



Wright Flyer

March 2022

This Issue:

Message from the President	1
Chapter Luncheon	2
Chapter Member News	3
FM Article	4
Professional Development Corner	5
Treasurer Report/Chapter Calendar	6
Computer Tips & Tricks	7
Executive Board Meeting Minutes	9
ASMC National News	11
Executive Board Roster	12



Chapter President

Beth Jankowski

“You don’t like the weather? Just wait, it will change.” This saying is so apropos this time of year. We enjoyed a 74 degree sunny day and by sundown the weather was in freezing temperatures. Of course, this is common weather in Ohio. This time of year I find myself carrying my jacket only to lose this jacket as I leave it sitting on the back of a chair at some unknown location. We accept the unpredictable weather as part of living where we do.

This brings me to our subject this month. How to deal with unexpected tasks at work. We have all had those days when we start work with a to-do list, just to have that list waylaid by an unexpected task. How we respond to these unexpected events can reflect how other’s perceive your emotional intelligence. So how do you respond to that hot task that just landed on your desk?

Well, like the Ohio weather, we must first accept that these things happen. Take a deep breath and know - it is what it is. You are not alone. We have all had that hot tasker. When I feel overwhelmed, I go take a walk or find a place alone and start my mindfulness techniques. Deep breathing and clearing my mind are techniques that work wonders. Once my mind is clear and I no longer feel overwhelmed, I reframe the issue by changing from “this task totally ruined my plans for today” to a more positive frame of “opportunity for a great outcome.”

With a new outlook on this unexpected task, start developing a plan to get it done. This development stage focuses on the expected outcome and the steps needed to complete the task. Discuss with a trusted co-worker to see if your vector makes sense. If you lack skill or information needed to get the task done, you may need to ask your leadership for help in those areas. If the task has a short suspense, you may want to take the time to prioritize and focus on the critical portion of the task first. For example, if you can’t get 100% solution on time, maybe an 80% solution will work for now and a 100% solution later, if needed.

In summary, you may think taking a deep breath and planning your steps waste time, but I found that when you plan with a clear head, focus on the outcome, and prioritize the steps minimize re-work and lost time. I can’t stress enough to practice your mindfulness techniques, you never know when that hot task will land on your desk.

Happy Spring and do not forget your jacket!!!

Twitter: @asmctweets
Facebook: www.facebook/pages/
 American-Society-of-Military-
 Comptrollers
Website: http://www.asmc-
 aviation.org/



March Member Meeting



On 22 March 2022, Ms. Carrie Denny and Ms Tracey Cramp, Division Chief and Deputy Division Chief of the Centralized Asset Management (CAM) Division Chief at Headquarters Air Force Materiel Command, Wright-Patterson AFB, Ohio, presented CAM 101 to our membership. They explained that CAM staff presence was small, but have a huge financial presence with wide spectrum of stakeholders to include lead commands, SAF, Program Offices, and find holders across DOD flying agencies. They discussed the intricate requirement and funding development process and its assessed risks when balancing resources with readiness. The CAM Financial Management optimizes Total Force resources and under pressure to execute funding for stakeholders who are reliant on the CAM execution portfolio and allocation. CAM follows the O&M execution cycles with a higher goal of 86% obligation rate by 31 July with open and honest execution information as key to unfunded requirements (UFR) process and close out success. The Flying Hour Program (FHP) is a large program with three major component (Consumable supplies, Depot Level Reparables, and Aviation Fuel) that focus on hours flown and the cost per flying hour (CPFH).

Ms Denny and Ms Cramp summarized the presentation explaining that aging systems can bring higher sustainment costs. CAM is both AFMC/A4 and FM with a formal corporate structure to maximize warfighter capability while minimizing risk.

Ms Jankowski, presented Ms Denny and Ms Cramp with virtual Certificates of Appreciation and a donation in their names to the Ausburg Memorial Scholarship. Ms Jankowski adjourned the meeting.

