



AUTOMATED FLUID MINERALS

SUPPORT SYSTEM

SOFTWARE USER GUIDE FOR PRIVILEGED USERS

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**UNITED STATES DEPARTMENT OF INTERIOR
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1 Introduction

The Automated Fluid Minerals Support System (AFMSS) is the database that tracks information for oil and gas operations for the Bureau of Land Management (BLM). This document, the *Automated Fluid Minerals Support System (AFMSS) Software User Guide (SUG) for Privileged Users (PUs)*, contains guidance and information for the Application Administrators (AAs) for AFMSS Version 3.5 released November 4, 2004.

1.1 Background

AFMSS is designed to support BLM's oil and gas management activities during the life cycle of the wells and their associated fields. Additionally, AFMSS has the capability to incorporate oil and gas statistics collected by the Minerals Management Service (MMS) as part of its royalty collection process. AFMSS also provides industry a limited electronic commerce interface for submitting operational data to AFMSS.

AFMSS replaced the Automated Inspection Record System (AIRS) and the Monthly Report of Operations (MRO) data systems.

Data concerning locations, lease and agreement ownerships, well identifications, and site histories (including casing, geologic formations, resource protection, production and operator compliance) are accessible using AFMSS.

1.2 Application Administrator

The AA is responsible for the standardization, maintenance, and quality control of the database as well as access and ad hoc queries to AFMSS. Each AA provides user support and is the point-of-contact among the users, the next level of AAs, and sometimes the AFMSS Help Desk. (The separation of duties between the AAs and the Help Desk are described fully in Chapter 4: *User Support*.) Two levels of AAs have been defined based on their geographic area of responsibility. The local AA is responsible for one specific BLM location and the state AA oversees all local AA actions within a region. (A region may include areas outside one particular state boundary.)

1.3 Document Structure Summary

Chapter 1: Introduction

Chapter 2: AFMSS Security

Chapter 3: Concepts and Tools

Chapter 4: User Support

Chapter 5: AA Windows

Chapter 6: MMS Interface

Chapter 7: Miscellaneous Functions

Appendix A: Examples of Security Group Tags

Appendix B: A Brief Guide to AFMSS Views

Appendix C: BLM Application Administrators

Appendix D: AFMSS Formats and Codes

Appendix E: Acronyms and Abbreviations

Glossary

2 AFMSS Security

2.1 Security Controls

AFMSS was developed using a multiple-layer security structure enabling AFMSS to restrict user access to a window for a specific privilege. Each user must have a unique user identification (ID) and password to log into AFMSS. User profiles and security groupings for a set of users are used to accomplish security segregations. Such window-level access control safeguards the security, confidentiality, integrity, and the availability of the data.

A user profile is a unique record for an individual authorized access to AFMSS containing the user's name, user ID, job title, office location, window color preferences and a list of security groups to which the user has authorized access.

A unique name is assigned to a security group after all the windows to be accessed for that security group and the degree of access (i.e., query, save, delete) for each have been defined. Only those users with that security group name in their profiles are able to access those windows. The user may be a member of one or more groups. Security groups can be added or removed from a user's profile to permit or restrict access as individual responsibilities change.

Further security controls include picklists that ensure the input of valid data and extensive checking to ensure that the manual entry of data is valid (within a range of possible values and in the correct format). Conversion of existing automated data into the system also undergoes thorough checking to ensure the integrity of the database.

2.2 Getting AFMSS Permissions Set Up

Access to AFMSS requires:

- A BLM network CORP username/sign-on (contact the Information Resource Management [IRM] person for this).
- A username and password set up in the Bureau of Land Management Application Security System (BASS) for the AFMSS application.
- Permissions set up in AFMSS.
- Citrix Neighborhood installed on a personal computer (PC).

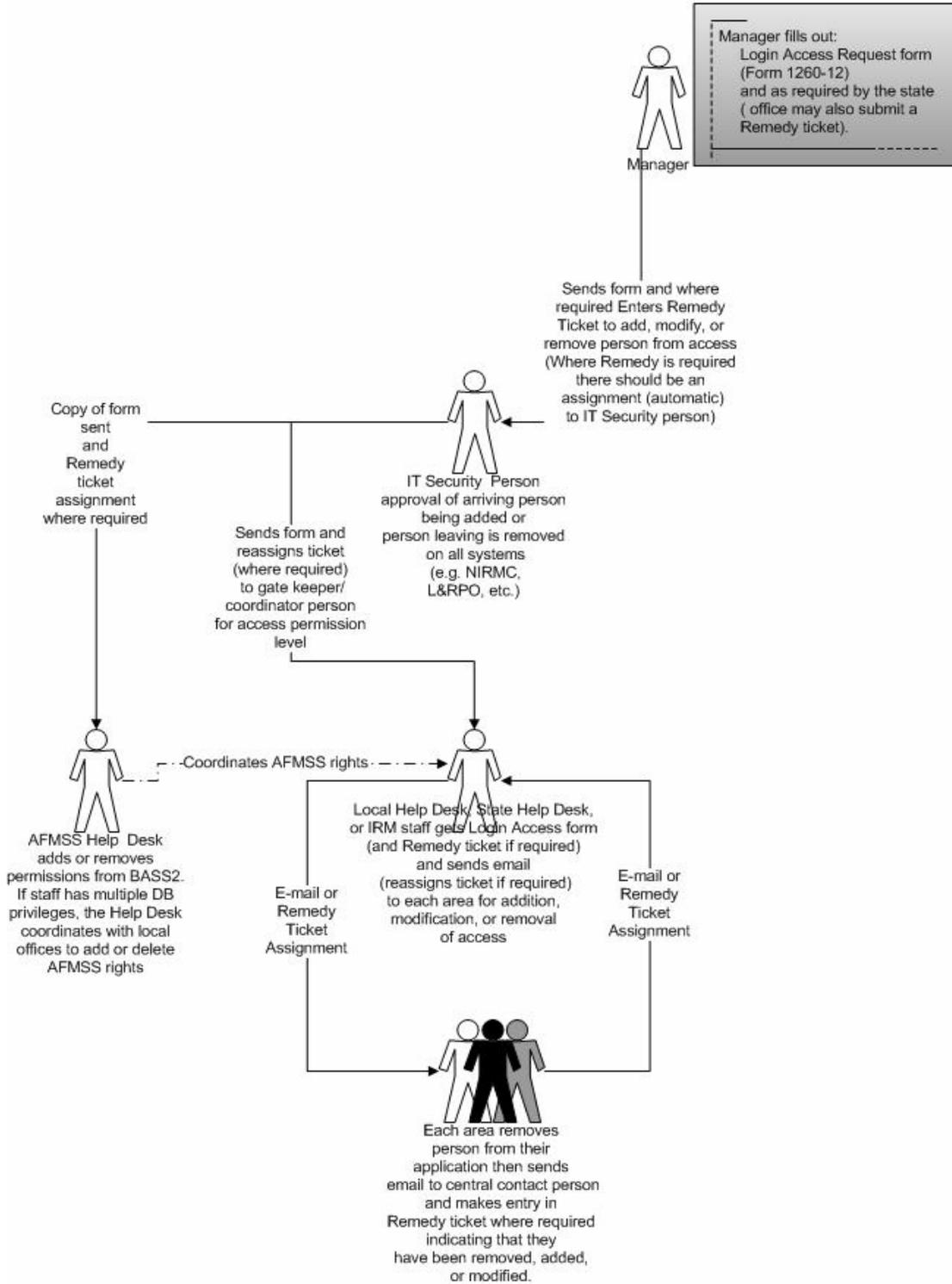
Setting up an AFMSS application user ID and permissions requires a Form 1260-12, Software Applications Permission Request form, completed and signed by the Supervisor/Task Manager. The Supervisor/Task Manager will forward the form to the Local and/or State information Technology Security Manager, who also has to sign the Form 1260-12. Only when the L&RPO contact person has received the completed and signed form can the user ID and permissions level be set up for AFMSS.

Process for Adding, Modifying, or Removing Permissions to L&RPO Applications

1. Supervisor/Task Manager fills in and signs a login access request form. For staff who are new to BLM's network, the required access form needs to be completed and sent to the appropriate IRM person. This is required before access is granted for Land and Resources Project Office (L&RPO) intranet applications. For adding access to an LRPO application, a Form 1260-12 needs to be completed and signed by the Supervisor/Task Manager.
2. The Supervisor/Task Manager sends access form/s to the local/state information technology (IT) security person.
 - a. The IT security person approves/signs the form/forms
 - b. The IT security person then:
 - If adding access, the IT Security person sends Form 1260-12 and a remedy ticket (if required) to the L&RPO contact person. If the person does not have permissions on the BLM intranet they must have the required access form submitted to the appropriate IRM person. A network user ID or Smart Card is required before any access to L&RPO intranet applications.
 - If removing access, then the IT Security person sends a copy of a new Form 1260-12 and creates a Remedy ticket (if required) to notify the L&RPO contact person.
 - If modifying access, the IT Security person sends a copy of a new Form 1260-12 and creates a Remedy ticket (if required) to notify the L&RPO contact person and the local or state office person that has permissions to modify user levels and local office data on the applications (generally this is a manager level user).

The Form 1260-12 must be completed, signed by the BLM Supervisor/Task Manager, signed by the IT Security Manager, and state application/program representative before access permissions can be granted, removed, or modified on L&RPO applications.

AFMSS Access Addition, Modification, and Removal Process



2.3 BASS 2.0 First Time User Login

Procedures

1. Go to the BASS 2.0 URL at <http://web.bass.blm.gov/bass2>.
2. The BASS 2.0 Home Page displays.

BLM Application Security System 2.0

Login

username:

password:

Login

Bass Home Page

- **Password Login** - A Secure login using your user name and password. This technique uses SSL and Triple Des Encryption.
- **Smart Card**- This technique allows you to login using your Smart Card. This technique also uses SSL.
- **First Time User**- If you have never used BASS and want to use password login please click here to generate a temporary password.
- **Want An Account?**- Click here to create an account and request access to applications.

3. Select the **First Time User** link in the Bass Home Page column.
4. The *First Time User* window displays.

First Time User

- Please enter your username and a temporary password will be sent to your email account.

username:

Request Password **Cancel**

5. Enter username in the **username** field and click on the **Request Password** button.

BLM Application Security System 2.0

✓ A temporary password has been sent to your email account.

Login

username: TEST2

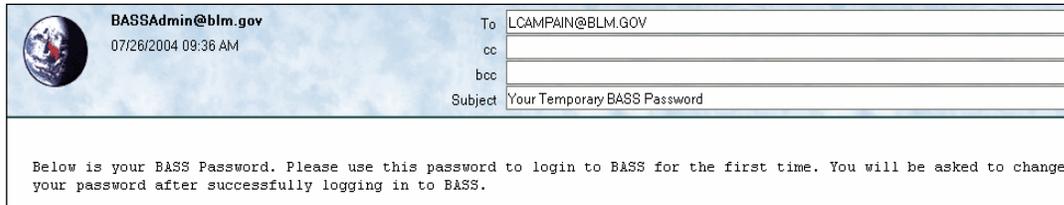
password:

Login

Bass Home Page

- **Password Login** - A Secure login using your user name and password. This technique uses SSL and Triple Des Encryption.
- **Smart Card**- This technique allows you to login using your Smart Card. This technique also uses SSL.
- **First Time User**- If you have never used BASS and want to use password login please click here to generate a temporary password.
- **Want An Account?**- Click here to create an account and request access to applications.

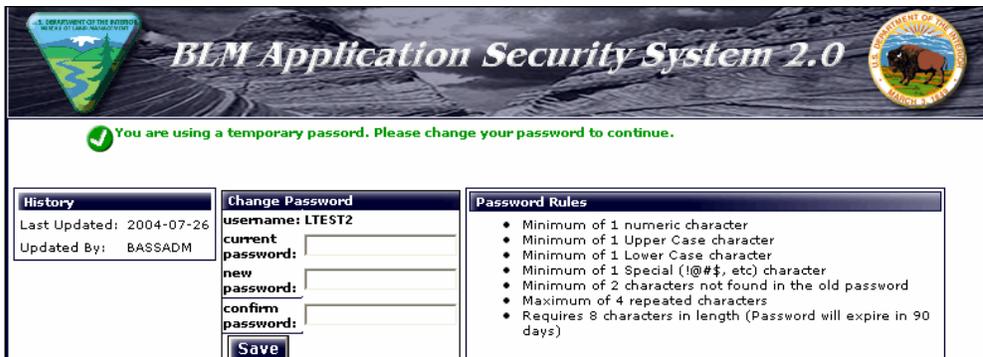
6. The Bass 2.0 Home Page displays, containing the message that a temporary password has been sent to the user's email account.
7. DO NOT close the browser at this point; open Lotus Notes and check for an email from the BASS 2.0 Administrator. This email contains a temporary password and is similar to the following:



- Note the temporary password. (TIP: Copy and paste the password into the BASS 2.0 Logon window). Return to the BASS 2.0 Logon window. Enter the username and temporary password and click on the **Login** button:



- After logging in with the temporary password, the following window appears. Enter the temporary password in the **current password** field, and enter a new password in the **new password** and **confirm password** fields, according to the list in the **Password Rules** column. Click on the **Save** button.



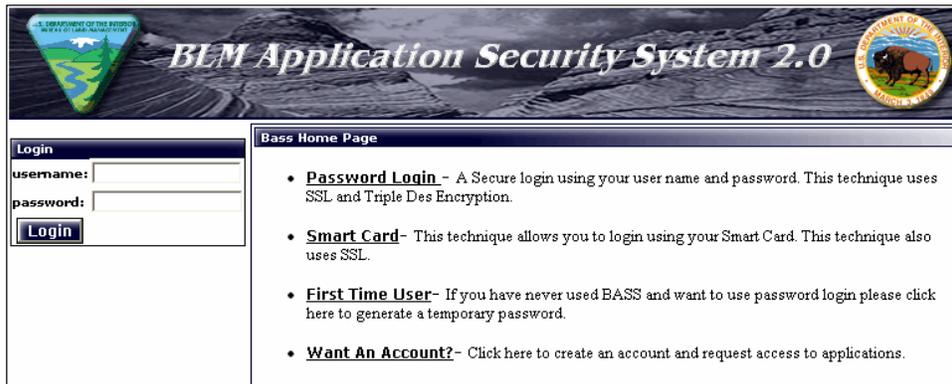
- Next, the window displays only the permitted applications. Select an application environment link from here.

2.4 BASS 2.0 Current User Login

Procedures

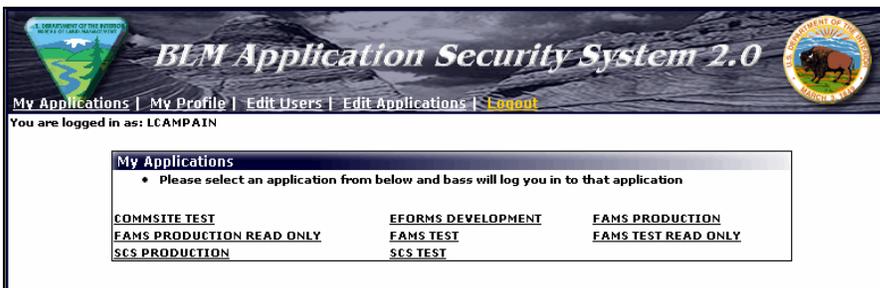
- When accessing BASS 2.0 as an existing user, go to the BASS 2.0 URL at <http://web.bass.blm.gov/bass2>.

2. The Login window is displayed.



3. Enter the username and password.

4. After verification, the following window displays all the permitted applications.

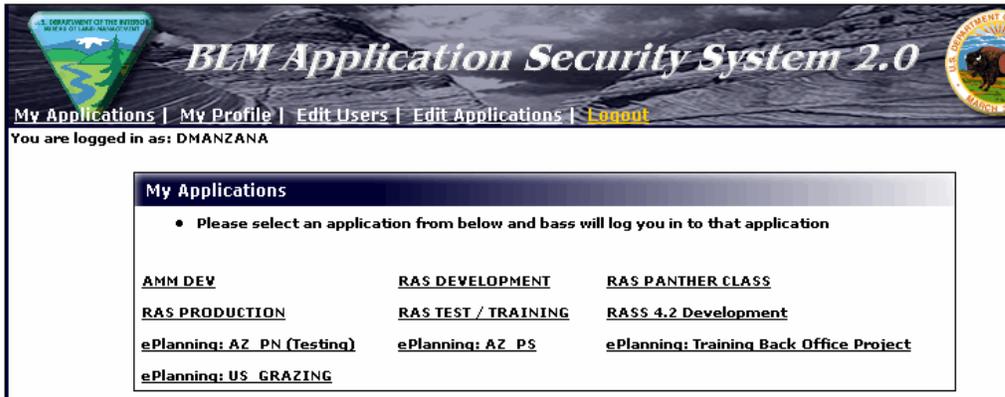


5. Click on the desired application link.

2.5 Smart Card Login

NOTE: First-time SmartCard users should log in using username and password. Then proceed with the following to enable the SmartCard.

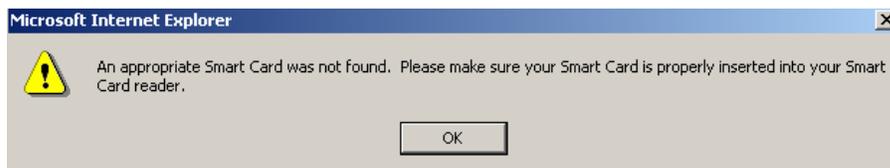
Procedures



1. Click on **My Profile** in the upper menu bar (above) to launch the My Profile window (below).

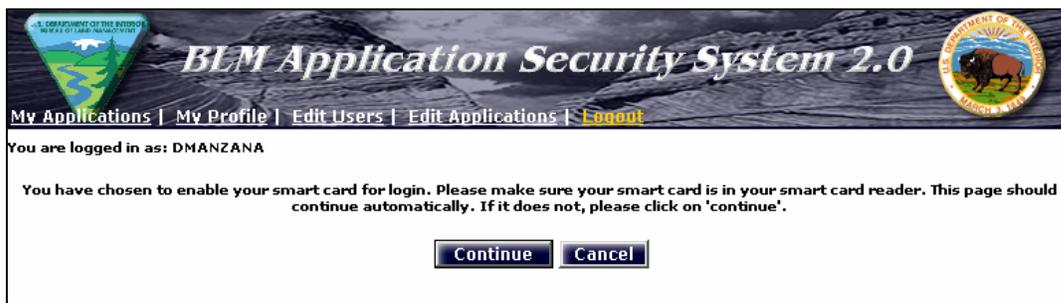


2. Click on the **Enable SmartCard** button (above).
3. If the SmartCard is not in the card reader, the following message appears.



4. Click the **OK** button and place the SmartCard in the reader.

- Once the SmartCard is in the reader, click on the **Continue** button.



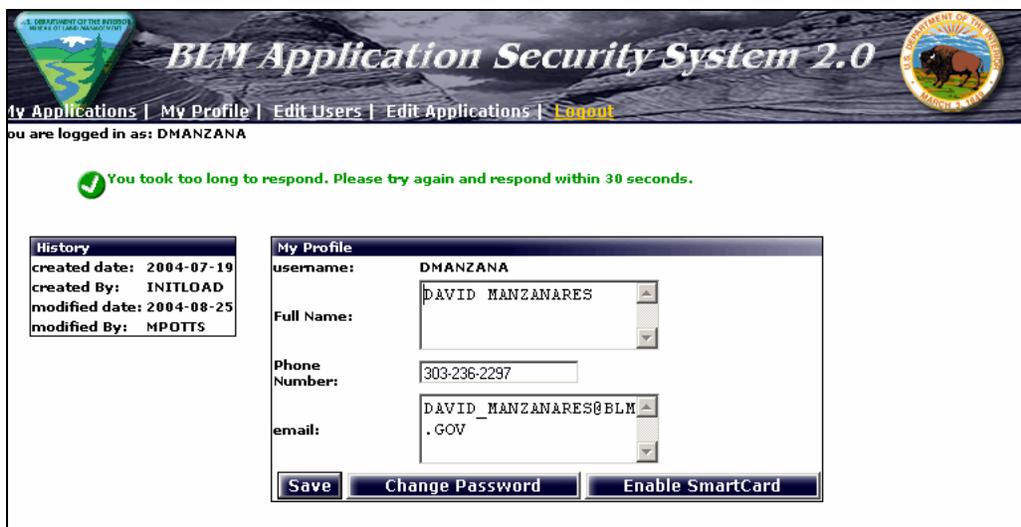
- The following window appears when the SmartCard is in the card reader:



- Click on the **Yes** button to allow the browser access, in order to continue.
- Enter the Personal Identification Number (PIN) associated with the SmartCard (the number selected at the time of card issuance). Click on the **OK** button.



- The My Applications page should appear if the SmartCard was enabled.
- Once the SmartCard has been enabled, log in to BASS 2.0 using the **SmartCard** option.
- For security reasons, if it took longer than 10 seconds to complete the Enable SmartCard procedures, the following window appears.



12. Click on the **Enable SmartCard** button and start the procedure again.

Call the AFMSS help desk @ (303) 236-3516 with any questions or concerns.

2.6 User Categories

Users may be defined as narrowly or as broadly as the individual site requires. (Refer to the *AFMSS Computer System Operator Manual* for user information and guidance.) AFMSS supports users and superusers through security group authorizations. Superusers include the System Administrator (SA), the Electronic Commerce Reviewer (ECR), and the AA.

- a. The SA assists in the initial installation of AFMSS and maintains the hardware, operating system, and Relational Database Management System (RDBMS). (Refer to the *AFMSS Computer System Operator Manual* for information and guidance for this superuser.)
- b. The ECR evaluates and accepts electronic records submitted by industry. (Refer to the *AFMSS Electronic Commerce Reviewers Manual* for information and guidance for this superuser.)
- c. The AA controls the software, database and access as well as performs ad hoc queries. This manual for Privileged Users contains information and guidance for the AA.

2.7 Confidentiality

AFMSS contains some confidential data. Operator-submitted data that is confidential may be held confidential for a period of time (e.g., one year), after which it becomes open to public scrutiny. Well data (including production) for much of the Indian-controlled oil and gas operations are considered confidential indefinitely. The AA is responsible for ensuring that access to confidential data is restricted to authorized users.

3 Concepts and Tools

3.1 AFMSS Version 3.5

Version 3.5 of AFMSS provides the following major functions:

- a. **Lease Operations:** The lease operations function supports the tracking of surface and downhole permitting and reporting for wells on Federal and Indian lands including agreements with adjacent non-federal wells.
- b. **Monitoring:** The monitoring function supports the management and tracking of inspection and enforcement activities conducted on those wells and associated facilities.
- c. **Monthly Report of Operations (MRO)/Oil and Gas Operations (OGOR):** MMS has changed from the MRO format for the operator-submitted reports to the OGOR format. View the reports previously sent using the MRO format through either the AFMSS **MRO** or **OGOR** submenus. However, reports currently supplied by MMS, including amended reports previously sent through MRO, must be accessed using the AFMSS **OGOR** submenu.
- d. **Electronic Commerce (EC):** The EC function supports both the operations and monitoring functions by providing review and validation of operator-submitted electronic transmissions prior to their acceptance into AFMSS. It is now also possible to send email to the operators regarding status of their EC transmissions.

3.2 Basic Concepts and Terms

AFMSS is a relational database using client/server architecture. A database is a collection of information organized according to a schema (data model) that can be accessed simultaneously by multiple users. A schema is a plan or map that defines the units of data and specifies how each unit is related to the others. The schema is an integral part of the database and resides with it.

3.3 System Architecture

The minimum system requirements for running AFMSS are listed in the *Version Description Document (VDD)* that is released at the time of the software release.

3.4 Expanded Entity Relationship Diagram

Detailed relationships of tables in the database plus a synopsis of each data element in each table are depicted graphically in the Expanded Entity Relationship Diagrams (EERDs). Each data element synopsis includes the Data Element Dictionary (DED) standards for the short name, type, long name, and number. The EERD consists of ten graphics that are online under www.nm.blm.gov. There are 10 files for the EERD on the net, eerd1.doc through eerd10.doc. The files are currently in Microsoft Word format.

4 User Support

AFMSS continues to evolve with the dynamics of the hardware, software, applications and users. It is anticipated that changes will occur as requirements are identified or redefined and as the system ages. To support the user in addressing problems and errors as well as to establish an avenue for incorporating modifications and revisions, a support process flow has been developed that includes AAs and the AFMSS Help Desk.

4.1 User Support Members

The user support process identifies the members to focus expertise and limit duplicate efforts. User problems flow from the general user to the local AA, to the state AA, to the Help Desk and (if necessary) to a User Group Member or to BLM-wide resource experts. If the problem is an AA functional question it may flow from the local AA to the state AA then directly to a Project Configuration Management Board (PCMB) Member, the BLM-wide resource experts or to the Help Desk. In addition to internal BLM members, an MMS interface may directly contact or be contacted by any of the AAs or the Help Desk.

Resolutions travel back through the same interfaces mentioned above. This process allows the more difficult problems to be addressed at increasing levels of expertise within BLM. At any point in the process the resolution can flow back to the problem originator. This interface process ensures that knowledge gained is documented and communicated to all members in the flow. The answer is not lost once a problem has been identified and resolved.

4.1.1 User/Local AA Interface

Users access AFMSS on a daily basis. It is expected that the majority of problems will be surfaced by users. Since the user interfaces only with the local AA, it is important that the local AA be aware of the problem/resolution process.

The local AA is the point-of-contact for the user regarding AFMSS both in receiving problems and relaying solutions. The local AA is knowledgeable in all facets of AFMSS and has some experience with known problems and errors. Additionally, the local AA is familiar with the AFMSS community and is able to contact a variety of sources for expert advice. The local AA has the authority to contact the person necessary to get the problem settled quickly. If the problem is a complex user problem and requires a high level of time and expertise to resolve, the local AA has the leeway to pass the problem to the state AA, and the state AA may pass it to a User Group Member or the Help Desk. If the problem is a complex AA functional question, the local AA passes it to the state AA who has the option of contacting a PCMB Member, expert BLM-wide resources or working with the Help Desk.

The AAs perform the necessary installation and preparation before the general user is authorized to use a new version release.

4.1.2 Local/State AA Interfaces

AAs have a number of interface implementation duties. See the *VDD Appendix C* for complete installation and implementation instructions for a release. AAs are also responsible for orphan objects and monitoring automatically run programs. These responsibilities are summarized in Chapter 9.0 *Miscellaneous Functions*.

AAs follow the methodologies summarized in subsection 4.2 *Defining Problems and Errors*. If the local AA cannot resolve the problem in a timely manner the flows for either a user question or AA functional question as described in subsection 4.1.1 are used.

4.1.3 AA/Help Desk

The Help Desk is located in Denver, Colorado, and is accessible by phone at (303) 236-3516. The Help Desk is responsible for documentation and resolution of problems. The Help Desk may need access to local user systems in attempting to resolve problems.

4.1.4 Help Desk/BLM-wide Resources

If the Help Desk cannot answer the problem directly, it has access to members of the AFMSS User Group (experts in BLM business oil and gas processes and AFMSS procedures), programmers, technical staff and management staff bureau-wide.

4.2 Outside-BLM Users

Requests for access by new users from outside of BLM should only be honored when they come from the AFMSS Help Desk. Likewise, requests to remove outside-BLM users must also come from the Help Desk. The local and state SAs and AAs should coordinate their efforts to ensure that new users are authorized and former users no longer have access to the system.

4.3 Defining Problems and Errors

The mission for AFMSS regarding problem and error resolution is to completely identify and define the problem or error, isolate the cause, find the best available resolution, document the problem/resolution, and respond to the user as quickly as possible.

As the users' point-of-contact, the AA is the first line of help, the interface with the Help Desk, and one of the interfaces and contacts with MMS. In order to fulfill these responsibilities, the AA must know what questions to ask, how to categorize the problem, and how to solve or resolve the problem. The following three steps form a starting point in addressing problems:

- a. Duplicate the problem.
- b. Categorize the problem type.
- c. Define the solution/resolution.

4.3.1 Duplicate the Problem

Once the user contacts the AA with a problem, it is essential that the AA duplicates the same problem. First, the AA should attempt to duplicate the problem on the AA's own system. If the duplication is successful, then a sequence of questions and Yes/No choices will help the AA categorize and define the problem. If the problem cannot be duplicated on the AA system, then the AA must try duplicating the problem on the user's system.

If the AA and user are located at the same site, the AA should go to the user's work station and try to duplicate the problem (after the user logs into AFMSS). If the AA is not on the same cluster or is not at the same location as the user (i.e., Roswell, Hobbs and Carlsbad in New Mexico), the AA must access the user's system.

If the problem can be duplicated on the user's system but not on the AA's system, the problem is a hardware or local area network (LAN) problem and the SA should be contacted. If the problem cannot be duplicated on the AA's or user's system, then the assumption is that the problem was a user problem or a fluke, and no problem *really* exists.

4.3.2 Categorize the Problem

Defining the type and category of the problem narrows both the fields of possible causes and of resolution resources. Table 4-1 :Problem Categorization is a listing of the most frequent problem categories and the associated resources responsible for resolution.

Table 4-1. Problem Categorization

Problem Type	Help Source
Hardware	SA NIRMC
Windows 95/98/NT	SA NIRMC
Informix	DBA or Help Desk/Hotline NIRMC
Operator or Procedure Error	AA (user training)
Network	SA or Help Desk/Hotline NIRMC
AFMSS Software	Help Desk/Hotline
AFMSS Data	AA (data quality) or Help Desk
MMS	AA (with MMS)

4.3.3 Identify the Problem

If the AA can define the problem well enough to categorize it, the resolution is much simpler. Figure 4-1 shows the flow of questions and Yes/No choices necessary for the AA to decipher the problem and arrive at the most probable resource for solution or resolution.

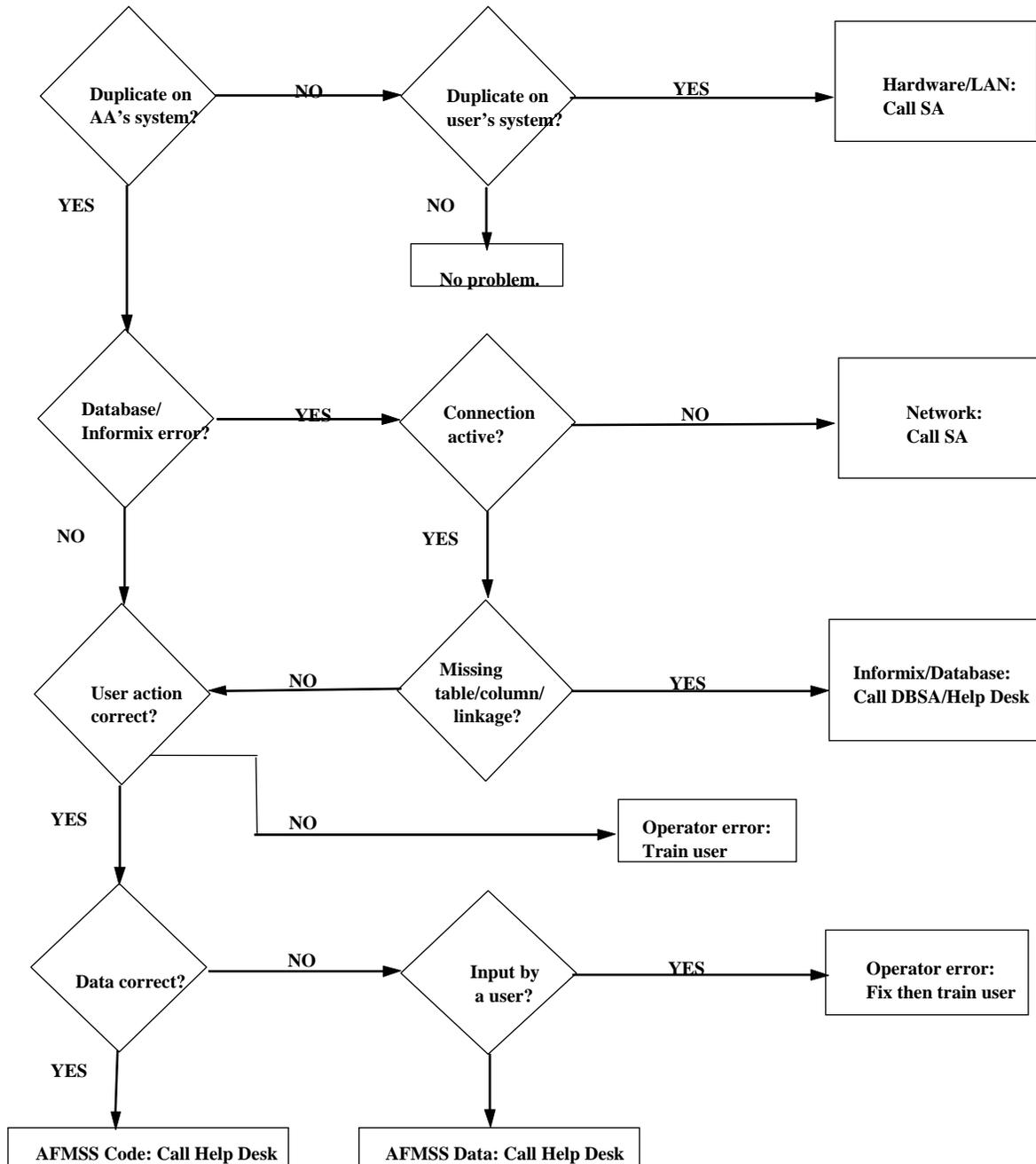


Figure 4-1. Problem Definition Flow

4.4 Error Interpretation

The system usually sends out an error message when an error occurs during an operation. There are two types of error messages:

- a. AFMSS user messages sent by the program (from JAM code); contact the Help Desk.
- b. Informix/database messages (e.g. *table/column does not exist*); print the message (window) and contact the Help Desk or DBA.

NOTE: It may be helpful for the AA to examine the underlying Xterm window when an unfamiliar incident occurs to see if there are any system messages. Contact the SA if there are any Network File System (NFS) messages.

4.5 Informal Onsite User Training

4.5.1 Initial Security

The AA is a logical initial point-of-contact regarding security procedures in AFMSS due to the responsibilities for establishing the site security groups and user profiles. Any questions regarding security issues and the use of AFMSS should be addressed to the AA.

4.5.2 User Questions

The AA should have attended training courses for both the general user and the AA, be familiar with the *AFMSS Software Users Guide for General Users*, and be an experienced AFMSS superuser. The AA is the point-of-contact when a user has questions.

As revisions and modifications are incorporated into the system, the AA implements the update at the site. Once the AA has ensured the system is operational, the AA notifies the users, educates them on any changes, and supports them in becoming familiar with the update.

5 AA Windows

The AA primarily uses the windows under the **AA** menu in the *AFMSS Main Menu* although there are a few AA functions located under other menus. The guidelines contain access directions for the windows.

It is assumed that the AA has training in the general use of AFMSS menus and windows. (Refer to the *AFMSS Software Users Guide for General Users* for review.) Start AFMSS

The *AFMSS Main Menu* window (Figure 5-1) is the AFMSS opening window.

Some BLM offices may be set up differently from others and it may be necessary to contact the SA if the login procedure is different than what is described here.

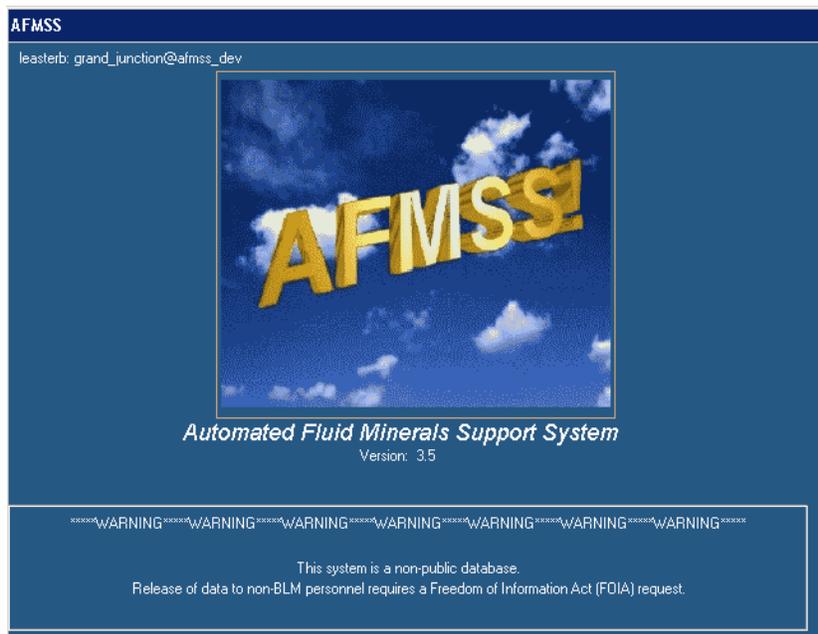


Figure 5-1. AFMSS Main Menu

5.1 General Window Layouts

The window layouts for AA tasks are intended to provide adequate information for the AA to clearly identify the object to be added, revised, or deleted. Note, however, that these are not information windows and they do not display everything about an object that may be necessary to perform day-to-day technical work.

There are two primary types of data fields within an AFMSS window. The light-shaded data fields provide information only and cannot be edited in this window. The dark-shaded fields are for user input. Some of these are *required* fields in which data must be entered before the record can be saved into AFMSS. The current process is to click the **Save** button after completing the

data entry. If there is a required field that does not contain data, AFMSS generates an error message identifying the necessary field. Enter the required data and click **Save** again.

NOTE: This document identifies required data fields for a window whenever possible.

5.2 User Access Windows

AFMSS uses user profiles and window groupings for security control. An access group controls access to individual case/operator data combinations; a security group allows a particular type of user access to a set of windows; and a user profile permits an individual restricted access to the system. A user may be a member of more than one group. The *Access Groups (MNT.44)* window controls the access groupings. The *Security Groups (GLB.55)* window controls the grouping of windows into sets accessible by particular types of users. The *User Maintenance (GLB.54)* window deals with the individual user and the security groups assigned to that user.

5.2.1 Access Groups

Tribes and other special groups should be able to use AFMSS for their needs but not have access to information for other groups. The *Access Groups (MNT.44)* window provides a means for permitting and controlling such access.

Procedures

1. Open the *AFMSS Main Menu*, select **AA**, and click on **Access Groups** to launch the *Access Groups (MNT.44)* window (Figure 5-2).
2. The access groups are displayed in the upper section of the window. The listing for each group includes the name, description, and the number of users, cases and operators.
3. Click **Delete** (after highlighting a specific access group name) to remove that group from the database.
4. Click **Print Group** (after highlighting a specific access group name) to launch the *AFMSS Print Confirmation (GLB.49)* window. A sample copy of an Access Group is shown in Figure 5-3.

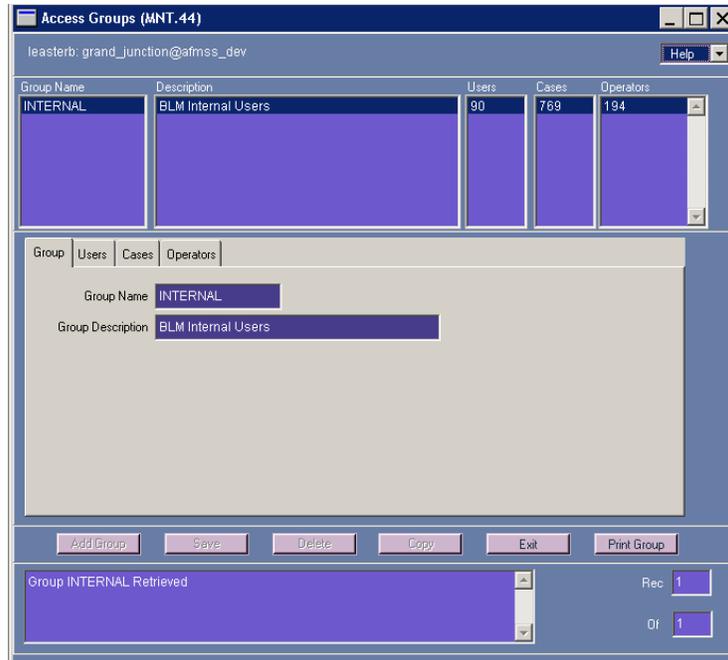


Figure 5-2. Access Groups (MNT.44) Window

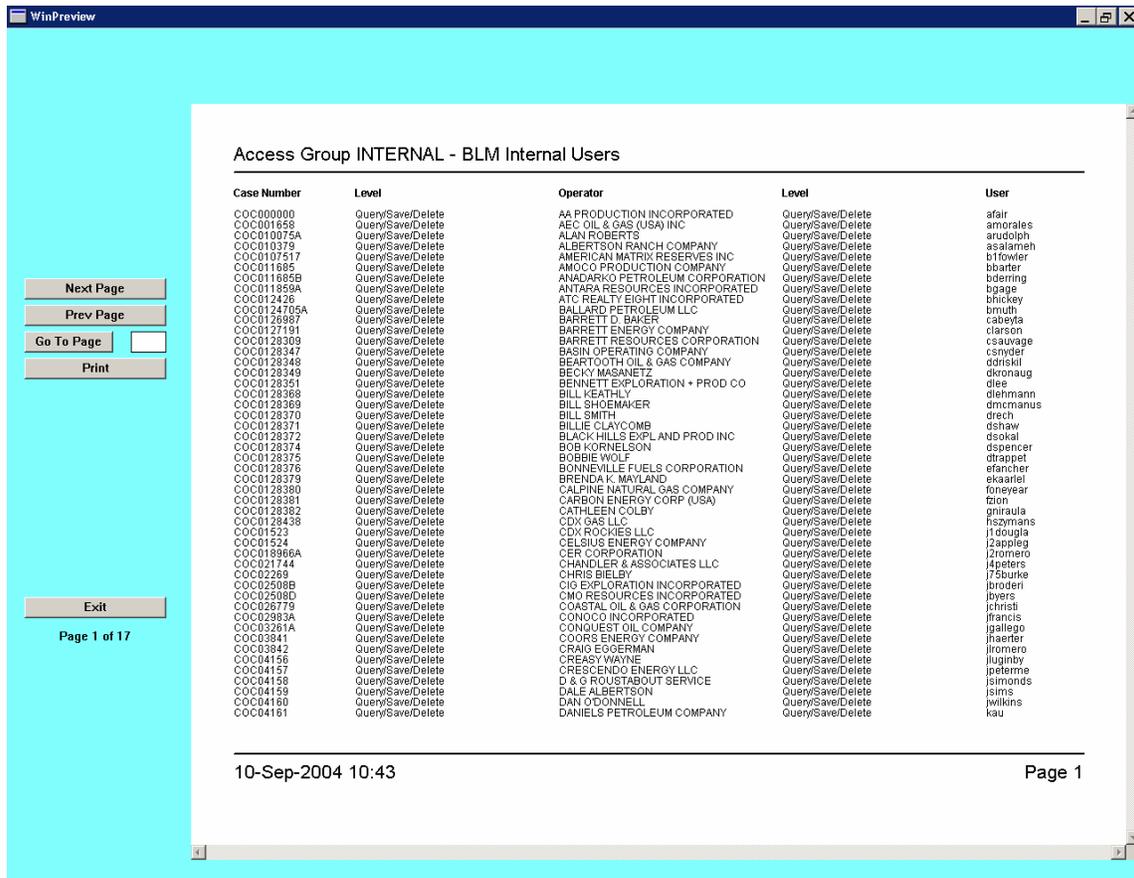


Figure 5-3. WinPreview Print Window of Access Groups—Sample Copy

5. Click **Add Group** to add a new group to the database. The middle section of *MNT.44* contains several tabs that are used to input new data and edit existing data. Click a tab to open it and input data as necessary.

