

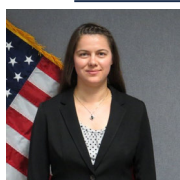


Wright Flyer

April 2021

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Chapter President

Sheena Fast

Greetings Aviation Chapter Members!

April was a big month for our chapter – we hosted, with HQ AFMC FM, our very first virtual Mini-PDI: “Hindsight is 20/20: From Challenges to Change”! We’ve all had to adapt and overcome with the challenges and changes we’ve faced in the last year or so, and doing most things virtual is one of those ways that we have adapted. I hope that the virtual platform, and separating it into two half-days, allowed personnel to attend who may not be able to take a full day “out of the office.”

We had a great lineup of speakers – the first day Brig Gen Greiner kicked off the event with some opening remarks on how we are operating in the current environment and continuing to support the mission. Next, Mr. Ed Fritts provided some great excel tips, along with resources for everyone to go check out later. Then Ms. Beer and Mr. Baker provided insight into DEAMS, and Col Hamblin showed us how a lot of changes have taken place and the importance of being able to take risks.

And then on the second day, Col Brian Kehl enlightened us about Space Operations; Mr. Carlos Rodgers provided superb training on government civilian interview preparation; and Mr. Chip Fulghum followed up with some great points about what makes an effective leader. While the first day’s speakers were mostly local to Wright-Patt, on the second day, all of the presentations were from various states across the country...and time zones! So that is one great benefit to having a virtual Mini-PDI, that we were able to enjoy presentations from speakers across the Department of the Air Force and beyond.

It was a great honor to be able to present our Aviation Chapter Awards, as well as recognizing our personnel who won awards at the National level. As I mentioned during the Mini-PDI, the number of National Awards that our FMers receive shows the high-caliber personnel we have here at Wright-Patt. Between last year and this year, we had 15 National Award winners from among all the Services in the DoD!

We had a great turnout for the Mini-PDI, and I hope everyone enjoyed the presentations by our wonderful speakers. If you attended, please be on the lookout for our survey to provide feedback, and your certificate within a couple weeks.

Twitter: @asmctweets

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

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



Talking about the Mini-PDI would not be complete without a big THANK YOU to everyone for attending, our speakers with their outstanding presentations, and, of course, the TEAM that made it all possible!

Don't forget – there are still more opportunities for continuing education through National's virtual PDI (2020 and 2021) and TekSouth's monthly Tips and Tricks. See more information regarding each of these opportunities below.

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, AFMA, and Contractors. We also have 1-year terms for the HQ AFMC and 88 CPTS VP positions. 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.
- 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 May Tips and Tricks provided by TekSouth will be on 20 May 2021 at 1000 (EST) or 1500 (EST) (one hour). This month's session will demonstrate some data management secrets that you don't want to miss. The session will show you how you can adjust any set of data from current systems such as GFEBS (Army), DEAMS (Air Force), and SMARTS (Navy and Marines). The full synopsis for the session can be found on the registration page. You can register at <https://www.teksouth.com/vtt-reg/>.

*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 Kevin Gould for winning the March drawing!

Sheena Fast
President, Aviation Chapter



April Member Meeting - ASMC Aviation Chapter Mini Professional Development Institute (PDI), 28-29 April 2021



On 28-29 Apr, ASMC Aviation Chapter presented two half-day virtual Mini PDI sessions. Our Master of Ceremonies for this year's Mini PDI was Mr. Broc Begley. The invocation was provided by Chaplain Lt Col Steven Barfield. Opening remarks were presented by Brig Gen Greiner, Comptroller, HQ AFMC/FM. The first day presenters were:

- Mr. Ed Fritts, Teksouth, Excel Tips and Tricks
- Ms. Jeannette Beer, Director, AFAOC, SAF/FMFSO, AFAOC Update, and Mr. Todd Baker, Director, DEAMS, DEAMS Development Update
- Col Jeffrey Hamblin, Director, Special Programs Division, AFLCMC, Hindsight is 2020: from Challenges to Change

