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

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

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



Click on "Set Fiscal Year"

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farmington@afmss_train OPTIONAL_CRITERIA
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Report Write-Up
USA.gov E-Gov Take Pride Volunteer.Gov Recreation.Gov Forms
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Enter the Fiscal Year **2015**. (Enter the year in XXXX format.)

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Click on the "Run Report" button.



Click on "OK."

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



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

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

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Create a "New File" folder for the **FY15 Strategy**.

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

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

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

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

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

Interactive Reporting	Web Client
Save changes ?	Yes
	No

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



Click "Set Fiscal Year" and enter the Fiscal Year of 2015.

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farmington@afmss_prod
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Enter Fiscal Year 2015 Select All Remove
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Click on the "Run Report" button.

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2	You have chosen the following criteria:
~	Database = farmington@afmss_train,
	Press 'OK' to run the report or press 'Cancel' to change your selections.
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Click on "OK."

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

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



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

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

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

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

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

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

Interactive Reporting	Web Client
Save changes ?	Yes
	No

**Thoroughly** review the PI and IW risk analysis reports. Corrections to well or inspection priority data may be necessary. For example, a well may be showing a well status that is inaccurate and subsequently shows the well on the idle well report. It may be necessary to verify the status and make the necessary update to the well header screen to show the correct status and correct effective date. It may also be necessary to make updates to the FY15 Inspection Priority records to update the overall priority. After all corrections to the data are done, regenerate the IW and PI risk analysis reports and save as updated Excel files.

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



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



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



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

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

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

Click on the "Inspection Plan Indian" or "Inspection Plan Federal" buttons, as appropriate and complete the "Planned" section. If your office has Indian responsibilities, both screens need to be completed.

AFM55 Risk Strategy Matrix - PI/Idle Well Federal Inspection Plan (IEP.145)											
clarson: miles_city@afmss_test Federal Inspection Plan											
Office MILES CITY FIELD OFFICE FY 2014 Version FY2014_MILES_CITY_RISK STRATEGY_OFFICIAL_V2											
		Cases		Average	Work Mo	nths					
Production	Goal	Recommended Planned	Planned	Inspection Hours	Goal	Planned					
High	9	9	9	18.5	0.96	0.96					
1/3 of Low	146	57	28	18.5	15.61	2.99					
Remaining		0	0	18.5		0.00					
Total	155	66	37		16.58	3.96					
Alleged Theft			0	0.0		0.00					
Oversight			5	5.4		0.16					
I otal Lase Inspections			42			4.11					
		Wells		Óverage	Work Mo	nths					
	<u> </u>	Recommended		Inspection		51 1					
Dollar - 1 Pak	Goal	Planned	Planned	Hours	Goal	Planned					
Drilling High Drilling Low			2	19.0	2.42	2.42					
Abandonment High			2	19.0	0.22	0.33					
Abandonment Low	<u></u>		2	19.7	0.23	0.23					
Workover Hiah	2	2	2	27	0.03	0.03					
Workover Low		0	2	2.7		0.03					
Undesirable Events		·	3	5.4		0.09					
20% of Idle Well High	6	6	12	2.2	0.08	0.15					
Remaining Idle Well High		0	19	2.2		0.24					
Total Well Inspections	32	32	67		2.75	3.75					
Save J Suit J	Dint Remarked	U (orkload Jayon torra	Increation and Model	land Summany	ion Inspection Play						
		workload inventory	Inspection and Work	ioau summary Ind	ian inspection Fian	Sawunical					

Enter the number of "Planned" inspections for each category. If necessary, the "Average

Inspection Hours" may be modified.

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

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

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

AFMSS Risk Strategy Matrix - Remarks (IEP.165)		
		Help 🔽
Office MILES CITY FIELD OFFICE FY 2	14 Version FY2014 MILES CITY RISK STRATEGY O	IFFICIAL V2
General Remarks		
		× •
Save Clear Exit Print		

Click on the "Save" button.

