



United States Department of the Interior

OFFICE OF NATURAL RESOURCES REVENUE

P.O. Box 25165
Denver, Colorado 80225-0165

JUN 10 2014

Dear Reporter:

The Office of Natural Resources Revenue (ONRR) cordially invites you to attend any of the following Oil and Gas Reporter Training sessions for 2014 listed below (see enclosed agendas). ONRR does not charge for these training sessions. If you need training, please register as soon as registration opens as courses fill up quickly and seats will be limited due to the size of the venue.

Denver, Colorado:

Dates:	July 28	PART I: Reporting Production and the Oil and Gas Operations Report, Onshore (OGOR) (Form MMS-4054)
	July 29, 30	PART II: Reporting Royalty and the Report of Sales and Royalty Remittance (Form MMS-2014)
	July 31	PART III: Billing, Federal/Indian Valuation, Meet and Greet (indicate on registration what ONRR employees you would like to meet).
Location:	Office of Natural Resources Revenue Denver Federal Center Building 85, Auditorium Denver, CO 80225	

NOTE: We will be able to accommodate 108 people. Limit per company is 2 attendees.

Denver, Colorado:

Dates:	August 18	PART I: Production Reporting and the Oil and Gas Operations Report, Onshore and Offshore (OGOR) (Form MMS-4054) and Production Allocation Schedule Report (PASR) (Form MMS-4058)
	August 19, 20	PART II: Reporting Royalty and the Report of Sales and Royalty Remittance (Form MMS-2014)
	August 21	PART III: Billing, Federal and Indian, Offshore Valuation, Meet and Greet (indicate on registration what ONRR employees you would like to meet).

Location: Office of Natural Resources Revenue
Denver Federal Center
Building 85, Auditorium
Denver, CO 80225

NOTE: We will be able to accommodate 108 people. Limit per company is 2 attendees.

Denver, Colorado:

Dates:	October 20	PART I: Reporting Production and the Oil and Gas Operations Report, Onshore (OGOR) (Form MMS-4054)
	October 21, 22	PART II: Reporting Royalty and the Report of Sales and Royalty Remittance (Form MMS-2014)
	October 23	PART III: Billing, Federal and Indian Valuation, Meet and Greet (indicate on registration what ONRR employees you would like to meet).

Location: Office of Natural Resources Revenue
Denver Federal Center
Building 85, Auditorium
Denver, CO 80225

NOTE: We will be able to accommodate 108 people. Limit per company is 2 attendees.

Training Registration

For a listing of training sessions being offered, visit our website at:

<http://www.onrr.gov/ReportPay/training/default.htm>

Registration for each training will open one month prior to the training date. To register please send us an e-mail at reporter.training@onrr.gov and include the following information:

- Your name
- Company
- Payor code/Operator number
- Telephone number
- Supervisor's name and telephone number
- Which training session you wish to attend
- Indicate whether you will be attending Part I (Production), Part II (Royalty), Part III (Billing/Valuation), or all three parts
- If you will be attending the Meet-and-Greet on the last day, provide the names of ONRR employees you would like to meet.
- If you will need any special accommodations or auxiliary aids during the trainings, please provide this information also.

If you do not have Internet access, you can register by calling 1-800-525-0309, extension 1-3639. The information required for registration is:

- Your name
- Company
- Payor code/Operator number
- Telephone number
- Supervisor's name and telephone number
- Which training session you wish to attend
- Indicate whether you will be attending Part I (Production), Part II (Royalty), Part III (Billing/Valuation), or all three parts
- If you will be attending the Meet-and-Greet on the last day, provide the names of ONRR employees you would like to meet.
- If you will need any special accommodations or auxiliary aids during the trainings, please provide this information also.

Once registered, you will receive an email confirmation. If you do not receive your confirmation within 72 hours, please e-mail us at reporter.training@onrr.gov.

This training is provided to you at no charge except for your own travel and related expenses. Please note these training sessions do not cover topics related to solid minerals or geothermal. If an emergency arises where you will not be able to attend, please notify ONRR as soon as possible. Your company may send someone else in your place; however, the same registration information as above will be required. Please also include who they will be replacing. If no name is provided, your spot will be offered to the next person on the waiting list. Supervisors will be notified of any no-shows.

If you have any questions or need additional information on these seminars, please contact Ms. Mary Dietrick at 303-231-3318 or for a faster response send an email to reporter.training@onrr.gov.

Sincerely,



Lee-Ann Martin

Manager, Reporting and Solid Mineral Services

Enclosures

Dear Reporter Training

Denver, CO

AGENDA for: July 28 – 31 & October 20 – 23

DAY 1

STARTS WITH PRODUCTION (8:30 a.m. - 5:00 p.m.)
OPENING
Reference/Well Confirmation Reports Oil and Gas Operations Reporter (OGOR) OGOR Confirmation Reports
Modify/Replace Reporting (OGOR)
LUNCH
OGOR Examples Portal/Data Warehouse use for Production Electronic Reporting/Validation Results

DAY 2

ROYALTY (8:30 a.m. - 5:00 p.m.)
OPENING
FMARFS Lease and Agreements
LUNCH
Basic Reporting Principles Transaction Codes Error Correction/overrides Data Warehouse 4444's (company address changes)

DAY 3

ROYALTY (8:30 a.m. - 5:00 p.m.)
OPENING
Adjustments, Refunds, Recoupments Data Mining Requests, Audits
LUNCH
Error Correction/Overrides WHAT IS NEW Reporting Issues Mergers and Acquisitions

DAY 4

CONTINUES WITH ROYALTY EXCEPTION PROCESSING & VALUATION (8:30 a.m. - 5:00 p.m.)
OPENING
Exception Processing ESOA – Electronic Statement of Accounts Federal Valuation
LUNCH
Indian Valuation Meet and Greet

Dear Reporter Training

Denver, CO

AGENDA for: August 18-21, includes Offshore

DAY 1

STARTS WITH PRODUCTION (8:30 a.m. - 5:00 p.m.)
OPENING
Reference/Well Confirmation Reports
Oil and Gas Operations Reporter (OGOR)
OGOR Confirmation Reports
Modify/Replace Reporting (OGOR)
LUNCH
OGOR Examples
Portal/Data Warehouse use for Production
Electronic Reporting/Validation Results
Facility/Measurement Point (FMP)
Flash Gas/Retrograde
Production Allocation Schedule Report
Modify/Replace (PASR)
LVS/GVS Production Verification

DAY 2

ROYALTY (8:30 a.m. - 5:00 p.m.)
OPENING
EMARFS
Lease and Agreements
LUNCH
Basic Reporting Principles
Transaction Codes
Error Correction/overrides
Data Warehouse
4444's (company address changes)

DAY 3

ROYALTY (8:30 a.m. - 5:00 p.m.)
OPENING
Adjustments, Refunds, Recoupments
Data Mining Requests, Audits
LUNCH
Error Correction/Overrides WHAT IS NEW
Reporting Issues
Mergers and Acquisitions

DAY 4

CONTINUES WITH ROYALTY EXCEPTION PROCESSING & VALUATION (8:30 a.m. - 5:00 p.m.)
OPENING
Exception Processing
ESOA – Electronic Statement of Accounts
Federal Valuation
LUNCH
Deep Water Royalty Relief
Indian Valuation
Meet and Greet