The second day sessions presenters were:

- Col Brian Kehl, Director, Plans, Programs, and Financial Management, HQ Space Operations Command, Space Operations Command, Adapting to an Evolving Environment
- Mr. Carlos Rodgers, SES, SAF/FMB, Government Civilian Interview Preparation
- Mr. Chip Fulghum, Chief Operating Officer, Endeavors, Three Legged Stool of Leadership

The full agenda can be found at <https://www.asmc-aviation.org>



Upcoming Member Meetings:

May 27 - Speaker: Ms. Angela Ruter
Topic: "Briefing the Boss"



Calendar Year 2020 ASMC Aviation Chapter Achievement Awards and National Award Winners



Accounting Achievement
Natalie Klement



Acquisition/Cost Analysis Achievement
Meritorious National
Philip Popovich



Auditing Achievement
Meritorious National
Amy McKenzie



Comptroller Achievement
Candice Lock



Budgeting Achievement
Meritorious National
Anita Hadorn



Contractor Support Achievement
Distinguished National
Mark Carpenter



Contractor Support
Meritorious National
Bailey Middleton



Finance Achievement
Meritorious National
Brooke Brown



Finance
Meritorious National
Colleen Robinson



Intern/Trainee Achievement
Alison Gahr



Resource Management Achievement
Distinguished National
Christina Parriman

Small Team Achievement Contracting Officer's Representatives (COR)

Centrally Directed Audit Team

Elaine "Daisy" Bradley
Rebecca Long
Dieane Crawford
Teresa Schutter

Large Team Achievement SBRF Financial Management Team Team Lead: Sarah French



Kristen Wentworth
Natalie Klement
Dustin Test
Jacquelyn Waggamon
Nathan Johnson
Kenzie Kush
Amber Smith
Candice Lock
Stephanie Robinson

Tammy LeMaster
Barbara Hager
Jennifer Robinson
Gregory Collins
Brooke Brown
Andrew Granato
Alison Gahr
Philip BullMaster
Jacquelyn Suhr
Christopher Dillon



New and Improved AFAOC Monthly Users Forum on milBook

Mr. Charles Edson, Chief, AFAOC Customer Support Division

The AF Accounting Operations Center (AFAOC) has evolved its Monthly Users Forum to a virtual forum presented in the DEAMS Users Group on milBook (<https://www.milsuite.mil/book/groups/deams/blog>). This change was initiated by customer feedback, which expressed the desire for increased user engagement, flexible scheduling, and enhanced support for remote operations. We are excited for the opportunity to provide useful, relevant information while maximizing your time, interest, and attention.

As of February 2021, Users Forum content began being published to the DEAMS Users Group and will continue to be available by the third week of every month to provide information for users' independent review at their own pace and on their own schedule. As users review the materials, they can post questions to be answered by content Subject Matter Experts (SMEs), who will continuously monitor the site to address questions and facilitate discussion. DEAMS users can still expect the same valuable information as from previous Forums, just in a different format— no more hour-long briefings with limited time for user questions and discussion.

Content will now be presented in one of three formats:

