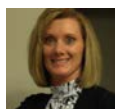




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**Twitter:** @asmctweets  
**Facebook:** [www.facebook/pages/American-Society-of-Military-Comptrollers](http://www.facebook/pages/American-Society-of-Military-Comptrollers)  
**Website:** <http://www.asmc-aviation.org/>



*Chapter President*

*Amie Satterfield*

Hello Aviation Chapter Members!

This moment seemed far away a year ago, and twelve months seemed like a long time to prepare for leading the Aviation Chapter. Yet here it is a year later, and those last twelve months flew by! I do not doubt that the next twelve will go by just as quickly, but hopefully, along the way, we have some time to slow down and enjoy the journey.

Over the following months, I encourage you to look for opportunities to volunteer and share in our Chapter's opportunities to improve our community. Our next volunteer opportunity is on Saturday, September 16th – join me and many others as we cheer on runners at the 27th annual Air Force marathon. We will be crewing the water station at mile mark seven; please come out and support these runners for a few hours.

At our August Lunch & Learn, tentatively scheduled for 22 Aug at 1100, our new ASMC Aviation Chapter Board members will be taking their oaths:

President - Amie Satterfield  
AFAA VP - Jonathan S. Pepples  
At Large VP - Edward Jackson

Those leaders who stepped down this year. Thank you for your dedicated service to our Chapter:

AFAA VP - Brian Surowiec  
AFRL VP - Debra Walters

Thank you to those members who continue to serve and remain in their positions:

**Vice Presidents (VPs):**

AFLCMC VP - Lucas Compton  
AFMC - Joanne Hutchison  
CPTS VP - MSgt Douglas Wolf  
Contractors VP - Patrice Solorzano

**Committees:**

Audit Committee – Co-Chairs Stephanie Burd and Michelle Bahan  
Augsburg Scholarship Committee Chair - JoAnn Wills  
Communications Committee Chair - Colleen Robinson  
Community Activities Committee – Co-Chairs Jennifer Caplinger and Jessica Pauley  
Early Careerist Sub-Committee Chair - Sandra Moncree  
Health & Wellness Committee Chair - Fernando Mason  
Membership Committee Chair - Jaime Iaquina  
Professional Development Committee – Co-Chairs Trent Harpest and Sarah Gwaltney  
Programs Committee Chair - Tammy Pendergast  
Special Support  
Anita Kerns – Advertising/Publicity Support  
Tracey Hearn - Photographer  
Scott Wilson – Ticket Sales Lead  
Jon Paden – Webmaster and Virtual Expert Support

To those listed above, thank you for stepping up and being leaders among your peers. We still need several more members to join the leadership ranks this term.

We are looking to fill the following positions: AFRL VP, Ways & Means Committee Chair and Historian.

If you are still determining if you want to commit, ask a fellow member to join you and co-chair.

Not a member and want to help out? Becoming a member is easy, and we welcome you to join - contact your VP, your membership chair, or me; we will gladly assist.

Lastly, I want to thank the outgoing President, Dawn Holding, for all of the fantastic activities she oversaw this past year – the social at Kings Table, numerous volunteer activities with Crayon's to Classrooms, Wreath laying and Flag placing at the VA cemetery, the Christmas Party and an in-person mini-PDI back in April. Thank you, Dawn!

They say it takes a village to raise a child, and I believe it takes all of us to make our Aviation Chapter a success – please help out in any way you can.



## July Member Meeting

On 19 July, Mr Josh Johnson, SAF/AFAOC, presented a demo of DEAMS Data Analytics Power BI. The AFAOC provides customer support through education, SME support, communications, systems operations/monitoring, and data analytics. The AFAOC Data and Analytics team goal is to utilize technology and subject matter expertise to create value for the Air Force. The DEAMS Data Analytics current initiatives include development of data transformation, modeling and delivering user facing analytics leveraging Microsoft Power BI. Mr Johnson stated beyond the teams goal and vision, they want to make sure they leverage subject matter expert, scope complexity, scalability and efficiency. Further they want to be able to take subject matter expertise that's at functional level, accounting knowledge that happens within the ERP or within legacy accounting systems, and be able to apply a technical skill set to that to be able to bring it to the masses. Mr Johnson continued that we want to make sure that it's scalable, since you have too look at all of Air Force accounting which is 30M+ rows between DEAMS and legacy. Mr Johnson said it typically takes 24 to 48 hours to respond to customer requests.