Upcoming Member Meetings:

Date: 12-13 Apr 22, 8:00 am-12:00 pm

Speakers: Various

Topic: Aviation Chapter Mini PDI

Date: 26 May 2022, 11:30 am - 1:00 pm

Speaker: Michael Brame, 88th ABW/FSS

Topic: Ethical Leadership

Date: 1 June 2022, 11:30 am - 1:00 pm

Speaker: Kathy Sowers, SES, HQ AFMC/A5/8/9

Topic: Transition/What FM Can Do To Impact The Future

WPAFB Education and Training Calendar

All classes are offered at no cost and are available to military and civilian employees. Register at <https://myetms.wpafb.af.mil/>

05 Apr 22 - (EIM) SharePoint Site Owners	19 Apr 22 -Microsoft Excel 2016 Level 2
-DPMAP- Writing for Professional Growth	-Conducting Effective Meetings
06 Apr 22 -Active Listening	-SharePoint Online Members
-Fostering Collaboration	20 Apr 22 -Microsoft OneNote 2016
12 Apr 22 -Microsoft Excel 2016 Level 1	-Microsoft PowerPoint 2016 Level 2
-Dynamic Team Building	-Intro to Critical Thinking
-Flight Commander's Course	21 Apr 22 -The 7 Habits of Highly Effective People 4.0
13 Apr 22 -Microsoft PowerPoint 2016 Level 1	-Emotional Intelligence:A Different Way of Being Smart
-Front Stage Customer Service	26 Apr 22 -Microsoft Excel 2016
14 Apr 22 -John Maxwell - The 21 Irrefutable Laws of Leadership	-Data Analysis and Formulas
	-Creativity to Inspire Innovation



Congratulations

Stephanie Robinson, AFRL/RGFB, promoted to Branch Chief

Amber Smith, AFRL/RGFEB, promoted to Section Chief

Erin Dippold, AFRL/RGFEA, promoted to Section Chief

Andrew Granato, AFRL/RGFBB, promoted to Section Chief

Brook Brown, AFRL/RGFBA, promoted to Section Chief

Grant Heckman, 88th CPTS/FMA, selected for GS-9/11 promotion

Shannon Jackson, 88th CPTS/FMA, selected for GS-9/11 promotion

Stephanie Robinson, Alie Gahris, Andrew Granato, Haley Hart, Aaliyah Patten, Jennifer Robinson, Jacob Ly, Phil Bullmaster, AFRL/RGF DTS Team, FY22 Q1 AFMC/FM level Team Award

Amy Garman, AFRL/RGFE, FY22 Q1 AFRL/FM level Cat I Award Winner

Retirement

Tammy LeMaster, AFRL/RGFF

Theresa Shoup, 88th CPTS/FMA, 49 years service

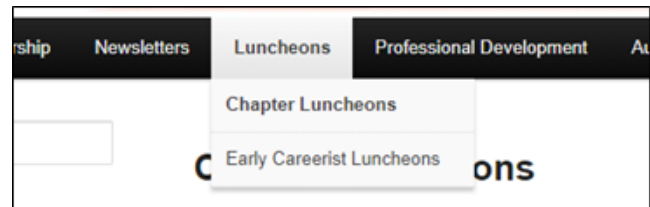


Aviation Chapter Web Site Updates

Did you know that the Aviation Chapter has a web site? The link is <https://www.asmc-aviation.org/>. Even if you occasionally visit the web site, you may not know that there have been a few changes recently. There has always been good content on the site, but one of our most popular pages has been the Luncheons page. On the Luncheons page, you can find the slides and CPE forms for each of the monthly luncheon events. The archive goes back several years. With the recent addition of the monthly Early Careerist luncheons, we reshuffled the Luncheon page a little bit. Now, the Luncheons tab on the web site hosts two pages: one for the general membership monthly luncheons and one for the Early Careerist monthly luncheons.

On the Chapter Luncheons page, we still host the slides and CPE forms for many of the luncheon presentations over the last three years. We are in the process of adding Teams video recordings for the last few presentations as well. For the Early Careerists, at the time of writing, there have only been three luncheons, and you can find Teams video recordings and CPE forms for these presentations.

Please note that CPE forms are typically only provided for luncheon presentations related to financial management, leadership, or acquisition topics as they meet the requirements for the APDP, DoD FM Certification program, or CDFM continuing education.



Also keep an eye on the Professional Development page. We update it as new professional development opportunities become available. For example, Coaching was recently spotlighted as March was coaching month and there were a couple of live webinars offered. We also plan to make the latest Focus Week information available here as well.

