Electronic Notice of Arrival/Departure (eNOAD)

User Guide

Version 8.0

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INTRODUCTION

The United States Coast Guard (USCG) developed the Electronic Notice of Arrival/Departure (eNOAD) application on the World Wide Web (WWW) to provide the representative of a vessel with the means of fulfilling the arrival and departure notification requirements of the USCG and Customs and Border Protection (CBP) online.

Prior to September 11, 2001, ships or their agents transmitted to the Marine Safety Office (MSO)/Captain of the Port (COTP) zone their vessel arrival information 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 USCG's National Vessel Movement Center (NVMC) and the Ship Arrival Notification System (SANS) were established by the U.S. Department of Homeland Security (DHS) to better protect our coasts. Also, as a result of this initiative, the advanced arrival 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 (NOA/Ds) continued to be submitted via telephone, fax, or e-mail, but were now to be submitted to the NVMC, where watch personnel manually entered the information into a central USCG database.

Effective June 6, 2005, all cargo vessels (October 2005 for cruise ships) were required to submit NOA/Ds and/or Advance Passenger Information System (APIS) messages electronically, per CBP directive. The eNOAD Web application meets CBP requirements and is an alternative method of submitting NOA/Ds and/or APIS messages that meet USCG requirements. As a product of USCG and CBP cooperation to develop an authorized one-stop notification method, the eNOAD application eliminates the need to submit the same information multiple times to multiple agencies. Consider its benefits/advantages:

- The eNOAD conforms to both USCG and CBP requirements, eliminating the need to submit duplicate and/or similar information to both agencies.
- The NOA/D process is automated:
    - Once the NOA/D is completed and submitted via the Web, the data is sent automatically to the NVMC, where it is electronically reviewed for completeness, and is then validated, decreasing the need for manual intervention and the potential introduction of inadvertent errors.
    - When it is determined that the NOA/D is complete, and it has been validated by the NVMC, the information is automatically entered in a central USCG database for more efficient and thorough recordkeeping.
    - An e-mail message confirming receipt of the NOA/D is sent to the Reporting Party and the 24-Hour Point of Contact listed in the NOA/D, thereby keeping submitters apprised of progress in a very timely manner.
    - The USCG, CBP, and other authorized Federal agencies can more readily screen the information in the database. Electronic processes also routinely comb through the data to forward any findings of importance to the relevant cognizant Sectors/COTPs.

- All previously submitted NOA/Ds can be updated and resubmitted electronically by ships and their agents as needed without requiring human intervention.
- A partially completed NOA/D can be stored, completed in the future, and then submitted via the eNOAD application, thereby enabling the application to serve as a reliable virtual workspace submitters can visit time and again as their workflow requires without loss of data integrity.
- NOA/Ds submitted via the eNOAD application constitute the official NOA/D, and duplicate submissions through other means are not required. Therefore, submitting a NOA/D via the eNOAD application eliminates duplicate handling of the NOA/D.

WHAT IS PROVIDED?

The eNOAD Web application provides an easy-to-use and efficient method for reporting vessel arrival and/or departure information required by the USCG and other Federal agencies for vessels visiting U.S. ports. It helps submitters fulfill all regulatory reporting requirements imposed by the United States Code of Federal Regulations (CFR).

Electronic Notice of Arrival/Departure (eNOAD) Application

The eNOAD application is provided to all maritime operators who secure a SANS account as a means of electronic submission of NOA/Ds to fulfill U.S. Federal regulations of notification prior to arrival to/departure from the United States. The eNOAD application provides a user interface to facilitate submissions of NOA/Ds and eliminates the vessel owner's need to develop such an interface. All Federally-mandated data required in the applicable regulations is presented for capture within the eNOAD application, providing confidence that all regulation requirements are supplied.

Data Retention and Security in the eNOAD Application

Because the data provided in a NOA/D submission contains Personally Identifiable Information (PII) and other sensitive material, the USCG takes a very responsible approach to handling this data from the moment it is received. The eNOAD system automatically sends an e-mail message acknowledging receipt of an electronically submitted NOA/D. Once the NOA/D is validated, the NVMC sends a reply e-mail message confirming the submission has been processed. If any information is missing from the NOA/D, the e-mail message states exactly what information is needed. This confirmation of receipt eliminates any concern that a NOA/D did not get to the right place or is missing required information.

WARNING: If a confirmation e-mail message is not received within two (2) hours of submission, contact the NVMC for verbal confirmation at the number listed in the Contact Information section of this document.

All data in an eNOA/D submission is kept in tightly-secured, encrypted networks. The data transmission, storage, and analysis is overseen by the DHS for the sole use of the U.S. government and its national interests. Once received via the eNOAD application at the USCG, the NOA/D data is forwarded to CBP, and a Notification of Receipt of Transmission is sent to the submitter via e-mail message from CBP. This receipt is independent of the USCG receipt and should be followed up with CBP if there are any questions or concerns.

The eNOAD Web application retains a record of previously submitted NOA/Ds. These NOA/Ds are listed in the **Previously Submitted Notices** data grid. In addition to its archival value, the retained data allows submitters to return and provide updates to previous arrival/departure notices. This is performed by editing a duplicate copy of the original NOA/D. Submitters can click on the **Copy** link of a NOA/D, and the eNOAD application displays the duplicate record in an editable format, with all the data (except for the **Arrival Information** section, the **Departure Information** section, the **Last Port of Call** section, the **Next Port of Call** section, and the **Cargo Manifest** section) copied to a new NOA/D form and ready for reuse. Users can make the changes required to amend the NOA/D, and then submit it as is done normally.

The data retention features of the eNOAD application also allow users to start a NOA/D, save it, and then complete and submit it later. All incomplete NOA/Ds are listed on the **Saved Notices** data grid. To complete a saved NOA/D, users can click the **Edit** link, and the record appears on the page with all previously completed fields as they were last filled in. The NOA/D can then be completed and submitted to the NVMC. The process of editing a NOA/D can be extended by a submitter for an indeterminate period of time (for example, days, weeks, or months) until the collected data is considered ready for submission.

Encryption is the most effective way to achieve data security and entails codifying data in symbols that only the intended parties are able to understand and decrypt. The eNOAD application uses Secure Socket Layer (SSL) encryption, which is a protocol for safely transmitting private documents via the Internet. SSL works by using a private key to encrypt data transferred over the SSL connection. Many Web browsers now support SSL, as it provides assurances to users that the Web site is authentic and confidential transactions with the site are secured by SSL encryption.

The USCG and CBP Regulations Involved

All vessels required by *33 Code of Federal Regulations (CFR) Part 160* and vessels operating where the local Captain of the Port (COTP) has established additional rules requiring increased reporting must submit a Notice of Arrival/Departure (NOAD) to the National Vessel Movement Center (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 USCG 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/Title33/33chapterI.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*.

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 USCG 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 the eNOAD Web application 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 NOA/D 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.

SYSTEM REQUIREMENTS

System performance depends on several factors, such as:

- Using the correct computer hardware and software
- Viewing the pages with a Web browser compatible with the eNOAD application.

These and other topics are discussed in the following subsections.

Basic Hardware and Software Requirements:

- A Personal Computer (PC) with an Internet connection
- A Web browser
- An e-mail application or online e-mail account with the capability of sending and receiving messages.

Supported Web Browsers

The eNOAD application is optimized for use with the following Web browsers:

- Internet Explorer
- Mozilla Firefox
- Opera
- Google Chrome
- Apple Safari.

NOTE: *Use of the latest updated version of the user's preferred Web browser is highly recommended.*

Computer and Web Browser Settings

Computer Settings — The Web browser must be configured as follows for the eNOAD application to operate properly:

- JavaScript must be enabled
- TLS 1.1 or 1.2 must be accepted by the browser — the eNOAD application uses an SSL 256-bit encryption
- Language should be set to English (United States) or the eNOAD application may not display properly
- For Internet Explorer browsers, do not set the browser to Compatibility View
- Desktop resolution must be set to a minimum of 1024x768.

Firewall Settings — If an error message is received or if there is no response when attempting to reach the eNOAD **Logon** page, a firewall or proxy server might be in place that does not support Hyper Text Transfer Protocol Secure Sockets (https). The firewall or proxy server must allow SSL communication in order to access the eNOAD application. Please check with your local network or System Administrator (SA) for further details.

Internet Connections

Internet Service Providers (ISPs) are companies that provide individuals and businesses with access to the Internet. For a monthly fee, the service provider generally gives customers a software package, user name, password, and access telephone number or Internet Protocol (IP) address. Equipped with either a modem or direct communication line, the user is able to access the Internet and send and receive e-mail messages. As with many Internet Web sites, connection speed via ISPs determines how quickly the site loads and operates. If a standard dial-up modem is being used using a telephone number, speeds may be slower, as it relies on transmitting data over telephone lines at various speeds. Broadband transmissions, as are often used by cable television providers, are generally faster, as are Digital Subscriber Lines (DSLs).

Security of an eNOAD Transaction

The eNOAD application is a secure environment and has been designed to conform to all DHS and USCG Commandant Security instructions. Any transaction made with the NVMC is protected and cannot be viewed by anyone else on the Web.

The eNOAD application has been configured to process requests for access by combining a number of different types of protection mechanisms. They are:

- **Authentication** — Authentication refers to the process of verifying user logon credentials. Sharing logon credentials is not recommended. Contact the NVMC immediately if you believe your logon credentials have been compromised.
- **Authorization** — Authorization has to do with ensuring users have preapproved permission to access the eNOAD application; this is done by the online user registration required before first access. Once obtained, users receive logon credentials. The eNOAD system then authenticates the user's logon credentials upon first logon.
- **Access Control** — Different users have varying levels of access to eNOAD features depending on whether they have a military rank or they represent a vessel or shipping agency. The eNOAD application checks each user's level of permissions before performing the actions they request.

GETTING STARTED

Obtain an Account and Access the Site — Refer to the instructions outlined under First-Time Users.

Gather All the Information — Before starting a NOA/D, ensure all of the information needed is on-hand (refer to the appendices at the end of this document for screenshots and a listing of data elements). The eNOAD application is set up so that if no activity has been recorded on the site within 15 minutes, the session times out, and any unsaved data is lost. Save often, such as during breaks or at regular 5 to 10-minute intervals if a lot of information is being inserted into a single section of the form (the **Save** button is found at the bottom of the page in each section). If it becomes apparent that the NOA/D cannot be completed during one session, enter as much information as possible, and then click the **Save** button. The NOA/D is added to the **Saved Notices** data grid, from where it can be retrieved and completed later (the eNOAD Notice of Arrival/Departure List section of this document discusses **Saved Notices** further).

Need Help? — If there are any questions regarding the eNOAD application, contact the NVMC at the number listed in the Contact Information section of this document. Be prepared to answer the following questions when contacting the NVMC for technical support:

- What is the URL you are trying to access?
- What is the error message appearing on the page?
- Is anyone else in your office experiencing the same problem(s)?
- Have any changes been made to your network?
- Which Web browser are you using?
- Can you access any other Web sites (for example, *www.google.com*)?
- Have you rebooted your modem?
- Have you rebooted your computer?
- Have you cleared the Web browser cache?
- Have you closed the Web browser, and then reopened it?
- Have you tried using another Web browser?
- Can you access the eNOAD application via another device over a different connection?
- Can you take a screenshot of your problems?

Computer Problems — Contact your local administrator if computer or network problems are experienced. The eNOAD application is designed to work optimally with Internet Explorer and the other browsers listed in the Supported Web Browsers section of this document. 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 NOA/D receives an **Incomplete Notice** e-mail message from the NVMC, the required information should be provided as quickly as possible. Failure to complete the required information can result in delay or denial of vessel entry into the navigable waters of the United States or to any port or place under the jurisdiction of the United States.

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

CAUTION 2: If the NOA/D 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 NOA/D is vital to homeland security. When this information is not provided, the risk is increased to you and the crewmembers and passengers aboard 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. The NVMC contact information is as follows:

- Web address: *http://www.nvmc.uscg.gov/*
- E-mail address: *SANS@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.

