



# United States Department of the Interior

MINERALS MANAGEMENT SERVICE  
Royalty Management Program  
P.O. Box 25165  
Denver, Colorado 80225-0165

IN REPLY REFER TO:

APR 9 2001

Dear Reporter:

As you are aware, the Minerals Revenue Management (MRM) is reengineering its financial system. As a result of reengineering, we have made numerous changes in reporting formats and processes, effective October 1, 2001. The oil and gas reporter training seminars offered this year will focus on these reporting changes. This year especially, training is a good investment of time and effort for you and MRM. Proper reporting enables us to disburse revenues to the states and Indians in a timely manner and allows you to reduce costly follow-up efforts and the possibility of assessment actions.

This training is your opportunity to gain information from MRM personnel on various topics and to work together toward common goals of timely, accurate reporting. Enclosed you will find a schedule listing seminars MRM has planned through September 2001. The seminars will cover topics related to the following areas:

- **Report of Sales and Royalty Remittance (Form MMS-2014)**

Effective October 1, 2001, the Report of Sales and Royalty Remittance (Form MMS-2014) has been modified and streamlined. These modifications, as well as basic reporting instructions, will be topics at the seminars.

The current and the revised Form MMS-2014 report forms can be viewed at <http://www.mrm.mms.gov/ReportingServices/Forms/Forms.htm>.

- **Oil and Gas Operations Report (OGOR) (Form MMS-4054)**

Effective October 1, 2001, the Monthly Report of Operations (Form MMS-3160) will be eliminated. After this date, all oil and gas operators must report production information on the OGOR. The data elements of the OGOR, as well as basic reporting instructions, will be topics at the seminars.

The current and the revised OGOR report forms can be viewed at <http://www.mrm.mms.gov/ReportingServices/Forms/Forms.htm>.

- **Electronic Reporting Requirements**

The following three electronic reporting options are available to all reporters (enhancements to these options will be available October 1, 2001):

Dear Reporter

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- Option 1** - Prepare report forms on the Internet;
- Option 2** - Use software provided by our electronic commerce service provider, Peregrine Systems (Peregrine), formerly Harbinger Corporation; or
- Option 3** - Send an X12 EDI file to Peregrine.

Each of these reporting options will be discussed at the seminars.  
These electronic reporting options are also described at  
<http://www.mrm.mms.gov/ReportingServices/ElecComm/ECOptions.htm>.

To register for these seminars, call 1-800-525-0306 or 303-231-3301, or send an e-mail to [Reporter.Training@MMS.Gov](mailto:Reporter.Training@MMS.Gov) and provide your name, company, phone number, and the seminar date and location for which you are registering. If you have any questions or if you will need any special accommodations or auxiliary aids during training, please provide this information when you register. You need to register as soon as possible because we anticipate a large number of participants and we may need to limit the number of attendees per company. In addition, we will cancel seminars if attendance is not sufficient and add seminars if demand dictates.

This training is provided to you at no charge except for your own travel and related expenses. Please note that these seminars do not cover topics related to solid minerals. A separate Dear Reporter letter will be sent concerning solid mineral training. Please call 1-888-201-6416 for information related to solid minerals.

If you have any questions or need additional information on these seminars, please contact Linda Whitfield at 1-800-525-0309, extension 3807, or 303-231-3807. We look forward to seeing you at one of these training seminars.

Sincerely,

  
Michael A. Miller  
Chief, Financial Management

Enclosure

MINERALS MANAGEMENT SERVICE  
INDUSTRY TRAINING SCHEDULE  
July – September, 2001

Denver, Colorado

Tuesday	July 17, 2001	Royalty
Wednesday	July 18, 2001	Onshore Production

Houston, Texas

Tuesday	July 24, 2001	Royalty
Wednesday	July 25, 2001	Onshore Production

Houston, Texas

Thursday	July 26, 2001	Royalty
Friday	July 27, 2001	Offshore Production

Oklahoma City, Oklahoma

Tuesday	August 7, 2001	Royalty
Wednesday	August 8, 2001	Onshore Production

Dallas, Texas

Tuesday	August 7, 2001	Royalty
Wednesday	August 8, 2001	Onshore Production

Tulsa, Oklahoma

Thursday	August 9, 2001	Royalty
Friday	August 10, 2001	Onshore Production

Dallas, Texas

Thursday	August 9, 2001	Royalty
Friday	August 10, 2001	Offshore Production

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Farmington, New Mexico

Tuesday	August 14, 2001	Royalty
Wednesday	August 15, 2001	Onshore Production

Roswell, New Mexico

Thursday	August 16, 2001	Royalty
Friday	August 17, 2001	Onshore Production

Casper, Wyoming

Tuesday	August 21, 2001	Royalty
Wednesday	August 22, 2001	Onshore Production

Salt Lake City, Utah

Thursday	August 23, 2001	Royalty
Friday	August 24, 2001	Onshore Production

Reno, Nevada

Tuesday	September 11, 2001	Royalty (Geothermal Valuation)
Wednesday	September 12, 2001	Onshore Production

Houston, Texas

Tuesday	September 11, 2001	Royalty
Wednesday	September 12, 2001	Onshore Production

Houston, Texas

Thursday	September 13, 2001	Royalty
Friday	September 14, 2001	Offshore Production

Denver, Colorado

Thursday	September 20, 2001	Royalty
Friday	September 21, 2001	Onshore Production