



United States Department of the Interior



MINERALS MANAGEMENT SERVICE
Minerals Revenue Management
P.O. Box 25165
Denver, Colorado 80225-0165
www.mrm.mms.gov

FEB - 5 2010

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)
	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	<u>Session 1</u> 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 7-8	Reporting Royalty and the Report of Sales and Royalty Remittance (Form MMS-2014)
	April 6-7	<u>Session 2</u> Reporting Royalty and the Report of Sales and

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

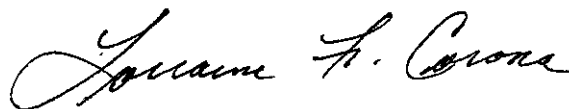
Houston, TX – COB Friday, March 26, 2010

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,



Lorraine F. Corona
Manager, Reporting Services

Enclosures

2010 OIL & GAS REPORTER TRAINING

Tulsa, Oklahoma

Tuesday, March 2	Wednesday, March 3
<p><u>Onshore Production</u> (8:00 a.m. – 12:00 Noon.) Opening</p> <p>Reference/Well Confirmation Reports</p> <p>Oil and Gas Operations Report (OGOR)</p> <p>OGOR Confirmation Reports</p> <p>Modify/Replace Reporting (OGOR)</p>	<p><u>Royalty – Basic</u> (8:00 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.) OGOR Examples</p> <p>Portal/Data Warehouse use for Production</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/Data Warehouse use for Royalty, E Invoices, and E Statements of Account</p>
<p>Electronic Reporting</p>	<p>Thursday, March 4</p> <p><u>Royalty – Valuation</u> (8:00 a.m. – 12:00 noon) Federal Valuation & Sales Type Codes</p> <p>Indian Valuation & Sales Type Codes</p>

2010 OIL & GAS REPORTER TRAINING

Houston, Texas Session 1

Tuesday, April 6	Wednesday, April 7
<p><u>Onshore & Offshore Production</u> (8:00 a.m. – 12:00 Noon.) Opening</p> <p>Reference/Well Confirmation Reports</p> <p>Oil and Gas Operations Report (OGOR)</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.) OGOR Examples</p> <p>Portal/Data Warehouse use for Production</p> <p>Electronic Reporting</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> (8:00 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/Data Warehouse use for Royalty, E Invoices, and E Statements of Account</p> <p style="text-align: center;">Thursday, April 8</p> <p><u>Royalty – Valuation</u> (8:00 a.m. – 12:00 Noon.) Deep Water Royalty Relief</p> <p>Federal Valuation & Sales Type Codes</p> <p>Indian Valuation & Sales Type Codes</p>

2010 OIL & GAS REPORTER TRAINING

Houston, Texas Session 2

Tuesday, April 6	Thursday, April 8
<p><u>Royalty – Basic</u> (8:00 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 & Offshore Production</u> (8:00 a.m. – 12:00 Noon.) Opening</p> <p>Reference/Well Confirmation Reports</p> <p>Oil and Gas Operations Report (OGOR)</p> <p>OGOR Confirmation Reports</p> <p>Modify/Replace Reporting (OGOR)</p>
<p><u>Royalty – Advanced</u> (1:00 p.m. – 5:00 p.m.) Adjustments, Recoupments & Refunds</p> <p>Portal/Data Warehouse use for Royalty, E Invoices, and E Statements of Account</p> <p>Exception Processing and Appeals</p>	<p><u>Onshore & Offshore Production (cont.)</u> (1:00 p.m. – 5:00 p.m.) OGOR Examples</p> <p>Portal/Data Warehouse use for Production</p> <p>Electronic Reporting</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 7	
<p><u>Royalty – Valuation</u> (8:00 a.m. – 12:00 Noon.) Deep Water Royalty Relief</p> <p>Federal Valuation & Sales Type Codes</p> <p>Indian Valuation & Sales Type Codes</p>	

2010 OIL & GAS REPORTER TRAINING

Denver, Colorado

Tuesday, April 20	Wednesday, April 21
<p><u>Onshore Production</u> (8:00 a.m. – 12:00 Noon.) Opening</p> <p>Reference/Well Confirmation Reports</p> <p>Oil and Gas Operations Report (OGOR)</p> <p>OGOR Confirmation Reports</p> <p>Modify/Replace Reporting (OGOR)</p> <p><u>Onshore Production (cont.)</u> (1:00 p.m. – 5:00 p.m.) OGOR Examples</p> <p>Portal/Data Warehouse use for Production</p> <p>Electronic Reporting</p>	<p><u>Royalty – Basic</u> (8:00 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/Data Warehouse use for Royalty, E Invoices, and E Statements of Account</p> <p style="text-align: center;">Thursday, April 22</p> <p><u>Royalty – Valuation</u> (8:00 a.m. – 12:00 Noon.) Federal Valuation & Sales Type Codes</p> <p>Indian Valuation & Sales Type Codes</p>