



THE GUARDIAN



Newsletter of the National Guard Chapter
American Society of Military Comptrollers

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Seasons Greetings

THANK YOUR
EMPLOYEES

... OR YULE BE SORRY

By Adrian Gostick (author of The Carrot Principle)

I'm often asked, "Isn't the December party or year-end gift a bygone from the 50s?"

Well, the holiday get-together and gift have been around for a long time—young Scrooge danced at Fezziwig's party, didn't he?—and they'll be in place many years after we are all retired to our condos in Florida.

As a manager, first, realize you must do something this December. After all, it's been one heck of a year. The average American is working more hours now than medieval peasants did in servitude, and it's time to say thanks to those who helped you. Leaders who try to carry on as if the holidays aren't happening can do real harm to employee morale and productivity.



Simply put, there is no substitute for a sincere thank you from your manager to help you feel valued and appreciated. And the holidays are the perfect time, since frankly employees are expecting some form of gratitude.

Here are a couple of ideas to help your year-end celebrations lead to more commitment in the New Year.

Get more miles from the turkey. Here's a way to be generous—without spending a dime. Make the company's holiday gift your own—whether a fruit basket, turkey, bonus, or other item—by personally picking them up and delivering them to your people. As you make the rounds with the gifts, spend a little time with each person and express sincere gratitude for their specific contributions. I guarantee the time invested will be well spent.

Don't forget the card. As important as your gift is to employees this holiday season, just as valued will be the card that accompanies it if you write a sincere message. Avoid generic appreciation such as "great job" or "thanks for everything," and instead offer specific and positive ways the employees has helped your cause. The ultimate goal of the message is to make sure each employee feel valued and appreciated as an individual, since they are the ones who kept the doors open every day through this recession.

Avoid the fruitcake of office gifts. Be sure to avoid the trap of just handing out gift certificates ("Gee, Thanks Boss. Ten bucks to spend at Office Max!"). One of the biggest problems with them is they put a dollar value on all the energy a person has expended. A thoughtful gift, on the other hand, is very hard to put a dollar figure on.

Plan a party. A common mistake of managers is failing to organize a team gathering. For many of your employees, the best part of the holidays is simply coming together as a group in a relaxed setting and getting to know team members on a more personal level. It's a manager's job to make sure the party happens. It doesn't need to be a formal affair at night, and it certainly shouldn't be the wild lamp-shade-on-the-head shindig. A simple lunch or potluck breakfast is all that is needed to bring people together and create some positive memories. And, by the way, mistletoe is SO out.



Measure success. Finally, since hopefully you've been recognizing great work throughout the year, it's helpful to take a moment in December and measure the results of your efforts. Bring your people in one by one and give them quick, verbal survey. Ask them how their year has been, what they like and don't like about their work environment, and what you as a manager can do better in the New Year to notice and appreciate their contributions. The economy is going to heat up eventually, and it will become hip to job hop again, especially for top performers. So make a plan now to continually improve by creating a workplace where people come and stay committed.

Adrian Gostick is the author of several New York Times bestselling business books including The Carrot Principle and The Orange Revolution. He is the founder of The Culture Works, a global consultancy specializing in leadership and corporate culture. Visit adriangostick.com to learn more.



PRESIDENT'S CORNER



ASMC National Guard Chapter members:

This year expect to see a lot more of the color blue at the PDI. We are joining forces with the Air National Guard Finance community to further develop a common purpose and create more efficiencies for the National Guard as a whole. We are governed by the same laws and financial regulations. It makes sense that we compare notes and combine training. We are excited to begin sharing our talents and experiences among fellow financial professionals. The interaction among Army and Air professionals makes us all better. So, welcome our fellow professionals and learn from them.

The PDI theme this year is
“National Guard’s Value to America: Embracing New Efficiencies”

In an effort to continue to increase the value and distinction of the Certified Defense Financial Manager (CDFM) designation, the ASMC is adding a new requirement to the certification renewal process. As a holder or candidate for the CDFM designation, I want to make you aware of this requirement, which takes effect January 1, 2012. Two of the 80 required CPEs for CDFM renewal must now come from ethics training. If ethics training is already included in your agency/ organization professional development requirement, it can also be used to fulfill this new CDFM renewal requirement. We are planning on including ethics training at the ASMC National Guard PDI this year so register early and select the ethics training. We will issue CPEs which will fulfill this requirement.

