American Society of Military Comptrollers Aviation Chapter

Wright Flyer

April 2022

This Issue:

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Chapter President

Beth Jankowski

Hello Fellow Financial Managers,

We had a successful virtual Mini-PDI in April with over 300 in attendance over the two-day event!

It took many hands to plan and execute the event. We had excellent speakers and content. I thank all the speakers for sharing their expertise and time to talk with us. I thank all of you who attended and to those who worked in the background. It took producers, script writers, moderators, topic seekers, conference package assistance, those who introduced the speakers, and those who tracked attendance and issued certificates. If you attended the Mini-PDI 2022 and have not received a certificate, please contact Ms. Colleen Robinson or Mr. Scott Wilson.

If you attended the Mini-PDI and would like to provide feedback and recommendations on future topics, please contact me at marilyn.jankowski@us.af.mil. I look forward to hearing from you.

Also, the area community level is low and we are planning a networking mixer! Mark your calendars!! On 19 May 2022, 2pm to 5pm at TJ Chumps (1100 E Dayton Yellow Springs Rd Fairborn Ohio). We plan to have special guests, present CY2021 ASMC Aviation Chapter Awards to our winners, and other fun times. Look for the invite coming from your Vice Presidents and RSVP. I hope you can come to meet and greet your fellow Financial Managers. Look forward to seeing you!

April Member Meeting - ASMC Aviation Chapter Mini Professional Develpment Institute (PDI), 12-13 Apr 2022
**"Engage: Analytical and Innovation Success in a Virtual Realm"**

On 12-13 April 2022, ASMC Aviation Chapter presented two half-day virtual Mini PDI sessions. Our Master of Ceremonies for this year's Mini PDI was Ms. Beth Jankowski, ASMC Aviation Chapter president. The innvocation was provided by Ms. Genna Caldwell. Opening remarks were presented by Brig Gen Greiner, HQ AFMC/FM. The first day presenters were:

- Senior Leader Panel - Brig Gen Michael Greiner, Ms. Kimberly Keck and Ms. Teresa Frank, Becoming and Remaining Engaged
- Mr. George Diehl, AFMC/FM, How to Improve your Virtual Effectiveness with DAF365
- Ms. Jacqueline Benningfield, SAF/AG, Integrating Analytics and Control Structures

The second day session presenters were:

- Ms. Teresa Bickett, SAF/FMBO, Mentorship
- Mr. Jerome Murray and Mr. Justin Freitas, AFMC/FM, Power BI/FM Common Operating Picture
- Mr. Todd Baker and Mr Josh Johnson, SAF/DEAMS, Future of DEAMS in Analytics

Closing remarks were made by CMSgt Theresa Grolla, AFMC/FM. The full agenda can be found at https://www.asmc-aviation.org
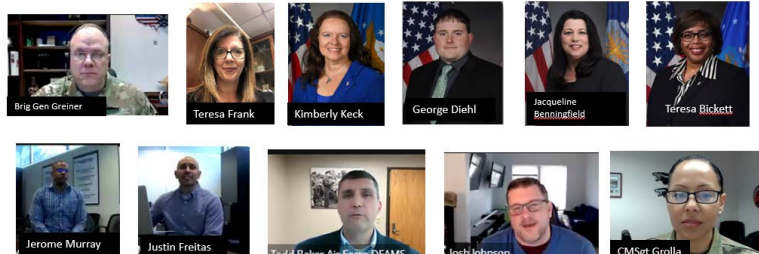
Upcoming Member Meetings:
Date: 31 May 2022, 11:30 am - 1:00 pm
Speaker: Michael Brame, 88th ABW/FSS
Topic: Ethical LeadershipCMSG

Date: 9 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

ASMC Aviation Chapter Networking Mixer

You are cordially invited to the ASMC Aviation Chapter Networking/Mixer to Celebrate Award Winners, Speakers, Volunteers, and WP ASMC members!

May 19th at 2-5pm at TJ Chumps
1100 E Dayton Yellow Springs Road Fairborn, Ohio
Award Presentations to ASMC winners at 4pm

Come to Meet & Greet with Friends you haven't seen in 2 years and make some new ones!

Look for the invite!!

<u>**Congratulations**</u>

Charles (Chris) Bozue, AFSC/LGPB, promoted to Branch Chief

MSgt Douglas Wolf, 88th CPTS, and his spouse TSgt Courtnie Johnson, welcomed their daughter Addison Elizabeth into the world on Apr 22nd.

