



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 28 2008

Dear Reporter:

The Minerals Management Service (MMS) cordially invites you to attend any of the following oil and gas reporter training sessions for 2008 listed below (see enclosed agendas). The MMS does not charge for these training sessions. If you need training, please register soon as courses fill up rapidly.

Denver, Colorado:

Dates:	February 26	Reporting Production and the Oil and Gas Operations Report, Onshore (OGOR) (Form MMS-4054)
	February 27-28	Reporting Royalty and the 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 \$127 per night to attendees. In order to receive this rate you must call the hotel reservations department at 303-987-2000 prior to February 8, 2008, and request the MMS room block rate (Group Code MMB25A).

Tulsa, Oklahoma:

Dates:	March 11	Reporting Production and the Oil and Gas Operations Report, Onshore (OGOR) (Form MMS-4054)
	March 12-13	Reporting Royalty and the Report of Sales and Royalty Remittance (Form MMS-2014)
Location:	Embassy Suites Hotel – Tulsa I-44 3332 S. 79 th Ave. Tulsa, OK 74136 918-622-4000	

**TAKE PRIDE[®]
IN AMERICA** 

The Embassy Suites Hotel will provide a group room rate of \$119 per night to attendees. In order to receive this rate you must call the hotel reservations department at 1-800-EMBASSY by February 28, 2008, and request the MMS room block rate (Group Code MM2).

Houston, Texas:

There will be two concurrent sessions in Houston to accommodate the large attendance.

Dates:	April 1	Session 1 Production Reporting and the Oil and Gas Operations Report, Onshore and Offshore (OGOR) (Form MMS-4054) and Production Allocation Schedule Report (PASR) (Form MMS-4058)
	April 2-3	Reporting Royalty and the Report of Sales and Royalty Remittance (Form MMS-2014)
	April 1-2	Session 2 Reporting Royalty and the Report of Sales and Royalty Remittance (Form MMS-2014)
	April 3	Production Reporting and the Oil and Gas Operations Report, Onshore and Offshore (OGOR) (Form MMS-4054) and Production Allocation Schedule Report (PASR) (Form MMS-4058)

Location: Crown Plaza Houston North Greenspoint
425 N. Sam Houston Pkwy. E
Houston, TX 77060

The Crown Plaza will provide a group room rate of \$129 per night to attendees. In order to receive this rate you must call the hotel reservations department at 1-800-525-0309 by March 14, 2008, and request the MMS 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

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receive your confirmation within 24 hours, please contact Ms. Kathy Tyler at 1-800-525-0309, extension 3579 or 303-231-3579.

If you do not have Internet access, you can register by calling 1-800-525-0309, extension 3579. 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. To attend the seminar of your choice, please register by the following dates:

Denver, CO – COB Friday, February 15, 2008

Tulsa, OK – COB Friday, February 29, 2008


Houston, TX – COB Friday, March 21, 2008

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 3079, or 303-231-3079.

Sincerely,


Lorraine F. Corona

 Lorraine F. Corona
Manager, Reporting Services

Enclosures

2008 OIL & GAS REPORTER TRAINING

Denver, Colorado

Tuesday, February 26	Wednesday, February 27
<p><u>Onshore Production</u> (8:30 a.m. – 12:00 Noon.) Opening</p> <p>MRM Overview Reporting Principles</p> <p>Reference/Well Confirmation Reports</p> <p>Oil and Gas Operations Report (OGOR)</p> <p>OGOR Examples</p> <p><u>Onshore Production (cont.)</u> (1:00 p.m. – 5:00 p.m.) Portal use for Production</p> <p>OGOR Confirmation Reports</p> <p>Modify/Replace Reporting (OGOR)</p> <p>Electronic Reporting</p>	<p><u>Royalty – Basic</u> (8:30 a.m. – 12:00 Noon.) Opening</p> <p>Leases and Agreements</p> <p>Basic Reporting Principles</p> <p>Commonly Used Transaction Codes</p> <p><u>Royalty – Advanced</u> (1:00 p.m. – 5:00 p.m.) Adjustments, Recoupments & Refunds</p> <p>Portal use for Royalty</p> <p>Exception Processing and Appeals</p> <p style="text-align: center;">Thursday, February 28</p> <p><u>Royalty – Valuation</u> (8:30 a.m. – 12:00 Noon.) Federal Valuation & Sales Type Codes</p> <p>Indian Valuation & Sales Type Codes</p>

