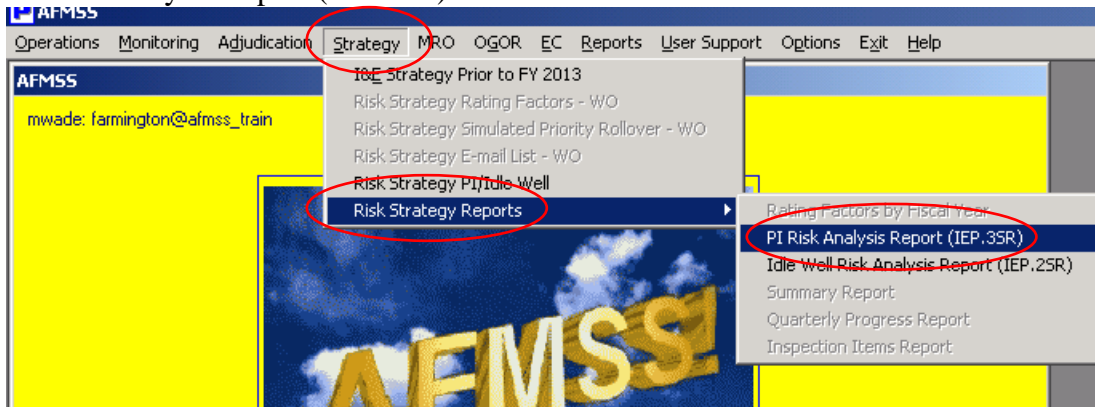


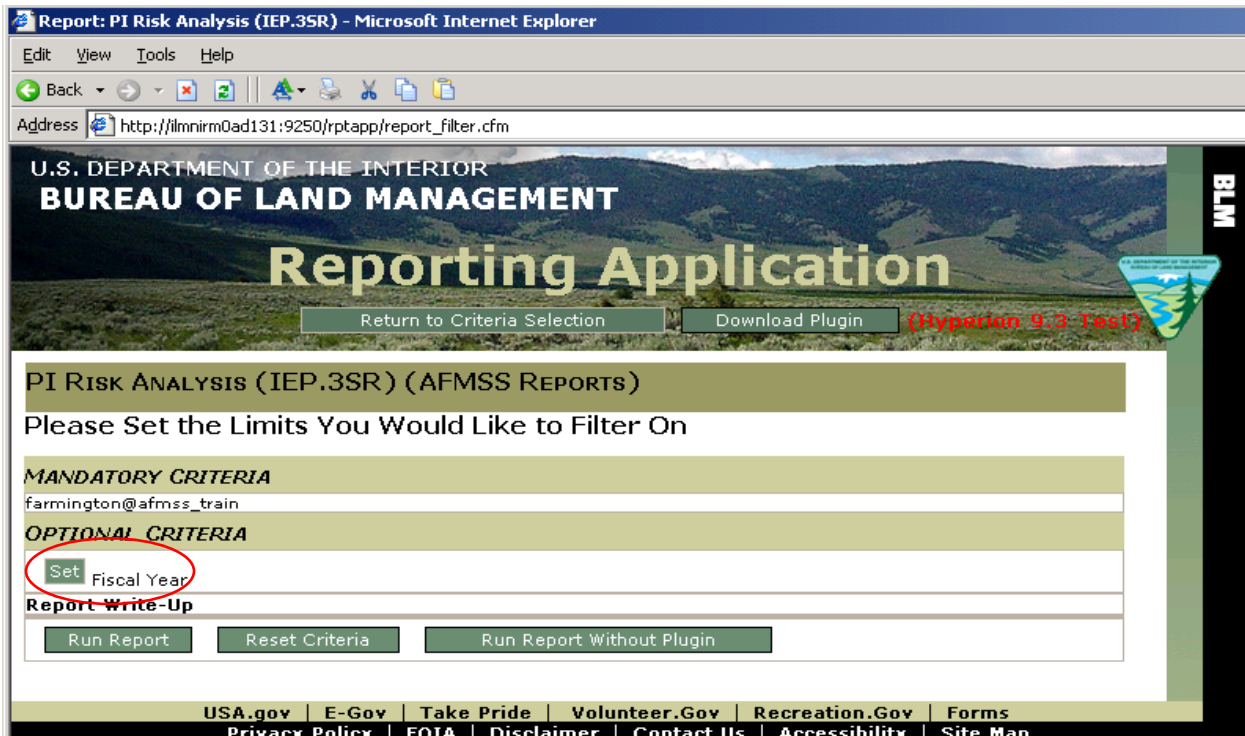
Instructions for Running Risk Based Reports and Completing AFMSS Matrix

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

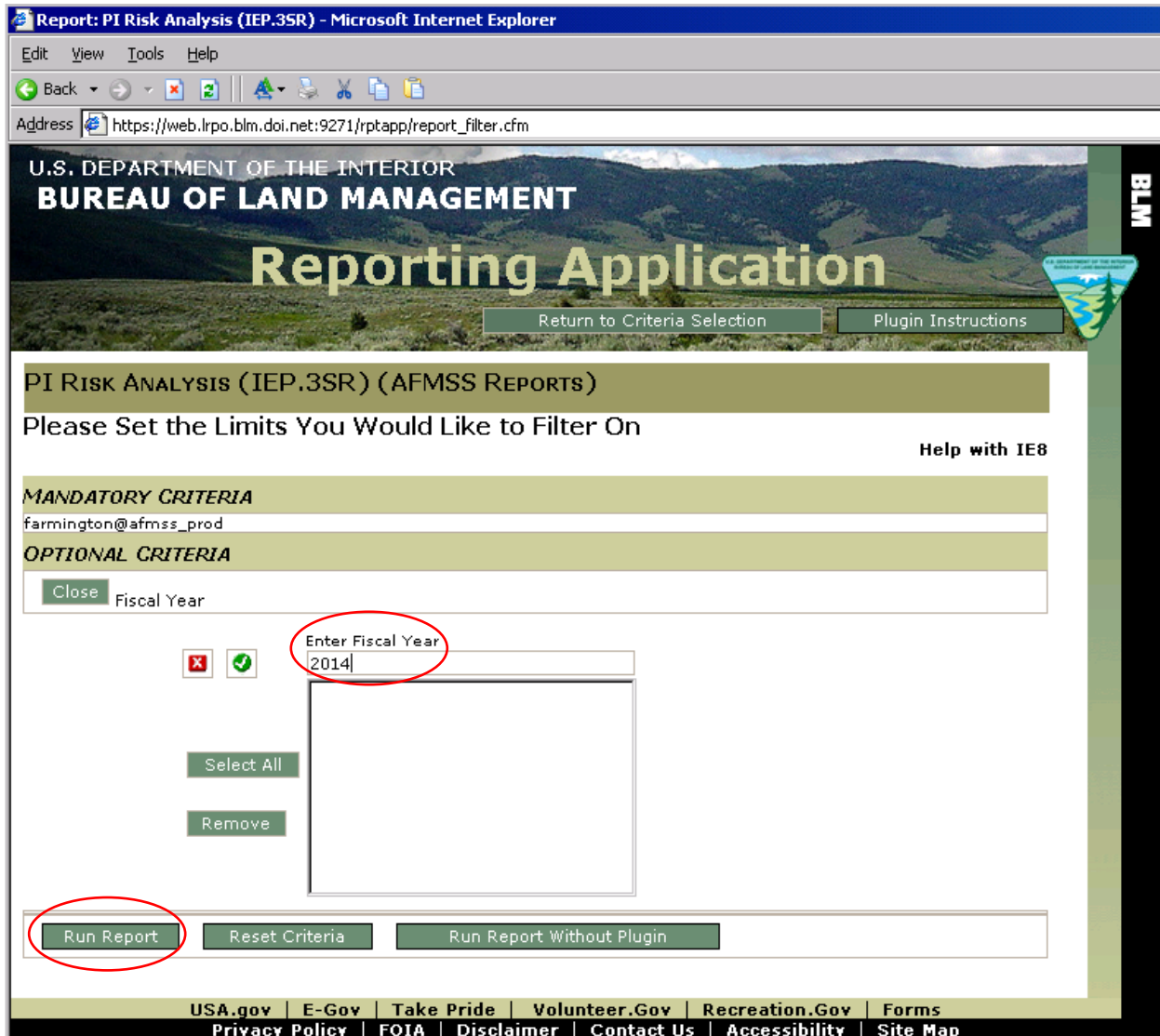
1. From the AFMSS Splash screen select “Risk Strategy Reports” and click on the “PI Risk Analysis Report (IEP.35R)”



