



Wright Flyer

Nov 2022

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



Chapter President

Dawn Holding

Hello Aviation Chapter Members!

I am so excited about all of the activities going on in our chapter as we enter the holiday season! The Aviation Chapter designated November and December as "ASMC gives back to our Community" by planning several volunteer opportunities during the holiday months. Your responsiveness and commitment to these opportunities has been phenomenal!

On November 4th and November 18th our ASMC teams volunteered at Crayons to Classrooms (C2C). We had 28 volunteers commit 63 hours of volunteer time to the C2C mission by sorting books, making school supplies, and packaging needed materials for teachers. These items will be part of the supplies teachers in low income districts will be able to utilize to supplement their teaching all at NO COST. Thank you to everyone who was a part of making this event a success. We plan to continue scheduling more C2C volunteer opportunities in 2023.

Brigadier Frank Verdugo hosted our ASMC virtual luncheon for over 140 attendees on November 17th speaking on "Budget Environment: View from the SAF/FMB". General Verdugo gave an overview of FY22 and an assessment of the challenges for the budget over FY23 and FY24. The presentation was insightful and a great summary of our current FM environment. We are exceptionally grateful for General Verdugo taking the time to meet with us and share his knowledge. He is a huge advocate for our ASMC mission

On November 19th we had 4 volunteers work two hours with Blue Star Families making care packages for deployed soldiers. Stockings filled with candy and boxes filled with journals and writing supplies were packaged up to be sent to deployed soldiers for the holidays. Blue Star Families was extremely grateful for our help. We look forward to working with Blue Star Families again on December 10th for an Army National Guard holiday party in Beavercreek and on December 17th at the Dayton VA for wreath laying as part of Wreaths Across America. We still have slots available so please sign up to v attendance. The energy in the room was electrifying and it felt so amazing to have so many old and new friends in the same

room. We played games, gave away prizes, and talked with each other A LOT! I also had the privilege of administering the ASMC oath of office to Jennifer Caplinger, our new Community Activities Chair and Sarah Gwaltney, our Jr. Professional Development Chair. These two ladies bring so much talent to the board and I look forward to working with them. Thank you to the planning committee and everyone who attended the party. We have so much more fun to plan going forward!

Since we are approaching the gift giving season, consider one last gift to yourself. Renew your membership or join if you are not a member yet! Dues are GOING UP January 1st so it just makes sense to do it now! **Annual dues will be going from \$40/yr to \$50/yr and 3 year memberships will be going from \$96 to \$120.** You can join or renew your membership at <https://www.asmc-online.org>. Current members can request to extend their current memberships at the current renewal rates by emailing a request to Astrid Myers at myers@asmconline.org.

I look forward to seeing everyone at our remaining December volunteer opportunities! May you and your families enjoy the upcoming holiday season as you spend time together and celebrate. We all have so much to be thankful for in this great country! Thank you to all of our members who continue to support our Aviation Chapter! And a huge WELCOME to these new ASMC Aviation Chapter members!

Very Respectfully,
Dawn



American Society of Military Comptrollers

To promote education, training and professional development in all aspects of military comptrollership.

WELCOME NEW ASMC MEMBERS

**Shelley Chelman
Mackenzie Enix
Carmen Honaker
Christopher Lado**



American Society of Military Comptrollers

To promote education, training and professional development in all aspects of military comptrollership.

**Membership Dues are
GOING UP January 1st!
Renew or become a member by
December 31st!**

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



American Society of Military Comptrollers

To promote education, training and professional development in all aspects of military comptrollership.

Want to be an ASMC Member?

Membership: \$40 per year or \$96 for 3 years

- ✓ **Networking with FMs in Other Commands**
- ✓ **Leadership Experience**
- ✓ **Professional Development**
- ✓ **Social Events**
- ✓ **Volunteer Opportunities**
- ✓ **Continuous Learning Events**
- ✓ **Resume Builder**
- ✓ **New Friends!**

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



ASMC Aviation Chapter Holiday Party



On 1 Dec 22, ASMC Aviation Chapter held the first in person Holiday Party, since 2019. Fun, games, prizes and smiles all around. In addition, **Ms Jennifer Caplinger**, Community Activities Chair, and **Ms Sarah Gwaltney**, Junior Professional Development Chair, were sworn in by Ms Dawn Holding, ASMC Aviation Chapter President.



