



United States Department of the Interior



MINERALS MANAGEMENT SERVICE
Minerals Revenue Management
P.O. Box 25165
Denver, Colorado 80225-0165
www.mrm.mms.gov

MAR 14 2002

Dear Reporter:

The Minerals Management Service (MMS) cordially invites you to attend any of our **oil and gas** reporter training seminars, which are offered in Houston and Denver this year. These are the only training seminars we will provide because of budget considerations. With the implementation of our new financial system, training is especially important this year. Please sign up as soon as possible because the courses fill up rapidly.

Houston, Texas

May 14 **Royalty**
Report of Sales and Royalty Remittance (Form MMS-2014)

May 15 **Onshore Production**
Oil and Gas Operations Report (OGOR) (Form MMS-4054)

Location Holiday Inn Houston-Intercontinental Airport
15222 John F. Kennedy Boulevard
Houston, Texas 77032

The Holiday Inn Houston-Intercontinental Airport will provide a single or double room to attendees for \$80 per night. In order to receive this rate, you must call the hotel reservations at (281) 449-2311 by April 29, 2002, and identify the group as Minerals Management.

May 16 **Royalty**
Report of Sales and Royalty Remittance (Form MMS-2014)

May 17 **Offshore Production**
Oil and Gas Operations Report (OGOR) (Form MMS-4054)
Production Allocation Schedule Report (PASR) (Form MMS-4058)

Location Minerals Management Service
4141 N. Sam Houston Parkway East, Suite 202
Houston, Texas 77032

Register with MMS by close of business May 8, 2002. Call (800) 525-0306 and provide your name, company, phone number, and the seminar date and location. If you will need any special accommodations or auxiliary aids during training, please provide this information.

Denver, Colorado

- July 16** **Royalty**
Report of Sales and Royalty Remittance (Form MMS-2014)
- July 17** **Onshore Production**
Oil and Gas Operations Report (OGOR) (Form MMS-4054)
- July 18** **Royalty**
Report of Sales and Royalty Remittance (Form MMS-2014)
- July 19** **Offshore Production**
Oil and Gas Operations Report (OGOR) (Form MMS-4054)
Production Allocation Schedule Report (PASR) (Form MMS-4058)
- Location** Sheraton Denver West Hotel
360 Union Boulevard
Lakewood, Colorado 80228

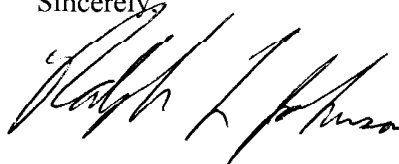
The Sheraton Denver West Hotel will provide a group rate of \$94 single/\$109 double per night. In order to receive this rate, you must call the hotel reservations at (303) 987-2000 by June 24, 2002, and request the Minerals Management Service Block or Group Code MMS715.

Register with MMS by close of business July 10, 2002. Call (800) 525-0306 and provide your name, company, phone number, and the seminar date and location. If you will need any special accommodations or auxiliary aids during training, please provide this information.

This training is provided to you at no charge except for your own travel and related expenses. If you have any questions or need additional information regarding the training seminars, please contact Linda Whitfield at (800) 525-0309, extension 3807, or (303) 231-3807.

If you are unable to attend training, you can check the Internet for reporting information and guidance at <http://www.mrm.mms.gov/ReportingServices/RepServhome.htm>, which will be available as soon as the Department of the Interior is permitted to restore full Internet access.

Sincerely,



Ralph L. Johnson
Acting Team Manager, Training and Development