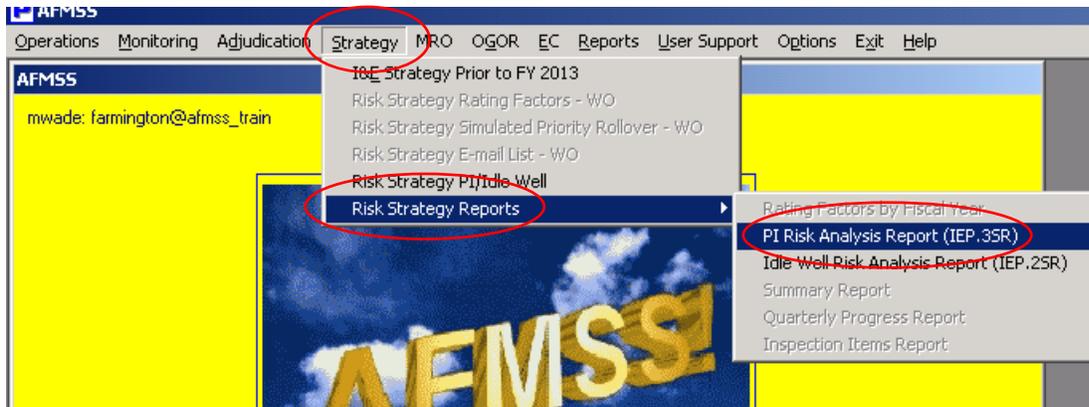


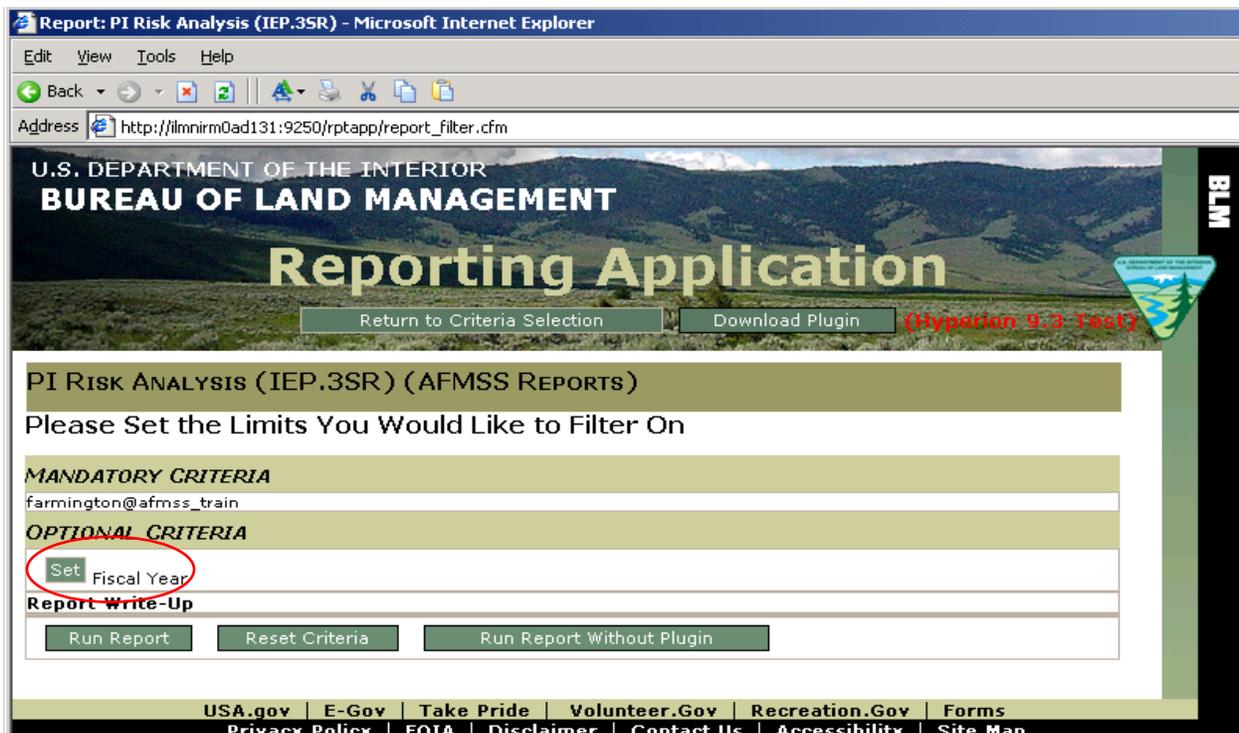
Instructions for Generating the Risk Based Reports and Completing AFMSS Matrix

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

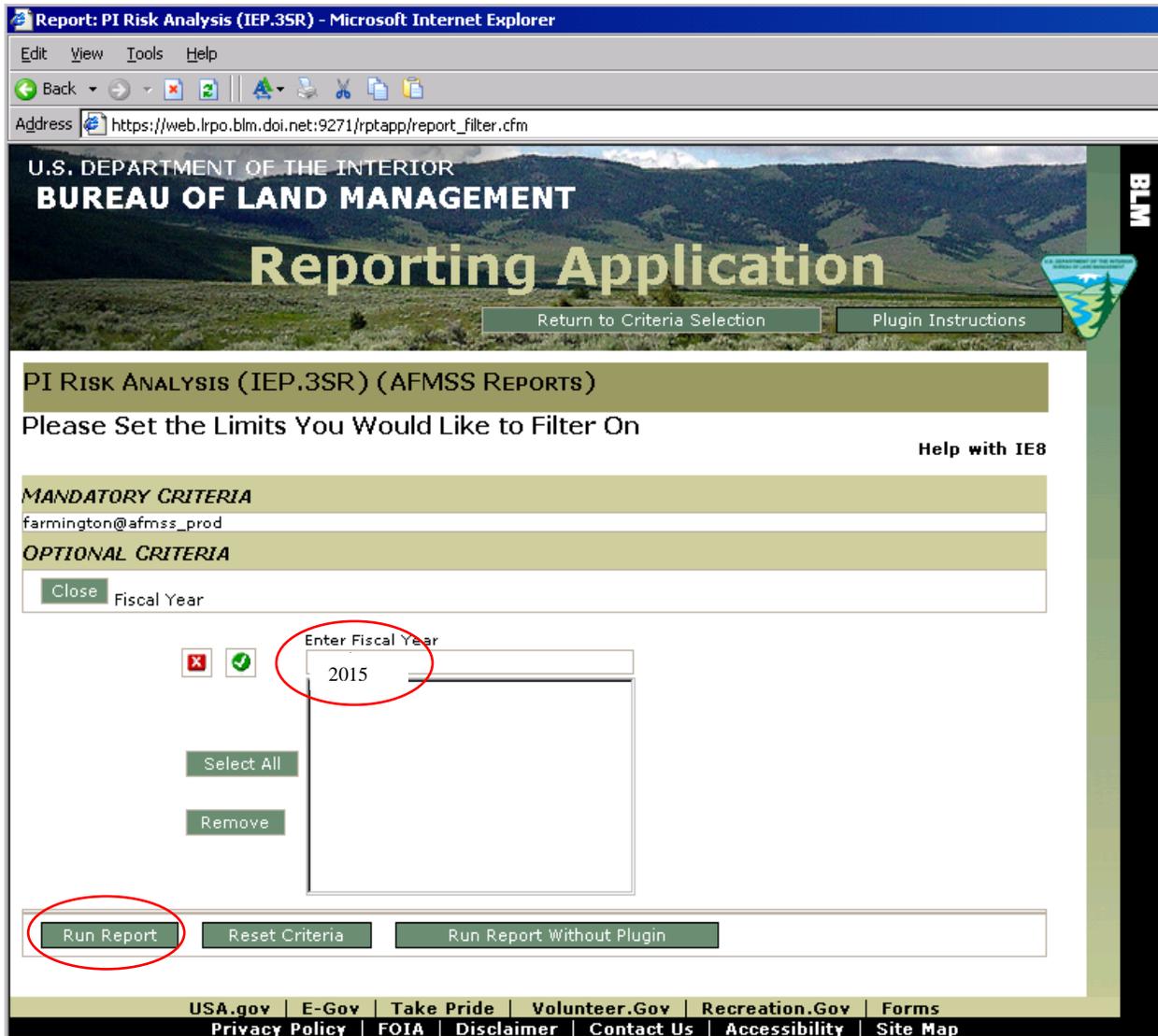
From the AFMSS Splash screen select “Risk Strategy Reports” and select the “PI Risk Analysis Report (IEP.3SR).”



