

Instructions for Generating the Risk Based Reports and Completing AFMSS Matrix

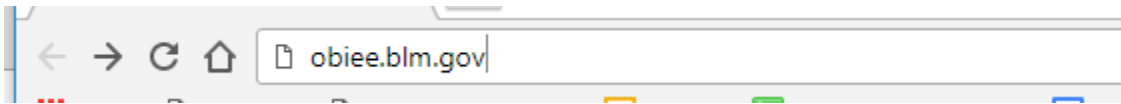
Many of the following example screens from the Automated Fluid Minerals Support System (AFMSS) show Fiscal Year (FY) 2013, 2014, 2015, or 2019. Please keep in mind that these are only examples and your actual screens in the AFMSS must show FY 2021.

Following are the instructions on how to run the risk based reports outside of AFMSS using Oracle Business Intelligence Enterprise Edition (OBIEE).

PI Risk Analysis Report

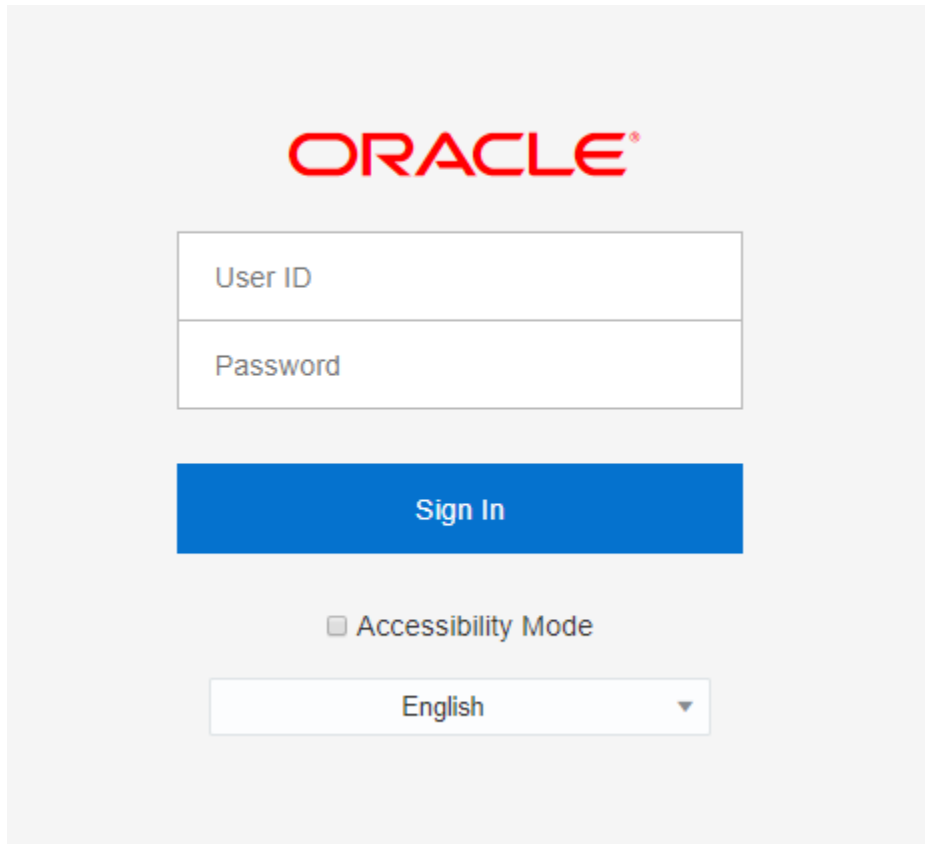
Open your Chrome browser or open a new tab in your Chrome browser

Type in: obiee.blm.gov



Hit Enter.

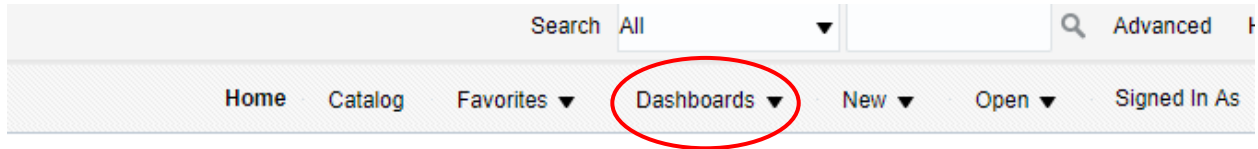
This will take you to a sign in screen.

A screenshot of the Oracle sign-in page. At the top center is the 'ORACLE' logo in red. Below the logo are two stacked input fields: the top one is labeled 'User ID' and the bottom one is labeled 'Password'. Below these fields is a large blue button with the text 'Sign In' in white. Underneath the button is a checkbox labeled 'Accessibility Mode'. At the bottom is a dropdown menu with 'English' selected and a downward-pointing arrow.

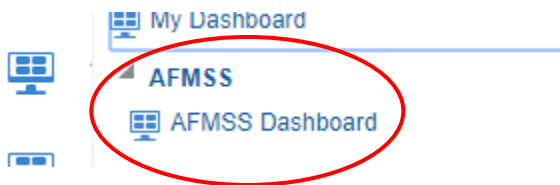
Type in your User ID which is your BLM email address: _____@blm.gov

Type in your Password which is your computer system password

This will open the Oracle Business Intelligence screen. Depending on your recent OBIEE activity, your screen display may vary. If you are not seeing the AFMSS dashboard, click on the dropdown arrow next to the word Dashboards



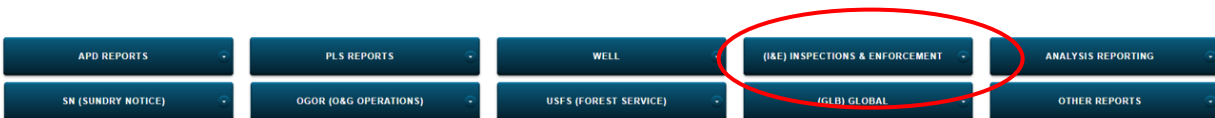
Select the AFMSS Dashboard from the pulldown menu



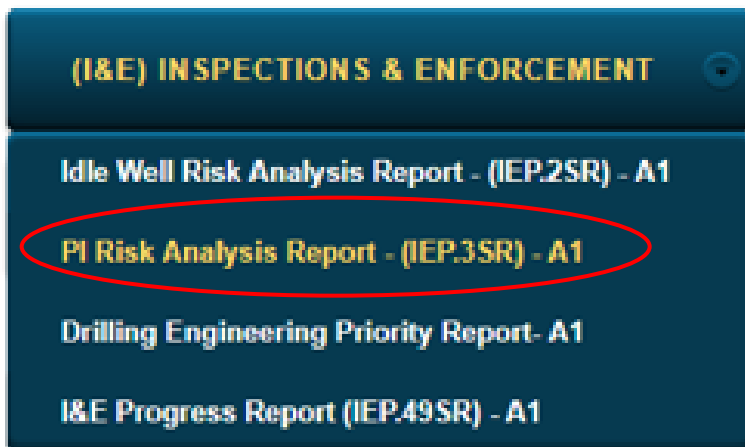
This will open the AFMSS dashboard



Hover your cursor over the (I&E) Inspections & Enforcement box



From the dropdown menu, select: PI Risk Analysis Report - (IEP.3SR) – A1



From the prompts on the left side of the screen, select your Office Code, type in the FY (2021), and select whether you want Federal data, Indian data, or both.

