



NVMC News



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New InfoPath Version 4.5 *The InfoPath e-NOA/D – the Off-line Solution*

A new version (4.5) of the InfoPath template is now available. Please install the new template, as all templates prior to this release will be phased out and **no longer supported after 1 January 2009**.

It is recommended that prior to installation of the new template; the old template is uninstalled to avoid any conflicts between the versions.

The off-line method of reporting uses Microsoft's InfoPath application as the basis for the e-NOA/D. Once the NOA has been completed off-line, there are two ways of submitting the National Vessel Movement Center (NVMC) for processing.

NOTE: Ensure Version 4.5 is being used. It can be downloaded from the NVMC Website.

The two methods of using InfoPath are:

- **Method 1:** While InfoPath is open and after the e-NOA/D has been completed, click the **Submit** button on the e-NOA/D itself. You must be connected to the Web to use this option.
- **Method 2:** Save the e-NOA/D to a local drive on the computer, attach it to an e-mail message, and then send the e-mail to the NVMC at SANS@nvmc.uscg.gov. The NVMC will then process the e-NOA/D attachment on behalf of the submitter. This is not the preferred method.

Once the InfoPath-based e-NOA/D reaches the NVMC, it is handled exactly as the Web-based e-NOA/D. An *InfoPath e-NOA/D User Guide* that provides detailed instructions for using this application can be found on the NVMC Website on the **Downloads** page.

<http://www.nvmc.uscg.gov/NVMC/Items.aspx>

Please address any questions to

techsupport@nvmc.uscg.gov 

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Meet the NVMC Team member

Fred Wheeler

I was in the US Marine Corps from 1978 - 1982. I was stationed at Marine Barracks 8th & I SE in Washington, DC for my entire four years. I've been with the NVMC since its inception in October 2001. I started as a watch stander, worked as a watch supervisor, and have now been an M-Rep for about four years.




Warning:

Use of USCG-formatted e-NOA/D methods does not relieve the submitter of the responsibility to know the regulatory requirements pertaining to his/her vessel and to ensure submission of a complete and accurate e-NOA/D as specified in the pertinent regulations. Failure to comply with the regulations in a timely and accurately manner may result in enforcement actions, including civil penalties. The USCG takes no responsibility for any damages resulting from the failure to comply with the pertinent regulations. 

Automatic Rejection of Business Rules Violations

Effective 1 January 2009 the United States Coast Guard (USCG) is going to begin rejecting Electronic Notice of Arrival and Departure (e-NOA/D) submissions that do not conform to the established USCG Business Rules and Extensible Markup Language (XML) Schema. Beginning in 2009 the below three fields must meet the Business Rules or a submission will receive a "Failed Validation" message and will be automatically rejected. These changes will improve the processing of e-NOA/D submissions by enforcing current business rules.

1. Notice_ID
2. Notice_Type
3. Voyage_Type

See official USCG letter to 3rd party developers <http://testnvmc.nvmc.uscg.gov/NVMC/Forms/nvmcltr.pdf> 

Recreational Vessels and Notices of Arrival

U.S. Recreational Vessels

U.S. flagged recreational vessels are exempt from submitting Notices of Arrival in accordance with 33 CFR 160.202 (b).


Foreign Recreational Vessels

Foreign flagged recreational vessels arriving in the Coast Guard's Seventh District (South Carolina, Georgia, most of Florida, Caribbean), must submit NOAs regardless of tonnage. This is in accordance with 33 CFR 160.203 (b)(1).

Foreign flagged recreational vessels arriving in any other area of the United States must submit NOAs if they are above 300 gt, in accordance with 33 CFR 160.203(b)(1).

Notes:

Vessels operating within a single Captain of the Port (COTP) Zone (and not carrying dangerous cargo) do not have to submit NOAs while operating within that zone. So for example (assuming a foreign flagged recreational vessel), if you have arrived in Miami with a NOA, you may operate within the Miami COTP Zone without submitting an additional NOA. It is only when you leave the Miami Zone and proceed to a different Zone that a new NOA would be required. This is in accordance with 33 CFR 160.203 (b) (2).

These are the national requirements. We encourage you to contact the local Coast Guard unit for regional or local information. 

What is the best method to report a NOA

The InfoPath Form – the Off-line Solution


To provide the maritime industry with a method to submit electronically a Notice of Arrival and a Notice of Departure, which fulfills the USCG and the Customs and Border Protection's (CBP) requirements, three different submission methods are currently available.

These three methods of submission are:

- The **Electronic Notice of Arrival/Departure (e-NOA/D)** is a World Wide Web (www)-based application.
- The **e-NOA/D InfoPath template** allows the NOA/NOD to be submitted through the internet or off-line.
- A **Direct XML Submission** can be made via a Web service.

Vessels arriving from or departing to a foreign port of call must use one of the three methods of submission from the list above.


For Vessels on an US to US voyage, the preferred method of submission is also the **e-NOA/D** method.

If information is faxed, faxes must be clear enough for NVMC staff to read. Telephone updates regarding minor changes are accepted, however extensive amounts of information (crew list, dangerous cargo, etc.) must be transmitted via email. Major changes cannot be faxed or telephoned in as this does not meet CBP's electronic reporting requirements. 

DHS Rulemaking

The Spring 2008 Unified Agenda which was published May 5, 2008. The DHS portion is available on the following link:

<http://www.regulations.gov/fdmspublic/component/main?main=DocketDetail&d=DHS-2008-0045>

This link is for the latest and greatest from DHS rulemaking projects to include Customs, Coast Guard etc. 