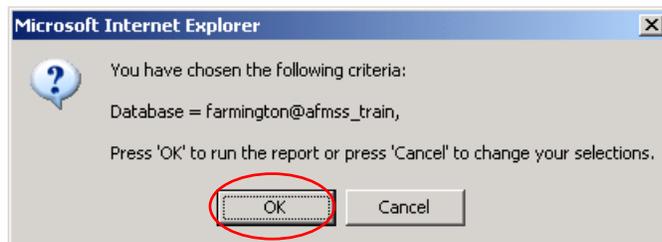
Click on “Set Fiscal Year”



Enter the Fiscal Year **2015**. (Enter the year in XXXX format.)



Click on the “Run Report” button.



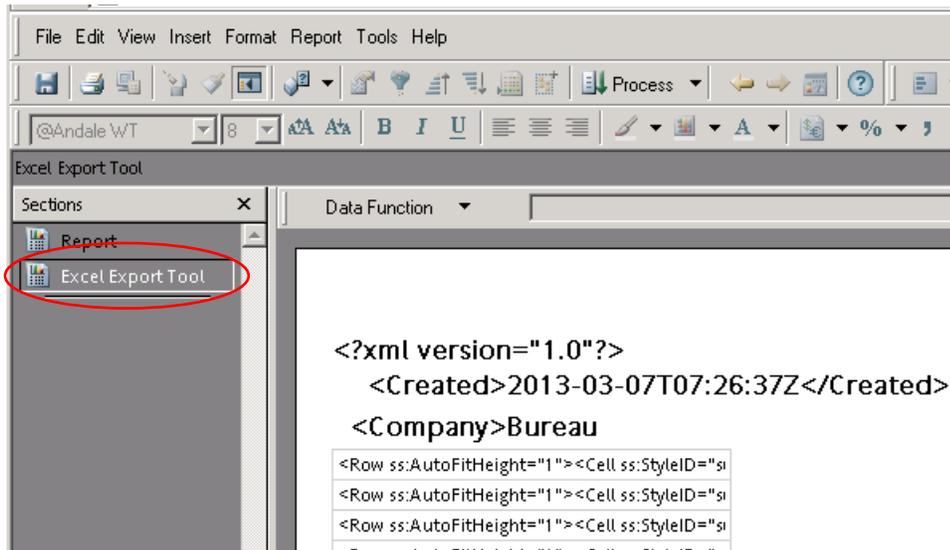
Click on “OK.”

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

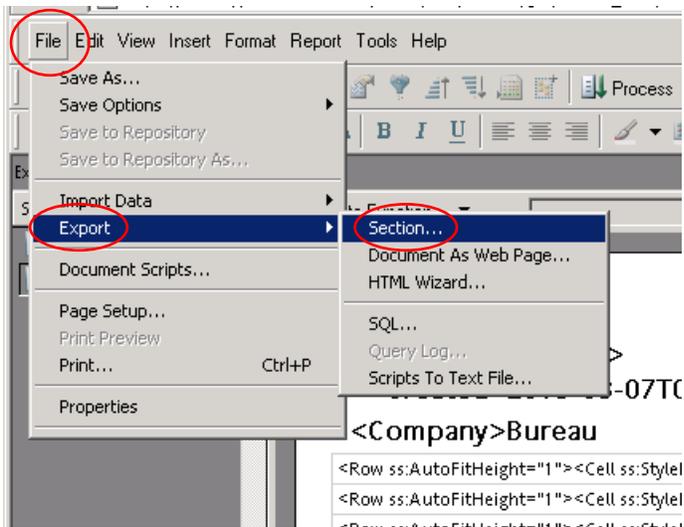
**Bureau of Land Management
Onshore Oil and Gas
AFMSS Risk Strategy Matrix-PI Risk Analysis Report (IEP.3SR)**

FED /IND	Case Serial Number	AFMSS Operator	Avg Prod. (Monthly)		Adjusted Avg Prod. (Monthly)		Missing OGORS (Last 12 months)	Comp. Record		Date Last Inspected	Production Rating			Missing OGOR Rating			Comp. Rating			Last Inspect. Rating		Inspection Required By		
			Oil (Bbls)	Gas (MCF)	Mineral Int. %	Oil (Bbls)		Gas (MCF)	# Mj INCs		# Mj INCs	Oil	Gas	Over.	Mn.	Mbj.	Over.	Min.	Mbj.	Over.	Rating	Over. Rating	WO	SO
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		

