




## Memorandum

**To:** Gerald Sokol, Jr.  
Chief Financial Officer

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

**Date:** January 12, 2015

**Subject:** Accuracy of Host Railroad Performance Reporting Data (Project No. 002-2015)

We are initiating an audit related to on-time performance reporting. Our objective is to review the reliability and accuracy of the company's reporting of host railroad on-time performance information.

Our work will include, but not be limited to, interviewing company personnel, particularly from the Operations and Information Technology departments, and reviewing and analyzing reports and data associated with on-time performance reporting. Requests for documents will be made as our work progresses. We will work to minimize disruptions to the company by coordinating interviews and observations with staff in advance.

We will perform our audit work in accordance with Generally Accepted Government Auditing Standards. Our interactions with the company will be consistent with the company's Policy and Instruction Manual, Procedure 2.1.3, which sets forth the relationship between the OIG and the company. In particular, section 7.0 establishes protocols for coordination between company officials and the OIG on audits and evaluations. See [http://www.amtrakoig.gov/sites/default/files/reports/ig-amtrak\\_relat\\_policy\\_01-2012.pdf](http://www.amtrakoig.gov/sites/default/files/reports/ig-amtrak_relat_policy_01-2012.pdf).

We request that your office arrange an entrance conference for us with the appropriate company officials at the earliest possible date. We will keep you advised of the status of our work and any material changes in our audit objective.

David P. Bixler will be the Senior Director and Jana Brodsky will be the Auditor-in-Charge for this audit. If you have any questions, please contact me (202-906-4600 or [David.Warren@amtrakoig.gov](mailto:David.Warren@amtrakoig.gov)), or David P. Bixler (202-906-4453 or [David.Bixler@amtrakoig.gov](mailto:David.Bixler@amtrakoig.gov)).

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