

# **Notice of Arrival/Departure (NOAD) Template for Microsoft InfoPath**



## **User Guide**

**Version 2.0**

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## Introduction

Prior to September 11, 2001, ships or their agents notified the Marine Safety Office (MSO)/Captain of the Port (COTP) zone within 24 hours of the vessel's arrival via telephone, facsimile (fax), or electronic mail (e-mail).

Due to the events of September 11, 2001, the United States Coast Guard's (USCG) National Vessel Movement Center (NVMC) and the Ship Arrival Notification System (SANS) were set up as part of the U.S. Department of Homeland Security (DHS) initiative. Also, as a result of this initiative, the advanced notice time requirement changed from 24 hours notice to 96 hours notice (or 24 hours notice, depending upon normal transit time). The Notices of Arrival/Departure (NOADs) continued to be submitted via telephone, fax, or e-mail, but were now to be submitted to the NVMC, where watch personnel entered the information into a central USCG database.

Effective June 6, 2005, all cargo vessels (October 2005 for cruise ships) were required to submit NOADs and/or Advance Passenger Information System (APIS) messages electronically, per U.S. Customs and Border Protection (CBP) directive. The Electronic Notice of Arrival/Departure (eNOAD) system and the NOAD Template for Microsoft InfoPath are thus available to maritime operators as a means of satisfying USCG reporting requirements and CBP requirements for electronic submission.

**IMPORTANT:** *Due to Microsoft's discontinued support for InfoPath, the USCG has decided to retire the NOAD Template for Microsoft InfoPath in the Fall of 2015.*

**Therefore, this template is no longer available for download.** *However, if this template is already in use by a submitter, the template may continue to be used until it is fully retired in the Fall of 2015. An internet connection is required to submit the resulting form. The saved Extensible Markup Language (XML) file can also be e-mailed.*

**NOTE:** *For users still desiring an offline method of developing NOAD submissions, the NOAD Workbook is a viable alternative. The NOAD Workbook is available for download in the NVMC website (<http://www.nvmc.uscg.gov/>) **Downloads** tab.*

## What Is Provided?

### NOAD Template for Microsoft InfoPath

The NOAD Template for Microsoft InfoPath provides an easy-to-use and efficient method for reporting the vessel arrival or departure information required by the USCG and other Federal agencies for vessels visiting U.S. ports. It was developed to facilitate the submission of a NOAD directly to the NVMC via the internet (even while the vessel is underway), thereby avoiding faxes, scanners, and telephones. It provides a means for managing and storing recently submitted company, vessel, personnel, and arrival information.

Additionally, the NOAD Template for Microsoft InfoPath allows a previously submitted NOAD to be updated and a partially completed NOAD to be saved and submitted at a later date. These features greatly enhance the ease and speed in which users can submit NOADs.

**NOTE:** *Any NOAD submitted via the NOAD Template for Microsoft InfoPath constitutes the official NOAD, and duplicate submissions through other means are not required.*

## Benefits of Using the NOAD Template for Microsoft InfoPath

- When a NOAD is completed properly and submitted, it provides all of the information required by the Federal regulations listed in the [USCG and CBP Regulations Involved](#) section and eliminates the need to send separate notifications with slightly different information to multiple agencies.
- The NOAD Template for Microsoft InfoPath contains required reporting fields. Therefore, use of this template helps ensure the required information is supplied during a NOAD submission. However, it is still the submitter's responsibility to know the regulatory requirements pertaining to the vessel and provide accurate information within the submission.
- Once the NOAD is received, the NVMC will review the NOAD for completeness and validate it. Because the NOAD is seen and processed quickly, the possibility a vessel will be delayed or denied entry into or exit from a port is lessened.
- When it is determined that the NOAD is complete and it is validated by the NVMC, the information is entered into a central USCG database.
- The USCG, CBP, and other authorized Federal agencies screen the information in the database, and any findings of importance are forwarded to the cognizant Sector/COTP.
- An e-mail message confirming receipt of the NOAD is sent to the Reporting Party and the 24-Hour Point of Contact listed in the NOAD. If any information is missing from the NOAD, the e-mail message will state exactly what is needed. This confirmation of receipt eliminates any concern that a NOAD did not get to the right place or is missing required information.

