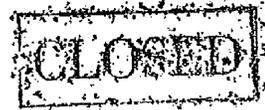


**NATIONAL RAILROAD PASSENGER CORPORATION
OFFICE OF THE INSPECTOR GENERAL
OFFICE OF THE INVESTIGATIONS**

CLOSING REPORT

CASE NUMBER: 09-185
DATE: February, 2, 2010
TO: Colin C. Carriere
Deputy Inspector General/Counsel
FROM: [REDACTED]
Special Agent, LAX Field Office



BACKGROUND:

On November 23, 2009, Office of the Inspector General ("OIG"), Office of Investigations ("OI") Chief Inspector [REDACTED] received a letter from an anonymous source that stated that a Mechanical Journeyman, [REDACTED] at the [REDACTED] Street Yards, Service and Inspection ("S & I") building had thrown barbeques and 50/50 raffles for the annual Amtrak Christmas party on Amtrak property and Montes was keeping a portion of the money for himself.

The anonymous source included a printed flyer for one of the fund raisers which had been scheduled for September 18, 2009. The flyer was for a 50/50 drawing for one (1) raffle ticket for one dollar (\$1.00) and or six (6) raffle tickets for five (\$5.00) dollars. The tickets could be purchased from [REDACTED], [REDACTED], Journeymen Carmen and [REDACTED] ([REDACTED]), Electrician

FINDING OF FACTS:

On December 3, 2009 OI interviewed [REDACTED]. [REDACTED] admitted that he had been selling raffle tickets along with several other employees mentioned above. [REDACTED] further admitted to OI that he understood that he had voluntarily undertaken the duties of Chairperson for the Christmas Party Committee. [REDACTED] stated that he had sold raffle tickets during the entire year of 2009 for the 2009 Christmas Party. He indicated to OI that the money that has been raised will pay for the hall rental and food. [REDACTED] said that in the beginning of the year, that he had hosted a Bar-B-Q and sold hotdogs and hamburgers at the [REDACTED] Street Yards as a fund raiser for the Christmas Party. However, he was told by [REDACTED], Superintendent Mechanical Department, [REDACTED] Street Yards that they were not allowed to have Bar-B-Q on Amtrak property or during assigned work hours because it was considered a none Amtrak activity that was conducted during working hours.

[REDACTED] said when he voluntarily took over as chairman of the Christmas Party committee, he nor the other volunteers had ever been given a booklet, manual or instructions on the proper procedures that needed to be followed on how to collect and record the funds for the Christmas party. [REDACTED] stated that he was required to deposit one thousand five hundred (\$1,500.00) dollars (of his own money) to reserve the [REDACTED] Country Club for the 2009 Christmas Party. [REDACTED] stated that he repaid himself from the proceeds of the raffle sales; however he still needed to raise money for the food, drinks and the band.

OI asked [REDACTED] if he had any records indicating how much money he has collected and spent for the 2009 Christmas Party. [REDACTED] said that he did not have any records, other than his envelope of money collected for the raffle and fliers. OI asked if he had a recorded of how much money that he collected from the raffle sales, money donated or raffle prizes that the committee

collected. [redacted] said that he received five thousand (\$5000) dollars from Amtrak and that check was sent directly to the Quiet Canyon from Amtrak. [redacted] said that he does not have any type of paperwork showing how much he has collected or how much was donated for the Christmas Party nor did he have any records or receipts.

OI asked [redacted] if they ever had meetings and voted on a location for the party, taken minutes of the meetings and given reports to [redacted]. [redacted] said that they never had meetings, they never voted on a location for the Christmas Party and never gave [redacted] a report on how much money was collected and said that he didn't know that he needed to keep [redacted] informed of his progress.

RECOMMENDATIONS TO MANAGEMENT:

On January 6, 2010, OI issued a management report to [redacted], [redacted] West. OI suggested that if Amtrak management was going to sanction and contribute to company functions (i.e. Christmas Parties) management should ensure that an annual election of officers be held and those elected identify their position (i.e., chairman, secretary, treasure, etc.)

Management should further ensure that funds collected are properly deposited in a Christmas account or savings account which should be available for audit.

Management should ensure that all payments made from the account are proper and necessary and put before the committee.

Management should ensure that minutes of the Christmas committee are documented and forwarded for review.

Management should ensure that the Christmas committee report to management on a quarterly basis of the status of the finances and what actions the committee agreed to act upon.

MANAGEMENT'S RESPONSE:

[redacted] agreed to adopt all of OI's recommendations and would assign a manager to monitor the Christmas committee's actions to ensure that their actions comply with Amtrak Policy. [redacted] also invited OI to attend the first Christmas Committee meeting to verify that the rules were being followed.

RECOMMENDATION:

Close this case. [redacted] has agreed to adopt all of the OIG recommendations. He will ensure that an annual election of officers be held and those elected will be identified by their position (i.e., chairman, secretary, treasure, etc.). [redacted] will assign a manager from outside the Mechanical Department as part of the committee to ensure compliance with Amtrak Policy. Management will ensure that funds collected are properly deposited in a Christmas account or savings account. Management will ensure that all payments made from the account are proper and necessary. Management will ensure that records of the Christmas committee's actions are, properly recorded in the minutes. Management will ensure that the Christmas committee reports to management on a quarterly basis of the status of the finances and what actions the committee members have agreed to act upon.

Chief Inspector _____
[redacted signature]

Deputy Inspector General/Counsel _____
CEM 2/12/10
BT