- **Group:** Contains text fields for the **Group Name** and the **Group Description** (Figure 5-4). This tab is the default field that displays when *MNT.44* opens. Type in a unique name and a description for a new group.

The screenshot shows a window with four tabs: 'Group', 'Users', 'Cases', and 'Operators'. The 'Group' tab is active. It contains two text input fields: 'Group Name' with the value 'INTERNAL' and 'Group Description' with the value 'BLM Internal Users'.

Figure 5-4. Access Groups (MNT.44) Group Tab

- **Users:** Contains columns listing user names and their membership status in the group (Figure 5-5). Enter the user name, highlight it, then use the **Set Selected Users To** field to choose **Members** or **Not Members**. Members have *Yes* by their names. Assign more than one user at a time the same membership status by holding down the keyboard Ctrl key, clicking the beginning user through the last user, and then clicking the desired membership status.

The screenshot shows the 'Users' tab. It features a table with two columns: 'Member?' and 'User'. The 'Member?' column contains 'Yes' for all users. The 'User' column lists names: afair, amorales, arudolph, asalameh, b1fowler, bbarter, bderring, and bgage. To the right of the table is a 'Set Selected Users To' dropdown menu set to 'Members'.

Member?	User
Yes	afair
Yes	amorales
Yes	arudolph
Yes	asalameh
Yes	b1fowler
Yes	bbarter
Yes	bderring
Yes	bgage

Figure 5-5. Access Groups (MNT.44) Users Tab

- **Cases:** Contains columns for **Level**, **Case Number** and **Tribe Name** (Figure 5-6). The **Case Number** column is used to establish data in all three columns. Type in the case number(s) if known. Query for a list of cases by using the selection criteria fields **Cases Like**, **Tribe Like**, **Has Wells in M/T/R** (meridian/township/range) and **Has Wells in St/Cnty** (state/county), or using one of the dropdown choices in the upper right box: **Show Cases in Group**, **Show Cases Not in Group**, or **Show All Cases**. After entering query data or choosing a query option, click **Query**. The cases are displayed in the **Case Number** column. If a case is associated with a Tribe, the **Tribe Name** column autopopulates. Click on the case number then assign it a level of access (**Query/Save/Delete**, **Query/Save**, **Query**, **NoAccess**) by clicking the appropriate option under the **Set Selected Cases To:** field. Assign more than one case number (of the same

level) at a time of access by holding down the keyboard Ctrl key, clicking the beginning case number through the last case number, and clicking the access level.

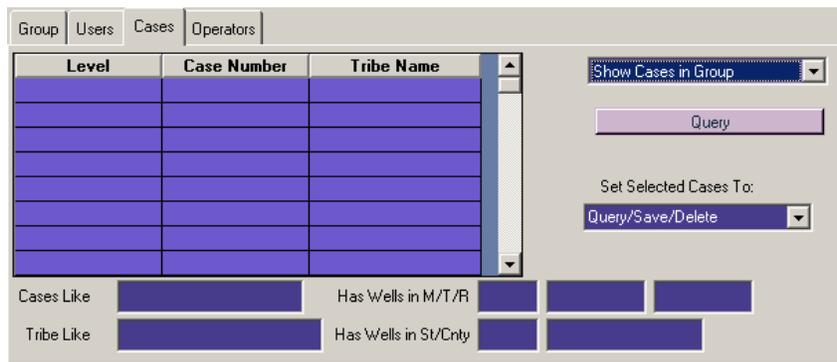


Figure 5-6. Access Groups (MNT.44) Cases Tab

- Operators:** Contains columns for **Level** and **Operator** (Figure 5-7). The **Operator** column is used to establish data in both columns. Type in the operator(s) if known. Query for a list of operators by using the selection criteria fields **Operators Like**, **Has Wells in M/T/R** (meridian/township/range) and **Has Wells in St/Cnty** (state/county), or using one of the dropdown choices in the upper right box: **Show Operators in Group**, **Show Operators Not in Group**, **Show All Operators**. After entering query data or choosing a query option, click **Query**. The cases are displayed in the **Case Number** column. If a case is associated with a Tribe, the **Tribe Name** column autopopulates. Click on the case number, then assign it a level of access (**Query/Save/Delete**, **Query/Save**, **Query**, **NoAccess**) by clicking the appropriate option under the **Set Selected Cases To** field. If an access level for an operator is not assigned, it will not be given any. Assign more than one operator at a time the same level of access by holding down the keyboard Ctrl key, clicking the beginning operator through the last operator, and clicking the level. Click **Copy** (after highlighting a group name) to use an existing group as a template for adding a new group into the database. Enter the new group name and description, then use the tabs listed above for changing the appropriate data.

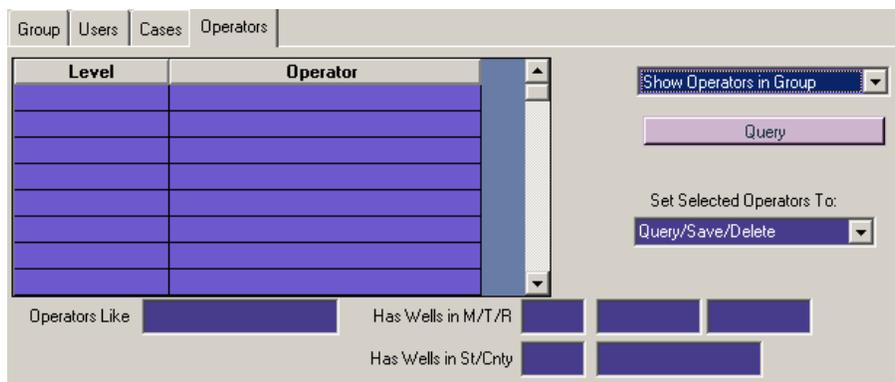


Figure 5-7. Access Groups (MNT.44) Operators Tab

- Click **Save** to save any additions, changes, or deletions to the database.

7. Click **Exit** to return the AFMSS Main Menu.

5.2.2 Security Groups (GLB.55)

Users must contact the AA responsible for their site to establish or change a security access group. Access to AFMSS can be customized on an individual window basis. New groups can be created and saved, and existing groups may be edited. Existing groups may also be deleted if the group was not part of any user's profile.

The AA must use caution when assigning more than one security group to an individual. Security groups will **override** each other. If a security group is assigned with limited access and another more liberal security group is also assigned to an individual, the more liberal access is allowed. The AA must ensure the security group and what it allows is understood before assigning it to anyone.

Procedures

1. From the AFMSS Main Menu, select **AA** then click **Security Groups** to launch the Security Group (GLB.55) window (Figure 5-8).

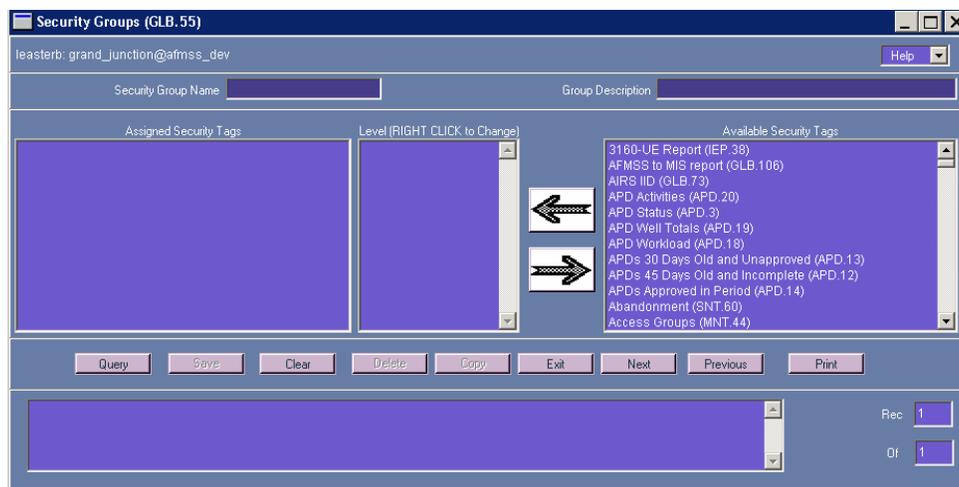


Figure 5-8. Security Groups (GLB.55) Window

2. Follow one of the following methods to access an existing group:
 - c. Click **Query**. All existing groups are accessed and stacked in alphabetical order. Skip to a specific group using the **Next** or **Previous** buttons.
 - d. Type in the security group name. Click **Query**. This group name should appear on the window. (No other group name records are stacked or accessible via this approach.)
3. Click **Copy** to use an existing security group as a template for a new group then edit as necessary.

4. **Security Group Name:** Enter a name indicative of the users that will access these AFMSS windows. (e.g., Application Admin, Adjudicator, Pet, Geologist).

NOTE: To setup a read-only security group for viewing the pending EC transmissions, the beginning of the security group name must start with **EC Review**. AFMSS recognizes this start as authorization to display the pending EC counter on the front of the AFMSS Main Menu.

5. **Group Description:** Enter a short description of what this security group does (e.g., Application Administrators Group, AFMSS Login Default Security Group).
6. The first and middle columns that describe the windows accessible by the security group are initially empty. The **Available Security Tags** column initially lists all existing windows in the system.

Access to a specific window can be added to a security group by clicking the cursor on the window name under **Available Security Tags** to highlight it, and then pressing the left pointing arrow button to move it to the list under **Assigned Security Tags**.

Access to a specific window can be removed from a security group by clicking the cursor on the window name under **Assigned Security Tags** to highlight it, then pressing the right pointing arrow button to move it back under **Available Security Tags**. Multiple windows may be selected (highlighted) at one time.

7. The middle column, **Level**, indicates the level of access allowed to the associated window tag in the **Assigned Security Tags** column. To select the security level for the tag, click on the desired tag, then right click on it to display a picklist of security levels. Click on the level desired.
8. Click **Delete** to completely remove a security group from the database. This is a risky action since many user profiles may use the group and it may be difficult to ensure all profiles have been edited.
9. **Save** the record before exiting. (Answer yes to the query “Save to AFMSS?” If all fields have not been filled, a prompt statement appears to that effect. Notice that once the database saves the record, the status box reflects that the main window data were saved to AFMSS and that the security tables were updated.)
10. Click **Exit** to return to the AFMSS Main Menu

5.2.3 User Maintenance (GLB.54)

A security access profile for a user must exist in the database for that individual to access AFMSS. Users must contact the AA responsible for their site to establish or change a user profile. A user may have access to one window or multiple windows depending upon which security group(s) is assigned to the user’s profile. The User Maintenance (GLB.54) window shown in Figure 5-9 is used to establish and maintain the user profile.

Procedures

1. Open the *AFMSS Main Menu*, select **AA**, and click on **User Maintenance** to launch the User Maintenance (GLB.54) window.

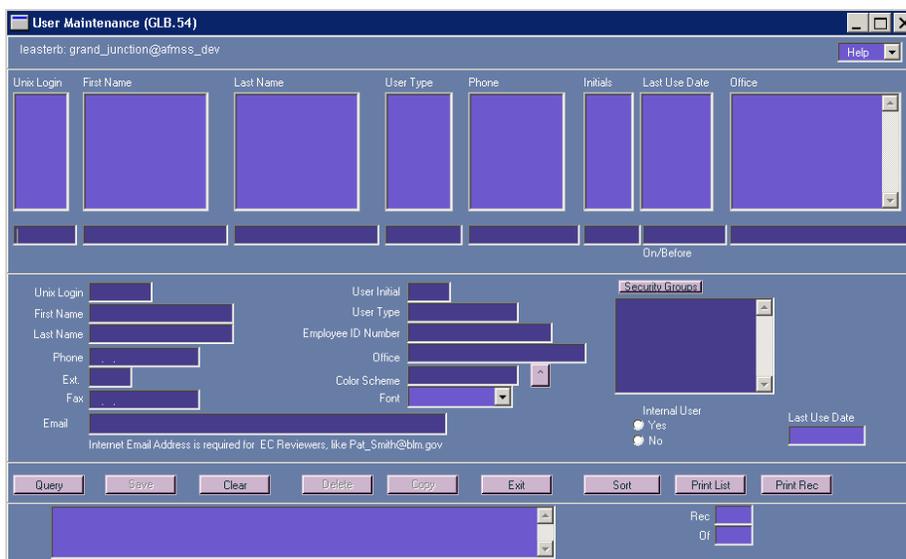


Figure 5-9. User Maintenance (GLB.54) Window

NOTE: In the lower portion of the window, the **UNIX Login**, **First Name**, **Last Name**, **User Initial**, **User Type**, **Security Group Name**, and **Color Scheme** are required data entry fields.

2. Query for an existing record by entering data into one or more of the Query by Example (QBE) fields in the top portion of the window and click **Query**. Select the desired record to display this specific user's data in the lower portion of the window.
3. Click **Sort** to launch the *AFMSS Sort Window (GLB.43)* to rearrange the order in which the queried records are displayed. The options are **UNIXLogin**, **FirstName**, **UserType**, **Phone**, **Initials**, and/or **Office**. (See the *Software Users Manual (SUM)*, Chapter 2 for GLB.43 guidelines.) Click **Cancel** to return to *GLB.54*, or **Sort** to execute the action and return to *GLB.54* after the sort is done.
4. Click **Copy** to use an existing profile as a template for a new one if much of the data is the same, then edit as necessary. Entries and revisions to the user profile are entered directly into the fields.
 - a. Triple click on the field.
 - b. Type in the data (replaces stored data).
 - c. When a picklist appears in response to a button, highlight the choice in the picklist that is applicable.

5. The **UNIX Login** field must contain the user's exact CORP login name in lower case format. The AA obtains this information from the user or the site System Administrator.
6. **First** and **Last Name** fields use initial capitals (in query, all names are all caps).
7. **Phone/Ext/Fax/Email** are optional fields but can save time in contacting the user.
8. **User Initial** uses an initial capital. This field is used as a part of each Document Number.
9. **User Type** specifies the user's organization, e.g., BLM, MMS, etc.
10. **Employee ID Number** should be entered if known to help clearly identify a user.
11. **Office** should be entered if known to help clearly identify a user.
12. **Color Scheme** determines the colors used within a window. Select a color combination by clicking on one of the choices in the picklist. Completely exit AFMSS and re-enter to enable changes to take place.

NOTE: The last selection under **Options** on the main menu is **Select Color Scheme**. This allows the user to change the color combination after the AA has initiated the user profile.
13. **Font:** Click the button to the right of the field and select the desired font.
14. Click on **Security Groups** to launch a picklist of all existing security groups. Highlight each group applicable to the user. The group appears in the field box. If a mistake is made in selecting a security group, highlight the group and use the delete key or the backspace key on the keyboard to remove it from the field box. **Do not use the DELETE button in the window; this button will delete the whole user profile record.**

NOTE: Use caution when assigning more than one security group to an individual. Security groups will **override** each other. If a security group is assigned with limited access and another more liberal security group is also assigned to an individual, the more liberal access is allowed. The AA must ensure that the security group and what it allows is understood before assigning it to anyone.
15. **Internal User** is a mandatory field indicating whether a user is on the list of AFMSS internal users. The default is **Yes**. Change as appropriate.
16. Click **Clear** to remove any data from the window and do another query
17. After the user's profile is complete, click the **Save** button. (Answer yes to the query "*Save to AFMSS?*". Notice that once the database saves the record, the status box reflects that the main window data is saved to AFMSS and that the user tables are updated.)
18. Click **Delete** to completely remove the user profile from the database. Use caution and ensure the correct profile is displayed in the lower portion of the window before deleting.

19. Click **Print List** to launch the *AFMSS Print Confirmation (GLB.49)* window to make or preview a copy of the list of the users listed in the query display area (upper portion of the window). (See the *Software Users Manual (SUM)*, Chapter 2 for *GLB.49* guidelines.)
20. Click **Print Rec** to launch the *AFMSS Print Confirmation (GLB.49)* window to make or preview a copy of the detailed user profile of the user shown in the lower portion of the window. (See the *Software Users Manual (SUM)*, Chapter 2 for *GLB.49* guidelines.)
21. Click **Exit** to return to the *AFMSS Main Menu*.

5.3 Customer Selection (GLB.11)

Access Customer windows through the **Operations** submenu on the *AFMSS Main Menu*. The customer finder window is the *AFMSS Customer Selection (GLB.11)* window. *GLB.11* is the central interface to all customer related activities. Additionally, AFMSS users can select customer information to review or to export as a flat file to print mailing labels.

New customers as well as new BLM organizations or sites can be added and existing records can be edited using the link to the *Customer Maintenance (GLB.12)* window. Existing records may also be deleted if that customer or BLM organization/office was not part of data in any AFMSS window or record. *GLB.11* also links to the *Customer Contact* window for maintenance of customers' points-of-contact.

NOTE: The term “customer” refers to a company or organization (e.g., industry operators and BLM agencies), and the term “contact” refers to a person to be contacted for a customer. Both the AA and the general user may add new and edit existing customer contacts.

Procedures

1. From the *AFMSS Main Menu*, select the **Operations** menu and then click on **Customers** to launch the *AFMSS Customer Selection (GLB.11)* window (Figure 5-10).

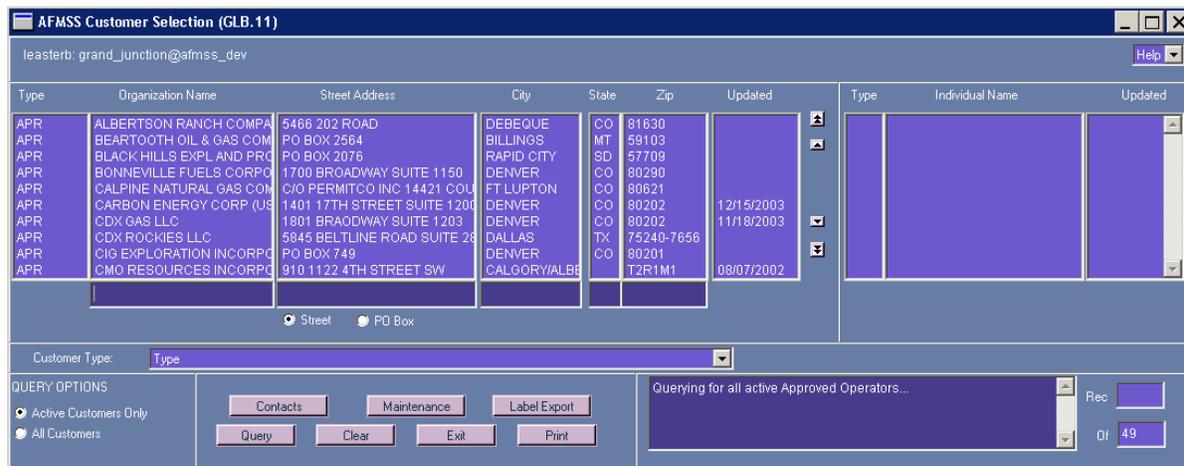


Figure 5-10. AFMSS Customer Selection (GLB.11) Window

2. The window opens displaying the list of active approved BLM operators (APR type). Select the customer. Select more than one by holding down the Ctrl key while clicking on each desired customer. A highlighted bar should run across the row for each customer selected.
3. If the APR type is not the appropriate type of customer to use, then:
 - a. Click in the **Customer Type** selection field (beneath the QBE boxes) and select the appropriate type.
 - b. Enter any known information concerning a desired customer in the appropriate QBE boxes to limit the query. Use the wildcard (%) where necessary.
 - c. Select either **Active Customers Only** or **All Customers** before starting a query.
 - d. Press **Query**. A listing of all appropriate customer records displays. Select (highlight) the desired customer record. The contact(s) for that customer displays in the right section of the window.
4. The date of the last entry for a customer is indicated in the **Updated** column.
5. Click **Maintenance** to launch the *Customer Maintenance (GLB.12)* window for editing customer data. See section 5.3.1 for guidelines.
6. Click **Contacts** to launch the *Customer Contacts (GLB.12a)* window for editing contact data. See section 5.3.2 for guidelines.
7. Click **Label Export** to send a copy of the file in mailing label format to a directory. See section 5.3.3 for guidelines on creating mailing labels in Microsoft Word.
8. Click **Print** to launch the *AFMSS Print Confirmation (GLB.49)* window to make a copy of the listing.
9. Click **Exit** to return to the *AFMSS Main Menu*.

5.3.1 Customer Maintenance (GLB.12)

The AA uses this window to add, delete or edit customer data to the database. This is a display only window for the general user. The AA may also access the contacts through this window without having to go back to the finder window.

Procedures

1. From the *AFMSS Main Menu* select the **Operations** menu and click **Customers** to launch the *AFMSS Customer Selection (GLB.11)* window (Figure 5-10 above).
2. Select one or more of the displayed customers or follow the guidelines in section 5.3 to query existing records. Notice the last entry date is indicated in the **Updated** column. Select

(highlight) the desired customer record. The contact(s) for that customer displays in the right section of the window.

3. Click **Maintenance** to launch the *Customer Maintenance (GLB.12)* window (Figure 5-11). **Organization Type, Name, City, State, Zip, and Phone** are required data entry fields.

The screenshot shows a window titled "Customer Maintenance (GLB.12)". At the top, there is a user identification bar with the text "leasterb: grand_junction@afmss_dev" and a "Help" button. Below this is a form with several fields: "Org Type" (a dropdown menu currently showing "Approved BLM Operator"), "Effective Date" (a date input field), "Customer No." (a text input field), "Name" (a text input field), "Active?" (a checked checkbox), "Street Address" (a text input field), "P. O. Box" (a text input field), "City" (a text input field), "St" (a dropdown menu), "Zip" (a text input field), "Phone" (a text input field), "Ext" (a text input field), "Cell Phone" (a text input field), "Fax" (a text input field), and "Internet" (a text input field). Below the form is a section labeled "Contacts" with an "Edit Contacts" button. At the bottom of the window, there is a row of buttons: "Save", "Clear", "Delete", "Copy", "Exit", "Print", "Previous", "Next", "Top", and "Bottom". To the right of the bottom section, there are two more input fields labeled "Rec" and "Of".

Figure 5-11. Customer Maintenance (GLB.12) Window

4. **Org Type** defaults to **Approved BLM Operator**. Press the button to display other customer types and select the appropriate one or all customers.
5. **Effective Date** is the date the customer was entered into the database.
6. **Customer No.** is the MMS assigned operator number and is not maintained by BLM. This is an optional field.
7. For **Name**, type in the first two or three characters and a wildcard (%) to find existing customer records. Click **Query** to bring up all customer records in the database that fit the parameters. If necessary, move to the required customer or BLM record by use of the **Next** and **Previous** buttons and highlight the record.
8. **Active?:** is a Mandatory field that defaults to Y. This box indicates whether the customer is currently active so that an inactive customer is not assigned to anything. (When the customer picklist is displayed anywhere in AFMSS, only the active customers are shown.)

9. Complete the other required fields when adding a new customer. To edit a field, double click on that field to highlight the stored data and replace this data by typing in the corrected data. If a picklist appears, highlight the appropriate response(s).

NOTE: The **State** field requires the two-letter Post Office assigned state designation (i.e., NM); the **Zip** field is formatted for five numerics without spaces (i.e., 87110); the **Phone** field is formatted for ten numerics with periods (i.e., 505.438.7625).

10. Complete as many of the standard fields as possible. The more complete the information, the less likely it is for a mistake to be made in identifying the record.
11. Click the **Edit Contacts** button to launch the *Customer Contacts (GLB.12a)* window. See section 5.3.2 for guidelines.
12. Click **Save** to save the changes into AFMSS. Notice that the **Effective Date** field is updated during the save.
13. Use the **Previous**, **Next**, **Top** and/or **Bottom** buttons to go to a different customer record to edit its data.
14. Click **Exit** to return to *GLB.11*.

5.3.2 Customer Contacts

The *Customer Contacts (GLB.12a)* window is used to edit existing data for a contact or to add a new contact for the customer(s) selected in *GLB.11* or in *GLB.12*.

Procedures

1. In *GLB.11* click the **Contact** button, or in *GLB.12* click the **Edit Contact** button to launch the *Customer Contacts (GLB.12a)* window (Figure 5-12). To display more than one contact, select multiple contacts before clicking **Contact**. Once in *GLB.12a*, use the **Top**, **Bottom**, **Next** and **Previous** buttons to move between the various records.

Individual Type	Individual Name
General Contact	DORIS MALY

Individual Type: General Contact
Effective Date: 12/15/2003
Contact: DORIS MALY Active? Y
Title: ENGINEERING TECHNICIAN
Address: 1401 17TH STREET SUITE 1200
City: DENVER State: CO Zip: 80202
Phone: 303.863.1555
Cell Phone:
Fax:
E-mail:

Buttons: Add New, Save, Copy, Clear, Delete, Exit, Print
Status: Rec 1 Of 1

Figure 5-12. Customer Contacts (GLB.12a) Window

2. The **Customer Name**, **Individual Type** and **Individual Name** fields autopopulate with data from the customer selected in GLB.11. If there is no contact listed, the last two fields are blank.
3. **Effective Date** is automatically completed after saving the record. This is the date that the contact was entered into the database.
4. Select (highlight) a contact to view information about that person (i.e., phone number, address) that already exists in AFMSS.
5. **Active?** equals **Y** if the person is still active as a contact and **N** if not.
6. Press **Copy** to duplicate the existing contact information. This step may save time if much of the information is the same for a new contact that is to be added.
7. Press **Add New** to enter a new contact. Enter new data or, if using the **Copy** feature, edit as necessary.
8. Use the **Clear** and **Print** buttons as necessary.
9. Press **Delete** to remove a contact. No special permissions are necessary for the general user to perform this delete.

10. Press **Save** to save any changes. The **Effective Date** automatically populates with the current date after the save.

11. Press **Exit** to return to the initiating window.

5.3.3 Mailing Labels

1. From the *AFMSS Main Menu*, click **Operations** and then **Customers** to launch the *AFMSS Customer Selection (GLB.11)* window.

2. Query for the **customer type** for which to make labels.

For example, to make a mailing list for all Approved BLM Operators, click on the down arrow button next to **Type** in the upper left corner of the window. Select **APR** for Approved BLM Operator and click on the **Query** button. The window will re-query and return a display of only those names and addresses that are entered under the APR type. See the listing of the customer types in Appendix D, section D.11.

3. Click on **Label Export** to launch the directory browser (Figure 5-13).

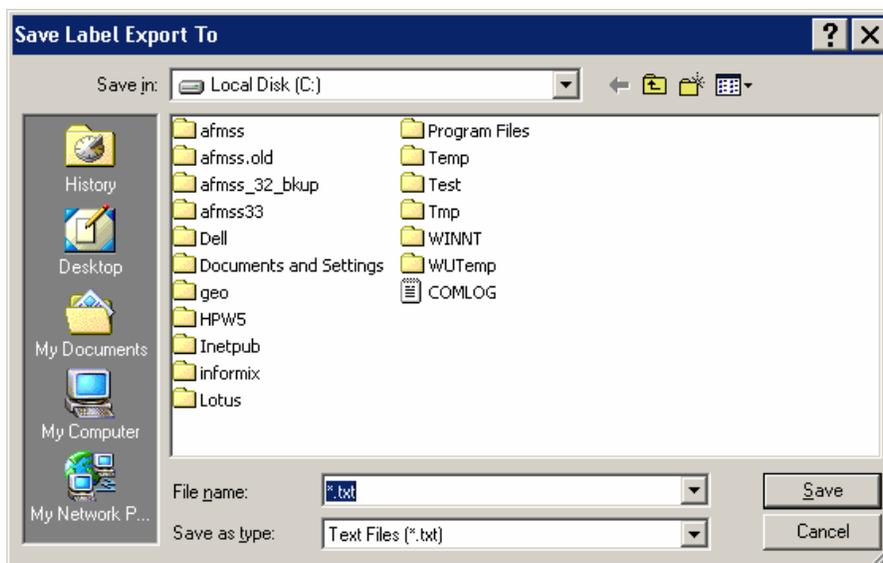


Figure 5-13. Sample Browser Window for Label Export File

4. In the browser window entitled (**Save Label Export To**), click on arrow next to the **Save in:** field and locate the drive and the directory in which to save this file. The file is automatically saved with the .txt file extension (text file). Type a file name in the **File name** field and click on the **Save** button. AFMSS redispays after the file has been saved.

5. **Exit** from AFMSS.

► To use the text file saved from AFMSS to create and print labels for mailing, open a new document in Microsoft Word:

1. On the **Tools** menu, point to **Letters and Mailings** and then click **Mail Merge Wizard**.
2. Under **Select document type**, click **Labels**.

The active document becomes the main document.

3. Click **Next: Starting document**.

Tip: If familiar with the mail merge feature or to work outside the wizard, use the **Mail Merge** toolbar. The buttons are arranged in sequence from left to right.

► More step-by-step information:

The wizard guides through the rest of the mail merge process. The following are more details, listed in step-by-step order.

Set up and display labels.

1. Create a new sheet of labels.
 - a. Click **Change document layout**.
 - b. Click **Label options**.
 - c. In the **Label Options** dialog box, select the desired options, such as the label type and size, and click **OK**.

For Help on an option, click the question mark and click the option.

- a. Under **Select recipients**, click **Use an existing list**.
- b. Click **Browse**.
- c. In the **Select Data Source** dialog box, locate and click the data source.
- d. By default, Microsoft Word opens the **My Data Sources** folder.
- e. Click **Open**.

All of the entries in the data source appear in the **Mail Merge Recipients** dialog box, where the user can refine the list of recipients to include in the merge.

2. Sort items in the list.

This is useful to see items in alphabetical or numeric order.

Click the column heading of the item by which to sort. For example, to display the list alphabetically by last name, click the **Last Name** column heading.

3. Filter items in the list.

This is useful if the list contains records that should not be included in the merge. From the filtered list, use the check boxes to include and exclude records as described in the previous section.

- a. Click the arrow next to the column heading of the item to set the filter criteria.
- b. Click any of the following:

(Blanks) displays all the records in which the corresponding field is blank.

(Nonblanks) displays all the records in which the corresponding field contains information.

If the data source contains records that share the same information, and there are ten or fewer unique values in the column, filter by specific information. For example, if there are multiple addresses that list Australia as the country/region, **Australia** can be used as the filter.

The **Mail Merge Recipients** dialog box displays only the designated records. To display all the records again, click **(All)**.

- c. Click **OK** to return to the Mail Merge Wizard. Microsoft Word uses the recipients designated for the merge.

Tips:

- For advanced sorting and filtering, click the arrow next to any column name, and then click **(Advanced)**. Use the **Filter Records** and **Sort Records** tabs to set up the sorting or filtering query desired.
- If address validation is installed software, click **Validate** in the **Mail Merge Recipients** dialog box to validate the recipients' addresses.

- d. Click **Next**: Arrange the labels. .

4. Arrange the content of the labels.

Insert merged fields where merge names, addresses, and other information such as a postal bar code should appear.

How?

- a. In the main document, click on the location to insert the field.
- b. Insert any of the following: Address block with name, address, and other information.

- c. Click **Address** block.
- d. In the *Insert Address Block* dialog box, select the address elements to include and the formats and then click **OK**.
- e. For Help on an option, click the question mark and then click the option.
- f. If the *Match Fields* dialog box appears, Microsoft Word may have been unable to find some of the information it needs for the address block. Click the arrow next to “(not available)”, and select the field from the data source that corresponds to the field required for the mail merge.
- g. Click **Insert** and then click **Close**.

To copy the format and layout of the first label to all the other labels on the page, click **Update all labels**.

1. After completing the main document and inserting all of the merge fields, click **Save As** on the **File** menu. Name the document, and then click **Save**.
 2. Click **Next: Preview labels**.
5. Preview the labels and fine-tune the recipient list.
- a. Preview the items. Do one of the following:
 - To preview the items in order, click the arrow buttons. Each record is previewed in the first label on the sheet.
 - To locate and preview a specific item, click **Find a recipient**, and then enter the search criteria in the **Find Entry** dialog box.
 - b. For Help on an option, click the question mark, and then click the option.
 - c. To fine-tune the recipient list — for example, exclude a recipient — click **Edit recipient list** and make the changes in the Mail Merge Recipients dialog box.
 - d. Click **Next: Complete the merge**.

6. Complete the merge.

Do any of the following:

- a. Personalize individual labels.

To personalize individual items, complete the merge and then edit the information for the resulting merged document.

1. Click **Edit individual labels**.
2. In the **Merge to New Document** dialog box, select the records to merge.

For Help on an option, click the question mark and click the option.

3. Click **OK**.

Microsoft Word creates and opens a new merged document. The main document also remains open to switch back to it if changes to all the items are required.

4. Scroll to the information to edit and make the changes.
 5. Print or save the document.
- b. Print the sheet of labels.

Do one of the following:

If the items are personalized and the merged document is active:

1. On the **File** menu, click **Print**.
2. Select the desired options.

For Help on an option, click the question mark and then click the option.

To print directly from the Mail Merge Wizard:

1. In Step 6 of the Mail Merge Wizard (**Complete the merge**), click **Print**.
2. In the **Merge to Printer** dialog box, do one of the following and click **OK**.
 - To print all the documents, click **All**.
 - To print the document displayed in the document window, click **Current record**.
 - To print a range of documents, click **From** and type the record numbers in the **From** and **To** boxes.
3. In the **Print** dialog box, select the desired options.

For Help on an option, click the question mark and then click the option.

- c. Save the sheet of labels for later use.

To edit merged labels or save them for later use, collect them into a single document.

1. Click **Edit individual labels**.
2. In the **Merge to a New Document** dialog box, do one of the following and click **OK**.
 - To merge all the documents, click **All**.

- To merge only the document displayed in the document window, click **Current record**.
- To merge a range of documents, click **From** and type the record numbers in the **From** and **To** boxes.

Microsoft Word opens a single new document that contains all the individual labels. Save the document for later use, like any regular document.

5.4 EC Notifications

It is no longer mandatory that a change of disposition occur before an email is sent, but a disposition of some sort must exist before an email can be sent. Once an email is sent, the AA has the opportunity to set a button on the *Approval (GLB.81)* window so that the message may be sent to additional email recipients.

There are two routes (**Operations/Draft Approvals** and **Operations/Wells/APD Approvals**) for sending email notification to the operator regarding an EC transmitted record. Both of these routes are discussed in the guidebook for the general user, the *Software User Guide for General Users*, and these guidelines are not restated here in their entirety. However, sections of these guidelines dealing with the AA involve actions for the emails which are restated below.

The first subsections describe how to get to the email notification itself, and the last section describes the notification particulars.

5.4.1 Draft Approvals

The *AFMSS Draft Approval (MNT.49)* window is used to review and possibly send draft approvals that have been entered into AFMSS but have not yet been finalized and sent to the operator (Figure 5-14).

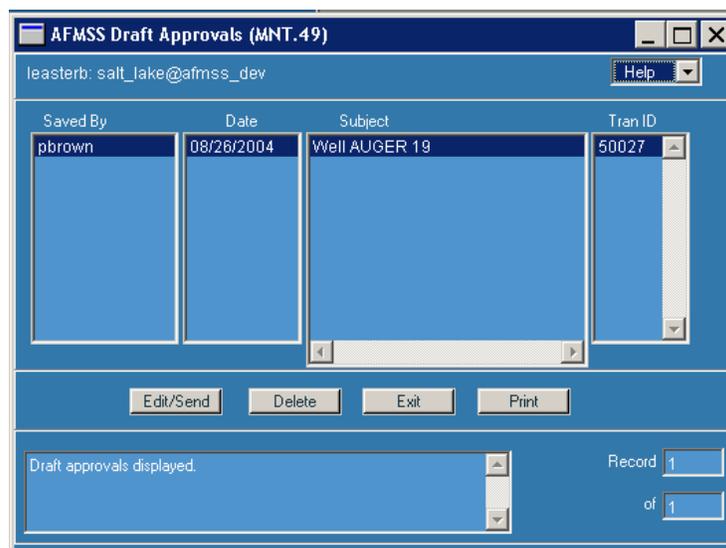


Figure 5-14. AFMSS Draft Approvals (MNT.49) Window

Procedures

1. From the *AFMSS Main Menu*, select **Operations** then select **Draft Approvals**. This launches the *AFMSS Draft Approvals (MN7:49)* window (Figure 5-14 above).
2. All approvals that have been drafted but not sent to the operator display The total number of draft approvals listed should be the same as the number in the **Draft Approvals** counter box on the *AFMSS Main Menu* window.
3. There are columns for the name of the person that saved the draft, the date it was saved, and the subject (e.g., well name and number) and the EC transaction ID.
4. Select the appropriate draft approval.
5. Click **Delete** to remove it from AFMSS without sending it to the operator or anyone else. Drafts can be deleted.
6. Click **Edit/Send** to launch the *Send Email to Operator (MN7:46)* window. In *MNT.46* data can be deleted, edited, and saved again as a draft or actually sent it out. See section 5.4.3 for guidelines. Click **Exit** to return to *MNT.49*.
7. Click **Print** to launch the *AFMSS Print Confirmation (GLB.49)* window to print a copy of the *MNT.49* window.
8. Click **Exit** to return to the *AFMSS Main Menu*.

5.4.2 Email through the Approval (GLB.81) Window

AFMSS Approval (GLB.81)

leasterb: salt_lake@afmss_dev

Document No: 96AIR0045A | Well / Facility Name(s): | Number(s): 1 | API Number(s): 43043157630082

Document Type: APD | EC Tran #:

Dates: Delay |

NOS Recv: | APD Recv: 10/06/2004 | APD Cmpl: | Posted: |

Adj Cmpl: | Engr Cmpl: | Geol Cmpl: | Surf Cmpl: |

Disp Date: | Disposition: (Open) |

Expiration: | Exten Appv: | Exten Expires: |

For New Sundries, enter Description of Proposed or Completed Operations. These will be saved as Approval Remarks.

Save | Clear | Exit | Print | Remarks | Abandonment

Approver | Contacts | E-Approval | Attachments | Print EC Form

Remarks: 0

Figure 5-15. AFMSS Approval (GLB.81) Window

Procedures

1. It is assumed that the *AFMSS Approval (GLB.81)* window (Figure 5-15 above) is displayed.
2. The upper section of data fields autopopulates as the window opens. The other fields are completed as described in *the Software Users Manual (SUM)*, Chapter 10.6 *Approvals*. The regular approval process is described there and not restated here. However, those sections dealing with the email of an EC transmission are noted below.
3. For EC Transmissions Only: The **EC Trans #** field contains a number if this is an EC transmission. If it is not an EC transmission, the lower row of activity buttons (**Approver**, **Contacts**, **E-Approval**, **Attachments**, **Print EC Form**) is in a grayed-out format and cannot be used.

4. Background preparations for an email:

- To email a notification regarding the approval, it is mandatory that the person authorizing the approval is inserted into the form.

Before making any changes to the approval, click **Approver** to launch the **Approvers for EC Transactions** picklist (Figure 5-16). Select the name of the person that should be listed as the approver in the Approval form.

(The name selected appears in the BLM signature section of the revised Approval form if the disposition status of the Application for Permit to Drill (APD) or Sundry is Approved. If the status is not Approved the BLM signature section contains the current disposition status.)

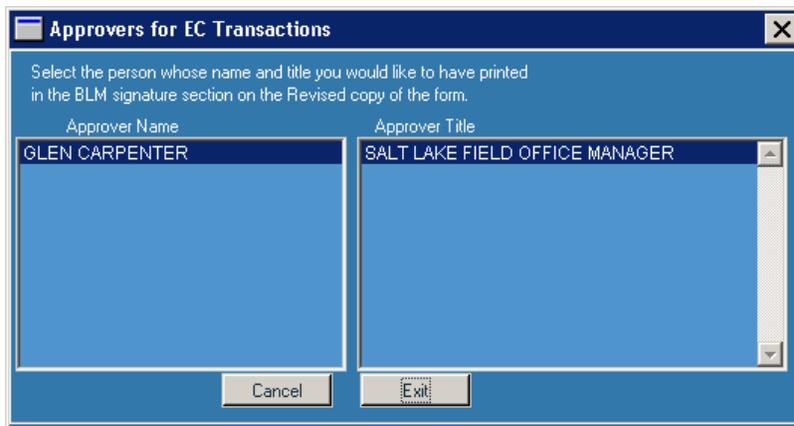


Figure 5-16. Approvers for EC Transactions Window

If the name of the approver is not on the list, enter it via the *Valid Approvers (MN7:47)* window (Figure 5-17). Exit the *Approval (GLB.81)* window and go to the **AA** menu. Click **Code Maintenance** and select **Approvers** to launch it. Enter the name and title of the person that is the approver. Exit the window and return to the *Approval (GLB.81)* window.

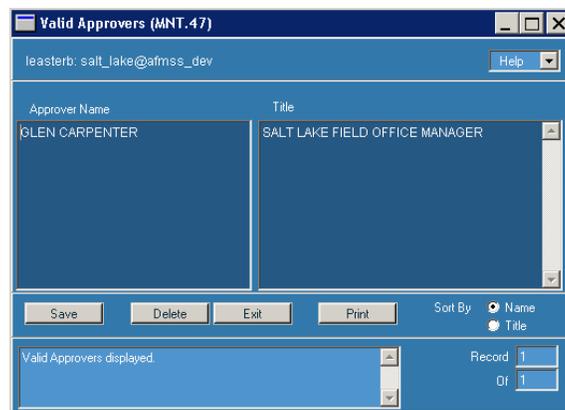


Figure 5-17. Valid Approvers (MNT.47) Window

- It is also mandatory that the administrative contact for the email exists in AFMSS before the email is sent. Click **Contacts** to launch the *Edit Contacts (APD.24)* window (Figure 5-18). The contact name should autopopulate in the **Administrative Contact** field in *APD.24* but the **Technical Contact** field may be blank. (A technical contact is not required.) To enter or replace a contact in either field, click the **Edit Contact** button below the field to launch the *Customer Contact (GLB.12a)* window and make any necessary changes. Click **Exit** to return to *APD.24*. After returning to *APD.24*, click **Save** to save the changes into AFMSS. If desired, click **Print** to launch the *AFMSS Print Confirmation (GLB.49)* window to preview or make a copy of the *APD.24* window. Click **Exit** to return to *GLB.81*.

Figure 5-18. Edit Contacts (APD.24) Window

- To view any documents (maps, directions, reports) submitted by the operator via EC, click **Attachments**.

NOTE: If the **Attachment** button is in a grayed out format, there are no attachments available for this record.

- Click **Print EC Form** to launch the *Print EC Form (EC.23)* window (Figure 5-19). To see the original data as submitted by the operator, select **Original: Operator-submitted data**. To see changes made in AFMSS for the record (i.e., a change in disposition or the name of the Approver), select **Revised: AFMSS data**. With either of these two options, select **Include Revisions Page?** to include a page that displays operator-submitted data beside AFMSS revisions. Click **Print** to execute the print preview or copy. Click **Exit** to return to the *Approval (GLB.81)* window.

