OPNAVINST 1510.10B
N00T
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OPNAV INSTRUCTION 1510.10B

From: Chief of Naval Operations

Subj: CORPORATE ENTERPRISE TRAINING ACTIVITY RESOURCE SYSTEM
       (CETARS) CATALOG OF NAVY TRAINING COURSES AND STUDENT
       REPORTING REQUIREMENTS

Ref: (a) OPNAVINST 1500.19D
       (b) OPNAVINST 1500.27E
       (c) OPNAVINST 1550.6A

Encl: (1) CeTARS System Description

1. Purpose. To provide policy guidance and assign reporting
requirements for the Corporate enterprise Training Activity
Resource System (CeTARS). This instruction is a complete
revision and should be read in its entirety.

2. Cancellation. OPNAVINST 1510.10A and 1500.62.

3. Background. CeTARS provides the corporate database for
formal training information and ensures the timely collection
and dissemination of information to meet the demands of various
echelons of the Navy, other DOD departments, agencies, services,
and contractors, and authorized foreign governments. CeTARS is
also the automated information system designed to support the
management and administrative functions of the Navy training
activity/schoolhouse, learning center, training support center,
etc. It also includes personnel management, student training
management, classroom support management, class event resource
scheduling, publication and equipment management, system
utilities, student testing and evaluation, user feedback
reporting, and related administrative support. A description of
the functionality of CeTARS is provided in enclosure (1) and on
the CeTARS Homepage (https://cetarsweb.cnet.navy.mil). CeTARS
provides for the exchange of information with a number of Navy
personnel and other Navy training systems. Per the Navy's
Revolution in Training (RIT) and the Navy Enterprise Training
Strategy (NETS), CeTARS will be a primary underlying system
within the Naval Education and Training Command's Integrated

Learning Environment (ILE). The underlying systems, processes, applications, and associated organizational interdependencies will be addressed by the ILE and integrated to provide seamless products and services. The training information managed in CeTARS is fed to the individual Sailor's 5 Vector Model (5VM). With this training information, the 5VM will reflect the knowledge, skills, and abilities (KSAs) obtained from this training and what KSAs are needed for the individual Sailor to progress to the next stage on his/her professional and personal development vectors.

4. Policy. CeTARS serves as the Navy's official source of training course description and statistical information, and provides student and training information required by various echelons of the Navy. CeTARS supports the requirements of references (a) through (c) to provide effective training management, establish a Catalog of Navy Training, and support inter-service training management. CeTARS has been developed and operates at the acceptable risk and supports the security requirements for certification and accreditation (C&A). Accordingly, every formal course of instruction (COI) conducted throughout the Navy, as well as those conducted for Navy students at other service schools and factory training facilities, shall be accurately reported to CeTARS. Entry of individual student's training information into CeTARS is mandatory for all formal training courses. All Navy training agencies and their subordinate commands shall implement and use CeTARS. Formal training encompasses accession training, initial and/or general skill training, specialized skill training, and career development training that prepare personnel for duty in their designated specialties or billets.

5. Responsibilities. Responsibilities for management and operation of CeTARS are as follows:

     a. The Director of Naval Education and Training (CNO N00T) is responsible for overall policy and sponsorship of the system.

     b. The Naval Education and Training Command (NETC) Business Operations Branch (N63) is designated as the program manager and is responsible for the overall management and operation of the system as follows:

          (1) Issue implementing directives to ensure maximum utilization of information technology (IT) resources and the quality of data.

(2) Establish policy to ensure CeTARS usage by all Navy training agencies and their subordinate commands.

(3) Coordinate resolution of data reporting problems with other training agents.

(4) Audit and monitor system operation.

(5) Serve as the Configuration Control Board (CCB) Chairperson.

(6) Ensure CeTARS resource requirements are submitted and fully justified during Program Objective Memorandum (POM) and budget formulation and review.

(7) Coordinate and manage the consolidation of other legacy training applications into CeTARS.