**WARNING: If a confirmation e-mail message is not received within two hours of submitting the NOAD, call the NVMC for verbal confirmation at the phone number listed in the [Contact Information](#) section.**

- The NOAD Template for Microsoft InfoPath may be saved on the user's computer for reuse.
- All previously submitted NOADs can be updated and resubmitted.
- A partially completed NOAD can be saved, completed at a later time, and then submitted.

## The USCG and CBP Regulations Involved

All vessels required by [33 Code of Federal Regulations \(CFR\) Part 160](#) and vessels operating where the local COTP has established additional rules requiring increased reporting must submit a NOAD to the NVMC before arrival to and departure from any U.S. port.

**33 CFR 160** (final rule effective 30 April 2015) expands the applicability of NOA and Automatic Identification System (AIS) requirements to include more commercial, as well as private, vessels. This final rule amends the applicability of NOA requirements to include additional vessels, sets forth a mandatory method for electronic submission of NOAs, and

modifies related reporting content, timeframes, and procedures. The final rule also extends the applicability of AIS requirements beyond Vessel Traffic Service (VTS) areas to all U.S. navigable waters, and requires that additional commercial vessels install and use AIS, consistent with statutory requirements, and in limited cases, the Secretary's discretionary authority. Final rule 33 CFR 160, Subpart C, which contains requirements and procedures for submitting NOAs, as well as notices of hazardous condition, can be found by navigating to the NVMC home page at <http://www.nvmc.uscg.gov/>, and then clicking the appropriate link(s) in the [Regulations](#) section.

**33 CFR 104, 160, and 165** (dated 1 July 2003) provide security measures for certain vessels calling on U.S. ports. These parts require the owners or operators of vessels to designate security officers for vessels, develop security plans based on security assessments, implement security measures specific to the vessel's operations, and comply with Maritime Security Levels. These regulation sections can be found at <http://www.ecfr.gov/cgi-bin/text-idx?gp=&SID=85dbe340703e8bdb134fd2908d402228&mc=true&tpl=/ecfrbrowse/Title33/33chapter1.tpl>.

**33 CFR 164.35** (dated 1 July 2001) requires a vessel to indicate the operational condition of its equipment. This final rule can be found at [http://www.access.gpo.gov/nara/cfr/waisidx\\_01/33cfr164\\_01.html](http://www.access.gpo.gov/nara/cfr/waisidx_01/33cfr164_01.html).

**33 CFR 146, Subpart E**, addresses Safety and Security NOA filing for vessels arriving at a place on the Outer Continental Shelf (OCS). Final rule 33 CFR 146, Subpart E, can be found by navigating to the NVMC home page at <http://www.nvmc.uscg.gov/>, and then clicking the appropriate link(s) in the [Regulations](#) section.

**SOLAS 1974, Chapter IX**, as amended, makes mandatory the International Safety Management (ISM) Code, requiring the ship owner or any person who has assumed responsibility for the ship (the Company) to establish a safety management system. Chapter IX was adopted in May 1994 and entered into force on 1 July 1998.

**8 CFR Parts 217, 231, and 251, and 19 CFR Parts 4, 122, and 178** require each foreign or domestic vessel to provide an electronic transmission of passenger and crewmember manifest information to an immigration officer (immigration officers who perform inspection functions are now part of CBP) in advance of an aircraft or vessel arrival to or departure from the United States. This final rule can be found at <http://www.cbp.gov/bulletins/39genno17.pdf>.

