



Wright Flyer

January 2022

This Issue:

Message from the President	1
Chapter Luncheon	2
Chapter Member News	3
FM Article	4
Professional Development Corner	6
ASMC Achievement Awards	7
Treasurer Report/Chapter Calendar	8
Computer Tips & Tricks	9
Executive Board Meeting Minutes	11
ASMC National News	13
Executive Board Roster	14

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Chapter President

Beth Jankowski

I saw a Word of the Day a few weeks back that has me pondering and thought to bring my thoughts to you. The word is *spuddle* defined as to “work tirelessly without achieving anything of worth. To put in a great deal of effort and achieve only very little.” (<https://www.definitions.net/definition/spuddle>) We have spent days like this and as frustrating as it is, it is part of the job. For example, you research or accomplish a complex analysis just to find your work was for naught.

Last year we had a luncheon where Ms Richardson discussed Mindfulness. She encouraged us to do breathing relaxation. I use this breathing technique when I am given a complex job and try to determine the most effective way to accomplish the task. Again, I use this technique when my job jar is overflowing and I must determine priorities. I have found taking the time to use Mindfulness has greatly diminished my *spuddling*.

The same can be said about careers. If you feel your career has *spuddled* or you want to elevate your career, take the time to really consider the work and direction you need to take. Your career may need more than a breathing exercise reflection. I recommend for you to **mindfully** consider a coach and mentor. MyPers just released a message about coaching services and you should take advantage of this program. A coach provides guidance on discovering your goals and how to reach your full potential. A coach is different than a mentor who uses personal experience and knowledge to suggest steps to develop your career. For example, a GS-12 has a development goal to become a financial manager at GS-13 level. A mentor would provide suggestions to move to a MAJCOM, AFMC Center, or take a job that provides procurement funds experience. With a coach, your goal to get that GS-13 is more specific to personal development such as improving communication and leadership skills. For example, you tell the coach, “I want to better handle interpersonal conflict tactfully with an end goal to collaborate than win.” The coach will guide you to develop actions and progress checks by asking thought-provoking questions needed to succeed with your goal. Using mindfulness, seeking a mentor, and engaging with a coach are all great tools to minimize *spuddling*. Change your Word of the Day from *spuddle* to effectual!

See more on Mentoring on pages 4-5 of this Newsletter!

To start your Mentor experience: Go to MyVector at <https://myvector.us.af.mil/> or email Team Wright-Patt Mentoring Program at 88FSSFSDEDMentoringProgram@us.af.mil

To apply for or get more Coaching information: https://mypers.af.mil/app/answers/detail/a_id/52059

January Member Meeting



On Tuesday, 25 January 2022, Mr James Oberg, DEAMS Deployment/Training team contract lead, spoke on the topic “DEAMS Miscellaneous Payments”. Mr Oberg presented what is Miscellaneous Payments and why we are doing the new process in DEAM, and the long term benefits to the Air Force.

Ms Jankowski, presented Mr Oberg with a virtual Certificate of Appreciation and a donation in his name to the Wounded Warriors Project. Ms Jankowski adjourned the meeting.

Upcoming Member Meetings:

Date: 22 February 2022

Speaker: Olivia Lehman, CHPS Health Promotion Coordinator

Topic: Heart Health

Date: 22 March 2022

Speaker: Tracy Cramp, Deputy, AFMC/FMM

Topic: CAM

Mark your calendars for the ASMC Aviation Chapter Mini PDI - 12-13 April 2022

February Events Flyer:

<https://usaf.dps.mil/sites/21288/FSS/FSD/FSDE/EE/Lists/Announcements/Attachments/87/WPAFB%20Education%20February%202022%20Flyer.pdf?web=1>



Congratulations

Kristen Wentworth, promoted AFRL/RGFE DO-03 Branch Chief



Team Wright-Patt Mentoring Program stages 2022 kickoff

January is National Mentoring Month, and the Team Wright-Patt Mentoring Program kicked off its 2022 series, which promotes professional development and growth while encouraging military members and civilian employees to develop new or different skills.

Sharon Heilmann, Team Wright-Patt Mentoring Program manager for the 88th Force Support Squadron's Workforce Development Element, hosted the year's first virtual checkpoint Jan. 18 with over 180 participants. Overall, the program has 230 individuals enrolled, forming 155 mentor-mentee teams.

