



**DEPARTMENT OF THE NAVY  
COMMANDER  
NAVAL EDUCATION AND TRAINING COMMAND  
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PENSACOLA, FLORIDA 32508-5220**

NETCINST 1510.5C  
N6  
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NETC INSTRUCTION 1510.5C

From: Commander, Naval Education and Training Command

Subj: CORPORATE ENTERPRISE TRAINING ACTIVITY RESOURCE SYSTEM  
PROGRAM OF RECORD ACCESS POLICY

Ref: (a) OPNAVINST 1510.10D  
(b) NAVEDTRA 130B of September 2009  
(c) NAVEDTRA 131B of November 2010  
(d) NAVEDTRA 132 of March 2011  
(e) NAVEDTRA 135D of August 2018  
(f) NAVEDTRA 136 of December 2010  
(g) NAVEDTRA 140B of August 2018  
(h) NETCINST 5200.3D

1. Purpose. This instruction identifies the roles and responsibilities associated with granting access and permissions to the subsystems and modules within the Corporate enterprise Training Activity Resource System (CeTARS) program of record (POR) while complying with standard security policies for information technology (IT) systems and data integrity policies.

2. Cancellation. NETCINST 1510.5B.

3. Background. Reference (a) governs CeTARS policy and usage. Reference (b) provides guidance for developing training materials. Reference (c) provides guidance for developing personnel performance profile based curriculum. Reference (d) outlines the Naval Education and Training Command (NETC) requirement for all training activities to conduct a quality testing program. Reference (e) provides guidance for managing training materials and programs. Reference (f) provides direction for developing and maintaining instructor-led training, interactive multimedia instruction, and blended training materials. Reference (g) identifies, by chapter, the training support functions executed throughout the NETC domain. Reference (h) identifies the adjudication authority of access-related issues.

4. Discussion. CeTARS POR is the corporate database for formal training information that ensures the timely collection and dissemination of information to various levels of the Navy and Department of Defense (DoD) departments, agencies, services, contractors, and authorized foreign governments. The information system is designed to support the management and administrative functions of Navy training activities, schoolhouses, and learning centers (LC), etc. NETC training information is derived from various transactional systems and modules that together comprise the CeTARS POR. This instruction supplements that guidance and focuses on user management processes. Further descriptions of these transactional systems are provided below for the purpose of the access requirements within this instruction. Judicious user account management is critical to data security and integrity.

5. Scope and Applicability. This instruction applies to the user account management roles for the transactional subsystems within the CeTARS POR. Each transactional subsystem described in this section is independent and has its own unique access management requirements and processes. CeTARS serves as the Navy's official source of training description and statistical information, and provides student and training information required by various echelons of the Navy. CeTARS has several modules associated with user requests.

a. Personnel (PERS). PERS records, stores, and manages quarters' assignment, PERS records (both staff and student), instructor evaluations, qualifications, and certifications.

b. Student Training Management (STM). STM manages student flow through courses and pipelines by the student status at any point in time (e.g., enrollment, graduation, on-hold, and non-grad).

c. Classroom Support Management (CSM). CSM is used to maintain test banks, exams, critiques and surveys, student grade books, critique statistics, certain administrative transactions, and course administration requirements identified in references (b) through (g).

d. Class Event and Resource Scheduling (CERS). CERS provides the capability to build master course schedules, schedule class events, schedule and reserve the resources

required for class events, schedule instructors, establish classroom configurations, and identify the publications and equipment required for class events.

e. Recruit Training Management (RTM). RTM supports the tracking and management of Navy recruits through basic military training.

f. Enterprise Training and Equipment Management (eTEM). eTEM provides a training course information management tool for use by NETC, an LC and its subordinate learning sites, or direct report commands.

g. Utility (UTIL). UTIL provides the capability to add and maintain user accounts and manage user permissions. The UTIL module allows the CeTARS manager to set up and manage unique site functions and provides a standardized menu structure.

h. Naval Introductory Flight Evaluation (NIFE). NIFE is used to track aviation pilots, non-flying officers, and flight surgeons to determine the type of aircraft assignment and quota information to training wings.

i. Enterprise Navy Training Reservation System (eNTRS)

(1) eNTRS provides fleet activities the ability to view and request seats in designated Navy schools.

