



Wright Flyer

September 2021

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Chapter President

Beth Jankowski

Happy New Year!

Congratulations on surviving another year-end close out! This was an especially challenging year for those in AFMC with O&M funds as those who had to work with both DEAMS and Legacy systems. A new fiscal year starts the execution process anew - new financial authority, new requirements, new forecasts, new agreements, and the list goes on. During our lives we usually have opportunities to start fresh, for example starting a new job or moving into a new place. Even starting a new day can be refreshing. If you find yourself struggling with thoughts of another boring year, ask yourself "does it have to be boring?"

The answer is "NO"! I challenge you to refresh by establishing and achieving personal goals, embracing positive changes, searching for a new endeavor, obtaining a new skill-set, reconnecting with past acquaintances, and developing new friendships. I am not talking this huge upheaval, unless you want one, but I encourage you to make a purposeful step to refresh your life, and then another step.

My new goal is to improve my empathy skill-set, with empathy you must "walk in the shoes" of the other person to understand what they are feeling. I feel trust and acceptance is a result of honest empathy and instrumental with your team.

Sometimes fear of failure prevents us from taking steps to try new things. To quote John C. Maxwell, "The difference between average people and achieving people is their perception of and response to failure." My take-away from this quote is we will always encounter problems, and we must not see a failure as a mistake, but rather an opportunity to start anew.

Refresh my fellow financial managers! Make those self-improvement goals, make new friends, develop a new skill, and take that first step! I would love to hear about your new journeys as you start anew.



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>



September Member Meeting



On 23 September 2021, Ms. Anna Lisa Richardson, AETC Eaker Center, presented "Emotional Intelligence/Self-Care and Stress Management" at the ASMC Aviation Chapter virtual luncheon meeting. Ms Richardson explained how self-awareness and self-care were instrumental in bringing our “best self” to work, improving colleague interactions, and using our energy wisely. The interactive briefing included empowering the attendees with breathing techniques, perspective shifts, and reflection techniques to improve their own emotional intelligence.

Ms Jankowski, presented Ms Richardson with a virtual Certificate of Appreciation and a donation in her name to the Building Homes for Heroes. Ms Jankowski adjourned the meeting.

Upcoming Member Meetings:

Date: Thursday, 28 October 2021

Time: 11:30am - 1:00pm

Speaker: James A. Bell, Jr., Acting Chief, Working Capital Funds Division

Topic: Ethics

Date: Wednesday, 10 November 2021

Time: 11:30am - 1:00pm

Speaker: Ms. Sarah French, AFWERX Plus Chief Financial Officer

Topic: Leadership

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”



Congratulations

Phil Ruter, HQ AFMC/FMR, retired 30 Sep 2021



AFLCMC Focus Week, 25-29 Oct

Focus week is an opportunity for personnel to complete mandatory and discretionary leadership and acquisition training and earn continuous learning points. Dozens of courses will be available, ranging from career and functional area-specific training and coaching to personal development classes.

Representatives from key functionals (LG, AQ, EN, FM, PK, SB, XP) established a cross-functional Ready-for-Training Catalog to enable programs' ability to fulfill Center's mission by training the way our Program Offices execute the mission via cross-functional engagements. These cross-functional opportunities are not intended to "cross-train", but rather improve your understanding of other functional areas within your own functional lane.

Registration is now open for the AFLCMC Focus Week, 25-29 October 2021. Most courses are Distance Learning and are open to the entire workforce, regardless of their duty location. Employees are encouraged to keep their skills up-to-date and continue to take advantage of the many self-development opportunities. Focus Week courses include a wide range of topics to include both technical and soft skill areas.

For a list of courses and step-by-step instructions on how to register, visit the Focus Week course catalog at <https://www.asmc-aviation.org/professional-development/focus-week/>

Highlights

<u>Course Title</u>	<u>CL</u>	<u>Day/Time (ET)</u>
DL - LG - FMS New Proposed Line Structure Training	1.5	25 Oct / 1330 - 1500
DL - FM - FMS Reconciliation Bump Tool	1.5	26 Oct / 1330 - 1500
DL - FM - FMS Intro to the FMS Case Financial Dashboard (CPD)	1.5	27 Oct / 1330 - 1500
DL - LG - FMS New Proposed Line Structure Training	1.5	28 Oct / 0900 - 1030
DL - FM - FMS What is a PPDU and What Do I Do With It?	1.5	28 Oct / 1330 - 1500
DL - FM - FMS What Every FMS Person Should Know About the SDAF	1.5	29 Oct / 1330 - 1500