Keynote speakers were Gregory Leingang, 88th Air Base Wing vice director, and Shawn Meyers, also from the Education and Training Section's Workforce Development Element. Leingang discussed his experiences as a mentee and mentor and the base program's importance. Meyers conducted a presentation on "Mentoring in the Virtual World."

Leingang described why mentoring is so important.

"So why do we do this mentoring?" he asked. "First and foremost, it's the job of a leader to grow more leaders. Secondly, we do this to attract and retain a superior workforce. We also do mentoring to develop what I call the human weapon system. We are weapon systems; we bring with us a set of capabilities that we're able to employ for the purpose of solving really critical and hard problems, and so we have to build into ourselves that capability."

He said there is a temptation for mentees to only hear what they want and disregard the things they don't want to hear. They must recognize that growth is hard and discomfort is real when they are trying to grow and develop.

Mentees should realize that feedback is "coming from a place of true caring," Leingang added. Meyers discussed the mentee-mentor relationship in a virtual world.

"Traditionally, we usually communicated face to face with people within our office, work centers or a meeting," he said. "But when you communicate with people outside of your office or workspace, you would normally communicate with them virtually through phone calls or email. During COVID, we've all had to adapt and overcome."

"The reality is that current technology existed prior, but now, we're just forced to use it even more and for some things such as that traditional thinking of mentoring we realize that we need to change our framework, our mindset, that it's OK to do things virtually. I'm not saying it's better or worse. It's just different."

Last year, the Team Wright-Patt Mentoring Program had over 200 mentors and mentees from across all major units on base.

"We're excited that the value of Team Wright-Patt Mentoring Program continues to be recognized," Heilmann said. "Our current program is comprised of many first-time and returning participants, ranging from senior airman to colonel and GS-5 to GS-15. Many of the returning participants were previous mentees who are now expanding their personal development by taking on the role of mentor in this year's program."



“As part of the program, we provide resources such as educational presentations, monthly meetings, senior leader panels, and newsletters to support mentors and mentees as they work together to maximize the benefits of their mentoring experiences.”

The 2022 program was developed based on feedback from last year’s participants. This year, the Team Wright-Patt Mentoring Program will host two cycles: January to June and July to December.

The Education and Training Section will begin enrollment in April for the year’s second phase. The voluntary opportunity is open to all Wright-Patterson Air Force Base military and civilian personnel (excluding contractors).

For registration details, send an email to 88FSSFSDMentoringProgram@us.af.mil or Sharon Heilmann at sharon.heilmann.1@us.af.mil.

Published Jan. 28, 2022

By Richy Rosado

88th Air Base Wing Public Affairs





The ASMC Earlier Careerist has confirmed the following speakers to brief at their virtual luncheons.

All are welcome to attend!!

Speaker: Ms. Chantelle Dow

Date: February 8 from 11:30 – 13:00

Topic: “Creating a Results-Oriented Resume”

Join MS Teams Meeting (copy/paste link into your browser)

https://dod.teams.microsoft.us/l/meetup-join/19%3adod%3ameeting_15908c9260734b3ab974e6b92a01b2d4%40thread.v2/0?context=%7b%22Tid%22%3a%228331b18d-2d87-48ef-a35f-ac8818ebf9b4%22%2c%22Oid%22%3a%22db4c3683-46bd-46dc-b430-36ae9de49253%22%7d

If unable to log in (410) 874-6750 Conference ID: 372 334 166#

Speaker: Ms. Jodi Pierri

Date: March 1 from 11:30 – 13:00

Topic: “Pierri on Purpose”

Join MS Teams Meeting (copy/paste link into your browser)

https://dod.teams.microsoft.us/l/meetup-join/19%3adod%3ameeting_e75e6aa778634204a5827d53ef8daeea%40thread.v2/0?context=%7b%22Tid%22%3a%228331b18d-2d87-48ef-a35f-ac8818ebf9b4%22%2c%22Oid%22%3a%22db4c3683-46bd-46dc-b430-36ae9de49253%22%7d

If unable to log in (410) 874-6750 Conference ID: 317 114 405#

Looking for Job Opportunities? *Job Boards:* <https://org2.eis.af.mil/sites/22788/Lists/AFMC%20FM%20Job%20Boards%20Links/AllItems.aspx>



Wright-Patt FM Leaders and FM Community,

Note: Suspense date extended to 9 February for Achievement Awards submittal.