<u>**Calendar Year 2021 ASMC Chapter Achievement Awards**</u>

Haley Hart, AFRL, Under MAJCOM, Accounting
Samantha Ahrman, AFAA/QL, Over MAJCOM, Acquisition and Cost Analysis
Jason Gumm, AFAA/QL, Over MAJCOM, Audit
Clayton Fidler, AFAA/WP, Under MAJCOM, Audit
Marla Dirlam, AFMC, Over MAJCOM, Budgeting
Kristen O'Sullivan, AFLCMC, Under MAJCOM, Budgeting
Lt Col Joshua Wolfram, 88th ABW, Under MAJCOM, Comptroller/Deputy Comptroller
Keith Blevins, SAF/FM, Over MAJCOM, Contractor Support
Kurt Wells, AFRL, Under MAJCOM, Contractor Support
MSgt Douglas Wolf, 88th ABW, Under MAJCOM, Finance
Antwan Kelly, AFRL, Under MAJCOM, Resource Management
ECP Team (Dawn Holding), AFLCMC, Team Large
AFAOC RTS MAFR (Thomas Souza), AFAOC, Team Small
Bailey Burchett, AFLCMC, Under MAJCOM, Trainee

Congratulations to all the nominees and award winners.

DAF365 Intro

Among the many changes the Air Force has gone through over the last couple years is the move to "the cloud." Specifically, many of our productivity applications are now based on Office 365. Many names are used for this suite of tools (e.g., DAFT365, the cloud, M365, O365, and Microsoft 365), but they all generally refer to the same set of tools. Teams, SharePoint, and OneDrive are the primary tools most of us use when interacting with DAF365. This article will cover a couple tips, which all users should be aware of when they are working with DAF365 tools and content.

One of the most important things to know about DAF365 is that it includes almost twenty different applications. Fortunately, all the applications are accessible via https://www.ohome.apps.mil/ that serves as the user's DAF365 homepage. This page highlights the connection between the various applications and file locations. Teams, SharePoint, and OneDrive can each be viewed as three connected external storage locations for files with vary degrees of access controls. The DAF365 homepage will show the user's recent activity from Teams, SharePoint, and any files on their work computer which are synced with OneDrive.

Additionally, the DAF365 homepage will provide users access to the various web-based applications on the left-hand side of the page. Users can quickly access Outlook, OneDrive, and Teams from here. These web apps are excellent backup options for when their respective desktop applications crash or are not working properly. The "All Apps" button in the lower-left corner of the page enables users' access to other great tools, which include Power BI, Forms, Power Automate, Visio, and Planner.

All users should be aware that these web apps are accessible whether the user is connected to VPN or not. The only limitation for non-VPN access is that content cannot be downloaded or uploaded. So non-VPN use would force the user to work in the web app versions of Word, Excel, and PowerPoint if they want to edit any Office files. For example, when a user cannot get their Teams desktop app to connect to a meeting, or they are experiencing bad network quality, they can disconnect from VPN and access Teams via the web app. The web apps do have fewer features than their desktop versions, but are good backup tools.

A current issue with DAF365 is that our desktop apps are Office 2016 that use the wrong Office account by default. As a result users will notice that they must frequently enter their Air Force email, or files opened from SharePoint or Teams are always Read Only. Fortunately, this issue can easily be fixed from any of the desktop apps. In Outlook go to File and select Office Account. If the "###@mil" account is shown in the User Information then click Sign Out. Signing out will not cause a loss of data. Once the user is signed out, click Sign In and enter the "@us.af.mil" email address. This will enable the desktop application to connect to SharePoint and OneDrive properly.

Finally, a great source of information on DAF365 is the DAF365 Hub. It is accessible in the upper-left corner of the Teams application or via https://usaf.dps.mil/sites/The-Hub. The hub contains training sessions, recordings, and events as well as a searchable Roadmap of upcoming features for Teams, OneDrive, etc. As we are fully migrated to DAF365, our applications will continue to be updated at a much faster rate than what we have seen in the past. Staying aware of these capabilities can help users transition from coordination to collaboration, and even begin automation of basic task to save time.

Aviation Chapter

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: "FM Acquisition Challenges (and Opportunities!)"

