Dear Reporter:

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

**Denver, Colorado:**

**Dates:**
- April 19  Oil and Gas Operations Report, Onshore (OGOR) (Form MMS-4054)
- April 19 -20  Report of Sales and Royalty Remittance (Form MMS-2014)

**Location:**
Sheraton Denver West
360 Union Blvd.
Lakewood, CO 80228

The Sheraton Denver West will provide a group room rate of $112 per night to attendees, which includes a complimentary hot and cold breakfast buffet. In order to receive this rate you must call the hotel reservations department at (303) 987-2000 prior to April 4, 2005, and request the Minerals Management Service room block rate (Group Code: MMS1).

**Tulsa, Oklahoma:**

**Dates:**
- May 10  Oil and Gas Operations Report, Onshore (OGOR) (Form MMS-4054)
- May 10 - 11  Report of Sales and Royalty Remittance (Form MMS-2014)

**Location:**
Marriott Southern Hills
1902 East 71st
Tulsa, OK 74136

The 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 (866) 242-5060 by April 22, 2005, and request the Minerals Management Service room block rate.
Dear Reporter

Houston, Texas:

**Dates:**
- **June 14**
  - Oil and Gas Operations Report, Onshore and Offshore (OGOR) (Form MMS-4054) and Production Allocation Schedule Report (PASR) (Form MMS-4058)
- **June 14 - 15**
  - Report of Sales and Royalty Remittance (Form MMS-2014)
- **June 16 - 17**
  - Report of Sales and Royalty Remittance (Form MMS-2014)

**Location:**
- Hyatt Regency Houston Airport
- 15747 John F. Kennedy Blvd.
- Houston, TX  77032

The Hyatt Regency will provide a group room rate of $125 single/$145 double occupancy per night to attendees. In order to receive this rate you must call the hotel reservations department at (281) 987-1234 prior to May 24, 2005, and request the Minerals Management Service room block rate.

**New for 2005**


**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)

Please register for the session you wish to attend by clicking on the web link and completing the required information. Once registered, you will receive an email confirmation. If you do not receive your confirmation within 24 hours, please contact Dena Delgado at 1-800-525-0309, extension 3160.

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, time and location for which you are registering. If you will need any special accommodations or auxiliary aids during training, please provide this information also.
Dear Reporter

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

Denver, CO – COB Friday, April 8, 2005
Tulsa, OK – COB Friday, April 29, 2005
Houston, TX – COB Friday, June 3, 2005

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,

Original signed by
Lorraine Corona

Lorraine F. Corona
Manager, Reporting Services

Enclosure
# 2005 OIL & GAS REPORTER TRAINING

Denver, Colorado

<table>
<thead>
<tr>
<th>Tuesday, April 19</th>
<th>Wednesday, April 20</th>
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<tbody>
<tr>
<td><strong>Onshore Production: Session 1</strong>&lt;br&gt;(8:30 a.m. – 12:00 p.m.)</td>
<td><strong>Advanced Royalty: Session 3</strong>&lt;br&gt;(8:30 a.m. – 11:30 a.m.)</td>
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<tr>
<td>Opening</td>
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<tr>
<td>MRM Overview Reporting Principles</td>
<td>Adjustments, Recoupments &amp; Refunds</td>
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<tr>
<td>Reference/Well Confirmation Reports</td>
<td>Exception Processing and Appeals</td>
</tr>
<tr>
<td>Oil and Gas Operations Report (OGOR)&lt;br&gt;(Form MMS-4054)</td>
<td><strong>Valuation: Session 4</strong>&lt;br&gt;(1:00 p.m. – 4:00 p.m.)</td>
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<tr>
<td>OGOR Examples</td>
<td>Indian Valuation &amp; Sales Type Codes</td>
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<td>OGOR Confirmation Reports</td>
<td>Federal Valuation &amp; Sales Type Codes</td>
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<tr>
<td>Modify/Replace Reporting (OGOR)</td>
<td>Royalty-In-Kind Update</td>
</tr>
</tbody>
</table>

**Basic Royalty: Session 2**

(1:30 p.m. – 4:30 p.m.)

Opening
Leases and Agreements
Basic Reporting Principles
Commonly Used Transaction Codes
# 2005 OIL & GAS REPORTER TRAINING

**Tulsa, Oklahoma**

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<tr>
<th><strong>Tuesday, May 10</strong></th>
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2005 OIL & GAS REPORTER TRAINING

Houston, Texas

**Tuesday, June 14**

*Onshore/Offshore Production: Session 1*

(8:00 a.m. – 12:30 p.m.)

- Opening
- MRM Overview Reporting Principles
- Reference and Well Confirmation Reports
- Oil and Gas Operations Report (OGOR) (Form MMS-4054)
- OGOR Examples
- OGOR Confirmation Reports
- Modify/Replace Reporting (OGOR)
- Facility/Measurement Point (FMP)
- Flash Gas/Retrograde
- Production Allocation Schedule Report (PASR)
- Modify/Replace Reporting (PASR)

**Basic Royalty: Session 2**

(1:30 p.m. – 4:30 p.m.)

- Opening
- Leases and Agreements
- Basic Reporting Principles
- Commonly Used Transaction Codes

**Wednesday, June 15**

*Advanced Royalty: Session 3*

(8:30 a.m. – 11:30 a.m.)

- Opening
- Adjustments, Recoupments & Refunds
- Exception Processing and Appeals

**Valuation: Session 4**

(1:00 p.m. – 4:30 p.m.)

- Indian Valuation & Sales Type Codes
- Federal Valuation & Sales Type Codes
- Royalty-In-Kind Update
2005 OIL & GAS REPORTER TRAINING
Houston, Texas

Thursday, June 16

Basic Royalty: Session 1
(9:00 a.m. – 11:30 a.m.)
Opening
Leases and Agreements
Basic Reporting Principles

Advanced Royalty: Session 2
(1:00 p.m. – 4:00 p.m.)
Commonly Used Transaction Codes
Adjustments, Recoupments & Refunds
Exception Processing and Appeals

Friday, June 17

Valuation: Session 3
(9:00 a.m. – 11:30 a.m.)
Opening
Indian Valuation & Sales Type Codes
Federal Valuation & Sales Type Codes
Royalty-In-Kind Update