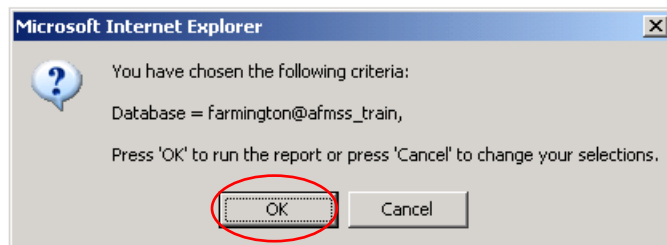
2. Click “Set Fiscal Year”



3. Enter the Fiscal Year (2014 in this format)



4. Click "Run Report"
5. Click "OK"



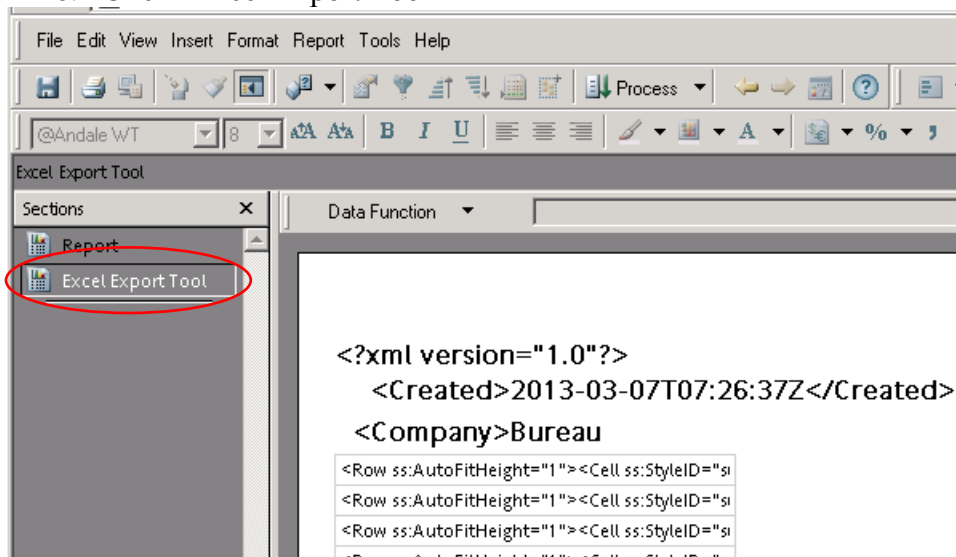
After the report is displayed,

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

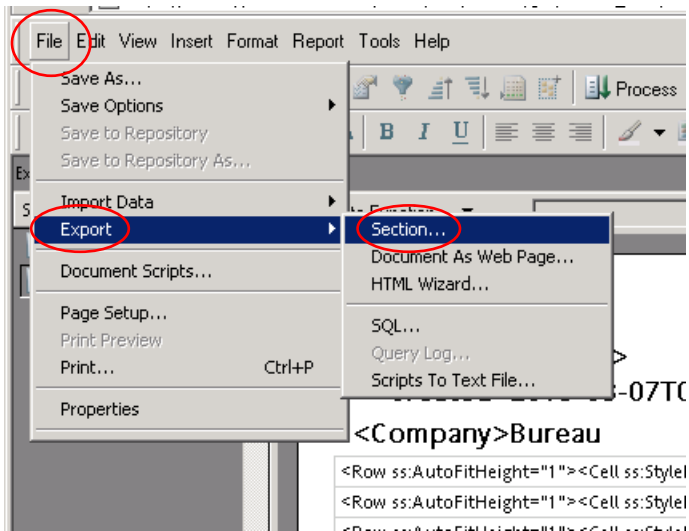
**Bureau of Land Management
Onshore Oil and Gas
AFMSS Risk Strategy Matrix-PI Risk Analysis Report (EP.3SR)**

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

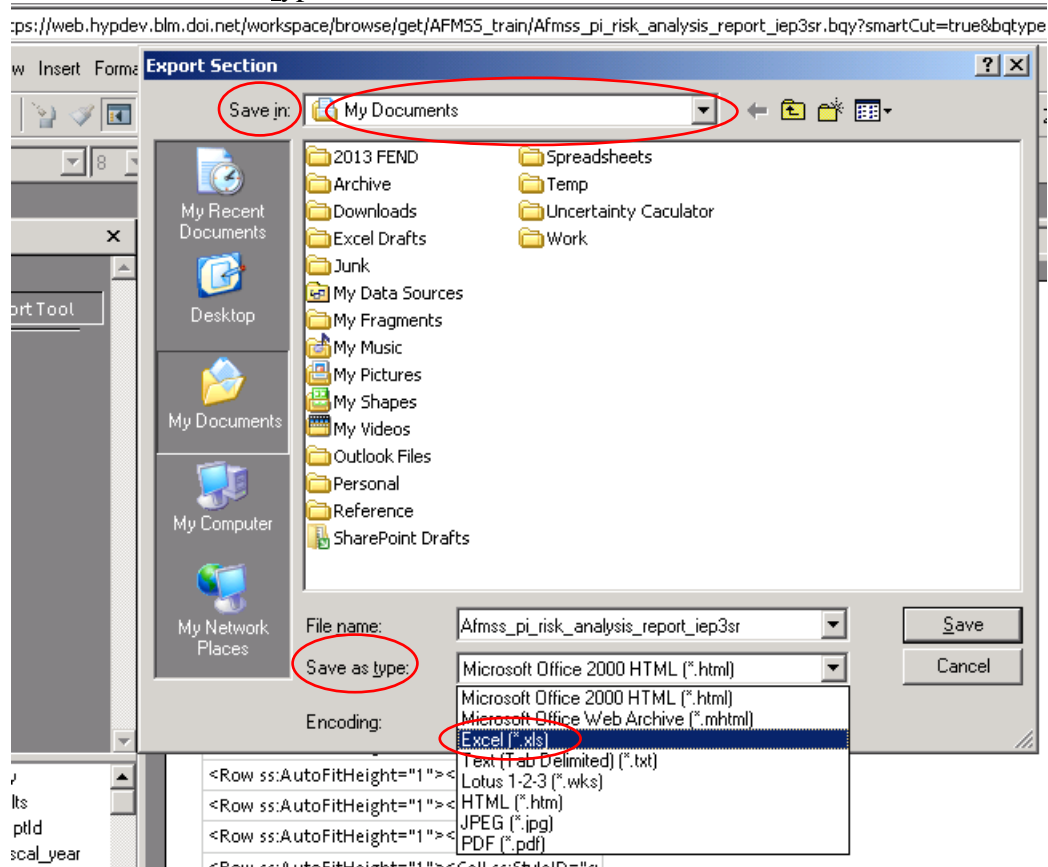
6. Click “Excel Export Tool”