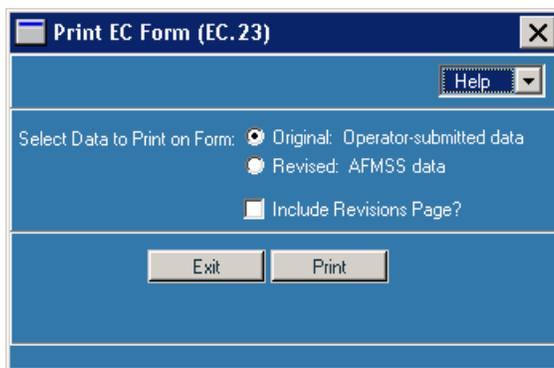


Figure 5-19. Print EC Form (EC.23) Window

Email notification: There are two routes to sending an email notification from the Approval (GLB.81) window:

- **Email notification regarding an EC transmission** upon change of disposition:
 - Click the button next to the **Disposition** field and select the appropriate change.
 - Click the **Save** button. When prompted to Save the approval to AFMSS, respond *Yes*.
 - The next prompt asks, “*Would you like to notify the Operator via email?*”
 - **Answer No** to NOT send an email at this time. It is possible to use the **E-Approval** button at the bottom of the GLB.81 to send an email at a later time (see guidelines under **E-Approval** below).
 - **Answer Yes** to launch the Send Email to *Operator (MN7.46)* window (Figure 5-20). This window is accessible to authorized users only. See section 5.4.3 for guidelines.
 - It is no longer mandatory that a change of disposition occur before an email is sent, **but a disposition of some sort must exist** before an email can be sent. Click **E-Approval** to launch the Send Email to Operator (MNT.46) window. If an email has already been sent for this record, it is viewable in read-only format. If an email has been drafted but has not yet been sent, the user may edit, send, delete, or resave it as a draft. If nothing has yet been drafted, an email can be created, saved as a draft, and sent to the operator. See section 5.4.3 for detailed guidelines.
5. After sending the email, return to the Approval (GLB.81) window. The **Return to Draft Status for Resend (AA Only)** button is only visible if an EC Approval message was previously sent from the Send Email to Operator (MNT.46) window. This button resets the EC Approval message to draft status so that it can be edited and sent to another party (e.g., the Bureau of Indian Affairs [BIA]). This button appears in GLB.81 every time the Send button is used in MNT.46.
 6. Click the **Save** button.

7. Click the **Exit** button to return to the originating window.

5.4.3 Email Notification of a Disposition Change for an EC Transmission

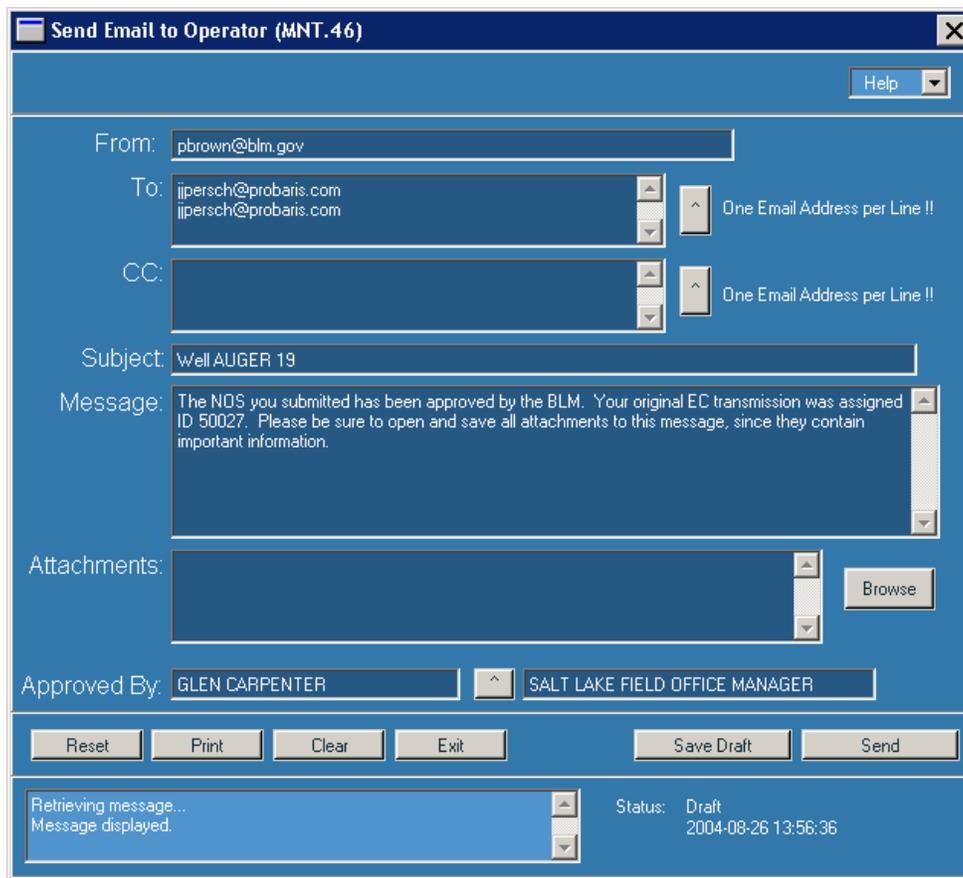


Figure 5-20. Send Email to Operator (MNT.46) Window

Procedures

1. It is assumed that the *Send Email to Operator (MN7.46)* window (Figure 5-20 above) is displayed via work in either the *Draft Approvals (MN7.49)* or the *Approvals (GLB.81)* windows.
2. **From:** The user's email address should autopopulate this field. Correct it as necessary. A copy of the email with all attachments will be sent to this address.
3. **To:** The default contact for this EC transmission autopopulates this field; however, this address can be changed. Only one email address can be on a single line. Use the **Enter** key on the keyboard to go to the next line in the field to list more than one address. Manually type in the address or click on the button to the right of the field to display the **Contacts with Email Addresses** picklist (Figure 5-21). In the picklist, select the desired contact. To select more than one contact, hold down the **CTRL** key on the keyboard and click on each name to be included. Click **Cancel** not to use any of me listed names. If the contact name is not listed,

click **Contact Maintenance** to launch the Contact Maintenance (GLB.20) window to enter a new contact into the picklist. Click **Exit** to return to the email window.



Figure 5-21. Contact with Email Addresses

4. **CC:** Send a copy of the change to another party by manually entering their addresses in this field or selecting the appropriate addresses from the **CC List for Electronic Approvals** picklist (Figure 5-22). Use the button to the right of the field to display the picklist. This may be helpful to provide another person or agency a copy of the change. Remember that only one email address can appear on a line.

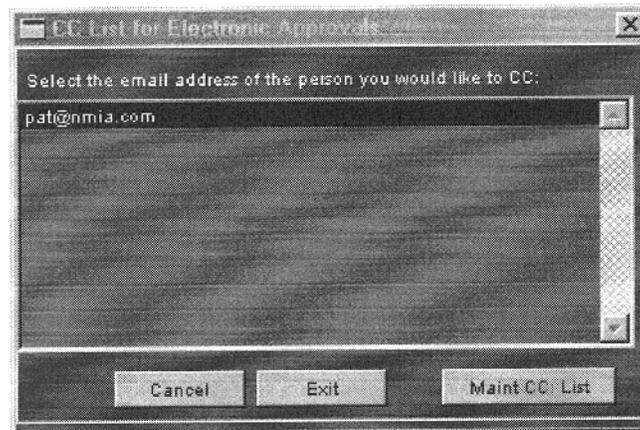


Figure 5-22. CC List for Electronic Approvals

NOTE: The CC picklist will only have addresses if previously entered into the database. If the picklist has no address, the system will prompt the user to enter them. Click **Maint CC: List** to launch the MNT.50 window.

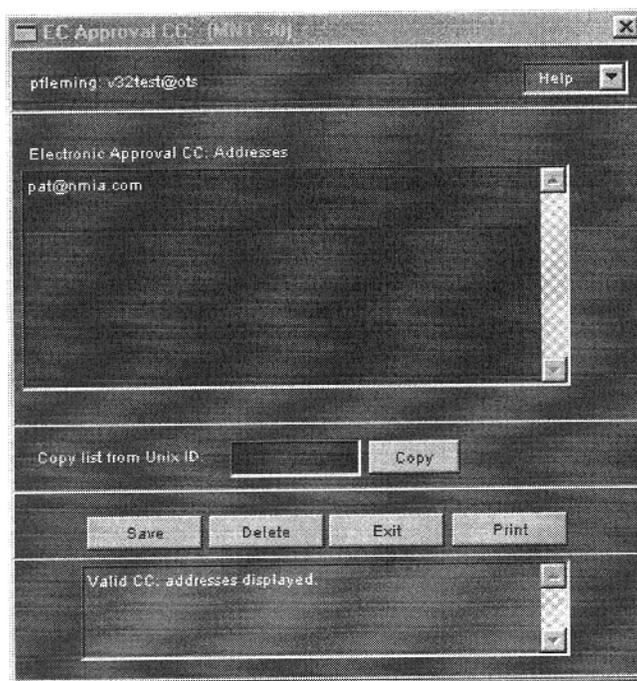


Figure 5-23. CC List for Electronic Approvals

Enter the needed email addresses. **Save** the changes and **Exit** the *MNT.50* to return to the **CC List for Electronic Approvals** picklist and select the desired email addresses.

5. **Subject** defaults to particulars taken from the record but the information can be manually changed to any text.
6. **Message** defaults to a generic message to the operator compiled by AFMSS for the change but the information can be manually changed to any text.
7. Add **Attachments** by clicking the **Browse** button to launch a directory search for the file to attach to the email. Click on the file to select it and return to the window.
8. **Approved By** is a mandatory field; the email will not be sent unless this field is completed. It will autopopulate if a name was selected via the **Approver** (for EC Transactions) button from *GLB.81*. If no name is shown or to select one, click the button on the right of the field to display the **Approvers for EC Transactions** picklist (Figure 5-24). Select the desired approver and click **Exit** to return to the email window. To not to use the picklist, click **Cancel**.

NOTE: The name of the Approver will appear in the BLM signature section of the revised approval form that is automatically attached to this email.

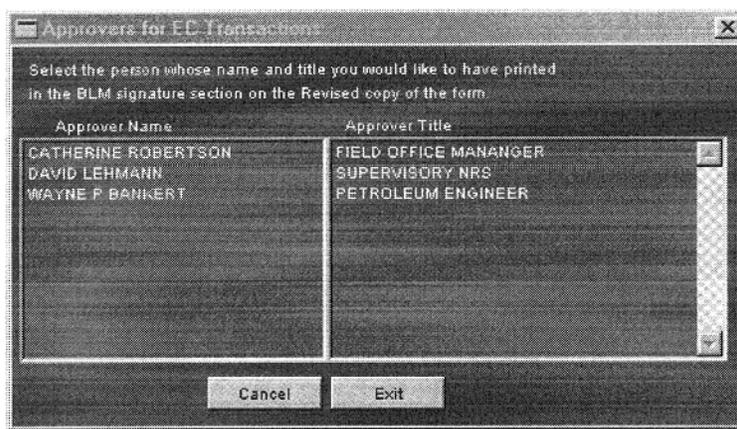


Figure 5-24. Approvers for EC Transactions

9. Click **Reset** to return to the original data in the window (before any changes are made).
10. Click **Clear** to remove all data from the window.
11. Click **Print** to launch the *AFMSS Print Confirmation (GLB.49)* window to preview or make a copy of the email (*MNT.46*) window.
12. Click **Save as Draft** to temporarily save the work as a draft. In the lower right corner of the window notice that Draft now appears next to **Status:** and the date and time that the email was saved as a draft appear under the status. Once the email has been saved as a draft, access it through **Operations/Draft Approvals** as well as via the *Approval (GLB.81)* window.

NOTE: The **Draft Approvals** number on the **Main Menu** is recalculated when the **Save Draft** button is used.

13. Click **Send** to actually send the email (with the revised approval form plus any attachments indicated). A message displays when the email has been successfully sent. In the lower right corner of the window, notice that **Sent** now appears next to **Status:** and the date and time that the email was sent appear under the status.

NOTE: When the **Send** button is used in *MNT.46*, the button **Return to Draft Status** appears in the *Approval (GLB. 81)* window. This button enables the user to return the EC Approval message to draft status (it can be edited) so that it may be sent to another party (e.g., BIA). This button appears in *GLB.81* every time the **Send** button is used in *MNT.46*.

NOTE: The **Draft Approvals**. count on the **Main Menu** is recalculated when the **Send** button is used.

14. Click **Exit** to return to the originating (*MNT.49* or *GLB.81*) window.

5.5 Block Case Move

The *AFMSS Block Case Move (MN7:33)* window is used to move a block of **wells** from one case to another. For example, agreement NMNM 123 comes to the end of its terms (such as the agreement time period) and is closed. Agreement NMNM234, with a new time period, is created to replace it. All the wells on NMNM123 need to be moved to NMNM234. This window provides a means to do this in one block move. Some BLM offices may authorize additional users as well as the AA to use this window.

The user must create a new case number before any well or facility records can be moved. Use the *Case Finder (GLB.94)* window to establish a new case number. Follow the procedures for either adding a lease or agreement as appropriate. Refer to *the Software Users Manual (SUM)* Chapter 3.0: *Operations* for specific *GLB.94* guidance. Once the new case number exists, use the following procedures to move a block of wells/facilities from the "current" case number to the new one.

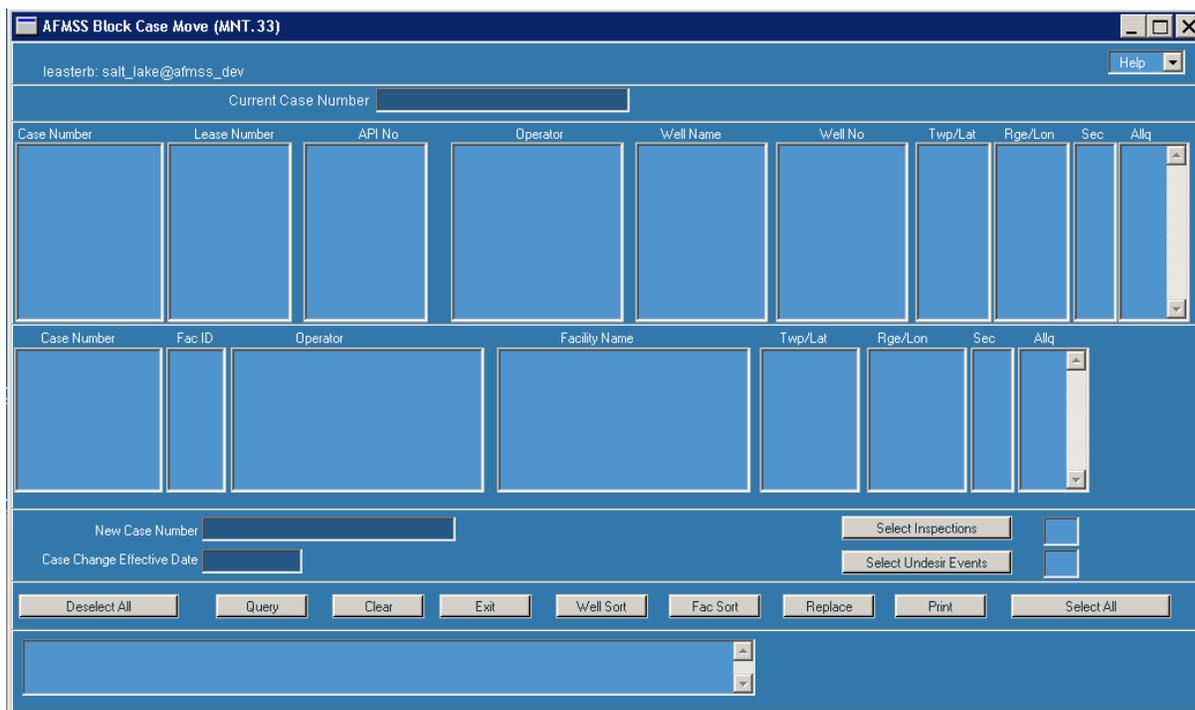


Figure 5-25. AFMSS Block Case Move (MNT.33) Window

Procedures

1. From the *AFMSS Main Menu* under **AA**, click on **Case Change** to launch the Block Case Move (MN7:33) window (Figure 5-25).
2. Enter the current case number (using wildcards as necessary) into the **Case Number** field.
3. Click on **Query** to list all records with this case number. All well and facility records that are found are listed in their respective sections in the window.

4. Click on **Well Sort** to launch the *AFMSS Sort Window (GLB.43)* to sort the well records according to one of the well sort options.
5. Click on **Fac Sort** to launch the *AFMSS Sort Window (GLB.43)* to sort the facility records according to one of the facility options.
6. Select the records to be moved
 - a. Click on the appropriate record. Hold down the Ctrl key to select more than one record.
 - b. Click **Select All** to select all records listed in both sections for a block move.
 - c. Click **Deselect All** to deselect any records that were previously selected in either of the sections.
7. Enter the new case number into the **New Case Number** field. (See the note in section 8.14 in the *Software Users Guide for General Users* for guidance on a new case number.) This number must already exist in AFMSS or the error message "[This number] is Not A Valid Case Number" appears when other window actions are attempted.
8. Enter the date the move will be effective in the **Case Change Effective Date** field.
9. Click on **Select Inspections** to launch the *Transfer Inspections (GLB.72a/MNT.33a)* window (Figure 5-26) listing inspections that are tied to the current case number. Select those inspections that are to be moved with the records. Click **Cancel** to return to *MNT.33* without selecting any inspections. Click **Exit** to return to *MNT.33* with selected inspections.

NOTE: It is possible to select an inspection and click on one of the inspection type buttons (**Production, FacilitySurface/Well Surface, Drilling, Abandonment**) to launch the inspection window for viewing details regarding that inspection.
10. Click on **Select Undesir Events** to launch the *Transfer Undesirable Events (MNT.33b)* window (Figure 5-27) listing undesirable events that are tied to the current case number. Select those events that are to be moved with the records. Click **Cancel** to return to *MNT.33* without selecting any inspections. Click **Exit** to return to *MNT.33* with selected inspections.
11. Click **Clear** to remove all data from the window to begin a new query.
12. When steps 7 through 9 have been completed, click **Replace** to move the records from the current case number to the new case number. A prompt similar to "Replace Case for 19 wells and 23 facilities" appears when the move is ready but still not executed. Click **Yes** to execute the move.

NOTE: Error messages appear if necessary data is missing or invalid (such as a new case number). This data must be completed before the move can be done.
13. Click **Print** to launch the *AFMSS Print (GLB.43)* window. Make the appropriate selections and click **Print** for the copy or click **Cancel** to return to *MNT.33*.

14. Click **Exit** to return to the *AFMSS Main Menu*.

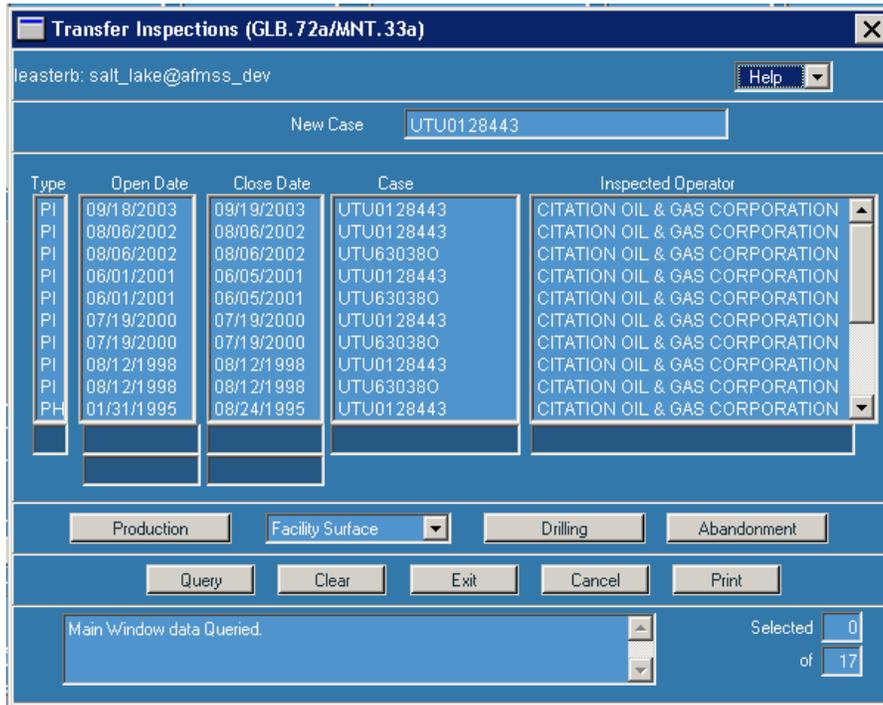


Figure 5-26. Transfer Inspections (GLB.72a/MNT.33a) Window

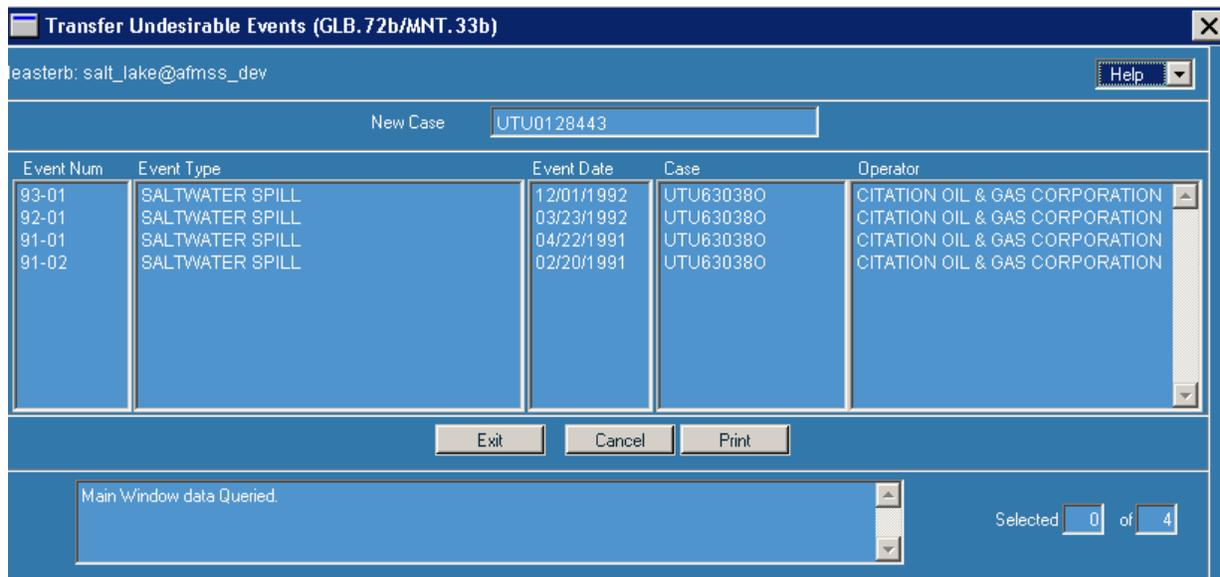


Figure 5-27. Transfer Undesirable Events (GLB.72a/MNT.33b) Window

5.6 Change Log Report

AFMSS maintains an audit trail of all changes made to the database with a display-only window that shows the UNIX userid, user's first and last names, date/time the window changed in the database, window name, and window title. The audit information is in descending order by

date/time. Query is allowed on each of the displayed fields. The AA can print a system audit trail report from the window. Figure 5-28 shows the window for the change log.

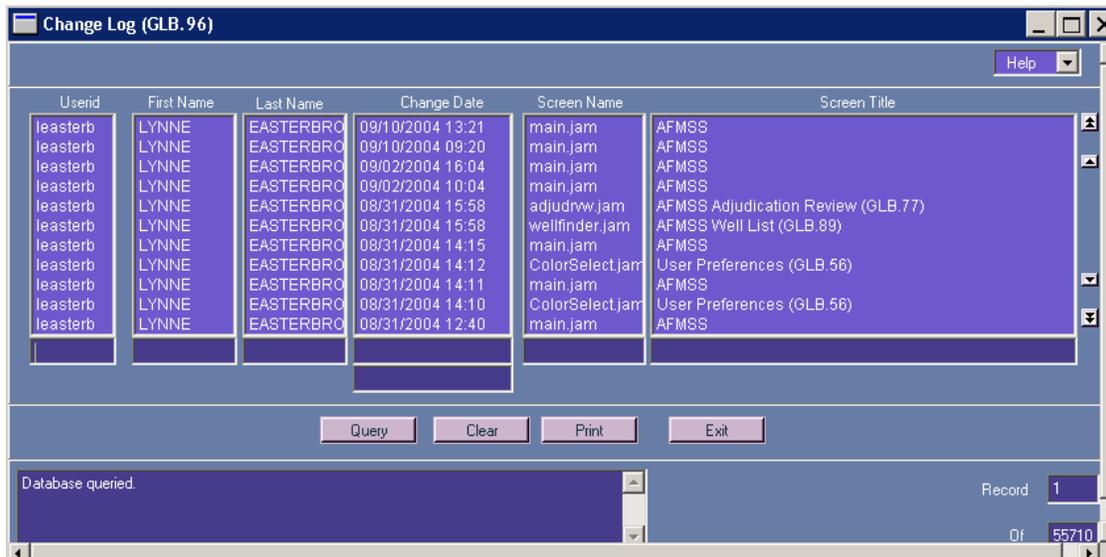


Figure 5-28. Change Log (GLB.96) Window

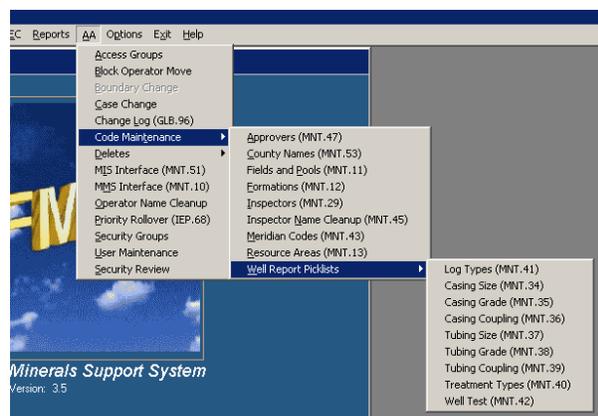
Procedures

1. From the *AFMSS Main Menu* under the **AA** menu, click **Change Log** to launch the *Change Log (GLB.96)* window.
2. Use one of the following methods to run a **query**:
 - a. To query for specific records, enter the appropriate data in an entry field and click **Query**:
 - The **Userid** field uses all lower case letters.
 - The **First Name** field uses an initial capital or all upper case letters.
 - The **Last Name** field uses an initial capital or all upper case letters.
 - The **Change Date** fields (two boxes) query either from the date entered forward to the current date if only the top box is used, or from the top box date to the bottom box date when both are used.
 - The **Window Name** field uses the exact programming name within the software for the window (i.e., User.jam). Do not use this field for a query unless a System Administrator has verified the name. This field will be automatically populated when other fields are queried.
 - The **Window Title** field uses the exact name and window number listed at the top of the window (*User Maintenance GLB.54*).

- b. Click **Query**. Answer **yes** to the popup "*No QBE data entered. Are you sure you want to query all rows?*" **CAUTION**: This can be a time consuming operation.
3. Click **Clear** to remove all data from the window in order to initiate another query. The message "*Clear the window data?*" appears. Answer **OK** or **Cancel**.
4. Click **Print** if a hardcopy of the report is required. The *AFMSS Print Confirmation (GLB.49)* window appears. *GLB.49* has picklists for the appropriate selection criteria. After selection, click **Print** to launch the report in an *WinPreview* window to review or print, or **Cancel** to return to *GLB.96*.
5. Click **Exit** to return to the *AFMSS Main Menu*.

5.7 Code Maintenance Windows

There are numerous picklist that are used to standardize data input. The maintenance procedures for these picklists include the same common activities (e.g, add new codes, edit existing codes, delete a code, print a copy of the code list, save changes to the database and return to the *AFMSS Main Menu*) although the data parameters vary according to the type of data being addressed.



One general set of guidelines for the picklist maintenance is given below. A listing of unique parameters is then displayed by the name of the picklists.

On several user-accessed windows, there are **Main** buttons (including, many of the well report windows.) There may be circumstances that are appropriate for the AA to authorize a user to perform the maintenance function in such windows. The AA would assign that user the same security tags as those that allow the AA to perform that same type of function. For example, to maintain formations, it would be the same tags used by the AA for *MNT.12*). The AA should stress to the user the sensitivity and impact of any changes and the necessity for data integrity.

Procedures

1. From the *AFMSS Main Menu* under the **AA** menu, click **Code Maintenance** to launch a submenu displaying each of the picklists. Click on the desired picklist to launch its window.

2. **Add:** New codes can only be added to the end of the list. Scroll to the bottom of the list and enter a carriage return by pressing <Enter>. Type in a unique code name. (If the name is not unique, a popup window will appear advising that this name has already been used. Duplicate names are not accepted; try again.) Upper case format is forced for most picklists. Add as many new codes as necessary in the same manner. Enter any text in the description column.

NOTE: To ensure that the cursor in the description line is on the record line desired: click in the appropriate code field, note the record number (lower right hand corner of window), and then click in the description field. The record number listed should be the same number listed when the cursor was in the code field

3. **Edit:** Scroll to an existing code, double click on it, and type in the change replacing the existing data. Edit as many names as necessary in the same manner.
4. **Delete:** Scroll to the appropriate code, click on it, and click **Delete** to remove it from the database. Delete as many names as necessary in the same manner.

NOTE: The general rule for deletions is that once a link has been established between a code and a well, a **Delete** will not be allowed until all objects that reference that code are deleted.

5. **Print:** Click **Print** to launch the *AFMSS Print Confirmation (GLB.49)* window. Select the desired options and click **Print** to execute the hardcopy or a preview. Click **Cancel** to return to the picklist window.
6. Click **Save** to save work into AFMSS.
7. Click **Exit** to return to the *AFMSS Main Menu*.

5.7.1 Fields and Pools (MNT.11)

This window allows the AA to maintain the picklists of fields and pools. Fields and pools are geological structures that contain oil or gas in which wells are drilled. A field may contain multiple pools; however, a pool cannot be located in more than one field. Pools can overlap, so a well may be drilled in more than one pool. The "fields_x" join table implements the relationship between fields and wells.

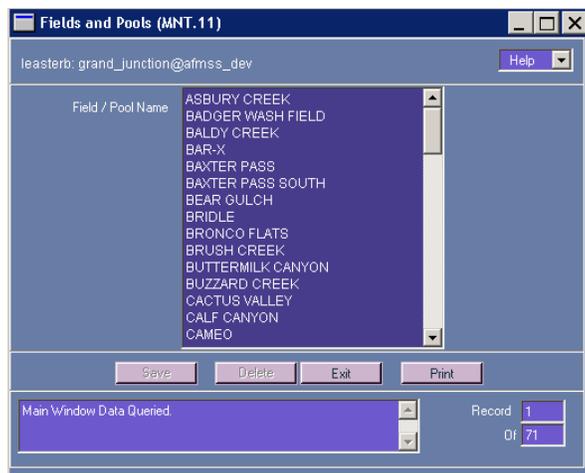


Figure 5-29. Fields and Pools (MNT.11) Window

5.7.2 Formations (MNT.12)

This window allows the application administrator to maintain the list of valid formations. A formation may consist of one zone (subsurface) or multiple zones. Wells are completed in geologic formations, and in some cases a well may be completed in more than one formation (particularly when commingling is involved). Many agreements cover products from specific formations.

NOTE: Special **Delete** Rules for Formations

- A **Delete** is not allowed if a formation name record is linked to any of the following tables:
 - . well_cmpln_ntvl
 - . ge_frm
 - . ge_marker
 - . ge_core_test
- A **Delete** is questioned if a formation name record is linked to the agreement_frm_join table. A query appears, *"This formation is linked to the agreement_frm_join. do you want to delete?"* Answer **yes** or **no** depending upon the circumstances.

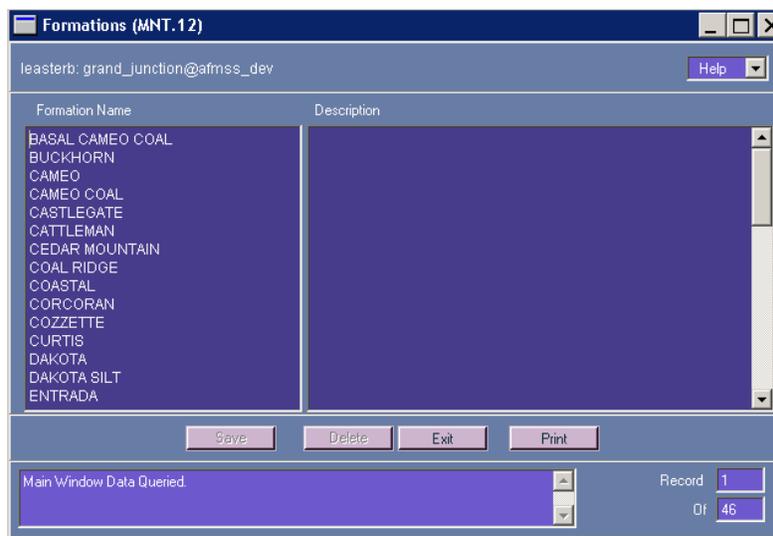


Figure 5-30. Formations (MNT.12) Window

5.7.3 Resource Area (MNT.13)

This window allows the application administrator access to the list of resource areas. (A BLM resource area code is associated with each well.) Both the resource area codes and descriptions can be added and deleted by the AA. However, a resource area code cannot be changed once it is entered in the system, although the associated description for that code can be edited.

- Both the **Resource Area Code** (uppercase format) and the **Description** fields are required data entry fields and must be completed before a record can be saved. The **Resource Area Code** is assigned by BLM and is in alpha-numeric (state-office code) order. The associated **Description** field is an open entry field that accepts all characters, alpha or numeric.
- A **Resource Area Code cannot be edited once it is entered into the system.** However, the associated description can be edited as necessary.

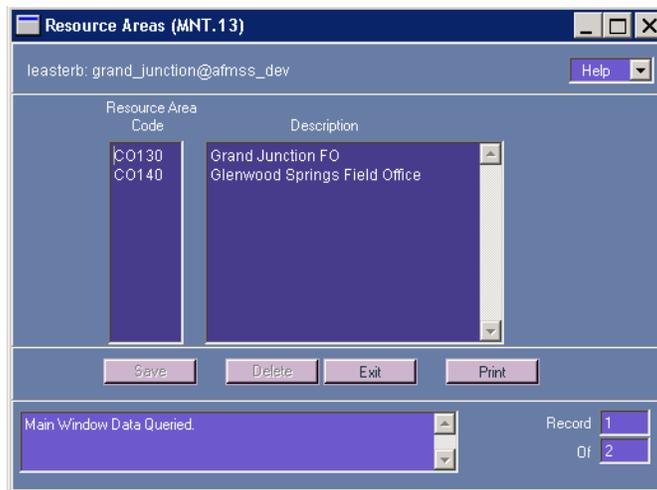


Figure 5-31. Resource Areas (MNT.13) Window

5.7.4 Inspectors (MNT.29)

This window allows the application administrator access to the list of BLM inspectors. There are four data fields: **Inspector Name**, **Description (optional)**, **Phone Number**, and **Active? (Y or N)**. All data fields can be added, edited, and deleted by the AA.

- The **Inspector Name** field is a required data entry field that accepts all characters (alpha or Uppercase format is forced in the **Inspector Name** field only).
- Obtain the BLM inspector name from the user and type it into the **Inspector Name** field. Click in the **Description** and **Phone Number** fields and type in the appropriate data. The standard for entering inspector names is that the last name only is entered. If there are two inspectors with the same last name then the first initial may be used. First names or nicknames should not be used. For example, SMITH, SMITH/JONES, RSMITH. Add as many new inspector names and descriptions as necessary in the same manner. The default for the **Active?** field is **Y** for “yes.” A single click on the **Y** will change it to **N** for “no.”

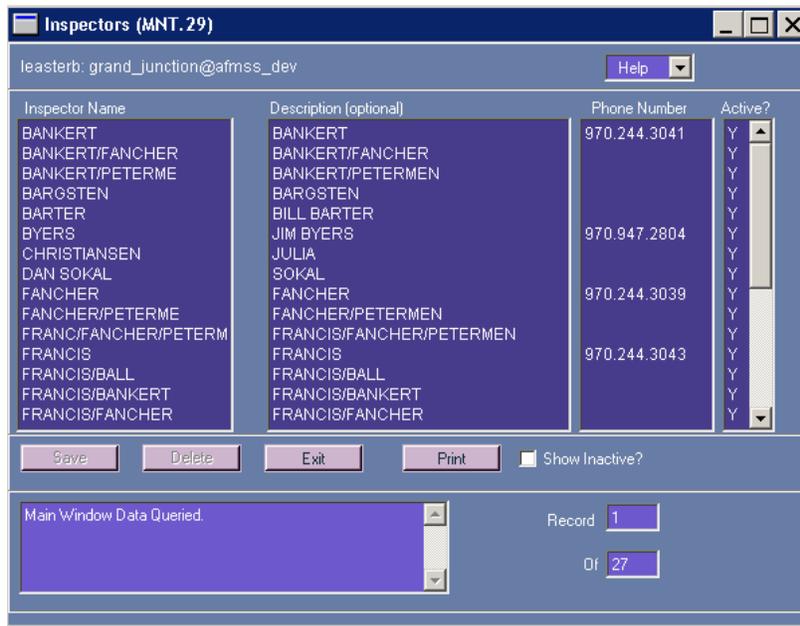


Figure 5-32. Inspectors (MNT.29) Window

5.7.5 Meridian Codes (MNT.43)

This window allows the application administrator access to the list of meridian codes by state.

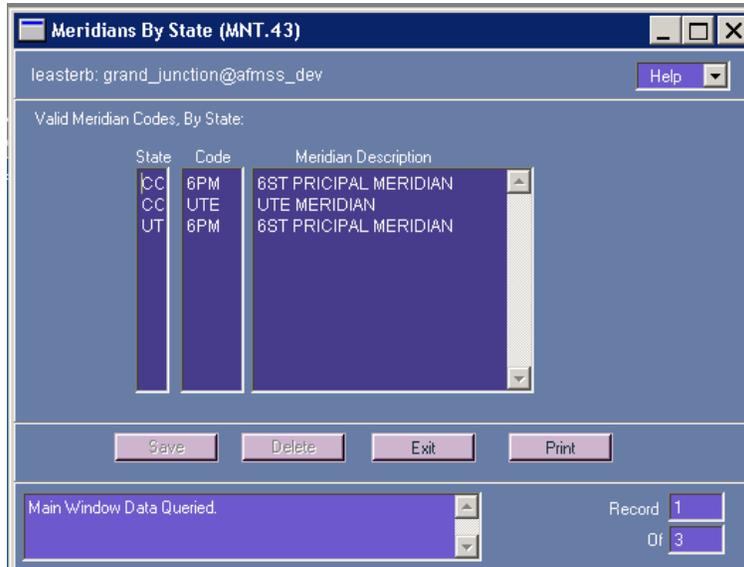


Figure 5-33. Meridians By State (MNT.43) Window

5.7.6 Inspector Name Cleanup (MNT.45)

This feature is intended to clean up inspector names listed in Surface Review (SR) and Incident of Non-Compliance (INC) windows. Currently, it does not update the inspector names in the entire AFMSS system.

Procedures

1. From the *AFMSS Main Menu* under the **AA** menu, click **Code Maintenance**. In the submenu that appears, highlight **Inspector Name Cleanup (MNT.45)** to launch the window.
2. The **Current Inspector Name** column lists all the inspectors and their various spellings that are in the database. The **Number in Surface Review** and **Number in INCs** columns provide counts for the number of times the current name appears in SRs and INCs.
3. Select a name in the **Current Inspector Names** display.
4. Click the arrow by the **Corrected Name** field to display the picklist of valid inspector names. Click on the correct name for the inspector selected in **Current** if it is listed. The corrected name appears in the far right column. Repeat this for all **Current Inspector Names** that are not valid.
5. Click **Inspector Names** to launch the *Inspectors (MNT.29)* window if the name of an inspector is not listed in the **Corrected Name** picklist. Add the name following the guidelines in section 5.7.4 of this chapter. Click **Exit** to return to *MNT.45*.
6. Click **Print** to launch the *AFMSS Print Confirmation (GLB.49)* window for making a copy of the Current Inspector Names.
7. Click **Update** to save name updates into AFMSS. The system only updates the inspector names for records listed in the **Number of Surface Review** and **Number of INCs** fields.
8. Click **Exit** to return to the *AFMSS Main Menu*.

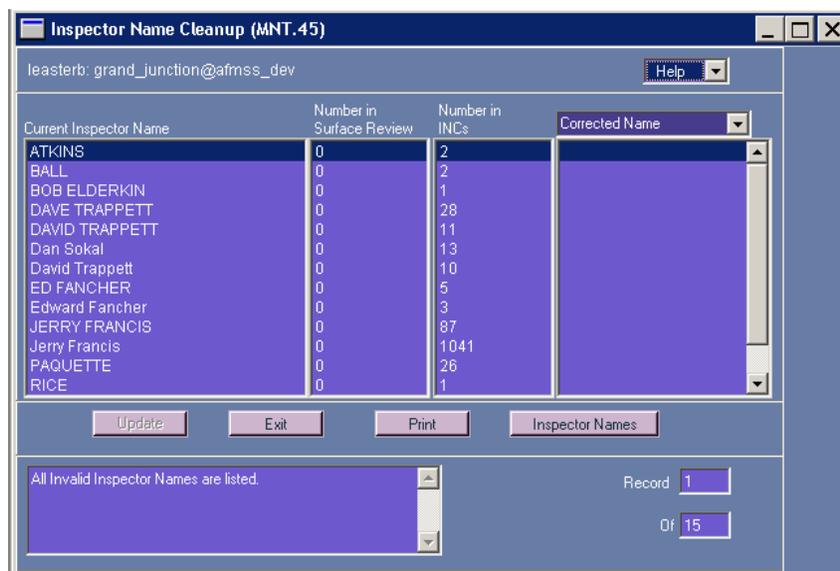


Figure 5-34. Inspector Name Cleanup (MNT.45) Window

5.7.7 Approvers (MNT.47)

Email notifying an operator of an approved change in the disposition status of an EC transmitted record (i.e., APD, NOS, SN or WC) can be sent from AFMSS. The *Approval (GLB.81)* window is the only window in AFMSS that allows the change of the disposition status and provides the capability to send such an email. The AA should review security for *GLB.81* access to ensure that query/save/delete access is granted only to those users authorized to enter data. All other users should only have query access. Anyone with query/save/delete access will have the capability to send email notification to an operator.

However, before an email can be sent, it must have the name of the BLM person responsible for approving the change. The AA is responsible for entering a list of approvers into AFMSS through the *Valid Approvers (MN7:47)* window.

