



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 1510.10C
N15
21 Nov 2013

OPNAV INSTRUCTION 1510.10C

From: Chief of Naval Operations

Subj: CORPORATE ENTERPRISE TRAINING AND ACTIVITY RESOURCE
SYSTEM

Ref: (a) Manpower, Personnel, Training, and Education (MPTE)
Information Technology/Information Management (IT/IM)
Strategy 2010-2020 (Dec 2010)
(b) DoD Directive 1322.18 of January 13 2009
(c) OPNAVINST 1500.27G

1. Purpose. To require all Navy echelons, other Department of Defense (DoD) departments, agencies, Services, contractors, and authorized foreign governments that provide formal training to naval personnel to manage and report Department of Navy (DON) formal training data in Corporate Enterprise Training and Activity Resource System (CeTARS). This revision establishes more specific roles and responsibilities as well as updating references, sources of data, and access links. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1510.10B.

3. Scope. This instruction applies to all DoD organizations that provide formal training to DON personnel.

4. Background

a. CeTARS is the Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (CNO (N1)) student training management system, serving as the authoritative data source for all formal Navy training statistical information and elements of student management, as defined herein. CeTARS ensures functionality for the timely collection and dissemination of DON student training information to manage and support Navy training. CeTARS interfaces with numerous applications and systems of other organizations (DoD, DON, Army, Bureau of Medicine and Surgery, and others) to share student data and order-writing capabilities.

b. CeTARS includes, but is not limited to: Catalog of Navy Training Courses (CANTRAC), 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, and related administrative support.

c. Access to CeTARS is via the CeTARS homepage (<https://main.prod.cetars.training.navy.mil>) (common access card (CAC)-enabled). The homepage links to various CeTARS functions, data, and help files. CeTARS training may be requested via e-mail: (cetarstraining_reque@navy.mil).

5. Policy

a. Accurate and complete CeTARS student training data is critical for determining, developing, executing, and sustaining Navy training requirements ashore and afloat. CeTARS' authoritative training data supports Navy manpower and resource decisions, instructor and student distribution, class scheduling, and quota and reservation management.

b. Formal training is defined as accession training, initial or general skill training, specialized skill training, and career development training to prepare personnel for duty in designated specialties or billets. Navy formal training data shall be reported in CeTARS, including course enrollments and completions. Courses providing formal training to Navy students shall be identified within CeTARS by course identification number (CIN) and course data processing (CDP) values, providing visibility within CANTRAC, a module of CeTARS.

c. This instruction mandates and standardizes student reporting for all training activities that provide formal training to Navy personnel, and requires every formal course of instruction for Navy students be accurately reported to CeTARS. Training agents (TA) are entities that provide or support DON training.

6. Roles and Responsibilities

a. CNO (N1). Validates impact and associated risks of CNO (N1) resource allocation for management of DON personnel training data. Validation includes, but is not limited to, system costs, programming, and execution of fleet enterprise training requirements.

b. Director, Information, Analysis, and Development Division (OPNAV (N15))

(1) Performs as functional resource sponsor; responsible for standardization of Navy training data collection.

(2) Manages manpower, personnel, training, and education (MPTE) workforce development line of business CeTARS 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, Programming, Budgeting, and Execution (PPBE) processes.

(3) Responsible for reference (a); enabling capabilities for MPTE workforce development line of business CeTARS data.

(4) Defines CNO (N1) resources required for workforce development line of business IT and information management, and operation of CeTARS.