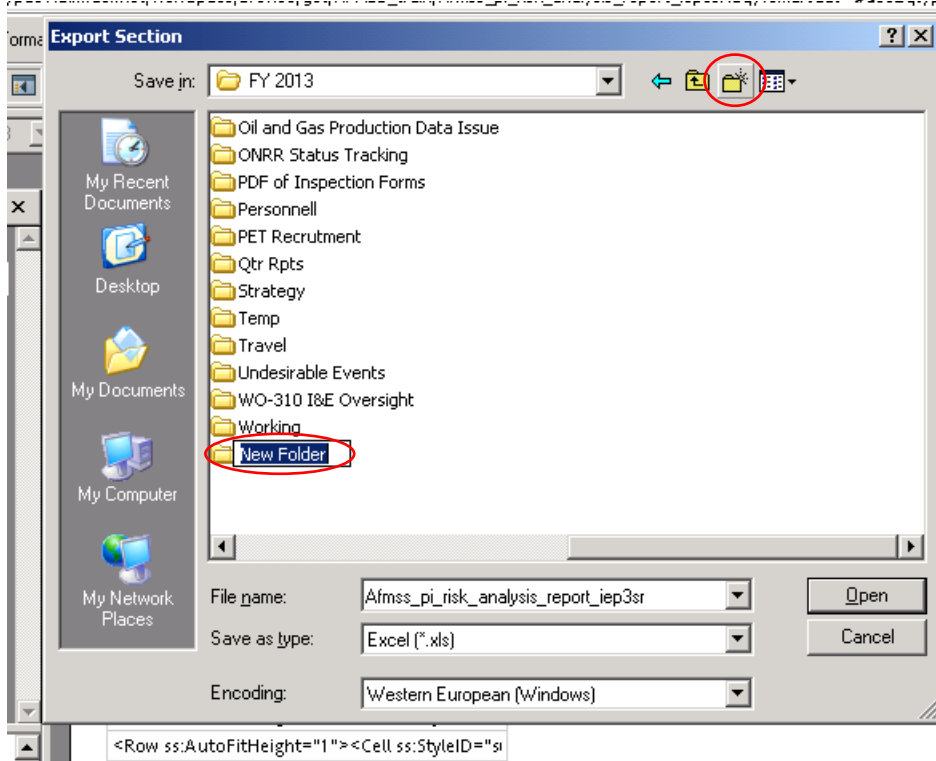
7. Select “File”, “Export” and click on “Section...”



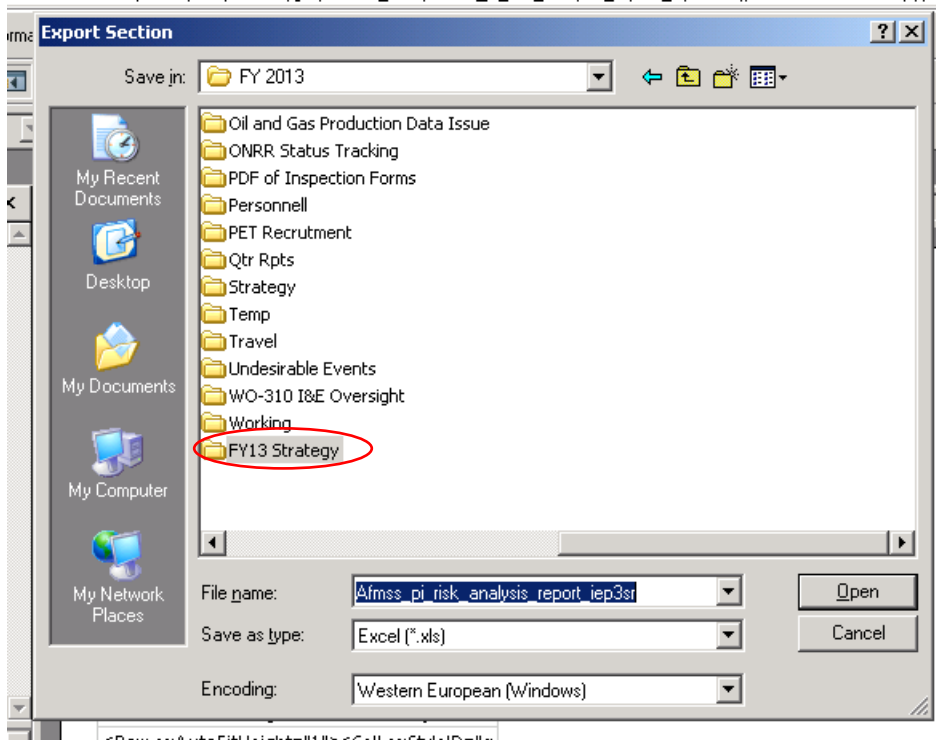
- Be sure you have "My Documents" in the "Save in:" displayed and select "Excel [* .xls]" for "Save as type:"



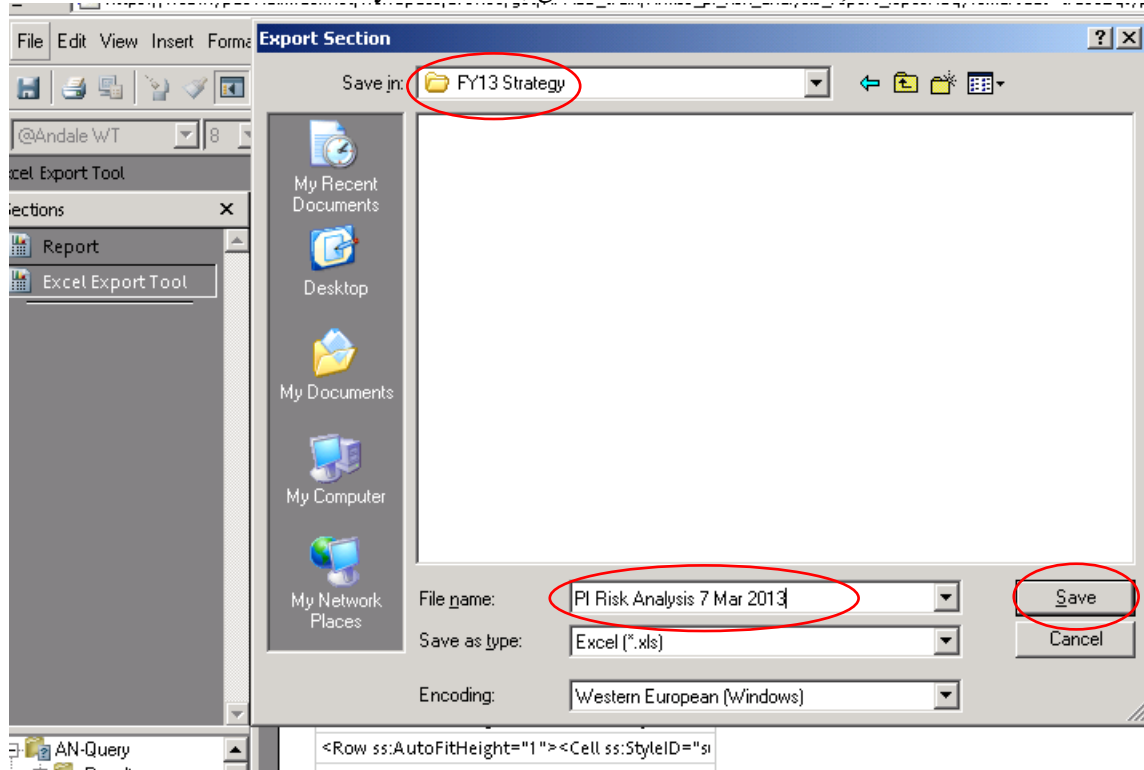
9. You should create a “New File” folder for the FY14 Strategy



For example:



10. 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 save 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 2013
- Federal PI Risk Analysis 10 15 13
- Indian PI – RA Oct 15 13
- Federal PI Risk Analysis – Farmington 15 October 2013
- Indian PI Risk Analysis – Rio Puerco 15 Oct 13
- PI – RA Moab 10.15.13

11. Click the small “x” to close

Microsoft Internet Explorer

...:true&bqtype=insight&&JScript=enable&user=wouser&autologin=true&latest=true

Go Links

Zoom

Expression Sort Groups Table

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

Missing OGORs Last 12 Months	Comp. Record		Date Last Inspected	Production Rating			Missing OGOR Rating	Comp. Rating			Last Inspect. Rating	Over. Rating	Inspection Required By			Reason Inspection Required
	# Min INCs	# Maj INCs		Oil	Gas	Over.		Min.	Maj.	Over.			WO	SO	FO	