Future Early Careerist Lunch & Learn:
June: No Meeting
July: No Meeting
August: TBD, Resume Writing
September: TBD, Interview Techniques
October: How to Develop Professionally Through Volunteering

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

TREASURER'S REPORT

March 2022

Treasurers: Dawn O'Connell and Rebecca Workman

	WPFCU - Chapter General Funds	Fidelity - Chapter Investments	Fidelity - Augsburg Scholarship
Beginning Balance	$20,525.71	$148,465.72	$135,877.14
+ Income	$0.06	$3,415.96	$3,253.10
- Expenses	$0.00	$0.00	$0.00
Ending Balance	**$20,525.77**	**$151,881.68**	**$139,130.24**

Note:
The Fidelity ending balances are 31 March 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	
31 May	Speaker: Michael Brame, 88th ABW/FSS
1 Jun	Speaker: Ms Kathy Sowers, SES, HQ AFMC/A5/8/9

Recent Vulnerabilities

Periodically updating the firmware of your network devices is a good practice to ensure your network's security. This article (https://www.bleepingcomputer.com/news/security/hundreds-of-hp-printer-models-vulnerable-to-remote-code-execution/?&web_view=true) provides a good example by describing a vulnerability for which HP has released a firmware update. The vulnerability affects "hundreds of its LaserJet Pro, Pagewide Pro, OfficeJet, Enterprise, Large Format, and DeskJet printer models". Second, some D-Link routers have a vulnerability described in this article (https://blog.malwarebytes.com/exploits-and-vulnerabilities/2022/04/cisa-advises-d-link-users-to-take-vulnerable-routers-offline/). Affected models include "DIR-810L, DIR-820L/LW, DIR-826L, DIR-830L, and DIR-836L all series and all hardware revisions" which are all at their support end-of-life. In this instance, the only way to reliable update these devices is to replace them with new hardware, as no firmware updates are available.

Create OneNote Shortcut to Specific Page

By default, OneNote will open to the page that was displayed when it was last closed. While this helps users pick up where they left off, some users may want to have quick shortcuts available in order to open OneNote to a specific page. For example, a user may have a To-Do list, which they want to pull up whenever they open OneNote.

To accomplish this, the user will first need the page's link. This can be found by opening OneNote and right-clicking on the target page's name then selecting the "Copy Link to Page" option. Now a shortcut can be created by right-clicking on the desktop, going to New, and selecting Shortcut. Paste the copied page link into the location box and click Next. After entering a name for the shortcut, click Finish. A shortcut to the page in the OneNote web app will now be displayed on the desktop.

If users prefer to open OneNote in the desktop app, they will need to edit the link they copied before creating the shortcut. In a nutshell, the copied link has two parts. The first part is for use by the default web browser and the second part is used by the OneNote desktop app. The link will need to be pasted into a word processor such as Word, Notepad, or OneNote. The second part of the link for the desktop app starts with "onenote" and ends, usually with a "}", right before "&end". Only copying this portion of the link will enable the user to create a shortcut, which opens the target page within the desktop app. A detailed description of these steps are available in this article (https://kurtsh.com/2014/08/09/howto-create-a-keyboard-shortcut-to-a-onenote-todo-page/).

Shortcut to Highlight a Paragraph of Text

This trick works n Outlook, PowerPoint, Word, most web browsers, and most other word processing applications. A paragraph of text can be quickly highlighted by triple-clicking a word in the paragraph. Double-clicking on a word will highlight just the word. With all of the copy and paste actions a user takes each day, this trick can help speed up the process.

Windows Magnifier

Windows Magnifier is a useful Accessibility tool, which enables the user to zoom in on specific areas of their screen. This can be very helpful when you are sharing your screen virtually or presenting on a projector with poor image quality. Magnifier can be accessed by searching for "Magnifier" in the Start Menu.

When Magnifier is opened, it will automatically use the last mode and zoom level that was selected. This app has three modes.

1) Full Screen mode zooms the entire screen to the selected zoom level
2) Lens mode creates a box around the mouse cursor, like a magnifying glass, which is zoomed to the selected level
3) Docked mode creates a box across the top of the screen, but can be moved, which is zoomed to the selected level

The Magnifier app itself is a small window with -/+ zoom buttons, a Views mode dropdown, and a settings button.

Note: This program can be a little slow to open depending on the available resources. For that reason, I would give it a moment to open before you try to open it again.

