Instructions for Running Risk Based Reports and Completing AFMSS Matrix

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

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



2. Click "Run Report"



3. Click "OK"



After the report is displayed

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4. Click "Excel Export Tool"



5. Select "File", "Export" and click on "Section..."



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



7.	You should create a "New File" folder for the FY13 Strategy
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8. Select the file folder you created, give the file a file name, and click "Save"

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

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

9. Click the small "x" to close

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10. Click "No" then the small "x" to close

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Save changes ?		

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



12. Click "Run Report"

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R	eporting	Applicat	ion	
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Please Set the Limits '	You Would Like to Fi	lter On		
MANDATORY CRITERIA				
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13. Click "OK"



After the report is displayed

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14. Click "Excel Export Tool"



15. Select "File", "Export" and click on "Section..."



16. Be sure you use the same (Save in:) file folder that was used for the PI Report and select "Excel [*.xls]" for "Save as type:"



17. S	Select the	file f	folder vou	created.	give the	ne file a	file name.	and click	"Save"
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The file name should be descriptive and contain the date you saved the report. If your office has both Federal and Indian databases, it will help to identify "Federal" or "Indian" as appropriate in the file name. Example of possible file names:

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

18. Click the small "x" to close

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19. Click "No" then the small "x" to close

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Interactive Reporting Web Client Save changes ? Yes	
NO	

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

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

	Operations	Monitoring	Adjudication	<u>S</u> trategy	MRO	O <u>G</u> OR	ĒC	<u>R</u> eports	User Supp	ort	Options	E <u>×</u> it	<u>H</u> elp	
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22. Fill in the "Wells Estimated to be Drilled, Abandoned, or have Workovers" for Federal

AFMSS Risk SI	trategy Matrix	-PI/Idle Well Workload I	nventory (IEP.135)				- O ×
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Office Farming	aton, NM	FY	2013 Version FY2	013 farmington F	Risk Strategy Worki	ng 🦳	
Prod	uction Inspection	Items					
	Total Items	High	Low				
Federal	4170	289	3881				
Indian	429	53	376				
Wells Estimate	e to be Drilled, Ab	andoned, or have Workovers		Federal			
Federal	Wells Drilled	Wells Abandoned	Wells With Workovers	Idle Well			
High				High	128		
Low				Low	12		
Total	0	0	0	Total	140		
Wells Estimate	e to be Drilled, Ab	andoned, or have Workovers		Indian			
Indian	Wells Drilled	Wells Abandoned	Wells With Workovers	Idle Well			
High				High	60		
Low				Low	3		
Total	0	0	0	Total	63		
	PET	Supervisory	Other	Total	Tribal	Workmonth Remarks	
On Board				0			4
Inspection Workmonths				0.0			-
Overtime Workmonths				0.0			
Total Inspection Workmonths	0.0	0.0	0.0	0.0	0.0		
Save		Exit	Print Rema	irks Inspe	ction Plan Federal	Inspection Plan Indian Inspection Workload Summary	1

23. Click on "Save" NOT "Save Official"

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

AFMSS Risk S	AFMSS Risk Strategy Matrix-PI/Idle Well Workload Inventory (IEP.135)										
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Office Farming	ton, NM	FY	2013 Version FY2	013 farmington F	Risk Strategy Worki	nq					
Prod	uction Inspection	Items						_			
	Total Items	High	Low								
Federal	4170	289	3881								
Indian	429	53	376								
Wells Estimat	e to be Drilled, Ab	andoned, or have Workovers	;	Federal							
Federal	Wells Drilled	Wells Abandoned	Wells With Workovers	Idle Well							
High				High	128						
Low				Low	12						
Total	0	0	0	Total	140						
Wells Estimat	e to be Drilled, Ab	andoned, or have Workovers		Indian							
Indian	Wells Drilled	Wells Abandoned	Wells With Workovers	Idle Well							
High				High	60						
Low				Low	3						
Total	0	0	0	Total	63						
	PET	Supervisory	Other	Total	Tribal	Workmonth Remarks					
On Board				0			<u> </u>]			
Inspection Workmonths				0.0			_	a			
Overtime Workmonths				0.0		<u> </u>		<u> </u>			
Total Inspection Workmonths	0.0	0.0	0.0	0.0	0.0						
Save		Exit	Print Rema	arks Inspe	ction Plan Federal	Inspection Plan Indian Inspection Wo	orkload Summary				

