



Wright Flyer

July 2022

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



Chapter President

Dawn Holding

Hello Aviation Chapter Members!

This is my first ASMC President's message to the Aviation Chapter. I am both excited and honored to lead this group which has impacted me so much personally and professionally. First, I would like to welcome the new Aviation Chapter board members for the July 2022- June 2023 service year.

Shawn Kain– Secretary
Lucas Compton– Treasurer
Amie Satterfield– President-Elect

Vice-Presidents

Lucas Compton – VP to AFLCMC members
Debra Walter – VP to AFRL members
Amie Satterfield – VP to the At Large members
Msgt Douglas Wolf – VP to the 88th ABW members
JoAnne Hutchison– VP to AFMC members
Patrice Solorzano – VP to the Contractors

Committees

Stephanie Burd and Michelle Bahan – Co-Chairs of the Audit Committee
Fernando Mason – Health & Wellness Committee Chair
Sandra Moncree – Early Careerist Sub-Committee Chair
Rhonda Pepitone and Cynthia Payne – Co-Chairs of Membership Committee
Tammy Pendergast – Programs Committee Chair
Colleen Robinson – Communications Committee Chair
JoAnne Wills –Augsburg Scholarship Committee Chair

Special Support

Anita Kerns – Advertising/Publicity Support
Jon Paden – Webmaster and Virtual Expert Support
Tracy Kremer – Facebook Page Administrator

I would also like to thank the following outgoing board members for their service to ASMC.

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)

Lastly, I would like to specifically recognize the leadership and friendship of Ms. Beth Jankowski, the outgoing ASMC President, for her contributions last year and her current support of the ASMC board now. Thank you ALL for your continued dedication to ASMC, Beth!

Well, now we have our new board in place.... What’s next? With the challenges of COVID, ASMC really needs more support and participation from members to get “jumpstarted” to redefine our future. ASMC is the one professional organization at Wright Patterson AFB in which financial managers can network across all grades and the major organizations. We represent experience across the FM spectrum from base, program, and staff level to budget, audit, cost, and more! Our Chapter embodies the most multiple organizations of the Department of Defense in one location! We need more ASMC members to step up and help to increase board participation, activities offered, and event attendance if we want to take ASMC into the future.

The Aviation Chapter board will be sending out a survey soon to get member feedback. As part of this, we are working to implement more communication with members directly. The board is also planning some upcoming social and community activities as well as continue our monthly education sessions. Our goal is to focus on the resources our members find the most benefit from. We need your input and we need your commitment to work to help move our organization forward.

Are you looking for a new challenge and want to help shape the future of ASMC? If so, please reach out to your VP or me directly. We have volunteer opportunities and leadership positions available which are both great networking opportunities and resume builders. In the meantime, be on the lookout for future ASMC events and education sessions as ASMC continues to network and share among its members. I look forward to seeing you all at a future event!

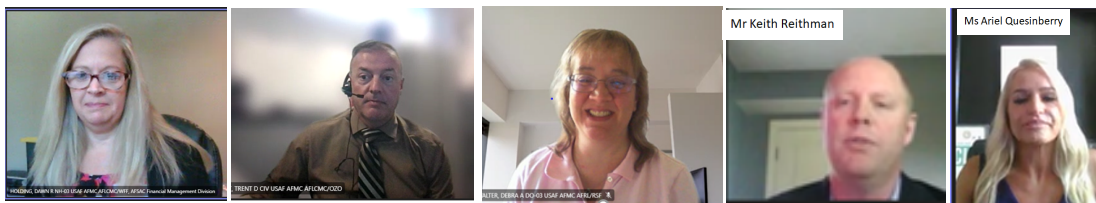


July Member Meeting - 21 July



On 21 Jul 2022, Ms Beth Jankowski, Past President of the ASMC Aviation Chapter, inducted the new ASMC Aviation Chapter board members. Our new board members who took the oath of office were; Ms Dawn Holding, New Chapter President, Mr Trent Harpest, Professional Development, and Ms Debra Walter, AFRL VP.

After a short introduction by Mr Keith Riethman, Chief, AFSAC Financial Management Division, Ms Ariel Quesinberry, Chief, International Division Financial Support Branch (AFSAC) presented, "FM Perspective: Foreign Military Sales is not that Foreign." Ms Holding presented Ms Quesinberry with a virtual certificate of participation and a donation in her name to the Wounded Warrior Project.



Upcoming Member Meetings:

Date: 25 Aug 2022

Speaker: Ms Leslie Cayot, HQ AFMC/FMR

Topic: Maximizing Air Force Agility to Support the Demands of Air Force Sustainment

ASMC Needs YOU!!

Ways to Get involved with ASMC!

