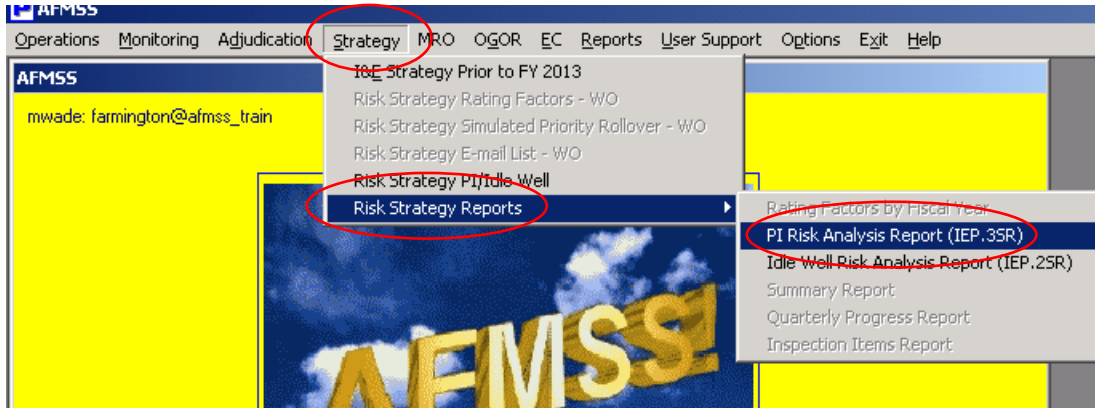


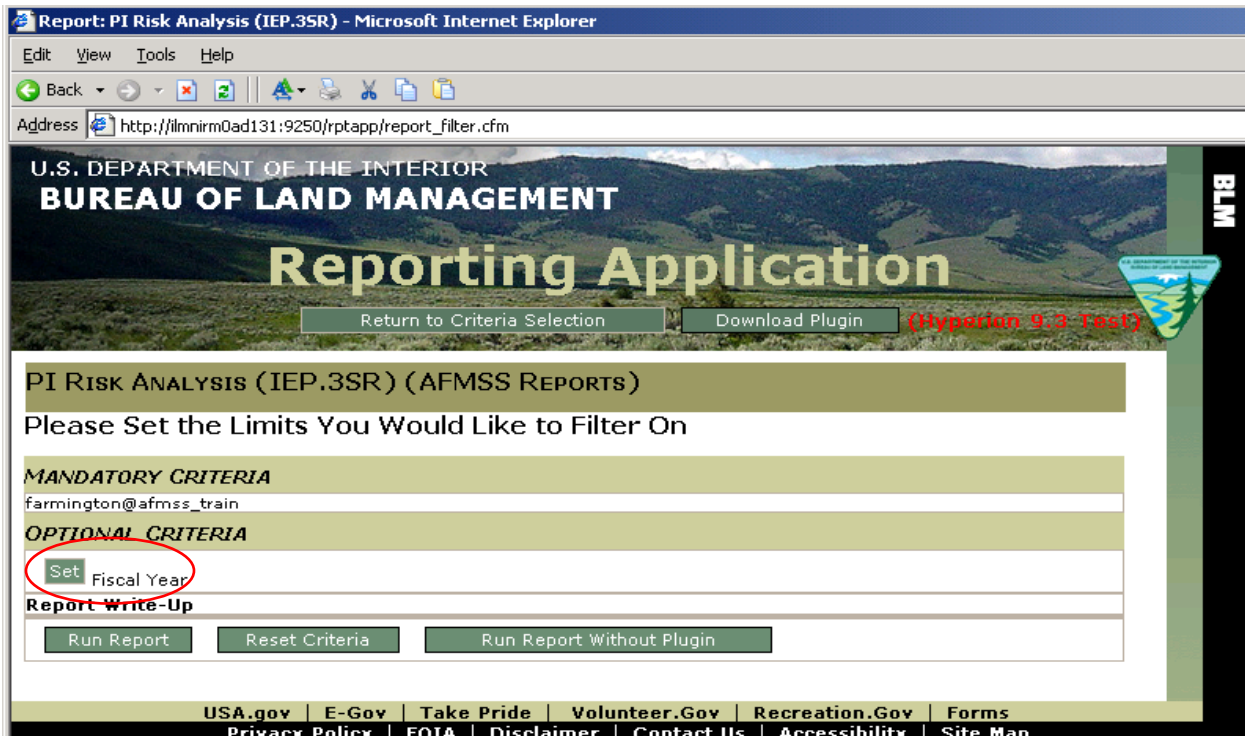
## Instructions for Generating the Risk Based Reports and Completing AFMSS Matrix

Many of the following example screens from the Automated Fluid Minerals Support System (AFMSS) show fiscal year (FY) 2013, 2014, or 2015. Please keep in mind that these are only examples and your actual screens in the AFMSS must show FY 2018.

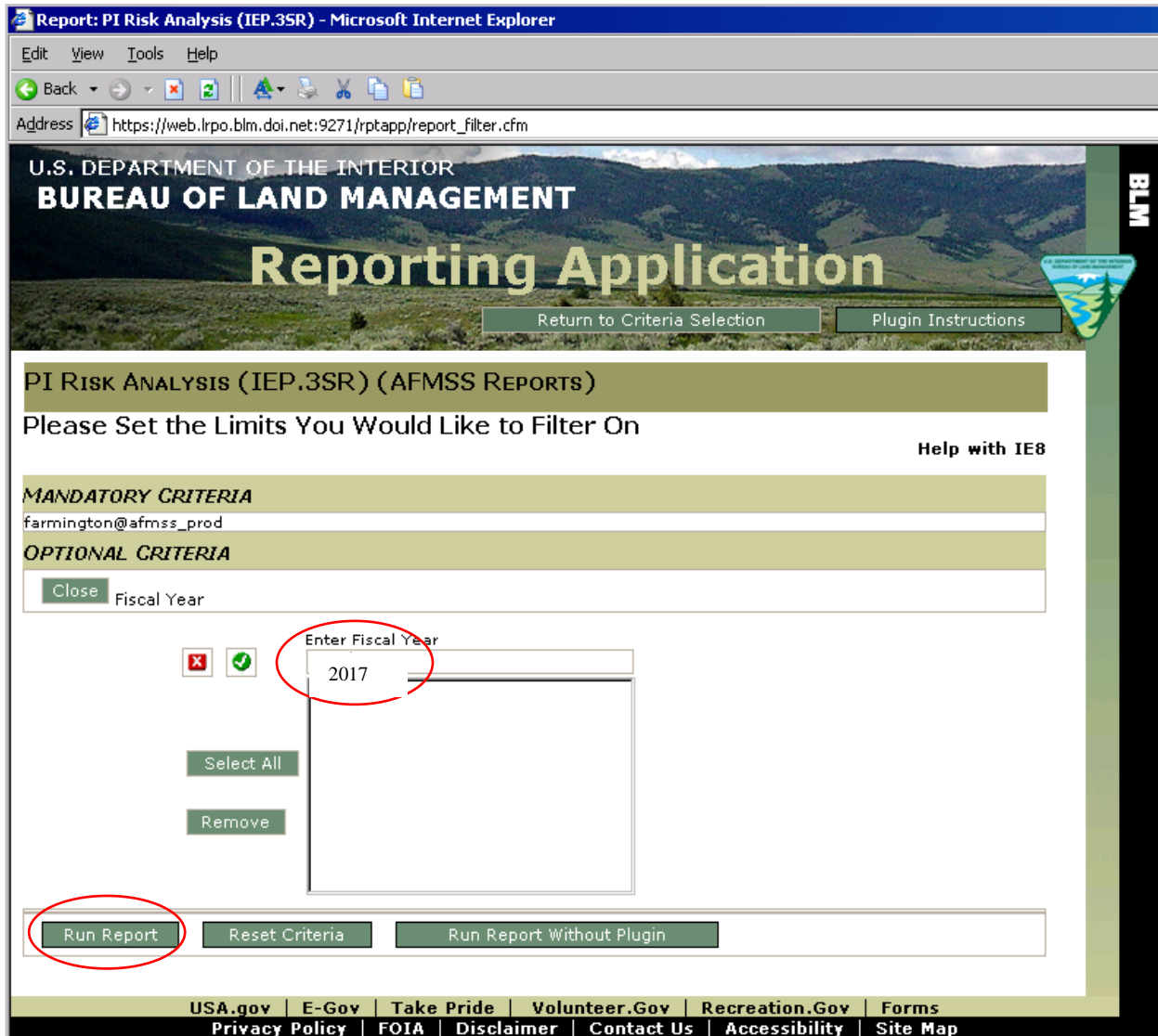
From the AFMSS Splash screen select “Risk Strategy Reports” and select the “PI Risk Analysis Report (IEP.3SR).”



