



United States Department of the Interior



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

March 4, 2005

Dear Reporter:

The Minerals Management Service (MMS) cordially invites you to attend any of the oil and gas reporter training sessions listed on the enclosed agendas. These will be the only sessions we will provide this year. If you need training, please register soon as courses fill up rapidly.

Denver, Colorado:

Dates:	April 19	Oil and Gas Operations Report, Onshore (OGOR) (Form MMS-4054)
	April 19 -20	Report of Sales and Royalty Remittance (Form MMS-2014)
Location:	Sheraton Denver West 360 Union Blvd. Lakewood, CO 80228	

The Sheraton Denver West will provide a group room rate of \$112 per night to attendees, which includes a complimentary hot and cold breakfast buffet. In order to receive this rate you must call the hotel reservations department at (303) 987-2000 prior to April 4, 2005, and request the Minerals Management Service room block rate (Group Code: MMS1).

Tulsa, Oklahoma:

Dates:	May 10	Oil and Gas Operations Report, Onshore (OGOR) (Form MMS-4054)
	May 10 - 11	Report of Sales and Royalty Remittance (Form MMS-2014)
Location:	Marriott Southern Hills 1902 East 71st Tulsa, OK 74136	

The Marriott Southern Hills will provide a group room rate of \$99 per night to attendees. In order to receive this rate you must call the hotel reservations department at (866) 242-5060 by April 22, 2005, and request the Minerals Management Service room block rate.

TAKE PRIDE
IN AMERICA

Dear Reporter

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Houston, Texas:

Dates:	June 14 (one session only)	Oil and Gas Operations Report, Onshore and Offshore (OGOR) (Form MMS-4054) and Production Allocation Schedule Report (PASR) (Form MMS-4058)
	June 14 - 15	Report of Sales and Royalty Remittance (Form MMS-2014)
	June 16 - 17	Report of Sales and Royalty Remittance (Form MMS-2014)
Location:	Hyatt Regency Houston Airport 15747 John F. Kennedy Blvd. Houston, TX 77032	

The Hyatt Regency will provide a group room rate of \$125 single/\$145 double occupancy per night to attendees. In order to receive this rate you must call the hotel reservations department at (281) 987-1234 prior to May 24, 2005, and request the Minerals Management Service room block rate.

New for 2005

Revised Federal Oil Valuation Regulations effective August 1, 2004, and the new regulations for Accounting and Auditing Relief on Marginal Properties effective September 13, 2004.

Seminar Registration

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

<http://www.mrm.mms.gov/reportingservices/training/etform.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 contact Dena Delgado at 1-800-525-0309, extension 3160.

If you do not have Internet access you can register by calling 1-800-525-0306. 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.

Dear Reporter

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To attend the seminar of your choice, please register by the following dates:

Denver, CO – COB Friday, April 8, 2005

Tulsa, OK – COB Friday, April 29, 2005

Houston, TX – COB Friday, June 3, 2005

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. Dena Delgado 1-800-525-0309, extension 3160, or 303-231-3160.

Sincerely,

Original signed by
Lorraine Corona

Lorraine F. Corona
Manager, Reporting Services

Enclosure

2005 OIL & GAS REPORTER TRAINING

Denver, Colorado

Tuesday, April 19

Onshore Production: Session 1

(8:30 a.m. – 12:00 p.m.)

Opening

MRM Overview Reporting Principles

Reference/Well Confirmation Reports

Oil and Gas Operations Report (OGOR)
(Form MMS-4054)

OGOR Examples

OGOR Confirmation Reports

Modify/Replace Reporting (OGOR)

Basic Royalty: Session 2

(1:30 p.m. – 4:30 p.m.)

Opening

Leases and Agreements

Basic Reporting Principles

Commonly Used Transaction Codes

Wednesday, April 20

Advanced Royalty: Session 3

(8:30 a.m. – 11:30 a.m.)

Opening

Adjustments, Recoupments & Refunds

Exception Processing and Appeals

Valuation: Session 4

(1:00 p.m. – 4:00 p.m.)

Indian Valuation & Sales Type Codes

Federal Valuation & Sales Type Codes

Royalty-In-Kind Update

2005 OIL & GAS REPORTER TRAINING

Tulsa, Oklahoma

Tuesday, May 10

Onshore Production: Session 1

(8:30 a.m. – 12:00 p.m.)

Opening

MRM Overview Reporting Principles

Reference/Well Confirmation Reports

Oil and Gas Operations Report (OGOR)
(Form MMS-4054)

OGOR Examples

OGOR Confirmation Reports

Modify/Replace Reporting (OGOR)

Basic Royalty: Session 2

(1:30 p.m. – 4:30 p.m.)

Opening

Leases and Agreements

Basic Reporting Principles

Commonly Used Transaction Codes

Wednesday, May 11

Advanced Royalty: Session 3

(8:30 a.m. – 11:30 a.m.)

Opening

Adjustments, Recoupments & Refunds

Exception Processing and Appeals

Valuation: Session 4

(1:00 p.m. – 4:30 p.m.)

Indian Valuation & Sales Type Codes

Federal Valuation & Sales Type Codes

Royalty In-Kind Update

2005 OIL & GAS REPORTER TRAINING

Houston, Texas

Tuesday, June 14

Onshore/Offshore Production: Session 1

(8:00 a.m. – 12:30 p.m.)

Opening

MRM Overview Reporting Principles

Reference and Well Confirmation Reports

Oil and Gas Operations Report (OGOR)
(Form MMS-4054)

OGOR Examples

OGOR Confirmation Reports

Modify/Replace Reporting (OGOR)

Facility/Measurement Point (FMP)

Flash Gas/Retrograde

Production Allocation Schedule Report (PASR)

Modify/Replace Reporting (PASR)

Basic Royalty: Session 2

(1:30 p.m. – 4:30 p.m.)

Opening

Leases and Agreements

Basic Reporting Principles

Commonly Used Transaction Codes

Wednesday, June 15

Advanced Royalty: Session 3

(8:30 a.m. – 11:30 a.m.)

Opening

Adjustments, Recoupments & Refunds

Exception Processing and Appeals

Valuation: Session 4

(1:00 p.m. – 4:30 p.m.)

Indian Valuation & Sales Type Codes

Federal Valuation & Sales Type Codes

Royalty-In-Kind Update

2005 OIL & GAS REPORTER TRAINING

Houston, Texas

Thursday, June 16

Basic Royalty: Session 1

(9:00 a.m. – 11:30 a.m.)

Opening

Leases and Agreements

Basic Reporting Principles

Advanced Royalty: Session 2

(1:00 p.m. – 4:00 p.m.)

Commonly Used Transaction Codes

Adjustments, Recoupments & Refunds

Exception Processing and Appeals

Friday, June 17

Valuation: Session 3

(9:00 a.m. – 11:30 a.m.)

Opening

Indian Valuation & Sales Type Codes

Federal Valuation & Sales Type Codes

Royalty-In-Kind Update