⊞++ will open the Magnifier

While Magnifier is active:
Ctrl+Alt+F selects Full Screen mode
Ctrl+Alt+L selects Lens mode
Ctrl+Alt+D selects Dock mode
Ctrl+Alt+M cycles through the modes
Ctrl+Alt+Spacebar will temporarily zoom out when using Full Screen mode
Shift+Alt+ArrowKeys will resize the lens when using Lens mode
Ctrl+Alt+I will invert the colors within the zoom screen

Nested IF Functions in Excel

All Excel functions have at least one argument, or an input, which is required for the function to operate. Using a function inside of another function is often referred to as nesting. Many users practice nesting to varying degrees. The IF function is one of the most commonly nested functions in Excel. This practice allows users to create an if-then logic for their formulas to produce an output that accounts for multiple scenarios. Excel will allow up to 64 nested if statements and can enable users to create powerful formulas. This article goes into detail on nesting IF functions. If users are interested in some basic information on nesting Excel functions, they can view this article for more details and examples.

Excel Show Formulas Toggle

Pressing **Ctrl+`**, the tilde key is often found to the left of the 1 and just below the Esc key, in Excel will toggle between cells displaying their results, what we normally see, and cells displaying their contents (e.g., formulas or unformatted numbers and characters). It will also resize the columns to display the full contents of the cell until the view is toggled back. This is a quick way to view what is in all cells without individually selecting them. Being able to view all cell contents can help a user find where all the sheet's equations are. When a cell with a formula is selected, it will outline all the cells the formula references. This will also display values with without formatting which means that numbers will display without being rounded or showing currency symbols and dates will display as a large number. Press **Ctrl+Tilde** again to toggle back to the default view.

ASMC – Aviation Chapter
Executive Board Meeting Minutes
19 April 2022 (1101-1154 hrs)
Microsoft Team (CHES)

I. **Call to Order - President**: Beth Jankowski, 1101 hrs.

II. Attendance/Reports

    Treasurers: Rebecca Workman, Dawn O'Connell
    Secretary: Shawn Kain
    President-Elect: TBD
    Vice-Presidents
    AFAA: Brian Surowiec
    AFLCMC: Dawn Holding (A)
    AFMC: JoAnne Hutchison
    AFRL: Kristen Wentworth
    At Large: Amie Satterfield (A)
    Contractors: Patrice Solorzano
    88th CPTS: Shannon Noles

    Committee Chairs:

    Audit: Stephanie Burd (A), Michelle Hatton
    Augsburg Scholarship: JoAnne Wills
    Awards and Recognition: Sheena Fast
    Chapter Competition: Heather Brodess (A)
    Communications: Colleen Robinson (A)
        Advertising/Publicity: Anita Kearns (A)
        Webmaster: Jonathan Paden (A)
        Facebook Page Admin: Tracy Kremer
    Community Activities: Vacant
    Health & Wellness: Fernando Mason (A)
    Membership: Rhonda Pepitone, Cynthia Payne
    Professional Development: Trent Harpest (A)
      Early Careerist: Saundra Moncree (A)
    Programs: Tammy Pendergast
      Tickets: Vacant
    Ways & Mean: Vacant
    (A) = In Attendance

  II. General Business

    A. OLD:
       i. **Mini-PDI**: Beth thanked all who assisted in a successful Mini-PDI. Please send Jonathan Paden any lessons learned you would like to add for the record. Colleen Robinson said there were a total of 320 attendees. Also, attendance tracking was difficult because people were registering during the Mini-PDI.

ii. **Community Activities**: Robin Fletcher was introduced as the new Community Activities Committee Chair
iii. **Newsletter:** Colleen Robinson said inputs are due 29 April.
iv. **Chapter Competition**: Heather Brodess said the new competition year starts 1 April. We need to get packages started earlier this year.
v. **Early Careerist Program:** Saundra Moncree said Marjana Zupcsan, AFLCMC/FM Director, is scheduled to speak on 5 May; however, Ms. Zupcsan may not be able to speak and may back out at the last minute. Saundra asked the Board to attend the meeting and assist in an impromptu round-robin on leadership and ASMC.