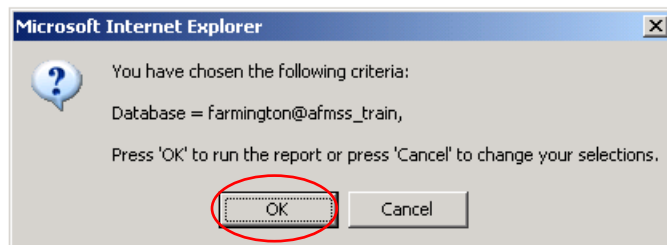
Click on “Set Fiscal Year”



Enter the Fiscal Year **2018**. (Enter the year in XXXX format.)



Click on the “Run Report” button.



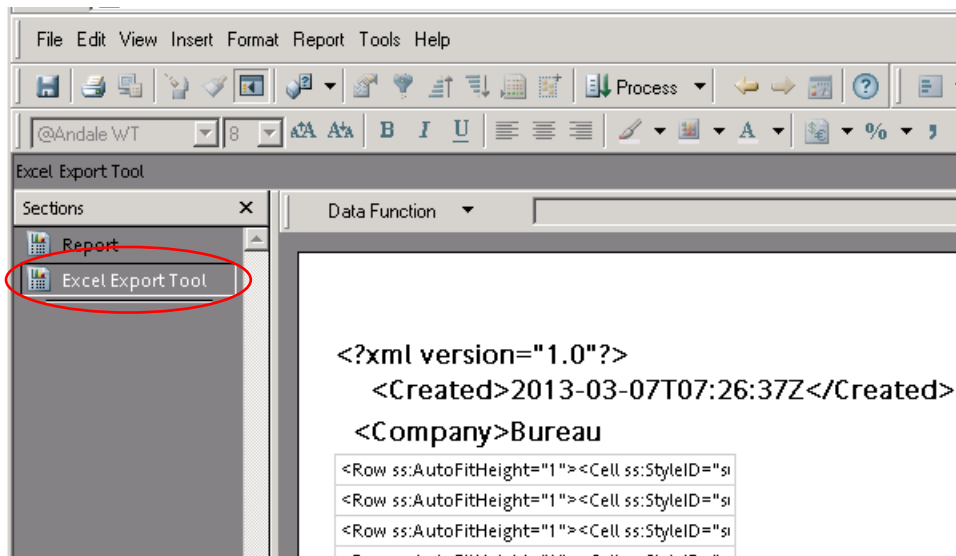
Click on “OK.”

Run Date: 03/07/13  
Fiscal Year: 2013  
Field Office: FE

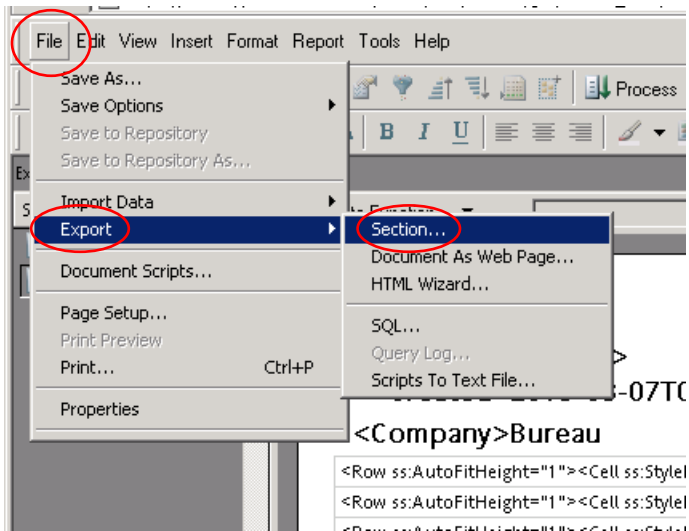
**Bureau of Land Management  
Onshore Oil and Gas  
AFMSS Risk Strategy Matrix-PI Risk Analysis Report (IEP.3SR)**

FED /IND	Case Serial Number	AFMSS Operator	Avg Prod. (Monthly)		Adjusted Avg Prod. (Monthly)		Missing OGORS (Last 12 months)	Comp. Record		Date Last Inspected	Production Rating			Risk Ratings			Inspection Required By			Reason Inspection Required		
			Oil (Bbls)	Gas (MCF)	Mineral Int. %	Oil (Bbls)		Gas (MCF)	# Mj INCs		# Mj INCs	Oil	Gas	Over.	Missing OGOR Rating	Min.	Maj.	Over.	Last Inspect. Rating		Over. Rating	WO
Fed	FEE	WPX ENERGY LLC	0	0	100	0	0	0	0		0	0	0	0	0	0	10	3.0	N	N	N	
Fed	FEE	ENERGEN RESOURCES CORPORATION	0	0	100	0	0	0	0		0	0	0	0	0	0	10	3.0	N	N	N	

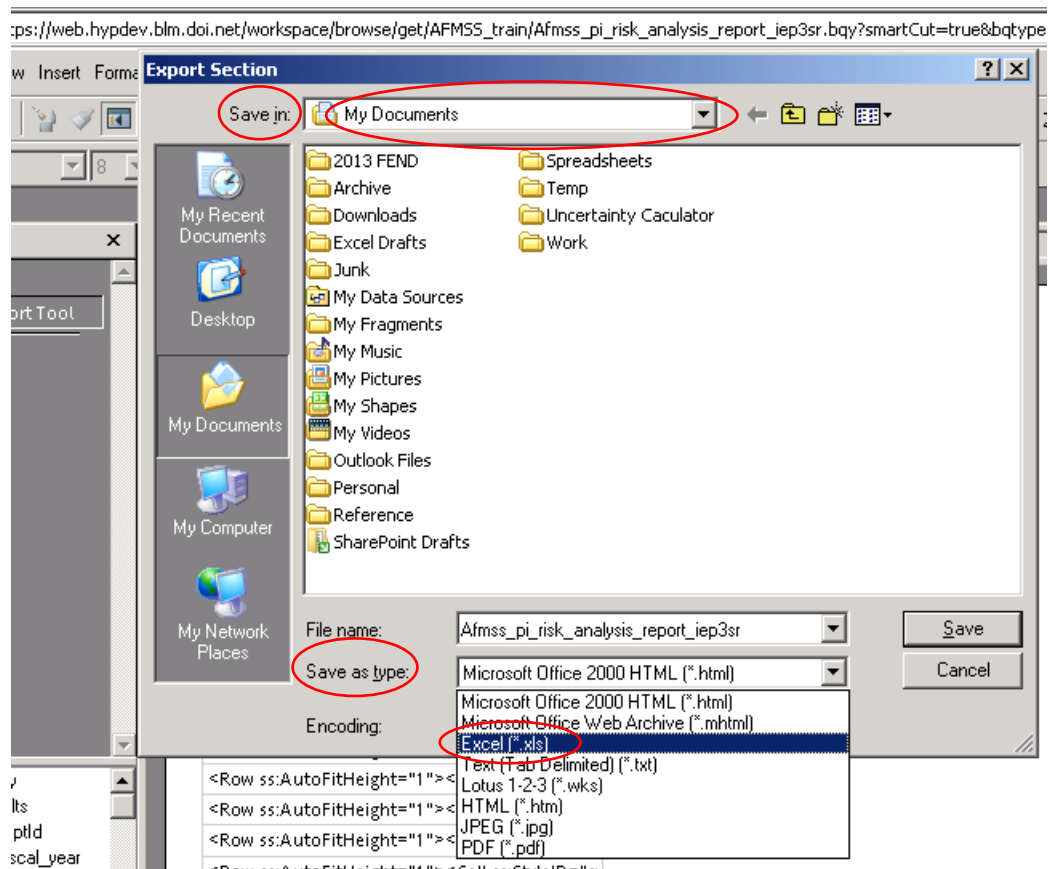
You may save this report as a .pdf file or export the data to MS Excel. To export, click “Excel Export Tool.”