12. Click “No” then the small “x” to close

Microsoft Internet Explorer

Go Links

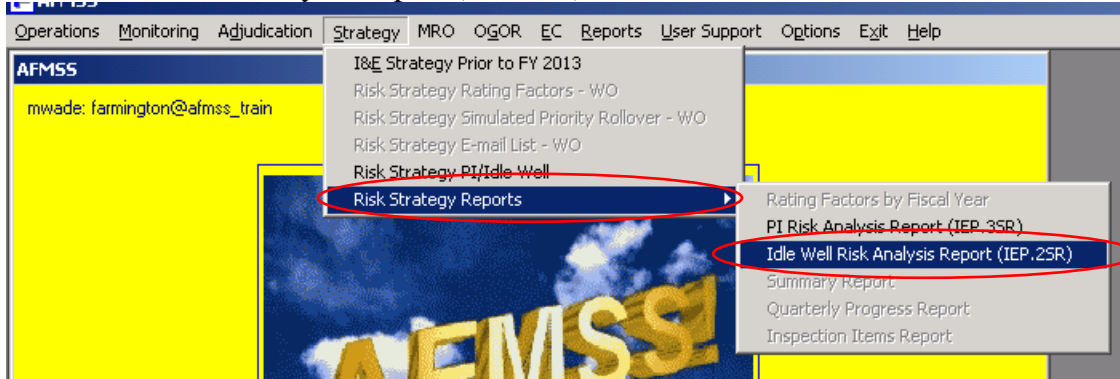
BLM

3-1-2017

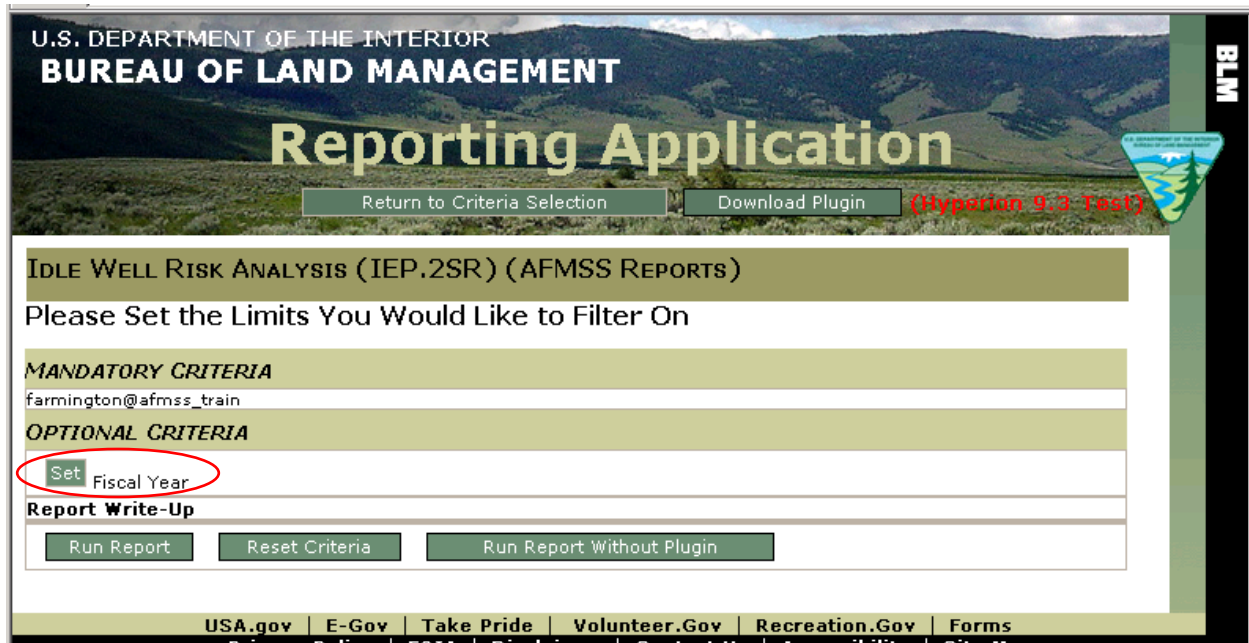
Interactive Reporting Web Client

Save changes ?

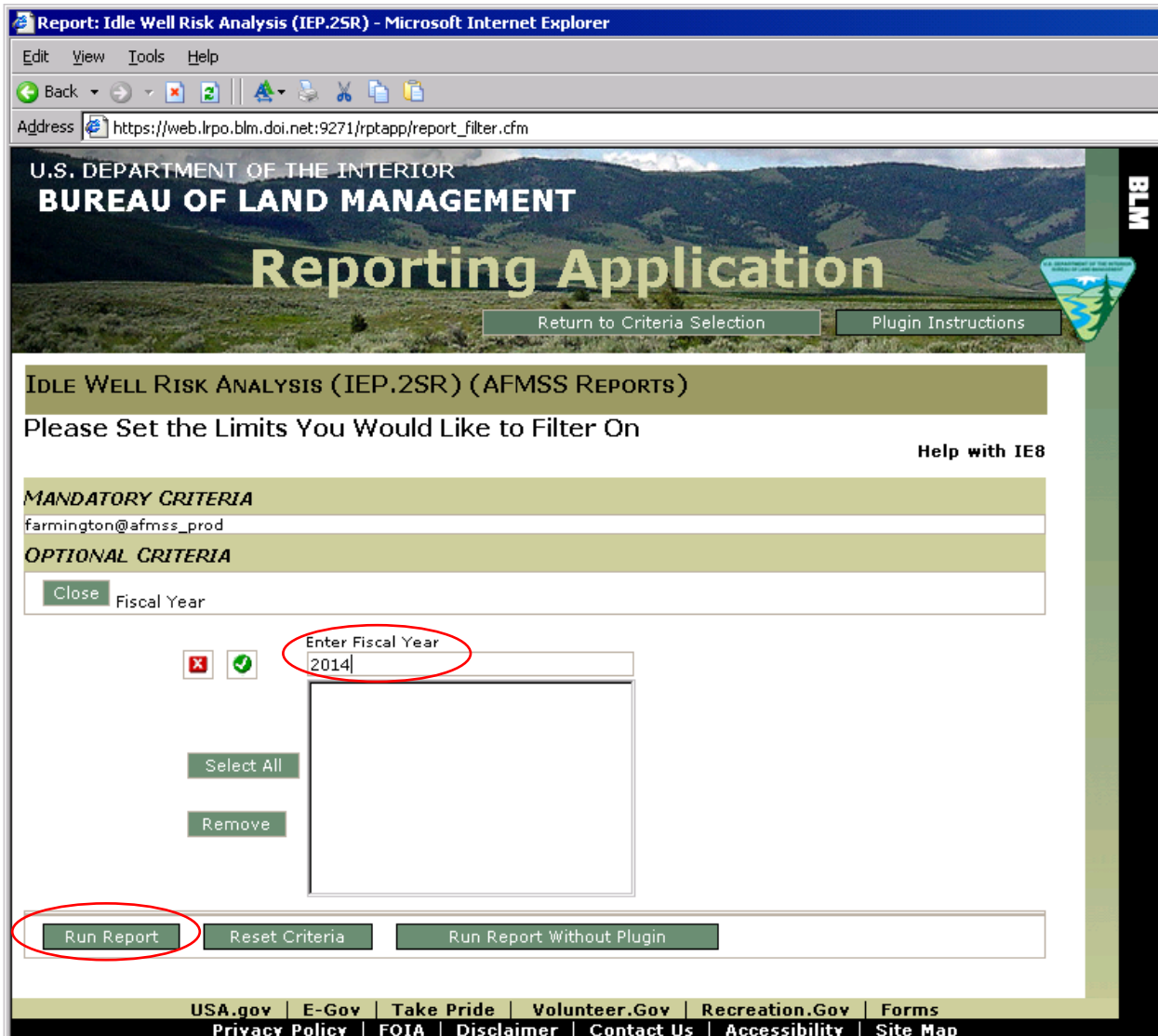
13. From the AFMSS Splash screen select “Risk Strategy Reports” and click on the “Idle Well Risk Analysis Report (IEP.25R)”



14. Click “Set Fiscal Year”

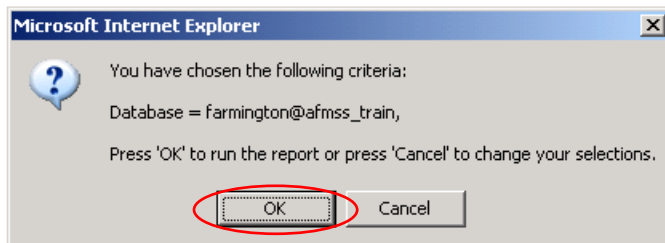


15. Enter the Fiscal Year (2014 in this format)



16. Click “Run Report”

17. Click “OK”



After the report is displayed,

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	NMNM0111A	NMNM0111A	TURNER PRODUCTION COMPANY	TURNER 26	1	3003623110002	TA	10/18/96	NMNM0111A	TURNER PRODUCTION COMPANY	3003623110002
Fed	NMNM012698	NMNM012698	CONOCO PHILLIPS COMPANY	SAN JUAN 29-6 UNIT	88	3003626184001	TA	05/02/01	NMNM012698	CONOCO PHILLIPS, INC.	3003626184001

