



Memorandum

To: Tracie Winbigler
Executive Vice President and Chief Financial Officer

From: Jim Morrison *JM*
Assistant Inspector General, Audits

Date: September 6, 2022

Subject: Engagement Memo—Agreement Workforce Audit (Project Code 014-2022)

We are initiating a review of Amtrak's (the company) strategies to build its agreement workforce. Our objective will be to assess the company's efforts to build and maintain an agreement workforce that can execute its growth and renewal plans. In particular, we will emphasize the positions needed to carry out projects funded by the Infrastructure Investment and Jobs Act.¹ During the review, we plan to interview company officials responsible for recruiting, onboarding, training, and retaining agreement employees; analyze relevant documents and data; and assess related policies and procedures. We will work to minimize disruptions to the company by coordinating meetings with staff in advance.

Our interactions with the company will be consistent with P/I 2.1.4, which sets forth the relationship between our office and the company. In particular, section 7.0 of the policy discusses coordination between company officials and our Office of Audits.

We request that your office arrange an entrance conference for us with the appropriate company officials at the earliest possible date. We will keep you advised of the status of our work and any material changes in our objective, should they occur.

If you have any questions, please call (202) 906-4600.

¹ Infrastructure Investment and Jobs Act, Pub. L. No. 117-58, 135 Stat. 429 (2021).
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cc: Stephen J. Gardner, Chief Executive Officer
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