



# **AUTOMATED FLUID MINERALS SUPPORT SYSTEM 2 (AFMSS 2)**

**Automated  
Notice of Staking (NOS)  
Application Permit to Drill (APD)**

**QUICK USER GUIDE  
FOR SUBMITTERS**

**Version 1.2  
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# Welcome to the Bureau of Land Management's Web-based Automated Fluid Minerals Support System 2 (AFMSS 2).

## 1. About this User Guide

This User Manual explains how oil and gas operators use the Bureau of Land Management (BLM) Automated Fluid Mineral Support System 2 (AFMSS 2) for electronically filing of Notice of Staking (NOS) and Application for Permit to Drill (APD). It is divided into separate sections for each topic. Instructions on how the user completes the forms and processes are explained in detail within that section under each heading.

AFMSS 2, called “AFMSS” hereafter, is a computer software application that supports the processing of Notice of Staking and Application for Permit to Drill forms for oil and gas development on public lands. This application design manages the entire lifecycle of NOS and APD, from Operator/Permit Agent submission to BLM processing. The Operator/Permit Agent will be referred to as simply “Operator” hereafter.

The new system ensures that all necessary information is captured and stored using the automated process workflows. AFMSS ensures that the entire APD/NOS process provides Operators and BLM with the highest level of information accuracy, visibility, transparency, control, and accountability.

### **IMPORTANT MESSAGE: VIDEO TUTORIALS ARE AVAILABLE!!**

Most of the instructions in this manual have corresponding video tutorials. Use of this manual in conjunction with these videos will answer most any question you have about the APD process. The videos can be found at this link:

<https://www.ntc.blm.gov/krc/viewresource.php?courseID=869>

## 2. Logging In and Out

**This section will show how to log in and out of AFMSS.** Note: If a username or password is needed, please go to following URL:

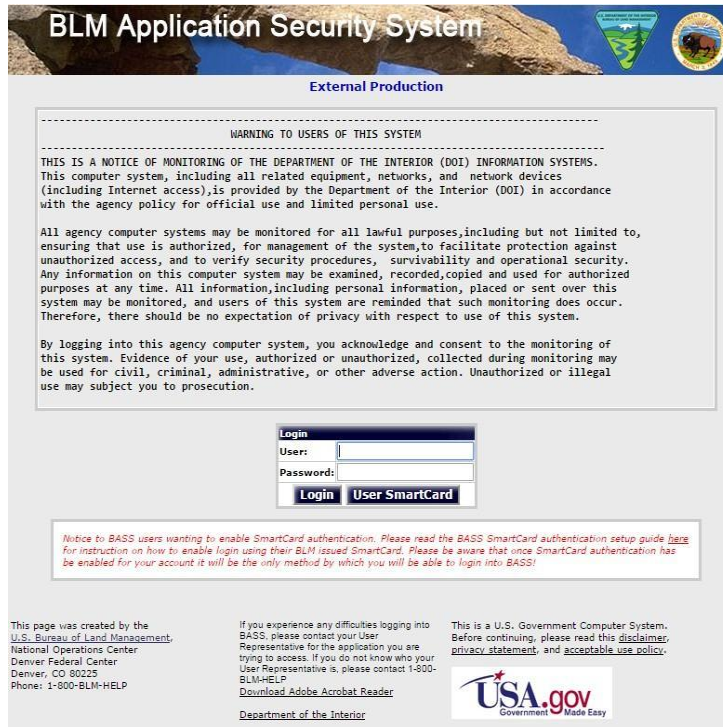
<https://www.ntc.blm.gov/krc/viewresource.php?courseID=869> and follow the instructions in the “Get Account” video segment.

### 2.1 Logging into the BLM Access Security System (BASS) and AFMSS

1. Enter the URL:  
<https://www.bass.blm.gov/bass2/login.do;jsessionid=071D6E1DB8639BCAC82C1DC8568661A1?dispatch=preparePage> in the address line of the **Chrome** Web browser. The BASS login page will open. The system **will not function properly** with Windows

Explorer, Edge or any other browser.

Figure 2-1: BASS Login Webpage



2. Enter username and password.
3. Click the **Login** button.
4. Click the desired AFMSS application (i.e., NOS/APD Production). Note: please only use the Production environment for real NOSs and APDs. The Training environment may be accessed for practice.

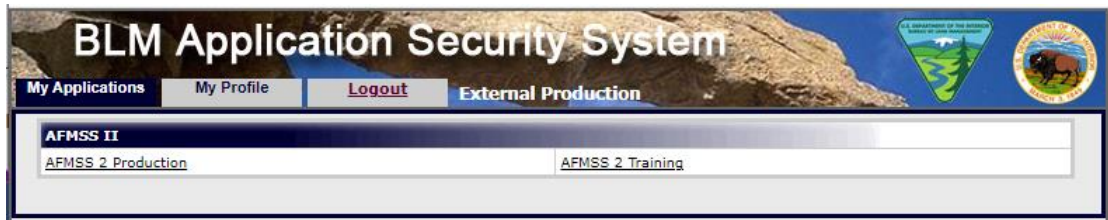


Figure 2-2: BASS AFMSS Applications

**AMFSS will open on the AFMSS Portal home page. System notifications are displayed on the home page which will alert you to updates, outages, and important system recommendations. NOS and APD cards will display with the number of active applications noted at the top right-hand corner of each card.**

