

AFMSS User Group Meeting Minutes
July 9 - 12, 2001

The AFMSS User Group held their annual meeting in Sacramento, California during the week of July 9 - 12, 2001. The minutes contain an Executive Summary outlining some of the major issues. Detailed minutes of each topic discussed at the meeting follows beginning on Attachment 1-4.

Members Present:

<i>Team Member</i>	<i>Position</i>	<i>Site</i>
Paul Brown	Program Manager	WO-310 (Denver, CO)
Casey Ferguson	AFMSS Help Desk	WO-310 (Denver, CO)
Jim Haerter	Chairperson	California (Bakersfield Field Office)
Patty Ramstetter	Co-chairperson/User Rep.	Utah State Office
Steve Witter	New Mexico	Moore Field Office
Dave Stewart (Acting for Carol Van Ryzin)	Eastern States	Milwaukee Field Office
Carol Larson	Montana	Miles City Field Office
Benna Muth	Utah	Vernal Field Office
Sue Robertson	Wyoming	Pinedale Field Office
Chris DeVault	I & E Representative	Rock Springs Field Office
Greg Noble	Alaska	Anchorage Field Office
Neel McBride	New Mexico	Farmington Field Office
Elaine Kaufman	Adjudication Representative	Montana State Office
Dan Rabinowitz	Colorado	Durango Field Office
Steve Wells	Nevada	Nevada State Office
Mike Lystad	Geothermal Rep.	Ridgecrest Field Office
Jean Steffen	Minerals Mgt. Service Rep.	MMS (Denver, CO)
Gene Thibodeau	Project Manager	OTS
Linda Christensen	Lead Developer	OTS
Brian Liedtke	Developer	OTS

Del Fortner	Fluid Min. Group Manager	WO-310
Richard Watson	Washington Office	WO-310
John Broderick	Washington Office	WO-300
Larry Bauer	National Training Center	Phoenix, AZ
Members/Advisors Unable to Participate		
Lonny Bagley	National I&E Coordinator	WO-310 (Billings, MT)
Pat Fleming	Config. Mgr. Documentation	OTS
Dwight Rudolph	Developer	OTS
Carlos Martinez	Config. Engineer/Testing	OTS
Bill Van Meter	Developer	OTS
Mary Nagel	BLM/MMS Liaison	WO-310
Invited Guests		
Karen Rogers	GIS Specialist	Pinedale, WY
James Pickering	Audio Visual Specialist	California State Office
Sean Hagerty	Geothermal Lead	California State Office
Rich Hoops	Geothermal Lead	Nevada State Office
Rich Estabrook	Geothermal	Ukiah, CA
Jim Abbott	Associate State Director	California State Office
Patty Gradek	Fluids Group Manager	Bakersfield Field Office
John Kaiser	Petroleum Engineer	Bakersfield Field Office

EXECUTIVE SUMMARY

AFMSS Team Update - The AFMSS team consists of Paul and Casey Ferguson (Helpdesk), the User Group members, OTS contractors, and various individuals in field offices (local and State Application Administrators, etc.). Leadership changes were made at the meeting. After four years of outstanding service, Jim Haerter has stepped down as Chairperson of the Group. He will remain the California representative for AFMSS issues. Patty Ramstetter was voted in as Chairperson and Carol Larson will be the Co-chair.

OTS Update - Gene Thibodeau introduced the OTS programmers involved with AFMSS. They are: Brian Liedtke (OGOR project), Linda Christensen (oversight/lead), Carlos Martinez (testing), Bill Van Meter (EC), Ute Willmore (part time helping with EC), Pat Fleming (documentation), Monte Thibodeau (part time documentation), and Dwight Rudolph (part time programmer).

Production Reporting (OGOR) - OGOR changes will be in the Version 3.0 AFMSS release October 1st to coincide with the MMS reporting change. All existing Monthly Reports of Operations (MRO) documents will be converted as "original" documents to the OGOR format. Training issues were discussed, including BLM attendance at the MMS Industry training.

MMS/OGOR - MMS is doing two cycles of user acceptance testing on their new software. Two concerns that BLM had regarding the new implementation were (1) Notification of operator changes; (2) MMS will be building tolerances into OGOR reporting. The current policy for requesting amended production reports through MMS may need to be updated.

EC Enhancements - Linda Christensen presented an issue paper for discussion regarding proposed enhancements for AFMSS electronic commerce. Enhancement proposals include (1) automatically sending an email message to operators when EC documents are rejected or transferred; (2) Sending an email to operators when an EC submission is formally approved by the BLM; (3) Allow BLM to send copies of EC forms and attachments via email to other agencies; (4) Allow the reviewer to send an email to an operator during the review process; (5) Send the 7 day letter via email; (6) Redesign the EC sundry screen to show operator submitted wells and facilities on the header screen; (7) Allows operators to specify a submitting contact and technical contact; (8) Create a PDF copy of the EC form with the AFMSS revised data on the WIS server; (9) Give the operators the ability to submit "amended" reports/documents; (10) From within AFMSS, be able to see all EC attachments for a well, regardless of what kind of transaction it came with and (11) Add a screen in AFMSS to move EC data from one well to another, if it was committed to the wrong well.