Your ASMC National Guard chapter sponsors approximately 12 scholarships a year to members and dependants ranging from \$500 to \$1500 each. One of the requirements is that you be a member of National Guard Chapter. With the joining of the ANG Financial Management Community to our PDI, I want to encourage everyone who is not a member to join the ASMC National Guard chapter or if you are a member of another ASMC Chapter then transfer your membership to be eligible for our scholarships. To transfer a membership, contact our Membership Chair - SGM Scott M. Hentz at scott.hentz@us.army.mil or (717)-861-8568. He will need your first Name, last Name, membership #, and Current Chapter. The deadline for scholarship applications is 15 FEB 2012.



Speaking of scholarships - Our fundraiser for scholarships last year raised over 12K at our raffle and Live Auction. Raising money at this level cannot be accomplished without support from the USPFO Resource Management Offices and the Air Wings. As a way forward this year, I suggest the Financial Managers in the states both ARNG and ANG get together with a common theme and participate in a statewide basket of items. Last year, we had some excellent items such as a football signed by Green Bay Packers, a fiddle signed by Charlie Daniels, and a hockey shirt from the North Dakota Fighting Sioux. All the items do not have to be expensive but a state can go in together and put together a basket of items representing the history and heritage of the state for the raffle and silent auction. It is all for a good cause.

This year you will see a new and improved registration process. We have partnered with Prestige Accommodations, our meeting planner, to develop a



multifunctional registration process. We plan on having registration open by 15 JAN 2012. The registration process will allow you to sign up for CDFM review modules, hotel registration, fun run, guest meal tickets for icebreaker and Awards Dinner, etc. on the registration website. You will need to provide your Marriott World Center hotel registration number to complete your PDI registration on line to ensure we meet our contract requirements. Staying at the host hotel; the Marriott World Center is a requirement to attend the PDI. All credit card payments will be

processed electronically on 26 MAR 2012, which is seven days from the start of PDI on 2 APR 2012, and no cancelations/refunds will granted after 26 MAR 2012 due to the need to guarantee attendance at food functions.

Additionally, when you sign up for training classes the web site will alert you to the amount of seats still available. I suggest you register early to secure the classes that you need. Once the amount of seats is full for a particular class then that class will gray out for selection.

You will see a change in food and beverage service this year. We will continue to provide three meals; two lunches and one dinner. The lunches are working meals and speakers will be providing training during these meals. The meals will be identified on your receipt as provided by the registration fee which must be claimed on your travel voucher. Light refreshments will be provided during breaks because the hotel does not have the capability in their coffee shop and restaurants to provide



refreshments for the number of our individual attendees in the time space allowed. However, only coffee will be provided from 0700 to 0800 hours each morning. Please visit the hotel restaurants before the training begins at 0800 hours to secure breakfast utilizing your per diem. Light refreshments served during traditional meal hours, even offerings such as a “Continental breakfast,” are considered to be deductible meals under DoD travel regulations; light refreshments served during a break are not considered deductible meals.

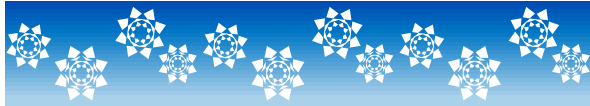
The registration fee has been set for PDI 2012. ASMC members will pay \$375 to register and non ASMC members will pay \$425. The main reason for the increase of \$50 this year is to pay for the Audio Visual equipment and computers supporting the General Session and the fifteen training classrooms. The ASMC National Guard PDI this year is not a co-sponsored event and we will not receive any appropriated funds to pay for the Audio Visual equipment. Make sure you have your ASMC member number when you register on the registration website. See you in Orlando!!

LTC Barry Collins, CPA

President, National Guard Chapter - ASMC

**ASMC mission: To promote
education, training and
professional development in all
aspects of military
comptrollership.**





About Our Members

Ms. Kimberly Hood has completed all course work for an Accounting degree from Indiana Tech University in Ft. Wayne, IN and will formally graduate in MAY 2012.

SGT Jennifer Pontow has accepted a job as Budget Analyst for the Supply & Services Division of USPFO for TN leaving the DTS world. She also has given birth to a baby boy named Logan Michael Pontow.

