1. DOD INFORMATION SYSTEM/ELECTRONIC COLLECTION NAME:
Corporate Enterprise Training Activity Resource System (CETARS)

2. DOD COMPONENT NAME: Department of the Navy

3. PIA APPROVAL DATE: 

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

a. The PII is: (Check one. Note: foreign nationals are included in general public.)
   - From members of the general public
   - From Federal employees and/or Federal contractors [X]
   - From both members of the general public and Federal employees and/or Federal contractors
   - Not Collected (If checked proceed to Section 4)

b. The PII is in a: (Check one)
   - New DoD Information System
   - New Electronic Collection
   - Existing DoD Information System [X]
   - Existing Electronic Collection

   Significantly Modified DoD Information System

CETARS is MPTE's (OPNAV N1) premier Student Training Management System which serves as the authoritative data source for all formal Navy Training statistical Information and aspects of student management, as defined in OPNAV Instruction 1510.10D; which mandates and standardizes Student reporting at all Navy training activities, or activities that 'train' Navy students. Every formal course of instruction conducted throughout the Navy is required to accurately report student status in CeTARS.

CeTARS ensures functionality for the timely collection and dissemination of that information to manage and support Navy training from various Navy Echelons, other DoD departments, agencies, services, contractors, and authorized foreign governments, with over 4,000 users located at more than 300 locations worldwide; management and tracking over 1,000 courses, with an average daily attendance of over 50,000 students.

CeTARS interfaces with 31 other Applications and Systems (Navy, Army, Marine Corps, BUMED, etc.) to share student data and order writing capabilities in support of MPTE enterprise efforts. MPTE has identified CeTARS as a major integration partner with several enterprise initiatives, such as Personalized Recruiting for Immediate and Delayed Enlistment Modernization (PRIDE MOD I & II) and next generation Learning Management System - Distant Learning (LMS-DL), as delineated in their IT Business and Strategic Plans, and in conjunction with POM planning.

Personal information collected includes: Name, SSN, truncated SSN, DoD ID number, citizenship, gender, race/ethnicity, birth date, place of birth, home telephone number, mailing/home address, religious preference, security clearance, marital status, work e-mail address, official duty telephone , personal email address, position/title, rank/grade.

Medical information: military records, emergency contact

Military and Educational information collected/maintained includes: Education Specialties, Education Certifications, Education Majors, Non-Military Education, GI Bill Enroll Codes, Education Years, Education completion date. Armed Services Vocational Aptitude Battery (ASVAB) score, also known as the Armed Forces Qualification Test (AFQT) score

Spouse, Child, and Emergency contact information: If person is an Exceptional Family Member (EFM), relationship, last name, first name, middle name, birth date, service code, street, city, state, country, zip code, area code, phone, extension, unlisted

Disability information: type of disability and/or disability code

Other: If EFM then one of the following, medical/educational condition requires monitoring; medical/educational condition requires special placement; sponsor exempt from overseas assignment; requires sponsor assignment near major medical facility; requires sponsor homesteading; temporary enrollment.

d. Why is the PII collected and/or what is the intended use of the PII? (e.g., verification, identification, authentication, data matching, mission-related use, administrative use)

Verification and Identification
### e. Do individuals have the opportunity to object to the collection of their PII?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

(1) If "Yes," describe the method by which individuals can object to the collection of PII.

The PII in CeTARS is not collected directly from the individual. It is obtained from other Navy IT systems (e.g., NES, OPINS, PRIDE MOD).

(2) If "No," state the reason why individuals cannot object to the collection of PII.

### f. Do individuals have the opportunity to consent to the specific uses of their PII?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

(1) If "Yes," describe the method by which individuals can give or withhold their consent.

The PII in CeTARS is not collected directly from the individual. It is obtained from other Navy IT systems (e.g., NES, OPINS, PRIDE MOD).

(2) If "No," state the reason why individuals cannot give or withhold their consent.

### g. When an individual is asked to provide PII, a Privacy Act Statement (PAS) and/or a Privacy Advisory must be provided.

<table>
<thead>
<tr>
<th>Privacy Act Statement</th>
<th>Privacy Advisory</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>□</td>
<td>X</td>
</tr>
</tbody>
</table>

The PII in CeTARS is not collected directly from the individual. It is obtained from other Navy IT systems (e.g., NES, OPINS, PRIDE MOD).