How to Register

1. Login to ACQ Now at <https://acqnow.atrrs.army.mil/>
2. Click on My Career (top line)U
3. Under Training Events, click on Search for CL Events
4. Scroll down to AFLCMC Focus Week Event Catalog (3rd listing)
5. Click View Catalog
6. Click on the tab titled Upcoming Events By Date
7. Find the desired course and click on the [+]
8. Under Action, click on Apply
9. When the box opens, click on Submit Request
10. You'll then receive an email confirmation of your registration



TREASURER'S REPORT

August 2021

Treasurers: Dawn O'Connell and Rebecca Workman



	WPFCU - Chapter General Funds	Fidelity - Chapter Investments	Fidelity - Augsburg Scholarship
Beginning Balance	\$18,690.86	\$155,077.55	\$144,001.25
+ Income	\$2,190.06	\$4,837.26	\$4,611.76
- Expenses	\$0.00	\$0.00	\$2,000.00
Ending Balance	\$20,880.92	\$159,914.81	\$146,613.01

Note:

The Fidelity ending balances are 31 August 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

28 Oct	Speaker: James A. Bell, Jr., Working Capital Funds Division
10 Nov	Speaker: Ms. Sarah French, AFWERX Plus Chief Financial Officer
08 Dec	Speaker: Ms. Olivia Lehman, Civilian Health Promotion Services



Use Checkboxes in Windows Explorer

In Windows Explorer, you usually have to hold the Ctrl or Shift buttons if you want to select multiple files (to move/copy/delete them) that are spread throughout a given folder. If you are not particularly fond of this method, there is an alternative way to do this. You can enable check boxes on the file icons/shortcuts.

To enable the check boxes, press the  button and type "Folder Options" in the search box of the Start Menu. "Folder Options" should be the first result, click on it. This will open the Folder Options window. Go to the "View" tab. This tab will contain a list of settings. Scroll down to the "Use check boxes to select items" option and check it. Press the OK button. Now you will see a checkbox appear when you hover your mouse over a file/shortcut icon in Windows Explorer.

Use of this setting will depend on your preference towards how much you use the mouse or keyboard.

Finding Broken External Links in Excel

Excel does a great job of enabling users to bring together data and content from a variety of sources. Unfortunately, the links generated for these connections can become broken as files are moved or edited. Most users are familiar with the "broken links" message Excel provides when the workbook they opened contains broken links. However, this prompt gives options to edit or disable the links but does not do a great job of informing the user where the broken link is located within the workbook. Below is some information on the most common hiding places for broken links in an Excel workbook based on this article (<https://support.office.com/en-us/article/Find-links-external-references-in-a-workbook-fcbf4576-3aab-4029-ba25-54313a532ff1>).

The most common source of an external link is when values are pulled directly from another workbook. When Excel references an external workbook, it places the filename in brackets. As a result, the first step in locating external links is to search the entire workbook for brackets or the common part of the Excel file extensions (i.e., ".xl"). Press **Ctrl+F**, to open the Find window and press the Options button where the "search within" option can be changed from the current sheet to the entire workbook. Do a search for ".xl", "[", or "]" to see if there are any direct references to another workbook. Similarly, external references can be located within Named Ranges. Pressing **Ctrl+F3** will open the Name Manager, which lists all of the named ranges within the current workbook and their source.

Conditional Formatting rules may contain an external link in a similar fashion. The rules can be found by clicking on the Conditional Formatting dropdown in the Home tab of the Ribbon and selecting Manage Rules. This window will list all the conditional formatting rules within the selected range or sheet.

Data Validation can also contain external links. Unfortunately, this will have to be checked on a cell-by-cell basis without the help of Add-ins like the Inquire add-in's workbook analysis feature.

Charts and other objects (e.g., shapes and pictures) are another hiding place for broken links. Chart titles and data sources can contain links to external sources and need to be checked individually. Excel's Go To feature can be used to quickly cycle through other objects and see if an external references appears in the formula bar. Press **Ctrl+G** to open the Go To window, select Objects, and press OK. Now all of the objects in the current sheet will be selected. Pressing Tab will enable quick cycling through all of the objects.

Pivot Tables and other data connections can also contain external links. This article (<https://www.contextures.com/excelpivottablesourcedata.html>) provides a detailed approach to locating and fixing broken source data links in a Pivot Table.