(5) Fully justifies and submits CeTARS IT system management resource requirements during DoD PPBE processes.

c. Bureau of Naval Personnel Production Management Office (BUPERS 00C2). Acts as the single quota management process owner and the quota management authority for all formal courses.

d. Naval Education and Training Command (NETC). In addition to their responsibilities as a TA, NETC:

(1) supports the MPTE Functional Review Board process per lead responsibilities outlined in reference (b);

(2) provides functional sponsor support to OPNAV (N15) in the management of CeTARS;

(3) establishes NETC policy to ensure the objectives of references (a), (b), and (c) are met and that all DON, DoD, joint and Service commands, and other TAs conducting Navy and other DoD component personnel student training, support accurate and timely reporting of course and student data into CeTARS per this instruction;

(4) provides centralized program management for governance, compliance, training, and monitoring of CeTARS;

(5) acts as CNO (N1) lead for CeTARS data integrity concerns related to any course or student data contained within CeTARS for any training activity subject to this instruction. As such, NETC is accountable to CNO (N1), via OPNAV (N15), for overall CeTARS data quality and should address all subject activities' data quality concerns;

(6) provides policy and guidance regarding system access and account management;

(7) maximizes utilization and efficiencies of IT resources by ensuring CeTARS IT resource requirements are submitted and fully justified during the program objective memorandum and budget formulation and review; and

(8) oversees CeTARS operational security and associated accreditation, and maintain oversight of CeTARS architecture and integration with other MPTE systems.

e. Naval Education and Training Professional Development and Technology Center

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

(2) Publishes online user documentation defining module procedures.

(3) Provides application hosting to include: continuity of operations; access control; hardware and software maintenance; backup and database management functions; and any required emergent software modifications needed in the day-to-day operation of CeTARS applications.

(4) Provides IT central design agency project management and workforce support for CeTARS applications in all areas of system requirement traceability, design, development, testing, sustainment, and lifecycle management, under direction of NETC CeTARS program management.

(5) Develops and submits a fully-justified CeTARS functional and IT list of requirements which call for resourcing to NETC during the DoD PPBE processes.

f. TAs

(1) Report all course and individual student training under their cognizance in CeTARS accurately and on time.

(2) Monitor the data for accuracy and integrity.

(3) Assign a "CeTARS Manager" by name, and inform the NETC CeTARS program manager of that appointment via e-mail message (cetars_funct_pgm_mgr.fct@navy.mil).

(4) Obtain training on CIN and CDP construction via e-mail (cetarstraining_reque@navy.mil).

(5) Assign CINs and CDPs for all formal training provided to Navy students, enter course descriptive data elements to populate a CIN and CDP including, but not limited to, TA, training description, course length, location, schedules, and class size, and ensure CeTARS course descriptive data for each CIN and CDP remains accurate and current.

(6) Submit system requests for enhancements requiring policy decisions, data base expansion, and unfunded requirements via the "Contact Us" button at the bottom of the Web site: (<https://main.prod.cetars.training.navy.mil/cetars>) (CAC-enabled).

(7) Report CeTARS system failures and outages to the CeTARS help desk (sfly.cetarsmgmt@navy.mil).

(8) As necessary, request training on CeTARS via e-mail (cetarstraining_reque@navy.mil).

g. MPTE Domain (Learning Centers, Training Support Centers, Learning Sites, and Direct Reports)

(1) Ensures CeTARS is used to manage and monitor all course and student data.

(2) Appoints a "CeTARS Manager" by name, and ensure the NETC CeTARS program manager is informed of that appointment via e-mail message (cetars_funct_pgm_mgr.fct@navy.mil). CeTARS managers are defined as those personnel in an activity's organizational structure who manage, or have oversight of, course or student data resident in CeTARS for their learning activities.

(3) Submits system requests for enhancements requiring policy decisions, data base expansion, and unfunded requirements via the "Contact Us" button at the bottom of the Web site: (<https://main.prod.cetars.training.navy.mil/cetars>) (CAC-enabled).

(4) Ensures CeTARS data integrity inquiries from NETC CeTARS program managers are acknowledged and fully addressed in a timely manner.

(5) Verifies contracted formal training provided to Navy personnel includes contract terms that direct compliance with this instruction. The contracted agent shall enter required information into CeTARS and Navy entities should ensure that contractors are provided access to CeTARS training; and

(6) Monitors that foreign governments and non-Navy services that provide formal training to Navy personnel, per references (b) and (c), enter the required data in CeTARS and are provided access to CeTARS training.

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7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1, of January 2012.



W. F. MORAN
Deputy Chief of Naval Operations
(Manpower, Personnel, Training
and Education)

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