NOTE: There are other windows and picklists that are accessed during the .81 email process that should be limited to authorized users (i.e., *Send Email to Operators [MNT. 46]*, *Contact Maintenance [GLB.12a]*, *Edit Contacts [APD.24]*, and *Approvers for EC Transmissions*). Review the email process for *GLB.81* in *The Software Users Manual*, Chapter 11, section 11.6, Procedure step 13 to ensure all access limitations are identified then check these windows to ensure access their access is correct.

Procedures

1. From the *AFMSS Main Menu* select **AA**, then **Code Maintenance**, and click **Approvers** to launch the *Valid Approvers (MN7:47)* window (Figure 5-35).

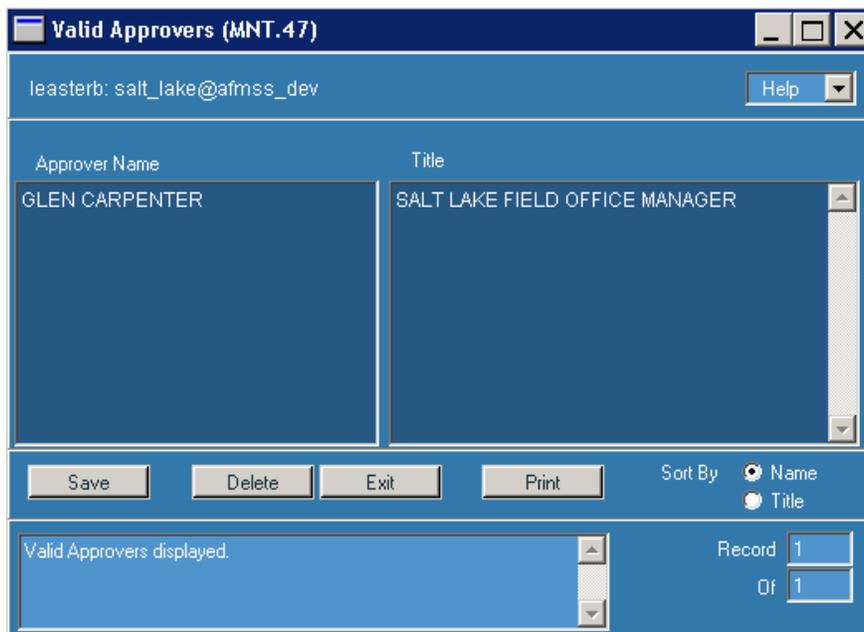


Figure 5-35. Valid Approvers (MNT.47) Window

2. Approver Name/Title: Enter the full name and title of every person authorized to sign approvals.

NOTE: The same person may be entered several times with various titles, such as a Petroleum Engineer who might also serve as Acting Field Manger or Acting Assistant Field Manager.

3. Check the spelling of both the names and titles carefully. These will appear on the documents returned electronically (email) to the operator.
4. Click **Save** to enter the data into AFMSS.
5. Click **Delete** after highlighting a specific name to remove it from the listing in AFMSS.
6. Click **Print** to launch the *AFMSS Print Confirmation (GLB.49)* to make a copy of the listing.
7. Click **Exit** to return to the *AFMSS Main Menu*.

5.7.8 County Names (MNT.53)

This feature is intended to cleanup county names listed in multiple windows.

Procedures

1. From the *AFMSS Main Menu* select **AA**, then **Code Maintenance**, and click **County Names** to launch the *County Names (MNT.53)* window (Figure 5-36).



Figure 5-36. County Names (MNT.53) Window

2. To select **Valid Counties, For State** click the button to the right of the field to launch the picklist of states. All counties in AFMSS for the state selected will be displayed.

3. Click on the county name and edit it if necessary.
4. Enter a missing or new county by going to the end of the list, and with the cursor at the end of the last name in the **County Name** column, do a carriage return <Enter> to make a new blank row. Enter the Code and County Name in the two columns of the blank row.
5. Remove a county by selecting it and clicking **Delete**. A message appears verifying the deletion of the county from the state listing. Answer “Yes” to delete it.
6. Click **Save** to make the changes in AFMSS.
7. Click **Exit** to return to the AFMSS Main Menu.

5.7.9 Well Report Picklist

There are numerous picklists used to standardize the entries for well data. The maintenance for these picklists use the same procedures, although the data entered varies according to the type of well data being addressed. One general set of guidelines for the picklist maintenance is given below.

Procedures

1. From the AFMSS Main Menu under the **AA** menu, click **Code Maintenance** and then click **Well Report Picklists**. Another submenu is displayed listing the following picklists:
 - Log Types (MNT.41)
 - Casing Size (MNT.34)
 - Casing Grade (MNT.35)
 - Casing Coupling (MNT.36)
 - Tubing Size (MNT.37)
 - Tubing Grade (MNT.38)
 - Tubing Coupling (MNT.39)
 - Treatment Types (MNT.40)
 - Well Test (MNT.42)
2. Click on the desired picklists to launch that window. (see Figures 5-37 through 5-45).
3. The standardized well data appears in one column. There may be additional columns for entering a description of the data.

4. Click on an existing line of the data and edit it as necessary. Click in the description column for the associated text and edit that as necessary. Repeat for all necessary data edits.
5. Scroll to the bottom of the data, click on the last data entry, and insert a carriage return <Enter> to place the cursor on the next available blank line. Add a new entry. Repeat the process in the description columns as necessary. Repeat for all new data entries.
6. Click on an existing data line and click **Delete** to remove it from the picklist.
7. Click **Print** to launch the *AFMSS Print Confirmation (GLB.49)* window to make a copy of the picklist.
8. Click **Save** to save work into AFMSS.
9. Click **Exit** to return to the *AFMSS Main Menu*.

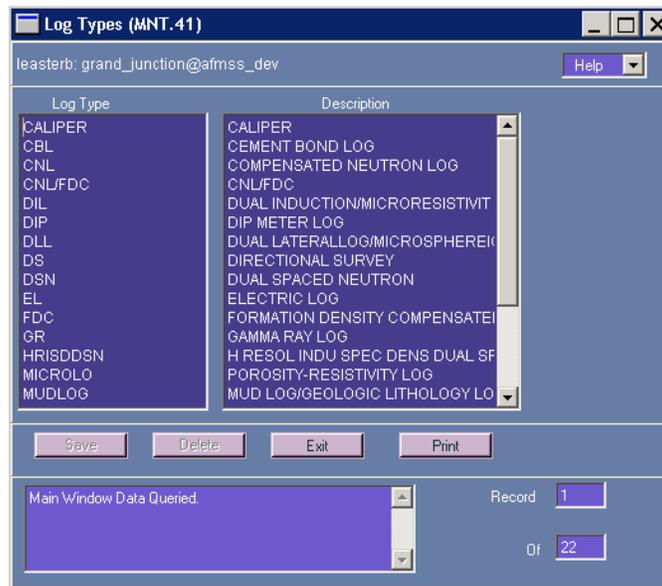


Figure 5-37. Log Types (MNT.41) Window

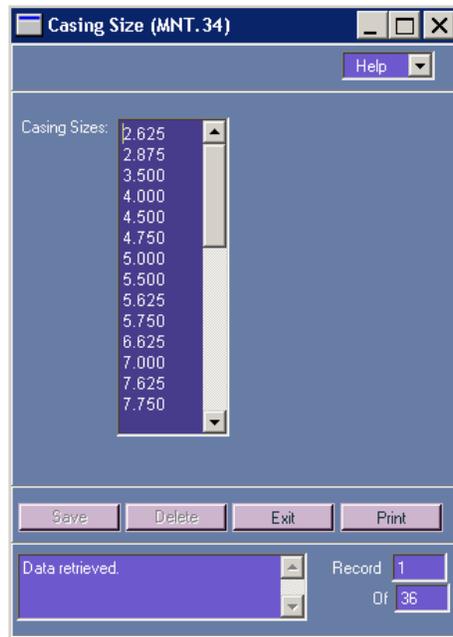


Figure 5-38. Casing Size (MNT.34) Window

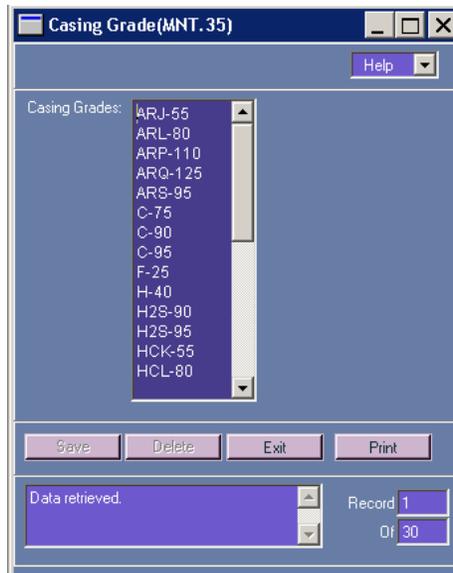


Figure 5-39. Casing Grade (MNT.35) Window

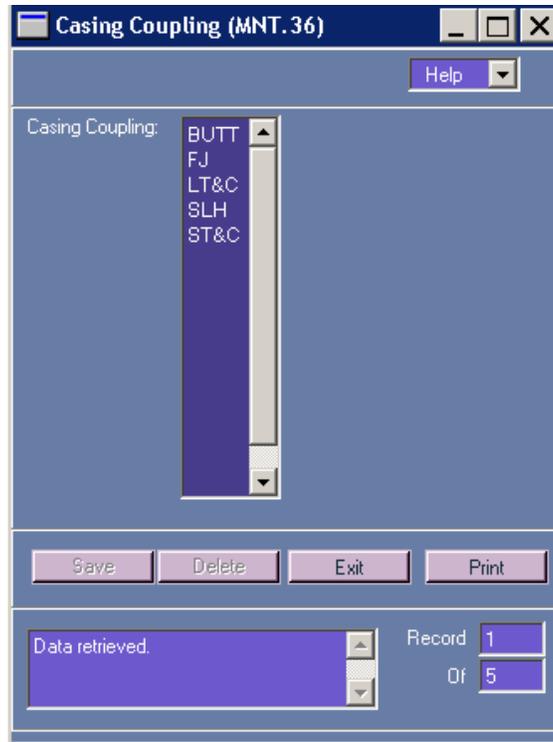


Figure 5-40. Casing Coupling (MNT.36) Window

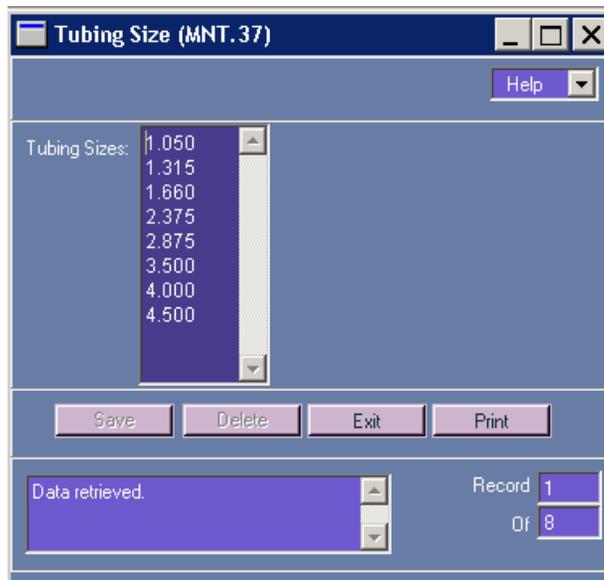


Figure 5-41. Tubing Size (MNT.37) Window

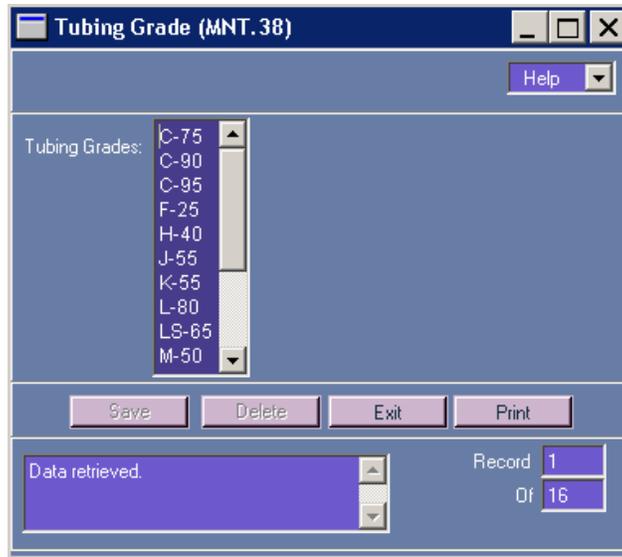


Figure 5-42. Tubing Grade (MNT.38) Window

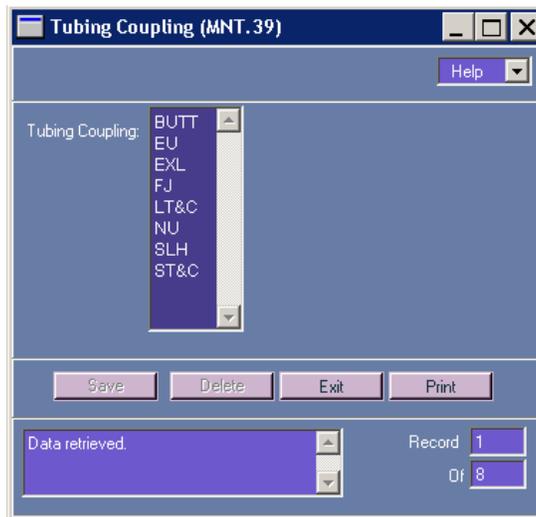


Figure 5-43. Tubing Coupling (MNT.39) Window

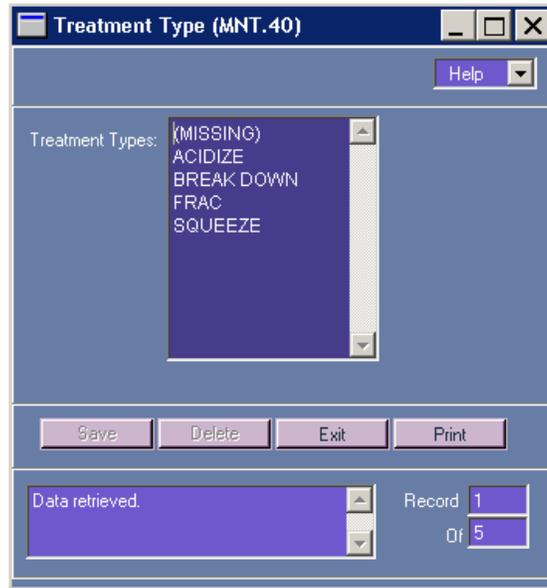


Figure 5-44. Treatment Type (MNT.40) Window

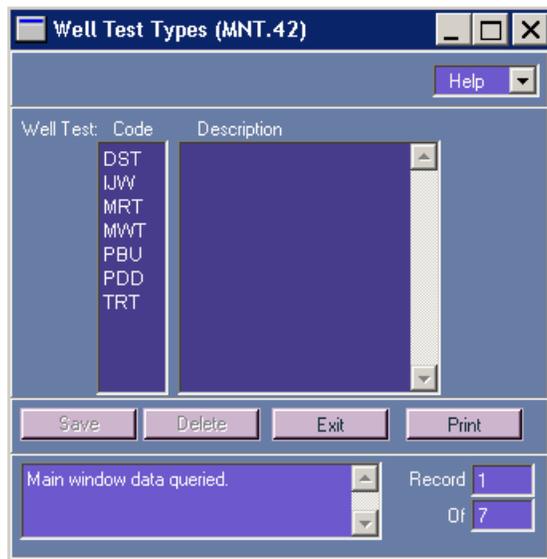
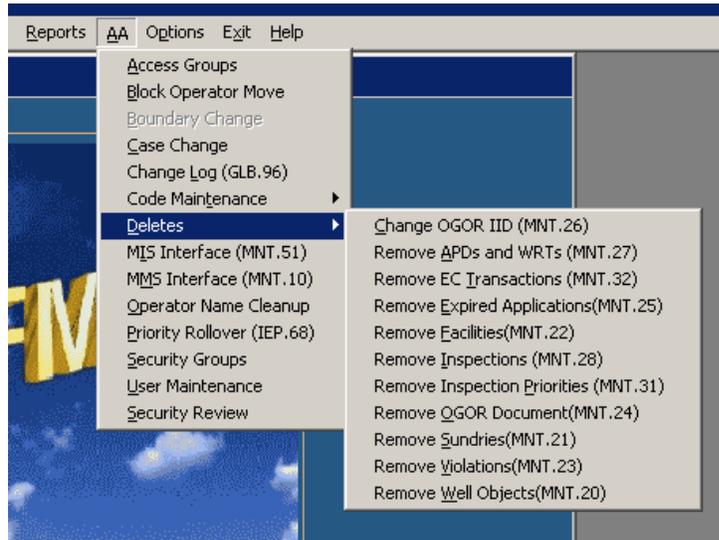


Figure 5-45. Well Test Types (MNT.42) Window

5.8 Delete Windows



The function of these windows is to remove records from the database. This is a sensitive operation. As a security control in preventing inadvertent deletions, the AA must enter specific information into at least one field in the window before a query can be initiated. This does not ensure that records are not mistakenly erased but it does focus the AA on the sensitivity of these tasks and makes it more difficult to unknowingly delete records. The response from the database will be more precise in pinpointing the specific record desired if this initial query includes several fields. (For example in window *MNT.20*, if the query is initiated on the **Status** field as POW, 1,000 records are returned. However, if the query is initiated using the **Operator** field as ARCO%, the **Status** field as POW, and the **Well Name** field as GPM, 26 records are returned.)

On several user-accessed windows, there are **Maint** buttons or **Delete (Item)** buttons. For example, the *Production Inspection Entry (IEP.27)* window contains a **Delete Insp** button. There may be circumstances that are appropriate for the AA to authorize a user to perform the delete function in such windows. The AA would assign that user the same security tags as those that allow the AA to perform that same type of deletion (i.e., to delete an inspection, it would be the same tags used by the AA for *MNT.28*). The AA should stress to the user the sensitivity and impact of any deletion and the necessity for data integrity.

5.8.1 General Delete Procedures

The maintenance procedures for removing data that have been entered into the database include the same common activities (including query for record using QBE, clear, delete, print a copy, and return to the *AFMSS Main Menu*) although the data parameters vary according to the type of data being removed.

One general set of guidelines for deletions is given below. A listing of unique parameters are then listed by the subsection for each type of deletion.

Procedures

1. From the *AFMSS Main Menu* under the **AA** menu, click **Deletes** to launch a submenu displaying each of the removal windows. Click on the desired deletion type to launch its window.
2. Enter data into at least one of the QBE fields (use a wildcard as necessary), then click **Query**.

NOTE: The more complete the query, the more selective the response can be. For example, if the query is initiated on the **Status** field as POW, more than 1,000 responses could be returned. However, if the query is initiated using the **Operator** field as ARCO%, the **Status** field as POW, and the **Well Name** field as GPM, fewer than 40 responses could be returned.

3. Once the query concludes, the status box reflects "*Database queried.*" In the lower right corner of the window are two related data information boxes: Record .25 of 496. (The **Record** field is the number of the record highlighted on the window and the **of** field is the total number of records found in this query). If no records are found, the status will be "*Query returned no rows.*"
4. Highlight the record to be deleted and click **Delete**. (The **Select All** button selects all records listed.)
5. The verification "*Do you want to delete x records?*" appears. (X is the number of records highlighted.) Answer **OK** or **Cancel**, depending upon the circumstances.
6. If the answer is **OK**, the deletes are accomplished through transaction logging.
7. If the record has been reported to MMS as an active well, the question "*Some of the wells selected for deletion have been reported to MMS as active wells. Are you sure you want to continue?*" appears. Answer **Yes** or **No** depending upon the circumstances.
8. Multiple records can be captured and deleted in one operation. Several contiguous records can be captured by clicking on the first record, then holding down <Shift> and clicking on the last record of the series. The entire block of records included will be highlighted. To capture several records that are not contiguous, click on the first record and while holding down <Ctrl>, highlight each individual record required. A block containing all the individual records will be highlighted.

CAUTION: The Delete for a block of records does not differentiate between those wells reported active to MMS and others. The entire block will be deleted. Unless the active connection does not matter, the block **Delete** should be aborted.

9. **Clear**. This operation clears all data from the window in order to initiate another query.

10. **Print:** Click **Print** to launch the *AFMSS Print Confirmation (GLB.49)* window. Select the desired options and click **Print** to execute the hardcopy or a preview. Click **Cancel** to return to the picklist window.

11. Click **Exit** to return to the *AFMSS Main Menu*.

5.8.2 Remove Well Objects (MNT.20)

This window allows the application administrator to remove well objects (well completions, wellbores, and wells) entered in error. In most cases, the AA removes a well because it was entered in error or it represents an expired application. It is very unusual to remove a well record that has had production, inspections, or violations. See 5.8.1: *General Delete Procedures* for instructions.

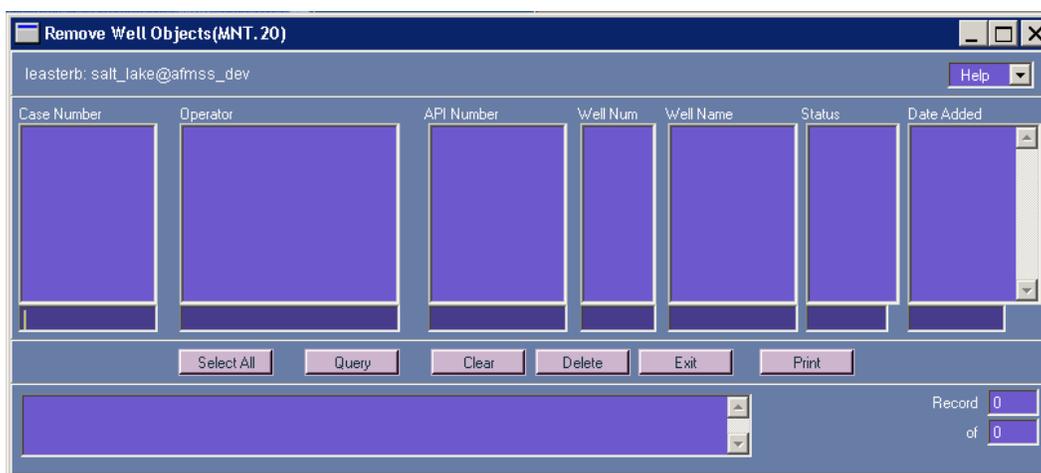


Figure 5-46. Remove Well Objects (MNT.20) Window

5.8.3 Remove Sundries (MNT.21)

This window allows the application administrator to remove sundry notices that were entered in error. It also handles the removal of well reports (but cannot remove any geologic or well test information entered via the well report). See 5.8.1: *General Delete Procedures* for procedures.

It is also possible for the AA to remove sundries through either the *Sundry List for Wells (SNT.38)* or *Sundry List for Facility (SNT.58)* windows by clicking on the **Remove Sundry** buttons. See the *Software Users Manual (SUM)*, Chapter 4.

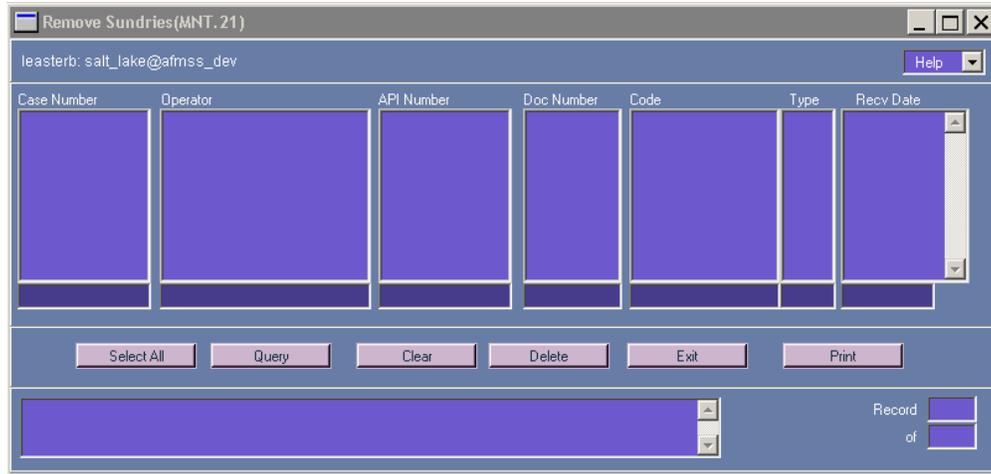


Figure 5-47. Remove Sundries (MNT.21) Window

5.8.4 Remove Facilities (MNT.22)

This window allows the AA to remove facilities that were entered in error. A facsimile of the window is shown in Figure 5-48. See 5.8.1. *General Delete Procedures* for instructions.

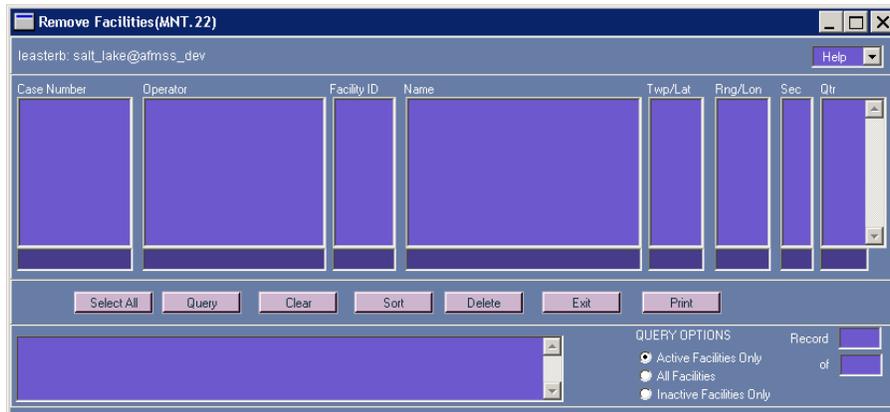


Figure 5-48. Remove Facilities (MNT.22) Window

5.8.5 Remove Violations (MNT.23)

This window allows the AA to remove violations (incidents of INCs), written orders, Shutdown letters, and verbal warnings that were entered in error. See 5.8.1: *General Delete Procedures* for instructions.

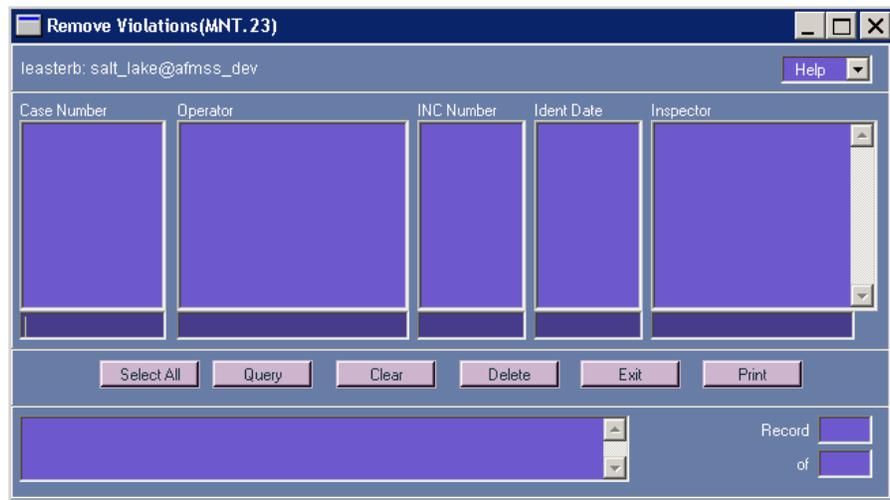


Figure 5-49. Remove Violations (MNT.23) Window

5.8.6 Remove OGOR (MNT.24)

This window allows the AA to remove OGOR documents that were entered in error by MMS. These may be individual documents received from MMS in error (such as being sent to the wrong BLM office). See 5.8.1: *General Delete Procedures* for instructions.

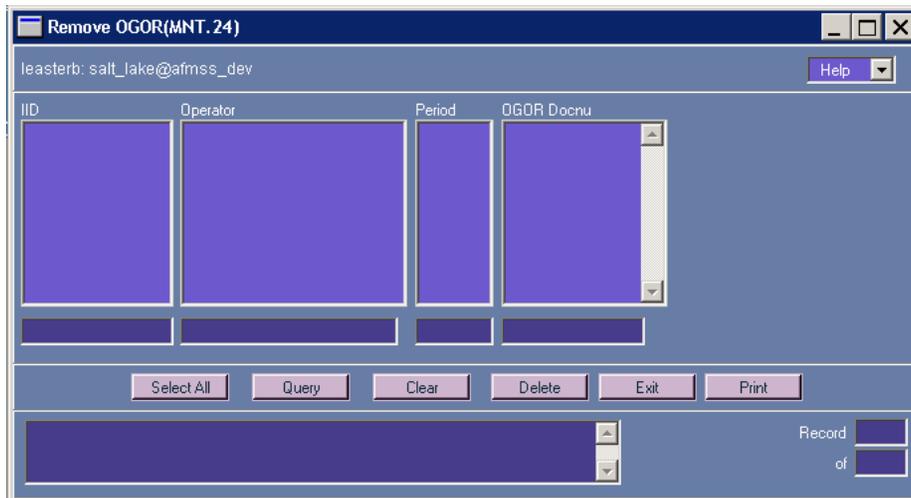


Figure 5-50. Remove OGOR (MNT.24) Window

5.8.7 Remove Expired Applications (MNT.25)

This window allows the AA to remove notices of staking and APDs. See 5.8.1. *General Delete Procedures* for instructions.

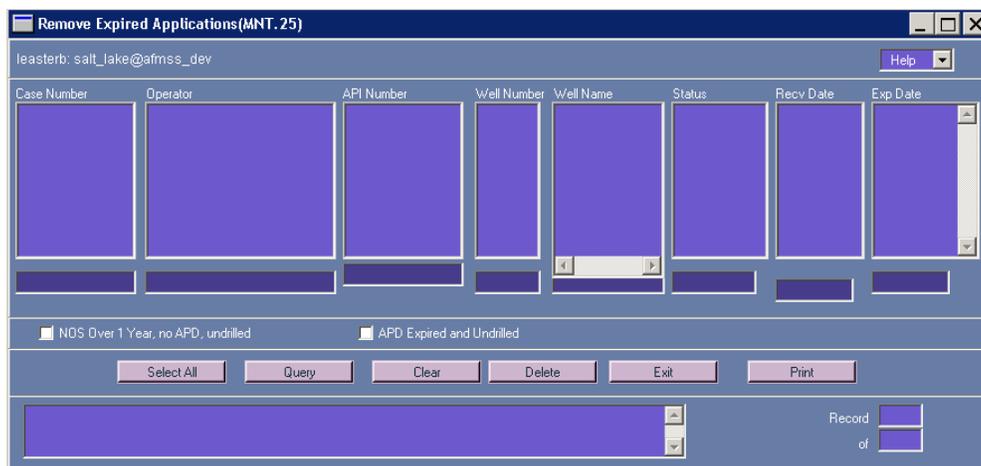


Figure 5-51. Remove Expired Applications (MNT.25) Window

5.8.8 Remove APDs & WRTs (MNT.27)

This window allows the AA to delete APDs and Well Report Tracking (WRT) records. The code for the type of APD or WRT is listed in the code field. A facsimile of the window is shown in Figure 5-52. See *5.8.1: General Delete Procedures* for instructions.

NOTE: When deleting an APD only removes the notice, not the well record. To delete the entire well record, use the window *Remove Well Objects (MNT.20)*.

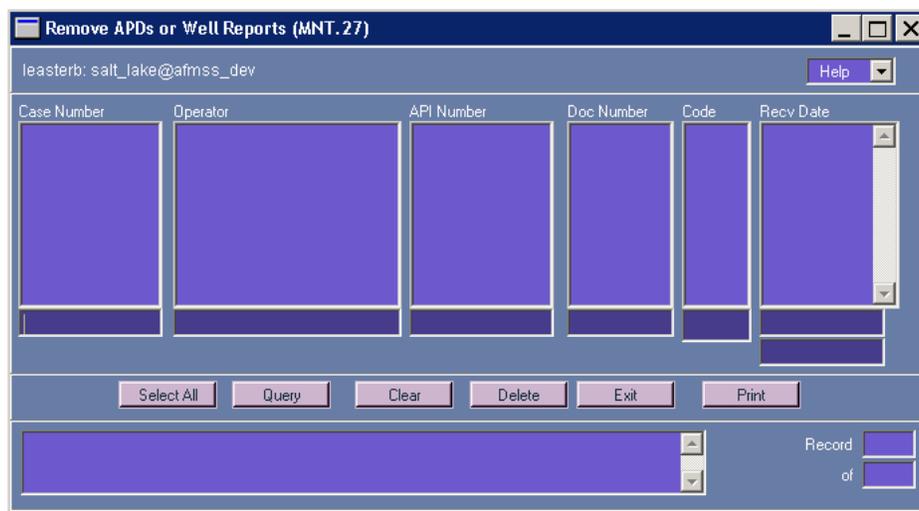


Figure 5-52. Remove APDs & WRTs (MNT.27) Window

5.8.9 Remove Inspections (MNT.28)

This window allows the AA to delete an inspection and all associated activities. The code for the type of inspection is listed in the **Inspection Code** field.

The AA may authorize the removal of an inspection by a user in windows that contain a **Delete Inspection** button by assigning that user the same security tags as those that allow access by the AA to MNT.28). See 5.8.1: *General Delete Procedures* for instructions.

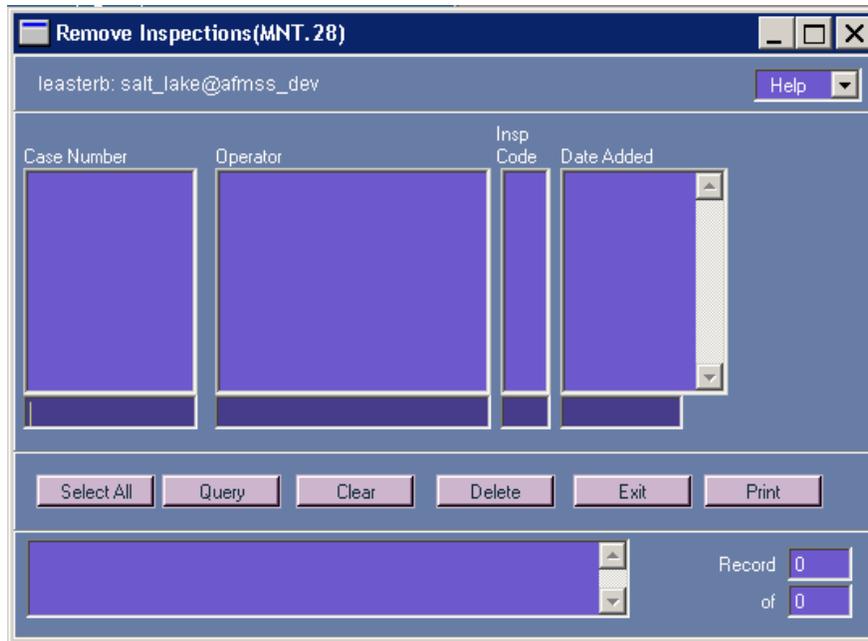


Figure 5-53. Remove Inspections (MNT.28) Window

5.8.10 Remove Inspection Priorities (MNT.31)

The *Remove Inspection Priorities (MNT.31)* window allows the AA to delete an inspection priority. See 5.8.1: *General Delete Procedures* for instructions.

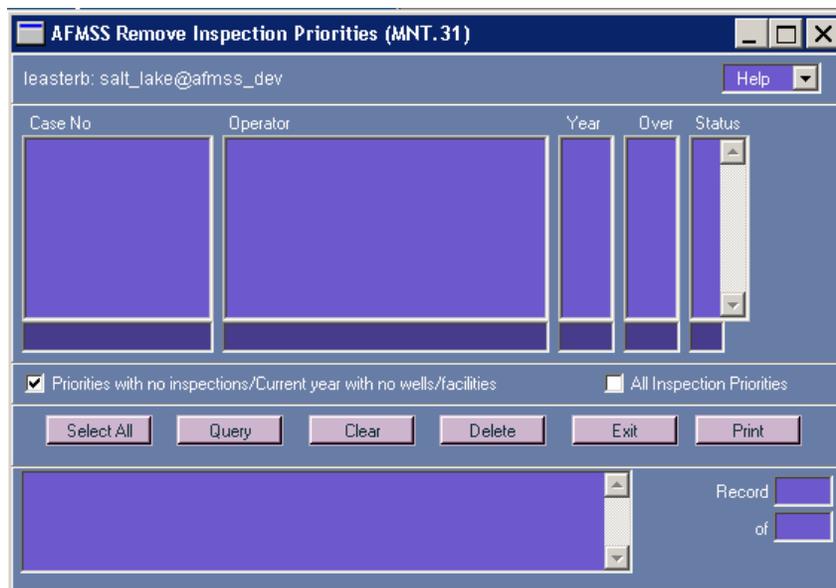


Figure 5-54. Remove Inspection Priorities (MNT.31) Window

5.8.11 Remove EC Transactions (MNT.32)

EC records are usually archived for historical purposes and are not deleted. Only those EC records that contain an EC reviewer-related error should be removed. In those rare instances where an EC record is to be removed, the *Remove EC Transactions (MNT.32)* window allows the AA to delete an EC record (see Figure 5-55). See 5.8.1: *General Delete Procedures* for instructions.

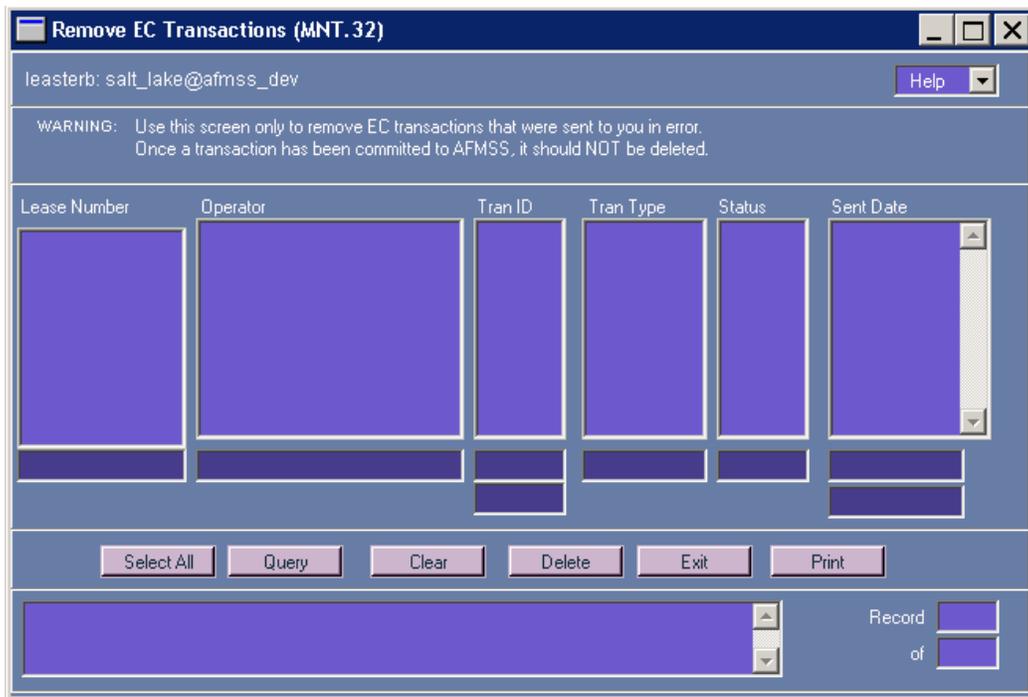


Figure 5-55. Remove EC Transaction Window (MNT.32) Window

5.9 Change OGOR IID (MNT.26)

This window allows the AA to change MRO IIDs. A facsimile of the window is shown in Figure 5-56.

Procedures

1. From the *AFMSS Main Menu* under the **AA** menu, click **Delete** to launch the submenu. Click **Change OGOR IID (MNT.26)** to launch its window.

2. Type in known information in the **Query** fields. To limit the query, put in the name of the operator using a wildcard. If no information is known in any of the fields, the **Query** results in all MRO IID records being listed. This may take a long time.
3. Click **Sort** to organize the records in a more easily used order. Highlight the record desired.
4. Type in the new IID in the **Change IID To** field. (This is a required field.)

NOTE: If the **Change IID To** field button is pressed before a new number is typed, the popup message "*Please provide the new IID*" appears.

5. **Print**. This launches the *WinPreview* window to preview or print a copy of the transaction.
6. Click **Exit** to return to the *AFMSS Main Menu*.

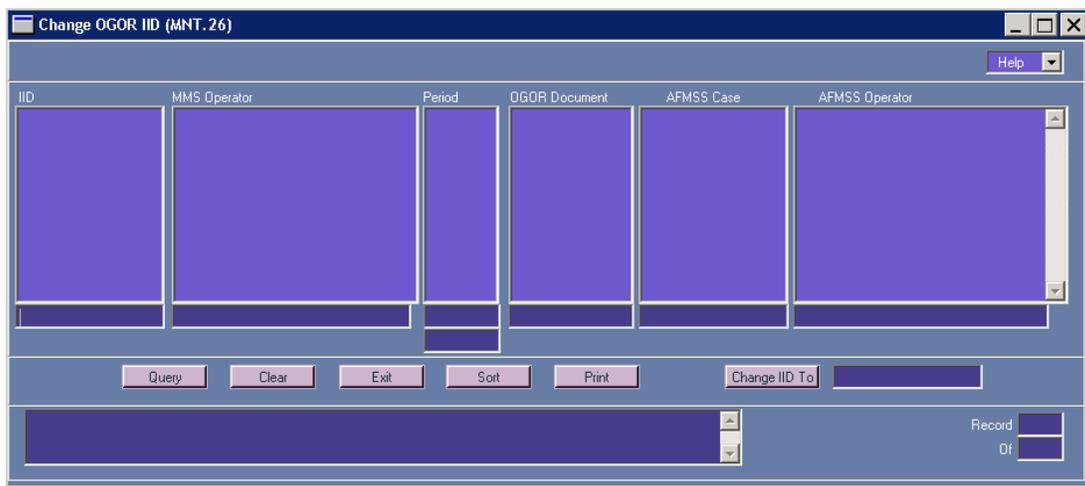


Figure 5-56. Change OGOR IID (MNT.26)

5.10 Delete Case

It is necessary to first open the *Case Finder (GLB.94)* window and query for the case that needs to be deleted. All functions in this window except the delete function are available to the general user; therefore guidelines for those functions are in the Software Users Manual (SUM) subsection 4.2 Cases. Only the guidelines for the delete function are described below.

1. From the *AFMSS Main Menu*, select the **Operations** menu and click on **Cases** to launch the *AFMSS Case Finder (GL.94)* window (Figure 5-57).

