Instructions for Generating the Risk Based Reports and Completing AFMSS Matrix
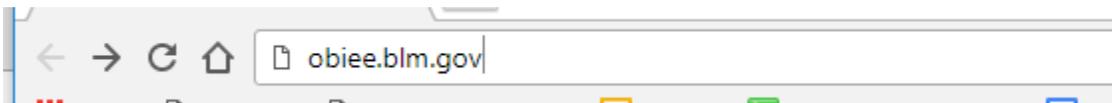
Many of the following example screens from the Automated Fluid Minerals Support System (AFMSS) show fiscal year (FY) 2013, 2014, 2015, or 2019. Please keep in mind that these are only examples and your actual screens in the AFMSS must show FY 2020.

Following are the instructions on how to run the risked based reports outside of AFMSS using Oracle Business Intelligence Enterprise Edition (OBIEE).
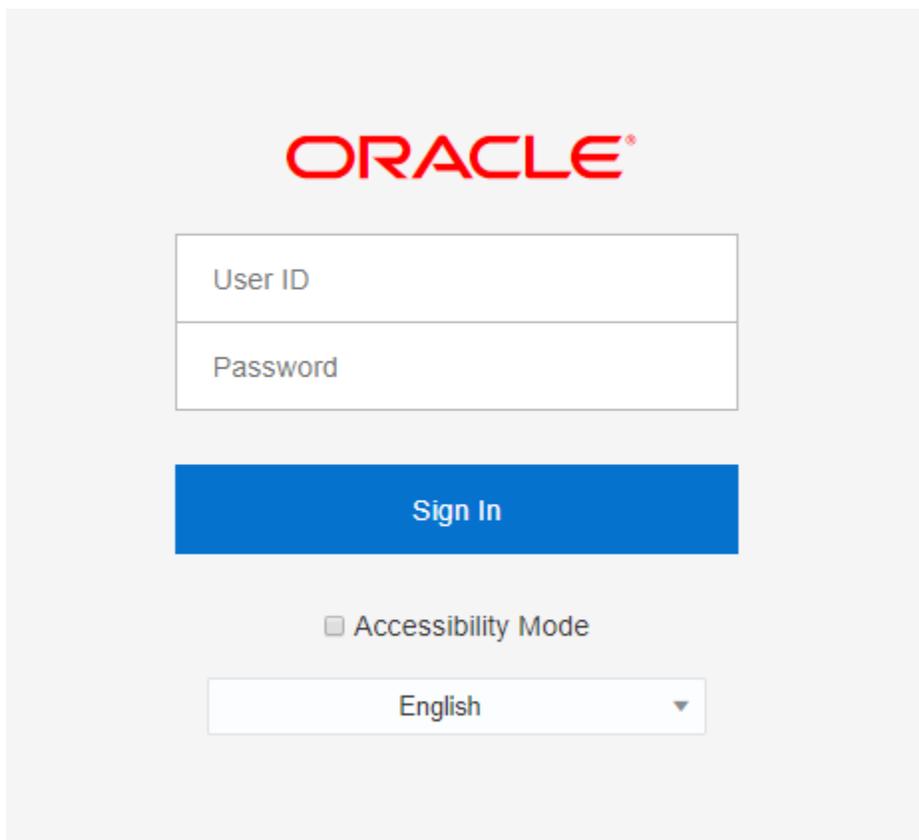
PI Risk Analysis Report
Open your Chrome browser or open a new tab in your Chrome browser
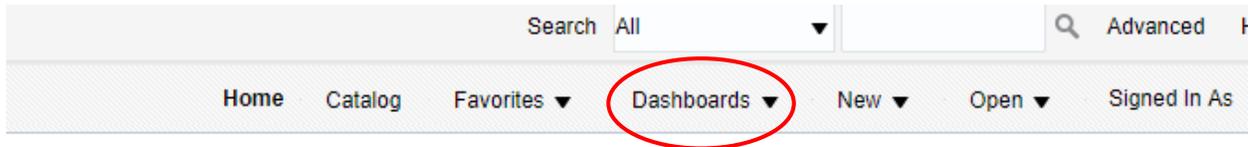Type in: obiee.blm.gov
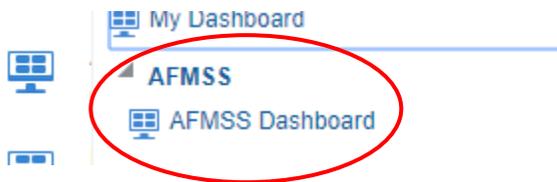

Hit enter.
This will take you to a sign in screen.

