



United States Department of the Interior



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

JAN 9 2009

Dear Reporter:

The Minerals Management Service (MMS) cordially invites you to attend any of the following oil and gas reporter training sessions for 2009 listed below (see enclosed agendas). The MMS does not charge for these training sessions. If you need training, please register soon as courses fill up rapidly.

Denver, Colorado:

Dates:	February 10	Reporting Production and the Oil and Gas Operations Report, Onshore (OGOR) (Form MMS-4054)
	February 11-12	Reporting Royalty and the Report of Sales and Royalty Remittance (Form MMS-2014)
Location:	Marriott - Denver West 1717 Denver West Blvd. Golden, CO 80401	

The Marriott Denver West 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 800-228-9290 or 303-987-2000 by **January 23, 2009**, and request the MMS room block rate.

Tulsa, Oklahoma:

Dates:	March 10	Reporting Production and the Oil and Gas Operations Report, Onshore (OGOR) (Form MMS-4054)
	March 11-12	Reporting Royalty and the Report of Sales and Royalty Remittance (Form MMS-2014)
Location:	Embassy Suites Hotel – Tulsa I-44 3332 S. 79 th Ave. Tulsa, OK 74136 918-622-4000	

TAKE PRIDE
IN AMERICA 

The Embassy Suites Hotel will provide a group room rate of \$119 per night to attendees. In order to receive this rate, you must call the hotel reservations department at 1-800-EMBASSY by **March 1, 2009**, and request the MMS room block rate (Group Code MMS 1).

Houston, Texas:

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

Dates:	April 21	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)
	April 22-23	Reporting Royalty and the Report of Sales and Royalty Remittance (Form MMS-2014)
	April 21-22	Session 2 Reporting Royalty and the Report of Sales and Royalty Remittance (Form MMS-2014)
	April 23	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: Crown Plaza Houston North Greenspoint
425 N. Sam Houston Pkwy. E
Houston, TX 77060

The Crown Plaza will provide a group room rate of \$129 per night to attendees. In order to receive this rate, you must call the hotel reservations department at 1-800-525-0309 by **April 10, 2009**, and request the MMS room block rate.

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 Ms. Kathy Tyler at 1-800-525-0309, Extension 3579 or 303-231-3579.

If you do not have Internet access, you can register by calling 1-800-525-0309, Extension 3579. 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:

Denver, CO – COB Friday, January 30, 2009

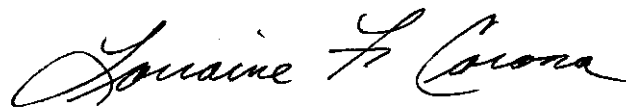
Tulsa, OK – COB Friday, February 27, 2009

Houston, TX – COB Friday, April 10, 2009

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. Susan Long 1-800-525-0309, Extension 3079, or 303-231-3079.

Sincerely,

A handwritten signature in black ink that reads "Lorraine F. Corona". The signature is written in a cursive style with a large, flowing "L" and "C".

Lorraine F. Corona
Manager, Reporting Services

Enclosures

2009 OIL & GAS REPORTER TRAINING

Denver, Colorado

Tuesday, February 10	Wednesday, February 11
<p><u>Onshore Production</u> (8:00 a.m. – 12:00 Noon) Opening</p> <p>MRM Overview Reporting Principles</p> <p>Reference/Well Confirmation Reports</p> <p>Oil and Gas Operations Report (OGOR)</p> <p>OGOR Examples</p>	<p><u>Royalty – Basic</u> (8:00 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>Onshore Production (cont.)</u> (1:00 p.m. – 5:00 p.m.)</p> <p>Portal/Data Warehouse use for Production</p> <p>OGOR Confirmation Reports</p> <p>Modify/Replace Reporting (OGOR)</p>	<p><u>Royalty – Advanced</u> (1:00 p.m. – 5:00 p.m.)</p> <p>Adjustments, Recoupments & Refunds</p> <p>Portal/Data Warehouse use for Royalty</p> <p>Exception Processing and Appeals</p>
<p>Electronic Reporting</p>	<p><u>Thursday, February 12</u></p> <p><u>Royalty – Valuation</u> (8:00 a.m. – 12:00 Noon)</p> <p>Federal Valuation & Sales Type Codes</p> <p>Indian Valuation & Sales Type Codes</p>

2009 OIL & GAS REPORTER TRAINING

Tulsa, Oklahoma

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<p><u>Onshore Production</u> (8:00 a.m. – 12:00 Noon) Opening</p> <p>MRM Overview Reporting Principles</p> <p>Reference/Well Confirmation Reports</p> <p>Oil and Gas Operations Report (OGOR)</p> <p>OGOR Examples</p> <p><u>Onshore Production (cont.)</u> (1:00 p.m. – 5:00 p.m.)</p> <p>Portal/Data Warehouse use for Production</p> <p>OGOR Confirmation Reports</p> <p>Modify/Replace Reporting (OGOR)</p> <p>Electronic Reporting</p>	<p><u>Royalty – Basic</u> (8:00 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.)</p> <p>Adjustments, Recoupments & Refunds</p> <p>Portal/Data Warehouse use for Royalty</p> <p>Exception Processing and Appeals</p>
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2009 OIL & GAS REPORTER TRAINING

Houston, Texas Session 1

Tuesday, April 21	Wednesday, April 22
<p><u>Onshore & Offshore Production</u> (8:00 a.m. – 12:00 Noon) Opening</p> <p>MRM Overview Reporting Principles</p> <p>Reference/Well Confirmation Reports</p> <p>Oil and Gas Operations Report (OGOR)</p> <p>OGOR Examples</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.) Portal/Data Warehouse use for Production</p> <p>Facility/Measurement Point (FMP)</p> <p>Flash Gas/Retrograde</p> <p>Production Allocation Schedule Report</p> <p>Modify/Replace (PASR)</p>	<p><u>Royalty – Basic</u> (8:00 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</p> <p>Exception Processing and Appeals</p> <p style="text-align: center;">Thursday, April 23</p> <p><u>Royalty – Valuation</u> (8:00 a.m. – 12:00 Noon) Deep Water Royalty Relief</p> <p>Federal Valuation & Sales Type Codes</p> <p>Indian Valuation & Sales Type Codes</p>

2009 OIL & GAS REPORTER TRAINING

Houston, Texas Session 2

Tuesday, April 21	Thursday, April 23
<p><u>Royalty – Basic</u> (8:00 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</p>	<p><u>Onshore & Offshore Production</u> (8:00 a.m. – 12:00 Noon) Opening</p> <p>MRM Overview Reporting Principles</p> <p>Reference/Well Confirmation Reports</p> <p>Oil and Gas Operations Report (OGOR)</p> <p>OGOR Examples</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.) Portal/Data Warehouse use for Production</p> <p>Facility/Measurement Point (FMP)</p> <p>Flash Gas/Retrograde</p> <p>Production Allocation Schedule Report</p> <p>Modify/Replace (PASR)</p>
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