It's that time of year again – to nominate outstanding individuals and teams for American Society of Military Comptrollers (ASMC) Aviation Chapter **Calendar Year 2021 Achievement Awards!** Please see our chapter website [<https://www.asmc-aviation.org/>] or contact Ms. Fast or your organizational VP for nomination forms. All achievement award nomination **forms should be submitted to sheena.fast@us.af.mil by 9 February 2022.** Ms. Fast will respond to all submissions to verify receipt, so if you don't hear back within 1-2 business days, please follow-up. (Note: achievement award nominees do NOT have to be ASMC members.)

We ask that you encourage your leadership teams to prepare and submit deserving individuals or team for one of the award categories (Accounting, Acquisition/Cost Analysis, Auditing, Budgeting, Comptroller/Deputy Comptroller, Contractor Support, Intern/Trainee, Finance, Resource Management, Small Team, Large Team). All nominees will be reviewed by a panel for our local awards and will also be submitted for the ASMC National Achievement Awards competition.

Members Additionally, financial educational assistance programs, the essay contest and other membership awards are also open for entries. Please see the ASMC website for more details and requirements: <https://asmc.secure-platform.com/a/organizations/main/home>. This year's **essay contest [due to National by 28 Feb]** theme is the question "Recruiting and retaining talented financial managers is essential to DoD operations. What specifically would you share with a prospective employee to motivate them to consider federal employment in the financial management career field, and what you highlight as the most important reason for a current employee to continue serving?" For the **Elsie Steffany Memorial Scholarship Award** (Award includes CDFM enrollment, textbook, EDFMTC, 3 exams, PDI registration), **submit your self-nomination to sheena.fast@us.af.mil by 18 January 2022.** Only ONE may be submitted for each chapter, so we will evaluate all nominations received to select the chapter submission. Ms. Fast will respond to all submissions to verify receipt, so if you don't hear back within 1-2 business days, please follow-up.



TREASURER'S REPORT

December 2021

Treasurers: Dawn O'Connell and Rebecca Workman



	WPFCU - Chapter General Funds	Fidelity - Chapter Investments	Fidelity - Augsburg Scholarship
Beginning Balance	\$19,961.10	\$161,553.74	\$148,354.06
+ Income	\$540.06	\$2,118.89	\$2,004.29
- Expenses	\$0.00	\$0.00	\$0.00
Ending Balance	\$20,501.16	\$163,672.63	\$150,358.35

Note:

The Fidelity ending balances are 31 December 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

22 Feb	Speaker: Olivia Lehman, CHPS Health Promotion Coordinator
22 Mar	Speaker: Tracey Cramp, CAM
12-13 Apr	Speaker: ASMC Aviation Chapter Mini PDI



Advanced Search in File Explorer

Windows makes it easy to search for files on your computer. Pressing WindowsKey+S will open Windows search, which allows you to search your entire computer (can take more time). Additionally, you can press Ctrl+E while in a specific folder using File Explorer to search that folder and its' subfolders. Starting the search at the lowest folder level possible is usually quicker than searching the whole computer if you know roughly where to find what you are looking for. However, if the folder you are searching is large with many subfolders and files then the search may still take a lot of time. This is true if you have no idea where to look and need to search your whole computer. File Explorer's search contains some simple, but powerful, advanced search terms that you can use to make digging through thousands of folders a little easier. Some of these terms include "size:", "datecreated:", "datemodified:", "kind:", etc. For example, say you want to find a really big file on your drive. This could be a challenge because there are so many files on your drive. Open File Explorer, navigate to where you think the file is, and then press Ctrl + E to search it. If you type "size:gigantic" and press enter, this will search for all files in the share drive that are larger than 128 MB. Another example would be searching for "datecreated:yesterday" will find all files that were created yesterday. Searching "datemodified:today" will find all files that were modified today. You can also combine these terms. Searching " datecreated:a long time ago kind:picture" will find all pictures that are more than a few years old.

