



Wright Flyer

October 2021

This Issue:

Message from the President	1
Chapter Luncheon	3
Chapter Member News	4
FM Article	5
Treasurer Report/Chapter Calendar	7
Computer Tips & Tricks	8
Executive Board Meeting Minutes	9
ASMC National News	11
Executive Board Roster	12



Chapter President

Beth Jankowski

Greeting Aviation Chapter Members!

November is the month that we reflect on our Thankfulness. Thankfulness should be all year, but this month we tend to focus on what we've been given. Why should we focus on thankfulness? It improves who you are.

"Taking the time to be thankful and appreciative for things you have received, tangible or intangible, makes you feel more positive emotions, relish good experiences, improves your health, helps you deal with adversity and builds strong relationships — all crucial traits both in and out of the workplace" (<https://www.cnbc.com/2017/11/22/how-being-thankful-can-boost-your-well-being-and-success.html>)

Thankfulness can be two-way. Thanking those around us can bring positivity into the office as well. Think about it, when you get "job well done" how much better you feel. So express you're your heart-felt thank-you to your fellow co-workers. If you are a leader, gratitude is even more important to edify your team and the value they bring. I will start. I am thankful for the awesome financial managers who volunteer to be vice presidents, committee chairs, and the support members. Their support to our Chapter is valuable and we could not reach our vision without their time and efforts. Next I am thankful for all of you. Attending luncheons, providing feedback, and volunteering for efforts are the bread and butter to making us a premier 5-Star Chapter.

A friend decided this month to post daily what he is thankful for. Reading his posts reminds me to ponder on my blessings as well. I feel better and THANKFUL. Below is an acrostic that I made to help you remember to be thankful.

Think about the blessings you have received
 Heal past hurts that prevent you from feeling gratitude
 Admire those around you and let them know how much you value them
 Nourish your soul through introspection and fun events
 Kindness goes a long way
 Smiles can improve your mood, so keep smiling



Twitter: @asmctweets

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

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

LEADERS NEEDED!!

Do you want to add to your leadership toolbox? Join our team and volunteer to lead a committee! The job comes with great networking, visibility, and great fun! We are looking for leaders for the following committees:

- Professional Development
- Community Activities
- Ways & Means committees

Contact me at Marilyn.Jankowski@us.af.mil if you have questions or interested.

COMING SOON – PROFESSIONAL DEVELOPMENT CORNER

The Professional Development Corner is coming soon to our monthly newsletter. This corner will link you to training opportunities, announce virtual roadshows, offer self-improvement tidbits, and connect you to job opportunities.

Looking for Job Opportunities?

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



October Member Meeting



On 28 October 2021, Mr James Bell, Jr, Acting Chief of the Working Capital Funds Division, presented “Ethics in the Workplace” at the ASMC Aviation Chapter virtual luncheon meeting. Mr Bell explained the costs of unethical decisions, provided several real-life examples of unethical decisions, and how some rationalize their unethical decisions. He challenged the audience to stop and consider a situation, ask questions, and disclose if necessary to make an ethical decision. Mr Bell explained how to create an ethical environment by starting with yourself, develop a culture that embraces ethics, include stakeholders, be accountable, create ethic guiding precepts, and follow through by rewarding valued behavior. He described two ethical approaches, three dimensions, and constraints we commonly encounter. He summarized his presentation by highlighting our reputation and asking the audience ‘can others count on us to do it right?’ Ms Jankowski, presented Mr Bell with a virtual Certificate of Appreciation and a donation in his name to the Wounded Warrior Project. Ms Jankowski adjourned the meeting.

Upcoming Member Meetings:

Date: Wednesday, 8 December 2021

Time: 9:30am – 11:00am

Speaker: Ms. Olivia Lehman, Civilian Health Promotion Services

Topic: “Get Your Plate in Shape and Stress Less for Healthy Holidays”

Date: Tuesday, 25 January 2022

Time: 11:30am – 1:00pm

Speaker: Mr James Oberg, DEAMS Functional Mgmt Office

Topic: DEAMS training



2021 Christmas Angels

It's that time of the year for the 2020 Christmas Angels. This is a joint venture between the ASMC Aviation Chapter and the American Legion Unit 776. Everyone has always been so generous in the past for these wonderful children. All Angels will receive gift cards from their sponsors again this year. Final drop off/pick up day for all gift cards will be December 3rd, 2021. If you are interested, please see the information below or contact Tammy Pendergast.



