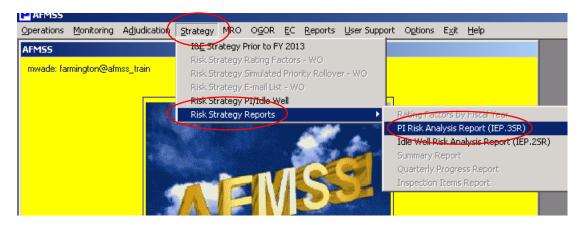
## Instructions for Generating the Risk Based Reports and Completing AFMSS Matrix

Many of the following example screens from the Automated Fluid Minerals Support System (AFMSS) show fiscal year (FY) 2013, 2014, or 2015. Please keep in mind that these are only examples and your actual screens in the AFMSS must show FY 2018.

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



Click on "Set Fiscal Year"

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Enter the Fiscal Year **2018**. (Enter the year in XXXX format.)

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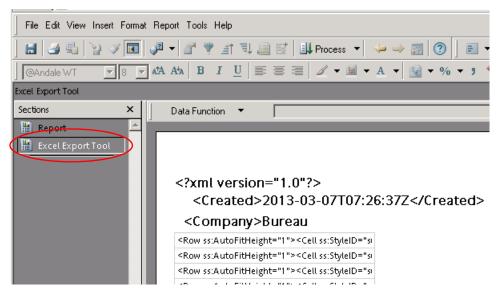
Click on the "Run Report" button.



Click on "OK."

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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..."

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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 <u>type</u>:" field.

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Create a "New File" folder for the **FY18 Strategy**.

For example:

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Select the file folder you created (for example, FY18 Strategy). Type in a file name that you will recognize and describes the file. Click on the "Save" button.

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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 2017
- Federal PI Risk Analysis 10 15 17
- Indian PI RA Oct 15 17
- Federal PI Risk Analysis Farmington 15 October 2017
- Indian PI Risk Analysis Rio Puerco 15 Oct 17
- PI RA Moab 10.15.17

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

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

Interactive Reporting	Web Client
Save changes ?	Yes
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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 2018.

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Click on the "Run Report" button.

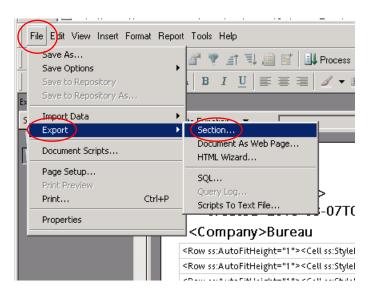
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	Press 'OK' to run the report or press 'Cancel' to change your selections.
	OK Cancel

Click on "OK."

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

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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.

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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 2018
- Federal IW Risk Analysis 10 15 18
- Indian IW RA Oct 15 18
- Federal IW Risk Analysis Farmington 15 October 2018
- Indian IW Risk Analysis Rio Puerco 15 Oct 18
- IW RA Moab 10.15.18

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

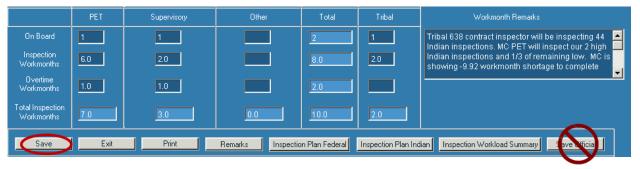
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A message box will appear. Click "No" and the again, click on the **small** "x" in the upper right corner to exit this report.



**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 FY18 Inspection Priority records to update the overall priority. After all corrections to the data are done, regenerate the IW and PI risk analysis reports and save as updated Excel files.

At the AFMSS Splash screen select "Reports" and select the "Inspection Summary for Office (IEP.13)".



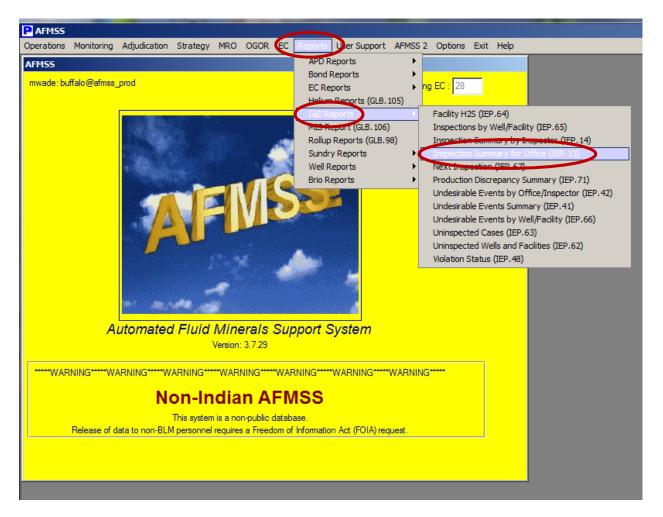
Enter the number in the fields for "On Board," "Inspection Workmonths," and "Overtime Workmonths" for the PET, Supervisory, Other, and Tribal personnel. Enter Workmonth Remarks."

