



United States Department of the Interior

OFFICE OF NATURAL RESOURCES REVENUE

P.O. Box 25165
Denver, Colorado 80225-0165

FEB 16 2012

Dear Reporter:

The Office of Natural Resources Revenue (ONRR) cordially invites you to attend any of the following oil and gas reporter training sessions for 2012 listed below (see enclosed agendas). The ONRR does not charge for these training sessions. If you need training, please register soon as courses fill up rapidly.

Tulsa, Oklahoma:

Dates:	March 6	Reporting Production and the Oil and Gas Operations Report, Onshore (OGOR) (Form MMS-4054)
	March 7-8	Reporting Royalty and the Report of Sales and Royalty Remittance (Form MMS-2014)
Location:	Hilton Tulsa Southern Hills 7900 S. Lewis Ave. Tulsa, OK 74136 918-523-5326	

The Hilton Tulsa Southern Hills will provide a group room rate of \$77 per night to attendees. In order to receive this rate, you must call the hotel reservations department at 918-523-5326 by March 2, 2012 and request the Office of Natural Resource room block rate.

Houston, Texas:

There will be two concurrent sessions in Houston to accommodate the large attendance.

Dates:	April 10	<u>Session 1</u> Production Reporting and the Oil and Gas Operations Report, Onshore and Offshore (OGOR) (Form MMS-4054) and Production Allocation Schedule Report (PASR) (Form MMS-4058)
	April 11-12	Reporting Royalty and the Report of Sales and Royalty Remittance (Form MMS-2014)

April 10-11	<u>Session 2</u> Reporting Royalty and the Report of Sales and Royalty Remittance (Form MMS-2014)
April 12	Production Reporting and the Oil and Gas Operations Report, Onshore and Offshore (OGOR) (Form MMS-4054) and Production Allocation Schedule Report (PASR) (Form MMS-4058)

Location: Crowne Plaza
Houston North Greenspoint
425 North Sam Houston Parkway East
Houston, TX 77060

The Crowne Plaza will provide a group room rate of \$109 per night to attendees. In order to receive this rate, you must call the hotel reservations department at 281-445-9000 by April 7, 2012, and request the ONRR room block rate.

Denver, Colorado:

There will be two concurrent sessions in Denver to accommodate the large attendance.

Dates:	May 15	<u>Session 1</u> Production Reporting and the Oil and Gas Operations Report, Onshore and Offshore (OGOR) (Form MMS-4054) and Production Allocation Schedule Report (PASR) (Form MMS-4058)
	May 16-17	Reporting Royalty and the Report of Sales and Royalty Remittance (Form MMS-2014)
	May 15-16	<u>Session 2</u> Reporting Royalty and the Report of Sales and Royalty Remittance (Form MMS-2014)
	May 17	Production Reporting and the Oil and Gas Operations Report, Onshore and Offshore (OGOR) (Form MMS-4054) and Production Allocation Schedule Report (PASR) (Form MMS-4058)

Location: Sheraton
360 Union Blvd
Lakewood, CO 80228

The Sheraton will provide a group room rate of \$149 per night to attendees. In order to receive this rate, you must call the hotel reservations department at 720-963-2025 by May 12, 2012, and request the ONRR room block rate.

Seminar Registration

For your convenience, on-line registration is available at:

<http://www.onrr.gov/FM/Training/default.htm>

Please register for the session you wish to attend by clicking on the web link and completing the required information. Once registered, you will receive an email confirmation. If you do not receive your confirmation within 24 hours, please e-mail us at reporter.training@onrr.gov.

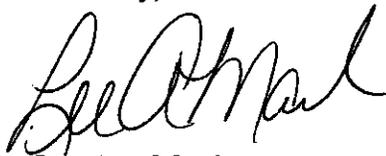
If you do not have Internet access, you can register by calling 1-800-525-0309, Extension 3318. Please provide your name, company, payor code or operator number, phone number, and the seminar date, time and location for which you are registering. If you will need any special accommodations or auxiliary aids during training, please provide this information also. To attend the seminar of your choice, please register by the following dates:

- Tulsa, OK – COB Friday, March 2, 2012
- Houston, TX – COB Friday, April 6, 2012
- Denver, CO – COB Friday, May 11, 2012

This training is provided to you at no charge except for your own travel and related expenses. Please note these seminars do not cover topics related to solid minerals.

If you have any questions or need additional information on these seminars, please contact Ms. Mary Dietrick at 303-231-3318, or for a quicker response e-mail any questions or concerns to reporter.training@onrr.gov.

