



# Wright Flyer

June 2022

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Chapter President

Beth Jankowski

Hello Fellow Financial Managers,

Language is foundational to any community and using the same language increases camaraderie and encourages team building. When working in the government, a new employee can be overwhelmed with the acronyms that are pronounced as words. An example, is CRIS is an acronym for Commander's Resource Integration System, but we pronounce it like a person's name (kris). Can you imagine a new employee being asked if they have access to CRIS? We also share the same acronym that have different meanings. I work in a three-letter "FMR". I hear "What does the FMR says?" My mind immediately thinks our office just to discover someone was asking about the Financial Management Regulations. Another example, the term that sounded like "My Cap". Everyone thought this meant Mission Capability and it was Mission Impaired Capability Awaiting Parts (MICAP) – same acronym with opposite meaning. The list can go on.

In Working Capital Fund is very distinctive; thus, the language is full of many unique terms and acronyms. We have a 114 page glossary that describes these unique terms and even after being in FMR for five years, I still refer to the glossary. Does your organization have a unique language and acronyms that can exclude new team members? Have you considered creating a glossary? Sit back and think about your office jargon and what you can do help a newcomer feel and speak as part of the team.

My Chapter Presidency has come to an end, and I am very honored to have led the chapter through the past year. We had a fantastic virtual Mini-PDI and eleven member's monthly meetings with topics that covered a variety of topics, such as Leadership, Analytics, Ethics, Emotional Intelligence, DEAMS Misc Payments, Centralized Asset Management (CAM) Program, and self-care. The Early Careerist committee held four lunch and learn meetings with skill honing topics such as resumes, as well as senior leaders speaking on leadership. We had our first networking gathering in 2 years and hope to do more in the future. With your efforts alongside our Chapter's Board and supporting volunteers, we achieved the 5-Star Chapter Award.

We have lots to do and I look forward to seeing the new team will bring to you. Look for opportunities to sharpen your leadership skills.

Each year we have Board and committee members come and go and I want to highlight those who are leaving the Chapter's leadership. Thank you Shannon and Kristen for your leadership and sage advice during your tenure. Thank you Rebecca and Dawn for five years of your awesome financial stewardship these last five years. You all will be missed.

**Farewells:**

Shannon Noles – Outgoing 88 ABW Vice President (2 years service)  
Kristen Wentworth – AFRL Vice President (2 years service)  
Rebecca Workman – Outgoing Treasurer (5 years service)  
Dawn O'Connell – Outgoing Treasurer (5 years service)

We welcome the following incoming Board Members and Committee Chairs.

**Hails:**

Dawn Holding – Incoming Chapter President  
Amie Satterfield – Incoming President-Elect (dual-hatted as At Large Vice President)  
Lucas Compton – Incoming Treasurer and AFLCMC Vice President  
MSgt Douglas Wolf – Incoming 88 ABW Vice President  
Debra Walter – Incoming AFRL Vice President  
Trent Harpest – Professional Development Chair



## Jun Member Meeting - 9 Jun



On 9 Jun 2022, Ms. Kathryn Sowers, SES, Director, Strategic Plans, Programs, Requirements, and Analyses, presented "The Benefits of Cross Functional Collaboration". Ms. Beth Jankowski, Chapter's President, presented Ms. Sowers with a virtual certificate of appreciation and a donation in her name to the Augsburg Scholarship Fund.

### **Upcoming Member Meetings:**

Date: 21 July, 11:30 am - 1:00 pm

Speaker: Ms Ariel Quesinberry, Chief, International Division Financial Support Branch (AFSAC)

Topic: Foreign Military Sales is not That Foreign



### Retirements:

Charles "Chuck" Perry, AFRL/RQF

Genna Caldwell, AFMC/FMFA



### Empowering Our Airmen by TSgt Thomas "TJ" Morris

The 22nd Air Force Chief of Staff General Charles Q. Brown's strategic approach states: "Empowered Airmen can solve any problem" and the Financial Management (FM) Resource Training Center (RTC) is a prime example of how true this statement really is.

At comptroller squadrons (CPTS) across the career field, Airmen are burdened with juggling many last-minute tasks from multiple agencies, droves of customers trafficking through the lobby, maintaining e-mail organization boxes, monitoring the Comptroller Services Portal, and managing several other avenues of customer engagement. The range of duties that CPTS Airmen cover goes from telephone calls to briefings, and every stop in between, not to mention the additional duties we often take on.

CPTS Airmen are sometimes barely keeping their head above water. To then ask them to innovate their processes, build tools to make their days easier, or even just spend extra time making sure that they are doing everything as efficiently as possible would be like throwing a large rock on top of them while they struggle to keep afloat. Most Airmen are already spending long hours in the office, and, unless they are willing to give up what little additional time they have, you are not likely to see them innovating or changing processes.

#### **THIS IS WHERE THE RTC COMES INTO PLAY.**

The Airmen within the RTC-to include civilians, officers, and enlisted-are empowered with freedom to control most of the projects that they take on, and they are passionate about providing better work experiences for FM Airmen in the field conducting day-to-day operations and taking care of our customers.