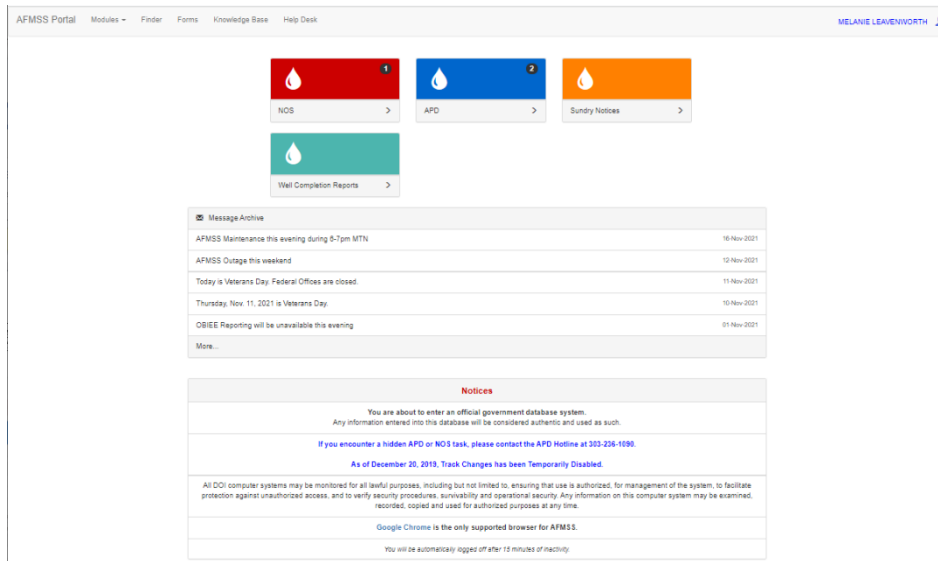


Figure 2-3: AFMSS Portal

## 2.2 Logging out of AFMSS

To log out of AFMSS, perform the following:

1. Click the User silhouette icon in the upper right-hand corner at the top of the screen by

your username.



A drop-down menu will appear with 2 options. **Preferences** and **Log Out**

2. Click the **Log Out** option.

The AFMSS window will disappear, and the BASS login page will load.

## 2.3 Changing the BASS Password

1. Every 60 days the BLM BASS system requires a password change. Users will be notified via email to update their passwords. Users can change the password by logging into BASS, then selecting **My Profile**, then selecting **Change Password** under **Actions**.

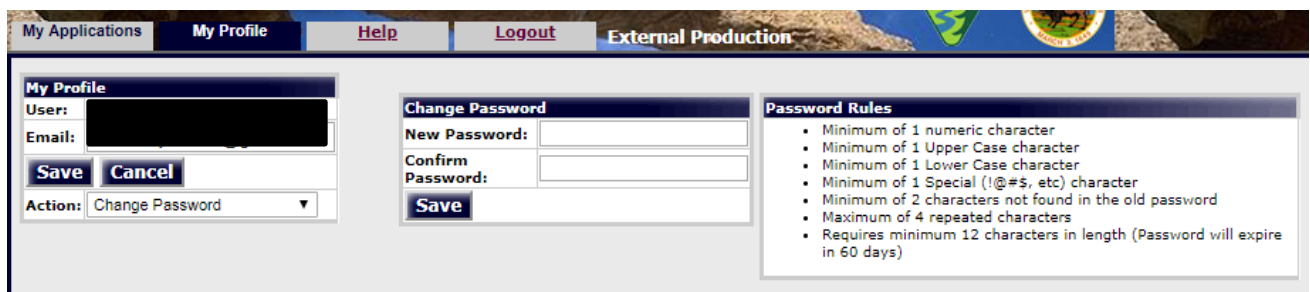


Figure 2-4: BASS Password Change Screen

### 3. Operator Workspace

This section explains how to navigate the Operator NOS and APD workspace.

#### 3.1 Navigating AFMSS

1. The AFMSS system is comprised of 5 different sections called **Cards**: NOS Card, APD Card, Sundry Notice Card, Well Completion Card, and Inspection & Enforcement Card. The menu at the top of the AFMSS Portal consists of **AFMSS Portal, Modules, Forms, Knowledge Base, and Help Desk**. Navigation through AFMSS can be done by either clicking the Cards or by clicking on any of the menu navigation icons.

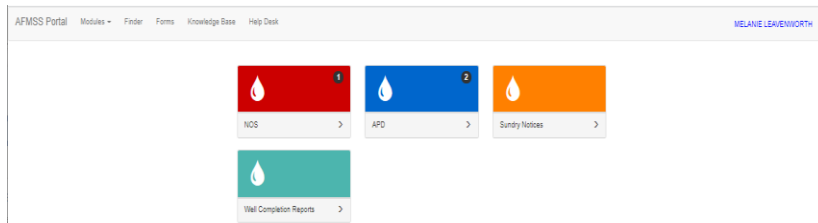


Figure 3-1: AFMSS Card Selections and Portal Menu Options

2. The NOS Card and the APD Card are similar and contain tasks that need to be completed by the operator, as well as allow the operator to create and submit applications.

