

PAD-OCPT  
MS-657

MAR 16 1988

Dear Reporter:

Enclosed is a copy of the Minerals Management Service's (MMS) PAAS Onshore Oil and Gas Reporter Handbook, which provides instructions for reporting oil and gas production information on the Form MMS-3160, Monthly Report of Operations. These instructions, along with the Form MMS-3160, will replace the Bureau of Land Management's (BLM) requirements for reporting production on the BLM Form 3160-6. Conversion to MMS reporting will occur in phases by BLM State or district office commencing June 1988 and scheduled to be completed in May 1989. Please continue to report to BLM in the manner it has prescribed until conversion of the BLM office to which you are currently reporting. At that time, the instructions in the handbook will be effective for your reporting.

The sample forms in the handbook received final approval after publication. Although stamped "Draft," they are the approved versions and should be retained for illustrative purposes. In addition, we have enclosed blank Forms MMS-3160 and MMS-3160A to be inserted in Appendix C of the handbook.

After your company has been converted to MMS reporting, a contact person in our Production Accounting Division (PAD) will be assigned to your company to assist you in reporting. If you have any questions prior to the assignment of a contact person, please feel free to call Mike DeBerard of PAD at (303) 231-3369 (toll-free at 1-800-525-7922 outside of Colorado) or write to:

Minerals Management Service  
Production Accounting Division  
P.O. Box 17110  
Denver, Colorado 80217

Sincerely,

**Original signed by  
Jerry D. Hill**

**Jerry D. Hill  
Associate Director for  
Royalty Management**

3 Enclosures