GOS-43 N.M. Oil Cons. DIV-Dist. 2 γ 1301 W. Gsubmilinarieugate FORM APPROVED Form 3160-3 OMB NO. 1004-0136 (July 1992) rtesia, NN (Chin Arith Chas on reverse side) Expires: February 28, 1995 5. LEASE DESIGNATION AND SERIAL NO. BUREAU OF LAND MANAGEMENT LC 028784-A 6. IF INDIAN, ALLOTTES OR TRIBE NAME APPLICATION FOR PERMIT TO DRILL OR DEEPEN 1a. TYPE OF WORK DRILL X 7. UNIT AGREEMENT NAME DEEPEN 1b. TYPE OF WELL GAS IX SINGLE X MULTIPLE OIL Grayburg Deep Unit WEL 8. FARM OR LEASE NAME, WELL NO. 2. NAME OF OPERATOR IMAREY ENERGY CO OF COLORADO Grayburg Deep Unit No. 18 Gruy Petroleum Management Co. 9. API WELL NO. 3. ADDRESS AND TELEPHONE NO. 50-015-34905 P.O. Box 140907 Irving TX 75014 972-401-3111 (Report location clearly and in accordance with any State requirements.*) RECEIVED 580' FNL & 460' FEL Sec. 24-17S-29E MAY 3 1 2005 OR AREA OOD! MATERIA Sec. 24 T17S R29E DISTANCE IN MILES AND DIRECTION FROM NEAREST TOWN OR POST OFFICE* 2. COUNTY OR PARISH 13. STATE 26 miles East of Artesia Eddy NM 15. DISTANCE FROM PROPOSED* LOCATION TO NEAREST 17. NO. OF ACRES ASSIGNED 16. NO. OF ACRES IN LEASE TO THIS WELL PROPERTY OR LEASE LINE, T.O. (Also to nearest drig. unit line, if any) 320 E/2 320 8. DISTANCE FROM PROPOSED LOCATION* 19. PROPOSED DEPTH 20. ROTARY OR CABLE TOOLS O NEAREST WELL, DRILLING COMPLETED, OR APPLIED FOR, ON THIS LEASE, FT. N/A 12500' Rotary 21. ELEVATIONS (Show whether DF, RT, GR, etc.) 22. APPROX. DATE WORK WILL START 06-15-05 3614' GR PROPOSED CASING AND CEMENTING PROGRAM SETTING DEPTH SIZE OF HOLE GRADE, SIZE OF CASING WEIGHT PER FOOT QUANTITY OF CEMENT 350' - 500' * WITRES J-55 13 3/8" 54.5 # 17-1/2" 490 sx circulate P-110/N-80 9 5/8" 12-1/4" 40 # 4000' 1200 sx circulate 7-7/8" P-110 5 1/2" 17# 12500' 1620 sx TOC 2700' *Set surface casing 25' into the top of the Rustler, which is estimated to be between 350' and 500'. From the base of the surface pipe through the running of production casing, the well will be equipped with a 5000 - psi BOP system. We are requesting a variance for the 13 3/8" surface casing and BOP testing from Onshore Order No. 2, which states all casing strings below the conductor shall be pressure tested to .22 psi per foot or 1500#, whichever is greater, but not to exceed 70% of the manufacturer's stated maximum internal yield. During the running of the surface pipe and the drilling of the intermediate hole we do not anticipate any pressures greater than 1000#, and we are requesting a variance to test the 13 3/8" casing and BOP system to 1000# psi and use rig pumps instead of an independent service company. IN ABOVE SPACE, DESCRIBE PROPOSED PROGRAM: If proposal is to deepen, give data on present productive zone and proposed new productive zone. If proposal is to drill or deepen directionally, give pertinent data on subsurface locations and measured and true vertical depths. Give blowout preventer program, if any 04-20-05 DATE TITLE SIGNED Mgr. Ops. Admin

APPROVAL DATE

/s/ James Stoval

ation approval does not warrant or certify that the applicant holds legal or equitable title to those rights in the subject lease which would entitle the applicant to conduct operations thereon IDITIONS OF APPROVAL, IF ANY:

Approved the 18 U.S.C. Section 1001, makes it a crime for any person knowingly and willfully to make to any department or agency willied states any also fictibus or fraudulent statements or representations as to any matter within its jurisdiction.