SSG Lauren Martin with USPFO for Virginia graduated from Bryant & Stratton College on 13 Dec 2011 with Associates Degree in Accounting. She plans on continuing on to obtain a Bachelors in Business or Accounting in the Summer of 2012.

The Enemy of Engagement

Put an End to Workplace Frustration--and Get the Most from Your Employees

Eye-opening new research into an often-overlooked threat to employee engagement and workplace productivity.

Overview There are a lot of frustrated people in most workplaces today. We're not talking about the incorrigible office grump or the permanent slacker. Instead, we're referring to dedicated workers who are being prevented from achieving their peak potential by organizational obstacles. Better enabling these employees to succeed represents an untapped avenue for radically improving productivity.

Packed with the latest research findings from the prestigious Hay Group, *The Enemy of Engagement* uncovers the hidden impediments to performance—excessive procedures, lack of resources, overly narrow roles, and more—and outlines best-practice solutions for eliminating them. This is not an insignificant issue facing businesses today.

According to Hay Group's study, depending on the industry, between one-third and one-half of employees report work conditions that keep them from being as productive as they could be.

The Enemy of Engagement gives managers powerful new insights and research-based tools for ensuring their teams are both willing and able to make maximum contributions.

About the Authors MARK ROYAL and TOM AGNEW are leaders in Hay Group's employee research division. Mark holds Ph.D. and MA degrees in sociology from Stanford University, and Tom received his Ph.D. in management from Vanderbilt University and MBA from the University of Saskatchewan.



Embrace Your Education

Happy New Year! We would like to remind our members that we have scholarships for our members and their families who are pursuing their educational goals. The following scholarships are available:

Robert E. Ruder Continuing Education Grant for \$1,000

Steve Emmons Continuing Education Grant for \$500

Dependent Scholarships ranging from \$1,500 - \$1,000

See if you qualify by simply visiting our website and completing an application. Scholarships are one of the great benefits of our organization. Take advantage and pursue your goals. Suspense for submitting applications is 15 Feb 12. Your education chair stands ready to assist our members with their applications and questions. Point of Contact: CW4 Carl Jackson: carl.stefan.jackson@ng.army.mil. §§



Officer Nominations:

James C. Schneider, Nomination/Election Chair

This year, we will be electing a new Secretary for our National Guard Chapter at the annual PDI. Deborah Parker from Illinois has been our faithful Secretary for many years.

We are soliciting interest in this valuable position early so we can develop a list for elections. We will announce the opening throughout the PDI and hold the election toward the end of the PDI. We will confirm the new Secretary before we conclude the PDI.



If you are interested in the duties, please contact Ms Parker directly or go to our NG-ASMC website to review the bylaws for the specific duties and responsibilities.

While there isn't a pay increase, the satisfaction that you are contributing to something bigger than yourself is a great intangible. Please consider supporting your Chapter by volunteering some of your time. §§

UPCOMING ASMC EVENTS

EDFMT Refresher	Orlando FL	Marriott World Center	27-29 March 2012
CDFM Testing	Orlando FL	Marriott World Center	30-31 March 2012
NG-PDI 2012	Orlando FL	Marriott World Center	2-5 April 2012
National PDI 2012	Anaheim, CA		
National PDI 2013	Denver, CO		

Awards Program



CSM (Ret) Jerry Fowler, Awards Chair

With FY12 NG-PDI fast approaching, I strongly encourage everyone to start thinking of those individuals that you would like to recognize for their contributions during the past year. The objectives of the ASMC NG Chapter Awards Program are to recognize Chapter Members, States or individuals for outstanding accomplishments within the financial fields of Comptrollership. It only takes a few minutes to go to the ASMC NG Chapter Website www.ng-asmc.org, complete a nomination form and submit it. It's just that easy.

AWARD CATEGORIES are:

- National Guard ASMC Chapter President's Award
- Pioneer Award
- The ARNG Minute Man Award
- Colonel Wayne P. Pratt Distinguished State Award



- Financial Manager of the Year
- Budget Officer/Deputy FM of the Year
- Staff Accountant of the Year
- Accounting Supervisor of the Year
- Supervisor Financial Technician of the Year
- Agency Program Coordinator of the Year
- Defense Travel System Administrator of the Year
- Exceptional Service Award
- Continuing Education Award

On the website you will find the Awards Criteria and submission requirements for each award. All awards will be presented at the annual National Guard Professional Development Institute (NGPDI) Conference 2-6 April 2012.

