

**FISCAL YEAR 2003
SELF-ASSESSMENT QUESTIONNAIRE
INSPECTION & ENFORCEMENT (I&E) PRODUCTION ACCOUNTABILITY**

The primary purpose of this self-assessment questionnaire is 1) to determine the level of compliance with the law, policy and I&E strategy, 2) to determine where more guidance may be required and 3) to provide for a corrective action plan to be developed and implemented that addresses any deficiencies at the field office level.

Directions: This self-assessment covers the portion of the I&E program concerned with tank gauging, meter proving, site security reviews, and well tests as well as office record reviews of production data and reporting. The questionnaire should be distributed to all offices within your State that regularly perform functions associated with oil and gas inspection and enforcement. All individuals involved in performing these functions in both Field (FO) and State Offices (SO) should participate in answering the questions. The questionnaire may be completed individually or as a group. However, it is necessary that each office document participation in the evaluation by their staffs. A signature line has been provided for each participant to sign and date their responses when done individually and when completed as a group, a list of the individuals in the group should be attached to the questionnaire form. Submittal of each participant's or the group's response to the Washington Office (WO) is not required. Rather, each field office is to summarize results and provide the required responses, incorporating corrective measures, name of responsible official and time frame identified for resolution.

Responses to the questionnaire should provide Yes or No answers for compliance questions and fill in the blank, multiple choice and narrative responses for the other types of questions. Any questions answered No, should be discussed within your office to develop corrective measures including actions required, identification of responsible official and specification of the timeframe required for resolution.

Once agreement has been reached within the office, the Field Manager (or Deputy State Director if the evaluation is performed at the SO) is to certify the official response; that includes consensus answers to the questions with corrective measures incorporated, by signing at the end of the questionnaire. This final response will then be forwarded through the State Director to be sent to the Assistant Director, Minerals, Realty and Resource Protection, (Attn: Group Manager, Fluid Minerals, WO-310). Signatures on the questionnaire will constitute acknowledgement that the program evaluation responses have been reviewed for accuracy and completeness.

Reference Materials: Federal Oil and Gas Royalty Management Act (FOGRMA), and I&E Strategy, WO, SO and FO Instruction Memoranda (IMs) and Notice to Lessees (NTLs)

NOTE: Any question not applicable to your position or duties may be marked (N/A). You are not expected to answer questions that do not apply to you.

Guidelines and Direction

Q.1. Considering the guidelines (Regulations, IMs, and NTL's) that you use in the performance of your production accountability activities, please identify any that you believe should be updated and explain why they require modification.

() N/A

A.1.a Identify guideline: _____
Explain: _____

A.1.b If no guidelines are identified, no additional response is required

A.1.c If guidelines are identified, please circle the priority you would assign the recommended revision:

 High Medium Low

Q.2. Do you think that the guidance, involving the conduct of production accountability activities, from the WO or your SO is timely, appropriate and clear?

() N/A

A.2.a If YES _____ no additional response required

A.2.b If NO _____ circle the applicable office in the question (i.e. WO or SO) and please explain (Action to be taken, timeframe to accomplish actions, official responsible for action)

Program Oversight and Quality Control

Q.3. Are production accountability inspections being conducted, reviewed and discussed routinely in your office and is feedback being provided as to the effectiveness of the program?

() N/A

A.3.a If YES _____ no additional response required

A.3.b If NO _____ please explain (Action to be taken, timeframe to accomplish actions, official responsible for action)

Q.4. Are you aware of any quality control measures utilized in your office to assure compliance with National Policy and Guidance?

() N/A

A.4.a If YES _____ please indicate what measures and how they are used

A.4.b If NO _____ please explain (Action to be taken, timeframe to accomplish actions, official responsible for action)

Q.5. Do you use the standard reports provided in AFMSS to monitor your progress during the year in meeting the goals and targets established in the FY 2003 I&E Strategy?

() N/A

A.5.a If YES _____ which reports do you utilize

A.5.b If NO _____ please explain (Action to be taken, timeframe to accomplish actions, official responsible for action)

Q.6. Are units of accomplishment Program Element (NB) and costs for Production Accountability activities entered timely into the MIS system?

