

**Instructions to Create the Inspection and Enforcement (I&E)  
Strategy Matrix for Fiscal Year (FY) 2009**

**Excel Spreadsheet**

**NOTE: This spreadsheet is to be used by the Field Offices (FO) that have responsibility for both Federal and Indian data if Indian AFMSS has not been fully updated.** Indian AFMSS returned to production July 7, 2008. If all backlog data entry has been completed before the FY 2009 matrices are due to be completed, then the matrices can be created in Indian AFMSS using the same instructions for the Non-Indian AFMSS. However, if all backlog (including the FY 2005, 2006, 2007, and 2008 data) has not been entered into Indian AFMSS, the spreadsheet should be used to calculate the matrices. After the spreadsheet is created, the data should be transferred manually into Indian AFMSS. It is no longer possible to produce a “combined” matrix for Federal and Indian data within AFMSS because the two sets of data are contained in separate databases – Indian AFMSS and Non-Indian AFMSS.

Under normal circumstances, the matrix is created in AFMSS, and several automated processes occur. In AFMSS, the Inspections Items report (IEP.51) provided useful information in determining the cases that needed to be inspected for the coming year. Because the AFMSS Inspections Items report is not available for Indian data, it will be necessary to use any data available, such as old reports, to determine how many cases fall into each overall priority rating.

Steps for completing the Excel spreadsheet:

1. Field Office: Click into cell C2 and enter the FO Name.
2. Version: Enter a “Version” name. Click or tab so the cursor is blinking in cell H2. In the top bar, circled below, the word “Version:” appears. Click so the cursor is blinking directly behind the word and type in the name desired for this version of the matrix.

As you type, the name will appear in cell H2. Press the enter key or click to exit the cell.

3. Official/Working Copy: In the cell directly below “Version” (cell I3), enter whether this version is the “Official” or “Working” copy. A “Working” copy of the matrix may be used until you are confident that it is complete. Change the cell from “Working” to “Official” to indicate that the matrix is to be used for the FY. In cell I4, enter the date the version is created.
4. Production Inspection Items: Enter data into the lighter (cyan) shaded fields only. All other fields contain calculations and are locked to prevent accidental changes. Complete section “2. Production Inspection Items” to the best of your ability. Enter the number of Federal and Indian Producing and Non-Producing cases for each category. The total will automatically be input into the correct fields.

Note: You may have to use the numbers from your last matrix to complete this section. If possible, include any cases that your office has received since the shutdown occurred

(April 8, 2005). Do not include any cases that are inactive or abandoned.

5. Drilling, Plugging, and Workover Inspection Items: Enter the number of estimated Federal and Indian High and Low Priority Drilling, Plugging, and Workover inspections to be conducted during the FY in the appropriate fields as shown below.
6. Environmental Inspections Items: Enter the number of Federal and Indian High and Low Priority Environmental Drilling Inspections. These numbers should total the same number of Drilling Inspections estimated for the year.

Enter the number of Federal and Indian High and Low Environmental Producing Items in the appropriate cells. These two columns should equal the Total Items (producing and nonproducing) that were calculated under section “2. Production Inspection Items” (cells B12 and C12).

Enter the number of Federal and Indian High and Low Priority Environmental Abandonment/Reclamation inspections to be conducted during the year.

**Note:** It is always a good idea to intermittently SAVE your work! Please save your file in this format: (Field Office name) \_strategy\_matrix\_FY 09.

7. Positions and Work-months Dedicated to the Inspection and Enforcement Program: Enter the Positions and Work-months information for your office into the appropriate fields.

Enter the number of personnel that work in or are associated with the I&E program. For example, you may have personnel in your FO who provide support or assistance to the I&E Program, but are in other areas of the FO, such as Operations, Wildlife, Resources, etc. Prorate the number of work-months for any Natural Resource Specialists/Environmental Specialists that support I&E but may work in other offices or divisions.

To ensure proper accounting of the work-months needed for the program, use a base time of 12 work-months for each FTE. Enter the number of work-months that are expected to be devoted to completing inspections in the “I&E Insp Wkmths” column(s). At least 2 of the 12 work-months should be input into the “Misc. Wmths” column(s) to account for annual and sick leave, meetings, etc. Account for the overtime work-months in the “Overtime Wkmths” column(s). Time worked outside of the I&E program, such as range or fire, should not be accounted for in the inspection plan matrix. Oversight time should be accounted for under Management support. Specific details regarding oversight work-months planned may be documented under the “Special Considerations” section of the matrix.

The following section “6. Inspections Required and Planned” will be automatically populated. No data entry is required or allowed in this section.

