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Chapter President

Amie Satterfield

Greetings, Aviation Chapter!

It's hard to believe that 2023 is just mere days away from being over, and 2024 is upon us.

The Chapter had a great year with all the volunteer activities and the first in-person mini PDI post-COVID. In May, we participated in placing flags at the Dayton VA cemetery. In June, we volunteered at Crayons to Classroom. In September, we cheered on the runners for the 27th US Air Force marathon. In October, we assisted with the International Ball set up. November, we were back at Crayons to Classroom. In December, we packed a lot in – we volunteered at St Vincent de Paul and assisted with the Christmas Tree lighting as some of our members were Elves and entertained the crowd. This year's holiday party was another success – I hope you enjoy the pictures and maybe we will see you there next year.

As we wrap up the calendar year, we had one more event that we had a great turnout to - Thank you to everyone that came out and supported this on Saturday, December 16th – Wreaths Across America was at the Dayton VA from 1130 – 2 PM as we place wreaths on the graves of those who served our country. I was honored to be part of this event, just as I was the Memorial Day flag recognition.

As we gear up to celebrate the holidays and hurry to ensure we have accounted for all of our use or lose, please take a moment to check in with others and ensure they are navigating the holidays – we have a great article in this newsletter about Holiday stress. I would encourage all of you to take a few minutes to read it.

I wish you a joyous holiday season and look forward to seeing you all in 2024!

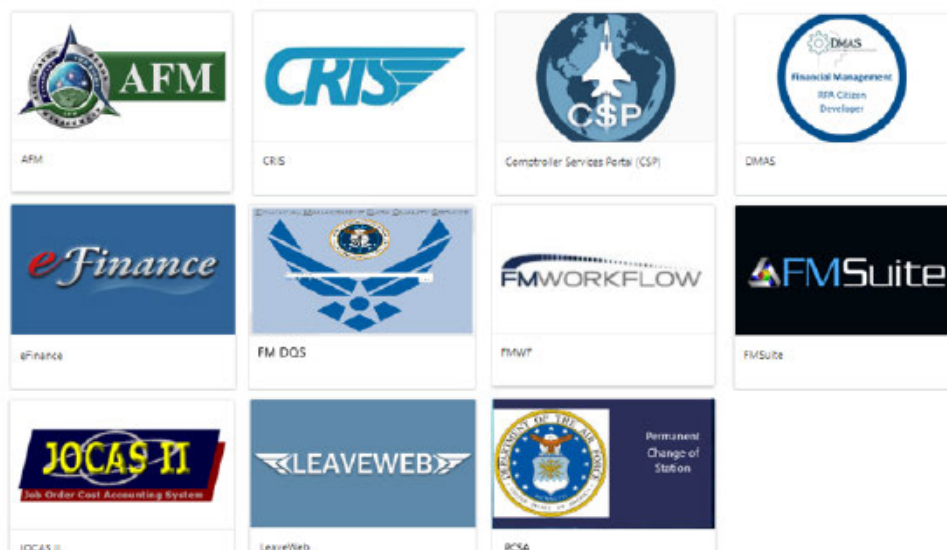
Did you know...

- Santa Claus has worn blue, white, and green in the past, but his traditional red suit came from a 1930s ad by Coca-Cola!
- Jingle Bells hold a Guinness World Record as the first song ever played in outer space.
- Candy canes were invented to help keep children quiet during church.
- It takes an average of seven years to grow a Christmas tree.
- Mariah Carey only spent 15 minutes writing "All I Want for Christmas is You."
- In Ireland, it's tradition for kids to leave out a pint of Guinness instead of the traditional milk and cookies.
- Over 25% of all emails are sent during the holidays.
- The highest-grossing Christmas movie is "How the Grinch Stole Christmas" (the Jim Carrey one)!
- There are 364 gifts in total in the "12 Days of Christmas" song.