**WARNING: Use of USCG-formatted NOAD methods does not relieve submitters of the responsibility of knowing the regulatory requirements pertaining to their particular vessels and ensuring submission of a complete and accurate NOAD as specified in the Code of Federal Regulations. Failure to timely and accurately comply with regulations may result in enforcement actions, including civil penalties. The USCG will not be held liable for any damages resulting from regulatory noncompliance of a vessel.**

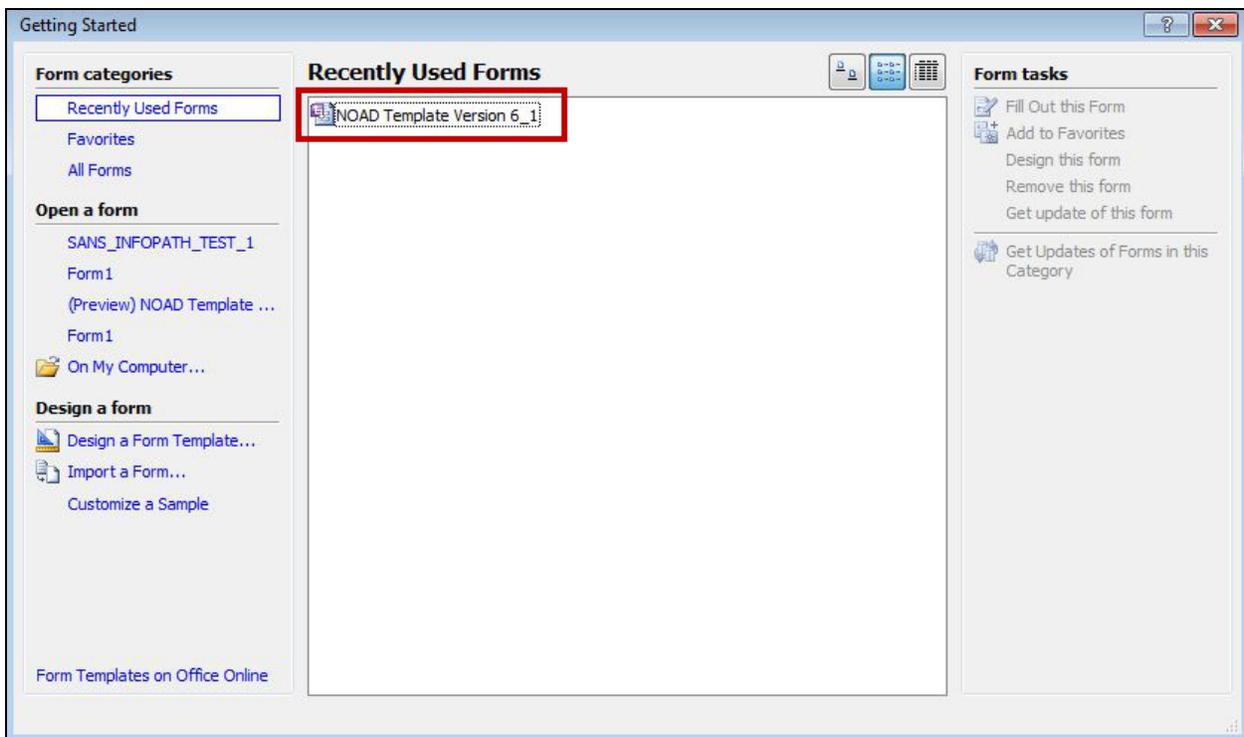
## Getting Started

Please refer to the Microsoft product information either online or available on the product's packaging for all basic hardware and software requirements, as well as template installation requirements.

**IMPORTANT:** Please refer to this template's retirement information specified in the [Introduction](#) section of this document.

To use the NOAD Template for Microsoft InfoPath already downloaded:

1. Access the Microsoft InfoPath application.
2. Double-click the **NOAD Template** link located in the **Recently Used Forms** window to access the template.



