

NNC ONNE	Handout	STC <i>Effective date 11/10/10 Approved by LS vide date.</i>
	Course: SHIP ADMIN	

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INTERNAL SHIP ADMINISTRATION/ORGANISATION

COMMANDS

1. A warship is commanded by an officer of the Seaman branch who is known as the Commanding Officer or the Captain. He may be of any rank from Captain to Lieutenant depending on the size and type of ship he commands.
2. Every ship has an Executive Officer, who may be of any rank from Commander to Sub-Lieutenant. He is specially appointed to carry out executive duties in the Ship. He is responsible to the Captain for the fighting efficiency of the ship, the general organisation and routine of the ships company. Also the discipline, training, morale and welfare of everyone onboard her. In ships where the Executive Officer is of Commander's rank, he is known as the Commander, otherwise he is known as the Executive Officer. In ships where the Executive is a Commander, the Officer of the seaman branch next in seniority to him is known as the First Lieutenant.
3. In sea-going ships command normally descends in the event of death or incapacity of the Captain to the Officer appointed as Executive Officer and by seniority through those entitled to exercise sea command. In fleet establishments, including naval air stations, command descends first to the officer appointed as Executive Officer and then by Seniority through those entitled to exercise military command.

DEPARTMENTS

4. The personnel who man a warship are known collectively as her ships company and for administrative purposes, the ships company is divided into departments which correspond to the various branches in the service.

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The Senior Officer of each department is known as Head of his department and he is responsible to the Captain for the efficiency of his department and the work it carries out. There are five principal departments viz:

- a. The Operation department. This department is formed from the seaman and communication groups of the operation branch, to operate the ships weapons sensors, Navigation and Communication systems.
- b. The Marine Engineering department. This department maintains and operates the ship's propulsion and support system.
- c. The Weapon Engineering department. This department is responsible for the maintenance and operation of the ship's weapons, sensors, Navigation and Communication support system. The department is primarily involved in the maintenance of equipment but plays a key role in supporting operations department in manning the weapons and sensors.
- d. Account and Budget. This department caters for personnel pay and other allowances.
- e. Logistics department. This department Provides logistic and catering support.

SEAMAN ORGANISATION FOR WORK

5. Historically, there are 2 approaches to seaman organisation for work within the Operations department; the Traditional and the Functional approaches:

- ✓ a. Traditional or Part of – ship Organisation
upper deck of a war ship can be divided into a number of parts according to the size and type of ship. There can be 2 parts (forecastle and Quarterdeck) 3 parts (forecastle (FX), TOP (T) Quarter Deck (AX) 4 Parts Forecastle (FX), Foretop (T) Main Top (MT) and Quarter Deck

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(AX). Seaman Petty Officers and the Seamen with each sub-branch are divided equally between the parts-of-ship. Each part of ship is under the charge of a petty officer. They are then known as forecastle men, Top men, etc. This method has the advantage of mixing seamen of different sub-branch, prevent exclusiveness and isolation of spreading the effort between each part- of-ship, when a part of the ship armament is being used. The disadvantage of this method are that the requirements of a part-of- ship and of armament quarters may conflict so that a man may have a divisional officer who is not also his sub-branch officer and his mess deck may not be near his quarter.

b. Functional Organisation. ✓ The functional organisation provides for seamen to be organised according to their sub-branch. For example, those who man the forward missiles or gun armament quarters, form the basis of the forecastle part-of-ship hands. Cleaning and general maintenance, ship work, are carried out in the vicinity of the armament manned and a nearby mess deck is allocated. This organisation has the advantage of providing consistency between the administration and operational organizations. Divisional officers and petty officers work with their men in a part-of-ship and their quarters. There is no conflict between part-of-ship and armament duties because they are both under one Divisional officer. Greater sub-branch efficiency is achieved on deck and at action. It also involves sharing the same mess deck. The disadvantages are that this type of organisation may lead to sub-branch exclusiveness and it tends to restrict a man to one part-of-ship for a long time.

DIVISIONS

6. For general administrative, training and welfare purposes, the whole ship's company is organised into a number of divisions, which correspond to the 4 principal departments and watches. The number of

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Seamen in the Operations department in a ship is usually too large for them to form a single division, and they may therefore be divided into divisions which corresponds to their sub-branches or part-of-ship or watches, to achieve the purposes of the department.

7. The main principle of the Divisional system is that each division is composed of a body of men who normally work together and share the same mess deck and who therefore have known each other well. Each division is under the charge of an officer of the Department concerned, who is responsible for the administration, training, advancement, welfare and general efficiency of everyone in it.

WATCHES

8. A continuous watch must be kept in a ship both by day and night, at sea and in harbour. This is to ensure her safety and to keep her in a good order, neat and tidy. A part of her complement of officers and men must therefore always be on watch, either actively engaged or standing by at immediate notice.

9. The number depends upon the type of ship, the strength of officers and men onboard, whether she is at sea or in harbour and the duties on which she is engaged. To provide a continuous watch of varying size to suit the occasion and to allow for rest and recreation, a ship's company is divided into 'watches' and parts of 'watches'. In each, there are sufficient men from various branches and with the necessary technical qualifications to carry out any duty which they may be required to perform.

