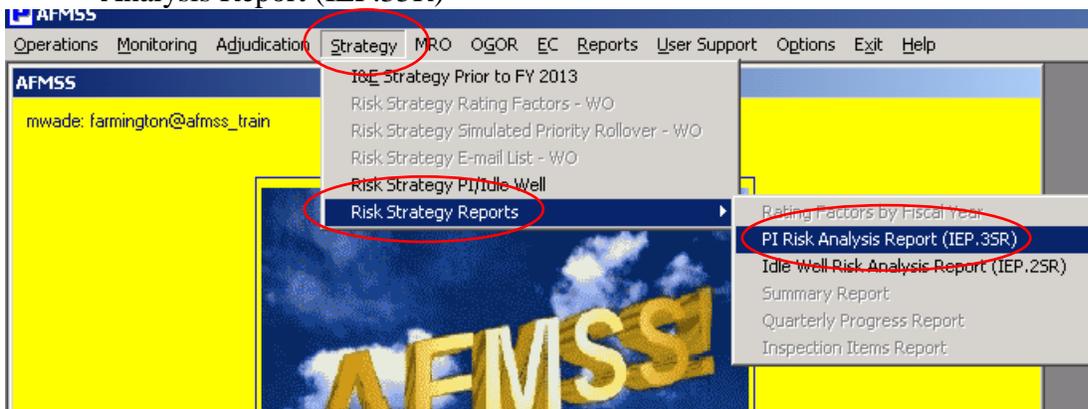


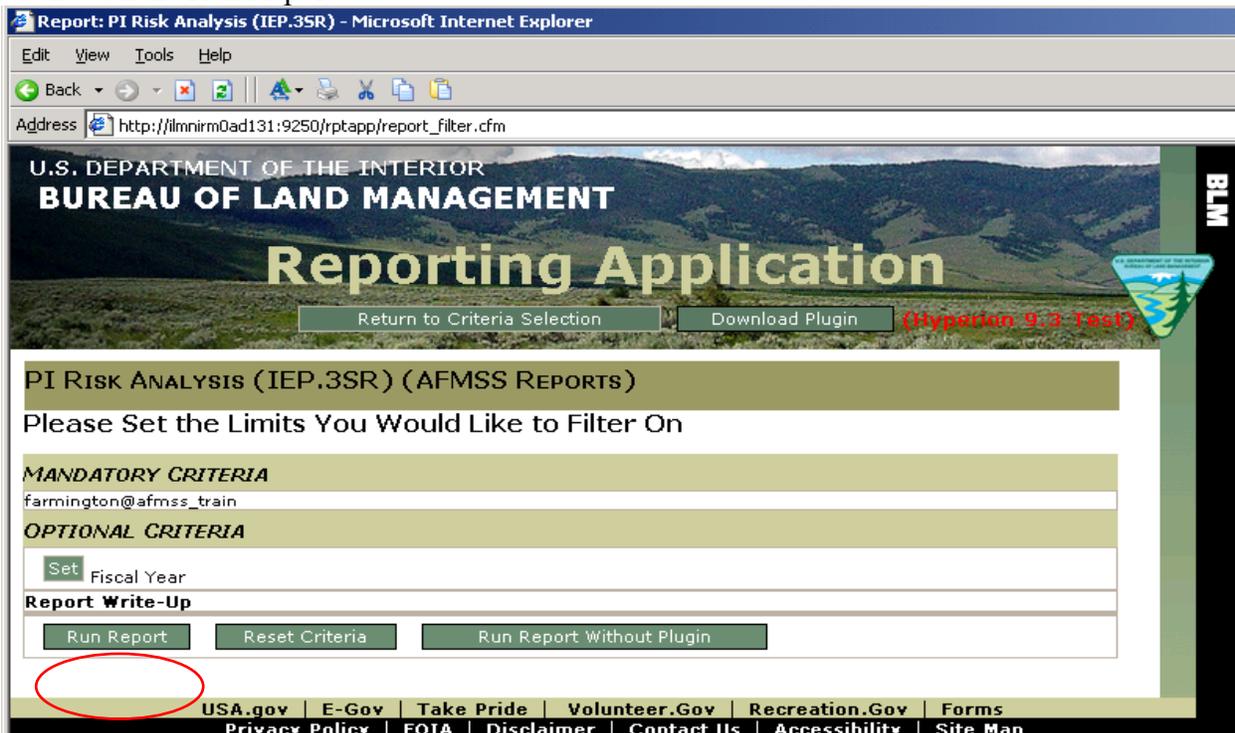
## Instructions for Running Risk Based Reports and Completing AFMSS Matrix

Field Offices (FO) must first update the inspection priority records – changing all records that are currently between a 4.0 and 4.9 to 3.9. This will leave the high priority records as anything with a risk rating of a 5.0 or above. It is necessary for the FOs to manually change these rating factors this year because the criteria for rating a case as high priority is hard coded into the Automated Fluid Minerals Support System (AFMSS). Due to AFMSS programming issues and concerns that recent data entry would be lost, an automatic change in AFMSS is not possible this year. Once you have updated all of the inspection priority records, follow the instructions below to create your updated Risk Based Strategy Matrix.

