XX XXX XX {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

RECOMMENDATION 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 {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} eligible for consideration at the Commander Operational/Command Ashore Screen Board, in accordance with reference (a).

3. Comments, as applicable.

Very respectfully,

//s//

{BOARD CHAIRMAN}

Copy to:

Nominating Officer (Reporting Senior)

Board Members

Nominated Officer

Supply Corps Career Counselor