▼ Show / Hide Report Description

Click Apply

▼ Show / Hide Report Description

Office Code
CA

Fiscal Year
2019

Federal or Indian Data
Federal

Apply

IEP3SR

Detailed description: This is a screenshot of a web-based report configuration interface. On the left, there is a form with four fields: 'Office Code' (dropdown menu with 'CA' selected), 'Fiscal Year' (text input with '2019'), 'Federal or Indian Data' (dropdown menu with 'Federal' selected), and an 'Apply' button. The 'Apply' button is circled in red. On the right, there is a tabbed interface with a single tab labeled 'IEP3SR'.

This will display the PI Risk Analysis Report

To export the report to Excel, click on the Export View tab

▼ Show / Hide Report Description

Office Code
CA

Fiscal Year
2019

Federal or Indian Data
Federal

Apply

IEP3SR Export View

Detailed description: This is a screenshot of the same web-based report configuration interface as above. The 'Apply' button is no longer circled. Instead, the 'Export View' tab in the right-hand tabbed interface is circled in red. The 'IEP3SR' tab is still visible.

Click Apply

▼ Show / Hide Report Description

Office Code
CA

Fiscal Year
2019

Federal or Indian Data
Federal

Apply

IEP3SR Export View

The OBIEE will generate and download an Excel file titled PI Risk Analysis Report (IEP.3 SR)_Export View. You can open this file from the download area of your browser, or directly from your default download folder.

PI Risk Analysis Report - (IEP.3SR) - A1

▼ Show / Hide Report Description

Office Code IEP3SR Export View
CA
Fiscal Year
2018
Federal or Indian Data
Federal
Apply

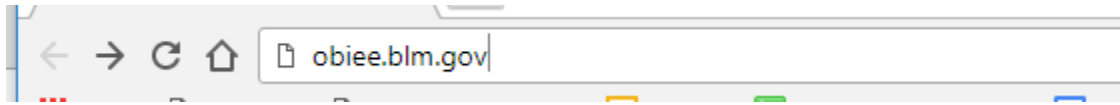
Report Completed

PI Risk Analysis Rep...xls

Idle Well Risk Analysis Report

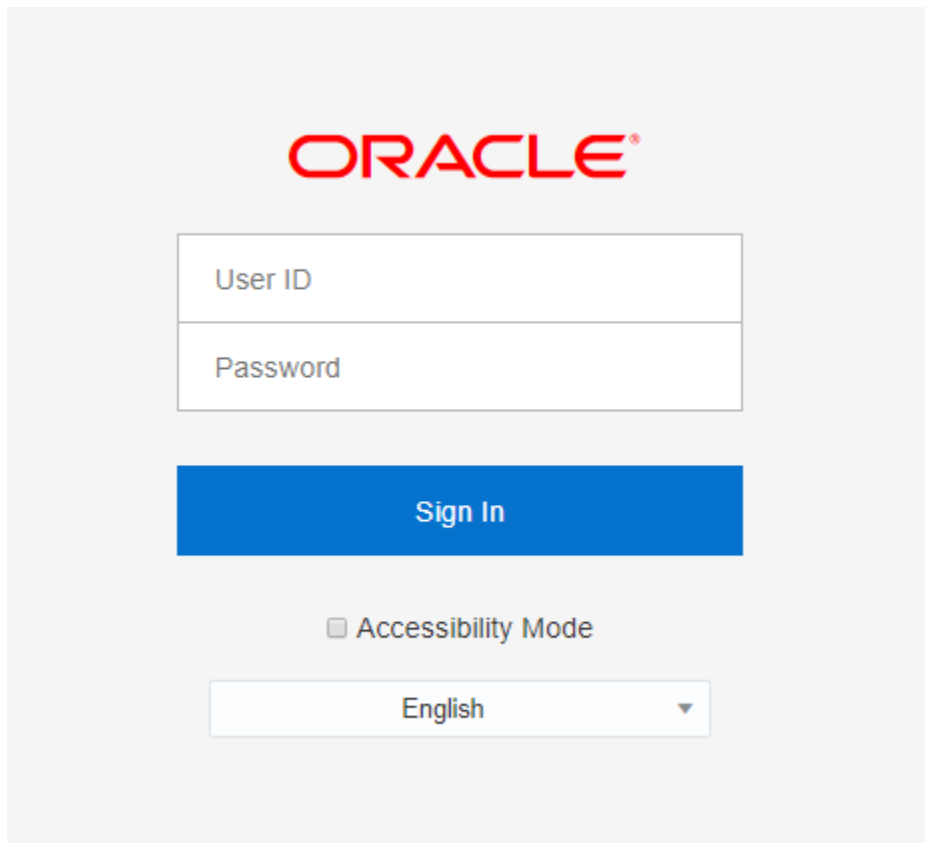
Open your Chrome browser or open a new tab in your Chrome browser

Type in: obiee.blm.gov



Hit Enter.

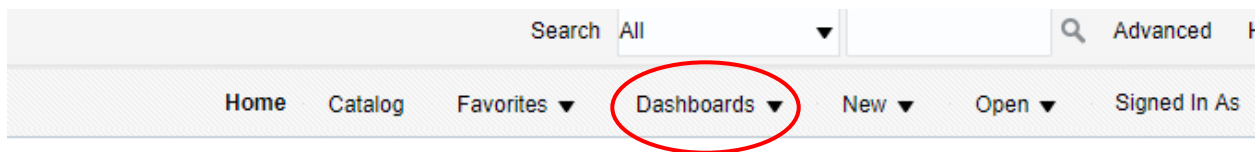
This will take you to a sign in screen.

A screenshot of the Oracle Business Intelligence sign-in page. At the top center is the 'ORACLE' logo in red. Below the logo are two stacked input fields: the top one is labeled 'User ID' and the bottom one is labeled 'Password'. Underneath these fields is a prominent blue button with the text 'Sign In' in white. Below the button is a checkbox labeled 'Accessibility Mode'. At the bottom of the form is a dropdown menu currently set to 'English' with a small downward-pointing arrow on the right side.

