



# 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

NOV 25 1997

Dear Reporter:

The Minerals Management Service (MMS) cordially invites you to attend a reporter training seminar in Houston, Texas, on January 6-9, 1998.

The enclosed agenda gives you a brief description of the royalty and production reporting topics we will cover. The training will benefit new reporters as well as experienced reporters who could use a refresher course or need help with specific problems.

These sessions are informal and designed to provide as much information as possible in a short period of time. Except for your own travel and related expenses, the training is provided to you at no charge.

Location: Clarion/Hampton Inn  
500 North Sam Houston Parkway East  
Houston, Texas 77060  
(281) 931-0101

Dates: **January 6-7** (Tuesday and Wednesday)  
Report of Sales and Royalty Remittance (Form MMS-2014)  
AFS/PAAS Comparison

**January 8** (Thursday)  
Oil and Gas Operations Report (Form MMS-4054)  
AFS/PAAS Comparison

**January 9** (Friday)  
Monthly Report of Operations (Form MMS-3160)  
AFS/PAAS Comparison

Time: 8:30 a.m. to 4:00 p.m.

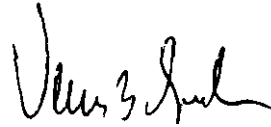
How to register: Call MMS at 800-525-0306 or (303) 231-3301 no later than  
Wednesday, December 24, 1997.

During the 4-day seminar, MMS representatives will be available to meet with you to discuss any specific issues or problems you may be encountering. If you wish to schedule a separate appointment, please call the phone number listed above and indicate the topics you wish to discuss. One of our representatives will return your call.

Attendees staying at the Clarion/Hampton Inn should ask for the Minerals Management Service room block.

If you have any questions or if you will need any special accommodations or auxiliary aids during the training, please let us know when you call to register. We look forward to seeing you at the training.

Sincerely,

A handwritten signature in black ink, appearing to read "Vernon B. Ingraham". The signature is fluid and cursive, with a large initial "V" and a long, sweeping underline.

Vernon B. Ingraham  
Chief, Accounting and  
Reports Division

Enclosures

# AGENDA

## Minerals Management Service Oil and Gas Payor Training Seminar

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

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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 <b>not</b> explain how to prepare allowance forms).

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# AGENDA

## Minerals Management Service Oil and Gas Operator Training Seminar

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

(Although 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 whom 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), which 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]).

# AGENDA

## Minerals Management Service Oil and Gas Operator Training Seminar

### Monthly Report of Operations (Form MMS-3160)

(This session is for onshore reporting)

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<b>Session title</b>	<b>Description</b>
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 whom 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 Reports	Explains the monthly Well and Form MMS-3160 confirmation reports 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]).

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