**Figure 1 Microsoft InfoPath and the NOAD Template**

## Helpful Hints

- Gather All the Information — Before beginning, make sure all of the information needed is at hand. If it becomes apparent that the NOAD cannot be completed in one session, enter as much information as possible, and then click **Save**. The NOAD XML will be added to the computer's Documents Library. NOAD files can be saved even if they contain validation errors.
- Special characters and/or symbols are not permitted in certain text fields.
- Only **ONE** e-mail address is permitted in corresponding fields.
- Completing the **Next Port of Call** section when submitting a **Notice of Departure** does **NOT** constitute a **Notice of Arrival**. A separate notice must be filed for arrivals.
- Reusing Saved NOADs — If Certain Dangerous Cargo (CDC) records have been previously entered, and the CDC on Board checkbox is later unselected, all previously entered CDC records will be deleted.
- Use the **Validate** button to check for errors. All entries can be double-clicked to access the problem area.
- Send to the correct e-mail address if saving and e-mailing an XML file:  
[enoad@nvmc.uscg.gov](mailto:enoad@nvmc.uscg.gov).
- Computer Problems — Please contact your local administrator should you experience computer or network problems. The NVMC is not equipped to handle technical support calls for local computer platform/configuration problems.
- Provide Missing Information Promptly — If the submitter of a NOAD receives an **Incomplete Notice** e-mail message from the NVMC, the required information should be provided as quickly as possible. Failure to forward the information could result in delay or denial of the vessel's entry into the navigable waters of the U.S. or to any port or place under the jurisdiction of the U.S.

**CAUTION 1: If the NOAD was submitted via the eNOAD application, the missing information must be provided via the application's update capability.**

**CAUTION 2: If the NOAD was submitted via telephone, fax, or e-mail, the missing information must be provided via one of these modes of communication.**

The information contained in the NOAD is vital to homeland security. When it is not provided, the risk is increased to you and those crewmembers and passengers onboard the vessel.

### Contact Information

If there are any questions, the NVMC provides assistance 24 hours per day, 7 days a week, 365 days a year. NVMC contact information is as follows:

- Web Address: <http://www.nvmc.uscg.gov/>
- E-mail Address: [sans@nvmc.uscg.gov](mailto:sans@nvmc.uscg.gov)

- Submission E-mail Address: [enoad@nvmc.uscg.gov](mailto:enoad@nvmc.uscg.gov)
- Toll-free Telephone Number: 1.800.708.9823
- NVMC Local Telephone Number: 304.264.2502
- Toll-free Fax Number: 1.800.547.8724
- NVMC Local Fax Number: 304.264.2684

## Preparing and Submitting an InfoPath NOAD

Progression through the navigation menu is not scripted. Meaning, the user may enter information on any screen in any order. However, it is highly recommended the user start with the **Vessel Details** screen and progress through the navigation menu. All text fields and dropdown menus accompanied by a red icon are required fields and must be complete before the **Submit Notice** button will become active. Required fields may change throughout the application depending on the information provided. So, red icons may appear next to, and disappear from, text boxes and dropdown menus. The **Submit Notice** button will become active once all validation errors are addressed, indicating a complete notice.

Form2 - Microsoft Office InfoPath  
File Edit View Insert Format Tools Table Help  
Submit

**NOAD Template for Microsoft InfoPath**  
United States Coast Guard (USCG)  
Notice of Arrival/Departure

Vessel Details Reporting Party Arrival/Departure Port Crew Passengers Cargo Previous Ports Security Validate Submit

\* Required Field Version 6.1

**[ Vessel Details ]**

Ship Name: \* Call Sign: \*  
ID Type: \* ID Number: \*  
Owner: \* Operator: \*  
COFR Operator: \* Vessel Charterer: \*  
Flag: \*  
Class Society: \*  
Vessel Class: \*  
Vessel Type: \*  
Vessel Sub-Type: \*  
Operational Condition of Equipment: \*  
OCE Discrepancies: \*