*See Instructions On Reverse Side

(This space for Federal or State office use PERMIT No.

APPROVED BY

attached

CONDITIONS OF APPROVAL, IF ANY:

General requirements and

Special stipulations

word Controlled Water Basin

DATE

State of New Mexico

DISTRICT I 1625 N. FRENCE DR., HORBS, RM 80240

Energy, Minerals and Natural Resources Department

DISTRICT II
1501 W. GRAND AVENUE, ARTESIA, NM 88210

OIL CONSERVATION DIVISION 1220 SOUTH ST. FRANCIS DR. Santa Fe, New Mexico 87505 Form C-102
Revised JUNE 10, 2003
Submit to Appropriate District Office
State Lease - 4 Copies
Fee Lease - 3 Copies

DISTRICT III 1000 Rio Brazos Rd., Aztac, NM 87410

DISTRICT IV

WELL LOCATION AND ACREAGE DEDICATION PLAT ☐ AMENDED REPORT 1220 S. ST. FRANCIS DE., SANTA PE, NW 87505 Pool Code Pool Name API Number 84872 Sand Tank; Morrow Property Code Property Name Well Number GRAYBURG DEEP UNIT 18 OGRID No. Operator Name Elevation GRUY PETROLEUM MANAGMENT COMPANY 3613 162683

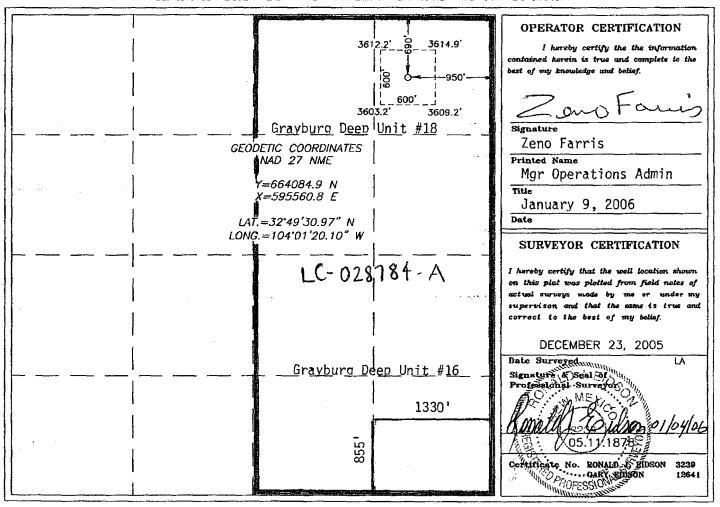
Surface Location

UL or lot No.	Section	Township	Range	Lot Idn	Feet from the	North/South line	Feet from the	East/West line	County
Α	24	17-S	29-E		690	NORTH	950	EAST	EDDY

Bottom Hole Location If Different From Surface

UL or lot No.	Section	Township	Range	Lot Idn	Feet from the	north/South line	Feet from the	Kast/West line	County
Dedicated Acres	Joint o	Infill Co	nsolidation (Code Or	der No.	·		<u> </u>	
320	ΥΥ		U						

NO ALLOWABLE WILL BE ASSIGNED TO THIS COMPLETION UNTIL ALL INTERESTS HAVE BEEN CONSOLIDATED OR A NON-STANDARD UNIT HAS BEEN APPROVED BY THE DIVISION





Gruy Petroleum Management Co.