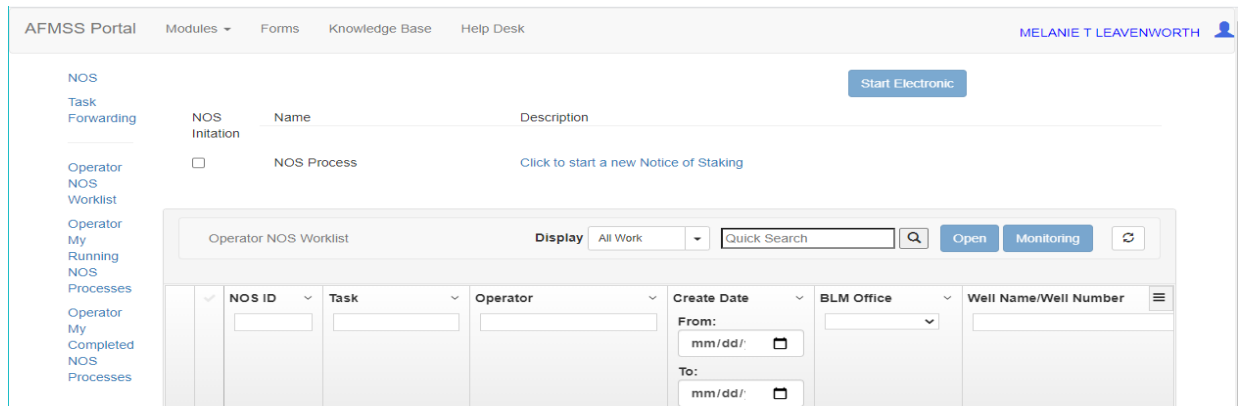


Figure 3-2: NOS Card Page

3. The APD/NOS pages contain the links to launch either the NOS form or the APD form.

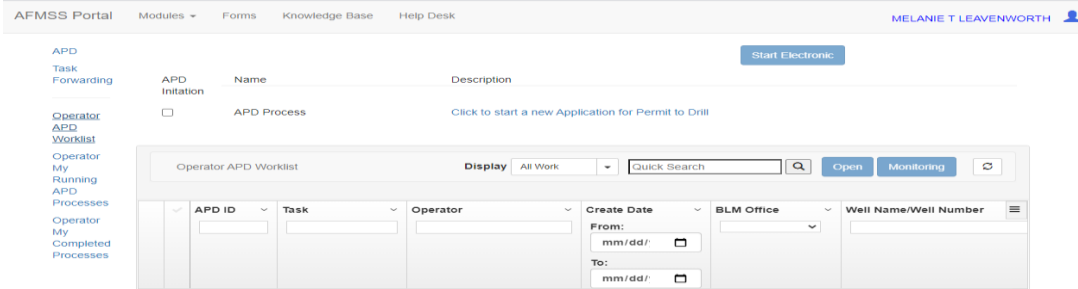


Figure 3-3: APD Card Page

- The NOS/APD Operator Worklist displays NOS or APDs, dependent on the list selected, that have tasks for the operator to complete. Multiple search options can be used to find a specific NOS or APD by using the Quick Search, APD ID, Task, Operator, Create Date, BLM Office, Well Name/Number, etc. Type in the known criteria such as the ID number in the Search associated with the APD section to find things quickly. Only the last 5 digits of the ID number is needed for this specific search criteria.

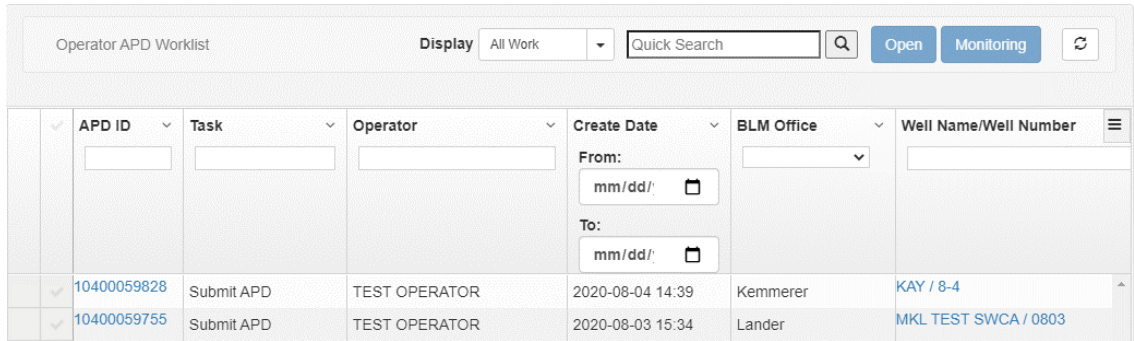


Figure 3-4: AFMSS Operator Worklist Page

- To update or work on an NOS or APD and view reports from the Operator Worklist, simply click on NOS or APD ID number link and it will open the NOS/APD.