TYPES OF WATCHES

10. There are 2 main types of watch organization, known respectively as the 'three watch' and 'two watch' systems. In either system, each watch may

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be divided into 2 parts. At sea the duty part of the watch changes once a watch, that is every 4 hours (every 2 hours in the dog watches), but in harbour it changes daily. Whichever watch system is adopted, it is convenient to maintain a regular sequence of watches and for this, a roster is maintained. In either systems the men off watch carry out their general ship's duties in accordance with the routine in force at the time.

11. **Three-Watch System.** Under this are 'Red', 'White' and 'Blue'. Each of these could be subdivided into 2 parts namely, first and second parts. In this system the men can be worked in three watches (4 hours on and 8 hours off at sea, or one day on and 2 days off in harbour).

12. **Two-Watch System.** Here the watches are 'port' and 'Starboard', and again each has its first and second parts. In this system the men can be worked 'watch and watch' (4hours on and 4hours off at sea, or one day on and one day off in harbour), or in '4 watches' (4 hours on and 12 hours off at sea, or one day on or 3 days off in harbour).

13. **Watch Duties in Harbour.** Out of working hours, both by day and night, the 'watch onboard' and more particularly, the duty part must be ready at all times to turn to for any work or emergency which may arise. In addition, the duty part provides parties for the following duties:

- a. **Duty Hands.** These consist of a small section of the duty part of the watch, and are usually employed for all work out of working hours for which only a small part is required.
- b. **Fire and Emergency Party.** This is drawn from men of all branches. Their prime function is to deal with fires, but they may be used to take action in any emergency.
- c. **Anchor Watch.** When a ship is at anchor in bad weather or in a strong tide way, an anchor watch is detailed to watch the cable so that

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they can veer it, leave it in, let go a second anchor, slip the cable or weigh anchor as necessary.

14. **Watch Duties at Sea.** At sea it is usual for all hands to work within their departments and to work the daily routine from the time hands fall in to the end of working hours. Out of working hours, ship duties and any work that may be required to be done are carried out by the 'watch on deck'. The watch-keeping system is worked throughout the 24 hours of a day. Their duties include the following:

- a. **Sea boat's Crew and Lowerers.** A boat is always kept ready for use while a ship is at sea. Hands from watch on deck are detailed off to act as sea boat's crew and lowerers for the boat should she be required.
- b. **Lookouts** Lookouts perform a very essential task in a ship at sea, despite the introduction of radar. The lookout work for 30 minutes, which may be reduced to 20 minutes in war.
- c. **Helmsman and Telegraphs man.** A helmsman is detailed for a trick of up to 2 hours' duration. A telegraphs man is detailed to work the telegraphs for the duration of the watch. Both work under the supervision of the Quartermaster.
- d. **Lifebuoy Sentry.** A rating is detailed to stand by the lifebuoy, which are usually situated in the after part of the ship. He is stationed there so he can quickly throw over a lifebuoy should some one seen to fall overboard. He also acts as a sentry in the after part of the ship and as a lookout.
- e. **Bridge Messenger.** A rating is detailed for the period of the watch as a messenger.

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TIME AND DIVISION OF THE DAY INTO WATCHES.

15. The 24 hours of the day are divided into 7 periods called 'Watches'. The time is recorded in the 24-hour clock system, starting and ending at midnight. The first 2 figures denote the hour, the last 2 the minutes.

<u>TIME</u>	<u>WATCH</u>
0001 – 0400	Middle
0400 – 0800	Morning
0800 – 1230	Forenoon
1230 – 1600 -1600	Afternoon
1600 – 1800 -1800	First dog
1800 0800 – 2000	Last dog
2000 – 2359	First Watch

16. The purpose of dividing the period between 1600 and 2000 into the two Dogwatches is to provide an odd number of watches in the 24hours day so that in the two and three watch system, the monotony of doing the same watch day after day is avoided. The seaman, unlike the civilian, does not speak of the morning, afternoon and evening but of the morning, afternoon and dog watches.

SHIP'S ROUTINE AT SEA AND IN HARBOUR

ROUTINE

17. Normal everyday life in a ship is regulated in accordance with a timetable known as Routine. This routine covers the general activities of the ship and her crew known as 'ship's company' wherever she may be. Therefore, there is harbour as well as sea routine for both weekdays and Sundays. Public holidays are usually observed and referred to as Sunday Routine.

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18. In the Naval routine, the day is divided into three main periods; the first from call the hands to 0800, the second from 0800 to 1530 and the third from 1530 to 2359. In the first period, the hands are called they secure their bunks, carry out clanship and have breakfast. The second period covers the forenoon and part of afternoon watches which is devoted to the maintenance and repair of the ship and her crew. In the third period, facilities are given to the ship's company for leisure, recreation and shore leave granted in harbour.

MAKE AND MEND

19. Originally known as 'make and mend clothes' and piped "Hands to make and mend", this is a half day holiday set aside weekly (usually on Wednesday) for the ship's company to repair and replace their kits. Nowadays, make and mend is granted on Fridays. When the ship is in harbour, an extra make and mend may be granted for organised recreation and sports. Make and mend can be granted at sea or in harbour. At sea, it is granted for the purpose of stitching clothes or for recreation.