600 East Las Colinas Blvd. ♦ Suite 1100 ♦ Irving, TX 75039 ♦ (972) 401-3111 ♦ Fax (972) 443-6450 Mailing Address: P.O. Box 140907 ♦ Irving, TX 75014-0907

A subsidiary of Magnum Hunter Resources, Inc. • A NYSE Listed Company • "MHR"

June 22, 2005

Oil Conservation Division District II Office 1301 W. Grand Ave. Artesia, New Mexico 88210 Attn: Mr. Bryan Arrant

Re: Statewide Rule 118 Hydrogen Sulfide Gas Contingency Plan Proposed Grayburg Deep Unit Wells

Dear Mr. Arrant:

In accordance with NMAC 19.15.3.118 C. (1) governing the determination of the hydrogen sulfide concentration in gaseous mixtures in each of its operations, Gruy Petroleum Management Co. does not anticipate that there will be enough H2S from the surface to the Morrow/Atoka formations to meet the OCD's minimum requirements for the submission of a contingency plan for the drilling and completion of the following tests:

Grayburg Deep Unit No. 16 – E/2, 24-17S-29E – 855' FSL & 1330' FEL
Grayburg Deep Unit No. 17 – S/2, 19-17S-30E – SHL 1990' FSL & 445' FWL BHL 2300' FSL & 660' FWL
Grayburg Deep Unit No. 18 – E/2, 24 17S-29E – 580' FNL & 460' FEL
Grayburg Deep Unit No. 20 – S/2, 19-17S-30E – 1640' FSL & 2100' FEL

If anything further is needed regarding this issue, or if you have any questions, please feel free to contact the undersigned at 972-443-6489.

Yours truly,

Zeno Farris

Manager, Operations Administration

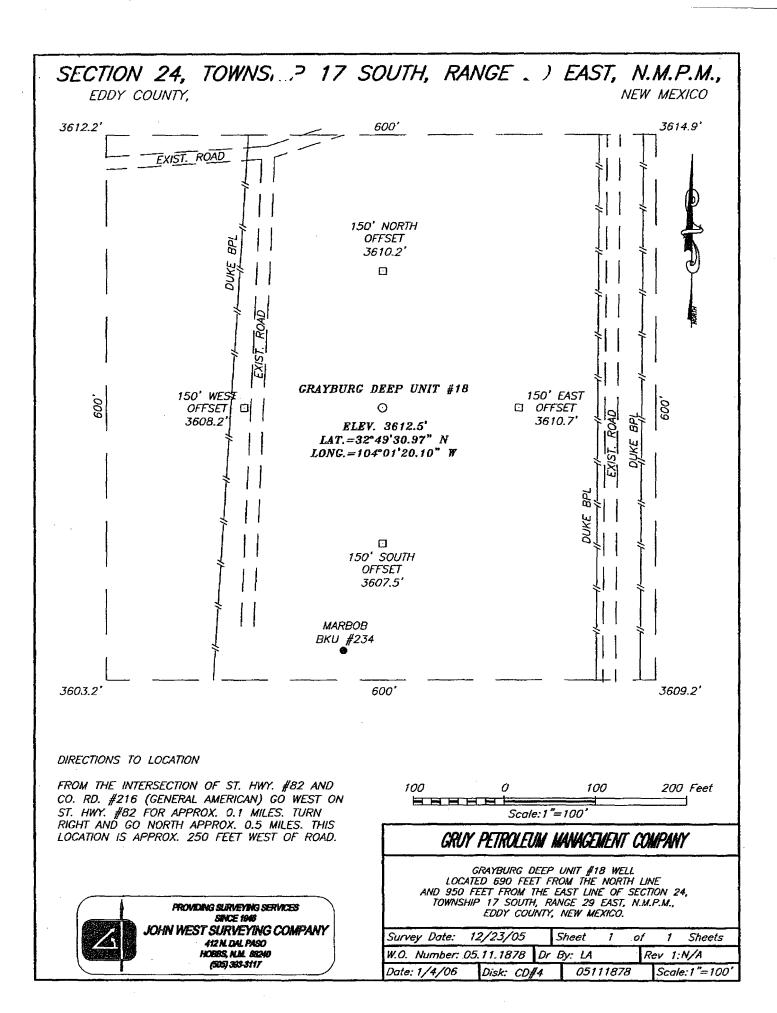
SUNDER DO NOT USE IT abandoned w	DEPARTMENT OF THE I BUREAU OF LAND MANA RY NOTICES AND REPO his form for proposals to sell. Use Form 3160-3 (API	AGEMENT ORTS ON WELLS of drill or to re-enter a Of the such proposals	ator's copy	5. Lease Serial I LC 028784 6. If Indian, Alle	
1. Type of Well Oil Well Gas Well Representation of Operator Gruy Petroleum Manager 3a. Address P. O. Box 140907 Irving 4. Location of Well (Footage, Section 24-T17S-R29E) 12. CHECK Al	8. Well Name as Grayburg De 9. API Well No. 30-015- 10. Field and Poc Anderson; I 11. County or Pac Eddy Co., I	ad No. eep Unit No. 18 3490 S ol, or Exploratory Area Penn rish, State			
TYPE OF SUBMISSION Notice of Intent Subsequent Report Final Abandonment Notice 13. Describe Proposed or Complete If the proposal is to deepen din Attach the Bond under which to following completion of the in-	Acidize Alter Casing Casing Repair Change Plans Convert to Injection ad Operation (clearly state al) pertectionally or recomplete horizontathe work will be performed or provived operations. If the operational Abandonment Notices shall	TY Deepen Fracture Treat New Construction Plug and Abandon Plug Back tinent details, including estially, give subsurface location ovide the Bond No. on file on results in a multiple comments.	PE OF ACTION Production (Start Reclamation Recomplete Temporarily Ab Water Disposal mated starting date of an and measured and tru with BLM/BIA. Requipletion or recompletion	v/Resume) andon ry proposed work as evertical depths of ired subsequent repaired in a new interval, a	Water Shut-Off Weil Integrity Other Move SHL and approximate duration thereof, fall pertinent markers and zones, orts shall be filed within 30 days Form 3160-4 shall be filed once
	Sec attache		e. Arc has been req	uested.	
14. I hereby certify that the foregoi Name (Printed/Typed) Zeno Farris Signature	Farry	Title Mana Date 01-0			