Sincerely,



Lee Ann Martin
Manager, Reporting and Solid Mineral Services

Enclosures

2012 OIL & GAS REPORTER TRAINING

Tulsa, Oklahoma

Tuesday, March 6	Wednesday, March 7
<p><u>Onshore Production</u> (8:30 a.m. – 12:00 Noon.) Opening</p> <p>Reference/Well Confirmation Reports</p> <p>Oil and Gas Operations Report (OGOR)</p> <p>OGOR Confirmation Reports</p> <p>Modify/Replace Reporting (OGOR)</p> <p><u>Onshore Production (cont.)</u> (1:00 p.m. – 5:00 p.m.) OGOR Examples</p> <p>Portal/Data Warehouse use for Production</p> <p>Electronic Reporting/Validation Results</p>	<p><u>Royalty – Basic</u> (8:30 a.m. – 12:00 Noon.) Opening</p> <p>Leases and Agreements</p> <p>Basic Reporting Principles</p> <p>Commonly Used Transaction Codes</p> <p><u>Royalty – Advanced</u> (1:00 p.m. – 5:00 p.m.) Adjustments, Recoupments & Refunds</p> <p>Exception Processing and Appeals</p> <p>Portal/Data Warehouse use for Royalty, E Invoices, and E Statements of Account</p>
	<p data-bbox="829 1234 1442 1304" style="text-align: center;">Thursday, March 8</p> <p><u>Royalty – Valuation</u> (8:00 a.m. – 5:00 p.m.) Electronic Reporting Website, Error Correction and the new edits Federal Valuation & Sales Type Codes</p> <p>Indian Valuation & Sales Type Codes</p>

2012 OIL & GAS REPORTER TRAINING

Houston, Texas Session 1

Tuesday, April 10	Wednesday, April 11				
<p><u>Onshore & Offshore Production</u> (8:30 a.m. – 12:00 Noon.) Opening</p> <p>Reference/Well Confirmation Reports</p> <p>Oil and Gas Operations Report (OGOR)</p> <p>OGOR Confirmation Reports</p> <p>Modify/Replace Reporting (OGOR)</p> <p><u>Onshore & Offshore Production (cont.)</u> (1:00 p.m. – 5:00 p.m.) OGOR Examples</p> <p>Portal/Data Warehouse use for Production</p> <p>Electronic Reporting/Validation Results</p> <p>Facility/Masurement Point (FMP)</p> <p>Flash Gas/Retrograde</p> <p>Production Allocation Schedule Report</p> <p>Modify/Replace (PASR)</p> <p>LVS/GVS Production Verification</p>	<p><u>Royalty – Basic</u> (8:30 a.m. – 12:00 Noon.) Opening</p> <p>Leases and Agreements</p> <p>Basic Reporting Principles</p> <p>Commonly Used Transaction Codes</p> <p><u>Royalty – Advanced</u> (1:00 p.m. – 5:00 p.m.) Adjustments, Recoupments & Refunds</p> <p>Exception Processing and Appeals</p> <p>Portal/Data Warehouse use for Royalty, E Invoices, and E Statements of Account</p> <tr> <td colspan="2" style="background-color: #cccccc; text-align: center;">Thursday, April 12</td> </tr> <tr> <td></td> <td> <p><u>Royalty – Valuation</u> (8:30 a.m. – 5:00 p.m.) Electronic Reporting Website, Error Correction and new edits</p> <p>Deep Water Royalty Relief</p> <p>Federal Valuation & Sales Type Codes</p> <p>Indian Valuation & Sales Type Codes</p> </td> </tr>	Thursday, April 12			<p><u>Royalty – Valuation</u> (8:30 a.m. – 5:00 p.m.) Electronic Reporting Website, Error Correction and new edits</p> <p>Deep Water Royalty Relief</p> <p>Federal Valuation & Sales Type Codes</p> <p>Indian Valuation & Sales Type Codes</p>
Thursday, April 12					
	<p><u>Royalty – Valuation</u> (8:30 a.m. – 5:00 p.m.) Electronic Reporting Website, Error Correction and new edits</p> <p>Deep Water Royalty Relief</p> <p>Federal Valuation & Sales Type Codes</p> <p>Indian Valuation & Sales Type Codes</p>				

2012 OIL & GAS REPORTER TRAINING

Houston, Texas Session 2

Tuesday, April 10	Thursday, April 12
<p><u>Royalty – Basic</u> (8:30 a.m. – 12:00 Noon.) Opening</p> <p>Leases and Agreements</p> <p>Basic Reporting Principles</p> <p>Commonly Used Transaction Codes</p> <p><u>Royalty – Advanced</u> (1:00 p.m. – 5:00 p.m.) Adjustments, Recoupments & Refunds</p> <p>Portal/Data Warehouse use for Royalty, E Invoices, and E Statements of Account</p> <p>Exception Processing and Appeals</p>	<p><u>Onshore & Offshore Production</u> (8:30 a.m. – 12:00 Noon.) Opening</p> <p>Reference/Well Confirmation Reports</p> <p>Oil and Gas Operations Report (OGOR)</p> <p>OGOR Confirmation Reports</p> <p>Modify/Replace Reporting (OGOR)</p> <p><u>Onshore & Offshore Production (cont.)</u> (1:00 p.m. – 5:00 p.m.) OGOR Examples</p> <p>Portal/Data Warehouse use for Production</p> <p>Electronic Reporting/Validation Results</p> <p>Facility/Masurement Point (FMP)</p> <p>Flash Gas/Retrograde</p> <p>Production Allocation Schedule Report</p> <p>Modify/Replace (PASR)</p> <p>LVS/GVS Production Verification</p>
Wednesday, April 11	
<p><u>Royalty – Valuation</u> (8:30 a.m. – 5:00 p.m.) Electronic Reporting Website, Error Correction and new edits Deep Water Royalty Relief</p> <p>Federal Valuation & Sales Type Codes</p> <p>Indian Valuation & Sales Type Codes</p>	

