

GUIDE LINE FOR MIDSHIPMAN TASK BOOK / JOURNAL

1. A Midshipman Task Book — sometimes called a _Midshipman's Journal, is a training record book for Midshipmen which is the core training & assessment document for officer cadets turn Midshipman. The journal is specifically based on NN standards but mirrors what you'd find in most Commonwealth navies. Every midshipman is expected to have at least 50 % of each item on the following in their journals or task book to enable them attain the allotted 30 marks for the journal assessment.

PERSONAL & ADMIN SECTION

2. The Personal and Administrative section of a midshipman task book is a foundational record that tracks a Midshipman personal detail, administrative milestones, training progress, and official qualifications required the naval service.

Key Components

3. The following are the key components of personal and Admin section of the Midshipman Journal.

- a. **Personal Details**: Your full name, rank, service number, unit or ship assignment, and emergency contacts.
- b. **Administrative Records**: A checklist of required paperwork, security clearances, and medical or dental readiness updates.
- c. **Basic Training Log**: Records of initial safety briefings, watch standing permissions, and basic certifications.
- d. **Sign-Off Sheets**: Designated areas for commanding officers or mentors to sign off on completed administrative tasks.

Purpose and Goals

4. The purpose of Personal and Admin section is for Identity Tracking, Readiness Check, and Progress Proof.

- a. **Identity Tracking**: Proves who owns the task book and shows your current unit.
- b. **Readiness Check**: Keeps your mandatory service paperwork up to date.
- c. **Progress Proof**: Acts as a safe record of your early training steps.

5. **Personal Data / Bio Data**

- a. Name,
- b. Service No.
- c. Course,
- d. Ship,
- e. Ex my life.
- f. NN Inventory / Ships Characteristics

NAVAL COURSES TO BE EXPECTED IN THE TASK BOOK

6. The courses or subjects expected in the Journal includes: Navigation – (NAV), Chart Work (CHT), Communications (COMMS) Under Water Warfare (UWW), Above Water Warfare (AWW), Marine Engineering (ME), Weapon Electrical Engineering (WEE), Accounts & Budget (A&B), Logistics (LOG), Seamanship Rule of the Road (ROR), Divisional Duties (DIV DUTY), Regulating Duties (REG), Nuclear Biological Chemical Damage (NBCD), Action Information Organization (AIO), Flashing and Semaphore.

7. **NAVIGATION – NAV**

- a. Chart Selection & Correction and Numbering - NTM, folio system.
- b. Position Fixing Methods - 3-point visual, radar, GPS cross-check
- c. Tidal Calculations - HW/LW, tidal streams, UKC, rule of twelfths
- d. Compass Error - Transit, azimuth, amplitude bearings
- e. Passage Planning - Appraisal, planning, execution, monitoring, and Sketch of NN harbour channels
- f. Pilotage - Buoyage IALA A, leading lights, clearing bearings
- g. Radar Navigation - Parallel indexing, radar conspicuous objects
- h. ECDIS Competence - Safety contour, route check, alarms, backup
- j. Navigational Publications - ALRS, Sailing Directions, List of Lights

8. **CHART WORK — CHT**

- a. Chart Projections & Datums - Mercator, WGS84 vs local datum
- b. Chart Symbols INT1 - Lights, buoys, hazards, seabed, depths
- c. Position Plotting - Lat/long, bearing/distance, accuracy 0.1nm
- d. Running Fix - Transferring position lines, course/speed made good
- e. Tidal Diamonds - Extract and apply set/rate to track
- f. Margin of Safety - No-go areas, safety depth, wheel-over
- g. Blind Pilotage Plot - Radar fixes, clearing ranges, PI
- h. Anchorage Planning - Swing circle, letting go position, UKC
- j. Route Validation - Check for dangers, traffic separation schemes
- k. Chart Correction Log - NTM blocks, tracings, audit trail

9. **COMMUNICATIONS — COMMS**

- a. Voice Procedure - Prowords, phonetic alphabet, net discipline
- b. Tactical Comms - VHF/UHF, tactical maneuvering signals
- c. Visual Signalling - Flashing light, semaphore, flaghoist
- d. Message Handling - Format, precedence, DTG, release
- e. Crypto & Codes - NN codes, authentication, breach procedure
- f. GMDSS Distress - DSC, EPIRB, SART, MAYDAY procedure
- g. Internal Comms - Sound-powered phones, broadcast systems
- h. EW Basics - EMCON states, RDF, jamming recognition
- j. Comms Security - OPSEC, COMSEC, classified material handling
- k. MRL Setup - Multi-radio link, antenna siting, fault finding
- l. Flags and meaning

