

EERS Main	Profile	Safety	Discipline	Job Experience	Training & Quals	Productivity	Employee Comms	
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[EERS Main](#) > [Employee History](#) > [Employee Profile](#) > [Employee Communications History](#) > **Employee Communication Detail**

Review Date : 9/30/2014

Minwella Kline


Subject: Safety Review

Dear Minwella :

Amtrak Engineering has a focused plan to improve the safety, reliability and productivity of its daily operations. You are key to that plan and through your efforts and those of others we fully expect to achieve our goals.

The Safety Review process is an important part of that plan, as it provides the opportunity for us to communicate expectations and to refocus your efforts towards meeting our goals. By reviewing the last six months, with particular emphasis on issues discussed during the last review, as well as identifying areas on which you can focus for the next six months, we will ensure your efforts fully contribute to the success of the Department.

The key qualifications outlined below are required by the position which you currently fill. We have reviewed the expiration date of each qualification and determined that the following action(s) is necessary to ensure these qualifications are current:

Qual Code	Description	Empl. Qualification	Expire Date	Action to be Taken
6965	MUST BE QUALIFIED ROADWAY WORKER PROTECTION	QUALIFIED	12/31/2014	qualified

Specifically, our discussion today identified areas that can be our focus during the next six months. They are:

1. vehicle cleanliness and operations

Please keep these suggestions in mind over the next six months. Our next review in approximately six months will address these points as well as other items that may arise as we work to continually improve the operations of Engineering and Amtrak.

Sincerely,

Greg Jordan
 Asst Division Engineer D1
 Amtrak

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Review Date : 3/14/2014

Minwella Kline
 72 Van Dyck Street
 Coxsackie, NY 12051

Subject: Safety Review

Dear Minwella :

Amtrak Engineering has a focused plan to improve the safety, reliability and productivity of its daily operations. You are key to that plan and through your efforts and those of others we fully expect to achieve our goals.

The Safety Review process is an important part of that plan, as it provides the opportunity for us to communicate expectations and to refocus your efforts towards meeting our goals. By reviewing the last six months, with particular emphasis on issues discussed during the last review, as well as identifying areas on which you can focus for the next six months, we will ensure your efforts fully contribute to the success of the Department.

The key qualifications outlined below are required by the position which you currently fill. We have reviewed the expiration date of each qualification and determined that the following action(s) is necessary to ensure these qualifications are current:

Qual Code	Description	Empl. Qualification	Expire Date	Action to be Taken
580	AMT-2	QUALIFIED	12/31/2015	N/A
6965	MUST BE QUALIFIED ROADWAY WORKER PROTECTION	QUALIFIED	12/31/2014	N/A

Specifically, our discussion today identified areas that can be our focus during the next six months. They are:

1. also qualified on characteristics, 12/2013. and discussed Vehicle safety, cleaned and maintained.

Please keep these suggestions in mind over the next six months. Our next review in approximately six months will address these points as well as other items that may arise as we work to continually improve the operations of Engineering and Amtrak.

Sincerely,

Paul Caccamo
 SUPERVISOR - C&S
 Amtrak