2012 OIL & GAS REPORTER TRAINING

Denver, Colorado Session 1

Tuesday, May 15	Wednesday, May 16				
<p><u>Onshore & Offshore Production</u> (8:30 a.m. – 12:00 Noon.) Opening</p> <p>Reference/Well Confirmation Reports</p> <p>Oil and Gas Operations Report (OGOR)</p> <p>OGOR Confirmation Reports</p> <p>Modify/Replace Reporting (OGOR)</p> <p><u>Onshore & Offshore Production (cont.)</u> (1:00 p.m. – 5:00 p.m.) OGOR Examples</p> <p>Portal/Data Warehouse use for Production</p> <p>Electronic Reporting/Validation Results</p> <p>Facility/Measurement Point (FMP)</p> <p>Flash Gas/Retrograde</p> <p>Production Allocation Schedule Report</p> <p>Modify/Replace (PASR)</p> <p>LVS/GVS Production Verification</p>	<p><u>Royalty – Basic</u> (8:30 a.m. – 12:00 Noon.) Opening</p> <p>Leases and Agreements</p> <p>Basic Reporting Principles</p> <p>Commonly Used Transaction Codes</p> <p><u>Royalty – Advanced</u> (1:00 p.m. – 5:00 p.m.) Adjustments, Recoupments & Refunds</p> <p>Exception Processing and Appeals</p> <p>Portal/Data Warehouse use for Royalty, E Invoices, and E Statements of Account</p> <tr> <td colspan="2" style="background-color: #cccccc; text-align: center;"> <p>Thursday, May 17</p> </td> </tr> <tr> <td></td> <td> <p><u>Royalty – Valuation</u> (8:30 a.m. – 5:00 p.m.) Electronic Reporting Website, Error Correction and new edits</p> <p>Deep Water Royalty Relief</p> <p>Federal Valuation & Sales Type Codes</p> <p>Indian Valuation & Sales Type Codes</p> </td> </tr>	<p>Thursday, May 17</p>			<p><u>Royalty – Valuation</u> (8:30 a.m. – 5:00 p.m.) Electronic Reporting Website, Error Correction and new edits</p> <p>Deep Water Royalty Relief</p> <p>Federal Valuation & Sales Type Codes</p> <p>Indian Valuation & Sales Type Codes</p>
<p>Thursday, May 17</p>					
	<p><u>Royalty – Valuation</u> (8:30 a.m. – 5:00 p.m.) Electronic Reporting Website, Error Correction and new edits</p> <p>Deep Water Royalty Relief</p> <p>Federal Valuation & Sales Type Codes</p> <p>Indian Valuation & Sales Type Codes</p>				

2012 OIL & GAS REPORTER TRAINING

Denver, Colorado Session 2

Tuesday, May 15	Thursday, May 17
<p><u>Royalty – Basic</u> (8:30 a.m. – 12:00 Noon.) Opening</p> <p>Leases and Agreements</p> <p>Basic Reporting Principles</p> <p>Commonly Used Transaction Codes</p> <p><u>Royalty – Advanced</u> (1:00 p.m. – 5:00 p.m.) Adjustments, Recoupments & Refunds</p> <p>Portal/Data Warehouse use for Royalty, E Invoices, and E Statements of Account</p> <p>Exception Processing and Appeals</p>	<p><u>Onshore & Offshore Production</u> (8:30 a.m. – 12:00 Noon.) Opening</p> <p>Reference/Well Confirmation Reports</p> <p>Oil and Gas Operations Report (OGOR)</p> <p>OGOR Confirmation Reports</p> <p>Modify/Replace Reporting (OGOR)</p> <p><u>Onshore & Offshore Production (cont.)</u> (1:00 p.m. – 5:00 p.m.) OGOR Examples</p> <p>Portal/Data Warehouse use for Production</p>
Wednesday, May 16	<p>Electronic Reporting/Validation Results</p> <p>Facility/Measurement Point (FMP)</p> <p>Flash Gas/Retrograde</p> <p>Production Allocation Schedule Report</p> <p>Modify/Replace (PASR)</p> <p>LVS/GVS Production Verification</p>
<p><u>Royalty – Valuation</u> (8:30 a.m. – 5:00 p.m.) Electronic Reporting Website, Error Correction and new edits Deep Water Royalty Relief</p> <p>Federal Valuation & Sales Type Codes</p> <p>Indian Valuation & Sales Type Codes</p>	