



United States Department of the Interior

MINERALS MANAGEMENT SERVICE

Royalty Management Program
P.O. Box 25165
Denver, Colorado 80225-0165

IN REPLY REFER TO:

ARD/RB
Mail Stop 3132

JUL 14 1997

Dear Reporter:

The Minerals Management Service (MMS) cordially invites you to attend an offshore oil and gas operator (OGOR) training seminar in Denver, Colorado, on August 13, 1997.

The enclosed agenda gives you a brief description of the production reporting topics we will cover. The training will benefit new reporters, as well as experienced reporters who could use a refresher course or need help with specific problems.

This session will be informal and is designed to provide as much information as possible in a short period of time. Except for your own travel and related expenses, the training is provided to you at no charge.

Location: Minerals Management Service
Denver Federal Center
6th Avenue and Kipling Street
Building 85, Auditorium
Denver, Colorado 80225

Dates: August 13, 1997 (Wednesday)

Time: 8:30 a.m. to 3 p.m.

How to register: Call MMS at 800-525-0306 or (303) 231-3301 no later than Wednesday, August 6, 1997.

During the seminar, MMS representatives will be available to meet with you to discuss any specific issues or problems you may be encountering. If you wish to schedule a separate appointment, please call the phone number listed above and indicate the topics you wish to discuss. One of our representatives will return your call.

If you have any questions or if you will need any special accommodations or auxiliary aids during the training, please let us know when you call to register. We look forward to seeing you at the training.

Sincerely,

Vernon B. Ingraham
Chief, Accounting and Reports Division

Enclosures

AGENDA

Minerals Management Service Offshore Oil and Gas Operator Training Seminar

Oil and Gas Operations Report (Form MMS-4054)

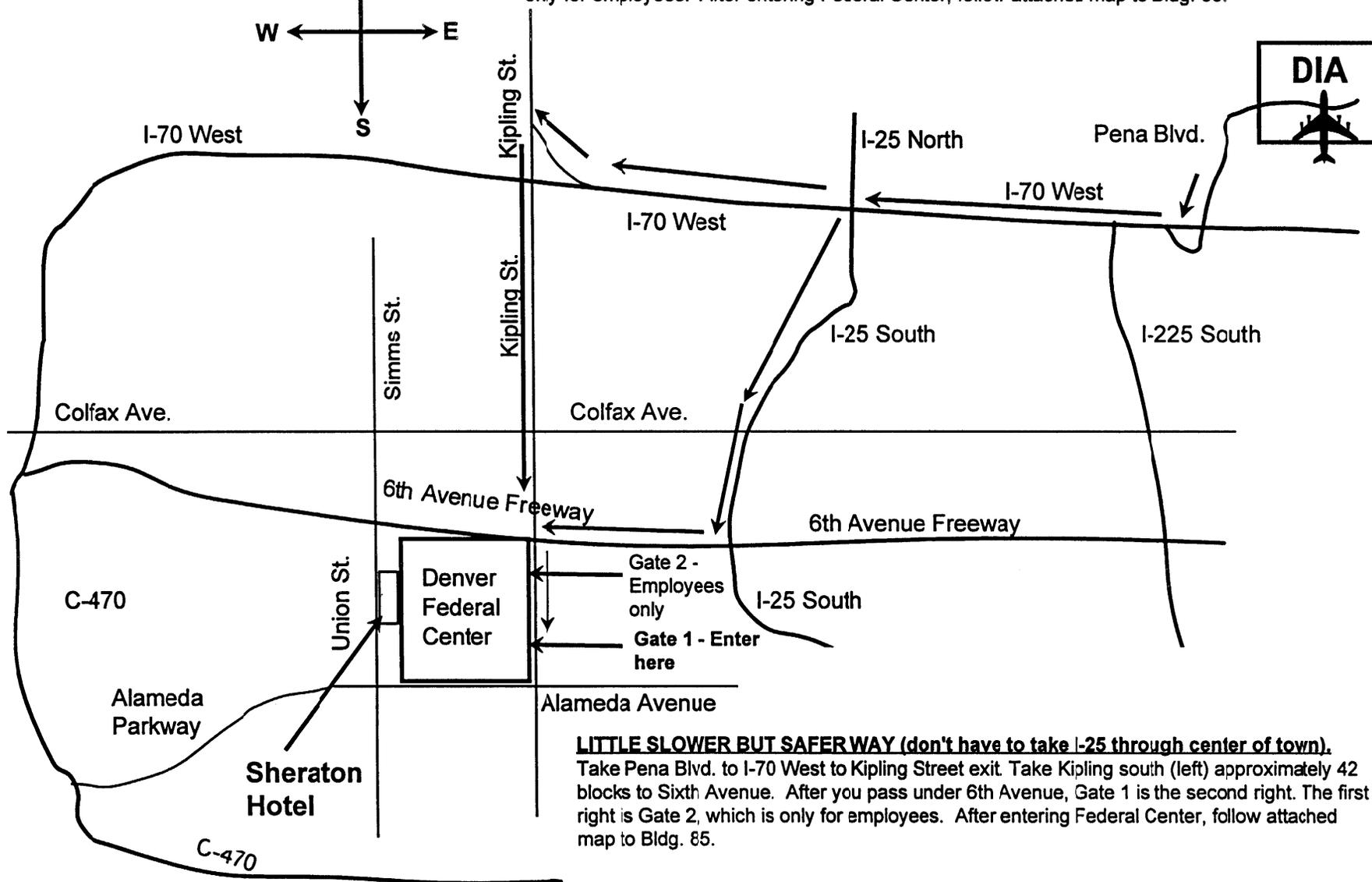
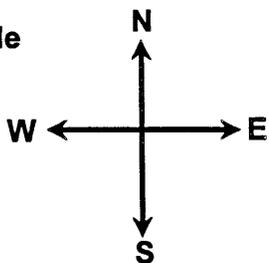
(This session is oriented to offshore reporting.)