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

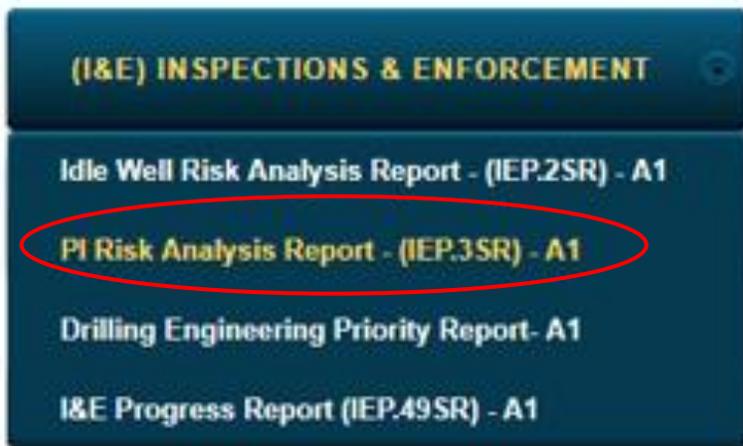Select the AFMSS Dashboard from the pulldown menu

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 Fiscal Year (2020), and select whether you want Federal data, Indian data, or both.

Click Apply

▼ Show / Hide Report Description

This will display the PI Risk Analysis Report

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

▼ Show / Hide Report Description

Click Apply

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.

<u>Idle Well Risk Analysis Report</u>
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.

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

Attachment 4-6

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 Fiscal Year (2020), and select whether you want Federal data, Indian data, or both.

▼ Show / Hide Report Description

Office Code (Required)

CA

Fiscal Year

2019

Federal or Indian Data

Federal

Apply

IEP 2SR

Fiscal Year:
Field Office:

Data

FED
/
IND

AFN
Se

Total

Click Apply

▼ Show / Hide Report Description

Office Code (Required)

CA

Fiscal Year

2019

Federal or Indian Data

Federal

Apply

IEP 2SR

Fiscal Year:
Field Office:

Data

FED
/
IND

AFN
Se

Total

This will display the Idle Well Risk Analysis Report

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

Click Apply

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.
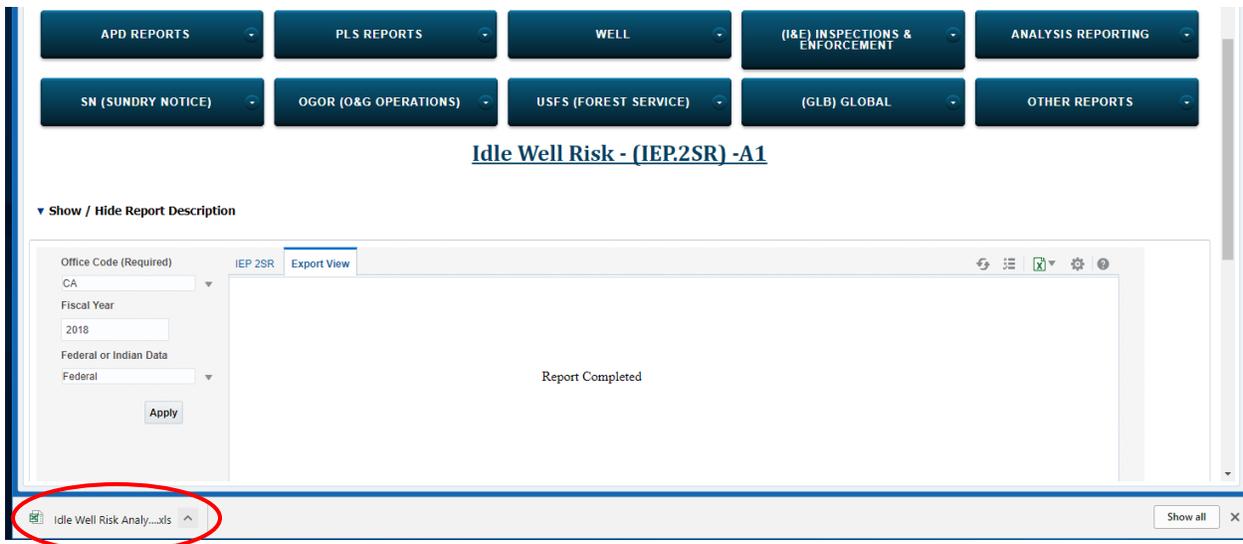
Thoroughly review the PI and IW risk analysis reports. Corrections to well or inspection priority data may be necessary. For example, a well may be showing a well status that is inaccurate and subsequently shows the well on the idle well report. It may be necessary to verify the status and make the necessary 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 FY20 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."

