

MMS Oil and Gas Production Reporter Training Evaluation Form MMS-4420B

Location: _____

Date: _____

We want to improve our training. Please provide your comments below.

Please rate the following:

(1 = strongly disagree <--> 5 = strongly agree)

	1	2	3	4	5
The class objective was stated and met.					
The class was worthwhile for me.					
The class made effective use of:					
• Handbook/handouts					
• Visual aids					
The class was well organized.					
The instructors were knowledgeable.					
The instructors answered questions well.					
The instructors encouraged interaction.					
I know a contact person to call when I have questions.					
Facilities were adequate.					

If you answered any questions with either a 1 or a 2, how can we improve those specific areas? _____

Was the level of reporter training: _____ Too basic _____ Appropriate _____ Too advanced

Was the MMS training provided sufficient for you to accurately and completely fill out the production reporting forms? _____ Yes _____ No

If no, what additional information would you like presented at future sessions?

General comments or observations about the training seminar:

We want to improve our service. Please provide your comments below.

Regarding the Minerals Production Reporter Handbook:

- Does it provide the information you need? _____ Yes _____ No
- How easy is it to understand?
_____ Generally easy _____ Some difficult parts _____ Generally difficult
- What additional information would you like included in the handbook?

Please give us feedback or examples in any areas that you believe need improvement.

In your dealings with MMS, what one thing would you change if you could?

Name (optional) _____ **Phone (optional)** _____

Paperwork Reduction Act of 1995 (PRA) Statement: The PRA (44 U.S.C. 3501 *et seq.*) requires us to inform you that we collect this information to improve our customer service. The MMS uses the information to identify areas where improvements can be made. Responses are voluntary. Proprietary information is protected in accordance with standards established by the Federal Oil and Gas Royalty Management Act of 1982 (30 U.S.C. 1733), the Freedom of Information Act (5 U.S.C. 552(b)(4)), and Department regulations (43 CFR 2). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. Public reporting burden for this form is estimated to average 6 minutes per response, including the time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding the burden estimate or any other aspect of this form to the Information Collection Clearance Officer, Minerals Management Service, Mail Stop 4230, 1849 C Street, NW., Washington, DC 20240.