



# United States Department of the Interior

## OFFICE OF NATURAL RESOURCES REVENUE

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

**JAN 1 8 2011**

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 2011 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.

### **Denver, Colorado:**

<b>Dates:</b>	March 8	Reporting Production and the Oil and Gas Operations Report, Onshore (OGOR) (Form MMS-4054)
	March 9-10	Reporting Royalty and the Report of Sales and Royalty Remittance (Form MMS-2014)
<b>Location:</b>	Sheraton Denver West Hotel 360 Union Boulevard Lakewood, CO 80401	

The Sheraton Denver West 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 888-627-7027 and request the Office of Natural Resource Revenue Annual Reporter Training block or group code BOC07A.

### **Tulsa, Oklahoma:**

<b>Dates:</b>	March 22	Reporting Production and the Oil and Gas Operations Report, Onshore (OGOR) (Form MMS-4054)
	March 23-24	Reporting Royalty and the Report of Sales and Royalty Remittance (Form MMS-2014)
<b>Location:</b>	Hyatt Regency Tulsa (Downtown Tulsa) 100 East 2 <sup>nd</sup> St Tulsa, OK 74103	

The Hyatt Regency Tulsa will provide a group room rate of \$81 per night to attendees. In order to receive this rate, you must call the hotel reservations department at 918-582-9000.

**Houston, Texas:**

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

**Session 1**

- |               |             |  |
|---------------|-------------|--|
| <b>Dates:</b> | 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) |
|               | April 13-14 | Reporting Royalty and the Report of Sales and Royalty Remittance (Form MMS-2014)   |

**Session 2**

- |                  |  |  |
|------------------|--|--|
| <b>Dates:</b>    | April 12-13  | Reporting Royalty and the Report of Sales and Royalty Remittance (Form MMS-2014)   |
|                  | April 14   | 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) |
| <b>Location:</b> | Hilton Houston North<br>12400 Greenspoint Dr.<br>Houston, TX 77060 |  |

The Hilton Houston North 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 1-866-577-1154 by April 1, 2011, and request the US – Office of Natural Resource Revenue 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 contact Ms. Rebecca Roper at 1-800-525-0309, Extension 3322 or 303-231-3322.

If you do not have Internet access, you can register by calling 1-800-525-0309, Extension 3322. 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, February 25, 2010

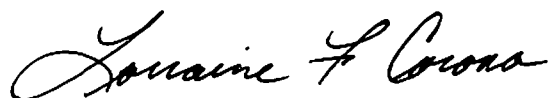
Tulsa, OK – COB Friday, March 11, 2010

Houston, TX – COB Friday, April 1, 2010

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 1-800-525-0309, Extension 3318, or 303-231-3318.

Sincerely,



Lorraine F. Corona  
Manager, Reporting Services

Enclosures

# 2011 OIL & GAS REPORTER TRAINING

Denver, Colorado

<b>Tuesday, March 8</b>	<b>Wednesday, March 9</b>
<p><b><u>Onshore Production</u></b> (8:00 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><b><u>Onshore Production (cont.)</u></b> (1:00 p.m. – 5:00 p.m.) OGOR Examples</p> <p>Portal/Data Warehouse use for Production</p> <p>Electronic Reporting</p>	<p><b><u>Royalty – Basic</u></b> (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><b><u>Royalty – Advanced</u></b> (1:00 p.m. – 5:00 p.m.) Adjustments, Recoupments &amp; Refunds</p> <p>Exception Processing and Appeals</p> <p>Portal/Data Warehouse use for Royalty, E Invoices, and E Statements of Account</p>
	<p><b>Thursday, March 10</b></p> <p><b><u>Royalty – Valuation</u></b> (8:00 a.m. – 1:00 p.m.) Electronic Reporting Website</p> <p>Federal Valuation &amp; Sales Type Codes</p> <p>Indian Valuation &amp; Sales Type Codes</p>

## 2011 OIL & GAS REPORTER TRAINING

Tulsa, Oklahoma

<b>Tuesday, March 22</b>	<b>Wednesday, March 23</b>
<p><b><u>Onshore Production</u></b> (8:00 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><b><u>Onshore Production (cont.)</u></b> (1:00 p.m. – 5:00 p.m.) OGOR Examples</p> <p>Portal/Data Warehouse use for Production</p> <p>Electronic Reporting</p>	<p><b><u>Royalty – Basic</u></b> (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><b><u>Royalty – Advanced</u></b> (1:00 p.m. – 5:00 p.m.) Adjustments, Recoupments &amp; Refunds</p> <p>Exception Processing and Appeals</p> <p>Portal/Data Warehouse use for Royalty, E Invoices, and E Statements of Account</p>
	<b>Thursday, March 24</b>
	<p><b><u>Royalty – Valuation</u></b> (8:00 a.m. – 1:00 p.m.) Electronic Reporting Website</p> <p>Federal Valuation &amp; Sales Type Codes</p> <p>Indian Valuation &amp; Sales Type Codes</p>

## 2011 OIL & GAS REPORTER TRAINING

### Houston, Texas Session 1

<b>Tuesday, April 12</b>	<b>Wednesday, April 13</b>				
<p><b><u>Onshore &amp; Offshore Production</u></b> (8:00 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><b><u>Onshore &amp; Offshore Production (cont.)</u></b> (1:00 p.m. – 5:00 p.m.) OGOR Examples</p> <p>Portal/Data Warehouse use for Production</p> <p>Electronic Reporting</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><b><u>Royalty – Basic</u></b> (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><b><u>Royalty – Advanced</u></b> (1:00 p.m. – 5:00 p.m.) Adjustments, Recoupments &amp; Refunds</p> <p>Exception Processing and Appeals</p> <p>Portal/Data Warehouse use for Royalty, E Invoices, and E Statements of Account</p> <tr> <th colspan="2" style="text-align: center; padding: 5px;"><b>Thursday, April 14</b></th> </tr> <tr> <td style="vertical-align: top; padding: 5px;"> <p><b><u>Royalty – Valuation</u></b> (8:00 a.m. – 2:00 p.m.) Electronic Reporting Website</p> <p>Deep Water Royalty Relief</p> <p>Federal Valuation &amp; Sales Type Codes</p> <p>Indian Valuation &amp; Sales Type Codes</p> </td> <td style="vertical-align: top; padding: 5px;"> </td> </tr>	<b>Thursday, April 14</b>		<p><b><u>Royalty – Valuation</u></b> (8:00 a.m. – 2:00 p.m.) Electronic Reporting Website</p> <p>Deep Water Royalty Relief</p> <p>Federal Valuation &amp; Sales Type Codes</p> <p>Indian Valuation &amp; Sales Type Codes</p>	
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## 2011 OIL & GAS REPORTER TRAINING

### Houston, Texas Session 2

Tuesday, April 12	Thursday, April 14
<p><b><u>Royalty – Basic</u></b> (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><b><u>Royalty – Advanced</u></b> (1:00 p.m. – 5:00 p.m.) Adjustments, Recoupments &amp; Refunds</p> <p>Portal/Data Warehouse use for Royalty, E Invoices, and E Statements of Account</p> <p>Exception Processing and Appeals</p>	<p><b><u>Onshore &amp; Offshore Production</u></b> (8:00 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><b><u>Onshore &amp; Offshore Production (cont.)</u></b> (1:00 p.m. – 5:00 p.m.) OGOR Examples</p> <p>Portal/Data Warehouse use for Production</p> <p>Electronic Reporting</p>
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