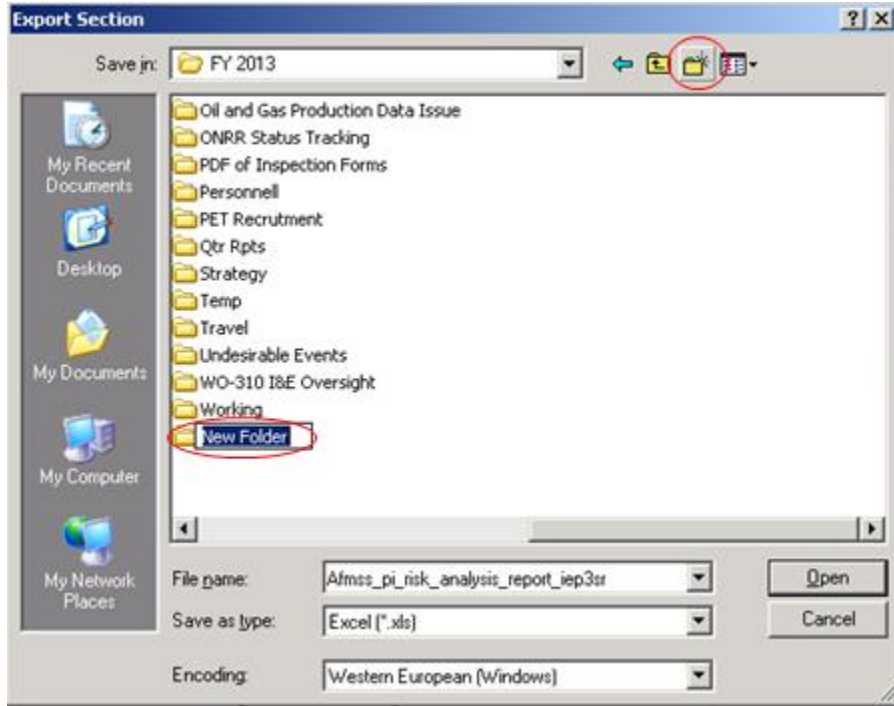
Select “File,” “Export” and click on “Section...”



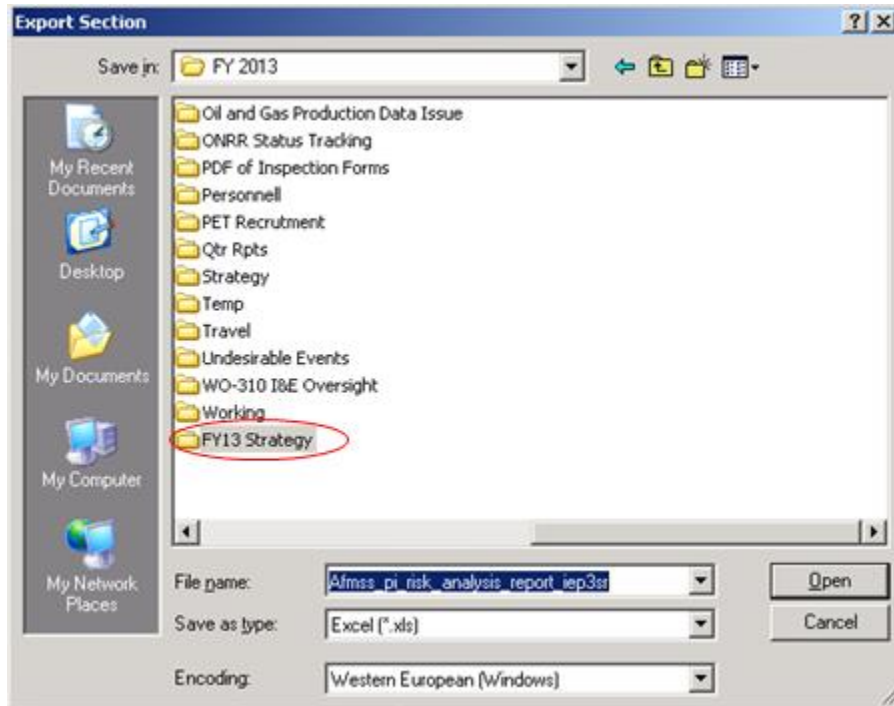
Be sure you have your “My Documents” in the “Save in” directory field as shown below. Make sure to select “Excel [\* .xls]” from the drop down menu for “Save as type:” field.



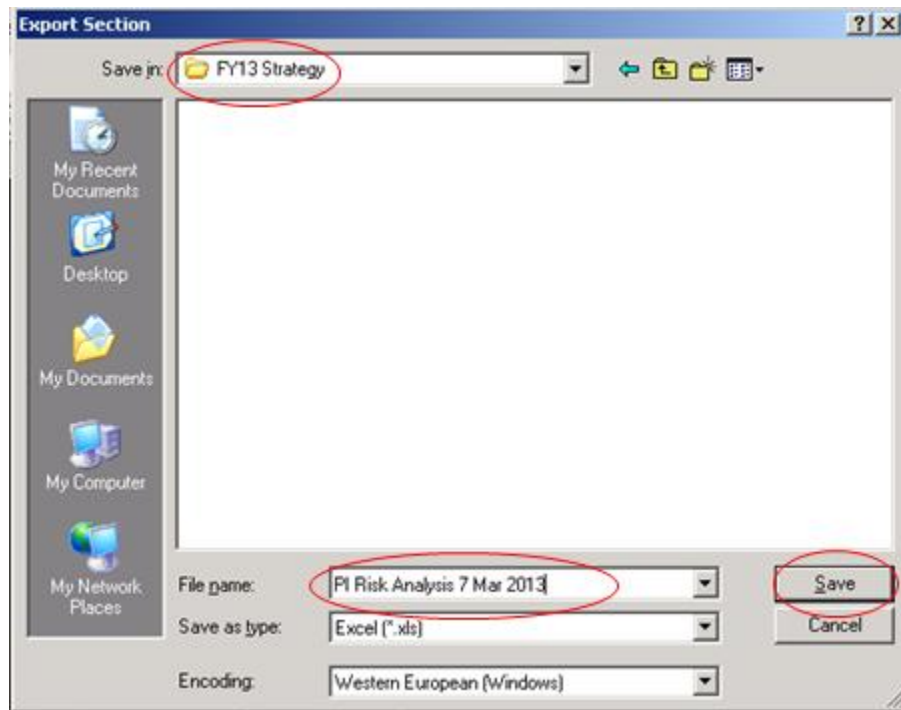
Create a “New File” folder for the **FY18 Strategy**.



For example:



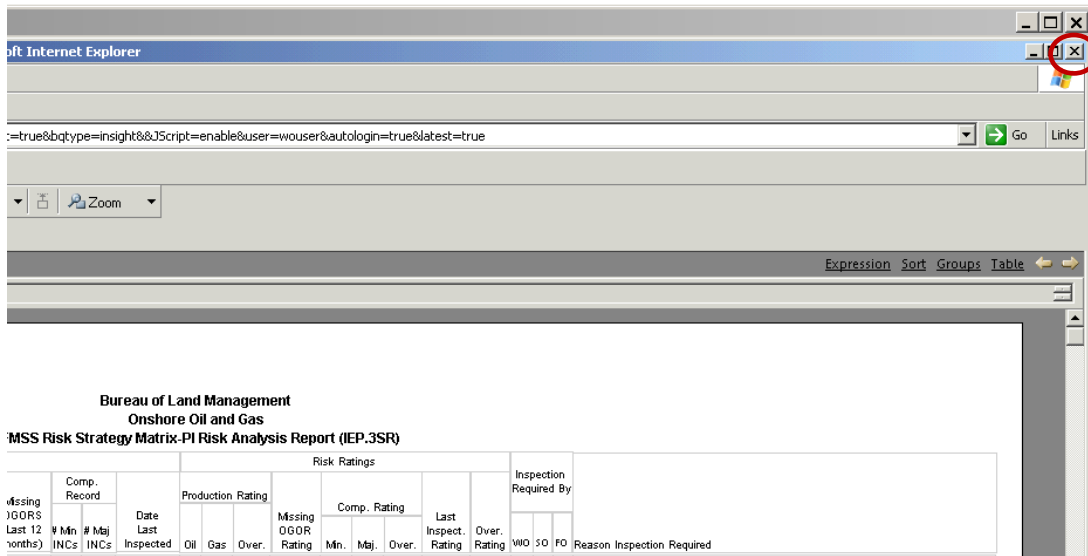
Select the file folder you created (for example, FY18 Strategy). Type in a file name that you will recognize and describes the file. Click on the “Save” button.



