Memorandum

To: Gordon Hutchinson, Acting Chief Financial Officer

From: David R. Warren
            Assistant Inspector General, Audits

Date: June 27, 2012

Subject: Audit Engagement Memo: Amtrak Capital Program Management
            (Project No. 011-2012)

The OIG is initiating an audit of Amtrak's processes for managing its capital programs. The objective of this audit is to determine the adequacy of Amtrak's capital program management practices to include policies and procedures for managing its capital programs in the areas of estimating, scheduling, oversight, and project close-out.

During the audit, OIG Audit personnel and OIG contractors will meet with individuals responsible for capital program management and oversight, analyze documents associated with Amtrak's capital program management processes, review contract management files and research best practices in capital program management. Requests for documents will be made as the audit progresses. We will keep you advised of the status of our work and any material changes in our audit objective as the work progresses.

We will perform our audit work in accordance with Generally Accepted Government Auditing Standards (GAGAS). Within the next two weeks, we plan to initiate the audit and will schedule an entrance conference meeting through Amtrak's audit liaison.

Edward Stulginsky will be the Senior Director and Joseph Zammarella will be the Audit Manager for this audit. They will be assisted by OIG contractors from Clifton Larson Allen. If you have any questions, please contact me (David.Warren@Amtrakoig.gov), Edward Stulginsky at 8-777-4296 or by email at Ed.Stulginsky@Amtrakoig.gov, or Joseph Zammarella at 8-777-4794 or by email at Joseph.Zammarella@Amtrakoig.gov.

cc: DJ Stadtler, Vice President, Operations
Mario Bergeron, Chief Mechanical Officer
Emmett Fremaux, Vice President, Marketing and Product Development
Lisa Shahade, Acting Chief of Police
Jason Molfetas, Chief Information Officer
Frank Vacca, Chief Engineer
Jessica Scritchfield, Senior Director, Internal Controls/Audit