Open Board Positions:

- Co-Treasurer
- Community Activities Chair
- Programs Co-Chair: (with Tammy Pendergast)- Plan monthly lunch speakers and social events
- Ways & Means Chair
- Historian

Member Resources Needed!

- Is your ASMC membership up to date?
- Do you know someone who would make a great ASMC member?
- Would you or someone you know be a great speaker for an ASMC monthly luncheon?
- Do you know of or belong to any groups which ASMC could volunteer with?
- Would you be interested in helping plan social events for financial managers across all WPAFB?

If so, please contact Dawn Holding at dawn.holding.1@us.af.mil!



Retirements:

Greg Fecher, SAF/FMF AFFSO, 40 years
Conchetta Walker, AFLCMC/WAM

Farewells:

Markina McKnight, SAF/FMFS, moving to USSOCOM, MacDill AFB

Hails:

Tracy Bronston, AFLCMC/WIN
Mitchell Bussard, AFLCMC/WNS
Jeremy Perry, AFLCMC/WAQ
James Audia, AFLCMC/WAU
Gregory Brown, AFLCMC/WLC
Christine Cobb, AFLCMC/WNS
Josh Elliott, AFLCMC/WNS
Evan Nelson, AFLCMC/WNS
Nicholas Pahren, AFLCMC/WAC
John Scupski, AFRL/RQF

Promotions:

Ryan Bingham, AFLCMC/WNU
Taylor Curtis, AFLCMC/WNU
Jacob Gilmore, AFLCMC/WII
Kristen Leopold, AFLCMC/HIS
Jason Moniaci, AFLCMC/WBD
Holly Palmer, AFLCMC/WNY
Amanda Murphy, AFMC/FMAO
Jacob Enix, AFRL/RQFSS
Melissa Slasor, AFRL/RQFSP



Thrift Savings Plan (TSP) Transition to My Account

The Thrift Savings Plan (TSP) recently transitioned to a new system, My Account, and all TSP services are available with new tools and features for you to explore. If you haven't already, you will need to set up new login credentials for My Account to access your TSP account online. Step-by-step prompts will make it simple for you to verify your identity, update your contact information, and set up your online account. Setting up online access is critical to ensuring that you receive TSP messages about your account and account transactions.

As of result of the transition, the following challenges have been identified:

- The ThriftLine call volume is currently very high, which means hold times are longer than normal.
- Some employees have experienced difficulty updating and/or accessing their TSP information.
- Some employees identified their beneficiary did properly transfer over, therefore you are encouraged to review your TSP beneficiary and update as needed.
- Some employees have noticed missing historical account information prior to 2012. Employees who would like to have this information, are encouraged to contact the ThriftLine to request copies of the missing historical data.
- Also, some employees are not able to update their email address within the TSP My Profile.

Although TSP has encountered some issues from the transition, please be assured that your TSP savings transferred securely and successfully and that the core of the new system—processing investment transactions and other requests—is working as expected. In addition, if you would like to change, stop or start your TSP contributions, you may complete the transaction in the Government Retirement and Benefits (GRB) Platform at <https://grbplatform.us.af.mil>

TSP also offers various webinars to all TSP participants and their beneficiaries for effective retirement planning. Employees get a chance to ask questions and learn from real-world examples of effective retirement planning. A catalog of online learning opportunities are hosted by the TSP Office of Communications and Education and may be found on the TSP website at <https://www.tsp.gov/online-learning>

While TSP is working out the various challenges, the Benefits and Entitlements Service Team would like to remind you to contact TSP directly regarding any issues with your TSP account to include the items listed above. Employees may contact TSP directly at 1-877-968-3778 (toll-free), International (404) 233-4400 (not toll-free), TDD 1-877- 847-4385 (for the hearing-impaired) Monday through Friday, 7:00 a.m. to 9:00 p.m. eastern time or visit the TSP website at [TSP.gov](https://www.tsp.gov).





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: No Meeting

September: No Meeting

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

June 2022

Treasurers: Dawn O'Connell and Rebecca Workman



	WPFCU - Chapter General Funds	Fidelity - Chapter Investments	Fidelity - Augsburg Scholarship
Beginning Balance	\$21,166.89	\$136,931.20	\$124,916.28
+ Income	\$0.06	(\$9,762.51)	(\$9,270.17)
- Expenses	\$100.00	\$0.00	\$0.00
Ending Balance	\$21,066.95	\$127,168.69	\$115,646.11

Note:

The Fidelity ending balances are 30 June 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

25 Aug

Speaker: Ms Leslie Cayot, HQ AFMC/FMR



Office 2016 vs Office 365 Upgrade

Some users may find their organizations are upgrading from Office 2016 to Office 365 instead of Office 2019 or 2021. One thing that distinguishes Office 365 from the other “standalone” versions is that the Office 365 apps are continuously updated with new features. So in effect, users will experience an upgrade from 2016 to 2021+. This transition will enable users to more effectively access content on SharePoint, Teams, and OneDrive via their desktop apps. Additionally, collaborative editing should become easier with the newer apps. However, this is a change and change is not always popular. Users should be aware that the interface will look different and some of the layouts may shift slightly. For example, the Outlook buttons to jump between the Inbox and Calendar may now appear on the left-hand side of the window instead of the lower-right corner of the window. This will temporarily disrupt users when they go to do normal day-to-day operations.