Items 1, 2, 6, 7, and 8 are already done and will be included in Version 3.0. Items 3, 9, and 10 are tentatively scheduled for next the March, 2002 software release. A Change Request will be submitted for item 11 to track it as a workload item for a future software version release.

Server Consolidation - There is a proposal to consolidate all of the AFMSS databases onto a central server located at the Denver Federal Center. Servers will be consolidated, not individual databases. Servers will be consolidated sometime after the October 2001 version 3.0 software release.

FOIA - There is inconsistency among offices regarding the data being released to the public. The AFMSS Main Screen designates the data as non-public and subject to FOIA but clarification is needed. Richard Watson will get an opinion from the Solicitor's Office and the Washington Office will release guidance to the field.

Idle Well Initiatives Update - WO IM 01-147 has been issued. Procedures and guidelines for reviews are included in the memo. Two AFMSS reports can help users in the review; Zero Production Report, and MRO Well Status Comparison Report. An instruction booklet for the

use of the Zero Production Report and is available on the New Mexico FTP server (ftp://ftp.nm.blm.gov). It will also be available on the Ops & I&E Forum, Fluids Forum, and the WO internal webpage.

Redesign of Production Inspection (IEP.27) screen - Dwight Rudolph proposed the rewrite/revision of the inspection screen(s), starting with the production inspection (IEP.27) screen. It is proposed to consolidate all of the inspection screens into one multi-function screen. A subcommittee was formed: Benna Muth (Lead). She will contact Herman Lujan, Debbie Bohlman, and Rick Romero to help. Other volunteers are Neel McBride and Dan Rabinowitz. Patty Ramstetter will coordinate with the I&E Policy and Guidance Team on this issue. Proposed changes will be sent out for field office input and comments.

ITIB Project Proposals - There are 3 proposals that could directly impact AFMSS in the future. External Interface Capabilities is one of the proposals that was approved for project status by the ITIB. This proposal outlines the objective to link various systems together, i.e., AFMSS and LR2000, and AFMSS and Bond and Surety. The Handheld (Field) Data Capture for Field Inspection capabilities is another proposal approved by the ITIB. Also proposed is the Enhanced capabilities for Electronic Commerce which includes electronic data interchange (EDI) capabilities, and the ability for electronic feedback (which will be included in Version 3.0 release of AFMSS, October 1, 2001). Another proposal, which has not been approved yet, is the Premier Data Applications. The project proposals use separate funding and IRM support outside the scope of the current AFMSS Project.

Geothermal Module - Sean Hagerty of the California State Office Geothermal program, along with Rich Estabrook, Mike Lystad, and Rich Hoops addressed the UG regarding tracking geothermal wells in AFMSS. They do not have an automated system for tracking wells and associated information. A brainstorming session, possibly in late October of this year, will be held between the Geothermal Program members and OTS.

Other Issues - The UG reviewed some items that will need future attention.

- Change of business practices - Information will be coming from the Washington Office.
- Late APDs (why) - Washington Office needs to send an Instruction Memorandum or information to the field offices regarding delays in APD approval.
- AFMSS to MIS interface - A subcommittee was formed to research the links between AFMSS data and MIS needs. Members are: Carol Larson (Lead), Dan Rabinowitz, and possibly Will Lambert.
- Washington Office data needs - need to be determined and communicated to Program Manager.

The next annual meeting will be held in January. A quarterly conference call will be held in September.

DETAILED MINUTES

Meeting Introductions

Jim Haerter had notified the User Group (UG) that he was stepping down as Chairperson. Patty Ramstetter was acting Chairperson for this meeting. Election of the Chair and Co-Chair was deferred to the end of the meeting.

Paul Brown welcomed the UG and gave opening remarks. He handed out the Team Charter developed in 1998. The Charter is in need of updates and Paul asked UG members to review and comment by the end of the meeting. He will compile the comments and redistribute to the UG. The Charter will be reviewed at the next meeting. Paul also asked the group members to complete a Cross Functional Team Evaluation form by the end of the meeting. He will consolidate the results and send them to the UG.

The UG reviewed the agenda and created a list of walk-on items to be discussed as time allowed at the end of the meeting.

Paul Brown gave an AFMSS Project update. At the end of May John Evans was directly assigned to Del Fortner's staff. He will no longer be part of the AFMSS Project Team. The AFMSS team consists of Paul and Casey Ferguson (Helpdesk), the User Group members, OTS contractors, and various individuals in field offices (local and State Application Administrators, etc.).

AFMSS Operations & Maintenance (O&M) funding will remain adequate for the foreseeable future. If new features are approved (by the ITIB), they will be funded over and above the current AFMSS funding.

Funding for hardware for individual field offices was discussed. Due to the increase in Electronic Commerce (EC) submissions, some offices are in the need for additional dedicated printers, copiers, etc. **All UG members are asked to canvas their field offices to see if additional equipment/hardware is needed and report back to Paul.

OTS Update

Gene Thibodeau introduced the OTS programmers involved with AFMSS. They are: Brian Liedtke (OGOR project), Linda Christensen (oversight/lead), Carlos Martinez (testing), Bill Van Meter (EC), Ute Willmore (part time helping with EC), Pat Fleming (documentation), Monte Thibodeau (documentation), and Dwight Rudolph (part time programmer).

