



Wright Flyer

This Issue:

Message from the President	1
Chapter Luncheon	3
Chapter Member News	4
FM Article	6
Treasurer Report/Chapter Calendar	7
Computer Tips & Tricks	8
Executive Board Meeting Minutes	9
ASMC National News	11
Execuve Board Roster	12

Twitter: @asmctweets
Facebook: www.facebook/pages/
 American-Society-of-Military-
 Comptrollers
Website: http://www.asmc-
 aviation.org/



Chapter President

Amie Satterfield

Greetings Aviation Chapter,

As a valued FM, I want to extend a special invitation to you for the Mini PDI, an exclusive event that will be held on Thursday, May 2nd, at the prestigious Officer's Club. We have curated a stellar line-up of speakers, and this event is a unique opportunity for you to earn CLPs and network with your esteemed colleagues.

Maybe you are asking yourself – why should I attend?

Networking has become an essential aspect of professional growth and success. It involves building and nurturing relationships with individuals in our field who can provide valuable insights, opportunities, and support. Networking opens the door to many opportunities that may not be readily available through traditional job search methods. Connecting with professionals in our industry gives you insider information about job openings, career advancements, and upcoming projects.

In a rapidly evolving professional landscape, staying ahead of the curve and continuously enhancing your skills is crucial for career success. Professional Development Institutes (PDIs) have emerged as valuable resources that offer a wide range of programs and courses to help individuals unlock their potential, advance their careers, and stay competitive in their respective fields.

Professional development can be a transformative experience for your career, equipping you with the necessary tools, knowledge, and networks to excel in a competitive professional landscape. By attending, you are learning and expanding your expertise, enhancing your credibility, and fostering personal and professional growth. Seize this opportunity to invest in yourself and unlock your full potential, as professional development is a lifelong journey that can lead to greater career fulfillment and success.

Learning is an inherently enriching and fulfilling process. It broadens your horizons, expands your understanding of the world, and exposes you to new perspectives. By actively seeking knowledge, you embark on self-discovery and personal growth. Learning ignites curiosity, stimulates creativity, and empowers you to unlock your true potential.

Professional success is intricately linked to continuous learning in today's knowledge-based economy. Acquiring new skills, staying updated with industry trends, and expanding your knowledge base are not just important; they are essential for career advancement. Continuous learning empowers you to unlock new opportunities, enhance your job performance, and increase your value in the workplace. It showcases your dedication to self-improvement, making you a highly sought-after asset for any employer.



Please join us for the 27th Annual
PROFESSIONAL DEVELOPMENT INSTITUTE
PRESENTED BY AFMC/FM AND THE ASMC AVIATION CHAPTER
THURS. MAY 2, 2024 8AM - 5PM AT THE WRIGHT PATTERSON CLUB: 4771 LAHM CIR. AREA A, WPAFB

 *Financial Fusion* 

- Earn up to 7 CLPs
- Network with hundreds of FM professionals
- Get the latest from top FM leadership including Maj Gen Greiner, Brig Gen Verdugo, SESs Dennis D'Angelo, Kathy Watern, Kimberly Keck, Marjana Zupcsan, and more!
- Landing Fee:
\$30 ASMC Members
\$40 Non-Members



- Enroll here:
<https://usaf.dps.mil/sites/11702/00-FM-IP-AV/Lists/ASMC%20Aviation%20Chapter%202024%20MiniPDI%20Enrollment/overview.aspx>
- Questions? Please Contact:
Sarah.gwaltney@us.af.mil
Trent.harpest@us.af.mil
- We look forward to seeing you!



March Member Meeting

On 12 March 2024, Ms. Kathy Watern, Senior Executive Service, HQ AFMC/A1, presented, "Leadership at Any Level - It Starts Early!" Ms. Watern is the Director of the Manpower, Personnel and Services Directorate, Headquarters Air Force Material Command. She serves as the senior civilian official in the force development, management, and sustainment of the Command's nearly 80,000 military and civilian professionals. Over 300 people attended the hybrid ASMC Lunch & Learn hosted by the Early Careerists.