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

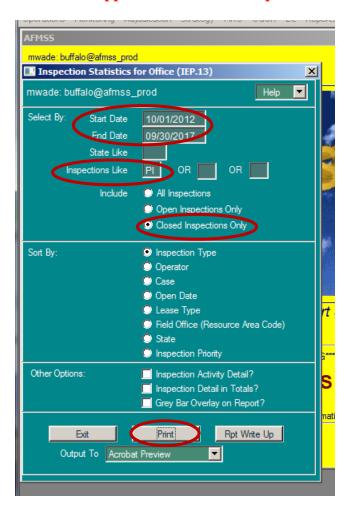
Click on "Save." Do not click on "Save Official."

Due to the increased complexity associated with the new measurement regulations and inspection forms, field offices must adjust average inspection hours for production inspections (PI).

At the AFMSS Splash screen select "Reports" and select the "Inspection Summary for Office (IEP.13)".



Enter 10/1/2012 for the "Start Date"; 09/30/2017 for the "End Date; PI for the "Inspections Like"; select "Closed Inspections Only"; and select the "Print" button.



## Note: Prior approval from WO is required for different start or end dates.

When finished running the Inspection Summary report, go to the end and find the "Average Office" and "Average Field" time.



Multiply the "Average Office" by 0.05, round to the nearest tenth, multiply the "Average Field" time by 0.2 round to the nearest tenth and add each result to the "Average Time" (inspection hours) Example: 6.3 (Average Office) X 0.05 = 0.315, rounded to 0.3; 4.2 X 0.2 = 0.84, rounded to 0.8. The new Average Inspection Hours for production (High, 1/3 of Low, and Remaining) is 15.6 (14.5 + 0.3 + 0.8 = 15.6), repeat if applicable for the Indian database.

In addition to any field office, "Special Considerations" enter the following:

The "Average Inspection Hours" for "Production was increased to (XX.x) from (XX.x) by adding 5% of the average office and 20% average field inspection time.

AFMSS Risk Strategy Matrix - Remarks ()	IEP.165)			
				Help 💌
Office MILES CITY FIELD OFFICE	FY 2014	Version FY2014 MILES CITY RISK STRATEGY	OFFICIAL V2	
General Remarks				
			A	
Save Clear Exit	Print			

Click on the "Save" button.

Click on the "Inspection Plan Indian" or "Inspection Plan Federal" buttons, as appropriate and complete the "Planned" section. If your office has Indian responsibilities, both screens need to be completed. Reminder: Add the increase calculated previosly to the "Average Inspection Hours".

clarson: miles_city@afms		Federal In	spection Plan			Help 🔽
Difice MILES CITY FIELD O	FFICE	FY 2014 Ve	rsion FY2014_MIL	ES_CITY_RISK ST	RATEGY_OFFICIAL_V2	
		Cases		Average	Work Mor	nths
Production	Goal	Recommended Planned	Planned	Inspection Hours	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
Dversight			5	5.4		0.16
Total Case Inspections			42			4.11
		Wells	Wells Average		Work Mor	nths
	Recommended 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
Save Exit P	rint Remarks	Workload Inventory	Inspection and Work	cload Summaru	Indian Inspection Plan	Sav Official
			mapoor and won		maran mepodorm idit	

Enter the number of "Planned" inspections for each category. The average inspection hours is a five-year average. If an office proposes using a different average, it must coordinate the request through it's I&E coordinator and receive WO-310 approval prior to finalizing the strategy.

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

Important Note: Ensure accurate accounting for the Inspection Workmonths. The workmonths for the Planned Federal, Indian, and the Production Accountability staff (recorded on the separate spreadsheet) must equal the personnel workmonths available to perform all types of inspections. The available workmonths for an individual (Petroleum Engineering Technician, Supervisor, Other, or Tribal) may be divided between the Strategy Matrix and Production Accountability spreadsheet.

Enter "Remarks" to describe any changes to "Average Inspections Hours" that were approved by WO-310. Note the numbers or data that was changed, why it was changed, the original number, and the new number. Also, note any other general remarks and Special Considerations.

AFM55 Risk Strategy Matrix - Remarks (IEP.165)	
	Нер 🔽
Office MILES CITY FIELD OFFICE FY 2014 Versio	n 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.

Office Farmington, 1	NM	FY 2013	Version FY2013_fai	rmington_Risk Strate	egy_Working	<u>^</u>
		Inspections			Work Months	
	Goal	Planned	Difference	Goal	Planned	Difference
Drilling Abandonment Production Idle Well Workover Undesirable Events Alleged Theft Oversight	0 0 1.759 38 0	0 0 0 0 0 0 0	0 -1.759 -38 0 0 0	0.00 0.00 120.13 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 -120.13 0.00 0.00 0.00 0.00
fotal	1,797	0	-1,797	120.13		-120.13

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

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

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

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

Click on the "Save Official" button; you only need to click on this button once, from any screen, to save the entire Strategy Matrix (do not click "save official" on each of the strategy screens.) Once you have saved this as the official version, no changes can be made to this version.