ACCESSING THE ENOAD

The eNOAD application is available via the following methods:

- By accessing the eNOAD home/logon page at *https://enoad.nvmc.uscg.gov*

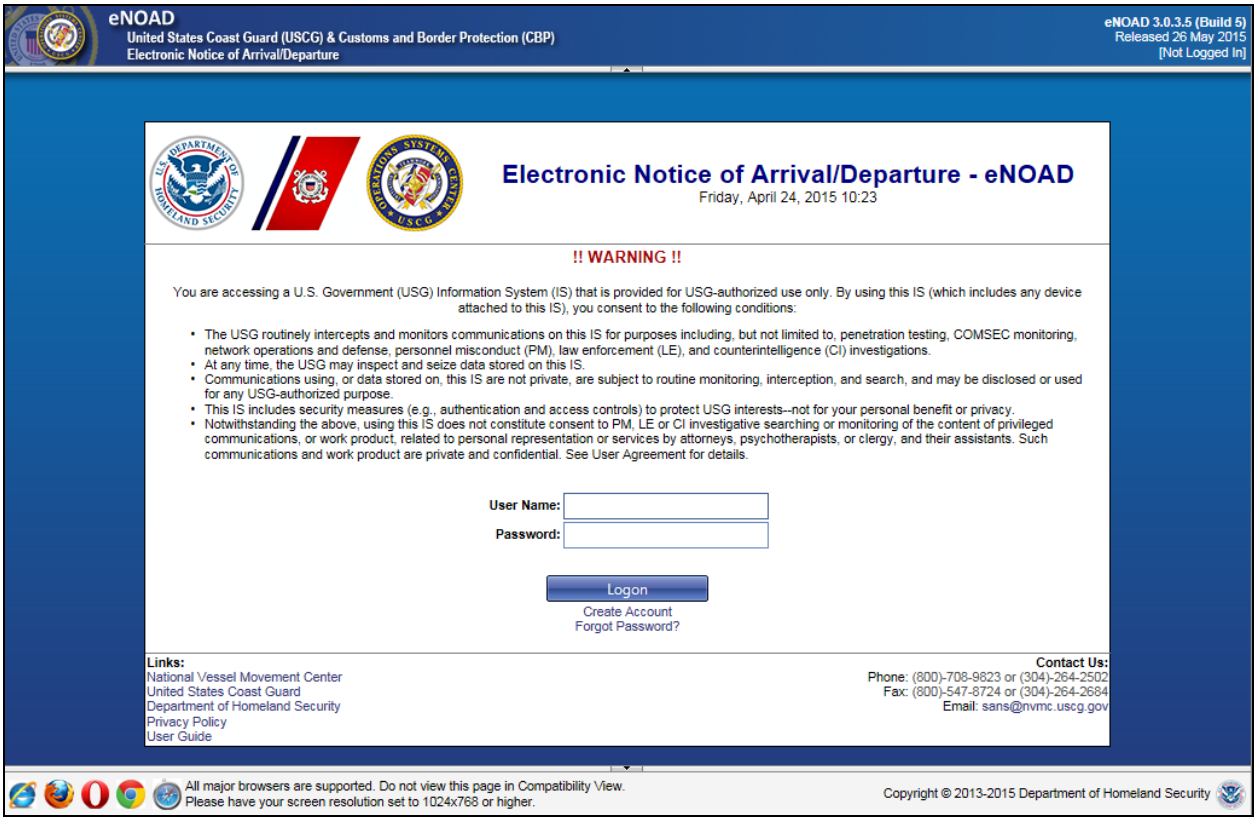

Figure 1 eNOAD Logon Dialog Box

- By accessing the USCG NVMC Web site *http://www.nvmc.uscg.gov/*, and then clicking the **Submit NOAD Online** button located in the top-right corner of the page.

Figure 2 National Vessel Movement Center Homepage

NOTE: *Periodically, check the NVMC Web site for updated eNOAD or Federal regulations information.*

FIRST-TIME USERS

Creating a New Account

A user account must be created for a first-time user. To create a new user account, complete the following steps:

1. Click the **Create Account** link located under the **Logon** button on the eNOAD homepage.

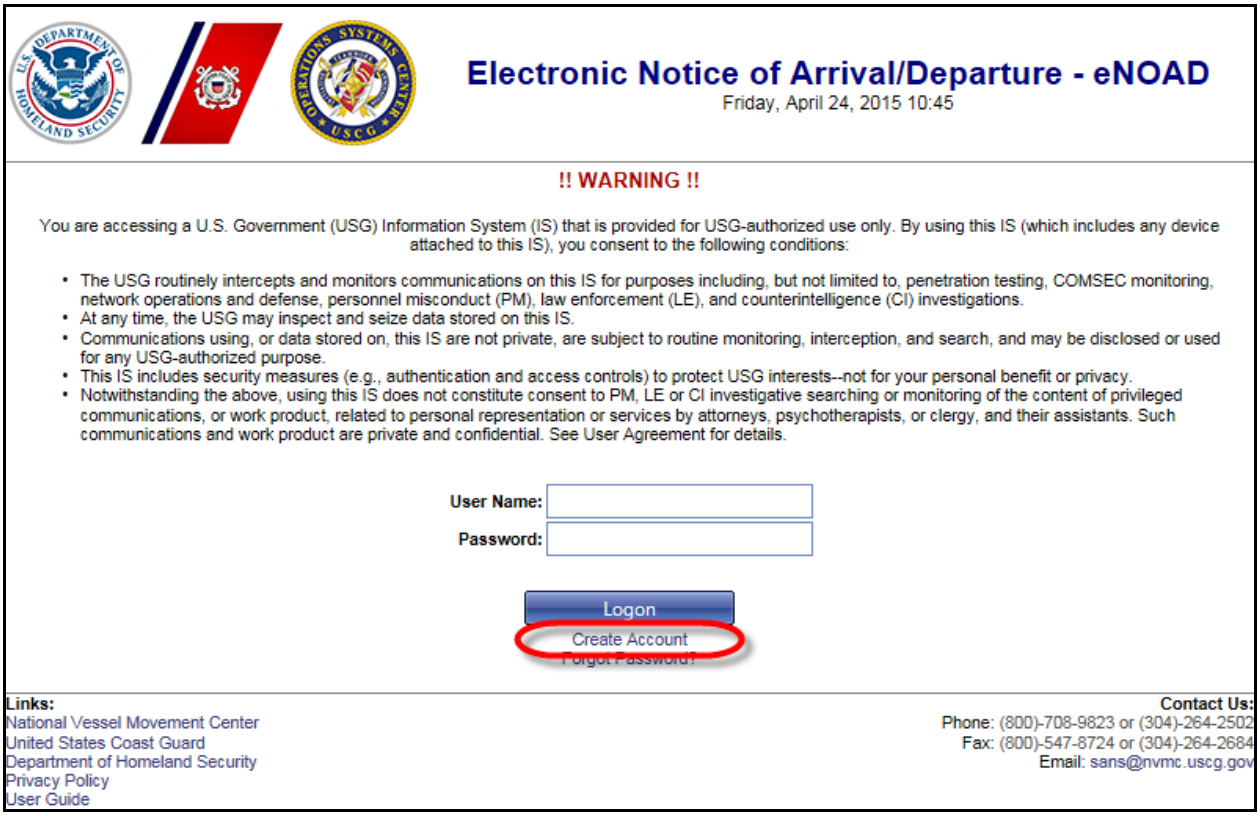

Figure 3 eNOAD Create Account Link

*The **Create User Account** dialog box appears.*

2. Complete all of the fields in the **Create User Account** dialog box.

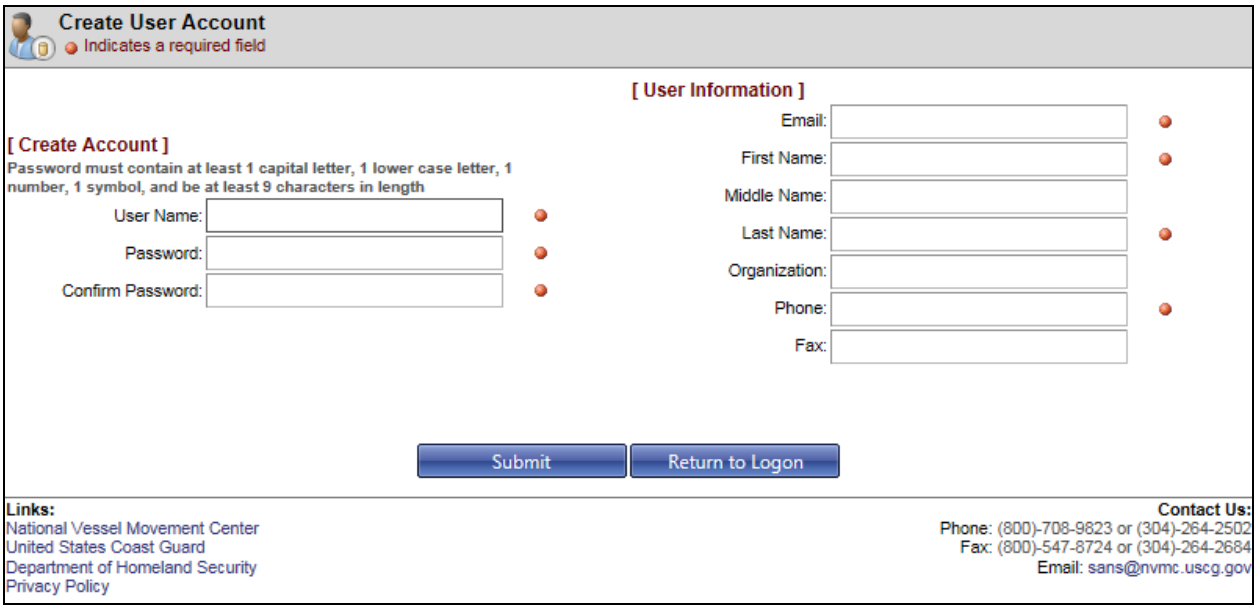

Figure 4 Create User Account Dialog Box

NOTE: *Passwords must contain a minimum of nine, to a maximum of 16, characters. Blank spaces are not permitted. Passwords must contain, at a minimum, one uppercase letter, one lowercase letter, one number, and one of the following American Standard Code for Information Interchange (ASCII) characters: @, #, $, %, ^, &, *, /, !, ?, or +.*

3. Click **Submit** when all of the fields on the form have been completed.

NOTE: *Text fields accompanied by a red icon are required and must be completed.*

*When all the fields have been completed and **Submit** has been clicked, an auto-generated e-mail message is sent to the e-mail address provided during account creation. The e-mail message contains an **Activation Link** the user must click to proceed.*

4. Click the **Activation Link** provided in the auto-generated e-mail message.

NOTE: *If the **Activation Link** in the auto-generated e-mail message does not function correctly, copy the **Activation Link** address, paste it into a Web browser address bar, and then press **ENTER**.*

*The **Account Activation** page appears in the Web browser.*

5. Complete account activation by clicking **Continue**.

Figure 5 eNOAD Account Activation Continue Button

The user account is now active.

6. Proceed with logging on to the application using the **Username** and **Password** specified during account creation.

ENOAD NOTICE OF ARRIVAL/DEPARTURE LIST

The Notice of Arrival/Departure List page appears upon successful logon to the eNOAD application. On this page, the **Previously Submitted Notices** and **Saved Notices** associated with the user account are accessible. Users can sort the records by **Vessel Name**, **Ship ID Number**, **Date Submitted** or **Date Provided**, **Callsign**, **Notice Type** (Arrival or Departure), and **Voyage Type**. Users can also change the number of records displayed on each page by entering a number up to 40 in size in the **Page size** field, and then clicking **Change**.

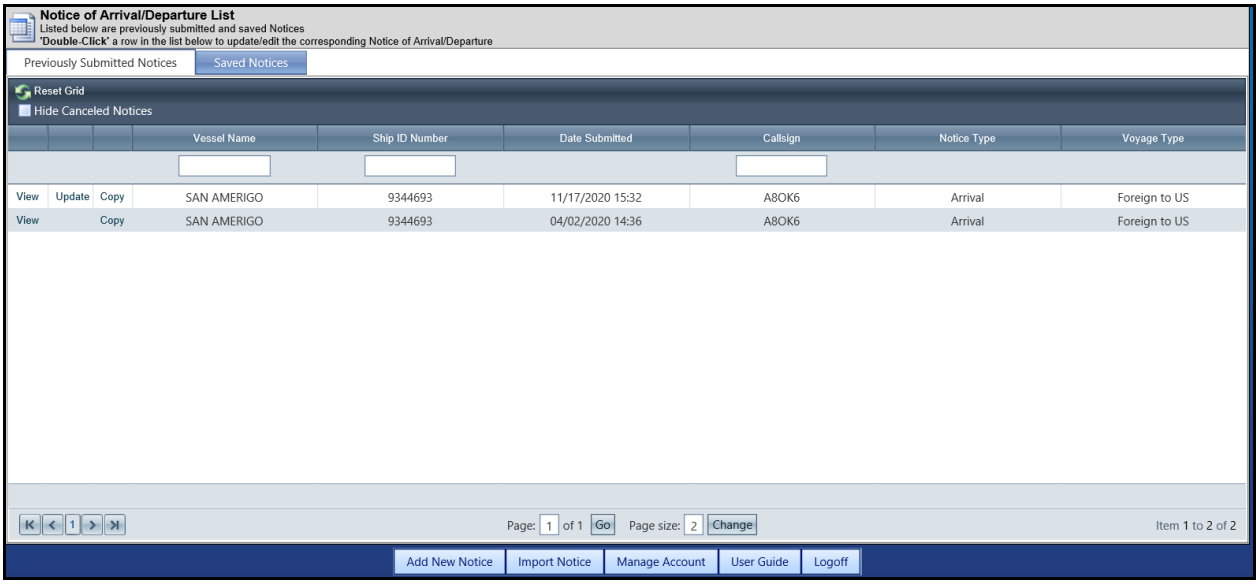

Figure 6 eNOAD Notice of Arrival/Departure List Page

Previously Submitted Notices can be viewed in read-only format by clicking the **View** link located in the grid or by double-clicking the **Vessel Name**.

Departure notices and imported notices can be updated by clicking the **Update** link or by double-clicking the **Vessel Name**.