Attachment 4-10

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)."
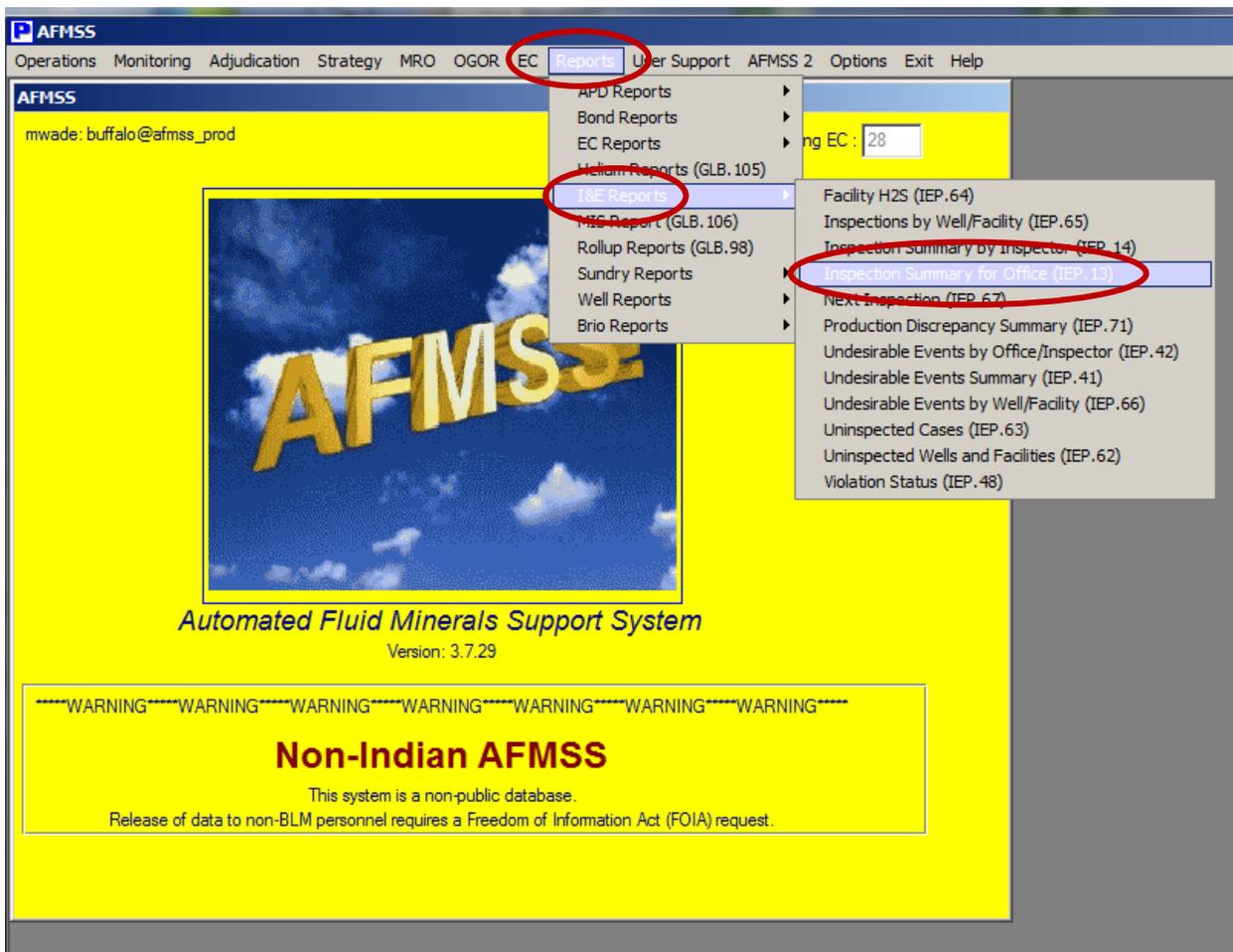
Enter 10/1/2014 for the "Start Date"; 09/30/2019 for the "End Date; PI for the "Inspections Like"; select "Closed Inspections Only"; and select the "Print" button.

