Dear Reporter:

The Office of Natural Resources Revenue (ONRR) cordially invites you to attend any of the following oil and gas training sessions for 2015 listed below. ONRR does not charge for these training sessions. Agendas for the training sessions listed below are available at http://onrr.gov/ReportPay/training/default.htm. If you need training, register as soon as registration opens as courses fill up quickly.

**Tulsa, Oklahoma**

**Dates:**
- March 10
  - PART I: Reporting Onshore Production and the Oil and Gas Operations Report (OGOR) (Form ONRR-4054)
- March 11-12
  - PART II: Reporting Royalty and the Report of Sales and Royalty Remittance (Form ONRR-2014)
- March 13
  - PART III: Billing and Federal and Indian Valuation

**Location:** Double Tree by Hilton Hotel Tulsa – Warren Place
6110 S. Yale Avenue
Tulsa, Oklahoma 74136

**Note:** Room block will be available. Hotel telephone number: 918-495-1000
We will be able to accommodate 120 people. The limit per company is two attendees.

**Houston, Texas**

There will be two concurrent sessions in Houston to accommodate the large attendance.

**Dates:**
- April 7
  - Session A-PART I: Reporting Onshore Production and the Oil and Gas Operations Report (OGOR) (Form ONRR-4054)
  - Session B-PART I: Reporting Offshore Production and the Oil and Gas Operations Report (OGOR) (FORM ONRR-4054), and Production Allocation Schedule Report (PASR) (Form ONRR-4058)
Houston, Texas (con’t)

Dates:         April 8-9                     Session A-PART II: Reporting Royalty and the Report for Sales and Royalty Remittance (Form ONRR-2014)

April 10      Session A-PART III: Billing and Federal and Indian Valuation

          Session B-PART II: Reporting Royalty and the Report for Sales and Royalty Remittance (Form ONRR-2014)

          Session B-PART III: Billing and Federal and Indian Valuation

Location:      Wyndham Houston West Energy Corridor
               14703 Park Row Drive
               Houston, TX 77079

Note:         We will be able to accommodate 120 people per session. The limit per company is four attendees.

Denver, Colorado

Dates:        June 15                     PART I: Reporting Onshore Production and the Oil and Gas Operations Report (OGOR) (Form ONRR-4054)

June 16-17    PART II: Reporting Royalty and the Report of Sales and Royalty Remittance (Form ONRR-2014)

June 18       PART III: Billing and Federal and Indian Valuation

Location:     Denver Federal Center
               Office of Natural Resources Revenue
               Building 85
               Lakewood, Colorado 80226

Note:         We will be able to accommodate 85 people. The limit per company is two attendees. ONRR will provide industry with an opportunity to attend a meet and greet session.
Course Materials

A link to all course materials will be provided to registrants on the Wednesday prior to the first day of training at each location listed above. **Hard-copy materials will not be available.**

Training Registration

Registration for each training session will open three to four weeks prior to the training dates listed above. Do not register prior to the registration open date. To register, send us an email at reporter.training@onrr.gov and include the following information:

- Name
- Company
- Payor Code/Operator Number
- Telephone Number
- Email address
- Supervisor’s Name, email address, and telephone number
- Training session you wish to attend
- Indicate which PART you will be attending: PART I, PART II, PART III, or ALL
- If attending the Houston, Texas training session, indicate Session A or Session B.
- If attending the Denver, Colorado training session, indicate which ONRR employee you would like to meet.
- If you need any special accommodations or auxiliary aids during training, please provide this information.

If you do not have internet access, you can register by calling 1-800-525-0309, extension 1-3318. The information required for registration is:

- Name
- Company
- Payor Code/Operator Number
- Telephone Number
- Email address
- Supervisor’s Name, email address, and telephone number
- Training session you wish to attend
- Indicate which PART you will be attending: PART I, PART II, PART III, or ALL
- If attending the Houston, Texas training session, indicate Session A or Session B.
- If attending the Denver, Colorado training session, indicate which ONRR employee you would like to meet.
- If you need any special accommodations or auxiliary aids during training, please provide this information.
Once registered, you will receive an email confirmation. If you do not receive your confirmation within 72 hours, email ONRR at reporter.training@onrr.gov.

If an emergency arises where you will not be able to attend, notify ONRR as soon as possible. Your company may send someone else in your place; however, the same registration information as noted above will be required in addition to the name of the individual they are replacing. If no name is provided, your spot will be offered to the next person on the waiting list. Supervisors will be notified of no-shows.

Training is provided to you at no charge except for your own travel and related expenses. Please note that these training sessions do not cover topics related to solid minerals or geothermal.

If you have any questions or need additional information on these sessions, contact Ms. Mary Dietrick at 1-800-525-0309, extension 1-3318 or 303-231-3318.

Sincerely,

[Signature]

Lee-Ann Martin
Manager, Reporting and Solid Minerals Services