1. Course Title

NATO HUMINT Management and Reporting Tool (HMART) Administrator

2. Identification Number (ID)

701

3. Purpose of the Course

The objective of this document is to provide curriculum and training plan for HMART administrator training. HMART administrator training requires one and a half days to complete morning and afternoon sessions. HMART training is delivered in response to operational requirements for formal instruction to effectively train administrators to configure and maintain HMART in support of HUMINT operators. HMART training is unclassified.

4. Learning Objectives

Upon completion of the course, the qualified student will be able to:

**HMART Computer Maintenance**
- Understand differences between hard disk configurations of laptops and workstations SAG p.# 8 + anA
- Understand use and differences between Eclypt user and ICO accounts, and associated access tokens SAG p.# 8
- HMART Disk Re-imaging. SAG p.# 9 + anB
- Explore differences between Eclypt user and ICO accounts Exercises
- Re-image hard drive Exercises

**HMART Application Administration**
- Create and modify HMART WINDOWS Accounts SAG p.# 18
- Create and manage accounts for HMART Application SAG p.# 22
- Assign HMART account permissions and roles as may be required SAG p.# 23
- Troubleshoot and maintain IE and Google Chrome Browser configurations SAG p.# 29, 31
- Reindex HMART source metadata SAG p.# 28
- Backup and Restore HMART and ABIS Databases SAG p.# 17
- Create and configure new Windows and HMART accounts Exercises
- Understand how to configure browsers for compatibility mode and pop ups. Exercises
- Perform data backup and restore Exercises
- Restore integrity to imported .tbx source data with reindexing Exercises
5. Qualification Achieved

NATO HMART Administrator

6. Student Criteria

1. The candidate must be selected or be in the process of being selected for an assignment to J2X post or involved in NATO or national HUMINT activities.
2. Have at least one year of retainability.
3. Have met the Background Knowledge Prerequisites for this course

7. Rank

- OFFICER/Senior NCO
- Civilian equivalent

8. Language Proficiency

According to STANAG 6001: English SLP 3232

9. Security Clearance

NATO SECRET (Minimum).
The student has to hand-carry a duly filled in and signed original of the NATO Security Clearance Certificate (see AD 70-1, Part IV, Chapter 1, Annex D). This is primarily for facility access.

10. Course Length

1 ½ working day

11. Special Instructions

12. Class Size

- Maximum
- Recommended
- Minimum

12/8/4

13. Nomination Procedures

www.nciss.nato.int

14. Pre-course Study Material
HMART Getting Started Guide (recommended for initial exposure to basic features of HMART)

15. Location

The course can be conducted in conference rooms onsite or in classrooms at training facilities.

16. Background Knowledge Prerequisites

Intelligence personnel reading this document should be qualified at least to the minimal level specified for their role of responsibility.