Questions from the Field

1) How do I cancel my arrival/departure?

Submit an update to your arrival and type “CANCELLED” in the City, and Facility boxes.

2) If my ship does not go foreign how do I satisfy the last 5 foreign ports in the eNOA/D?

When you submit your arrival type “VESSEL HAS NEVER BEEN FOREIGN” in the Cargo Description Box.

3) How do I unlock my account?

After four times of entering the wrong password you will then be asked your authentication questions to answer. Answer both questions then type in your new password, then return to the login screen. If you do not answer the question or did not set up any question then you must call the NVMC at (800) 547-8724. They will give you a new password and send you an e-mail. You must wait until you get the email and click on the link and use the password provided by the NVMC.

4) How do I enter Barge information?

Enter the Barge name and number in the Cargo Description Box of the e-NOA/D.

5) What does Operational Equipment mean?

The only equipment that needs to be reported as not operational is the equipment that is listed in 33CFR 164.35. Here is a link.

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=288f85bc2a28b7cf3f8d049e753d6216&rgn=div5&view=text&node=33:2.0.1.6.33&idno=33#3:2.0.1.6.33.0.183.11>

6) My previous port is not available in the drop down, what should I do?

You will need to call the NVMC at (800) 547-8724 to let them know what port is not on the list and then they will let you know what to do so you can get your NOA submitted.

7) Where can I find a map of the USCG SECTORS?

You can find a map to the Sectors at Homeport.

http://homeport.uscg.mil/mycg/portal/ep/programView.do?channelId=-18301&programId=28061&programPage=%2Fep%2Fprogram%2FcgSectorMap.jsp&pageTypeId=13489&BV_SessionID=@@ @2105013820.1223564812@@ @&BV_EngineID=cceadefgihfklcfjgcfdfhdghl.0

8) I have received process manager e-mail, what should I do?

If you do not understand what the Process Manager Warning is stating, you should contact the NVMC Tech Support at techsupport@nvmc.uscg.gov for more information.

9) My ship is going offshore for tank cleaning and returning to the arrival port, what must I do?

As per 33CFR 160.203(b)(2)

(b) If not carrying certain dangerous cargo or controlling another vessel carrying certain dangerous cargo, the following vessels are exempt from NOA requirements in this subpart.

(2) Vessels operating exclusively within a Captain of the Port Zone;

You would not need to submit an NOA/D but you should contact the local Coast Guard to see what they would like for you to do.

You can find a list of Sectors with Phone numbers at Homeport.

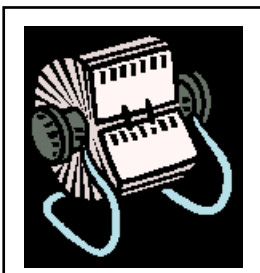
http://homeport.uscg.mil/mycg/portal/ep/contentView.do?contentType=2&contentId=28081&programId=28060&pageTypeId=13489&BV_SessionID=@@ @1422947314.1223564975@@ @&BV_EngineID=ccccadefgihfldgcfjgcfdfhdghj.0

The Most Common Notice of Arrival Problems

Everyday, the NVMC receives NOAs that are incomplete or contain information that can not be processed because they are either illegible or contradictory. Below are some of the most common problems observed at the NVMC.

- **Crew:** Nationality, Identification (ID) Number, ID Type, or Date of Birth (DOB) are frequently not provided. Also, often when a crewmember's name is submitted with an update page, no other information on that person is provided.
- **Inadequate Update Information:** When submitting changes or updates to a NOA/D, the following information must be submitted in order for the update to be complete:
 - **The Name of the Vessel**
 - **The Original NOA Submission Date**
 - **The New Location or Position of the Vessel at the Time of Reporting.**
 - **Any additional Items to be corrected.**
- **Missing Info:** The **Last Five Foreign Ports of Call**, the **Arrival Dates**, and the **Departure Dates** are often not listed.
- **Estimated Time of Arrival (ETA) and Estimated Time of Departure (ETD):** Common errors include ETAs and ETDs submitted without times, but with only A.M. or P.M. listed, or the ETD listed is before the ETA. Remember, the requirement states both an ETA and an actual time are required to be submitted. Changes do not need to be made to the estimated time if the actual time turns out to be within plus or minus 6 hours.
- **Re-Using Previous NOAs:** Occasionally, a submitter used an old NOA for a previous port of call as the basis for the current NOA and fails to change the **Arrival Port** or **Arrival/Departure Dates** to the new information.
- **Missing Attachments:** E-mail messages are occasionally received referencing attached documents but the attachments are often missing.
- **Certain Dangerous Cargos (CDCs):** A vessel indicates it is carrying CDCs, but the cargo listed is not an actual CDC. The NVMC sees everything from steel coils to crude oil listed as a CDC although these are not to be reported as CDCs. 📧

NVMC and CBP Contacts:



National Vessel Movement Center (NVMC):

NVMC Phone: (800) 708-9823 or (304) 264-2502
NVMC Fax Toll Free: (800) 547-8724 or (304) 264-2684
E-mail Address: sans@nvmc.uscg.gov
NVMC Website: <http://www.nvmc.uscg.gov/>

Non Time Sensitive Regulatory Questions

U.S. Coast Guard (USCG): (202) 372-1234
Customs and Border Protection (CBP): (409) 727-0285 X238

All time sensitive inquires should be addressed to the NVMC via one of the above 24x7 contact methods.

Technical support is available Monday through Friday, 0730-1600 EST via e-mail. Techsupport@nvmc.uscg.gov 📧