18. Click "Excel Export Tool"

File Edit View Insert Format Report Tools Help

Excel Export Tool

Sections

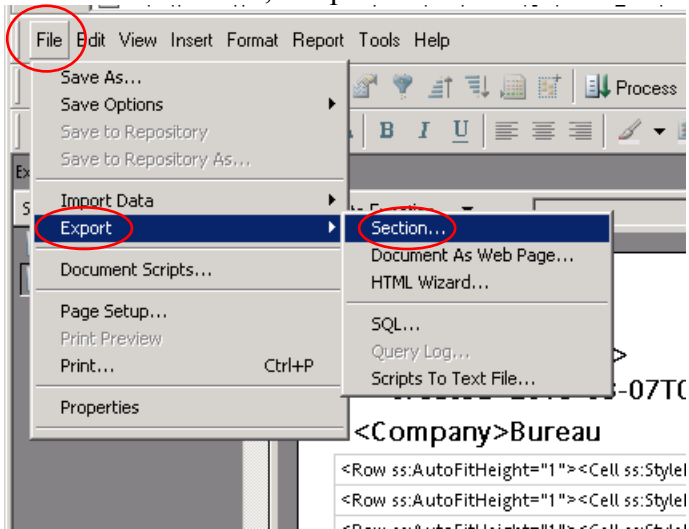
- Report
- Excel Export Tool

```

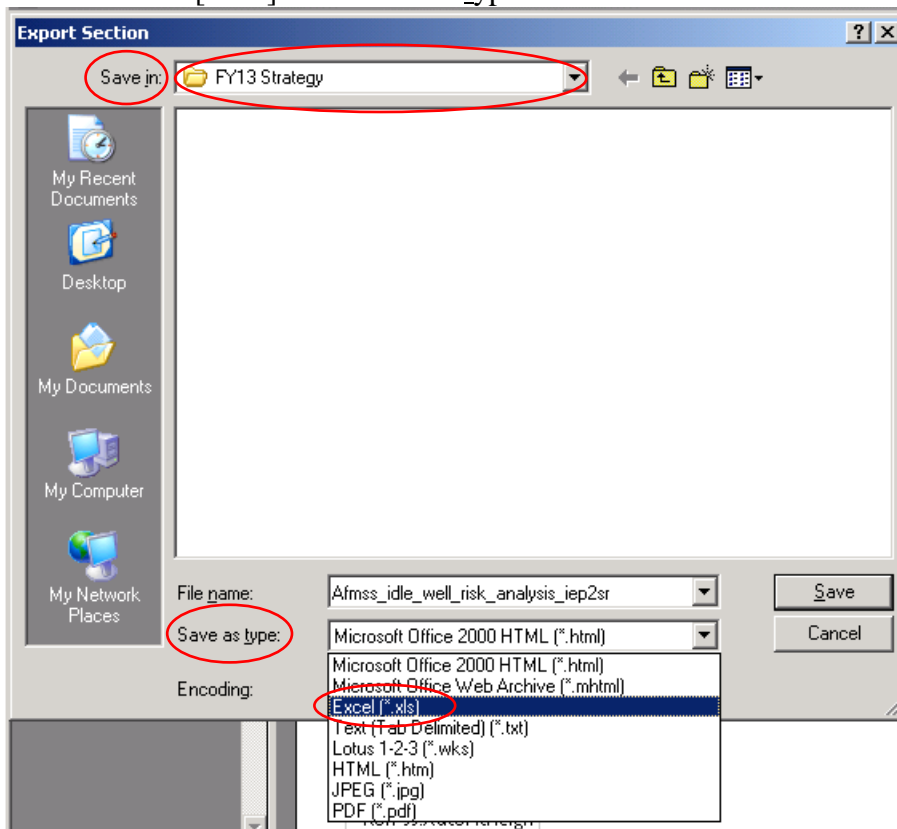
<?xml version="1.0" encoding="UTF-8" standalone="yes" ?>
<Created>2013-01-14T14:00:00.000Z
<Version>14.00
ZLY:AFMSS:ADH01
ExcelExport
<Row ss:AutoFitHeight="1" ?>
<Row ss:AutoFitHeight="1" ?>

```

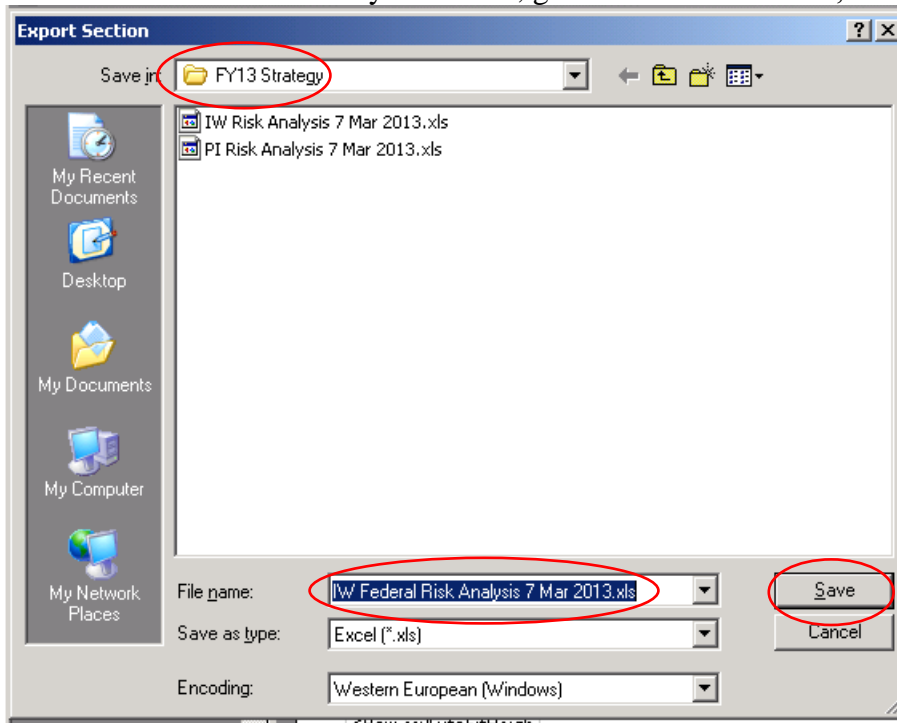
19. Select “File”, “Export” and click on “Section...”



20. Be sure you use the same (Save in:) file folder that was used for the PI Report and select “Excel [* .xls]” for “Save as type:”



21. 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 2013
- Federal IW Risk Analysis 10 15 13
- Indian IW – RA Oct 15 13
- Federal IW Risk Analysis – Farmington 15 October 2013
- Indian IW Risk Analysis – Rio Puerco 15 Oct 13
- IW – RA Moab 10.15.13

22. Click the small “x” to close

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

Missing OGORS Last 12 months)	Comp. Record		Date Last Inspected	Production Rating			Missing OGOR Rating	Comp. Rating			Last Inspect. Rating	Over. Rating	Inspection Required By		
	# Min INCS	# Maj INCS		Oil	Gas	Over.		Min.	Maj.	Over.			WFO	SO	FO