	Strategy Matrix es_city@afmss_i	-PI/Idle Well Workload	Inventory (IEP.135)			
Office MILES (	CITY FIELD OFFI	ICE FY	2014 Version FY2	014 MILES CI	TY RISK STRATE	
Prod	duction Inspection I	tems				
	Total Items	High	Low			
Federal	446	9	437			
Indian	77	2	75			
Wells Estimat	te to be Drilled, Aba	andoned, or have Workover	\$			
Federal	Wells Drilled	Wells Abandoned	Wells With Workovers	Federa	Idle Well	
High	22	2	2	High	31	
Low	3	2	2	Low	87	
Total	25	4	4	Total	118	
Wells Estimat	te to be Drilled, Aba	andoned, or have Workover	s			1
Indian	Wells Drilled	Wells Abandoned	Wells With Workovers	Indian	Idle Well	]
High	10	3	4	High	3	
Low		0	0	Low	14	
Total	10	3	4	Total	17	
	PET	Supervisory	Other	Total	Tribal	Workmonth Remarks
On Board	1	1		2	1	Tribal 638 contract inspector will be inspecting 44
Inspection Workmonths	6.0	2.0		8.0	2.0	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
Overtime Workmonths	1.0	1.0		2.0		
otal Inspection Workmonths	7.0	3.0	0.0	10.0	2.0	
Save	Exit	Print	Remarks Inspectio	n Plan Federal	Inspection Plan Inc	fian Inspection Workload Summar, Save Official
	Main Window	Data Queried.				

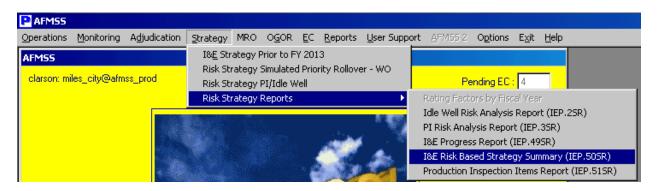
The "Version" is now titled "FY2018 (your office) Risk Strategy Official V1."

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: Page Heading: Page Footers: Grey Bars:	Acrobat Preview Acrobat Preview Windows Preview Default Printer Save to CSV File	V NO				
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.

w	(	FY 2013	Version FY2013 rawlins Risk Strategy Official V1	
otio	n Inspection Items			
Te	AFMSS Risk Strategy Mat	rix-Select Insp	ection Strategy Version (IEP.125)	
to	FY Updated	Version		
	2013V1 2013V1 03/11/2013		awlins_Risk Strategy_Official_V1 awlins_Risk Strategy_Working	×
I	Query			

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.

2.1	0.00			
	Message			
Average Inspection Hours	You have changed a planned value and must enter remarks. Taking you there now			
13.5	<u>()</u>			
13.5				
53.1	0.00 0.00			
53.1	0.00			
23.0	0.00			

		C		A Construction of A construction	
ΗL	🔲 AFM55 Risk Strategy Matrix - Remarks (	IEP.165)			
					Help 🔽
n o	Office Rawlins, WY	FY 2013	Version FY2013 rawlins Risk Strat	eqv Official V1	
na al ge sts	General Remarks				
	Special Considerations				
in in in rk fe So				4	
na al	Save Clear Exit	Print			

By clicking the "Save" button on the Workload Inventory screen, the system creates "FY2018\_your office\_Risk Strategy\_OfficialTemp." This allows you to have another temporary file to work with and make edits.

wlin	s, WY	1	FY 2013 Version FY2013_rawlins_Risk Strategy_OfficialTemp	
	AFMSS	Risk Strategy Matrix	-Select Inspection Strategy Version (IEP.125)	×
	FY	Updated	Version	
ief s It	2013T1 2013V1 2013W1	03/11/2013 03/11/2013 03/11/2013	FY2013_rawlins_Risk Strategy_OfficialTemp FY2013_rawlins_Risk Strategy_Official_V1 FY2013_rawlins_Risk Strategy_Working	
h	]	Query		

While in the "OfficialTemp" version, clicking "Save Official" creates a new official version with the appropriate version number, i.e., "FY2018\_your office\_Risk Strategy\_Official\_V2."

The "FY2018\_your office\_Risk Strategy\_OfficialTemp" is deleted. In addition, any "OfficialTemp" version is deleted on October 1 of each year.

AFMSS R	l Risk Strategy Matr	ix-Select Inspection Strategy Version (IEP.125)	×
r			
FY	Updated	Version	
2013V2	03/11/2013	FY2013_rawlins_Risk Strategy_Official_V2	
2013V1	03/11/2013	FY2013_rawlins_Risk Strategy_Official_V1	
2013VV1	03/11/2013	FY2013_rawlins_Risk Strategy_Working	
	Query		
1			

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.