

### **Attachment 3: Quick Guide to Enter an Application for a Federal Oil and Gas Agreement into AFMSS**

*Ensure you have the following documentation to properly enter the application into AFMSS.*

1. The Serial Register Page (SRP) for the application that is attached to the Preliminary Federal Oil and Gas Agreement Royalty Allocation Notice.
2. The list of wells to add to the pending application. In most cases, the operator will provide a letter with the list of wells to tie to the pending application, and the BLM will confirm that the wells should report to the pending application. In some cases, the BLM will need to remind the operator to submit completion reports for the private wells not within AFMSS.

#### **Adding a Pending Application into AFMSS**

1. From the AFMSS Portal page, choose the Finder navigation from the top menu.
2. Click on the Cases tab at the top of the Finder screen.
3. Search for your Agreement Number using wild cards.
  - a. For example WY\*123456
4. If case not found, clear your search results by selecting the eraser icon.
5. From the Action menu at the bottom of the screen choose “Add Agreement”.
6. Enter the pending application information as follows.
  - a. BLM Office
  - b. Select Federal
    - i. NOTE: The BLM should NOT enter pending applications involving Indian properties into AFMSS.
    - ii. Once this selection is made and your page saved, it cannot be changed except by a Help Desk ticket.
  - c. Enter the Agreement Number.
    - i. GeoState
    - ii. Land Office
    - iii. Prefix (if applicable)
    - iv. Serial Nr (number)
    - v. Suffix (if applicable)
  - d. Enter the Agreement Name (if applicable)
  - e. Enter the Agreement Type Code
    - i. This is the Product Type for the Oil and Gas Agreement in the Mineral & Land Records System (MLRS) or the SRP.
  - f. Enter the Agreement Acres
  - g. Select Yes or No for Helium
  - h. Enter the Agreement Status Code
    - i. Enter “IN PRIMARY TERM” for all pending agreements.
  - i. Enter the Agreement Status Date
    - i. Enter the proposed effective date of the oil and gas agreement or the date the agreement was filed, whichever is earlier.
  - j. Enter the ONRR IID (the ONRR IID number will be the same as your agreement

serial number).

- i. Enter the Agreement's Serial Number for the pending oil and gas agreement.
- k. Save

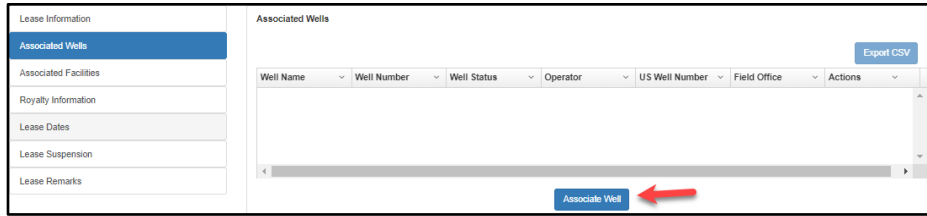
### Sample SRP

DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT CASE RECORDATION Serial Register Page NDMT105518699 (Internal)					Page 1 of 1
Run Date/Time: 9/27/2024 9:36 AM Single Serial Number Report					
<b>Authority:</b> 02-25-1920;041STAT0437;30USC181;MINERAL LEASING ACT OF 1920					<b>Serial Number</b> NDMT105518699 <b>Legacy Serial No</b> NDM 112101
<b>Product Type:</b> 318310 COMMUNITIZATION AGREEMENT		<b>Case File Jurisdiction</b> NORTH DAKOTA FIELD OFFICE		<b>Lease Issued Date</b>	
<b>Commodity:</b> Oil & Gas					
<b>Case Disposition:</b> PENDING					
<b>CASE DETAILS</b>					NDMT105518699
MLRS Name	C-8324975				
Case Name		Split Estate	Fed Min Interest		
Effective Date		Split Estate Acres	Future Min Interest		No
Expiration Date		Royalty Rate	Future Min Interest Date		
Land Type	Acquired	Royalty Rate Other	Acquired Royalty Interest		
Formation Name		Approval Date	Held In a Producing Unit		No
Parcel Number		Sale Date	Number of Active Wells		
Parcel Status		Sales Status			
Participating Area		Total Bonus Amount	0.00	Production Determination	Non-Producing
Related Agreement		Tract Number		Lease Suspended	No
Application Type		Fund Code		Total Rental Amount	

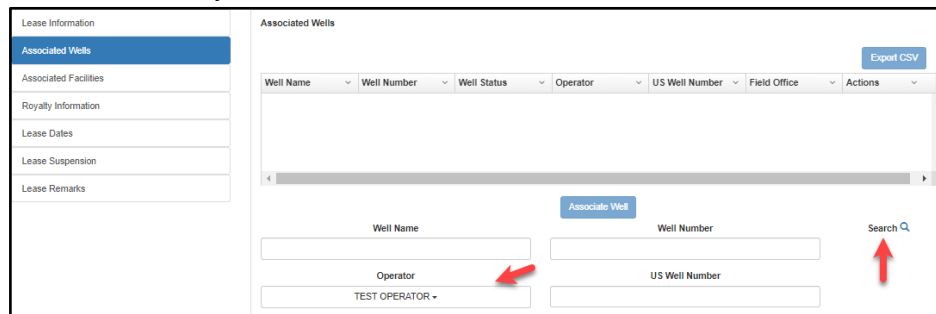
- 7. Once the data from the initial page is saved, additional pages will populate. The pages include:
  - a. Associated Wells
  - b. Associated Facilities – No entry required for a pending oil and gas agreement.
  - c. Agreement Formations – No entry required for a pending oil and gas agreement.
  - d. Royalty Information
  - e. Agreement Dates – No entry required for a pending oil and gas agreement.
  - f. Agreement Suspension – No entry required for a pending oil and gas agreement.
  - g. Agreement Remarks

### Associate the Wells

- 1. On the Associated Wells page, add wells from your documentation that should be associated with this new agreement.
  - a. Click the Associate Well button in the center of the screen.