23. Click “No” then the small “x” to close

BLM

Interactive Reporting Web Client

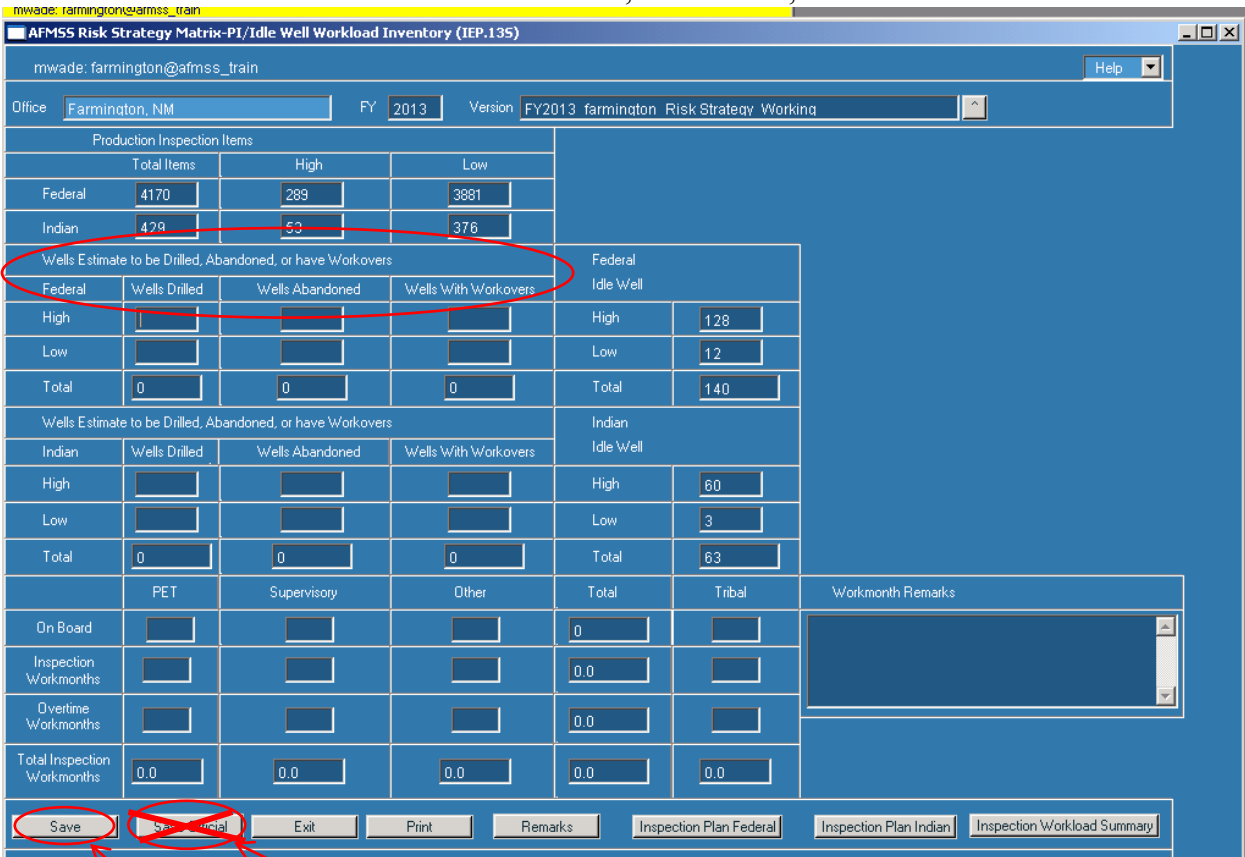
Save changes ?

24. After correcting any data issues found in the reports (PI & IW), re-run the report(s) and save as Excel spreadsheet(s)

25. Select “Strategy” and click on “Risk Strategy PI/Idle Well”



26. Fill in the “Wells Estimated to be Drilled, Abandoned, or have Workovers” for Federal



27. Click on “Save” NOT “Save Official”

28. Fill in the “Wells Estimated to be Drilled, Abandoned, or have Workovers” for Indian (if appropriate)

mwade: farmington@afmss_train

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

mwade: farmington@afmss_train Help

Office: Farmington, NM FY: 2013 Version: FY2013 farmington Risk Strategy Working

Production Inspection Items				
Total Items	High	Low		
Federal: 4170	289	3881		
Indian: 429	53	376		

Wells Estimate to be Drilled, Abandoned, or have Workovers				Federal Idle Well	
Federal	Wells Drilled	Wells Abandoned	Wells With Workovers	High	Low
High				128	
Low				12	
Total	0	0	0	140	

Wells Estimate to be Drilled, Abandoned, or have Workovers				Indian Idle Well	
Indian	Wells Drilled	Wells Abandoned	Wells With Workovers	High	Low
High				60	
Low				3	
Total	0	0	0	63	

	PET	Supervisory	Other	Total	Tribal	Workmonth Remarks
On Board				0		
Inspection Workmonths				0.0		
Overtime Workmonths				0.0		
Total Inspection Workmonths	0.0	0.0	0.0	0.0	0.0	

Save Save Official Exit Print Remarks Inspection Plan Federal Inspection Plan Indian Inspection Workload Summary

29. Click on “Save” NOT “Save Official”

30. Fill in the staff “On Board”, “Inspection Workmonths”, “Overtime Workmonths” (PET, Supervisory, other, Tribal) and “Workmonth Remarks”

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

31. Click on “Save” **NOT** “Save Official”

32. Click on “Inspection Plan Indian” or if not an Indian office, click on “Inspection Plan Federal” and go to 38

Important Note: Be careful to accurately account for “Inspection Workmonths”. Inspection Plan Indian + Inspection Plan Federal + Attachment 2 Indian {“Production Accountability Staff”} + Attachment 2 Federal {“Production Accountability Staff”} = Total staff workmonths available to perform production (PI), production accountability (RA, RV), alleged theft (TH), non-environmental oversight (OV), drilling (DW), abandonment (PD), workover (WK), undesirable events (UP), idle well (IW) inspections or entering inspections into AFMSS. The available workmonths for an individual (PET, Supervisor, Other, or Tribal) may be divided between this matrix and attachment 2.

33. Enter the number of “Planned” inspections and if necessary “Average Inspection Hours”

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

mwade: farmington@afmss_train

Indian Inspection Plan

Office: Farmington, NM FY: 2013 Version: FY2013_farmington_Risk Strategy_Working

Production	Cases			Average Inspection Hours	Work Months	
	Goal	Recommended Planned	Planned		Goal	Planned
High	53	0	0	8.4	2.57	0.00
1/3 of Low	125	0	0	8.4	6.07	0.00
Remaining		0	0	8.4		0.00
Total	178	0	0		8.64	0.00
Alleged Theft			0	0.0		0.00
Oversight			0	2.5		0.00
Total Case Inspections			0			0.00

Wells	Wells			Average Inspection Hours	Work Months	
	Goal	Recommended Planned	Planned		Goal	Planned
Drilling High	0	0	0	29.9	0.00	0.00
Drilling Low		0	0	29.9		0.00
Abandonment High	0	0	0	43.9	0.00	0.00
Abandonment Low		0	0	43.9		0.00
Workover High	0	0	0	39.2	0.00	0.00
Workover Low		0	0	39.2		0.00
Undesirable Events			0	8.0		0.00
20% of Idle Well High	12	12	0	0.0	0.00	0.00
Remaining Idle Well High		48	0	0.0		0.00
Total Well Inspections	12	60	0		0.00	0.00

Save Save Official Exit Print Remarks Workload Inventory Inspection and Workload Summary Federal Inspection Plan

34. Click on “Save” NOT “Save Official”

35. Click on “Remarks”

36. Be sure to note in “Remarks” any changes to “Average Inspections Hours”, what was changed, why it was changed, the original number, and the new number

AFMSS Risk Strategy Matrix - Remarks (IEP.165)

Help

Office Farmington, NM FY 2013 Version FY2013 farmington Risk Strategy Working

General Remarks

Special Considerations

Save Clear Exit Print

37. Click “Save”

38. Click “Federal Inspection Plan”

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

mwade: farmington@afmss_train

Indian Inspection Plan

Office: Farmington, NM FY: 2013 Version: FY2013_farmington_Risk Strategy_Working

Production	Cases			Average Inspection Hours	Work Months	
	Goal	Recommended Planned	Planned		Goal	Planned
High	53	0	0	8.4	2.57	0.00
1/3 of Low	125	0	0	8.4	6.07	0.00
Remaining		0	0	8.4		0.00
Total	178	0	0		8.64	0.00
Alleged Theft			0	0.0		0.00
Oversight			0	2.5		0.00
Total Case Inspections			0			0.00

	Wells			Average Inspection Hours	Work Months	
	Goal	Recommended Planned	Planned		Goal	Planned
Drilling High	0	0	0	29.9	0.00	0.00
Drilling Low		0	0	29.9		0.00
Abandonment High	0	0	0	43.9	0.00	0.00
Abandonment Low		0	0	43.9		0.00
Workover High	0	0	0	39.2	0.00	0.00
Workover Low		0	0	39.2		0.00
Undesirable Events			0	8.0		0.00
20% of Idle Well High	12	12	0	0.0	0.00	0.00
Remaining Idle Well High		48	0	0.0		0.00
Total Well Inspections	12	60	0		0.00	0.00