The RTC communicates directly with the field on what keeps them at the office late. Then, creates tools and processes to improve operations while allowing them to focus on other efforts. The RTC provides a voice at top-level leadership meetings to make impacts required for change in the career field. They have learned how to provide strategic-level and FM-focused information through many avenues of training materials, whether that be live trainings, animated videos explaining FM concepts, or physical briefings. The RTC has revitalized how training is broadcasted by creating monthly virtual trainings. CPTS offices can log into Microsoft Teams and join a live training session to easily fulfil their training requirements. Everything the RTC has accomplished was made by Airmen empowered by senior leaders.

The FM career field covers a vast variety of topics. So many, in fact, that it would be exceedingly difficult for any one individual to have in-depth knowledge of every one of them. Empowering Airmen with freedom to be creative and use outside-the-box thinking to establish efficient practices or new tools to conduct operations will help close the knowledge gaps. It will allow them to feel like they are creating a legacy that will live on in the office, and even the career field. Their voices will be heard, and that alone can mean more than anything to Airmen. To do this, look to General Brown's Strategic Approach: Empower your Airmen.

#### About the Author

TSgt Thomas "TJ" Morris is the non-commissioned officer in charge of Financial Operations Training Development at the Financial Management Resource Training Center, Maxwell Air Force Base, AL.





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

**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

## May 2022

Treasurers: Dawn O'Connell and Rebecca Workman



	WPFCU - Chapter General Funds	Fidelity - Chapter Investments	Fidelity - Augsburg Scholarship
Beginning Balance	\$20,525.83	\$137,960.97	\$125,902.31
+ Income	\$1,201.06	(\$1,029.77)	(\$986.03)
- Expenses	\$560.00	\$0.00	\$0.00
Ending Balance	\$21,166.89	\$136,931.20	\$124,916.28

Note:

The Fidelity ending balances are 31 May 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

21 July

Speaker: Ms Ariel Quesinberry, Chief, International Division Financial Support Branch (AFSAC)



**Securing Your Router and Home Network**

Your home router is one of the most critical, and overlooked, components in your home network. As such, it is probably the most important part of your home networks security. Below is a list of some critical settings/features you should try to implement in your router if possible to maximize your network's security. Most of these items are not very complicated. However, every router is different so you will need to look up your router model, usually a sticker on the bottom of the router, and search for the manual from its maker (e.g., CISCO, Linksys, Netgear) if you do not have a hard copy.

1. Use strong passwords (i.e., unique, 16-20 characters with letters, numbers, special characters, and a mix of upper/lower case) for the router login as well as your WiFi login. Some people are not a fan of long passwords but remember, your router never moves so it is a stationary target, which makes it vulnerable to brute force attacks. A long password helps make these attacks less viable.
2. Change the default admin password and, if possible, username. This controls who can access your router's settings and the defaults can quickly be looked up online. Access to the admin settings should be limited.
3. Use WPA2 encryption at a minimum. WPA3 may be an option if you have a newer router.
4. Use automatic updates if your router has the option. Otherwise, update your firmware at least quarterly. Router vulnerabilities are a popular tool for attackers because routers are often not updated.
5. Change the SSID (i.e., the WiFi name) from the default.
6. Use the Guest Network feature for more than just guests. Connect all of your Smart/IoT devices, children's devices, devices belonging to visitors, and any other device you do not need to talk to each other (e.g., your laptop and network printer). Only connect the devices, which need to communicate within the same network to your normal network. Guest Networks isolate the connected devices from talking to each other that helps prevent an infected device from spreading malware to other devices on your network.
7. Disable remote admin access.
8. Use built-in firewall and VPN features if your router has them. These are sometimes a little more complex to setup but worth the effort.

Keep in mind that nothing is full proof but making these few changes can help keep you from being the lowest hanging fruit for any potential attackers or budding hackers in your neighborhood. If you are looking for more information, the Office of the Director of National Intelligence (DNI) provides a very nice guide here on keeping your network secure. Topics in the guide include recommendations for electronic devices, network settings, entertainment devices, and internet behavior as well as a variety of resources. For users who are looking to overhaul their network, this guide covers a lot of detail on building and maintaining a home network. Antivirus software is an important step in protecting your devices and network. Users should look into Home Use Programs or software stores available from the organizations or institutions they are a part of. For example, the Defense Information Systems Agency (DISA) provides an antivirus home use program. This program offers a free 1-year subscription to McAfee Internet Security to "active DoD employees and authorized contractors". Eligible users can follow the instructions here to claim the subscription.

**Copy Text from Image in OneNote 2016**

Today, we will often receive information in an image format. Unfortunately, the information is actually text stored as an image (e.g., old PDF file, screen snip of slide from virtual meeting). Text stored as an image is fine if you are only reading it but can be cumbersome if you need to transfer large amounts of text to another document in a text format. OneNote 2016 contains a built-in Optical Character Recognition (OCR) capability, which enables the user to copy the text from the image in a text format. To use this feature, open OneNote 2016 and paste the image into a notebook page. Right-click on the image and select the "Copy Text from Picture" option. The recognized text can now be pasted to the target destination. This Microsoft article provides some additional details as well as extracting text from a multi-page printout. Be aware that OCR tools are not perfect and may not copy all of the text correctly. If the image is poor quality or minimal space between lines, words, and characters may produce errors in the text that is copied. Diagonal text or text with extra spacing due to table formats may produce extra spaces or line breaks.