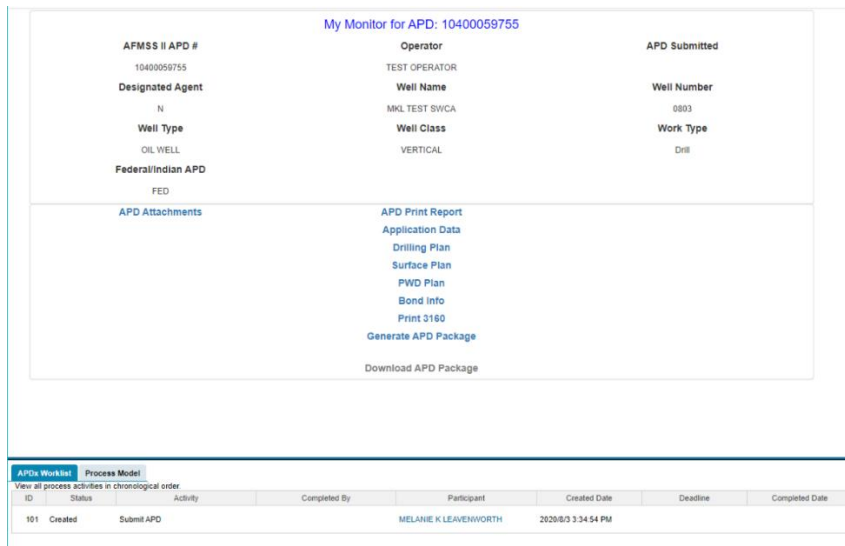


Figure 3-5: My Monitor Access

- A new page will open. At the top you will see the Well Header information followed below that by Attachments and Reports. After the reports section you will see the APDx Worklist divided by a bold line across the page. This line is adjustable; hover your mouse over the line then click and drag up or down to display additional information for the APDx Worklist and Process Model. Both the worklist and the process model assist the user in tracking the NOS or APD.

Figure 3-6: My Monitor APDx Worklist and Process Model

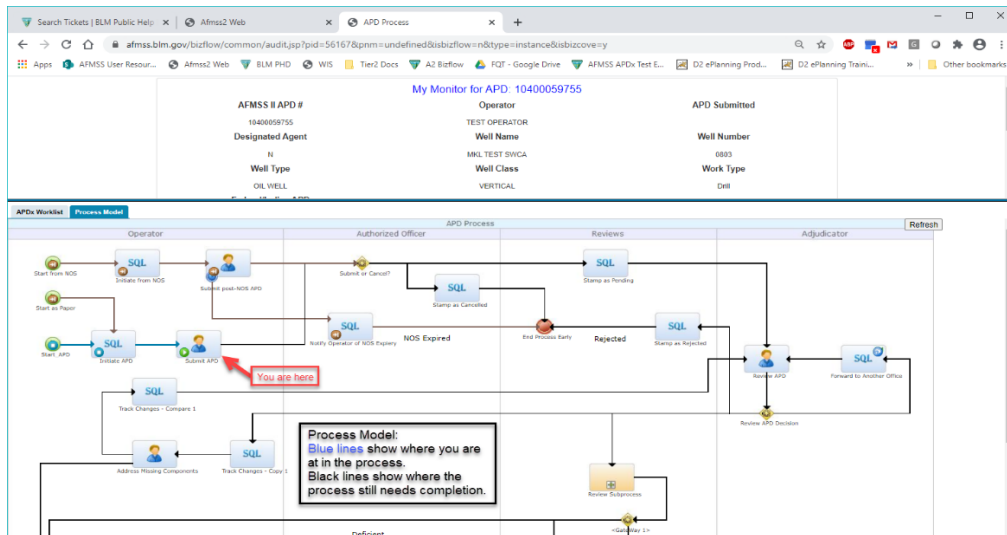


Figure 3-7: My Monitor Process Model

- Click on Operator My Running APD Processes from the left-hand navigation options to see current NOSs or APDs. Search by ID number or other criteria previously mentioned, then click the ID number link or check the box to the left of



the ID number then click the Monitoring button at the top right.

8. Click on Operator My Completed Processes to see all completed NOSs or APDs. From this screen you can also see and access reports by searching by APD or NOS ID, clicking an APD or NOS ID to access reports and details about how the APD was processed.

