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

**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](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](http://www.mrm.mms.gov/reportingservices/training/etform.htm)
Dear Reporter

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 l-800-525-0309, extension 3160, or 303-231-3160.

Sincerely,

Lorraine Corona
Acting Manager
Reporting Services