Ms. Watern stated, "leadership – the seeds are planted early". These seeds start early from our family, friends and life. Ms Watern began her career in the private industry. She then began her government career working in the FM training program in the Aeronautical System Division, a predecessor to the AF Life Cycle Management Center, it was there the Trainee Coordinator provided her with a career plan for the next three years. It was that seed that the Trainee Coordinator planted to get her to think about her career. Ms Watern also stated those seeds are planted early, whether you played sports, had a fast food job or something else. This is where those early experiences count for your leadership development. Going to Washington DC as an FM trainee left a very impactful and meaningful experience in her leadership development. Ms. Watern stated, "what builds leadership skills is having the confidence to present, speak, and ask questions, as well as being a member of ASMC and hosting, leading, and finding speakers." In addition, everyone needs to think about near term, midterm and longer about your career. Take a class, rotate organizations in five year increments, network and career broaden/diversification. Ms. Watern also shared some attributes of leaders: Lead by Example - everyone is watching you. Exhibit professionalism - treat people with kindness and respect. Practice what you preach - walk the talk. Show commitment - just do your job. Empower others - even as a young professional. Be transparent. Encourage continuous learning. Be positive. Provide constructive feedback. Lead with empathy.

To be impactful as a leader Ms Watern shared you should know your people. Understand their individual strengths/ weakness, Everyone should have career and personal goals. Identify growth opportunities and foster open communications. It can be with your peers and leaders. Recognize achievements - celebrate with each other, Understand work-life balance - the scales will tilt according to what's happening. Adapt leadership style - it can change depending on the environment. Ms Watern shared when you come into a job it should be with positivity and energy. She provided tips on how to get energy and bring positive things and enthusiasm to your team.

Ms Watern wrapped up with a few Waternisms: Learn from your mistakes and then move on positively. Don't be afraid to try something different. The "being scared or anxious" really makes us at our best. You do not want to say later, "Why didn't I do that?" Ms Watern closed with questions and answers from the participants.

Ms Watern was presented with a certificate of appreciation and donation in her name to the Fisher Nightingale House.

The full presentation they can be found at <https://www.asmc-aviation.org/luncheon/chapter-luncheons/>

Upcoming Member Meetings:

24 Apr 2024:

Speaker: Frank Donnelly, Deputy Director, AFRL/FM

Topic: FM Process Automation

2 May 2024:

Topic: Mini PDI - Officers Club

Register now <https://usaf.dps.mil/sites/11702/OO-FM-IP-AV/Lists/ASMC%20Aviation%20Chapter%202024%20MiniPDI%20Enrollment/overview.aspx> Questions contact: Sarah Gwaltney, sarah.gwaltney@us.af.mil or Trent Harpest, trent.harpest@us.af.mil



St Vincent DePaul Easter Egg Hunt Volunteers. Thank you to our eight ASMC members who volunteered at St Vincent DePaul's Easter egg hunt on March 23. It was a cold morning, but we had roughly 30-40 kids of all ages come out and brave the weather to meet the Easter Bunny and gather eggs. The kids really enjoyed coming out and getting the chance to enjoy in the holiday fun.



Volunteer Opportunities

Feed the Creek, 12 Apr 2024, 12-1:30 pm. Feed the Creek, <https://feedthecreek.org/>, mission is to provide food for children in order to reduce childhood hunger and promote healthier bodies, minds, relationships and grades. To sign up: https://www.signupgenius.com/go/10C094FA8AA2AABF4C16-47992742-feed#

Honor Flight: Join us for the Honor Flight Dayton homecoming on April 20th, 8-10 pm at the Dayton International Airport. Help show our appreciation to these men and women for the sacrifice they made for our country by coming to the airport to greet the flight when we return. To sign up: https://www.signupgenius.com/go/10C094FA8AA2AABF4C16-48872020-honor#

Memorial Day Flag Placement at Dayton VA, 25 May, Time TBD, Sign up information will be coming out soon.



ASMC Golf Scramble

Join us on **16 May at Sugar Isle golf course** (New Carlisle) for the ASMC Golf Scramble. This is a great way to connect with members of the local FM community and have some fun!

To sign up: <https://www.signupgenius.com/go/4090944A9A62FA4FE3-48121438-asmc>. Payment can be made via venmo. With the sign-up genius link you can sign up your entire team of four golfers. If you don't have teammates that is okay. Sign up as a single and we will pair you the day of the event. There will be lots of chances to win prizes; lunch and drink tickets are included.

This event benefits our Chapter Scholarship fund supporting education in accounting and finance, and is a great way to support the future workforce. More information to follow in the coming weeks. Contact Jonathan Pepples, jonathan.pepples@us.af.mil if you have any questions.