One nice thing is that you do not have to know all of the fields to search. If you type "datecreated:" then a small calendar will appear allowing you to select specific dates or ranges. Typing "kind:" will show a dropdown list of the different types of files that you can search. Additionally, if these helpful dropdowns do not appear or you want to know more query terms, then this article ([https://msdn.microsoft.com/en-us/library/aa965711\(v=vs.85\).aspx](https://msdn.microsoft.com/en-us/library/aa965711(v=vs.85).aspx)) does a very good job of showing tables that demonstrate how to search based on specific criteria.

Note: you can also search for a specific file type by using file extensions. For example, if you would like to search for Excel files you could simply search for ".xls", ".xlsx", etc.

Task View Timeline

Pressing WindowsKey+Tab, or clicking on the box icon to the right of the Start Menu button in the bottom-left corner of your taskbar, will open Task View. This view will show all of the open windows on the screen at once. Additionally, you can see any open virtual desktops. Task View is very helpful when you have several programs running and need to jump between them. When you use this on a computer that has multiple monitors/displays, each monitor will only show the windows that are being used on it. Task View will also open when you use Windows Snap (e.g., you snap a window to one half of the screen then Task View will open and you can select which window you want to display on the other half). This article (<http://www.pcworld.com/article/2952864/windows/how-to-use-windows-10s-task-view-and-virtual-desktops.html>) does a good job of walking through Task View as well as the Virtual Desktop and Snap features.

Windows' Task View also contains a valuable timeline, which can be used to see the user's recent activity from the last 30 days. With task view open, scroll down below the open windows and an "Earlier Today" section should be listed. The further the user scrolls, the further back in time they can see. A scroll bar is available on the right-hand side of the screen for quickly scrolling to a specific time. Here is an article that breaks the Timeline down with pictures (<https://support.microsoft.com/en-us/windows/get-help-with-timeline-febc28db-034c-d2b0-3bbe-79aa0c501039#:~:text=Timeline%20is%20a%20feature%20that,or%20a%20specific%20past%20date.>).

More Efficient Google Searches

The tips below are some ways you can more quickly search the internet. While Google is the search engine of focus in these tips, some of these tips (e.g., Boolean, quotation marks) will work with most search engines.

Boolean search: A Boolean search is best described as using math to do your search. Specifically, the use of plus and minus signs in your searches to ensure that specific words are included or excluded from the results respectively. Using a plus sign usually has minimal impact since most search engines will treat each word in your search as if they had a plus sign. However, the use of a negative sign (i.e., dash) will help you narrow your search more quickly in some instances. Searching Google for "mustang", "mustang -car", or "mustang -horse" will return general results for mustang, only results that do not use the word "car", or only results that do not use the word "horse" respectively.

Quotation Marks: You can search for exact terms using quotations marks in the order you put them instead of simply results that contain all the terms you are searching. As search engines become more effective, the need for quotation marks has decreased.



Asterisk: As with many programs, search engines will use the Asterisk as a wildcard character. For example, searching "child safe *" will return results which include child safety education, child safety standards, etc. where "child safe" will return results specifically containing the terms "child" and "safe".

Tilde: Including a Tilde will include synonyms in the results. For example, "~gifts" will include results that contain "gifts", "presents", "handouts", etc.

Double Period: Two periods can be used to indicate a range. For example, you could search "laptop \$300..\$500" to search for laptops between \$300 and \$500.

Queries: You can perform specific queries using a few key words such as "site:", "link:", or "related:". For example, if you want to search for "recipes" but you only want results from health.gov, then you would search "recipes site:health.gov". Similarly, you could search for all sites that link to google.com by searching "link:google.com". Finally, you could find all sites similar to Google by searching "related:google.com"

Reverse Image Search: Google give the option to perform a reverse image search. This can be used to search using a picture instead of a set of terms. Simply click on the "Images" tab on Google's main page. You should see a camera icon to the left of the magnifying glass icon you use to start a search. If you click on the camera, you will get the option to paste a direct image link to a picture or to upload an image from your computer. Once you have entered a URL or image, click on the "Search by image" button.

Outlook Web App Keyboard Shortcuts

Many of the email shortcuts below will work best when you have selected a message but not clicked inside the email itself.