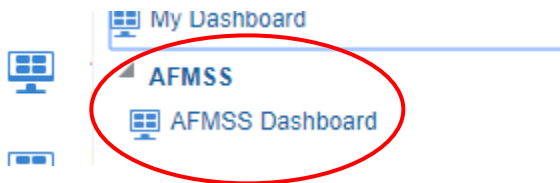
Type in your User ID which is your BLM email address: _____@blm.gov

Type in your Password which is your computer system password

This will open the Oracle Business Intelligence screen. Depending on your recent OBIEE activity, your screen display may vary. If you are not seeing the AFMSS dashboard, click on the dropdown arrow next to the word Dashboards



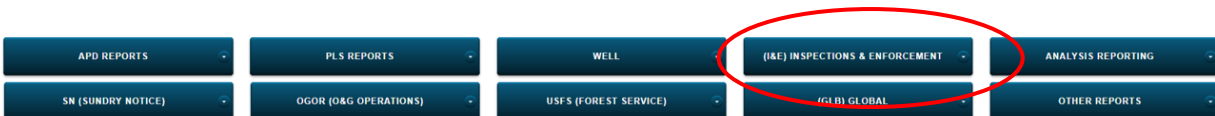
Select the AFMSS Dashboard from the pulldown menu



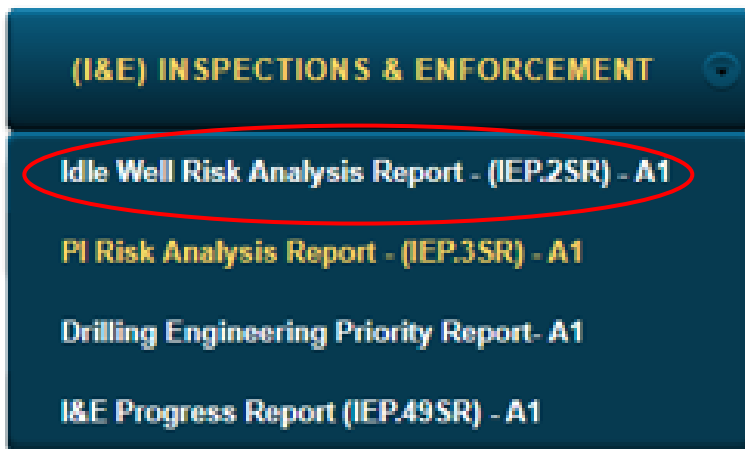
This will open the AFMSS dashboard



Hover your cursor over the (I&E) Inspections & Enforcement box



From the dropdown menu, select: PI Risk Analysis Report - (IEP.3SR) – A1



From the prompts on the left side of the screen, select your Office Code, type in the FY (2021), and select whether you want Federal data, Indian data, or both.

▼ Show / Hide Report Description

The screenshot shows a web interface with a left sidebar and a main content area. The sidebar contains three dropdown menus: 'Office Code (Required)' with 'CA' selected, 'Fiscal Year' with '2019' entered, and 'Federal or Indian Data' with 'Federal' selected. A red circle highlights each of these three dropdown menus. Below the dropdowns is an 'Apply' button. The main content area has a tab labeled 'IEP 2SR' and a 'Data' table with columns for 'FED / IND' and 'AFM Se'. Below the table is a 'Total' label.

Click Apply

▼ Show / Hide Report Description

This screenshot is identical to the previous one, but the 'Apply' button is now highlighted with a red circle. The dropdown menus are no longer highlighted.

This will display the Idle Well Risk Analysis Report

To export the report to Excel, click on the Export View tab

▼ Show / Hide Report Description

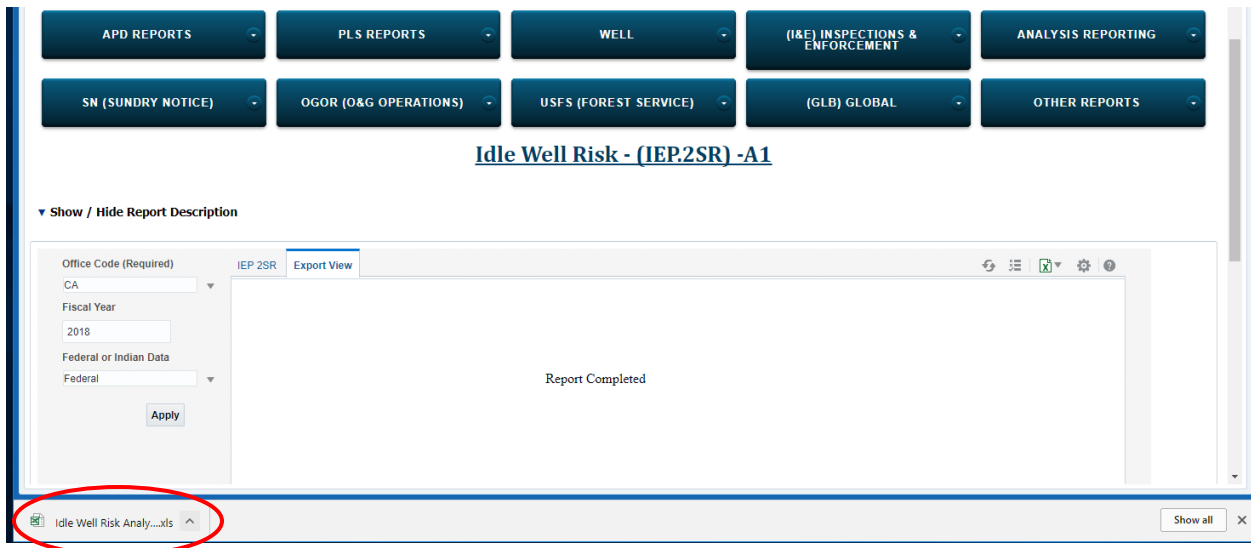
Office Code (Required) CA	IEP 2SR	Export View
Fiscal Year 2019	Fiscal Year: 2019	
Federal or Indian Data Federal	Field Office:	
Apply	Data	
	FED / IND	AFMSS Case Serial No. AF
	Total Federal	

Click Apply

▼ Show / Hide Report Description

Office Code (Required) CA	IEP 2SR	Export View
Fiscal Year 2019	Fiscal Year: 2019	
Federal or Indian Data Federal	Field Office:	
Apply	Data	
	FED / IND	AFMSS Case Serial No. AF
	Total Federal	

The OBIEE will generate and download an Excel file titled Idle Well Risk Analysis Report IEP2.SR_Export View. You can open this file from the download area of your browser, or directly from your default download folder.



Thoroughly review the PI and IW risk analysis reports. Corrections to well or inspection priority data may be necessary. For example, a well may be showing a well status that is inaccurate and subsequently shows the well on the idle well report. It may be necessary to verify the status and make the necessary update to the well header screen to show the correct status and correct effective date. It may also be necessary to make updates to the FY 2021 Inspection Priority records to update the overall priority. After all corrections to the data are done, regenerate the IW and PI risk analysis reports and save as updated Excel files.

At the AFMSS Splash screen select “Reports” and select the “Inspection Summary for Office (IEP.13)”.