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 0.025, round to the nearest tenth, multiply the "Average Field" time by 0.1 round to the nearest tenth and add each result to the "Average Time" (inspection hours) Example: 6.3 (Average Office) X 0.025 = 0.1575, rounded to 0.2; 4.2 X 0.1 = 0.42, rounded to 0.4. The new Average Inspection Hours for production (High, 1/3 of Low, and Remaining) is 15.6 (14.5 + 0.2 + 0.4 = 15.1), repeat if applicable for the Indian database.

Attachment 4-12

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.14S)

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 Goal	Cases Recommended Planned	Cases Planned	Average Inspection Hours	Work Months Goal	Work Months 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	Goal	Recommended Planned	Planned	Average Inspection Hours	Work Months Goal	Work Months 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

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.
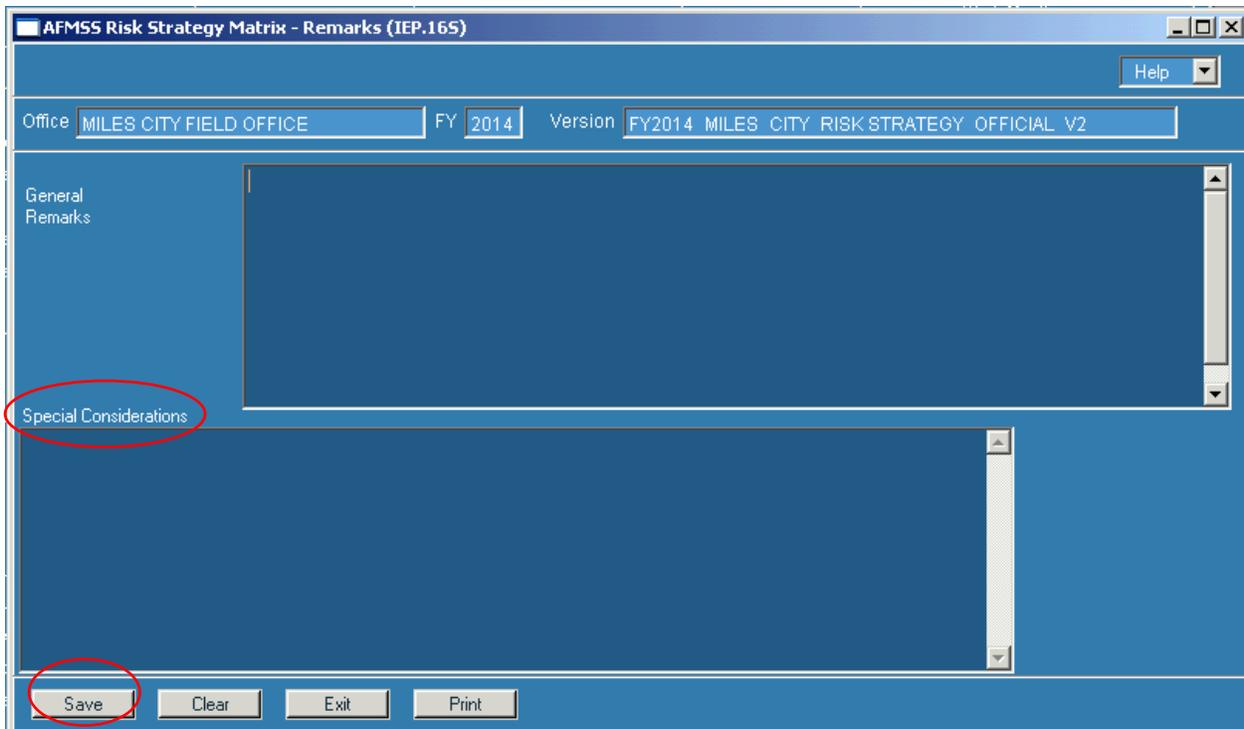
Click on the "Save" button.

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.15S)

mwade: 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	

[Exit] [Print] [Remarks] [Workload Inventory] [Federal Inspection Plan] [Indian Inspection Plan]

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.

The "Version" is now titled "FY2020 (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.

