



MEMORANDUM

Date: July 10, 2025

To: William D. Williamson, Chief of Enforcement, AKOSH

CC: Tanya Keith, Director, Labor Standards and Safety
SueLynn Watts, Assistant Chief of Enforcement, AKOSH
Thomas Flynn, Chief Assistant Attorney General, LAW

From: Sean Eichrodt, Investigator

Subject: Amendment to the Alaska Occupational Safety and Health (AKOSH) Whistleblower Investigations Manual (WIM) – Program Directive 25-02

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This memorandum amends Program Directive 25-02 Whistleblower Investigations Manual. These changes will improve case processing efficiency and keep AKOSH's files consistent with OSHA.

These updates will take effect as outlined in their respective amended languages and will be reflected in the next permanent WIM update.

Chapter 3.VII Docketing

Current Language:

The appropriate case file identification format is "*Local Case Number*[space] *Complainant v. Respondent.*"

AKOSH designates the case number when a new complaint is entered into the WBss [open cases TAB]. All case numbers follow the FY-XXX format, where FY designates the Federal Fiscal Year and XXX is a sequential (or XXXX, when four digits are appropriate).

- This case numbering format applies only to AKOSH records.

Amended Language (These changes will take effect on October 1, 2025, at the beginning of the 2026 Federal Fiscal Year):

When docketing a case, AKOSH will use the Complaint number generated by OIS as the case number. The appropriate case file identification format is Complaint ID/Respondent/Complainant on all forms and Complaint ID#Respondent.Complainant as the Electronic Case File Number on the shared drive (e.g., 1111111/ABC Corporation/Smith and 1111111.ABC Corporation.Smith respectively).

Chapter 4.III.A.1.a Organization of Case Files

On May 25, 2025, OSHA adopted a new case file organization. This amendment makes AKOSH consistent with OSHA's case file organization.

Current Language:

Case file materials should be organized within each case file by exhibit. The exhibit folders are organized by numerical exhibits, which correspond to the evidentiary exhibits traditionally stored on the right side of paper case files, and alphabetical exhibits, which correspond to the administrative materials traditionally contained on the left side of paper case files. Any internal emails or communication that AKOSH has within the agency, within DOL, or to another government agency (such as a sharing letter) should be within Exhibit B (Government Correspondence). Unused folders should not be deleted.

Exhibit 1 (Complaint)	Exhibit A (Notifications)
Exhibit 2 (Interviews)	Exhibit B (Government Correspondence)
Exhibit 3 (RP Position Statement and Documents)	Exhibit C (Complainant Correspondence)
Exhibit 4 (Complainant Documents)	Exhibit D (Respondent Correspondence)
Exhibit 5 (Investigator Notes)	Exhibit E (Outside Correspondence)
Exhibit 6 (Activity Log)	Exhibit F (Determination Letters)
Exhibit 7 (Report of Investigation)	Exhibit G (OIS Case Summary)
	Exhibit H (Appeal)

Amended Language (These changes are effective immediately, at the docketing of the next investigation):

Case file materials should be organized within each case file by exhibit. The exhibit folders are organized by numerical exhibits as listed below. A detailed case file structure can be found in Attachment D. Unused folders should not be deleted.

Exhibit 1 (Complaint)	Exhibit 7 (Government Correspondence)
Exhibit 2 (Notifications)	Exhibit 8 (Enforcement Agency Documentation)
Exhibit 3 (Interviews)	Exhibit 9 (Settlement Documents)
Exhibit 4 (Respondent Documents)	Exhibit 10 (Adjudication Documentation)
Exhibit 5 (Complainant Documents)	Exhibit 11 (Appeal Folder)
Exhibit 6 (Deliberative Documents)	

Chapter 4.III.A.1.b Exhibit Naming Protocol

Current Language:

Individual documents should be saved within specific exhibit folders in Adobe PDF format; however, other formats (Word, image, video, or audio) are allowed in specific circumstances. Document names will include an exhibit designation, as well as a concise description about the document or file, as illustrated below:

- 1.1 – AKOSH-14
- 2.1 – Complainant [date] Interview Summary
- 3.2 – Respondent DOR
- 3.3 – Respondent Position Description
- 3.4 – Respondent Exhibit A
- 3.5 – Respondent Exhibit B

Amended Language (These changes are effective immediately, at the docketing of the next investigation):

Individual documents should be saved within specific exhibit folders in Adobe PDF format; however, Word documents are allowed in specific circumstances. Document names will include an exhibit designation, as well as a concise description about the document or file, as illustrated below:

- 1.1 – Online Complaint
- 1.2 – (Complainant Name) AKOSH 126
- 2.1 – Complainant Notification
- 2.2 – Respondent Notification
- 3.1 – Complainant Intake Interview
- 4.1 – Respondent Designation of Representative
- 4.2 – Respondent Position Statement