcoming Member Meetings:

December TBD Zoom Trivia Virtual social event



Retirement

Tim Edem retiring 31 December 2020 after 16+ years of Civil Service and after 25+ years of active duty wishing all the best to our Aviation Chapter of ASMC and our USAF.

Christmas Angels 2020

The ASMC Aviation Chapter in conjunction with the American Legion Unit 776 sponsored the annual Christmas Angels project. Even though we had to do things a little differently this year, the ASMC Aviation Chapter members went over the top and were able to support all of our angels. The Christmas Angels consist of families turned in from employees at WPAFB, children in protective custody (CASA - Court Appointed Special Advocates for Children), Montgomery County Children Services and emergency families who have lost their home due to fire, etc., or have had a catastrophic event happen right before Christmas.

Thanks to everyone who made our Christmas Angels such a success again this year.



October is Depression Awareness Month

Living through the COVID-19 pandemic can cause stress and anxiety due to the uncertainty of the world around us. Experiencing these things, while also trying to social distance, can lead to feeling isolated, insecure, and hopeless, which can increase your risk for depression. Although controlling what goes on around us may feel impossible, you do have control of coping with your stress in a healthy way. Take the first step by doing a “checkup from the neck up” through this free, confidential, and anonymous screening tool at helpyourselfhelpothers.org/.

Getting support is essential in coping and improving mental health. Professional support services are available to the AF workforce and their families. Look for the signs. If you have feelings of sadness that are intense or continue for two weeks or more, you may be suffering from depression. Hoping mental health problems such as anxiety or depression will go away on their own can lead to worsening symptoms. Don't be afraid to reach out. If you have concerns or if you experience worsening of mental health symptoms, ask for help when you need it, and be upfront about how you're doing. If you're battling depression, contact your program for helpful resources. If you've been prescribed an antidepressant, continue to take it as directed, even after you've started feeling better. Make sure you stay with and follow your treatment plan including attending all sessions that you've established with your provider.

Build support and strengthen relationships:

Make connections. If you need to stay at home and distance yourself from others, avoid social isolation. Find time each day to make virtual connections by email, texts, phone, or FaceTime or similar apps. If you're working remotely from home, ask your co-workers how they're doing and share coping tips. Enjoy virtual socializing and talking to those in your home.

Do something for others. Find purpose in helping the people around you. For example, email, text or call to check on your friends, family members and neighbors — especially those who are elderly. If you know someone who can't get out, ask if there's something needed, such as groceries or a prescription picked up, for instance. But be sure to follow CDC, WHO and your government recommendations on social distancing and group meetings.

Support a family member or friend. If a family member or friend needs to be isolated for safety reasons or gets sick and needs to be quarantined at home or in the hospital, come up with ways to stay in contact. This could be through electronic devices or the telephone or by sending a note to brighten the day, for example.

Military members can contact their local mental health clinic for services. Military OneSource is another option available to military and their families. For more information, call (800) 342-9647 or visit militaryonesource.mil.

Civilian employees may contact the Employee Assistance Program for free, confidential counseling services at (866) 580-9078 or visit the EAP website at AFPC.af.mil/EAP.



TREASURER'S REPORT

October 2020

Treasurers: Dawn O'Connell and Rebecca Workman



	WPFCU - Chapter General Funds	Fidelity - Chapter Investments	Fidelity - Augsburg Scholarship
Beginning Balance	\$16,011.51	\$123,476.10	\$120,134.82
+ Income	\$0.06	\$3,803.92	\$7,145.20
- Expenses	\$0.00	\$0.00	\$0.00
Ending Balance	\$16,011.57	\$127,280.02	\$127,280.02

Note:

The Fidelity ending balances are 31 October 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

Dec TBD	Zoom Trivia Virtual social event
Jan 21	Telling a Story - Michael Brame



Excel Table Format

We are all familiar with creating data and information in Excel. When we do this, we are generally working with normal Excel Ranges. However, Excel does have a special table format. This format is what I refer to as the Excel Table Format which is a very special type of named range. Below I provide some highlights of the benefits to this format. This article, while old, is still relevant and does a nice job of breaking down the key features of an Excel Table.

Once you have your data in an Excel sheet, select it and click on the Format as Table dropdown in the Home tab of the ribbon and select a Table style. This will open the “Format As Table” window to verify the data range and whether or not you have headers. Headers are required for an Excel Table so Excel will insert them automatically as Column 1, Column 2, etc. if you do not have any. Now you have a table formatted as an Excel Table.