NOTICE: All nominations must be received NLT 1 March 2012 and must be submitted via email to csmfowler@tds.net .

OK, now is the time to reward that individual that you have been telling all year what a GREAT JOB they have been doingnominate them for a deserving award.



NATIONAL GUARD CHAPTER ASMC EXECUTIVE COUNCIL MEETING 1 December 2011

- A. Roll Call
- LTC Barry Collins – President
- Mr. John Hinkle – Vice-President
- Ms. Deborah Parker – Secretary
- CSM (Ret) Jerry Fowler – Awards
- Lt Col Michael Morgan – Corporate Sponsorship
- Mr. Chris Babcock – Corporate Sponsorship
- SGM Scott Hentz – Membership
- LTC (Ret) Gloria Sherman – Newsletter/Publicity/Webmaster



CW3 Carl Jackson – Education
LTC James Schneider – Nominations
SSG Lauren Martin – Community Service
Maj Tammy Culley
Col Poppell – USPFO GA
Lt Col Gary Hutsler – CAB Chairman
Lt Col Winston Hainsworth
Lt Col Timothy Lincoln
Capt Margie Castillo
Mrs. Becci Schwarz

Absent from the meeting:

Ms. Kim Hood – Treasurer
Mr. Michael Reynolds – Storekeeper
Mr. Clif Jenkins – CDFM

***Barry opened the meeting by welcoming the ANG CAB and its members. We will be working with them as the ARNG and ANG put forth a joint effort to put on this year's PDI.

B. Old Business:

1. Officer Elections

- a. LTC James Schneider announced that he was the election for President Elect. He will be taking over his responsibilities on 1 April 2012. He will be sworn in at the PDI.
- b. The term of the Secretary Position will conclude on 31 March 2012. Discussion was held to include the Air National Guard in soliciting nominations for the new Secretary. A motion was made and it was voted to hold the election for the Secretary at the PDI this year. LTC Schneider will get everything ready to take nominations and conduct the election during the PDI.
- c. Discussion was also held regarding having a presentation regarding all of the executive council (including the committee chairs) of the Chapter. This will allow the ANG to gain a better understanding of everything that is involved with the Chapter and find areas they may want to volunteer in.

2. PDI Issues

- a. Registration Procedures – Prestige accommodations will be handling all aspects of registration this year. We will have our volunteers arriving on Friday in order to assist with stuffing the bags on Saturday. Prestige will hand out the bags and the individual packets with everyone's name tag, attendance tickets, etc. Any questions will be answered by our own personnel at the help desk area. We will have an area set up for Membership, Silent Auction, Fun Run, etc in the same lobby area, but away from the registration desk.
- b. Deb Parker will send instructions out to the volunteers in order to have them begin to get their flights secured for arrival on Friday, 30 March. They will assist in the "stuffing" of the bags and be given instruction from the Prestige individuals who will be running registration.
- c. Jerry Fowler was looking for ANG POCs to discuss the Awards process with. Becci Schwartz discussed the fact that for this year the ANG will still have their own awards and the ARNG will have their own awards. We will set aside time throughout the conference to distribute these to the recipients.
- d. Mike Reynolds was not on the call; however, he has requested that all committee members review the email he sent to select which shirts we will be wearing for Registration. These



shirts—worn by committee members and all volunteers—identify us as part of the executive council and allow participants to find us and ask questions they may have.

C. New Business:

1. Barry's Teleconference with Col Cheney

Barry talked to Col Cheney and had three different items of interest come from their meeting:

a. Col Cheney would like to have at least one of the following speakers at the PDI, Maj Gen Bob Stonestraight or Gen Livingston. He is willing to contact them to see if they are available prior to us sending a formal invitation.

b. Col Cheney would like to change/add to the PDI theme. He suggested "Embracing New Efficiencies; the National Guard a Value to America". Discussion was held and the concern was that this may be too long. LTC Schneider suggested, "National Guard's Value to America: Embracing New Efficiencies." A motion was made to accept LTC Schneider's suggestion. The motion was seconded and a vote was taken. The suggestion of LTC Schneider will be the new theme for this year's PDI.

c. Col Cheney suggested there should be a difference in PDI fees for ASMC members and for non-members. He suggested a registration fee of \$375 for ASMC members and \$425 for non-members. Discussion was held that everyone should encourage their participants to be members in order to pay the lower rate. A motion was made to raise the registration fees for this year's PDI. The motion was seconded and a vote was taken. The new rates for registration will be \$375 for ASMC members and \$425 for non-members.