NOTE: *Arrival notices, once they have been submitted, cannot be updated.*

Both arrival and departure notices can be copied by clicking the **Copy** link.

Saved notices are accessible by clicking the **Saved Notices** tab.

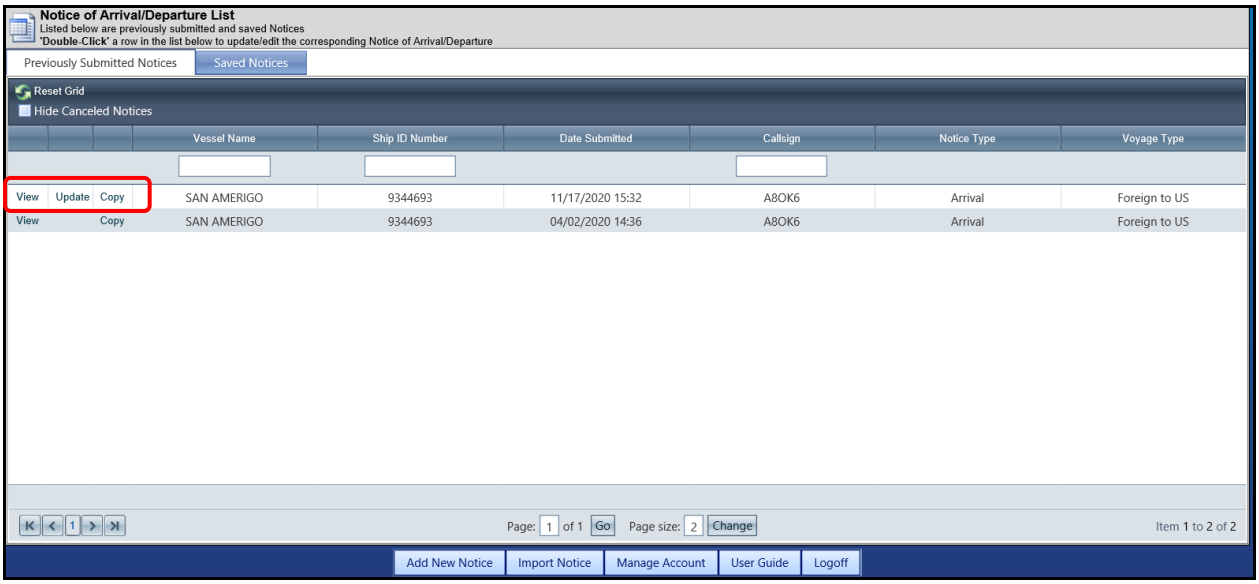

Figure 7 Previously Submitted Notices View, Update, and Copy Links

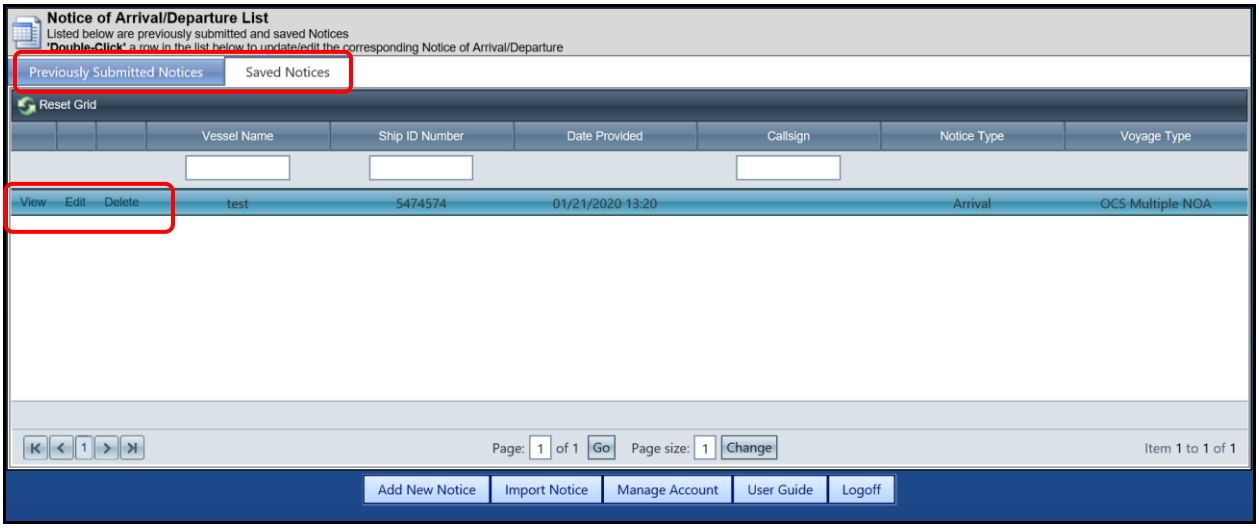

Figure 8 Saved Notices Tab With View, Edit, and Delete Links

Saved Notices can be viewed in read-only format by clicking the **View** link located in the grid, edited by either clicking the **Edit** link or double-clicking the **Vessel Name**, or deleted by clicking the **Delete** link.

Buttons on the bottom of the **Notice of Arrival/Departure List** page provide the following options:

- Adding a new notice by clicking **Add New Notice**
- Validating and/or importing a notice by clicking **Import Notice** in the popup menu that appears
- Managing the user account by clicking **Manage Account**

- Accessing the *eNOAD User Guide* and *Release Notes* by pointing the cursor to **User Guide** and then clicking the appropriate file in the popup menu that appears (clicking the **User Guide** button also opens the *eNOAD User Guide*)
- Logging off the application by clicking **Logoff**.

NOTE: *Users with administrative privileges to the eNOAD application also have access to an* ***Admin Tools*** *button and functions.*

INPUTTING NOTICES OF ARRIVAL AND/OR DEPARTURE

Data for a new NOA/D may be entered at any time, in part or in whole, during an active eNOAD session, and then resumed at another time. NOA/Ds can be entered in one of five (5) ways:

- Adding a new notice by clicking **Add Notice** at the bottom of the page or by pointing the cursor to the **Add Notice** button and then clicking **Add New Notice** in the popup menu that appears
- Importing a conforming XLS or XML file by pointing the cursor to the **Add Notice** button and then clicking **Import Notice** in the popup menu that appears

NOTE: *Conforming XLS Workbooks can be downloaded from the **Downloads** tab on the NVMC Web site (*https://www.nvmc.uscg.gov*).*

- Updating an existing notice by clicking **Update** in the **Previously Submitted Notices** grid
- Copying an existing notice by clicking **Copy** in the **Previously Submitted Notices** grid
- Editing a saved notice by clicking **Edit** in the **Saved Notices** grid.

The **Vessel Details** page and a navigation menu on the left-hand side of the page appear once an editing session has been initiated by any of the methods listed previously.

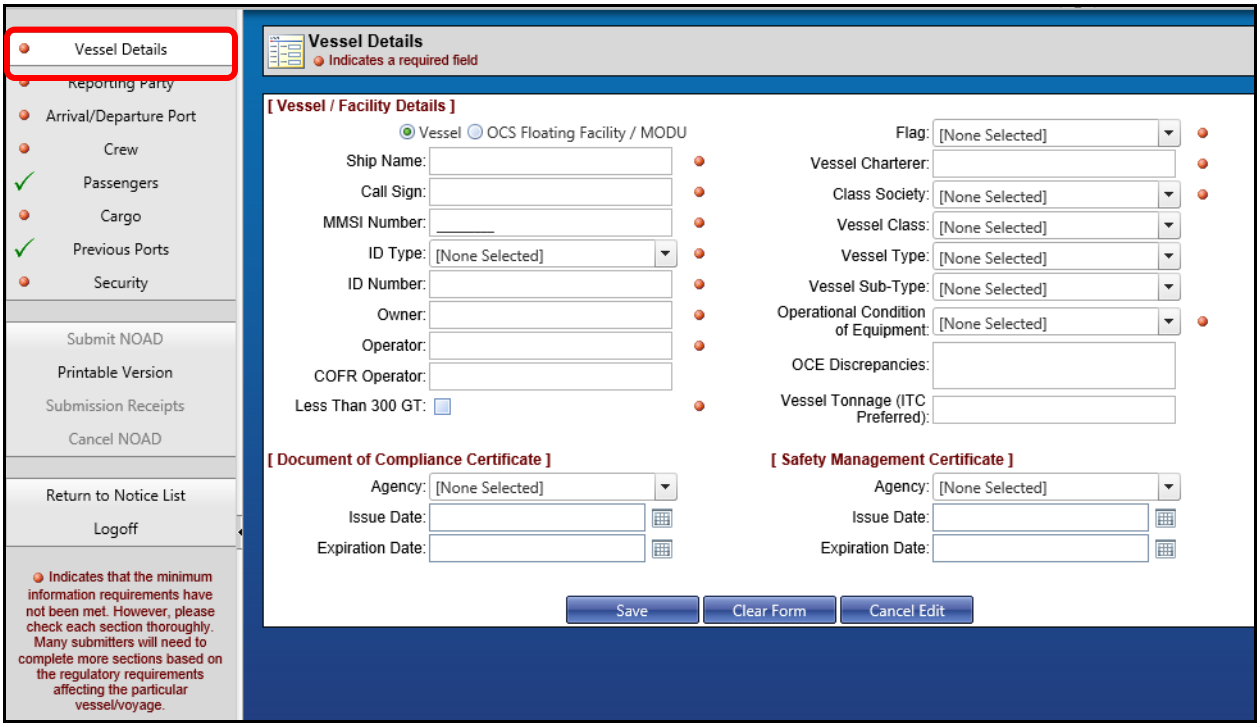

Figure 9 Vessel Details Page and Navigation Menu

The following information pertaining to the notice may now be entered:

- **Vessel Details**
- **Reporting Party**
- **Arrival/Departure Port**
- **Crew** and **Passengers**
- **Cargo**
- **Previous Ports**
- **Security**.

Information may be entered and saved on any page. It is highly recommended that entries begin with the **Vessel Details** page and then progress downward through the navigation menu.

For further data information, refer to Appendix A, eNOAD Screenshots, and Appendix B, eNOAD Data Elements Listing by Screen.

SUBMITTING A NOTICE OF ARRIVAL AND/OR DEPARTURE

Red icons located in the navigation menu indicate that the corresponding section is incomplete and requires attention. Red menu icons change to green checkmarks when a section has been correctly completed and saved. All text fields and drop-down menus accompanied by a red icon are required fields and must be completed before the **Submit NOAD** button becomes active. Required fields may change throughout the application, depending on the information provided. Red icons may appear next to, and disappear from, text boxes and drop-down menus accordingly. The **Submit NOAD** button becomes active once all menu icons have changed to green checkmarks, indicating a completed and saved notice that is ready for submission.

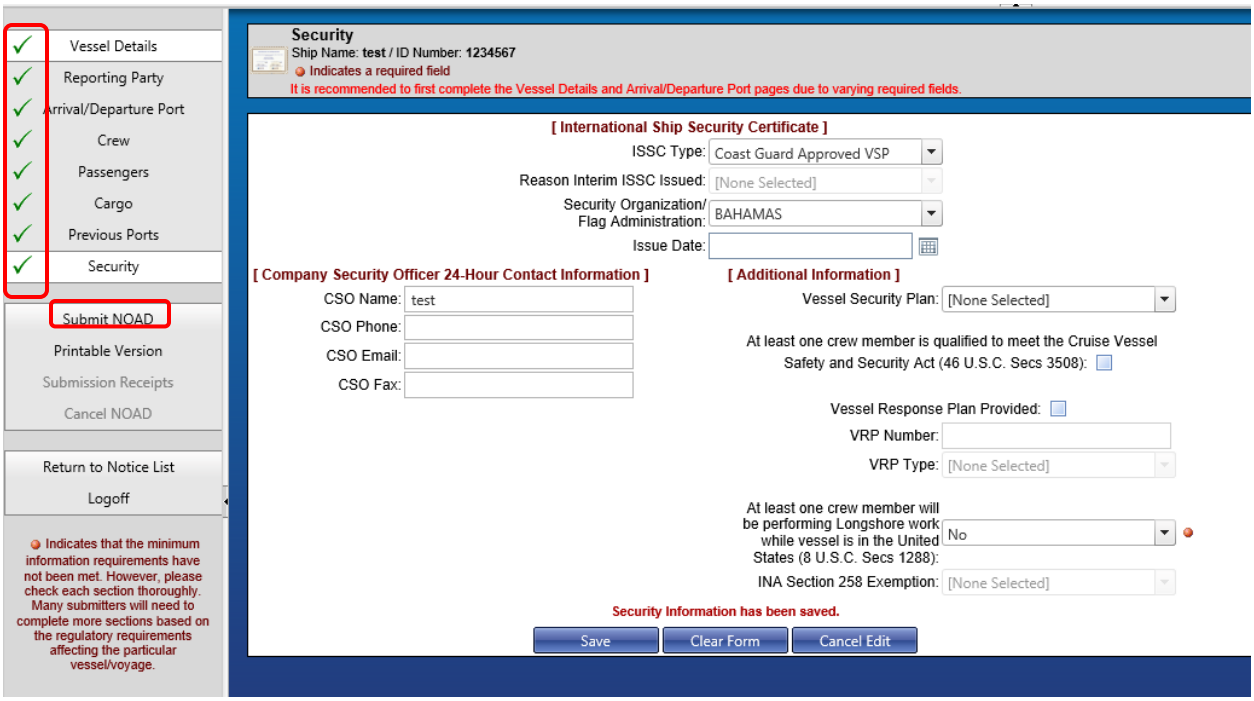

Figure 10 Completed Notice Ready for Submission

Users are redirected to the **Notice of Arrival/Departure List** page (see Figure 6) once the **Submit NOAD** button has been clicked and the popup window has been acknowledged.