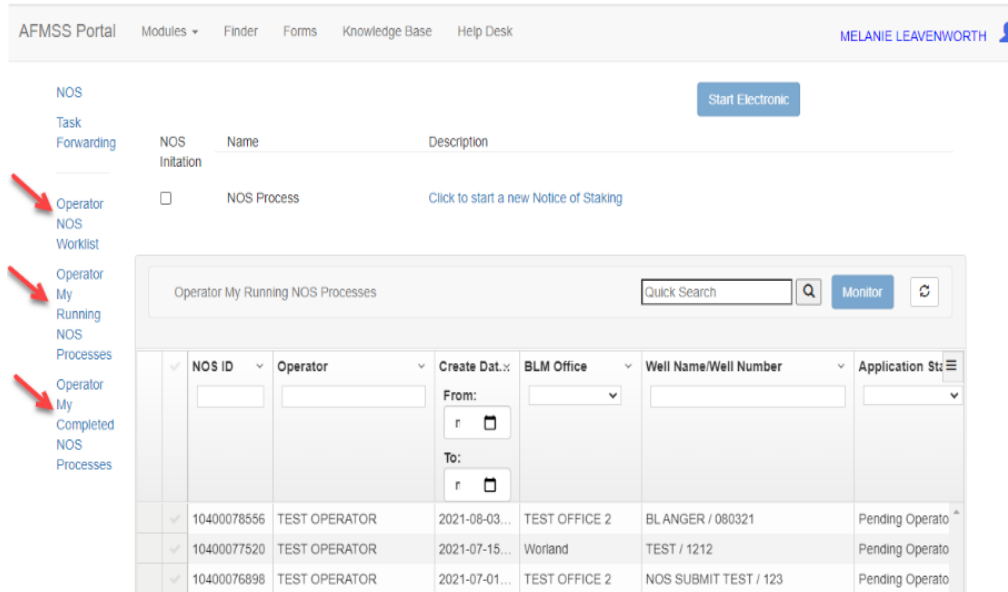


Figure 3-8: Operator My Completed Processes

## 4. Processing a Notice of Staking (NOS)

### 4.1 NOS Process Overview

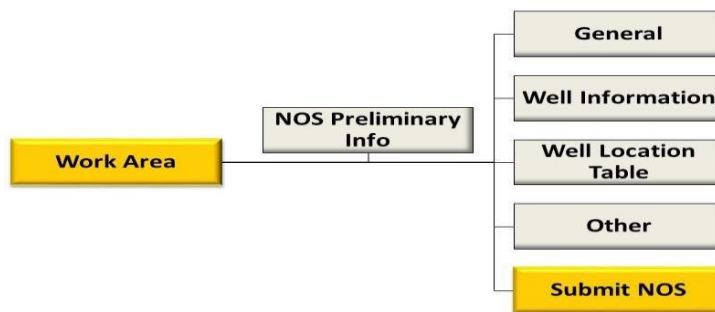


Figure 4-1: Overview of NOS Structure

An Operator may submit an NOS followed by an APD or an APD without an NOS. The NOS data entry form allows the Operator to have BLM conduct an onsite review for the location of the proposed well and to provide feedback on the proposed plan prior to the Operator filing an APD. Completing the NOS form and having the onsite already conducted helps to expedite the APD process. The NOS process also starts the 30-day posting period for federal wells.

The NOS form is started by entering essential information on the NOS Preliminary Information screen. Upon completion of that screen, enter information in the remaining four sections.

AFMSS utilizes all of the standard data input fields, including text boxes, pick lists (drop-down lists), radio buttons, and checkboxes.

## 4.2 Initiating an NOS

To initiate an NOS or APD process, perform the following:

1. From the AFMSS Portal homepage, select the **NOS** card to open the NOS worklists.

*On the screen, **Click to start a new Notice of Staking** link. Click the link.*

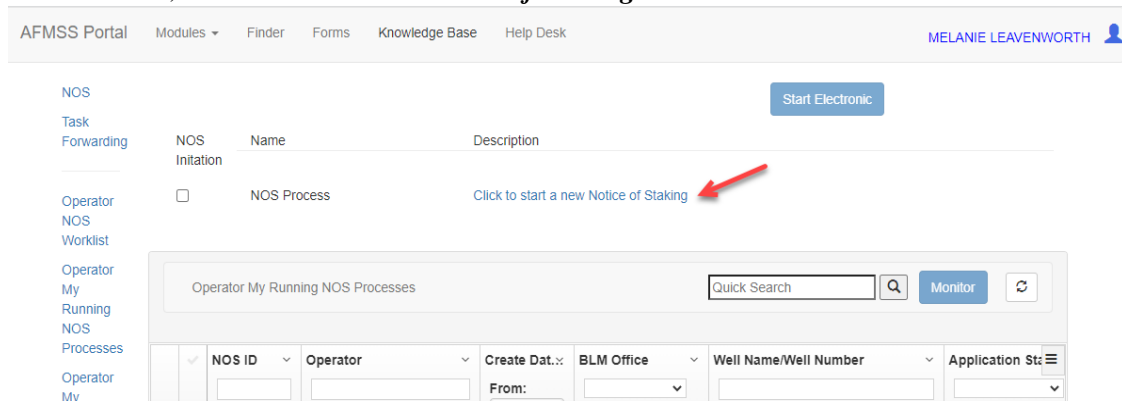


Figure 4-2: Start New APD/NOS

2. A new window will open displaying the NOS Preliminary Information screen.

The screenshot shows the 'Preliminary Information' screen. At the top, there is a navigation bar with 'AFMSS Portal', 'Modules', 'Forms', 'Knowledge Base', and 'Help Desk'. The main content area is titled 'Preliminary Information' and includes a question 'Would you like to clone from a prior submission?' with radio buttons for 'Yes' and 'No'. Below this, there is a message 'The following information is required to begin this process'. The form contains several fields: 'BLM Office' (dropdown), 'Operator' (dropdown), 'Federal/Indian' (checkboxes for 'Federal' and 'Indian'), 'Permitting Agent?' (radio buttons for 'Yes' and 'No'), 'Well Name' (text box), 'Well Number' (text box), 'Well Type' (dropdown), 'Well Work Type' (radio buttons for 'Drill' and 'Reenter'), and 'Well Class' (radio buttons for 'Vertical', 'Directional', 'Horizontal', 'Sidetrack', 'Dual Completion', and 'Multi-Lateral'). A 'Save' button is located at the bottom left.

