



## Memorandum

**To:** Jeff Martin, Chief Logistics Officer



**From:** David Warren, Assistant Inspector General, Audits

**Date:** April 12, 2012

**Subject:** Engagement Memo: *Survey of Capabilities, Capacity, and Training of Contracting Agents and Contracting Official's Technical Representatives*

The Amtrak FY2012–2016 Five-Year Financial Plan outlines the company's strategy for investing in infrastructure and fleet acquisitions to maintain a "state of good repair." To meet Amtrak's procurement demands, the Procurement and Materials Management Department must have acquisition and contracting workforce planning and training programs. Therefore, the Office of Inspector General is initiating a survey of Amtrak Procurement and Materials Management's identification and development of the skills of contracting agents and contracting officials' technical representatives. The primary objectives of the survey will be to assess the adequacy of Amtrak's

- workforce planning program to develop the capabilities and capacity of its personnel responsible for acquisitions and contracts, and
- training and qualifications requirements for acquisition and contract management personnel.

During the survey, we plan to interview Amtrak personnel, particularly from the Procurement, Engineering, Finance, Human Resources, and Law departments. Requests for documents will be made as the survey work progresses. We will work to minimize disruption by coordinating interviews and observations with staff in advance.

We will keep you advised of the status of our work and any material changes in our survey objectives. We will perform our survey work in accordance with generally accepted government auditing standards. To initiate the survey, we will coordinate the entrance conference in the coming weeks with Jessica Scritchfield, Senior Director, Internal Controls/Audit.

Cheryl Chambers of our Philadelphia staff will be the audit manager for this project and will report to Matt Simber, Senior Director, Eastern Region. If you have any questions, please contact me at 202.906.4742 or by e-mail at [David.Warren@amtrakoig.gov](mailto:David.Warren@amtrakoig.gov); or Matt Simber at 215.349.1077 or by e-mail at [Matt.Simber@amtrakoig.gov](mailto:Matt.Simber@amtrakoig.gov). Thank you in advance for your cooperation.

cc: Gordon Hutchinson, Acting Chief Financial Officer  
William Herrmann, Managing Deputy General Counsel  
Bernard Reynolds, Deputy Chief Logistics Officer  
Jessica Scritchfield, Senior Director, Internal Controls/Audit  
Melantha Paige, Senior Audit Liaison