



United States Department of the Interior

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



JAN 30 2004

Dear Reporter:

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

Tulsa, Oklahoma :

Dates:	March 16	Report of Sales and Royalty Remittance (Form MMS-2014)
	March 17	Oil and Gas Operations Report, Onshore (OGOR) (Form MMS-4054)
Location:	Marriott Southern Hills 1902 East 71st Tulsa, OK 74136 Times: 8:00 a.m. - 4:30 p.m. on March 16 8:30 a.m. - 12 noon on March 17	

The Marriott Southern Hills will provide a group room rate of \$86 per night to attendees. In order to receive this rate you must call the hotel reservations department at (866) 242-5060 by 5:00 p.m. February 28, 2004, and request the Minerals Management Service room block rate.

Houston, Texas:

Dates:	April 13	Report of Sales and Royalty Remittance (Form MMS-2014)
	April 14	Oil and Gas Operations Report, Onshore (OGOR) (Form MMS-4054)
	April 15	Report of Sales and Royalty Remittance (Form MMS-2014)
	April 16	Oil and Gas Operations Report, Offshore (OGOR) and Production Allocation Schedule Report, (PASR) (Forms MMS-4054 & MMS-4058)

Dear Reporter

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Location: Wyndham Greenspoint
12400 Greenspoint Dr.
Houston, TX 77060
Times: 8:00 a.m. - 4:30 p.m. on April 13 & 15
8:30 a.m. - 12 noon on April 14
8:30 a.m. - 2:00 p.m. on April 16

The Wyndham Greenspoint 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 (281) 875-2222, on or before March 22, 2004, and request the Minerals Management Service room block rate.

Denver, Colorado:

Dates:	May 18	Report of Sales and Royalty Remittance (Form MMS-2014)
	May 19	Oil and Gas Operations Report, Onshore (OGOR) (Form MMS-4054)

Location: Sheraton Denver West
360 Union Blvd.
Lakewood, CO 80228
Times: 8:00 a.m. - 4:30 p.m. on May 18
8:30 a.m. - 12:00 noon on May 19

The Sheraton Denver West will provide a group room rate of \$94 per night to attendees, which includes a complimentary breakfast buffet. In order to receive this rate you must call the hotel reservations department at (303) 987-2000 prior to May 3, 2004, and request the Minerals Management Service room block rate (Group Code: MMS 5.17).

One of the enhancements planned for reporter training this year is hands-on training for the MMS Brio application. In addition to demonstrating the Brio application during the training sessions, we will also provide 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, located on our internet website at <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 1-877-256-6260 if you have questions related to your login.

Seminar Registration

For your convenience, on-line registration is available at:

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

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If you do not have Internet access you can register by calling 1-800-525-0306. Please provide your name, company, payor code or operator number, 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:

Tulsa, OK – COB Wednesday, March 10, 2004

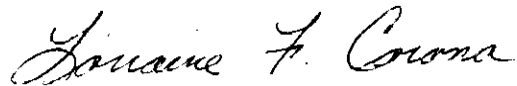
Houston, TX – COB Wednesday, April 7, 2004

Denver, CO – COB Wednesday, May 12, 2004

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 contact Ms. Dena Delgado 1-800-525-0309, extension 3160, or 303-231-3160.

Sincerely,

A handwritten signature in cursive script that reads "Lorraine F. Corona".

Lorraine Corona
Acting Manager
Reporting Services