Mr Johnson then spoke about the business intelligence iceberg. In other words leadership sees the result of a presentation chart (i.e., tip of the iceberg) and are able to make a decision, but they didn't see the days of effort that went into to produce (i.e., bottom of the iceberg). In Mr Johnson's words, "when we talk about business intelligence applications, we need to understand what roles each other play in that piece. There's the visualization aspect and then there's the data aspect. And that's the difference that we need to understand." Mr Johnson also spoke to the hurdles they faced; integrating data from multiple systems, data quality, data silos, end user training and low adoption. Mr Johnson discussed how the data analytics Power BI process works. How they collect and extract information from all multitude of systems, visualize (snapshots on what we try and do) and take that siloed data and reproduce it into a unified single source of truth.

Finally Mr Johnson provided a link to the AFAOC Data Analytics milSuite site (<https://www.milsuite.mil/book/groups/afaoc-data-analytics>) which has many training videos on the DEAMS PowerBI reports, and provided a live demonstration of the PowerBI reports and navigation (<https://app.mil.powerbigov.us/groups/mc/apps/9af7d117-c76f-40a0-a674-f2ee29d46cfb/dashboards/dcb1c02b-0224-40ef-870e-c331c2f5ed28?ctid=8331b18d-2d87-48ef-a35f-ac8818ebf9b4>)

Ms Amie Satterfield, ASMC Aviation Chapter, presented Mr Johnson with a certificate of appreciation and donation in his name to the Wounded Warrior project.

Copy of the presentation can be found on the Aviation Chapter web site <https://www.asmc-aviation.org/luncheon/chapter-luncheons/>

### **Upcoming Member Meetings:**

22 Aug 2023: Speaker: TBD  
Topic: TBD



### **Farewells**

Charles Edson, SAF/AFAOC

### **Congratulations**

Mr. Robert Camden – Promoted from AFAA’s Assistant Auditor General for the Acquisition, Logistics, and Financial Audits Directorate to AFAA’s Deputy Auditor General.

Ms. Elaine “Daisy” Bradley – Promoted from AFAA’s Associate Director of the Acquisition Division to DCAA’s Deputy Regional Director, Eastern Region.

### **Upcoming Volunteer Events**

**The USAF Marathon** is in its 27th year, boasts 8500 athletes, from 50 different states and 18 countries! This is a fun and exciting event; we hope you will come out and help support these amazing athletes with ASMC!

27th US Air Force Marathon Sept 16th 6-11am

<https://www.signupgenius.com/go/10C094FA8AA2AABF4C16-volunteers1>

Please contact Jennifer Caplinger, [jennifer.caplinger.1@us.af.mil](mailto:jennifer.caplinger.1@us.af.mil), or Amie Satterfield, [amie.satterfield@us.af.mil](mailto:amie.satterfield@us.af.mil), for further details.



### Leadership and the Path to Success

by Ms. Lori Tucker, Director Workforce Management and Executive Services\*

Occupying a leadership position alone does not make you a leader, what **MAKES** a leader is internal drive, heartfelt passion, actions with results, reasonable reactions, and most importantly—effective collaboration. These skills must be sharpened through continuous reflection, self-development/training, and deliberate improvement. During my career, I utilize a set of tenets to create expectations that I embrace:

**Performance is Key** – No one should know your job better than you, bloom where you are planted, and leave the position better than you found it

**Diversify your Abilities** – Set yourself apart by mastering multiple functional arenas, take on the hard jobs/challenges that enable growth and strategies

**Track Successes and Failures** – Be humble, reflect, and learn from both experiences

**Customers are your Priority** – Always strive to exceed customer expectations

**Ownership** – Find “your” work/life balance, develop career goals, seek a mentor, be a mentor and remember; loyalty, trustworthiness, and integrity are what you own, protect it.