25. Click on "Save" NOT "Save Official"

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

AFMSS Risk Strategy Matrix-PI/Idle Well Workload Inventory (IEP.135)										
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Office Farming	iton, NM	FY	2013 Version FY2	013 farmington i	Risk Strategy Worki	ng				
Prod	uction Inspection	ltems						1		
	Total Items	High	Low							
Federal	4170	289	3881							
Indian	429	53	376							
Wells Estimat	e to be Drilled, Ab	andoned, or have Workovers	:	Federal						
Federal	Wells Drilled	Wells Abandoned	Wells With Workovers	Idle Well						
High				High	128					
Low				Low	12					
Total	0	0	0	Total	140					
Wells Estimat	e to be Drilled, Ab	andoned, or have Workovers	;	Indian						
Indian	Wells Drilled	Wells Abandoned	Wells With Workovers	Idle Well						
High				High	60					
Low				Low	3					
Total	0	0	0	Total	63			_		
	PET	Supervisory	Other	Total	Tribal	Workmonth Remarks				
On Board				0			<u> </u>]		
Inspection Workmorths				0.0				4		
Overtime Workmonths				0.0				4		
Total Inspection Workmonths	0.0	0.0	0.0	0.0	0.0					
Save		Exit	Print Rema	arks Inspe	ection Plan Federal	Inspection Plan Indian Inspection Work	oad Summary			

- 27. Click on "Save" NOT "Save Official"
- 28. Click on "Inspection Plan Indian" or if not an Indian office, click on "Inspection Plan Federal" and go to 35



29. Enter the number of "Planned" inspections and if necessary "Average Inspection Hours"

30. Click on "Save" NOT "Save Official"

31. Click on "Remarks"

32. Be sure to note in "Remarks" any changes to "Average Inspections Hours", what was changed, why it was changed, the original number, and the new number

AFMSS Risk Strategy	Matrix - Remarks (IEP.165)	X
		Help 🔽
Office Farmington, NM	FY 2013 Version FY2013 farmington Risk Strategy Working	
General Remarks		×
Special Considerations		
Save Clear	Exit Print	

33. Click "Save"

AFMSS Risk Strategy	Matrix - PI/Idle Wel	Indian Inspectio	on Plan (IEP.145A)			
mwade: farmington@af	mss_train	Indian Ins	spection Plan			
Office Farmington, NM		FY 2013 V	FY 2013 Version FY2013_farmington_Risk Strategy_Working			
		Cases	Cases Ave		Work Mor	nths
Production	Goal	Recommended Planned	Planned	Inspection Hours	Goal	Planned
High	53	0	0	8.4	2.57	0.00
1/3 of Low	125	0	0	8.4	6.07	0.00
Remaining		0		8.4		0.00
i otai Alleged Theft	178	0			8.64	0.00
Oversight				2.5		0.00
Total Case Inspections						0.00
	I	Wells	·	Average	Work Mor	nths
	Goal	Recommended Planned	Planned	Inspection Hours	Goal	Planned
Drilling High	0	0	0	29.9	0.00	0.00
Drilling Low		0	0	29.9		0.00
Abandonment High		0		43.9	0.00	0.00
Workover High				43.9	0.00	0.00
Workover Low		0		39.2	0.00	0.00
Undesirable Events				8.0		0.00
20% of Idle Well High	12	12	0	0.0	0.00	0.00
Remaining Idle Well High		48		0.0		0.00
Total Well Inspections	12	60			0.00	0.00
Save Save Official	Exit Print Rema	irks Workload In	ventory Insp	ection and Workload Su	ummary Feder	al Inspection Plan