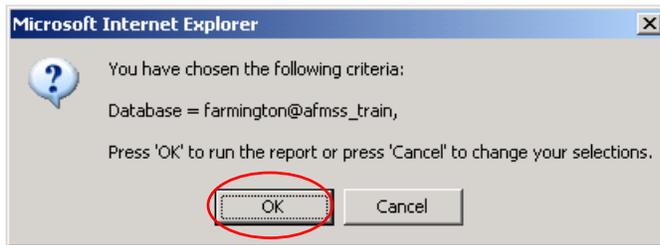
1. From the AFMSS Splash screen select “Risk Strategy Reports” and click on the “PI Risk Analysis Report (IEP.35R)”



2. Click “Run Report”



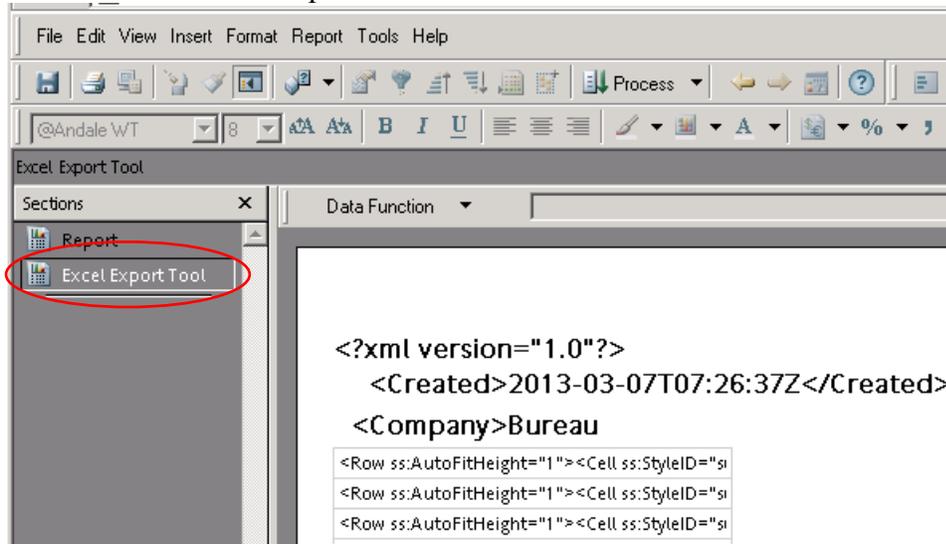
3. Click "OK"



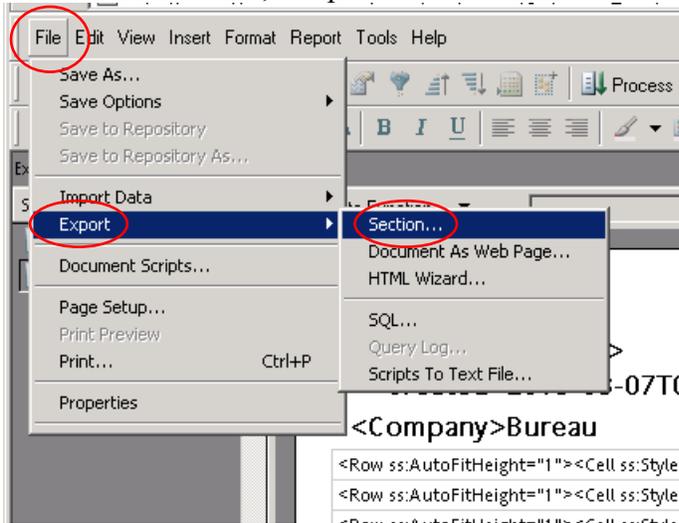
After the report is displayed

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

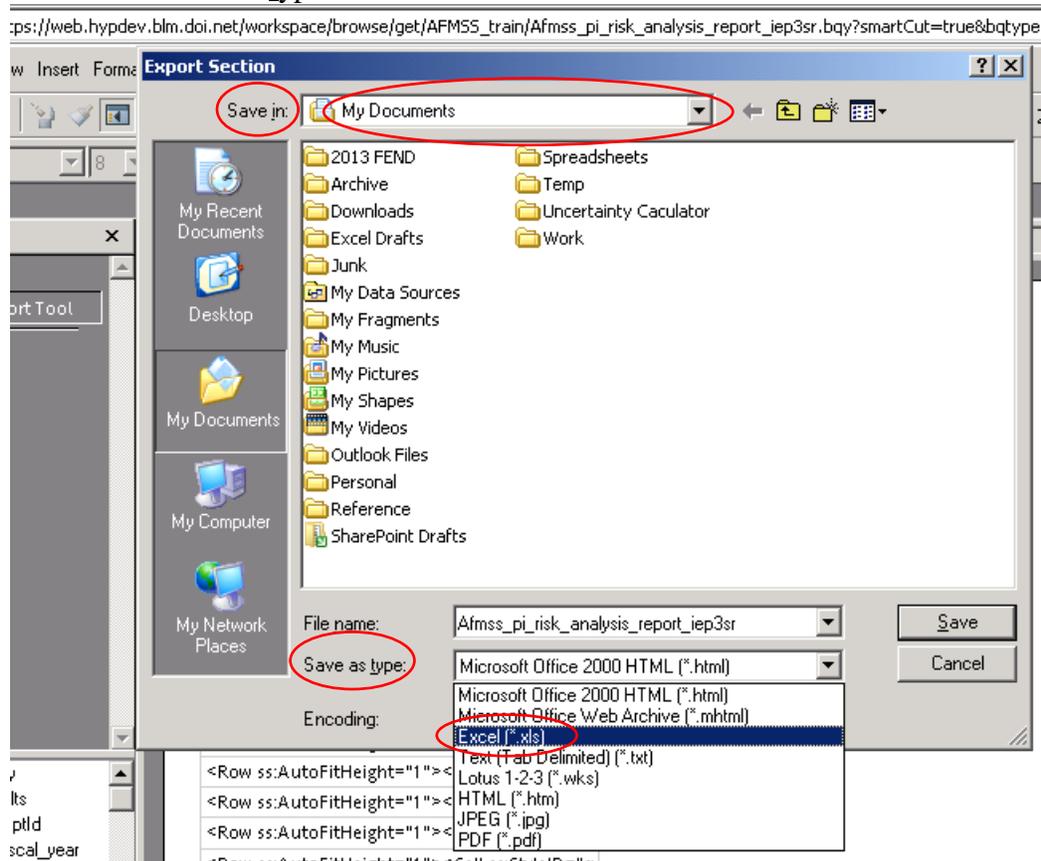
4. Click "Excel Export Tool"