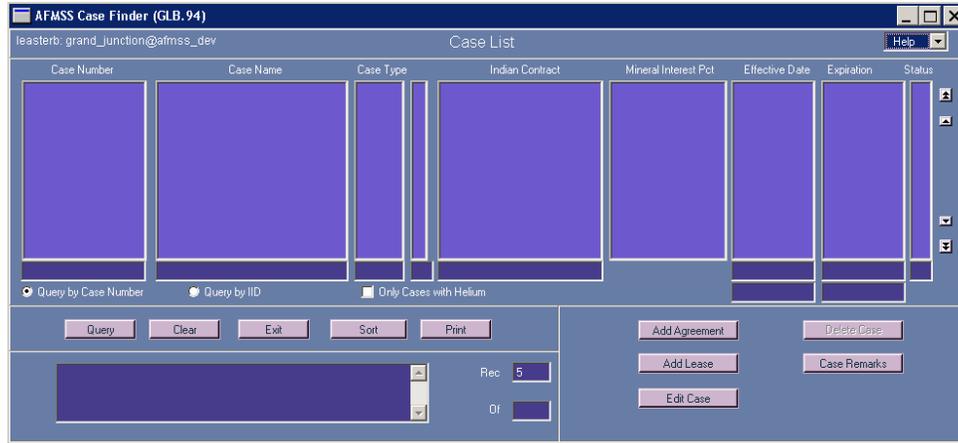


Figure 5-57. AFMSS Case Finder (GLB.94)

2. To display a case listing, it is necessary to query the database. Select either **Query by Case Number** or **Query by IID** to determine the search criteria. Use a wildcard if the complete name or number is unknown. Remember that thousands of records may be listed in the database, so it is best to limit the query as much as possible by including other search data in the query boxes of the window.
3. Enter the QBE data and click **Query**. Select the desired case.
4. Click **Delete a Case** to launch the *AFMSS Delete Case* window (Figure 5-58) to remove cases that were entered in error. Remember that a case linked to any record(s) cannot be deleted.

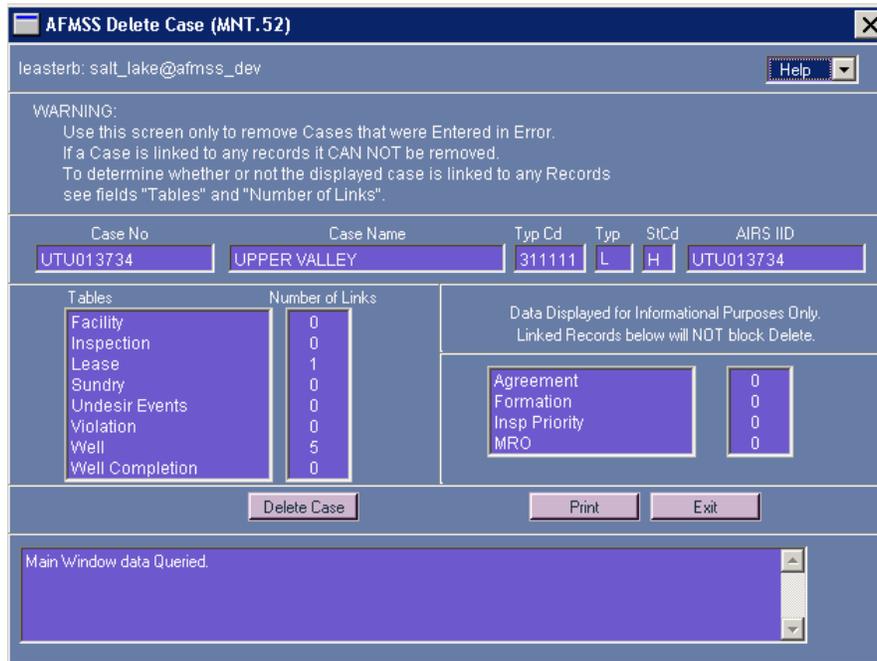


Figure 5-58. AFMSS Delete Case (MNT.52) Window

- a Look in the fields for **Tables** and **Number of Links** to determine if there are any links to records (facility, inspection, sundry, undesirable events, etc.). A case that has been linked to any records cannot be deleted.
 - b Click **Print** to launch the *AFMSS Print Confirmation (GLB.49)* window for selection of print options.
 - c Click **Delete Case** to remove the case from AFMSS if there are no links.
 - d Click **Exit** to return to *GLB.94*.
5. Click the **Save** button in *GLB.94* to save work to AFMSS.
 6. Click the **Exit** button to return to the *AFMSS Main Menu*.

5.11 MIS Interface (MNT.51)

This AFMSS-to-MIS interface is not running at this time. It is anticipated that the *MIS Interface (MNT.51)* window (Figure 5-59) will contain the data and provide at least two types of reports.

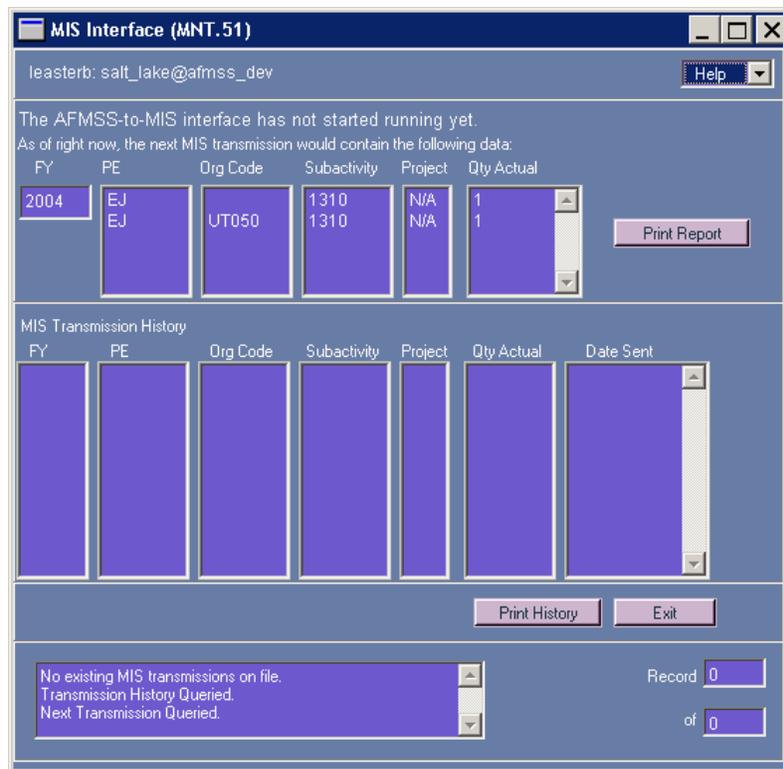


Figure 5-59. MIS Interface (MNT.51) Window

The **Print Report** button launches a report similar to the one shown in Figure 5-60.

GLB.106: MIS Report for Fiscal Year 2004 for Salt Lake

PE	NAME	ORG	SUB	PROJ	COUNT
EJ	Federal & Indian APDs		1310	N/A	1
EJ		UT050	1310	N/A	1

The counts shown are cumulative actuals since the beginning of the specified FY.

APDs are counted if

- the APD has been assigned a disposition (any disposition, not just approved)
- the disposition date of the APD is between 10/1 and 9/30 of the specified FY
- the lease associated with the well is not STATE or FEE

If there is no tribe associated with the case the well is on, it is counted as Federal; otherwise, it is counted as Indian.

Inspections are counted if the Completion Date of the Inspection is between 10/1 and 9/30 of the specified FY. If there is no tribe associated with the inspected case, it is counted as Federal; otherwise, it is counted as Indian.

Figure 5-60. MIS Report for Fiscal Year (GLB.106)

The **Print History** button launches a report similar to the one shown in Figure 5-61.

MIS Transmission History

The AFMSS-to-MIS interface has not started running yet.

As of right now, the next MIS transmission would contain the following data:

FY	PE	Org Code	Subactivity	Project	Qty Actual
2004	EJ		1310	N/A	1
	EJ	UT050	1310	N/A	1

MIS Transmission History						
FY	PE	Org Code	Subactivity	Project	Qty Actual	Date Sent

Figure 5-61. MIS Transmission History

5.12 MMS Interface (MNT.10)

MMS initiates an automatic transfer of AFMSS data changes for a well (Welldoc) and administrative-type changes concerning a well (ANCR) weekly. The AA monitors the data exchange to MMS via the *MMS Interface (MNT.10)* window (Figure 5-62). See section 6.0 of this document for guidelines.

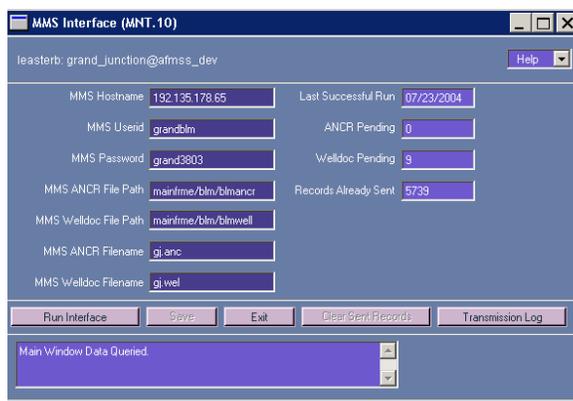


Figure 5-62. MMS Interface Window (MNT.10)

5.13 AFMSS Block Operator Move (GLB.72)

The *AFMSS Block Operator Move (GLB.72)* window is used to reassign cases, wells, and facilities from one operator to another operator. This is a function of the AA only.

Blocks of data can be moved from one operator to another (e.g., Mobile to ARCO) using the *AFMSS Block Operator Move (GLB.72)* window (Figure 5-63). This window is used regardless of whether an operator takes over an entire field or a single well on a case. Access this feature by selecting **Block Operator Move** from the **AA** cascading menu on the *AFMSS Main Menu*. This launches the *Block Operator Move (GLB. 72)* window enabling selection of the cases, wells, facilities and other records (if any) to associate with the new operator name. An effective date for the operator change must be provided.

The Block Operator Move feature:

- a. Ties existing case, well, and facility records that the user highlights to the new operator.
- b. Allows the user to link individual wells or facilities to a new operator while leaving other wells/facilities linked to the old operator on a case.
- c. Keeps a historical record of all operators for a case or well in the system so that the user can identify who operated the well over a given time frame or its complete life cycle.
- d. Allows the user to move existing inspection information to the new operator, if applicable. Historical inspection information will remain with the old operator. However, if an operator change occurs in the middle of a production inspection (for example) the open inspection may be moved to the new operator. Moving inspection information will be determined on a case-by-case basis.
- e. Allows the user to move existing undesirable events to the new operator, if applicable.
- f. Automatically changes existing inspection priority records to reflect the move and create new inspection priority records for the case/operator for the user to review.

INCs are not included in *GLB.72* transfers since INCs represent a legal notification to an operator. To transfer an INC would make it appear as if the new operator was the one who originally received the notice.

OGOR header records are not modified by *GLB.72*. The intent of the *Block Operator Move* window is to handle the case where there is a real-world change from one operator to another. The OGOR records apply to the operator responsible for the production at the time of the production.

Operator changes for facilities do not require that MMS be notified, although operator changes usually must be reported to MMS.

5.13.1 Display the Block Operator Move (GLB.72) Window

From the *AFMSS Main Menu* under **AA**, click on **Block Operator Move** to launch the *Block Operator Move (GLB.72)* window (Figure 5-63).

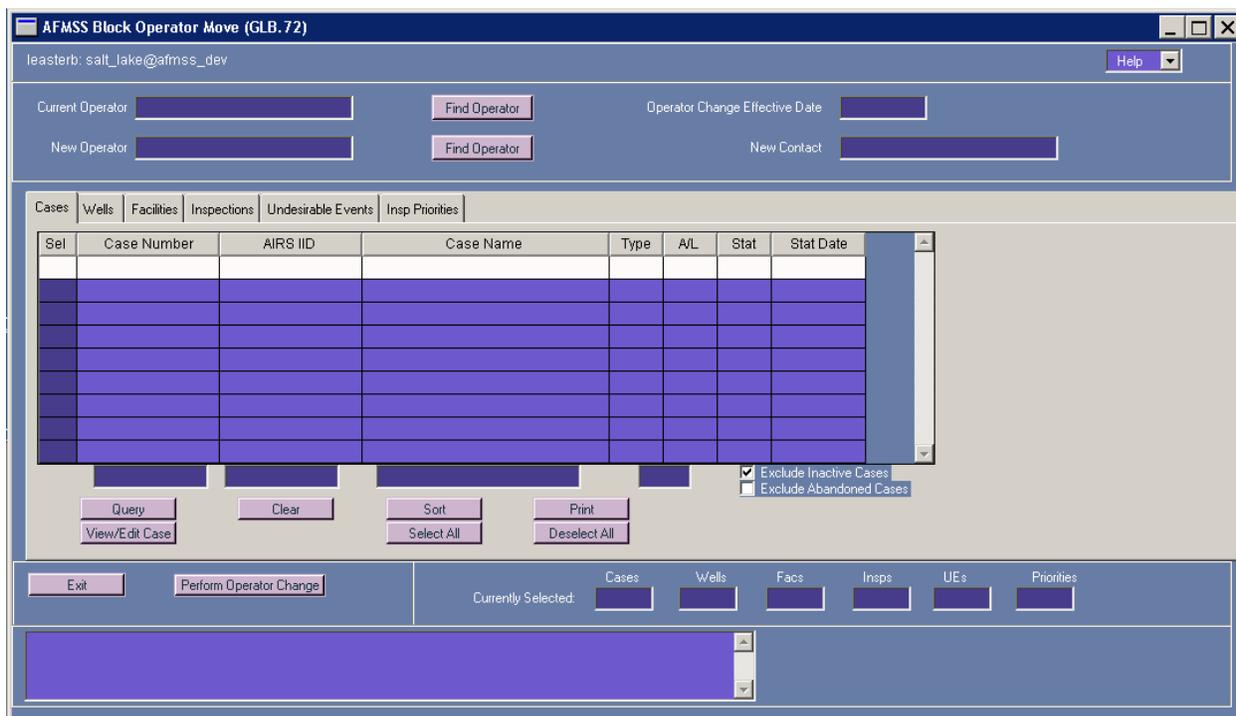


Figure 5-63. AFMSS Block Operator Move (GLB.72)

Notice that there are three primary sections to *GLB.72*:

1. The operator section contains operator data and the date the block move is to be effective.
2. The tab section contains data for the current operator categorized by **Cases**, **Wells**, **Facilities**, **Inspections**, **Undesirable Events**, and **Insp Priorities**. Each tab window contains activity buttons specific to that tab.
3. The lower section contains a counter for the selections, made from each tab, that are to be moved. Also displayed are the buttons to perform the change and/or exit the window.

5.13.2 Summary of Process

1. Find and select both the Current Operator and New Operator. The selection of the New Contact can be performed at the same time as the New Operator. A date in the Operator Change Effective Date field is required.
2. All cases associated with the Current Operator are listed under the Cases tab. Choose at least one case.
3. After selecting the case number, use the tabs to display and select the associated wells, facilities, inspections, undesirable events, and inspection priorities as appropriate. Notice that the counter at the bottom of the window indicates the number of records under each tab selected to be moved.
4. Select all items that are to be moved at one time under all tabs before actually making the move. A maximum of 1,000 wells can be moved at a time. A move cannot be performed without making a selection of an associated item (such as a facility). If an incorrect item is selected, it will be moved. There is no undo function once the move has been made, so ensure selection of all items to be moved and that the items selected are the correct ones.
5. Click Perform Operator Change to execute the move.

After clicking **Perform Operator Change**, the listings under each tab reflect those items that remain with the **Current Operator**. These items have not been moved.

The following dependencies exist in this window:

- Cases listed are dependent upon the **Current Operator** selected.
- Wells listed are dependent upon the cases selected.
- Facilities listed are dependent upon the cases selected.
- Inspections listed are dependent upon the cases/current operator selected.
- Undesirable Events listed are dependent upon the cases/current operator selected.
- Inspection Priorities listed must be for the current fiscal year and are dependent upon the cases/current operator selected.

The following subsections describe in detail individual data fields for the window:

- **Section 5.13.3 Select Operators**
- **Section 5.13.4 Select Cases**
- **Section 5.13.5 Select Wells**

- **Section 5.13.6 Select Facilities**
- **Section 5.13.7 Select Inspections**
- **Section 5.13.8 Select Undesirable Events**
- **Section 5.13.9 Execute the Move**
- **Section 5.13.10 Review/Edit Inspection Priority**

5.13.3 Select Operators

The upper section of the window (Figure 5-64) identifies the operators involved in the move and the date the move is to be effective.

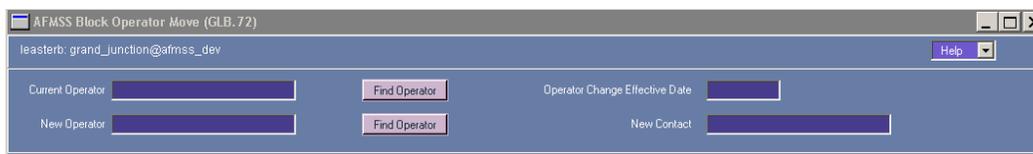


Figure 5-64. Upper Section: Operator Information

1. **Current Operator** is a MANDATORY FIELD. Click the **Find Operator** button on the right side of field to launch the *Customer Selection (GLB.11)* window. Find the current operator and select it; then click **Exit** to return to *GLB.72*. Notice that the name now appears in the **Current Operator** field and that all case number records associated with this operator appear in the **Cases** tab area. See section 5.3 for detailed *GLB.11* guidance.
2. **New Operator** is a MANDATORY FIELD. Click the **Find Operator** button on the right side of field to launch the *Customer Selection (GLB.11)* window. Find the operator to which the cases are to be moved and select it. Is the contact person listed (upper right section) in *GLB.11*? If so, click on that name also. Now click **Exit** to return to *GLB.72*. Notice that the operator name now appears in the **New Operator** field. If a contact person was selected in *GLB.11*, that name appears in the **New Contact** field.

NOTE: If the name of the new operator is not listed in *GLB.11*, the user must enter it. Without selecting any operator, click the **Maintenance** button to launch the *Customer Maintenance (GLB.12)* window. Enter data for the new operator. **Save** the new record and **Exit**. *GLB.11* reappears and the new operator is now in the list. See section 5.3.1 for detailed customer entry (*GLB.12*) guidance.

NOTE: If the person to be contacted for the new operator is not in AFMSS and there is information for the contact, enter that data into AFMSS. While still in *GLB.11*, select the new operator and click the **Contact** button to launch the *Customer Contacts (GLB.12a)* window. Enter the data for the new contact person, **Save** the new record, and **Exit**. *GLB.11* reappears and the new contact person displays when the new operator is selected. See section 5.3.2 for detailed *Customer Contacts (GLB.12a)* guidance.

3. **New Contact** is an OPTIONAL FIELD. This field only autopopulates if a contact person is selected at the time the user selects the new operator from the *Customer Selection (GLB.11)* window. Manually entry of a contact name into this field in *GLB.72* is not possible; the person must be entered as described above under *New Operator*.
4. **Operator Change Effective Date** is a MANDATORY FIELD. The effective date is the actual date the change becomes effective, not the date of entry.

5.13.4 Select Cases

1. At least one case number **must** be selected when the Case tab is active (Figure 5-65).

Sel	Case Number	AIRS IID	Case Name	Type	A/L	Stat	Stat Date
	UTSL070555	UTSL070555	CHALK CREEK	311111	L	H	01/01/1961
	UTU38347	UTU38347		312011	L	H	09/12/1977
	UTU53744	UTU53744		311111	L	H	09/01/1976
	UTU58784X	UTU58784	TABLE TOP	318210	A	P	03/30/1989
	UTU65619	UTU65619	CHARGER	312021	L	P	10/31/1994

Figure 5-65. Cases Tab Active

As described in *Current Operator* (above), all active case numbers in AFMSS that are associated with the current operator autopopulate under this tab.

- **If no cases are listed**, it is probable that an error was made in selecting the current operator. Follow the guidelines under *Current Operator* above and try again. If no cases are listed again, then this operator has no cases associated with it in AFMSS.
- **If case numbers are displayed but the case desired is not among them**, perform a new query that includes the cases that were excluded. Notice that the default exclusion, **Exclude Inactive Cases**, was used in the selection criteria for the case numbers for the current operator that autopopulated the window when it was launched. Click in the exclusion boxes as appropriate to deselect/select them (the checkmark disappears/appears from the box) then click **Query** for the new search. The results replace the autopopulated case numbers.
 - If the case number desired is still not listed, there is a critical problem that must be resolved before proceeding.
 - Ensure the correct current operator is displayed. If the wrong operator is displayed, follow the guidelines for *Current Operator* above and select the correct one.
- If the correct current operator is shown, then the case number desired is not associated with this operator in AFMSS.

- To find a particular easily, enter the specific case number in the QBE field for that column and click **Query** to display only that case.
2. Click **Sort** to reorganize the case numbers in a preferred order. The sort options are the same as the column titles for the case data.
 3. Click **Print** to product a hardcopy of the active window (listing the case numbers).
 4. Select the case number(s) from which wells, facilities, inspections, and/or undesirable events are to be moved.
 - Type an “X” in the **Sel** box (on the left of an individual case number) to select one or more case numbers.
 - Click **Select All** to select all case numbers displayed.
 - Click **Deselect All** to clear any selections that have been made.

NOTE: If the case numbers for the wells or facilities desired are unknown, click **Select All** in the **Cases** tab, then click the **Wells or Facilities** tab and find the well or facility. Make a note of the case number. Once again click the **Cases** tab, click **Deselect All**, and select only the case numbers that are tied to the wells and/or facilities to move.

5. Review and/or edit a case by selecting it and clicking **View/Edit Case** to launch either the *AFMSS Lease Maintenance (GLB.60)* or *AFMSS Agreement Maintenance (GLB.63)* window. (Look at the **A/L** column for the case number; an **L** is a lease and an **A** is an agreement.) See the *Software Users Manual (SUM)*, section 3.1.1 Cases, for detailed guidance for editing existing cases.
6. After selecting the case numbers, check the **Currently Selected/Cases** box to ensure that number agrees with the number of selected cases. (This only works when clicking on **Select All**.)
7. Click the appropriate tab (**Wells, Facilities, Inspections, Undesirable Event, Insp Priority**) to launch that tab for associated items to be selected.

5.13.5 Select Wells

1. After selecting a case number, click the **Wells** tab to launch that activity window (Figure 5-66).

Sel	Case Number	AIRS IID	API Number	Well Name	Num	Stat	Twp/Lat	Rng/Lon	Sec	Qtr	Cur Bond	New Bond
	UTSL070555			AUGER	19	NOS	5N	5E	15	NENE		
	UTU38347	UTU38347	430173012000S1	CHARGER	1	GSI	32S	3E	29	SESW		
	UTU53744	UTU53744	430173012200S1	CHARGER	4	GSI	33S	2E	13	NENW		
	UTU58784X			AUGER	X38	AAPD	1S	1E	1	NENE		
	UTU65619	UTU65619	430173012100S1	CHARGER	2	GSI	32S	3E	33	NWSW	UT0753	

Buttons: Query, Clear, Sort, Print, Exclude P+A, Exclude ABD, Exclude UAPD/UOS/RLOC, Set Bond To, View/Edit Well, Select All, Deselect All, Add Sundry at Change

Figure 5-66. Wells Tab

- All wells associated with the case number selected display.
 - The defaults are set to **Exclude P+A** and **Exclude UAPD/UOS/RLOC** wells. Set a new query with the option to **Exclude ABD** wells. Deselect and select these options for a new query as needed.
 - Query for a specific well by entering the name or other data into the QBE field of a column and clicking **Query**. Only that well is listed.
- Click **Sort** to reorganize the wells in a preferred order.
- Click **Print** to produce a hardcopy of the active window (listing the wells).
- Select a single well or multiple wells as appropriate. Up to 1,000 wells can be moved at a time. For cases that have more than a thousand wells, moves must be in blocks of 1,000. Use the **Select All** button to select the first 1,000 wells listed. An alert message appears verifying that the first 1,000 wells listed have been selected.

WARNING: The AA must use extreme caution to pick only the wells that are actually affected by the operator change. Do not use *Select All* except in those rare cases in which all wells or more than 1,000 wells are to be moved at one time.
- After selecting the wells, check the **Currently Selected/Wells** box to ensure that number agrees with the number of selected wells.
- Review (e.g., well record data) or edit (e.g., change well status) a well by selecting it and clicking **View/Edit Well**. This launches the *AFMSS Well Header Review (GLB.90)* window. Review and/or edit as necessary, save the changes, and exit to return to the *AFMSS Block Operator Move* window. See the *Software Users Manual (SUM)*, section 3.5 Wells, for detailed well record guidance.
- Set Bond to:** If the bond for the new operator already exists in AFMSS and its bond number is known, the user may automatically link that bond to all the cases, wells and facilities that are to be moved.

- a Type the bond number into the **Set Bond** box.
- b If the bond number is unknown, click the button to the right of the **Set Bonds To** field to launch the *Bond Status and Information (GLB.67)* window. The window will not contain any data.
 - Click **Query** without entering any QBE data to display the bonds that exist in the database.
 - Select the bond number for the new operator.
 - Click **Exit** to return to the **Well** activity tab in *GLB.72*.
 - Notice that the bond number appears in the **Set Bond** to field.
- c Select all wells that are to be moved and to which the bond they should be linked.
- d Click the **Set Bond to** button. The bond number displays in the **New Bond** column of those wells that were selected. Only those wells that display the new number will actually be tied to the new bond.
- e If the new operator happens to have more than one bond for its operations, it is necessary to complete the above process separately for each new bond number and its associated wells.

NOTE: The links to each bond for each of its cases, wells, and/or facilities are not actually made until the **Perform Operator Change** button is clicked. However, do not click this button until everything has been selected that is to be moved from each of the other tabs as well. (**Facilities, Inspections** and/or **Undesirable Events**).

9. The default is set to **Add Sundry at Change** to have AFMSS automatically create a Successor of Operator sundry notice for each well record that is moved. This feature adds a record to notify inspectors and other AFMSS users that a change has taken place. The approved date for this sundry record uses the **Operator Change Effective Date** and informs users when this change was effective.

NOTE: There is no indication that AFMSS has created the sundry in *GLB.72*. To view the sundry notice, go to the *Well List (GLB.89)* window, query for the well and select it, and click **Sundry List** to launch the *AFMSS Sundry List for Well (SNT:38)* window.

NOTE: The sundry is created after the **Perform Operator Change** button is clicked and all the moves are done; however, do not click this button until everything has been selected that is to be moved from each of the other tabs as well. (**Facilities, Inspections** and/or **Undesirable Events**).

5.13.6 Select Facilities

1. After selecting a case number, click the **Facilities** tab to launch that activity window (Figure 5-67).

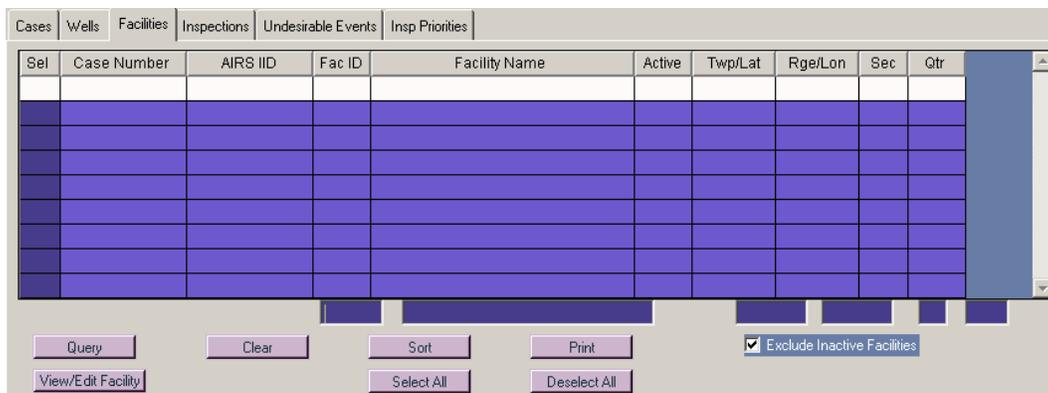


Figure 5-67. Facilities Tab

2. All facilities associated with the case number selected is displayed.
 - The default is set to **Exclude Inactive Facilities**. Deselect or select this option for a new query as needed.
 - Query for a specific facility by entering the name or other data into the QBE field of a column and clicking **Query**. Only that facility is listed.
3. Click **Sort** to reorganize the facilities in a preferred order.
4. Click **Print** to produce a hardcopy of the active window (listing the facilities).
5. Select a single facility or multiple facilities as appropriate.

WARNING: The AA must use extreme caution to pick only the facilities that are actually affected by the operator change. Do not use *Select All* except in those rare cases in which all facilities must be moved.

6. After selecting the facilities, check the **Currently Selected/Facs** box to ensure that number agrees with the number of selected facilities. (This only works with **Select All**.)
7. Review or edit a facility by selecting it and clicking **View/Edit Facility** to launch the *AFMSS Production Facility (IEP.29)* window. Review and/or edit as necessary, save the changes, and exit to return to the *Block Operator Move* window. See the *Software Users Manual (SUM)*, section 3.4 Facilities, for detailed facility record guidance.

5.13.7 Select Inspections

It is not recommended to move inspection records to a new operator on a routine basis. This affects the historical tracking by operator and should only be done on rare occasions. Moving inspection information will be determined on a case-by-case basis.

The only time that an inspection of any kind should be moved to a new operator is when the change of operator was not entered in a timely manner. For example, the actual change of operator occurred and was accepted by BLM, but the change was not performed in AFMSS until several months after the fact. Inspectors may find the new operator during their field visits, but cannot enter inspection data until the operator change is performed in the system. The new operator is the one actually being inspected, so the inspection data should be moved when the change is performed.

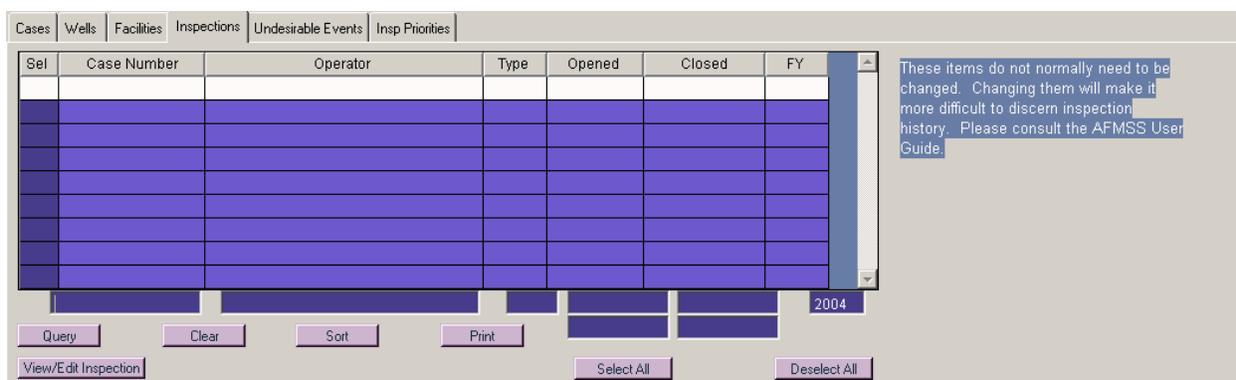


Figure 5-68. Inspections Tab

This tab activity window enables moving existing inspection information to the new operator.

1. After selecting a case for the current operator, click the **Inspections** tab to launch that activity window (Figure 5-68).
2. No inspections are displayed when this tab window is launched. Click **Query** to display all inspections that are associated with the cases/current operator selected.
3. Click **Sort** if there are numerous inspections, to reorganize them into a preferred order.
4. Click **Print** to produce a hardcopy of the active window (listing the inspections).
5. Select a single inspection or multiple inspections as appropriate.

WARNING: The AA must use extreme caution to pick only the inspections that are actually effected by the operator change. Do not use Select All except in those rare cases in which all inspections must be moved.

6. After selecting the inspections, check the **Currently Selected/Insp**s box to ensure that number agrees with the number of selected inspections. (Only works with **Select All**.)

6. After selecting the UEs, check the **Currently Selected/UEs** box to ensure that number agrees with the number of selected UEs. (Only works with **Select All**.)
7. Review or edit a UE by selecting it and clicking **View/Edit UE** to launch the AFMSS Undesirable Event Details (IEP.37) window. Review and/or edit, save the changes, and exit to return to the Block Operator Move window. See the Software Users Manual (SUM), section 4.5 Undesirable Events for detailed UE record guidance.

5.13.9 Execute the Move

Ensure the selection of only those cases and their associated wells, facilities, inspections and/or UEs that should be moved from the **Current Operator** to the **New Operator**.

1. After selecting all items for all cases that are to be moved, look at the lower section of the window (Figure 5-70).



Figure 5-70. Block Operator Move: Executing the Move

2. Verify that the numbers listed in the **Currently Selected** data fields agree with what is selected. If there is a discrepancy, redo the selections as described in the subsections above.
3. **There is no Undo for this function**, so verify that everything selected is correct before performing the move.
4. Once satisfied that the selections are correct, click **Perform Operator Change** to execute the move from the **Current Operator** to the **New Operator**.
5. Then be patient. The system performs a multitude of changes behind the scenes. If the change is being performed on multiple cases with multiple wells and facilities, this could take a very long time. **DO NOT** break out of the operator change once it has started. Doing so could corrupt the data and result in changing only some of the records.
6. When the **Perform Operator Change** is complete, all items that were selected and moved to the **New Operator** are no longer listed in the tabs.
7. All lists of cases, wells, facilities, inspections and UEs that now remain under the tabs are items that were not selected and did not move but remained with the **Current Operator**.

5.13.10 Review/Edit Inspection Priority

After clicking the **Perform Operator Change** button, current fiscal year inspection priorities for the old operator change to inactive if all wells and facilities are being moved to the new operator. If some wells/facilities remain with the old operator, their inspection priority records do not change. A new inspection priority record is created for each case that is moved to the new operator for the current fiscal year.

Inspection priorities are based on the case/operator combination. If all wells/facilities move to the new operator and there are no active wells/facilities connected to the case/operator for the old operator, the Inspection Priority record is updated to show the status **I** (inactive). This allows the record to remain in the system for historical purposes but does not allow any new inspections to be entered for the old operator. New Inspection Priority records can not be created in the future fiscal years for the old operator. A new Inspection Priority for the new case/operator combination is created and should be reviewed by the appropriate users. The person who performs the Block Operator Move should notify the inspection staff that a change has taken place. Do not change the inspection priority records for prior fiscal years.

1. After clicking **Perform Operator Change**, the *Inspection Priority Activity* window is launched (Figure 5-71).

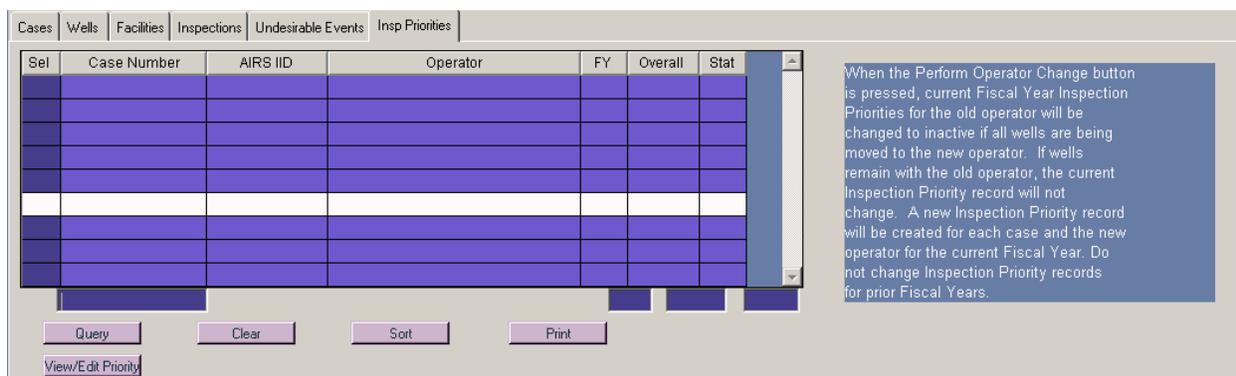


Figure 5-71. Inspection Priorities Tab

2. Click **Sort** if there are numerous records, to reorganize them into a preferred order.
3. Click **Print** to product a hardcopy of the active window (listing the inspection priorities).
4. Select single or multiple records as appropriate and click **View/Edit Priority** to launch the *AFMSS Inspection Priority (IEP.46)* window. Review and/or edit the record if necessary and click **Save**, and **Exit** to return to the *Block Operator Move (GLB. 72)* window.

5.13.11 Perform Additional Changes

After performing any reviews/edits for the Inspection Priorities of the previously moved cases, only those cases, wells, facilities, inspections and undesirable events that were not previously moved remain in the window. No previously moved records appear in the window.

Select additional cases and their associated wells, facilities, inspections and/or UEs to move from the **Current Operator** to the **New Operator** as previously performed. This is especially helpful when more than a thousand wells that must be moved.

5.14 Priority Rollover Report (IEP.68)

PROJIID is a function that enables AFMSS to create new fiscal year inspection priority records that are used in building the annual Inspection Plan Matrix. The *Priority Rollover (IEP.68)* window (Figure 5-72) enables the user to run PROJIID within the framework of the software.

The PROJIID function is performed once annually just prior to creating the matrix for the next fiscal year. The rollover process creates a new priority record for all active case/operator combinations with a current and active year priority record. NOTE: The code for the Inspection Priority Status for such a combination must not be equal to I (inactive).

The following priority categories re-calculate during the rollover process based upon BLM production volume and noncompliance threshold criteria:

- a. Operator compliance history
- b. Average monthly production
- c. Environmental rating
- d. Overall priority ratings

The category is rated *High Priority* and the overall rating is adjusted accordingly if the threshold criteria are met. It is imperative to review and update the Inspection Priority Status codes prior to running the PROJIID function. This ensures that an accurate rollover occurs.

The name **ProjIID** must be designated as a **security group** and included in the user profile of the individual responsible for performing the rollover.

Procedures

1. From the *AFMSS Main Menu*, click on **AA** and click on **Priority Rollover IEP.68** to launch the window (Figure 5-72).

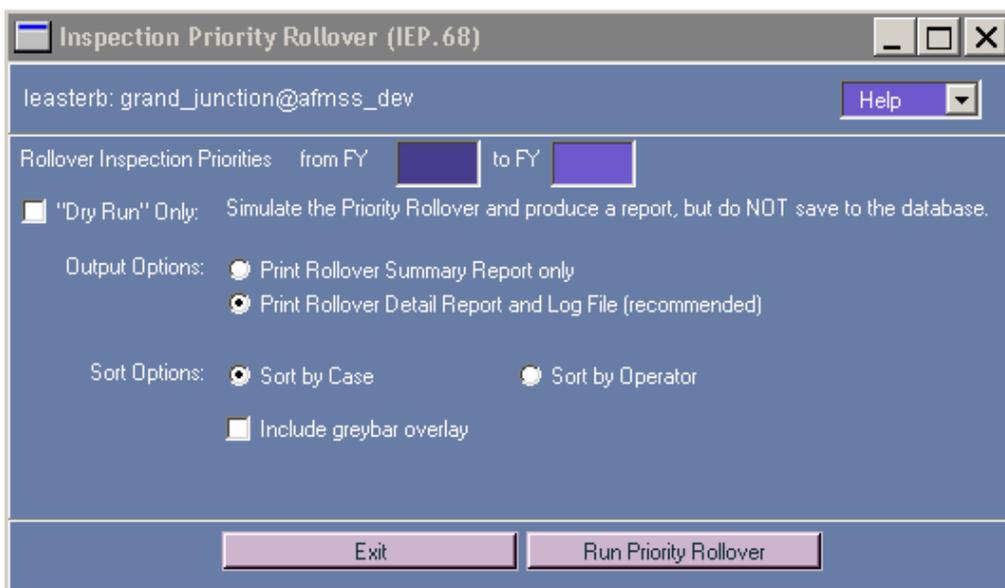


Figure 5-72. Inspection Priority Rollover (IEP.68)

2. The IEP.68 (launcher window) displays rollover inspection priorities *from* FY(current year) *to* FY(current year + one).
 3. Click the **Dry Run Only**: option to simulate the rollover without committing the changes to the database. This provides an opportunity to identify and correct any existing records that require editing before performing the real rollover.
 4. Select an output option.
 - **Dry Run Only**: The statement Dry Run Only - Database Not Updated appears on the report.
 - **Print Rollover Summary Report only**: provides a report that contains a total listing of the number of existing items deleted, rolled over, and not used for the new FY.
 - **Print Rollover Detail Report and Log File (recommended)**: provides a report that (1) lists the rules that AFMSS uses in running PROJIID, (2) includes summary information, and (3) lists each priority record. This report includes a description of the number of environmental and FOGRMA violations that the system counted to utilize in calculating the ratings for the FY priority records.
- CAUTION:** It is a good idea to run the **Detail Report** option if interested in reviewing the results of the rollover. However, the report could be very long if the database is large, because the report lists four lines of data for each inspection priority record rolled over to the new FY. Keep this in mind prior to printing a hard copy of the report.
5. Select **Sort by Case** or **Sort by Operator** for the output report.

6. Select **Include greybar overlay** to stripe every other listing in the report.
7. Click **Run Priority Rollover**:
 - a. Ensure that the button next to the **Dry Run** option is off.
 - b. Click **Run Rollover** to create the FY inspection priority records.

NOTE: If inadvertently a few FY priority records have already been created, a message appears stating that there are already existing FY200I priority records and prompts the user to indicate if the records should be deleted and re-created during the rollover. Click **Yes** and proceed.

5.15 Operator Name Cleanup

The *AFMSS Operator Name Cleanup (MNT.30)* window is only used to correct data entry spelling, abbreviation, or format errors of an operator's name. It is not used to change the operator responsible for a well. Use the *Block Operator Move (GLB.72)* window, discussed above, to replace a real-world change from one operator to a different operator.

The Operator Name Cleanup feature replaces **all** current operator information with the new operator who is selected for every record in the system linked to the current operator. All information except historical records is replaced; thereby preserving misspellings for historical purposes. If an optional case number is provided, only the records tied to that case are changed.

MNT.30 performs a global replace, replacing a particular operator everywhere it occurs in the database (except historical records).