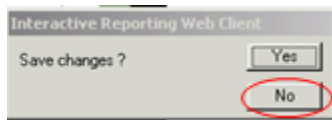
The file name should be descriptive and contain the date you saved the report. If your office has both Federal and Indian databases, it will help to identify “Federal” or “Indian” as appropriate in the file name. Example of possible file names:

- PI Risk Analysis October 15 2017
- Federal PI Risk Analysis 10 15 17
- Indian PI – RA Oct 15 17
- Federal PI Risk Analysis – Farmington 15 October 2017
- Indian PI Risk Analysis – Rio Puerco 15 Oct 17
- PI – RA Moab 10.15.17

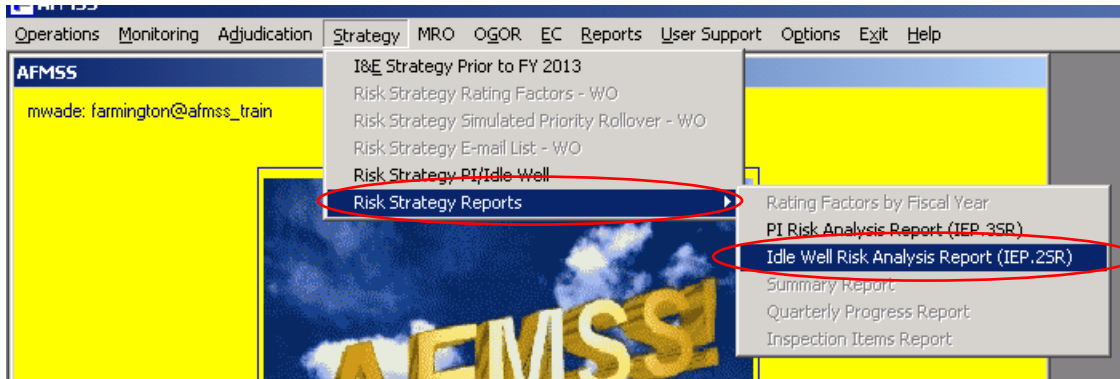
Click the **small** “x” in the upper right corner of the screen to close.



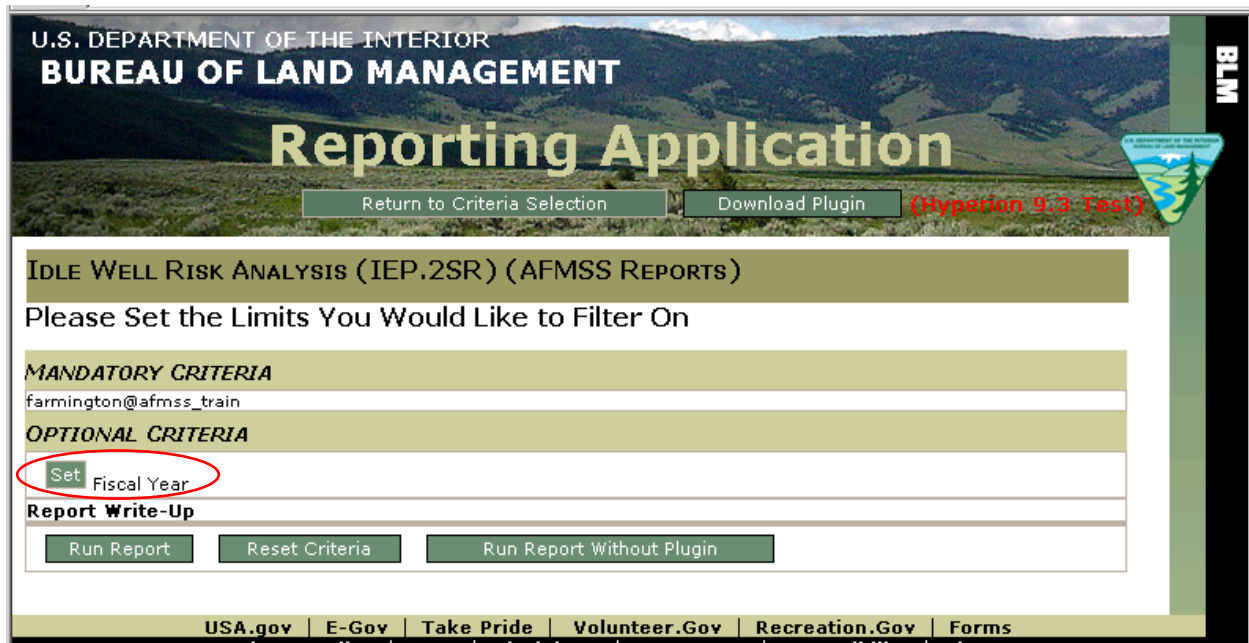
A message box will appear. Click “No” and then again, click on the **small** “x” in the upper right corner to exit this report.



At the AFMSS Splash screen select “Risk Strategy Reports” and select the “Idle Well Risk Analysis Report (IEP.25R).”



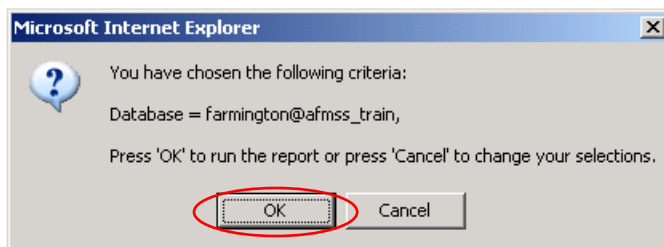
Click “Set Fiscal Year” and enter the Fiscal Year of 2018.







Click on the “Run Report” button.



Click on “OK.”

You may save this report as a .pdf file or export the data to MS Excel. To export, click “Excel Export Tool.”

Run Date: 03/07/13  
 Fiscal Year: 2013  
 Field Office: FE

**Bureau of Land Management**  
**Onshore Oil and Gas**  
**AFMSS Risk Strategy Matrix-Idle Well Risk Analysis Report (IEP.2SR)**

FED /IND	AFMSS Case Serial No.	AFMSS Case ID	AFMSS Operator	Well Name	Well No.	AFMSS API No.	AFMSS Well Status	AFMSS Status Start Da.	OGOR Case No	OGOR Operator	OGOR API
Fed	NNNND111A	NNNND111A	TURNER PRODUCTION COMPANY	TURNER 26	1	30036231100D2	TA	10/18/95	NNNND111A	TURNER PRODUCTION COMPANY	30036231100D2
Fed	NNNND12698	NNNND12698	CONOCO PHILLIPS COMPANY	SRN JUAN 29-6 UNIT	88	30036261840D1	TA	05/02/01	NNNND12698	CONOCO PHILLIPS, INC.	30036261840D1

