




Memorandum

To: William N. Feidt
Executive Vice President/Chief Financial Officer

From: Stephen Lord 
Assistant Inspector General, Audits

Date: October 12, 2017

Subject: Engagement Memo – Audit of Background Checks
(Project code 014-2017)

We are initiating an audit of the Company's process for conducting background checks for employees and contractors. Our objectives are to assess (1) the effectiveness and efficiency of the company's process for conducting background investigations to help ensure prospective employees and contractors are qualified, honest, reliable, and do not pose a security threat; and (2) the company's oversight of the contractors charged with conducting background investigations.

During the audit, we plan to interview company officials and contractors performing background checks. We also plan to analyze documents and data related to processing employee and contractor hires. Our request for documents will be made as our work progresses. We also will work to minimize the impact of the audit by coordinating interviews and observations 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/I 2.1.3, which sets forth the relationship between our office and the company. In particular, section 7.0 of the policy discusses coordination between company officials and our office of audits. To view this policy, see <http://wiki.corp.nrpc/display/APIM20/2.0+Inspector+General>

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 objective, should they occur.

Cheryl Chambers will be the audit manager for this engagement and reports to Michael Kennedy, Senior Director – Audits. If you have any questions, please contact me at (202) 906-4600 (stephen.lord@amtrakoig.gov) or Michael Kennedy at (202) 906-4308 (michael.kennedy@amtrakoig.gov).

cc: Scot Naparstek, Executive Vice President and Chief Operating Officer
DJ Stadtler, Executive Vice President and Chief Administrative Officer
Byl Herrmann, Vice President, Human Resources
Neil Trugman, Assistant Vice President and Chief of Police
Susan Reinerston, Assistant Vice President, Emergency Management and
Corporate Security
Mark Benedict, Director, Amtrak Controls
Melantha Paige, Risk Management and Controls Manager, Amtrak Controls