

**Electronic Notice
of
Arrival/Departure (eNOA/D)**

**as component of
Daily Report 3**



fleettracker
powered by your visions

User Manual

Fleetform Client with e-NOA/D

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References:

**Electronic Notice of Arrival/ Departure (e-NOA/D), National Vessel Movement Center
April 7, 2009**

1 Introduction

This document contains the user manual for the e-NOA/D software module as part of the Fleetform software. For further information check the United States Coast Guard National Vessel Movement Center (NVMC) home page at (www.nvmc.uscg.gov).

2 Destination Email Address

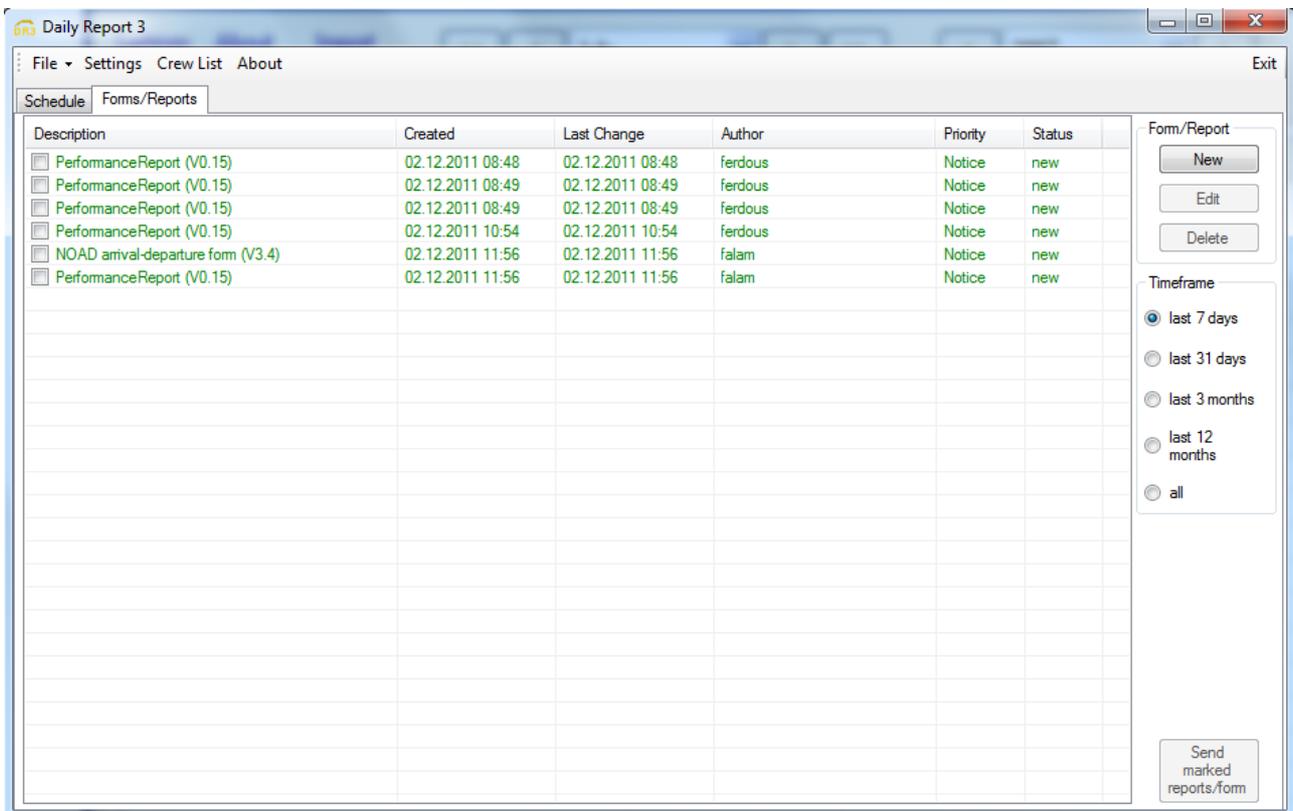
Important: Send any E-NOA/D email message to the following email address:

enoad@nvmc.uscg.gov

3 Using the option/section: „Forms/Reports“

3.1 The main dialog

This section has the following main dialog box:



4 E-NOA/D forms

The form has 7 pages. You may switch between the pages using the buttons in the *Pages* group (left side).

Click into the form fields and fill in your values.

You may delete all entries of a page by clicking *Clear Page*.

If you click on *Cancel*, the program deletes the current form *without saving*. As in, all the changes you have made will be deleted.

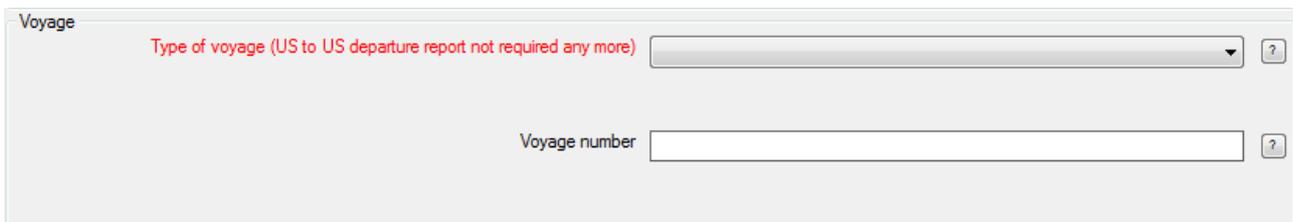
You may print the current page or the entire document by clicking on *Print*. Please note that one page may result in several hard copy pages.

To save the changes you made, click on *Save*. The program stores the form data as a file on hard disk. If the form file already exists on the hard disc, the program updates the file overwriting the old version.

To create a new file of the current form, click on *Save as new*. In this case, the program stores the form in a new form file leaving the original file unchanged.

4.1 Mandatory and formatted fields

Forms may contain mandatory fields which the user must fill in. The program displays mandatory fields with red background as long as they are empty. Formatted fields require particular data types, like numbers/integers/floats, etc. Invalid field entries are marked red, too.