(2) eNTRS provides the fleet with the capability to plan and execute career training opportunities for Sailors to ensure Sailor readiness.

j. Navy Training Quota Management System (NTQMS). NTQMS provides NETC N3 with the ability to allocate the execution-year quotas based on Navy Recruiting Command requirements. The NTQMS transactional subsystem includes:

(1) Training Requirements Manager (TRM). TRM enables Navy personnel to view, modify, and manage out-year training requirements.

(2) Exception Management Utility (EMU). EMU facilitates the management of training exceptions through automated processes and is a user tool to manage quota transaction exceptions from the recruit booking process.

(3) Parameter Control Utility (PCU). PCU allows the administrator to modify yield management metrics and system level parameters such as defaults for ship day, overbooking limits, loss rates, show-up rates, etc.

(4) Administration (ADMIN). ADMIN module allows the administrator to control NTQMS modules, user access to modules, and user permission levels.

k. Goals. Goals module is a tool to import and view rating phasing matrix data, which consists of the monthly accession goals by program, rating, and gender.

l. Naval Aviation Anthropomorphic Compatibility Assessment (NAACA). NAACA is an aviation specific online anthropometric measurement database and cockpit compatibility assessment software program.

6. Policy. CeTARS POR contains personally identifiable information (PII) requiring standardized and compartmentalized access controls. Federal privacy laws require agencies to "establish appropriate administrative, technical, and physical safeguards to ensure the security and confidentiality of records to protect against any anticipated threats or hazards to their security or integrity." Safeguards shall be applied to IT systems, shared drives, computer networks, e-mail, paper records, and web sites to ensure privacy of personal information. Account holders are responsible for maintaining control of all items, both internal and external, containing PII. Any misuse of PII data extracted from CeTARS POR may result in immediate removal of CeTARS POR access.

a. CeTARS POR utilizes a role-based hierarchy in which an authorized CeTARS POR account manager assigns each role. Users are provided access only to areas that are required to perform assigned duties.

b. User accounts will be automatically locked if accounts have not been used for a period exceeding 30 days. After 30 days, users will be required to repeat the account validation process to unlock account. After 45 days, the account shall be deleted and users will be required to request a new account. NETC N6 will periodically review user accounts for usage and accuracy updating user information as needed or as requested.

c. CeTARS POR system users are military, civilian, and contractor Navy training personnel and managers. Foreign nationals are not authorized access to CeTARS data or databases. System users include all Navy training activities, LCs, and training support detachments.

d. User Management training is required to perform account management. To request training, send an e-mail to [cetars\\_trainingreque@navy.mil](mailto:cetars_trainingreque@navy.mil) requesting CeTARS User Management Training course (A-570-0626) enrollment.

e. Misuse or abuse of CeTARS accounts or CeTARS data can result in possible suspension of CeTARS account access or other administrative actions. The activity CeTARS manager is authorized to lock accounts within their unit identification code (UIC) and shall notify the CeTARS POR program manager (PM) for adjudication. Any suspicion of misuse or abuse should be reported to the CeTARS POR PM for review.

## 7. CeTARS POR Functional Owners and Responsibilities

a. The CeTARS PM is responsible for providing access and permission policies associated with the CeTARS POR. This will include providing additional instructions, processes, and standard operating procedures that ensure the security of sensitive training data, enhance data integrity, and support all roles and users of CeTARS POR.

b. Each transactional subsystem within the CeTARS POR has unique processes managed by separate functional owners.

### (1) CeTARS User Access Management

(a) CeTARS functional manager is responsible for managing user accounts. NETC N6 receives, validates, and adjudicates all user access requests for appropriate action and

is responsible for creating new accounts, authorizing training activity CeTARS managers to grant appropriate permissions, and reviewing all accounts on a periodic basis for usage and accuracy.

(b) Activity CeTARS Manager. CeTARS managers are defined as those personnel in an activity's organizational structure who manage or have oversight of course and student data resident in CeTARS for their cognizant learning activities. Training activities will assign a "CeTARS Manager", by name, and inform NETC CeTARS PM of that appointment via e-mail to: [cetars\\_func\\_tpgm\\_mgr.fct@navy.mil](mailto:cetars_func_tpgm_mgr.fct@navy.mil). A CeTARS manager:

1. Is responsible for the CeTARS data and users of their assigned training activity.

2. Is responsible for validating applicable requirements for their users and granting job classifications and course permissions and privileges.