OTS is still looking for volunteers to travel to Denver in August for User Acceptance testing for the release scheduled for October. People with EC background are especially needed. For the release of Version 3.0, key dates are:

OGOR Testing - July 23 - 27
Code Cutoff - August 24
User Acceptance Testing - August 27 - 31
Code Cleanup, CMB Prep - September 3 - 7
Interoperability Testing - September 10 - 14

Database Upgrades - September 29 - 30
Release of Version 3.0 - October 1

AFMSS Server Consolidation

Consolidation of AFMSS servers - There is a proposal to consolidate all of the AFMSS databases onto a central server which will be located at the Denver Federal Center. The servers will be consolidated, not the individual databases. Centralization will make it easier to maintain the one server, and will eliminate the need for System Administrators having to maintain individual servers in each State. It is proposed to consolidate the servers on August 18-19. If the consolidation doesn't occur in August, it will have to be postponed until after the release of Version 3.0 in October. When the AFMSS servers are consolidated into one central server, local System Administrators will have to update the Informix setnet32 configuration on individual user PCs to point to the new server, but the AFMSS project will distribute a wizard to facilitate that change. One benefit of consolidation is that AFMSS will no longer have to try to support all the different versions of Informix and AIX that are installed for use around the Bureau. They still need to address the dial in services for remote users.

A software package, Citrix, is being researched and tested for future use to see if it will simplify the maintenance of the server and may improve user response time. Benefits of Citrix are that local System Administrators will no longer have to load AFMSS upgrade installs; everyone would run the software on a single Citrix server. The research and a cost benefit analysis is being conducted by NIRMC in coordination with OTS. Because of Citrix license costs, it is expected that there will be a maximum of 200 concurrent users on the Citrix server. Linda and Jim Haerter will continue coordination and testing with NIRMC and inform the group of progress in this area.

Government Access for Disabled Customers

The Americans with Disabilities Act (ADA) Section 508 was amended in 1998 and requires that Federal agencies' electronic and information technology be accessible to people with disabilities, including employees and members of the public. There has been no real definition for compliance with Section 508 at this time. The AFMSS color schemes fall into this law, but other issues are dependent on the definition. There is a potentially large workload to ensure that AFMSS will be compliance, i.e., voice recognition, other software packages.

Informix Upgrade Issues

The consolidation of servers will eliminate the problems with upgrades to the Informix software. AFMSS will run on Windows 2000 on PCs.

AFMSS PR Enhancements for CM-3 Certification

We need to enhance the PR system to track testing history and comply with documentation standards. Each tester will need to "sign off" on completed PR testing. NOTE: The Problem Reporting (PR) System is now called the Change Request (CR) System.

Boundary Change

Most offices have not had the need for boundary changes with AFMSS data, but the issue has surfaced. When jurisdiction changes from one office to another, the AFMSS data needs to be moved from one database to the other. Dwight Rudolph has written a proposal to accomplish boundary changes. It will require a complete rewrite of the current boundary change program. Dwight requested a small subcommittee formed to set rule definitions for the boundary change program. The subcommittee members are: Carol Larson (Lead), Jean Steffen, Patty Ramstetter, and Joy Becker. New Mexico and Wyoming currently has boundary change requests.

Fluid Minerals Update

Del Fortner gave a Fluid Minerals Program Update. Del is the Manager of the Fluid Minerals Group in the Washington Office (WO-310). He reiterated his support of the UG and plans to attend all future meetings. He wants to see the UG to continue to be a field-led group. Del gave a PowerPoint presentation and said that AFMSS funding will remain level or may increase over the next few years.

FOIA Requests Related to AFMSS Data

Sue Robertson provided the UG with some background information about FOIA in the form of a handout. There is inconsistency among offices regarding the data being released to the public. The AFMSS Main Screen designates the data as non-public and subject to FOIA but clarification is needed. Richard Watson will get an opinion from the Solicitor's Office and the Washington Office will release guidance to the field.

OGOR Conversion Issues

Carol Larson gave a brief update on the OGOR subcommittee. The OGOR proposal was sent for field office comment on May 17th. Comments were due to the subcommittee by June 20th. The Subcommittee held a conference call on June 27th to review comments. There were very few field comments, but the ones that were received were incorporated into the final OGOR proposal. The OGOR changes will be included in the Version 3.0 AFMSS release due out October 1st. The conversion process will actually begin ahead of the release time to allow the programmers time to convert all of the existing data. Larger databases will take a considerable amount of time. Even though conversion processes will begin before the release, it will be invisible to the user until the Version 3.0 release. All existing Monthly Reports of Operations (MRO) documents will be converted as "original" documents. Testing for the new OGOR screens will be held two weeks from now. Training issues were discussed, including BLM attendance at the MMS Industry training. Brian Leidtke gave a software demonstration of the new OGOR screens to the UG.

MMS Update

Changes to OGOR - MMS is doing two cycles of user acceptance test. They finished the first cycle on July 6. The OGOR software was delivered 5 weeks late, so they were not able to complete all test scripts. The 2nd cycle is expected to begin July 23 and run for about 7 weeks.

This will include converted production data and the program to transmit OGOR's to BLM.

There will be a week for testing OGOR files from industry. This will be limited to 10 - 12 companies and approximately 100 lines of data per file.