Session title	Description
Overview	Explains the organization of MMS. Explains the Production Accounting and Auditing System (PAAS), MMS, and surface management agency responsibilities.
Reporting Principles	Explains who must report, when to report, where to report, and production reporting methods, including who reports, authorized reporting formats, mailing addresses, due dates, editing, and report acceptance.
Reference Data Information	Explains how to use Appendix A, "Assigned Numbers and Codes," of MMS's <i>PAAS Reporter Handbook—Lease, Facility/ Measurement Point, and Gas Plant Operators</i> to complete your operations forms correctly. Explains how and why MMS's Royalty Management Program and Offshore Minerals Management (OMM) Program work together and exchange data to process your forms. Explains how to interpret the confirmation reports you receive from MMS for your Well Information Forms (WELL) and Facility and Measurement Information Forms (FMIF).
OGOR Preparation/ Amended Reporting	Explains how to prepare and submit both original and amended Oil and Gas Operations Reports (OGOR).
Other PAAS Reports	Explains when and how to prepare the Production Allocation Schedule Report (PASR), which MMS uses to verify certain data on the OGOR.

FAST WAY (As long as it is not rush hour - NOT recommended from 6-9 a.m. or 3-6 p.m. - see instructions on bottom)

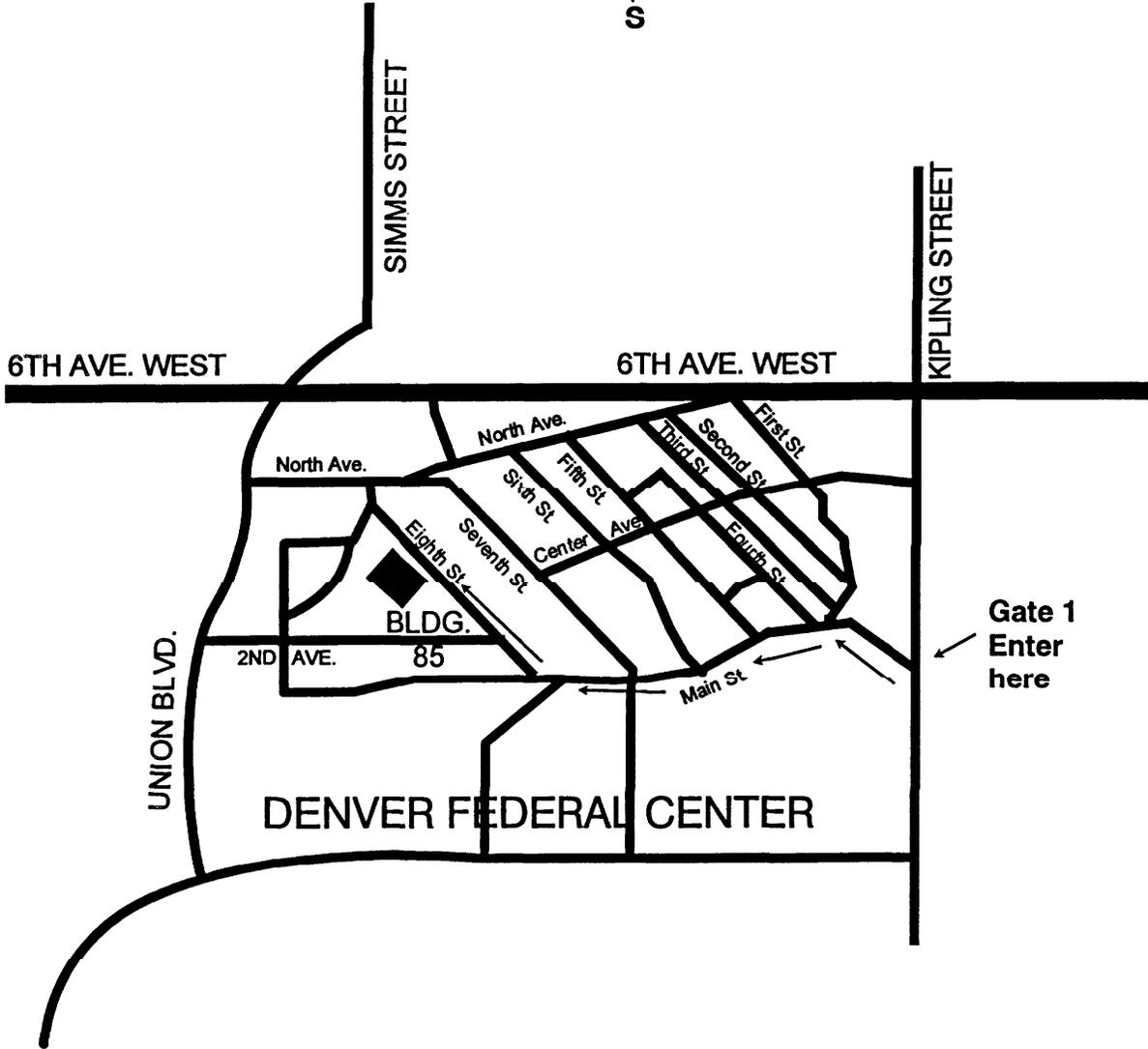
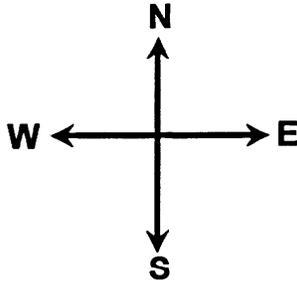
Take Pena Blvd. to I-70 West to I-25 (not 225) South, 6th Avenue West to Kipling Street exit Take Kipling south. After you are on Kipling, Gate 1 is the second right. The first right is Gate 2, which is only for employees. After entering Federal Center, follow attached map to Bldg. 85.

Map is not to scale



LITTLE SLOWER BUT SAFER WAY (don't have to take I-25 through center of town).

Take Pena Blvd. to I-70 West to Kipling Street exit. Take Kipling south (left) approximately 42 blocks to Sixth Avenue. After you pass under 6th Avenue, Gate 1 is the second right. The first right is Gate 2, which is only for employees. After entering Federal Center, follow attached map to Bldg. 85.



Gate 1
Enter
here