	PET	Supervisory	Other	Total	Tribal	Workmonth Remarks
On Board	1	1		2	1	Tribal 638 contract inspector will be inspecting 44 Indian inspections. MC PET will inspect our 2 high Indian inspections and 1/3 of remaining low. MC is showing -9.92 workmonth shortage to complete
Inspection Workmonths	6.0	2.0		8.0	2.0	
Overtime Workmonths	1.0	1.0		2.0		
Total Inspection Workmonths	7.0	3.0	0.0	10.0	2.0	

Buttons: Save, Exit, Print, Remarks, Inspection Plan Federal, Inspection Plan Indian, Inspection Workload Summary, Save Official

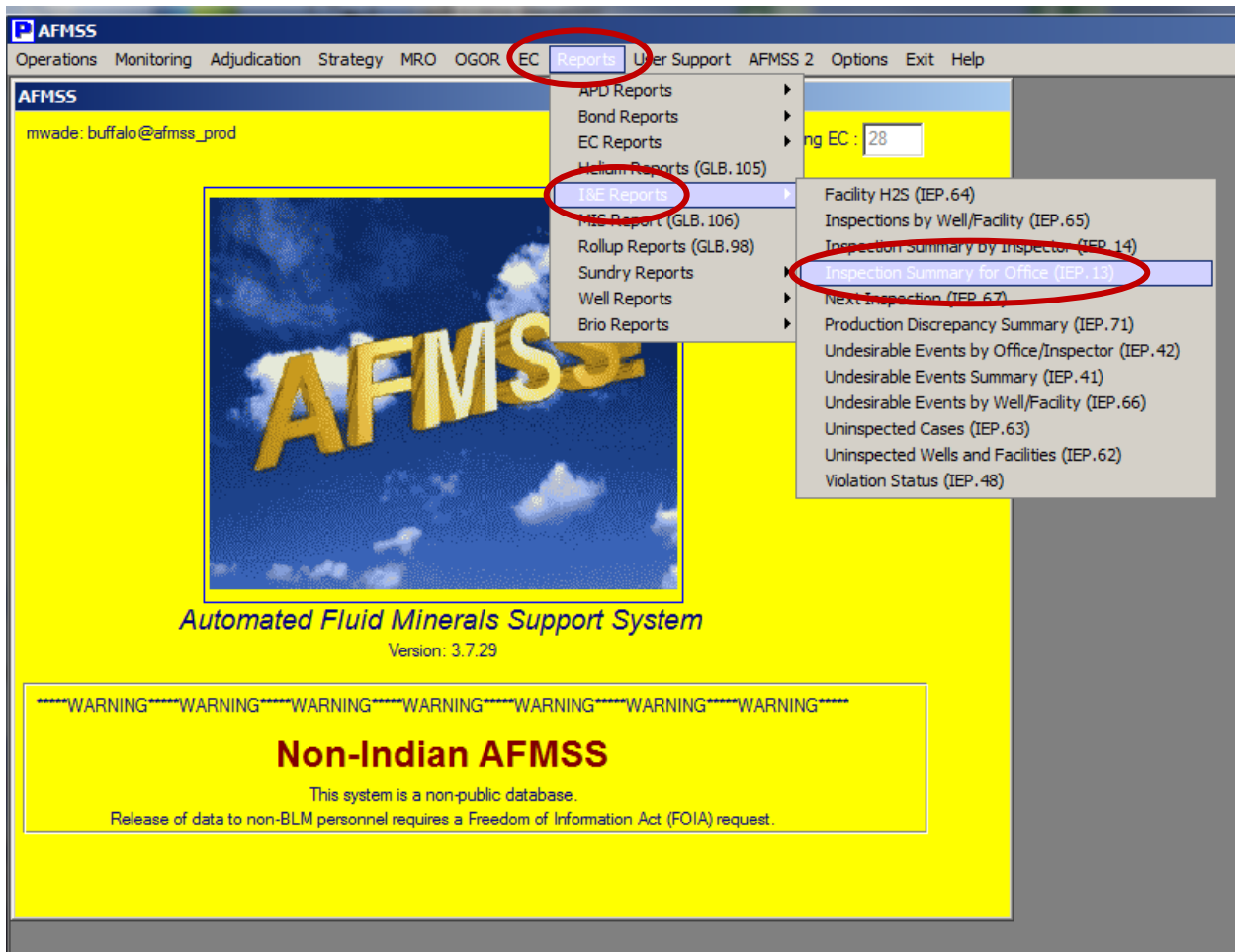
Enter the number in the fields for “On Board,” “Inspection Workmonths,” and “Overtime Workmonths” for the PET, Supervisory, Other, and Tribal personnel. Enter Workmonth Remarks.”

Important Note: Only count personnel performing production (PI), alleged theft (TH), drilling (DW), abandonment (PD), workover (WK), undesirable events (UP), idle well (IW), non-environmental oversight (OV) inspections, or personnel who enter inspection data into AFMSS.

Click on “Save.” Do not click on **“Save Official.”**

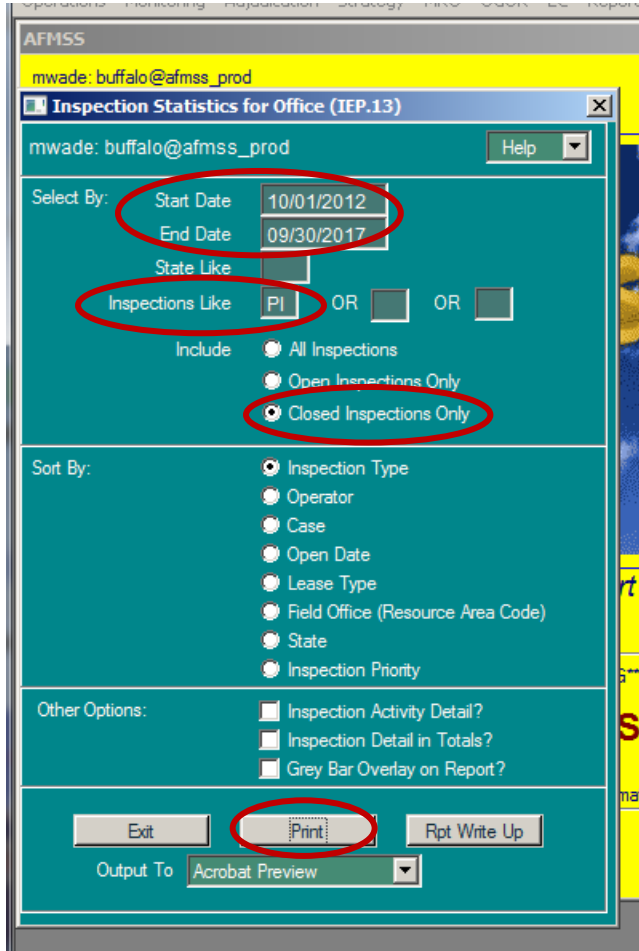
Due to the increased complexity associated with the new measurement regulations and inspection forms, field offices must adjust average inspection hours for production inspections (PI).