They have completed 3 cycles of conversion testing and expect to do testing on converted data the week of July 16.

Two concerns that BLM had were (1) Notification of operator changes. MMS accepts reports from whoever submits it. However, it was a manual process to notify BLM when reports are accepted from a new operator. It's intended to automate this by including a warning error on the OGOR file sent to BLM. With an automatic message, BLM could choose to create a report or query based on this warning error that would show instances where operator was changed on the MMS database based on OGOR's received.

(2) MMS will be building tolerances into OGOR reporting. One of the main tolerances is whether production totals on OGOR Part A are equal to disposition totals on Part B. The tolerances proposed are 5 bbl for oil, 25 mcf for gas, and 30 bbl for water. Another tolerance is the comparison of the beginning inventory on the report being processed with the ending inventory from the previous month. This is proposed to be set at 5 bbl. Jean was asked to verify whether these tolerances had been presented at a STRAC meeting. Per Jean, the tolerances to be automated into the OGOR have never been presented at a STRAC meeting. They have been discussed at the Federal Technical Subcommittee (now the Minerals Technical Forum). MMS considers these automated tolerances to be an extension of manual tolerances that have been in place for several years.

Several large companies have indicated they will not be ready to switch from 3160 to OGOR reporting. Amoco has asked for a one-year extension. MMS has granted a 6-month extension and will review again if they need more time. However, in all practicality, we know that many of the small operators will continue to send 3160's until forced to do otherwise. There is no incentive for them to switch since MMS will have a program to transform a 3160 received into an OGOR for processing. We'll just have to wait and see how it goes.

Jean indicated that there is some risk that MMS implementation may not be on October 1st as scheduled. This is because processing of production data is not mandatory for implementation. However, if there is a delay, it would probably be a matter of weeks, rather than months. BLM should plan for the possibility of a delay. Update: As of 8/30/01, implementation of production data processing on the new system has been delayed. The new implementation date is projected to be between 11/01/01 and 12/01/01.

The UG asked if the current policy for requesting amended production reports through MMS needs to be updated. Patty Ramstetter, Benna Muth, Chris DeVault, Mary Nagel, and Lonny Bagley will form a subcommittee to review the current policy and recommend any changes.

MMS is still having problem with some offices in getting their new users added to databases and servers in a timely manner. Multiple requests have to be made, and even then there are instances where MMS does not get a response. It was agreed by the UG that the capability should be made

to allow Casey Ferguson (Helpdesk) to add the MMS user names to the specific databases. The consolidation of servers will eliminate the problem with getting names on multiple servers. A new User Finder screen will be developed to make it easier to find user names in a database.

Idle Well Initiatives Update

Washington Office Instruction Memorandum 01-147 has been issued regarding the review of idle wells and bonding reviews. Procedures and guidelines for reviews are included in the memorandum. There are two AFMSS reports mentioned in the memorandum to help users in the review - the Zero Production Report, and MRO Well Status Comparison Report. There are other reports which will be reviewed and revised to meet the Idle Well Initiative needs. The Idle Well Workgroup will make recommendations to the AFMSS Reports subcommittee on specific reports (ie. Well Activities Summary Report, etc.). Carol Larson compiled an instruction booklet for the use of the Zero Production Report and is available on the New Mexico FTP server (ftp://ftp.nm.blm.gov). There were also suggestions from Del and other UG members that the instructions be available on the Ops & I&E Forum, Fluids Forum, and the Washington Office internal webpage.

AFMSS Training for FY 2002

Larry Bauer gave a update on the tentative training schedule. The National Training Center (NTC) is promoting Distance Learning options such as web based, satellite broadcasts, computer based (CD ROM), and interactive TV. A Training Design Meeting is scheduled for October to review our current training materials and create additional training classes as needed. It is imperative that AFMSS training be made available for managers in a form that will reach the greatest number. Casey Ferguson will send a questionnaire to all AFMSS users to identify training needs. Training for the Electronic Commerce was discussed to be added to the yearly MMS industry training. The AFMSS Software User Manual (SUM) was also discussed. It is proposed to change the format of the SUM to more of a "how to" guide. The SUM would need to be entirely rewritten or supplemented to include step by step guides for users.

Update from Reports Subcommittee

Benna Muth gave an update on the reports that have been reviewed. Documentation on how each report works is needed and has been completed for many of the reports. Sets of report documentation have been sent to the field offices for comments. The fourth set will be sent shortly. Field comments are sparse and the Report Subcommittee has reviewed and proposed changes to reports. Some reports have been changed to reflect the proposals.

Data Quality Plan

Paul Brown discussed the future of a Data Quality Plan for AFMSS. We have received some information regarding the Washington Office Data Standards, and we have been given the green light to model our own Data Quality Plan. A subcommittee will be formed to begin working on a plan, starting with the Inspection Documentation that is already in place. Members of the subcommittee are: Patty Ramstetter (Lead), Chris DeVault, Steve Witter, and Carol Larson. The field offices will be contacted to get more volunteers for this subcommittee.