Figure 4-3: NOS Preliminary Information

3. Enter the appropriate information into the required fields.

When cloning an NOS, perform the following steps:

1. Initiate an NOS.
2. Select “Yes” when asked if you want to clone the NOS from a prior NOS.
3. Select an NOS ID to clone from the drop-down list.
4. Select the cloning options you prefer.
5. Click **Clone**.

Once you perform these steps, the system will advance your application to the next task and the Section 1 – General window will open with the cloned data pre-populated in the data fields on screen.


**NOTE:** NOS/APD’s created prior to the July 22, 2019 release of the APDx update will not be available to clone.

The screenshot shows the 'AFMSS Portal' interface with a 'Preliminary Information' form. The form contains the following elements:

- Navigation bar: AFMSS Portal, Modules, Forms, Knowledge Base, Help Desk, and user profile icons.
- Section: Preliminary Information
- Question: "Would you like to clone from a prior submission?" with a help icon. The "Yes" radio button is selected.
- Field: "Select a Prior Submission" with a dropdown menu showing "10400060560".
- Field: "Select the Cloning Option" with four radio button options:
  - Copy all data from selected to Clone
  - Copy all data from selected to Clone except well location data
  - Copy all data from selected to Clone except attachments
  - Copy all data from selected to Clone except attachments and well location data (selected)
- Buttons: "Cancel" and "Clone".

Figure 4-4: Clone a NOS

If you did not clone another NOS, click on the **Save** button once you have entered the appropriate information.

**Note: Tooltips and Help Icons:** Many fields have a tooltip that gives guidance or instructions to the user. The help icon  will appear next to certain fields and hover the mouse over this icon and the help text will pop up.

*The Preliminary Information screen will close and the Section 1 – General window will open.*

4. Enter the appropriate information into the required fields.

AFMSS Portal Modules Forms Knowledge Base Help Desk

NOS ID: 10400060000 Well Name: KAY Well Number: 8-19  
 Well Work Type: Drill Well Type: COALBED NATURAL GAS WELL

Print Form in PDF NOS Print Report Print Attachments

1 2 3 4

Section 1 - General

BLM Office \* Rawlins User: MELANIE T LEAVENWORTH Title: Test Operator

Federal/Indian \*  FEDERAL  INDIAN

Is the first lease penetrated for production Federal or Indian? \*  
 Federal  Indian

Lease Number \*  
 GeoState \* Land Office \* Prefix Serial Nr \* Suffix

Lease Acres

Agreement in place? \*  Yes  No

Operator \* TEST OPERATOR

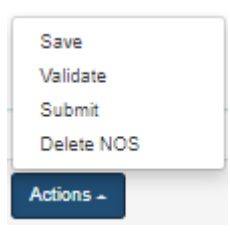
Permitting agent? \*  Yes  No

Operator Information

Operator Organization Name: TEST OPERATOR  
 Operator Address: 123 Main  
 Operator PO Box  
 Operator City: Denver State: CO Zip: 80121  
 Operator Phone: 3032382260  
 Operator Internet Address: coharneskey@blm.gov

Back Actions Next

Figure 4-5: Electronic NOS Section 1 – General Information



- Click on the **Actions** pick list menu at the bottom of the screen, choose **Validate**. The validate action will return with any errors or omissions noted at the top of the page, as well as highlight the fields in red, to indicate mandatory data to complete the application. After successful validation, click the **Next** button. Saving the page is recommended. However, clicking the Next button will also initiate a save action.
- Notice the indicator page bubbles at the top of the screen displays the current page you are editing.

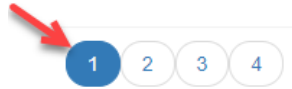


Figure 4-6: Page Tracker on NOS

The Section 1 – General screen will be saved and Section 2 – Well Information screen will appear.