20. **Time And Watches.** The Seaman uses the 24hour clock and his day is divided into seven periods called WATCHES. The Day starts at mid-night and time is recorded in the figures, of which the first two denote the hour and the last the minutes. The following table defines the watches and shows the method of recording time in the Navy.

21. When the ship is on an ocean passage, the change of zonetime is adopted on board a ship by retarding or advancing the ship's clock at pre-determined time by the Navigating Officer. While proceeding from east to west (i.e. from Nigeria to Gambia) the ship gains time and looses time while proceeding from West to East.

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STRIKING THE SHIP'S BELL

22. In NN ship's, the bell is struck only for colours (eight bells), at anchor in fog or bad visibility, or can be struck to sound the general alarm in the event of fire or other emergency. The fog signal is the rapid ringing of the bell for about five seconds every minute (for vessels over one hundred metres in length a gong is also sounded). For a general alarm, the bell is rung rapidly for considerably longer than five seconds, and this is followed by a broadcast to indicate the nature of the emergency.

23. **Silent Hours.** This is the period of the night watches between the time of pipe down and calling the hands. It is customary not to mark the time by the ship's bell, burgle calls or piping in order to avoid unnecessary disturbance of those sleeping in the mess decks below.

SHIPS ORDERS

24. 'Orders' are document which lay down the guidelines for the running of a command, ship, department and certain instructions regarding operational efficiency, administration and discipline of the personnel in an organisation.

25. Every officer on his joining a new ship or organisation must read all the orders that concern him and put his signature to that effect in the copy of the order as he is expected to read, ignorance of orders is never tolerated.

26. **Command Standing Orders.** Command Standing Orders are issued by the Administrative Authority (AA) on certain instructions regarding operational efficiency, administration, and discipline of personnel in the Command. For example, Western Naval Command orders issued by the FOC WEST

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27. **Captain's Standing Orders.** Are issued by the Commanding Officer, guided by and in line with the Command orders, regarding operational efficiency, administration and discipline in his ship.
28. **Ship's Standing Orders.** Are issued by the Executive Officer in amplification of the Captain's Standing Orders and contain detailed information regarding various evolutions, instructions regarding behaviour and discipline, routine in force, dress and various other points concerning the Ship.
29. **Departmental Standing Orders.** Are issued by departmental officers for administration of their own departments. Such orders are subordinate to the Captain's and Ship's standing orders.
30. **Sub - Departmental Orders.** Are issued by sub – departmental heads such as GO/MGO/TASC and contain instructions regarding operational efficiency of their sub – departments.
31. **War Orders.** Are issued by the Commanding officer and contain the organisation and procedures to be followed during wartime. These orders are classified SECRET and are always in accordance with orders issued by higher Authorities.
32. **Daily Orders.** Are issued by the Commander/ Executive officer (XO) and contain names of officers and ratings on routine for the next day, action required to be taken the following day or any item of information to the ship's company. EXCEPT for the daily orders, and Command orders, all the other orders needs the approval of the Commanding Officer.
33. In addition to the above orders, certain temporary orders may be issued by the Administrative Authority, Commanding Officers and Executive Officers. These orders concern subjects for which, action is required and normally become void after the action is completed or they serve as remainders of orders already passed.

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SPECIAL SEA DUTY MEN AND DEGREES OF READINESS

SPECIAL SEA DUTY MEN

34. The special sea duty men are a standing party of men who close up at specified Navigational Control positions when the ship is entering or leaving harbour or at times of other hazardous Navigational conditions. When the ship is clear of harbour or other hazard, they are relieved by the sea duty men of the watch on deck. Some or all of those listed below will be needed, according to the type and class of the ship.

NAME	POSITION OF DUTY
(a)	(b)
Chief Quarter master or Coxswain	At the wheel <i>house</i>
Quartermaster of the watch and telegraph man	In formal steering position.
Quartermaster longest off watch	In after steering position
Screw flag man	Aft (visible from Bridge)
Boatswain mate of the watch	At the main broadcast system, also required for ceremonial piping
Telephone operators	On the forecastle, quarter deck and bridge
Bridge messenger	On the Bridge
Blind pilotage Team (RADAR)	As required
Navigating Officers	On the Bridge
Yeoman	On the Bridge (recording of wheel and Engine orders)
Chief Boatswain mate	With Executive Officer

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35. Special Sea duty men of other departments close up simultaneously with those of the operations department to operate equipment and provide services for which their department is responsible.

CABLE PARTY

36. A standing cable party is usually detailed from each watch to work the cables when the ship comes to anchor, weighs, moors, unmoors or make fast to or slips from a buoy. It consists of a petty officer, a number of seamen and a communication rating. The cable party also includes the appropriate ratings of the marine engineering department to work the capstan.

ACTION ORGANISATION

37. In war, it is task of the Navy to keep open our sea lines of communications in the face of attack by invading enemy submarines, aircrafts, surface raiders, missile boats and other means. At the same time, the Navy must carry out attacks on enemy forces and be capable of supporting Army in Amphibious operations.