10. **UNDERWATER WARFARE— UWW**

- a. Sonar Principles - Active/passive, propagation, thermocline
- b. Submarine Threat - Operating envelope, weapons, tactics
- c. Sonar Equation - Source level, transmission loss, target strength
- d. Search Plans - Expanding square, sector search, sprint/drift
- e. Torpedo Defence - Detection, evasion, hard-kill, soft-kill
- f. ASW Weapons - DCT, lightweight torpedo, depth charge
- g. Water Space Management - PUWS, submarines vs surface units
- h. Acoustic Signatures - Ship self-noise, cavitation, silencing
- j. Bottom Topography - Effect on sonar, shadow zones, convergence
- k. ASW Attack - Target motion analysis, firing solution, weapon drop

6. **ABOVE WATER WARFARE — AWW**

- a. Threat Analysis - Air, surface, missile threats, kill chain
- b. Weapon Coverage - Arcs of fire, blind arcs, sector control
- c. Radar Fundamentals - Detection, tracking, IFF, ECCM
- d. Air Picture Compilation - Ops Room, AAWC, track classification
- e. Missile Defence - Hard-kill, soft-kill, chaff, ECM
- f. Gunnery - Ballistics, fire control system, local/director
- g. Boarding Operations - MIO, VBSS, rules of engagement
- h. Electronic Warfare - ESM, ECM, ECCM, EMCON
- j. Small Arms & Force Protection - Sentry duties, RAS protection
- k. Rules of Engagement - Weapon release authority, self-defence

7. **MARINE ENGINEERING — ME**

- a. Propulsion Systems - Diesel, gas turbine, shafting, CPP
- b. Auxiliary Machinery - Generators, pumps, compressors, purifiers

- c. Fuel & Lube Oil - Transfer, purification, consumption, bunkering
- d. Damage Control - Firemain, boundary cooling, stability
- e. Electrical Distribution - Switchboards, load shedding, blackout drill
- f. Steering Gear - Types, changeover, emergency steering
- g. Refrigeration & HVAC - Provision rooms, magazines, habitability
- h. Sewage & Oily Water - MARPOL, plant operation, discharge
- j. Watch-keeping in MCR - Logs, rounds, defect reporting
- k. Fuel Calculation - Endurance, critical fuel, replenishment planning

8. **WEAPON ELECTRICAL ENGINEERING — WEE**

- a. Radar Systems - Navigation, fire control, air search, maintenance
- b. Fire Control Systems - Directors, sensors, computing, data flow
- c. Gun Systems - Mounting, loading, power, safety circuits
- d. Missile Systems - Launcher, alignment, test, safety interlocks
- e. CMS/Ops Room Systems - Consoles, networks, data links
- f. Sonar Electronics - Transducers, processing, display, PMS
- g. Communication Systems - Transceivers, antennas, crypto equipment
- h. Navigation Aids - GPS, gyro, log, echo sounder calibration
- j. Planned Maintenance - PMS cards, defect rectification, records
- k. Electrical Safety - Isolation, permits, high voltage procedure

9. **ACCOUNTS & BUDGET — A/B**

- a. Public Finance Law - Armed Forces Financial Regulations, BPP Act
- b. Public, Non-Public Funds - Sources, rules, audit requirements
- c. Imprest System - Ceiling, purpose, retirement, vouchers
- d. Stores Accounting - Form 120, ledger, bin cards, liability
- e. Ration Accounting - Victualling strength, waste, stocktake
- f. Pay & Allowances – Pay-slip components, claims, advances
- g. Procurement Process - 3 quotes, LPO, tendering thresholds
- h. Board of Survey - Loss, damage, negligence, write-off
- j. Audit Trail - Receipts, invoices, cash book, reconciliation
- k. Financial Offences - Misappropriation, false claims, AF Act.