At the AFMSS Splash screen select “Reports” and select the “Inspection Summary for Office (IEP.13).”



Enter 10/1/2015 for the “Start Date”; 09/30/2020 for the “End Date; PI for the “Inspections Like”; select “Closed Inspections Only”; and select the “Print” button.

Note: Prior approval from HQ is required for different start or end dates.



When finished running the Inspection Summary report, go to the end and find the “Average Office” and “Average Field” time.

COUNT	TOTAL OFFICE	TOTAL FIELD	TOTAL TRAVEL	TOTAL TIME	AVERAGE OFFICE	AVERAGE FIELD	AVERAGE TRAVEL	AVERAGE TIME
2823	17665.8	11770.1	11617.4	41053.3	6.3	4.2	4.1	14.5

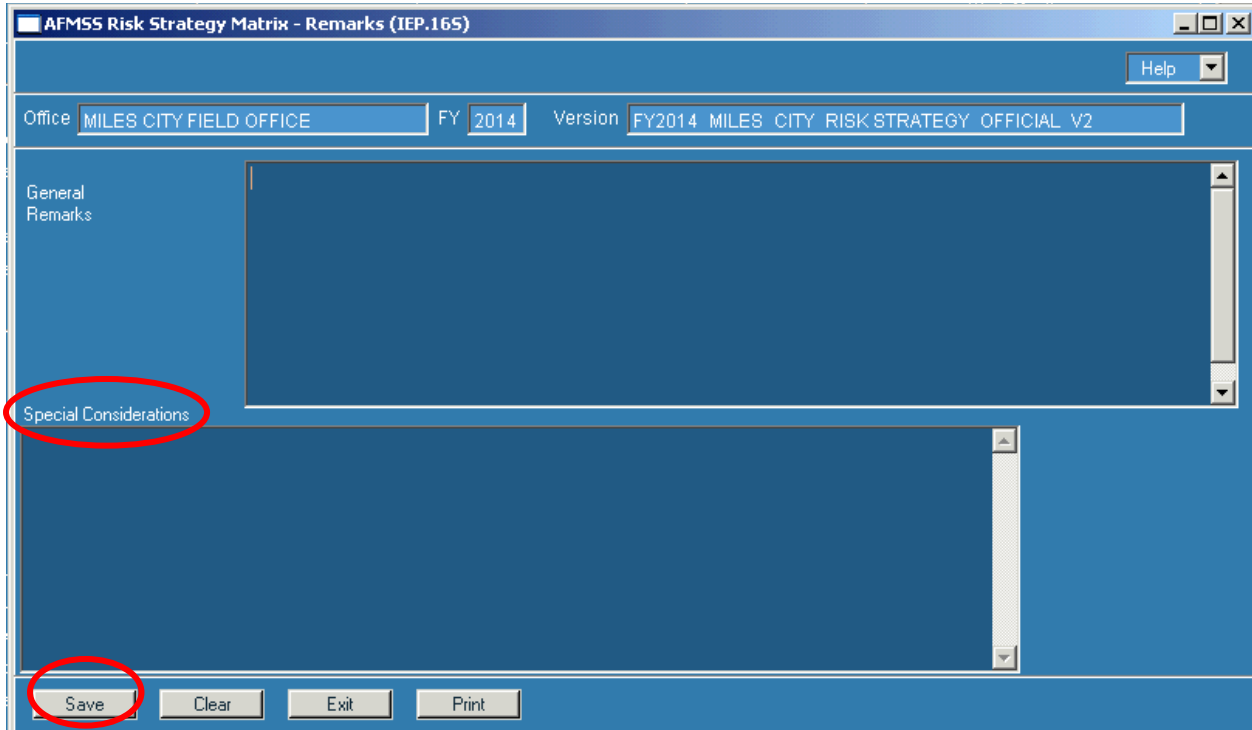
Multiply the “Average Office” by 0.015, round to the nearest tenth, multiply the “Average Field” time by 0.05 round to the nearest tenth and add each result to the “Average Time” (inspection hours)

Example: 6.3 (Average Office) X 0.015 = 0.0945, rounded to 0.1; 4.2 X 0.05 = 0.21, rounded to 0.2.

The new Average Inspection Hours for production (High, 1/3 of Low, and Remaining) is 14.7 (14.5 + 0.1 + 0.2 = 14.7), repeat if applicable for the Indian database.

In addition to any field office, “Special Considerations” enter the following:

The “Average Inspection Hours” for “Production was increased to (XX.x) from (XX.x) by adding 2.5% of the average office and 10% average field inspection time.



Click on the “Save” button.

Click on the “Inspection Plan Indian” or “Inspection Plan Federal” buttons, as appropriate and complete the “Planned” section. If your office has Indian responsibilities, both screens need to be completed. Reminder: Add the increase calculated previously to the “Average Inspection Hours.”

AFMSS Risk Strategy Matrix - PI/Idle Well Federal Inspection Plan (IEP.145)

clarson: miles_city@afmss_test

Federal Inspection Plan

Office: MILES CITY FIELD OFFICE FY: 2014 Version: FY2014_MILES_CITY_RISK STRATEGY_OFFICIAL_V2

Production	Cases			Average Inspection Hours	Work Months	
	Goal	Recommended Planned	Planned		Goal	Planned
High	9	9	9	18.5	0.96	0.96
1/3 of Low	146	57	28	18.5	15.61	2.99
Remaining		0	0	18.5		0.00
Total	155	66	37		16.58	3.96
Alleged Theft			0	0.0		0.00
Oversight			5	5.4		0.16
Total Case Inspections			42			4.11

Wells	Cases			Average Inspection Hours	Work Months	
	Goal	Recommended Planned	Planned		Goal	Planned
Drilling High	22	22	22	19.0	2.42	2.42
Drilling Low		0	3	19.0		0.33
Abandonment High	2	2	2	19.7	0.23	0.23
Abandonment Low		0	2	19.7		0.23
Workover High	2	2	2	2.7	0.03	0.03
Workover Low		0	2	2.7		0.03
Undesirable Events			3	5.4		0.09
20% of Idle Well High	6	6	12	2.2	0.08	0.15
Remaining Idle Well High		0	19	2.2		0.24
Total Well Inspections	32	32	67		2.75	3.75