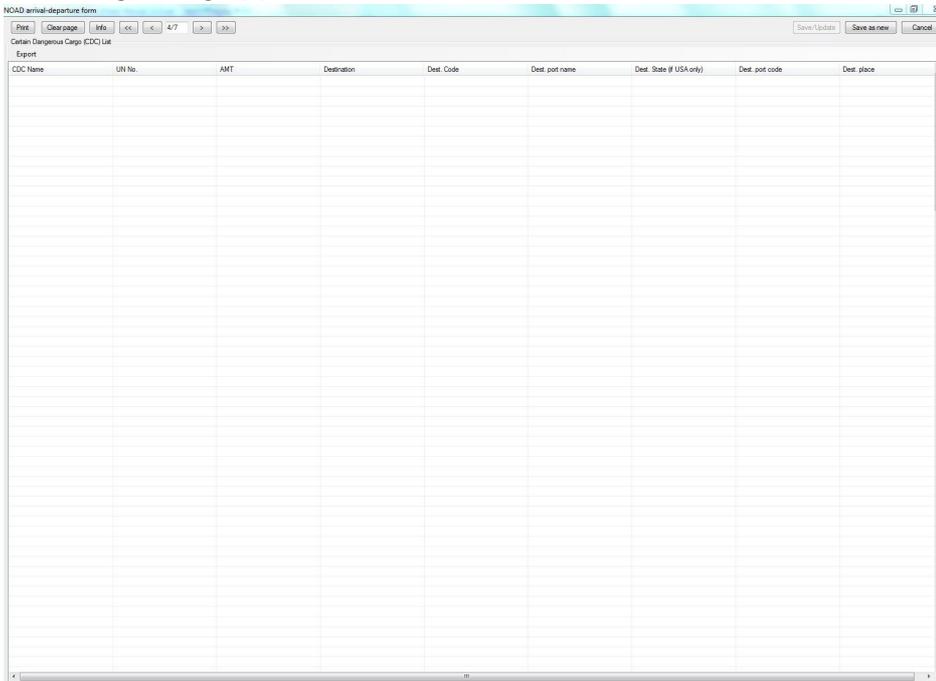


Voyage

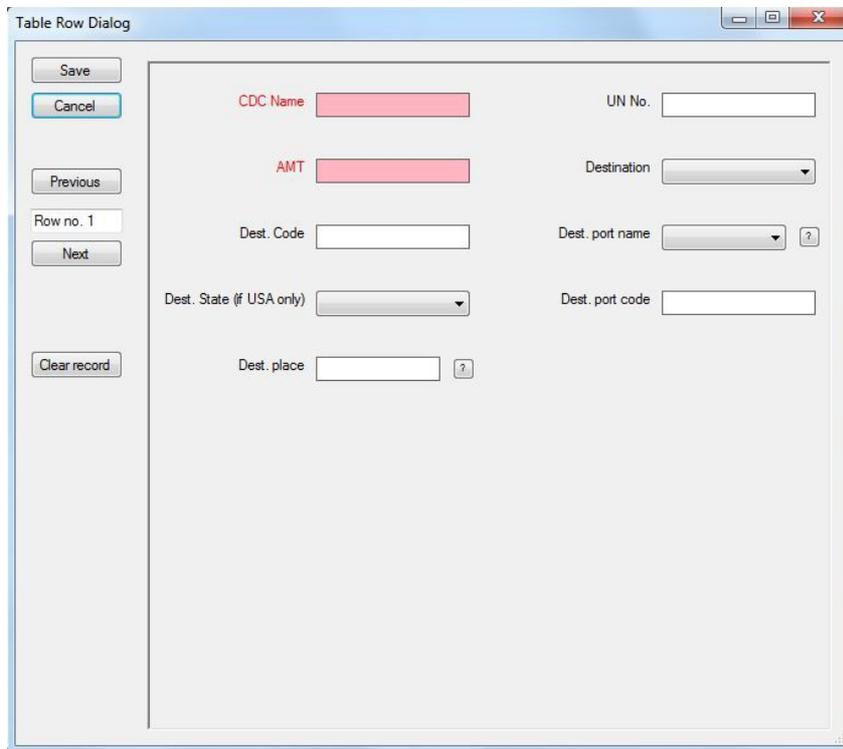
Type of voyage (US to US departure report not required any more)

Voyage number

Further Tables (in different pages on the form) display mandatory fields shortly after clicking into the table. Following dialog appears:



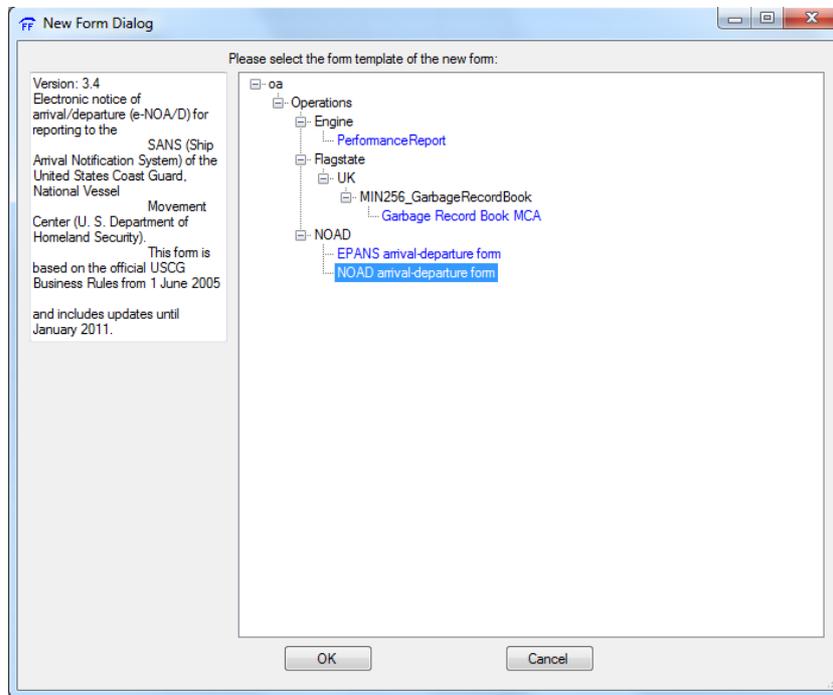
On this above dialog, if you click on any of the blank row (where you can enter individual information on CDC), the following window appears on screen :



Ensure that you either remove all entries in a row or fill out all mandatory fields of that row!

5 New Form – Fill out a new e-NOA/D form

Click on *New*. The following dialog appears:



Then select any of the operation available above and click *OK*. For instance, if you click on „NOAD“, then this below mentioned figure should appear:

The red coloured Sub-section/boxes are mandatory fields. It is also **important** to know that if there is any CDC on board, you must select „Yes“ on the last box.

6 Notice Type and Voyage Type

The selections made in the **Notice Type** field and in the **Voyage Type** field are used by the system to determine which sections are presented and which fields are required. These two fields appear for both an arrival and a departure submission. Table 2 demonstrates how the selection in the **Notice Type** field and the selection in the **Voyage Type** field work together. Table 3 provides definitions of the types of voyages.

