



Memorandum

To: Swati Sharma
Acting Chief Financial Officer

From: Eileen Larence *Eileen Larence*
Acting Assistant Inspector General, Audits

Date: June 20, 2019

Subject: Engagement Memo— Audit of the company’s Amtrak Express service
(Project code 011-2019)

We are initiating an audit of Amtrak Express, the company’s package shipping service. Our objective is to assess the program’s costs, benefits, and security controls. We may expand our scope or modify our objective during the audit.

During the audit, we plan to analyze company documents and data related to managing the Amtrak Express program, including how the company assesses its costs and benefits and secures its shipments. We also plan to interview company officials and other external shipping service providers as appropriate. In addition, we plan to visit selected Amtrak stations to review company efforts to monitor and secure Amtrak Express shipments. We will request documents and interviews as our work progresses. We will coordinate interviews and observations with company offices and staff in advance to minimize the impact of the audit.

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 as soon as possible. We will keep you advised of the status of our work and any material changes in our objective, should they occur.

Jodi Prosser will be the audit manager for this engagement and reports to Anne Keenaghan, Senior Director – Audits. If you have any questions, please contact me at (202) 906-4152 (eileen.larence@amtrakoig.gov), Jason Venner, Deputy Assistant Inspector General – Audits at (202) 906-4405 (jason.venner@amtrakoig.gov), or Anne Keenaghan at (215) 349-2743 (anne.keenaghan@amtrakoig.gov).

cc: Stephen Gardner, Sr. Executive Vice President/Commercial, Marketing, & Strategy
Eleanor Acheson, Executive Vice President/General Counsel & Corporate Secretary
Roger Harris, Executive Vice President/Chief Commercial Officer
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