Upcoming Member Meetings:

19 January 2023: Kings Table FM Networking with FM Leadership (2-5p)

26 January 2023: Speakers: Ms. Sandra Coker and Ms. Stacey Henry, AFMA

Topic: "The Agreed Upon Procedures process & support AFMA provides SAF/FMF and AFMC/FM."



Congratulations:

Cathleen Worley, 88th CPTS/FMA, James E. Short Award Outstanding Contribution to Mentorship & Career Development

Maj Nicholas Stockdale, AFMC/FMAO, Outstanding Contrib to FM & Comptroller - Officer MAJCOM Level

Justin Freitas, AFMC/FMAI, Outstanding Contrib to FM & Comptroller - Civilian MAJCOM Level

Lt Col Amy Justus, 88th CPTS/CC, Maj Gen Frank R. Faykes FM & Comptroller of the Year

Kellie Lowe, 88th CPTS/FMF, FM Civilian of the Year - (GS 8 & Below)

SrA Taylor McAfee, 88th CPTS/FMF, FM Airman of the Year

Samuel Powell, AFRL/RQFC, Acquisition Cost Analyst of the Year

Amy Stelljes, 88th CPTS/FMA, Resource Advisor of the Year - Installation Level

Lisa Maciejewski, AFRL/RYP, Excellence in Cost Analysis

Jonathan Paden, AFLCMC/WFF, Educator of the Year

88th CPTS , Financial Operations Office of the Year

General Larry O. Spencer Special Acts and Services Award

HQ AFRL/FZF Team, AFRL

HQ AFRL/FZP Analysis Team, AFRL

PEO Engagement Team, AFLCMC/WFF

ADVANA Implementation FY22 Team, 88th CPTS



Volunteer Opportunities:

DECEMBER 10th (11:00a-2:00p)

Volunteer: National Guard Holiday Party w/Blue Star Families

INFO & SIGNUP: <https://www.signupgenius.com/go/10C094FA8AA2AABF4C16-national>

DECEMBER 17th (11:30p-3:00p)


Volunteer: Laying wreaths on graves at Dayton VA w/Wreaths Across America & Blue Star Families

INFO & SIGNUP: <https://www.signupgenius.com/go/10c094fa8aa2aabf4c16-wreaths>


Leadership Opportunities

ASMC Aviation chapter has two open board positions: Ways & Means and Historian. We are also looking for committee members for social programs, professional development, & community activities. If you are interested please contact Ms Dawn Holding, dawn.holding.1@us.af.mil

New Volunteer Partner!



**crayons to
classrooms**



For many teachers, this scenario is a reality. It is estimated that educators spend an average of \$500 to \$1,000 each year from their personal funds to purchase supplies for their students. In response to this financial burden, Crayons to Classrooms (C2C) opened it's doors to the Dayton community in 2009.

C2C believes that no child should go without the basic supplies needed for learning, and that if students and teachers have the tools to succeed - they will. Therefore, we provide school supplies at no cost to teachers. Through our store, we hope to serve all high-need, PreK-12 schools in the Dayton region - those with 60 percent or more students participating in the National School Lunch program.

Our Impact

**29,872
Shopping
Visits**

**\$29 Million
Merchandise
Distributed**

**46,971
Students
Served**



How to Best Leverage Your Local Auditors by Brian Surowiec and Heather Brodess

“We’re here to help!” is a phrase commonly used in jest when the auditor shows up. However, because the Air Force Audit Agency (AFAA) is the Department of the Air Force’s internal audit function, it really is true. AFAA’s mission is to provide timely, relevant, and quality audit services enabling Headquarters of the Department of the Air Force leadership to make informed decisions. AFAA is led by the Auditor General, who reports directly to the Secretary of the Air Force. As the Air Force’s internal audit function, AFAA’s auditors look for efficiencies in programs; fraud, waste and abuse; and assess program compliance. They are also able to identify best business practices to share across Department of the Air Force programs.