Conditions of approval, if any, are attached. Approval of this notice does not warrant or certify that the applicant holds legal or equitable title to those rights in the subject lease which would entitle the applicant to conduct operations thereon. Title 18 U.S.C. Section 1001, makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious or fraudulent statements or representations as to any matter within its jurisdiction.

Office

CARLSBAD FIELD OFFICE

Approved by





Gruy Petroleum Management Co.

600 East Las Colinas Blvd. • Suite 1100 • Irving, TX 75039 • (972) 401-3111 • Fax (972) 443-6450 Mailing Address: P.O. Box 140907 • Irving, TX 75014-0907

A wholly-owned subsidiary of Magnum Hunter Resources, Inc., an American Stock Exchange company

STATEMENT ACCEPTING RESPONSIBILITY FOR OPERATIONS

Bureau of Land Management 2909 West 2nd Street Roswell New Mexico 88201-2019 Attn: Ms. Linda Askwig

Gruy Petroleum Management Co. accepts all applicable terms, conditions, stipulations and restrictions concerning operations conducted on the leased land, or portion thereof, as described below:

Lease No.:

LC-028784-A

Legal Description:

E/2 Sec 24, T17S-R29E

Containing 320.00 acres, Lea County New Mexico

Formation (S):

Morrow

Bond Coverage:

Nationwide BLM Bond

BLM Bond File No.: NM 2575

Authorized Signature:

Representing Gruy Petroleum Management Co.

Name: Zeno Farris

Title: Manager, Operations Administration

Date: 04/27/05

Application to Drill

Gruy Petroleum Management Co.
Grayburg Deep Unit No. 18
Unit Letter A Section 24
T17S - R29E Eddy County, NM

In response to questions asked under Section II B of Bulletin NTL-6 the following information is provided for your consideration:

1 Location:

580' FNL & 460' FEL Sec. 24- 17S-29E

2 Elevation above sea level:

GR 3614'

3 Geologic name of surface formation:

Quaternery Alluvium Deposits

4 Drilling tools and associated equipment:

Conventional rotary drilling rig using fluid as a

circulating medium for solids removal.