Written in the form of narrative, blog posts

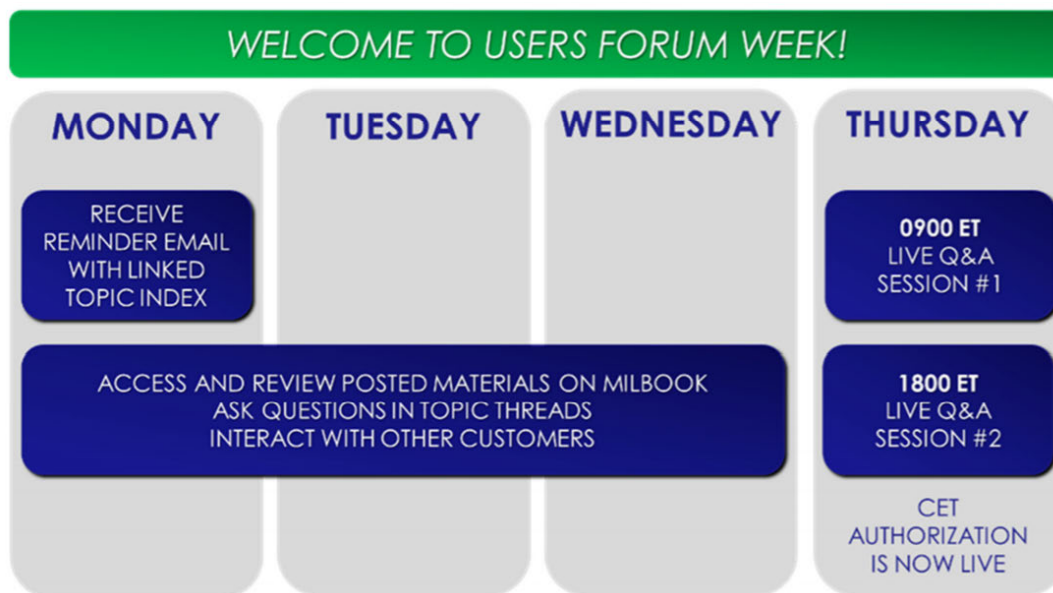
Slides with Audio similar to how previous Users Forums were recorded and posted

Video Walkthroughs step-by-step processes in the system with audio narration. This gives our experts the flexibility to present content in ways that clearly communicate the topic and benefit you

Additionally, to maintain our focus on collaboration and open discussion with users, Live Question and Answer (Q&A) sessions are conducted via DCS on the third Thursday of each month at 0900 and 1800 ET. These moderated Q&A sessions put users in direct contact with the experts who developed the training material. The live Q&A sessions are limited to discussion of the Users Forum materials, so please review the material before participating in these topic-specific calls. If you cannot attend the Q&A session, post your questions in the DEAMS Users Group, and our dedicated SMEs will provide a timely response.

You can still earn CET credits! Review all of the current month's Users Forum content and complete the online AFAOC Monthly Users Forum CET Request Form to earn one (1) CET credit.

Access the DEAMS Users Group on milBook at any time to familiarize yourself with the site and review all the great information provided.



TREASURER'S REPORT

March 2021

Treasurers: Dawn O'Connell and Rebecca Workman



	WPFCU - Chapter General Funds	Fidelity - Chapter Investments	Fidelity - Augsburg Scholarship
Beginning Balance	\$19,310.56	\$136,691.41	\$132,583.26
+ Income	\$0.06	\$3,160.85	\$2,979.80
- Expenses	\$0.00	\$0.00	\$0.00
Ending Balance	\$19,310.62	\$139,852.26	\$135,563.06

Note:

The Fidelity ending balances are 31 March 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

May 27, 2021

Speaker: Ms. Angela Ruter, "Briefing the Boss" - Virtual



Email Rules in Outlook

Managing emails is a difficult task. A common estimate for daily emails a user sends and receives is over 100 emails. For many users, a cost of teleworking is an increased number of emails coming in and going out. Unfortunately, a large number of these emails are automated responses or informational that do not need immediate response. In some cases, an automated response would be sufficient for certain types of emails.

Outlook Rules can be used to automate a variety of actions (e.g., move emails, flag emails, create custom customizations). For example, a user receives newsletters they like to read when they have time. A rule could be setup to take any incoming email with the newsletters' sender and subject and move them to a specified folder. Now the newsletters will not clog up their Inbox and are easy for the user to locate when needed.

Rules can be started from scratch by clicking on the Rules dropdown in the Home tab of the Ribbon and selecting Manage Rules and Alerts. Alternatively, a new rule can be started from a specific email by right-clicking on the email then going to Rules and choosing one of the options from there. Detailed examples and instructions can be found [here](#).

