



United States Department of the In

MINERALS MANAGEMENT SERVICE

Royalty Management Program

P.O. Box 25165

Denver, Colorado 80225-0165

IN REPLY REFER TO:

SMD

Mail Stop 3140

SEP 19 1994

Dear Reporter:

The Minerals Management Service, Royalty Management Program (RMP), has prepared the enclosed questionnaire to help us determine our reporters' capabilities and interest level regarding various electronic reporting options for the required monthly reports.

One of RMP's strategic business goals is to improve the timeliness and accuracy of reports and payments. Electronic reporting, in part, will assist us in accomplishing this goal. Each month RMP processes thousands of paper documents, many of which our customers generate by computer. Additionally, many reporters have requested electronic reporting of data from our system. To reduce data entry costs and keypunching errors, and to better serve our customers' requirements, RMP is embarking on a multi-faceted approach to develop alternative reporting methods with our reporters.

Please take a few moments to review the enclosed questionnaire. Complete those portions applicable to your particular situation and return the completed questionnaire to RMP in the self-addressed envelope. Your responses will determine what additional reporting methods could best serve our customers reporting capabilities.

Upon receipt of the completed questionnaires and if requested, a member of my staff will contact the person designated on the questionnaire to obtain and/or provide additional information on any questions you may have. I look forward to hearing from you on these very important initiatives. Thank you for your time and interest.

Sincerely,

Donald T. Sant
Deputy Associate Director
for Valuation and Operations

2 Enclosures

US. Department of the Interior
Minerals Management Service
Royalty Management Program

Paperless Reporting Options

Why convert from paper?

- Reduces data errors
- Decreases data processing costs
- Allows last-minute reporting capability
- Ensures secure transmission of data
- Offers an environmentally sound alternative

Reporting options to choose from:

- Magnetic tape or cartridge cassette reporting
- Floppy diskettes using specified ASCII file format
- MMS Model 2014 floppy diskettes
- MMS 3160 floppy diskette software
- Electronic Data Interchange (EDI/VAN)
- Electronic Mail (E-Mail) file transfers using ASCII file format

For more information:

Please call one of the toll-free telephone numbers below. A Minerals Management Service representative will contact you to explain the variety of reporting options and how to convert to a new reporting method.

- Mr. Dennis Johnson at 1-800-525-7972 or (303) 731-3816
- Mr. Ralph Spencer at 1-800-525-0309, extension 3095, or (303) 231-3095

Even if you choose not to complete this questionnaire, we still want to hear from you if you're interested in learning more about an alternative reporting method. Either call us, or fill in the contact information on the first page of this questionnaire and return it to us, and we'll call you.