5 Proposed drilling depth:

12500'

6 Estimated tops of geological markers:

Rustler	500'
San Andres	3400
Wolfcamp	8200'
Atoka	10200'
Morrow	10800'

7 Possible mineral bearing formation:

Grayburg/San Andres

Oil

Atoka

Gas

Morrow

Gas

8 Casing program:

	Hole Size	Interval	Casing OD	Weight	Thread	Collar	Grade
-	17 1/2"	0-500'	13 3/8"	54.5	8-R	ST&C	J-55
	12 1/4"	0-4000'	9 5/8"	40	8-R	ST&C	P-110/N-80
	7 7/8"	0-12500'	5 1/2"	17	8-R	ST&C	P-110

Application to Drill

Gruy Petroleum Management Co. Grayburg Deep Unit No. 18 Unit Letter A Section 24 T17S - R29E Eddy County, NM

9 Cementing & Setting Depth:

13 3/8"	Surface	Set 375' to 525' of 13 3/8" J-55 54.5 ST&C casing to a depth of 25' into the Rustler. Cement with 490 Sx. Of Class "C" cement + additives, circulate cement to surface.
9 5/8"	Intermediate	Set 4000' of 9 5/8" P-110/N-80 40# ST&C casing Cement in two stages, first stage cement with 1000 Sx. Of Class POZ/C Cement + additives, second stage cement with 200 Sx. Of Class "C" + additives, circulate cement to surface.
5 1/2"	Production	Set 12500' of 5 1/2" P-110 17# ST&C casing. Cement in two stages, first stage cement with 1020 Sx. of Class POZ/C Cement + additives. Second stage cement with 600 Sx of Class "C" Estimated top of cement 2700'.

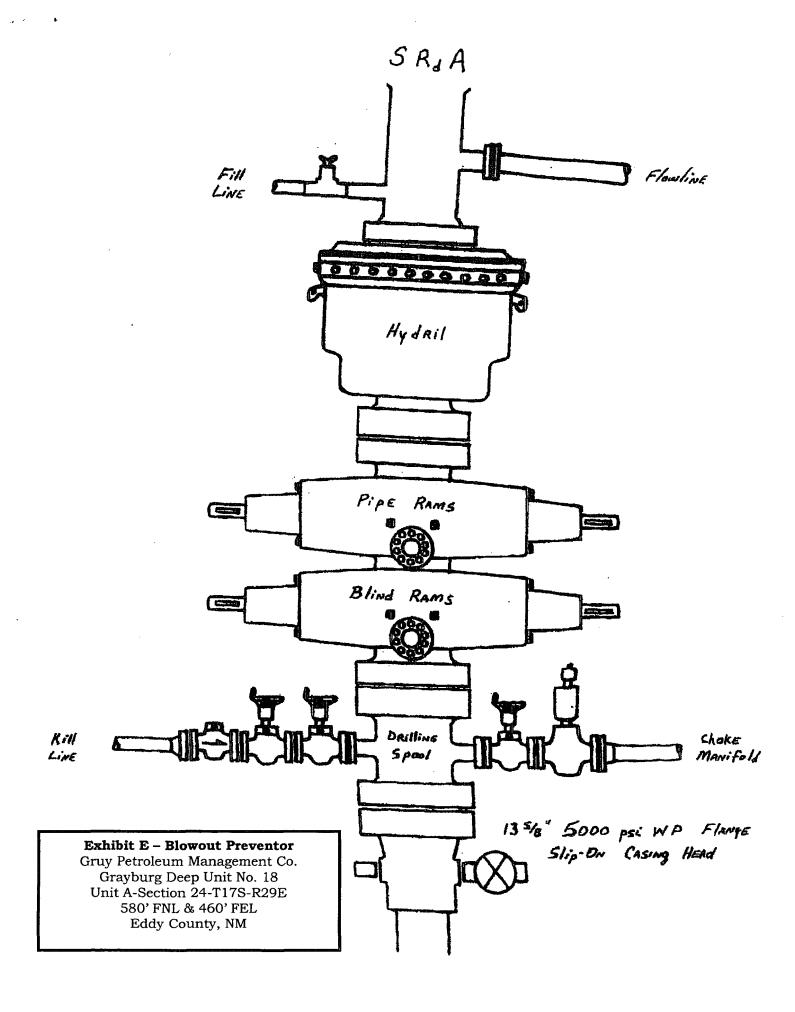
10 Pressure control Equipment:

Exhibit "E". A 13 3/8" 5000 PSI working pressure B.O.P. consisting of one set of blind rams and one set of pipe rams and a 5000 # annular type preventer. A choke manifold and 120 gallon accumulator with floor and remote operating stations and auxiliary power system. Rotating head below 6000'. A kelly cock will be installed and maintained in operable condition and a drill string safety valve in the open position will be available on the rig floor. BOP unit will be hydraulically operated. BOP will be nippled up on the 9 5/8" casing and will be operated at least once a day while drilling and the blind rams will be operated when out of hole during trips. No abnormal pressure or temperature is expected while drilling.

