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:**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Reporting Production and the Oil and Gas Operations Report, Onshore (OGOR) (Form MMS-4054)</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 6</td>
<td></td>
</tr>
<tr>
<td>March 7-8</td>
<td>Reporting Royalty and the Report of Sales and Royalty Remittance (Form MMS-2014)</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Dates</th>
<th><strong>Session 1</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>April 10</td>
<td>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)</td>
</tr>
<tr>
<td>April 11-12</td>
<td>Reporting Royalty and the Report of Sales and Royalty Remittance (Form MMS-2014)</td>
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</table>
April 10-11  
**Session 2**  
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  
**Session 1**  
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  
**Session 2**  
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**

<table>
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<tr>
<th>Tuesday, March 6</th>
<th>Wednesday, March 7</th>
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| **Onshore Production**  
(8:30 a.m. – 12:00 Noon.)  
Opening | **Royalty – Basic**  
(8:30 a.m. – 12:00 Noon.)  
Opening |
| Reference/Well Confirmation Reports | Leases and Agreements |
| Oil and Gas Operations Report (OGOR) | Basic Reporting Principles |
| OGOR Confirmation Reports | Commonly Used Transaction Codes |
| Modify/Replace Reporting (OGOR) | **Royalty – Advanced**  
(1:00 p.m. – 5:00 p.m.)  
Adjustments, Recoupments & Refunds |
| **Onshore Production (cont.)**  
(1:00 p.m. – 5:00 p.m.)  
OGOR Examples | Exception Processing and Appeals |
| Portal/Data Warehouse use for Production | Portal/Data Warehouse use for Royalty, E Invoices, and E Statements of Account |
| Electronic Reporting/Validation Results | **Royalty – Valuation**  
(8:00 a.m. – 5:00 p.m.)  
Electronic Reporting Website, Error Correction and the new edits |
| Federal Valuation & Sales Type Codes | Indian Valuation & Sales Type Codes |
# 2012 OIL & GAS REPORTER TRAINING

**Houston, Texas**  
**Session 1**

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| Portal/Data Warehouse use for Production | Portal/Data Warehouse use for Royalty, E Invoices, and E Statements of Account |
| Electronic Reporting/Validation Results |  |
| Facility/Measurement Point (FMP) |  |
| Flash Gas/Retrograde |  |
| Production Allocation Schedule Report |  |
| Modify/Replace (PASR) |  |
| LVS/GVS Production Verification |  |

**Thursday, April 12**

| **Royalty – Valuation**  
(8:30 a.m. – 5:00 p.m.)  
Electronic Reporting Website, Error Correction and new edits  
Deep Water Royalty Relief |  |
| Federal Valuation & Sales Type Codes |  |
| Indian Valuation & Sales Type Codes |  |
# 2012 OIL & GAS REPORTER TRAINING

**Houston, Texas**  
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**Royalty – Basic**  
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Opening

- Leases and Agreements
- Basic Reporting Principles
- Commonly Used Transaction Codes

**Royalty – Advanced**  
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Adjustments, Recoupments & Refunds

- Portal/Data Warehouse use for Royalty, E Invoices, and E Statements of Account
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- Federal Valuation & Sales Type Codes
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Opening

- Reference/Well Confirmation Reports
- Oil and Gas Operations Report (OGOR)
- OGOR Confirmation Reports
- Modify/Replace Reporting (OGOR)

**Onshore & Offshore Production (cont.)**  
(1:00 p.m. – 5:00 p.m.)  
OGOR Examples

- Portal/Data Warehouse use for Production
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- Facility/Measurement Point (FMP)
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Enclosure
# 2012 Oil & Gas Reporter Training

## Denver, Colorado
### Session 1

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Denver, Colorado  
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