NOTE 1: *Users desiring to print a copy of the NOA/D can click the **Printable Version** button below the navigation menu on the left side of the page to generate a printable NOA/D report.*

NOTE 2: *Clicking the **Submission Receipts** button below the navigation menu on the left side of the page opens the **Submission Receipts List** page, which allows users to view NOA/D submission receipt records and details.*

Important Information for U.S. to U.S. Departures/Arrivals

Submitting a U.S. to U.S. departure notice does not constitute the submission of a U.S. to U.S. arrival notice. A U.S. to U.S. arrival notice must be submitted regardless of U.S. to U.S. departure notice submission.

WHAT HAPPENS NEXT?

Once the NOA/D has been submitted, the content is electronically and automatically 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 (2) hours of submitting the NOA/D, contact the NVMC via telephone at the number listed in the Contact Information section of this document to confirm the notice has been received.

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*.

Another e-mail message is sent, indicating the NOA/D submission has been processed. The e-mail message text contains the type of notice submitted, a date, a timestamp confirming when the NOA/D 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 NOA/D 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 NOA/D has been completed correctly. No further action is required if this type of e-mail message is received.

Receipt of Notice When Leading/Trailing Carriage Return/Space Is Detected

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. *A resubmission is not required, but the saved eNOAD 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 NOA/D. This message contains information in the **Additional Comments** section regarding which data is needed to complete the NOA/D, 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.

TROUBLESHOOTING

Time-Out Length

If no activity has taken place on an eNOAD application session within a 15-minute time period, the application session times out. Once the session times out, users must log on to the application again. Activity in this case is defined as any action posted back to the server, such as selecting an item from a dropdown list, reloading a page, or entering information in a field. The only data "lost" is the information in a section that had not been saved.