AFAA has four directorates. They are as follows, with the respective headquarters in parentheses: 1) Operations (Joint Base Andrews), 2) Acquisition, Logistics, and Financial Audits (Wright-Patterson AFB), 3) Operations and Support Audits (Joint Base San Antonio – Randolph AFB), and 4) Field Activities (Pentagon). The Operations Directorate encompasses policy and human resources functions for the AFAA. The Acquisition, Logistics, and Financial Audit Directorate and Operations and Support Audit Directorate cover Department of the Air Force-level (also known as enterprise-level) projects. The Field Activities Directorate covers installation-level projects. Due to the alignment of subject areas, AFAA is able to respond to any request in any subject area, to include Special Access Programs.

AFAA has two enterprise-level directorates, primarily based at Wright-Patterson AFB and Joint Base San Antonio – Randolph AFB. Their projects are typically large in scope, cover many locations worldwide, and provide reports to Department of the Air Force 2-letters. The Acquisition, Logistics, and Financial Audits Directorate oversees projects in the following main areas: 1) acquisition, 2) financial management, 3) maintenance, and 4) supply. AFAA’s Operations and Support Audit Directorate oversees projects in the following areas: 1) air and intelligence, 2) cyber and space, 3) installations and nuclear, and 4) personnel, training, and healthcare.

AFAA’s Field Activities Directorate personnel are split into offices at about forty-five locations worldwide. They cover installation-level projects that are typically smaller in scope, cover one location, and provide reports to the local Wing Commander. Installation-level projects may be initiated by the local AFAA office, a topic from the local Wing Commander, or selected as an application site as part of an enterprise-level project. When a location is selected as part of an enterprise-level project, it may result in an installation-level report to correct local conditions or causes, but the results are also provided to the enterprise-level for consolidation to look for systemic issues across the Department of the Air Force and may also be included in the enterprise-level report.

Wright-Patterson AFB is somewhat unique in that it has all levels of AFAA personnel in one location. As mentioned above, the Acquisition, Logistics, and Financial Audits Directorate is headquartered here to align with the mission of Air Force Materiel Command and the Air Force Life Cycle Management Center. The Wright-Patterson Area Audit Office is part of the AFAA’s Field Activities Directorate. It covers installation-level projects at active duty, reserve, and air national guard bases in Indiana, Michigan, and Ohio, as well as the National Museum of the U.S. Air Force, and Arnold AFB in Tennessee. Additionally, there is a team of AFAA personnel located at Wright-Patterson who possess top secret clearances and can provide audit services for Special Access Programs.

Hopefully, now that you have a little background in who AFAA is and what we can do, you will be able to leverage AFAA’s audit services to make your program/office the best it can be!



TREASURER'S REPORT

September 2022

Treasurers: Lucas Compton



	WPFCU - Chapter General Funds	Fidelity - Chapter Investments	Fidelity - Augsburg Scholarship
Beginning Balance	\$22,238.13	\$122,036.97	\$107,308.46
+ Income	\$0.06	\$5,268.90	\$4,775.26
- Expenses	\$0.00	\$0.00	\$0.00
Ending Balance	\$22,238.19	\$127,305.87	\$112,083.72

Note:

The Fidelity ending balances are 31 October 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

26 Jan 2023

Speaker: AFAA



Holiday Shopping

Tis the season for more online shopping. As we go into Black Friday and Cyber Monday, keep in mind some of the common cybersecurity traps. Be cautious when receiving emails that claim suspiciously good deals or reference a “missed delivery”. Fake emails have become very convincing and can be hard to spot. Before clicking on any links in the email, look at where the email is coming from and who it claims to be. Are you signed up for these deals or are you actually expecting a package from that carrier? When in doubt, go to the store or carrier’s site directly. Additionally, most email applications will not display images by default, this is done to help you see what the message really looks like as well as block tracking pixels so only “show images” for trusted senders. Always use secure payment methods when making purchases. Finally, at the very least use strong passwords and two-factor authentication options for accounts which hold personal and financial information. This article provides a good summary of items to stay wary of.