At the time of writing, the next Focus Week is 25-29 April 2022, though the class catalog has not yet been published. Of course, upcoming Mini-PDI information is housed in this section, and we keep a history of our Mini-PDIs as well.

So keep your eye on the ASMC Aviation Chapter web site. We want it to be a useful source of information for you!

<https://www.asmc-aviation.org/>





The ASMC Earlier Careerist has confirmed the following speakers to brief at their virtual luncheons.
All are welcome to attend!!

Speaker: Ms Marjana Zupcsan, Director of Financial Management and Comptroller for the Air Force Life Cycle Management Center (AFLCMC)

Date: 5th May 2022, 11:30am – 1 pm

Training Focus: “TBD”

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

Upcoming Virtual AFMC/FM Analysis Training!

All of the training materials and courses are hosted on the **AFMC-FM Data Analytics Hub** (<https://dod.teams.microsoft.us/l/channel/19%3adod%3a417ed773e95d45e48bf873ea6b0e3325%40thread.skype/Events?groupId=1d62a304-bb09-4d11-a9dd-80e451f1d823&tenantId=8331b18d-2d87-48ef-a35f-ac8818ebf9b4>) on Teams. If you are not already a member of the Data Analytics Hub, you will be prompted to join the Hub by clicking the “Join” button when you first access the Hub.

The program consists of the following three courses:

Course 1 – Excel Fundamentals: 19 April (Tuesday) 1330-1530 (Eastern)

Course 2 – Analysis Fundamentals: 20 April (Wednesday) 1330-1530 (Eastern)

Course 3 – Fundamentals of Visualizations: 21 April (Thursday) 1330-1530 (Eastern)

Each course has two components:

1. A series of 5-7 minute videos totaling about 1 hour to be viewed prior to “face-to-face” session
2. A two hour “face-to-face” session conducted via Teams

Any questions or concern, contact Erin Marks, erin.marks@us.af.mil (Teams Chat or email preferred)



TREASURER'S REPORT

February 2022

Treasurers: Dawn O'Connell and Rebecca Workman



	WPFCU - Chapter General Funds	Fidelity - Chapter Investments	Fidelity - Augsburg Scholarship
Beginning Balance	\$20,525.65	\$153,470.49	\$140,650.39
+ Income	\$0.06	(\$5,004.77)	(\$4,773.25)
- Expenses	\$0.00	\$0.00	\$0.00
Ending Balance	\$20,525.71	\$148,465.72	\$135,877.14

Note:

The Fidelity ending balances are 28 February 2022.

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

12-13 Apr	Speaker: ASMC Aviation Chapter Mini PDI
26 May	Speaker: Michael Brame, 88th ABW/FSS
1 Jun	Speaker: Ms Kathy Sowers, SES, HQ AFMC/A5/8/9



Link Copy Behavior in Edge

Newer versions of Edge have a new option for the copy behavior when copying links from the browser. The new “Link” format will paste the link as a hyperlinked page title vs the old “Plain Text” format. For some users the link format may be an undesired format. For example, most applications today recognize a web address and can automatically convert the address to a hyperlink. Below is an example of the two copy behaviors. The links below talk about this option in detail as well as some options on toggling it on and off.

Link Format: [Change Default Behavior for Copy and Paste of URLs in Microsoft Edge | Tutorials \(tenforums.com\)](https://www.tenforums.com/tutorials/164477-change-default-behavior-copy-paste-urls-microsoft-edge.html)

Plain Text Format: <https://www.tenforums.com/tutorials/164477-change-default-behavior-copy-paste-urls-microsoft-edge.html>

An easy way to access this setting is to open the Edge browser and paste the address below into the address bar. This will open Edge’s settings to the Share, Copy, and Paste settings, which contain this option.
<edge://settings/shareCopyPaste>

Conversation Hijacking

Phishing emails are not a new threat. However, attackers have begun to refine their phishing approaches. Conversation hijacking is a new form of phishing, which occurs when an attacker gains access to a user’s email account. Once they are in the email account, they begin monitoring the user’s conversations. They will then construct phishing messages that sound like the user who owns the email account. These messages are generally more successful, and damaging, as they are coming from a trusted source. This new type of threat is difficult to detect as it is entirely on the message recipient to identify that the message is not legitimate. One of the best thing any user can do is to not blindly click on any links. Ensure that the link actually goes to where the hypertext says it is. Additionally, many internet security tools and link checkers are available as features to antivirus and antimalware applications. More details on conversation hijacking can be found here (<https://www.zdnet.com/article/this-sneaky-type-of-phishing-is-growing-fast-because-hackers-are-seeing-big-paydays/>).