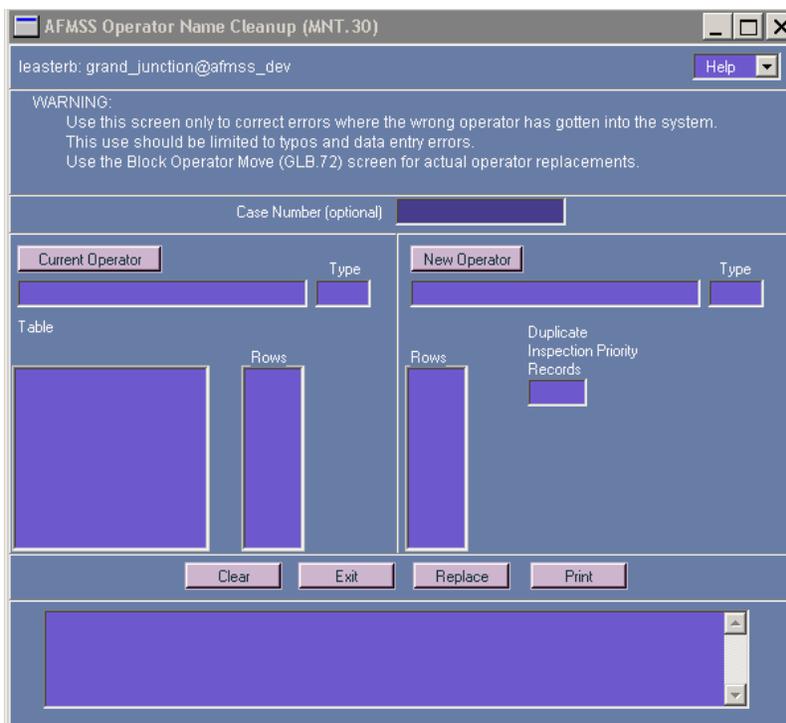


Figure 5-73. AFMSS Operator Name Cleanup (MNT.30)

Procedures

NOTE: Prior to using *MNT.30*, the corrected name for the operator must be in the system. To verify the entry of both current and corrected formats, click **Current Operator**. This launches the *AFMSS Customer Selection (GLB.11)* window containing the picklist for all operators in the system. Verify the presence of both formats. **Exit** back to *MNT.30*. If the corrected format is not included, **Exit** *MNT.30* to the main menu. Use the *Customer Maintenance (GLB.12)* window to make the necessary entry. (See subsection 5.3.1 for *GLB.12* instructions.) If both formats are present, continue as below.

1. From the *AFMSS Main Menu*, select **AA** and click **Operator Name Cleanup**. This launches the *AFMSS Operator Name Cleanup (MNT.30)* window (Figure 5-73).
2. Click **Current Operator** to select the current spelling or format of an operator's name. The *AFMSS Customer Selection (GLB.11)* window appears as a picklist. Note that both the current and corrected operator names are in the picklist. Select the operator name with the same format that now appears in the records (the name with the error) and click **Exit** to return to *MNT.30*.
3. The **Current Operator** and **Type** fields autopopulate with the selection from the picklist. Their associated **Table** and **Rows** fields autopopulate with the type and number of records in the system in which the selected operator is entered.

4. Click **New Operator** to select the correct spelling or format for an operator's name. The *AFMSS Customer Selection (GLB.11)* window appears as a picklist. Note that both the current and corrected operator names are in the picklist. Select the corrected format and click **Exit** to return to *MNT.30*.
5. The **New Operator** and **Type** fields autopopulate with the selection from the picklist. Their associated **Rows** field autopopulates with the number of records in the system in which the new operator is entered. The **Duplicate Inspection Priority Records** field autopopulates with the number of duplicate records held by the current operator and the new operator.
6. Use the *Customer Maintenance (GLB.12)* window to delete the current operator from the database.
7. Click **Replace** to replace the current operator format with the new operator format. The message "*Change all occurrences of operator Current Operator to New Operator? You will be able to choose to rollback changes before they are committed.*" appears.
8. If the user clicks **No**, *MNT.30* returns to the window without executing the change.
9. As the query indicates, a **Yes** at this point does not commit the replacements into the database; it only lists them in the Status box. After the listing is complete, the message, "*Commit changes? No will roll them back.*" appears. At this point, **Yes** commits them to the database and **No** redisplay the *MNT.30* window.
10. The lead PET or the person responsible for assigning inspection priorities must be contacted when this change is made. The lead ensures that the old operator inspection priority status is changed to **I** (for inactive) and the new operator gets the correct inspection priority and a status of **H**.
11. Click **Print** to produce a hardcopy of the report. The *Print Confirmation (GLB.49)* window appears with picklists for the appropriate selection criteria. After selection, click **Print** to actually print or **Cancel** to return to *MNT.30*.
12. Click **Clear** to remove all data from the window to initiate another query. The message "*Clear the window data?*" appears. Click **OK** or **Cancel**.
13. Click **Exit** to return to the *AFMSS Main Menu*.

6 MMS Interface

The Minerals Management Service (MMS) is responsible for the calculation and collection of royalty payments from the operators for oil and gas producing wells. Royalty calculations are based primarily on production data provided to MMS by the operators in the *Oil and Gas Operations Report (OGOR)*. An operator submits an OGOR for each lease or agreement (by MMS IID or AFMSS Case Number) under its control. MMS also reviews BLM data for producing oil and gas wells as verification for the operator-submitted OGOR data. MMS flags any errors or discrepancies that it finds among its own records, the OGOR data, and BLM data. MMS periodically transmits the operator-submitted documents, with all discrepancies and errors noted, to BLM.

MMS has changed from the Monthly Report of Operations (MRO) format for the operator-submitted reports to the OGOR format. Previously sent reports using the MRO format can be viewed through either the AFMSS **MRO** or **OGOR** submenus. However, reports currently supplied by MMS, including amended reports previously sent through MRO, must be accessed using the AFMSS **OGOR** submenu.

6.1 Data Transmission: MMS Interface (MNT.10)

MMS initiates an automatic transfer of AFMSS data changes for a well (Welldoc) and administrative-type changes concerning a well (ANCR) on a regular basis. The BLM AA checks (on a regularly scheduled basis) to see if there are any pending records in the file. If there are none, there will be no transmission. If there are pending records, the AA will then monitor the data exchange to MMS via the *MMS Interface Window (MNT.10)* to ensure the exchange was successful. Note that the window does not control the interface program schedule.

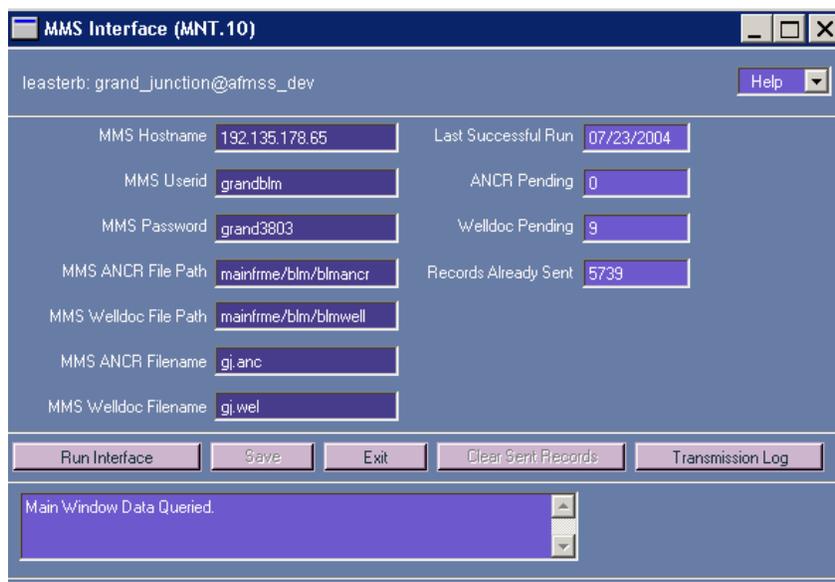


Figure 6-1: MMS Interface Window (MNT.10)

MNT.10 also displays other information about the MMS interface process and allows the AA to run the interface manually when directed by the Help Desk or by MMS.

Procedures

1. From the *AFMSS Main Menu*, click **AA** and then **MMS Interface (MNT.10)** to launch the window (Figure 6-1).
 2. Data fields on the right side of the window are information fields only. Data cannot be entered into these fields via this window.
 3. The **Last Successful Run** date field shows when the transfer was sent and posted to BLM. (This is the transmission log date noted in the discussion below in item 6: **Run Interface**.) The remarks window reflects that “*transfer was successful*”. It also clears the pending records bin. If the run was not successful, contact the System Administrator (SA) to check the log file that resides on the server; the pending records bin should still contain the number of records pending.
 4. Data fields on the left side of the window are required data entry fields and all must contain data to **Run Interface** or **Save**. (The window displays with the information fields containing data from the last time the window was used. Modify data as necessary.)
 - a. **MMS Hostname**: To be assigned at the time the interface becomes operational again.
 - b. **MMS Userid**: The MMS user identification and password will be provided by the MMS RMP AIS Security Office upon approval of the account. Contact the Help Desk for this information.
 - c. **MMS Password**: Contact the Help Desk for this information.
 - d. **MMS ANCR File Path**: mainfrme/blm/blmancr
The Help Desk controls this field. Do not change this field. It should remain the same for all locations.
 - e. **MMS Welldoc File Path**: mainfrme/blm/blmwell
The Help Desk controls this field. Do not change this field. It should remain the same for all locations.
- NOTE:** Steps b, c, d, and e above are part of the initial setup. Thereafter, contact the Help Desk with any questions.
- f. **MMS ANCR Filename**: *.anc
The “*” in the filename is a unique identifier of a specific office code. This is necessary to ensure the same file name is not inadvertently sent by separate offices. Each BLM inspection office has a unique two-digit office code; use the office code in place of the “*”. For example, Farmington West will replace the “*” with “fw” resulting in “fw.anc”. These codes are available from the Help Desk.

g. **MMS Welldoc Filename:** *.wel

The “*” in the filename is a unique identifier of a specific office code; use the office code in place of the “*”. For example, Farmington West will replace the “*” with “fw” resulting in “fw.wel”. These codes are available from the Help Desk.

5. **Save** if any required data entry field was changed.
6. **Run Interface** should only be used if requested to do so by the Help Desk or by MMS.

MMS automatically runs a weekly interface. Each time the run interface occurs, a separate dated log file is created for the FTP transfer. (The latest FTP transmission log is the date noted in **Last Successful Run** date field; reference item 3 above.) In the unlikely event that the transfer fails, a remark appears in the status box that it failed or the run was unsuccessful. At this point, The AA should check the transmission log and contact the Help Desk. In special circumstances, MMS (not BLM) may request additional transfers.

7. **Clear Sent Records: DO NOT USE THIS BUTTON.**

AFMSS stores each transmission until manually directed to clear them. This storage serves as a backup should there be a major problem at MMS and all records are lost. About once a year, the records are cleared on instructions from the Help Desk or the national AA. Each week the header file is regenerated with data provided the previous week. Old transmissions are not cleared, but stored at this point.

Data is automatically transferred to MMS every Friday. On Friday afternoon, verify that there are pending records. If there are none, there will be no transmission. If there are pending records, on Friday of each week, reopen the MNT.10 window and ensure the transfer data in the **Last Successful Run** field is for that Thursday’s transfer.

If there is a problem, and the local server is down for a month or longer, transmissions are still received from MMS and are in the *Update History(MRO.21)* window. Any data that had been entered before the server went down are present when the server is functional again. This data is automatically transmitted to MMS the first Thursday night after the server is functional again.

8. **Transmission Log:** A log of transmission data to MMS appears when this button is pressed. See Figure 6-2: *AFMSS MMS Transmission Log (MNT.10)* window.

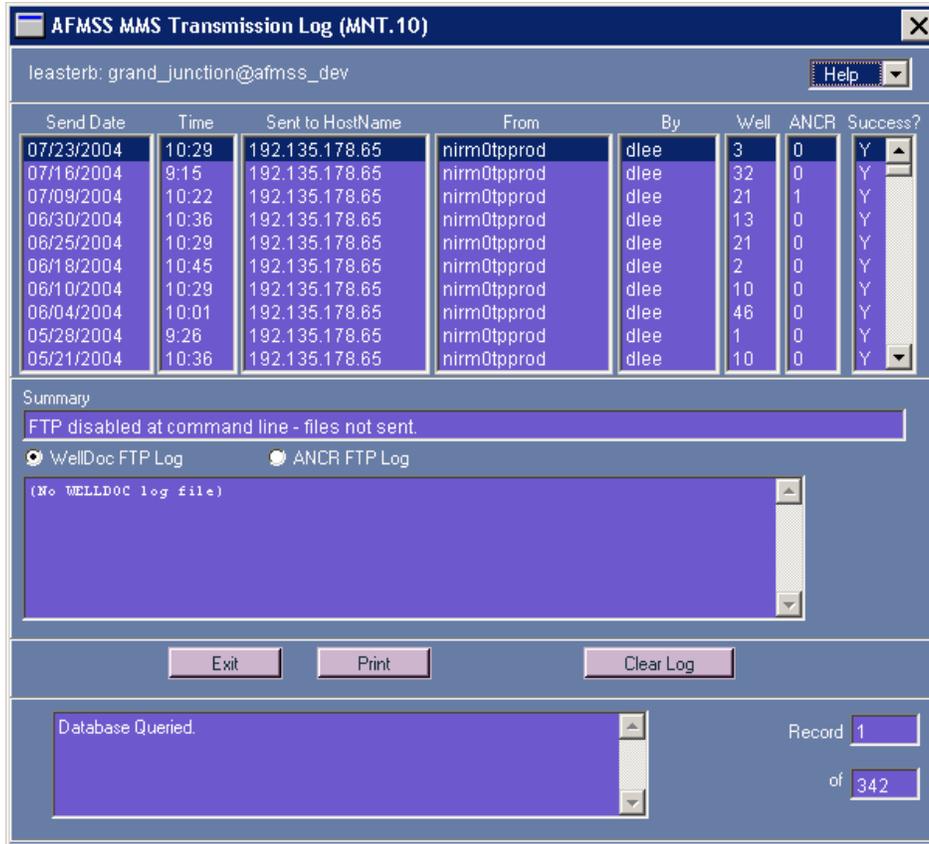


Figure 6-2: AFMSS MMS Transmission Log (MNT.10) Window

- Data fields listed in the transmission log are **Send Date, Time, Sent to HostName, From, By, Well, ANCR, Success?**
- The message, “*Last successful run.*” displays in the **Summary** field if the transmission was successful.
- The actual FTP data connections are listed in the status box below the buttons for **WellDoc FTP Log** or **ANCR FTP Log**. If there were no transmissions made, the status box will state “(No ANCR log file)” or “(No WellDoc log file)”.
- Click **Print** to obtain a hardcopy that lists a maximum of 32 transmissions. The *AFMSS Print Confirmation (GLB.49)* window appears with checkboxes for the appropriate selection criteria. After selection, click **Print** via the WinPreview window or **Cancel** to return to *AFMSS MMS Transmission Log (MNT.10)*.
- DO NOT CLICK **CLEAR LOG**. This function is currently to be used by the Help Desk or MMS only.
- Click **Exit** to return to *MNT.10*.

9. **Exit:** Answer yes to the query “Exit main window?” to return to the AFMSS Main Menu.

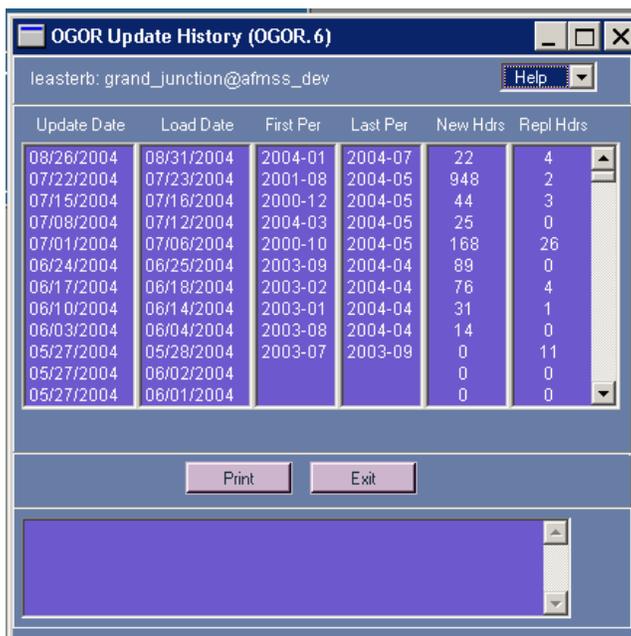
6.2 Input from MMS to BLM

Each Friday, MMS alerts an AFMSS server that OGOR data is available to transfer to BLM. Once the OGOR data is transferred to BLM, a program sorts the data by site and then dumps the data blocks into the appropriate site’s database. (The files are dated.)

Each BLM site office opens AFMSS and clicks on the **OGOR** menu button. The OGOR Update History (OGOR.6) appears in the window (see Figure 6-3).

Procedures

1. From the AFMSS Main Menu, click on the **OGOR** menu button, and select **OGOR Update History (OGOR.6)**.



Update Date	Load Date	First Per	Last Per	New Hdrs	Repl Hdrs
08/26/2004	08/31/2004	2004-01	2004-07	22	4
07/22/2004	07/23/2004	2001-08	2004-05	948	2
07/15/2004	07/16/2004	2000-12	2004-05	44	3
07/08/2004	07/12/2004	2004-03	2004-05	25	0
07/01/2004	07/06/2004	2000-10	2004-05	168	26
06/24/2004	06/25/2004	2003-09	2004-04	89	0
06/17/2004	06/18/2004	2003-02	2004-04	76	4
06/10/2004	06/14/2004	2003-01	2004-04	31	1
06/03/2004	06/04/2004	2003-08	2004-04	14	0
05/27/2004	05/28/2004	2003-07	2003-09	0	11
05/27/2004	06/02/2004			0	0
05/27/2004	06/01/2004			0	0

Figure 6-3: OGOR Update History (OGOR.6)

2. The **Update Date** field identifies when MMS sent a data transmission to the field office.

NOTE: If the date is more than two weeks old, a transfer error has probably occurred. Check with the Help Desk.

3. The **Load Date** field identifies the date the file was loaded into the AFMSS database.
4. **First Per/Last Per:** These are the inclusive dates for the report.
5. **New Hdrs/Repl Hdrs:** These are the number of new or replaced headers in the report.

6. Print the reports by pressing **Print**. The AFMSS Print Confirmation (GLB.49) window appears with checkboxes for the appropriate selection criteria. After selection, click Print to actually **Print** via the WinPreview window or **Cancel** to return to OGOR.21.

Exit to return to the AFMSS Main Menu.

Appendix A Examples of Security Group Tags

Table A-1. Security Group: APPLICATION ADMIN
 (Application Administrators Group)

Assigned Security Tags	Level	Available Security Tags
Field and Pools (MNT.11)	Query/Save/Delete	
Formations (MNT.12)	Query/Save/Delete	
MMS Interface (MNT.10)	Query/Save/Delete	
Remove Expired Applications (MNT.25)	Query/Save/Delete	
Remove Facilities (MNT.22)	Query/Save/Delete	
Remove MRO Documents (MNT.24)	Query/Save/Delete	
Remove Sundries (MNT.21)	Query/Save/Delete	
Remove Violations (MNT.23)	Query/Save/Delete	
Resource Areas (MNT.13)	Query/Save/Delete	
3160-UE Report (IEP.38)	Query/Save/Delete	
AIRS IID (GLB.73)	Query/Save/Delete	
APD Activities (APD.20)	Query/Save/Delete	
APD Status (APD.3)	Query/Save/Delete	
APD Well Totals (APD.19)	Query/Save/Delete	
AJPD Workload (APD.18)	Query/Save/Delete	
APDs 30 Days Old and Unapproved (APD.13)	Query/Save/Delete	
APDs 45 Days Old and Incomplete (APD.12)	Query/Save/Delete	
APDs Approved in Period (APD.14)	Query/Save/Delete	
Agreement Maintenance (GLB.63)	Query/Save/Delete	
Approval (GLB.81)	Query/Save/Delete	
Block Operator Move (GLB.72)	Query/Save/Delete	

Assigned Security Tags	Level	Available Security Tags
Completion Report-General Data (WRT.6)	Query/Save/Delete	
Completion Rpt-Casing/Tubing/Cement (WRT.7)	Query/Save/Delete	
Customer Maintenance (GLB.12)	Query/Save/Delete	
Customer Selection (GLB.11)	Query/Save/Delete	
Adjudication Review (GLB.77)	Query	
Bond Status and Information (GLB.67)	Query	
Casing Repair (SNT.41)	Query	
Completion Rpt-Geologic Descr (WRT.9 GLB.18)	Query	
Completion Rpt-Production Rates Test (WRT.8)	Query	
Document Errors (MRO.20)	Query	
Drilling Inspection (IEP.5b)	Query	
Engineering Review (GLB.79)	Query	
Expired APDs (APD.15)	Query	
Facility Selection (GLB.86)	Query/Save/Delete	
Facility Surface Insp-Inventory (IEP.8)	Query	
Facility Surface Inspection (IEP.12)	Query	
Find MRO Data by Case (MRO.4)	Query	
Find MRO Data by Well (MRO.1)	Query	
First/Last Production (WRT.10)	Query	
Form Correspondence Selection (GLB.2)	Query/Save/Delete	
Geologic Review (GLB.78)	Query	
Help Menu	Query	
I&E Strategy-Required and Planned (IEP.57)	Query	
I&E Strategy Matrix-Inspection Items	Query	

Assigned Security Tags	Level	Available Security Tags
(IEP.54)		
I&E Strategy Matrix-Inspection Type (IEP.58)	Query	
I&E Strategy-Positions/Work Months (IEP.55)	Query	
IID Linkage Problems (MRO.24)	Query	
INC/Shut-Down Order Input (IEP.43)	Query	
Incident of Non-Compliance Out (IEP.44)	Query	
Injection and Disposal (SNT.40)	Query	
Inspection List (GLB.92)	Query	
Inspection Priority (IEP.46)	Query	
Inspection Statistics by inspector (IEP.14)	Query	
Inspection Statistics for Office (IEP.13)	Query	
Lease Maintenance (GLB.60)	Query/Save/Delete	
Load MRO Update (MRO.21)	Query/Save/Delete	
MRO 3160 Reports (MRO.10)	Query/Save	
MRO All Production Averages (MRO.12)	Query	
MRO Change IID (MNT.26)	Query/Save/Delete	
MRO Document Detail (MRO.3)	Query	
MRO Document Errors (MRO.5)	Query	
MRO Documents by Case (MRO.16)	Query	
MRO Missing Documents by Case (MRO.17)	Query	
MRO Missing Documents by Well (MRO.18)	Query	
MRO Operator Mismatch (MRO.23)	Query	
MRO Production Averages by Case (MRO.11)	Query	
MRO Production History (MRO.9)	Query	

Assigned Security Tags	Level	Available Security Tags
MRO Spilled and Lost Oil (MRO.15)	Query	
MRO Venting and Flaring (MRO.14)	Query	
MRO Zero Production (MRO.13)	Query	
Maintain Bonds (GLB.68)	Query	
NOS Over 6 Months and Undrilled (APD.11)	Query	
Operator History (GLB.76)	Query/Save/Delete	
Pad Construction (APD.17)	Query	
Pad Construction (WRT.3)	Query	
Pending INCs (IEP.60)	Query	
Permit/Report Associated Facilities (SNT.39)	Query/Save/Delete	
Permit/Report Selected Wells (GLB.84)	Query/Save/Delete	
Permit/Rpt Associated Sundry Cases (GLB.83)	Query/Save/Delete	
Plugging and Abandonment (SNT.42)	Query/Save/Delete	
Production Facility (IEP.29)	Query/Save/Delete	
Production Inspection (IEP.27)	Query/Save/Delete	
Production Inspection Form Out (IEP.21)	Query/Save/Delete	
Production Inventory-Inspection (IEP.20)	Query/Save/Delete	
Recompletion Report (SNT.56)	Query/Save/Delete	
Remarks Window (GLB.10)	Query/Save/Delete	
Report Selection (GLB.6)	Query/Save/Delete	
Security Groups (GLB.55)	Query/Save/Delete	
Select Wells History Maintenance (GLB.74)	Query/Save/Delete	
Shut Down Notice (IEP.45)	Query/Save/Delete	
Shutins (SNT.44)	Query/Save/Delete	

Assigned Security Tags	Level	Available Security Tags
Spacing Order (GLB.66)	Query/Save/Delete	
Spill Summary Report (IEP.41)	Query/Save/Delete	
Spudded Wells (APD.16)	Query/Save/Delete	
Sundry List for Well (SNT.38)	Query/Save/Delete	
Sundry Permit Oral Approval (SNT.37)	Query/Save/Delete	
Sundry Status (SNT.35)	Query/Save/Delete	
Sundry Type and Action Dates (SNT.53)	Query/Save/Delete	
Surface Review	Query	
Suspension of Production (SNT.52)	Query/Save/Delete	
Temporary Abandonment (SNT.43)	Query/Save/Delete	
Truly Strange Req'd Insp Calculator (IEP.56)	Query/Save/Delete	
Undesirable Event Details (IEP.37)	Query/Save/Delete	
Undesirable Event Finder (IEP.39)	Query/Save/Delete	
Undesirable Event Inspection (IEP.36)	Query/Save/Delete	
Undesirable Event Summary (IEP.42)	Query/Save/Delete	
Uninspected Cases (IEP.63)	Query/Save/Delete	
Uninspected Wells (IEP.62)	Query/Save/Delete	
Unlinked Wells (MRO.19)	Query/Save/Delete	
User Maintenance (GLB.54)	Query/Save/Delete	
Variance Requests (SNT.54)	Query/Save/Delete	
View MRO Document (MRO.2)	Query/Save/Delete	
Violation Status (IEP.48)	Query/Save/Delete	
Well Header Review (GLB.90)	Query/Save/Delete	
Well Inspection Maintenance (IEP.59)	Query/Save/Delete	
Well List (GLB.89)	Query/Save/Delete	

Assigned Security Tags	Level	Available Security Tags
Well Report Status (WRT.11)	Query/Save/Delete	
Well Spud (WRT.4)	Query/Save/Delete	
Well Status History (GLB.75)	Query/Save/Delete	
Well Status Summary (SNT.50)	Query/Save/Delete	
Well Surface Inspection (IEP.5)	Query/Save/Delete	
Wellbore Abandonment Inspection (IEP.5c)	Query/Save/Delete	

Table A-2. Security Group: ADJUDICATOR
(Adjudicator Group)

Assigned Security Tags	Level	Available Security Tags
3160-UE Report (IEP.38)	Query	MRO Change IID (MNT.26)
AIRS IID (GLB.73)	Query/Save/Delete	Spill Summary Report (IEP.41)
APD Activities (APD.20)	Query/Save/Delete	Undesirable Event Summary (IEP.42)
APD Status (APD.3)	Query/Save/Delete	
APD Well Totals (APD.19)	Query/Save/Delete	
AJPD Workload (APD.18)	Query/Save/Delete	
APDs 30 Days Old and Unapproved (APD.13)	Query/Save/Delete	
APDs 45 Days Old and Incomplete (APD.12)	Query/Save/Delete	
APDs Approved in Period (APD.14)	Query/Save/Delete	
Adjudication Review (GLB.77)	Query	
Agreement Maintenance (GLB.63)	Query/Save/Delete	

Assigned Security Tags	Level	Available Security Tags
Approval (GLB.81)	Query/Save/Delete	
Block Operator Move (GLB.72)	Query/Save/Delete	
Bond Status and Information (GLB.67)	Query/Save/Delete	
Casing Repair (SNT.41)	Query/Save/Delete	
Completion Report-General Data (WRT.6)	Query/Save/Delete	
Completion Rpt-Casing/Tubing/Cement (WRT.7)	Query/Save/Delete	
Completion Rpt-Geologic Descr (WRT.9 GLB.18)	Query	
Completion Rpt-Production Rates Test (WRT.8)	Query	
Customer Maintenance (GLB.12)	Query/Save/Delete	
Customer Selection (GLB.11)	Query/Save/Delete	
Document Errors (MRO.20)	Query	
Drilling Inspection (IEP.5b)	Query	
Engineering Review (GLB.79)	Query	
Expired APDs (APD.15)	Query/Save/Delete	
Facility Selection (GLB.86)	Query/Save/Delete	
Facility Surface Insp-Inventory (IEP.8)	Query/Save/Delete	
Facility Surface Inspection (IEP.12)	Query/Save/Delete	
Field and Pools (MNT.11)	Query/Save/Delete	
Find MRO Data by Case (MRO.4)	Query/Save/Delete	

Assigned Security Tags	Level	Available Security Tags
	e	
Find MRO Data by Well (MRO.1)	Query/Save/Delete	
First/Last Production (WRT.10)	Query/Save/Delete	
Form Correspondence Selection (GLB.2)	Query/Save/Delete	
Formations (MNT.12)	No Access	
Geologic Review (GLB.78)	Query	
Help Menu	Query	
I&E Strategy-Required and Planned (IEP.57)	Query	
I&E Strategy Matrix-Inspection Items (IEP.54)	Query	
I&E Strategy Matrix-Inspection Type (IEP.58)	Query	
I&E Strategy-Positions/Work Months (IEP.55)	Query	
IID Linkage Problems (MRO.24)	Query	
INC/Shut-Down Order Input (IEP.43)	Query	
Incident of Non-Compliance Out (IEP.44)	Query	
Injection and Disposal (SNT.40)	Query	
Inspection List (GLB.92)	Query	
Inspection Priority (IEP.46)	Query	
Inspection Statistics by inspector (IEP.14)	Query	
Inspection Statistics for Office (IEP.13)	Query	
Lease Maintenance (GLB.60)	Query/Save/Delete	
Load MRO Update (MRO.21)	Query	
MMS Interface (MNT.10)	No Access	

Assigned Security Tags	Level	Available Security Tags
MRO 3160 Reports (MRO.10)	Query	
MRO All Production Averages (MRO.12)	Query	
MRO Document Detail (MRO.3)	Query	
MRO Document Errors (MRO.5)	Query	
MRO Documents by Case (MRO.16)	Query	
MRO Missing Documents by Case (MRO.17)	Query	
MRO Missing Documents by Well (MRO.18)	Query	
MRO Operator Mismatch (MRO.23)	Query	
MRO Production Averages by Case (MRO.11)	Query	
MRO Production History (MRO.9)	Query	
MRO Spilled and Lost Oil (MRO.15)	Query	
MRO Venting and Flaring (MRO.14)	Query	
MRO Zero Production (MRO.13)	Query	
Maintain Bonds (GLB.68)	Query/Save/Delete	
NOS Over 6 Months and Undrilled (APD.11)	Query	
Operator History (GLB.76)	Query/Save/Delete	
Pad Construction (APD.17)	Query	
Pad Construction (WRT.3)	Query	
Pending INCs (IEP.60)	Query	
Permit/Report Associated Facilities (SNT.39)	Query/Save/Delete	
Permit/Report Selected Wells (GLB.84)	Query/Save/Delete	
Permit/Rpt Associated Sundry Cases (GLB.83)	Query/Save/Delete	

Assigned Security Tags	Level	Available Security Tags
Plugging and Abandonment (SNT.42)	Query/Save/Delete	
Production Facility (IEP.29)	Query/Save/Delete	
Production Inspection (IEP.27)	Query	
Production Inspection Form Out (IEP.21)	Query	
Production Inventory-Inspection (IEP.20)	Query	
Recompletion Report (SNT.56)	Query/Save/Delete	
Remarks Window (GLB.10)	Query/Save/Delete	
Remove Expired Applications (MNT.25)	NoAccess	
Remove Facilities (MNT.22)	NoAccess	
Remove MRO Documents (MNT.24)	NoAccess	
Remove Sundries (MNT.21)	NoAccess	
Remove Violations (MNT.23)	NoAccess	
Remove Well Objects (MNT.20)	NoAccess	
Resource Areas (MNT.13)	NoAccess	
Report Selection (GLB.6)	Query/Save/Delete	
Security Groups (GLB.55)	Query	
Select Wells History Maintenance (GLB.74)	Query	
Shut Down Notice (IEP.45)	Query	
Shutins (SNT.44)	Query	
Spacing Order (GLB.66)	Query	
Spudded Wells (APD.16)	Query	
Sundry List for Well (SNT.38)	Query/Save/Delete	
Sundry Permit Oral Approval (SNT.37)	Query/Save/Delete	

Assigned Security Tags	Level	Available Security Tags
	e	
Sundry Status (SNT.35)	Query/Save/Delete	
Sundry Type and Action Dates (SNT.53)	Query/Save/Delete	
Surface Review	Query	
Suspension of Production (SNT.52)	Query/Save/Delete	
Temporary Abandonment (SNT.43)	Query/Save/Delete	
Truly Strange Reqd Insp Calculator (IEP.56)	Query/Save/Delete	
Undesirable Event Details (IEP.37)	Query	
Undesirable Event Finder (IEP.39)	Query	
Undesirable Event Inspection (IEP.36)	Query	
Uninspected Cases (IEP.61)	Query	
Uninspected Wells (IEP.62)	Query	
Unlinked Wells (MRO.19)	Query	
User Maintenance (GLB.54)	Query	
Variance Requests (SNT.54)	Query/Save/Delete	
View MRO Document (MRO.2)	Query	
Violation Status (IEP.48)	Query	
Well Header Review (GLB.90)	Query/Save/Delete	
Well Inspection Maintenance (IEP.59)	Query	
Well List (GLB.89)	Query/Save/Delete	
Well Report Status (WRT.11)	Query/Save/Delete	
Well Spud (WRT.4)	Query/Save/Delete	

Assigned Security Tags	Level	Available Security Tags
	e	
Well Status History (GLB.75)	Query/Save/Delete	
Well Status Summary (SNT.50)	Query/Save/Delete	
Well Surface Inspection (IEP.5)	Query	
Wellbore Abandonment Inspection (IEP.5c)	Query	

Table A-3. Security Group: GEOLOGIST
(Geologist Group)

Assigned Security Tags	Level	Available Security Tags
3160-UE Report (IEP.38)	Query	MRO Change IID (MNT.26)
AIRS IID (GLB.73)	Query	Spill Summary Report (IEP.41)
APD Activities (APD.20)	Query	Undesirable Event Summary (IEP.42)
APD Status (APD.3)	Query	
APD Well Totals (APD.19)	Query	
AJPD Workload (APD.18)	Query	
APDs 30 Days Old and Unapproved (APD.13)	Query	
APDs 45 Days Old and Incomplete (APD.12)	Query	
APDs Approved in Period (APD.14)	Query	
Adjudication Review (GLB.77)	Query	
Agreement Maintenance (GLB.63)	Query	
Approval (GLB.81)	Query	
Block Operator Move (GLB.72)	Query	
Bond Status and Information (GLB.67)	Query	

Assigned Security Tags	Level	Available Security Tags
Casing Repair (SNT.41)	Query	
Completion Report-General Data (WRT.6)	Query/Save/Delete	
Completion Rpt-Casing/Tubing/Cement (WRT.7)	Query/Save/Delete	
Completion Rpt-Geologic Descr (WRT.9 GLB.18)	Query/Save/Delete	
Completion Rpt-Production Rates Test (WRT.8)	Query/Save/Delete	
Customer Maintenance (GLB.12)	Query	
Customer Selection (GLB.11)	Query	
Document Errors (MRO.20)	Query	
Drilling Inspection (IEP.5b)	Query	
Engineering Review (GLB.79)	Query	
Expired APDs (APD.15)	Query	
Facility Selection (GLB.86)	Query	
Facility Surface Insp-Inventory (IEP.8)	Query	
Facility Surface Inspection (IEP.12)	Query	
Field and Pools (MNT.11)	NoAccess	
Find MRO Data by Case (MRO.4)	Query	
Find MRO Data by Well (MRO.1)	Query	
First/Last Production (WRT.10)	Query/Save/Delete	
Form Correspondence Selection (GLB.2)	Query	
Formations (MNT.12)	No Access	
Geologic Review (GLB.78)	Query/Save/Delete	
Help Menu	Query	
I&E Strategy-Required and Planned	Query	

Assigned Security Tags	Level	Available Security Tags
(IEP.57)		
I&E Strategy Matrix-Inspection Items (IEP.54)	Query	
I&E Strategy Matrix-Inspection Type (IEP.58)	Query	
I&E Strategy-Positions/Work Months (IEP.55)	Query	
IID Linkage Problems (MRO.24)	Query	
INC/Shut-Down Order Input (IEP.43)	Query	
Incident of Non-Compliance Out (IEP.44)	Query	
Injection and Disposal (SNT.40)	Query	
Inspection List (GLB.92)	Query	
Inspection Priority (IEP.46)	Query	
Inspection Statistics by inspector (IEP.14)	Query	
Inspection Statistics for Office (IEP.13)	Query	
Lease Maintenance (GLB.60)	Query	
Load MRO Update (MRO.21)	Query	
MMS Interface (MNT.10)	No Access	
MRO 3160 Reports (MRO.10)	Query	
MRO All Production Averages (MRO.12)	Query	
MRO Document Detail (MRO.3)	Query	
MRO Document Errors (MRO.5)	Query	
MRO Documents by Case (MRO.16)	Query	
MRO Missing Documents by Case (MRO.17)	Query	
MRO Missing Documents by Well (MRO.18)	Query	
MRO Operator Mismatch (MRO.23)	Query	
MRO Production Averages by Case	Query	

Assigned Security Tags	Level	Available Security Tags
(MRO.11)		
MRO Production History (MRO.9)	Query	
MRO Spilled and Lost Oil (MRO.15)	Query	
MRO Venting and Flaring (MRO.14)	Query	
MRO Zero Production (MRO.13)	Query	
Maintain Bonds (GLB.68)	Query	
NOS Over 6 Months and Undrilled (APD.11)	Query	
Operator History (GLB.76)	Query	
Pad Construction (APD.17)	Query	
Pad Construction (WRT.3)	Query	
Pending INCs (IEP.60)	Query	
Permit/Report Associated Facilities (SNT.39)	Query	
Permit/Report Selected Wells (GLB.84)	Query	
Permit/Rpt Associated Sundry Cases (GLB.83)	Query	
Plugging and Abandonment (SNT.42)	Query	
Production Facility (IEP.29)	Query	
Production Inspection (IEP.27)	Query	
Production Inspection Form Out (IEP.21)	Query	
Production Inventory-Inspection (IEP.20)	Query	
Recompletion Report (SNT.56)	Query	
Remarks Window (GLB.10)	Query/Save/Delete	
Remove Expired Applications (MNT.25)	NoAccess	
Remove Facilities (MNT.22)	NoAccess	
Remove MRO Documents (MNT.24)	NoAccess	

Assigned Security Tags	Level	Available Security Tags
Remove Sundries (MNT.21)	NoAccess	
Remove Violations (MNT.23)	NoAccess	
Remove Well Objects (MNT.20)	NoAccess	
Resource Areas (MNT.13)	NoAccess	
Report Selection (GLB.6)	Query/Save/Delete	
Security Groups (GLB.55)	Query	
Select Wells History Maintenance (GLB.74)	Query	
Shut Down Notice (IEP.45)	Query	
Shutins (SNT.44)	Query	
Spacing Order (GLB.66)	Query	
Spudded Wells (APD.16)	Query	
Sundry List for Well (SNT.38)	Query	
Sundry Permit Oral Approval (SNT.37)	Query	
Sundry Status (SNT.35)	Query	
Sundry Type and Action Dates (SNT.53)	Query	
Surface Review	Query	
Suspension of Production (SNT.52)	Query	
Temporary Abandonment (SNT.43)	Query	
Truly Strange Reqd Insp Calculator (IEP.56)	Query	
Undesirable Event Details (IEP.37)	Query	
Undesirable Event Finder (IEP.39)	Query	
Undesirable Event Inspection (IEP.36)	Query	
Uninspected Cases (IEP.61)	Query	
Uninspected Wells (IEP.62)	Query	
Unlinked Wells (MRO.19)	Query	

Assigned Security Tags	Level	Available Security Tags
User Maintenance (GLB.54)	Query	
Variance Requests (SNT.54)	Query	
View MRO Document (MRO.2)	Query	
Violation Status (IEP.48)	Query	
Well Header Review (GLB.90)	Query	
Well Inspection Maintenance (IEP.59)	Query	
Well List (GLB.89)	Query	
Well Report Status (WRT.11)	Query	
Well Spud (WRT.4)	Query	
Well Status History (GLB.75)	Query	
Well Status Summary (SNT.50)	Query	
Well Surface Inspection (IEP.5)	Query	
Wellbore Abandonment Inspection (IEP.5c)	Query	

Table A-4. Security Group: SURFACE
(Surface Specialist Group)

Assigned Security Tags	Level	Available Security Tags
3160-UE Report (IEP.38)	Query	MRO Change IID (MNT.26)
AIRS IID (GLB.73)	Query	Spill Summary Report (IEP.41)
APD Activities (APD.20)	Query	Undesirable Event Summary (IEP.42)
APD Status (APD.3)	Query	
APD Well Totals (APD.19)	Query	
AJPD Workload (APD.18)	Query	
APDs 30 Days Old and Unapproved (APD.13)	Query	
APDs 45 Days Old and Incomplete	Query	

Assigned Security Tags	Level	Available Security Tags
(APD.12)		
APDs Approved in Period (APD.14)	Query	
Adjudication Review (GLB.77)	Query	
Agreement Maintenance (GLB.63)	Query	
Approval (GLB.81)	Query	
Block Operator Move (GLB.72)	Query	
Bond Status and Information (GLB.67)	Query	
Casing Repair (SNT.41)	Query	
Completion Report-General Data (WRT.6)	Query	
Completion Rpt-Casing/Tubing/Cement (WRT.7)	Query	
Completion Rpt-Geologic Descr (WRT.9 GLB.18)	Query	
Completion Rpt-Production Rates Test (WRT.8)	Query	
Customer Maintenance (GLB.12)	Query	
Customer Selection (GLB.11)	Query	
Document Errors (MRO.20)	Query	
Drilling Inspection (IEP.5b)	Query	
Engineering Review (GLB.79)	Query	
Expired APDs (APD.15)	Query	
Facility Selection (GLB.86)	Query	
Facility Surface Insp-Inventory (IEP.8)	Query	
Facility Surface Inspection (IEP.12)	Query	
Field and Pools (MNT.11)	NoAccess	
Find MRO Data by Case (MRO.4)	Query	
Find MRO Data by Well (MRO.1)	Query	
First/Last Production (WRT.10)	Query	

Assigned Security Tags	Level	Available Security Tags
Form Correspondence Selection (GLB.2)	Query	
Formations (MNT.12)	NoAccess	
Geologic Review (GLB.78)	Query	
Help Menu	Query	
I&E Strategy-Required and Planned (IEP.57)	Query	
I&E Strategy Matrix-Inspection Items (IEP.54)	Query	
I&E Strategy Matrix-Inspection Type (IEP.58)	Query	
I&E Strategy-Positions/Work Months (IEP.55)	Query	
IID Linkage Problems (MRO.24)	Query	
INC/Shut-Down Order Input (IEP.43)	Query	
Incident of Non-Compliance Out (IEP.44)	Query	
Injection and Disposal (SNT.40)	Query	
Inspection List (GLB.92)	Query	
Inspection Priority (IEP.46)	Query	
Inspection Statistics by inspector (IEP.14)	Query	
Inspection Statistics for Office (IEP.13)	Query	
Lease Maintenance (GLB.60)	Query	
Load MRO Update (MRO.21)	Query	
MMS Interface (MNT.10)	NoAccess	
MRO 3160 Reports (MRO.10)	Query	
MRO All Production Averages (MRO.12)	Query	
MRO Document Detail (MRO.3)	Query	
MRO Document Errors (MRO.5)	Query	
MRO Documents by Case (MRO.16)	Query	