2. Guest Speakers for the PDI

Currently the Chapter has allowed for \$8500 for obtaining guest speakers. Lt Col Morgan has been in initial discussions with Simon Sinek's staff about him as a potential speaker. Simon is the author of "Start with Why" and recently spoke at the USAF Air Mobility Commander's Conference.

3. PDI Considerations

Discussion was held regarding attendance at this year's PDI in connection with the cut backs. Lt Col Hutsler stated the ANG community will have approximately 300 in attendance. We are hoping to have full participation, as in past years, for all individuals that need to attend this training.

D. Updates from Committee Chairs:

1. Awards – CSM (Ret) Jerry Fowler

Jerry reported that he is still working on getting the word out to everyone regarding the award nominations. He asked that we work the nominations into the web page and make it automated in order allow everyone access and not have to worry about getting their paperwork sent to him. He will work with Gloria on this. He also asked that Barry send out a letter to the financial community asking for their participation in nominations. All award nominations have to be received by Jerry by 1 March.

2. Corporate Sponsorship – Lt Col Morgan and Mr. Babcock



Lt Col Morgan reported the notional dollars is \$30K. They want to check with Clif regarding the completion of the brochure. They need the brochure completed so they can utilize it to contact the sponsors.

3. Membership – SGM Scott Hentz

Currently we have 650 active members. Scott will work with any of the ANG who wish to transfer their memberships from their current Chapters to the National Guard Chapter. He

will also contact Clif regarding getting the membership applications printed in the brochure. This way it will be available to everyone and we don't have to keep making copies of it during the PDI.

4. Newsletter/Publicity/Webmaster – LTC (Ret) Gloria Sherman

Gloria asked everyone to review the information they have posted on the website and get any updates to her immediately. She needs all news articles by 15 December for the next issue of the newsletter. Jerry will submit an article regarding the award nominations and the CAB will submit an article regarding the ANG's participations in this year's PDI.

5. Nominations – LTC James Schneider

James will get the information ready to run the election for Secretary at the PDI. He will also work on a presentation for the PDI that will identify all executive council members and committee chairs in order to get more participation from a wider audience at the PDI.

6. Scholarships – CW3 Carl Jackson

Carl is awaiting nominations. He will get a letter out to the ANG so they can apply for scholarships also. He would like to have all his nominations by 15 Feb.

7. Community Service – LTC Barry Collins for SSG Lauren Martin

Currently Lauren is still working with the Wounded Warrior, but they are unable to provide some of the assistance we've been accustomed to in the past. Lauren is still working on details.

Alibis – ANG instructors in DTS, WAWF, GFEBs, etc. may want to get with the ARNG presenter to coordinate slides or at least be able to answer questions that may arise in these sessions for the ANG personnel.

Next meeting will be held Thursday, 2 February.

Meeting was adjourned at 1020.

Respectfully submitted by Deborah Parker. §§



Chapter Financial Reports

Kimberly Hood,
Treasurer

Balance Sheet	<u>Nov 30, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
10000 · Bank of America	
10100 · General Funds	50,049.43
10200 · Scholarship Funds	13,675.47
10300 · Soldier Relief Funds	1,906.25
10000 · Bank of America - Other	<u>-7,751.28</u>
Total 10000 · Bank of America	<u>57,879.87</u>
Total Checking/Savings	57,879.87
Other Current Assets	
11500 · Cash Advance	<u>350.00</u>
Total Other Current Assets	<u>350.00</u>
Total Current Assets	58,229.87
Fixed Assets	
15000 · Equipment	<u>1,428.30</u>
Total Fixed Assets	<u>1,428.30</u>
TOTAL ASSETS	<u><u>59,658.17</u></u>
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	31,903.65
32000 · Unrestricted Net Assets	-17,427.93
Net Income	<u>45,182.45</u>
Total Equity	<u>59,658.17</u>
TOTAL LIABILITIES & EQUITY	<u><u>59,658.17</u></u>