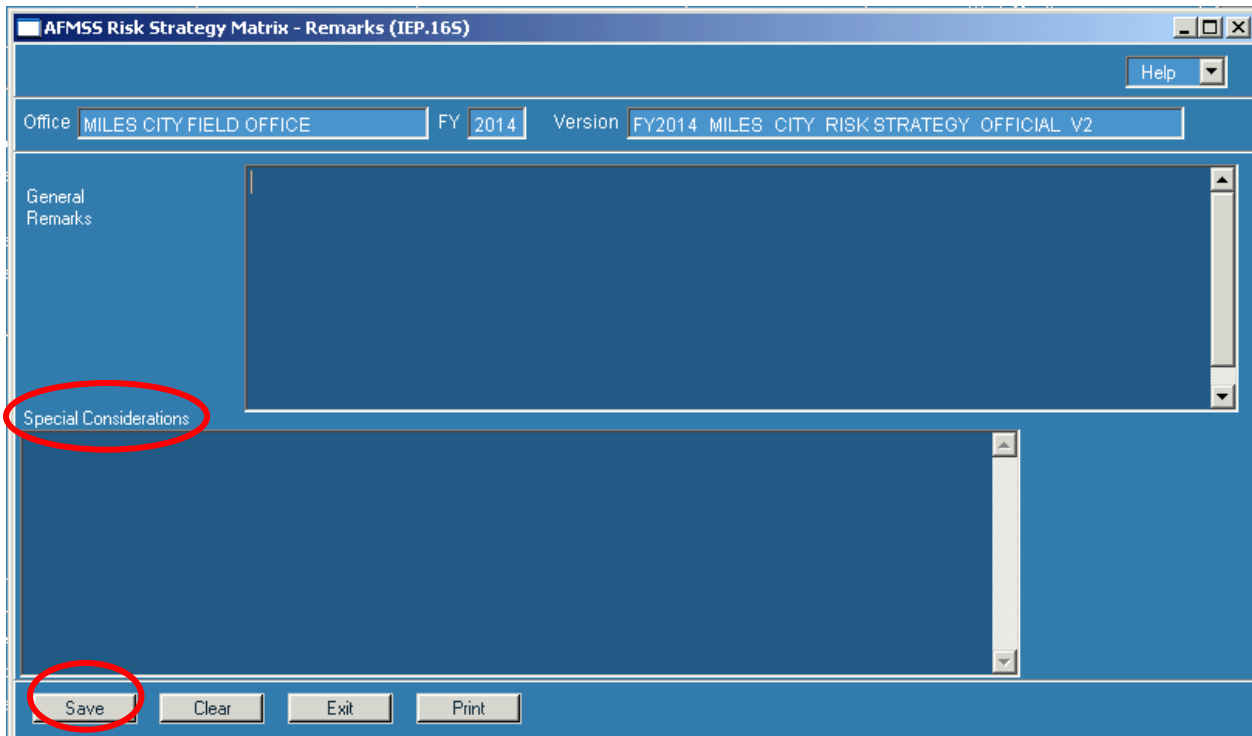
Buttons: Save, Exit, Print, Remarks, Workload Inventory, Inspection and Workload Summary, Indian Inspection Plan, Save Official

Enter the number of “Planned” inspections for each category. The average inspection hours is a five-year average. If an office proposes using a different average, it must coordinate the request through its I&E coordinator and receive Headquarters Fluid Minerals Division (HQ-310) approval prior to finalizing the strategy.

Click on the “Save” button. **Do not click on “Save Official.”**

Important Note: Ensure accurate accounting for the Inspection Workmonths. The workmonths for the Planned Federal, Indian, and the Production Accountability staff (recorded on the separate spreadsheet) must equal the personnel workmonths available to perform all types of inspections. The available workmonths for an individual (Petroleum Engineering Technician, Supervisor, Other, or Tribal) may be divided between the Strategy Matrix and Production Accountability spreadsheet.

Enter “Remarks” to describe any changes to “Average Inspections Hours” that were approved by HQ-310. Note the numbers or data that was changed, why it was changed, the original number, and the new number. Also, note any other general remarks and Special Considerations.



Click on the “Save” button.

After **both** the Federal and Indian Inspection Plan data is completed, click on “Inspection and Workload Summary” button.

AFMSS Risk Strategy Matrix - PI/Idle Well Inspection and Workload Summary (IEP.155)						
mrwade: farmington@afmss_train						
Office	Farmington, NM		FY	2013	Version	FY2013_farmington_Risk Strategy_Working
	Inspections			Work Months		
	Goal	Planned	Difference	Goal	Planned	Difference
Drilling	0	0	0	0.00	0.00	0.00
Abandonment	0	0	0	0.00	0.00	0.00
Production	1,759	0	-1,759	120.13	0.00	-120.13
Idle Well	38	0	-38	0.00	0.00	0.00
Workover	0	0	0	0.00	0.00	0.00
Undesirable Events		0	0		0.00	0.00
Alleged Theft		0	0		0.00	0.00
Oversight		0	0		0.00	0.00
Total	1,797	0	-1,797	120.13	0.00	-120.13
Available Workmonths					0.00	

Compare the total workmonths planned with “Available Workmonths.” The total workmonths planned must be as close as possible to the “Available Workmonths.”

If it is necessary to make adjustments to the total workmonths planned so they are closer to or equal to the “Available Workmonths,” click on “Federal Inspection and/or Indian Inspection Plan” and edit planned inspections (increase or decrease) accordingly.

Note: Please keep in mind that the database is dynamic. During the time that you are working with the strategy, changes to the database are occurring on a daily basis. Changes, such as a change of operator, can affect the rating of production inspections. This is to be expected.

Only when you are completely satisfied with the strategy and all inspection numbers and workmonths planned, click on the “Workload Inventory” button.

Click on the “Save Official” button; you only need to click on this button once, from any screen, to save the entire Strategy Matrix (do not click “Save Official” on each of the strategy screens.) Once you have saved this as the official version, no changes can be made to this version.

Production Inspection Items

	Total Items	High	Low
Federal	446	9	437
Indian	77	2	75

Wells Estimate to be Drilled, Abandoned, or have Workovers

	Wells Drilled	Wells Abandoned	Wells With Workovers	Federal Idle Well
High	22	2	2	High 31
Low	3	2	2	Low 87
Total	25	4	4	Total 118

Wells Estimate to be Drilled, Abandoned, or have Workovers

Indian	Wells Drilled	Wells Abandoned	Wells With Workovers	Indian Idle Well
High	10	3	4	High 3
Low	0	0	0	Low 14
Total	10	3	4	Total 17

Workmonth Remarks

	PET	Supervisory	Other	Total	Tribal
On Board	1	1		2	1
Inspection Workmonths	6.0	2.0		8.0	2.0
Overtime Workmonths	1.0	1.0		2.0	
Total Inspection Workmonths	7.0	3.0	0.0	10.0	2.0

Tribal 638 contract inspector will be inspecting 44 Indian inspections. MC PET will inspect our 2 high Indian inspections and 1/3 of remaining low. MC is showing -9.92 workmonth shortage to complete

Buttons: Save, Exit, Print, Remarks, Inspection Plan Federal, Inspection Plan Indian, Inspection Workload Summary, **Save Official**

The “Version” is now titled “FY2021 (your office) Risk Strategy Official V1.”

If a printed copy is desired, you will need to print each page individually, i.e., Workload Inventory, Inspection Plan (Federal and Indian), and Inspection Workload Summary.