3. Is responsible for ensuring any users that transfer out of their activity have their accounts properly terminated at the time of departure.

4. Will be responsible for updates to user information as needed and bringing CeTARS data integrity issues to NETC N6.

5. Will be required to complete CeTARS User Management (A-570-0626) training.

(c) CeTARS Users. CeTARS users submit initial request for access via the CeTARS POR website at <https://main.prod.cetars.training.navy.mil/cetars/main.html>. Users:

1. Will be current in PII training. Information Assurance (IA) training, and CeTARS Executive Overview training (A-570-0612) prior to user request application approval. Further training may be required based on the job classification assigned. PII and IA training are available on Navy e-Learning. Additional course information and schedules can be located in the Catalog of Navy Training Courses (CANTRAC) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

2. Are required to terminate account access upon transferring from current command by e-mail to: [cetars\\_func\\_tpgm\\_mgr.fct@navy.mil](mailto:cetars_func_tpgm_mgr.fct@navy.mil) and copy to assigned activity CeTARS manager.

(2) Recruit Training Command (RTC). RTC manages all access for the rate training manual module of CeTARS. RTC generates CeTARS accounts for the Great Lakes geographic region and grants permissions to the rate training manual module.

(3) eNTRS User Access Management. NETC N6 is the functional owner for eNTRS, under the CeTARS POR, and manages access for the eNTRS subsystem of the CeTARS POR.

(4) NTQMS User Access Management. NETC (N3) is the functional owner for NTQMS and manages access for the NTQMS subsystem of the CeTARS POR.

(5) NAACA User Access Management. Naval Aviation Schools Command is the functional owner for NAACA and manages access for the NAACA subsystem of the CeTARS POR.

## 8. CeTARS POR Access Request

a. Users requesting access to any CeTARS POR subsystem will use the "Request Access" link on the CeTARS POR home page located at <https://main.prod.cetars.training.navy.mil/cetars/>. Each user will be responsible for providing accurate personal and command related data to validate the necessity for CeTARS POR access before permissions will be granted.

b. User Request Forms. Users should be prepared to provide the following: DoD-identification, first name, middle initial, last name, government e-mail address, job title, work center, staff UIC, student UIC, and needed course identification number and course data processing access. In addition, contractors should be prepared to provide the following: Company name, contract number, contract term dates, government sponsor, and government sponsor e-mail address.

9. Adjudication. Per reference (h), based on authority granted by NETC Chief Information Officer, the CeTARS PM is the final

adjudication authority for access-related issues. Issues and concerns can be routed via the CeTARS functional e-mail account: [Cetars\\_funcmgr.fct@navy.mil](mailto:Cetars_funcmgr.fct@navy.mil).

#### 10. Data Query Tools

a. CANTRAC contains information on all formal courses of instruction throughout the Navy. CANTRACs are accessible with a common access card. CeTARS POR account not required.

b. Oracle Business Intelligence Enterprise Edition (OBIEE) is NETC's ad-hoc query and analysis tool for training data. To request access to OBIEE, go to [https://aux.prod.cetars.training.navy.mil/ch/WebHelp/Pro/Forms and Reports/OBIEE/Request access to OBIEE.pdf](https://aux.prod.cetars.training.navy.mil/ch/WebHelp/Pro/Forms%20and%20Reports/OBIEE/Request%20access%20to%20OBIEE.pdf).

c. CeTARS Monitor Portal. CeTARS monitor is a web access statistical analysis tool to quickly access the status, validity, currency, and potential problem areas directly affecting training. CeTARS POR PM is approval authority, and NETC N6 executes request.

d. The Navy Bureau of Medicine and Surgery (BUMED) Gateway. The BUMED gateway is a statistical analysis tool that allows users to interface via the web to quickly access the status, validity, currency, and potential problem areas directly affecting medical information for students. BUMED is approval authority, and NETC N6 executes request.

#### 11. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.



12. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC public web site ([www.netc.navy.mil](http://www.netc.navy.mil)) or by e-mail at [netc-directives@us.navy.mil](mailto:netc-directives@us.navy.mil).