



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/MS3132

APR 20 1999

Dear Reporter:

The Minerals Management Service (MMS) invites you to attend the oil and gas reporter training seminar in Lakewood, Colorado, on **June 8-10**. Except for your own travel and related expenses, the training is provided at no charge.

Location: Sheraton Denver West Hotel & Conference Center

360 Union Boulevard

Lakewood, Colorado

303-987-2000

(For room reservations, request the block of MMS reserved rooms.)

Dates: June 8-9 **Report of Sales and Royalty Remittance** (Form MMS-2014)
June 10 **Monthly Report of Operations** (Form MMS-3160)

Time: 8:30 a.m. to 4:00 p.m.

Register at **800-525-0306** or **303-231-3301** before **May 27**.

The enclosed agendas describe the royalty and production topics we will present. The training will benefit new reporters, as well as experienced reporters who need a refresher course or help with specific problems.

During the seminar, MMS representatives will be available to meet with you to discuss any mineral reporting issues you may have. If you wish to schedule an appointment, please call the registration number and identify the topics you wish to discuss.

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

Sincerely,

Katherine L. Martinez
Chief, Reports Branch

Enclosures

AGENDA

Minerals Management Service Oil and Gas Payor Training Seminar Report of Sales and Royalty Remittance (Form MMS-2014)

Session title	Description
Getting Started	Explains how to prepare the Payor Information Form to establish your company as a payor with MMS. Explains revenue sources and their importance in reporting.
Reporting Principles	Explains who, when, where, and how to report and pay royalties, payment requirements, due dates, editing, and report acceptance. Explains each section of the Form MMS-2014.
Commonly Used Transaction Codes	Explains the specific reporting requirements for royalty due, royalty-in-kind, rent, minimum royalty, and estimated royalty payments.
Adjustments, Recoupments, and Refunds	Explains how to report adjustments, recoup overpaid Federal royalties, and establish a balance to recoup Indian, tribal, and allotted overpayments. Identifies situations when MMS will process a refund.
Bills and Appeals	Explains types of bills (ABIL, CBIL, IBIL, GBIL, TBIL, BILL) MMS automatically generates and conditions that create them. Includes a discussion of when to report interest calculations on the Form MMS-2014 and what to do with negative interest statements. Explains the appeals process.
AFS/PAAS Comparison	Explains how exceptions are generated when there is a discrepancy between the sales/transfer volumes reported by the operator on the production report (to the Production Accounting and Auditing System [PAAS]) and the sales quantity reported by the payor on the royalty report (to the Auditing and Financial System [AFS]).
Product Valuation	Overview of MMS's method of determining product value with emphasis on commonly encountered valuation issues. Discusses basic allowance regulations and exceptions under the regulations. (This session does not explain how to prepare allowance forms).
Electronic Commerce	Presents the various options and benefits of electronic reporting.
Reengineering	Overview of proposed modifications to the Form MMS-2014.

AGENDA

Minerals Management Service Oil and Gas Operator Training Seminar Monthly Report of Operations (Form MMS-3160)

(This session is for onshore reporting)

Session title	Description
Overview	Explains the MMS organization; the Production Accounting and Auditing System (PAAS); and MMS and surface management agency responsibilities.
Reporting Principles	Explains who, when, where, and how to report, production reporting methods including authorized report formats, mail addresses, due dates, editing, and report acceptance.
Form MMS-3160 Preparation	Explains each field on the Form MMS-3160. Includes suggestions to save time on report preparation.
Amended Reporting	Explains how to prepare and submit amended reports.
Confirmation Reports	Explains the monthly Well and Form MMS-3160 confirmation reports MMS sends to operators.
Missing Reports	Explains how missing exceptions are generated for production reports and MMS compliance efforts.
AFS/PAAS Comparison	Explains how exceptions are generated when there is a discrepancy between the sales/transfer volumes reported by the operator on the production report (to the Production Accounting and Auditing System [PAAS]) and the sales quantity reported by the payor on the royalty report (to the Auditing and Financial System [AFS]).
Electronic Commerce	Presents the various options and benefits of electronic reporting.
Reengineering	Overview of proposed modifications to production reporting.
BLM Overview	Explanation of the Bureau of Land Management leasing process from the planning stage to final production. Includes overview of regulations, oil and gas orders, drilling plans, and surface use plans as they relate to oil and gas operations.