11 Proposed Mud Circulating System:

Depth	Mud Wt	Viscosity	Fluid Loss	Type Mud
0 - 500'	8.4 - 8.6	30 - 32	•	Fresh water spud mud add paper to control seepage and high viscosity sweeps to clean hole.
500' - 4000'	9.7 - 10.0	28 - 29	,	Brine water. Add paper as needed to control seepage and add lime to control pH (9-10). Use high viscosity sweeps to clean hole.
4000' - 8300'	8.4 - 9.9	28 - 29		Brine water. Paper for seepage. Lime for PH (9 - 9.5)
8300' - 10000'	8.45 - 8.9	28 - 29	NC	Cut brine. Caustic for pH control.
10000' - 12500'	8.9 - 9.7	29 - 45	NC	XCD Polymer mud system.

Sufficient mud materials will be kept on location at all times in order to combat lost circulation, or unexpected kicks. In order to run DST's, open hole logs, and casing, the viscosity and water loss may have to be adjusted in order to meet these needs. Mud system monitoring equipment with derrick floor indicators and visual/audio alarms shall be installed and operative prior to drilling into the Wolfcamp formation. This equipment will remain in use until production casing is run and cemented.



DRILLING OPERATIONS CHOKE MANIFOLD 5M SERVICE

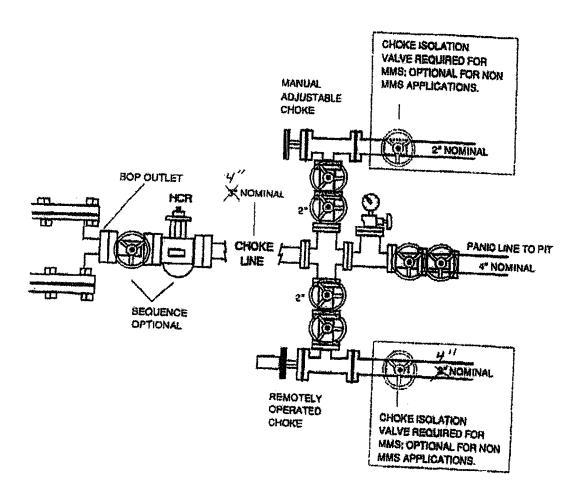


Exhibit E Cont'd - Choke Manifold Diagram

Gruy Petroleum Management Co. Grayburg Deep Unit No. 18 Unit A-Section 24-T17S-R29E 580' FNL & 460' FEL Eddy County, NM

Application to Drill

Gruy Petroleum Management Co.
Grayburg Deep Unit No. 18
Unit Letter A Section 24
T17S - R29E Eddy County, NM

12 <u>Testing, Logging and Coring Program:</u>

- A. Mud logging program: One-man unit from 8000' to TD
- B. Electric logging program: CNL / LDT / CAL / GR, DLL / CAL / GR
- C. No DST's, or cores are planned at this time.

13 Potential Hazards:

No abnormal pressures or temperatures are expected. The area has a potiential H2S hazard. An H2S drilling plan is attached. Adequate flare lines will be installed off the mud / gas separator where gas may be flared safely. All personnel will be familiar with all aspects of safe operation of equipment being used. Estimated BHP <u>4000</u> PSI, estimated BHT <u>175</u>.

14 Anticipated Starting Date and Duration of Operations:

Road and location construction will begin after BLM approval of APD. Anticipated spud date as soon as approved. Drilling expected to take 35 - 45 days. If production casing is run an additional 30 days will be required to complete and construct surface facilities.