APPENDIX A
ENOAD SCREENSHOTS

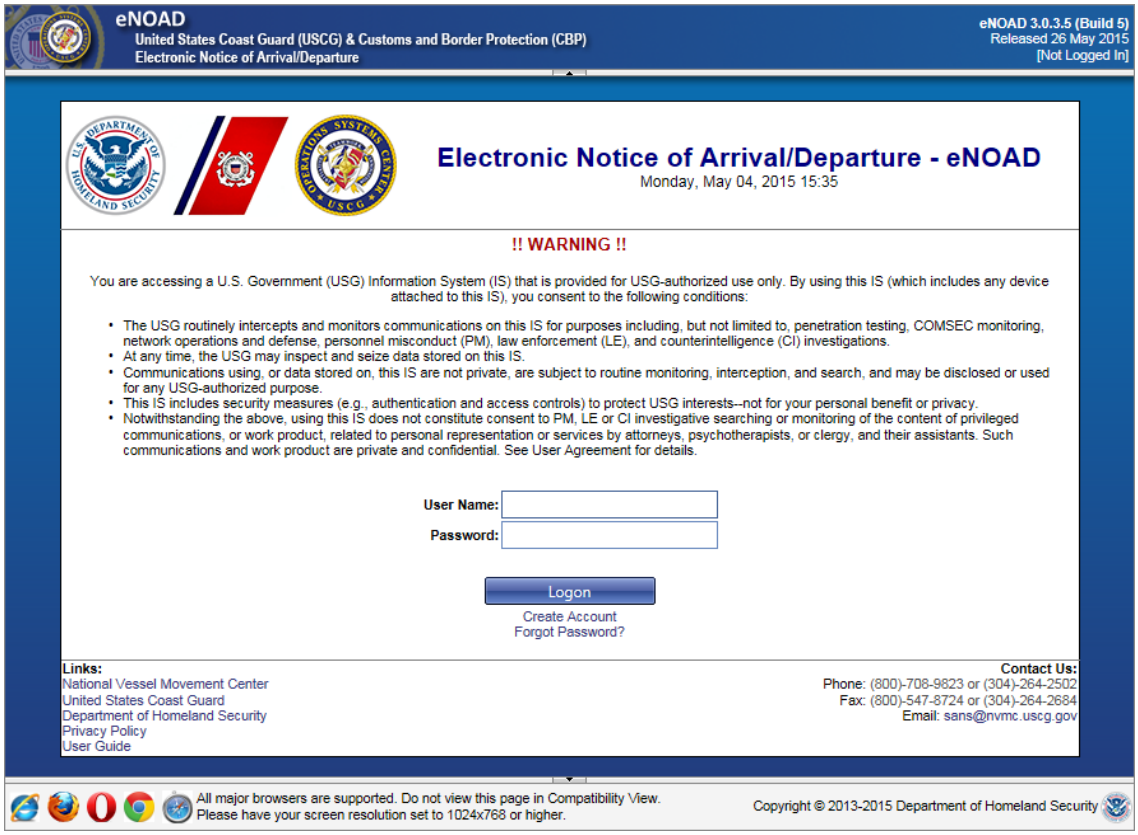

Figure A-1 Logon Dialog Box

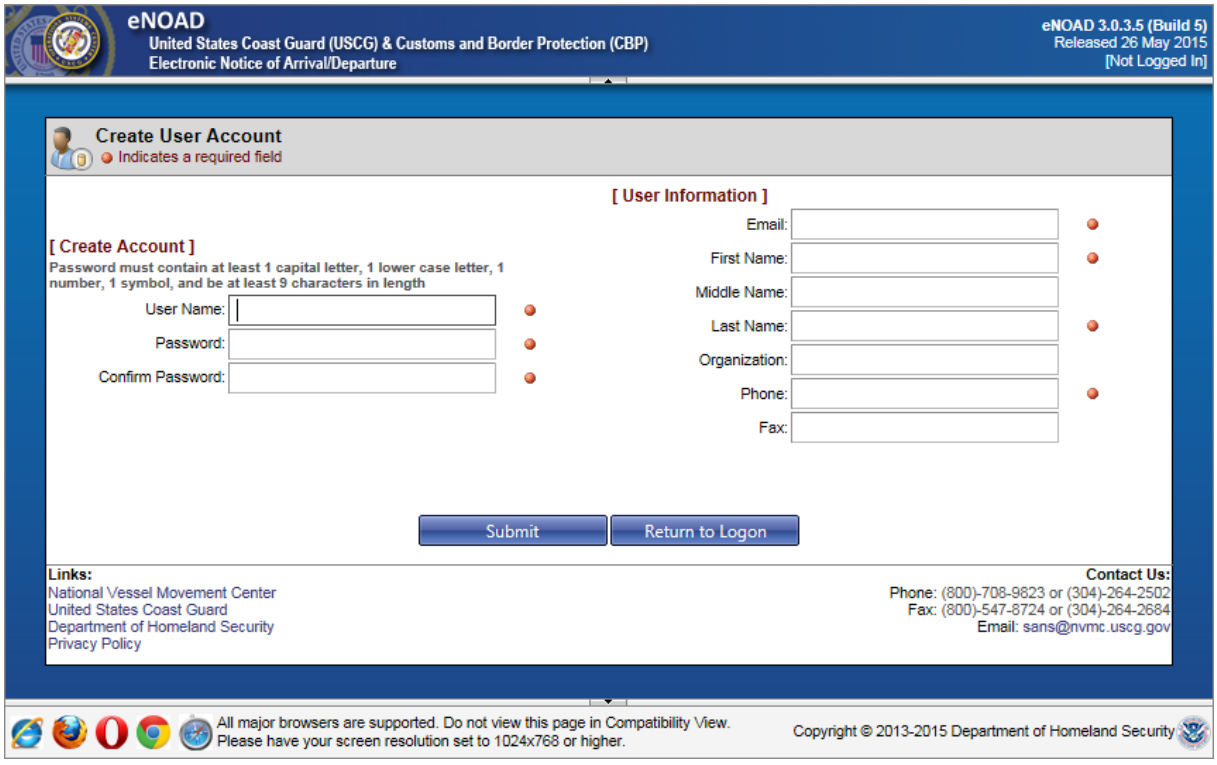

Figure A-2 Create User Account Dialog Box

Figure A-3 Forgot Logon Password Dialog Box

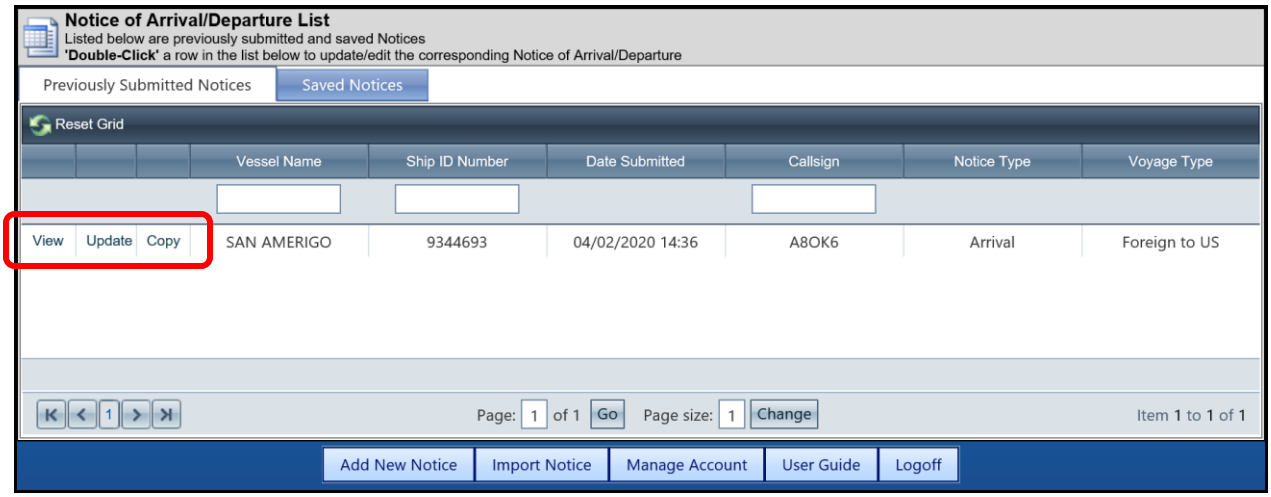

Figure A-4 Notice of Arrival/Departure List — Previously Submitted Notices

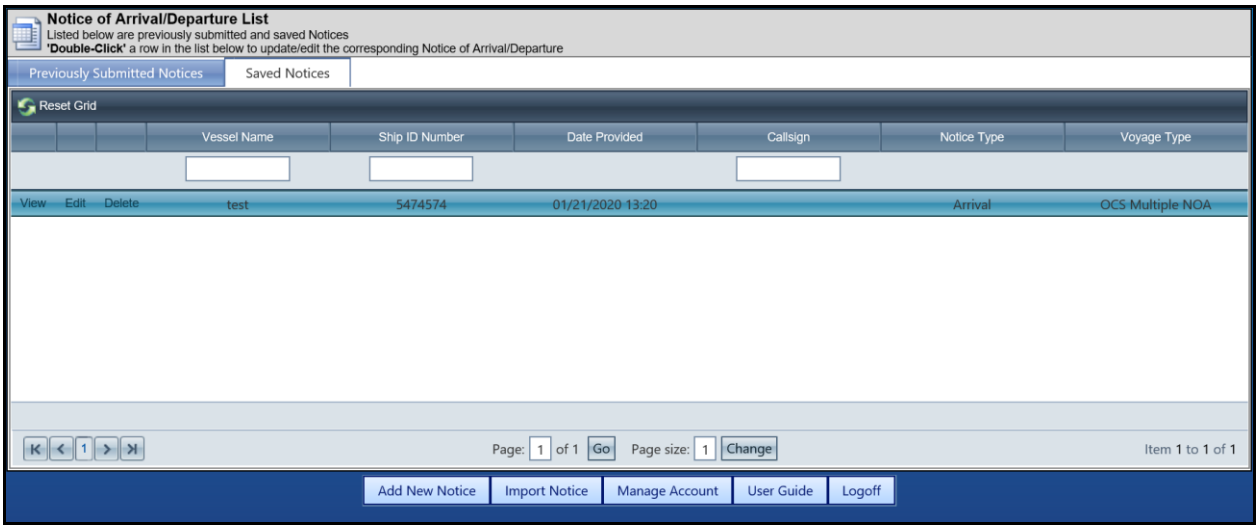

Figure A-5 Notice of Arrival/Departure List — Saved Notices

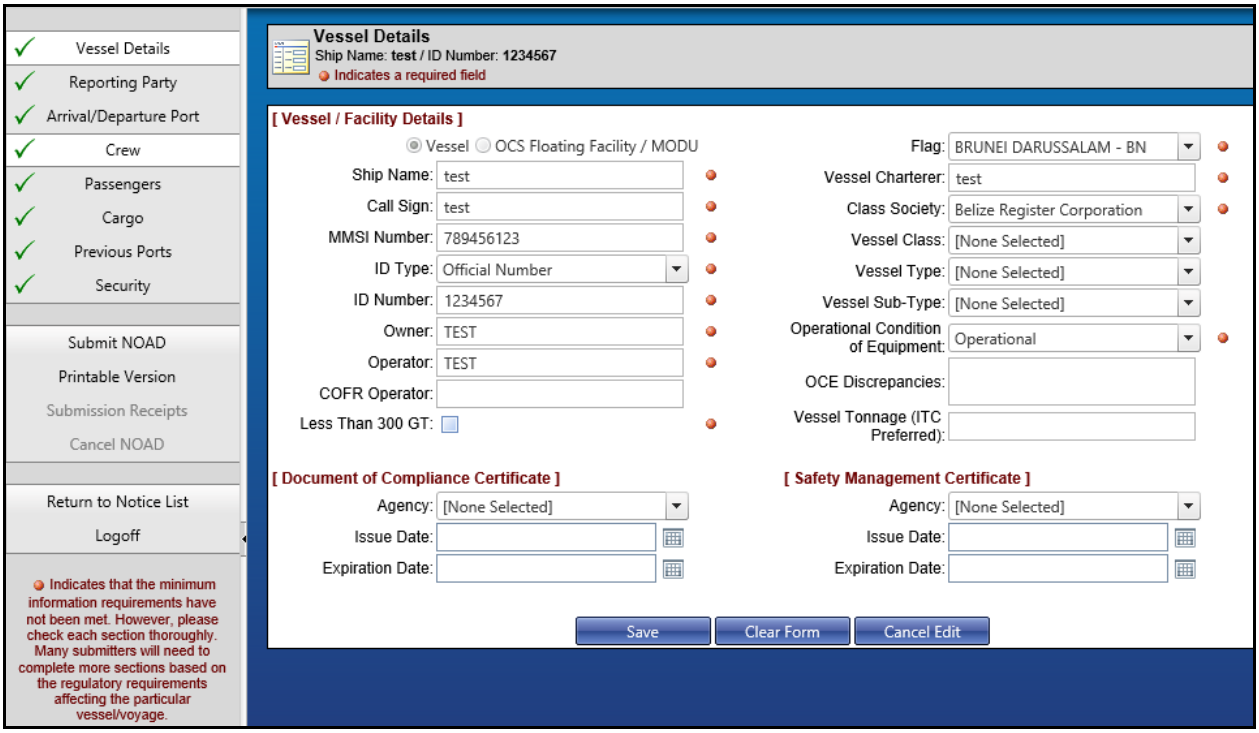

Figure A-6 Vessel Details Page

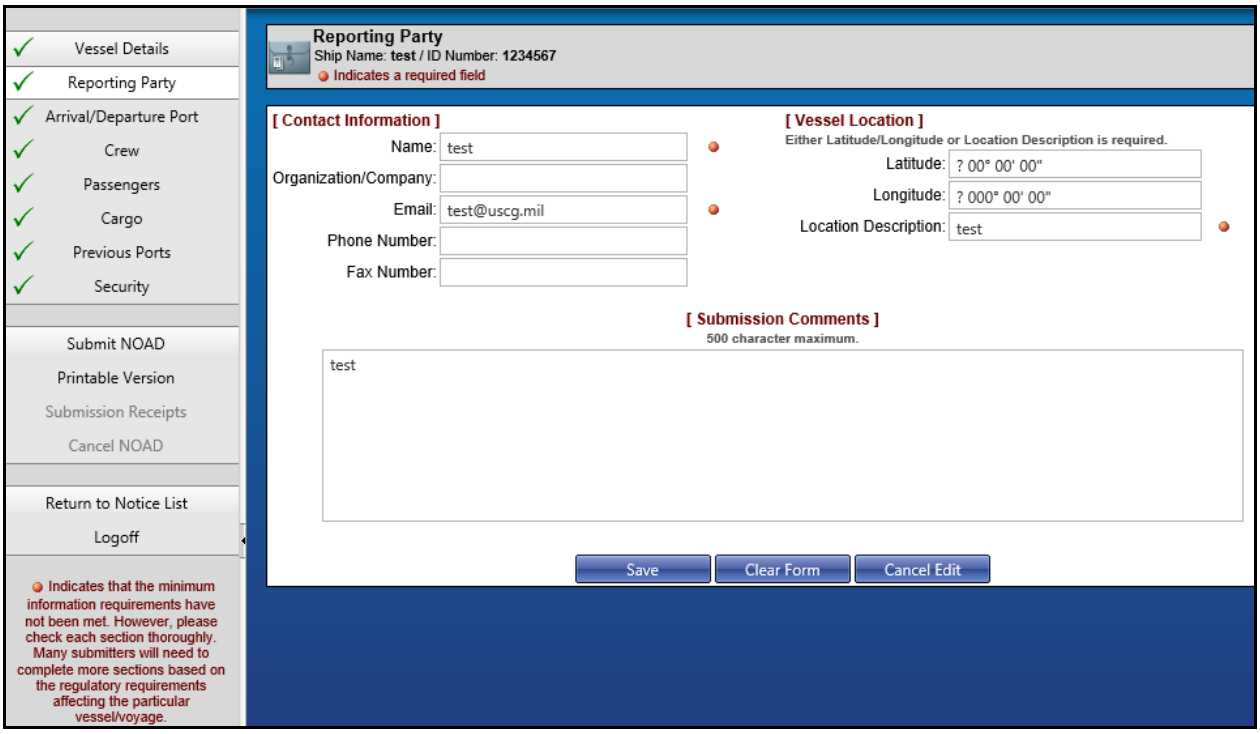

Figure A-7 Reporting Party Page

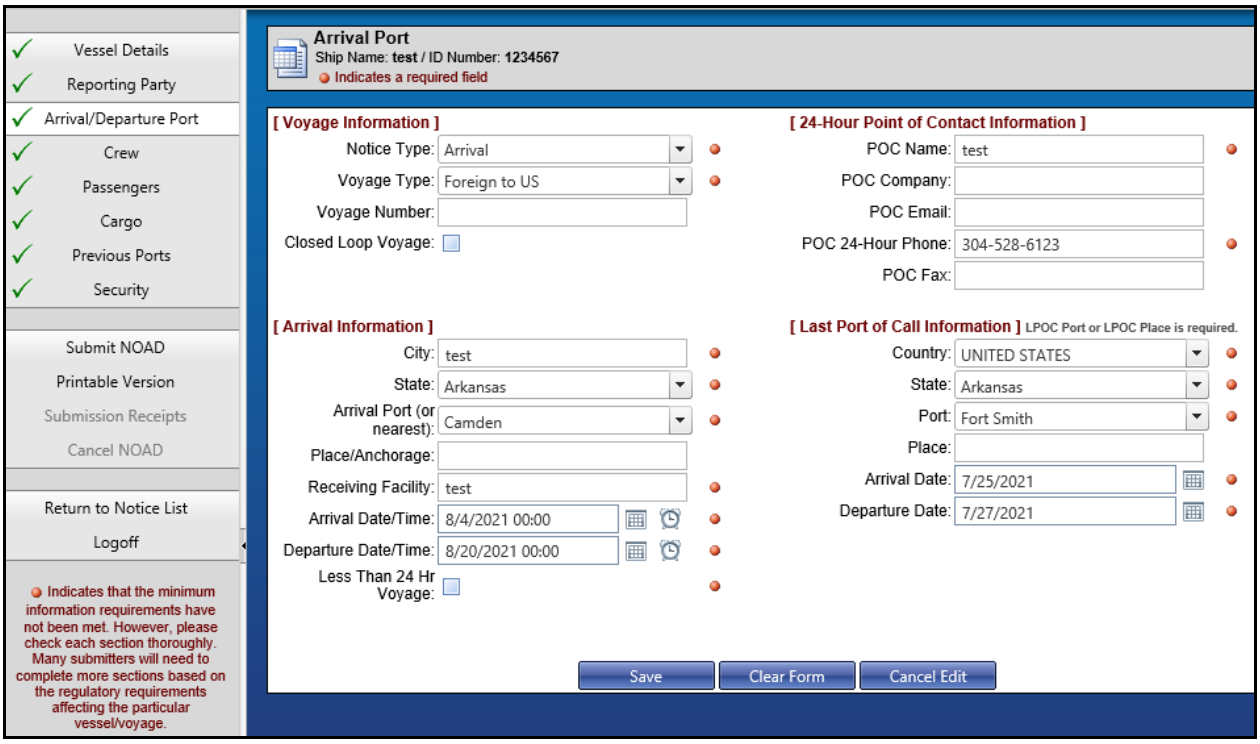

Figure A-8 Arrival Port Page

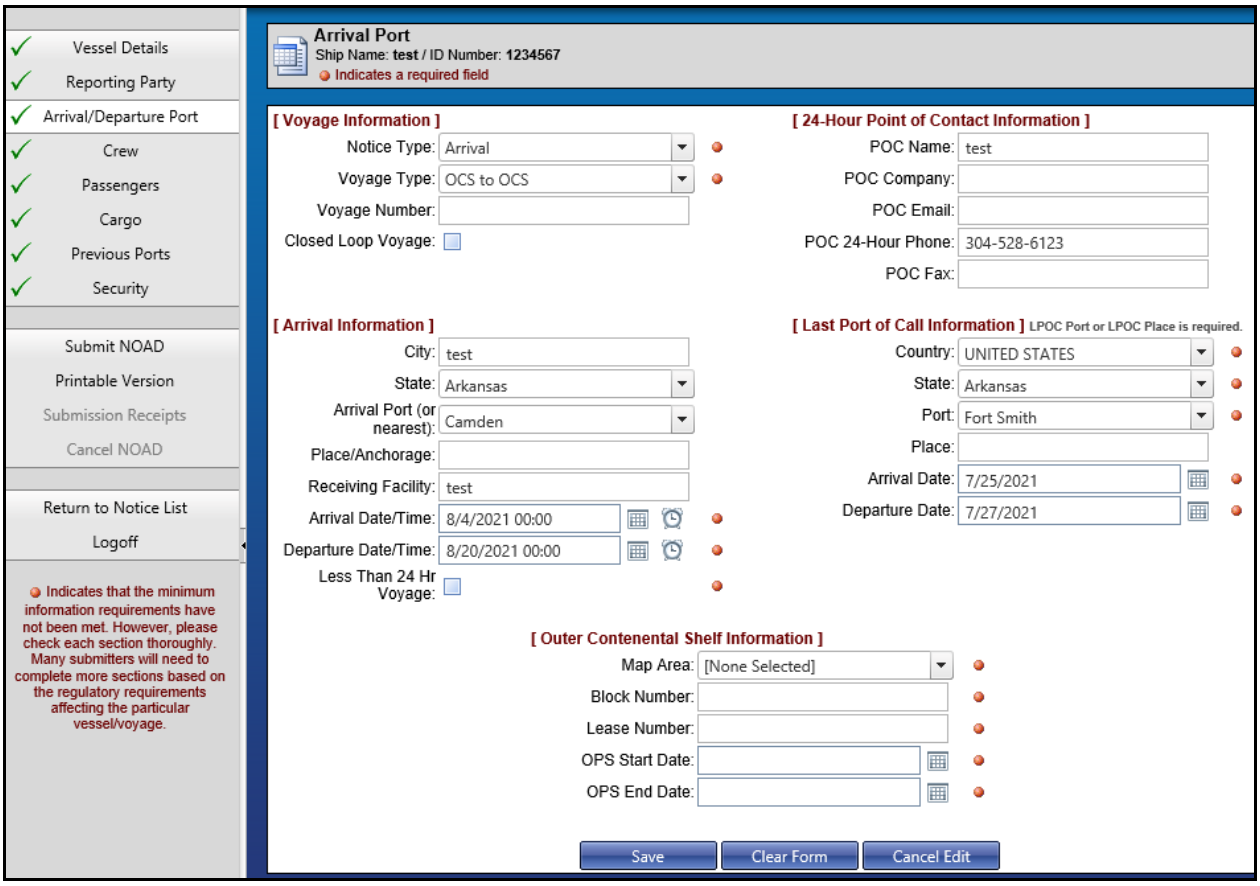

Figure A-9 Arrival Port Involving OCS Page

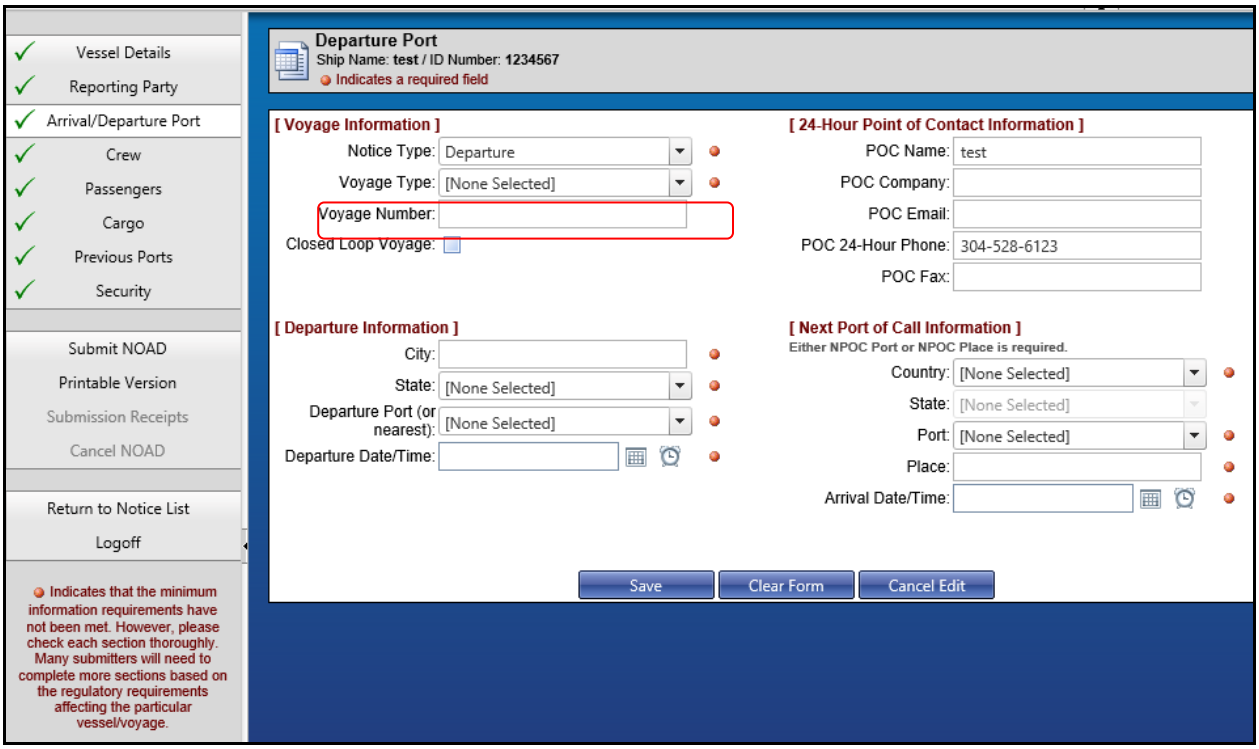

Figure A-10 Departure Port Page

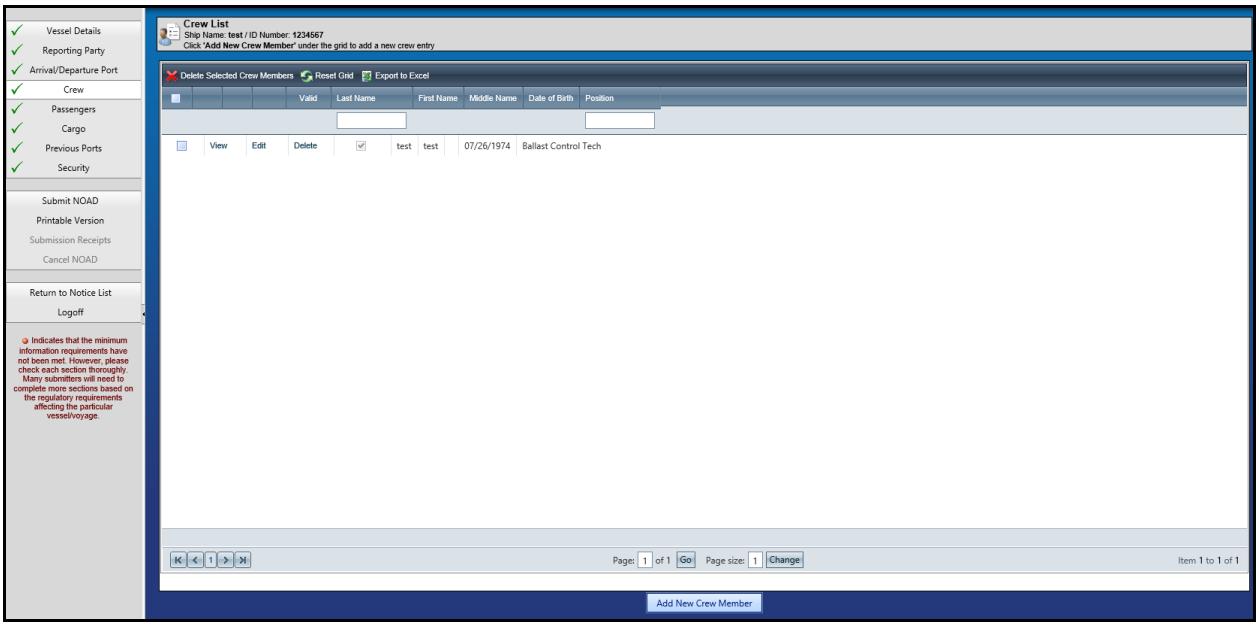

Figure A-11 Crew List Page

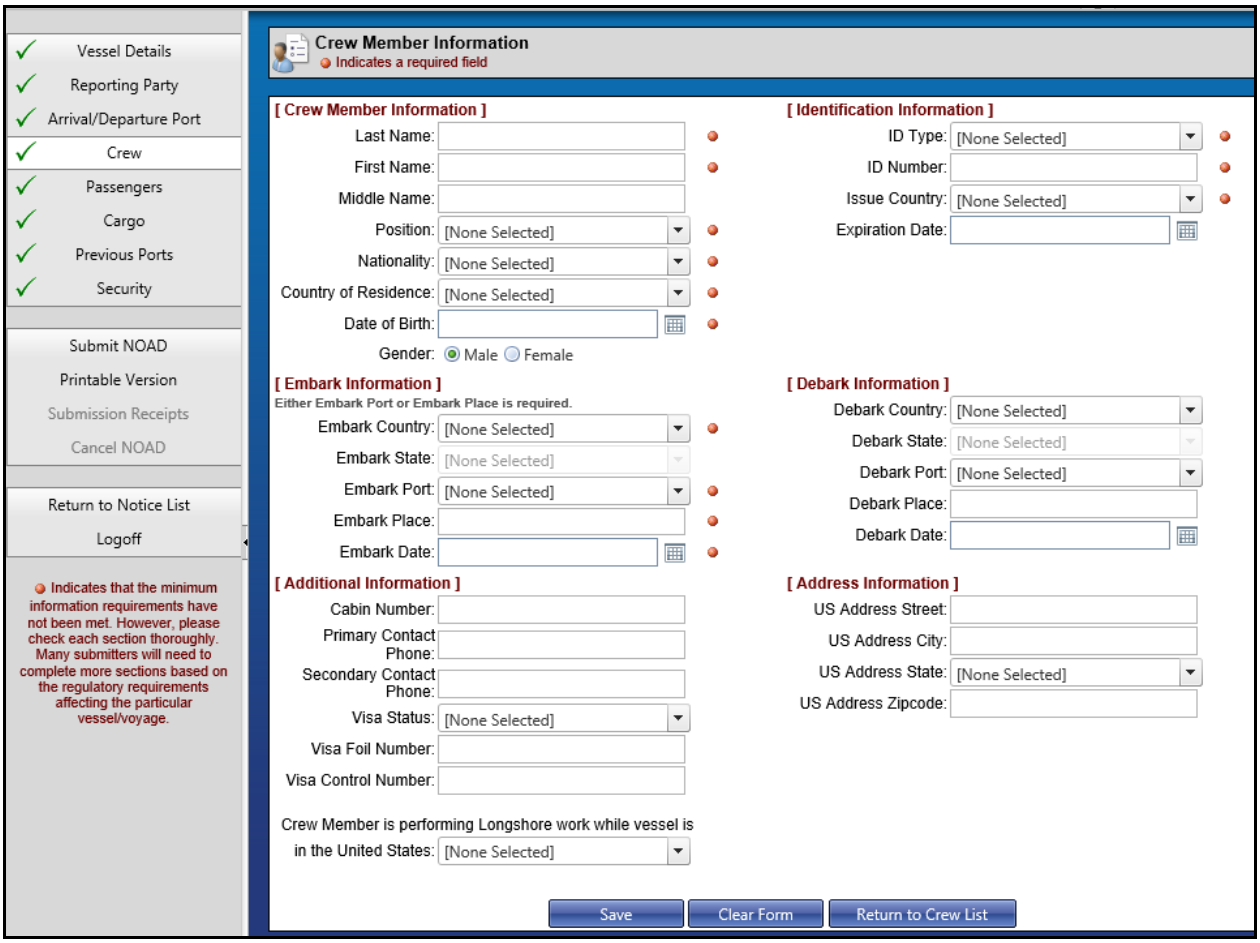

Figure A-12 Crew Member Information Page

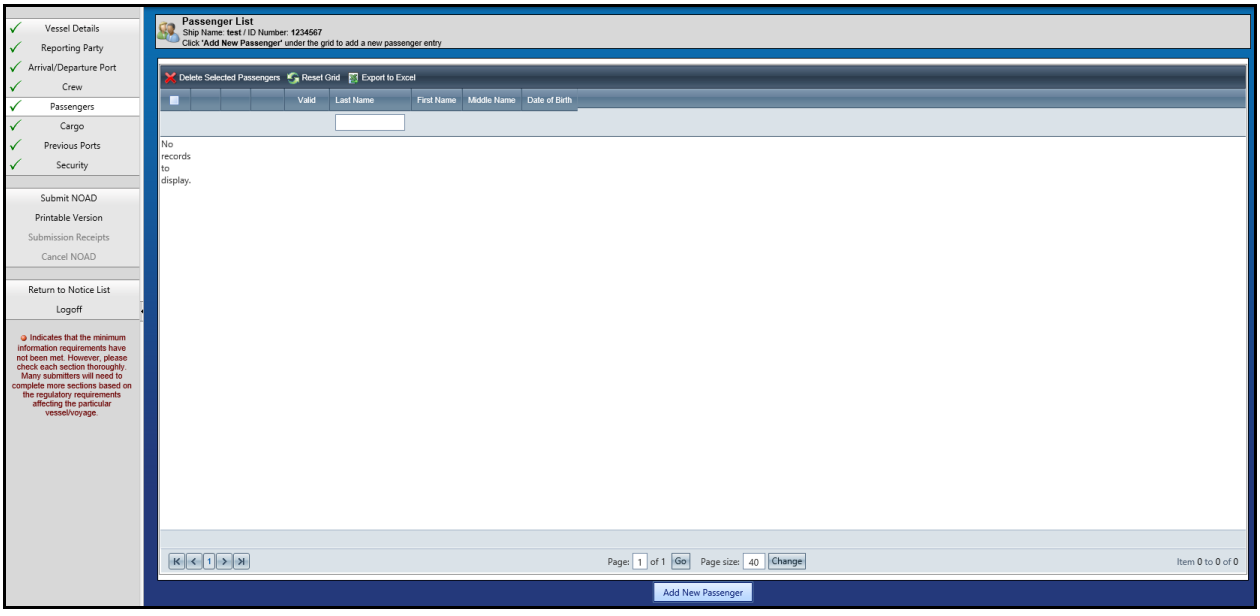

Figure A-13 Passenger List Page

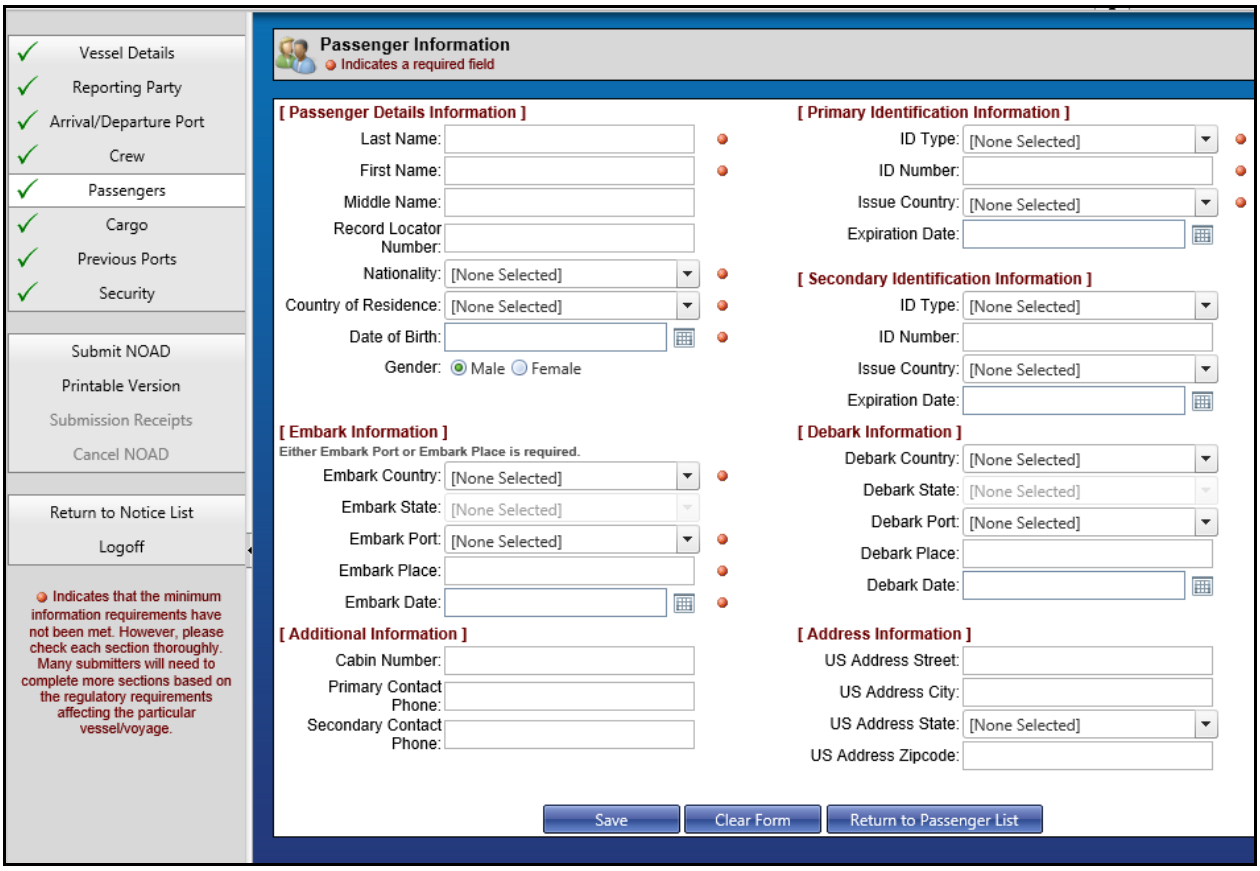

Figure A-14 Passenger Information Page

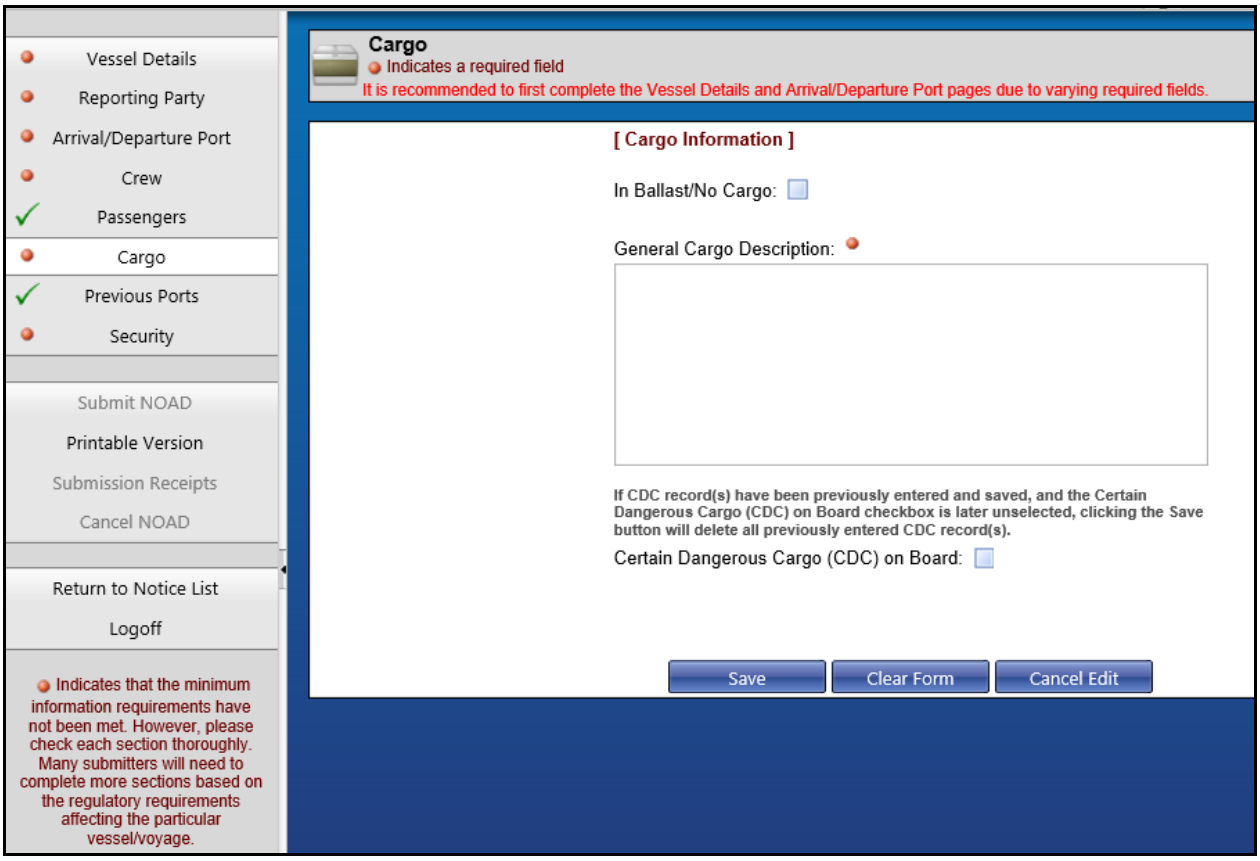

Figure A-15 Cargo Page

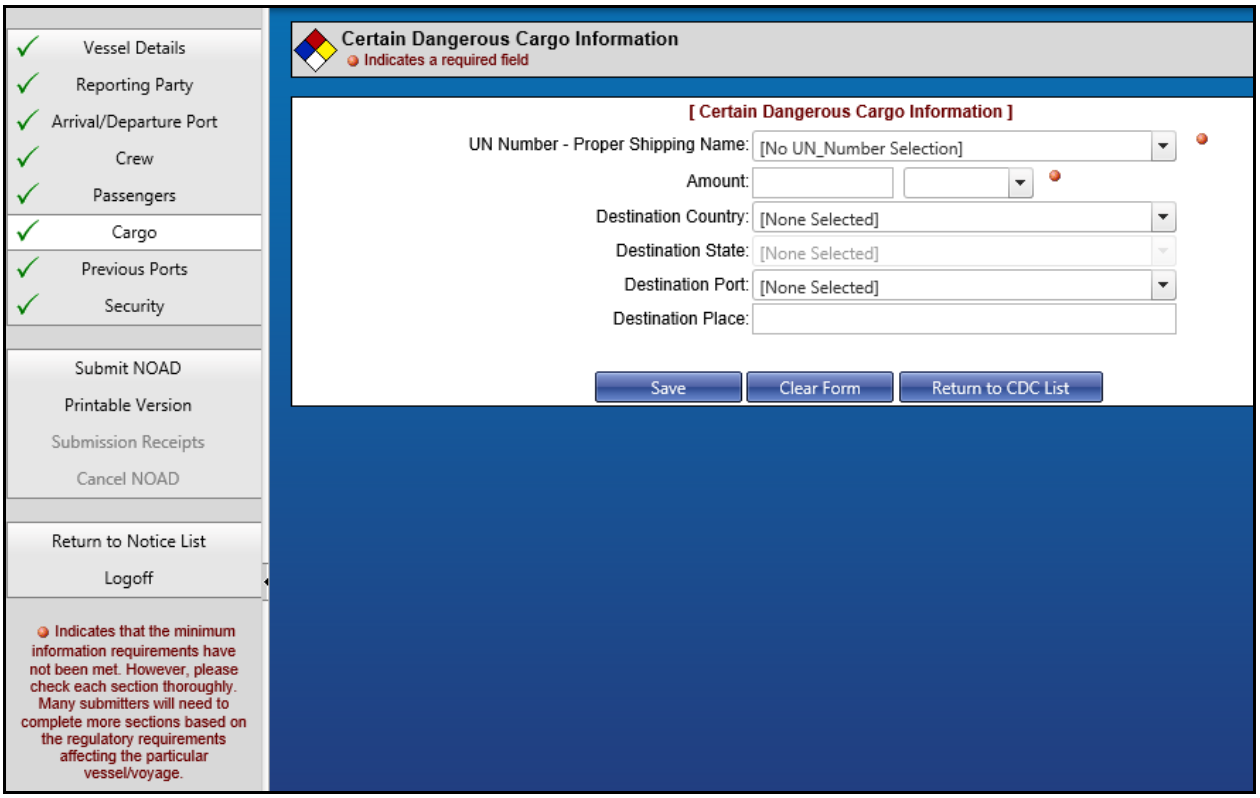

Figure A- 16 Certain Dangerous Cargo Information

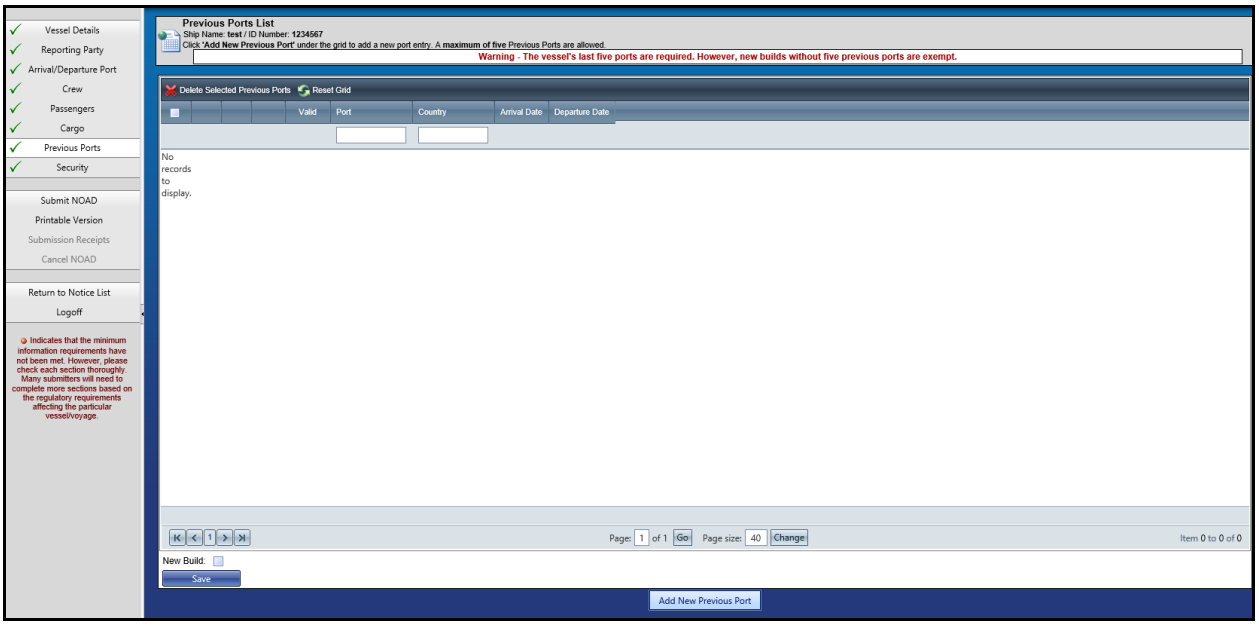

Figure A-17 Previous Ports List Page

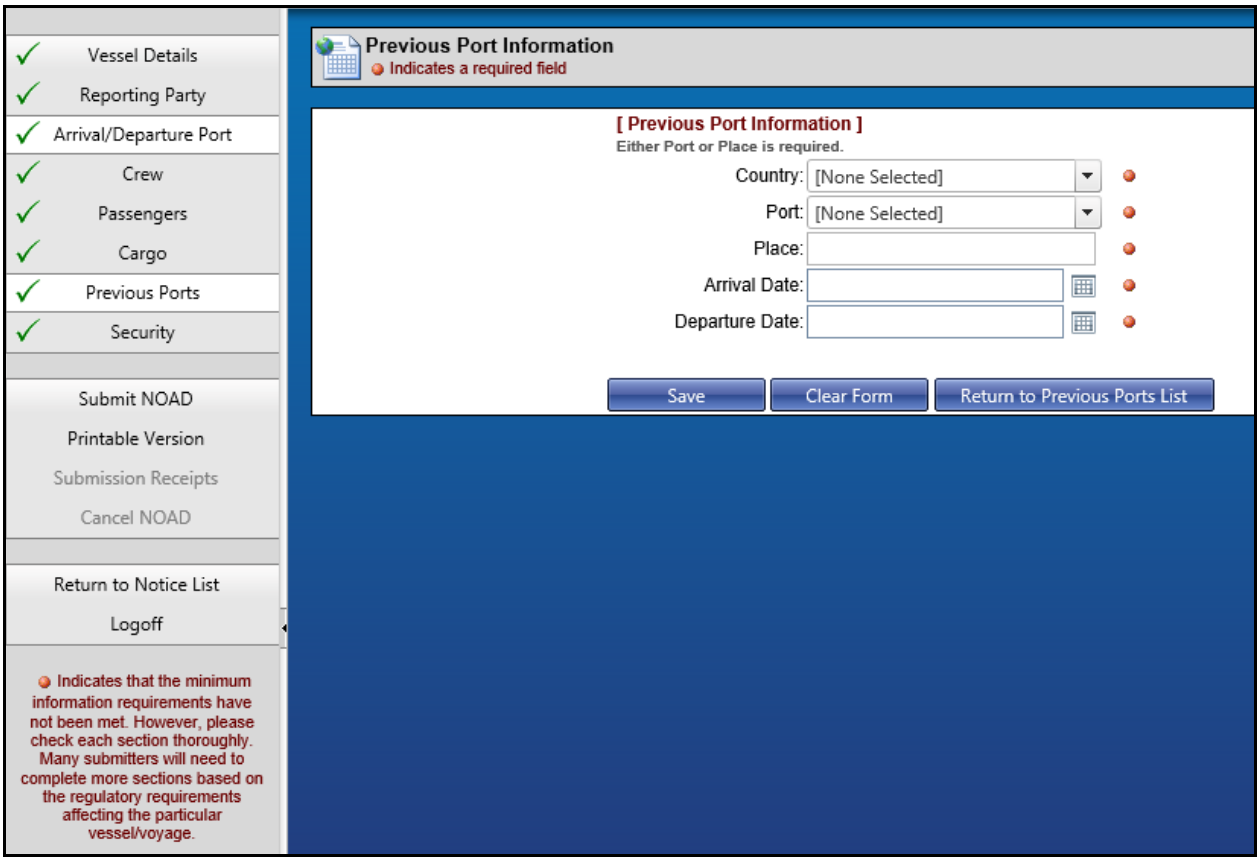

Figure A-18 Previous Port Information Page

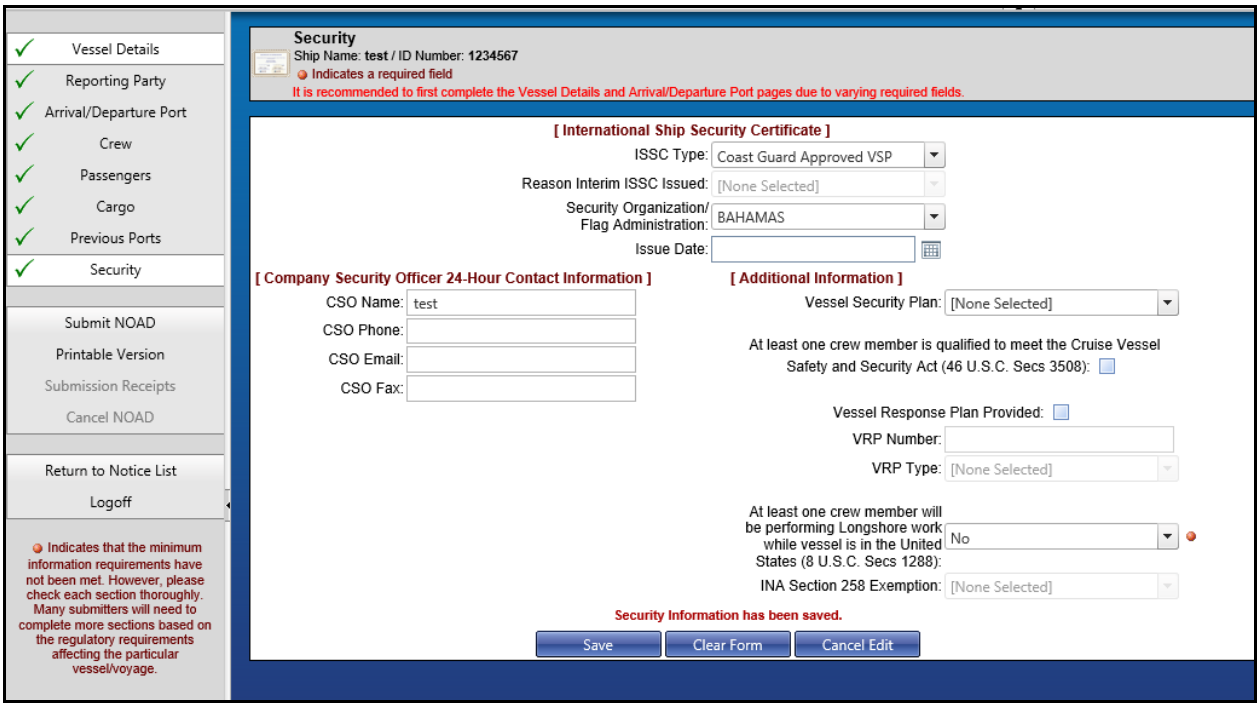

Figure A-19 Security Page

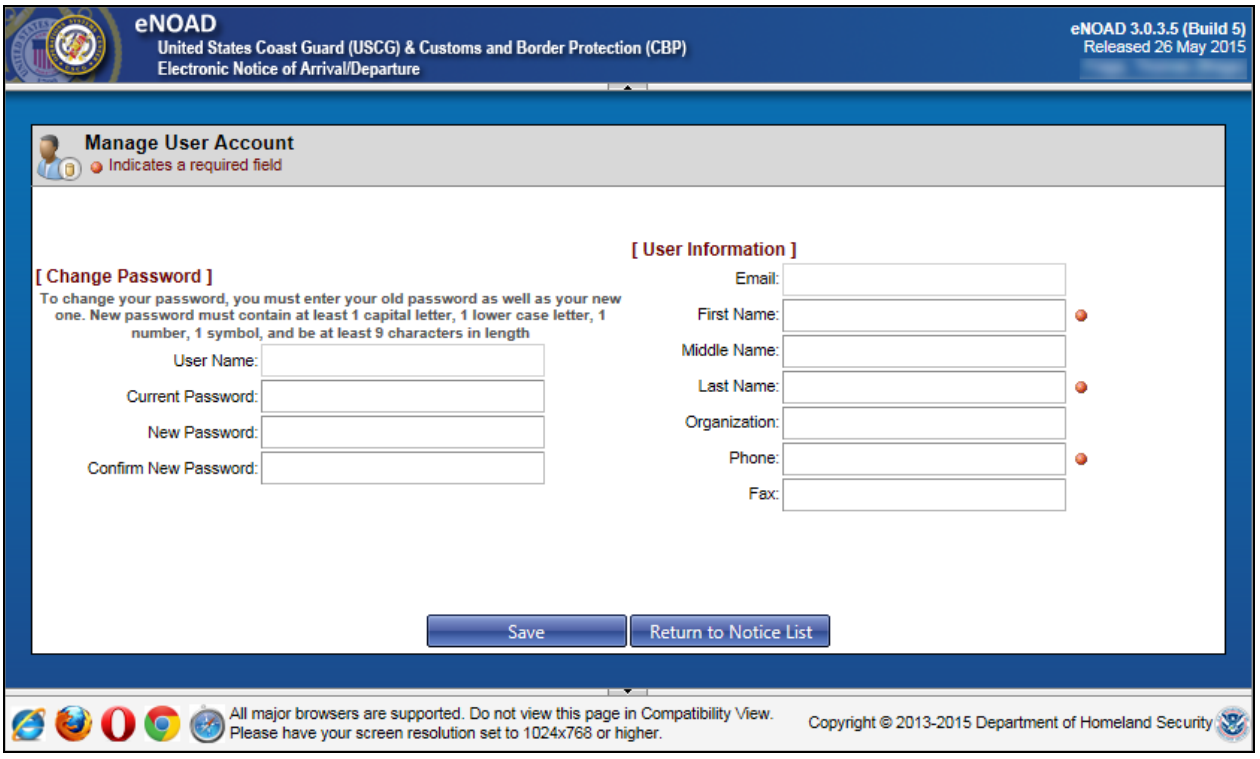

Figure A-20 Manage User Account Page

APPENDIX B
ENOAD DATA ELEMENTS LISTING BY SCREEN

Table B-1 eNOAD Data Elements Listing by Screen

Screen (With Links to Screenshots)	**Data Elements** (Data Requirements May Vary Depending on Voyage/Vessel Types)
Logon	• User Name • Password
Create User Account	• Create Account – User Name – Password • User Information – E-mail – First Name – Middle Name – Last Name – Organization – Phone Number – Fax Number