Income Statement	<u>Apr '11 - Mar 12</u>
Income	
46000 · Program Income	
46010 · Rebates from ASMC HQ	3,042.00
Total 46000 · Program Income	<u>3,042.00</u>
46400 · Income PDI 11	
46410 · Registration Fees	278,336.50
46430 · Corporate Sponsorship	22,000.00
46460 · ASMC Store	1,639.50
46470 · Auction - Scholarships	9,754.00
Total 46400 · Income PDI 11	<u>311,730.00</u>
Total Income	<u>314,772.00</u>
Expense	
62100 · PROFESSIONAL FEES	
62110 · ACCOUNTING FEES	725.00
Total 62100 · PROFESSIONAL FEES	<u>725.00</u>
63300 · PDI 11 Expenses	
63310 · Registration Costs	41,200.88
63315 · Food & Beverage	166,424.59
63320 · Awards Expense	474.78
63325 · Scholarships	8,500.00
63330 · ASMC Store	1,323.73
63336 · Volunteer Helpers	4,848.73
63360 · Social Activities & Entertainment	36,444.55
63390 · Golf Tournament	560.00
63395 · AV Costs	2,020.00
Total 63300 · PDI 11 Expenses	<u>261,797.26</u>
63400 · PDI 12 EXPENSES	
63418 · FOOD AND BEVERAGE	1,000.00
63435 · TRAVEL	4,491.78
Total 63400 · PDI 12 EXPENSES	<u>5,491.78</u>
65000 · OPERATIONS	
65010 · MEMBERSHIP EXPENSES	757.26
65020 · POSTAGE	179.25
65030 · WEB SITE SERVICE	67.65
65050 · BANKCARD FEES	571.35
Total 65000 · OPERATIONS	<u>1,575.51</u>
Total Expense	<u>269,589.55</u>
Net Income	<u><u>45,182.45</u></u>



NATIONAL NEWS

Save the date for PDI 2012!

PDI 2012 will be held at the Anaheim Convention Center May 29 - June 1, with a theme of Professionalism in Action. Registration for PDI and the hotel reservation system will open in early February 2012. §§

Achievement Award Nominations Due January 31

The ASMC has a comprehensive awards and recognition program that includes individual and chapter awards, as well as academic financial assistance opportunities. As a part of this program, the individual and team achievement awards are presented for outstanding accomplishment within one of the functional fields of comptrollership. Categories this year include: Accounting and Finance, Acquisition/Cost Analysis, Auditing, Budgeting, Comptroller/Deputy Comptroller, Contractor Support, Financial Systems, Intern/Trainee, Resource Management and Team Achievement (small and large.)

Full category descriptions, criteria and the web-based forms are available online. All nominations must be submitted via the National ASMC Awards Online Web site no later than January 31, 2012. If you have questions regarding this year's award program, please e-mail awards@asmconline.org or any of the Committee members. §§

YOUR CHAPTER OFFICERS

Barry Collins – President
James Schneider - President Elect
John Hinkle - Vice President
Deb Parker – Secretary
Kimberly Hood - Treasurer
Jerry Fowler - Awards
Clif Jenkins – CDFM Coordinator
Mike Morgan, Chris Babcock – Corporate Sponsorship
Carl Jackson - Education
Scott Hentz - Membership
Gloria Sherman – Newsletter/Web
Lauren Martin – Community Service
James Schneider – Nominations
Kim Hood – PDI Social Activities
Todd Folkerts – PDI Protocol
Vacant - Professional Dev/PDI
Michael Reynolds - Store Keeper

YOUR CHAPTER WEBSITE

www.ng-asmc.org

THE GUARDIAN is published quarterly for the membership of the National Guard Chapter of the American Society of Military Comptrollers. Special editions are also published as necessary. The next regular issue of the newsletter will be published at the middle of March 2012. Articles relating to military comptrollership and other articles of interest to or about resource management in the National Guard are welcomed from the membership. Submit articles via email to glorsherm@aol.com. Please "attach" article when using email. Submit address changes scott.hentz@us.army.mil or contact him at (717) 861-8568. §§