(8) Maintain oversight of CeTARS integration into NETC's ILE.

c. A Training Agent is the office, bureau, command, or headquarters exercising command of Navy's formalized training effort, such as NETC, Bureau of Medicine and Surgery (BUMED), and Commander, Naval Reserve Force (COMNAVRESFOR). Training Agents are responsible for ensuring that all training under their cognizance is reported to CeTARS per this instruction.

d. All commands conducting formal Navy training courses are responsible for ensuring accurate and timely reporting of course and student data per this instruction. Each command is responsible for designating a single point of contact to coordinate CeTARS requirements. Additionally, each command will ensure that other Automated Data Processing systems under their cognizance that input data to CeTARS comply with CeTARS reporting requirements and technical standards.

e. The Commanding Officer, Naval Education and Training Professional Development and Technology Center (NETPDTC), is the Project Manager for CeTARS. NETPDTC will:

(1) Provide centralized project management for definition, design, development, implementation, and maintenance of CeTARS.

(2) Provide the IT support or guidance necessary to operate CeTARS.

        (3) Inform NETC of problems in achieving complete and accurate data reporting.

        (4) Publish user documentation on-line defining subsystem/module procedures.

        (5) Develop and provide training programs for users.

        (6) Accomplish system enhancements/modifications when required.

    f. Commanding officers of training activities shall ensure the timeliness and accuracy of the data reported to CeTARS.

6. <u>Control and Use of Information</u>. CeTARS is the sole official source of the training statistical information contained in its database.

    a. Training commands/activities, learning centers, and training support commands shall become familiar with the CeTARS data elements and use the system to manage and monitor training.

    b. Requests for system changes and/or enhancements will be entered into the CeTARS feedback system. System requests for enhancements requiring policy decisions, data base expansion, or representing an unfunded requirement will be forwarded by NETPDTC to NETC for consideration.

    c. Requests for CeTARS information from activities not directly involved in the Navy training process will be forwarded to NETC CeTARS Program Manager for approval. Organizations working on CNO training research projects may deal directly with the CeTARS System Manager utilizing the particular project tasking as a reference.

7. <u>Action</u>. Addressees shall ensure compliance with this instruction. Operating procedures addressed in the CeTARS documentation must be explicitly followed. Addressees will ensure accuracy and integrity of data are closely monitored.

                        J. K. MORAN
                        Director of Naval Education
                        and Training

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OPNAV (N09B, N00T, N1, N2, N401, N6, N76, N77, N78, N93, N95)

CETARS SYSTEM DESCRIPTION

1. CeTARS supports training activity/schoolhouse data, the management of corporate Navy training data and information for all levels of commands between the training activity and training agent. Currently, this is accomplished by accessing the Standard Training Activity Support System (STASS), STASS Recruit Training Management (RTM), Centralized Training Equipment Management System (CENTRA), Catalog of Navy Training Courses (CANTRAC), or Navy Integrated Training Resources Administration System (NITRAS) II subsystems through the web-enabled CeTARS entry menu. CeTARS provides for the exchange of information with the Navy Training Reservation System (NTRS), the Navy Training Quota Management System (NTQMS), the Navy Training Management and Planning System (NTMPS), the Navy Standard Integrated Personnel System (NSIPS) (includes the Navy Enlisted Personnel System (NES), and the Officer Personnel Information System (OPINS) databases), Training Oriented User Resource Scheduler Annual Class Scheduler (TOURS ACS), the Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE), the USMC By Name Assignment (BNA) system, the Authoring Instructional Material (AIM) system, and the Joint Primary Aircraft Trainer System – Training Information Management System (JPATS-TIMS) under the Navy's enterprise training systems integration strategy.

2. CeTARS provides comprehensive day-to-day training activity/schoolhouse support and performs the following functions:

     a. Recruit, student, staff, and military personnel management

     b. Management of resources, facilities, and quotas

     c. Evaluating individual qualifications

     d. Determining training requirements and identifying individual training deficiencies

     e. Course scheduling

     f. Class reservation/convene/interruption/graduation

     g. Monitoring of individual training paths

   h.   Preparing and administering tests

   i.   Managing test components

   j.   Recording student grades

   k.   Analyzing test results

   l.   Training evaluations

   m.   Ensuring the availability of and assigning qualified instructors

   n.   Assigning and controlling classrooms, laboratories, and training resources

   o.   Maintaining updated training records and producing related training documents

   p.   Generating statistical and other training reports

   q.   Exchanging data with related automated systems

   r.   Satisfying reporting requirements as a function by performing local daily schoolhouse management

