IN REPLY REFER TO

ARD/RB
Mail Stop 3132

OCT 29 1999

Dear Reporter:

Each year the Minerals Management Service (MMS) offers oil and gas reporter training seminars. The enclosed schedule lists seminars planned through June 2000 that will cover topics related to the following areas:

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

    How to prepare the Payor Information Form and Form MMS-2014; how to make adjustments to previously reported data; billing functions; product valuation issues; electronic commerce initiatives; and the process of comparing reported sales data in the Auditing and Financial System (AFS) with production data in the 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 reports; electronic commerce; and the process of comparing reported sales data in the AFS with production data in the PAAS.

In addition, we will give an update on the progress of the Royalty Management Program's reengineering initiative in each session.

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 6 weeks before the scheduled training date. At that time, we will notify you of the training site and provide information 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 and allows you to reduce costly follow-up efforts and lessen 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   Hans Meingast
                        1-800-525-0309, extension 3382 or (303)231-3382

Form MMS-3160 and 4054   Linda Whitfield
                        1-800-525-7922, extension 3807 or (303)231-3807

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

                    Sincerely,

                    Paula Neoroth
                    Chief, Reports Branch

Enclosures (4)
   MMS Reporter Training Schedule
   Form MMS-2014 Agenda
   Form MMS-3160 Agenda
   Form MMS-4054 Agenda

Enclosure #1

MINERALS MANAGEMENT SERVICE
REPORTER TRAINING SCHEDULE
February – June, 2000

Tulsa, Oklahoma

Tuesday	February 15, 2000	MMS-2014
Wednesday	February 16, 2000	MMS-2014
Thursday	February 17, 2000	MMS-3160

Houston, Texas

Tuesday	March 14, 2000	MMS-2014
Wednesday	March 15, 2000	MMS-2014
Thursday	March 16, 2000	MMS-4054

Dallas, Texas

Tuesday	May 16, 2000	MMS-2014
Wednesday	May 17, 2000	MMS-2014
Thursday	May 18, 2000	MMS-4054
Friday	May 19, 2000	MMS-3160

Denver, Colorado

Tuesday	June 13, 2000	MMS-2014
Wednesday	June 14, 2000	MMS-2014
Thursday	June 15, 2000	MMS-3160

AGENDA

**Minerals Management Service
Oil and Gas Payor Training Seminar
Report of Sales and Royalty Remittance
(Form MMS-2014)**

Session title	Description
Getting Started	Explain how to prepare the Payor Information Form to establish your company as a payor with MMS. Explain basic terminology with emphasis on revenue sources and their importance in reporting.
Reporting Principles and Commonly Used Transaction Codes	Explain each section of the Form MMS-2014, royalty reporting requirements, payment requirements, and MMS =s editing and report acceptance process. Provide a field-by-field review with examples of the most frequently used Transaction Codes.
Adjustments, Recoupments, and Refunds	Explain how to report adjustments, recoup overpaid Federal royalties, and establish a balance to recoup Indian Tribal and allotted overpayments. Identify situations when MMS will process a refund.
Bills and Appeals	Explain types of bills (ABIL, CBIL, IBIL, GBIL, TBIL, BILL) automatically generated and reasons they are created. Discussion of when to report interests calculations on the Form MMS -2014 and what to do with negative interest statements. Explain the appeals process.
AFS/PAAS Comparison	Explain how exceptions are generated when there is a discrepancy between the sales/transfer volumes reported by the operator on the production report for the Production Accounting and Auditing System (PAAS) and the sales quantity reported by the payor on the royalty report for the Auditing and Financial System (AFS).
Product Valuation	Overview of MMS=s method of determining product value with emphasis on common valuation issues. Discuss basic allowance regulations and exceptions under the regulations. (This session does **not** explain how to prepare allowance forms).
Electronic Commerce	Present various methods and benefits of electronic reporting.
Reengineering	Update on the progress of the Royalty Management Program's reengineering initiative.

Enclosure #3

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	Explain the MMS organization; the Production Accounting and Auditing System (PAAS); and MMS and surface management agency responsibilities.
Reporting Principles	Explain who, when, where, and how to report; production reporting methods including authorized report formats, mail addresses, due dates, editing, and report acceptance.
Form MMS-3160 Preparation	Explain each field on the Form MMS-3160. Includes suggestions to save time on report preparation.
Amended Reporting	Explain how to prepare and submit amended reports.
Confirmation Reports	Explain the monthly Well confirmation reports MMS sends to operators.
Missing Reports	Explain how missing exceptions are generated for production reports and MMS compliance efforts.
AFS/PAAS Comparison	Explain how exceptions are generated when there is a discrepancy between the sales/transfer volumes reported by the operator on the production report for the Production Accounting and Auditing System (PAAS) and the sales quantity reported by the payor on the royalty report for the Auditing and Financial System (AFS).
Electronic Commerce	Present various methods and benefits of electronic reporting.
Reengineering	Update on the progress of the Royalty Management Program's reengineering initiative.
BLM Overview	Explanation of the Bureau of Land Management leasing process from the planning stage to final production. Includes overview of regulations, oil and gas orders, drilling plans, and surface use plans as they relate to oil and gas operations.

Enclosure #4

AGENDA

**Minerals Management Service
Oil and Gas Operator Training Seminar
Oil and Gas Operations Report (OGOR)
(Form MMS-4054)**

(Although examples focus on offshore situations, onshore OGOR reporters are welcome.)

Session title	Description
Overview	Explain the MMS organization, the Production Accounting and Auditing System (PAAS), and MMS and surface management responsibilities.
Reporting Principles	Explain who, when, where, and how to report; production reporting methods including authorized report formats, mail addresses, due dates, editing, and report acceptance.
Reference Data Information	Explain how to use the MMS≈s PAAS Reporter Handbook appendices for assigned numbers and codes. Explains how the MMS Royalty Management Program and Offshore Minerals Management Programs exchange data to process reports. Explains the MMS confirmation reports for Well Information Forms (WELL) and Facility and Measurement Information Forms (FMIF).
OGOR Preparation/ Amended Reporting	Explain how to prepare and submit both original and amended OGORs. Includes suggestions to save time on report preparation.
Other PAAS Reports	Explain when and how to prepare the Production Allocation Schedule Report (PASR), which MMS uses to verify certain data on the OGOR.
Missing Reports	Explain how missing exceptions are generated for production reports and MMS compliance efforts.
AFS/PAAS Comparison	Explain 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 for the Auditing and Financial System (AFS).
Electronic Commerce	Present various methods and benefits of electronic reporting.
Reengineering	Update on the progress of the Royalty Management Program's reengineering initiative.