Here are two recommendations to help users adjust. First, Microsoft does provide a set of “Quick Sheets” to help users get oriented on the key features and interface found here (<https://support.microsoft.com/en-us/office/office-cheat-sheets-61abfe7b-1c43-483c-b82b-3806d80e027e>). Second, make use of the “Tell Me” feature. This feature is a small search bar with a lightbulb icon in the ribbon, which allows users to search for buttons that they may not be able to find in the new interface. This feature can also be activated by pressing Alt+Q when in an Office app. Details of the “Tell Me” feature are available in this Microsoft Article (<https://support.microsoft.com/en-us/office/do-things-quickly-with-tell-me-f20d2198-17b8-4b09-a3e5-007a337f1e4e>).

Disable Focused Inbox in Outlook

The Focused Inbox in Outlook is a trainable feature, which automatically sorts the user’s email. Important emails into a Focused tab and everything else into an Other tab. This capability works in many ways similar to email rules. However, if this feature is enabled by default and a user does not use rules or prefers to manually process all of their emails, the Focused Inbox may cause a lot of frustration. To disable this feature, click on the View tab of the Outlook ribbon and toggle the Show Focused Inbox button. Detailed instructions are available in this Microsoft Article (<https://support.microsoft.com/en-us/office/turn-off-focused-inbox-f714d94d-9e63-4217-9ccb-6cb2986aa1b2>).

Recovering Office Documents

Microsoft Office contains some very useful auto-save and auto-recover file settings. These settings can help you recover potentially lost progress and unsaved files after a crash. While in a MS Office program, click on “File” in the top-left corner of the window. In the pane on the left hand-side of the screen, click on “Options”. This will open the “Options” window. On the left-hand side, click on the “Save” section. This section contains a variety of auto-save options (e.g., how frequent auto-save runs in minutes and the location saves are located).

To access auto-saved files after a crash, click on “File” in the top-left corner of the window then click on “Recent” in the list on the left-hand side. This will show a column of Recent Files and Recent Places. In the bottom underneath Recent Places you will see a small folder icon labeled “Recover Unsaved Workbooks”. Click on it to open the “Open” window to view any unsaved files of the type specific to the program you are in (e.g. “All Excel Files” if you are using Excel). With some luck, the file you were working may be there.

Microsoft Office Keyboard Shortcuts

The shortcuts below are not only handy but will work in most Office software (e.g., Word, Excel, Outlook):

Ctrl+K will open the Insert Hyperlink window
F7 will run the spell check
Shift+F7 will open the thesaurus
Ctrl+F will open the Find window
Ctrl+H will open the Replace window
Ctrl+Alt+V will open the Paste Special Window
Ctrl+F1 will show or hide the ribbon

Random Teams Shortcuts

Users can quickly organize their list of teams using a keyboard instead of struggling with the drag and drop interface. To do this, users can click on the team they would like to move in their team list and use the following shortcuts to move it up or down in the list.

Ctrl+Shift+UpArrow to move the selected team up
Ctrl+Shift+DownArrow to move the selected team down



**ASMC – Aviation Chapter
Executive Board Meeting Minutes
19 Jul 2022 (1100-1201 hrs)
Microsoft Team (CHES)**

I. Call to Order - Incoming President: Dawn Holding, 1100 hrs.

II. Attendance/Reports

Treasurers: Lucas Compton

Secretary: Shawn Kain (A)

President-Elect: Amie Satterfield (A)

Vice-Presidents

AFAA: Brian Surowiec (A)

AFLCMC: Lucas Compton

AFMC: JoAnne Hutchison (A)

AFRL: Debra Walter (A)

At Large: Amie Satterfield (A)

Contractors: Patrice Solorzano (A)

88th CPTS: MSgt Douglas Wolf

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)

Facebook Page Admin: Tracy Kremer

Community Activities: Vacant

Health & Wellness: Fernando Mason

Membership: Rhonda Pepitone, Cynthia Payne (A)

Professional Development: Trent Harpest (A)

Early Careerist: Sandra Moncree

Programs: Tammy Pendergast

Tickets: Vacant

Ways & Mean: Vacant

Historian: Vacant

Outgoing President: Beth Jankowski (A)

(A) = In Attendance

III. General Business

A. OLD:

- i. We are still looking to fill open positions: Ways and Means, Community Activities, and Historian.
- ii. Open Co-Chair: Programs Committee. Tammy needs support for speakers as well. August we are going to ask Leslie Cayot.
- iii. Tammy and Dawn will look at a social at the Pub or other outside venue due to Covid to have a social in Aug/Sep timeframe.