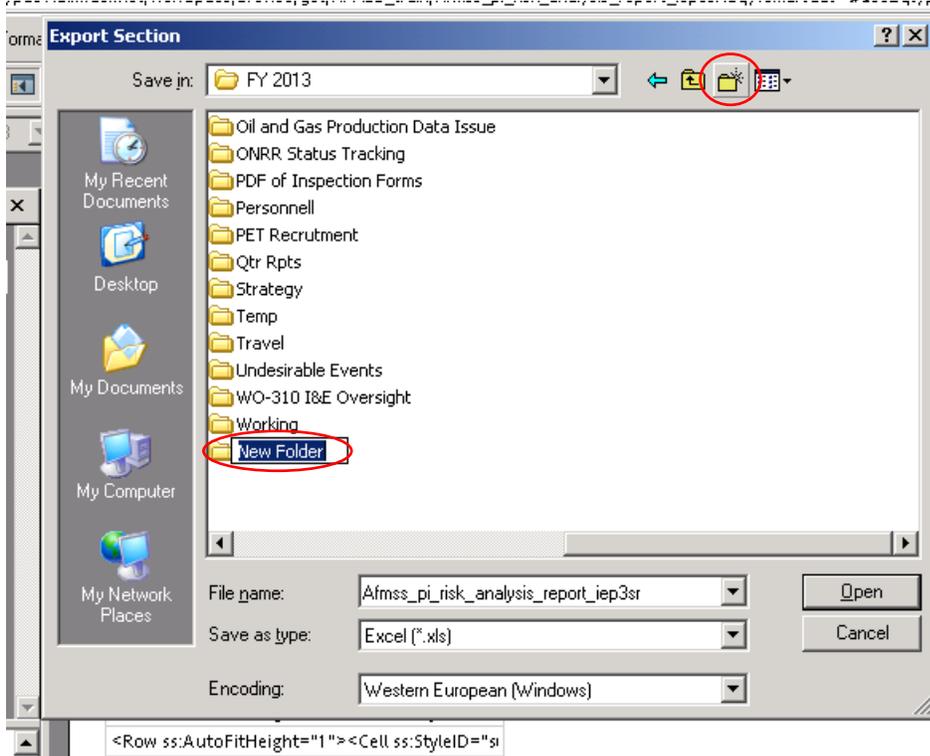
5. Select “File”, “Export” and click on “Section...”



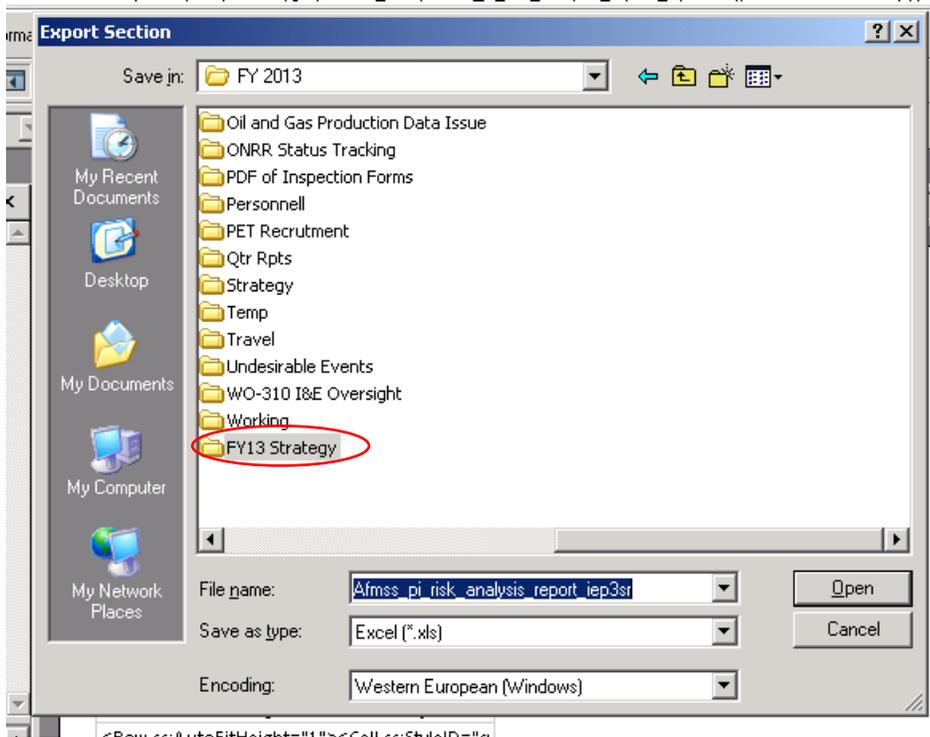
6. Be sure you have “My Documents” in the “Save in:” displayed and select “Excel [\* .xls]” for “Save as type:”



