



Cadet O'Ride Administration

Presented by:

Deborah L. Grimes, Capt,
CAP



Pre-flight Checklist



- ☑ Check CAP IDs
- ☑ Verify CAP ID expiration date
- ☑ Verify cadet's age (over 18, cadet can only fly back seat)
- ☑ Verify previous flights cadet has taken



eServices Applications

eServices - Home Page - Microsoft Internet Explorer provided by Walt Disney World

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Recycle Bin Mail Print Taskbar AutoPlay Search Web 691 blocked AutoFill Options

Address <https://www.capnhq.gov/eServices.aspx?SID=72DE2DFD-6668-4696-ACBA-4A53FFD68538> Go Links

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Grimes, Deborah L - CAPID: 305179
You are currently 1 of 274 active users.

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Org Statistics

Seniors in this Unit: 52	Seniors in this Wing: 2014
Cadets in this Unit: 20	Cadets in this Wing: 1709

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Cadet Oflight Reports

Restricted Applications:

- [Approvals Waiting \(5\)](#)
- [After Flight Reporting](#)
- [CAPWATCH Download](#)
- [CAPWATCH Tasks](#)
- **[Cadet Oflight Reports](#)**
- [Calendar Admin](#)
- [Duty Assignment](#)
- [Form8](#)
- [Image Upload for Commanders](#)

CAP Utilities:

- [Aerospace: The Journey of Flight](#)
- [CAP Best Practices](#)
- [CAP Calendar](#)
- [CAP Committee Minutes](#)
- [CAP Directory](#)
- [CAP Emblems/Seals](#)
- [CAP Employment](#)
- [CAP Knowledgebase](#)
- [CAP Meeting Minutes](#)
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Available O'Flight Reports



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Cadet Oflight Reports

[Cadet Syllabus Count Report](#) [Cadet Syllabus Detail Report](#) [Historical Cadet Syllabus Count Report](#) [Historical Cadet Syllabus Detail Report](#)

- [Cadet Syllabus Count Report](#)
- [Cadet Syllabus Detail Report](#)
- [Historical Cadet Syllabus Count Report](#)
- [Historical Cadet Syllabus Detail Report](#)



O'Flight Reports

- **Cadet Syllabus Count Report** – Total number of cadets in the squadron and total count of flights flown by Syllabus, current year
- **Cadet Syllabus Detail Report** – Detail showing date Syllabus flown and number of Back Seat Rides, by cadet
- **Historical Cadet Syllabus Count Report** – Current number of cadets in the squadron and historical count of flights flown for each Syllabus
- **Historical Cadet Syllabus Detail Report** – Historical detail showing date Syllabus flown and number of Back Seat Rides, by cadet



Cadet O'Flight Syllabus Detail Report

- This report provides current year details on flights flown by Syllabus plus Back Seat rides, by Cadet

General User Entry Form - Microsoft Internet Explorer provided by Walt Disney World

Address: https://creports.capnhq.gov/frame.asp?SID=72DE2DFD-6668-4696-ACBA-4A53FFD68538&AppID=93&AppName=Cadet_Oflight_Reports

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Cadet Oflight Reports

[Cadet Syllabus Count Report](#) |
 [Cadet Syllabus Detail Report](#) |
 [Historical Cadet Syllabus Count Report](#) |
 [Historical Cadet Syllabus Detail Report](#)

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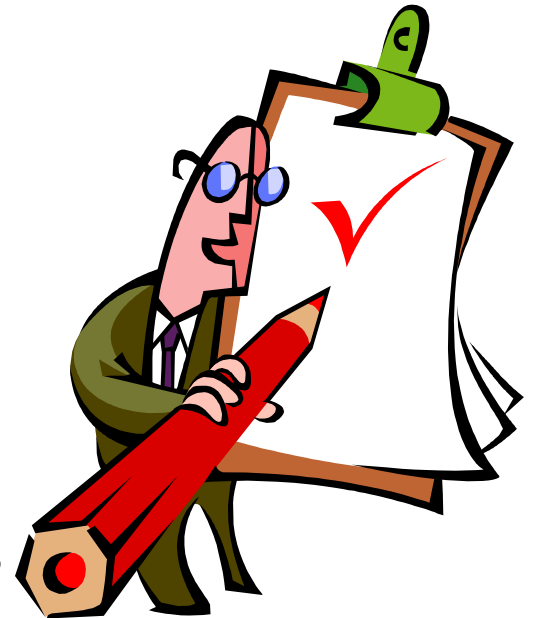
Cadet Oflight Syllabus Detail Report

	<u>Svl #1</u>	<u>Svl #2</u>	<u>Svl #3</u>	<u>Svl #4</u>	<u>Svl #5</u>	<u>Svl #6</u>	<u>Svl #7</u>	<u>Svl #8</u>	<u>Svl #9</u>	<u>Svl #10</u>	<u>Svl #99</u>
FL 259											
Baluyot Titus, Jordan											
Buchanan, Christopher						Nov-04					1
Caltagirone-Holzli, Joshua											
Disney, Tiffany						May-04					1
Eddy, David						Nov-04					1



Post-Flight Checklist

- Record ALL flight time in **Hobbs**.
- Rate is based on the aircraft type as published in CAPR 173-3.
- Rental and Member-owned aircraft rate is based on aircraft type as published in CAPR 173-3 plus \$10.
- Ensure you have ORIGINAL fuel receipts





Post-Flight Checklist (cont.)

- Verify each cadet's CAPID and Full Name for the worksheet
- Print legibly
- Provide contact name, number, and email address
- Complete the paperwork
- Make copies for your records





Cadet O'Flight Worksheet

- This is the worksheet used to record Cadet Orientation Rides. This worksheet, along with the original fuel receipts are turned in for reimbursement.
- You must have Microsoft Excel to input into this spreadsheet.



Microsoft Excel
Worksheet



Cadet O'Flight Worksheet (cont)

- Much easier to read than the old CAPF 7
- Address block for Reimbursement
- One Pilot/One Aircraft per worksheet. New Aircraft or new pilot requires separate worksheet.
- This worksheet is not perfect
- It's not very intuitive in the beginning
- It's not designed very well for Glider rides



Current Paperwork Processes

- All paperwork processed in the week it was received. This includes:
 - inputting flight data in After Flight Reporting System
 - verifying all flight data is valid
 - submitting the flight data, within the system, to National
 - faxing my signature approval to National
 - mailing the paperwork to Florida Wing (on Saturday).
- Checks are mailed within a week of receipt by the FLWG Finance Director.
- Contact within ~48 hours of receiving the paperwork, if there are questions or issues.



Future Paperwork Processes

- ☑ Emails when your paperwork has been sent to Florida Wing for Reimbursement
- Access to On-Line After Flight Reporting System
- Florida Wing Justification Matrix (Ferry Time vs. # of Orientation Rides)
- Any reasonable ideas???



Goals

- Process reimbursements in a timely manner
- Verify that O'Ride monies are used efficiently
- Make the process EASY for everyone
- Improve upon the process
- Provide pilot satisfaction
- Make the job easy for the next person





Resources

- COF Worksheet

<http://level2.cap.gov/index.cfm?nodeID=5751>

- My Contact Info:

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