OPNAV INSTRUCTION 1510.10D

From: Chief of Naval Operations

Subj: CORPORATE ENTERPRISE TRAINING ACTIVITY RESOURCE SYSTEM

Ref: (a) OPNAVINST 1500.27G
     (b) OPNAVINST 1500.47C

1. Purpose

   a. To require all Navy echelons, other Department of Defense (DoD) activities, agencies, Services, contractors, and authorized foreign governments that formally train naval personnel to manage and report Department of Navy (DON) formal training data in the Corporate Enterprise Training Activity Resource System (CeTARS).

   b. This revision gives additional governance and authority to Naval Education Training Command (NETC), specifically over non-NETC training courses managed by NETC within the CeTARS database. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. OPNAVINST 1510.10C.

3. Scope. This instruction applies to all DoD organizations that provide formal training to DON personnel pursuant to reference (a).

4. Background

   a. CeTARS is the Deputy Chief of Naval Operations, Manpower, Personnel, Training, and Education (MPT&E) (CNO (N1)) training management system and the authoritative source for all formal Navy course data, student data, and training statistics. CeTARS exchanges course and student information with enterprise applications and data systems of other organizations (DoD, DON, Army, Bureau of Medicine and Surgery, and others).

   b. Training agents (TA) are DON entities that provide or support formal training.

   c. CeTARS provides capabilities for instructor management; student training management; classroom support management; class event resource scheduling; publication and equipment management; student testing and evaluation; student critiques of training classes; quota management; training reservations; capacity planning; training path management; and related administrative support.
d. Accurate and timely entry of CeTARS data is critical for analyzing, developing, executing, and sustaining Navy training requirements ashore and afloat. CeTARS data supports Navy resource allocation decisions, instructor and student distribution, class scheduling, and quota management.

5. Policy

a. This instruction defines formal training as accession training; initial or general skill; factory-delivered; specialized skill; and career development training to prepare personnel for duty in designated specialties or billets. Courses providing formal training to Navy students must be identified within CeTARS by course identification number (CIN) and course data processing (CDP) code. Navy formal training data will be reported in CeTARS, including course enrollments and completions.

b. The CeTARS homepage provides links and assistance to various CeTARS functions, data, help files, and training.

c. CeTARS is common access card (CAC) enabled. To apply for access, CeTARS account request forms are completed and submitted online via the CeTARS homepage (https://main.prod.cetars.training.navy.mil) under “Request Access.”

d. Foreign nationals are not authorized access to CeTARS.

6. Roles and Responsibilities

a. CNO (N1). Validates impact and associated risks of CNO (N1) resources allocated to manage DON training data. Validation includes, at least, system infrastructure costs, software programming, and enterprise tools to manage fleet training requirements.

(1) Performs as the functional resource sponsor for all formal Navy training and is responsible for standardization of Navy training data collection.

(2) Manages the MPT&E CeTARS workforce development line of business information technology (IT) functional resources, including workforce development funding and workforce development instructor and support billets. Ensures the workforce development line of business CeTARS program resource requirements are fully justified during DoD Planning, Programing, Budgeting, and Execution (PPBE) processes.

(3) Maintains Manpower, Personnel, Training, and Education Information Technology/Information Management (IT/IM) Strategy 2010-2020, of December 2010 and enables capabilities for MPT&E workforce development line of business for CeTARS data.
(4) Defines CNO (N1) resources required for workforce development line of business IT and information management and operation of CeTARS.

(5) Justifies and submits CeTARS IT system management resource requirements in line with DoD PPBE processes.

b. Bureau of Naval Personnel Production Management Office (BUPERS-6). Acts as the single quota management process owner and the quota management authority for accessions and advanced technical training courses pursuant to reference (b).

c. NETC. In addition to their responsibilities as a TA, NETC:

(1) Provides centralized program management for policy, governance, compliance, training, access, and monitoring of CeTARS to ensure the objectives of references (a) and (b) are met.

(2) Acts as Director, Total Force Manpower, Training and Education Requirements’ (OPNAV (N12)) functional sponsor for CeTARS.

(3) Ensures CeTARS IT resource requirements are submitted and fully justified, in line with DoD PPBE processes.

(4) Oversees CeTARS operational security and associated accreditation.

(5) Maintains oversight of CeTARS architecture and integration with other MPT&E systems.

(6) Provides information assurance, IT security, and personally identifiable information compliance support necessary to operate CeTARS.

(7) Provides IT project management and workforce support for CeTARS applications in all areas of system requirement traceability, design, development, testing, sustainment, and lifecycle management.

d. TA

(1) Monitors data for accuracy and integrity.

(2)Assigns a “CeTARS manager” by name, and informs the NETC CeTARS program manager of that appointment via e-mail message to cetars_funct_pgm_mgr.fct@navy.mil. CeTARS managers are defined as those personnel who manage, or have oversight of, course or student data resident in CeTARS. Additionally, CeTARS managers have the authority to manage user accounts for system users under their cognizance.
(3) Ensures CINs and CDPs are constructed for all formal training under their cognizance, and a resource sponsor is identified, and infrastructure is in place to facilitate the timely and accurate updating of information supporting those courses of instruction.

(4) Ensures student reporting is accomplished within 3 working days, reflecting accurate student status in CeTARS for courses under their cognizance, specifically, the updating of “student diaries” in CeTARS that reflect enrollments, graduations, or a change in a student’s status during a course.

(5) Submits requests for enhancements requiring policy decisions, data base expansion, and unfunded requirements via the “Management” button on the CeTARS Home Page. Select the “Request System Change” link provided: https://netcentral.cnet.navy.mil/gov/cetars.aspx (CAC enabled).

e. **Further Information.** Further information and training is available for all roles and responsibilities by corresponding with the CeTARS functional program management office: cetars_funct_pgm_mgr.fct@navy.mil

7. **Records Management.** Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

8. **Review and Effective Date.** Per OPNAVINST 5215.17A, CNO (N1) will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years from its issuance date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

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Releasability and distribution:  
This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, http://doni.documentservices.dla.mil