Table 2 Appropriate Arrival and Departure Selections

| Notice Type (If selected) | Voyage Type (Then must be selected) |
|----------------------------------|--|
| Arrival | Foreign to US |
| Arrival | US to US |
| Arrival | Foreign to CARICOM |
| Arrival | US to CARICOM |
| Arrival | CARICOM to CARICOM |
| Arrival | Foreign to Saint Lawrence Seaway |
| Departure | US to Foreign |
| Departure | CARICOM to Foreign |
| Departure | CARICOM to US |
| Departure | CARICOM to CARICOM |

Table 3 Definitions of Voyage Types

| Voyage Type | Definition |
|--------------------|---|
| Foreign to US | Foreign to US indicates the vessel is arriving from a foreign port to a U.S. port. The e-NOA/D application produces NOA fields. |
| US to US | US to US indicates a coastwise voyage and that the vessel is traveling from one U.S. port to another U.S. port. This option is available only for a NOA submission. |
| US to Foreign | US to Foreign indicates the vessel is leaving a U.S. port for a foreign destination. Choosing this selection produces NOD fields. |
| Foreign to CARICOM | Foreign to CARICOM indicates the vessel is arriving from a foreign port to a CARICOM port. The e-NOA/D application produces NOA fields. |
| US to CARICOM | US to CARICOM indicates the vessel is leaving a U.S. port for a CARICOM port. Choosing this selection produces NOA fields. |

| Voyage Type | Definition |
|--------------------|--|
| CARICOM to CARICOM | CARICOM to CARICOM indicates a vessel is traveling from one CARICOM port to another CARICOM port. This option is available for both a NOA and a NOD submission |
| CARICOM to Foreign | CARICOM to Foreign indicates the vessel is leaving a CARICOM port for a foreign destination. Choosing this selection produces NOD fields. |
| CARICOM to US | CARICOM to US indicates the vessel is arriving from a CARICOM port to a U.S. port. The e-NOA/D application produces NOD fields. |

NOTE: *Vessels traveling from one U.S. port to another U.S. port should submit e-NOAs. Per USCBP regulations, e-NODs are only required when a vessel is leaving its final U.S. port bound for a foreign destination. Therefore, the option to submit a U.S. to U.S. departure will not be available to the user.*

To complete the **Notice Type** and **Voyage Type** fields, perform the following steps:

1. Click the down arrow in the **Type of notice transaction** field, and then select the *Transaction Type* from the drop down list. This is a required field.
2. Click the down arrow in the **Notice Type** field, and then select the *Notice Type* from the drop-down list. This is a required field.

NOTE: *The system will present only an appropriate selection in the **Voyage Type** field in response to the selection made in the **Notice Type** field. For example, if **Arrival** is selected in the **Notice Type** field, then the **Voyage Type** field will contain five selections: **US to US**, **Foreign to US**, **Foreign to CARICOM**, **US to CARICOM**, and **CARICOM to CARICOM**. Likewise, if **Departure** is selected in the **Notice Type** field, then the **Voyage Type** field will contain four selections: **US to Foreign**, **CARICOM to Foreign**, **CARICOM to US**, and **CARICOM to CARICOM**.*

3. Click the down arrow in the **Type of Voyage** field, and then select the *Voyage Type* from the drop-down list. This is a required field.
4. Enter the *Number of the Voyage* in the **Voyage Number** text box. This is a free text field.

NOTE: *This field allows the company's unique voyage number (if the vessel makes multiple trips between ports in 1 day) to be entered. Up to 17 letters, numbers, zeros, spaces, and dashes can be entered in this field.*

7 Vessel Location

To complete the Vessel Location Description Screen, perform the following steps:

1. Enter a *Description of the Vessel's Location* in the **Location Description** text box. This is a free text field. Port data, place and country data, or waterway and mile marker can be entered.
2. Enter the current position values in the **Latitude and Longitude** text boxes.

8 General Cargo Only

Cargo: You must provide a description of the cargo, other than Certain Dangerous Cargo (CDC), onboard the vessel. This description should be very general, such as, grain, oil, containers, and so on.

If this e-NOA/D is for a tug and barge, the e-NOA/D is submitted for the tug; and the barge information goes in the **General Cargo Description** field.

The fields contained in the Cargo Entry Screen appear for both an arrival and a departure submission.

To complete the **General Cargo Description** section, perform the following steps:

1. Enter a *General Description of the Cargo* in the **General Description** text box. This field is required, and it accepts free text data.

9 CDC (Certain Dangerous Cargo) Onboard

You are required to report any cargo the vessel is carrying that possesses the greatest risk to maritime safety and security.

NOTE: *A general explanation of the divisions of CDC materials, and which regulation covers each material, is found in 33 CFR Part 160, paragraph 160.204.*

If the **Certain Dangerous Cargo (CDC) on Board** drop down field is „yes“, the **CDC List** section must be completed.

The fields contained in the **CDC List** section appear for both an arrival and a departure submission (Page 18).

10 Vessel Detail Entry Screen

The picture below shows a screen shot of a new (empty form) NOAD form (Page 2)

The screenshot displays the 'NOAD arrival-departure form' interface. It is divided into several sections:

- General:** Includes fields for Ship name, Call sign, Ship Type (Vessel class, Vessel type, Vessel subtype), IMO Number/Official Number (Identification number, Id number type), Flag, Flag code, Owner, Operator, COFR Operator, Class society, ISM code (In Compliance), and Charterer.
- Reporting party:** Includes fields for Name, Company, Relationship, Phone, Fax, Email, and Comments.
- Certificates:**
 - Compliance Certificate:** Fields for Issued date, Expiration date, and Agency.
 - Safety Management Certificate:** Fields for Issued date, Expiration date, and Agency.
- International Ship Security Certificate (ISSC):** Fields for Issued date, A Vessel Security Plan (VSP) has been implemented? (Yes), ISSC Type, Interim ISSC issued - why (only if Interim ISSC)?, Recognized Security Organization (RSO), Company Security Officer (CSO) name, email, phone, and fax.
- Operational condition of equipment (OCE):** Fields for Operational condition of equipment (OCE) (Operational) and Operational condition of equipment (OCE) description.

To complete the Vessel Detail Entry Screen, perform the following steps:

1. Enter the *Name of the Vessel* in the **Ship Name** text box. This field is required, and it accepts free text data.
2. Enter the *Call Sign of the Vessel* in the **Call Sign** text box. This field is required, and it accepts free text data.
3. Enter the *Identification Number (ID) of the Vessel* in the **Identification Number** text box. This field is required, and it accepts free text data.