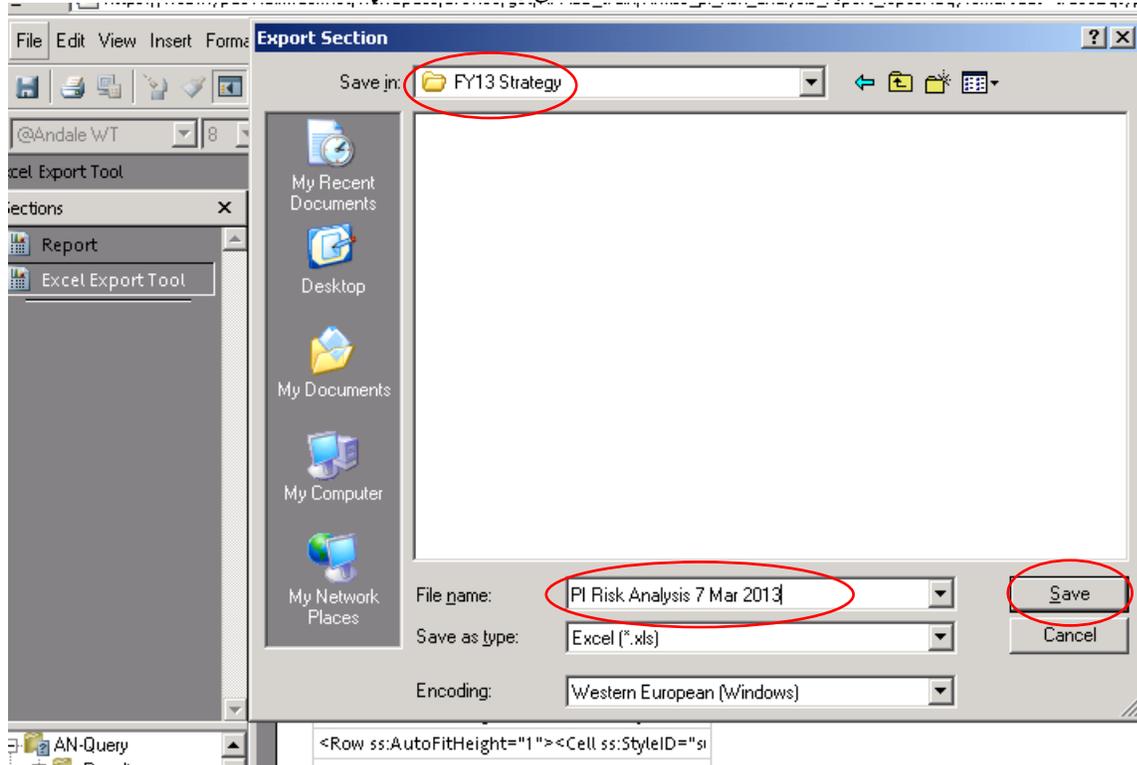
7. You should create a “New File” folder for the FY13 Strategy



For example:



8. 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 March 7 2013
- Federal PI Risk Analysis 3 7 13
- Indian PI - RA Mar 7 13
- Federal PI Risk Analysis – Farmington 7 March 2013
- Indian PI Risk Analysis – Rio Puerco 7 Mar 7 13
- PI – RA Moab 3.7.13

9. Click the small “x” to close

Microsoft Internet Explorer

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

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	

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

Microsoft Internet Explorer

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

Expression Sort Groups Table

**BLM**

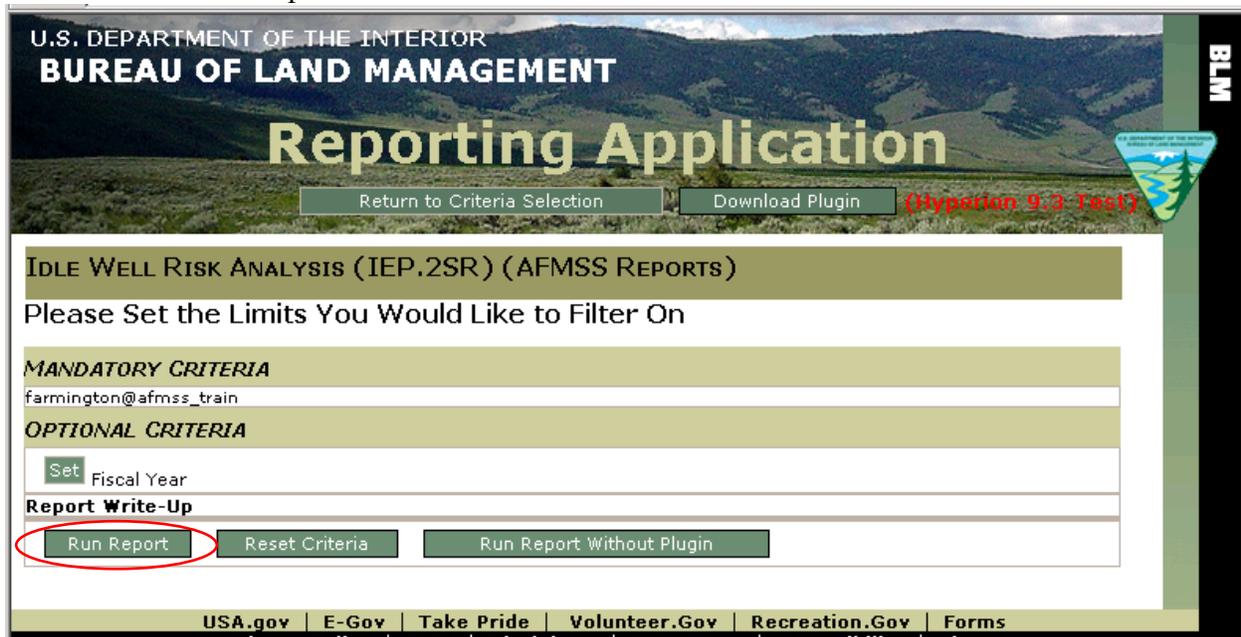
Interactive Reporting Web Client

Save changes ?