By default, an Excel Table will have filters. An important note is that you can only have one active filter per sheet where you can have multiple tables per sheet. Additionally, you will have a Design tab in the ribbon which provides some useful options (e.g., quick Table Styles, banded rows/columns, first/last column, and total row). Excel Tables also enable you to make use of data connections and the data model in a way that is similar to Pivot Tables. Excel Tables are dynamic and will expand it by adding new rows when data is entered in the row below it. Additionally, when a new header is added to the right of the Table, it will be included in the table. Formulas can be automatically filled as well.

As a word of caution, Excel Tables have their own type of references which tend to throw users off. If you reference a cell in table while in the same row (e.g., B2), you will see something different (e.g., [@Column 1], Table1[@Column 1]). Similarly, an entire column will be referenced as [Column 1] or Table1[Column 1] instead of B2:B123. Ultimately, this new nomenclature is very useful when formulas are being used within an Excel Table. However, this nomenclature does take a little getting used to.

Excel Slicers

A great feature for Excel Tables and Pivot Tables is the Table Slicer. This feature is effectively a filter object which can make it easier to apply and track multiple filters to a dataset. Select a Table, or simply a cell within it. Click on the Insert Slicer in the Design tab of the ribbon. Alternatively, the Slicer button can always be found in the Insert tab. After clicking the button, the Insert Slicers window, which contains a list of the headers in your Table, will appear. For each header you select, a small filter object will appear. These Slicers contain a list of all the unique entries in that column. You can now filter your data by selecting items in these Slicers versus clicking on the little dropdown and selecting the items. Hold Ctrl to make multiple selections. In short, this is a more visual and quicker method to apply filters when exploring data. To remove a slicer, click on it and press the Delete key or right click on the Slicer and select remove. With a Slicer selected, an Options tab will be available in the ribbon where a variety of formatting options are available. Here is a link to use them in tables and here is a link to use them in pivot tables for some more examples.

Remove Table Formatting in Excel

Tables in Excel are very handy. However, there may be a time when you come across a table that you would like to remove the Excel Table formatting. This can quickly done by converting the Table back into a Range. To remove Excel's table formatting from a range of cells, select a cell within the table. In the Design tab, a “Convert to Range” button on the left-hand side in the “Tools” group of buttons is available. Clicking “Convert to Range” will open a prompt asking if you want “convert the table to a normal range”. Clicking “Yes” will convert the Table into a Range. Keep in mind, the style (i.e., banded rows, colors, and general formatting) will be retained but all of the Table features will be no longer be available.



Excel Table and Filter Keyboard Shortcuts

Note: Some of these shortcuts behave differently when a Table or Range is selected. The list below will indicate the different behavior when applicable.

Ctrl+T and Ctrl+L will open the “Create Table” dialog box for the selected range.

Ctrl+Spacebar will select the entire **column** for the selected range. Pressing it a second time will also select the column header(s). A third time will select the whole column for the entire sheet.

Shift+Spacebar will select the entire **row** for the selected range. Pressing it a second time will also select the entire row(s) for the entire sheet.

Ctrl+A will select all of the cells in the table except the headers. Pressing it a second time will also the headers. A third time will select the entire sheet.

Ctrl+Shift++ will insert a new **row** above the selected row(s) within a table. Pressing it when the selected range is not a table will open the Insert window.

Ctrl+- will delete the selected **row(s)** within a table. Pressing it when the selected range is not a table will open the Delete window.

Ctrl+Shift+L will toggle the sheet filter on and off for the selected range, this is the same as going to the Data tab and clicking the Filter button. If only a single cell is selected, Excel will attempt to identify the headers.

Ctrl+F3 will open the Name Manager which will show all named ranges with a tag icon and tables with a table icon within the Excel workbook.



ASMC – Aviation Chapter
Executive Board Meeting Minutes
19 November 2020 (1000-1100)

I. **President:** Sheena Fast called the meeting to order at 10:03 a.m.

II. Attendance/Reports

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

Secretary: JoAnne Wills

President-Elect: Beth Jankowski

Vice-Presidents

AFAA: Heather Brodess

AFLCMC: Dawn Holding

AFMC: Terri Desch (A)

AFRL: Kristen Wentworth/Helen Barfield

At Large: Amy Williams (A)

Contractors: Patrice Solorzano (A)

88th CPTS: Shannon Noles (A)

Committee Chairs:

Audit: Stephanie Burd, Michelle Hatton

Augsburg Scholarship: JoAnne Wills

Awards and Recognition: Vacant

Chapter Competition: JR Frazier

Communications: Colleen Robinson

Community Activities: Rhonda Pepitone

Health & Wellness: Fernando Mason

Membership: Angela Brown, Cynthia Payne (A), Angela sent out VPs membership lists and has received a few corrections back.

