

Wright Flyer



October 2024

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Chapter President
Thomas Giovino

Greetings SDFM Aviation Chapter,

Some updates on what is happening around the Aviation Chapter and SDFM National. Another outstanding Lunch and Learn presented by Col. Gray, HQ AFMC/FMA on the Top Five Things I Have Learned. Inspirational words to live by. If you did not get a chance to catch it, it is available on SDFM Aviation Chapter web site. Lunch and Learns will be back in January. Our volunteer events for Oct went well, if you have not participated it is a good time to meet other chapter members and do some good for the community. We have the holiday party on Nov 19th, I really hope to see you there so I can get a chance to meet you and share a meal. Wreaths across America is fast approaching on the 14th of Dec. We are working the details and will get them out to the membership shortly. If you can do one event this year, this is the one to participate. I hope to see you there.

SDFM National just completed a very large update to the "system". If you have not signed in lately, please do so and update your information, CPE credit, and CDFM renewal. Also, don't forget your membership, as it is tied to your CDFM, don't let it lapse. Ms. Susan Goodyear, SES, has been elected as Chairperson of the National Council. Ms. Goodyear is currently the CFO for Defense Logistics Agency, and past Chapter President of Atlanta and Washington. Her role is to act as the Chapter voice to the National Board of Directors. This advisor position is non-voting, and a new role within SDFM. If you see issues, have suggestions that could impact the chapter or a national impact, please let me know and we can push that forward.

A couple of changes around the chapter. We want to wish Patrice Solorzano a best wishes as she PCS with her husband to Germany. Patrice has been your VP for contractors. Thank you for your service to the Aviation Chapter, we will miss you. I want to welcome Mr. Shawn Coil as the new Contractor VP for the Aviation Chapter. Shawn also serves as the lead for Programs. We welcome you to your new position. Thank you for your service!

On 30 Oct 2024, Col Stephen Gray, Division Chief, HQ AFMC/FMA, presented, "Top Five Things I've Learned". Col Gray is responsible for more than \$3.5B in Air Force operations and maintenance funding and has oversight responsibilities of approximately \$50B in investment funding. This includes the financial planning and fiscal execution of the Air Force's research, development, test, acquisition and sustainment programs.

Col Gray provided a summary of FY24. He stated it was a very successful year with 99% in O&M obligations and expiring Investment and RDT&E. Col Gray said with the solvency issues Air Staff had, they didn't see a lot of money dropping in the year as they had in previous years. What they did receive they pushed it out. He also said they focus on trying to buy down risk in FY25 because FY25 is going to be interesting because we are already into it a month. Col Gray believes we won't have an appropriation bill until the end of second quarter.

Col Gray then covered the top five things he learned. Respect, Relationships, Results, Responsive, and Relax (have fun/core values). The following are some highlights of the top five. Under respect Col Gray stated that some of the bullets are common sense, but common sense if not so common nowadays. Further he stated we're usually motivated by the same thing and that unity is our strength. Col Gray then spoke on the bullets under relationships. He said EIQ is hard to teach, but thinks it can be taught. Further he said, "It's OK to be emotional, but there's a time and place for everything." Col Gray also pointed out, "I don't know how you can have a relationship without trust, whether that's your subordinate supervisor relationship, your peers, your family, your children." Next he spoke about Results and change is constant. Col Gray said, "Air Force financial management is been relatively the same, but the the systems, something is always changing and you need to be an agent for that change, even if it's a change that maybe you fundamentally don't agree with." Col Gray then spoke about the bullets under Responsive. Col Gray pointed out if you don't know, say, "I don't know", but it is your duty to follow up and get the answer. Col Gray then spoke about the bullet "got it...give me a xx minutes/hours/days/? to get back to you". His thoughts on this is because of the hybrid work environment, we have lost all control on this. He said let people know the message is received and you're working it. If you need 24 hours then communicate that. Col Gray spoke on the last five things - Relax...have fun/core values. He stated values, if you forget everything he told you, just remember the Air Force core values and you'll be fine. He said, "Not saying that we don't need to take what we do a serious and important, but we also need to take a step back from time to time and realize, OK, no one's going to die from this." Col Gray then touched on the Air Force core values. Integrity First, Excellence in All we Do, and Service before self. Col Gray stated that integrity cannot be taught and tied it back to trust the is the oxygen of all relationships. Col Gray continued with the second core value stating you should strive for perfection. Also he stated that service before self, doesn't always mean sacrifice self. Col Gray continued and said strength is not always physical; that asking for help equals strength. He compared it to a lifeguard rescuing a person bigger than them. Col wrapped up on the last bullet, if you're having fun, is it really a job? He said hopefully coming to work is not a dreaded moment and it's something that you look forward to. He said well all have our frustrations and bad days, but as long as you are having fun it's a job.