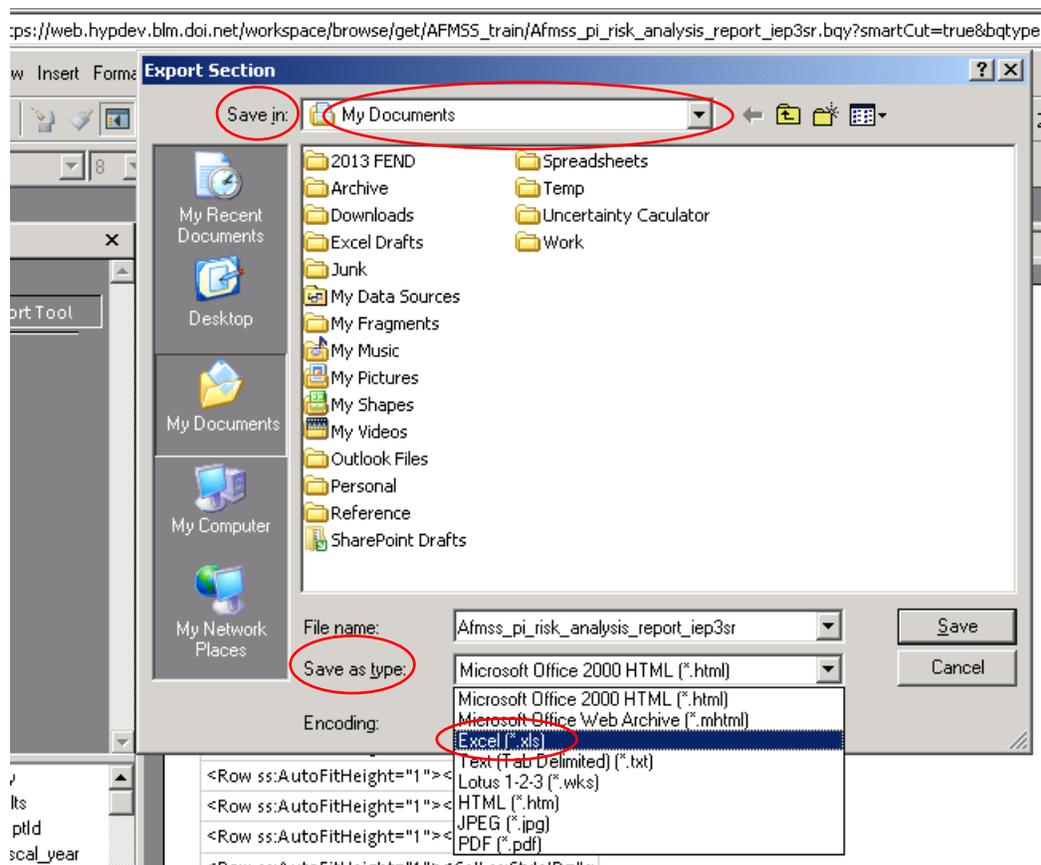
You may save this report as a .pdf file or export the data to MS Excel. To export, click “Excel Export Tool.”



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



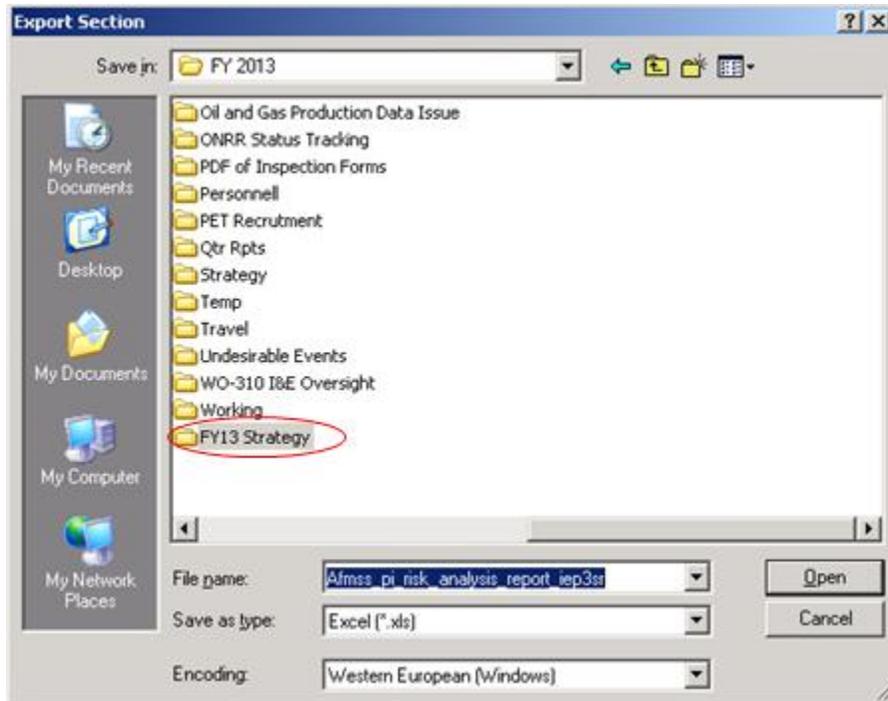
Be sure you have your “My Documents” in the “Save in” directory field as shown below. Make sure to select “Excel [* .xls]” from the drop down menu for “Save as type:” field.



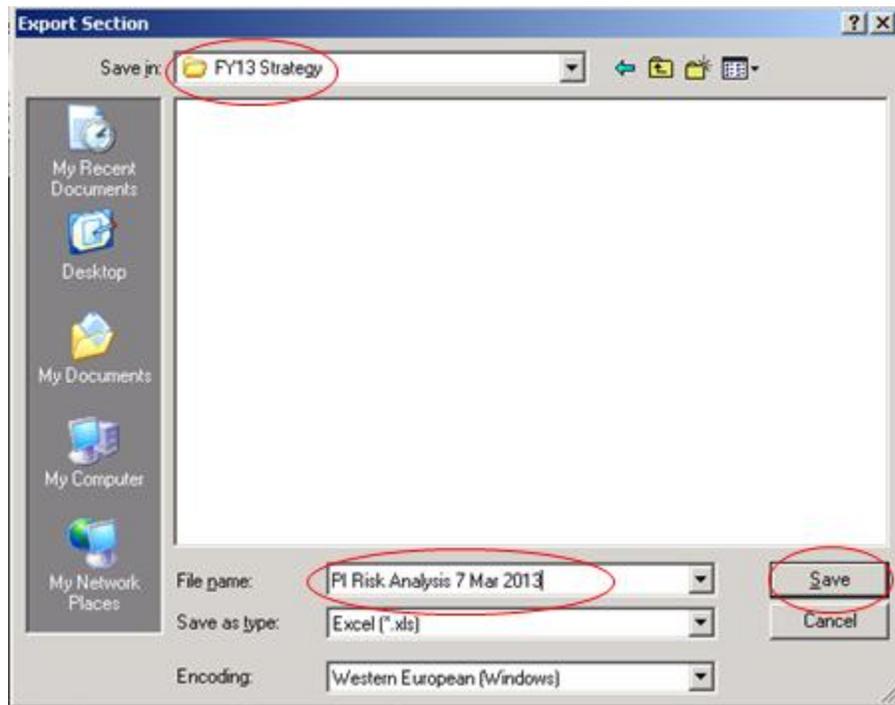
Create a “New File” folder for the **FY15 Strategy**.



For example:



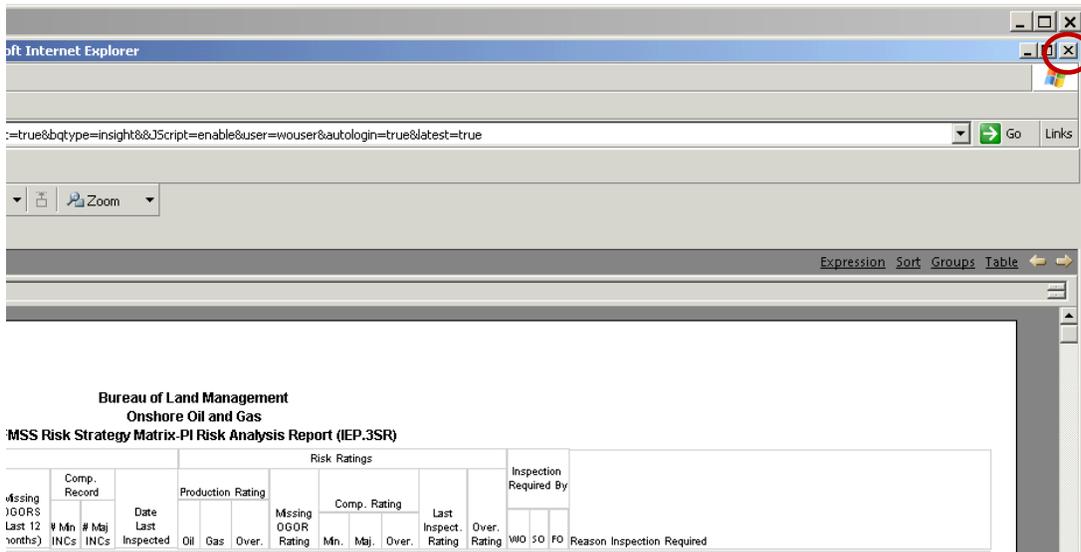
Select the file folder you created (for example, FY15 Strategy). Type in a file name that you will recognize and describes the file. Click on the “Save” button.