 **CHARITY GOLF SCRAMBLE**

THURS. 16 MAY AT THE SUGAR ISLE GOLF COURSE: 2469 N DAYTON-LAKEVIEW RD, NEW CARLISLE, OH 45344
PRESENTED BY THE ASMC AVIATION CHAPTER TO SUPPORT THE AUGSBURG MEMORIAL SCHOLARSHIP FUND
(AWARDED TO LOCAL HIGH SCHOOL SENIORS MAJORING IN ACCOUNTING OR FINANCE)

- HOLE ASSIGNMENTS BEGIN AT 8:30AM WITH A SHOTGUN START AT 9AM
- 4-MAN SCRAMBLE FORMAT (SINGLES WELCOME)
- 18 HOLES WITH CART & ACCESS TO THE DRIVING RANGE PRIOR TO START
- ENJOY DRINK TICKETS, BOX LUNCHES, DOOR PRIZES, RAFFLES, GOLF CONTESTS, AND MORE!
- SIGN UP HERE:
<https://www.signupgenius.com/go/4090944A9A62FA4FE3-48121438-asmc>
- \$75 PER GOLFER ; PAID THROUGH VENMO QR CODE
- QUESTIONS? PLEASE CONTACT
JONATHAN.PEPPLES@US.AF.MIL




The Power of Mentorship: Why Everyone Should Have a Mentor

In our journey through life, we often find ourselves facing daunting challenges and opportunities for growth. These experiences can be overwhelming, leading to self-doubt and a sense of being lost. This is where a mentor steps in, offering a beacon of guidance and support. A mentor is a trusted companion who shares their wisdom, provides support, and guides us through the maze of life, helping us unlock our full potential and navigate the path toward success. This article delves into the myriad benefits of having a mentor and why it's a decision everyone should consider.

A mentor is often someone who has already walked the path you aspire to follow. They have accumulated valuable knowledge, insights, and experiences that they can share with you. By tapping into their wisdom, you gain a broader perspective and avoid potential pitfalls. A mentor can offer guidance and help you see situations from different angles, enabling you to make more informed decisions.

Having a mentor can significantly impact your goal-setting and achievement process. A mentor can help you clarify your aspirations, identify your strengths and weaknesses, and set realistic and achievable goals. They provide accountability and support, ensuring that you stay on track and overcome any obstacles that come your way. With their guidance, you will likely remain focused, motivated, and driven towards your goals.

A mentor often has extensive connections within your field of interest. Having a mentor gives you access to this network, opening doors to new opportunities, collaborations, and introductions. They can introduce you to influential individuals, provide recommendations, and expand your professional circle. Through their network, you can learn from others' experiences, gain industry insights, and accelerate your career growth.

A mentor is a teacher and a coach who helps you develop and sharpen your skills. They can guide you in specific areas where you need improvement, offer resources and learning materials, and provide constructive feedback. With their guidance, you can enhance your expertise and continuously upskill, staying ahead in your chosen field.

A mentor is a key player in boosting your confidence and self-esteem. They have faith in your abilities, encourage you to step out of your comfort zone, and provide a secure environment for you to explore your potential. With their support and guidance, you gradually build confidence in your abilities and become more self-assured in your decision-making. A mentor's belief in you can be a powerful motivator, inspiring you to reach new heights.

Mentorship is not just about professional growth; it's also a catalyst for personal development. A mentor can assist you in identifying and working on areas of personal growth, such as enhancing communication skills, managing time effectively, or cultivating leadership qualities. They offer guidance on self-reflection and self-improvement, aiding you in becoming the best version of yourself in all aspects of life.

Having a mentor is a transformative experience that can positively impact your personal and professional life. With their wisdom, guidance, and support, a mentor can help you navigate challenges, set and achieve goals, build networks, develop skills, boost confidence, and foster personal growth. Whether you are a student, a young professional, or an experienced individual seeking to advance, having a mentor is a valuable investment in your future success. Seek a mentor who aligns with your aspirations, and embark on a growth, learning, and empowerment journey.



TREASURER'S REPORT

February 2024 Treasurer:

Charmaine Powell



	WPFCU - Chapter General Funds	Fidelity - Chapter Investments	Fidelity - Augsburg Scholarship
Beginning Balance	\$21,549.38	\$168,911.77	\$145,264.86
+ Income/Expenses	(\$1,340.29)	\$10,685.30	\$9,972.71
+ deposits	\$425.11	\$0.00	\$0.00
Ending Balance	\$20,634.20	\$179,597.07	\$155,237.57

Note: The Fidelity ending balances are 29 February 2024. 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

24 Apr 2024	Topic: FM Process Optimization and Automation Frank Donnelly, Deputy Director, FM, Air Force Research Laboratory
2 May 2024	Topic: ASMC Aviation Chapter Mini-PDI
26 Jun 2024	Topic: TBD Mr David Arvin, NASIC



Present Excel Workbook in Teams via Excel Live

Presenters may find themselves sharing an Excel workbook during a Teams meeting by sharing the window their workbook is on. When collaborating, the user sharing their screen may have other meeting attendees navigate to the workbook and open it. When doing this any of the users, including the presenter, will now be in Excel and no longer focused on the Teams meeting window. As a result, they miss chat comments or raised hands from other users who may just be watching and listening. Teams' newer Excel Live feature offers a way to share a workbook in the Teams meeting window and allow for collaboration from all meeting attendees. This feature will effectively embed the workbook into the Teams meeting window allowing the presenter and meeting attendees to view and interact with workbook while still being able to see the meeting chat, raised hands, and active webcams.