Assigned Security Tags	Level	Available Security Tags
MRO Missing Documents by Case (MRO.17)	Query	
MRO Missing Documents by Well (MRO.18)	Query	
MRO Operator Mismatch (MRO.23)	Query	
MRO Production Averages by Case (MRO.11)	Query	
MRO Production History (MRO.9)	Query	
MRO Spilled and Lost Oil (MRO.15)	Query	
MRO Venting and Flaring (MRO.14)	Query	
MRO Zero Production (MRO.13)	Query	
Maintain Bonds (GLB.68)	Query	
NOS Over 6 Months and Undrilled (APD.11)	Query	
Operator History (GLB.76)	Query	
Pad Construction (APD.17)	Query	
Pad Construction (WRT.3)	Query	
Pending INCs (IEP.60)	Query	
Permit/Report Associated Facilities (SNT.39)	Query	
Permit/Report Selected Wells (GLB.84)	Query	
Permit/Rpt Associated Sundry Cases (GLB.83)	Query	
Plugging and Abandonment (SNT.42)	Query	
Production Facility (IEP.29)	Query	
Production Inspection (IEP.27)	Query	
Production Inspection Form Out (IEP.21)	Query	
Production Inventory-Inspection (IEP.20)	Query	
Recompletion Report (SNT.56)	Query	

Assigned Security Tags	Level	Available Security Tags
Remarks Window (GLB.10)	Query/Save/Delete	
Remove Expired Applications (MNT.25)	NoAccess	
Remove Facilities (MNT.22)	NoAccess	
Remove MRO Documents (MNT.24)	NoAccess	
Remove Sundries (MNT.21)	NoAccess	
Remove Violations (MNT.23)	NoAccess	
Remove Well Objects (MNT.20)	NoAccess	
Resource Areas (MNT.13)	NoAccess	
Report Selection (GLB.6)	Query/Save/Delete	
Security Groups (GLB.55)	Query	
Select Wells History Maintenance (GLB.74)	Query	
Shut Down Notice (IEP.45)	Query	
Shutins (SNT.44)	Query	
Spacing Order (GLB.66)	Query	
Spudded Wells (APD.16)	Query	
Sundry List for Well (SNT.38)	Query	
Sundry Permit Oral Approval (SNT.37)	Query	
Sundry Status (SNT.35)	Query	
Sundry Type and Action Dates (SNT.53)	Query	
Surface Review (GLB.80)	Query/Save/Delete	
Suspension of Production (SNT.52)	Query	
Temporary Abandonment (SNT.43)	Query	
Truly Strange Reqd Insp Calculator (IEP.56)	Query	
Undesirable Event Details (IEP.37)	Query/Save/Delete	

Assigned Security Tags	Level	Available Security Tags
	e	
Undesirable Event Finder (IEP.39)	Query/Save/Delete	
Undesirable Event Inspection (IEP.36)	Query/Save/Delete	
Uninspected Cases (IEP.61)	Query	
Uninspected Wells (IEP.62)	Query	
Unlinked Wells (MRO.19)	Query	
User Maintenance (GLB.54)	Query	
Variance Requests (SNT.54)	Query	
View MRO Document (MRO.2)	Query	
Violation Status (IEP.48)	Query	
Well Header Review (GLB.90)	Query	
Well Inspection Maintenance (IEP.59)	Query	
Well List (GLB.89)	Query	
Well Report Status (WRT.11)	Query	
Well Spud (WRT.4)	Query	
Well Status History (GLB.75)	Query	
Well Status Summary (SNT.50)	Query	
Well Surface Inspection (IEP.5)	Query	
Wellbore Abandonment Inspection (IEP.5c)	Query	

Table A-5. Security Group: BLM-MGMT
(BLM Management Group)

Assigned Security Tags	Level	Available Security Tags
3160-UE Report (IEP.38)	Query	MRO Change IID (MNT.26)
AIRS IID (GLB.73)	Query	Spill Summary Report (IEP.41)

Assigned Security Tags	Level	Available Security Tags
APD Activities (APD.20)	Query	Undesirable Event Summary (IEP.42)
APD Status (APD.3)	Query	
APD Well Totals (APD.19)	Query	
AJPD Workload (APD.18)	Query	
APDs 30 Days Old and Unapproved (APD.13)	Query	
APDs 45 Days Old and Incomplete (APD.12)	Query	
APDs Approved in Period (APD.14)	Query	
Adjudication Review (GLB.77)	Query	
Agreement Maintenance (GLB.63)	Query	
Approval (GLB.81)	Query	
Block Operator Move (GLB.72)	Query	
Bond Status and Information (GLB.67)	Query	
Casing Repair (SNT.41)	Query	
Completion Report-General Data (WRT.6)	Query	
Completion Rpt-Casing/Tubing/Cement (WRT.7)	Query	
Completion Rpt-Geologic Descr (WRT.9 GLB.18)	Query	
Completion Rpt-Production Rates Test (WRT.8)	Query	
Customer Maintenance (GLB.12)	Query	
Customer Selection (GLB.11)	Query	
Document Errors (MRO.20)	Query	
Drilling Inspection (IEP.5b)	Query	
Engineering Review (GLB.79)	Query	
Expired APDs (APD.15)	Query	

Assigned Security Tags	Level	Available Security Tags
Facility Selection (GLB.86)	Query	
Facility Surface Insp-Inventory (IEP.8)	Query	
Facility Surface Inspection (IEP.12)	Query	
Field and Pools (MNT.11)	NoAccess	
Find MRO Data by Case (MRO.4)	Query	
Find MRO Data by Well (MRO.1)	Query	
First/Last Production (WRT.10)	Query	
Form Correspondence Selection (GLB.2)	Query	
Formations (MNT.12)	NoAccess	
Geologic Review (GLB.78)	Query	
Help Menu	Query	
I&E Strategy-Required and Planned (IEP.57)	Query	
I&E Strategy Matrix-Inspection Items (IEP.54)	Query	
I&E Strategy Matrix-Inspection Type (IEP.58)	Query	
I&E Strategy-Positions/Work Months (IEP.55)	Query	
IID Linkage Problems (MRO.24)	Query	
INC/Shut-Down Order Input (IEP.43)	Query	
Incident of Non-Compliance Out (IEP.44)	Query	
Injection and Disposal (SNT.40)	Query	
Inspection List (GLB.92)	Query	
Inspection Priority (IEP.46)	Query	
Inspection Statistics by inspector (IEP.14)	Query	
Inspection Statistics for Office (IEP.13)	Query	
Lease Maintenance (GLB.60)	Query	

Assigned Security Tags	Level	Available Security Tags
Load MRO Update (MRO.21)	Query	
MMS Interface (MNT.10)	NoAccess	
MRO 3160 Reports (MRO.10)	Query	
MRO All Production Averages (MRO.12)	Query	
MRO Document Detail (MRO.3)	Query	
MRO Document Errors (MRO.5)	Query	
MRO Documents by Case (MRO.16)	Query	
MRO Missing Documents by Case (MRO.17)	Query	
MRO Missing Documents by Well (MRO.18)	Query	
MRO Operator Mismatch (MRO.23)	Query	
MRO Production Averages by Case (MRO.11)	Query	
MRO Production History (MRO.9)	Query	
MRO Spilled and Lost Oil (MRO.15)	Query	
MRO Venting and Flaring (MRO.14)	Query	
MRO Zero Production (MRO.13)	Query	
Maintain Bonds (GLB.68)	Query	
NOS Over 6 Months and Undrilled (APD.11)	Query	
Operator History (GLB.76)	Query	
Pad Construction (APD.17)	Query	
Pad Construction (WRT.3)	Query	
Pending INCs (IEP.60)	Query	
Permit/Report Associated Facilities (SNT.39)	Query	
Permit/Report Selected Wells (GLB.84)	Query	

Assigned Security Tags	Level	Available Security Tags
Permit/Rpt Associated Sundry Cases (GLB.83)	Query	
Plugging and Abandonment (SNT.42)	Query	
Production Facility (IEP.29)	Query	
Production Inspection (IEP.27)	Query	
Production Inspection Form Out (IEP.21)	Query	
Production Inventory-Inspection (IEP.20)	Query	
Recompletion Report (SNT.56)	Query	
Remarks Window (GLB.10)	Query	
Remove Expired Applications (MNT.25)	NoAccess	
Remove Facilities (MNT.22)	NoAccess	
Remove MRO Documents (MNT.24)	NoAccess	
Remove Sundries (MNT.21)	NoAccess	
Remove Violations (MNT.23)	NoAccess	
Remove Well Objects (MNT.20)	NoAccess	
Resource Areas (MNT.13)	NoAccess	
Report Selection (GLB.6)	Query/Save/Delete	
Security Groups (GLB.55)	Query	
Select Wells History Maintenance (GLB.74)	Query	
Shut Down Notice (IEP.45)	Query	
Shutins (SNT.44)	Query	
Spacing Order (GLB.66)	Query	
Spudded Wells (APD.16)	Query	
Sundry List for Well (SNT.38)	Query	
Sundry Permit Oral Approval (SNT.37)	Query	
Sundry Status (SNT.35)	Query	

Assigned Security Tags	Level	Available Security Tags
Sundry Type and Action Dates (SNT.53)	Query	
Surface Review (GLB.80)	Query	
Suspension of Production (SNT.52)	Query	
Temporary Abandonment (SNT.43)	Query	
Truly Strange Reqd Insp Calculator (IEP.56)	Query	
Undesirable Event Details (IEP.37)	Query	
Undesirable Event Finder (IEP.39)	Query	
Undesirable Event Inspection (IEP.36)	Query	
Uninspected Cases (IEP.61)	Query	
Uninspected Wells (IEP.62)	Query	
Unlinked Wells (MRO.19)	Query	
User Maintenance (GLB.54)	Query	
Variance Requests (SNT.54)	Query	
View MRO Document (MRO.2)	Query	
Violation Status (IEP.48)	Query	
Well Header Review (GLB.90)	Query	
Well Inspection Maintenance (IEP.59)	Query	
Well List (GLB.89)	Query	
Well Report Status (WRT.11)	Query	
Well Spud (WRT.4)	Query	
Well Status History (GLB.75)	Query	
Well Status Summary (SNT.50)	Query	
Well Surface Inspection (IEP.5)	Query	
Wellbore Abandonment Inspection (IEP.5c)	Query	

Table A-6. Security Group: I&E COORDINATOR
 (Coordinates Strategy)

Assigned Security Tags	Level	Available Security Tags
I&E Strategy-Required and Planned (IEP.57)	Query/Save	3160-UE Report (IEP.38)
I&E Strategy Matrix-Inspection Items (IEP.54)	Query/Save	AIRS IID (GLB.73)
I&E Strategy Matrix-Inspection Type (IEP.58)	Query/Save	APD Activities (APD.20)
I&E Strategy-Positions/Work Months (IEP.55)	Query/Save	APD Status (APD.3)
		APD Well Totals (APD.19)
		AJPD Workload (APD.18)
		APDs 30 Days Old and Unapproved (APD.13)
		APDs 45 Days Old and Incomplete (APD.12)
		APDs Approved in Period (APD.14)
		Adjudication Review (GLB.77)
		Agreement Maintenance (GLB.63)
		Approval (GLB.81)
		Block Operator Move (GLB.72)
		Bond Status and Information (GLB.67)
		Casing Repair (SNT.41)
		Completion Report-General Data (WRT.6)
		Completion Rpt-Casing/Tubing/Cement (WRT.7)
		Completion Rpt-Geologic Descr (WRT.9 GLB.18)
		Completion Rpt-Production Rates Test (WRT.8)
		Customer Maintenance (GLB.12)

Assigned Security Tags	Level	Available Security Tags
		Customer Selection (GLB.11)
		Document Errors (MRO.20)
		Drilling Inspection (IEP.5b)
		Engineering Review (GLB.79)
		Expired APDs (APD.15)
		Facility Selection (GLB.86)
		Facility Surface Insp-Inventory (IEP.8)
		Facility Surface Inspection (IEP.12)
		Field and Pools (MNT.11)
		Find MRO Data by Case (MRO.4)
		Find MRO Data by Well (MRO.1)
		First/Last Production (WRT.10)
		Form Correspondence Selection (GLB.2)
		Formations (MNT.12)
		Geologic Review (GLB.78)
		Help Menu
		IID Linkage Problems (MRO.24)
		INC/Shut-Down Order Input (IEP.43)
		Incident of Non-Compliance Out (IEP.44)
		Injection and Disposal (SNT.40)
		Inspection List (GLB.92)
		Inspection Priority (IEP.46)
		Inspection Statistics by inspector (IEP.14)
		Inspection Statistics for Office (IEP.13)
		Lease Maintenance (GLB.60)
		Load MRO Update (MRO.21)

Assigned Security Tags	Level	Available Security Tags
		MMS Interface (MNT.10)
		MRO 3160 Reports (MRO.10)
		MRO All Production Averages (MRO.12)
		MRO Document Detail (MRO.3)
		MRO Document Errors (MRO.5)
		MRO Documents by Case (MRO.16)
		MRO Missing Documents by Case (MRO.17)
		MRO Missing Documents by Well (MRO.18)
		MRO Operator Mismatch (MRO.23)
		MRO Production Averages by Case (MRO.11)
		MRO Production History (MRO.9)
		MRO Spilled and Lost Oil (MRO.15)
		MRO Venting and Flaring (MRO.14)
		MRO Zero Production (MRO.13)
		Maintain Bonds (GLB.68)
		NOS Over 6 Months and Undrilled (APD.11)
		Operator History (GLB.76)
		Pad Construction (APD.17)
		Pad Construction (WRT.3)
		Pending INCs (IEP.60)
		Permit/Report Associated Facilities (SNT.39)
		Permit/Report Selected Wells (GLB.84)
		Permit/Rpt Associated Sundry Cases (GLB.83)
		Plugging and Abandonment (SNT.42)

Assigned Security Tags	Level	Available Security Tags
		Production Facility (IEP.29)
		Production Inspection (IEP.27)
		Production Inspection Form Out (IEP.21)
		Production Inventory-Inspection (IEP.20)
		Recompletion Report (SNT.56)
		Remarks Window (GLB.10)
		Remove Expired Applications (MNT.25)
		Remove Facilities (MNT.22)
		Remove MRO Documents (MNT.24)
		Remove Sundries (MNT.21)
		Remove Violations (MNT.23)
		Remove Well Objects (MNT.20)
		Resource Areas (MNT.13)
		Report Selection (GLB.6)
		Security Groups (GLB.55)
		Select Wells History Maintenance (GLB.74)
		Shut Down Notice (IEP.45)
		Shutins (SNT.44)
		Spacing Order (GLB.66)
		Spudded Wells (APD.16)
		Sundry List for Well (SNT.38)
		Sundry Permit Oral Approval (SNT.37)
		Sundry Status (SNT.35)
		Sundry Type and Action Dates (SNT.53)
		Surface Review (GLB.80)
		Suspension of Production (SNT.52)

Assigned Security Tags	Level	Available Security Tags
		Temporary Abandonment (SNT.43)
		Truly Strange Req'd Insp Calculator (IEP.56)
		Undesirable Event Details (IEP.37)
		Undesirable Event Finder (IEP.39)
		Undesirable Event Inspection (IEP.36)
		Uninspected Cases (IEP.61)
		Uninspected Wells (IEP.62)
		Unlinked Wells (MRO.19)
		User Maintenance (GLB.54)
		Variance Requests (SNT.54)
		View MRO Document (MRO.2)
		Violation Status (IEP.48)
		Well Header Review (GLB.90)
		Well Inspection Maintenance (IEP.59)
		Well List (GLB.89)
		Well Report Status (WRT.11)
		Well Spud (WRT.4)
		Well Status History (GLB.75)
		Well Status Summary (SNT.50)
		Well Surface Inspection (IEP.5)
		MRO Change IID (MNT.26)
		Spill Summary Report (IEP.41)
		Undesirable Event Summary (IEP.42)

Table A-7. Security Group: PET
(Petroleum Engineer Technician)

Assigned Security Tags	Level	Available Security Tags
3160-UE Report (IEP.38)	Query	MRO Change IID (MNT.26)
AIRS IID (GLB.73)	Query	Spill Summary Report (IEP.41)
APD Activities (APD.20)	Query	Undesirable Event Summary (IEP.42)
APD Status (APD.3)	Query	Adjudication Review (GLB.77)
APD Well Totals (APD.19)	Query	Agreement Maintenance (GLB.63)
AJPD Workload (APD.18)	Query	Bond Status and Information (GLB.67)
APDs 30 Days Old and Unapproved (APD.13)	Query	Customer Maintenance (GLB.12)
APDs 45 Days Old and Incomplete (APD.12)	Query	Customer Selection (GLB.11)
APDs Approved in Period (APD.14)	Query	Field and Pools (MNT.11)
Approval (GLB.81)	Query	Formations (MNT.12)
Block Operator Move (GLB.72)	Query	I&E Strategy Matrix-Inspection Items (IEP.54)
Casing Repair (SNT.41)	Query	I&E Strategy Matrix-Inspection Type (IEP.58)
Completion Report-General Data (WRT.6)	Query	I&E Strategy-Positions/Work Months (IEP.55)
Completion Rpt-Casing/Tubing/Cement (WRT.7)	Query	I&E Strategy Matrix-Inspection Items (IEP.54)
Completion Rpt-Geologic Descr (WRT.9 GLB.18)	Query	I&E Strategy Matrix-Inspection Type (IEP.58)
Completion Rpt-Production Rates Test (WRT.8)	Query	I&E Strategy-Positions/Work Months (IEP.55)
Document Errors (MRO.20)	Query	IID Linkage Problems (MRO.24)
Drilling Inspection (IEP.5b)	Query/Save/Delete	Lease Maintenance (GLB.60)

Assigned Security Tags	Level	Available Security Tags
Engineering Review (GLB.79)	Query	Load MRO Update (MRO.21)
Expired APDs (APD.15)	Query	MMS Interface (MNT.10)
Facility Selection (GLB.86)	Query	Maintain Bonds (GLB.68)
Facility Surface Insp-Inventory (IEP.8)	Query/Save/Delete	Remove Expired Applications (MNT.25)
Facility Surface Inspection (IEP.12)	Query/Save/Delete	Remove Facilities (MNT.22)
Find MRO Data by Case (MRO.4)	Query	Remove MRO Documents (MNT.24)
Find MRO Data by Well (MRO.1)	Query	Remove Sundries (MNT.21)
First/Last Production (WRT.10)	Query	Remove Violations (MNT.23)
Form Correspondence Selection (GLB.2)	Query	Remove Well Objects (MNT.20)
Geologic Review (GLB.78)	Query	Resource Areas (MNT.13)
Help Menu	Query	Security Groups (GLB.55)
I&E Strategy-Required and Planned (IEP.57)	Query	Select Wells History Maintenance (GLB.74)
INC/Shut-Down Order Input (IEP.43)	Query/Save/Delete	Unlinked Wells (MRO.19)
Incident of Non-Compliance Out (IEP.44)	Query/Save/Delete	User Maintenance (GLB.54)
Injection and Disposal (SNT.40)	Query	Well Inspection Maintenance (IEP.59)
Inspection List (GLB.92)	Query	
Inspection Priority (IEP.46)	Query	
Inspection Statistics by inspector (IEP.14)	Query	
Inspection Statistics for Office (IEP.13)	Query	
MRO 3160 Reports (MRO.10)	Query	
MRO All Production Averages (MRO.12)	Query	
MRO Document Detail (MRO.3)	Query	

Assigned Security Tags	Level	Available Security Tags
MRO Document Errors (MRO.5)	Query	
MRO Documents by Case (MRO.16)	Query	
MRO Missing Documents by Case (MRO.17)	Query	
MRO Missing Documents by Well (MRO.18)	Query	
MRO Operator Mismatch (MRO.23)	Query	
MRO Production Averages by Case (MRO.11)	Query	
MRO Production History (MRO.9)	Query	
MRO Spilled and Lost Oil (MRO.15)	Query	
MRO Venting and Flaring (MRO.14)	Query	
MRO Zero Production (MRO.13)	Query	
NOS Over 6 Months and Undrilled (APD.11)	Query	
Operator History (GLB.76)	Query	
Pad Construction (APD.17)	Query/Save	
Pad Construction (WRT.3)	Query	
Pending INCs (IEP.60)	Query	
Permit/Report Associated Facilities (SNT.39)	Query	
Permit/Report Selected Wells (GLB.84)	Query	
Permit/Rpt Associated Sundry Cases (GLB.83)	Query	
Plugging and Abandonment (SNT.42)	Query	
Production Facility (IEP.29)	Query/Save	
Production Inspection (IEP.27)	Query/Save/Delete	
Production Inspection Form Out (IEP.21)	Query	

Assigned Security Tags	Level	Available Security Tags
Production Inventory-Inspection (IEP.20)	Query/Save	
Recompletion Report (SNT.56)	Query	
Remarks Window (GLB.10)	Query	
Report Selection (GLB.6)	Query	
Shut Down Notice (IEP.45)	Query/Save	
Shutins (SNT.44)	Query	
Spacing Order (GLB.66)	Query	
Spill Summary Report (IEP.41)	Query/Save	
Spudded Wells (APD.16)	Query	
Sundry List for Well (SNT.38)	Query	
Sundry Permit Oral Approval (SNT.37)	Query	
Sundry Status (SNT.35)	Query	
Sundry Type and Action Dates (SNT.53)	Query	
Surface Review (GLB.80)	Query	
Suspension of Production (SNT.52)	Query	
Temporary Abandonment (SNT.43)	Query	
Truly Strange Req'd Insp Calculator (IEP.56)	Query	
Undesirable Event Details (IEP.37)	Query/Save	
Undesirable Event Finder (IEP.39)	Query	
Undesirable Event Inspection (IEP.36)	Query/Save	
Uninspected Cases (IEP.61)	Query	
Uninspected Wells (IEP.62)	Query	
Variance Requests (SNT.54)	Query	
View MRO Document (MRO.2)	Query	
Violation Status (IEP.48)	Query	

Assigned Security Tags	Level	Available Security Tags
Well Header Review (GLB.90)	Query	
Well List (GLB.89)	Query	
Well Report Status (WRT.11)	Query	
Well Spud (WRT.4)	Query/Save	
Well Status History (GLB.75)	Query	
Well Status Summary (SNT.50)	Query	
Well Surface Inspection (IEP.5)	Query/Save	
Wellbore Abandonment Inspection (IEP.5c)	Query/Save	

Table A-8. Security Group: ENGINEER
(Engineer)

Assigned Security Tags	Level	Available Security Tags
3160-UE Report (IEP.38)	Query	MRO Change IID (MNT.26)
AIRS IID (GLB.73)	Query	Spill Summary Report (IEP.41)
APD Activities (APD.20)	Query	Undesirable Event Summary (IEP.42)
APD Status (APD.3)	Query	
APD Well Totals (APD.19)	Query	
AJPD Workload (APD.18)	Query	
APDs 30 Days Old and Unapproved (APD.13)	Query	
APDs 45 Days Old and Incomplete (APD.12)	Query	
APDs Approved in Period (APD.14)	Query	
Adjudication Review (GLB.77)	Query	
Agreement Maintenance (GLB.63)	Query	
Approval (GLB.81)	Query	

Assigned Security Tags	Level	Available Security Tags
Block Operator Move (GLB.72)	Query	
Bond Status and Information (GLB.67)	Query	
Casing Repair (SNT.41)	Query/Save/Delete	
Completion Report-General Data (WRT.6)	Query/Save/Delete	
Completion Rpt-Casing/Tubing/Cement (WRT.7)	Query/Save/Delete	
Completion Rpt-Geologic Descr (WRT.9 GLB.18)	Query	
Completion Rpt-Production Rates Test (WRT.8)	Query/Save/Delete	
Customer Maintenance (GLB.12)	Query	
Customer Selection (GLB.11)	Query	
Document Errors (MRO.20)	Query	
Drilling Inspection (IEP.5b)	Query/Save/Delete	
Engineering Review (GLB.79)	Query/Save/Delete	
Expired APDs (APD.15)	Query	
Facility Selection (GLB.86)	Query	
Facility Surface Insp-Inventory (IEP.8)	Query/Save/Delete	
Facility Surface Inspection (IEP.12)	Query/Save/Delete	
Field and Pools (MNT.11)	NoAccess	
Find MRO Data by Case (MRO.4)	Query	
Find MRO Data by Well (MRO.1)	Query	
First/Last Production (WRT.10)	Query/Save/Delete	
Form Correspondence Selection (GLB.2)	Query	

Assigned Security Tags	Level	Available Security Tags
Formations (MNT.12)	NoAccess	
Geologic Review (GLB.78)	Query	
Help Menu	Query	
I&E Strategy-Required and Planned (IEP.57)	Query	
I&E Strategy Matrix-Inspection Items (IEP.54)	Query	
I&E Strategy Matrix-Inspection Type (IEP.58)	Query	
I&E Strategy-Positions/Work Months (IEP.55)	Query	
IID Linkage Problems (MRO.24)	Query	
INC/Shut-Down Order Input (IEP.43)	Query/Save	
Incident of Non-Compliance Out (IEP.44)	Query/Save	
Injection and Disposal (SNT.40)	Query/Save	
Inspection List (GLB.92)	Query	
Inspection Priority (IEP.46)	Query	
Inspection Statistics by inspector (IEP.14)	Query	
Inspection Statistics for Office (IEP.13)	Query	
Lease Maintenance (GLB.60)	Query	
Load MRO Update (MRO.21)	Query	
MMS Interface (MNT.10)	NoAccess	
MRO 3160 Reports (MRO.10)	Query	
MRO All Production Averages (MRO.12)	Query	
MRO Document Detail (MRO.3)	Query	
MRO Document Errors (MRO.5)	Query	
MRO Documents by Case (MRO.16)	Query	
MRO Missing Documents by Case	Query	

Assigned Security Tags	Level	Available Security Tags
(MRO.17)		
MRO Missing Documents by Well (MRO.18)	Query	
MRO Operator Mismatch (MRO.23)	Query	
MRO Production Averages by Case (MRO.11)	Query	
MRO Production History (MRO.9)	Query	
MRO Spilled and Lost Oil (MRO.15)	Query	
MRO Venting and Flaring (MRO.14)	Query	
MRO Zero Production (MRO.13)	Query	
Maintain Bonds (GLB.68)	Query	
NOS Over 6 Months and Undrilled (APD.11)	Query	
Operator History (GLB.76)	Query	
Pad Construction (APD.17)	Query/Save/Delete	
Pad Construction (WRT.3)	Query/Save/Delete	
Pending INCs (IEP.60)	Query	
Permit/Report Associated Facilities (SNT.39)	Query/Save	
Permit/Report Selected Wells (GLB.84)	Query	
Permit/Rpt Associated Sundry Cases (GLB.83)	Query	
Plugging and Abandonment (SNT.42)	Query	
Production Facility (IEP.29)	Query/Save/Delete	
Production Inspection (IEP.27)	Query/Save/Delete	
Production Inspection Form Out (IEP.21)	Query/Save	
Production Inventory-Inspection (IEP.20)	Query/Save	

Assigned Security Tags	Level	Available Security Tags
Recompletion Report (SNT.56)	Query/Save	
Remarks Window (GLB.10)	Query/Save/Delete	
Remove Expired Applications (MNT.25)	NoAccess	
Remove Facilities (MNT.22)	NoAccess	
Remove MRO Documents (MNT.24)	NoAccess	
Remove Sundries (MNT.21)	NoAccess	
Remove Violations (MNT.23)	NoAccess	
Remove Well Objects (MNT.20)	NoAccess	
Resource Areas (MNT.13)	NoAccess	
Report Selection (GLB.6)	Query/Save/Delete	
Security Groups (GLB.55)	NoAccess	
Select Wells History Maintenance (GLB.74)	Query/Save/Delete	
Shut Down Notice (IEP.45)	Query/Save	
Shutins (SNT.44)	Query	
Spacing Order (GLB.66)	Query	
Spudded Wells (APD.16)	Query	
Sundry List for Well (SNT.38)	Query	
Sundry Permit Oral Approval (SNT.37)	Query	
Sundry Status (SNT.35)	Query	
Sundry Type and Action Dates (SNT.53)	Query	
Surface Review (GLB.80)	Query	
Suspension of Production (SNT.52)	Query/Save	
Temporary Abandonment (SNT.43)	Query/Save	
Truly Strange Req'd Insp Calculator (IEP.56)	Query/Save	

Assigned Security Tags	Level	Available Security Tags
Undesirable Event Details (IEP.37)	Query/Save	
Undesirable Event Finder (IEP.39)	Query	
Undesirable Event Inspection (IEP.36)	Query/Save	
Uninspected Cases (IEP.61)	Query	
Uninspected Wells (IEP.62)	Query	
Unlinked Wells (MRO.19)	Query	
User Maintenance (GLB.54)	Query/Save	
Variance Requests (SNT.54)	Query	
View MRO Document (MRO.2)	Query/Save	
Violation Status (IEP.48)	Query	
Well Header Review (GLB.90)	Query	
Well Inspection Maintenance (IEP.59)	Query	
Well List (GLB.89)	Query	
Well Report Status (WRT.11)	Query	
Well Spud (WRT.4)	Query/Save/Delete	
Well Status History (GLB.75)	Query	
Well Status Summary (SNT.50)	Query	
Well Surface Inspection (IEP.5)	Query/Save	
Wellbore Abandonment Inspection (IEP.5c)	Query/Save	

Appendix B A Brief Guide to AFMSS Views

B.1 Introduction

AFMSS uses a highly-normalized, fully relational database schema. The development team specifically engineered this schema for reliability and performance.

The requirement for performance brings a degree of complexity that makes routine *ad-hoc* querying difficult. When using the database schema directly, there may easily be ten tables, with associated joins, involved in even the most routine questions. Typing these queries is tedious and error-prone.

To assist, the AFMSS developers have prepared some views of the database. These views are essentially programmed queries that let offices deal with actual objects: wells, facilities, APDs, inspections, etc.

This appendix describes the available views with their features and limitations, and gives some examples.

B.2 General Usage

Querying

The views can be used from isql directly, or from external query products such as Microsoft Access. A view name can generally be used anywhere a table name could be used to query information, *but it is not possible to update the database through a view.*

For example, one might use the following command in isql:

```
select * from APD where we_opr_asgnd_na = 'MCKITTRICK';
```

This command would return NOS and APD records for wells named 'MCKITTRICK' with any well number.

Joins

It is possible to use views in joins when the view does not contain all the required information. The views contain selected serial ids to permit drilling deeper into the database.

```
select APD.*, well_dates.ap_disp_da  
from APD, well_dates  
where APD.well_dates_id = well_dates.well_dates_id  
and ap_disp = 'CNCL';
```

This would be useful in retrieving information about cancelled APDs. The view does not include the disposition and disposition-date field directly, but does provide the `well_dates_id` field for linking to the cancelled date.

Performance

The views rarely will have performance as good as querying the underlying tables directly. When writing production reports to be used over and over, it is usually worthwhile to code the queries directly against the tables. The views are best used for ad-hoc and once-off queries.

Avoid joining one view to another view. The Informix engine will almost never optimize such a query correctly. Instead join views to the underlying tables.

B.3 Limitations

Case Number

AFMSS well completions can be tied to either a lease or an agreement (a case) for production purposes. In addition, all wells are on a lease for surface management purposes. All completions of the same well are on the same lease, since they start from the same surface.

The WELLREC view provides both the case number and the lease number for each completion. They might be the same; they will be different when the completion is in an agreement.

To select from a view by case number, the following syntax is appropriate.

```
Select * from WELLREC
where case_number like 'CALA%64401%';
```

Information with Multiple Occurrences Avoided

The views try very hard to return only one record for each object like a well completion. That means that the views may not select out certain information that may occur more than once for a particular object, such as fields and formations. If these items are required, join to them and be prepared for multiple occurrences.

```
Select wellrec.*, vf.ge_form_zone_na
from wellrec, well_cmpln_intvl wi, valid_ formations vf where wellrec.well_cmpln_id =
wi.well_cmpln_id
and wi.valid_frmts_id = vf.valid_frmts_id;
```

No Inspection View

Due to unacceptable performance, a view of extracted inspection information is not currently available. (A similar problem occurs in the Inspection Finder window (GLB.92), but there temporary tables are able to be used.)

If inspection information for a particular well is really required, try using the wellrec view in conjunction with the inspections table:

```
select distinct well_api_nu, we_opr_asgnd_na,
we_opr_asgnd_nu, is_type_co, is_open_da,
is_completion_da
```

```
from wellrec, insp_well_join iw, inspections i
where case_number like 'CALA%64401'
and wellrec.well_cmpln_id = iw.well_cmpln_id
and w.inspection_id = i.inspection_id;
```

B.4 APD View

The APD view provides information about APDs for particular wells. On a multiply-completed well, a row for each completion returns.

If the well has both NOS and APD, a row returns for each.

If the NOS or APD has more than one remark, a row for each remark (engineering, surface, priority, etc.) returns. Only NOS and APD remarks are returned, general well remarks are not.

Examples

1. display case, operator, and well information for APDs received in calendar year 1995:

```
select case_number, lease_number, cu_org_na,
well_api_nu, we_opr_asgnd_na, we_opr_asgnd_nu,
ap_rcv_da, ap_disp, ap_disp_da
from apd
where ap_rcv_da between '01/01/1995' and '12/31/1995';
```

2. display APDs that have no spud date

```
select case_number, lease_number, cu_org_na,
well_api_nu, we_opr_asgnd_na, we_opr_asgnd_nu,
ap_rcv_da, ap_disp, ap_disp_da
from apd
where ap_rcv_da between '01/01/1995' and '12/31/1995'
and we_spud_da is null;
```

3. display APDs whose current status is LOC (pad construction), located in FRESNO county CA, linking to normal AFMSS tables for additional information:

```
select case_number, lease_number, cu_org_na,
well_api_nu, we_opr_asgnd_na, we_opr_asgnd_nu,
ap_rcv_da, ap_disp, ap_disp_da, we_stat_co,
we_stat_start_da, la_state_co, la_county_na,
la_township_co, la_range_co, la_section_nu,
la_lld_co
from apd, well_status ws
where apd.well_cmpln_id = ws.well_cmpln_id
and we_stat_co = 'LOC'
and la_state_co = 'CA'
and la_county_na = 'FRESNO';
```

4. display APDs that were rejected in FY1996:

```
select case_number, lease_number, cu_org_na,
well_api_nu, we_opr_asgnd_na, we_opr_asgnd_nu,
ap_rcv_da, ap_disp_da, la_state_co, la_county_na,
la_township_co, la_range_co, la_section_nu,
la_lld_co
from apd
where ap_disp = 'REJ'
and wd.ap_disp_da between '10/01/1995' and
'09/30/1996'
and au_sn_type_co = 'APD'; -- excludes NOS
```

Table B-1: Columns in the APD View

Column Name	Source	Description
case_number	cases.ca_serial_nu	Lease or agreement number, as appropriate, for the completion. Always present.
case_type	cases.case_type	'L' if the completion is on a lease, or 'A' if it is on an agreement.
case_type_code	cases.au_case_type_co	ALMRS type code for agreement, if on an agreement
case_name	cases.ca_geographic_n a	ALMRS case name, if any
case_iid	cases.airs_iid	AIRS / MMS IID for the case, if any
cu_org_na	bsasc	Operator name
do_nu	notice	system-assigned document number for the APD
au_sn_type_co	notice	APD or NOS as appropriate
we_opr_asgnd_na	well	Operator's well name
we_opr_asgnd_nu	well	Operator's well number
well_api_nu	well, wellbore, well_completion	Current 14-character API number. Curiously, the queries run slowly when querying on API number through the views.
lease_number	cases.ca_serial_nu via	Underlying surface lease for the well.

Column Name	Source	Description
	well.lease_id	
lease_type_code	cases.au_case_type_co	ALMRS type code for the lease
lease_name	cases.ca_geographic_n a	ALMRS name for the lease
lease_iid	cases.airs_iid	AIRS / MMS IID for the lease, if any
la_state_co	clsa	State abbreviation
la_county_na	clsa	County name
la_meridian_co	clsa	Meridian code (NMP, MTD, etc.)
la_township_co	clsa	Township in ALMRS format (0320N)
la_range_co	clsa	Range in ALMRS format (0120E)
la_section_nu	clsa	Section in ALMRS format (003)
la_ild_co	clsa	Quarter-quarter (NWSE)
we_ns_foot_cl_co	p_legal_srvy_loc	North/south footage call value
we_ew_foot_cl_co	p_legal_srvy_loc	East/west footage call value
we_dph_proped_m e	p_legal_srvy_loc	Proposed wellbore depth
we_tvd_proped_m e	p_legal_srvy_loc	Proposed wellbore true vertical depth
ap_recv_da	well_dates	NOS/APD received date
ap_disp	well_dates	Final action on application. If null, the application is pending. APPR -> approved, ACC -> accepted, CNCL -> cancelled, DENY -> denied, RCND -> rescinded, REJ -> rejected, WTDN -> withdrawn.
ap_disp_da	well_dates	NOS/APD final action date, if any
ap_admin_da	well_dates	NOS/APD administratively complete date

Column Name	Source	Description
we_completion_da	well_completion	Well completion date, if any
we_spud_da	well	Well spud date, if any
well_te	well_remarks	(blob) NOS/APD comments, if any
well_id	well	Well table serial id
wellbore_id	wellbore	Wellbore table serial id
well_cmpln_id	well_completion	Well completion serial id
notice_id	notice	Notice serial id
well_dates_id	well_dates	Well dates serial id
clsa_id	clsa	clsa (location) serial id

B.5 WELLREC View

The WELLREC view provides a look at the basic, physical well record. It returns a row per well completion, subject to additional filters provided.

Examples

1. display case, operator, and well information for wells in a particular township/range:

```
select case_number, lease_number, cu_org_na,
well_api_nu, we_opr_asgnd_na, we_opr_asgnd_nu,
la_county_na, la_township_co, la_range_co,
la_section_nu, la_lld_co
from wellrec
where la_township_co = '0100N'
and la_range_co = '0020E'
order by we_opr_asgnd_na, we_opr_asgnd_nu;
```

2. display wells that are in a “Drilling” status:

```
select case_number, lease_number, cu_org_na,
well_api_nu, we_opr_asgnd_na, we_opr_asgnd_nu,
la_state_co, la_county_na, la_township_co,
la_range_co, la_section_nu, la_lld_co,
we_stat_co, we_stat_start_da
from wellrec
where we_stat_co = 'DRG';
```

3. display wells on a particular case in TA status:

```
select case_number, case_type, cu_org_na,
well_api_nu, we_opr_asgnd_na, we_opr_asgnd_nu,
la_state_co, la_county_na, la_township_co,
la_range_co, la_section_nu, la_lld_co,
we_stat_co, we_stat_start_da
from wellrec
where case_number like 'CALA%64401'
and we_stat_co = 'TA';
```

4. display producing or serviceable wells completed in the MIOCENE formation, linking to normal AFMSS tables for additional information:

```
select case_number, case_type, cu_org_na,
well_api_nu, we_opr_asgnd_na, we_opr_asgnd_nu,
we_stat_co, la_state_co, la_county_na,
la_township_co, la_range_co, la_section_nu,
la_lld_co, vf.ge_form_zone_na
from wellrec, well_cmpln_intvl wi, valid_formation vf
where wellrec.well_cmpln_id = wi.well_cmpln_id
and wi.valid_frmts_id = vf.valid_frmts_id
and vf.ge_form_zone_na = 'MIOCENE'
and we_stat_co in ('POW', 'PGW', 'OSI', 'GSI');
```

Table B-2: Columns in the WELLREC View

Column Name	Source	Description
case_number	cases.ca_serial_nu	Completion case number
case_type	cases.case_type	Completion case type (A or L)
case_type_code	cases.au_case_type_co	ALMRS type code for the case
case_name	cases.ca_geographic_n a	ALMRS case name, if any
case_iid	cases.airs_iid	AIRS / MMS IID, if any
cu_org_na	bsasc	Operator name
do_nu	well.do_nu	Well document number
we_opr_asgnd_na	well	Operator's well name
we_opr_asgnd_nu	well	Operator's well number

Column Name	Source	Description
well_api_nu	well, wellbore, well_completion	Current 14-character API number. As with APD, queries by this key can be slower than expected.
lease_number	cases.ca_serial_nu by well.lease_id	Underlying surface lease number.
lease_type	cases.au_case_type_co	ALMRS type code for the lease
lease_name	cases.ca_geographic_n a	ALMRS name for the lease
lease_iid	cases.airs_iid	AIRS / MMS IID, if any
we_stat_co	well_status	Current well status
we_stat_start_da	well_status	Effective date of current well status
la_state_co	clsa	State abbreviation
la_county_na	clsa	County name
la_meridian_co	clsa	Meridian code (NMP, MTD, etc.)
la_township_co	clsa	Township in ALMRS format (0320N)
la_range_co	clsa	Range in ALMRS format (0120E)
la_section_nu	clsa	Section in ALMRS format (003)
la_lld_co	clsa	Quarter-quarter (NWSE)
we_ns_foot_cl_co	p_legal_srvy_loc	North/south footage call value
we_ew_foot_cl_co	p_legal_srvy_loc	East/west footage call value
we_dph_act_me	p_legal_srvy_loc	Actual wellbore depth
we_tvd_act_me	p_legal_srvy_loc	Actual wellbore true vertical depth
we_completion_da	well_completion	Well completion date, if any
we_pad_con_st_da	well	Well pad construction date, if any
we_spud_da	well	Well spud date, if any

Column Name	Source	Description
we_plug_da	well	Well plug date, if any
well_id	well	Well table serial id
wellbore_id	wellbore	Wellbore table serial id
well_cmpln_id	well_completion	Well completion serial id
clsa_id	clsa	clsa (location) serial id
bl_blm_nu	wc.bo_blm_nu	Bond number, if any

B.6 SUNDRY BY WELL View

The SN_WELL view provides information about sundry notices for particular wells.