4. Click the down arrow on the **ID Number Type** field, and then select the *Type of ID* from the dropdown list. This is a required field.
5. Click the down arrow on the **Flag** field, and then select the *Vessel's Flag* from the dropdown list. This is a required field.
6. Enter the *Name of the Owner of the Vessel* in the **Owner** text box. This field is required, and it accepts free text data.
7. Enter the *Name of the Operator of the Vessel* in the **Operator** text box. This field is required, and it accepts free text data.
8. Click the down arrow on the **Class Society** field, and then select the *{Vessel's Classification Society}* from the drop-down list. This is a required field.
9. Enter the *{Name of the Vessel's Charterer}* in the **Vessel Charterer** text box. This field is required, and it accepts free text data.
10. Click the down arrow on the **Oper Condition of Equipment** field, and then select the *Operational Condition of the Equipment* from the drop-down list. This is a required field.
11. If **Not Operational** is selected, then enter a *Description of the Equipment which is Not Operational* in the **If not operational, describe** text box. This is a free text field.

To complete the **Reporting Party Entry Screen**, perform the following steps:

1. Enter the *Name of the Reporting Party* in the **Name** text box. This field is required, and it accepts free text data.
2. Enter the *Name of the Reporting Party's Organization* in the **Company** text box. This is a free text field.
3. Describe your job aboard by selecting the relationship drop down field.
4. Enter the *Telephone Number of the Reporting Party* in the **Phone** text box. This is a free text field.
5. Enter the *Fax Number of the Reporting Party* in the **Fax** text box. This is a free text field.
6. Enter the *E-mail Address of the Reporting Party* in the **Email** text box. This field is required, and it accepts free text data.

Note: *The 'Reporting Party' tab should reflect who submitted the record. If the captain files, his information should be entered in that field. The agent's information can be entered in the '24 Hour Contact Information' field located in the Arrival tab*

11 Document of Compliance Certificate/Safety Management Certificate

To complete the **Document of Compliance Certificate** section, perform the following steps:

1. Enter the *Date the Document of Compliance Certificate was Issued* in the **Issue Date** drop down box.
2. Enter the *Date the Document of Compliance Certificate will Expire* in the **Expiration Date** drop downbox.

NOTE: The **Date** field will not allow the year to be less than 1755 or greater than 9999.
This holds true for all **Date** fields.

3. Click the down arrow on the **Agency** field, and then select the *Name of the Agency who Issued the Document of Compliance Certificate* from the drop-down list.

To complete the **Safety Management Certificate** section, perform the following steps.

1. Enter the *Date the Safety Management Certificate was Issued* in the **Issue Date** drop down box.
2. Enter the *Date the Safety Management Certificate will Expire* in the **Expiration Date** drop down box.
3. Click the down arrow on the **Agency** field, and then select the *Name of the Agency who Issued the Safety Management Certificate* from the drop-down list.

12 International Ship Security Certificate Entry Page

You are requested to provide evidence the vessel is in compliance with the International Ship and Port Facility Security (ISPS) Code prior to entry into U.S. ports. By completing this section of the e-NOA/D, the NVMC is supplied with the type and status of a vessel's International Ship Security Certificate (ISSC).

The fields contained in the **International Ship Security Certificate Entry Page** appear for both an arrival and a departure submission.

To complete the **International Ship Security Certificate** section, perform the following steps:

1. Enter the *Date the ISSC was Issued* in the **Issue Date** drop down box.
2. Click the down arrow on the **Vessel Security Plan has been implemented?** field, and then select the *Correct Selection* from the drop-down list.
3. Click the down arrow on the **ISSC Type** field, and then select the *Type of ISSC* from the drop-down list.

4. If **Interim ISSC** is selected in the **ISSC Type** field, click the down arrow on the **Interim ISSC issued - why?** field, and then select the *Reason* from the drop-down list.
5. Click the down arrow on the **Flag Administration** field, and then select the *Name of the Flag Administration* from the drop-down list.
Note: Each vessel must have an appointed Company Security Officer (CSO) who is responsible for ensuring the vessel's security requirements are met by developing, approving, maintaining, and implementing an appropriate security program.
6. Enter the *Name of the Company Security Officer* in the **Company Security Officer name** text box. This field accepts free text data.
7. Enter the *E-mail Address of the Company Security Officer* in the **Company Security Officer email** text box. This field accepts free text data.
8. Enter the *Telephone Number of the Company Security Officer* in the **Company Security Officer phone** text box. This field accepts free text data.
9. Enter the *Fax Number of the Company Security Officer* in the **Company Security Officer fax** text box. This field accepts free text data.
10. Click the down arrow on the **Operational Condition of Equipment (OCE)** field and select the appropriate *Operational Condition of Equipment* from the drop-down list.
11. Enter the *Operational Condition of Equipment (OCE) description* in the **Operational Condition of Equipment (OCE) description** text field. drop-down field. This field accepts free text data.
12. Click the down arrow on the **Cruise Vessel Security and Safety Act (CVSSA) on board** drop-down field and select either Yes or No. Select Yes if the vessel has at least one crew member qualified to meet 46 U.S.C Secs 3507, 3508 otherwise select No.
13. Click the down arrow on the **Non Tanker Vessel Response Plan (NTRVP) on board** drop-down field and select either Yes or No. Select Yes if the vessel has a NTRVP per 33 CFR 151,155,160, otherwise select No.
14. Enter the *Identification number for the vessel's Vessel Response Plan* in the **NTRVP Number** text field. This field accepts numeric values only.
15. Click the down arrow on the **Longshore Work Declaration** drop-down field. Select the appropriate value from the list. The value shall either be Yes, No, or NOT PROVIDED depending on if the vessel has any crew members on board which will be performing longshore work while the vessel is in port per 8 U.S.C. Secs 1288.
16. Click the down arrow on the **NA258 Exemption** drop-down field and select the appropriate value from the list. The value shall indicate the exemption under which the longshoreman work will be performed.
17. The value of the **NA258 Exemption Code** text field depends on the selection in **NA258 Exemption** drop-down field. The value is read-only.

13 Arrival Information

Vessels bound for U.S. ports are required to submit an NOA and/or NOD either 96 or 24 hours before they enter port, depending upon normal transit time. The e-NOA/D must contain an arrival manifest stating the ship's destination and arrival time – the fields found in the **Arrival Information** section.

NOTE: *The time and date information in the **Arrival Date** and **Arrival Time** fields are estimated. If, for some reason, the time listed in the **Arrival Time** field should change 6 hours or more, or the date listed in the **Arrival Date** field should change after the e-NOA/D is submitted and that e-NOA/D is still active, the NVMC must be notified and provided a notice of change.*

The picture below shows a screen shot of a new (empty form) NOAD form (Page 3).