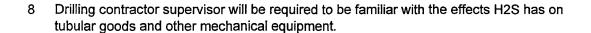
15 Other Facets of Operations:

After running casing, cased hole gamma ray neutron collar logs will be run from total depth over possible pay intervals. The Morrow pay will be perforated and stimulated. The well will be tested and potentialed as a gas well.

Hydrogen Sulfide Drilling Operations Plan

- 1 All Company and Contract personnel admitted on location must be trained by a qualified H2S safety instructor to the following:
 - A. Characteristics of H2S
 - B. Physical effects and hazards
 - C. Proper use of safety equipment and life support systems.
 - D. Principle and operation of H2S detectors, warning system and briefing
 - E. Evacuation procedure, routes and first aid.
 - F. Proper use of 30 minute pressure demand air pack.
- 2 H2S Detection and Alarm Systems
 - A. H2S detectors and audio alarm system to be located at bell nipple, end of flow line (mud pit) and on derrick floor or doghouse.
- 3 Windsock and/or wind streamers
 - A. Windsock at mudpit area should be high enough to be visible.
 - B. Windsock at briefing area should be high enough to be visible.
- 4 Condition Flags and Signs
 - A. Warning sign on access road to location.
 - B. Flags to be displayed on sign at entrance to location. Green flag, normal safe condition. Yellow flag indicates potential pressure and danger. Red flag, danger, H2S present in dangerous concentration. Only emergency personnel admitted to location.
- 5 Well control equipment
 - A. See exhibit "E"
- 6 Communication
 - A. While working under masks chalkboards will be used for communication.
 - B. Hand signals will be used where chalk board is inappropriate.
 - C. Two way radio will be used to communicate off location in case of emergency help is required. In most cases cellular telephones will be available at most drilling foreman's trailer or living quarters.
- 7 Drillstem Testing not anticipated.

Hydrogen Sulfide Drilling Operations Plan



9 If H2S is encountered, mud system will be altered if necessary to maintain control of formation. A mud gas seperator will be brought into service along with H2S scavengers if

Gruy Petroleum Management Co.
Grayburg Deep Unit No. 18
Unit Letter A Section 24
T17S - R29E Eddy County, NM

- 1 Existing Roads: Area maps, Exhibit "B" is a reproduction of Lea Co. General Highway Map. Exhibit "C" is a reproduction of a USGS Topographic Map, showing existing roads and proposed roads. All existing roads will be maintained in a condition equal to or better than current conditions. Any new roads will be constructed to BLM specifications.
 - A. Exhibit "A" shows the proposed well site as staked.
 - B. From the intersection of Hwy 82 and General American Road West of Loco Hills go West on US Hwy 82 0.1 miles. Turn right and go North 0.4 miles. Proposed well is 250' East of road.
- 2 PLANNED ACCESS ROADS: No new access road will be constructed.
- 3 LOCATION OF EXISTING WELLS IN A ONE-MILE RADIUS EXHIBIT "A"

A. Water wells - None known

B. Disposal wells - None known

C. Drilling wells - None known

D. Producing wells - As shown on Exhibit "A"

E. Abandoned wells - As shown on Exhibit "A"

Gruy Petroleum Management Co.
Grayburg Deep Unit No. 18
Unit Letter A Section 24
T17S - R29E Eddy County, NM

4 If, on completion this well is a producer Gruy Petroleum Management Co. will furnish maps and/or plats showing on site facilities or off site facilities if needed. This will be accompanied with a Sundry Notice.

5 LOCATION AND TYPE OF WATER SUPPLY:

Water will be purchased locally from a commercial source and trucked over the access roads or piped in flexible lines laid on top of the ground.

6 SOURCE OF CONSTRUCTION MATERIAL:

If possible construction will be obtained from the excavation of drill site, if additional material is needed it will be purchased from a local source and transported over the access route as shown on Exhibit "C".