File Edit View Insert Format Report Tools Help

Excel Export Tool

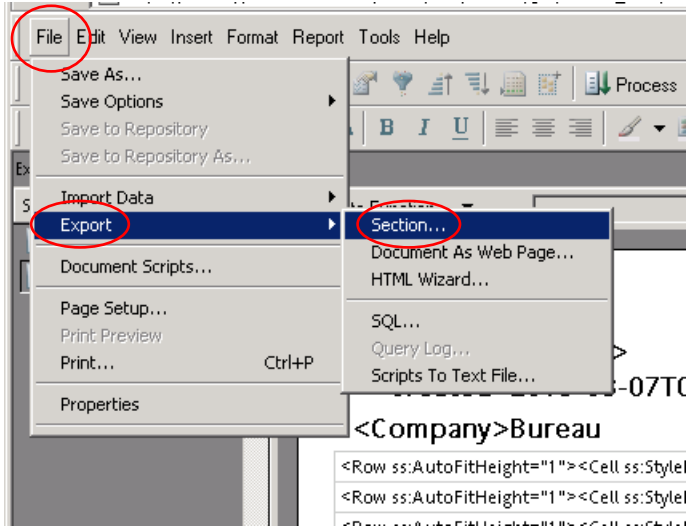
Sections: Report, Excel Export Tool

```

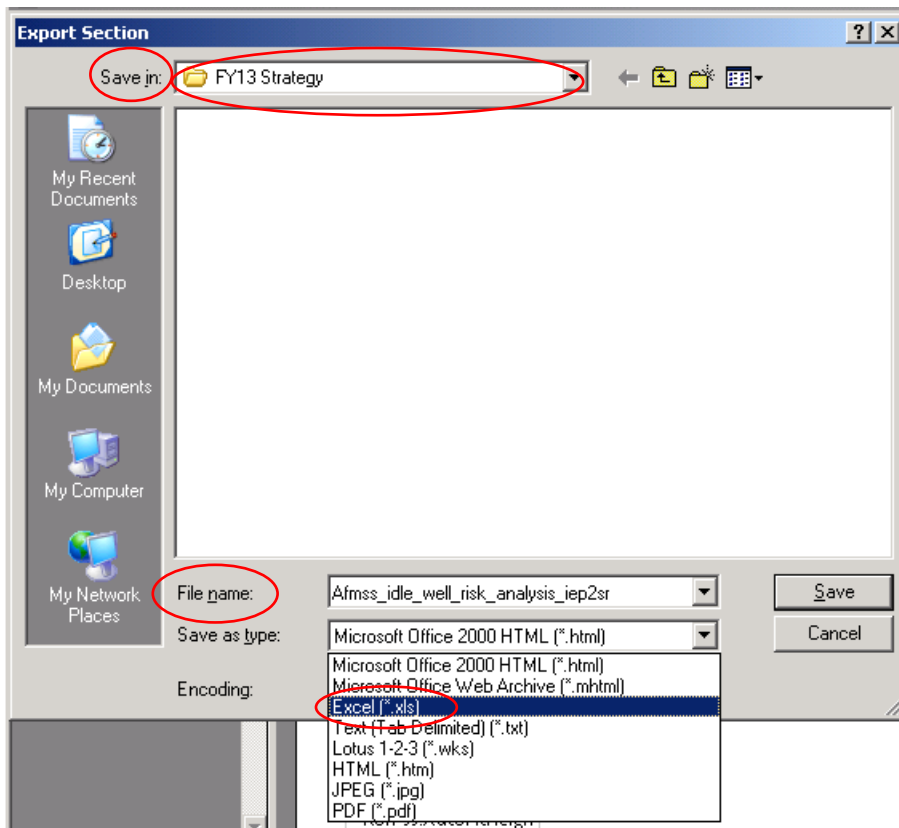
<?xml version="1.0"
<Created>2013-03-07T15:00:00Z
<Version>14.00
ZLY:AFMSS:ADHOC
ExcelExport
<Row ss:AutoFitHeight="1"
<Row ss:AutoFitHeight="1"

```

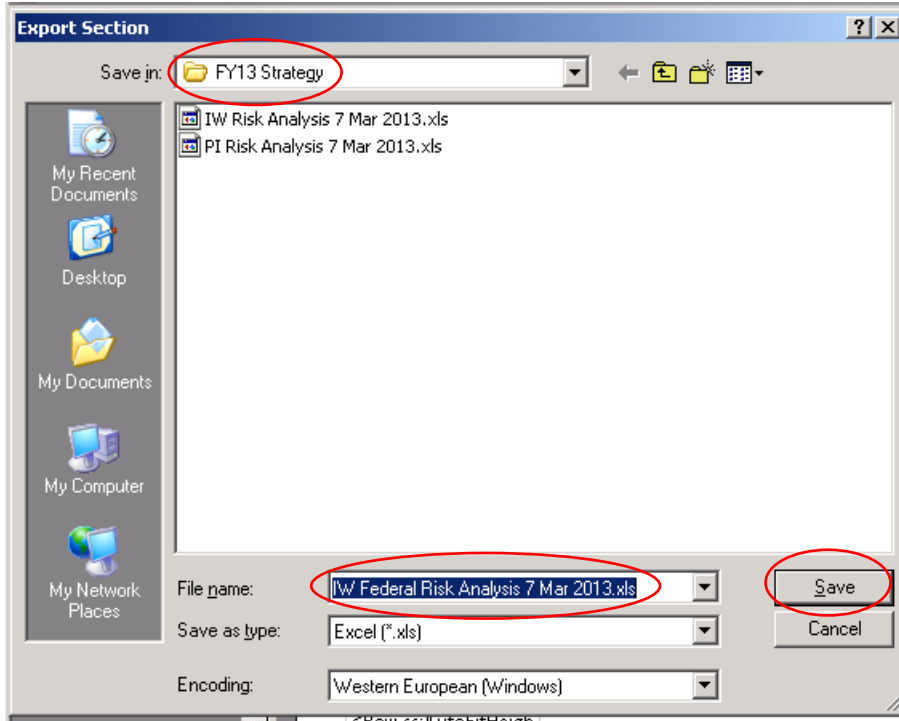
Select “File,” “Export” and click on “Section...”



Be sure to use the same file folder (Save in) that you used for the PI report. Make sure to select “Excel [\*.xls]” from the drop down menu for “Save as type:” field.



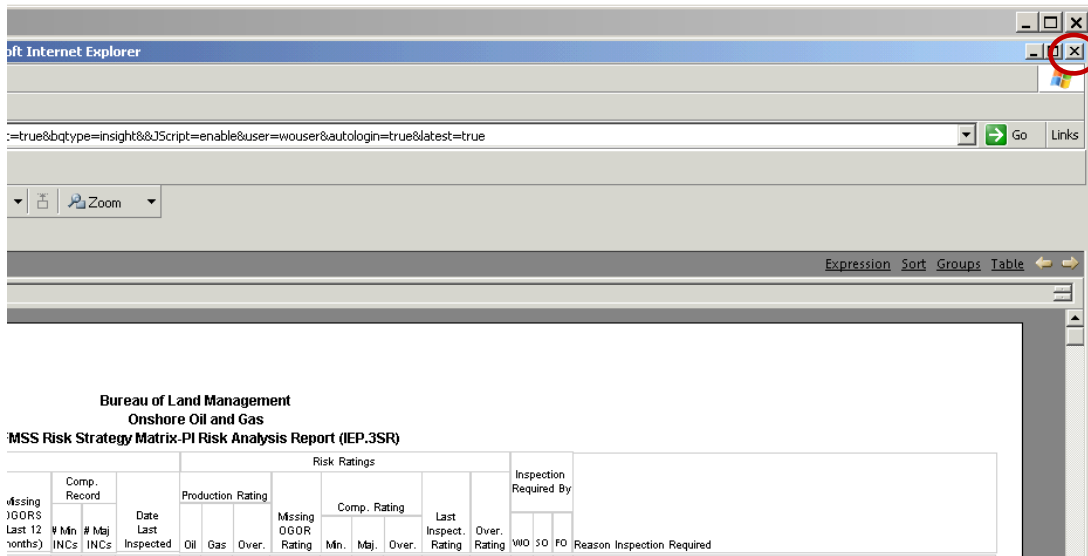
Select the file folder you created, give the file a file name, and click “Save.”



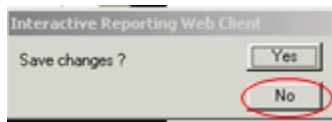
The file name should be descriptive and contain the date you saved the report. If your office has both Federal and Indian databases, it will help to identify “Federal” or “Indian” as appropriate in the file name. Example of possible file names:

- IW Risk Analysis October 15 2018
- Federal IW Risk Analysis 10 15 18
- Indian IW – RA Oct 15 18
- Federal IW Risk Analysis – Farmington 15 October 2018
- Indian IW Risk Analysis – Rio Puerco 15 Oct 18
- IW – RA Moab 10.15.18

Click the **small “x”** in the upper right corner of the screen to close.