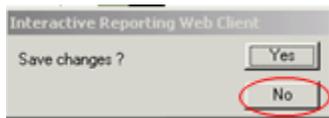
The file name should be descriptive and contain the date you saved the report. If your office has both Federal and Indian databases, it will help to identify “Federal” or “Indian” as appropriate in the file name. Example of possible file names:

- PI Risk Analysis October 15 2014
- Federal PI Risk Analysis 10 15 14
- Indian PI – RA Oct 15 14
- Federal PI Risk Analysis – Farmington 15 October 2014
- Indian PI Risk Analysis – Rio Puerco 15 Oct 14
- PI – RA Moab 10.15.14

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



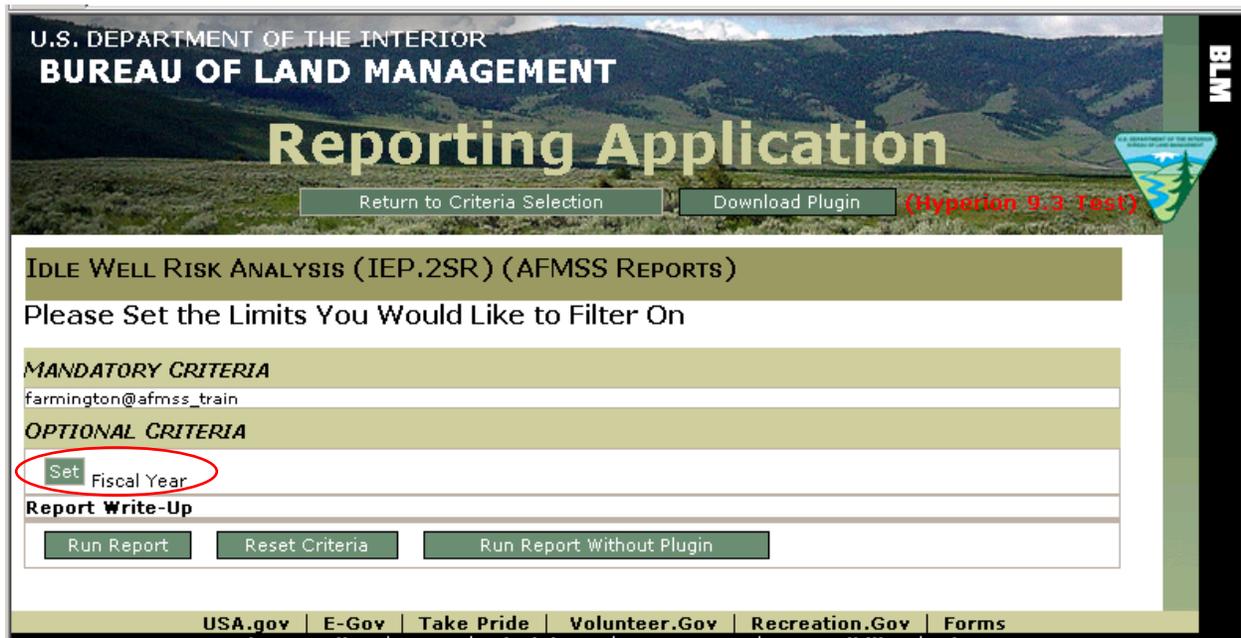
A message box will appear. Click “No” and then again, click on the **small** “x” in the upper right corner to exit this report.



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



Click “Set Fiscal Year” and enter the Fiscal Year of 2015.



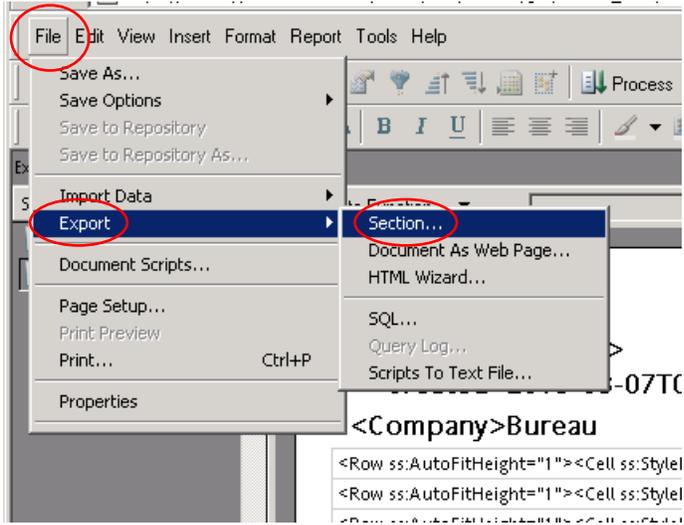


Click on the “Run Report” button.

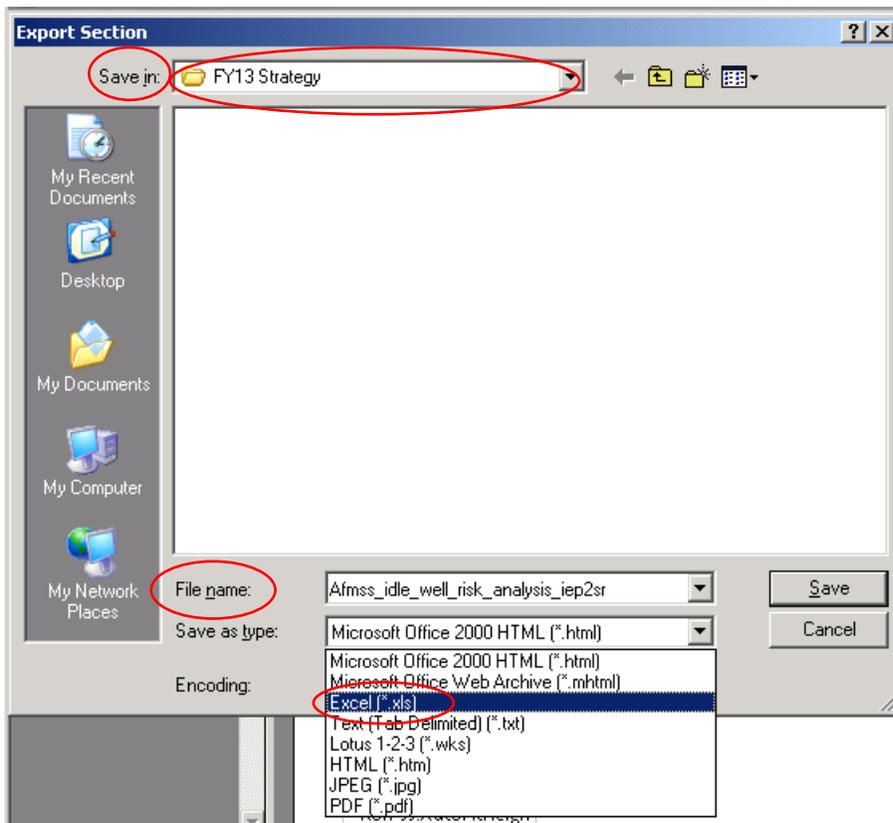


Click on “OK.”