2008 OIL & GAS REPORTER TRAINING

Tulsa, Oklahoma

Tuesday, March 11	Wednesday, March 12
<p><u>Onshore Production</u> (8:30 a.m. – 12:00 Noon.) Opening</p> <p>MRM Overview Reporting Principles</p> <p>Reference/Well Confirmation Reports</p> <p>Oil and Gas Operations Report (OGOR)</p> <p>OGOR Examples</p>	<p><u>Royalty – Basic</u> (8:30 a.m. – 12:00 Noon.) Opening</p> <p>Leases and Agreements</p> <p>Basic Reporting Principles</p> <p>Commonly Used Transaction Codes</p>
<p><u>Onshore Production (cont.)</u> (1:00 p.m. – 5:00 p.m.) Portal use for Production</p> <p>OGOR Confirmation Reports</p>	<p><u>Royalty – Advanced</u> (1:00 p.m. – 5:00 p.m.) Adjustments, Recoupments & Refunds</p> <p>Portal use for Royalty</p> <p>Exception Processing and Appeals</p>
<p>Modify/Replace Reporting (OGOR)</p> <p>Electronic Reporting</p>	<p style="text-align: center;">Thursday, March 13</p> <p><u>Royalty – Valuation</u> (8:30 a.m. – 12:00 Noon.) Federal Valuation & Sales Type Codes</p> <p>Indian Valuation & Sales Type Codes</p>

2008 OIL & GAS REPORTER TRAINING

Houston, Texas Session 1

Tuesday, April 1	Wednesday, April 2
<p><u>Onshore & Offshore Production</u> (8:30 a.m. – 12:00 Noon.) Opening</p> <p>MRM Overview Reporting Principles</p> <p>Reference/Well Confirmation Reports</p> <p>Oil and Gas Operations Report (OGOR)</p> <p>OGOR Examples</p> <p>OGOR Confirmation Reports</p> <p>Modify/Replace Reporting (OGOR)</p> <p><u>Onshore & Offshore Production (cont.)</u> (1:00 p.m. – 5:00 p.m.) Portal use for Production</p> <p>Facility/Measurement Point (FMP)</p> <p>Flash Gas/Retrograde</p> <p>Production Allocation Schedule Report</p> <p>Modify/Replace (PASR)</p>	<p><u>Royalty – Basic</u> (8:30 a.m. – 12:00 Noon.) Opening</p> <p>Leases and Agreements</p> <p>Basic Reporting Principles</p> <p>Commonly Used Transaction Codes</p> <p><u>Royalty – Advanced</u> (1:00 p.m. – 5:00 p.m.) Adjustments, Recoupments & Refunds</p> <p>Portal use for Royalty</p> <p>Exception Processing and Appeals</p> <p style="text-align: center;">Thursday, April 3</p> <p><u>Royalty – Valuation</u> (8:30 a.m. – 12:00 Noon.) Deep Water Royalty Relief</p> <p>Federal Valuation & Sales Type Codes</p> <p>Indian Valuation & Sales Type Codes</p>

2008 OIL & GAS REPORTER TRAINING

Houston, Texas Session 2

Tuesday, April 1	Thursday, April 3
<p><u>Royalty – Basic</u> (8:30 a.m. – 12:00 Noon.) Opening</p> <p>Leases and Agreements</p> <p>Basic Reporting Principles</p> <p>Commonly Used Transaction Codes</p> <p><u>Royalty – Advanced</u> (1:00 p.m. – 5:00 p.m.) Adjustments, Recoupments & Refunds</p> <p>Exception Processing and Appeals</p> <p>Portal use for Royalty</p>	<p><u>Onshore & Offshore Production</u> (8:30 a.m. – 12:00 Noon.) Opening</p> <p>MRM Overview Reporting Principles</p> <p>Reference/Well Confirmation Reports</p> <p>Oil and Gas Operations Report (OGOR)</p> <p>OGOR Examples</p> <p>OGOR Confirmation Reports</p> <p>Modify/Replace Reporting (OGOR)</p> <p><u>Onshore & Offshore Production (cont.)</u> (1:00 p.m. – 5:00 p.m.) Portal use for Production</p> <p>Facility/Measurement Point (FMP)</p> <p>Flash Gas/Retrograde</p> <p>Production Allocation Schedule Report</p> <p>Modify/Replace (PASR)</p>
Wednesday, April 2	
<p><u>Royalty – Valuation</u> (8:30 a.m. – 12:00 Noon.) Deep Water Royalty Relief</p> <p>Federal Valuation & Sales Type Codes</p> <p>Indian Valuation & Sales Type Codes</p>	