10. **LOGISTICS — LOG**

- a. Classes of Stores - General, technical, victualling, POL, ammo
- b. Replenishment at Sea - RAS types, stations, safety, emergency breakaway
- c. Magazine & Explosives - Safety, temperature, rounds, sentry
- d. Provisioning - Menu planning, stock rotation, FIFO, hygiene
- e. Fueling - Bunkering, fuel quality, transfer, sounding

- f. Spare Parts Management - D-level, O-level, demand procedure
- g. Transport - Load planning, dangerous goods, documentation
- h. Contractor Management - Service contracts, QA, deliverables
- j. Stocktaking - Monthly muster, discrepancy reports, survey
- k. Operational Logistics - Combat logistics, sustainability, reach

11. **GENERAL SEAMANSHIP — SEA**

- a. Rope work - 6 basic knots, whipping, seizing, stoppers
- b. Splicing & Wirework - Eye splice, short splice, shackles, rigging screws
- c. Anchor work— draw and label an Anchor, Anchor types, letting go, weighing in, foul anchor.
- d. Boat work – Sea boat drills, boat handling, recovery, survival
- e. Berthing/Lay off - Linesmen, fenders, tugs, mooring plan, Rope work.
- f. Replenishment Rig - Jackstay, heavy jackstay, transfer rigs
- g. Towing - Towline, bridle, emergency tow, safety
- h. Ship Husbandry - Painting, preservation, hull cleaning, tanks
- j. Deck Equipment - Capstans, windlass, cranes, davits, testing
- k. Safety at Sea - Man overboard, lifeboat, life raft, survival

12. **RULE OF THE ROAD — ROR**

- a. Definitions Rule 3 - Vessel types, underway, restricted ability
- b. Lookout Rule 5 - All available means, proper lookout
- c. Safe Speed Rule 6 - Visibility, traffic, stopping distance
- d. Risk of Collision Rule 7 - Compass bearing, radar plotting
- e. Action to Avoid Collision Rule 8 - Early, substantial, safe passing
- f. Narrow Channels Rule 9 - Keep to starboard, not impede
- g. Traffic Separation Rule 10 - Join/leave, crossing, fishing
- h. Overtaking Rule 13 - Overtaking responsibility, lights
- j. Head-on Rule 14 - Alter to starboard, one short blast
- k. Crossing Rule 15 - Give-way vs stand-on, action by stand-on

13. **DIVISIONAL DUTIES — DIV DUTY**

- a. DO's Charter - Leadership, welfare, discipline, training, admin
- b. Divisional System - Organisation, divisional staff, routines
- c. Rounds & Inspection - Kit muster, messdecks, equipment
- d. Welfare - Pay, leave, complaints, compassionate cases
- e. Discipline - Minor offences, investigation, summary trial
- f. Training - Individual training record, task book, progression
- g. Reporting - Appraisal reports, course reports, recommendations

- h. Divisional Funds - Accounting, audit, expenditure authority
- j. Personnel Management - Career, courses, promotion, drafting
- k. Leadership in Crisis - Casualty, bereavement, conflict resolution

14. **REGULATING DUTIES — REG**

- a. Naval Discipline Act - Powers of punishment, offences, scale
- b. Ship's Routine - Pipe, defaulters, rounds, security states
- c. Gangway Staff - Log, access control, liberty, visitors
- d. Patrols & Rounds - Secure rounds, fire rounds, magazine rounds
- e. Incident Management - Report writing, evidence, statements
- f. Custody & Detention - Arrest, confinement, prisoner escort
- g. Defaulters & Punishments - Charges, summary trial, awards
- h. Security - ISPS, threat levels, search procedures, weapons
- j. Liberty & Leave - Boat routines, picket, recall, defaulters
- k. Police Duties Ashore - Naval Provost, liaison with civil police

15. **NUCLEAR BIOLOGICAL CHEMICAL DAMAGE – NBCD**

- a. CBRN Threats - Nuclear, biological, chemical agents, TIC/TIM
- b. NBCD States - State 1/2/3, IPE levels 0-4, time limits
- c. Respirator & IPE - Fit, drinking, canister change, buddy check
- d. Detection Equipment - CAM, LCD, GID-3, M8 paper, dosimeter
- e. Citadel & COLPRO - Airlocks, filters, ventilation isolation
- f. Decontamination - Personnel, casualty, equipment, DKP
- g. NBC Reporting - NBC 1-6 reports, format, precedence
- h. Pre-wetting System - Operation, purpose, coverage
- j. Section Base Duties - Command, boundary control, damage control
- k. Medical Countermeasures - NAPS, auto-injectors, antidotes.