November Member Meeting

On 16 Nov 2023, Mr Jamie Mason, SAF/FMFS (AFFSO), presented SAF/FMF Air Force Financial System office (AFFSO) Projects and Updates. Mr Mason is the senior technical advisor, and directly oversees eleven Air Force financial system operations apps or programs, which are used daily across the Air and Space force to support the missions of our airmen. In addition, he oversees the Robotics Process Automation (RPA) team, which develops automations to streamline manual FM activities and provides training to FM personnel, so they can create their own automations. Below are the eleven programs they manage, which range from programs that have been around for decades to new systems they are developing.



Mr Mason vj gp'uj ctgf 'uqo g'qh'vj gk'cee qo r kuj o gpw'cpf 'ej cmgpi gu0'J g'stated of the program/apps he has worked on in recent years, Leave Web is one of the most exciting. They just launched in September the Leave Web mobile app. This brings a whole new level of access and challenges to our systems. You can see that since we launched two months ago, we already have over 27,000 downloads, which is great. The mobile app has had over 1,500 leave created and over 6,500 actions (submissions/approvals). Leave Web mobile app doesn't provide all the functionality of the main app, but it does provide functionality for users to be able to go out there and create their leave. Mr Mason did mention of the challenges they faced was the scams that appeared within the first two weeks of launch. He reminded folks to remember your cyber-security and operational security. The Leave web mobile app must be download from the approved Google Play Store and Apple App stores **do not go to a website and try to download it.**

Mr Mason was asked the question about Okta and how it works. Okta is the third party tool that the Air Force has approved for logging in for authentication. So when you do CAC login, that's the tool that is verifying you are who you say you are, and getting access to the data and the systems that they need. That's taking the information from your CAC using two factor authentication hitting the the official Air Force identity. However, mobile app for example, most folks don't have a CAC reader with their phone or their mobile device, so they have Okta offers other two factor authentication methods besides CAC.

Mr Mason then spoke about the Comptroller Services Portal (CSP). It was an elevated SharePoint site that allowed customers to be able to submit inquiries to the Comptroller offices. Eventually they couldn't maintain that on a SharePoint site any longer, so they had to develop and turn that into a a full fledged system. So in August, they deployed the CSP system. When they deployed CSP of course there were bugs. A lot of them had to do with access and authentication which are common. Their team worked really hard and resolved most in less than 30 days. They are continuing to work issues as they take CSP Air Force wide and deploy additional functionality like AI Chat BOT. Mr Mason stated they need to make sure everyone can use the systems the way that they're supposed to be used. Everyone can submit their own queries and get the support they need.



The next topic Mr Mason spoke on was ICAM (Identity, Credentials, and Access Management). ICAM is a cybersecurity domain that allows you to securely access resources across existing systems and emerging platforms. ICAM, ensures that the right person with the right privileges can access the right information at the right time. Mr Mason stated the issues they have seen with Leave Web and CSP are bigger issues that will impact all the systems across FM and even beyond FM as we start to implement ICAM across the Air Force. So they're leveraging these two systems and identifying and documenting these lessons learned and passing them along so that other systems won't have to experience these.

The next initiative they are working on is to develop a PCS Automation system. They successfully completed a pilot September 2023 that demonstrated that they could do active duty CONUS to CONUS.

Mr Mason then gave a status on what is going on with CRIS. They have identified Advana FASTR as potential CRIS replacement. Advana is the DoD warehouse for all data and analytics to support auditable data. The AFFSO is working with FASTR team to perform analysis on transition. Mr Mason stated, CRIS will not sunset unless there is a 100% viable solution that can take its place, meaning FASTR or any other solution will have to be able. Volunteers are needed to participate in user groups to provide feedback and perform testing. If interested contact Mr James Mason, james.mason.24@us.af.mil.

The last program Mr Mason discussed was robotics (BOT) automations. To date they have developed 59 automations. These automations automate repetitive manual processes and each year these automations save thousands of man hours. The automations they have developed so far are attended automations, where someone has to sit at the computer and mainly push the button to start the automation. Mr Mason said they are working to get licensed to run unattended automations that will greatly expand Enterprise level solutions and time savings.