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



12. Click “Run Report”



13. 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-Idle Well Risk Analysis Report (IEP.2SR)**

Data											
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	NMNND111A	NMNND111A	TURNER PRODUCTION COMPANY	TURNER 26	1	3003623110002	TA	10/18/96	NMNND111A	TURNER PRODUCTION COMPANY	3003623110002
Fed	NMNND12698	NMNND12698	CONOCO PHILLIPS COMPANY	SAN JUAN 29-6 UNIT	88	3003626184001	TA	05/02/01	NMNND12698	CONOCO PHILLIPS, INC.	3003626184001

14. Click "Excel Export Tool"

File Edit View Insert Format Report Tools Help

Excel Export Tool

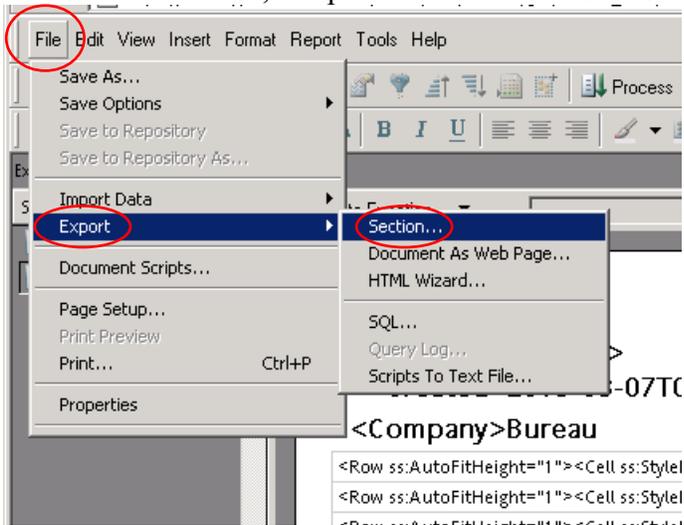
Sections

- Report
- Excel Export Tool**

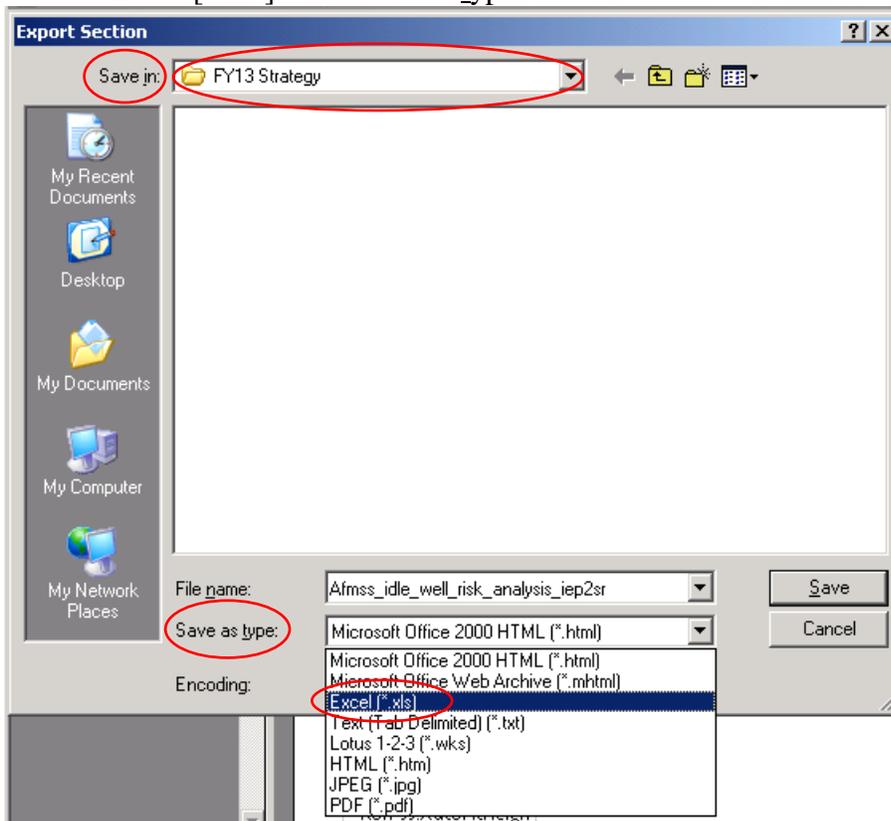
```
<?xml version="1.0"
<Created>2013-03-07</Created>
<Version>14.00</Version>
ZLY:AFMSS:ADH01
```

