



United States Department of the Interior

MINERALS MANAGEMENT SERVICE

Royalty Management Program
P.O. Box 25165
Denver, Colorado 80225-0165

IN REPLY REFER TO:

ARD/RB
Mail Stop 3132

OCT 22 1997

Dear Reporter:

Each year the Minerals Management Service (MMS) offers a variety of oil and gas reporter training seminars. The enclosed schedule lists the seminars planned through September 1998. They cover topics related to the following areas:

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

How to prepare the Payor Information Form and the Form MMS-2014; how to make adjustments to previously reported data; related assessment and billing functions; appeal processing; product valuation issues; and the process of comparing reported sales data in MMS's Auditing and Financial System (AFS) with production data in our Production Accounting and Auditing System (PAAS).

- Monthly Report of Operations (Form MMS-3160) and/or Oil and Gas Operations Report-OGOR (Form MMS-4054) and related Forms

How to prepare the forms; how to amend previously submitted data; well confirmation report; missing, and erroneous production reporting assessments; Orders to Report; and appeal processing.

You do not need to take any action at this time. We will send you an invitation to each training seminar in your area about 4 weeks before the scheduled training date. At that time, we will notify you on how to register. You may attend all or some of the sessions. Except for your own travel and related expenses, this training is provided to you at no charge.

These seminars do not cover topics related to solid minerals. Please call 1-888-201-6416 for information.

We believe this training is a good investment of time and effort for both you and MMS. Proper reporting enables us to disburse revenues to the States and Indians in a timely manner. It allows you to reduce costly follow-up efforts and lessens the possibility of assessment actions. This is your opportunity to gain information from MMS personnel on various topics and to work together with us toward common goals of timely, accurate reporting.

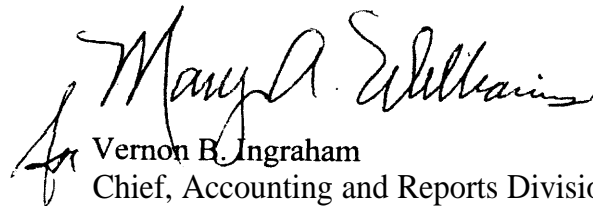
If you have any questions or need additional information on these seminars, please contact one of the following individuals:

Form MMS-2014: Robert Prael
1-800-525-0309, extension 3217 or (303)231-3217

Form MMS-3160/OGOR Dennis Johnson
1-800-525-7922, extension 3816 or (303)231-3816

We look forward to seeing you at one of these reporter training seminars.

Sincerely,


for Vernon B. Ingraham
Chief, Accounting and Reports Division

Enclosures

MMS Reporter Training Schedule
Form MMS-2014 Agenda
Form MMS-3160 Agenda
Form MMS-4054 Agenda

MINERALS MANAGEMENT SERVICE
REPORTER TRAINING SCHEDULE

January - September 1998

Houston, Texas

Tuesday	January 6, 1998	MMS-2014	Clarion Inn
Wednesday	January 7, 1998	MMS-2014	500 North Sam Houston
Thursday	January 8, 1998	MMS-4054(OGOR)	Parkway East
Friday	January 9, 1998	MMS-3160	Houston, Texas 77060 281/931-0101

Las Vegas, Nevada

Tuesday	February 3, 1998	MMS-2014	Quality Inn
Wednesday	February 4, 1998	MMS-2014	377 East Flamingo Road
Thursday	February 5, 1998	MMS-3160	Las Vegas, Nevada 89109 702/733-7777

Dallas, Texas

Tuesday	March 3, 1998	MMS-2014	Wilson World Hotel
Wednesday	March 4, 1998	MMS-2014	D/FW Airport South
Thursday	March 5, 1998	MMS-4054(OGOR)	4600 West Airport Freeway
Friday	March 6, 1998	MMS-3160	Irving, Texas 75062 972/513-0800

Tulsa, Oklahoma

Tuesday	May 5, 1998	MMS-2014	DoubleTree-Downtown
Wednesday	May 6, 1998	MMS-2014	616 West 7th Street
Thursday	May 7, 1998	MMS-3160	Tulsa, Oklahoma 74127 918/587-8000

Denver, Colorado

Tuesday	June 9, 1998	MMS-2014	Sheraton Denver West
Wednesday	June 10, 1998	MMS-2014	360 Union Boulevard
Thursday	June 11, 1998	MMS-3160	Lakewood, Colorado 303/987-2000

