

MMS Oil and Gas Royalty Reporter Training Evaluation Form MMS-4420A

Location: _____

Date: _____

We want to improve our training. Please provide your comments below.

Please rate the following:

(1 = strongly disagree <--> 5 = strongly agree)

	1	2	3	4	5
The class objective was stated and met.					
The class was worthwhile for me.					
The class made effective use of:					
• Handbook/handouts					
• Visual aids					
This class adequately addressed:					
• Federal onshore lease reporting					
• Federal offshore lease reporting					
• Indian lease reporting					
The class was well organized.					
I know a contact person to call when I have questions.					
Facilities were adequate.					

If you answered any questions with either a 1 or a 2, how can we improve those specific areas? _____

To improve this class, MMS should: _____

Should MMS continue to provide this type of training? _____ Yes _____ No

For each topic area, indicate whether the level of detail of information presented met your needs.

Topic	Not Enough Detail	Adequate Detail	Too Much Detail	N/A
Leases and agreements				
Basic reporting principles				
BRIO				
Commonly used transaction codes				
Adjustments, recoupments, and refunds				
Federal valuation/sales type code				
Indian valuation/sales type code				
Exception processing and appeals				
Other				

Please list the MMS forms you prepare or participate in the preparation of:

- Report of Sales and Royalty Remittance (Form MMS-2014)
 Transportation and Processing Allowance Forms
 (Forms MMS-4109, MMS-4110, MMS-4295, and/or MMS-4393)
 Other: _____

I have (one year or less ___ / more than one year ___) of MMS royalty reporting experience.

I (have ___ / have not ___) attended a MMS Royalty Reporter Training Seminar before.

We want to improve our service. Please provide your comments below.

In your dealings with MMS, what one thing would you change if you could? _____

Name (optional) _____ **Phone (optional)** _____

Paperwork Reduction Act of 1995 (PRA) Statement: The PRA (44 U.S.C. 3501 *et seq.*) requires us to inform you that we collect this information to improve our customer service. The MMS uses the information to identify areas where improvements can be made. Responses are voluntary. Proprietary information is protected in accordance with standards established by the Federal Oil and Gas Royalty Management Act of 1982 (30 U.S.C. 1733), the Freedom of Information Act (5 U.S.C. 552(b)(4)), and Department regulations (43 CFR 2). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. Public reporting burden for this form is estimated to average 6 minutes per response, including the time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding the burden estimate or any other aspect of this form to the Information Collection Clearance Officer, Minerals Management Service, Mail Stop 4230, 1849 C Street, NW., Washington, DC 20240.