#### UNDERSTAND YOUR MISSION/ROLE:

Absorb yourself in the organization, really understand the ins-and-outs, and know how your job fits into the overall mission. Think of it as a kind of **organizational immersion** as you begin talking with your peers and leadership to gain a holistic picture. Find out what is working, what could use some extra attention, and what leverage do we have or what requires an external focus? Most importantly, early, and often, get to know your people on a deeper level. What motivates them and where are their struggles personally and professionally? A valuable technique in starting the conversation is the **Who, What, When, Where, Why** approach with the **Why** being the most valuable of all. We are responsible for understanding not only **What** we do, but **Why** we do it across all levels of the organization. Common answers such as, “That’s how it’s always been done,” and, “I’m doing what I’ve been told,” are not acceptable. Encourage everyone to understand the mission they support, their role, and how their work enables the success of the mission.

#### COLLABORATE AND COMMUNICATE ALWAYS:

Collaborate and communicate both internally and externally. Encourage everyone to create collaborative, cross-functional, and organizational relationships. A collaborative environment supports a deeper understanding of second and third order effects and eliminates duplication of effort towards a common goal.

#### OKAY TO FAIL AND TAKE RISK:

Taking risks is scary, especially when it involves a personal endeavor or systemic organizational challenge, but we need to challenge ourselves to promote growth. I contribute my successes and failures both personally and professionally, to the times I have made myself vulnerable, thrown caution to the wind, while accepting the consequences and learning. You should approach each challenge in the shallow end, gather needed information, and slowly work your way to the deep end. Build the foundation of trust and understanding, taking small, deliberate steps to achieve the “quick” wins along the way, rebuilding the blocks for the harder challenges, and working towards “buy-in” on the needed change. This approach will spark your creativity and provide you with opportunities where you exceed your own initial expectations.

Bottom line, leaders are not born, they are developed. That development involves learning from their individual and team's **performance**, getting out of their comfort zone to **diversify** skill sets, evaluating their **successes** and **failures**, continually view the landscape through a **mission/customer lens**, and taking **ownership** of their personal and professional goals

\*Reprinted excerpt from the FM Force Development Primer



# TREASURER'S REPORT

## June 2023

**Treasurer: Lucas Compton**



	WPFCU - Chapter General Funds	Fidelity - Chapter Investments	Fidelity - Augsburg Scholarship
Beginning Balance	\$23,250.11	\$143,732.17	\$127,213.39
+ Income	\$0.00	\$6,898.72	\$6,331.89
+ deposits	(\$359.25)	\$0.00	\$0.00
<b>Ending Balance</b>	<b>\$22,890.86</b>	<b>\$150,630.89</b>	<b>\$133,545.28</b>

Note:

The Fidelity ending balances are 30 June 2023.

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

22 Aug 2023

TBD



**@ Mention in Outlook Emails**

@mentions are a useful feature used mostly in Teams. They enable specific users or groups to be called out in a post, so they receive a notification in their Activity Feed. Outlook enables users to use this feature when drafting an email. While typing in the body of the email, type the "@" followed by the user's name in the last name, first name format. For example, typing "@diehl, george", without quotes, would bring up a list of names that match. Selecting the user's name will add a mention of them to the email body. This will also add them to the To box. While this feature may not be very useful for formal emails, it can enable users to rapidly send an informal email to one or more recipients.

**Easily Resend Email in Outlook**

In Outlook, you can easily send a previously sent or received email to another person exactly as it was originally sent or received. Resending an email is slightly different than forwarding an email as it opens the email in more of a ready-to-send mode. The message will not have the normal header information that includes From, To, Subject, etc. you see forward an email. To do this, click on the "Tell me what you want to do" box in the ribbon and type "resend". A dropdown labeled "More Move Actions" will appear. Click on it and select the "Resend this message" option. Doing so will open the email, as it was received, ready to be sent to a new recipient.