Ways We Accidentally Expose Information

As we have transitioned to a heavier use of social media, networking, and web-based meetings, the number of ways our information is leaked has also increased. This article provides some examples from an IT/security perspective but a few items are applicable for us as end users. Some of these causes of a leak are due to bad habits like sending information from work to a personal email or when building a data model, you accidentally connect to the wrong dataset and pull private data into a public spreadsheet or dashboard. Other causes are less obvious.

A common joke that comes up during meetings is claiming the ability to read another user’s screen via the reflection on their eyeglasses. Since the average quality of webcams has increased, this is becoming easier and easier to do. Similarly, stay aware of your background when on virtual meetings or even taking pictures for social media. The quality of cameras today can make it easy to spot a sticky note with a password on it or personal information on a computer screen in the background. We should always be conscious of what may be visible when we have our webcams on or are taking pictures and sharing them.

The hardware we use with our computers can easily become a tool to compromise our security or leak information. USB devices are very convenient but can be a delivery method for malware. These devices can come pre-loaded with malware which could be added at the source or as it travels through the supply chain. Stay conscious of where your USB devices are coming from especially if they are cheaper imitation brands. Some workplaces will block the usage of any USB devices beyond basic keyboards and mice for this reason. Many users have WiFi printers now. When disposing of an old printer, make sure you clear its memory. If you don’t, the printer’s second owner or someone who takes the printer from your trash, could easily go into the saved settings, and find the credentials for your home or work internet.

Random Keyboard Shortcuts

While in PowerPoint’s presentation mode, press the “**B**” or “**Period**” buttons on the keyboard to toggle the black screen. Useful when you do not want any slides displayed during certain parts of your presentation.

While in PowerPoint’s presentation mode, press the “**W**” or “**Comma**” buttons on the keyboard to toggle the white screen. Useful when you do not want any slides displayed during certain parts of your presentation.

In Word, pressing **Alt + Ctrl + F** will insert a footnote.

In Excel, pressing **Alt + =** will perform an AutoSum based on the ranges around the selected cell.

In OneNote, pressing **Ctrl + -** will apply strikethrough formatting to the selected text.



**ASMC – Aviation Chapter
Executive Board Meeting Minutes
28 Nov 2022 (1132-1251 hrs)
Microsoft Team (CHES)**

I. Call to Order - Incoming President: Dawn Holding, 1132 hrs.

II. Attendance/Reports

Treasurers: Lucas Compton (A), Charmaine Powell (A)

Secretary: Shawn Kain (A)

President-Elect: Amie Satterfield (A)

Vice-Presidents

AFAA: Brian Surowiec (A)

AFLCMC: Lucas Compton (A)

AFMC: JoAnne Hutchison

AFRL: Debra Walter (A)

At Large: Amie Satterfield (A)

Contractors: Patrice Solorzano

88th CPTS: MSgt Douglas Wolf (A)

Committee Chairs:

Audit: Stephanie Burd, Michelle Bahan (A)

Augsburg Scholarship: JoAnne Wills

Awards and Recognition: Sheena Fast (A)

Chapter Competition: Heather Brodess (A)

Communications: Colleen Robinson (A)

Advertising/Publicity: Anita Kearns (A)

Webmaster: Jonathan Paden

Facebook Page Admin: Tracy Kremer (A)

Community Activities: Jennifer Caplinger (A)

Health & Wellness: Fernando Mason (A)

Membership: Rhonda Pepitone, Cynthia Payne (A)

Professional Development: Trent Harpest (A), Sarah Gwaltney (A)

Early Careerist: Sandra Moncree (A)

Programs: Tammy Pendergast (A)

Tickets: Vacant

Ways & Mean: Vacant

Historian: Vacant

(A) = In Attendance

III. General Business

A. OLD:

- i. We are still looking to fill open positions: Ways and Means, Community Activities, and Historian. Open Co-Chairs: Programs Committee, and Treasurer. Also, Cynthia reported she is retiring at the end of the calendar year; therefore, we will need to find a Membership Co-Chair.
- ii. **Status on Vote for 2022-2023 Budget:** Lucas reported he is waiting on four remaining responses on the budget approval. So far, everyone who responded has approved the budget.
- iii. **Holiday Party** – 1 December, 1100, at Presidential Banquet Center. Cost is \$25 per person.