To access this feature during a Teams meeting, click on the Share button and scroll down to the bottom of the share options until you find the Excel Live section. This section will list a few of your most recent Excel files to share. If you do not see the Excel file you want to share, you can scroll down to the Open in OneDrive or Browse my Computer options and navigate to your file. You will be prompted with a notice that you are sharing edit access to the file with the meeting attendees prior to it uploading. Once uploaded, all participants should be able to see and interact with the Excel file in their Teams meeting window.

This feature does require that the file be in a cloud location such as OneDrive, SharePoint, or Teams. Currently, a meeting with more than 25 invitees will not allow Excel Live to be used but it will work in a meeting with 25 or fewer invitees even if there are more than 25 participants in the meeting. If the meeting is being recorded, the Excel file will not display in the recording at this time. More details on Excel Live and how to use it can be found here (<https://support.microsoft.com/en-us/office/excel-live-in-microsoft-teams-meetings-a5790e42-7f75-4859-8674-cc3d07c86ede>).

Best Practices for Outlook

Microsoft has created a valuable best practice guide for Outlook users. This article (<https://support.microsoft.com/en-us/office/best-practices-for-outlook-f90e5f69-8832-4d89-95b3-bfdf76c82ef8>) holds a variety of topics from creating folders to writing great emails to search tools for finding emails. One example of this article's content is the Tame Your Inbox with the Four Ds section. First, Delete it when an email does not need to be read. Second, Do it, when an email response takes less than two minutes. Third, Delegate it, if the message was not meant for you or falls into somebody else's area. Finally, Defer it, when an email takes more than two minutes to respond to, takes a long time to read, or requires carefully written responses.

Present in Teams with PowerPoint via PowerPoint Live

Many users are familiar with the options to share their screen or even specific windows, such as the window holding their PowerPoint presentation. However, users can launch the sharing straight from PowerPoint. If the user is in a Teams meeting and has a PowerPoint file open, they can click the Present in Teams button in the upper-right corner of their PowerPoint window. This will switch the computer over to the Teams meeting window with a notice that they are about to present their slides. After hitting Ok, Teams will launch their slides using the PowerPoint Live feature. Now their slides will be shown in the Teams window with a variety of options such as laser pointer, highlighter, and a pin. It will default to Presenter Mode where the presenter can see the slide notes, but it can be disabled via the ... option if desired.

The benefit of PowerPoint live is that the slides are within the Teams meeting window so the presenter can not only see their slides but also the meeting chat and raised hands. So, if the presenter is only going to be sharing their slides, then this is an ideal option for presenting when trying to juggle speaking with chat and raised hands. More details on PowerPoint Live can be found here.

Shortcuts for Working with Objects in Office

Below are some shortcuts which may be helpful when you are working with objects (text boxes, shapes, and WordArt)

Alt+F10 opens the selection pane (Excel, PowerPoint, Word)

Ctrl+Shift+C copies the format of the currently selected object (Excel, PowerPoint, Word)

Ctrl+Shift+V pastes the copied format to the currently selected object (Excel, PowerPoint, Word)

Enter enables text editing for the currently selected object (Excel, PowerPoint, Word)

Esc deselects the currently selected object (Excel, PowerPoint, Word)

Shift+F9 shows object grid (PowerPoint)

Word Underline Shortcuts

Ctrl+U applies underline to the selected text

Ctrl+Shift+D applies a double underline to the selected text

Ctrl+Shift+W applies an underline to words only in the selected text



**ASMC – Aviation Chapter
Executive Board Meeting Minutes
13 March 2024 (1200-1236 hrs)**

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

II. **Attendance/Reports**

Treasurers: Charmaine Powell, Rebecca Wilkins

Secretary: Shawn Kain (A)

President-Elect: Tom Giovingo (A)

Vice-Presidents

AFAA: Jonathan Pepples (A)

AFLCMC: Julie Louthain (A)

AFMC: JoAnne Hutchison (A)

AFRL: Tom Giovingo (A)