The screenshot displays the 'NOAD arrival-departure form' interface. It is divided into several sections:

- Arrival/Departure (Arrival fill out for arrival notice only):**
 - Arrival date (calendar icon)
 - Arrival time (time picker icon)
 - Arrival state (dropdown menu)
 - Arrival port name (dropdown menu)
 - City (text input)
 - Facility (text input)
 - Anchorage (text input)
- Departure:**
 - Departure date (please enter for arrival notices, too!) (calendar icon)
 - Departure time (please enter for arrival notices, too!) (time picker icon)
 - State (on departure only) (dropdown menu)
 - Departure port name (on departure only) (dropdown menu)
 - City (on departure only) (text input)
- 24h Contact:**
 - Name (text input)
 - Company (text input)
 - Phone (text input)
 - Fax (text input)
 - Email (text input)
- Last port for arrival notices only:**
 - Arrival date (calendar icon)
 - Departure date (calendar icon)
 - Last port country (dropdown menu)
 - Last port country code (text input)
 - Last port name (dropdown menu)
 - Last port state (if U.S.A.) (dropdown menu)
 - Last port code (if not U.S.) (text input)
 - Last port place (text input)
- Next port for departure notices only:**
 - Arrival date (calendar icon)
 - Arrival time (time picker icon)
 - Next port country (dropdown menu)
 - Next port country (text input)
 - Next port name (dropdown menu)
 - Next port state (if in U.S.A.) (dropdown menu)
 - Next port code (if not U.S.) (text input)
 - Next port place (text input)

To complete the **Arrival Information** section, perform the following steps:

1. Enter the *Date of Arrival for the Vessel* in the **Arrival Date** box.
2. Enter the *Time of Arrival for the Vessel* in the **Arrival Time** box. This field is

- required. **NOTE:** *The arrival time listed must be local time.*
3. Click the down arrow on the **Arrival State** field, and then select the *Name of the State in which the Vessel will be Arriving* from the drop-down list. This is a required field.
 4. Click the down arrow on the **Arrival Port Name** field, and then select the *Name of the Port in which the Vessel will be Arriving* from the drop-down list. This is a required field.
 5. Enter the *Name of the City in which the Vessel will be Arriving* in the **City** text box. This field is required, and it accepts free text data.
 6. Enter the *Name of the Facility which will Receive the Vessel* in the **Facility** text box. This field is required, and it accepts free text data.
 7. If no port was selected in the **Arrival Port** field, then enter the *Name of the Place in which the Vessel will be Arriving* in the **Place** text box. This field is required if no **Arrival Port** is selected, and it accepts free text data.
 8. Enter the *Name of the Anchorage for the Vessel* in the **Anchorage** text box. This is a free text field.

14 Last Port (for arrival notices only)

You are required to identify the most recent stop the vessel made before this particular arrival. To complete the **Last Port of Call Information** section, perform the following steps:

1. Enter the *Date of Arrival at the Last Port of Call* in the **Arrival Date** box. This field is required.
2. Enter the *Date of Departure from the Last Port of Call* in the **Departure Date** box. This field is required.
3. Click the down arrow on the **Last Port Country** field, and then select the *Name of the Country which was the Vessel's Last Port of Call* from the drop-down list. This is a required field.

NOTE: *The **State** field is deactivated until **UNITED STATES** is selected in the **Country** field. The e-NOA/D application then activates the **State** field, and a drop-down list is produced from which the correct state can be chosen.* Click the down arrow on the **Port** field, and then select the *Name of the Port which was the Vessel's Last Port of Call* from the drop-down list. This is a required field.

4. Click the down arrow on the **Last Port State** field, and then select the *{Name of the State which was the Vessel's Last Port of Call}* from the drop-down list. This field is required if **UNITED STATES** is selected in the **Last Port Country** field. If no port was selected in the **Last Port country** field, then enter the *Name of the Place which was the Vessel's Last Port of Call* in the **Last Port Place** text box. This field is required if no **Port** is selected, and it accepts free text data.

15 Departure Information

You must provide a departure manifest for the vessel as it enters a U.S. port.

NOTE: *The time and date data in these fields is again estimated. If the departure time changes 6 hours or more from the time listed on the e-NOA/D, and it is still active, a notice of change must be sent to the NVMC.*

To complete the **Departure Information** section, perform the following steps:

1. Enter the *Date of the Vessel's Departure* in the **Departure Date** box.
2. Enter the *Time of the Vessel's Departure* in the **Departure Time** box.
3. Click the down arrow on the **State** field, and then select the *Name of the State from which the Vessel is Departing* from the drop-down list. This is a required field.
4. Click the down arrow on the **Departure Port Name** field, and then select the *Name of the Port from which the Vessel is Departing* from the drop-down list. This is a required field.
5. Enter the *Name of the City from which the Vessel is Departing* in the **City** text box. This field is required, and it accepts free text data.
6. If no port was selected in the **Departure Port** field, then enter the *Name of the Place from which the Vessel is Departing* in the **Place** text box. This field is required if no **Departure Port** is selected, and it accepts free text data.

16 Next Port of Call Information

You are required to identify the vessel's next port or place, the estimated date and time of arrival at that port or place, and the country where the port or place is located.

To complete the **Next Port of Call Information** section, perform the following steps:

1. Enter the *Date of Arrival at the Next Port of Call* in the **Arrival Date** box. This field is required.
2. Enter the *Time of Arrival at the Next Port of Call* in the **Arrival Time** text box. This field is required.
3. Click the down arrow on the **Next Port Country** field, and then select the *Name of the Country which is the Vessel's Next Port of Call* from the drop-down list. This is a required field.

NOTE: The **State** field is deactivated until **UNITED STATES** is selected in the **Country** field. The e-NOA/D application then activates the **State** field, and a drop-down list is produced from which the correct state can be chosen. Click the down arrow on the **Port** field, and then select the *Name of the Port which is the Vessel's Next Port of Call* from the drop-down list. This is a required field.

4. Click the down arrow on the **Next Port State** field, and then select the *Name of the State which is the Vessel's Next Port of Call* from the drop-down list. This field is required if **UNITED STATES** is selected in the **Next Port Country** field.
5. If no port was selected in the **Next Port Country** field, then enter the *Name of the Place which is the Vessel's Next Port of Call* in the **Next Port Place** text box. This field is required if no **Port** is selected, and it accepts free text data.

17 24-Hour Point of Contact Information (24-h Contact)

You must provide the name and telephone number of a 24-hour Point of Contact (POC) for each vessel. The name of a POC does not need to be provided for each port, nor is he/she required to be located at the port listed in the e-NOA/D.

To complete the **24-Hour Point Of Contact Information** section, perform the following steps:

1. Enter the *Name of a 24-Hour POC* in the **Name** text box. This field is required, and it accepts free text data.
2. Enter the *Name of the POC's Company* in the **Company** text box. This field accepts free text data.