34. Click "Federal Inspection Plan"



35. Enter the number of "Planned" inspections and if necessary "Average Inspection Hours"

36. Click on "Save" **NOT "Save Official" 37.** Click on "Remarks" 38. Be sure to note in "Remarks" changes to any "Average Inspections Hours", what was changed, why it was changed, the original number, and the new number

AFMSS Risk Strategy Matrix	- Remarks (IFP.165)		,			×
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Office Farmington, NM	FY 2013	Version FY2	013 farmington	Risk Strategy Wo	orking	
General Remarks						×
Special Considerations					Þ	
Save Clear	Exit Print					

39. Click "Save"

Office Farmington, NM		FY 2013 Ve	rsion FY2013_farn	y_Working		
		Cases		Average	Work Mo	nths
Production	Goal	Recommended Planned	Planned	Inspection Hours	Goal	Planned
High	289	0	0	12.2	20.38	0.0
1/3 of Low	1,292	0	0	12.2	91.11	0.0
Remaining		0	0	12.2		0.0
l otal	1,581	0	0		111.49	0.0
Alleged Theft			0	0.5		0.0
Jiversight Fatal Casa Jacan Kasa				2.3		0.0
i otal Case Inspections			0			0.0
		Wells		Average	Work Months	
	Goal	Recommended Planned	Planned	Inspection Hours	Goal	Planned
Drilling High	0	0	0	24.8	0.00	0.0
Drilling Low		0	0	24.8		0.0
Abandonment High	0	0	0	38.3	0.00	0.0
Abandonment Low		0	0	38.3		0.0
√orkover High	0		0	18.5	0.00	0.0
Workover Low				18.5		0.0
20% of Idle Well High	28	28		1.2	0.00	-0.0
tors of fulle well fright		102			0.00	0.0
Remaining Idle Well High		102		0.0		0.0

40. Click on "Save" NOT "Save Official"41. Click on "Inspection and Workload Summary"

AFMSS Risk Strategy	Matrix - PI/Idle We	ll Inspection and V	Vorkload Summary	(IEP.155)			
mwade: farmington@a	fmss_train					Help 🔽	
Office Farmington, NM FY 2013 Version FY2013_farmington_Risk Strategy_Working							
		Inspections			Work Months		
	Goal	Planned	Difference	Goal	Planned	Difference	
Drilling Abandonment Production Idle Well Workover Undesirable Events Alleged Theft Oversight	0 0 1,759 38 0		0 0 -1.759 -38 0 0 0 0	0.00 0.00 120.13 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 -120.13 0.00 0.00 0.00 0.00	
Total	1,797	0	-1,797	120.13	0.00	-120.13	
			Available W	/orkmonths	0.00		
Exit	Print	Remarks	Workload Inventory	Federal Inspec	tion Plan	Inspection Plan	

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

- 44. If necessary to bring total workmonths planned closer to or equal to "Available Workmonths", click on "Federal Inspection Plan" and edit planned inspections (increase or decrease) from step 35 40
- 45. Only when completely satisfied with the strategy click on "Federal Inspection Plan"

46. Click "Save Official

AFMSS Risk Strategy	Matrix - PI/Idle We	ll Federal Inspecti	on Plan (IEP.145)			_ 🗆 🗵
mwade: farmington@at	fmss_train	Federal In	nspection Plan			
Office Farmington, NM		FY 2013 V	ersion FY2013_farm	nington_Risk Strateg	y_Working	
		Cases		Average	Work Mo	nths
Production	Goal	Recommended Planned	Planned	Inspection Hours	Goal	Planned
High 1/3 of Low Remaining Total Alleged Theft Oversight	289 1.292 1,581	0 0 0		12.2 12.2 12.2 0.5 2.3	20.38 91.11 111.49	0.00 0.00 0.00 0.00 0.00
I otal Case Inspections						0.00
		Wells		Average	Work Mo	nths
	Goal	Recommended Planned	Planned	Inspection Hours	Goal	Planned
Drilling High Drilling Low Abandonment High Abandonment Low Workover High Workover Low Undesirable Events 20% of Idle Well High Remaining Idle Well High Total Well Inspections	0 0 26 26	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		24.8 24.8 38.3 18.5 18.5 1.2 0.0 0.0	0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0
Save Save Official	Ext Print Rem	arks Workload In	ventory Insp	ection and Workload S	ummary India	n Inspection Plan