38. The word 'ACTION' is used to signify an engagement with an enemy force. An engagement between surface ships is known as Surface Action (SU action), between a ship(s) and a submarine(s) is known as Anti-Submarine action (As action). When a ship is ready for engagement with an enemy force, she is said to be at "Action station". "Hands to Action Station" is an executive command to get the ship at action stations. The organisation that deals with the full combat readiness/practical combat readiness of a ship is known as the Action organisation of a ship.

39. In war, different circumstances require the whole or only a portion of the Armament of a ship to be kept manned and ready for action. The ship's company closes up their action stations or Quarters depending upon the

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degree of readiness. There are four degrees of readiness that cover the combat readiness of a ship.

DEGREES OF READINESS

40. Degrees of readiness refer to the state of Armament as a whole. Ordering states of preparedness can vary the alertness of men closed up. These states of preparedness are necessary because it is impossible for a human being to be at the peak of his alertness at all the time. And so, you cannot keep certain delicate machinery running continuously. The table below shows the four degrees of readiness.

Degree Of Readiness	Stations	Production Of Crew Closed Up At Their Quarters	State Of Armament And Circumstances
<u>(a)</u>	<u>(b)</u>	<u>(c)</u>	<u>(d)</u>
First Degree	Action Stations Closed Up	All Hands	Complete readiness for immediate action. Action with enemy forces imminent.
Second Degree	Action Station Relaxed	All hands. expect small proportion from each quarter who are allowed to fall out for meals or relax at their action station	Temporary relaxation from 1 st degree. Action with energy force less imminent
Third Degree	Defence Stations	One watch or part of watch according to the Armament required to be manned depending on threat from the	Action with energy forces probable but not imminent.

		energy force (surface Air or Submarine)	
Fourth Degree	Cruising Stations	A part of watch or proportion of a part of a match. Normally one third of men closed up.	A small proportion of Armament ready for immediate Action. The remainder of prolonged notice; normal ship's duties are carried out by men not closed up at quarters, hands working in their part of ship. Action with enemy forces possible but fairly remote.

There are two state of preparedness that are used as follows:

- a. Stand to: All men closed up and all machinery running to be prepared for immediate action.
- b. Relax. Lockouts, communication and operations room remain closed up. Remainder of the crew rest at their quarters. Certain delicate machineries may be partially shut off and put on stand-by to restart and function at moment notice.

MANAGEMENT OF DIVISIONAL SYSTEM

INTRODUCTION

41. The history of the Divisional System in the Navy can be traced to as far back as 1755 when Vice Admiral Thomas Smith. (Royal Navy) issued orders to his Captains "to organise their ships' Companies into Divisions, to be commanded by Junior officers with the aim of improving discipline, the

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running of the fleet and well-being of the ratings". Since then, many changes/improvements have been made/carried out. In 1969, the Admiralty Board (NNB) emphasised categorically that "the Divisional System, under the Commanding officer and Heads of Departments is an integral part of the chain of command for the management of the Ship/ Establishment, as well as being an organisation for the well being of the ships companies". The Nigerian Navy has adopted the Divisional System as being followed by the Royal Navy.

ORGANISATION

42. The Divisional System is the basic system of management, employed by the Navy for the supervision, discipline, training and advancement of men as well as being an organisation caring for their well being. It follows that Divisional System should, therefore, be organised on functional lines, i.e. the officer who supervised the man's work should be his Divisional Officer. However, may not be possible always.

43. Every Division should have at least one Divisional Senior rating directly responsible to Divisional Officer. Each division should normally have 25 to 30 ratings. Where there are more ratings, it should be sub-divided into sections or sub-divisions, under the charge of junior officer or senior rates.

44. The relative experiences and workload of divisional officers and senior ratings also need to be taken into account. It is desirable that the Head of Department be the Divisional Officer for some key senior ratings particularly in technical departments.

45. There is no general rule and balance between knowledge of the man. Continuity and branch considerations will vary from ship to ship or even between different departments in the same Ship/Establishment.

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Nevertheless, an efficient divisional organisation can be achieved with the foregoing principles.

DIVISIONAL OFFICERS RESPONSIBILITIES

46. The responsibilities of the Divisional Officer are as follow:
- a. To have charge of men in his Division.
 - b. Discipline, training and welfare, including encouragement and supervision of games, sports and other forms of recreations.
 - c. Keep in close touch with his men and be available at all times to advise and help them to the best of his ability.
 - d. By his own examples he should impact in his men the necessity for firmness, tact and sympathy, the fairness in all their dealings with subordinates. He is to check any tendency, which he may observe in them due to harshness or irritating language. The Divisional officer should normally consult his senior rating in the writing up of reports, requests and efficiency assessments of their junior ratings.
 - e. Uphold the authority of his Petty Officers and leading rates, being on the alert to see that they do their duties impartially and courageously. He is to bring to notice anybody who stands out prominently as leaders or those who fail in this respect.
 - f. Ensure that all under him are fully acquainted with their duties to preserve order and regularity and to keep himself informed of any cause of complaint or dissatisfaction among the men.
 - g. He is to maintain the Divisional officers Record sheet form for each man in his Division.

