



Memorandum

To: Gerald Sokol, Jr.
Chief Financial Officer

From: David R. Warren *E. Steigman for*
Assistant Inspector General, Audits

Date: April 8, 2014

Subject: Engagement Memo - Employee Time Charges
(Project Code 007-2014)

At the request of company management, the Office of Inspector General is initiating a follow-up audit on the management of overtime. The objective of this audit is to develop information on time charge patterns of employees.

During this audit, we plan to analyze time charges reported by employees in the Engineering, Mechanical, Police, and Transportation departments, and interview company personnel, particularly from Labor Relations. We will work to minimize the impact by coordinating interviews 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 the OIG and the company. In particular, section 7.0 of the policy discusses coordination between Amtrak officials and the IG on audits and evaluations. P/I2.1.3 can be found at <http://wiki.corp.nrpc/download/attachments/3586/OIG=Relationship+Policy+111101.pdf?version=1>

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

Michael Kennedy, Senior Director, Audits, will be leading this assignment. If you have questions, please contact me at (202-906-4742 or by email at David.Warren@amtrakoig.gov) or Michael Kennedy at (202-906-4308 or by email at Michael.Kennedy@amtrakoig.gov).

cc:

DJ Stadtler, Vice President, Operations
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