



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

IN REPLY REFER TO
BUMEDINST 1510.19B
BUMED-M7
17 Jun 2015

BUMED INSTRUCTION 1510.19B

From: Chief, Bureau of Medicine and Surgery

Sub: CORPORATE ENTERPRISE TRAINING AND ACTIVITY RESOURCE SYSTEM

Ref: (a) OPNAVINST 1510.10C
(b) NETCINST 1510.1A (NOTAL)

1. Purpose. To provide policy and define responsibilities for Navy Medicine participation in the Corporate enterprise Training Activity Resource System (CeTARS). This instruction is a complete revision and should be read in its entirety.
2. Cancellation. BUMEDINST 1510.19A.
3. Scope. This instruction applies to all Budget Submitting Office (BSO) 18 training activities providing formal training programs listed in the Catalog of Navy Training Courses.
4. Background. Reference (a) establishes CeTARS as the authoritative data source for all formal Navy training statistical information and elements of student management and assigns responsibility for its management to the Naval Education and Training Command. Accurate reporting provides quality information for leadership decisions by the Chief of Naval Operations, Secretary of the Navy, and Secretary of Defense. Reference (b) assigns responsibility for administration of CeTARS to the Naval Education and Training Professional Development and Technology Center (NETPDTC), and defines reporting responsibilities of the curriculum control authority and the training activities. Reference (b) also provides a description of the system files and data elements.
5. Policy
 - a. The Bureau of Medicine and Surgery (BUMED) has assigned the Navy Medicine Education and Training Command (NMETC) responsibility for coordinating timely and accurate input of Navy Medicine courses and student data to CeTARS, monitoring output reports for accuracy, and resolving discrepancies in the data.
 - b. CeTARS is the sole official source for the type of statistical information contained in its data base. Except in emergency situations, information reported to CeTARS must not be duplicated and provided by training activities in response to inquiries. Student statistics, convening schedules, and input plans should be obtained from CeTARS reports as the official source.

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

6. Areas of Responsibility. Responsibilities involved in Navy Medicine participation in CeTARS are assigned as follows:

a. NMETC

- (1) Authorizes additions and changes to the course data.
- (2) Maintains a point of contact for CeTARS matters and informs NETPDTC and the training activities. Ensures the point of contact is trained in CeTARS procedures.
- (3) Ensures timely and accurate submission of course data for Navy Medicine courses per reference (b).
- (4) Monitors input by Navy Medicine training activities to the student master file.
- (5) Monitors CeTARS output reports for accuracy and resolves discrepancies or assists training activities to resolve discrepancies.
- (6) Provides advice and assistance to the CeTARS point of contact at training activities.

b. Training Activities

- (1) Provide NMETC, BUMED, and NETPDTC a CeTARS point of contact.
- (2) Budget and provide for CeTARS training for personnel assigned to these responsibilities.
- (3) Input data to the student master file within 3 working days of an event, ensuring accuracy.
- (4) Review CeTARS output reports for accuracy and resolve discrepancies.

7. Action. Report any difficulty with system access, achieving complete, accurate data entries or problems that may arise in system operations to NMETC. NMETC will coordinate with training activities and NETPDTC to resolve problems.

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

A handwritten signature in black ink, consisting of a circle with a horizontal line through it and a long horizontal stroke extending to the right.

P. B. COE
Acting

Distribution is electronic only via the Navy Medicine Web site:
<http://www.med.navy.mil/directives/Pages/ExternalDirectives.aspx>.