Houston, Texas

Tuesday	September 1, 1998	MMS-2014	Clarion Inn
Wednesday	September 2, 1998	MMS-2014	500 North Sam Houston
Thursday	September 3, 1998	MMS-4054(OGOR)	Parkway East
Friday	September 4, 1998	MMS-3160	Houston, Texas 77060 281/931-0101

AGENDA

Minerals Management Service Oil and Gas Payor Training Seminar

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

Session Title	Description
Establishing Your Database	Explains how to prepare the Payor Information Form (PIF) that MMS uses to establish your company as a payor in our computer system. Explains revenue source types and their importance in proper reporting.
Basic Reporting Principles and Form Preparation	Explains how and when to report and pay royalties, including who reports and pays, payment requirements, due dates, and report acceptance. Explains each section of the Form MMS-2014.
Commonly Used Transaction Codes	Explains the coding and specific reporting requirements for royalty due, royalty-in-kind, rent, minimum royalty, and estimated royalty payments.
Adjustments, Recoupments, and Refunds	Explains how to report adjustments, recoup overpaid Federal royalties, and establish a balance to recoup Indian, tribal, and allotted overpayments.
Billings and Appeals	Explains each type of bill (for example, ABIL, CBIL, IBIL, GBIL, TBIL) MMS generates and the conditions that create them. Explains the appeals process.
AFS/PAAS Comparison	Explains how exceptions are generated when there is a discrepancy between the sales/transfer volumes reported by the operator on the production report (to the Production Accounting and Auditing System [PAAS]) and the sales quantity reported by the payor on the royalty report (to the Auditing and Financial System [AFS]).
Product Valuation	Gives an overview of MMS's method of determining product value with emphasis on commonly encountered valuation issues. Discusses basic allowance regulations and exceptions under the regulations. (This session does not explain how to prepare allowance forms).

AGENDA

Minerals Management Service Oil and Gas Operator Training Seminar

Monthly Report of Operations (Form MMS-3160)

(This session is for onshore reporting)

Session Title	Description
Overview	Explains the organization of MMS. Explains the Production Accounting and Auditing System (PAAS), MMS, and surface management agency responsibilities.
Reporting Principles	Explains who must report, when to report, where to report, and production reporting methods, including who reports, authorized reporting formats, mailing addresses, due dates, editing, and report acceptance.
Form MMS-3160 Preparation	Explains each field on the Form MMS-3160 in detail. Includes ideas on where and how to save time and energy on form preparation.
Amended Reporting	Explains how to prepare and submit amended reports.
Confirmation Report	Explains the monthly Well confirmation report MMS sends to operators.
Assessment/Order to Report/Appeal Overview	Explains why assessments are generated for missing reports and erroneous production reporting and how to prevent them. Explains the appeals process.
AFS/PAAS Comparison	Explains how exceptions are generated when there is a discrepancy between the sales/transfer volumes reported by the operator on the production report (to PAAS) and the sales quantity reported by the payor on the royalty report (to the Auditing and Financial System [AFS]).

AGENDA

Minerals Management Service Oil and Gas Operator Training Seminar

Oil and Gas Operations Report (Form MMS-4054)

(Examples focus on offshore situations; onshore OGOR reporters are welcome.)

Session Title	Description
Overview	Explains the organization of MMS. Explains the Production Accounting and Auditing System (PAAS), MMS, and surface management agency responsibilities.
Reporting Principles	Explains who must report, when to report, where to report, and production reporting methods, including who reports, authorized reporting formats, mailing addresses, due dates, editing, and report acceptance.
Reference Data Information	Explains how to use the appendices for assigned numbers and codes of MMS's <i>PAAS Reporter Handbook—Lease, Facility/Measurement Point, and Gas Plant Operators</i> to complete your operations forms correctly. Explains how and why MMS Royalty Management Program and Offshore Minerals Management (OMM) Program work together and exchange data to process your forms. Explains how to interpret the confirmation reports you receive from MMS for your Well Information Forms (WELL) and Facility and Measurement Information Forms (FMIF).
OGOR Preparation/ Amended Reporting	Explains how to prepare and submit both original and amended Oil and Gas Operations Reports (OGOR).
Other PAAS Reports	Explains when and how to prepare the Production Allocation Schedule Report (PASR) that MMS uses to verify certain data on the OGOR.
Assessment/Appeal Overview	Explains why assessments are generated for missing or erroneous production reports and how to prevent them. Explains the appeals process.
AFS/PAAS Comparison	Explains how exceptions are generated when there is a discrepancy between the sales/transfer volumes reported by the operator on the production report (to PAAS) and the sales quantity reported by the payor on the royalty report (to the Auditing and Financial System [AFS]).