Redesign of the Production Inspection (IEP.27) screen

Dwight Rudolph has proposed the rewrite/revision of the inspection screen(s) in AFMSS. The proposal starts with the production inspection (IEP.27) screen. He proposes to consolidate all of the inspection screens into one multi-function screen. There are some performance issues, but the goal is to optimize the performance of this screen, especially for large cases. Dwight requested that a small group be formed to work on rewrite of this screen. Benna Muth will be the group lead, and it was suggested that she contact Herman Lujan, Debbie Bohlman, and Rick Romero to help. Other UG members that volunteered are Neel McBride and Dan Rabinowitz. Patty Ramstetter will coordinate with the I&E Policy and Guidance Team on this issue. As with any screen redesign, the proposed changes will be sent out for field office input and comments prior to final implementation to ensure that it meets user needs.

Re-projection Module for AFMSS (PR3387)

Jim Haerter discussed adding a module to AFMSS that would convert location data to various formats. He indicated that there has been substantial input from industry requesting the capability to file location information using the state plane coordinate system. There is a free software utility available from the Army Corps of Engineers that can convert footages and UTM or State Plane coordinates to latitude/ longitude and vice versa. Availability of well location information in AFMSS is very important toward the GIS mapping effort. Jim and Linda will prepare an issue paper for further consideration by the UG to incorporate the ability to convert well location info between the various coordinate systems into AFMSS.

Digital Photo Storage and Tracking

James Pickering, California State Office Audio Visual Specialist. James gave a presentation on a CASO IRM approved pilot project to create a database for storing digital pictures for easy retrieval by the field personnel in several Bureau programs. The pictures can be stored electronically and shared with others, including posting them to a webpage if desired. The pictures can be viewed online and the need for hardcopy printouts for the file is eliminated. Upon completion of the CASO pilot project to determine feasibility for use by field office personnel, there is a possibility of linking the digital storage with AFMSS (inspections, etc.). The National ITIB would need to approve this software if it is decided to use it on a national basis. James also demonstrated the use of palm held computer (PDAs), and a digital camera with GPS attachment. The California State Office has information regarding these posted on their webpage.

Information Technology Investment Board Project Proposals Affecting AFMSS

Richard Watson talked about the proposals currently being reviewed by the Information Technology Investment Board (ITIB). There are three proposals that could directly impact AFMSS in the future. External Interface Capabilities is one of the proposals that was approved for project status by the ITIB. This proposal outlines the objective to link various systems together, i.e., AFMSS and LR2000, and AFMSS and Bond and Surety. The Handheld (Field) Data Capture for Field Inspection capabilities is another proposal approved by the ITIB. This proposal will supplement an existing initiative under the I&E Revitalization Plan. Basically, the

project proposal outlines the development and deployment of a Bureau-wide AFMSS field data capture configuration based upon field capable inspection software and related tools (cameras, GPS, GIS, etc.) running on field oriented inspection hardware. Another proposal is the Enhanced capabilities for Electronic Commerce which includes electronic data interchange (EDI) capabilities, and the ability for electronic feedback (which will be included in Version 3.0 release of AFMSS, October 1, 2001). Business process changes will need to take place to incorporate some of the proposal changes. Another proposal, which has not been approved yet, is the Premier Data Applications. The project proposals are being driven on a national ITIB level with separate funding and IRM support outside the scope of the current AFMSS Project. These proposals, if determined feasible, will eventually directly enhance our future AFMSS operational capabilities. The AFMSS User Group will be called upon to assist the project managers of these proposals to define proposal requirements and business practices to ensure that they meet user needs. These proposals are not sponsored or initiated by the AFMSS User Group, but are the direct result of the Fluid Minerals IT Steering Committee recommendations from the January 2000 NTC Meeting in Phoenix.

Pinedale Routing Tool - CARAT

Karen Rogers of the Pinedale Field Office gave a demonstration on a EC Routing Tool where Pinedale is the pilot office. The Routing Tool, called CARAT (Computer Aided Resource Analysis Tool), uses ArcView and is used for all of the NEPA reviews in Pinedale. All specialists have the tool on their desktops. It is password protected and the data resides on the server. They digitize the operators maps into the tool, and the specialists can review the documents online. The Wyoming AFMSS representative wanted the User Group to be aware of the capabilities of the system and wondered if there was some way for operators to supply map information in some format other than .pdf files so that Pinedale would not have to continue the time consuming task of digitizing data in order to use it in CARAT. Although the group was impressed with the ease of the map-making capabilities of CARAT, there are other national GIS policy issues, as well as other GIS ITIB project proposals that will need to be addressed before our group could take any action. This issue is currently outside the current scope of our AFMSS EC initiatives.

EC Enhancements for Version 3.0 and Beyond

Linda Christensen presented an issue paper for discussion regarding proposed enhancements for AFMSS electronic commerce. Enhancement proposals include (1) automatically sending an email message to operators when EC documents are rejected or transferred. Currently, they have to remember to check the WIS; (2) Sending an email to operators when an EC submission is formally approved by the BLM. BLM could send the approval, with any attachments, such as conditions of approval, electronically to the operator; (3) Allow BLM to send copies of EC forms and attachments via email to other agencies; (4) Put an email button on the EC header screen to allow the reviewer to send an email to an operator during the review process; (5) Send the 7 day letter via email; (6) Redesign the EC sundry screen to show operator submitted wells and facilities on the header screen; (7) Allows operators to specify a submitting contact and technical contact; (8) Create a PDF copy of the EC form with the AFMSS revised data on the WIS server; (9) Give the operators the ability to submit "amended" reports/documents; (10) From within AFMSS, be able to see all EC attachments for a well, regardless of what kind of

transaction it came with and (11) Add a screen in AFMSS to move EC data from one well to another, if it was committed to the wrong well.