~2021 Christmas Angels~

Would you like to Adopt an Angel ?

In Partnership with
American Legion Unit 776
&
ASMC/WPAFB





We still want to continue our favorite project this year, so in order to do this we will continue to collect gift cards for all of our Angels this year.

Drop-off/Pickup deadline will be Friday, December 3rd, 2021

~This will allow the parents time to shop~

If you would like to adopt an Angel, please reply to me on this email or please contact:

Tammy Pendergast (937)369-8869 or
Juanita Ballard (937)260-3685



Congratulations

Lt Col Lowe Jahayra / AFMC/FMAO selected for DT vectored positions, Summer 2022



myFMHub is Live

The myFMHub was developed by the SAF/FM Workforce Management to improve mission capability by serving as the central gateway to all things FM (information, news, training, resources). The myFMHub evolved from myCareer and all information validated by SMEs. The myFMHub is organized around five primary functional areas: Accounting, Budget, Cost, Financial Operations, and Education and Training. There are also two overarching functional areas for Career/Workforce Development and Quality Assurance. Together these seven areas make up the foundation for myFMHub's organizational structure.

The myFMHub homepage can be roughly divided into 8 sections:

- 1) Header bar
- 2) Welcome section and Functional tiles
- 3) News and Events Highlights
- 4) Latest Periodicals
- 5) Experience (what's new)
- 6) Recent Spotlights
- 7) FM Mission and Workforce Visual
- 8) Footer bar

The **Header** bar section of the homepage contains many useful connection points for myFMHub users, including: a feedback link, Quick Links, Directory and a navigation section, which facilitates access to everything on the site. Of note, the MyAccount link on the top right of the header bar section facilitates access to user's dashboard, profile, and IDP.

Quick Links is a curated selection of links submitted by subject matter experts, to enable the FM community to accomplish its duties successfully and efficiently. Links can be filtered by category alignment and are searchable from the search function.

The **Directory** icon includes key FM leadership in a digital format similarly organized to the Fall FM Magazine. The bulk of the page is MAJCOM aligned key leaders; each icon can be clicked to quickly scroll to that MAJCOM. The directory can be searched from the directory page itself as well as the site's search capability. In addition, under MyAccount you can access your user dashboard, profile, or your myFMHub IDP.

Functional Pages

The functional pages were built to provide foundational information for career fields, as well as to be a resource for those outside the career field who may be interested in learning about other parts of the FM team. The "Available Jobs" tile at the footer of each functional page takes users to USAJobs, and if provided, select MAJCOMs have links to internal job boards under quick links. In addition, 'hot job' announcements are shared on myFMHub under the Events section.

Career Pages

The career pages on myFMHub are each intended to provide meaningful subject matter for that particular field, mimicking the information in the FM Primer. This alignment with the primer allows the same five areas on each career page: Career Track, Experience, Education & Training, and Opportunities.



Trending and Spotlights

Trending is the gateway for FM news and events, and **Spotlights** focuses on key FM topics with a mix of stories and articles. Think of **News** as short, informational items of interest to the FM Community. **Events** are time-bound activities (training, job announcements, AF FM calendar events, and other items). Spotlights are web-based feature length articles of interest to the FM community.

Resources

The Resources Section of myFMHub has a broad grouping of information. Included in the resources section of the site are: Periodicals (FM Magazines, Newsletters, and Videos), Strategy Pages (Excerpts from FM Strategic Plan, Human Capital Strategy, and FM IT/Data strategy), Quality Assurance (QA material including other management activities) and Regulations and Policy (stand-alone page for regulations, including SAF/FM level memorandums for record.

Collaboration

The Collaboration section of myFMHub presents users with different tools to collaborate, communicate and share files.