Professional Development: Markina McKnight

Programs: Tammy Pendergast (A)

Ways & Mean: Vacant

(A) = In Attendance

III. General Business:

A. OLD:

- i. Open positions: Programs Committee co-chair; Professional Development co-chair; Awards Chair; Secretary; Ways and Means Chair.
- ii. Chapter coins: Need to order a minimum of 100.
- iii. National & Local Annual Awards: We will be contacting winners to determine whether they would like to receive their awards via a formal presentation, a virtual staff meeting, and/or mailing the award. Local awards have been picked up, to include boxes for any awards that need to be mailed. For the team awards, the individual names are on the team plaque.
 1. Cynthia noted that she has pins at the office, if we need them for anything.



**ASMC – Aviation Chapter
Executive Board Meeting Minutes
None Scheduled**

- iv. Treasurers need budget inputs for PY 2020-2021 – Committee chairs were asked to provide by COB Weds 4 Nov.
- v. Follow up with AFMC concerning President-Elect for PY 2020-2021 – Last month Terri sent email to leadership regarding the President-elect position, membership, involvement/positions open.
- vi. National held an ASMC Chapters Townhall Meeting via Zoom on 10 November at 1200 EST. Sheena and Tammy both attended. The meeting provided some beneficial information both from the National officers and other chapter attendees. Possibility of using National's Zoom Professional
- vii. Dawn stated that she can help out with setting up/providing info on CVR live.

B. NEW:

i. Next member meetings:

- 1. 24 November @1130: George Diehl, AFMC/FM
- 2. December: Virtual Social? Possible trivia.
- 3. We have speakers booked for January and February.
- 4. Please let Tammy Pendergast know about any potential speakers.

ii. Dayton Air Show – we need to submit a letter of intent by 31 Dec if we intend to work the vendor booths for the 2021 Air Show (fundraiser). Not sure of members' interest, other options: work at Dayton Dragons.

iii. Financial Responsibility – Per AFI 34-223, Private Organizations must have liability insurance unless the Installation Commander waives the requirement. (T-1) This waiver authority may be delegated to the Mission Support Group Commander. No further delegations are authorized. (T-1) Insurance should be required unless the activities of the Private Organization are such that the risk of liability is negligible. {NOTE: We will be requesting the waiver of liability insurance.} Private Organization members must be made aware that they are jointly and severally liable for the obligations of the Private Organization. The absence of liability insurance places their personal assets immediately at risk in the event of Private Organization liability. {NOTE: This is a requirement of the AFI to notify members of their personal financial liability for obligations of our Private Organization, as provided by law. We will also brief this at our next membership meeting, and include in the next newsletter.}

iv. Volunteers to fill positions:

- 1. ???

v. Mini-PDI – virtual event. Need to set up meeting for planning.

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

vii. Meeting adjourned at 10:45.



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The next scheduled webinar is Thursday, January 7, 2021, on Superior Customer Service. To learn more - <https://asmconline.org/pd/webinars/>



2020-2021 Executive Board

President	Ms. Sheena Fast
President-Elect	Ms. Beth Jankowski - AFMC
Secretary	Ms. JoAnne Wills
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

Audit

Augsburg Scholarship

Awards and

Recognition Chapter

Competition

Communications

Advertising/Publicity

Newsletter Editor

Photographer

Webmaster

Community Activities

Health & Wellness

Membership

Professional Development

Early Careerist

Programs

Tickets

Ways & Means

Committee Chairs

Ms. Stephanie Burd; Ms. Michelle Hatton

Ms. JoAnne Wills

Vacant

Mr. Clarence (JR) Frazier

Ms. Colleen Robinson

Ms. Anita Kerns

Ms. Colleen Robinson

Ms. Tracey Hearn

Mr. Jonathan Paden

Ms. Rhonda Pepitone

Mr. Fernando Mason

Ms. Angela Brown; Ms. Cynthia Payne

Ms. Markina McKnight

Ms. Sandra Moncree

Ms. Tammy Pendergast

Ms. Elaine Norsworthy

Vacant