ExcelExport
<Row ss:AutoFitHeigh
<Row ss:AutoFitHeigh

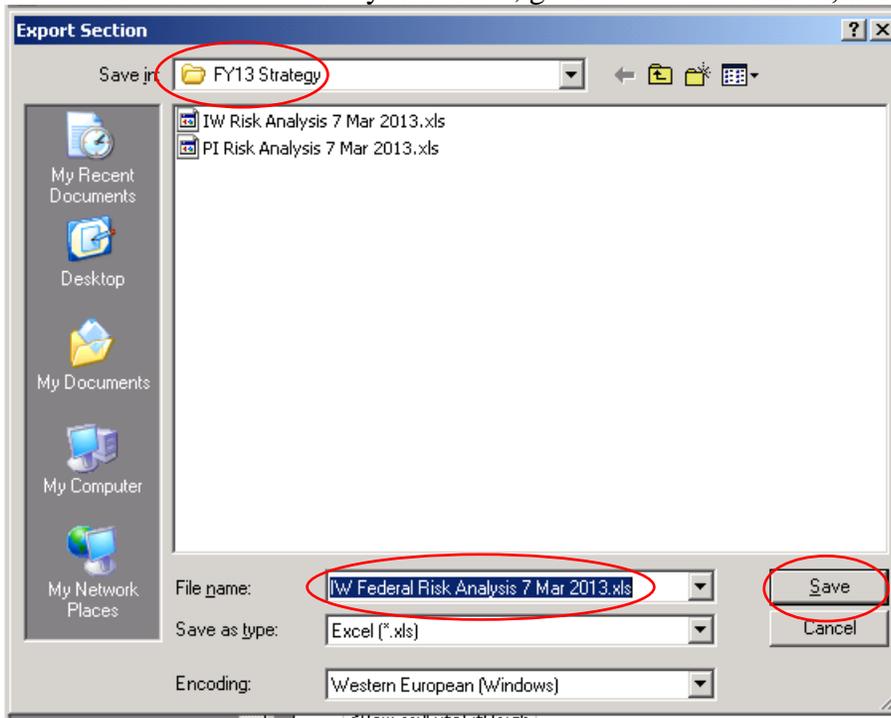
15. Select “File”, “Export” and click on “Section...”



16. 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:”



17. 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 March 7 2013
- Federal IW Risk Analysis 3 7 13
- Indian IW - RA Mar 7 13
- Federal IW Risk Analysis – Farmington 7 March 2013
- Indian IW Risk Analysis – Rio Puerco 7 Mar 7 13
- IW – RA Moab 3.7.13

18. 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			Reason Inspection Required
	# Min INCS	# Maj INCS		Oil	Gas	Over.		Min.	Maj.	Over.			WFO	SO	FO	

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

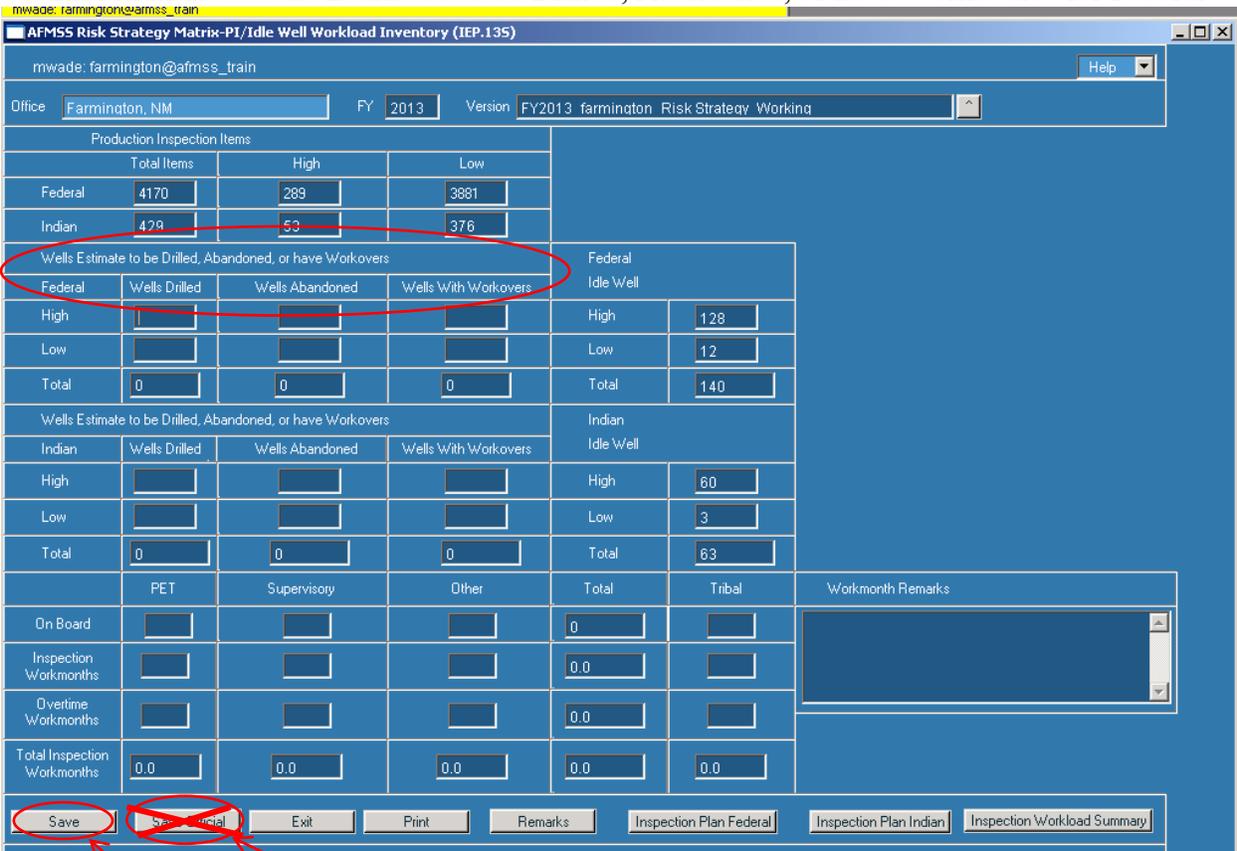
**Interactive Reporting Web Client**  
Save changes ?