Outlook Tasks

For fans of to-do lists, Outlook allows users to create Tasks. These Tasks have a variety of options including options to setting a status, priority, and percent complete. If needed, the user can Assign Tasks to specific people. Additionally, basic email options are available including recurrence, reminders, categories, and forwarding.

Creating Tasks can be done two ways. First, new Tasks can be created from scratch by clicking on the Task Pane which has the clipboard icon in the lower-left corner of the window. Pressing Ctrl+4 will also work. In this view, a user can see all current tasks and create new tasks. New Tasks can also be created at any time by pressing Ctrl+Shift+K. Second, a new task can be created directly from an email or calendar invite. Select the item then click on the Follow Up button, in the Home tab of the Ribbon or right-clicking on the item. A variety of options for when the Task is due are available. The Custom option will quickly enable the user to set a specific start date, due date, and reminder. A To-Do list can be displayed in the Inbox similar to the calendar on the right-hand side of the window. Click on the To-Do Bar dropdown in the View tab of the ribbon and select Tasks. The user's tasks will be listed by due date and can be checked off or edited.

Outlook's Color Categories

In Outlook, you can use Categories to organize your emails. When you select an email, there is a Categorize dropdown option in the Home tab of the ribbon. Categories are basically a color coding system that you can apply to your emails. In the Tags section of the Home tab click on the Categories icon. Click on "All Categories". This will open the "Color Categories" window where you can create and edit categories. After you have setup the categories, you can right-click on the box when you select an email and it will bring up a list of categories that you can apply to the email. Alternatively, you can use

Ctrl+F2 through Ctrl+F12 as a shortcut if you assigned it when you created or edited the category. This is a very useful way to visually organize your emails.

Outlook Conditional Formatting

Some users may not like do not like the low contrast between read/unread messages and the large font size which are the defaults in Outlook mailboxes. Outlook does provide a Conditional Formatting feature enabling the user to setup specific formatting. The formatting can be applied to emails based on a variety of criteria such as being read or unread.

To access the Conditional Formatting options, click on the View tab in the ribbon and select the View Settings button (i.e., two gears icon). This will open the Advanced View Settings window. Click on the Conditional Formatting button. In the Conditional Formatting window, a list of "Rules for this view". Detailed instructions with examples can be found [here](#).

A final note on conditional formatting in Outlook: Similar to how conditional formatting in excel can only be applied to a single sheet at a time. Outlooks conditional formatting rules will only apply to the mailbox you are viewing when you open the View Settings. This means that you would have to apply these rules individually to your Inbox, Sent Items, Deleted Items, archive folders, etc.



**ASMC – Aviation Chapter
Executive Board Meeting Minutes
23 April 2021 (1300-1400)
CVR Teams Meeting**

I. Call to Order - President:

II. Attendance/Reports

Treasurers: Rebecca Workman, 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 (A)

At Large: Amy Williams

Contractors: Patrice Solorzano (A)*Ask Rhonda send new membership list (for all)

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 (A)

Community Activities: Rhonda Pepitone

Health & Wellness: Fernando Mason (A)

Membership: Rhonda Pepitone, Cynthia Payne

Professional Development: Vacant

Programs: Tammy Pendergast (A)

Ways & Mean: Vacant

(A) = In Attendance

III. General Business:

- A. OLD:
- B. Open positions: Secretary, Professional Development, Awards, Ways and Means, Community Activities
 1. Rhonda Pepitone has volunteered to take over the Membership Committee.
 2. Verify current chairs will return for next year.
 3. Pres-Elect Beth stated she'd like early careerists to assist with positions for next year.
- C. Open Co-Chairs: Programs Committee
- D. VPs up for election this year: AFAA, AFLCMC, and Contractor VPs. AFMC and 88th CPTS VPs also indicated they would need replaced at the end of this year (June). For the



organizations needing new VPs, the current VPs needs to request nominations and then hold a vote. Established suspense for new VPs (15 June). All new officers should be inducted during the June Meeting.