Col Gray was presented with a certificate of appreciation from the Aviation chapter and donation in his name to Tunnels to Towers Foundation.

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

Volunteer Opportunities:

Wreaths Across America: Dec 14th More information on time closer to event.

Upcoming Member Meetings:

19 Nov - SDFM Holiday Party



Congratulations -

Patrice Solorzano, SDFM Aviation Chapter Contractor VP, leaving to DFAS-Europe (Germany). Congratulations and best wishes.

Shawn Coil, new SDFM Aviation Chapter Contractor VP.

Feed the Creek. Thank you to our SDFM members who volunteered at Feed the Creek on 4 Oct.



Dayton Foodbank. Thank you to our SDFM members who volunteered at the Dayton Foodbank on 28 Oct.



Mastering Productive Meetings with Microsoft Teams: A Comprehensive Guide

In today's digital landscape, remote work and virtual meetings have become the norm. Microsoft Teams, a popular collaboration platform, offers a robust set of features that can enhance the efficiency and effectiveness of your meetings. Whether you are new to Microsoft Teams or looking to optimize your meeting experiences, this article will guide you through conducting successful meetings using this powerful tool.

Just like in-person meetings, preparation is crucial for a successful virtual gathering. Before scheduling a meeting on Microsoft Teams, define the purpose, agenda, and desired outcomes. Share the agenda with participants beforehand to ensure everyone is prepared and can contribute effectively.

In Microsoft Teams, scheduling a meeting is easy. Open the platform, click on the "Calendar" tab, and select "New Meeting." Fill in the necessary details, such as the meeting title, date, time, and participants' email addresses. You can also set reminders to ensure everyone is aware of the upcoming meeting.

Microsoft Teams offers a variety of features to facilitate smooth and engaging meetings:

- a. **Video and Audio:** Enable video and audio settings to create a more personal and connected meeting experience. Before the meeting, try to test your microphone and camera to avoid technical glitches.
- b. **Screen Sharing:** Share your screen to present slides, documents, or relevant content. Choose between sharing your entire screen or specific windows or applications.
- c. **Chat Functionality:** Utilize the chat feature to facilitate real-time discussions, share links or files, and address questions or concerns discreetly. Encourage participants to use the chatbox for contributions or comments.
- d. **Meeting Notes:** Microsoft Teams lets you take meeting notes directly within the platform. This feature is beneficial for capturing action items, decisions, and essential discussions during the meeting. These notes can be shared with participants afterward for reference.

Establish and communicate clear meeting etiquette guidelines to ensure a productive meeting. Encourage participants to mute their microphones when not speaking to minimize background noise. Remind attendees to raise their virtual hand or use the chat function if they have something to contribute. Emphasize the importance of active listening and respect for everyone's opinions.

Microsoft Teams offers the option to record meetings, which can be valuable for participants who cannot attend or for future reference. However, all participants must be aware of the recording and obtain their consent to comply with privacy regulations and respect their confidentiality.

After concluding the meeting, it is essential to follow up promptly. Microsoft Teams provides several features to facilitate post-meeting collaboration:

- a. **Share Meeting Recordings:** Distribute the recorded meeting to participants who may have missed it or require a review.
- b. **Assign and Track Action Items:** Use Microsoft Teams' task management features to assign action items and monitor their progress. This promotes accountability and ensures that decisions are implemented effectively during the meeting.
- c. **Provide Meeting Notes:** Share the meeting notes captured within Microsoft Teams with participants. This allows them to review essential discussions, decisions, and action items.

Microsoft Teams is a powerful tool for conducting productive and engaging meetings in a virtual environment. By leveraging its features, such as video and audio capabilities, screen sharing, chat functionality, and meeting notes, you can enhance collaboration and communication among participants. Remember to establish meeting etiquette guidelines, record meetings with consent, and promptly follow up with action items. With these tips and tricks, you can maximize the potential of Microsoft Teams to conduct successful meetings and achieve your desired outcomes efficiently.



TREASURER'S REPORT

September 2024

Treasurer: Rebecca Wilkins & Lucas Compton



	WPFCU - Chapter General Funds	Fidelity - Chapter Investments	Fidelity - Augsburg Scholarship
Beginning Balance	\$22,050.35	\$197,783.83	\$171,793.56
+ Income/Expenses	\$0.00	\$3,658.21	\$2,165.86
+ deposits	\$0.11	\$0.00	\$0.00
Ending Balance	\$22,050.46	\$201,442.04	\$173,959.42

Note: The Fidelity ending balances are 30 September 2024.
The Fidelity account balances are investments and fluctuate with the market. This causes unrealized gains and losses, which are captured in the Income.