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.
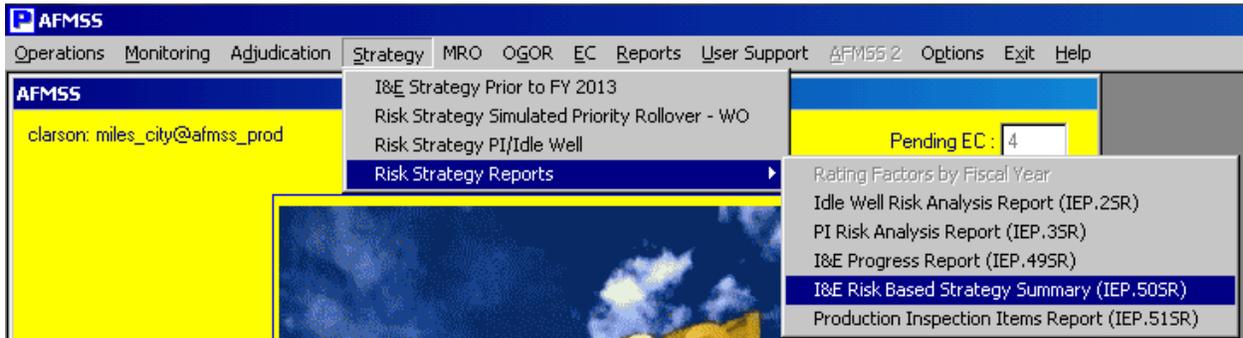

