XX XXX XX {date}

From: Nominating Officer {Reporting Senior}

To: Oral Board Senior Member {Chair}/Regional Lead

Subj: NOMINATION FOR COMMANDER OPERATIONAL/COMMAND ASHORE

 ORAL BOARD ICO {Name of Nominee}

Ref: (a) NAVSUPINST 1412.1A

1. Under the provisions of reference (a), {Nominee} is nominated for designation as “Eligible for Commander Operational/Command Ashore.” Request a Command Oral Board be designated to conduct the formal interview.

2. I certify that {Nominee} meets the eligibility and prerequisite requirements of reference (a).

3. Additional comments, as applicable.

4. Point of contact for Commander Operational/Command Ashore Qualification Board coordination is:

{Point of contact or nominated officer’s contact information}

 Very respectfully,

 //s//

 X. X. XXXXXXXXX

 {Nominating Officer}

Copy to:

{Nominated Officer}