XX XXX XXXX {date}

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

To: Chief of Supply Corps

Via: Director, Supply Corps Office of Personnel (PERS-4412)

Subj: COMMANDER OPERATIONAL/COMMAND ASHORE ORAL BOARD

FINDINGS ICO {Nominee}

Ref: (a) NAVSUPINST 1412.1A

Encl: (1) USS NEVERSAIL ltr 1412 Ser 00/001 of XX XXX XX

1. Under the provisions of reference (a), I chaired a Supply Corps Commander Operational/Command Ashore Oral Board on XX XXX XX {insert date} to determine the fitness for Operational/Command Ashore of {insert nominee}. The board members included {insert board members}. *(Two or more Captains and/or Commanders (310X) who are in an operational or command assignment, or who have completed one of these tours within the previous three years. Senior civilian when possible (GS 15 or above)).*

2. The board found {Nominee} not eligible in accordance with reference (a) for selection to Commander Operational/Command Ashore assignment. {insert reasons for not qualified recommendation, as applicable}

3. I recommend a one-time additional oral board be held on XX XXX XX {insert date} to make a final determination on the officer’s eligibility status. {optional at the discretion of the senior member}

Very respectfully,

//s//

{BOARD CHAIRMAN}

Copy to:

Nominating Officer (Reporting Senior)

Board Members

Nominated Officer

Supply Corps Career Counselor