If you need to edit the Strategy, in the PI/Idle Well Workload Inventory screen, click on the down arrow button next to "Version." This displays the "AFMSS Risk Strategy Matrix-Select Inspection Strategy Version (IEP.12S)" screen. Highlight the version name and click on the Query button. Editing is allowed 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.
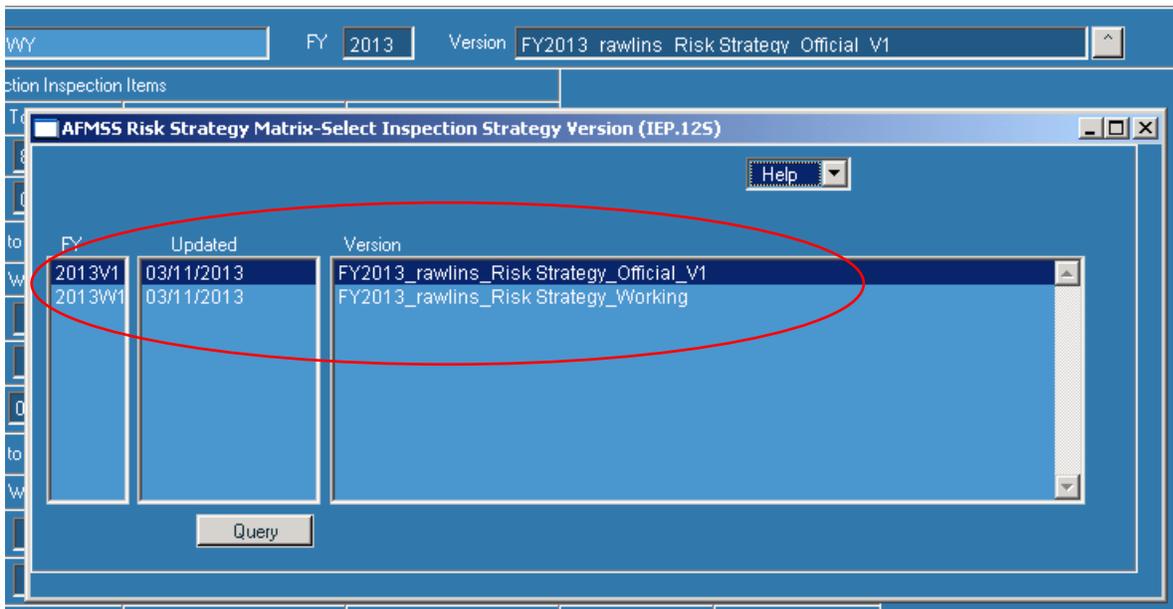
If edits are made to the official version, remarks must be entered the "AFMSS Risk Strategy Matrix – Remarks (IEP.16S)" screen before saving or saving official.
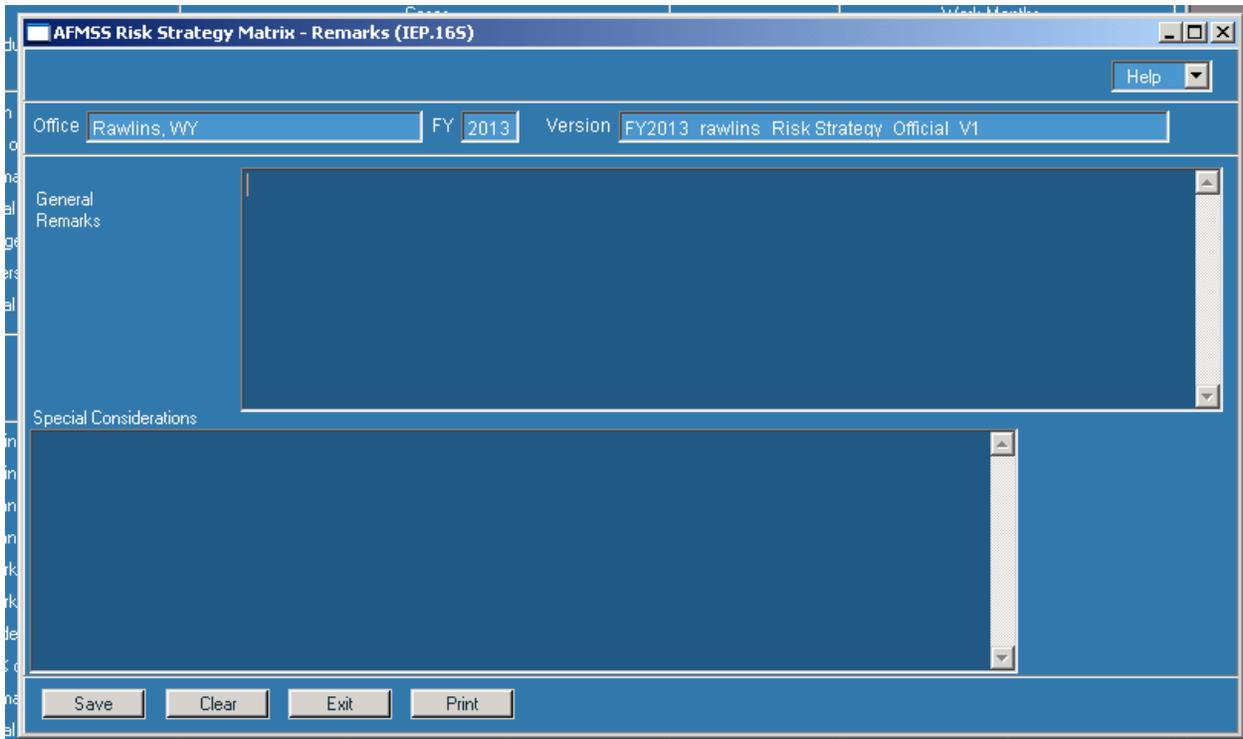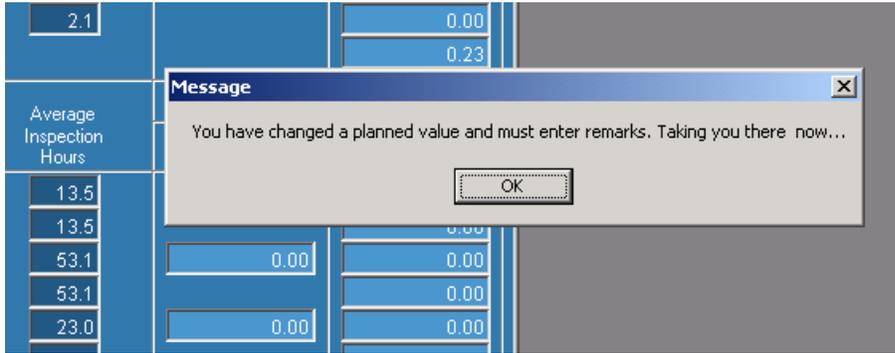
By clicking the "Save" button on the Workload Inventory screen, the system creates "FY2020_your office_Risk Strategy_OfficialTemp." This allows you to have another temporary file to work with and make edits.
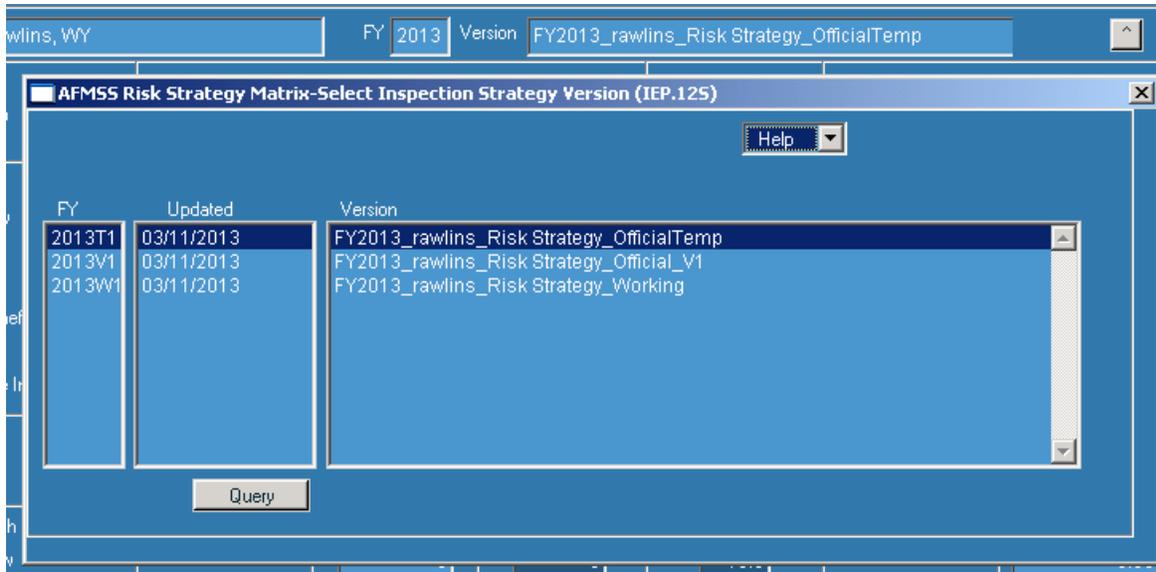
While in the "OfficialTemp" version, clicking "Save Official" creates a new official version with the appropriate version number, i.e., "FY2020_your office_Risk Strategy_Official_V2."