Examples

1. display case, operator, and well information for RCMPL NOIs received in calendar year

```
select case_number, cu_org_na,
       well_api_nu, we_opr_asgnd_na, we_opr_asgnd_nu,
       ap_rcv_da, ap_disp, ap_disp_da, au_wr_type_co,
       au_sn_type_co
from sn_well
where ap_rcv_da between '01/01/1995' and '12/31/1995'
and au_wr_type_co = 'NO' -- 'NO' for NOI
and au_sn_type_co = 'RCMPL';
```

2. display case, operator, and well information for sundries older than June 30 1996 that are incomplete:

```
select case_number, cu_org_na,
       well_api_nu, we_opr_asgnd_na, we_opr_asgnd_nu,
       ap_rcv_da, ap_disp, ap_disp_da, au_wr_type_co,
       au_sn_type_co
from sn_well where ap_rcv_da < '06/30/1996'
and (ap_disp is null or ap_disp = "");
```

3. display all sundries for well METSON TO-5:

```
select case_number, cu_org_na,
       well_api_nu, we_opr_asgnd_na, we_opr_asgnd_nu,
       ap_rcv_da, ap_disp, ap_disp_da, la_state_co,
```

```

la_county_na, la_township_co, la_range_co,
la_section_nu, la_lld_co, au_wr_type_co,
au_sn_type_co
from sn_well
where we_opr_asgnd_na = 'METSON'
andwe_opr_asgnd_nu = 'TO-5'
order by ap_recv_da;

```

4. display wells with unapproved sundries that also have open violations:

```

select case_number, cu_org_na,
well_api_nu, we_opr_asgnd_na, we_opr_asgnd_nu,
au_wr_type_co, au_sn_type_co,
en_nc_id_da, en_nc_nu
from sn_well, inc_well iw, inc_violation v
where ap_disp_da is null

and sn_well.well_cmpln_id = iw.well_cmpln_id

and iw.inc_id = v.inc_id
and en_nc_cor_da is null;

```

TableB-3: Columns in the SN_WELL View

Column Name	Source	Description
case_number	cases.ca_serial_nu	Case number
case_type	cases.case_type	A or L as appropriate
case_type_code	cases.au_case_type_co	ALMRS type code for case
case_name	cases.ca_geographic_n a	ALMRS case name, if any
case_iid	cases.airs_iid	AIRS / MRO IID, if any
cu_org_na	bsasc	Operator name
do_nu	notice	System-assigned document number for the sundry notice
au_sn_type_co	notice	Sundry type code (RCMPL, DISPOSE, etc.)
au_wr_type_co	well_dates	Sundry class (NO for NOI, SR for SR)
we_opr_asgnd_na	well	Operator's well name

Column Name	Source	Description
we_opr_asgnd_nu	well	Operator's well number
well_api_nu	well, wellbore, well_completion	Current 14-character API number, for display purposes not query.
la_state_co	clsa	State abbreviation
la_county_na	clsa	County name
la_meridian_co	clsa	Meridian code (NMP, MTD, etc.)
la_township_co	clsa	Township in ALMRS format (0320N)
la_range_co	clsa	Range in ALMRS format (0120E)
la_section_nu	clsa	Section in ALMRS format (003)
la_ild_co	clsa	Quarter-quarter (NWSE)
we_ns_foot_cl_co	p_legal_srvy_loc	North/south footage call value
we_ew_foot_cl_co	p_legal_srvy_loc	East/west footage call value
we_dph_act_me	p_legal_srvy_loc	Actual wellbore depth
we_tvd_act_me	p_legal_srvy_loc	Actual wellbore true vertical depth
ap_recv_da	well_dates	Sundry received date
ap_disp_da	well_dates	Sundry action date, if any
ap_disp	well_dates	Sundry action taken, if any (REJ, ACC, APPR, etc.)
ap_admin_da	well_dates	Sundry administratively complete date
we_completion_da	well_completion	Well completion date, if any
we_spud_da	well	Well spud date, if any
we_plug_da	well	Well plug date, if any
well_te	well_remarks	(blob) sundry notice comments, if any
well_id	well	Well table serial id

Column Name	Source	Description
wellbore_id	wellbore	Wellbore table serial id
well_cmpln_id	well_completion	Well completion serial id
notice_id	notice	Notice serial id
well_dates_id	well_dates	Well dates serial id
clsa_id	clsa	clsa (location) serial id

B.7 SUNDRY BY FACILITY View

The SN_FAC view provides information about sundry notices for particular facilities. Although sundries for facilities are much less common than those for wells, they do occasionally happen.

Facilities can be associated with more than one case. Thus under some circumstances the same facility on the same sundry may be retrieved several times, for several cases.

Examples

- display case, operator, and facility information for all unapproved sundry notices that touch any facility:**

```
select    case_number, cu_org_na, fa_id_nu,
          ap_recv_da, ap_apprv_da, au_wr_type_co,
          au_sn_type_co
from      sn_fac
where     ap_disp_da is null;
```

Table B-4: Columns in the SN_FAC View

Column Name	Source	Description
case_number	cases.ca_serial_nu	Case number
case_type	cases.case_type	A or L as appropriate
case_type_code	cases.au_case_type_co	ALMRS type code for case
case_name	cases.ca_geographic_n a	ALMRS case name, if any
case_iid	cases.airs_iid	AIRS / MRO IID, if any
cu_org_na	bsasc	Operator name

Column Name	Source	Description
do_nu	notice	System-assigned document number for the sundry notice
au_sn_type_co	notice	Sundry type code (RCMPL, DISPOSE, etc.)
au_wr_type_co	well_dates	Sundry class (NO for NOI, SR for SR)
fa_id_nu	facility	Facility identification (A, B, C)
fa_name	facility	AFMSS facility name (not an AIRS field)
la_state_co	clsa	State abbreviation
la_county_na	clsa	County name
la_meridian_co	clsa	Meridian code (NMP, MTD, etc.)
la_township_co	clsa	Township in ALMRS format (0320N)
la_range_co	clsa	Range in ALMRS format (0120E)
la_section_nu	clsa	Section in ALMRS format (003)
la_lld_co	clsa	Quarter-quarter (NWSE)
ap_recv_da	well_dates	Sundry received date
ap_disp	well_dates	Sundry action taken, if any
ap_disp_da	well_dates	Sundry action date, if any
ap_admin_da	well_dates	Sundry administratively complete date
fa_insp_da	facility	Last facility inspection date
well_te	well_remarks	(blob) sundry notice comments, if any
facility_id	facility	Facility table serial id
notice_id	notice	Notice serial id
well_dates_id	well_dates	Well dates serial id
clsa_id	clsa	clsa (location) serial id

B.8 SUNDRY BY Case View

The SN_Case view provides information about sundry notices at a case (lease/agreement) level. It is useful - and faster - when well or facility details are not required.

Examples

1. display all sundry notices, with comments, for case CALA064401 in 1996:

```
select      case_number, ap_recv_da,
           ap_disp, ap_disp_da, au_wr_type_co,
           au_sn_type_co, well_te
from        sn_case
where       ap_recv_da between '01/01/1996' and '12/31/1996'
and         case_number like 'CALA%64401'
order by    ap_recv_da;
```

Table B-5: Columns in the SN_Casecase View

Column Name	Source	Description
case_number	cases.ca_serial_nu	Case number
case_type	cases.case_type	A or L as appropriate
case_type_code	cases.au_case_type_co	ALMRS type code for case
case_name	cases.ca_geographic_n a	ALMRS case name, if any
case_iid	cases.airs_iid	AIRS / MRO IID, if any
do_nu	notice	System-assigned document number for the sundry notice
au_sn_type_co	notice	Sundry type code (RCMPL, DISPOSE, etc.)
au_wr_type_co	well_dates	Sundry class (NO for NOI, SR for SR)
ap_recv_da	well_dates	Sundry received date
ap_disp	well_dates	Sundry disposition, if any
ap_disp_da	well_dates	Sundry disposition date, if any
ap_admin_da	well_dates	Sundry administratively complete date

Column Name	Source	Description
well_te	well_remarks	(blob) sundry notice comments, if any
case_id	cases	Case table serial id
notice_id	notice	Notice table serial id
well_dates_id	well_dates	well dates serial id

Appendix C BLM Application Administrators

Table C-1 identifies the AAs for BLM offices and additional resource persons. An asterisk (*) next to a name identifies that person as a member of the AFMSS Project Configuration Management Board (PCMB). Please contact the Help Desk at (303) 236-3516 with any corrections or additions.

Table C-1. BLM Application Administrators and Resource Persons

State	Name	Office	Phone
Alaska	*Melissa Ainsworth, AA	Anchorage	907.267.1212
California	Parveen Hameed, AA	Bakersfield	661.391.6145
	Susan Steddum, AA	Bakersfield	661.391.6152
	*Mike Lystad, National Geothermal Rep.	Ridgecrest	760.384.5453
	*Jim Haerter, AA	Sacramento	916.978.4366
Colorado	Annie Fair, AA	Canon City	719.269.8526
	Bonnie Hickey, AA	Craig	970.826.5022
	Fred Conrath, AA	Craig	970.826.5098
	*Ruth Richardson, AA	Durango	970.385.1347
	Virginia Ball, AA	Grand Junction	970.244.3042
	Mary O'Mara, AA	Meeker	970.878.3814
Eastern States	John Reiss, AA	Jackson	601.977.5426
	*Carol Van Ryzin, AA	Milwaukee	414.297.4403
Montana	*Lonny Bagley, National I & E Rep.	Billings	406.896.5113
	Elaine Kaufman, National Adjudication Rep.	Billings	406.896.5108
	Samantha Iron Shirt, AA	Great Falls	406.791.7728
	Debbie Bohlman, AA	Dickinson	701.227.7718
	*Carol Larson, AFMSS PCMB Chairperson	Miles City	406.233.3655
	*Chris DeVault, National I & E Rep.	Miles City	406.233.3643

State	Name	Office	Phone
Nevada	*John Menghini, AA	Reno	775.861.6573
New Mexico	Steve Baker, AA	Amarillo	505.356.1003
	Cathy Queen, AA	Carlsbad	505.234.5962
	Danette Herrera, AA	Cuba (Rio Puerco)	505.289.3748
	Herman Lujan, AA	Farmington	505.599.6341
	Paul Bougeant, AA	Farmington	505.599.6304
	Sharon Johnson, AA	Farmington	505.599.6354
	Debbie Parker, AA	Hobbs	505.393.3612
	Linda Askwig, AA	Roswell	505.627.0237
	Armando Lopez, AA	Roswell	505.627.0248
	*Steve Witter, AA	Tulsa/Okla. City	405.790.1021
Utah	Marie McGann, AA	Moab	435.259.2135
	Teresa Thompson, AA	Salt Lake (State Office)	801.539.4047
	*Benna Muth, AFMSS PCMB Co-Chairperson	Vernal	435.781.4496
	Kirk Fleetwood, AA	Vernal	435.781.4486
Wyoming	Sharon Soule, AA	Buffalo	307.684.1108
	Ellen Burris, AA	Casper	307.261.7503
	Kaisa McKenna, AA	Kemmerer	307.828.4542
	Rita Allen, AA	Lander	307.332.8427
	Cathy Riggleman, AA	Newcastle	307.746.6613
	Karen Olsen, AA	Pinedale	307.367.5356
	*Joy Burke, AA	Rawlins	307.328.4386
	Dorothy Savage, AA	Rock Springs (Green River)	307.352.0300
	Wendy McGarvin, AA	Worland	307.347.5165

State	Name	Office	Phone
	*Holly Johnson, National Surface Rep.	Worland	307.347.5193
	*Kelly Lyman, PCMB Recorder	Worland	307.347.5220
BLM Federal Center (Denver, CO)	*Joe Applegate, Contractor and Program Lead	Denver	303.236.2251
	*Paul Brown, AFMSS Project Manager	Denver	303.236.8586
	Sandy Damon, MMS Representative	Denver	303.231.3671
	*Casey Ferguson, AFMSS Help Desk	Denver	303.236.3516
	*Jane Heschele, MMS Representative	Denver	303.231.3675
National Training Center (Phoenix, AZ)	*Larry Bauer, Training Coordinator	Phoenix	602.906.5527
	*Patty Ramstetter, AFMSS User Representative	Phoenix	602.906.5583
Washington Office	John Broderick (WO-300)	Washington, D.C.	202.557.3379
	Tim Spisak, Fluid Minerals Group Manager	Washington, D.C.	202.452.5061 x3061
	*Tom Zelinka (W0-310)	Washington, D.C.	202.452.0334

Appendix D AFMSS Formats and Codes

A few of the more frequently used AFMSS formats, codes and abbreviation are listed in the following sections.

D.1 Actions and Reviews

INC Incident of Noncompliance

SDR State Director Review

AD Administrative Determination

SR Subsequent Report

D.2 AFMSS Formats for Common Data Elements

- **Dates:** Dates used for AFMSS input are entered in MM/DD/YYYY format. For example, 21 June 2004 would be entered as 06/21/2004. NOTE: Minerals Management Services (MMS) uses the format MM/YYYY and therefore some dates in the Monthly Report of Operations (MRO) windows may use this format.
- **Times:** Times are entered as HHMM, with the hour being in military time. For example, 3:15 p.m. would be entered as 1515. Midnight is 0000.
- **Money:** Monetary figures are entered without the decimal point. For example, \$250,000.00 would be entered as 250,000 or 250000.
- **Legal Land Descriptions:** They are entered without leading zeros. For example, Township 3N = 3N; Range 21E = 21E; Section 32 = 32.
- **Township:** It is no longer necessary to enter leading or trailing zeros. AFMSS uses the format nnnX or nnn.nnX where X is either a N or S (for example, 12.25N).
- **Range:** It is no longer necessary to enter leading or trailing zeros. AFMSS uses the format nnnX or nnn.nnX where X is either a N or S (for example, 12.25N).
- **Footages:** Feet from north/south line would be in the format 1957FNL (no spaces). Feet from east/west line would be in the format 982FEL (no spaces).
- **Wildcard:** The wildcard is the % symbol in AFMSS. It can be used before, after and/or in the middle of a string.

D.3 AFMSS Server Locations

- Santa Fe, New Mexico
- Bakersfield, California
- Lakewood, Colorado
- Cheyenne, Wyoming
- Reno, Nevada
- Springfield, Virginia
- Anchorage, Alaska

D.4 AFMSSPR Codes

- Class
 - Chg-req
 - Config
 - Data-conv
 - DE-bug
 - Support
 - Sw-bug
- Status
 - Approved
 - Closed
 - Hold
 - Open
 - Suspended
- CMB
 - New
 - Scheduled
 - UG Hold

- Deferred
- Rejected
- Pre-approved
- Approved
- Priority
 - Critical
 - High
 - Low
 - Medium

D.5 Agencies

- SMA Surface Management Agency
- BLM Bureau of Land Management
- MMS Minerals Management Service
- BIA Bureau of Indian Affairs
- FS United States Forest Service
- COE Corps of Engineers
- USFW United States Fish & Wildlife Service
- USPS United States Postal Service
- EPA Environmental Protection Agency

D.6 Agreement Files Abbreviations

- **TD** Tulsa District (USGS)
- **SCR** South Central Region (USGS)
- **I** Indian
- **U** Unit

- **MC** Mid-Continent Region (USGS)
- **CR** Central Region (USGS)
- **NRMR** Northern Rocky Mountain Region (USGS)
- **ES** Eastern States
- **C** Colorado
- **W** Wyoming
- **FW** Fish & Wildlife
- **_20-** Department of Interior = R
- **-20-** Bureau of Indian Affairs
- **I-SEC** Interior Secretary

D.7 Aliquot Codes

Code	Quarter/Quarter
NENE	The northeast quarter of the northeast quarter of the section
NWNE	The northwest quarter of the northeast quarter of the section
SENE	The southeast quarter of the northeast quarter of the section
SWNE	The southwest quarter of the northeast quarter of the section
NENW	The northeast quarter of the northwest quarter of the section
NWNW	The northwest quarter of the northwest quarter of the section
SENW	The southeast quarter of the northwest quarter of the section
SWNW	The southwest quarter of the northwest quarter of the section
NESE	The northeast quarter of the southeast quarter of the section
NWSE	The northwest quarter of the southeast quarter of the section
SESE	The southeast quarter of the southeast quarter of the section
SWSE	The southwest quarter of the southeast quarter of the section
NESW	The northeast quarter of the southwest quarter of the section
NWSW	The northwest quarter of the southwest quarter of the section
SESW	The southeast quarter of the southwest quarter of the section
SWSW	The southwest quarter of the southwest quarter of the section

Code	Quarter/Quarter
NE	The northeast quarter of the section
CNE	The center of the northeast quarter of the section
NW	The northwest quarter of the section
CNW	The center of the northwest quarter of the section
SE	The southeast quarter of the section
CSE	The center of the southeast quarter of the section
SW	The southwest quarter of the section
CSW	The center of the southwest quarter of the section
N2	The north half of the section
S2	The south half of the section
E2	The east half of the section
W2	The west half of the section

D.8 API Numbers

For definitive guidance on APIs, consult the *AIRS User Handbook* or the *MMS PAAS Onshore Oil & Gas Reporter Handbook*. The general API format is as follows:

- **First Field:**
 - Positions 1-2: State Code
 - Positions 3-5: County Code
 - Positions 6-10: Unique Number
- **Second Field:** Positions 11-12: Sidetrack Code (can go from 00 to 99)
- **Third Field:** Positions 13-14: Completion Code. Letter codes reside in the number 13 position and number codes are in the 14 position.

- **X**=Borehole
- **S**=Single
- **D**=Dual
- **T**=Triple
- **Q**=Quadruple
- **V**=Quintuple

D.9 Application Types

- **APD** Application for Permit to Drill

- **AAPD** Approved APD
- **CA** Communitization Agreement
- **FAN** Final Abandonment Notice
- **GSA** Gas Storage Agreement
- **LOC** Notification of Pad Construction
- **NOI** Notice of Intent
- **NOS** Notice of Staking
- **SOA** Spacing Order Agreement
- **SR** Subsequent Report
- **SRA** Subsequent Report of Abandonment
- **UA** Unitization Agreement

D.10 Categories of Noncompliance

- **F** FOGRMA
- **N** NONFOGRMA
- **E** Environmental

D.11 Customer Types

- **ALL** All data
- **APP** Applicant
- **APR** Approved BLM operator
- **BLM** BLM office
- **EMG** Emergency contact
- **GRA** Grantor
- **HDQ** Headquarters
- **INC** Representative designated to receive Notice of Non-compliance

- **LOC** Local office
- **LSE** Leasee
- **MRO** Monthly Report of Operations representative
- **OPP** Observed operation (inspection)
- **OTH** Other
- **PMR** Pumper
- **REG** Regional office
- **SME** Surface managing entity
- **SUR** Surety
- **TRB** Tribe

D.12 DED Valid Codes for Units of Measure

Valid codes, when in a series, are separated by semicolons and no space (i.e., Y = Yes; N= No;). The valid codes for a unit of measure in the DED are:

- **ACRE** = Acres
- **BBL** = Barrels
- **BTU** = British Thermal Units
- **CUFT** = Cubic Feet
- **DAYS** = 24 hours
- **DEGS** = Degrees
- **DEGC** = Degrees Centigrade or Celsius
- **DEGF** = Degrees Fahrenheit
- **DOLR** = Dollars
- **FEET** = 12 Inches
- **GALS** = Gallons
- **HRS** = 60 Minutes

- **IPY** = Inches Per Year
- **LBS** = Pounds
- **MCF** = 1,000 Cubic Feet
- **MILE** = Miles
- **PPM** = Parts Per Million
- **PSI** = Pounds Per Square Inch
- **SXS** = Sacks

D.13 DED Valid Codes for WHOSE

Whose indicates the party that has jurisdiction (responsible for definitions and codes) over the data element. The valid DED codes for this are:

- **O**= Operations
- **S** = Surface Protection Group
- **Y** = System Requirement
- **I** = Monitoring Group (old I&E group)
- **x** = System generated data (i.e., date)
- **Blank** = Not assigned yet

D.14 Elevation Datums

- **GL** Ground Level
- **CH** Casing Head
- **DF** Drilling Floor
- **KB** Kelly Bushing
- **RT** Rotary Table

D.15 Frequency

- **A** Annually

- **B** Every other year
- **C** Every three years
- **N** Other/None

D.16 INC Category Definitions

INC Violation Codes and Category Classification

INC Code	INC Violation Description	AFMSS Default
Production Violations		
1	Site is not properly identified	N
2	Well equipment is not satisfactory.	N
3	Environmental protection is not satisfactory.	N
4	Temporary or emergency pits are not approved.	E
5	Pits are not satisfactory.	E
6	Surface use is not in accordance with approved plan.	E
7	<p>Monthly Report of Operations is not complete and current.</p> <p>*The Monthly Report of Operations (MRO) listings will be left as an option to select to track correspondence with time frames issued to resolve reporting discrepancies with the operator. The category for this type of document will be classified a N.</p>	*N
81	MRO confirms the reasonableness of Production vs. Sales	*N
82	MRO confirms the reasonableness of Tank capacity vs inventory	*N
83	MRO confirms the reasonableness of Well status vs actual status	*N
10	<p>Off-lease measurement is not approved (oil).</p> <p>General Rule: Those categories with two asterisks next to</p>	**F

INC Code	INC Violation Description	AFMSS Default
	<p>them may be FOGRMA or non-FOGRMA related based upon site specific conditions. The system will default to the category indicated and the user must review to ensure the category is correct for the actual violation. The user will have the capability of editing the field if it is actually a non-FOGRMA related violation or order. Those items classified as FOGRMA in the listing are related to the proper production handling and measurement of product as well as items 50 and 52 which are specifically addressed in the Act itself.</p>	
12	Other method of measuring oil and condensate is not approved.	**F
13	Method of measuring oil and condensate is not satisfactory.	F
14	Valves are not sealed in accordance with minimum standards.	F
15	Site facility diagram is not satisfactory.	N
17	Off-lease storage of oil and condensate is not approved.	**F
18	Liquid handling equipment is not satisfactory.	**F
20	Commingling is not approved.	F
23	Flaring or venting or other is not approved.	F
24	Off-lease measurement is not approved (gas).	**F
27	Method of measurement (other than orifice meter) of natural gas not approved.	**F
28	Method of measuring natural gas is not satisfactory.	F
29	Natural gas handling/treating equipment is not satisfactory.	F
31	Collection of liquids is not satisfactory.	F
33	Water disposal method is not approved.	N
35	Disposal of water is approved but not satisfactory.	N

INC Code	INC Violation Description	AFMSS Default
37	Tank batteries are not properly equipped.	**F
38	Warning signs are not properly installed.	N
39	If required the contingency plan is not available.	N
40	Personnel are not properly protected.	N
41	Sales & Mgmt. of oil and condensate are not documented according to standards.	F
42	Operator has not established a site security plan in accordance with standards	F
43	operator does not maintain a seal record.	F
44	Operator does not have a self-inspection program.	N
50	Failed to comply with a notice, written order, or instruction of the AO	**F
51	Operator is required to submit requested paperwork.	N
52	Prepared, maintained or submitted false, inaccurate or misleading reports, etc.	F
53	Failure to obtain approval for specific operations.	F

Drilling Violations:

Drilling INC Type Codes are tracked using a D prefix after the violation number so that users can easily tell the type of violation issued.

1D	Approved drilling permit and plan are not on location.	N
2D	Drill site is not properly identified.	N
3D	Operations are not conducted in a workmanlike manner.	N
4D	Operator failed to report spills.	E
5D	Drill-stem test was not conducted according to minimum standards.	N

INC Code	INC Violation Description	AFMSS Default
6D	Hole deviation is not within approved tolerance.	N
7D	surface use is not in accordance with approved plan.	E
8D	Well control and associated equipment is not installed, used, etc. to maintain well control.	N
23D	Casing and cementing operations were not conducted according to approved plan.	N
28D	Mud system is not according to approved plan.	N
33D	Air and gas drilling op's are not according to approved plan or minimum stand.	N
37D	Hydrogen sulfide op's do not meet minimum standards or approved plan.	N
50D	Failed to comply with a notice, written order, or instruction of AO.	N
51D	Operator is required to submit requested paperwork.	N
52D	Prepared, maintained or submitted false, inaccurate or misleading reports, etc.	N

Plugging Violations

Plugging INC Type Codes are tracked using a P prefix after the violation number so that users can easily tell the type of violation issued.

1P	Plugging/Abandonment operations are not conducted according to approved plan.	N
2P	Rehabilitation does not meet approved plan.	E
50P	Failed to comply with a notice, written order or instruction of the AO.	N
51P	Operator is required to submit requested paperwork.	N
52P	Prepared, maintained or submitted false, inaccurate or misleading reports, etc.	N

INC Code	INC Violation Description	AFMSS Default
Category Codes: F=FOGRMA; N-Non-FOGRMA, Environmental		

D.17 ISQL Select Statement Clauses

The ISQL SELECT statement is constructed with clauses. The clauses identify columns and rows from one or more database tables, specify one or more conditions, then order and summarize the data. The primary SELECT statement clauses are:

- Select
- From
- Where
- Order by
- Group by
- Having

D.18 ISQL Views (Ad hoc Queries)

To assist the AA the developers prepared five encapsulated SELECT statements (views). The views can be used in ISQL anywhere a table name can be used. These views are essentially programmed queries that allow the AA to deal with actual objects (i.e., wells, facilities, APDs, inspections). The five views are:

- APD
- WELLREC
- SUNDRY BY WELL (SN_WELL)
- SUNDRY BY FACILITY (SN_FAC)
- SUNDRY BY CASE (SN_CASE)

D.19 Lease Identification

- CR Case Recordation Number (Lease Identification Number)
- OK Oklahoma
- TX Texas

- KS Kansas
- NM New Mexico
- GLO General Land Office
- G Guthrie Land Office
- BGS Billings Land Office
- BIS Bismark Land Office
- BU Buffalo Land Office
- GF Great Falls Land Office

D.20 Measurements

- BTU British Thermal Units
- MCF 1000 Cubic Feet
- BOPD Barrels of Oil Per Day

D.21 Meridian Codes

Code	Meridian Description
1PM	1ST PRINCIPAL MERIDIAN
2PM	2ND PRINCIPAL MERIDIAN
3PM	3RD PRINCIPAL MERIDIAN
4PM	4TH PRINCIPAL MERIDIAN-IL
5PM	5TH PRINCIPAL MERIDIAN-MN
6PM	6TH PRINCIPAL MERIDIAN
BHM	BLACK HILLS MERIDIAN
BSE	BOISE MERIDIAN
CHK	CHICKASAW MERIDIAN
CTW	CHOCTAW MERIDIAN
CIM	CIMARRON MERIDIAN
CRM	COPPER RIVER MERIDIAN
FBX	FAIRBANKS MERIDIAN

Code	Meridian Description
GSR	GILA&SALT RIVER MERIDIAN
HUM	HUMBOLDT MERIDIAN
HNT	HUNTSVILLE MERIDIAN
IND	INDIAN MERIDIAN
LAM	LOUISIANA MERIDIAN
MIM	MICHIGAN MERIDIAN
MPM	MONTANA PRINCIPAL MERIDIA
MTD	MOUNT DIABLO MERIDIAN
NAV	NAVAJO MERIDIAN
NMP	NEW MEXICO PRINCIPAL MERI
STM	ST. HELENA MERIDIAN
STS	ST. STEPHENS MERIDIAN
SLB	SALT LAKE BASIN MERIDIAN
SBM	SAN BERNARDINO MERIDIAN
SEW	SEWARD MERIDIAN
TAL	TALLAHASSE
UBM	UINTAH BASIN MERIDIAN
UTE	UTE MERIDIAN
WLM	WILLAMETTE MERIDIAN
WR1	WIND RIVER MERIDIAN
WR2	WIND RIVER MERIDIAN
ORS	OHIO RIVER SURVEY
KRM	KATEEL RIVER MERIDIAN
UMM	UMIAT MERIDIAN
MIL	US MILITARY SURVEY
CWR	CONNECTICUT WESTERN RESER
OCM	OHIO COMPANY
7RS	SEVEN RANGES
JNS	JOHNSON
KYM	KENTUCKY MERIDIAN

Code	Meridian Description
MDM	MARYLAND
NYM	NEW YORK MERIDIAN
PAM	PENNSYLVANIA MERIDIAN
TNM	TENNESSEE MERIDIAN
VAM	VIRGINIA MERIDIAN
WVM	WEST VIRIGIA MERIDIAN

D.22 Mineral Ownership

- A Acquired-Public
- P Public Domain
- F Fee
- S State
- Q Private Acquired
- IA Indian Allotted
- IT Tribal

D.23 Mineral Type

- O Oil
- G Gas
- H Steam
- C Coal
- S Sand
- G Gravel
- L Limestone
- P Potash

D.24 Overall Inspection Priority for an Inspection Item:

- W FOGRMA High and Surface/Environmental/Other High
- X FOGRMA High and Surface/Environmental/Other Low
- Y FOGRMA Low and Surface/Environmental/Other High
- Z FOGRMA Low and Surface/Environmental/Other Low

D.25 Proprietary Code

- Blank Not applicable (It will almost always be blank.)
- I Indian
- P Petition

D.26 Rollover Process Recalculated Priority Codes

The following priority categories are re-calculated during the rollover process based upon BLM production volume and noncompliance threshold criteria:

- Operator compliance history
- Average monthly production
- Environmental rating
- Overall priority ratings

D.27 Thread Coupling Codes

LT&C Long thread and coupling

ST&C Short thread and coupling

Butt Butress

FJ Flush joint coupling

SLH Slim hole

NU Non-upset

EU External upset

EXL Extreme line

D.28 Well Completion Types

- X Well Borehold
- S Single Formation Completion
- D Dual Formation Completion (produced separately)
- T Triple Formation Completion (produced separately)
- Q Quadruple Formation Completion (produced separately)
- V Quintuple Formation Completion (produced separately)
- S1 Only initial single formation producing
- S2 Only second formation producing
- S3 Only third formation producing

D.29 Well Strings

- DDS Directionally Drilled Single Well String
- DDD Directionally Drilled Dual Lateral Well String
- DDT Directionally Drilled Triple Lateral Well String
- DDQ Directionally Drilled Quadruple Lateral Well String
- DDV Directionally Drilled Quintuple Lateral Well String
- HDS Horizontally Drilled Single Well String
- HDD Horizontally Drilled Dual Well String
- HDT Horizontally Drilled Triple Well String
- HDQ Horizontally Drilled Quadruple Well String
- HDV Horizontally Drilled Quintuple Well String

D.30 Well Status

- POW Producing Oil Well
- OSI Oil Well Shut In
- PGW Producing Gas Well

- GSI Gas Well Shut-in
- MW Monitoring Well
- DRG Drilling Well
- DSI Drilling Well Shut-in
- GIW Gas Injection Well
- GIWSI Gas Injection Well Shut-in
- WDW Water Disposal Well
- WDWSI Water Disposal Well Shut-in
- WIW Water Injection Well
- WIWSI Water Injection Well Shut-in
- WSW Water Source Well
- WSWSI Water Source Well Shut-in
- SIW Steam Injection Well
- SIWSI Steam Injection Well Shut-in
- TA Temporarily Abandoned
- ABD Abandoned
- P+A Plugged and Abandoned

D.31 Well Treatment Type Code

- A Acidize
- F Frac
- B Breakdown
- S Squeeze

D.32 Well Type

- OIL Oil

- GAS Gas
- CBM Coal Bed Methane
- INJ Injection
- OTH Other

D.33 3160 Forms

- 3160-11 (Production)
- 3160-WS (Surface: Blank)
- 3160-WS (Surface: Filled)
- 3160-10 (Drilling)
- 3160-13 (Abandonment)
- 3160-UE (Undesirable Event)

Appendix E Acronyms and Abbreviations

Acronym	Full Name
AA	Application Administrator
AAM	Application Administrators Manual
AAPD	Approved APD
AD	Administrative Determination (NEPA document type)
ADJ	Adjudicator
ADP	Automated data processing
AFMSS	Automated Fluid Minerals Support System
AFMSSCR	AFMSS Change Request (system)
AFMSSDB, AFMSSBASE, etc.	AFMSS environmental variables
AFMSSPR	AFMSS Problem Report (system)
AIRS	Automated Inspection Record System
AIX	IBM's UNIX-type operating system
ANSI	American National Standards Institute
APD	Application for Permit to Drill
APD.xx	APD window number
API	American Petroleum Institute
APR	Approved BLM Operator
BBLS	Barrels
BIA	Bureau of Indian Affairs
BPD	Barrels per day
BFPH	Barrels of fluid per hour
BLOB	Binary Large Object
BLM	Bureau of Land Management
BOP	Blowout Preventer
BS&W (aka S&W)	Basic Sediment and Water
Btu	British thermal unit
CA	Communication Agreement

Acronym	Full Name
CFD	Cubic feet per day
CFR	Code of Federal Regulations
CMB	Configuration Management Board
COE	(United States Army) Corps of Engineers
CO2	Carbon Dioxide
COTS	Commercial Off-the-Shelf
CRDB	Common Reference Database
CSCI	Computer Software Configuration Item
Ctrl or CTRL	Control key on the keyboard
CX	Categorical Exclusions (NEPA document type)
D&A	Dry and Abandoned
DBA	Database Administrator
.dbf	MRO database files
DED	Data Element Dictionary
DOE	Department of Energy
DOI	Department of Interior
DOINET	DOI Network
DOJ	Department of Justice
DNA	Documentation of NEPA Agency
DST	Drill Stem Test
E	East
EA	Environmental Assessment (NEPA document type)
EC	Electronic Commerce
EC.xx	Electronic Commerce window number
ECR	Electronic Commerce Reviewer
EDI	Electronic data interchange
EERD	Expanded Entity Relationship Diagram
EFI	Electronic flow measurement
EIS	Environmental Impact Statement (NEPA document type)
EOR	Enhanced oil recovery

Acronym	Full Name
ERD	Entity Relationship Diagram
FAN	Final Abandonment Notice
FEE	Fee well
FOGRMA	Federal Oil & Gas Royalty Management Act of 1982
FNL	Format for feet measure from directional line --Feet from (north) line
FTP	File Transfer Protocol
FY	Fiscal Year
GAO	General Accounting Office
GLB.xx	Global window number
GOR	Gas/Oil Ratio
GIS	Geographic Information Sytem
GIW	Gas Injection Well
GUI	Graphical User Interface
HHMM	Format for time using hours/minutes with the hour in military time
HTML	Hyper Text Markup Language
H2S	Hydrogen Sulfide
IBLA	Interior Board of Land Appeals
IEP	Inspection and Enforcement Program
IEP.xx	IEP window number
I&E	Inspection and Enforcement
ID	Identification
IID	Inspection identification
in	inch
INC	Incident of Non-Compliance
IO	Inspection Office
IOC	Initial Operating Capability
IPAA	Independent Petroleum Association of America
IRM	Information Resource Management

Acronym	Full Name
ISP	Internet Service Provider
ISQL	Informix Structured Query Language
IWR	Individual Well Report
JAM	A graphical user interface front-end to an operating system.
LAN	Local area network
Lat	Latitude
LLD	Legal Land Description
LNG	Liquefied natural gas
Long	Longitude
LPG	Liquefied petroleum gas
M	Thousand (from Latin mille)
MB	megabytes
Mcf	Thousand cubic feet
MMbd	Million barrels per day
MMcf	Million cubic feet
MM/DD/YYYY	Format for date using month/day/year (02/12/2000)
MM/YYYY	Format for date using month/year (02/2000)
MMS	Minerals Management Service
MNT.xx	Maintenance window number
MRO	Monthly Report of Operations
MRO.xx	MRO window number
N	North
NEPA	National Environmental Policy Act
NFS	Network File System
NOC	Number of completion
NOI	Notice of Intent
NOS	Notice of Staking
NPS	National Park Service
NRS	Natural Resource Specialist
NTL	Notice to lessees and operators

Acronym	Full Name
OGOR	Oil and Gas Operations Report
OTS	Office Technology Systems
PA, P+A or P&A	Plug and Abandon
PC	Personal Computer
PCMB	Project Configuration Management Board
PET	Petroleum Engineering Technician
PINC	National Potential Incident of Noncompliance List
PO	Program or Project Office
POSC	Petroleum Open Software Company
ppm	parts per million
PR	Problem Report
ProjIID	Project Inspection Item Identifier
.ps	Indication that file is post script
psi	Pounds per square inch
QBE	Query by Example
RDBMS	Relational Database Management System
ROW	Rights of Way
Roy Rt Ef	Royalty Rate Effective
RTM	Requirements Traceability Matrix
S	South
SA	System Administrator
SDR	State Director Review
SME	Surface Maintenance Entity
SN	Sundry Notice
SNT.xx	Sundry Notice Tracking window number
SQL	Structured Query Language
SR	Subsequent Report
SSL	Secured Socket Layer
STATE	State well
SUG	Software Users Guide

Acronym	Full Name
TA	Temporary Abandonment
TCP/IP	Transmission Control Protocol/Internet Protocol
T&E	Threatened and Endangered
TS-625	Transaction Set 625
TVDB	Temporary Validation Database
UAPD	Unapproved APD
UE	Undesirable Event
UG	User Group
UNOS	Unapproved NOS
UOM	Unit of Measure
USC	United States Code
USDA	United States Department of Agriculture
userid	user identification
USGS	United States Geological Survey
VAN	Value Added Network
VDD	Version Description Document
WAN	Wide area network
W	West
WIS	Well Information System
WRT.xx	Well Report Tracking window number
Yd	yard
3160-10	Inspection form for drilling
3160-11	Inspection form for production
3160-13	Inspection form for abandonment
3160-UE	Inspecting form for undesirable event
3160-WS	Inspecting form for Well Surface
%	Wildcard character
_	Substitutes for any single character

Appendix F Glossary

3160 A name for a family of reports and forms dealing with Federal Oil and Gas leasing.

ad hoc Latin term meaning “for this” or “for this particular occasion.”

AFMSS Automated Fluids and Minerals Software System. The BLM Oil and Gas tracking system.

Agreement: An arrangement to share oil and gas resources. Agreements may involve the products from a particular formation, products generated in a particular geographical area, or for other reasons. Agreements involving Federal or Indian wells are registered with the Federal government, and the government or the tribe gain royalties. Agreements and leases collectively are called cases.

All Federal or Indian well completions on agreements are inherently also on a lease, but when speaking of the case number for a well it is customary to give the agreement number and ignore the lease number. The lease number becomes the case number only if the well is not on an agreement at all.

It is possible for different well completions of the same well to be on different agreements, depending on what products the completion produces or what formation it exploits.

API Number In AFMSS a unique string of 14 characters assigned by the American Petroleum Institute that identifies a well (or a well completion). For definitive guidance on APIs, consult the AIRS User Handbook or the MMS PAAS Onshore Oil & Gas Reporter Handbook. (MMS inserts an extra digit at the end to distinguish between onshore and offshore wells.) The general AFMSS API format is as follows:

- **First Field:**
Positions 1-2: State Code
Positions 3-5: County Code
Positions 6-10: Unique Number
- **Second Field:** Positions 11-12: Sidetrack Code (can go from 00 to 99)
- **Third Field:** Positions 13-14: Completion Code. Letter codes reside in the number 13 position and number codes are in the 14 position.
X=Borehole
S=Single
D=Dual

T=Triple
Q=Quadruple
V=Quintuple

Application Administrator (AA):

The BLM person specially trained on the details and operations needed to keep AFMSS running and with access to certain special control windows in AFMSS. Usually each district office has at least one AA.

Barrel

A unit of measure used in the American oil industry. A barrel is 31 1/2 gallons or about 119.3 liters.

Batch

A technique on many systems for running jobs, reports, etc. at a convenient time and without making the requestor wait for it.

Button

A control on a Windows display that looks like a pushbutton. It is pushed by putting the mouse pointer over it and clicking. This usually results in an action (i.e., starting another window) occurring.

Button Bar

A row of buttons on many AFMSS windows containing standard actions like Exit, Clear, Save, etc.

Case Commit

An instruction to the database engine to apply all the updates made since the start of the transaction. When updates are made on a transaction basis, the database guarantees that either all the updates are applied (committed) at once or none of them are applied at all (rollback).

Database Administrator (DBA):

A person specially trained in the administration of a database product such as Informix. Typically also experienced in data structures, information management and normalization, SQL and similar topics from computer science.

DIF

Data Interchange Format is a file format with quoted strings often used to get application information into a spreadsheet.

Display

As used in this document—the visible portion of a window on the computer monitor.

Document

The records pertaining to AFMSS. AFMSS system documentation pertains to books about AFMSS, including records for specifications, specification requirements, interface requirements, system design, user manuals, user group minutes, configuration management board minutes, etc. AFMSS software documentation includes records for codes, PR listings, design plans, etc.

MMS uses this term as the 3160 report that the well operator files with MMS every month.

- e.g.** Abbreviation for Latin term meaning “for example.”
- FOGRMA** The Federal Oil and Gas Royalty Management Act is the law that describes how federal and Indian lands can be leased for mineral rights, how royalties are to be collected, and when those leases must be inspected.
- FTP** File Transfer Protocol is system capability to transfer files from one computer to another over a network.
- i.e.** Abbreviation for Latin term meaning “that is.”
- IID** Inspection Item Identifier is the term for a case used prior to AFMSS and ALMRS. A particular lease or agreement may have both a case number (AFMSS) and an IID (AIRS/ MMS). The IID is unofficial and discouraged.
- Informix** The database product for AFMSS or its vendor.
- Inspection Strategy Launcher Window**
The AFMSS feature that assists District Managers in planning their inspection schedules for an upcoming fiscal year. As used within AFMSS, a small window used only to specify report parameters.
- Lease** Within AFMSS the basic grant to an operator of the right to drill oil and gas wells in a certain territory. In return the operator pays royalties on any minerals extracted. Often wells are also grouped into agreements. Leases and agreements collectively are called cases.
- Listbox** A type of control on windows containing one or more rows of related information. Often several listboxes together display a complete record of information. and there is a way to scroll the listboxes together when they hold more rows than fit in the window.
- Logical Log** An informix database structure where the database engine stores the results of transactions after they have been committed. AFMSS does not use this due to the time-intensive process. AFMSS reloads from the previous night’s backup should the database be lost.
- MCF** A unit of measure used in the American oil and gas industry meaning a thousand cubic feet of gas. It may also imply a certain temperature and pressure.
- Message Window** A multiple-line text control at the bottom of many AFMSS windows that displays messages from the application to the user.

MMS	The Minerals Management Service, a part of the Department of Interior that deals with mineral rights and royalties.
MRO	Monthly Report of Operations is a subsystem of AFMSS that deals with oil and gas production reports received from MMS.
NFS	Network File System lets one computer use files and directories from another computer as if they were local.
OGOR	The Oil and Gas Operations Report is a version of the 3160 production report filed electronically with MMS, usually by the larger operators.
Postscript	A special computer language for describing computer graphics and usually implemented as a way to print complex documents with graphics.
QBE	Query-by-Example is a feature of AFMSS in which the user identifies what records are to be displayed by providing some sample data similar to the desired data.
Query	A request to the database engine to return some information.
Record Indicator	Two small text controls at the lower right of many AFMSS windows that display how many records the most recent query retrieved and which record number within that set was most recently selected.
Regional Server	An AFMSS database server. To make the best use of relative scarce resources such as DBAs, AFMSS databases are hosted on regional servers typically located at BLM State Offices. District Office users connect to the regional server over the DOI Network.
Report Preview	An AFMSS feature that allows the user to preview a requested production report before being sent to the printer.
Rollback	An instruction to the database engine to abandon all the updates made since the start of the transaction. In AFMSS, usually done when an error occurs. When updates are made on a transaction basis, the database guarantees that either all the updates are applied (committed) or none of them are applied at all (rollback).
Window Print	The capability in AFMSS to obtain a printout containing a snapshot of the current window or display in that window.
Scrollbar	A vertical bar usually on the right or at the bottom of a group of listboxes that allows one to select which rows to display when there are more rows than will fit in the window.

- Splash Window** In AFMSS, the first window displayed upon startup. It contains a picture and the AFMSS Main Menu, which includes a means for exiting the program.
- SQL** Structured Query Language is a set of commands by which some advanced users talk with the database.
- Stripe** The act of selecting a row of information in a display on a window by touching any column of it with the mouse pointer and clicking the left button. A stripe appears across the row indicating it has been selected.
- System Administrator (SA)**
A person specially trained in the intricacies of installing and supporting an operating system such as Windows. This person usually has privileged access to the system for purposes such as backup, adding/removing users, allocating disk space, etc.
- Text Box** A control on an AFMSS window that allows entry or display on one line or fragment of information.
- Transaction** A complete change to a database, which may actually consist of many small updates to several different tables.
- Well Completion** A specific completion (source of oil/gas/water) on a specific sidetrack or wellbore of a particular well. Distinct from a well only when the well has a more complicated geometry than a hole in the ground. (MMS treats each well completion as a completely distinct entity.)
- Window** As used in this document, a single AFMSS form with a frame that appears on the computer screen. Several windows can be stacked at one time on a single window.