Save Save Official Exit Print Remarks Workload Inventory Inspection and Workload Summary **Federal Inspection Plan**

39. Enter the number of “Planned” inspections and if necessary “Average Inspection Hours”

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

mwwade: farmingington@afmss_train

Federal Inspection Plan

Office Farmington, NM FY 2013 Version FY2013_farmingington_Risk Strategy_Working

Production	Cases			Average Inspection Hours	Work Months	
	Goal	Recommended Planned	Planned		Goal	Planned
High	289	0	0	12.2	20.38	0.00
1/3 of Low	1,292	0	0	12.2	91.11	0.00
Remaining		0	0	12.2		0.00
Total	1,581	0	0		111.49	0.00
Alleged Theft			0	0.5		0.00
Oversight			0	2.3		0.00
Total Case Inspections			0			0.00

	Wells			Average Inspection Hours	Work Months	
	Goal	Recommended Planned	Planned		Goal	Planned
Drilling High	0	0	0	24.8	0.00	0.00
Drilling Low		0	0	24.8		0.00
Abandonment High	0	0	0	38.3	0.00	0.00
Abandonment Low		0	0	38.3		0.00
Workover High	0	0	0	18.5	0.00	0.00
Workover Low		0	0	18.5		0.00
Undesirable Events			0	1.2		0.00
20% of Idle Well High	26	26	0	0.0	0.00	0.00
Remaining Idle Well High		102	0	0.0		0.00
Total Well Inspections	26	128	0		0.00	0.00

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

40. Click on “Save” **NOT** “Save Official”

41. Click on “Remarks”

42. Be sure to note in “Remarks” changes to any “Average Inspections Hours”, what was changed, why it was changed, the original number, and the new number

AFMSS Risk Strategy Matrix - Remarks (IEP.165)

Help

Office Farmington, NM FY 2013 Version FY2013 farmington Risk Strategy Working

General Remarks

Special Considerations

Save Clear Exit Print

43. Click “Save”

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

mwade: farmington@afmss_train

Federal Inspection Plan

Office: Farmington, NM FY: 2013 Version: FY2013_farmington_Risk Strategy_Working

Production	Cases			Average Inspection Hours	Work Months	
	Goal	Recommended Planned	Planned		Goal	Planned
High	289	0	0	12.2	20.38	0.00
1/3 of Low	1,292	0	0	12.2	91.11	0.00
Remaining		0	0	12.2		0.00
Total	1,581	0	0		111.49	0.00
Alleged Theft			0	0.5		0.00
Oversight			0	2.3		0.00
Total Case Inspections			0			0.00

	Wells			Average Inspection Hours	Work Months	
	Goal	Recommended Planned	Planned		Goal	Planned
Drilling High	0	0	0	24.8	0.00	0.00
Drilling Low		0	0	24.8		0.00
Abandonment High	0	0	0	38.3	0.00	0.00
Abandonment Low		0	0	38.3		0.00
Workover High	0	0	0	18.5	0.00	0.00
Workover Low		0	0	18.5		0.00
Undesirable Events			0	1.2		0.00
20% of Idle Well High	26	26	0	0.0	0.00	0.00
Remaining Idle Well High		102	0	0.0		0.00
Total Well Inspections	26	128	0		0.00	0.00

Save Save Official Exit Print Remarks Workload Inventory **Inspection and Workload Summary** Indian Inspection Plan

44. Click on “Save” **NOT “Save Official”**
45. Click on “Inspection and Workload Summary”

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		
Exit		Print		Remarks		Workload Inventory	
				Federal Inspection Plan		Indian Inspection Plan	

47. Compare total workmonths planned with “Available Workmonths”. The total workmonths planned must be as close as possible to the “Available Workmonths”
48. If necessary to bring total workmonths planned closer to or equal to “Available Workmonths”, click on “Federal Inspection Plan” and edit planned inspections (increase or decrease) from step 38 - 43
49. **Only when completely satisfied with the strategy, click on “Federal Inspection Plan”.** Please keep in mind that the database is dynamic. Changes to the database such as a change of operator can affect the rating of production inspections.

50. Click “Save Official”

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

mwwade: farmingington@afmss_train

Federal Inspection Plan

Office Farmington, NM FY 2013 Version FY2013_farmingington_Risk Strategy_Working

Production	Cases			Average Inspection Hours	Work Months	
	Goal	Recommended Planned	Planned		Goal	Planned
High	289	0	0	12.2	20.38	0.00
1/3 of Low	1,292	0	0	12.2	91.11	0.00
Remaining		0	0	12.2		0.00
Total	1,581	0	0		111.49	0.00
Alleged Theft			0	0.5		0.00
Oversight			0	2.3		0.00
Total Case Inspections			0			0.00

	Wells			Average Inspection Hours	Work Months	
	Goal	Recommended Planned	Planned		Goal	Planned
Drilling High	0	0	0	24.8	0.00	0.00
Drilling Low		0	0	24.8		0.00
Abandonment High	0	0	0	38.3	0.00	0.00
Abandonment Low		0	0	38.3		0.00
Workover High	0	0	0	18.5	0.00	0.00
Workover Low		0	0	18.5		0.00
Undesirable Events			0	1.2		0.00
20% of Idle Well High	26	26	0	0.0	0.00	0.00
Remaining Idle Well High		102	0	0.0		0.00
Total Well Inspections	26	128	0		0.00	0.00

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

The “Version” is now “FY2014 (your office) Risk Strategy Official V1”

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

mwade.rawlins@afmss_test Help

Office: Rawlins, WY FY: 2013 Version: FY2013 rawlins Risk Strategy Official V1

Production Inspection Items		
Total Items	High	Low
Federal: 825	65	760
Indian: 0	0	0

Wells Estimate to be Drilled, Abandoned, or have Workovers				Federal Idle Well	
Federal	Wells Drilled	Wells Abandoned	Wells With Workovers	High	Low
High				18	
Low				0	
Total	0	0	0	Total: 18	

Wells Estimate to be Drilled, Abandoned, or have Workovers				Indian Idle Well	
Indian	Wells Drilled	Wells Abandoned	Wells With Workovers	High	Low
High				0	
Low				0	
Total	0	0	0	Total: 0	

	PET	Supervisory	Other	Total	Tribal
On Board				0	
Inspection Workmonths				0.0	
Overtime Workmonths				0.0	
Total Inspection Workmonths	0.0	0.0	0.0	0.0	0.0

Workmonth Remarks

Save Save Official Exit Print Remarks Inspection Plan Federal Inspection Plan Indian Inspection Workload Summary

Main Window Data Queried.

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: Acrobat Preview

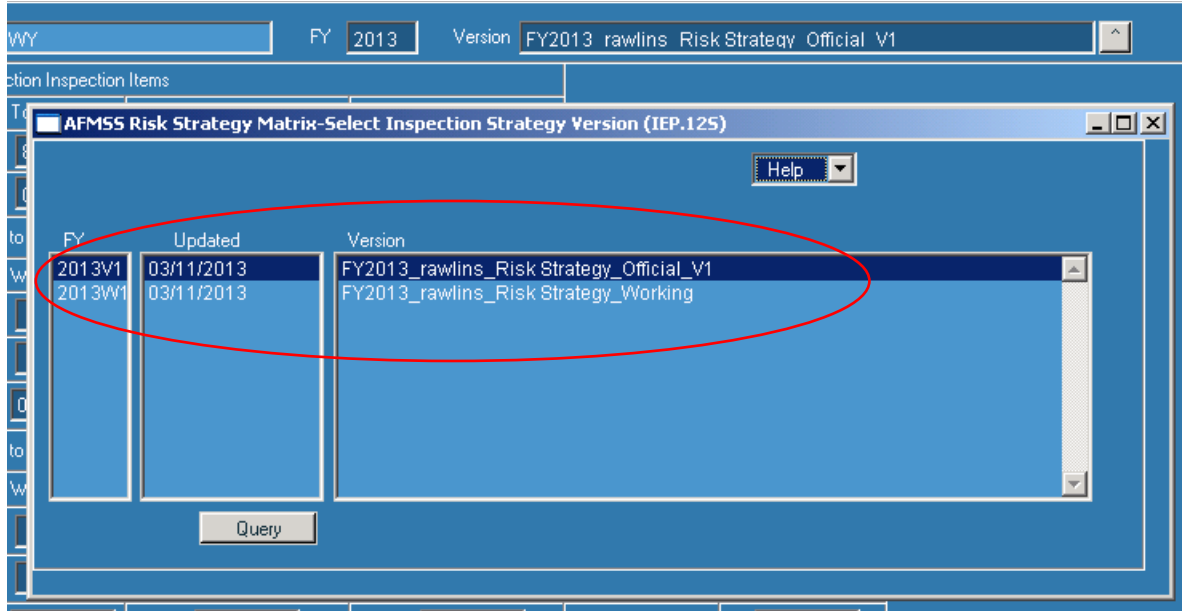
Page Footers: Default Printer, Save to CSV File