Mr Mason encouraged attendees, if you have any ideas or things you'd like to see added to these systems, please submit a request through the program office, help desk, or Functional Review board representative. He also said to check their quarterly newsletter for updates on their programs.

Resources:

AFFSO SharePoint (<https://usaf.dps.mil/sites/saf-fm/FMF/FMFS/AFFSO>)

AFFSO Systems Help Desk (<https://c1snow.cce.af.mil/>)

MilSuite (https://www.milsuite.mil/?pk_campaign=ghead)

Ms Sandra Moncree, Early Careerist, presented Mr Mason a certificate of appreciation and donation in Mr Mason's name to the Fisher Nightingale house.

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



December Holiday Party - December 6th



Aviation Chapter

December Holiday Party



Special thanks to all those who donated socks for the Shoes 4 the Shoeless



Thank you to the Dancing Elves representing ASMC at the Wright-Patterson Christmas Tree lighting.



SSgt David Hunter, SSgt Robert Day, SrA Ronald Marquez Lamas, A1C Jace Muniz



Christmas Adopt-A-Family

Big thank you to all those who participated in this year's Christmas Angels. As you can see our elves were busy wrapping all the gifts thanks to your generosity.



Wreaths Across America Volunteers

Thank you to all the volunteers who came out to lay wreaths at the Dayton National Cemetery at the VA Hospital on 16 Dec.



Augsburg Memorial Scholarship**History**

The Augsburg Memorial Scholarship was named for Fred and Susan Augsburg by the members of the ASMC Aviation Chapter as a lasting beneficial memorial to their friends. The couple was vibrant, outgoing, fun-loving individuals, and true professionals in their jobs. Tragically, in February 1987, they were killed in a traffic accident in Lexington, Kentucky. A drunk driver crossed the centerline and struck Fred & Susan while they were jogging. Both died from their injuries.

About the Scholarship

The Augsburg Scholarship is funded by both CFC and individual donations and managed by the American Society of Military Comptrollers, Aviation Chapter, Wright-Patterson AFB, OH. 100% of contributions go towards the scholarships, with no administrative costs.

The Augsburg Scholarship Fund promotes education and training through scholarships for graduating high school seniors and continuing college students who live in or attend school in Southwest Ohio, and are majoring in accounting, financial management and related courses of study.

The two High School scholarships awarded at the local chapter are \$1,000 per year for a total of \$4,000 to deserving high school seniors graduating each year, who plan to pursue a college degree in the specified areas of study. The two College Continuing Education scholarships are awarded in the amount of \$1,000 each to deserving continuing college students pursuing a degree in the specified areas of study.

How to Apply

Applications can be downloaded from the ASMC Aviation Chapter's website: <https://www.asmc-aviation.org/augsburg-scholarship/>

For Augsburg Memorial Scholarship information, contact Mrs. JoAnne Wills at (937) 904-3939.

Mail applications to:

ASMC Aviation Chapter Scholarship Committee
ATTN: JoAnne Wills
1269 Ponderosa Ct
Fairborn, OH 45324

All applications must be received by **23 February 2024**.



Managing Holiday Stress: Navigating the Festive Season with Peace and Serenity

The holiday season, with its joyful celebrations and cherished traditions, can also bring about significant stress and anxiety. Balancing family obligations, financial pressures, and increased expectations can affect mental and emotional well-being. However, with mindful planning and self-care, it is possible to navigate the holidays gracefully and emerge feeling refreshed and rejuvenated. This article will explore practical strategies for managing stress around the holiday season.

One of the primary sources of holiday stress is the pressure we put on ourselves to create a perfect experience. It is crucial to remember that perfection is unattainable, and setting realistic expectations is critical. Don't compare your celebrations to those portrayed in movies or social media. Focus on creating meaningful moments rather than striving for perfection. Simplify your plans, delegate tasks, and remind yourself that the true essence of the holidays lies in the spirit of love, Gratitude, and togetherness.

