



United States Department of the Interior



MINERALS MANAGEMENT SERVICE
Minerals Revenue Management
P.O. Box 25165
Denver, Colorado 80225-0165
www.mrm.mms.gov

APR - 9 2003

Dear Reporter:

The Minerals Management Service (MMS) cordially invites you to attend any of the nine oil and gas reporter training seminars listed below. These are the only offerings we will provide this year. If you need training, please sign up soon because courses fill up rapidly.

Denver, Colorado:

Date:	May 13-14	Report of Sales and Royalty Remittance (Form MMS-2014)
	May 15	Oil and Gas Operations Report, Onshore (OGOR) (Form MMS-4054)
Location:	Travelodge Denver West 11595 West 6 th Avenue Lakewood, CO 80215 Time: 8:30 a.m. – 4:30 p.m.	

The Travelodge Denver West will provide a group room rate of \$69.99 per night (includes a free full service breakfast) to attendees. In order to receive this rate, you must call the hotel reservations department at (800) 588-8134 by 5:00 p.m., May 11, 2003, and request the Minerals Management Service room block rate.

Tulsa, Oklahoma:

Date:	June 17-18	Report of Sales and Royalty Remittance (Form MMS-2014)
	June 19	Oil and Gas Operations Report, Onshore (OGOR) (Form MMS 4054)
Location:	Tulsa Marriott Southern Hills 1902 East 71 st Tulsa, OK 74136 Time: 8:30 a.m. – 4:30 p.m.	

The Tulsa Marriott Southern Hills will provide a group room rate of \$99 per night to attendees. In order to receive this rate you must call the hotel reservations department at (918) 493-7000, on or before May 26, 2003, and request the Minerals Management Service room block rate.

Houston, Texas:

Date: September 16-17 Report of Sales and Royalty Remittance
(Form MMS-2014)

September 18-19 Report of Sales and Royalty Remittance
(Form MMS-2014)

Location: Hilton Garden Inn Houston Northwest
7979 Willow Chase Boulevard
Houston, TX 77070
Time: 8:30 a.m. – 4:30 p.m.

The Hilton Garden Inn Houston Northwest will provide a group room rate of \$73 per night to attendees. In order to receive this rate you must call the hotel reservations department at (832) 912-1000, prior to August 25, 2003 and request the Minerals Management Service room block rate.

Houston, Texas:

Date: September 23 Oil and Gas Operations Report, Onshore (OGOR)
(Form MMS-4054)

September 24 Oil and Gas Operations Report, Offshore (OGOR)
(Form MMS-4054)

September 25 Oil and Gas Operations Report, Offshore (OGOR)
(Form MMS-4054)

Location: Sheraton North Houston at George Bush Intercontinental
15700 John F. Kennedy Boulevard
Houston, TX 77032
Time: 8:30 a.m. – 4:30 p.m.

The Sheraton North Houston at George Bush Intercontinental will provide a group room rate of \$73 per night singles/doubles or \$93 and up per night for suites to attendees. In order to receive this rate you must call the hotel reservations department at (800) 325-3535 prior to 5:00 p.m. September 1, 2003, and request the Minerals Management Service room block rate.

One of the enhancements planned for reporter training this year is hands-on training for the MMS Brio application. We will demonstrate the Brio application during the training session and also have an opportunity for you to log-in and work with an MMS employee on an individual basis. You will need to bring your login ID and password for Brio with you to the training session. Reporters who have not requested access to Brio should read the Dear Reporter letter issued October 22, 2001, <http://www.mrm.mms.gov/ReportingServices/RepServhome.htm>. This letter gives instructions on the process of receiving your login and password. You can also contact MRM Customer Support at 1-877-256-6250 if you have questions related to your login.

Seminar Registration

For your convenience, on-line registration has been implemented this year and is available at:

<http://www.mrm.mms.gov/reportingservices/training/etform.htm>

If you do not have Internet access you can register by calling 1-800-525-0309, extension 3807. Please provide your name, company, phone number, and the seminar date and location for which you are registering. If you will need any special accommodations or auxiliary aids during training, please provide this information also.

To attend the seminar of your choice, please register by the following dates:

Denver, CO – COB Wednesday, May 7, 2003

Tulsa, OK – COB Wednesday, June 11, 2003

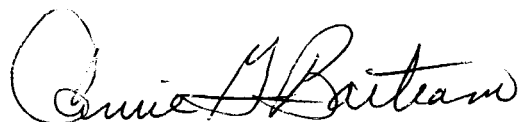
Houston, TX – Royalty – COB Wednesday, September 10, 2003

Houston, TX – Production – COB Wednesday, September 17, 2003

This training is provided to you at no charge except for your own travel and related expenses. Please note these seminars do not cover topics related to solid minerals.

If you have any questions or need additional information on these seminars, please call Linda Whitfield at 1-800-525-0309, extension 3807, or 303-231-3807.

Sincerely,



Connie G. Bartram
Manager, Center For Excellence