




Memorandum

To: William N. Feidt
Executive Vice President/Chief Financial Officer

From: Stephen Lord 
Assistant Inspector General, Audits

Date: November 27, 2017

Subject: Engagement Memo— Audit of Real Property Management (Project Code 004-2018)

The Office of Inspector General (OIG) is initiating an audit to assess Amtrak's real property management functions. Our objective is to determine whether opportunities exist to increase cost-effectiveness by reducing, consolidating, and/or monetizing owned and leased properties.

During the audit, we plan to interview relevant Amtrak (the company) officials responsible for managing the company's real property. We also plan to analyze documents and data related to real property management. Our request for documents will be made as our work progresses. We also 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/I2.1.3, 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.

Felix Kungu will be the audit manager for this engagement and reports to Leila Kahn, Senior Director – Audits. If you have any questions, please contact me at (202) 906-4600 (stephen.lord@amtrakoig.gov), Jason Venner, Deputy Assistant Inspector General – Audits at (202) 906-4405 (jason.venner@amtrakoig.gov), or Leila Kahn at (202) 906-4325 (leila.kahn@amtrakoig.gov).

cc: Eleanor Acheson, Executive Vice President/General Counsel & Corporate Secretary
Stephen Gardner, Executive Vice President/ Planning, Technology, & Public Relations
Scot Naparstek, Executive Vice President/Chief Operations Officer
DJ Stadtler, Executive Vice President/Chief Administrative Officer
William Bush, Vice President, Real Estate Stations & Facilities
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