QUALITIES OF A DIVISIONAL OFFICER.

47. Justice and diligence are the foundation of discipline and tact, and a good Divisional Officer must be easily approached for any consultation, help or advice required by any of his men. In fact, these qualities are synonymous

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with 'Good Leadership'. Above all, it is the personal example of the Divisional Officer that is the most influential factor from every point of view.

SPIRIT OF DIVISIONAL SYSTEM

48. The spirit of the Divisional system is the acceptance of responsibility for those working under us. This is to say, not just a responsibility for their professional and technical ability in accomplishing the task and ensuring, the discipline and supervision to achieve this, but accepting a wider care and responsibility concerning itself with training and advancement, personal standard and conduct, health and physical fitness of those individuals under us.

DUTIES OF A DIVISIONAL OFFICER

49. The task of a Divisional officer is to know all he can about his men and the best way of achieving this aim, is to talk to the Divisional Senior Rating and to the men themselves. As far as the former is concerned, it is important that the Divisional Senior Rating is regularly consulted and knows that he has Divisional Officer's full confidence. He must also have an understanding of the men's duties, particularly if some of the men in a Division are not employed by the Divisional Officer. The Divisional Officer should see his men frequently as possible after joining his Division.

50. Some of the important duties of a Divisional officer are as follows:

- a. Get to know the names of his men as soon as possible.
- b. Speak to each of them frequently.
- c. See them periodically at work.
- d. Discuss with the Divisional senior Rating, how they are getting on at work.

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- e. Interview them periodically to discuss their progress and future.
- f. Ensure that he is readily accessible for advice on both service and private matters.
- g. He must know each man's service position from his career path, his family situation, his work performance, his mess life, his behaviour and his non-service abilities.
- h. He must hold meetings with his Divisions at regular intervals (divisional Hours). The purpose of the meeting is:
 - (i) To disseminate information from higher authority to the men.
 - (ii) To keep higher authorities in touch with the opinions of the ratings.
 - (iii) To explain and elaborate on various general orders, instructions, and intentions that affects the ship's companies.

SERVICE DOCUMENT

51. Service documents contain a complete record of a ratings service in the Navy. Service documents are prepared for each rating on his joining the service.

HANDLING AND CUSTODY

52. Service documents are to be handled with great care and are always to be kept under lock and key when not in use by the person duly authorised by the Captain's Secretary. Service Documents when issued on loan to Regulating office or Divisional Officer are always to be signed for in the loan register.

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COVER FOR SERVICE DOCUMENTS

53. The following types of cover are used to keep the service Documents of ratings:

- a. Form NN55 Brown in colour, for Seamen branch ratings.
- b. Form NN55 pink in colour, for engineering branch ratings (marine and Electrical).
- c. Form NN55 Green in colour, for supply and secretariat and medical branch ratings.

54. **COMPOSITION OF SERVICE DOCUMENTS.** The normal contents are as follows:

- a. Service Certificate (NN55a)
- b. Divisional officers Record sheet (S264)
- c. Conduct record sheet (NN22)
- d. Attestation Sheet *NN 1*
- e. Request Form. *NN 31*

55. **MAINTENANCE OF SERVICE DOCUMENTS.** Service Documents are important documents and as such should be maintained very carefully. The following points should be borne in mind.

- a. All entries should be made as soon as the event occurs
- b. Entries are to be made in the columns provide and in accordance with the heading.
- c. Blue ink is to be used for entries unless otherwise stipulated for certain particular entries such as promotion, reversion, disrating, re advancement, warning etc.

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*Answers if any
NOK is to be entered or written in pencil*

For training purposes only

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NAVTRAC

*Religion
characters of efficiency assessment
honours*

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- d. All entries are to be in manuscript.
- e. Only authorised abbreviations are to be used. In case there is an error committed, it should be scored and correct entry made under the signature of the commanding officer.
- f. Service Documents are to be checked by Divisional Officer frequently with a view to detecting irregularities in entries. In case irregularity is observed whilst the rating was in the last ship/establishment, the commanding officer is to make a report to the previous commanding officer and the error then rectified.

ENTRIES IN SERVICE DOCUMENTS

- 56. **Service certificate.** Service certificate (form NN55a) is prepared in respect of all ratings on their entry in the service, by the training establishment where they report for their initial training.
- 57. The following points are to be borne in mind while making entries in the service certificate:
 - a. Names are to be written in full and block letters.
 - b. Dates are to be written in normal abbreviated service manners i.e 27 Aug 79 and not 27/8/79. The only exception to this rule is a rating's date of birth which is written in full as in '14 April 1963'.
- 58. The following particulars are entered on page 4.
 - a. Assessment of characters and efficiency.
 - b. Date of commencement/recommencement of VG conduct.
 - c. Date of award/Deprivation/restoration of Good conduct Badges.

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d. Time forfeited i.e., in imprisonment, detention, cells, civil prison etc.

e. Reduced to second class for conduct.

DIVISIONAL OFFICER'S RECORD SHEET

59. Divisional Officers record sheet (form S264) is prepared for each man when he enters the service. Page 1 contains the photograph of the rating while he is undergoing initial training. The ratings educational qualifications, particulars of next-of-kin are also recorded.