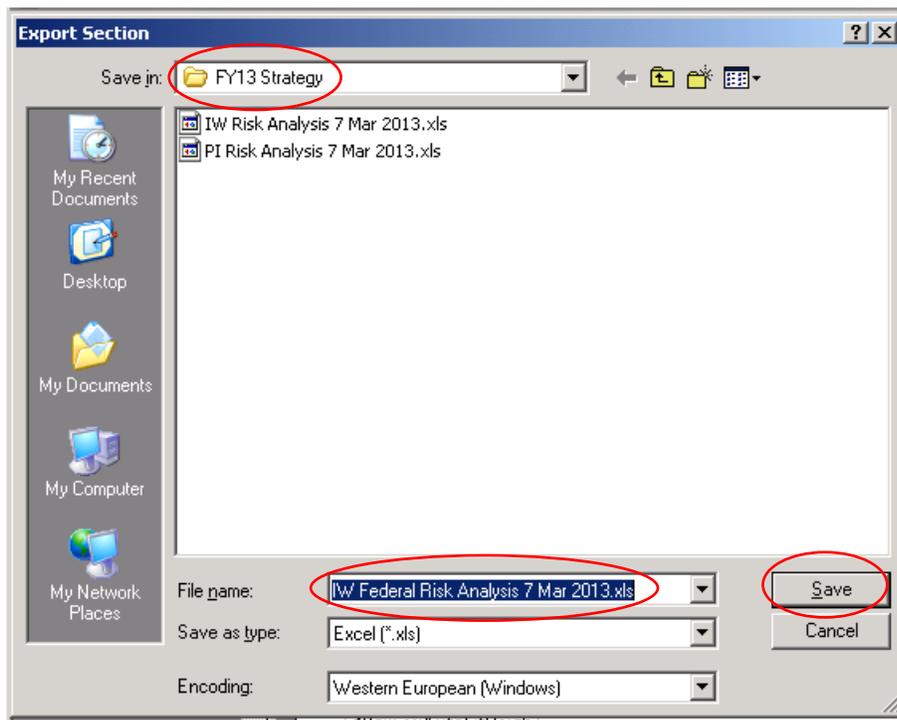
Select “File,” “Export” and click on “Section...”



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



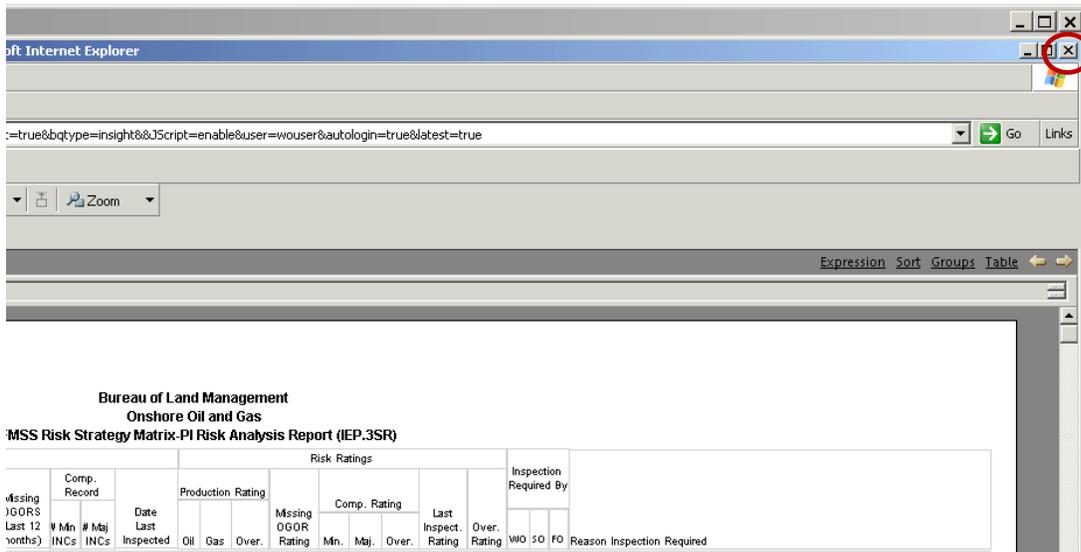
Select the file folder you created, give the file a file name, and click “Save.”



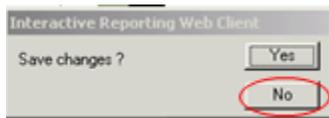
The file name should be descriptive and contain the date you saved the report. If your office has both Federal and Indian databases, it will help to identify “Federal” or “Indian” as appropriate in the file name. Example of possible file names:

- IW Risk Analysis October 15 2014
- Federal IW Risk Analysis 10 15 14
- Indian IW – RA Oct 15 14
- Federal IW Risk Analysis – Farmington 15 October 2014
- Indian IW Risk Analysis – Rio Puerco 15 Oct 14
- IW – RA Moab 10.15.14

