



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

BUMEDINST 1510.19D  
BUMED-N7  
7 Feb 2025

BUMED INSTRUCTION 1510.19D

From: Chief, Bureau of Medicine and Surgery

Subj: CORPORATE ENTERPRISE TRAINING AND ACTIVITY RESOURCE SYSTEM

Ref: (a) OPNAVINST 1510.10E

1. Purpose. To provide policy and define responsibilities for Navy Medicine participation in the Corporate Enterprise Training Activity Resource System (CeTARS).
2. Cancellation. BUMEDINST 1510.19C.
3. Scope and Applicability. This instruction applies to all budget submitting office training activities providing formal Navy Medicine 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 Secretary of Defense, Secretary of the Navy, and Chief of Naval Operations.
5. Policy
  - a. The Bureau of Medicine and Surgery (BUMED) has assigned the Naval Medical Forces Development Command (NAVMEDFORDEVCMO) 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 all formal Navy course data, student data, and training statistics 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 <https://main.prod.cetars.training.navy.mil/cetars/training.html>. The home page links to various CeTARS functions, data, and help files. CeTARS support may be requested via e-mail [spawar.itchelpdesk@navy.mil](mailto:spawar.itchelpdesk@navy.mil).

6. Roles and Responsibilities

a. NAVMEDFORDEVCM

- (1) Authorizes additions and changes to the course data.
- (2) Maintains a point of contact for CeTARS matters and informs Naval Education and Training Professional Development Command (NETPDC) 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 (a).
- (4) Ensures course identifying numbers and course data processing codes are constructed for all formal training under their cognizance, a resource sponsor is identified, and infrastructure is in place to facilitate the timely and accurate updating of information supporting those courses of instruction.
- (5) Monitors input by Navy Medicine training activities to the student master file.
- (6) Monitors CeTARS output reports for accuracy and resolves discrepancies or assists training activities to resolve discrepancies.
- (7) 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://netccentral.cnet.navy.mil/gov/cetars.aspx> (common access card enabled).
- (8) Provides advice and assistance to the CeTARS point of contact at training activities.

b. Training Activities

- (1) Provide BUMED-N7, NAVMEDFORDEVCM, and NETPDC 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 NAVMEDFORDEVCMDD. NAVMEDFORDEVCMDD will coordinate with training activities and NETPDC to resolve problems.

8. 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 DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/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 or the OPNAV Records Management Program (DNS-16).

9. Review and Effective Date. Per OPNAVINST 5215.17A, BUMED-N7 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense (DoD), 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.

10. Information Management Control. Reports required in subparagraphs 5a, 5b, 6a(6), 6b(4) and paragraph 7 of this instruction are exempt from reports control, per Secretary of the Navy Manual 5214.1 of December 2005, part IV, subparagraph 7k.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site, <https://www.med.navy.mil/Directives/>