Items 1, 2, 6, 7, and 8 are already done and will be included in Version 3.0. Items 3, 9, and 10 are tentatively scheduled for next the March, 2002 software release. A Change Request will be submitted for item 11 to track it as a workload item for a future software version release.

On Thursday morning, the UG attended the opening session of the National Petroleum Forum also being held in Sacramento. The UG meeting resumed at 10:30 a.m.

Geothermal Module for AFMSS

Sean Hagerty of the California State Office Geothermal program, along with Rich Estabrook, Mike Lystad, and Rich Hoops addressed the UG regarding the possibility of tracking geothermal wells in AFMSS. Currently, geothermal leases are tracked in LR2000, but they do not have an automated system for tracking wells and associated information. After much discussion, it was decided that a brainstorming session, possibly in late October of this year, will be held between the Geothermal Program members and OTS. Mike Lystad will coordinate with Linda Christensen of OTS, and provide feedback to Sean Hagerty, Rich Estabrook, and Rich Hoops. John Broderick will assist the group in developing a proposal for the AFMSS UG to consider in the future.

Meeting with CASO Management

Jim Abbott, Associate State Director for California, Patty Gradek, Fluids Manager for Bakersfield Field Office, and John Kaiser, Petroleum Engineer for Bakersfield Field Office joined the meeting for an overview of the User Group mission, update on our many accomplishments, and a discussion on future project enhancements that we have identified. Jim also gave us some suggestions on how to get management involved and aware of AFMSS ability to be used as an effective management tool.

Other Issues

The UG reviewed some items that were identified at the beginning of the week that will need future attention.

- Increase AFMSS awareness, especially with management - Paul Brown and Jim Haerter will work on the Communication Plan.
- Change of business practices - Information will be coming from the Washington Office.
- Late APDs (why) - Washington Office needs to send an Instruction Memorandum or information to the field offices regarding delays in APD approval.
- AFMSS to MIS interface - A subcommittee was formed to research the links between AFMSS data and MIS needs. Members are: Carol Larson (Lead), Dan Rabinowitz, and Will Lambert (as soon as I ask him.)

- Washington Office data needs - need to be determined and communicated to Program Manager.
- Data Quality - a subcommittee was formed to work on this.
- UG Roles and Responsibilities - Sue Robertson will work on this. Paul will compile the comments on the Team Charter and circulate to the UG. Paul will also summarize the Cross Functional Team Evaluation results and circulate to the UG.

Work Assignments

- The minutes will be typed up (Carol Larson) and will be circulated to all UG members as a draft. Final minutes will be issued by the Program Manager.
- A one page management summary will be included with the minutes of the meeting, and sent out to all users.
- The Boundary Change subcommittee consists of Carol Larson (Lead), Patty Ramstetter, Joy Becker, and Casey Ferguson.
- Richard Watson will talk to the Solicitor's Office regarding FOIA requests for AFMSS data.
- OTS will provide a zip file of the OGOR Handbook and post it on the New Mexico ftp server. Patty Ramstetter will coordinate getting the information out on the Ops & I&E Forum, etc.
- Patty Ramstetter will coordinate with Mary Nagel (BLM/MMS Liaison) to set up a meeting with MMS to discuss future procedures needed to request amended production reports through MMS.
- Carol Larson will post the Idle Well reports instruction booklet on the Ops & I&E Forum.
- Jim Haerter, Greg Noble, and Dan Rabinowitz will work on reviewing AFMSS reports that may be used with the Idle Well Initiative.

Walk-On Items:

- Laptops and PDAs - done
- USFS as AFMSS Users (Dave Stewart) - done
- Training at a State Office level - will be addressed at the Training Design Meeting (Benna, Patty, and Elaine Kaufman).

- Helium PR - done

- Law Enforcement inspection code (Neel McBride) - I&E Policy and Guidance Group will need to address this issue.

- Performance Issues (AFMSS is SLOW). Paul and Casey will research the effect that the VPN and access groups have on performance of AFMSS.

- Maintenance remarks and ABD/TA facilities - Benna will file a CR.

- Surface reviews of multiple wells (pods) in the Buffalo Field Office - Sue will work with Buffalo to address their needs. They also requested that remarks be revisited and Sue will address that.

- MMS Access - Linda and Casey will work on this.

- Ability to delete an inspector name - Sue will file a CR.

- Data Quality subcommittee - Patty will be the lead and will get volunteers outside of the UG.

- IEP.27 revamp - Benna will lead subcommittee. Other members are Herman Lujan, Chris DeVault, Rick Romero, Steve Witter, and Sue Robertson.

- Linda and Jim will work on the State Plane project.

Paul Brown presented Jim Haerter and Patty Ramstetter with gifts and expressed the groups appreciation for their years of service as Chairman and Co-Chairman. Jim reminded members that being a UG member should be included as a critical item in the EPPR and IDP.