3. Enter the *Amount of CDC* in the **AMT** text box. This field is required, and it accepts free text data.
4. Click the down arrow on the **Destination** field, and then select the *Name of the Country for which the CDC is Destined* from the drop-down list.
NOTE: The **Destination** field is deactivated until **UNITED STATES** is selected in the **Destination Country** field. The e-NOA/D application then activates the **Destination State** field, and a drop-down list is produced from which the correct state can be chosen.
5. Click the down arrow on the **Destination State** field, and then select the *Name of the State for which the CDC is Destined* from the drop-down list.
6. Click the down arrow on the **Destination Port** field, and then select the *Name of the Port for which the CDC is Destined* from the drop-down list.
7. If no port was selected in the **Destination Port** field, then enter the *Name of the Place for which the CDC is Destined* in the **Destination Place** text box. This is a free text field.

Example:

If you double click in the empty row under CDC name column (refer to the screenshot in the last page), the following dialog box appears, please enter the detail of the CDC material as required.

19 Previous Foreign Port List

Last Five Foreign Ports

A vessel that is arriving from or has stopped in a foreign port within the previous 2 years is required to provide its last five foreign ports of call. A vessel operating solely between ports or places in the continental U.S. is required to provide only its destination(s) and last port of call. The fields contained in the **Last Five Foreign Ports** section appear for both an arrival and a departure submission.

NOAD arrival-departure form

Print Clear page Info << < 5/7 > >> Save/Update Save as new Cancel

Previous Foreign Port List
Please enter here the recent foreign ports. Five previous foreign ports are required for Foreign to US arrivals.

Export

| Arrival date | Departure date | Country | Country Code | Port name | Port code | Place |
|--------------|----------------|---------|--------------|-----------|-----------|-------|
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Ensure that you either remove all entries in a row or fill out all mandatory fields of that row!

To complete the **Previous Foreign Port** section, perform the following steps:

1. Enter the *Date of Arrival at the Foreign Port* in the **Arrival Date** box. This is a required field.

2. Enter the *Date of Departure from the Foreign Port* in the **Departure Date** box. This is a required field.
3. Click the down arrow on the **Country** field, and then select the *Name of the Country of the Foreign Port* from the drop-down list. This is a required field.
4. Click the down arrow on the **Port Name** field, and then select the *Name of the Foreign Port* from the drop-down list. This is a required field.
5. If no port was selected in the **Port Name** field, then enter the *Name of the Foreign Place* in the **Place** text box. This field is required if no **Port** is selected, and it accepts free text data.

20 Crew List

The screenshot shows a web application window titled "NOAD arrival-departure form". At the top, there are navigation buttons: "Print", "Clear page", "Info", and a set of arrows with "6/7" in the center. On the right side of the header, there are buttons for "Save/Update", "Save as new", and "Cancel". Below the header, the text "Crew list" is displayed, followed by a note: "Note: The debark fields for Crew members are not required. However, if you going to report debark information, you must complete all of the relevant fields." Below the note is an "Export" button. The main area of the form is a large table with the following columns: Position, Last name, First name, Middle name, Birth date, Gender, Nationality, Nat. Code, Residence, Residence code, ID Type, ID No., ID Country, ID country code, ID expires at, Embark country, Embark country code, Embark port name, Embark state (if US), and Embark port code. The table is currently empty.

Ensure that you either remove all entries in a row or fill out all mandatory fields of that row!

To complete the **Crew Details Information** section, perform the following steps:

1. Click the down arrow on the **Position** field, and then select the *{Crewmember's Position on the Vessel}* from the drop-down list. This is a required field.
NOTE: *When information changes in an e-NOA/D that has previously been submitted and is still active, a notice of change must be submitted to the NVMC - except in certain cases. Updates do not need to be submitted if there has been a change to any crewmember's position or duties on the vessel.*
2. Enter the *{Last Name of the Crewmember}* in the **Last Name** text box. This field is required, and it accepts free text data. The following rules apply to all the name fields in the e-NOA/D:
 - Hyphens (-) and spaces are allowed between multiple last names.
 - Do not enter an apostrophe in the **Last Name**, **First Name**, or **Middle Name** text boxes for a crewmember who has an apostrophe in his/her name (for example, O'Connor should be OConnor).
 - Titles (for example, Sr., Jr., or II) are considered unnecessary and should not be used.
 - Special characters, such as a period (.), a number sign (#), or an ampersand (&), are considered system errors and using them could affect the delivery of the e-NOA/D to the NVMC.
 - Placing only an initial in the **First Name** text box will affect the system performance. If any crewmember's record is submitted in which only an initial is listed as the first name, be prepared to provide proof that the name is legally only an initial.
 - For any crewmember that legally has only one name, that name should be placed in the **Last Name** text box with **FNU** placed in the **First Name** text box.
 - Only Western English letters are allowed in all of the name text boxes. Any other characters could affect the delivery of the e-NOA/D to the NVMC.
3. Enter the *First Name of the Crewmember* in the **First Name** text box. This field is required, and it accepts free text data. The entry is based on the applicable rules above.
NOTE: *If the first name is not known, enter: FNU*
4. Enter the *Middle Name of the Crewmember* in the **Middle Name** text box, if known. This field accepts free text data.
5. Enter the *Date of Birth for the Crewmember* in the **Birth date** text box. This field is required, and it accepts free text data. The entry is based on the applicable rules below.
 - The date of birth indicated in the official travel document should be used when collecting and sending a crewmember's date of birth.
 - If a crewmember only has or only knows his/her year of birth but not the exact month and/or day, use January 1 in those cases. For example, select the year they were born, *{YYYY}*, and then enter: **01** for the month and **01** for the day.
 - Fictitious dates of birth (such as 999999 or 000000) are considered system errors and *will affect the system performance*.

6. Select the Crewmember's Gender in the **Gender** field. This is a required field.
7. Click the down arrow on the **Nationality** field, and then select the *Name of the Nationality for the Crewmember* from the drop-down list. This is a required field.
NOTE: One cannot assume that the country listed in the **Issue Country** field - the country that issued the travel document - in the **Identification Section** is the same as the crewmember's nationality.
8. Click the down arrow on the **Country of Residence**, and then select the *Name of the Country of Residence for the Crewmember* from the drop-down list. This is a required field and is based on the applicable rules below.
 - For departure submissions, the country of residence is not required.
 - The country of residence is where a crewmember lives the majority of the year.
9. Click the down arrow on the **ID Type** field, and then select the *Type of ID Presented by the Crewmember* from the drop-down list. This is a required field. The entry is based on the applicable rules below.
 - The order of preference for travel documents listed in the **ID Type** field is as follows:
 - a. Passport (U.S. or Non-U.S. Document)
 - b. U.S. Alien Registration Card/U.S. Permanent Resident Card (U.S. Document)
 - c. U.S. Merchant Mariner Document (U.S. Document)
 - d. Foreign Mariner Document (Non-U.S. or Canadian Document)
 - e. Govt Issued Picture ID (Canada.)
 - f. Govt Issued Picture ID (US).
 - If a person has both an ID type of A and B from the list above, ID type A must be sent.
 - U.S. and Canadian citizens exiting to or returning from another country within the Western Hemisphere do not require an **ID Type**. However, it is strongly encouraged to include a passport number, if available.
 - All persons entering the U.S. from or departing to Cuba require the **ID Type** field be completed.
 - Missing or invalid travel document types may be considered a system error and may affect the delivery of the e-NOA/D to the NVMC.
10. Enter the *ID Number of the Crewmember* in the **ID Number** text box. This field is required, and it accepts free text data and up to 12 alphanumeric characters. The entry is based on the applicable rules below.
 - U.S. and Canadian citizens exiting to or returning from another country within the Western Hemisphere do not require a passport number. However, if a passport number is not provided, then an alternative ID number and type is required.
 - All persons entering the U.S. from Cuba require an ID number.
 - Only Western English letters and numbers are allowed in the **ID Number** field.