60. Page 2 deals with the Divisional officers remarks in respect of the rating. This section is completed on the following occasions:

- a. Within Six months of a man joining a new ship or establishment.
- b. On change of the Divisional officer.
- c. On draft from one ship to another.
- d. When recommended for advancement.
- e. When not recommended for advancement.
- f. On such occasions as may seem appropriate to the Divisional officer, such as down grading of efficiency, when given special treatment on welfare grounds in respect of draft.

61. The Divisional officers remarks are always to be countersigned by the Head of Department.

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CONDUCT RECORD SHEET

62. All offences and service documents except those appearing in the "minor punishment book" are to be recorded in the 'Conduct Record Sheet' form NN22. Naval penalties following convicting by civil power are also shown. This form is kept with the service certificate and should accompany it when it is forwarded for the assessments of 'Naval character'. A new ship form NN22 is to be made out when a rating joins a new ship. However, the old one is not to be destroyed until the 'Naval character' has been assessed on the service certificate.

GOOD CONDUCT BADGES

63. Good conduct badges are awarded to all ratings when they become due under the rules mentioned below. The maximum number of Good conduct Badges that can be awarded to any rating is three.

64. **QUALIFICATION**. There are factors governing the award of Good Conduct Badges:

- a. Service qualification - Length of service.
- b. Conduct qualification - VG conduct.
- c. Additional qualification - continuous possession of previous badge/badges.

65. **SERVICE QUALIFICATION**. The rating must have spent 3 years, 9 years in the service for the award of first, second and third GCB's respectively. All service is considered qualifying with the exception of the periods mentioned below:

- a. Period under the age of 18 years.
- b. Period for which pay is not allowed i.e. imprisonment, detention, cells and desertion.
- c. Period in second class for conduct.

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d. Period before desertion unless 'R' is Removed.

66. **CONDUCT QUALIFICATION.** For the award of Good Conduct Badge(s), the rating must have continuously "Very Good" conduct for at least two years immediately proceeding the award of a badge.

67. **ADDITIONAL CONSIDERATION.** For the award of second and third GCBs, in addition to the 'service' and 'conduct' qualification, a rating must have been in continuous possession of as previous badge/badges for at least 12 months immediately preceding the award of the next badge.

68. **AWARD OF GCBs.** When a rating becomes due for a badge under the rules, the commanding officer has the following options open to him:

a. **To Award the Badge.** The Badge will be awarded from the due date, if the rating is eligible for badge in all respects.

b. **Withhold the Award.** In such a case there is a break in the continuity of VG conduct, with effect from the due date the rating was due for his GCB. The rating will then have to re-qualify by conduct for two years.

c. **Defer the Award.** If the commanding officer is not satisfied with the general conduct of the rating, he may defer the award of the badge for a minimum of three months and a maximum of six mounts. In this case, the VG conduct is not broken.

69. In considering the above choices, the Commanding Officer should bear in mind that the badges represent the highest standard of conduct in the Service and are not awarded as a avoided serious/or repeated award of punishment.

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DEPRIVATION OF GCBs

70. Although the deprivation of a Good Conduct Badge is itself a warrant punishment, the deprivation of all badges held, is obligatory with the following punishments.

- a. Imprisonment
- b. Detention
- c. Reduction to second class for conduct.

RESTORATION

71. A Badge may be restored after six months of 'Very Good Conduct', and if more than one is deprived, the 2nd and 3rd badges may be restored after a further six months of 'VG'. Conduct for each badge, if however a rating is deprived a GCB for a second time within three years of previous deprivation, the qualifying period of restoration is twelve (12) months of VG conduct for first restoration and further six months for each additional badge/s.

DRAFTING, TRAINING AND ADVANCEMENT

72. The Drafting office is responsible for the administration of ratings in the Navy and for maintaining their records.

73. The Drafting and Records office performs the following functions:

- a. Co-ordination of recruitment of ratings.
- b. Maintenance of records.
- c. Ensuring that all ships and establishments complement .
- d. Maintenance of roster for higher rate course and advancement.

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- e. Nomination of ratings for higher rate training.
- f. Preparation and rendering of quarterly return of complement.
- g. Issuing orders for advancement.
- h. Ensuring timely issue of expiration of engagement form NN41.
- j. Booking of passage for ratings.
- k. Maintenance of the duplicate set of service Document

74. **Drafting Orders.** All important orders/causalities in respect of ratings are issued in form of the following Drafting orders:

- a. Draft Order Enrolment (DOE).
- b. Draft Order Advancement (DOA).
- c. Draft Order regarding award of medals, Good Conduct Badges and other special awards (DOW).
- d. Draft Order for Drafts (Ordering of ratings) (DOD).
- e. Draft Order for promulgating lists of ratings qualifying in various part II qualification (DOD II).
- f. Draft Order for promulgating list of ratings professionally qualified (DOQ).
- g. Draft Order for promulgating warrant punishment (DOP).
- h. Draft Order for promulgating advancement roster and other general information (DOG).
- j. Draft Order for promulgating nomination of ratings for courses and training (DOT).
- k. Draft Order for promulgation of release/discharge details of ratings (DOR).