The "FY2020_your office_Risk Strategy_OfficialTemp" is deleted. In addition, any "OfficialTemp" version is deleted on October 1 of each year.
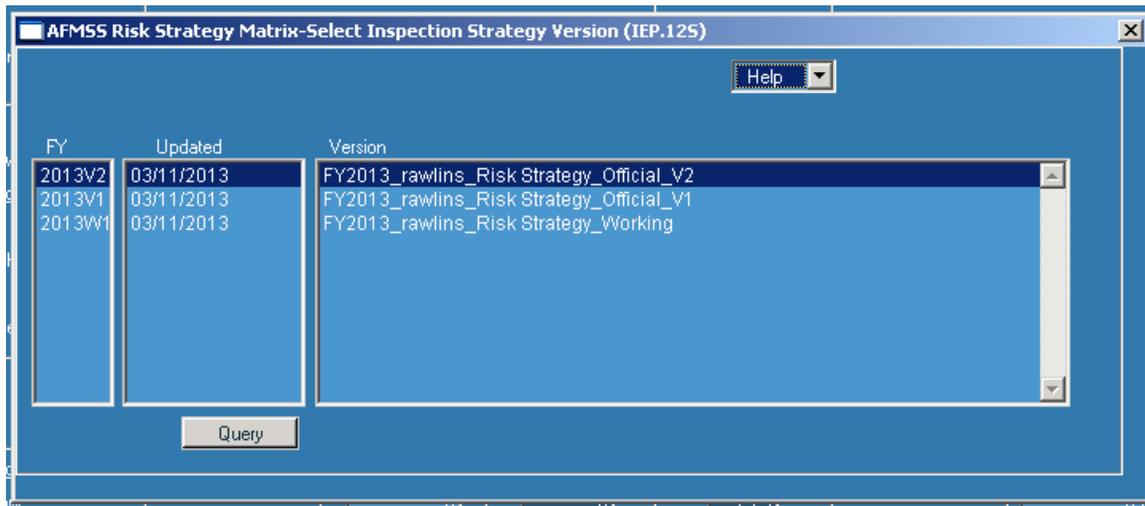
Note: The Official_V1 version is used for all reports, such as the I&E Progress Report (IEP.49SR). This is the version from which all accomplishments for the FY are calculated.