- If a travel document's number contains hyphens (-), slashes (/), and/or spaces, disregard them. Do not include them in the document number.
 - Information, such as a driver's license number, or entries, such as **Passport** or **Birth Certificate**, should not be included in the **ID Number** field.
 - U.S. and Canadian citizens entering or departing the U.S. from/to another Western Hemisphere country are not required by the CBP to provide an ID number, although it is encouraged to provide a passport number, if available. However, it is required of all persons entering the U.S. from or departing to Cuba to provide an ID number and ID type.
11. Click the down arrow on the **ID Country** field, and then select the *Name of the Country that Issued the Crewmember's ID* from the drop-down list. The entry is based on the applicable rules below.
- **ID Type** - U.S. Alien Registration Card/U.S. Permanent Resident Card and U.S. Mariner Document are always **United States**.
 - **Issue Country**—name for U.S. Territories (for example, Puerto Rico (PR) and U.S. Virgin Islands (VI) is always **United States**.
- NOTE:** *The Issue Country is required by CBP, even when the ID Number and the ID Type are not required.*
12. Enter the *Date the ID Document Will Expire* in the **ID expires** text box. The entry is based on the applicable rules below.
- The expiration date for the identification document is required for both arrival and departure notices.
 - The expiration date is only required for travelers who are using their passport as their official travel document.

NOTE: *The Embark Information section provides information on the foreign port or place where the crewmember's transportation to the U.S. began.*

13. Click the down arrow on the **Embark Country** field, and then select the *Name of the Country where the Crewmember Embarked* from the drop-down list. This is a required field.
- NOTE:** *The Embark State field is deactivated until UNITED STATES is selected in the Embark Country field. The e-NOA/D application then activates the Embark State field, and a drop-down list is produced from which the correct state can be chosen.*
14. Click the down arrow on the **Embark State** field, and then select the *Name of the State where the Crewmember Embarked* from the drop-down list.
15. Click the down arrow on the **Embark Port** field, and then select the *Name of the Port where the Crewmember Embarked* from the drop-down list. This is a required field.
16. If no port was selected in the **Embark Port** field, then enter the *Name of the Place where the Crewmember Embarked* in the **Embark Place** text box. This field is required if no **Embark Port** is selected, and it accepts free text data.
17. Enter the *Date the Crewmember Embarked* in the **Embark Date** text box. This is a required field.
- NOTE:** *The Debark Information section provides information on the final foreign port or place of destination for in-transit crewmembers.*

18. Click the down arrow on the **Debark Country** field, and then select the *Name of the Country where the Crewmember will Debark* from the drop-down list.
NOTE: The **Debark State** field is deactivated until **UNITED STATES** is selected in the **Debark Country** field. The e-NOA/D application then activates the **Debark State** field, and a drop-down list is produced from which the correct state can be chosen.
19. Click the down arrow on the **Debark State** field, and then select the *Name of the State where the Crewmember will Debark* from the drop-down list.
20. Click the down arrow on the **Debark Port** field, and then select the *Name of the Port where the Crewmember will Debark* from the drop-down list.
21. If no port was selected in the **Debark Port** field, then enter the *Name of the Place where the Crewmember will Debark* in the **Debark Place** text box. This field accepts free text data.
22. Enter the *Date the Crewmember will Debark* in the **Debark Date** text box.

21 Noncrew List

Passenger Manifest Screen

Any person onboard a vessel, including passengers, who is not listed as a member of the crew, must be listed in this section of the e-NOA/D. The fields contained in the Passenger Manifest Screen appear for both an arrival and a departure submission.

The screenshot shows a web application window titled "NOAD arrival-departure form". At the top, there are navigation buttons: "Print", "Clear page", "Info", and a pagination control showing "7/7". On the right, there are "Save/Update", "Save as new", and "Cancel" buttons. Below the navigation is the text "NONCREW_LIST" and a note: "Note: The debark fields for Non-Crew members are not required. However, if you going to report debark information, you must complete all of the relevant fields." Below the note is an "Export" button. The main area of the form is a large table with the following columns: Last name, First name, Middle name, Birth date, Gender, Nationality, Nationality Code, Residence country, Residence Country Code, ID Type, ID No., ID Country, ID Country Code, ID Expires at, Pass. Rec. Name, Locator, US Addr: Street, US Addr: City, US Addr: State, and US Addr: . The table is currently empty.

In the **Non-Crew/Passenger Details Information** section, perform the following steps:

1. Enter the *Last Name of the Passenger* in the **Last Name** text box. This field is required, and it accepts free text data. The following rules apply to all the name fields in the e-NOA/D:
 - Hyphens (-) and spaces are allowed between multiple last names.
 - Do not enter an apostrophe in the **Last Name**, **First Name**, or **Middle Name** text boxes for non-crewmember or passengers who have an apostrophe in their name (for example, O'Connor should be OConnor).
 - Titles (for example, Sr., Jr., or II) are considered unnecessary and should not be used.
 - Special characters, such as a period (.), a number sign (#), or an ampersand (&), are considered system errors and using them could affect the delivery of the e-NOA/D to the NVMC.
 - Placing only an initial in the **First Name** field will affect the system performance. If any non-crewmembers' or passengers' record is submitted in which only an initial is listed as the first name, prepare to provide proof that the name is legally only an initial.
 - For any non-crewmember or passenger who legally has only one name, that name should be placed in the **Last Name** field with **FNU** placed in the **First Name** field.
 - Only Western English letters are allowed in all of the name fields. Any other characters could affect the performance of the system.
2. Enter the *First Name of the Passenger* in the **First Name** text box. This field is required, and it accepts free text data.
NOTE: *If the first name is not known, enter: FNU.*
3. Enter the *Middle Name of the Passenger* in the **Middle Name** text box, if known. This field accepts free text data.
4. Enter the *Date of Birth for the Passenger* in the **Birth date** text box. This field is required, and it accepts free text data. The entry is based on the applicable rules below.
 - The date of birth indicated in the official travel document should be used when collecting and sending a non-crewmember's or passenger's date of birth.
 - If a non-crewmember or passenger only has or knows his/her year of birth but not the exact month and/or day, use January 1 in those cases. For example, select the year they were born, {YYYY}, then enter: **01** for the month and **01** for the day.
 - Fictitious dates of birth (such as 999999 or 000000) are considered system errors and will affect the system performance.
5. Select the *Passenger's Gender* in the **Gender** field. This is a required field.
6. Click the down arrow on the **Nationality** field, and then select the *Name of the Nationality of the Passenger* from the drop-down list. This is a required field.
NOTE: *Do not assume that the country listed in the **Issue Country** field - the country that issued the travel document - in the **Identification Information** section is the same as the non-crewmember or passenger's nationality.*