1. Dawn needs hard numbers on who will attend by 1200 on Tuesday.
2. Tammy and her team are organizing games.
3. The board discussed ideas for prizes. Some ideas include ornaments and mugs with candy from Costco.
4. We will collect donations to help decorate the homeless shelter on 2 December.
5. Board and VPs especially - please remind anyone who wants to attend!

iv. **Volunteer Events:** Need support for these events!

1. 2 December: Decorate St. Vincent DePaul Homeless Shelters
2. 10 December: Army National Guard Holiday party w/BSF
3. 17 December: Wreaths Across America w/BSF

v. **Review Chapter Constitution:**

1. Volunteers: Shawn Kain, Sheena Fast, Amie Satterfield, Sandra Moncree and JoAnne Hutchison.
2. Dawn will get more involved in this review after the holidays.

vi. **Survey to Members**

1. JP has working version set up in SharePoint: DRAFT:
<https://usaf.dps.mil/sites/11702/OO-FM-IP-AV/Lists/ASMC%20Interest%20Survey%202022/overview.aspx>
2. This is on hold until more activities have occurred.

B. NEW:

- i. **Newsletter:** We need to get command updates to Colleen this week for the November newsletter.
- ii. **Review:** Luncheon with General Verdugo – received a lot of positive feedback!
- iii. **Review:** November Crayons to Classrooms 4 November and 18 November – also received a lot of positive feedback!
 1. Huge success! 28 volunteers for 63 total volunteer hours!
 2. Currently asking for new time slots for January-May.
- iv. **Review:** Chapter Competition Spreadsheet
 1. Review and find ways you can help generate points for the chapter
 - a. Established a membership committee with a designated chairperson and at least 2 members.
 - b. Make presentations to senior leaders about ASMC: Briefing to General Verdugo occurred 24 October.
 - c. New member orientation program: We get additional points for onboarding early careerist new members.
 - d. Holding a special education session outside of regular meetings: We may want to do a joint education session with ICEAA in addition to our monthly meeting.
 - e. Membership and CDFM renewals: We need to compare the number at the beginning of the year vs the number at the end of the year. We need to increase our membership and CDFM numbers.
 - f. 150 hours of service will get us the Excellence in Community Service Award. We need six events to max out our points (need 3 more events before 31 March).
 - g. Update website
 - h. Newsletter: Colleen has ROCKED the newsletter! Please write articles for her to include in the newsletter.
- v. **Mini PDI:** There was a lot of discussion on conducting this event virtually or in-person. Trent will call Hope Hotel on numbers for an in-person event. We need full support of the board and FM leadership if we go in-person. We also need to be sure it is financially feasible first prior to making the decision to do in-person. We need to find out if AFMC/FM will co-sponsor as in the past. We need to gather information in order to assess the following:



1. Virtual/In-Person
2. Theme
3. Speaker List

vi. **ASMC Awards:** Sheena plans to send out award nomination forms in the next couple of weeks. Nominations will be due around 25 January.

vii. **Upcoming Events:** Need board support of all events; Please support where you can.

1. December 1st: Holiday Party
2. 2 December: Decorate Homeless Shelter - Darryl/McFadden
3. 10 December: Army National Guard holiday lunch w/BSF
4. 17 December: Wreaths Across America w/BSF
5. January Luncheon Speaker: Will be held 26 January, with a speaker from AFAA.

Meeting Adjourned: 12:51 PM.



Who's Worthy of a Little Recognition?

Did you know that ASMC recognizes the outstanding accomplishments of its chapters, membership and the defense financial management community through its annual awards program? It sure does!

The ASMC awards program encompasses:

- individual and team achievement awards*
- scholarships*
- educational grants for members
- an essay contest
- chapter recognition
- and a variety of other individual based awards All categories are now open for nominations!

Learn More & Submit A Nomination [<https://asmconline.org/membership/awards>] Please review the rules and forms prior to submitting a nomination.

*ASMC membership is not required for nomination or the selected winner. Have Questions? Please email us at awards@asmconline.org [<mailto:awards@asmconline.org>] or call 703-549-0360



2022-2023 Executive Board

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

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	Ms. Jennifer Caplinger
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