Default Router Password

Your home router is the most critical part of your home’s cybersecurity. Unfortunately, this device does not always get the attention it should during initial setup and maintenance. Users should be checking periodically for firmware updates to their router and make sure they are not using the default admin password. Today, the default password is almost as bad as no password because they can easily be looked up. Some recent large cyber threats have been based on weak or default router passwords. A serious botnet malware has been targeting MikroTik routers and a recent Russian botnet has been targeting Asus routers. These are just two examples for two router brands that are directly being targeted but this is a threat that is persistent for all routers.

Alt Codes for Special Characters

American Standard Code for Information Interchange (ASCII) is the most commonly used text format. There is an ASCII code for every character you type. For, example, 0181 is the μ character and 3 is the ♥ character. A shortcut with the Alt key is that you can use it to type these special characters instead of using the Character Map tool. All you have to do is hold the Alt key to the left of the spacebar and type the ASCII number for the character that you are trying to type and then release the Alt key. Once you release the Alt key, the character should appear. For example, in a Word document, hold the Alt key and type the number 0181 then release the Alt key. The μ character should appear. This shortcut will work in most applications with word processing.

A quick set of instructions for this tip as well as a table of codes is available from Alt-Codes’ website (https://www.alt-codes.net/how_to_use_alt_codes/). Additionally, here is a Microsoft article (<https://support.office.com/en-us/article/Insert-ASCII-or-Unicode-Latin-based-symbols-and-characters-d13f58d3-7bcb-44a7-a4d5-972ee12e50e0>) that shows the codes for the more common symbols and Latin characters. It also contains links to the full lists of ASCII and Unicode character codes.

This is probably more of a novelty trick for most people. However, if you have a special character that you have to type frequently, this may be a better option than copy and pasting it, inserting it from a character map, or equation editor.



Web Browser Games

Many internet browsers have built in games which are easy to access. Edge contains a surf game based on SkiFree which was released in 1991. To access it, enter “edge://surf” into the Edge address bar. Chrome introduced a dinosaur game on its 10th anniversary. To access it, enter “chrome://dino” into the Chrome address bar. Firefox has a hidden unicorn pong game. The steps to access this `browser’s game are a little more complicated. This article (<https://www.howtogeek.com/688518/how-to-play-mozilla-firefoxs-hidden-unicorn-pong-game/>) lays out the steps in detail.

Google Eggs

Easter eggs are not as much of a tool or anything actually useful but they are entertaining since the people that keep Google Search running are huge nerds. If you type any of the search terms below without quotation marks into Google there should be an entertaining effect applied to your browser screen. While there are many, if have selected a few to share below.

Some searches can trigger a visual effect:

“askew” or “tilt”

“blink html”

“Do a barrel roll”

“Festivus”

Some searches can produce a game or interactive applet:

“pacman”

“flip a coin”

“random number generator”

“Google in 1998”

Outlook Shortcut to Start Teams Message

With an email selected in Outlook, pressing Ctrl+I will open a Teams chat window to the user who sent the selected email.



**ASMC – Aviation Chapter
Executive Board Meeting Minutes
17 March 2022 (1002-1103 hrs)
Microsoft Team (CHES)**

I. **Call to Order - President:** Beth Jankowski, 1002 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

Communications: Colleen Robinson

Advertising/Publicity: Anita Kearns

Webmaster: Jonathan Paden (A)

Facebook Page Admin: Tracy Kremer

Community Activities: Vacant

Health & Wellness: Fernando Mason (A)

Membership: Rhonda Pepitone, Cynthia Payne

Professional Development: Vacant

Early Careerist: Sandra Moncree (A)

Programs: Tammy Pendergast (A)