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

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



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



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

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

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

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	
	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	
	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	

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

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

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

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	Total	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	Total	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	

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

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

28. Click on “Inspection Plan Indian” or if not an Indian office, click on “Inspection Plan Federal” and go to 35

29. 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

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

- 30. Click on “Save” NOT “Save Official”
- 31. Click on “Remarks”

32. 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

33. Click “Save”

34. 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**

35. 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

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

37. Click on “Remarks”

38. 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

39. 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

40. Click on “Save” **NOT “Save Official”**
41. 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	
<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		
Exit		Print		Remarks		Workload Inventory	
				Federal Inspection Plan		Indian Inspection Plan	

43. Compare total workmonths planned with “Available Workmonths”. The total workmonths planned must be as close as possible to the “Available Workmonths”
44. 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 35 - 40
45. **Only when completely satisfied with the strategy click on “Federal Inspection Plan”**

46. 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 “FY2013 (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	0
Low					
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	0
Low					
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

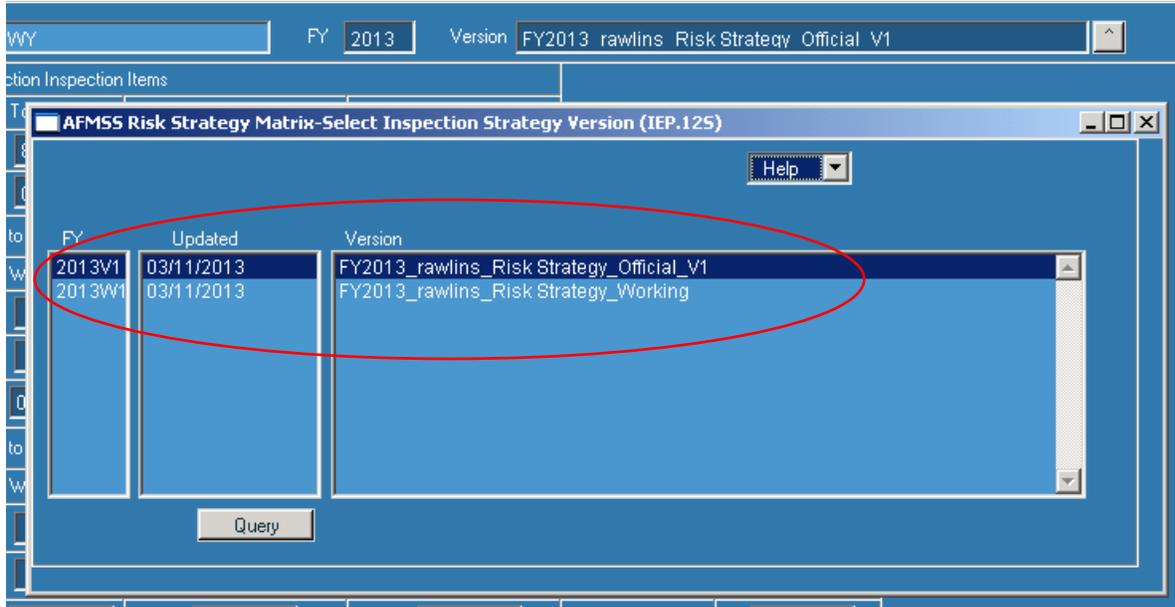
Page Footers: Default Printer, Save to CSV File