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

AFM55 Risk Strategy Matrix - PI/Idle Well Inspection and Workload Summary (IEP.155)														
mwade: farmington@a	mwade: farmington@afmss_train													
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 0 0 0 0 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		-120.13								
			Available W	/orkmonths										
Exit	Print	Remarks	Workload Inventory	Federal Inspec	tion Plan	Inspection Plan								

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

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

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

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

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

AFMSS Risk Strategy Matrix-PI/Idle Well Workload Inventory (IEP.135)												
clarson: mile	s_city@afmss	_test					[	Help 🔽				
Office MILES C	ITY FIELD OF	FICE FY	2014 Version FY2	2014 MILES CI	TY RISK STRATE	GY OFFICIAL V2	^					
Prod	uction Inspection	Items										
	Total Items	High	Low									
Federal	446	9	437									
Indian	77	2	75									
Wells Estimat	e to be Drilled, Al	oandoned, or have Workover:	5									
Federal	Wells Drilled	Wells Abandoned	Wells With Workovers	Federal	Idle Well							
High	22	2	2	High	31							
Low	3	2	2	Low	87							
Total	25	4	4	Total	118							
Wells Estimat	e to be Drilled, Al	oandoned, or have Workover:	8			1						
Indian	Wells Drilled	Wells Abandoned	Wells With Workovers	Indian	Idle Well							
High	10	3	4	High	3							
Low	0	0	0	Low	14							
Total	10	3	4	Total	17							
	PET	Supervisory	Other	Total	Tribal	Workm	onth Remarks					
On Board	1	1		2	1	Tribal 638 contract	inspector will be insp	ecting 44	-			
Inspection Workmonths	6.0	2.0		8.0	2.0	Indian inspections.	and 1/3 of remaining	low. MC is				
Overtime						snowing -9.92 work	amonth shortage to c	ompiete	-			
Workmonths	1.0	1.0		2.0								
Total Inspection Workmonths	7.0	3.0	0.0	10.0	2.0							
Save	Exit	Print	Remarks Inspectio	on Plan Federal	Inspection Plan Ind	ian Inspection Workl	oad Summary Save	e Official				
	Main Windov											

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

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

AFMSS Print Co	onfirmation (GLB.49)	×
Printer Type: Page Heading: Page Footers: Grey Bars:	Acrobat Preview Acrobat Preview Windows Preview Default Printer Save to CSV File Yes N0	
Print	Cance	

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

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



If you need to edit the Strategy, in the PI/Idle Well Workload Inventory screen, click on the down arrow button next to "Version." This displays the "AFMSS Risk Strategy Matrix-Select Inspection Strategy Version (IEP.12S)" screen. Highlight the version name and click on the Query button. Editing is allowed only on the most current version. In the example below, only the "FY2013\_rawlins\_Risk Strategy\_Official\_V1" will allow edits. Generally, the most current version will always be the top row.

W	/	Y 2013 Version FY2013 rawlins Risk Strategy Official V1	
otio	n Inspection Items		
Te	AFMSS Risk Strategy Matrix	-Select Inspection Strategy Version (IEP.125)	
		Нер	
to	FY Updated	Version	
	2013V1 2013V1 03/11/2013	FY2013_rawlins_Risk Strategy_Official_V1 FY2013_rawlins_Risk Strategy_Working	
	Query		

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

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Average Inspection Hours	You have changed a planned value and must enter remarks. Taking you there now
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53.1	0.00
23.0	0.00

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	Special Considerations				
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na al	Save Clear Exit	Print			

By clicking the "Save" button on the Workload Inventory screen, the system creates "FY2015\_your office\_Risk Strategy\_OfficialTemp." This allows you to have another temporary file to work with and make edits.

wl	ins, WY	FY 2013 Version FY2013_rawlins_Risk Strategy_OfficialTemp	
	AFMSS Risk Strategy Mat	rix-Select Inspection Strategy Version (IEP.125)	×
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While in the "OfficialTemp" version, clicking "Save Official" creates a new official version with the appropriate version number, i.e., "FY2015\_your office\_Risk Strategy\_Official\_V2."

The "FY2015\_your office\_Risk Strategy\_OfficialTemp" is deleted. In addition, any "OfficialTemp" version is deleted on October 1 of each year.

	AFMSS F	Risk Strategy Matrix	-Select Inspection Strategy Version (IE	P.125)		×
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	FY	Updated	_ Version			
1	2013V2	03/11/2013	FY2013_rawlins_Risk Strategy_Officia	al_V2	A	
9	2013V1	03/11/2013	FY2013_rawlins_Risk Strategy_Officia	l_V1		
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Note: The Official\_V1 version is used for all reports, such as the I&E Progress Report (IEP.49SR). This is the version from which all accomplishments for the FY are calculated.