Forgot Logon Password	• User Name
Notice of Arrival/Departure List — Previously Submitted Notices	*(For Column Sorting/Search Boxes)* • Vessel Name • Ship Identification (ID) Number • Call Sign
Notice of Arrival/Departure List — Saved Notices	*(For Column Sorting/Search Boxes)* • *(Same as in Notice of Arrival/Departure List — Previously Submitted Notices above)*

Screen (With Links to Screenshots)	**Data Elements** (Data Requirements May Vary Depending on Voyage/Vessel Types)
Vessel Details	• Vessel/Facility Details – Ship Name – Call Sign – MMSI Number – ID Type – ID Number – Owner – Operator – COFR Operator – Less Than 300 GT – Flag – Vessel Charterer – Class Society – Vessel Class – Vessel Type – Vessel Sub-Type – Operational Condition of Equipment – OCE Discrepancies – Vessel Tonnage (ITC Preferred) • Document of Compliance Certificate – Agency – Issue Date – Expiration Date • Safety Management Certificate – Agency – Issue Date – Expiration Date
Reporting Party	• Contact Information – Name – Organization/Company – E-mail – Phone Number – Fax Number • Vessel Location – Latitude – Longitude – Location Description • Submission Comments

Screen (With Links to Screenshots)	**Data Elements** (Data Requirements May Vary Depending on Voyage/Vessel Types)
Arrival Port	• Voyage Information – Notice Type (select **Arrival** to see the appropriate entry fields on the screen) – Voyage Type – Voyage Number – Closed Loop Voyage? • 24-Hour Point of Contact (POC) Information – POC Name – POC Company – POC E-mail – POC 24-Hour Phone Number – POC Fax Number • Arrival Information – City – State – Arrival Port (or nearest) – Place/Anchorage – Receiving Facility – Arrival Date/Time – Departure Date/Time – Less Than 24-Hour Voyage? • Last Port of Call Information – Country – State – Port – Place – Arrival Date – Departure Date