- b. Search fields will populate. You can use wild cards and the search is limited to 100 wells.
- i. Search by Well Name
  - ii. Search by Well Number
  - iii. Search by Operator – drop down list with search option
  - iv. Search by US Well Number



- c. Once you have entered the search criteria using all or specific criteria, click the search icon (magnifying glass) to the right of the search fields.

- d. A table with your results will populate below the search fields. Click on the well or wells you would like to associate to this agreement number, then click the Associate button below the table.



- e. You will now see those wells you selected populate in the table above the Associate Well button.
- f. You have the option to remove a well from the associated wells by clicking the blue X to the right of that well.

Associated Wells							Export CSV
Well Name	Well Number	Well Status	Operator	US Well Number	Field Office	Actions	
CINDY TRAINING ...	0225	DRG	TEST OPERATOR	9990251961	North Dakota Field ...	<input type="button" value="x"/>	
aBLM	11-17	AAPD	TEST OPERATOR		TEST OFFICE	<input type="button" value="x"/>	

- g. Please see instructions below to Associate Well Completions.
- h. Wells will automatically be disassociated from the previously associated case.
- i. Save

### Royalty Information

1. Enter the Mineral Interest Percent from the SRP. This is critical for the inspection and enforcement program.
  - You can find the Mineral Interest Percent by summing the percent of Federal interest on the agreement’s recapitulation table or search for Federal Percentage field on the case details for the Oil and Gas Agreement in MLRS. The Preliminary Federal Oil and Gas Agreement Royalty Allocation Notice should include the Federal Percentage, which can be entered into the Mineral Interest Percent field in AFMSS.
2. Save.

<ul style="list-style-type: none"> <li>Lease Information</li> <li>Associated Wells</li> <li>Associated Facilities</li> <li style="background-color: #0070C0; color: white;">Royalty Information</li> <li>Lease Dates</li> <li>Lease Suspension</li> <li>Lease Remarks</li> </ul>	<p>Royalty Information</p> <p>Royalty Rate Code F - Fixed</p> <p>Royalty Rate Schedule 12 1/2 Percent</p> <p>Reduced Royalty Rate</p> <p>Reduced Royalty Effective Date mm/dd/yyyy</p> <p>Reduced Royalty Expiration Date mm/dd/yyyy</p> <p>Mineral Interest Percent * 100</p> <p style="text-align: center;"> <input type="button" value="Back"/> <input type="button" value="Validate"/> <input type="button" value="Save"/> <input type="button" value="Exit"/> <input type="button" value="Next"/> </p>
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### Enter Comment into the Agreement Remarks Section

1. Choose the Add Remark button to add a comment similar to the below:
  - Royalty Resiliency Act: Agreement entered into system as the BLM continues to process the pending application. Upon final action on the pending application, the associated wells will be reviewed, updated, and this note will be updated with a statement on when the agreement was approved.
2. When the agreement is approved, update the remark to state the following:
  - Royalty Resiliency Act: Agreement approved on 12/4/2024. (*State either “No changes to associated wells.” OR list the changes made to the wells tied to the agreement.*)

## Associate the Well Completions

Well completions need to be associated to the agreement from the Finder Wells tab.

1. Search for your well in the Finder Wells tab.
2. Select the well by checking the box to the left.

The screenshot shows the 'Finder Wells' interface. At the top, there are search fields for 'US Well Number' (containing 1212312345) and 'Well Completion Case Number'. Below these are filters for 'BLM Office', 'Lease Number', 'APD Type', 'Operator', and 'APDNOS ID'. A table lists wells with columns: BLM Office, US Well Number, APD Type, APDNOS ID, Well Name, Well Number, Operator, and Lease. The first row is selected, with a checkmark in the 'BLM Office' column. Below the table is an 'Action' menu with options: Open..., Export Well CSV, Export Well PDF, Add to Batch, Create Summary or Notification, and Create Well Completion Report. A red arrow points to the 'Open...' option.

3. Choose Open from the Action menu.
4. Go to the Completions and Completed Intervals page.
5. Select "Yes" for the "Agreement in place?" field.
6. Select "FEDERAL" for the "Federal or Indian Agreement" field.
7. Enter the agreement serial number into the "Agreement Number" field.
8. Enter the proposed effective date of the oil and gas agreement or the date the agreement was filed, whichever is earlier, into the "Effective Date of Agreement Number Change" field.
9. Select "Save" to save your edits.

The screenshot shows the 'Completions and Completed Intervals' form. It contains the following fields and options:

- Agreement in place? \***: Radio buttons for Yes (selected) and No.
- Federal or Indian Agreement \***: Radio buttons for FEDERAL (selected) and INDIAN.
- Agreement Number \***: Text input field containing 'COCO123456789'.
- Effective Date of Agreement Number Change \***: Date picker field showing '01/01/2023'.
- Well Completion Type \***: Dropdown menu showing 'NEW WELL'.
- Date Completed \***: Date picker field showing 'mm/dd/yyyy'.
- Interval Number \***: Dropdown menu showing '-Please Select-'.
- Buttons**: 'Validate', 'Save', 'Exit', 'Add Interval', 'Back', and 'Next'.