



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 23 2006

Dear Reporter:

The Minerals Management Service (MMS) cordially invites you to attend any of the oil and gas reporter training sessions listed below (see 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: | March 14 | Oil and Gas Operations Report, Onshore (OGOR) (Form MMS-4054) |
| | March 14-15 | 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 \$99 per night to attendees. In order to receive this rate you must call the hotel reservations department at 303-987-2000 prior to March 1, 2006, and request the Minerals Management Service room block rate (Group Code: MMC14A).

Houston, Texas:

There will be two separate sessions in Houston to accommodate the large attendance, the first on April 18 and 19 and the second on April 20 and 21.

| | | |
|---------------|-------------|--|
| Dates: | April 18 | Oil and Gas Operations Report, Onshore and Offshore (OGOR) (Form MMS-4054), and Production Allocation Schedule Report (PASR) (Form MMS-4058) |
| | April 18-19 | Report of Sales and Royalty Remittance (Form MMS-2014) |
| | April 20 | Oil and Gas Operations Report, Onshore and Offshore (OGOR) (Form MMS-4054), and Production Allocation Schedule Report (PASR) (Form MMS-4058) |

TAKE PRIDE
IN AMERICA 

Dear Reporter

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April 20-21 Report of Sales and Royalty Remittance
(Form MMS-2014)

Location: Wyndham Greenspoint Hotel
12400 Greenspoint Drive
Houston, TX 77060

The Wyndam Greenspoint Hotel will provide a group room rate of \$149 per night to attendees. In order to receive this rate you must call the hotel reservations department at 281-875-2222 prior to March 31, 2006, and request the Minerals Management Service room block rate.

Tulsa, Oklahoma:

Dates: May 16 Oil and Gas Operations Report, Onshore (OGOR)
(Form MMS-4054)

May 16-17 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 May 2, 2006, and request the Minerals Management Service room block rate.

Seminar Registration

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

<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 Ms. Debra Gofon at 1-800-525-0309, extension 13579 or 303-231-3579.

If you do not have Internet access you can register by calling 1-800-525-0309, extension 13579. 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, March 2, 2006

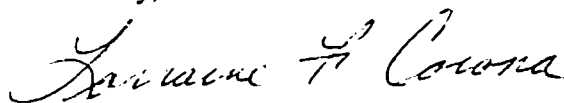
Houston, TX – COB Friday, March 31, 2006

Tulsa, OK – COB Friday, May 5, 2006

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. Susan Long 1-800-525-0309, extension 13079, or 303-231-3079.

Sincerely,



Lorraine F. Corona
Manager, Reporting Services

Enclosure

2006 OIL & GAS REPORTER TRAINING

Denver, Colorado

Tuesday, March 14

Onshore Production

(9:00 a.m. – 12:00 Noon.)

Opening

MRM Overview Reporting Principles

Reference/Well Confirmation Reports

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

OGOR Examples

OGOR Confirmation Reports

Modify/Replace Reporting (OGOR)

Royalty - Basic

(1:00 p.m. – 4:00 p.m.)

Leases and Agreements

Basic Reporting Principles

Commonly Used Transaction Codes

Wednesday, March 15

Royalty - Advanced

(9:00 a.m. – 12:00 Noon.)

Opening

Adjustments, Recoupments & Refunds

Exception Processing and Appeals

Energy Policy Act

Royalty - Valuation

(1:00 p.m. – 4:00 p.m.)

Indian Valuation & Sales Type Codes

Federal Valuation & Sales Type Codes

2006 OIL & GAS REPORTER TRAINING

Houston, Texas

Tuesday, April 18

Onshore/Offshore Production

(8:00 a.m. – 11:30 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)

Royalty - Basic

(1:00 p.m. – 4:00 p.m.)

Leases and Agreements

Basic Reporting Principles

Commonly Used Transaction Codes

Wednesday, April 19

Royalty - Advanced

(8:00 a.m. – 11:30 a.m.)

Opening

Adjustments, Recoupments & Refunds

Exception Processing and Appeals

Energy Policy Act

Royalty – Valuation

(1:00 p.m. – 4:00 p.m.)

Indian Valuation & Sales Type Codes

Federal Valuation & Sales Type Codes

2006 OIL & GAS REPORTER TRAINING

Houston, Texas

Tuesday, April 18

Onshore/Offshore Production

(8:00 a.m. – 11:30 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)

Royalty - Basic

(1:00 p.m. – 4:00 p.m.)

Leases and Agreements

Basic Reporting Principles

Commonly Used Transaction Codes

Wednesday, April 19

Royalty - Advanced

(8:00 a.m. – 11:30 a.m.)

Opening

Adjustments, Recoupments & Refunds

Exception Processing and Appeals

Energy Policy Act

Royalty – Valuation

(1:00 p.m. – 4:00 p.m.)

Indian Valuation & Sales Type Codes

Federal Valuation & Sales Type Codes

2006 OIL & GAS REPORTER TRAINING

Houston, Texas

Thursday, April 20

Onshore/Offshore Production

(8:00 a.m. – 11:30 p.m.)

Opening

MRM Overview Reporting Principles

Reference and Well Confirmation Reports

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(Form MMS-4054)

OGOR Examples

OGOR Confirmation Reports

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Facility/Measurement Point (FMP)

Flash Gas/Retrograde

Production Allocation Schedule Report (PASR)

Modify/Replace Reporting (PASR)

Royalty - Basic

(1:00 p.m. – 4:00 p.m.)

Leases and Agreements

Basic Reporting Principles

Commonly Used Transaction Codes

Friday, April 21

Royalty - Advanced

(8:00 a.m. – 11:30 a.m.)

Opening

Adjustments, Recoupments & Refunds

Exception Processing and Appeals

Energy Policy Act

Royalty - Valuation

(1:00 p.m. – 4:00 p.m.)

Indian Valuation & Sales Type Codes

Federal Valuation & Sales Type Codes

2006 OIL & GAS REPORTER TRAINING

Tulsa, Oklahoma

Tuesday, May 16

Onshore Production

(9:00 a.m. – 12:00 Noon.)

Opening

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(1:00 p.m. – 4:00 p.m.)

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Wednesday, May 17

Royalty - Advanced

(9:00 a.m. – 12:00 a.m.)

Opening

Adjustments, Recoupments & Refunds

Exception Processing and Appeals

Energy Policy Act

Royalty - Valuation

(1:00 p.m. – 4:00 p.m.)

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Tulsa, Oklahoma

Tuesday, May 16

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