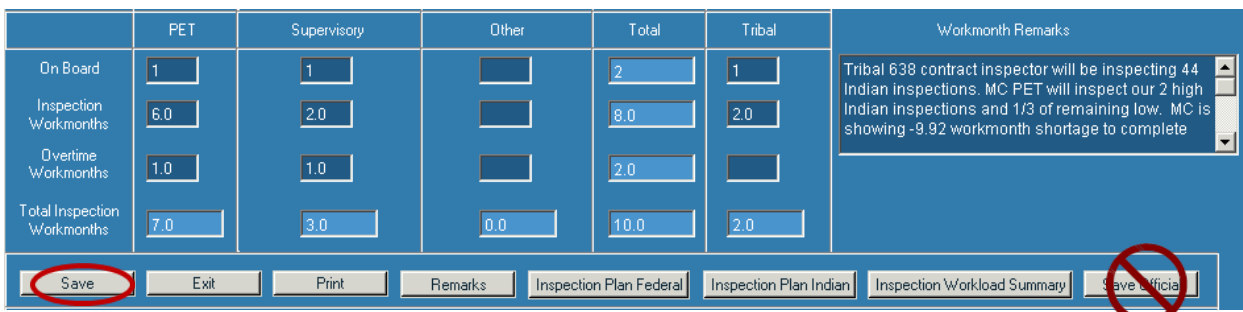


A message box will appear. Click “No” and the again, click on the **small “x”** in the upper right corner to exit this report.



**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 FY18 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)”.



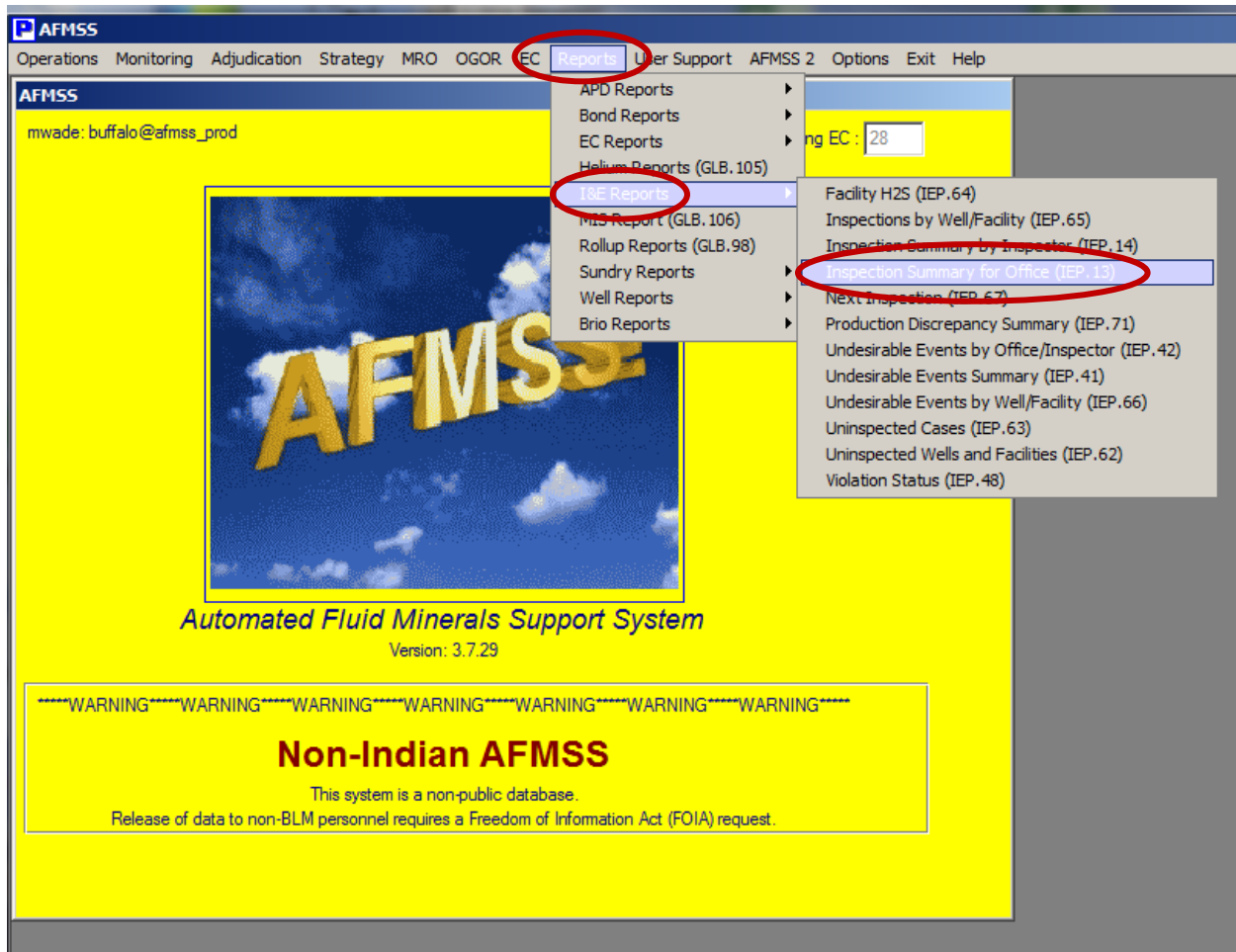
Enter the number in the fields for “On Board,” “Inspection Workmonths,” and “Overtime Workmonths” for the PET, Supervisory, Other, and Tribal personnel. Enter Workmonth Remarks.”

**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.”**

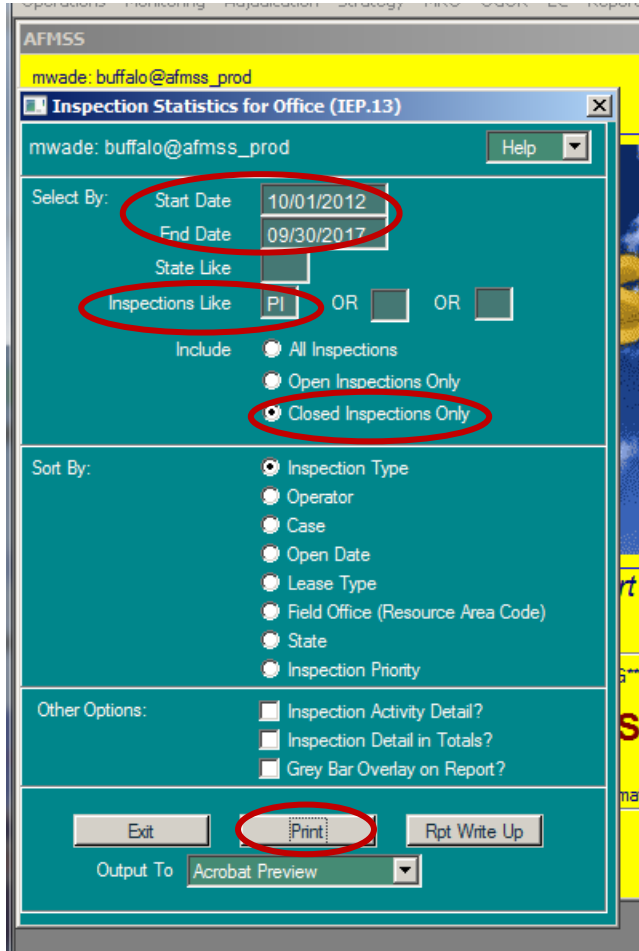
Due to the increased complexity associated with the new measurement regulations and inspection forms, field offices must adjust average inspection hours for production inspections (PI).

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



Enter 10/1/2012 for the “Start Date”; 09/30/2017 for the “End Date; PI for the “Inspections Like”; select “Closed Inspections Only”; and select the “Print” button.

**Note: Prior approval from WO 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 0.05, round to the nearest tenth, multiply the “Average Field” time by 0.2 round to the nearest tenth and add each result to the “Average Time” (inspection hours) Example: 6.3 (Average Office) X 0.05 = 0.315, rounded to 0.3; 4.2 X 0.2 = 0.84, rounded to 0.8. The new Average Inspection Hours for production (High, 1/3 of Low, and Remaining) is 15.6 (14.5 + 0.3 + 0.8 = 15.6), 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 5% of the average office and 20% average field inspection time.

The screenshot shows a software window titled "AFMSS Risk Strategy Matrix - Remarks (IEP.165)". At the top right is a "Help" dropdown menu. Below it are three input fields: "Office" containing "MILES CITY FIELD OFFICE", "FY" containing "2014", and "Version" containing "FY2014 MILES CITY RISK STRATEGY OFFICIAL V2". The main area is divided into two sections: "General Remarks" and "Special Considerations". The "Special Considerations" label is circled in red. At the bottom of the window, there are four buttons: "Save", "Clear", "Exit", and "Print". The "Save" button is also circled in red.