Creating a well-thought-out plan can help alleviate stress during the holiday season. Start by making a to-do list and prioritizing tasks based on their importance. Break larger tasks into smaller, manageable steps and allocate specific timeframes for each. Organizing your schedule and spreading responsibilities can prevent last-minute rushes and enjoy a more relaxed holiday experience.

Amidst the hustle and bustle of the holidays, it is vital to prioritize self-care. Make time for activities that nourish your mind, body, and soul. Exercise regularly, get enough sleep, and maintain a balanced diet. Set aside moments for relaxation and rejuvenation, such as taking a warm bath, meditating, or indulging in a hobby you enjoy. Remember, taking care of yourself is not selfish but a necessary foundation for managing stress and being present for others.

Boundaries are crucial for maintaining your mental and emotional well-being during the holidays. Learn to say no when necessary and communicate your limits to others respectfully. It is okay to decline invitations or delegate tasks if you feel overwhelmed. Setting boundaries ensures you conserve energy for the activities and relationships that truly matter to you, reducing stress and promoting a more enjoyable holiday experience.

In the midst of holiday stress, it is easy to lose sight of the season's true meaning. Cultivating an attitude of Gratitude can help shift your focus from stress to appreciation. Take a moment each day to reflect on what you are grateful for, big or small. Express Gratitude towards loved ones and acknowledge the efforts of those around you. Embracing Gratitude can foster a sense of joy and contentment, allowing you to savor the holiday season with a lighter heart.

Remember that you don't have to navigate holiday stress alone. Contact friends, family, or Support groups when you need assistance or a listening ear. Sharing your feelings and concerns can provide a valuable perspective and remind you that you are not alone in your experiences. Additionally, consider seeking professional help if stress and anxiety become overwhelming or persistent.

By implementing these strategies, you can effectively manage stress during the holiday season and create a more peaceful and enjoyable experience for yourself and your loved ones. Remember to set realistic expectations, plan and prioritize, practice self-care, set boundaries, cultivate Gratitude, and seek Support when needed. Embrace the true spirit of the holidays, focusing on love, joy, and connection, and let go of unnecessary stress. Wishing you a joyous and stress-free holiday season!



TREASURER'S REPORT

October 2023 Treasurer:

Charmaine Powell



Note: The Fidelity ending balances are 31 October 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

18 Jan 2024	Early Careerist Ms Amie Schell
21 Feb 2024	Topic: TBD Lt Col Justus, 88 CPTS



Outlook Meeting Response Options

When setting up a meeting invitation in Outlook, some settings are available to change how a recipient can respond. Three Response Options are available and are enabled by default. The meeting organizer can Request Responses, where Outlook will ask the recipient if they would like to send their Accept, Tentative, or Decline responses. Additionally, the organizer can Allow New Time Proposals, where the recipient may send a response with a new proposed time. Finally, the organizer may choose to Allow Forwarding or not. These options can be found in the Meeting tab of the Ribbon. Then go to the Response Options dropdown. The three options can be toggled within this dropdown.

“Direct Replies To” in Outlook

Sometimes when we send an email out to a large group or on behalf of someone else, we need to have replies to go directly to other people. In Outlook you can set an email to put one or more people’s email address(es) in addition to, or in place of, your email in the To box when someone replies to your email. When you have the email that you are about to send open. Go to the “Options” tab in the ribbon and click on the “Direct Replies To” icon. This will bring up the “Properties” window. In the “Delivery Options” section of the “Properties” window there is a “Select Names” button you can use to assign who replies are sent to.

Office AutoCorrect Settings

The AutoCorrect feature in Office can be very helpful when writing content in Excel, OneNote, Outlook, PowerPoint, and Word. This feature makes automatic corrections to your content as you type. However, there can be instances where AutoCorrect’s behavior can work against you. Examples of this can include using words that are not in its dictionary or using specific number notations. Some of the AutoCorrect settings include disabling when it adds superscript formatting to ordinals (e.g., 1st to 1st) or automatically adding hyperlink formatting to file and web addresses. To access all the settings, open an Office desktop app. Click File, and select Options. In the Word Options window, click on the Proofing section. The “When correcting spelling in Microsoft Office programs” has a few settings including custom dictionaries. Above that section, there is an AutoCorrect Options button. Clicking this button will provide access to all of AutoCorrect’s settings.