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



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

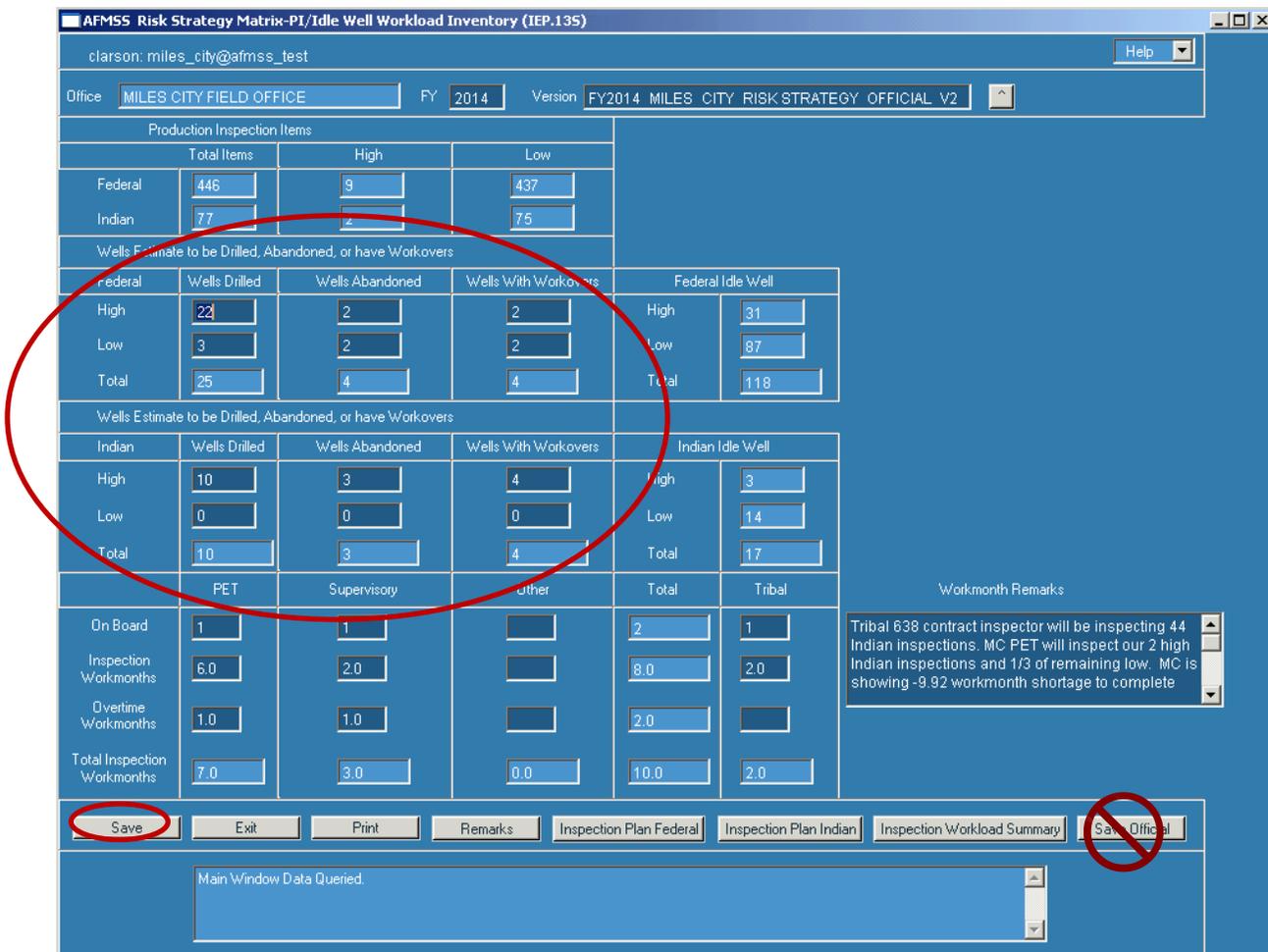


Thoroughly review the PI and IW risk analysis reports. Corrections to well or inspection priority data may be necessary. For example, a well may be showing a well status that is inaccurate and subsequently shows the well on the idle well report. It may be necessary to verify the status and make the necessary update to the well header screen to show the correct status and correct effective date. It may also be necessary to make updates to the FY15 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.

Select "Strategy" and click on "Risk Strategy PI/Idle Well"



Enter the appropriate number for any "Wells Estimated to be Drilled, Abandoned, or Workovers" for Federal and Indian, if appropriate. You are working in a "Working Version" of the matrix. You are able to enter and save data at any time, and return to the Working Version.



Click on "Save." Do not click on "Save Official."

	PET	Supervisory	Other	Total	Tribal	Workmonth Remarks
On Board	1	1		2	1	Tribal 638 contract inspector will be inspecting 44 Indian inspections. MC PET will inspect our 2 high Indian inspections and 1/3 of remaining low. MC is showing -9.92 workmonth shortage to complete
Inspection Workmonths	6.0	2.0		8.0	2.0	
Overtime Workmonths	1.0	1.0		2.0		
Total Inspection Workmonths	7.0	3.0	0.0	10.0	2.0	

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

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

Click on “Save.” Do not click on **“Save Official.”**

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.

Production	Cases			Average Inspection Hours	Work Months	
	Goal	Recommended Planned	Planned		Goal	Planned
High	9	9	9	18.5	0.96	0.96
1/3 of Low	146	57	28	18.5	15.61	2.99
Remaining		0	0	18.5		0.00
Total	155	66	37		16.58	3.96
Alleged Theft			0	0.0		0.00
Oversight			5	5.4		0.16
Total Case Inspections			42			4.11

	Wells			Average Inspection Hours	Work Months	
	Goal	Recommended Planned	Planned		Goal	Planned
Drilling High	22	22	22	19.0	2.42	2.42
Drilling Low		0	3	19.0		0.33
Abandonment High	2	2	2	19.7	0.23	0.23
Abandonment Low		0	2	19.7		0.23
Workover High	2	2	2	2.7	0.03	0.03
Workover Low		0	2	2.7		0.03
Undesirable Events			3	5.4		0.09
20% of Idle Well High	6	6	12	2.2	0.08	0.15
Remaining Idle Well High		0	19	2.2		0.24
Total Well Inspections	32	32	67		2.75	3.75

Enter the number of “Planned” inspections for each category. If necessary, the “Average Inspection Hours” may be modified.

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.” 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.

AFMSS Risk Strategy Matrix - Remarks (IEP.165)

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

General Remarks

Special Considerations

Save Clear Exit Print

Click on the “Save” button.

After **both** the Federal and Indian Inspection Plan data is completed, click on “Inspection and Workload Summary” button.

AFMSS Risk Strategy Matrix - PI/Idle Well Inspection and Workload Summary (IEP.155)						
mrwade: farmington@afmss_train						
Office	Farmington, NM		FY	2013	Version	FY2013_farmington_Risk Strategy_Working
	Inspections			Work Months		
	Goal	Planned	Difference	Goal	Planned	Difference
Drilling	0	0	0	0.00	0.00	0.00
Abandonment	0	0	0	0.00	0.00	0.00
Production	1,759	0	-1,759	120.13	0.00	-120.13
Idle Well	38	0	-38	0.00	0.00	0.00
Workover	0	0	0	0.00	0.00	0.00
Undesirable Events		0	0		0.00	0.00
Alleged Theft		0	0		0.00	0.00
Oversight		0	0		0.00	0.00
Total	1,797	0	-1,797	120.13	0.00	-120.13
Available Workmonths					0.00	

Compare the total workmonths planned with “Available Workmonths.” The total workmonths planned must be as close as possible to the “Available Workmonths.”

If it is necessary to make adjustments to the total workmonths planned so they are closer to or equal to the “Available Workmonths,” click on “Federal Inspection and/or Indian Inspection Plan” and edit planned inspections (increase or decrease) accordingly.

Note: Please keep in mind that the database is dynamic. During the time that you are working with the strategy, changes to the database are occurring on a daily basis. Changes, such as a change of operator, can affect the rating of production inspections. This is to be expected.

Only when you are completely satisfied with the strategy and all inspection numbers and workmonths planned, click on the “Workload Inventory” button.

Click on the “Save Official” button. Once you have saved this as the official version, no changes can be made to this version.