AFMSS Risk SI	trategy Matrix	-PI/Idle Well Workload I	nventory (IEP.135)			
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Office Rawlins	. WY	FY	2013 Version FY2	013 rawlins Rist	<strategy official="" td="" v<=""><td></td></strategy>	
Produ	uction Inspection	Items				
	Total Items	High	Low			
Federal	825	65	760			
Indian	0	0	0			
Wells Estimate	e to be Drilled, Ab	andoned, or have Workover	3	Federal		
Federal	Wells Drilled	Wells Abandoned	Wells With Workovers	Idle Well		
High				High	18	
Low				Low	0	
Total	0	0	0	Total	18	
Wells Estimate	e to be Drilled, Ab	andoned, or have Workover	3	Indian		
Indian	Wells Drilled	Wells Abandoned	Wells With Workovers	Idle Well		
High				High	0	
Low				Low	0	
Total	0	0	0	Total	0	
	PET	Supervisory	Other	Total	Tribal	Workmonth Remarks
On Board				0		
Inspection Workmonths				0.0		
0 vertime Workmonths				0.0		
Total Inspection Workmonths	0.0	0.0	0.0	0.0	0.0	
Save	Save Officia	al Exit	Print Rema	irks Inspe	ection Plan Federal	Inspection Plan Indian Inspection Workload Summary
	Main Windov	v Data Queried.				

The "Version" is now "FY2013 (your office) Risk Strategy Official V1"

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

AFMSS Print Confirmation (GLB.49)			
Printer Type: Page Heading: Page Footers: Grey Bars:	Acrobat Preview Acrobat Preview Windows Preview Default Printer Save to CSV File Yes		
Print		Cancel	

The system defaults to "Acrobat Preview" for printing. From Acrobat, you may also save an electronic copy. If selected, the older "Windows Preview" remains unchanged.

Clicking on the "Version" pull down displays the "AFMSS Risk Strategy Matrix-Select Inspection Strategy Version (IEP.12S)" screen. Highlight and query the FY and version you want to look at, editing is allowed only on the most current version. In the example below, only the "FY2013_your office_Risk Strategy_Official_V1" is editable.

w	(FY 2013	Version FY2013 rawlins Risk Strategy Official V1	
otio	n Inspection Items			
Te	AFMSS Risk Strategy M	atrix-Select Insp	pection Strategy Version (IEP.125)	
			Нер	
to	FY Updated	Version		
	2013V1 2013V1 03/11/2013	FY2013_ FY2013_	rawlins_Risk Strategy_Official_V1 rawlins_Risk Strategy_Working	
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If edits are made to the official version, remarks must be entered the "AFMSS Risk Strategy Matrix – Remarks (IEP.16S)" screen before saving or saving official.



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Clicking "Save"	" automatically creates	"FY2013_	your office	_Risk Strategy_	OfficialTemp"
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	AFMSS Risk Strategy Matrix-Select Inspection Strategy Version (IEP.125)			
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Clicking "Save Official" automatically creates a new official version with the appropriate version number, i.e., "FY2013_your office_Risk Strategy_Official_V2". The "FY2013_your office_Risk Strategy_OfficialTemp" is deleted; in addition, any "OfficialTemp" is deleted on October 1.

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1	2013V2	03/11/2013	FY2013_rawlins_Risk Strategy_Official_V2	
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