7 METHODS OF HANDLING WASTE MATERIAL:

- A. Drill cuttings will be disposed of in the reserve pit.
- B. All trash, junk and other waste material will be contained in trash cages or bins to prevent scattering. When the job is completed all contents will be removed and disposed of in a approved sanitary land fill.
- Salts remaining after completion of well will be picked up by supplier including broken sacks.
- D. Sewage from living quarters will drain into holding tanks and be cleaned out periodically. A Porta-John will be provided for the rig crews. This equipment will be properly maintained during the drilling operations and removed upon completion of the well.
- E. Remaining drilling fluids will be allowed to evaporate in the reserve pit until the pit is dry enough for breaking out. In the event that drilling fluids do not evaporate in a reasonable time they will be hauled off by transports and be disposed of at a state approved disposal facility. Later pits will be broken out to speed drying. Water produced during testing will be put in reserve pits. Any oil or condensate produced will be stored in test tanks until sold and hauled from the site.

8 ANCILLARY FACILITIES:

A. No camps or airstrips to be constructed.

Gruy Petroleum Management Co.
Grayburg Deep Unit No. 18
Unit Letter A Section 24
T17S - R29E Eddy County, NM

9 WELL SITE LAYOUT

- A. Exhibit "D" shows location and rig layout.
- B. This exhibit indicates proposed location of reserve and trash pits; and living facilities.
- C. Mud pits in the active circulating system will be steel pits and the reserve pit is proposed to be unlined, unless subsurface condition encountered during pit construction indicate that lining is needed for lateral containment of fluids.
- D. If needed, the reserve pit is to be lined with PVC or polyethylene line. The pit liner will be 6 mils thick. Pit liner will extend a minimum, 2'00" over the reserve pits dikes where the liner will be anchored down.
- E. The reserve pit will be fenced on three sides with four strands of barbed wire during drilling and completion phases. The fourth side will be fenced after all drilling operations have ceased. If the well is a producer, the reserve pit fence will be torn down. The reserve pit and those areas of the location not essential to production facilities will be reclaimed and seeded per BLM requirements.

10 PLANS FOR RESTORATION OF SURFACE

Rehabilitation of the location and reserve pit will start in a timely manner after all drilling operations cease. The type of reclamation will depend on whether the well is a producer or a dry hole.

However, in either event, the reserve pit will be allowed to dry properly, and fluid removed and disposed of in accordance with Article 7.B as previously noted. The pit area will then be leveled and contoured to conform to the original and surrounding area. Drainage systems, if any, will be reshaped to the original configuration with provisions made to alleviate erosion. These may need to be modified in certain circumstances to prevent inundation of the location's pad and surface facilities. After the area has been shaped and contoured, topsoil from the spoil pile will be placed over the disturbed area to the extent possible. Revegetation procedures will comply with BLM standards.

If the well is a dry hole, the pad and road area will be recountered to match the existing terrain. Topsoil will be spread to the extent possible. Revegetation will comply with BLM standards.

Should the well be a producer, the previously noted procedures will apply to those areas which are not required for production facilities.

Gruy Petroleum Management Co.
Grayburg Deep Unit No. 18
Unit Letter A Section 24
T17S - R29E Eddy County, NM

11 OTHER INFORMATION:

- A. Topography consists of a sloping plane with loose tan sands. Vegetation is mainly yucca, mesquite and shin oak.
- B. The wellsite is on surface owned by The United States Department of the Interior, Bureau of Land Management. The land is used mainly for farming, cattle ranching, recreational use, and oil and gas production.
- C. An Archaeological survey will be conducted on the location and proposed roads, and this report will be filed with the Bureau of Land Management in the Carlsbad BLM office.
- D. The Taylor residence in section NW/4 19-17S-30E is within 1 1/2 miles of this location.

12 OPERATORS REPRESENTATIVE:

Gruy Petroleum Management Company P.O. Box 14097 Irving, TX 75014 Office Phone: (972) 443-6489

Zeno Farris

13 CERTIFICATION: I hereby certify that I, or persons under my direct supervision, have inspected the proposed drill site and access route; that I am familiar with the conditions which currently exit; that the statements made in this plan are to the best of my knowledge, true and correct; and that the work associated with the operations proposed herein will be performed by Gruy Petroleum Management Company and/or its contractors/subcontractors and is in conformity with this plan and the terms and conditions under which it is approved. This statement is subject to the provision of U.S.C. 1001 for the filing of a false statement.

NAME:	Zeno Famy
DATE:	4/25/2005
TITLE:	Manager, Operations Administration