Production Inspection Items

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

Wells Estimate to be Drilled, Abandoned, or have Workovers

Federal	Wells Drilled	Wells Abandoned	Wells With Workovers	Federal Idle Well
High	22	2	2	High 31
Low	3	2	2	Low 87
Total	25	4	4	Total 118

Wells Estimate to be Drilled, Abandoned, or have Workovers

Indian	Wells Drilled	Wells Abandoned	Wells With Workovers	Indian Idle Well
High	10	3	4	High 3
Low	0	0	0	Low 14
Total	10	3	4	Total 17

Workmonth Remarks

	PET	Supervisory	Other	Total	Tribal
On Board	1	1		2	1
Inspection Workmonths	6.0	2.0		8.0	2.0
Overtime Workmonths	1.0	1.0		2.0	
Total Inspection Workmonths	7.0	3.0	0.0	10.0	2.0

Tribal 638 contract inspector will be inspecting 44 Indian inspections. MC PET will inspect our 2 high Indian inspections and 1/3 of remaining low. MC is showing -9.92 workmonth shortage to complete

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

Main Window Data Queried.

The “Version” is now titled “FY2015 (your office) Risk Strategy Official V1.”

If a printed copy is desired, you will need to print each page individually, i.e., Workload Inventory, Inspection Plan (Federal and Indian), and Inspection Workload Summary.

AFMSS Print Confirmation (GLB.49)

Printer Type: Acrobat Preview

Page Heading: Windows Preview

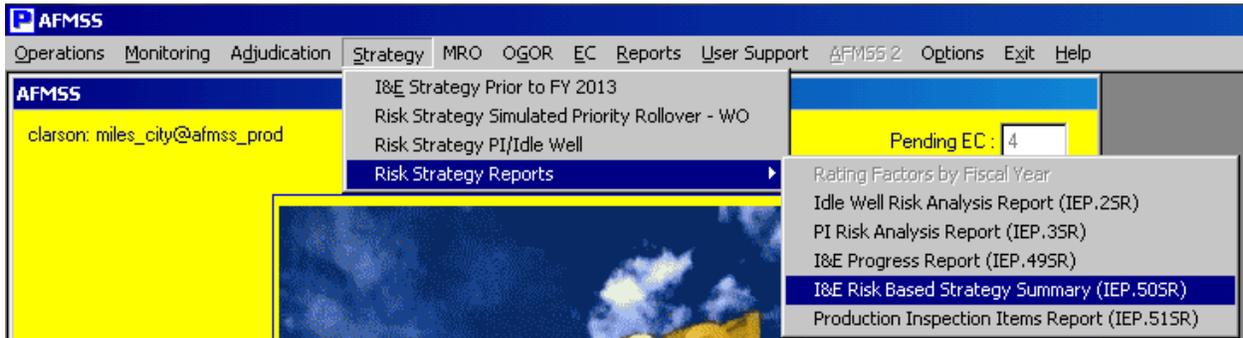
Page Footers: Default Printer, Save to CSV File

Grey Bars: Yes NO

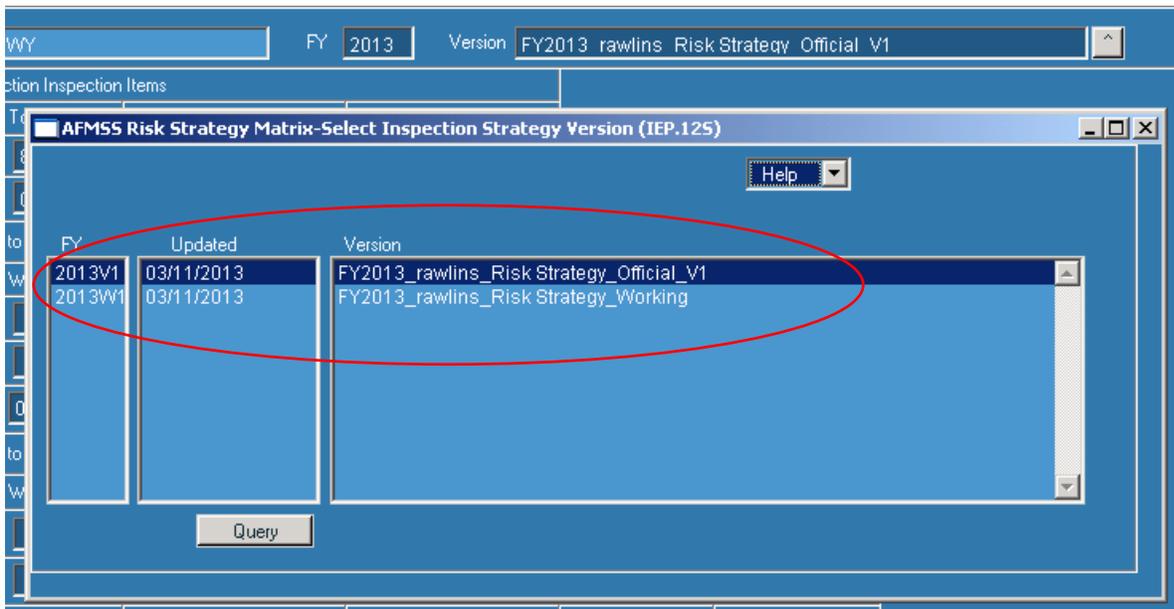
Buttons: Print, Cancel

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

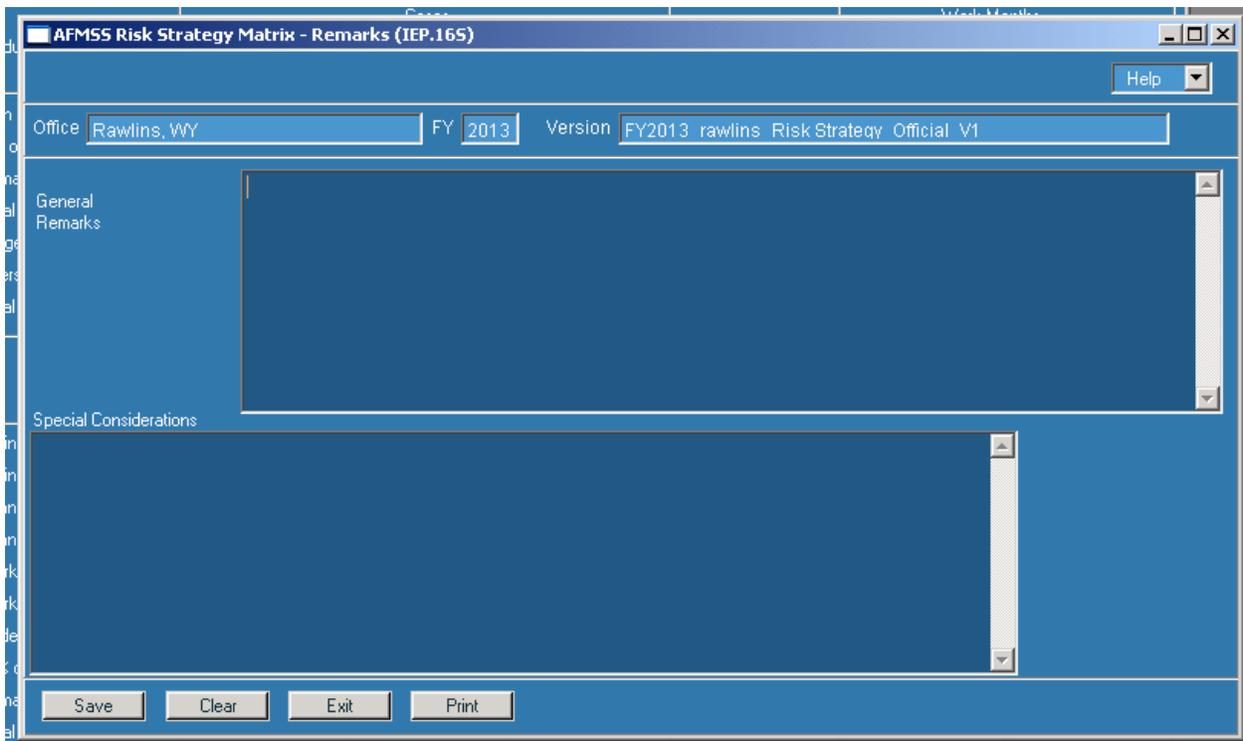
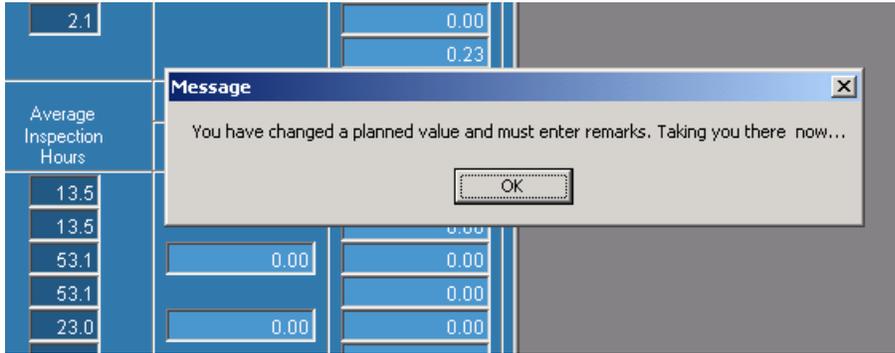
Note: There is an option for printing the I&E Risk Based Strategy Summary (IEP.50SR) report on the Main Menu. At this time, the report is not functioning correctly. Information will be sent to the field offices as soon as this report is available.