### h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component?

- **Within the DoD Component**
  
  - Chief of Naval Personnel Command (CNPC)
  - Commander, Naval Recruit Command (CNRC)
  - Chief of Naval Air Training (CNATRA)
  - Inactive Manpower and Personnel Information System (IMAPMIS)
  - Naval Air Warfare Center (NAWC)
  - Naval Aviation Schools Command (NASC)
  - Naval Center for Cost Analysis (NCCA)
  - Navy Training Management and Planning System (NTMPS)
  - U S Marine Corps
  
- **Other DoD Components**
  
  - Defense Enrollment Eligibility Reporting System (DEERS)
  - Defense Manpower Data Center (DMDC)
  - Defense Security Assistance Management System (DSAMS)
  - U S Army
  - US Military Entrance Processing Command (USMEPCOM)

- **Other Federal Agencies**
  
  - N/A

- **State and Local Agencies**
  
  - N/A

- **Contractor**
  
  - Name of contractor and describe the language in the contract that safeguards PII. Include whether FAR privacy clauses, i.e., 52.224-1, Privacy Act Notification, 52.224-2, Privacy Act, and FAR 39.105 are included in the contract.
  
  - N/A

- **Other** (e.g., commercial providers, colleges)
  
  - Center for Naval Analysis (CNA)
### i. Source of the PII collected is: (Check all that apply and list all information systems if applicable)

- [ ] Individuals
- [ ] Existing DoD Information Systems
- [ ] Other Federal Information Systems

**Sources of PII data are existing DoD Information Systems:**
- Navy Enlisted System (NES)
- Navy Standard Integrated Personnel System (NSIPS)
- Officer Personnel Information System (OPINS)
- Personalized Recruiting for Immediate and Delayed Enlistment Modernization (PRIDE MOD).

### j. How will the information be collected? (Check all that apply and list all Official Form Numbers if applicable)

- [ ] E-mail
- [ ] Face-to-Face Contact
- [ ] Fax
- [ ] Information Sharing - System to System
- [ ] Other (If Other, enter the information in the box below)

When service members report for training, the Learning Site or Training Support Center (TSC) staff personnel query the CeTARS database by SSN and name. The personnel data is received daily from NES, OPINS, NSIPS (via SFTP) and PRIDE MOD (via web services). Query results are used to verify identification of USN personnel.

The PII, and all other data related to creating reservations for training, is retrieved from the NES/OPINS/PRIDE MOD databases at NAVPERS. Training reservations for PRIDE, ATRRS and MCTIMS are sent using web services. Other reservations are made using the electronic Navy Training Reservation System application in CeTARS.

### k. Does this DoD Information system or electronic collection require a Privacy Act System of Records Notice (SORN)?

A Privacy Act SORN is required if the information system or electronic collection contains information about U.S. citizens or lawful permanent U.S. residents that is retrieved by name or other unique identifier. PIA and Privacy Act SORN information must be consistent.

- [ ] Yes
- [ ] No

If "Yes," enter SORN System Identifier: **NM01500-10, NM01500-2, DMDC 01**

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or [http://dpcld.defense.gov/Privacy/SORNs/](http://dpcld.defense.gov/Privacy/SORNs/)

If a SORN has not yet been published in the Federal Register, enter date of submission for approval to Defense Privacy, Civil Liberties, and Transparency Division (DPCLTD). Consult the DoD Component Privacy Office for this date.

If "No," explain why the SORN is not required in accordance with DoD Regulation 5400.11-R: Department of Defense Privacy Program.

### l. What is the National Archives and Records Administration (NARA) approved, pending or general records schedule (GRS) disposition authority for the system or for the records maintained in the system?

1. **NARA Job Number or General Records Schedule Authority.**  
   **DAA-NU-2015-0001-000**

2. If pending, provide the date the SF-115 was submitted to NARA.

3. **Retention Instructions.**

   **SSIC 1000-07. PERMANENT: Cutoff at CY. Transfer to the National Archives 25 years after cutoff.**
m. What is the authority to collect information? A Federal law or Executive Order must authorize the collection and maintenance of a system of records. For PII not collected or maintained in a system of records, the collection or maintenance of the PII must be necessary to discharge the requirements of a statute or Executive Order.

(1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be similar.
(2) If a SORN does not apply, cite the authority for this DoD information system or electronic collection to collect, use, maintain and/or disseminate PII. (If multiple authorities are cited, provide all that apply).

(a) Cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.

(b) If direct statutory authority or an Executive Order does not exist, indirect statutory authority may be cited if the authority requires the operation or administration of a program, the execution of which will require the collection and maintenance of a system of records.

(c) If direct or indirect authority does not exist, DoD Components can use their general statutory grants of authority (“internal housekeeping”) as the primary authority. The requirement, directive, or instruction implementing the statute within the DoD Component must be identified.

SORNs:

SORN NM01500-2, Department of the Navy (DON) Education and Training Records, November 22, 2010 75 FR 71083, authorities: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps function, composition; OPNAVINST 1510.108, Corporate Enterprise Training Activity Resource System (CeTARS), Catalog of Navy Training Courses and Student Reporting Requirements; MCO 1580.70 Schools Inter-service Training; and E.O. 9397 (SSN), as amended.


SORN A0600-8-104 AHRC, Army Personnel System (APS), July 30, 2013 78 FR 45914, authorities: 5 U.S.C. 301, Department Regulations, 10 USC Sections 12731, Age and Service Requirements.