**[ Document of Compliance Certificate ]**

Agency: \*  
Issue Date: MM/DD/YYYY Expiration Date: MM/DD/YYYY

**[ Safety Management Certificate ]**

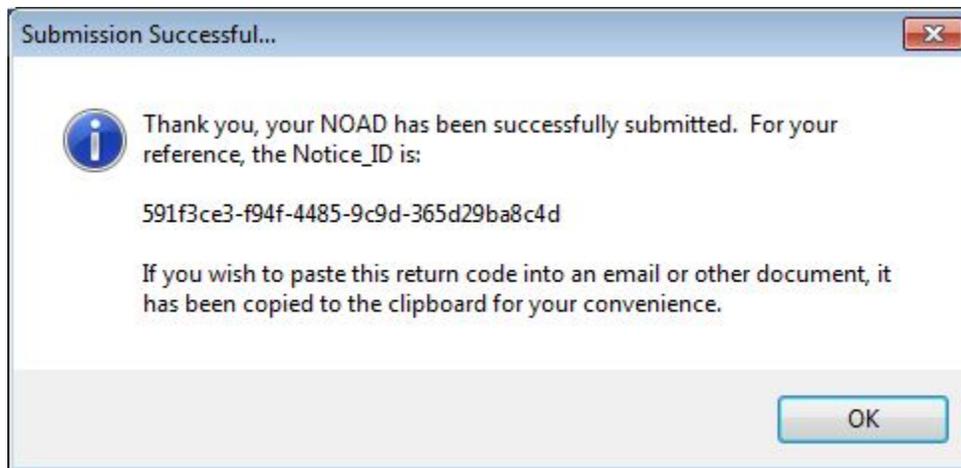
Agency: \*  
Issue Date: MM/DD/YYYY Expiration Date: MM/DD/YYYY

Figure 2 NOAD Template Within Microsoft InfoPath

The user may submit a completed notice once all validation/schema errors are addressed.

**Figure 3 Completed Form and the Submit Now Button**

A confirmation window appears after **Submit Now** is clicked.



**Figure 4 Submission Successful Window**

This notice can now be saved and later updated, or reopened and edited in order to submit a new initial notice.

NOADs can also be e-mailed to the NVMC in place of clicking the **Submit Now** button. Save the completed form to the computer's Documents Library, open an e-mail application, and attach the correct XML to an opened e-mail. Remember, the correct e-mail address is [enoad@nvmc.uscg.gov](mailto:enoad@nvmc.uscg.gov).

## What Happens Next?

Once the NOAD has been submitted, the output file is sent to the NVMC, where the information is reviewed and validated. An e-mail message is sent to the Reporting Party and 24-Hour Point of Contact acknowledging the NVMC has received the notice. This message is not an indication that the file has been processed yet. An additional e-mail message is sent to the Reporting Party and the 24-Hour Point of Contact once the notice has been validated and saved by the watch personnel at the NVMC.

***NOTE:** The e-mail addresses for these messages are derived from the **Email** field on the Reporting Party entry page and the **POC Email** field on the Arrival/Departure Port entry page. Both fields must contain a valid e-mail address to receive confirmation e-mail messages.*

**WARNING: If a confirmation e-mail message is not received within two hours of submitting the NOAD, call the NVMC for verbal confirmation at the phone number listed in the [Contact Information](#) section.**

If NVMC e-mail messages are not being received, it is possible a spam filter or junk filter is preventing the NVMC messages from appearing in the user's e-mail inbox. Several major e-mail providers, such as Hotmail, MSN, AOL, and Google, have built-in spam-blocking features, which intercept, and in many cases delete, messages, even when the correct e-mail address is being used.

If assistance is needed with this particular issue, contact the e-mail provider for the steps necessary to ensure spam and junk filters allow NVMC e-mail to come through. NVMC representatives cannot be expected to give direction regarding this issue due to the wide variety of e-mail providers and spam/junk mail options. Ensure the following e-mail address has been added to the "safe senders" list and/or "Contact list" to better ensure NVMC e-mail messages are received: [sans@nvmc.uscg.gov](mailto:sans@nvmc.uscg.gov).

Once the NOAD submission has been processed, a separate e-mail message is sent to the Reporting Party and the 24-Hour Point of Contact, indicating the NOAD submission has been processed. The e-mail message text contains the type of notice submitted, a date, a timestamp confirming when the NOAD was received by the NVMC, and limited information about the vessel. Depending on the type of e-mail message sent, it can also contain a note stating additional information is required. The two types of e-mail messages sent are **Receipt of Notice** and **Incomplete Notice**.

***NOTE:** The data contained in the NOAD is also forwarded to CBP, but CBP does not send a confirmation e-mail message.*

### Receipt of Notice

A **Receipt of Notice** e-mail message is sent if the NOAD has been completed correctly. No further action is required if this type of e-mail message is received.

