

Instructions to Manually Enter Indian I&E Strategy Matrix Data into Indian AFMSS

When you have completed the Excel Spreadsheet for the Indian I&E Strategy Matrix, and you have deemed it as the “Official” copy of the matrix, you must then manually enter this data into the Indian AFMSS database. Until all backlog data entry is complete, DO NOT attempt to create the matrix in Indian AFMSS using the procedure described for the Federal data in attachment 3. There will not be sufficient data in the system for the automated process to properly calculate the fields. This will result in an inaccurate or incomplete matrix for Indian I&E strategy data.

NOTE: The Priority Rollover function will have to be performed to create the Inspection Priority records for FY2009. However, this will not be used to calculate any of the fields for the Indian I&E Strategy. All data will be manually entered based on the data recorded on your Excel spreadsheet.

1. To manually enter the Indian data into Indian AFMSS, from the Main Menu, click on Monitoring, and then I&E Strategy.
2. This will display the “I&E Strategy Matrix – Inspection Items (IEP.54)” screen. All fields should either be blank or contains zero. If the record appears with the current year’s data populated, you will have to exit from AFMSS and come back in. The matrix screen should be blank when creating a new matrix. Enter 2009 in the Fiscal Year box located on the first row of IEP.54.
3. Click into the box to the right of the word “Version.” Enter the name of the new matrix that you are creating (for example, FY 2009 Vernal Field Office). Next, there is a box next to the “Version.” Click on the arrow button to select either “Working” or “Official.” This allows you to designate the type of matrix you are creating. Create a “Working” copy so you can edit the Matrix until you are sure it is accurate.
 - a. In the first section of the screen, “Total Items” (W, X, Y, and Z), you will need to manually enter the number of producing and non-producing cases for each category. **DO NOT** click on the RECOUNT FOGRMA ITEM button. Using the numbers from your Excel spreadsheet, manually type in the numbers in the appropriate fields.
4. Enter the Estimated Number of Inspections:

Again, using the numbers from your Excel spreadsheet, manually enter the following in the appropriate fields.

 - a. Enter the number of estimated Indian High and Low priority Drilling inspections to be conducted during the FY. Click on the box to activate it prior to entering information or tabbing from field to field.

- b. Enter the number of estimated Indian High and Low Priority Plugging Inspections in the appropriate boxes.
- c. Enter the number of estimated Indian High and Low Priority Workover Inspections in the appropriate boxes.
- d. Enter the number of Indian High and Low Priority Environmental Drilling Inspections. (This number should total the same as the number of Drilling inspections that are estimated for the year.)
- e. Enter the number of Environmental Producing High and Low Priority Inspections.
- f. Enter the number of Indian High and Low Priority Environmental Abandonment/Reclamation inspection to be conducted during the FY.
- g. SAVE THE RECORD. Make sure the message box in the lower left corner of the screen states that the table was updated.
- h. Click on the POSITIONS/WORKMONTHS button. This will display IEP.55.
- i. Enter position and work-month information based on your FO personnel that work Indian cases in the program and what you had recorded on your Excel spreadsheet.
- j. SAVE THE RECORD. Look for the table update message in the message box.
- k. Press the EXIT button to return to IEP.54.
- l. Ensure Percentage of Other Production Inspections required is Correct:
- m. Click on the CALCULATIONS button. This displays the “Truly Strange Required Inspection Calculator” (IEP.56) window. This window displays information entered on IEP.54. The defaults for “Indian IIDs” will be set to 33.33 percent. Verify that this has not changed. SAVE THE RECORD.
- n. Press EXIT to return to IEP.54.
- o. Enter the number of Planned Inspections:
- p. Click on the INSPECTION TYPES button. Click on the “INSP HRS” button. Enter the average hours as recorded on your Excel spreadsheet. SAVE THE RECORD before continuing on to input the number of planned inspections.
- q. Enter the number of Indian Planned inspections for the FY in the appropriate columns, using the data from your Excel spreadsheet.
- r. SAVE THE RECORD.

- s. Review the Required versus Planned Inspections:
- t. Click the REQUIRED/PLANNED button to review required versus planned inspections. Once again, verify the number of available work-months against what you have planned to ensure that you have not planned more inspections than you have work-months to accomplish. To see available work-months, click on the POSITIONS/WORKMONTHS button and look at the total inspection work-months available. Press EXIT to return to the Required/Planned window.
- u. Add Remarks or Special Considerations to the Matrices:
- v. To add Remarks or Special Considerations, click the REMARKS button. Enter information as recorded on your Excel spreadsheet. SAVE the record. Click the EXIT button.
- w. Note: You may revise the “Working” version of your matrix until you are confident that the matrix is complete. Remember to change the box from “Working” to “Official” to indicate that this is the matrix to be used for this FY.
- x. Print the Matrices:

Print the Matrix Summary Report by clicking the REPORTS button. Select IEP.50 Inspection Matrix Summary. This brings up a preview of the report.

You are done! Exit the open windows by clicking the EXIT button on each window and return to Indian AFMSS Main Menu.