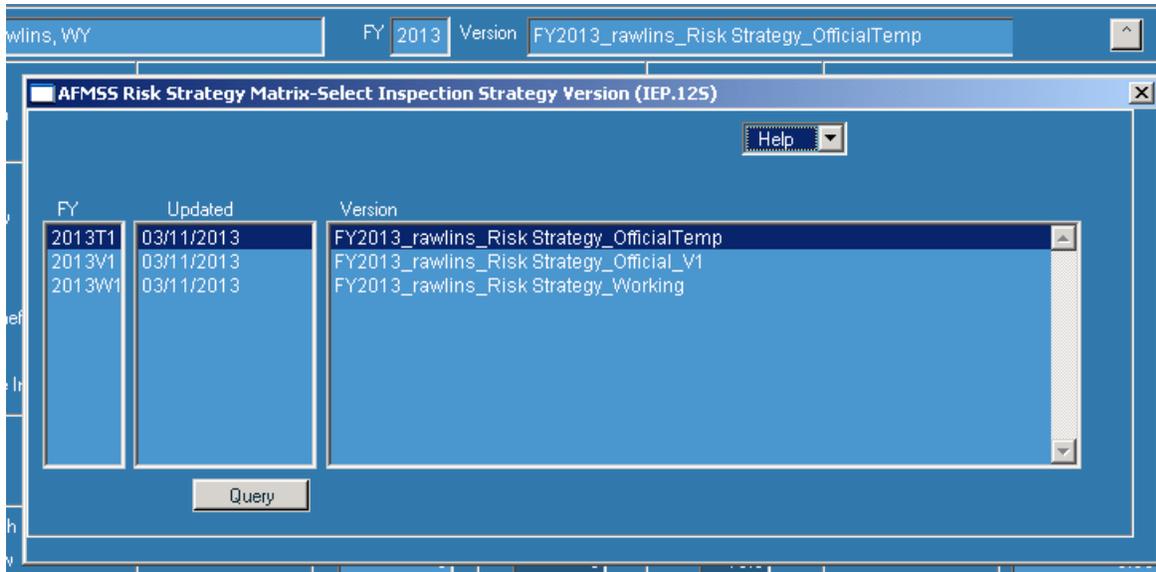
If you need to edit the Strategy, in the PI/Idle Well Workload Inventory screen, click on the down arrow button next to “Version.” This displays the “AFMSS Risk Strategy Matrix-Select Inspection Strategy Version (IEP.12S)” screen. Highlight the version name and click on the Query button. Editing is allowed only on the most current version. In the example below, only the “FY2013_rawlins_Risk Strategy_Official_V1” will allow edits. Generally, the most current version will always be the top row.



If edits are made to the official version, remarks must be entered the “AFMSS Risk Strategy Matrix – Remarks (IEP.16S)” screen before saving or saving official.

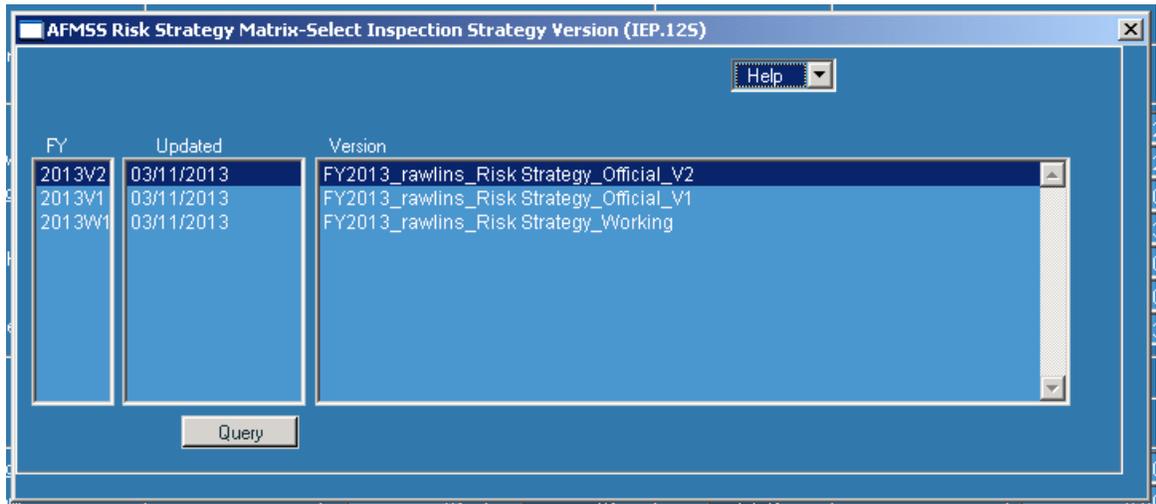


By clicking the “Save” button on the Workload Inventory screen, the system creates “FY2015 **your office**_Risk Strategy_OfficialTemp.” This allows you to have another temporary file to work with and make edits.



While in the “OfficialTemp” version, clicking “Save Official” creates a new official version with the appropriate version number, i.e., “FY2015 **your office**_Risk Strategy_Official_V2.”

The “FY2015 **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.