Grey Bars:  Yes  NO

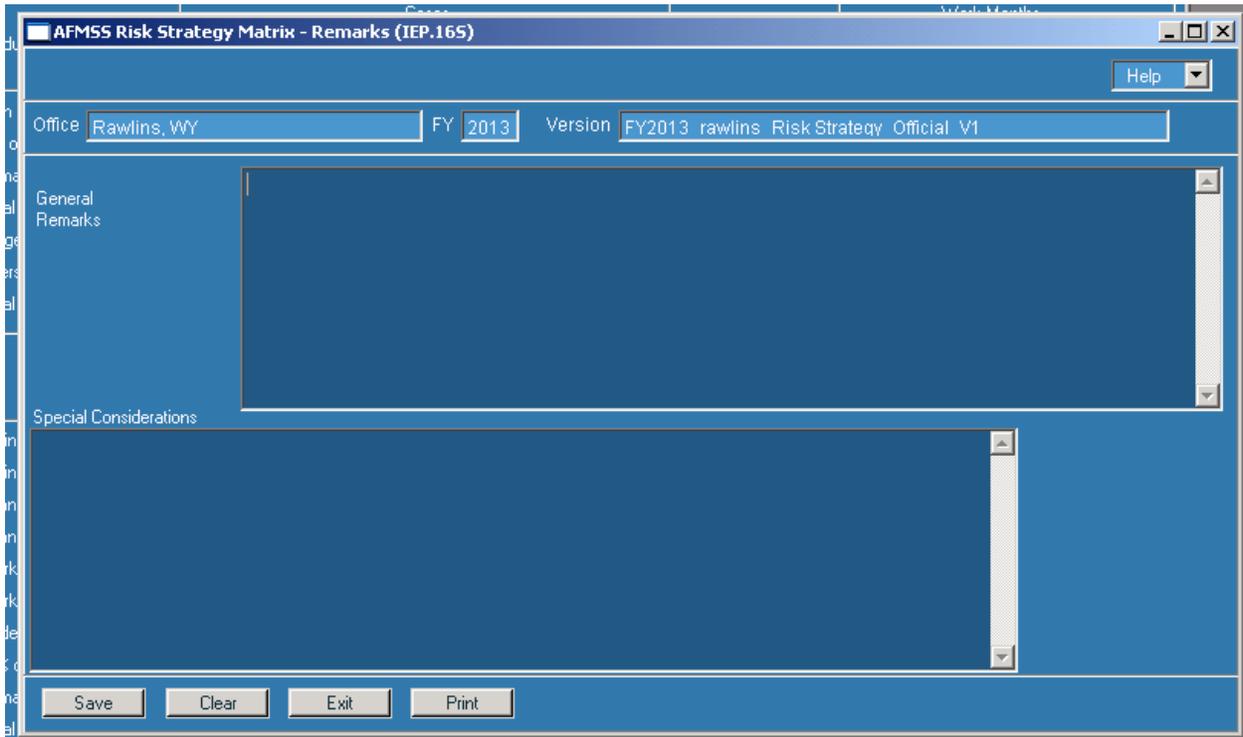
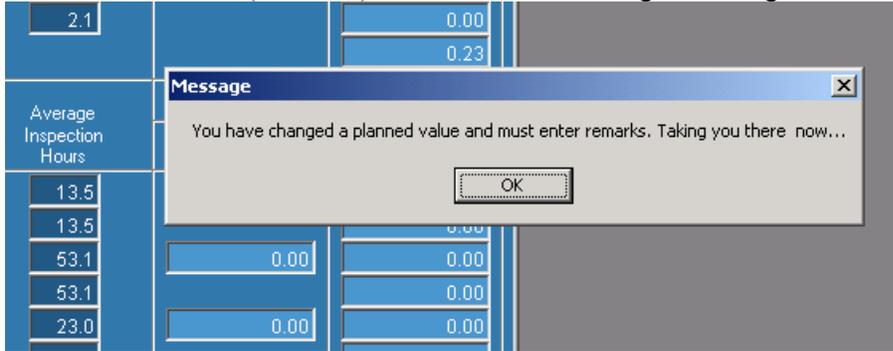
Print Cancel

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.

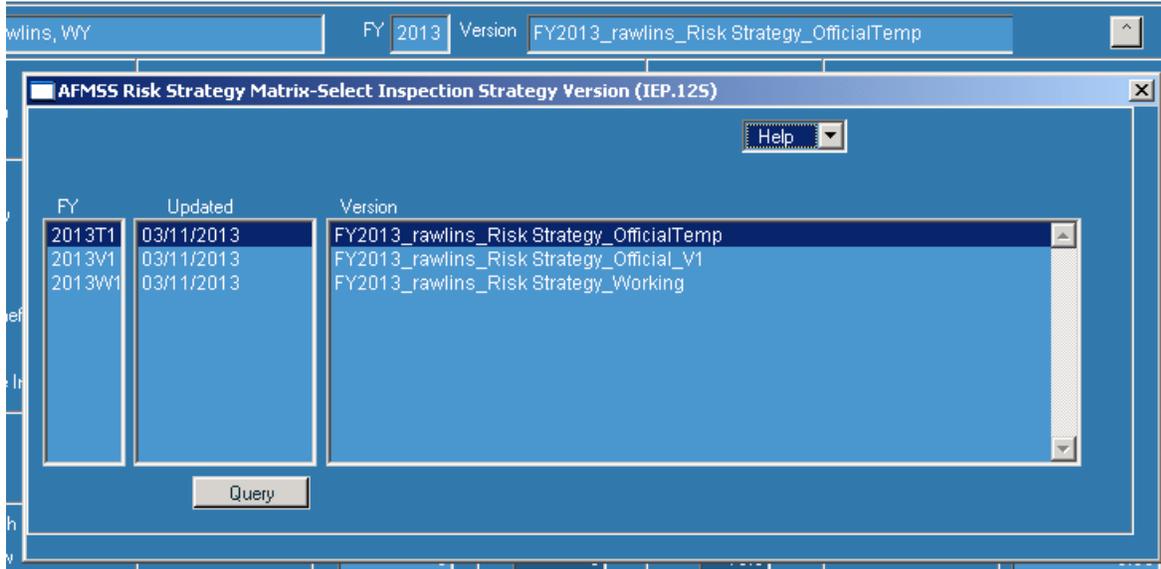
Clicking on the “Version” pull down displays the “AFMSS Risk Strategy Matrix-Select Inspection Strategy Version (IEP.12S)” screen. Highlight and query the FY and version you want to look at, editing is allowed only on the most current version. In the example below, only the “FY2013 your office Risk Strategy 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 “FY2013 your office\_Risk Strategy\_OfficialTemp”



Clicking “Save Official” automatically creates a new official version with the appropriate version number, i.e., “FY2013 your office\_Risk Strategy\_Official\_V2”. The “FY2013 your office\_Risk Strategy\_OfficialTemp” is deleted; in addition, any “OfficialTemp” is deleted on October 1.