AFMSS Print Confirmation (GLB.49)

Printer Type: Acrobat Preview

Page Heading: Windows Preview

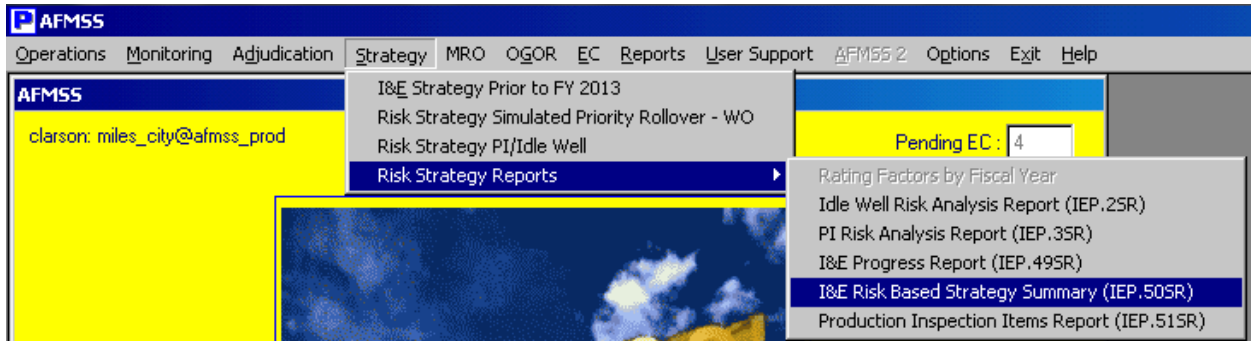
Page Footers: Default Printer, Save to CSV File

Grey Bars: Yes No

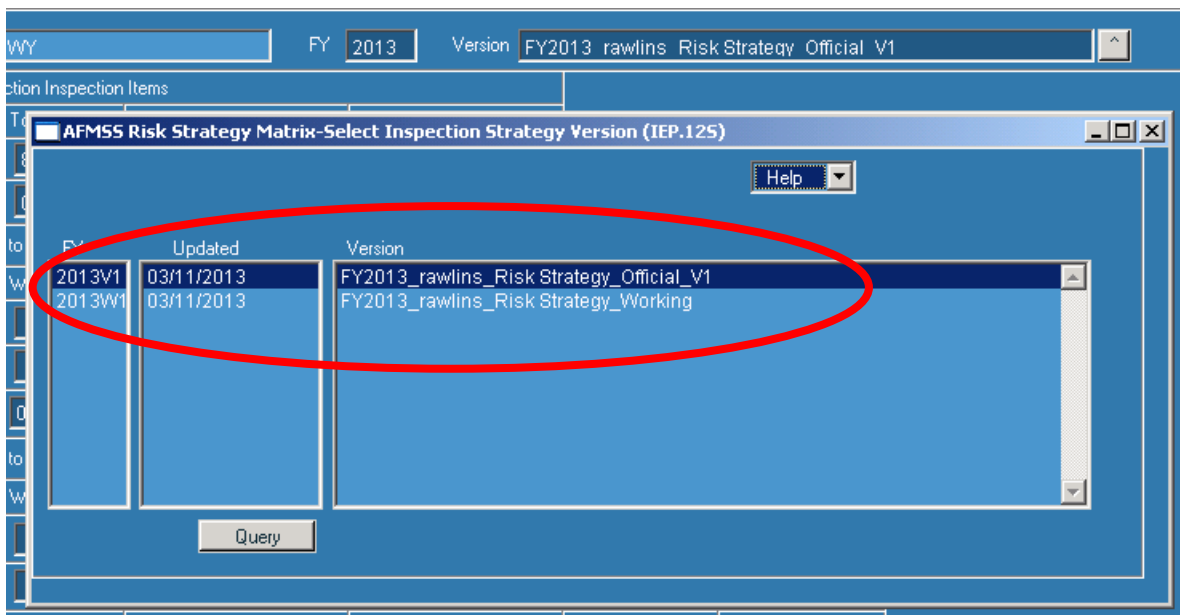
Buttons: Print, Cancel

The system defaults to “Acrobat Preview” for printing. From Acrobat, you may also save this as an electronic file.

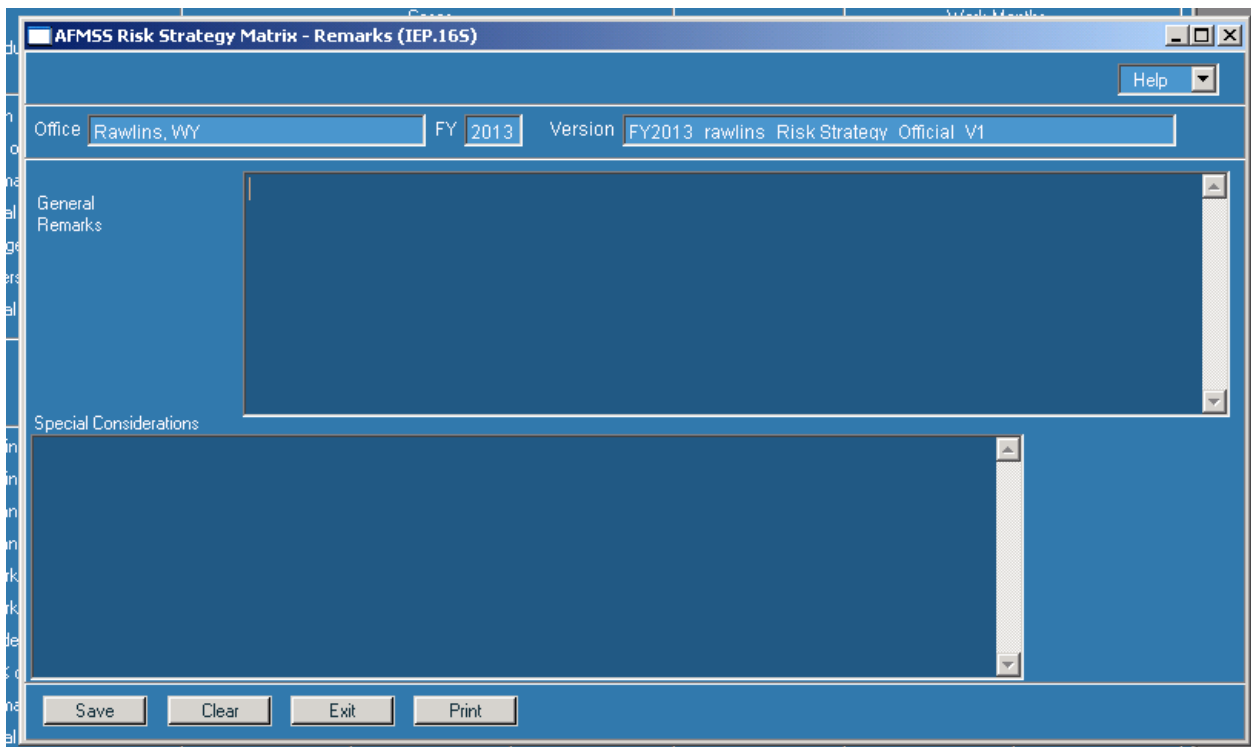
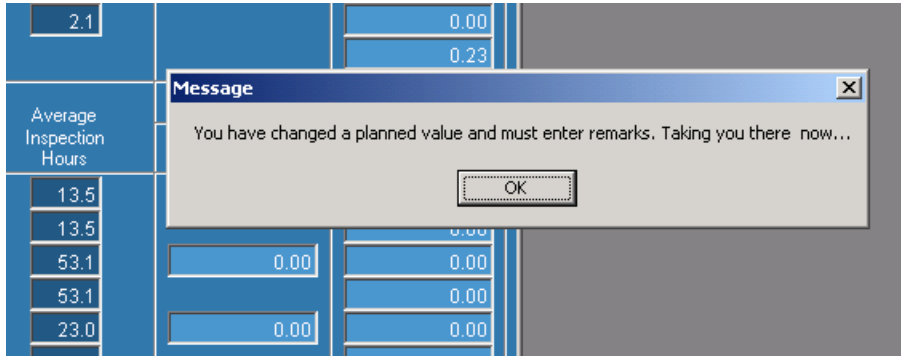
Note: There is an option for printing the I&E Risk Based Strategy Summary (IEP.50SR) report on the Main Menu. At this time, the report is not functioning correctly. Information will be sent to the field offices as soon as this report is available.