() N/A

A.6.a If YES _____ no additional response required

A.6.b If NO _____ please explain (Action to be taken, timeframe to accomplish actions, official responsible for action)

Consistency and Intended Results

Q.7. Do you believe your office is adequately staffed for your current workload?

() N/A

A.7.a If YES _____ no additional response required

A.7.b If NO _____ please explain (Action to be taken, timeframe to accomplish actions, official responsible for action)

Q.8. Are you involved in the development and implementation of the annual I&E Strategy in your office?

() N/A

A.8.a If YES _____ identify how you are involved

A.8.b If NO _____ please explain (Action to be taken, timeframe to accomplish actions, official responsible for action)

Q.9. How do you select cases for production accountability inspections?

() N/A

A.9.a ___ From the FY strategy
 ___ Review of production volumes
 ___ Prior compliance history involving measurement
 ___ All of the above
 ___ Others, please list

Q.10. In your opinion, are your efforts to provide production accountability...

() N/A

Circle one:

A.10.a Fully successful
 Successful
 Somewhat successful
 Unsuccessful

A.10.b If unsuccessful or somewhat successful, please explain

Q.11. Given your experience, is the data in AFMSS (approvals and variances) current, correct and useable without further verification in the conduct of production accountability work?

() N/A

A.11.a If YES _____ no additional response required

A.11.b If NO _____ please explain (Action to be taken, timeframe to accomplish actions, official responsible for action)

Q.12. Is the Oil and Gas Operations Report (OGOR) information provided in AFMSS current and available for your use in performing production accountability work?

() N/A

A.12.a If YES _____ no additional response required

A.12.b If NO _____ indicate the effect of not having current data has on your ability to accomplish your work. Circle appropriate response:

Major Moderate Minor

A.12.c If other than Minor, please explain what you have to do in order to overcome the lack of current data

Q.13. Does AFMSS provide a reasonable way to document your observations and findings relating to production accountability work?

() N/A

A.13.a If YES _____ no additional response required

A.13.b If NO _____ please explain (Action to be taken, timeframe to accomplish actions, official responsible for action)

Q.14. Do you monitor all LACT meter proving reports to determine if they are within tolerance and when found out of tolerance, whether past volumes are appropriately adjusted?

() N/A

A.14.a If YES _____ no additional response required

A.14.b If NO _____ please explain (Action to be taken, timeframe to accomplish actions, official responsible for action)

Q. 15. Do you evaluate all gas meter calibration reports that are obtained from the operator to determine if they are within tolerance and when found out of tolerance, whether past volumes are appropriately adjusted?

() N/A

A.15.a If YES _____ no additional response required

A.15.b If NO _____ please explain (Action to be taken, timeframe to accomplish actions, official responsible for action)

Q.16. Do you believe the requirement for operators to file a 5-day production start-up notice is beneficial to providing production verification?

() N/A

A.16.a If YES _____ identify the number of cases you have reviewed because of non-compliance of operators to provide the start-up notice
Number of cases: 2000 _____; 2001 _____; 2002 _____
Is the receipt of these notices monitored in your office?
Yes _____ No _____

A.16.b If NO _____ please explain (Action to be taken, timeframe to accomplish actions, official responsible for action)

Q.17. In your opinion, do you believe your current efforts to verify the correctness of measurement by electronic flow recorders are working well?

() N/A

A.17.a If YES _____ no additional response required

A.17.b If NO _____ please explain (Action to be taken, timeframe to accomplish actions, official responsible for action)

Q.18. Are you aware of the procedures you should use to refer production discrepancies that you find and believe should be investigated, to BLM law enforcement?

() N/A

A.18.a If YES _____ no additional response required

A.18.b If NO _____ please explain (Action to be taken, timeframe to accomplish actions, official responsible for action)

Use of Resources

Q.19. What priority is given to performing oil and gas production accountability functions in your office compared to other activities? Circle One:

() N/A

High Medium Low

Do you believe that the above priority is appropriate?