Office’s Tell Me Feature

The “Tell me what you want to do...” feature was introduced in Office 2016. Office has always had more buttons, options, and features than we can keep track of. The Tell Me feature enables you to search for the specific option you need versus clicking randomly throughout the ribbon. In Excel, Outlook, PowerPoint, and Word you will notice a small lightbulb icon at the top of your ribbon regardless of which tab you have selected. Click in the area that says, “Tell me what you want to do...” and begin searching for your desired option. Depending on the interface you are using, such as the web apps vs. desktop apps, there may just be one big search bar at the top of the ribbon. In this case, the search bar will search for buttons (i.e., Actions) matching the criteria you enter as well as filenames and file contents. For example, searching “Slide” in PowerPoint will list options such as New Slide, Slide Layout, Reset Slide, etc. as well as files with “slide” in the name or content. Pressing Alt+Q will take you directly to the Tell Me search box.

Outlook Keyboard Shortcuts

Alt+W or Ctrl+F will open the Forward message composition for the selected message

Alt+R or Ctrl+R will open the Reply message composition for the selected message

Alt+L or Ctrl+Shift+R will open the Reply All message composition for the selected message

Ctrl+E will put the cursor in the Search Current Mailbox search bar



**ASMC – Aviation Chapter
Executive Board Meeting Minutes
8 Nov 2023 (1200-1238 hrs)**

I. **Call to Order:** Amie Satterfield at 1200 hrs

II. Attendance/Reports

Treasurers: Charmaine Powell (A)

Secretary: Shawn Kain (A)

President-Elect: Vacant

Vice-Presidents

AFAA: Jonathan Pepples (A)

AFLCMC: Vacant

AFMC: JoAnne Hutchison

AFRL: Vacant

At Large: Edward Jackson (A)

Contractors: Patrice Solorzano

88th CPTS: SSgt David Hunter (A)

Committee Chairs:

Audit: Stephanie Burd, Michelle Bahan

Augsburg Scholarship: JoAnne Wills

Awards and Recognition: Sheena Fast (A)

Chapter Competition: Heather Brodess (A)

Communications: Colleen Robinson (A)

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

Health & Wellness: Fernando Mason (A)

Membership: Jaime laquinta

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

Early Careerist: Sandra Moncree (A)

Programs: Tammy Pendergast

Tickets: Vacant

Ways & Mean: Vacant

Historian: Vacant

Other Attendees: Webmaster: Jonathan Paden (A), Photographer:

Tracy Hearn (A)

(A) = In Attendance

III. **General Business**

A. OLD:

- i. Survey to Members: DRAFT On Hold: <https://usaf.dps.mil/sites/11702/00-FM-IP-AV/Lists/ASMC%20Interest%20Survey%202022/overview.aspx> Amie stated we received 27 responses from the survey and the top three questions were: What is the purpose of ASMC? What are the benefits of being an Aviation Chapter member? Why are there fees? To address these questions, Amie has included responses to them in her article for the October newsletter. Sarah suggested that in case some members don't read the newsletter in its entirety, and volunteers should create a flyer that could be emailed out to everyone directly addressing those questions.