8. Number of Inspections and Work-months: Page 2 of the matrix deals with Inspection Types, Average Inspections Hours, etc.

Enter the average inspection hours for each of the Inspection Types (Federal and Indian). Until AFMSS becomes available, you may have to use the average inspection hours recorded on your FY2006 matrix.

Enter the number of Federal and Indian inspections required and planned for each of the Inspection Types.

The “Work-months” section on page 2 and the “Inspections Required and Planned” section on page 1 will automatically populate based on entries in other sections of the spreadsheet.

9. Remarks and Special Considerations: The cells related to the Remarks and Special Considerations sections have not been formatted.

Enter pertinent information into the Remarks section. Document position and work-month availability descriptions, and any additional idle/orphan well workload adjustments made to the strategy, and the number of production record reviews (PRs) your office plans to conduct during the FY.

Enter any Special Considerations as needed.

10. Printing the Spreadsheet: The “Print Area” has been set to include pages 1 and 2. It may be necessary to adjust the print area if your Remarks or Special Considerations sections exceed the length of page 2. To reset the print area, click on File, Print Area, and Clear Print Area.

Combined Inspection Strategy Matrix for FY2007 (Page 1)

1. Field Office:

Version: XXXXFY07

Official

2. Production Inspection Items

Date:

	Total Items		W FOGRMA H Other H		X FOGRMA H Other L		Y FOGRMA L Other H		Z FOGRMA L Other L	
	Prod	Non-Prod	Prod	Non-Prod	Prod	Non-Prod	Prod	Non-Prod	Prod	Non-Prod
Federal	0	0								
Indian	0	0								
Total	0	0	0	0	0	0	0	0	0	0

3. Drilling, Plugging, and Workover Inspection Items

	Drilling Inspections			Plugging Inspections			Workover Inspections		
	High	Low		High	Low		High	Low	
Federal									
Indian									
Total	0	0		0	0		0	0	

4. Environmental Inspections Items

	Active Inspections					Abandonment/Reclamation Inspections		
	Drilling		Producing			High	Low	
	High	Low	High	Low				
Federal								
Indian								
Total	0	0	0	0		0	0	

5. Positions and Workmonths Dedicated to the Inspection and Enforcement Program

	On-the-Ground Inspectors (Technical)					Environ	Support (Admin/Mgrs)		Total
	PET/ Auditor	Supv PET	Tribal PET	Tech Other	Total	NRS/ES	Clerical	Other	
On Board Personnel					0.00				0.00
I&E Insp Wkmths					0.00				0.00
Misc. Wmths					0.00				0.00
Overtime Wkmths					0.00				0.00
Total Wkmths	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

6. Inspections Required and Planned

	Scheduled Inspections						Environ	Undes	Overall Total
	PI	Drill	Plug	Workvr	Rec Verif	Tech Total			
Required Inspections	0	0	0			0	0		0
Planned Inspections	0	0	0	0	0	0	0	0	0
Insp Summary	0	0	0	0	0	0	0	0	0
Required Wkmths	0.00	0.00	0.00			0.00	0.00		0.00
Planned Wkmths	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WM Summary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Run Date: 9/5/2006

Inspection Strategy Summary (Page 2)

Inspection Types	Avg Insp Hours	Number of Inspections				Workmonths			
		Required		Planned		Required		Planned	
		FOGRMA	Other	FOGRMA	Other	FOGRMA	Other	FOGRMA	Other
<b>1. Production Inspections</b>									
a. Federal						0.00	0.00	0.00	0.00
b. Indian						0.00	0.00	0.00	0.00
<b>2. Drilling Inspections</b>		High	Low	High	Low	High	Low	High	Low
a. Federal						0.00		0.00	0.00
b. Indian						0.00		0.00	0.00
<b>3. Plugging Inspections</b>									
a. Federal						0.00		0.00	0.00
b. Indian						0.00		0.00	0.00
<b>4. Workover Inspections</b>									
a. Federal								0.00	0.00
b. Indian								0.00	0.00
<b>5. Records Verifications</b>									
a. Federal								0.00	0.00
b. Indian								0.00	0.00
<b>6. Environmental Inspections</b>									
a. Federal						0.00	0.00	0.00	0.00
b. Indian						0.00	0.00	0.00	0.00
<b>7. Undesirable Event Inspections</b>									
a. Federal								0.00	0.00
b. Indian								0.00	0.00
<b>8. Total Insp and Wm</b>		0	0	0	0	0.00	0.00	0.00	0.00

Remarks:

Special Considerations:

Run Date: 9/5/2006