***NOTE:** Occasionally a leading or trailing carriage return or space will be in the submitter's e-mail address. This should be avoided. If this happens, a **Receipt of Notice** e-mail message is sent to the submitter so the problem can be corrected. This particular **Receipt of Notice** contains verbiage noting the leading/trailing carriage return or*

space. A resubmission is not required, but the saved template file should be updated by the submitter to prevent the problem from occurring again.

## Incomplete Notice

An **Incomplete Notice** e-mail message is sent if information is missing from the NOAD. This message contains information in the **Additional Comments** section regarding which data is needed to complete the NOAD, along with the information contained in the **Receipt of Notice** e-mail message. The missing data must be provided as soon as possible to ensure the vessel is not delayed or denied entry into a port.

## Notice Tracking

Users may monitor the progress of NOAD submissions. The following steps show how:

1. Navigate to the NVMC home page at <http://www.nvmc.uscg.gov>.
2. Click the **NOAD Notice Tracking** link.

The screenshot shows the NVMC home page with the following elements:

- United States Coast Guard National Vessel Movement Center logo and header.
- Navigation menu: Home, News, Downloads, Regulations, FAQ, Contact Us, Developer, Subscribe.
- Introductory text: "The National Vessel Movement Center (NVMC) was established by the United States Coast Guard (USCG), in accordance with Title 33 Part 160 of the U.S. Code of Federal Regulations, as a single clearinghouse for submission and processing of notice of arrival and departure (NOAD) information for vessels entering U.S. ports and facilities. The NVMC has functioned continuously since October 2001."
- Recent News section: "NOAD Schema 3.5 - 30-day Notice" (5 Days Ago). A red box highlights the "NOAD Notice Tracking" link.
- Contact information for the National Vessel Movement Center, including email addresses for questions, submissions, and technical support.
- Current Alert Levels section showing MARSEC LEVEL.

**Figure 5 NOAD Notice Tracking Link on NVMC Home Page**

A U.S. Government Information System warning message may appear. If it does, review it, and then click **Continue** to proceed.

The Developer Resources logon screen appears.

**United States Coast Guard**  
National Vessel Movement Center

Submit NOAD Online

Search

Home News Downloads Regulations FAQ Contact Us Developer Subscribe

**Already Registered?**

Sign In to continue to Developer Resources.

E-Mail Address:

Password:

[Sign In](#)

**Forgot Password?**

E-Mail Address:

[Reset Password](#)

**Not Yet Registered?**

Registration is required to access Developer Resources....

E-mail Address:

Password:

Confirm Password:

Password must be (8-16, including a number or @#\$%^&\*!/?+)

First Name:

Last Name:

Organization:

Telephone:

[Register](#)

[Disclaimer](#) [Freedom of Information Act \(FOIA\)](#) [Get Software](#) [Links](#)

**Figure 6 Developer Resources Logon Screen**

**NOTE:** Registration is required to access Developer Resources.

3. Sign in to Developer Resources.

The Developer Resources screen appears with a **NOAD Notice Tracking** section.

The screenshot shows the United States Coast Guard National Vessel Movement Center website. The header includes the USCG logo and the text "United States Coast Guard National Vessel Movement Center". A "Submit NOAD Online" button is in the top right. A search bar is located below the header. The navigation menu includes Home, News, Downloads, Regulations, FAQ, Contact Us, Developer, and Subscribe. The main content area is divided into sections: "Read First" with a warning about XML Schema and Business Rules; "Third Party Solutions Using Web Services" with a 4-step process and a checkbox for displaying tokens; and "Third Party Solutions Using Email" with a 3-step process. A "NOAD Notice Tracking" section is highlighted with a red box, containing a form with "Notice ID Number" and "Vessel ID Number" fields and a "Track" button. A "Read: Official USCG Letter to 3rd Party Developers" button is also visible.

**Figure 7 NOAD Notice Tracking Section on Developer Resources Screen**

4. In the respective fields, enter the *{Notice ID Number}* (see [Figure 4](#)) and the *{Vessel ID Number used in the submission}*.
5. Click **Track**.

*The submission status is provided.*