Search/Find Shortcuts

Press **Ctrl+E** and type what you want to search:

While in a folder in Windows, it will put your cursor in the search box in the top right corner of the window.

While in an internet browser, it will let you start typing what you want to do an internet search for.


In Outlook, it will put you in the email search box.

Press **Ctrl+F** and type what you want to search:

While in an internet browser, it will let you search the page you are on for specific text.

While in PowerPoint it will let you search the slide you are on for specific text.

While in a PDF, Word, Excel, or most other text documents will let you search the entire document for specific text.

+**S** will open the Start Menu search. By default, this will search the Start Menu programs, User files, and the internet. This search feature works even if there is no visible search bar in the Taskbar. Windows will automatically bring up the search bar when you start typing.



**ASMC – Aviation Chapter
Executive Board Meeting Minutes
16 September 2021 (1000-1045 hrs)
Microsoft Team (CHES)**

I. **Call to Order - President:** Beth Jankowski, 1000 hrs.

II. Attendance/Reports

Treasurers: Rebecca Workman, Dawn O'Connell

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

Chapter Competition: Heather Brodess

Communications: Colleen Robinson (A)

Advertising/Publicity: Anita Kearns

Webmaster: Jonathan Paden (A)

Community Activities: Vacant

Health & Wellness: Fernando Mason

Membership: Rhonda Pepitone (A), Cynthia Payne

Professional Development: Vacant

Early Careerist: Saundra Moncree (A)

Programs: Tammy Pendergast (A)

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. We have descriptions of these positions in a recent newsletter. **Action: Beth will put out another call for these positions. Also, Beth reported that AFMC/FMFW will provide a Professional Development Corner for our newsletter.**
- ii. Fundraisers: Amy Williams will coordinate with BX about setting up a table out front to do gift wrapping (possible donations of giftwrap) around Christmas. **Action: 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.**



iii. Future socials: If anyone has ideas for future socials, please let Beth Jankowski know. Also, we need to consider the current COVID situation and social distancing. We may also want to hold them in late afternoon.

iv. Potential addition of job opportunities on website/newsletter: Need to add website links for USAJOBS, AFRL, etc. on newsletter). Shawn Kain will need access to our Facebook page to add these job listings. **Action: Shawn Kain will contact Colleen Robinson about getting 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.**

v. Reviewed Proposed Budget:

1. Beth emailed, with voting buttons, the proposed budget. As of 27 Sept 2021, we reached the vote quorum and majority with sixteen approved and zero disapproved. The proposed ASMC Aviation Chapter 2021-2022 ASMC is now approved.

B. NEW:

- i. There was considerable discussion on how to better use social media for chapter business. We need to be mindful of privacy concerns and Controlled Unclassified Information (CUI). JoAnne Hutchison will serve as POC for now. Rhonda and Sandra will also help. Beth and Jonathan will work on getting professional development opportunities, to include posting offerings for training and classes, on the Chapter's webpage.
- ii. Meeting adjourned at 1045 hrs.



Join ASMC for the webinar, Project Management: Planning for Success, presented by Peter Tyson.

In our professional and personal lives, many of us undertake projects, large and small. Some of us may be new to leading a project and may not fully understand what is involved with successfully planning, executing, and completing. Others have years of experience, having learned much of what they know through trial and error. We intend to benefit both the project management expert and the novice through this webinar by providing a high-level overview of a typical project life cycle. After defining and giving examples of key terms, we will examine project inputs, initiation, the planning phase (the most important part), control of a project, and what to remember when closing it out after completion. Interspersed in the discussion are tips, tricks, and best practices to help the project lead! Invest an hour and join us for the webinar, gain a continuous learning credit, and learn something new that may pay big dividends in cost and schedule savings in your next project.

Learn more HERE: <https://asmconline.org/pd/webinars/project-management/>

Date: 10 November 2021

Time: 1200 – 1300 ET (virtual doors open at 1130 ET)

CPE: 1

Platform: Zoom Meeting

Price: \$29.00 Members / \$49.00 Non-Members

REGISTER NOW: <https://imis.asmconline.org/net/Products.aspx?category=webinar>

Individual registration closes on 09 November at 1200 ET!

Group registration closes on 05 November at 1200 ET!

Webinar login instructions will be sent out 3 days prior to the webinar and again the morning of the webinar to the email address that you register with.

Please email us at Education@asmconline.org or call ASMC at 703-549-0360 with any questions you may have on this webinar or any other educational opportunities.



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