Grey Bars: Yes NO

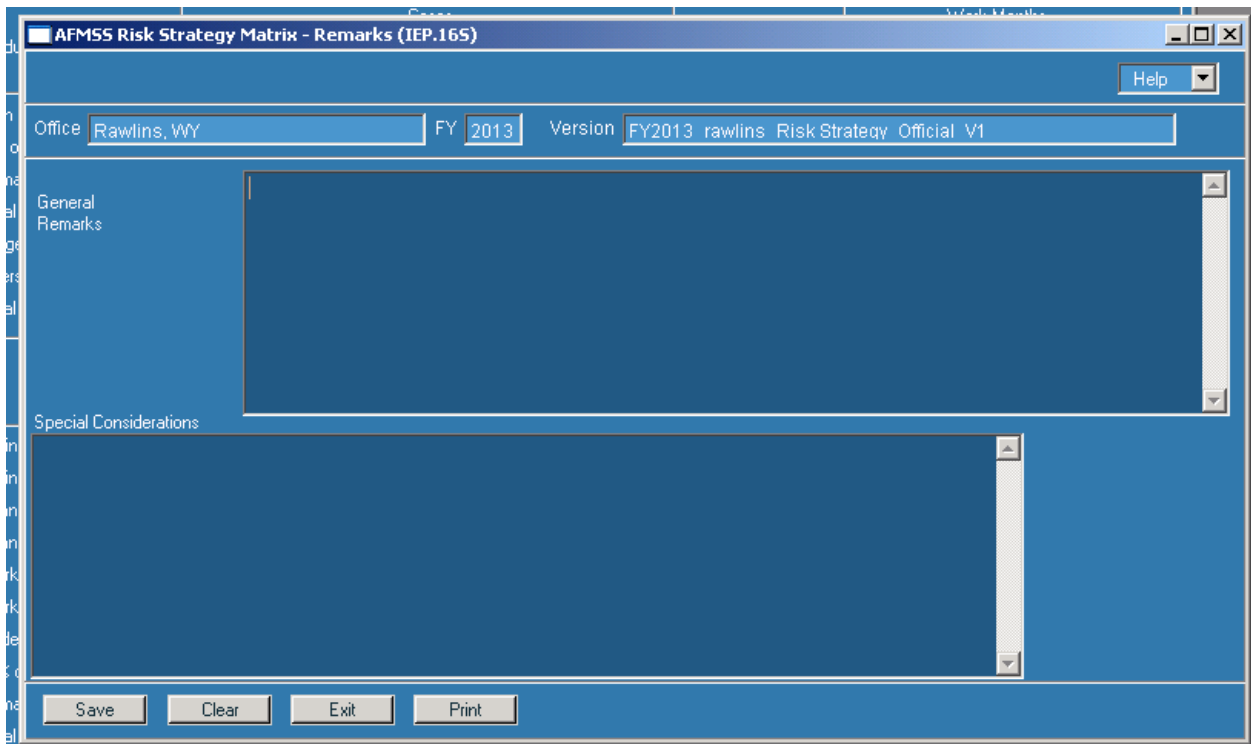
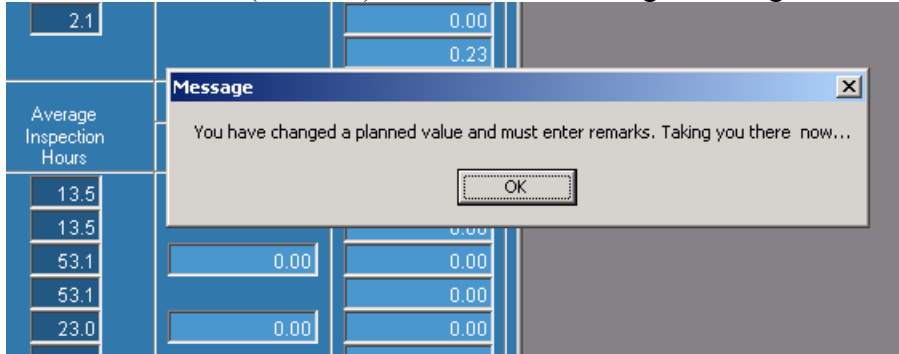
Print Cancel

The system defaults to “Acrobat Preview” for printing. From Acrobat, you may also save an electronic copy. If selected, the older “Windows Preview” remains unchanged.

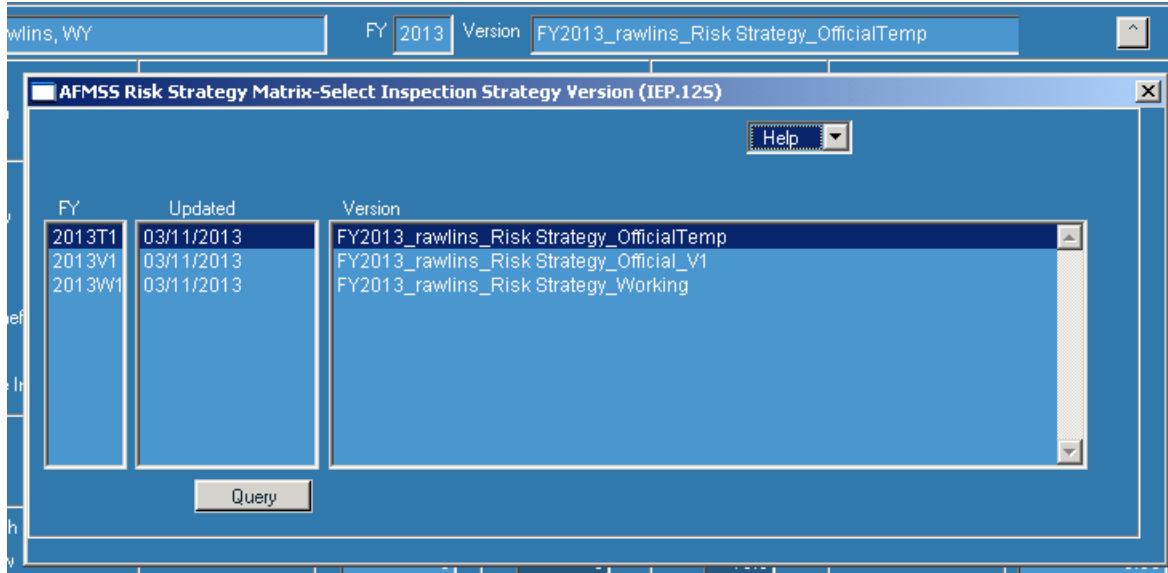
Clicking on the “Version” pull down displays the “AFMSS Risk Strategy Matrix-Select Inspection Strategy Version (IEP.12S)” screen. Highlight and query the FY and version you want to look at; editing is allowed only on the most current version. In the example below, only the “FY2014_your office_Risk Strategy_Official_V1” is editable.



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.



Clicking “Save” automatically creates “FY2014_ your office_Risk Strategy_OfficialTemp”



Clicking “Save Official” automatically creates a new official version with the appropriate version number, i.e., “FY2014_ your office_Risk Strategy_Official_V2”. The “FY2014_ your office_Risk Strategy_OfficialTemp” is deleted; in addition, any “OfficialTemp” is deleted on October 1.