A.19.a If YES _____ no additional response required

A.19.b If NO _____ please explain (Action to be taken, timeframe to accomplish actions, official responsible for action)

Q.20. How would you characterize the level of support you receive in performing production accountability activities? Circle one in each category:

() N/A

1. Clerical	Good	Adequate	Poor
2. Supervisory	Good	Adequate	Poor
3. Operations	Good	Adequate	Poor

Are all responses at least good or adequate?

A.20.a If YES _____ no additional response required

A.20.b If NO _____ please explain (Action to be taken, timeframe to accomplish actions, official responsible for action)

Q.21. Do you believe the equipment that you have been provided is adequate and meets your needs for performing production accountability work?

() N/A

A.21.a If YES _____ no additional response required

A.21.b If NO _____ please identify any equipment you believe would enhance your ability to perform your duties.

A.21.c If NO _____ please explain (Action to be taken, timeframe to accomplish actions, official responsible for action)

Documents and Records

Q.22. On average, how many days after you complete an action (inspection type/activity, enforcement action, or approval), that requires up-dating AFMSS, do you actually enter the data?

() N/A

A.22.a _____ one day
_____ two days
_____ three days
_____ four days
_____ other, enter the number of days

Do you believe, from a user point of view, this time frame is acceptable and provides reasonable assess to the data?

A.22.b If YES _____ no additional response required

A.22.c If NO _____ please explain (Action to be taken, timeframe to accomplish actions, official responsible for action)

Q.23. Are you satisfied with the level, quality and timeliness of your communications with MMS?

() N/A

A.23.a If YES _____ no additional response required

A.23.b If NO _____ please explain (Action to be taken, timeframe to accomplish actions, official responsible for action)

Knowledge and Skills

Q.24. Have you received adequate training and attended appropriate workshops to enhance your ability to perform the production accountability functions?

() N/A

A.24.a If YES _____ no additional response required

A.24b If NO _____ please explain (Action to be taken, timeframe to accomplish actions, official responsible for action)

Q.25. If you are a supervisor or manager, have you ever attended the Oil and Gas for Managers Course?

() N/A

A.25.a If YES _____ what year? Date _____

A.25.b If NO _____ do you believe that attendance at this course should be mandatory for supervisors and managers of the oil and gas inspection and enforcement program?

If YES _____ no additional response required

If NO _____ please explain

Q.26. Have you attended any National oil and gas meetings or workshops?

() N/A

A.26.a If YES _____ provide dates _____

- A.26.b If NO _____ do you believe that your attendance at National Events would enhance your skills and abilities to perform production accountability functions?
If YES _____ no additional response required
If NO _____ please explain (Action to be taken, timeframe to accomplish actions, official responsible for action)

Indian Trust Requirements

Q.27. When you conduct production accountability work on Indian lands, is the process you utilize the same as for Federal lands?

() N/A

A.27.a If YES _____ no additional response required

A.27.b If NO _____ please explain what you do differently

Q.28. What emphasis is given to performing oil and gas production accountability functions on Indian lands in your office compared to Federal land activities? Circle One:

() N/A

More Same Less

Do you believe that the above priority is appropriate?

A.28.a If YES _____ no additional response required

A.28.b If NO _____ please explain (Action to be taken, timeframe to accomplish actions, official responsible for action)

Q.29. Are you satisfied with the level, quality and timeliness of your communications with the Bureau of Indian Affairs, Tribes and Individual Allottees?

() N/A

A.29.a If YES _____ no additional response required

A.29.b If NO _____ please explain (Action to be taken, timeframe to accomplish actions, official responsible for action)

General

Q.30. If you could change one thing in your office that would improve or enhance our ability to do a better job concerning production accountability, what would it be? Narrative

Employee's signature or a group list is only required on the original responses, to be maintained at the originating office for documentation purposes.

Employee's Signature _____ Title _____ Date _____

_____ or attach a list of names in group response
(Print Name)

Manager's signature is only required on the official response provided to WO-300 upon completion of the evaluation.

I certify that, to the best of my knowledge, the summarized answers to this questionnaire are correct. A corrective action plan including corrective measures, responsible official and corrective action date, is incorporated within the questionnaire.

Field Manager or Deputy State Director

Signature _____ Title _____ Date _____

(Print Name)

State Director

Signature _____ Date _____