At Large: Edward Jackson

Contractors: Patrice Solorzano (A)

88th CPTS: A1C George Walton (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)

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

Health & Wellness: Fernando Mason (A)

Membership: Jaime Iaquina (A)

Professional Development: Trent Harpest (A), Sarah Gwaltney

Early Careerist: Sandra Moncree

Programs: Tammy Pendergast (A), Shawn Coil (A)

Tickets: Vacant

Ways & Means: Vacant

Historian: Vacant

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

Tracy Hearn (A)

(A) = In Attendance

III. **General Business**

A. OLD:

i. None



" NEW:

Welcome A1C George Walton new 88th CPTS VP.

ii. AFRL VP update - Tom is updating the AFRL member list.

ii AFAA VP update – Jonathan Pepples

We need help directing people to appropriate spots and helping with other activities throughout the day. It's a shotgun start, scramble, with teams of four. 15 people have signed up so far, plus an additional 12 from three teams Jon is organizing. We need to push sign-ups. Prizes – cash for 1st, 2nd, and 3rd place. We need to get sponsors. Also need VPs to publicize, as well as in newsletter. Jon can also get individuals assigned to teams.

v Audit: Michelle said Stephanie's working it. Michelle will send the audit report to Amie.

v. # Jennifer Caplinger provided an update. Egg Hunt at St. Vincent DePaul – 23 Mar, 0900-1100. 11 people so far (5 adults, 6 kids). Feed the Creek – 9 of 11 spots billed – 12 Apr, 1200-1330. Memorial Day Flag Placement at Dayton VA – 25 May, no slots filled. We received a thank you from a teacher for our volunteer time (Crayons to Classrooms) – we can gift our time to a specific teacher.

- a. Easter Egg Hunt at St. Vincent DePaul – March 23rd 2024 from 9-11am. <https://www.signupgenius.com/go/10C094FA8AA2AABF4C16-47471595-egghunt>
- b. Feed the Creek – April 12th 2024 from 12-1:30pm.
- c. Memorial Day Flag Placement at Dayton VA May 25th 2024 Time TBD.

vi. Mini PDI: Trent gave an update – It's at the Wright-Patt Club, May 2nd 2024, 0800. 83 people are signed up so far. Speakers are lined up. We will also have a Panel. One speaker is from ASMC National. Menu is set. Need VPs to send out reminder by end of month. Info will go out in newsletter. Jaime will also send out another reminder. Need to discuss next month who's going to handle sign-ins and other duties.

vii. Early Careerist: In-person Lunch & Learn with Ms. Watern - Jonathan Paden commented he thought it went well. Not many in-person; most online. Tracey Hearn also had positive comments. Jen Caplinger said Ms. Watern was impressed with our membership numbers.

viii. Membership: Jaime said since January, we've had 11 people sign up.

ix. Summer Social: Amie discussed what to do for a chapter summer social. We will try to have it around June 10th. TJ Chumps, Wandering Griffin and Southern Ohio Brewing were mentioned as possible venues.

x. Upcoming Lunch & Learns:

Apr-24	4/24/2024	Mr. Frank Donnelly
May-24	5/2/2024	Mini PDI – Wright-Patt Club
Jun-24	06/26/2024	Mr. David Arvin
Jul-24	7/16/24	Michael King - CCaR

IV. Meeting Adjourned: 1236



Save the Date - PDI 2024

The PDI is ASMC's premier training event and will take place on May 29 – 31 in Phoenix, Arizona at the Phoenix Convention Center. Registration will open on March 1, 2024.

Join ASMC for this fantastic opportunity to learn and interact with participants from Service HQs and major commands, and to collaborate with leadership and peers. This event also showcases individuals and teams recognized by ASMC for their excellent contributions to the field of defense financial management in 2024. The PDI 2024 program will include general and Community Day sessions, mini-courses, and sessions focused on multiple defense financial management competency areas.

Visit the PDI website - <https://pdi2024.org/>



2023-2024 Executive Board

President	Ms. Amie Satterfield
President-Elect	Mr. Thomas Giovingo
Secretary	Mr. Shawn Kain
Treasurers	Ms. Charmaine Powell, Ms. Rebecca Wilkins

Organizational Vice Presidents

88th CPTS VP	A1C George Walton
AFAA VP	Mr. Jonathan Pepples
HQ AFMC VP	Ms. JoAnne Hutchison
AFRL VP	Mr. Thomas Giovingo
AFLCMC VP	Ms. Julie Louthain
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	Vacant
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, Mr. Shawn Coil
Tickets	Vacant
Ways & Means	Vacant