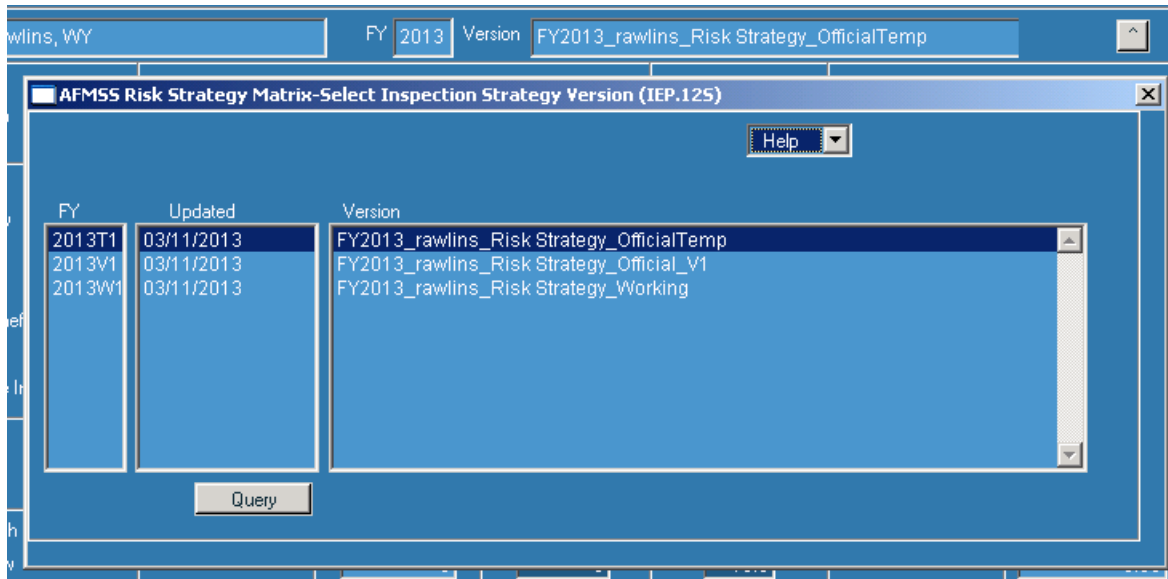
If you need to edit the Strategy, in the PI/Idle Well Workload Inventory screen, click on the down arrow button next to “Version.” This displays the “AFMSS Risk Strategy Matrix-Select Inspection Strategy Version (IEP.12S)” screen. Highlight the version name and click on the Query button. Editing is allowed only on the most current version. In the example below, only the “FY2013_rawlins_Risk Strategy_Official_V1” will allow edits. Generally, the most current version will always be the top row.



If edits are made to the official version, remarks must be entered the “AFMSS Risk Strategy Matrix – Remarks (IEP.16S)” screen before saving or saving official.

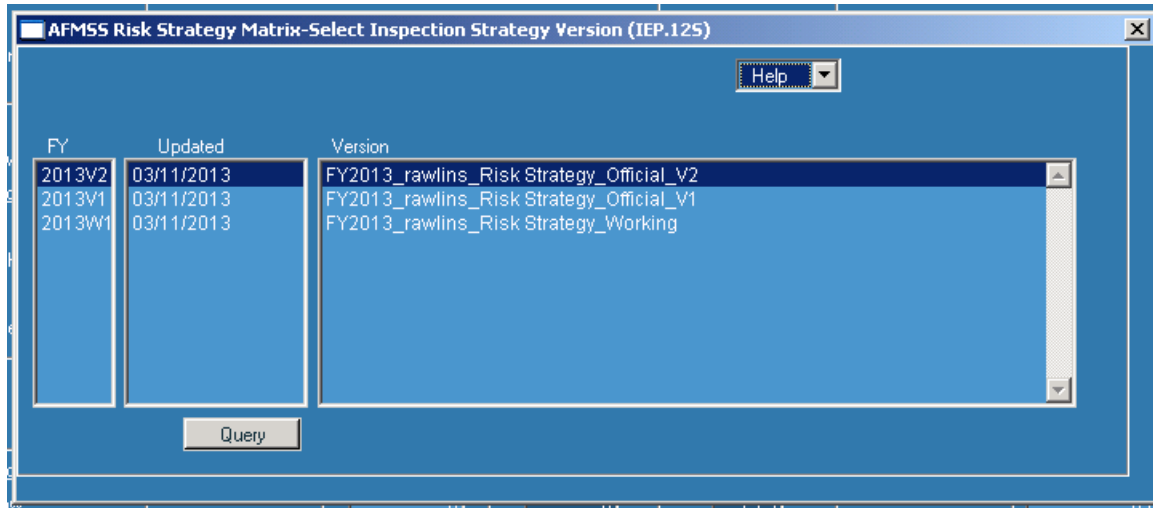


By clicking the “Save” button on the Workload Inventory screen, the system creates “FY2021_**your office**_Risk Strategy_OfficialTemp.” This allows you to have another temporary file to work with and make edits.



While in the “OfficialTemp” version, clicking “Save Official” creates a new official version with the appropriate version number, i.e., “FY2021_**your office**_Risk Strategy_Official_V2.”

The “FY2021_**your office**_Risk Strategy_OfficialTemp” is deleted. In addition, any “OfficialTemp” version is deleted on October 1 of each year.



Note: The Official_V1 version is used for all reports, such as the I&E Progress Report (IEP.49SR). This is the version from which all accomplishments for the FY are calculated.