Tickets: Vacant

Ways & Means: Vacant

(A) = In Attendance

II. General Business

A. OLD:

- i. **President Elect:** AFLCMC is slated to serve next in the role of Chapter President. Dawn Holding said she would take the role of ASMC President-Elect since no volunteers came forward.



ii. **Community Activities:** Fisher Nightingale House needs help moving furniture back into the building after renovations and would like to have outdoor planting done in the spring. Beth has not heard back from them on a date for us to help.

iii. **Luncheon Updates:** Beth reviewed the luncheon speaker lineup: 22 March, Carrie Denny and Tracy Cramp, AFMC Centralized Asset Management Budget Office; 12-13 April, Mini-PDI; 26 May, Michael Brame, 88 FSS/FSDet; and 1 June, Kathy Sowers, AFMC/A5/8/9 Director and former AFLCMC/FM Director.

iv. **Early Careerist Program:** Saundra Moncree said the 1 March meeting with Jodi Pierri (AFLCMC/FZH Chief) on Leadership/Professional Development went well, with about 100 people in attendance. On 5 May, Marjana Zupcsan, AFLCMC/FM Director, will speak. Saundra will send calendar invites. The June meeting may consist of a leadership panel.

B. NEW:

i. **Newsletter:** Beth and Jonathan discussed how to use SharePoint to help with registration. Jonathan said we can easily send registrants emails with the registration spreadsheet downloaded and pasted into Outlook. Beth went over the tentative list of speakers. Jonathan discussed why we plan to use Microsoft Teams for the event, but there may be a concern with using it since we are a private organization. He added that we can pursue Zoom Gov if needed or even using National's Zoom account. Beth mentioned we need focal points for the following:

- (a) Fielding questions (JoAnne Hutchison volunteered) - that person's name should be listed on the flyer (also discussed changing the color on the flyer).
- (b) Registration and certificates.
- (c) Attendance tracking and sending the list to the registration focal point.
- (d) Agenda updates, to include updating bios for each speaker and ensuring speakers are introduced by an Early Careerist.
- (e) Script updates - we'll start with last year's script and tweak it for this year's changes.
- (f) Conference package (if needed) - MSgt Harding (AFMC/FMAH) is researching whether we need to do a conference package.
- (g) Emcee - Beth will reach out to Broc Begley to see if he is interested in doing it again this year.
- (h) Producers – Jonathan will lead, but he will need an assistant to help with controlling noise in the lobby and from open mics, as well as keeping an eye on the chat in Microsoft Teams.

ii. **Meeting adjourned @ 1103 hrs.**



Join ASMC for the webinar, Leadership Seminar - Leading from the Middle, presented by Kevin Erker

Leadership, its principles, and key attributes have been debated for centuries. Whether leaders are born, developed, self-proclaimed, or heirs to a throne, history has taught us that being an effective leader has nearly always been more about actions than about title or position. During this seminar LtCol Kevin “Buzz” Erker, USMC Retired will be presenting thoughts on leadership from a different perspective. As a 22 year, F/A-18 Combat Veteran and Test Pilot, Buzz’s discussion on Leadership challenges accepted norms and historically defined leadership concepts and will introduce you to the idea of leading from a position of execution rather than from a position of the title.

Learn more HERE: <https://asmconline.org/pd/webinars/asmc-leadership-seminar-leading-from-the-middle-26-april-2022/>

Date: 26 April 2022

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 25 April at 1200 ET!

Group registration closes on 22 April 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.

National PDI Chapter Charity Raffle

This year's National PDI host chapter is sponsoring a Chapter Charity Event as part of this years PDI. For those members attending on-site they will have the opportunity to participate in the charity raffle supporting the nonprofit VETLANTA (<https://vetlanta.org/>), which helps veterans get connected to the resources and community they need. This is a great way for your Chapters to support a good cause.

ASMC PDI 2022

American Society of Military Comptrollers (ASMC) is happy to announce that registration is now open. The PDI is ASMC’s premier training event and will take place June 1-3, 2022 in Atlanta, Georgia at the World Congress Center and on ASMC’s Virtual Platform. Pre-Conference courses will be offered May 30 through May 31, 2022. Register now to secure your spot: www.pdi2022.org/Registration



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