7. Click the down arrow on the **Residence Country** field, and then select the *Name of the Passenger's Country of Residence* from the drop-down list. This is a required field.
NOTE: *The country of residence is where a non-crewmember or passenger lives the majority of the year.*
8. Click the down arrow on the **ID Type** field, and then select the *Type of ID Presented by the Passenger* from the drop-down list. The field is required and the entry is based on the applicable rules below.
 - The order of preference for travel documents listed in the **ID Type** field is as follows:
 - a. Passport (U.S. or Non-U.S. Document)
 - b. U.S. Alien Registration Card/U.S. Permanent Resident Card (U.S. Document)
 - c. U.S. Merchant Mariner Document (U.S. Document)
 - d. Foreign Mariner Document (Non-U.S. or Canadian Document)
 - e. Govt Issued Picture ID (Canada.)
 - f. Govt Issued Picture ID (US).
 - If a non-crewmember or passenger has both ID type A and B from the list above, ID type A must be sent.
 - Missing or invalid travel document types may be considered a system error and may affect the delivery of the e-NOA/D to the NVMC.
9. Enter the *ID Number for the Passenger* in the **ID Number** text box. This field is required and accepts up to 12 alphanumeric characters of free text data. The entry is based on the applicable rules below.
 - U.S. and Canadian citizens exiting to or returning from another country within the Western Hemisphere do not require a passport number. However, if a passport number is not provided, then an alternative ID number and type is required.
 - All persons entering the U.S. from Cuba or departing the U.S. for Cuba require an ID number.
 - Only Western English letters and numbers are allowed in the **ID Number** field.
 - If a travel document's number contains hyphens (-), slashes (/), and/or spaces, disregard them. Do not include them in the document number.
 - Information, such as a driver's license number, or entries such as Passport or Birth Certificate, should not be included in the **ID Number** field.
 - U.S. and Canadian citizens entering or departing the U.S. from/to another Western Hemisphere country (other than Cuba) are not required by the CBP to provide an ID number, although it is encouraged to provide a passport number, if available.

10. Click the down arrow on the **ID Country** field, and then select the *Name of the Country Issuing the Passenger's ID* from the drop-down list. The entry is based on the applicable rules below.
 - **ID Type** - U.S. Alien Registration Card/U.S. Permanent Resident Card and U.S. Mariner Document are always **United States**.
 - **Issue Country**—name for U.S. Territories (for example, Puerto Rico (PR) and U.S. Virgin Islands (VI) is always **United States**.
NOTE: *The Issue Country is required by CBP, even when the ID Number and the ID Type are not required.*

11. Enter the *Date the Passenger's ID Expires* in the **ID expires at** text box. The entry is based on the applicable rules below.
 - The expiration date for the identification document is required for both arrival and departure notices.
 - The expiration date field is only required for travelers who are using their passport as their official travel document.

12. Enter the *Record Locator Number for the Passenger* in the **Passenger Record Name Locator** text box. *This field accepts free text data.*

NOTE: *The fields in section 13-16 are completed for arrival submissions only. This information is not required for departures. If the U.S. address is not submitted with an arrival e-NOA/D, the carrier may be penalized for submitting an incomplete manifest.*

13. Enter the *Name of the Street in the U.S.* in the **US Addr. Street** text box. This field accepts free text data.
NOTE: *Numbers, abbreviations (such as Dr. or Rd.), and special characters [such as dashes or hyphens (-), number signs (#), and periods (.)] are allowed.*

14. Enter the *Name of the City in the U.S.* in the **US Addr. City** text box. This field accepts free text data.

15. Click the down arrow on the **US Addr.State** field, and then select *Name of the State in the U.S.* from the drop-down list.

16. Enter the *Zip Code in the U.S.* in the **US Addr. Zip** text box. This field accepts up to nine numeric characters with no dash.

NOTE: *The Embark Information (17-21) section provides information on the foreign port or place where the non-crewmember's and/or passenger's transportation to the U.S. began.*

17. Click the down arrow on the **Embark Country** field, and then select the *Name of the Country where the Passenger Embarked* from the drop-down list. This is a required field.
NOTE: *The Embark State field is deactivated until UNITED STATES is selected in the Embark Country field. The e-NOA/D application then activates the Embark State field, and a drop-down list is provided from which the correct state can be chosen.*

18. Click the down arrow on the **Embark State** field, and then select the *Name of the State where the Passenger Embarked* from the drop-down list.
19. Click the down arrow on the **Embark Port** field, and then select the *Name of the Port where the Passenger Embarked* from the drop-down list. This is a required field.
20. If no port was selected in the **Embark Port** field, then enter the *Name of the Place where the Passenger Embarked* in the **Embark Place** text box. This field is required if no **Embark Port** is selected, and it accepts free text data.
21. Enter the *Date the Passenger Embarked* in the **Embark Date** text box. This is a required field.

NOTE: The **Debark Information** section provides information on the final foreign port or place of destination of in-transit non-crewmembers and/or passengers.

22. Click the down arrow on the **Debark Country** field, and then select the *Name of the Country where the Passenger will Debark* from the drop-down list.
NOTE: The **Debark State** field is deactivated until **UNITED STATES** is selected in the **Debark Country** field. The e-NOA/D application then activates the **Debark State** field, and a drop-down list is provided from which the correct state can be chosen.
23. Click the down arrow on the **Debark State** field, and then select the *Name of the State where the Passenger will Debark* from the drop-down list.
24. Click the down arrow on the **Debark Port** field, and then select the *Name of the Port where the Passenger will Debark* from the drop-down list.
25. If no port was selected in the **Debark Port** field, then enter the *Name of the Place where the Passenger will Debark* in the **Debark Place** text box. This field accepts free text data.
26. Enter the *Date the Passenger will Debark* in the **Debark Date** text box.