**OneNote Keyboard Shortcuts**

**Ctrl+1** will start a to-do list on the selected row

Note: This will change if you customize your tags and alter the position of the check-box tag (e.g., moving it to the fourth position will change the shortcut to Ctrl+4)

**Ctrl+.** for a quick bulleted list on the selected row or text

**Ctrl+/** for a numbered list on the selected row or text

**Ctrl+Alt+1** through 6 will apply Heading Styles 1 through 6 on the selected text





**ASMC – Aviation Chapter  
Executive Board Meeting Minutes  
21 Jun 2022 (1100-1128 hrs)  
Microsoft Team (CHES)**

I. **Call to Order - President:** Beth Jankowski, 1100 hrs.

II. Attendance/Reports

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

**Secretary:** Shawn Kain (A)

**President-Elect:** Dawn Holding

**Vice-Presidents**

**AFAA:** Brian Surowiec

**AFLCMC:** Dawn Holding

**AFMC:** JoAnne Hutchison

**AFRL:** Kristen Wentworth

**At Large:** Amie Satterfield (A)

**Contractors:** Patrice Solorzano

**88th CPTS:** Shannon Noles (A)

**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:** Robins Fletcher

**Health & Wellness:** Fernando Mason

**Membership:** Rhonda Pepitone, Cynthia Payne

**Professional Development:** Trent Harpest (A)

**Early Careerist:** Sandra Moncree (A)

**Programs:** Tammy Pendergast

**Tickets:** Vacant

**Ways & Means:** Vacant

(A) = In Attendance

II. General Business

A. OLD:

- i. Beth thanked everyone for their leadership and efforts this past year and for helping us achieve the 5-star Chapter goal.
- ii. **Community Activities:** Beth reported for Robin Fletcher that we plan to have a Community Activities event at the VA Nightingale House in June on Saturday, 25 June. Only one person volunteered to date. (Update: we had to cancel due to not having enough volunteers)



## B. NEW:

- i. **Upcoming 2022-2023 Board:** Beth sent an email out to verify those continuing their chair-ship and Vice Presidency for the upcoming year. Treasurers are leaving due to the 5-year limit in the Chapter's governance. Rebecca has the name of one person who volunteered for Treasury, and we're looking for another. Rebecca asked how to destroy debit cards. Beth recommended getting with the Audit team to ensure compliance. George Diehl offered to assist in the Scholarship Analysis and will send an email to the Treasurers. The President-Elect position belongs to the At-Large group, and Amie Satterfield will assume that role. Amie will also continue to serve as At-Large VP until we find a replacement. Kristen Wentworth will not continue as AFRL VP, and we're looking for a replacement. Shannon Noles is also stepping down as 88th CPTS VP, and MSgt Wolf will replace her.
- ii. **Membership Drive Ideas:** Beth asked for ideas to increase membership, and attendees provided the following ideas: Highlight membership benefits; Ask VPs to present a 5 minute presentation on ASMC membership (i.e., director's calls, trainee meetings, etc.); Develop ASMC Trifold to hand out; Review membership roster and have VPs reach out to those whose membership recently expired or is close to expiring. Jonathan provided the link to National's list of membership benefits: <https://asmconline.org/membership/benefits>.
- iii. **AdHoc Committee to review/update Chapter's By Laws and Constitution:** Beth is looking for someone to lead and for volunteers to be on the AdHoc committee. It will probably take six months for the committee to complete its work.
- iv. **Meeting adjourned @ 1128 hours.**



### ASMC Webinar

The ASMC Education and Professional Development Leadership Seminar: Leading from the Middle Join LtCol Kevin "Buzz" Erker, USMC Ret. on 26 Jul 22, 1200-1300 EST for a virtual seminar on leadership from a different perspective. To register - <https://asmconline.org/pd/webinars/asmc-leadership-seminar-leading-from-the-middle-26-july-2022>



## 2022-2023 Executive Board

<b>President</b>	Ms. Dawn Holding
<b>President-Elect</b>	Ms Amie Satterfield
<b>Secretary</b>	Mr. Shawn Kain
<b>Treasurers</b>	Mr. Lucas Compton

### Organizational Vice Presidents

<b>88th CPTS VP</b>	Msgt Douglas Wolf
<b>AFAA VP</b>	Mr. Brian Surowiec
<b>HQ AFMC VP</b>	Ms. Joann Hutchinson
<b>AFRL VP</b>	Ms. Debra Walter
<b>AFLCMC VP</b>	Mr. Lucas Compton
<b>At Large VP</b>	Ms. Amie Satterfield
<b>Contractor VP</b>	Ms. Patrice Solorzano

### Committee Chairs

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