B. NEW:

- i. Budget for current board year, 1 July 2023 to 30 June 2024. The budget was approved.
- ii. Time Capsule: Due to national by 1 December. Meeting attendees discussed various items to send to National for the time capsule and what items would hold up best for the 75 years it would be sealed. Items discussed included a newsletter, Mini PDI flyer, or having a paper weight made with the Wright Flyer logo and ASMC Aviation Chapter etched on it. Items should be included that will withstand the test of time and not degrade.
- iii. AFLCMC VP: We have four candidates for AFLCMC VP; we will be sending those names out on Monday 13 November, to the AFLCMC community for voting. Jaime laquinta will be overseeing the votes.
- iv. Chapter Competition: Heather will provide us with a Chapter Status for next month regarding where we stand with the 5-Star Competition.
- v. Community Activities Update
 - a. Jennifer Caplinger said the Crayons to Classrooms event on 3 November was very successful.
 - b. Decorating at St Vincent's is on Saturday, 2 December, from 1 – 3 pm.
 - c. Wreath laying at Dayton VA cemetery is Saturday, 16 December, from 1130 am – 3 pm (suggested to bring a wagon to take more than one wreath at a time).
 - d. Sock Donations will be accepted at the Holiday Party to benefit Shoes for the Shoeless.
 - e. ASMC is supporting Adopt a Family – flyer will be going out for members to scan the QR code and make a cash donation to use toward buying new gifts for Wright Patterson young Airmen, E-5 and below as well as GS-5 and below families.
 - f. Amie said tree lighting will take place on 7 December at 5 pm. Four Aviation Chapter members will be dancing like elves.
- vi. Christmas Party: Amie reported that Colleen Robinson, Charmaine Powell, Ed Jackson and Tracey Kremer volunteered to show up at 1030 to help set up and staff the check-in table.
 - a. Venue secured - Presidential Banquet Center, Kettering
 - b. Date - Wednesday, December 6th, 11 am – 2 pm
- vii. Awards: Sheena will be getting award nomination forms out soon.
- viii. Upcoming Lunch & Learns

Jan-24	01/18/2024	Early Careerist hosting Ms. Amie Schell
Feb-24	02/21/2024	Lt Col Justus 88 CPTS – topic TBD
Mar-24	03/20/2024	Mr. Frank Donnelly
Apr-24	4/25/2024	Mini PDI – Officer's Club

IV. Meeting Adjourned: 1238



ASMC Welcomes Charles McEntee and Daniel Litow - As director of marketing & public relations and senior manager of corporate partnerships

The American Society of Military Comptrollers (ASMC) is pleased to announce that Charles McEntee and Daniel Litow have joined the organization as director of marketing and public relations and senior manager of corporate partnerships, respectively, as of November 13, 2023. Both gentlemen are located in Alexandria, VA at ASMC's national headquarters.

Charles has taken the helm of the association's marketing and public relations department. He will focus on developing strategy to align the marketing, advertising, and communication of the organization's key initiatives, including membership value and growth, advancement of the Certified Defense Financial Manager (CDFM) certification program, and promotion of defense financial management training and professional development opportunities. Meanwhile, Daniel is responsible for ASMC's corporate memberships, including corporate member value, communications, and partnerships.

"Charles and Daniel are two among several new hires in the last year and have already contributed a fresh and dynamic energy here at the HQ office," said ASMC CEO Rich Brady. He continued, "I am confident that they will make great strides to evolve our organization's current marketing and promotions and breathe new life into our corporate partnerships to increase satisfaction as well."

Most recently, Charles was the director of export promotion at the Distilled Spirits Council of the United States, where he focused on strategy and long-term planning for the Council. Prior to that, he worked in the multimedia production industry for 14 years. Daniel comes to ASMC from the Water Resources Association of the Delaware River Basin, where he served as director of relationship development. With his career based in development and partnerships, Daniel also spent nearly 13 years with the Wildlife Habitat Council.

Both gentlemen hold Bachelor of Arts degrees in political science, Charles' from University of South Florida and Daniel's from Salisbury University.

Charles can be reached at 703.549.0363 or mcentee@asmconline.org. Daniel can be reached at 571.482.4682 or litow@asmconline.org.



2023-2024 Executive Board

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

Organizational Vice Presidents

88th CPTS VP	SSgt David Hunter
AFAA VP	Mr. Jonathan Pepples
HQ AFMC VP	Ms. JoAnne Hutchison
AFRL VP	Vacant
AFLCMC VP	Vacant
At Large VP	Mr. Edward Jackson
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; 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	Vacant
Ways & Means	Vacant