About

The About section of myFMHub includes information on Air Force FM Leadership (currently under construction), Awards and Promotions/Retirements pages. The awards and promotions/retirements pages mimic the information currently in the FM Magazine, to include the Yearly FM and Comptroller awards, Special Acts and Services awards, and the quarterly Aces High awards.

The myFMHub will continue to add content and functionality as the site continues to be developed. In addition, you can submit recommendations for news, events, functional page updates, or a other helpful information for the FM Community via the FMEW Workflow - saf.fmew.workflow@us.af.mil

Stay in-the-know with upcoming webinars, development opportunities, tools, and more:

myFMHub: <http://go.usa.gov/xMHj2>

FM Professional Development Hub SharePoint: <https://usaf.dps.mil/teams/fmhub>

Facebook: <https://www.facebook.com/USAFComptroller/>



TREASURER'S REPORT

September 2021

Treasurers: Dawn O'Connell and Rebecca Workman



	WPFCU - Chapter General Funds	Fidelity - Chapter Investments	Fidelity - Augsburg Scholarship
Beginning Balance	\$20,980.92	\$155,077.55	\$146,613.01
+ Income	\$0.06	(\$2,250.87)	(\$6,549.15)
- Expenses	\$670.00	\$0.00	\$0.00
Ending Balance	\$20,310.98	\$152,826.68	\$140,063.86

Note:

The Fidelity ending balances are 30 September 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

08 Dec	Speaker: Ms. Olivia Lehman, Civilian Health Promotion Services
25 Jan	Speaker: Mr James Oberg, DEAMS Functional Mgmt Office



Connect SharePoint Calendar to Outlook

SharePoint calendars are useful tools for sharing and advertising events without sending direct meeting invitations. Users who use SharePoint calendars heavily, the Connect to Outlook feature may be of interest. When a SharePoint calendar is connect to Outlook, it will show up as a separate calendar in the user's Outlook calendars view. A connected SharePoint calendar can be viewed the same way the calendar of another user that has been opened. Additionally, the calendar is synced and when the user adds an item to the calendar in Outlook, it will appear in the calendar when viewed from SharePoint. In order to add a SharePoint calendar, select the Calendar tab of the SharePoint ribbon when viewing the calendar in SharePoint. Click on the "Connect to Outlook" button. The web browser will prompt the user to Open Outlook and then Outlook will ask if the user if they want to connect the calendar. Once the calendar is connected, it is fully accessible via Outlook and can even be viewed offline.

Group Calendars in Outlook

A common practice in Outlook is to open the calendars of other users in order to view their availability when planning meetings and events. Many users will keep several calendars open in Outlook and select which calendars to view in an ad hoc fashion. Outlook has the ability to create calendar groups that can be used to quickly view specific calendars. Additionally, an individual calendar can be added to multiple groups. For example, a calendar group is created for Team A and Team B. A third calendar group could be created with the calendars of team leads from each of the teams. Using calendar groups with the Schedule View can make meeting planning easier to do.

Note: Keeping several calendars displayed can slow Outlook's performance as they are a live view of the calendars. Recommend deselecting the calendars when not in use for optimal performance.

To create a calendar group, checkbox the calendars to be grouped. Click on the Calendar Groups dropdown in the Home tab of the ribbon while in Outlook's Calendar view. Select the Save as New Calendar Group Option. Name the group and click OK. The selected calendars will now appear in a new group in addition to where they were previously listed.

To add a calendar to a group, right-click on the calendar group name select the Add Calendar option. Once the calendar is opened, it will appear within the selected group.

To remove calendar groups or individual calendars, right-click on the target calendar or group and select delete. Detailed instructions for grouping calendars are available at <https://support.microsoft.com/en-us/office/create-view-or-delete-a-calendar-group-04fc64f2-b658-450b-8dce-dd27ed660570>.