B. NEW:

- i. **Reviewed list of Visions/Goals:** Emphasis on how the board can work to add value to membership
 - 1. Discussed membership and doing a membership drive and keeping track of member counts as well as sending more communication to members directly. Need a current membership count and list of emails. Dawn would like to send a survey out to members sometime in Aug/Sept timeframe.
 - 2. Fundraising- we do not have any fundraising activities planned as of now. Discussed past events like the Air show and Dayton Dragons.
 - 3. Discussed the 5 star chapter requirements. Heather and Dawn are working a list of those items so the board can keep track of items. The main concern is finding volunteer opportunities in the covid environment. We need 2 activities with 20 hours of volunteering.
 - 4. Mini PDI- would like to start planning sooner- prior to year end. Trent is going to start compiling a list of potential speakers and VPs and other members will also look at resources.
 - 5. CDFM- Trent will look at what training options are available.
 - 6. Dawn gave list of brainstorming ideas in the vision to each member as part of the agenda. Each board member should look at the ideas and bring suggestions to the next meeting. Need to focus on reinventing ASMC.
- ii. **2022-2023 Budget:** Need any additions to budget- give to Lucas prior to the next board meeting. The goal will be to have a draft to review at the next board meeting.
- iii. **Review Charter:**
 - 1. This is an upcoming task that will need support. We will need to set up a committee to review the governance documents. Beth recommended finding some past ASMC presidents to participate in the committee. Any ideas we have for creating new positions should be brought forward.
 - 2. The early careerist position will continue to report to the ASMC President.
- iv. **Upcoming Events:** The next event is 21 Jul at 1100 for the Monthly Luncheon. Beth will lead the installation of the board. Ariel Quesinberry will present on "FMS Isn't That Foreign".

IV. Meeting adjourned @ 1201 hours.



ASMC Webinar

Join ASMC for the webinar, Keys to Communication: Closing the Intent-Impact Gap, presented by Peter Tyson.

The Keys to Communication webinar will cover barriers to effective communication and critical areas for communication skills improvement. The webinar will address different modes of communication, including speaking and writing. The discussion will start with the Intent-Impact Gap to visualize major communication impediments, then provide specific steps that can be taken to reduce the gap. The measures include strategies for preparation, increased knowledge, and behavioral changes that will result in enhanced exchange of information, more effective team collaboration and decision making, and better outcomes.

Learn more HERE: <https://asmconline.org/pd/webinars/keys-to-communication-closing-the-intent-impact-gap/>

Date: 30 August 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 29 August at 1200 ET!

Group registration closes on 26 August 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.

CDFM Practice Test App for Modules 1, 2, and 3

The CDFM Practice Test Mobile App (also available on web) is an assessment resource for individuals preparing to take the CDFM exams. This tool is designed to help build your confidence and identify areas in which additional exam preparation may be needed. \$59.99 gives you 3 months of 24/7 access to:

- 320+ practice questions in all CDFM exam module 1, 2, and 3 domains.
- 380+ flashcards featuring important acronyms you may encounter on the exams.
- 240+ glossary flashcards to ensure you're familiar with the necessary terminology.
- The CDFM Candidate Handbook and additional resources to help you prepare.
- The ability to create custom quizzes and tailor your learning.
- An advanced progress-tracking tool that indicates how you are performing on each question and in each domain.
- Mobile App and web access.

You can also purchase the CDFM Practice Test on the web from <https://asmc.builtbyhlt.com/sign-up>.

A number of study aids are available as preparation for the CDFM exams: Original Department of Defense guidance documents online, EDFMTC textbook, Training courses, and ASMC Chapter study groups.

Questions or Comments about the CDFM Practice Test App? Contact HLT's Customer Service:

E-mail: feedback@hltcorp.com, Call: 319-246-5271

<https://builtbyhlt.com/contact>



2022-2023 Executive Board

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

Organizational Vice Presidents

88th CPTS VP	Msgt Douglas Wolf
AFAA VP	Mr. Brian Surowiec
HQ AFMC VP	Ms. Joann Hutchinson
AFRL VP	Ms. Debra Walter
AFLCMC VP	Mr. Lucas Compton
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	Mr Trent Harpest
Early Careerist	Ms. Sandra Moncree
Programs	Ms. Tammy Pendergast
Tickets	Vacant
Ways & Means	Vacant