There was much discussion regarding the election of a new Chairman and Co-Chairman. The Team Charter needs to be modified regarding the election process. It was suggested that the Co-Chairman become the Chairman if the Chairman steps down. Elections should take place every two to three years. It was also suggested that the Team adopt the practice of having an official recorder for each meeting. UG members should not be required to take turns taking the minutes of meetings and teleconference calls. It was suggested that a person be found who is familiar with AFMSS and the Oil & Gas program. They will not be an official team member, but will be present at the meetings and phone calls to record the minutes for the group. UG members were asked to canvas their offices for interest.

After discussion, the UG reached consensus that Patty Ramstetter is the new Chairman, and Carol Larson is the Co-Chairman.

The next annual meeting will be held in January, probably in Phoenix. Another quarterly conference call will be held in September. There was also discussion about having at least two, rather than one face to face meeting each year.

John Broderick also suggested that the UG establish an AFMSS User Group Lotus Notes site to disseminate information and use a group calendar, via Lotus Notes to identify important meeting dates or deadlines. This information could be accessible via the internet for those not on Lotus Notes.

The meeting was adjourned.

Following is the list of PRs that were discussed:

Change Request Listing - UG Meeting

PR #	Category	PR Status	Priority	Decision	PR Description
3387	EC.2	HOLD	High	HOLD <i>Jim/Linda will co-author issue paper</i>	Add new DE for State Plane Coord.
3419	EC.23	Open	Medium	Approved <i>Check NOS permit confidential status</i>	Mark form confidential on APD & NOS
3439	EC.27	Open	High	Approved	Change schema for Well Completion form
3418	EC.5	Open	Medium	Approved	Allow operator to pick EC contacts
3422	GLB.10	Open	Medium	Closed	Allow date to be entered not autopopulate
3426	GLB.10	Open	Medium	Approved	EC: SN effective date should default to remarks tied to Sundry
3440	GLB.11	Open	Medium	Approved <i>Change the Type field to a pick list</i>	Type field isn't large enough on Customer Selection screen
3395	GLB.12	Open	Low	Approved <i>High Priority</i>	Buttons for multi-customer support, but screen only operators on one customer
3408	GLB.54	Open	Low	Approved <i>High Priority</i>	Add a 'finder/list' screen for user mtn.
3416	GLB.60	Open	High	Approved	Tab order skips field in Lease Mtn. Screen
3368	GLB.63	Hold	Medium	Hold <i>Issue paper TBD See PR #3369 Sue, Joy, Kaisa</i>	Have 'Unit Operator' field for Agreements
3414	GLB.70	Open	Medium	Approved <i>High Priority</i>	Add well status to GLB.70

3434	GLB.70	Open	High	Approved	Error when pulling Well Maintenance Screen
3370	GLB.72	Hold	Medium	Hold Issue Paper TBD <i>Sue, Linda, Carol, Elaine</i>	Revamp Block Operator Move
3369	GLB.77	Hold	Medium	Hold Do same time as PR #3368	Add 'DOA Required' field to Adj. Review screen
3412	GLB.80	Open	Medium	Approved	Would like to add more than one NEPA document to Surface Review Screen
3428	GLB.81	Open	Low	Close	Change 'extension dates' to multiple
3432	GLB.81	Open	Medium	Close	When you change disposition to 'Expired' in approval screen it removes 'date drilling approved from IWR.
3423	GLB.84	Open	Medium	Approved Sort instead of Query	Add new Query field
3228	GLB.89	Hold	Medium	Approved Refer to Linda's brilliant idea High Priority	Add lease # to Well Finder screen Handout
3421	GLB.89	Open	Low	Approved Medium Priority	Auto-highlight row if query only returns one line
3107	GLB.90	Hold	High	Hold Idle Well Group action item	Add 'review date' button for TA status
3425	GLB.90	Open	Medium	Approved	Launch Case screen (GLB.94) from GLB.90
3427	GLB.90	Open	High	Approved as software bug	EC: Change well status from NOS to APD when an APD is received via EC
3435	GLB.90	Open	Medium	Approved	System requiring you to enter a date when you change the completion code, and also requires an effective date.
3406	GLB.92	Open	High	Close Local printer issue	3160-11 printing blank pages
3430	GLB.93	Open	High	Approve	When you query by IID, the IID column goes partially under the type

3433	GLB.94	Open	High	Approved	Column of info goes away
3415	IEP.13	Open	Low	Approved <i>as Medium Priority</i>	Request to move FY98A from IEP.13 and IEP.14
3343	IEP.14	Hold	Low	Hold <i>Steve W research</i>	By State radio button (sort order)
3410	IEP.21	Open	High	Approved	Default viewer doesn't change to WinPreview Also approved for EC forms
3249	IEP.27	Hold	Medium	Hold <i>include in IEP.27 redesign</i>	Have Sundry & attachments available under Monitoring section
3429	IEP.29	Open	High	Hold <i>Sue will check with Joy to see if operator is correct</i>	Facilities tied to case don't show up when entering a production inspection.
3403	IEP.37	Open	Low	Approved	Heading on UE detail print screen not entirely showing.
3363	IEP.43	Hold	Low	Hold	Examine using EC for sending out INCs
3405	IEP.43	Open	High	Approved (2 part) 1-Approved 2-take out auto-populate	Indicate type of contact on picklist from this window.
3390	IEP.43R	Open	High	Approved	INC remarks run off page when Print INC screen is selected.
3389	IEP.48	Open	Medium	Approved	Need to add a picklist button by the 'inspectors like' field.
3409	IEP.49	Open	High	Hold <i>Carol check with Lonny on new report to meet his needs</i>	Change QPR to count all closed inspections
3438	IEP.50	Open	Medium	Approved	Need I&E Coord. Matrix work area
3075	IWR	Hold	Medium	Approved <i>Combine info from prod. horizon w/Porous Zones</i>	IWR isn't picking contents from Geologic Description
3404	MNT.13	Open	High	Approved	System won't let add Resource Area Code
3392	MRO.10	Open	Medium	Brian review	MRO 3160 generating incorrect headers