16. **ACTION INFORMATION ORGANISATION — AIO**

- a. AIO Structure & Roles - PWO, OOW, SD, Plotter, Radar, EW, Sonar, FC. Command chain at Action Stations.
- b. Track Compilation & Classification - Build surface/air/subsurface picture. Friendly, Hostile, Unknown, Neutral. Track numbering.
- c. Radar Plot - ARPA operation, manual plotting, CPA/TCPA, PAD. Maintain accurate surface picture.
- d. Air Plot - Air search radar, height finding, track initiation, inbound raid assessment, weapons allocation.
- e. EW Plot - ESM bearing cuts, emitter ID, threat library, correlation with radar, EMCON states.

- f. Sonar/ASW Plot - LOFAR/DEMON, Target Motion Analysis, bearing rate, water space management, PUWS.
- g. Information Management - Ops Room log, track log, narrative, OPSTAT, SITREP, INCREP, NBC 1 reports.
- h. Threat Evaluation & Weapon Assignment (TEWA) - Threat ranking, hard-kill/soft-kill, ROE, weapon release authority.
- j. Tactical Data Links - Link 11/16/22, track exchange, filter plans, data link coordinator duties.
- k. Action Stations Battle Watch - Silent routine, reporting discipline, close up at Action Information Station, full AIO drills.

17. **FLASHING AND SEAMAPHORE**

Flashing (Morse code with light) and semaphore (flag signalling) are vital to a midshipman because they train discipline, precision, and readiness in naval communication—serving as reliable backups when radios fail, silence is required, or language barriers exist. These skills remain part of naval tradition and practical seamanship, ensuring clear communication in emergencies and fleet coordination. Why Flashing and Semaphore Matter:

- a. Communication across Language Barriers
- b. Ships often have multinational crews; spoken language can be a barrier.
- c. International Code of Signals (ICS) standardizes communication using flags, semaphore, and flashing lights, ensuring clarity in navigation and emergencies.
- d. Reliability in Emergencies
- e. Radios can fail, be jammed, or require silence during operations.
- f. Semaphore and flashing lamps need only line-of-sight and simple tools (flags or lights).
- g. They remain effective in distress signalling (e.g., SOS in Morse code).
- i. Training Discipline and Precision
- j. Midshipmen learn to position flags at exact angles or flash lights in precise sequences.
- j. This builds attention to detail, patience, and teamwork—qualities essential for naval officers.
- k. Operational Use in Naval Fleets
- l. Semaphore is still used in underway replenishment (ship-to-ship refuelling at sea).
- m. Flashing lamps are used for silent communication at night.
- n. These methods ensure fleet manoeuvring and tactical coordination without electronic dependence.

18. PRACTICAL BENEFITS FOR MIDSHIPMEN

Skill	Importance	Example Use
(a)	(b)	(c)
Semaphore	Visual signaling with flags	Coordinating deck operations, ship-to-ship instructions
Flashing (Morse)	Light-based signalling	Sending SOS, silent night communication
Signal Flags	Standardized messages	Navigation warnings, fleet maneuvers
Training Value	Builds discipline & tradition	Naval cadet drills, leadership development

19. Risks of Ignoring These Skills

- a. Loss of backup communication if radios fail.
- b. Reduced operational readiness in multinational fleets.
- c. Weak discipline in precision-based tasks.
- d. Breakdown in emergencies where visual/manual signaling is the only option.

20. CONTEXT FOR NIGERIAN MIDSHIPMEN

In Nigeria's Navy, where operations often involve joint exercises with foreign fleets and patrolling coastal waters, these skills ensures effective coordination with allied ships, provide emergency communication in areas with poor radio coverage, and preserve naval heritage in reinforcing and maintaining the tradition.



ALPHABET & NUMBERS MORSE CODE CHART

LEARN THE MORSE CODE SYSTEM

A --	B ---	C -.-.	D --.	E .
F .-.-	G --.	H	I ..	J .-.-
K -.-	L -.-.	J .-.-	M ---	O ---
P .-.	Q -.-	R -.-	A .--	S --
U .--	V --.-	W .-.-.	--.	Y -.-.
U .--	V -.-	W .-.-	X -.-.	Z --.

NUMBERS

0 1, ... 2, --- 3, --- 4, --- 5, --- 5.
6. --- 7. --- 7. --- 8, ---. 8. ---. 9. ---..

LEARN & MASTER
PRACTICE & REMEMBER