Outlook Calendar Shortcuts

Ctrl+2 will take you to the Calendar view

Ctrl+Shift+A will open a new appointment

Ctrl+Shift+Q will open a new meeting that you can invite other users to attend



**ASMC – Aviation Chapter
Executive Board Meeting Minutes
19 October 2021 (1104-1131 hrs)
Microsoft Team (CHES)**

I. Call to Order - President: Beth Jankowski, 1104 hrs.

II. Attendance/Reports

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

Secretary: Shawn Kain (A)

President-Elect: TBD

Vice-Presidents

AFAA: Brian Surowiec

AFLCMC: Dawn Holding

AFMC: JoAnne Hutchison (A)

AFRL: Kristen Wentworth

At Large: Amy Williams

Contractors: Patrice Solorzano

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

Communications: Colleen Robinson (A)

Advertising/Publicity: Anita Kearns

Webmaster: Jonathan Paden

Community Activities: Vacant

Health & Wellness: Fernando Mason (A)

Membership: Rhonda Pepitone, Cynthia Payne (A)

Professional Development: Vacant

Early Careerist: Saundra Moncree (A)

Programs: Tammy Pendergast

Tickets: Elaine Norsworthy

Ways & Mean: Vacant

(A) = In Attendance

II. General Business

A. OLD:

- i. Open positions: Professional Development, Ways and Means, Community Activities, and Historian. No report.
- ii. **Board Meetings:** Beth stated she will send out a reminder email with the PowerPoint charts showing how to get the board meetings on board members' calendars.



iii. Fundraisers: Shawn Kain has contacted AFMC/JA to get a legal read regarding acceptance of donations. The 88th JA office will provide an opinion. Shawn will follow up on this matter.

iv. Future socials: No report.

v. Potential addition of job opportunities on website/newsletter: **Need to add website links for USAJOBS, AFRL, etc. on newsletter).** Colleen Robinson has granted Shawn Kain access rights to the Facebook page.

Action: Shawn Kain has contacted AFMC/JA to get a legal read on whether we can post these job opportunities. The 88th JA office will provide an opinion. Shawn will follow up on this matter.

vi. Reviewed Proposed Budget:

1. **Beth reported the budget has been approved. We now need to start spending according to the budget. If anyone has a need to get reimbursed, they should contact Rebecca Workman or Dawn O'Connell.**

B. NEW:

- i. National Board Meeting: Beth reported there was a national board meeting with the larger chapters, which Beth attended. Beth will send an email to the board members with notes from the meeting.
- ii. Programs: Tammy Pendergast sent her report via email. She will be sending out information on the Christmas Angel program. Also, luncheon speakers are set through May. If anyone has ideas for future speakers, please contact Tammy.
- iii. Communications: Colleen Robinson stated she needs the Vice-Presidents to let her know when someone from their organization retires, leaves, gets promoted, etc., so she can include this information in the newsletter. This information can also be about FM personnel who are not ASMC members.
- iv. Early Careerist Program: Sandra Moncree stated she will have an early careerist meeting on 22 October to set up a resume writing seminar/session.
- v. Meeting adjourned @ 1131 hrs.



Virtual EDFMTC November 15-19

The Virtual Instructor-Led EDFMTC Enhanced Defense Financial Management Training Course is a 5-day, 40-hour, intensive financial review course. It is taught in three modules.

- Resource Management Environment
- Budget and Cost Analysis
- Accounting and Finance
-

Register at <https://imis.asmcnline.org/net/Products.aspx?category=vedfmtc>

Cost: \$1,100

Venue: Zoom. See Technical Capabilities Required.

A copy of the textbook will be mailed before the class starts. Please provide the mailing address for your textbook to Education@asmcnline.org.

Fiscal Law Training 3-Day Course

The Three-Day Purpose/Time/Amount Fiscal Law course will be held virtually. The course will cover certifying officials overview, Purpose over and Purpose, Time, and Amount Overview. An comprehensive review of the Certifying Officer Legislation training required under FMR Vol 5 Chapter 33, Chapter 4, Volume I, GAO Redbook "Availability of Appropriations: Purpose" and The Three Pillars of Federal Appropriations Law will be covered.

For complete information & to register, please visit: <https://asmcnline.org/pd/training/fal/purpose-time-amount-fiscal-law-training-3-day-course>.



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. Amy Williams
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	Ms. Elaine Norsworthy
Ways & Means	Vacant