**Create Custom Keyboard Shortcuts in Word**

In Word, you can create your own keyboard shortcuts. The easiest way to access this feature is to right-click anywhere in the Word ribbon and select the "customize the ribbon" option. The Word Options window will open to the Customize Ribbon section. In this section there will be two lists of commands and tabs. Below the list of commands, the list on the left, is a "Keyboard shortcuts:" Customize button. Click on this button to open the Customize Keyboard window.

This window has a box of command Categories, Commands, and Current keys. Navigate the categories to find the specific command you would like to create a shortcut for. Once you select a specific command, click in the "Press new shortcut key" box and press the shortcut you would like to use. The Current keys box displays any existing shortcuts for the selected command and the "Currently assigned to" list appears if you use a shortcut that is already assigned such as Ctrl+C.

As a side note, this is also an excellent way to find keyboard shortcuts for commands you use regularly.

**Teams App Keyboard Shortcuts**

Note that a few shortcuts are a little different when using a web browser and will be shown in brackets.

**Ctrl+.** Opens a list of keyboard shortcuts (i.e., a shortcut to shortcuts)

**Ctrl+,** to open the settings window

**Ctrl+E** starts a search (type "/" in the Search bar to view a list of advanced commands)

**Ctrl+F** starts a section specific search

**Ctrl+N** opens a new chat [does not work in web browser]

**Ctrl+1** opens the Activity Pane [Ctrl+Shift+1 in web browser]

**Ctrl+2** opens the Chat Pane [Ctrl+Shift+2 in web browser]

**Ctrl+3** opens the Teams Pane [Ctrl+Shift+3 in web browser]

**Ctrl+4** opens the Calendar Pane [Ctrl+Shift+4 in web browser]

**Ctrl+G** opens the GoTo command for jumping straight to a team or channel [Ctrl+Shift+G in web browser]



## ASMC – Aviation Chapter Executive Board Meeting Minutes 31 July 2023 (1000-1020 hrs)

I. **Call to Order:** Amie Satterfield at 1000 hrs

II. Attendance/Reports

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

**Secretary:** Shawn Kain

**President-Elect:** Amie Satterfield

**Vice-Presidents**

**AFAA:** Brian Surowiec

**AFLCMC:** Lucas Compton

**AFMC:** JoAnne Hutchison

**AFRL:** Vacant

**At Large:** Edward Jackson (A)

**Contractors:** Patrice Solorzano (A)

**88th CPTS:** MSgt Douglas Wolf (A)

**Committee Chairs:**

**Audit:** Stephanie Burd (A), 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

**Webmaster:** Jonathan Paden(A)

**Photographer:** Tracy Hearn (A)

**Community Activities:** Jennifer Caplinger (A), Jessica Pauley (A)

**Health & Wellness:** Fernando Mason (A)

**Membership:** Jaime laquinta (A)

**Professional Development:** Trent Harpest, Sarah Gwaltney

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

**Programs:** Tammy Pendergast (A)

**Tickets:** Vacant

**Ways & Means:** Vacant

**Historian:** Vacant

Other Attendees: Beth Jankowski (A), Tracy Kremer (A)

(A) = In Attendance

III. **General Business**

A. OLD:

i. Review Chapter Constitution and By-Laws: Status

Volunteers: Shawn Kain, Sheena Fast, Beth Jankowski, Sandra Moncree & JoAnne Hutchison.