3393	MRO.10	Open	Medium	Brian review	Using Case # and MMS IID Number doesn't generate same numbers on 3160 report
3394	MRO.10	Open	Medium	Brian Review	Four reports and irrelevant data generated in certain fields of 3160 report
3396	MRO.10	Open	Medium	Brian Review	Querying for Case # to pull 3160 Report generates a report for a different case.
3399	MRO.10	Open	Medium	Brian Review	MRO 3160 Querying by case # field sometimes does not generate 3160 reports
3398	MRO.2	Open	Medium	Brian Review	Erroneous data in MRO.2 window
3402	MRO.3	Open	Medium	Brian Review	Incorrect well name & number in MRO Document Detail window.
3397	MRO.4	Open	Medium	Brian Review	MRO Data by Case retrieves 2, sometimes 3, lines of information for the same month.
3431	MRO.9	Open	Medium	Approved - Brian verify	Would like to sort by date on MRO production history and MRO Production Average by Case.
3372	SNT.35	Hold	Medium	Close	Would like to have new Sundry Report (Already incorporated into new Sundry Date and Action Report for Ver 3.0)
3407	SNT.38	Open	Medium	Approved	Screen privileges not clear.
3424	SNT.39	Open	Medium	Approved <i>Change to High Priority</i>	Add new info field in pick list.
2767	SNT.40	Hold	Medium	Hold <i>Sue research</i>	Create a report to track Acres Disturbed & Reclaimed.
3239	SNT.50	Hold	High	Hold <i>Jim, Greg, Dan will review</i>	Modify SNT.50 Well Activities Report so that it actually functions.
3420	WRT.8	Open	Medium	Approved <i>Unlink the well first production date from IWR</i>	First Production Memo Date

3099	afmss	Hold	High	Hold -research <i>Linda, Benna, Carol, Carol Van Ryzin, Steve Witter, Steve Wells</i>	Refer to PR 2898, Approvals not coming over to print on 3160-11 form
3250	afmss	Hold	Low	Hold	Have attachments (Facility Diagrams) print option when printing 3160-11
3391	afmss	Open	High	Approved	Could we get a few more data elements added to the WellRec view for easier ad hoc querying?
3400	afmss	Open	High	Approved <i>Already fixed</i>	Data Element Dictionary from AFMSS menu bar doesn't work.
3401	afmss	Open	Medium	Hold	Research better way to handle documenting the abandonment of last well on case
3411	afmss	Open	Low	Close	Make changing of databases from within AFMSS
3413	afmss	Open	Medium	Approved <i>Change to Low Priority</i>	Hot Keys
3436	afmss	Open	High	Approved <i>for Clear button on finder screen</i>	Get rid of some of the confirmation messages
3437	afmss	Open	High	Approved <i>Change to Low Priority</i>	Helium would like way to track Federal cases that have Helium.

AFMSS USER GROUP ACTIVE SUBCOMMITTEES

EXISTING SUBCOMMITTEES:

Reports Subcommittee: Ongoing work

Benna Muth - Lead

Patty Ramstetter

James Haerter

OGOR Subcommittee: Wrap up after OGOR implementation

Carol Larson - Lead

Jim Hutchinson

Patty Ramstetter

Stuart Cerovski

Lonny Bagley

Benna Muth

Chris DeVault

Nancy Gibson

Jean Steffen Brian Liedtke
Peter Ditton Bo Brown

EC Enhancements - Version 3.0:

Linda Christensen Patty Ramstetter
Sue Roberston
Benna Muth
Kirk Fleetwood

AFMSS Training: Ongoing

Larry Bauer Sue Robertson
Patty Ramstetter Joy Becker
Benna Muth Debbie Bohlman
Carol Larson Paul Brown
Kirk Fleetwood Cathy Queen
Neel McBride

NEW SUBCOMMITTEES:

Boundary Change:

Carol Larson - Lead
Patty Ramstetter
Joy Becker
Casey Ferguson

Data Quality:

Patty Ramstetter - Lead Barbara Benz
Chris Devault Other field people TBD
Carol Larson Steve Witter

Inspection Screen (IEP.27) Redesign:

Benna Muth Chris DeVault
Patty Ramstetter Dan Rabinowitz
Herman Lujan Rick Romero
Neel McBride Sue Robertson

Geothermal Subcommittee:

Mike Lystad - Lead
Rich Hoops
Sean Haggerty
Rich Estabrook

AFMSS/MIS Subcommittee:

Carol Larson
Dan Rabinowitz
Will Lambert