1413a, Combat-related special compensation, 1477, Death gratuity: eligible survivors; 3013, Secretary of the Army; 612-646, Promotion, Separation, and Involuntary Retirement of Officers on the Active Duty, List, Chapter 55, Medical and Dental Care, Chapter 61, Retirement or Separation for Physical Disability, and Subtitle E, Parts I-IV, Reserve Components; 37 U.S.C. 1006, Pay and Allowances; 42 U.S.C. 10606, The Public Health and Welfare; 44 U.S.C. Chapters 29, Records Management by the Archivist of the United States and by the Administrator of General Services, chapter 31, Records Management by Federal Agencies and chapter 33, Disposal of Records, 44 U.S.C. 3101-3102 and 3501, Public Printing and Documents; Public Law 93-3097; Section 636, National Defense Authorization Act; DODD 1030.1, Victim and Witness Assistance; DODD 1200.7, Screening the Ready Reserve; DODD 1235.10, Activation, Mobilization, and Demobilization of the Ready Reserve; DODD 1310.1, Rank and Seniority of Commissioned Officers; DODD 1332.18, Separation or Retirement for Physical Disability; DODI 1300.19, Joint Officer Management Program; DODI 1300.20, DOD Joint Officer Management Program Procedures; DODI 1320.4, Military Officer Actions Requiring Approval of the Secretary of Defense or the President, or Confirmation by the Senate; DODI 1320.12, Commissioned Officer Promotion Program; DODI 1320.14, Commissioned Officer Promotion Program Procedures; Under Secretary of Defense Memo, General and Flag Officer Boards - Adverse Information of a Credible Nature; DODI 1336.08, DODI 1336.08, Military Human Resource Records Life Cycle Management, AR 25-1, Army Knowledge Management and Information Technology; AR 25-400-2, ARIMS; AR 40-3, Medical, Dental, and Veterinary Care; AR 40-407, Nursing Records and Reports; AR 135-133, Ready Reserve Screening, Qualification Records System and Change of Address Reports; AR 135-155, Promotion of Commissioned Officers and Warrant Officers Other Than General Officers; AR 140-1, Army Reserve Mission, Organization, and Training; AR-140-9, Entry On Active Duty or Active Duty for Training (ROTC Officers); AR 140-10, Assignments, Attachments, Details, and Transfers; AR 140-30, Active Duty in Support of the USA and AGR Management Program; AR 149-50, Officer Candidate School, Army Reserve; AR 140-111, U.S. Army Reserve Reenlistment Program; AR 140-145, IMA Program; AR 140-185, Training and Retirement Point Credits and Unit Level Strength; AR 140-315, Employment and Utilization of U.S. Army Reserve Military Technicians; AR 380-381, Special Access Programs; AR600-8-6, Personnel Accounting and Strength Reporting; AR 600-8-19, Enlisted Promotions and Reductions; AR 600-8-29, Officer Promotions; AR 600-8-104, Army Military Human Resource Records Management; AR 600-8-111, Wartime Replacement Operations; AR 600-18, The Family Advocacy Program; AR 623-3, Evaluation Reporting System; AR 635-40, Physical Evaluation for Retention, Retirement or Separation; AR 640-30, Photographs for Military Personnel Files; AR 690-200, General Personnel Provisions; DA Pamphlet 600-81, Information Handbook for Operating CONUS Replacement Centers and Individual Deployment Sites; DA Memo 600-2, Policies and Procedures for Active Duty List Officer Selection Boards; and DA G-1 Memo, Personnel Suitability Screening Policy (Enlisted and Officer), Army Directive 2013-06, Providing Specific Law Enforcement Information to Commanders of Newly Assigned Soldiers, and E.O. 9397 (SSN), as amended.

n. Does this DoD information system or electronic collection have an active and approved Office of Management and Budget (OMB) Control Number?

Contact the Component Information Management Control Officer or DoD Clearance Officer for this information. This number indicates OMB approval to collect data from 10 or more members of the public in a 12-month period regardless of form or format.

☐ Yes  ☒ No  ☐ Pending

(1) If "Yes," list all applicable OMB Control Numbers, collection titles, and expiration dates.
(2) If "No," explain why OMB approval is not required in accordance with DoD Manual 8910.01, Volume 2, "DoD Information Collections Manual: Procedures for DoD Public Information Collections."
(3) If "Pending," provide the date for the 60 and/or 30 day notice and the Federal Register citation.

OMB approval is not required per the DoD Manual 8910.01, Volume 2. The PII in CeTARS is not collected from the general public. Sources of PII data are existing DoD Information Systems:
- Navy Enlisted System (NES)
- Navy Standard Integrated Personnel System (NSIPS)
- Officer Personnel Information System (OPINS)
- Personalized Recruiting for Immediate and Delayed Enlistment Modernization (PRIDE MOD).