Dear Reporter:

The Minerals Management Service (MMS) cordially invites you to attend any of the following oil and gas reporter training sessions for 2010 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.

**Tulsa, Oklahoma:**

**Dates:** March 2

- Reporting Production and the Oil and Gas Operations Report, Onshore (OGOR) (Form MMS-4054)

**Dates:** March 3-4

- Reporting Royalty and the Report of Sales and Royalty Remittance (Form MMS-2014)

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

The Tulsa Marriott Southern Hills will provide a group room rate of $81 per night to attendees. In order to receive this rate, you must call the hotel reservations department at **866-530-3760** by **February 15, 2010**, and request the MMRG room block rate.

**Houston, Texas:**

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

**Dates:** April 6

**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)

**Dates:** April 7-8

- Reporting Royalty and the Report of Sales and Royalty Remittance (Form MMS-2014)

**Dates:** April 6-7

**Session 2**
- Reporting Royalty and the Report of Sales and
Royalty Remittance (Form MMS-2014)

April 8  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: DoubleTree Hotel
Houston Intercontinental Airport
15747 John R. Kennedy Blvd.
Houston, TX 77032

The DoubleTree Hotel will provide a group room rate of $118 per night to attendees. In order to receive this rate, you must call the hotel reservations department at 800-222-8733 by March 19, 2010, and request the MMS room block rate.

Denver, Colorado:

Dates: April 20  Reporting Production and the Oil and Gas Operations Report, Onshore (OGOR) (Form MMS-4054)

April 21-22  Reporting Royalty and the Report of Sales and Royalty Remittance (Form MMS-2014)

Location: Marriott - Denver West
1717 Denver West Blvd.
Golden, CO 80401

The Marriott Denver West 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 888-627-7027 by March 22, 2010, and request the MMS room block rate.

Seminar Registration

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


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. Rebecca Roper 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:

- **Tulsa, OK** – COB Friday, February 19, 2010
- **Houston, TX** – COB Friday, March 26, 2010
- **Denver, CO** – COB Friday, April 9, 2010

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 at 1-800-525-0309, Extension 3079, or 303-231-3079.

Sincerely,

[Signature]

Lorraine F. Corona
Manager, Reporting Services

Enclosures
# 2010 OIL & GAS REPORTER TRAINING

**Tulsa, Oklahoma**

<table>
<thead>
<tr>
<th>Tuesday, March 2</th>
<th>Wednesday, March 3</th>
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</table>
| **Onshore Production**  
(8:00 a.m. – 12:00 Noon.)  
Opening | **Royalty – Basic**  
(8:00 a.m. – 12:00 Noon.)  
Opening |
| Reference/Well Confirmation Reports | Leases and Agreements |
| Oil and Gas Operations Report (OGOR) | Basic Reporting Principles |
| OGOR Confirmation Reports | Commonly Used Transaction Codes |
| Modify/Replace Reporting (OGOR) | **Royalty – Advanced**  
(1:00 p.m. – 5:00 p.m.)  
Adjustments, Recoupments & Refunds |
| **Onshore Production (cont.)**  
(1:00 p.m. – 5:00 p.m.)  
OGOR Examples | Exception Processing and Appeals |
| Portal/Data Warehouse use for Production | Portal/Data Warehouse use for Royalty, E Invoices, and E Statements of Account |
| Electronic Reporting | **Thursday, March 4** |

**Royalty – Valuation**  
(8:00 a.m. – 12:00 noon)  
Federal Valuation & Sales Type Codes  
Indian Valuation & Sales Type Codes
# 2010 OIL & GAS REPORTER TRAINING