Q – Marks the selected message(s) as read

U – Marks the selected message(s) as unread

Delete – Deletes the selected message(s)

R – Opens a draft reply to the selected message

Shift+R – Opens a draft forward of the selected message

Shift+? – Opens a window displaying all of the available keyboard shortcuts along with a link to edit them

C – Opens the Categorize message menu

V – Opens the Move message menu

Ctrl+K – To insert a hyperlink while composing a message



**ASMC – Aviation Chapter
Executive Board Meeting Minutes
20 January 2022 (1003-1111 hrs)
Microsoft Team (CHES)**

I. Call to Order - President: Beth Jankowski, 1003 hrs.

II. Attendance/Reports

Treasurers: Rebecca Workman, Dawn O'Connell

Secretary: Shawn Kain (A)

President-Elect: TBD

Vice-Presidents

AFAA: Brian Surowiec (A)

AFLCMC: Dawn Holding (A)

AFMC: JoAnne Hutchison (A)

AFRL: Kristen Wentworth

At Large: Amie Satterfield

Contractors: Patrice Solorzano (A)

88th CPTS: Shannon Noles

Committee Chairs:

Audit: Stephanie Burd, Michelle Hatton

Augsburg Scholarship: JoAnne Wills

Awards and Recognition: Sheena Fast (A)

Chapter Competition: Heather Brodess (A)

Communications: Colleen Robinson

Advertising/Publicity: Anita Kearns

Webmaster: Jonathan Paden

Facebook Page Admin: Tracy Kremer

Community Activities: Vacant

Health & Wellness: Fernando Mason

Membership: Rhonda Pepitone, Cynthia Payne (A)

Professional Development: Vacant

Early Careerist: Sandra Moncree (A)

Programs: Tammy Pendergast (A)

Tickets: Elaine Norsworthy

Ways & Mean: Vacant

(A) = In Attendance

II. General Business

A. OLD:

- i. **Mini-PDI:** Beth suggested holding the Mini-PDI from 12-13 April. JoAnne Hutchison has the template for the conference approval package. We need a theme for the event. Suggested themes include Innovations, Virtual, Automation, and Analytics. Beth will send out a call for more ideas for themes, and she will also discuss them with BGen Greiner (AFMC/FM Director). Also, we need six speakers. Brian will check on getting a speaker from AFAA. Sheena also suggested having a speaker from Space Force. In addition, Beth will check to see if BGen Greiner and/or Ms. Keck (AFMC/FM Deputy Director) are able to speak, as well as Ms. Bickett (former AFMC/FM Deputy Director and current SAF/FMBI Director).



- ii. **President Elect:** We currently do not have a President-Elect. AFLCMC is slated to serve next in the role of Chapter President.
- iii. **Awards:** Sheena is working on awards. She's only received one package so far. Packages are due to National by 31 January, and Sheena needs any remaining packages by 26 January.
- iv. **Fundraisers:** We need someone to chair fund-raising events. Please let Beth know if you have a good candidate.
- v. **Community Activities:** We still need someone to lead a one-time event. If the board members know of a good candidate, they should submit the name(s) to Beth. JoAnne Hutchison contacted the House of Bread. Because of COVID concerns, House of Bread is not taking volunteers for cooking. House of Bread will, however, accept volunteers to help with cleanup and other activities. Also, Beth contacted Fisher Nightingale House about doing yardwork in the spring/early summer for a community event. An event with the Honor Flight was also suggested. JoAnne also commented that maybe we should focus on outdoor activities because of COVID and social distancing. If anyone has other ideas for Community Activities, please let Beth know.
- vi. **Luncheon Updates:** We need speakers for May, June, and July 2022. Please let Tammy Pendergast know if you have any ideas. Possible speakers suggested at the meeting include Kathy Sowers (current AFMC/A5/8/9 Director and former AFLCMC/FM Director), Michael Brame (88 FSS/FSDet), and someone from Foreign Military Sales. Tammy also suggested someone from AFRL to discuss Digital Transformation at a luncheon.
- vii. **Early Careerist Program:** Saundra Moncree reported at least 75 people attended the January Lunch-and-Learn session. For 8 February, Chantele Dow, Financial Management Director at AFPC, will discuss Resume Writing. For 1 March, the speaker is Jodi Pierri (AFLCMC/FZH Chief), and the topic is Leadership/Professional Development. Saundra will send calendar invites.
- viii. **Facebook Page Admin:** Beth will send Shawn an item to post.
- ix. **Website Admin:** Please send Jonathan Paden any items to post.
- x. **Chapter Competition:** We need to ensure we keep track of articles that members write so we get competition points. Heather and Beth also compiled a list of items we need for Chapter Competition: IRS Form; Audit Report; Membership Plan; Articles by ASMC members published in magazine or similar publications; Summary of Early Careerist Activities; and updates to the Website.

