




Memorandum

To: Swati Sharma
Acting Chief Financial Officer

From: 
Stephen Lord
Assistant Inspector General, Audits

Date: February 20, 2019

Subject: Engagement Memo— Audit of the Company's Management of Its Vehicle Fleet (Project code 006-2019)

We are initiating an audit of Amtrak's management of its vehicle fleet. Our objective is to assess the effectiveness of the company's policies and practices in managing its vehicle fleet. We may expand our scope or modify our objective during the course of the audit.

During the audit, we plan to analyze documents and data related to the management of the company's vehicle fleet. We will request this information as our work progresses. We will work to minimize the impact of the audit by coordinating interviews and observations with staff in advance.

Our work will be performed in accordance with generally accepted government auditing standards. Our interactions with the company will be consistent with P/I 2.1.3, 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. To view this policy, see <http://wiki.corp.nrpc/display/APIM20/2.0+Inspector+General>

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.

Amber Keyser will be the Audit Manager for this engagement and reports to David P. Bixler, Senior Director – Audits. If you have any questions, please contact me at (202) 906-4600 (stephen.lord@amtrakoig.gov), Eileen Larence, Deputy Assistant

Inspector General – Audits at (202) 906-4152 (eileen.larence@amtrakoig.gov), or David P. Bixler at (202) 906-4453 (david.bixler@amtrakoig.gov).

cc: Stephen Gardner, Sr. Executive Vice President/Commercial, Marketing & Strategy
Eleanor Acheson, Executive Vice President/General Counsel & Corporate Secretary
Tim Griffin, Executive Vice President/Chief Commercial & Marketing Officer
Ken Hylander, Executive Vice President/Chief Safety Officer
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Mark Richards, Sr. Director, Risk Management and Controls
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