AFMSS Portal Modules Forms Knowledge Base Help Desk

NOS ID: 10400060800  
Well Name: KAY  
Well Number: 8-19  
Well Work Type: Drill  
Well Type: COALBED NATURAL GAS WELL

Print Form in PDF NOS Print Report Print Attachments

Save successful Dismiss Messages

Section 2 - Well Information

Well Name \* TESTING NOS  
Well Number \* 8-2020

Field/Pool or Exploratory? \*  
 Field and Pool  Exploratory

Use Existing Well Pad? \*  
 Yes  No

New Surface Disturbance?  
 Yes  No

Type of Well Pad? \*  
 Single  Multiple

Well Class \*  
 VERTICAL  SIDETRACK  
 DIRECTIONAL  DUAL-COMPLETION  
 HORIZONTAL  MULTI-LATERAL

Well Work Type \*  
 Drill  Reenter

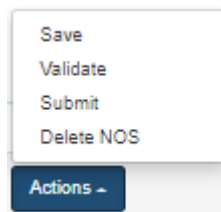
Well Type \*  
OIL WELL

Surface Owners \*  
 BUREAU OF INDIAN AFFAIRS  
 CORPS OF ENGINEERS  
 STATE GOVERNMENT  
 U.S. FISH AND WILDLIFE SERVICE  
 BUREAU OF LAND MANAGEMENT  
 PRIVATE OWNERSHIP  
 U.S. DEPARTMENT OF DEFENSE  
 U.S. NATIONAL PARK SERVICE  
 BUREAU OF RECLAMATION  
 MILITARY  
 U.S. FOREST SERVICE  
 OTHER

Back Actions Next

Figure 4-7: Electronic NOS Section 2 – Well Information

7. Enter the appropriate information into the required fields.

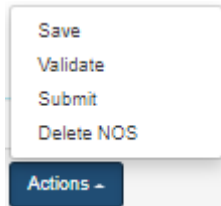


8. Click on the **Actions** pick list menu at the bottom of the screen, choose **Validate**. The validate action will return with any errors or omissions noted at the top of the page, to indicate what is necessary to complete the application. After successful validation, click the **Next** button.


The Section 2 – Well Information screen will be saved and Section 3 – Well Location screen will appear.

Figure 4-8: Electronic NOS Section 3 – Well Location

9. Enter the appropriate information into the required fields. To enter Lease Type click on the pencil icon to the right to open that field for data entry. You can also copy and paste data by clicking the copy and paste icon in the same series of icons or clear data by clicking the clear data icon.



10. Click on the **Actions** pick list menu at the bottom of the screen, choose **Validate**. The validate action will return with any errors or omissions noted at the top of the page, to indicate what is necessary to complete the application. After successful validation, click the

Next  button.

The Section 3 – Well Location screen will close and the Section 4 – Other window will open.

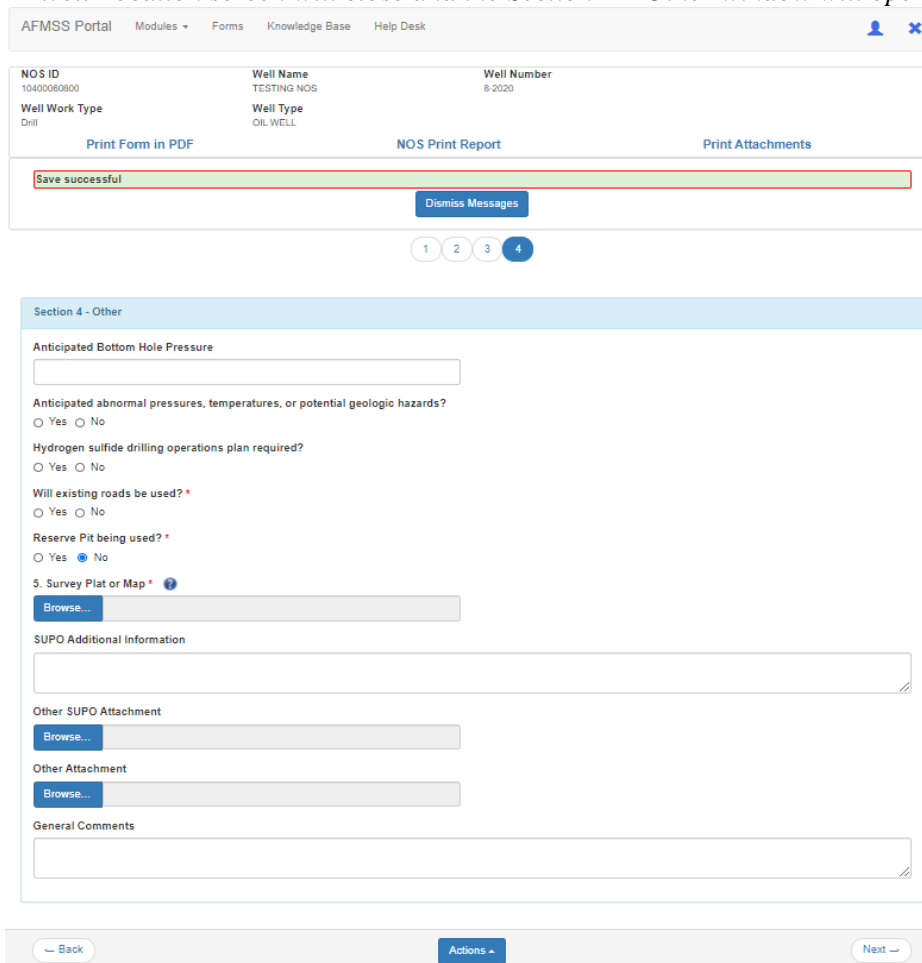
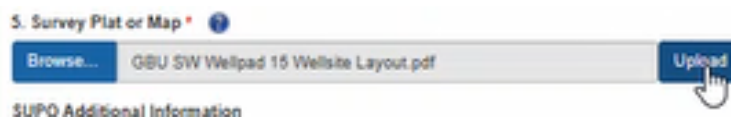


Figure 4-9: Electronic NOS Section 4 – Other

11. Enter the appropriate information into the required fields.
12. Add the appropriate attachments by clicking the **Browse** button.