B. NEW:

i. **Next Year's Board**: 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:
   1. VP (even-year) up for election: AFMC, At Large, AFRL, and 88th ABW. Beth has already reached out to the current even year VPs to solicit for nominations.
   2. President-Elect Rotation: Beth asked Ms Satterfield to collect nominations for next year's President-Elect from the At Large membership.
   3. Next year's budget: Beth asked the Board to start next year's budget process and add Scholarship expenses to our budget.
   4. Next year's Board Members: Beth asked the Board members to inform her about their plans to commit to their duties next fiscal year.
   5. Beth welcomed the new board members: Robin Fletcher as the Community Activities Chair and Trent Harpest as the Professional Development Chair. Robin and Trent will continue their chair-ship for next year.

ii. **Boosting Augsburg Scholarship Activity**: JoAnne Wills emailed her plan to Beth.
So far, there have been no applicants to date, and we extended the scholarship deadline to 6 May to match National's date. Recommended to send out information and applications to the schools via the post office instead of via email. Since Augsburg doesn't have a budget for supplies or postage, JoAnne had to pay everything out of pocket. These expenses will be added to the next budget. Regarding advertising for the scholarship, we already do so in the newsletter and on Facebook. We should also start mentioning the scholarship in our monthly luncheons and have informational hand-outs at the luncheons. Other options for publicizing the scholarship include the Mini-PDI and the Skywriter. Concerning the awards themselves, we award two winners from high schools, with the award amount at $4K ($1K for each academic year). There was discussion that maybe we should increase the winners from two to three, but we would have to get with Rebecca Workman or a cost estimator to see if we could afford to do so. We also have two Continuing Education award winners ($1K for each winner), but in the past we haven't had much luck in getting a lot of applicants for it. We may need Rebecca or cost estimator to analyze whether we could increase the award amounts since we don't receive donations from being part of CFC. We also need to see if we can join the local CFC to increase donation opportunities.

iii. **Networking Mixer**: Scheduled for Thursday, 19 May, at 1500 hrs at Packy's (in Hope Hotel) or TJ Chumps. Dawn will contact and book the function. We may ask previous speakers, DVs, and award winners to attend as special guests. There was also discussion on how to send out invites (i.e. email, Calendar), supplies needed (stickers and markers for attendees' name and office symbol), and whether to do drawings (need to look at budget and see if we can do drawings).

iv. **Private Org Meeting**: Shawn Kain attended the meeting and will tell us what was discussed and any changes we need to make. Also, the package was due when we were busy with other projects; we will need to start this process earlier next year.

v. **Chapter Competition**: Heather Brodess reported the package was submitted. We need to start the package submission earlier next year.

vi. **Ad Hoc Committee to Update Constitution and By-Laws**: We need someone to lead this committee. Please let Beth know if anyone is interested in leading or participating in a required update to the Constitution and By-Laws for 2023.

vii. **Meeting adjourned** @ 1154 hrs.

ASMC PDI 2022

Important Information about PDI 2022

ASMC continues to monitor COVID-19 closely and will take all necessary precautions to support the well-being of our attendees, with unknown continued effects of the pandemic, to attend in person you must:

– Be prepared to show proof of vaccination credentials or negative PCR* test results (obtained within 3 days of arrival to PDI 2022)
– Be prepared to wear masks while indoors, with exceptions only for eating or drinking.

- ASMC is happy to announce that the 2,500 to 3,000 person quota for PDI 2022 has been lifted. Therefore, there will NOT be on-site attendance quotas or caps.

- 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.

Pricing:

Date	Before May 1, 2022	May 2, 2022 or After
Member Pricing		
On-Site Registration	$625.00	$725.00
Virtual Registration	$359.00	$409.00
Non-Member Pricing		
On-Site Registration	$725.00	$825.00
Virtual Registration	$409.00	$459.00

Visit our 2022 PDI Website for more information: https://www.pdi2022.org/

Helping a Hero

ASMC is proud to announce this years non-profit we are partnering with: Helping a Hero (https://helpingahero.org/). Helping a Hero's mission provides support for military personnel severely injured in the Global war on terror. Our principal activity is to provide specially adapted homes for qualifying service members through partnerships made with the builders, developers, communities, and the veteran. Helping a Hero strives to engage the community in providing services and resources for our wounded heroes and their families. Additionally, Helping a Hero provides support programs including marriage retreats, caregiver retreats, recreational activities, family get togethers, and financial support for emergency needs.

2021-2022 Executive Board

President	Ms. Beth Jankowski
President-Elect	Ms Dawn Holding
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 Hearns
Webmaster	Mr. Jonathan Paden
Community Activities	Ms Robin Fletcher
Health & Wellness	Mr. Fernando Mason
Membership	Ms. Rhonda Pepitone; Ms. Cynthia Payne
Professional Development	Mr Trent Harpest
Early Careerist	Ms. Saundra Moncree
Programs	Ms. Tammy Pendergast
Tickets	Vacant
Ways & Means	Vacant