3.   CeTARS is the sole source of official Navy training statistics. The system facilitates and controls the collection of all raw training data, compiles the information, performs statistical calculations, and provides the data and results to all levels of the military manpower, personnel and training organizations. The Navy training experience is documented, providing a true picture of achievement while supporting manpower and resource decisions, personnel distribution, class scheduling, quota management, and determining training requirements. Specific objectives/functions supported include readily available and accessible historical training data; support of all Navy pipeline functions and providing pipeline information; support of local training managers in formulating and defending training budgets; and provision of a planning module capable of compiling the necessary information for planning quota requirements, training plan spreads, capacities, facilities, management of quotas, development of school plans, recommending the awarding of Navy Enlisted Classifications (NEC), training analysis, Time-To-Train (TTT) analysis, etc. CeTARS information is important in evaluating the performance and efficiency of the overall training process, which includes:

a. Course creation and record maintenance

b. Source and quantity of funding

c. Student enrollment

d. Purpose and scope of training

e. Location(s) for training

f. Manpower requirements

g. Course materials and technical training equipment (TTE) or device requirements (e.g., quota, equipment, etc.)

h. Special training facility requirements

i. Course Management Method (CMM)/Course Learning Method (CLM)

j. Curriculum Development Standard

k. Curriculum Model Manager

l. CeTARS assists training managers in evaluating the course data after activation

4. CeTARS contains the Catalog of Navy Training on all formal training courses of instruction throughout the Navy. This catalog is available on-line or on CD-ROM. Information in the catalog can be filtered and/or sorted based on user selection/specification.

5. CeTARS provides automated storage and retrieval of information concerning the planning, inventory control, allowance approval, distribution, course utilization and support of training equipment (TE).

a. Master Equipment File (MEF) module contains selected TE, generally major end items of investment quality such as 2F, 2J, 2S, 2Z, or 2O cognizance. The MEF is utilized throughout the surface and subsurface communities to provide a management tool to project TE support requirements, budget submissions, inventory management, and support of the TE overhaul prioritization process. The MEF includes TE inventory data with cross-reference to specific courses supported by each TE listed and provides capability to update course information.

b. The Training Device Utilization Reporting System (TRNDURS) module is used for the reporting of data weekly or monthly by the activity for Contractor Operation and Maintenance of Simulators (COMS) supported equipment. This contains the Operationally Ready Time Utilized hours each trainer is used on a monthly basis, and trainer reports and graphs are available for NETC, Naval Air Warfare Center Training Systems Division, CNO, and Naval Sea Systems Command.

c. Training Equipment Support Resources Information System (TESRIS) provides current equipment and support data to NETC managers, information on quantities, locations, value and maintenance concept, and the equipment and resource quantification necessary to support the Planning, Programming and Budget System (PPBS).

d. Government Inventory Management System II (GIMS II) provides asset visibility to management personnel with the range and depth of specific assets and parts usage information. The system uses bar code scanning techniques to inventory and log items, their location and quantities.

e. CNET Ammunition Management Program/NAMTRA Ammunition Management Program (CAMP/T-GAMP) provides the means by which management personnel can identify the total ammunition requirements in a manner suitable for submission of the requirements to higher authority and allocate proper ammunition levels to training activities.

f. Remote Site Module of the CNET Ammunition Requirements for Training Program (CRAMMO) provides the information necessary for training activities to identify and justify their ammunition requirements, and to enable NETC managers to make management and allocation decisions and identify resource requirements to higher authority.

6. The Oracle Discoverer Query tool processes/reports all data in the CeTARS database as defined in the different business areas and folders. Queries are built/established in defined workbooks. Query search criteria that can be specified include items, layout, formatting, conditions, totals, and calculations.

7. CeTARS includes a stand-alone Classified Exam Generator (CEG) module that allows input and maintenance of a separate test item database on a standalone PC. It is mostly used as a classified test bank and exam generator with capability to manually transfer exam answer keys to CeTARS for subsequent

processing. Includes a word processing (Word) capability to
edit test questions that are being stored. CEG is not network
connected within CeTARS and should not be considered as part of
the standard configuration for networked CeTARS users.

NOTE: More detailed descriptions of CeTARS functions and
numerous on-line help and interactive media presentations are
available at https://cetarsweb.cnet.navy.mil.