This will open your browser and allow you to add the necessary attachments. Attachments should always be in .pdf format and should not contain any special characters (i.e. #). Click **Choose File** and select your attachment and click **Open**, then **Upload**.



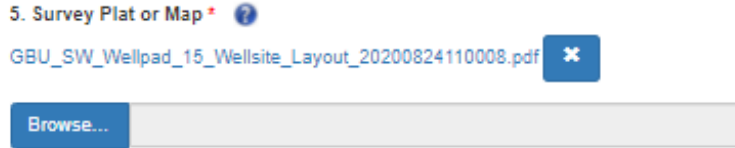


Figure 4-10: Add Attachment

- You may add more than one attachment by repeating the process or you may select multiple attachments from your file list.

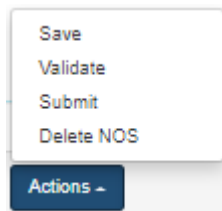
### 4.3 Submitting an NOS

After the four sections of the electronic NOS have been entered into the AFMSS system, the application is ready to be submitted to the BLM for processing. It is good practice to print or save the NOS Reports for your records before submitting the NOS to the BLM, although the reports are available anytime from the Operator My Running NOS Processes page.

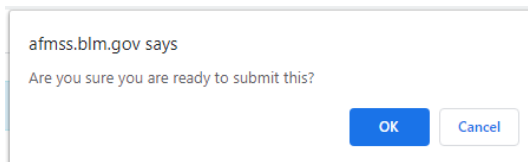
My Monitor for NOS: 10400081807		
<b>AFMSS II NOS #</b> 10400081807	<b>Operator</b> TEST OPERATOR	<b>NOS Submitted</b>
<b>Designated Agent</b> N	<b>Well Name</b> KAY	<b>Well Number</b> 8-19
<b>Well Type</b> COALBED NATURAL GAS WELL	<b>Well Class</b> VERTICAL	<b>Work Type</b> Drill
<b>Federal/Indian NOS</b> FED		
<b>NOS Attachments</b>	<b>Print NOS Report</b>	
	<b>Print Form in PDF</b>	

Figure 4-11: NOS Reports

To submit the electronic NOS, perform the following:



Click on the **Actions** pick list menu at the bottom of the screen, click **Submit**. A confirmation box will open at the top of the screen, click **OK**.

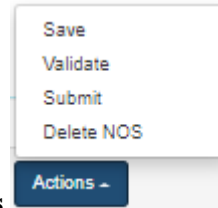


The electronic NOS window will close and the AFMSS homepage will appear. The electronic NOS will move to the next phase in the process.



#### 4.4 Deleting an NOS

The Operator can delete the NOS after initiating the NOS and throughout sections 1 – 4, before the NOS is submitted to the BLM. Once submitted, an NOS cannot be cancelled unless it has not been accepted by the BLM and is returned to the operator. In this case, contact the BLM immediately to return the NOS.



To delete the electronic NOS, click on the **Actions** pop-up menu at the bottom of the screen, click **Delete NOS**.

*The electronic NOS window will close, and the NOS process will move to the My Archive tab.*

NOTE: While an NOS is being reviewed by the BLM the Operator will NOT be able to make any edits to it unless the BLM returns it to the Operator/Permit Agent.

#### 4.5 NOS Email Notifications

There are few times during the NOS process where the operator will receive email notifications:

1. Once the NOS has been accepted, an email will be received from the BLM.
2. An email will also be received during the Notice of Conformance Review and onsite date including potential conformance issues.
3. NOS onsite review results –if applicable.
4. If the NOS expires an email will be received 60 days after the onsite has been completed if no action has been taken.

#### 4.6 Tie an NOS to an APD

After an electronic NOS has completed the NOS process successful, an Operator can tie an NOS to an electronic APD after the Preliminary Information screen entry has been completed.

Select the option to **Tie to Previous NOS** from the **APD Section 1 - General** screen will allow the Operator to tie to a previously submitted NOS. Click Yes, then from the drop-down selection list scroll to locate the NOS you wish to tie to this APD. The Operator will now be able to enter the well information to complete the APD.

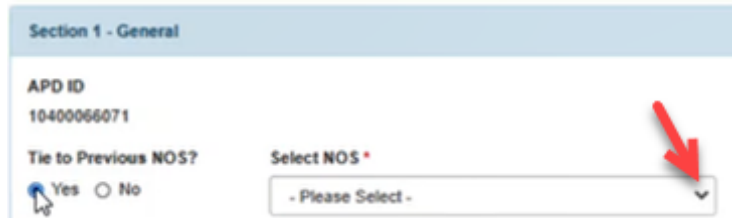


Figure 4-12: Tie NOS to APD