75. The above orders are issued to ensure that ratings records are kept up to date and also to provide an easy reference at a later date when required.

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Where appropriate, these orders are to be quoted as authority for making entries in the ratings Service Documents.

TRAINING

76. Training is an essential aspect of manpower development of any given organisation. For any given organisation to be efficient, it has to train its manpower at various levels.

77. Training in the Nigerian Navy for the enlisted men of all branches are done at different levels. On enlistment, the men are given general training at the Nigerian Navy Basic Training School, NNBTS, formerly NNS AKASO for about 6-9 months. On passing out, the men are sent out into the fleet for on the job training. On the job training is a continuous process throughout a man's service life. This is gotten out of experience of older hands in the job.

78. For the professional training to fill the various manpower requirements within the rating cadre, the Navy has many professional schools at NNS QUORRA for the Seamen, Nigerian Navy Engineering College for the engineers (Marine and Electrical Engineering) and Nigerian Navy Finance and Logistics School for Logistics department. These schools run professional courses range from third (3rd) class to (1st) first class and instructor courses. The duration of these courses range from three to twelve months and for the Artificers course up to 4 years.

79. As far as possible, all ratings are given opportunity to be trained in any of the various trades available in the Navy. Training brings out the best in

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men in terms of leadership and professional qualities. Those who stand out are rewarded in form of advancement as to serve as a spur for others.

ADVANCEMENT

80. In general, advancement to higher Rates in the Nigerian Navy is governed by advancement regulations. (See chapter 4 and Annex A to chapter 4 Terms and Condition of Service Ratings 1984). Other than Artificer 3rd class, mechanician, 3rd class advancement is to be by the roster system. As each man becomes fully qualified for advancement, his name will be placed on the appropriate roster according to his seniority. A man's basic date on the roster, the date on which he becomes fully qualified, can be back dated, if he receives RED INK recommendation from his Commanding Officer.

81. A list is to be kept with each roster of men recommended for accelerated advancement who are not qualified. Such men can not be advanced, but the amount of the time gained by "Red Ink" recommendation must be noted so that when the rating concerned becomes fully qualified, his basic date for entry on the roster will be back dated by the time so recorded.

82. The Commodore Naval Drafting is responsible for keeping advancement roster for all departments.

ADVANCEMENT PROCEDURE

83. **Ordinary Seaman to Seaman** - An Ordinary Seaman who has completed 4 years in the rate including at least 3 months in sea going ship will if recommended, be considered qualified for advancement to Seaman.

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84. **Seaman to Able Seaman to Leading Rate to Petty Officer.** No Seaman, Able Seaman or Leading Rate will be permitted to make his branch board examinations for higher rate until he has completed a minimum of 18 months in the appropriate rate.

85. To be advanced to a higher rate, a rating must be educationally, professionally qualified. Educationally, the rating must have passed Nigerian Navy Certificate of Education and Professional Examination and Professional Examination Board for which rate he is aspiring in his department. That is Seaman to Able Seaman, Leading rate, Petty Officer. Having passed the examination, he must be recommended for advancement by his Commanding Officer in the half yearly recommendation on form NN41. He must have completed 4 years in his rate. It is against this background that his name will be placed on the advancement roster according to his seniority.

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86. There is no examination for advancement from Petty Officer to Warrant Officer and Master Warrant Officer. However, the rating must have been at least 5 years as petty Officer or Warrant Officer and be recommended by his Commanding Officer on form NN41.

87. All candidates recommended for Naval Warrant Officer must have attained the age of 35 years. Must have served 5 years as Master Warrant Officer (MWO). Must have continuous VG character throughout as MWO and at least Efficiency Assessment as Superior. Must satisfy a selection board in an oral interview.

88. **Promotion to commissioned Rank – Special Duty Officer.** Promotion to Commissioned rank on the Special Duty List is open to ratings

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of all branches of the Navy who meet the general requirements laid down for this purpose.

89. **Candidate Eligibility.** Candidate eligibility are as follows:

- a. Age – must be above 37 years on the 1st January of the year he is being consider for SD Commission.
- b. Education – must possess WASC/GCE O/L with at least 3 credit passes including English or Higher Education Test (HET) with passes in appropriate subject to his branch.
- c. Service
 - (i) Must have completed at least 12 years of reckonable service in the Nigerian Navy (Technical Apprentice period inclusive)
 - (ii) Served at least 3 years in PO rate including Acting time of which at least 12 months must be at sea (for seaman and technical ratings).
- d. Professional – Seaman – must be a 1st rate in his specialisation. Must have Bridge experience certificate. Technical – must have been rated at least Artificer 2nd class/Mechanician 2nd class or above or CPOME (H/P) or CPOWE (O/R).
- e. Character and Efficiency – must have not less than 3 years continuous Very Good Conduct immediately preceding the date of application and last efficiency assessment in confirmed rate must be "Superior".
- f. Recommendation – must be recommended by his Commanding Officer who should certify also that the Rating has reasonable chance of success in the Special Duty List examination.