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

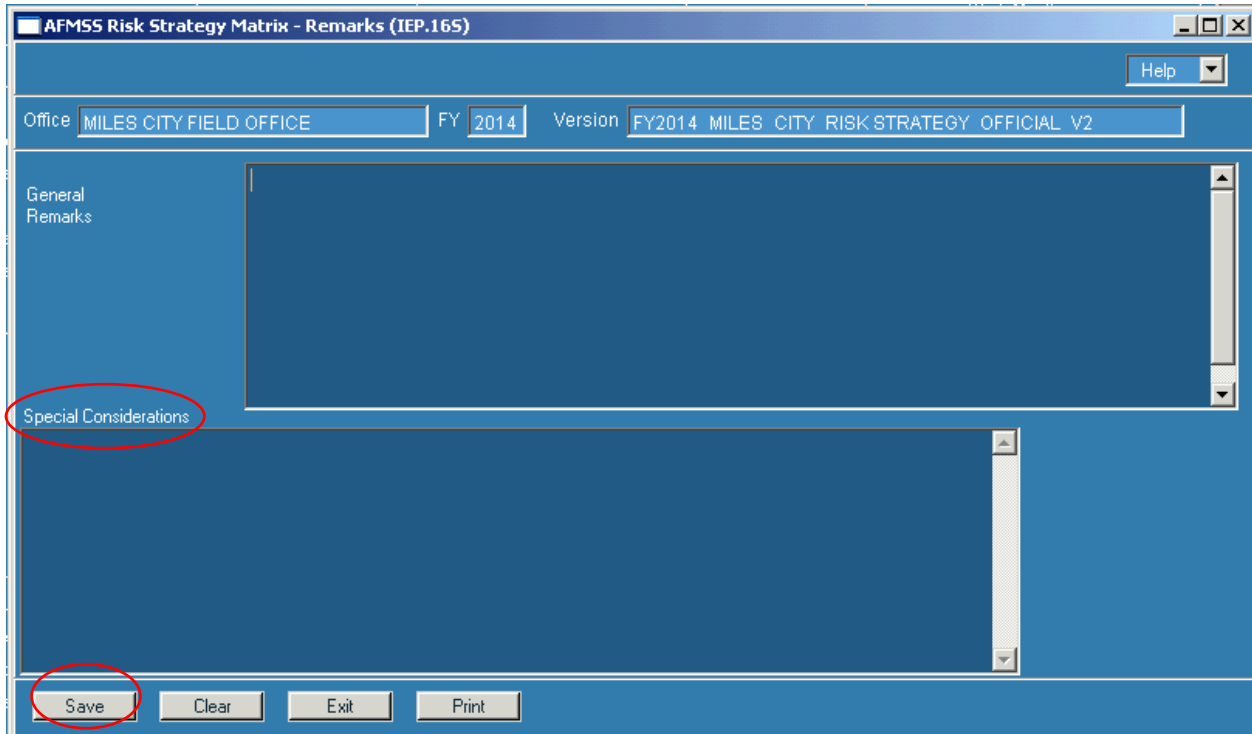
Buttons: Save, Exit, Print, Remarks, Workload Inventory, Inspection and Workload Summary, Indian Inspection Plan, Save Official

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 it’s I&E coordinator and receive WO-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 WO-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
<b>Total</b>	<b>1,797</b>	<b>0</b>	<b>-1,797</b>	<b>120.13</b>	<b>0.00</b>	<b>-120.13</b>
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.

AFMSS Risk Strategy Matrix-PI/Idle Well Workload Inventory (IEP.135)

clarson: miles\_city@afmss\_test

Office: MILES CITY FIELD OFFICE FY: 2014 Version: FY2014 MILES CITY RISK STRATEGY OFFICIAL V2

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

Wells Estimate to be Drilled, Abandoned, or have Workovers				
Federal	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

	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

Workmonth Remarks: 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 “FY2018 (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

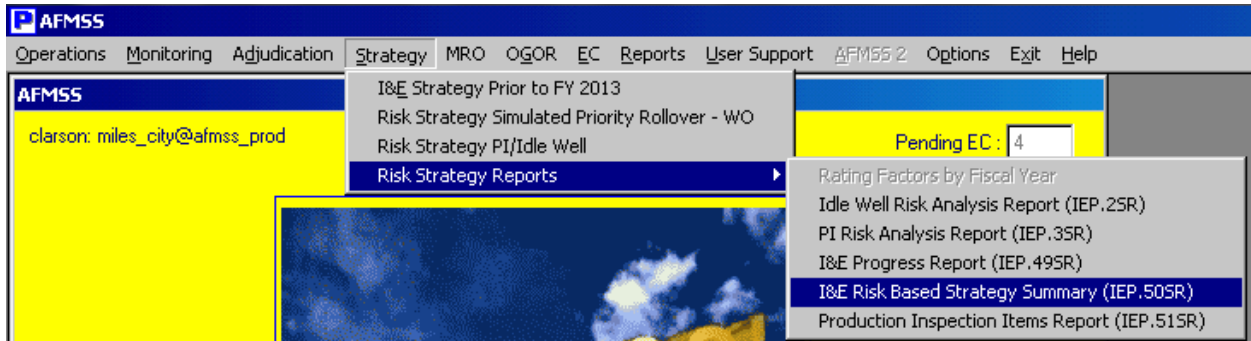
Page Footers: Default Printer, Save to CSV File