iv. Chapter coins: Need to order a minimum of 100. (Heather will work on this!)

v. National & Local Annual Awards:

1. We have awards to present for last year and current year – if any of the VPs are able to present to the award winners in their organization, please let Sheena know.
2. Based on the discussion during last month's meeting, and the subsequent Board vote (via email) we awarded one award per category.

vi. Mini-PDI. Next Wednesday-Thursday!

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 – virtual social (i.e. via Zoom) to help get more people involved in the chapter.

B. NEW:

- i. Potential virtual meetings – upper management lead topic to have discussions (10-15 people)
 1. Have people submit topics.

ii. Next member meetings:

1. May – TBD
2. June – TBD
3. Future speakers: Lt Col Wolfram (June?), Kearney & Co.
4. Please let Tammy Pendergast know about any potential speakers.

iii. Adjourned at 1339.



ASMC's CDFM

We are excited to announce that ASMC is offering CDFM Module's 1-3 the week before PDI, and registration is now open.

Take a deep dive into the core areas of Defense Financial Management with ASMC's Certified Defense Financial Management (CDFM) Refresher courses!

Each CDFM Refresher course provides intensive instruction focused on the material covered in one of the three modules of the Enhanced Defense Financial Management Training Course (EDFMTC). Although there are no prerequisites, the course is intended for those who have completed a significant amount of exam preparation and wish to "top off" or refresh their knowledge prior to taking a CDFM exam. The CDFM Refresher Courses are currently being held in a Virtual setting.

The CDFM Refresher Courses are currently being held in a Virtual setting. These are LIVE, Instructor-Led Training hosted via the Zoom platform (not on the PDI platform). Choose the module for which you need a refresher or register for all three modules prior to taking your CDFM exams. Note that registration is limited to the first 40 attendees for each Module.

Dates: May 24-26

May 24: CDFM Module 1-(1 Day)-Resource MGMT Environment: 0800 ET

May 25: CDFM Module 2-(1 Day)-Budget & Cost Analysis: 0800 ET

May 26: CDFM Module 3-(1 Day)-Accounting & Finance: 0800 ET

Each Module is \$250.00 each (does not include a text book or exam)

<https://imis.asmconline.org/net/Products.aspx?category=refresher>

Celebrating 20 Years Strong!

The Certified Defense Financial Manager certification program turned 20 this year! Help us congratulate and celebrate those who have earned a CDFM or CDFM-A. They have demonstrated a commitment to excellence in defense financial management and joined an elite group of highly qualified professionals.

The CDFM is the Sign of Distinction in Defense Financial Management!

CDFM Program Background

The CDFM is a professional, assessment-based certification originally developed by ASMC in partnership with the Department of Defense and the Chauncey Group, a wholly owned subsidiary of the Educational Testing Service. The CDFM exams went live in the year 2000. The CDFM Program is governed by the ASMC Certification Commission, and the ASMC Certification Department runs the day-to-day operations.*

OUUSD-C Now Accepts the CDFM as an Alternative to DFMCP Certification

In January 2021, the Office of the Under Secretary of Defense released a Policy Memorandum announcing the CDFM™ as one of five professional certifications that can serve as an "Alternative Professional Certification" to any of the three DFMCP certification levels. This exception to policy means you can now "present and maintain" the CDFM to meet any of the three DFMCP certification levels—earning the CDFM gives you a transferable, test-based credential that can be used anywhere in Federal service or the private sector!



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
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. Cynthia Payne; Rhonda Pepitone
Professional Development	Vacant
Early Careerist	Ms. Sandra Moncree
Programs	Ms. Tammy Pendergast
Tickets	Ms. Elaine Norsworthy
Ways & Means	Vacant