Arrival Port Involving OCS	• Voyage Information – *(Same as in Arrival Port above)* • 24-Hour Point of Contact Information – *(Same as in Arrival Port above)* • Arrival Information – *(Same as in Arrival Port above)* • Last Port of Call Information – *(Same as in Arrival Port above)* • Outer Continental Shelf Information – Map Area – Block Number – Lease Number – OPS Start Date – OPS End Date

Screen (With Links to Screenshots)	**Data Elements** (Data Requirements May Vary Depending on Voyage/Vessel Types)
Departure Port	• Voyage Information – Notice Type (select **Departure** to see the appropriate entry fields on the screen) – Voyage Type – Voyage Number – Closed Loop Voyage? • 24-Hour Point of Contact Information – *(Same as in Arrival Port above)* • Departure Information – City – State – Departure Port (or nearest) – Departure Date/Time • Next Port of Call Information – Country – State – Port – Place – Arrival Date/Time
Crew List	*(For Column Sorting/Search Boxes)* • Last Name • Position

Screen (With Links to Screenshots)	**Data Elements** (Data Requirements May Vary Depending on Voyage/Vessel Types)
Crew Member Information	• Crew Member Information – Last Name – First Name – Middle Name – Position – Nationality – Country of Residence – Date of Birth – Gender • Identification Information – ID Type – ID Number – Issue Country – Expiration Date • Embark Information – Embark Country – Embark State – Embark Port – Embark Place – Embark Date • Debark Information – Debark Country – Debark State – Debark Port – Debark Place – Debark Date • Additional Information – Cabin Number – Primary Contact Phone Number – Secondary Contact Phone Number – Visa Status – Visa Foil Number – Visa Control Number – Performing Longshore Work in U.S.? • Address Information – U.S. Address Street – U.S. Address City – U.S. Address State – U.S. Address Zipcode
Passenger List	*(For Column Sorting/Search Box)* • Last Name

Screen (With Links to Screenshots)	**Data Elements** (Data Requirements May Vary Depending on Voyage/Vessel Types)