Grey Bars:  Yes  No

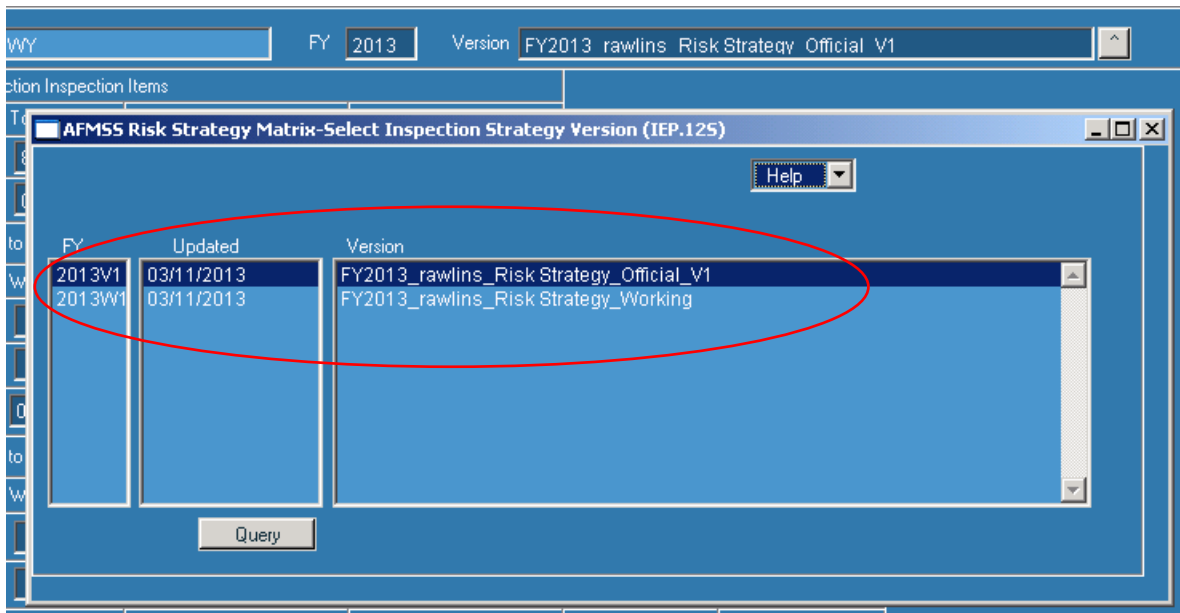
Buttons: Print, Cancel

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

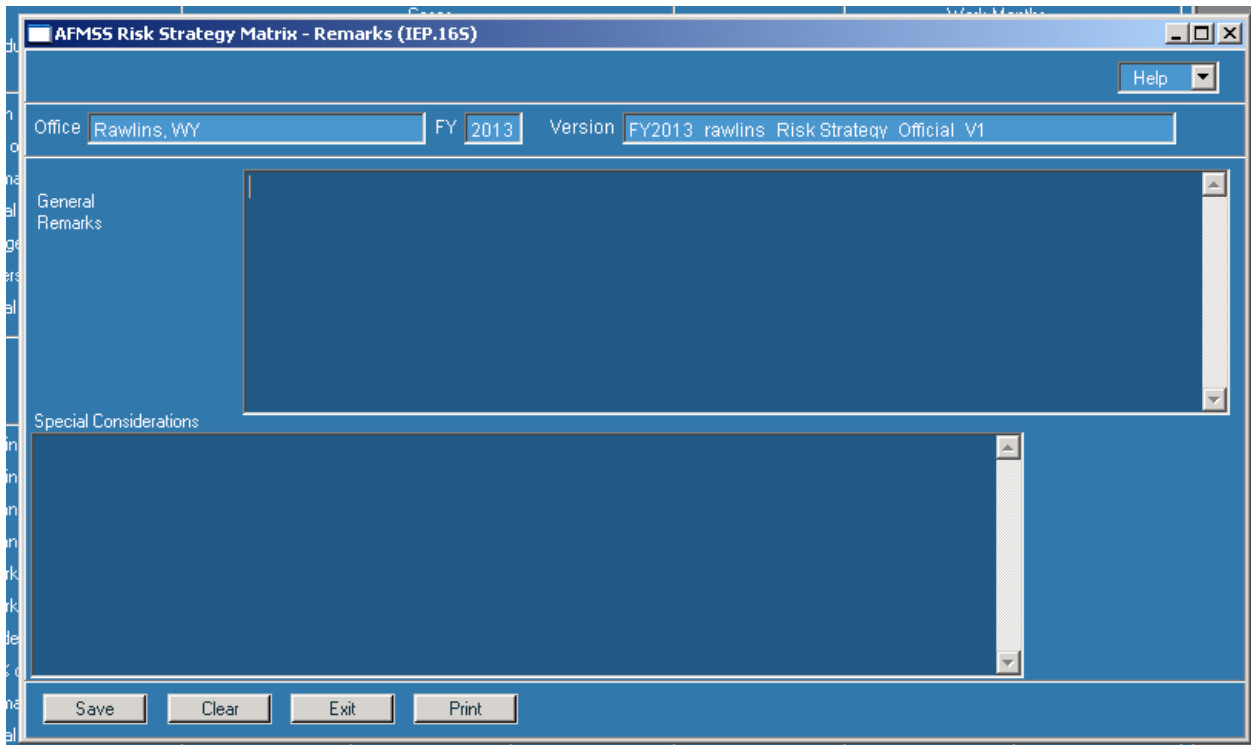
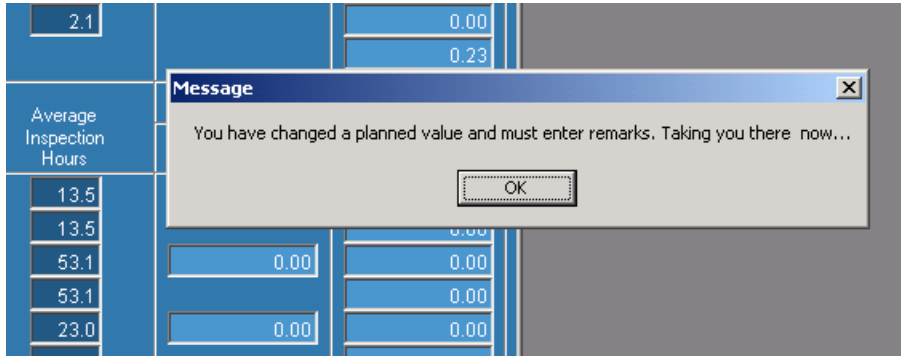
Note: There is an option for printing the I&E Risk Based Strategy Summary (IEP.50SR) report on the Main Menu. At this time, the report is not functioning correctly. Information will be sent to the field offices as soon as this report is available.



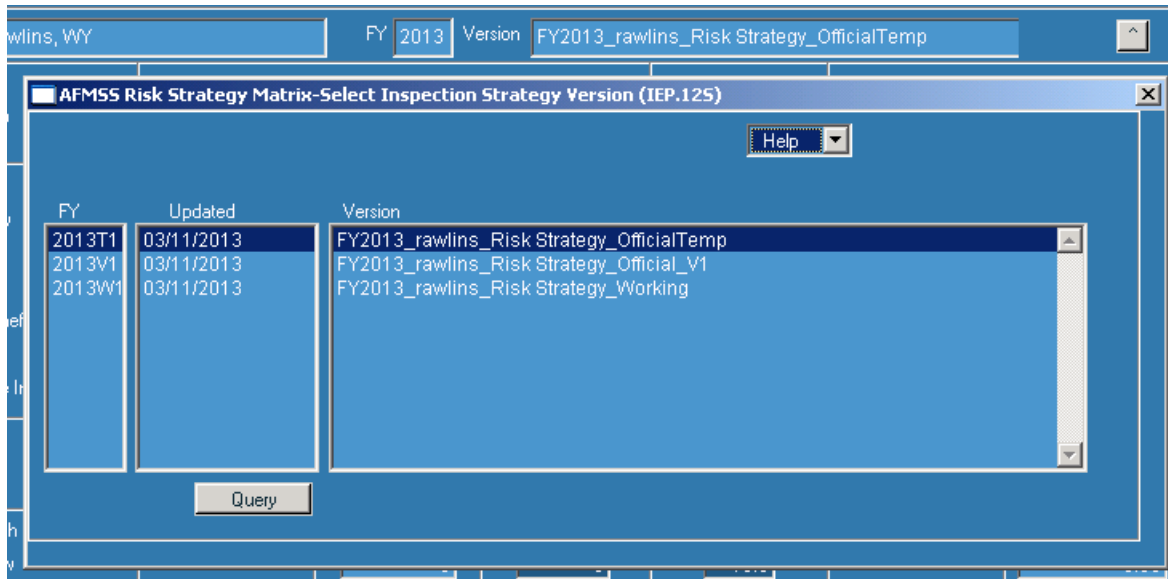
If you need to edit the Strategy, in the PI/Idle Well Workload Inventory screen, click on the down arrow button next to “Version.” This displays the “AFMSS Risk Strategy Matrix-Select Inspection Strategy Version (IEP.12S)” screen. Highlight the version name and click on the Query button. Editing is allowed 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.

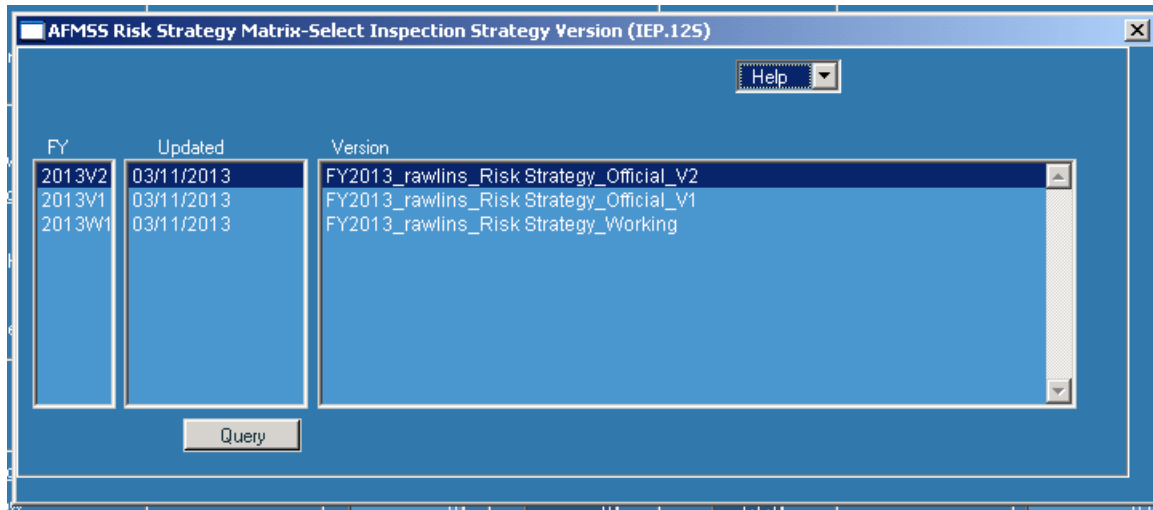


By clicking the “Save” button on the Workload Inventory screen, the system creates “FY2018\_ your office\_Risk Strategy\_OfficialTemp.” This allows you to have another temporary file to work with and make edits.



While in the “OfficialTemp” version, clicking “Save Official” creates a new official version with the appropriate version number, i.e., “FY2018\_ your office\_Risk Strategy\_Official\_V2.”

The “FY2018\_ 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.**