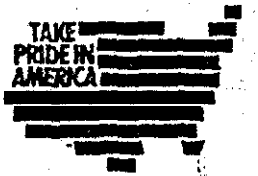




United States Department of the Interior

MINERALS MANAGEMENT SERVICE
ROYALTY MANAGEMENT PROGRAM
P.O. BOX 5760
DENVER, COLORADO 80217



IN REPLY
REFER TO:

DEC 10 1991

FAD/LCB/AJ
Mail Stop 3220

Dear Payor:

In January 1992 the Minerals Management Service (MMS) will place in production new software relating to the Report of Sales and Royalty Remittance (Form MMS-2014) submitted on magnetic tape.

The new software will include an enhancement to accommodate situations in which a tape reporter submits a manual Form MMS-2014 with report lines that adjust a tape document. The enhancement will identify related paper and tape documents, and process them as if they were one document. This new function will be in effect for reports received on or after January 31, 1992. In order to be processed as one document, the following five conditions must exist:

1. The magnetic tape and related paper Form MMS-2014 documents must arrive in the same envelope or container;
2. The documents must have identical report months;
3. The documents must contain the same payor number;
4. The documents must be entirely Federal or entirely Indian;
5. The documents must contain matching Payor Assigned Document Numbers (3A Numbers).

If it is your intention to report adjustments to your magnetic tape report using a paper Form MMS-2014, and your documents meet all of the above criteria, the Auditing and Financial System will automatically combine the related documents into one document.

If you have any questions regarding this issue, please contact Ms. Angie Johnson or Ms. Jane Danielson in the Lessee Contact Branch at (303) 231-3288.

Sincerely,

James R. Detlefs
Chief, Fiscal Accounting Division