Passenger Information	• Passenger Details Information – Last Name – First Name – Middle Name – Record Locator Number – Nationality – Country of Residence – Date of Birth – Gender • Primary Identification Information – ID Type – ID Number – Issue Country – Expiration Date • Secondary Identification Information – ID Type – ID Number – Issue Country – Expiration Date • Embark Information – *(Same as in Crew Member Information above)* • Debark Information – *(Same as in Crew Member Information above)* • Additional Information – Cabin Number – Primary Contact Phone Number – Secondary Contact Phone Number • Address Information – *(Same as in Crew Member Information above)*
Cargo	• In Ballast/No Cargo • General Cargo Description • Certain Dangerous Cargo (CDC) on Board
Certain Dangerous Cargo Information	• UN Number – Proper Shipping Name • Amount • Destination Country • Destination State • Destination Port • Destination Place
Previous Ports List	*(For Column Sorting/Search Boxes)* • Port • Country

Screen (With Links to Screenshots)	**Data Elements** (Data Requirements May Vary Depending on Voyage/Vessel Types)
Previous Port Information	• Country • Port • Place • Arrival Date • Departure Date • New Build
Security	• International Ship Security Certificate (ISSC) – ISSC Type – Reason Interim ISSC Issued – Security Organization/Flag Administration – Issue Date • Company Security Officer (CSO) 24-Hour Contact Information – CSO Name – CSO Phone Number – CSO E-mail – CSO Fax Number • Additional Information – Vessel Security Plan – At Least One Crew Member Qualified to Meet Cruise Vessel Safety and Security Act? – Vessel Response Plan (VRP) Provided? – VRP Number – VRP Type – At Least One Crew Member Performing Longshore Work in U.S.? – INA Section 258 Exemption
Manage User Account	• Change Password – User Name – Current Password – New Password • User Information – *(Same as in Create User Account above)*