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**VERY GOOD CONDUCT, CHARACTER AND EFFICIENCY ASSESSMENT
OF RATINGS**

90. Period of continuous "Very Good Conduct" for all ratings, are required for:-

- a. The award of Good Conduct Badges.
- b. Advancement and re-advancement after dis-rating.
- c. Selection of ratings for promotion to SD list officer.

91. A ratings " Very Good Conduct " Commences on the date on which attained the age of 18 years or date of entry in the service, which is later.

92. To maintain this very Good Conduct continuously, a rating must conduct himself with sobriety, diligence and attention at all times. Consequently, the continuity of Very Good Conduct will be broken on the following occasions:

- a. When a Good Conduct Badge is intentionally not awarded when due.
- b. Whenever a rating is awarded a discretional character assessment lower than 'Very Good', because of minor offences which themselves did not lead to a break in Very Good Conduct.
- c. Whenever a rating is awarded a Warrant Punishment.
- d. On conviction for desertion.
- e. As a Naval Penalty following conviction by civil power.

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CHARACTER ASSESSMENT

93. Every rating character is normally assessed on 31 December, Commencing the year in which he joined the service, and on final discharge from the service. Character is assessed on the following occasions:

- a. When in desertion.
- b. when awaiting trial for desertion.
- c. when discharged or dismissed from the service.
- d. On promotion to commissioned rank.

On the above occasion, character is assessed on special dates.

94. Character is assessed by using one of the following terms:

- a. Very Good written as VG
- b. Very Good Star written as VG*
- c. Good " " GOOD.
- d. Fair " " FAIR.
- e. Indifferent " " INDIFFERENT.
- f. Bad " " BAD.

These are recorded on Page 4 of the Service Certificate

GENERAL RULES FOR ASSESSMENT

95. In assessing the character, the Commanding officer should consult the Divisional Officer/Departmental Officer of the Rating and also the various entries in the Service Documents.

96 Character assessment largely depends on two governing factors viz, the punishment awarded to the rating and the general behaviour of the rating during the years or period under review. However, the Commanding Officer

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will decide whether a rating deserves the award of maximum permissible assessment, or whether the rating's general conduct during the period under review warrant a lower assessment because this general behaviour was not satisfactory even though he was able to avoid major punishment. In this later case, the Commanding Officer may award a lower assessment at his discretion. This is known as "Discretionary lower Character", and is to be underlined in 'Red' to show it has been awarded intentionally, as opposed to being an error in assessing the maximum permissible assessment. A discretionary lower assessment breaks a man's conduct on the date of the assessment, and his VG conduct will start again on the following date. The Commanding Officer should bear in mind that the discretionary lower assessment involves a break in 'Very Good Conduct' and may therefore have an adverse effect on advancement and on the award and restoration of Good Conduct Badges.

AWARD OF CHARACTER ASSESSMENT

95. Very Good (VG). This the highest term used and is awarded to rating who are not given any punishment and who have conducted themselves satisfactorily.

96. Very Good (Star) (VG*). VG* is a privilege assessment, equivalent to VG, which can be awarded once in a man's career, so that his record shall not be blemished for all time because of one relative minor slip. This can only be awarded if no other assessment below VG had been awarded earlier. It can be awarded only under the following circumstances:

- a. During the first 4 years of service
 - (i) Cell not exceeding 5 days
 - (ii) Second class for conduct for not more than 21 days
- b. At any Time
 - (i) Deprivation of one GCB

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(ii) When a sentence of Imprisonment or Detention is suspended before committal.

97. Good. When a rating is awarded any of the following punishments:
- Imprisonment, Detention or Cell for a total of not more than 21 days in a year.
 - Reduction in rank.
 - Deprivation of one or more GCB's, deprivation of long service and Good Conduct medal.
 - Second class for conduct for not more than 42 days.
98. FAIR. When a rating has been awarded one or any combination of the following:
- Imprisonment, Detention or Cell for a total of 22 to 60 days in a year.
 - Second class for conduct for more than 43 days but less than 90 days.
99. INDIFFERENCE. When a rating has been awarded any one or combination of the following:
- Imprisonment, Detention or Cell for a total of more than 61 days.
 - Second class for more than 90 days.
100. BAD. Given only when a rating is discharged with disgrace from the service, or dismissed after conviction for vicious offence or for misconduct after long period of previous misconduct with several earlier assessment of 'FAIR' or 'INDIFFERENCE'.

EFFICIENCY ASSESSMENT

101. A ratings efficiency is assessed and recorded on page 4 of the service certificate on the same occasions as laid for the award of character

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assessment, with the exception of men under training. These assessments are:

- | | | |
|----|--------------|--------------------|
| a. | Superior | - Written Supr. |
| b. | Satisfactory | - Written SAT. |
| c. | Moderate | - Written MOD. |
| d. | Inferior | - Written in Full. |

102. A rating's efficiency is always to be assessed comparing the man in question with the general average of all others in the service holding the same rate. The first assessment is self – explanatory but it might be necessary to explain MODERATE and INFERIOR.

a. MODERATE (MOD). This is a rating that performs his duties with less than average efficiency. This does not imply that the rating concerned is inefficient, but merely that his efficiency is lower than the average man, holding the same rate.

b. INFERIOR. This applies to a rating that performs his duties in an inefficient manner.

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