Suggested Replies in Outlook

Suggested replies are buttons that have computer generated responses to emails and invitations that are crafted based on the message's content. Users can click on these buttons to open a reply message that is prepopulated with the suggested response. The message can be further edited as needed then sent. The Suggested Replies are different from the voting buttons although they can seem similar. These quick suggestions may help some users get through their Inbox more quickly. To enable or disable Suggested Replies in Outlook, click on File and select Options. From the Options window, select the Mail section then go to the Replies and Forwards set of options. Toggle the check box for Show Suggested Replies as desired.

File and Browser Preferences in Outlook

Outlook can open linked Word, Excel, and PowerPoint files in either the web browser or the desktop app. Keep in mind, attached files will always open in the desktop application. To switch between using the browser or desktop app in Outlook, click on File and select Options. From the Options window, select the Advanced section then go to the File and Browser Preferences. Select between the Browser and Desktop options.

Outlook also can ignore the users default browser choice and always open links in Edge. If a user has Firefox, or any other browser, as their default browser, clicking a link in Outlook will still open in the Edge browser. Some users may find that situation frustrating. To enable or disable Suggested Replies in Outlook, click on File and select Options. From the Options window, select the Advanced section then go to the File and Browser Preferences set of options. Select between the Edge and Default Browser options. As a side note, some versions of Outlook may have this setting under the Mail section of the Options window, where users would then go to the Replies and Forwards set of options. Toggle the check box for Show Suggested Replies as desired.

File and Link Preferences in Teams

Like Outlook, Word, Excel, and PowerPoint files can be opened in the web browser, the desktop app, or Teams. By default, the files will open in Teams. While convenient, this option often causes issues for users as their Teams window is now dedicated to working in the selected file. If the user needs to send a chat message, the user will have to exit the document, send the message, then navigate back to the file. The browser or desktop app tend to be a better choice. To change this setting, click on the Settings and More (... button) in the upper-right corner of the Teams window and click on Settings. In the Settings window, go to the Files and Links section and select between the Teams, Desktop App, and Browser options. Additionally, users may set the default file download location and whether Teams asks where to save a download every time.

Open Channel Details in Teams

The Channel Details pane in Teams provides key channel information. The details the pane holds include People in the channel, a description, a list of pinned posts, and a list of recent activity. Users will also see the Find in Channel search option and the options for the Channel Notifications. When in a channel, the button is in the upper-right corner of the window. The icon for the button is a rounded rectangle with a right arrow inside it. Alternatively, pressing Alt+P will open the pane.



**ASMC – Aviation Chapter
Executive Board Meeting Minutes
9 Oct 2024 (1200-1225 hrs)**

I. Call to Order: Thomas Giovingo at 1200 hrs

II. Attendance/Reports

Treasurers: Lucas Compton (A), Rebecca Wilkins (A)

Secretary: Shawn Kain (A)

President-Elect: A1C George Walton

Vice-Presidents

AFAA: Jonathan Pepples (A)

AFLCMC: Julie Louthain

AFMC: JoAnne Hutchison

AFRL: Tammy Pendergast

At Large: Rhonda Pepitone (A)

Contractors: Shawn Coil

88th CPTS: A1C George Walton

Committee Chairs:

Audit: Stephanie Burd, Michelle Bahan

Augsburg Scholarship: JoAnne Wills

Awards and Recognition: Sheena Fast, Amie Satterfield (A)

Chapter Competition: Heather Brodess (A)

Communications: Colleen Robinson

Community Activities: Jennifer Caplinger, Jessica Pauley

Health & Wellness: Fernando Mason (A)

Membership: Jaime laquinta (A), Edward Jackson

Professional Development: Trent Harpest (A), Andrea Hamilton (A)

Early Careerist: Sandra Moncree

Programs: Shawn Coil (A)

Tickets: Vacant

Ways & Mean: Sarah Garrette (A)

Historian: James Davis (A)

Other Attendees: Tracey Hearn (A)

(A) = In Attendance

III. General Business

A. OLD:

i. Rebranding – Constitution and By-Laws have been approved by the members. Engaged with SDFM National about next steps, awaiting reply.

ii. Christmas Party Committee

a. Current Update on progress. Kohlers, 19 Nov 24

b. \$30 a plate (negotiable – chapter pays the delta) MAY REDUCE COST TO MEMBERS - \$25? If chapter picks up delta, it will be a cost to chapter. Need to think of ways to make money – 50/50 Raffles? Golf outing? Decision: Keep price at \$30.

c. Buffet Style - Prime Rib, Chicken Piccata, Italian Stuffed Shells

d. Other alternatives or issues - People who previously attended are happy with the location. Cutoff date for reservations is 12 Nov. Keep price at \$30. Amie asked about ticket sales – Thomas said we will use Venmo in advance, cash at door. Will do a canned food drive and collect socks for Shoes for the Shoeless. Will develop a flyer for the party.