**Houston, Texas**  
**Session 1**

<table>
<thead>
<tr>
<th>Tuesday, April 6</th>
<th>Wednesday, April 7</th>
</tr>
</thead>
</table>
| **Onshore & Offshore Production**  
*(8:00 a.m. – 12:00 Noon.)*  
Opening | **Royalty – Basic**  
*(8:00 a.m. – 12:00 Noon.)*  
Opening |
| Reference/Well Confirmation Reports | Leases and Agreements |
| Oil and Gas Operations Report (OGOR) | Basic Reporting Principles |
| OGOR Confirmation Reports | Commonly Used Transaction Codes |
| Modify/Replace Reporting (OGOR) |  
**Royalty – Advanced**  
*(1:00 p.m. – 5:00 p.m.)*  
Adjustments, Recoupments & Refunds |
| **Onshore & Offshore Production (cont.)**  
*(1:00 p.m. – 5:00 p.m.)*  
OGOR Examples | Exception Processing and Appeals |
| Portal/Data Warehouse use for Production | Portal/Data Warehouse use for Royalty, E Invoices, and E Statements of Account |
| Electronic Reporting |  
**Royalty – Valuation**  
*(8:00 a.m. – 12:00 Noon.)*  
Deep Water Royalty Relief |
| Facility/Measurement Point (FMP) | Federal Valuation & Sales Type Codes |
| Flash Gas/Retrograde | Indian Valuation & Sales Type Codes |
| Production Allocation Schedule Report |  
Modify/Replace (PASR) |
## 2010 OIL & GAS REPORTER TRAINING

**Houston, Texas**  
**Session 2**

<table>
<thead>
<tr>
<th>Tuesday, April 6</th>
<th>Thursday, April 8</th>
</tr>
</thead>
</table>
| **Royalty – Basic**  
*(8:00 a.m. – 12:00 Noon.)*  
Opening | **Onshore & Offshore Production**  
*(8:00 a.m. – 12:00 Noon.)*  
Opening |
| Leases and Agreements | Reference/Well Confirmation Reports |
| Basic Reporting Principles | Oil and Gas Operations Report (OGOR) |
| Commonly Used Transaction Codes | OGOR Confirmation Reports |
| **Royalty – Advanced**  
*(1:00 p.m. – 5:00 p.m.)*  
Adjustments, Recoupments & Refunds | Modify/Replace Reporting (OGOR) |
| Portal/Data Warehouse use for Royalty, E Invoices, and E Statements of Account | **Onshore & Offshore Production (cont.)**  
*(1:00 p.m. – 5:00 p.m.)*  
OGOR Examples |
| Exception Processing and Appeals | Portal/Data Warehouse use for Production |
| **Wednesday, April 7** | Electronic Reporting |
| **Royalty – Valuation**  
*(8:00 a.m. – 12:00 Noon.)*  
Deep Water Royalty Relief | Facility/Measurement Point (FMP) |
| Federal Valuation & Sales Type Codes | Flash Gas/Retrograde |
| Indian Valuation & Sales Type Codes | Production Allocation Schedule Report |
| | Modify/Replace (PASR) |
# 2010 OIL & GAS REPORTER TRAINING

**Denver, Colorado**

<table>
<thead>
<tr>
<th>Tuesday, April 20</th>
<th>Wednesday, April 21</th>
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<tbody>
<tr>
<td><strong>Onshore Production</strong>&lt;br&gt;(8:00 a.m. – 12:00 Noon.)&lt;br&gt;Opening</td>
<td><strong>Royalty – Basic</strong>&lt;br&gt;(8:00 a.m. – 12:00 Noon.)&lt;br&gt;Opening</td>
</tr>
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<td>Reference/Well Confirmation Reports</td>
<td>Leases and Agreements</td>
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<td>OGOR Confirmation Reports</td>
<td>Commonly Used Transaction Codes</td>
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</table>
| Modify/Replace Reporting (OGOR) | **Royalty – Advanced**<br>(1:00 p.m. – 5:00 p.m.)
Adjustments, Recoupments & Refunds |
| **Onshore Production (cont.)**<br>(1:00 p.m. – 5:00 p.m.)<br>OGOR Examples | Exception Processing and Appeals |
| Portal/Data Warehouse use for Production | Portal/Data Warehouse use for Royalty, E Invoices, and E Statements of Account |
| Electronic Reporting | **Thursday, April 22** |

<table>
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<tr>
<th><strong>Royalty – Valuation</strong>&lt;br&gt;(8:00 a.m. – 12:00 Noon.)&lt;br&gt;Federal Valuation &amp; Sales Type Codes</th>
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</thead>
<tbody>
<tr>
<td>Indian Valuation &amp; Sales Type Codes</td>
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