Amie reported documents are being updated and will be sent to the board for review and inputs with requested return to Amie NLT 18 August. Once updates are made, the board will vote. If approved, then the documents will be shared with members and voted upon at the general membership meeting in August or September.





ii. Survey to Members: DRAFT On Hold: <https://usaf.dps.mil/sites/11702/00-FM-IP-AV/Lists/ASMC%20Interest%20Survey%202022/overview.aspx>

**B. NEW:**

i. Swearing-In of Officers: Dawn Holding was not in attendance, and it was determined the swearing-in should be done at the next lunch & learn when there is a general membership presence. The 88th CPTS will be holding an election in August to replace MSgt Wolf, as he is moving to AFLCMC in September. Amie thanked MSgt Wolf for his contributions to ASMC and wished him well on his new opportunity.

ii. Treasurer/Budget Update: Lucas Compton. Lucas will provide a budget update at the August board meeting. All committee chairs are to review last year's budget submission in anticipation of this year's budget. It was discussed that we would like to order coins, but we will wait until the results of the ASMC rebranding are complete.

iii. ASMC rebranding – ASMC National held a meeting July 25th to discuss rebranding of the organization. They provided three options for rebranding and those in attendance voted for their pick; rebranding is anticipated to be completed prior to next national PDI in Phoenix, AZ June 2024.

iv. Programs Update: August lunch & learn – no speaker yet; we have several members asking around for volunteers – open to any topic.

v. Community Activities Update: Jennifer Caplinger, Jessica Pauley. Possible future community action events:

- a. Aug 25: Serve beer/concessions at National TransAm Convention for Fisher House
- b. Sep 16: USAF Marathon Drink Station SIGN UP: <https://www.signupgenius.com/go/10C094FA8AA2AABF4C16-volunteers1>
- c. Nov 4: Honor Flight 5K in Kettering, OH
- d. Nov 19: Honor Flight Reunion
- e. Dec TBD: Wreaths Across America & St. Vincent DePaul Shelter Decorating

vi. Meeting Adjourned: 1020



### Time to Get Reading!

As a member of the American Society of Military Comptrollers you receive exclusive access to its quarterly publication, the Armed Forces Comptroller [ <https://engage.asmcusercontent.org/afc-journal> ]. The summer issue is now available online.

This issue includes:

- Highlights from ASMC's record-breaking PDI 2023
- ASMC PPBE Reform Task Force survey on people & culture
- Implementation of Zero Trust Architecture
- Moving from Data Validation to Data Analysis
- Chapter Spotlight: Utah Chapter
- CDFM Spotlight Interview with Selina Carr-McEwen, CDFM-A, DFM3

Need CPEs? Members can earn 2 CPEs by completing a short 10 question quiz from each AFC, for the 8 issues. Simply log in to the member portal and navigate to the online learning center [ <https://imis.asmcusercontent.org/net/Login.aspx?ReturnURL=%2fnet%2fLearning.aspx> ].

Explore the Summer Issue [ <https://engage.asmcusercontent.org/afc-journal> ]

If you have opted to receive a printed version of the AFC, that should arrive soon (if not already). Interested in contributing to a future AFC? Learn more about themes for upcoming issues as well as submission dates. [ <https://asmcusercontent.org/membership/chapters/chapter-management/chapter-handbook/armed-forces-comptroller> ]



## 2023-2024 Executive Board

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

### Organizational Vice Presidents

88th CPTS VP	Msgt Douglas Wolf
AFAA VP	Mr. Jonathan Pepples
HQ AFMC VP	Ms. Toni Stanley
AFRL VP	Vacant
AFLCMC VP	Mr. Lucas Compton
At Large VP	Mr. Edward Jackson
Contractor VP	Ms. Patrice Solorzano

### Committee Chairs

Audit	Ms. Stephanie Burd; Ms. Michelle Bahan
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Newsletter Editor	Ms. Colleen Robinson
Photographer	Ms. Tracey Hearn
Webmaster	Mr. Jonathan Paden
Community Activities	Ms. Jennifer Caplinger; Ms. Jessica Pauley
Health & Wellness	Mr. Fernando Mason
Membership	Ms. Jaime laquinta
Professional Development	Mr. Trent Harpest; Ms. Sarah Gwaltney
Early Careerist	Ms. Sandra Moncree
Programs	Ms. Tammy Pendergast
Tickets	Mr. Scott Wilson
Ways & Means	Vacant