" NEW:

Revive the monthly networking gatherings in person at a local establishment (rotating venues)

- a. Looking for Ideas – Have some things to give away at meetings
- ii. Volunteer Opportunities – Jen Caplinger/Jessica Pauley update
 - a. Dayton Food Bank, Oct 28, 9-11 am (Wear closed toed shoes!)
 - b. Crayons to Classroom, Nov 8, 1-3 pm
 - c. Wreaths Across America, Dec 14 – More info ahead - Lay wreaths at Dayton VA Cemetery.
- iii. Upcoming Lunch & Learns – Shawn Coil.
 - a. Col Stephen Gray, AFMC HQ/FMA; Oct 31 from 1130 – 1300; Shawn Coil to send out invite. Please let Shawn Coil know if you have speakers for upcoming months.
- iv. VP's/Committee Chairs - Member News and the Newsletter – Thomas: Make sure we get retirements etc. in newsletter.
- v. Around the room - Thomas introduced James Davis as new Chapter Historian

IV. Meeting Adjourned: 1225



Getting to that clean audit in DoD: Will Space Force be next?

This month's episode of The Business of Defense Rich Brady speaks to Kristyn Jones, former assistant secretary of the Air Force for financial management and comptroller about getting to the clean audit and three tips to achieve it.

Will there be another clean audit coming out of the Defense Department following the Marine Corps for fiscal 2023? The former top financial leader in the Air Force suggests that it could come from the department's newest service, the Space Force.

Kristyn Jones, former assistant secretary of the Air Force for financial management and comptroller, said the vast size of many Defense operations and the diversity of their missions makes achieving a clean audit opinion challenging — but not impossible.

To view the complete article/watch the video <https://federalnewsnetwork.com/the-business-of-defense/2024/10/getting-to-that-clean-audit-in-dod-will-space-force-be-next/>

An Enhanced SDFM

SDFM has recently completed a system upgrade to improve program performance, enhance your user experience, and introduce new features. To ensure secure access, please follow a few initial steps the first time you log into SDFM. This is a one-time process; once completed, you can log in using just your email and password.

To get started, please follow these five simple steps:

1. Click on this link, <https://sdfm.informz.net/z/cjUucD9taT0xMTc0ODM5OSZwPTEmdT0xMTk5NTg4MDk0JmxpPTExMjlyNzE0OQ/index.html>, to be redirected to the login portal.
2. Your email address should auto populate on the login portal, if not, use the email address that received this message.
3. Click on the "Send verification code" button.
4. Enter the verification code sent to your email address.
5. Create your new password by entering it and clicking on the "Create" button.

You can now log into the SDFM website. After logging in, please take a moment to review and update your My SDFM Profile.

Verify your email via the link by November 15, and you'll be automatically entered for a chance to win one of three SDFM-branded North Face full-zip jackets and other SDFM merchandise. Winners will be contacted by December 2.

If you would like to change your login email address, please contact us, <mailto:AMS@sdfm.org?subject=System%20Login%20Support>.



2024-2025 Executive Board

President	Mr. Thomas Giovingo
President-Elect	A1C George Walton
Secretary	Mr. Shawn Kain
Treasurers	Mr. Lucas Compton, 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	Ms. Tammy Pendergast
AFLCMC VP	Ms. Julie Louthain
At Large VP	Ms. Rhonda Pepitone
Contractor VP	Mr. Shawn Coil

Committee Chairs

Audit	Ms. Stephanie Burd, Ms. Michelle Bahan
Augsburg Scholarship	Ms. JoAnne Wills
Awards and Recognition	Ms. Sheena Fast, Ms. Amie Satterfield
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 Professional	Ms. Jaime laquinta, Mr Edward Jackson
Development	Mr. Trent Harpest, Ms. Andrea Hamilton
Early Careerist	Ms. Sandra Moncree
Programs	Mr. Shawn Coil
Tickets	Vacant
Ways & Means	Ms. Sarah Garrette
Historian	Mr James Davis