B. NEW:

- i. No new business.
- ii. Meeting adjourned at 1111 hrs.



CDFM Practice Test Tool for Modules 1, 2 and 3

Our candidates have been asking us for additional exam preparation tools, and we listened! The CDFM Practice Test is an online assessment resource for individuals preparing to take the CDFM exams. This tool is designed to help build your confidence and identify areas in which additional exam preparation may be needed. To learn more - <https://asmconline.org/cdfm/practice-test>

3 Modules—3 Months—Unlimited Access!
\$59 gives you 3 months of 24/7 access to:

- Over 100 questions for each of Modules 1, 2, and 3, across all 10 domains
- All exam items were written by subject matter experts for the CDFM exams
- Digital flash cards
- Unlimited, fully customizable tests
- Immediate, domain-level feedback
- Resource web links in one place
- Examination resource documents in one place
- An opportunity to identify personal strengths and weaknesses
- Familiarity with CDFM exam item format
- Full mobile optimization

ASMC PDI 2022

American Society of Military Comptrollers (ASMC) is happy to announce our first hybrid Professional Development Institute (PDI) 2022! We will be offering the option to attend PDI in-person in Atlanta Georgia, as well as an option to attend in a virtual capacity.

The PDI is ASMC's premier training event and will take place 1-3 June 2022 in Atlanta Georgia at the World Congress Center and on ASMC's Virtual Platform.

Pre-Conference courses maybe offered 30 May through 31 May, and those offerings will be confirmed prior to registration opening.

Join ASMC for this fantastic opportunity to learn and interact with participants from Service HQs and major commands, and to collaborate with leadership and peers. This event also showcases individuals and teams recognized by ASMC for their excellent contributions to the field of defense financial management in 2022. The PDI 2022 program will include general and Service Day sessions, mini-courses, and workshops that will focus on multiple defense financial management competency areas.

Important Information about PDI 2022

ASMC will be requiring vaccination to attend PDI in-person in Atlanta
More information to come on how to verify vaccination status

In-person attendance will be limited for PDI 2022.

Allocations for our services will be determined no later than February 1, 2022
ASMC's virtual program will include selected courses from the live in-person training.
The format (live, recorded) will be determined prior to registration launching
Those recordings that are made available will be offered for 6 months or more following PDI for you to obtain full credits for all offered sessions.



2021-2022 Executive Board

President	Ms. Beth Jankowski
President-Elect	TBD
Secretary	Mr. Shawn Kain
Treasurers	Ms. Rebecca Workman; Ms. Dawn O'Connell

Organizational Vice Presidents

88th CPTS VP	Ms. Shannon Noles
AFAA VP	Mr. Brian Surowiec
HQ AFMC VP	Ms. Joann Hutchinson
AFRL VP	Ms. Kristen Wentworth
AFLCMC VP	Ms. Dawn Holding
At Large VP	Ms. Amie Satterfield
Contractor VP	Ms. Patrice Solorzano

Committee Chairs

Audit	Ms. Stephanie Burd; Ms. Michelle Bahan
Augsburg Scholarship	Ms. JoAnne Wills
Awards and Recognition	Ms. Sheena Fast
Chapter Competition	Ms. Heather Brodess
Communications	Ms. Colleen Robinson
Advertising/Publicity	Ms. Anita Kerns
Newsletter Editor	Ms. Colleen Robinson
Photographer	Ms. Tracey Hearn
Webmaster	Mr. Jonathan Paden
Community Activities	Vacant
Health & Wellness	Mr. Fernando Mason
Membership	Ms. Rhonda Pepitone; Ms. Cynthia Payne
Professional Development	Vacant
Early Careerist	Ms. Sandra Moncree
Programs	Ms. Tammy Pendergast
Tickets	Vacant
Ways & Means	Vacant

