1. Course Title

TOPFAS OPT for User (TOPFAS Version 5)

2. Identification Number (ID)

0265

3. Purpose of the Course

To train, at initial level, military and civilian personnel from Allied and National Headquarters to use the Operations Planning Tool (OPT) module of the NATO developed ‘Tool for Operations Planning Functional Area Services’ (TOPFAS), in support of the Comprehensive Operations Planning Process (COPP).

It is also the mandatory prerequisite course for the TOPFAS OPT for Trainer (TOPFAS Version 5) course - (NCISS ID 0285).

The overall TOPFAS training path is illustrated below:

**TOPFAS Training Path 2017**
4. Learning Objectives

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

- Identify the main functions as per COPD and their associated integrated TOPFAS tools;
- Use the Operations Planning Tool (OPT) main functionalities as a single user;
- Contribute to an Operations Planning Group (OPG) using the Operations Planning Tool (OPT) in a collaborative environment;

5. Qualification

TOPFAS OPT user (TOPFAS Version 5)

6. Student Criteria

This course is dedicated to personnel that
- uses TOPFAS for crisis response planning within a planning HQ
  or
- takes part in a JOPG (Joint Operations Planning Group)
  or
- will be posted in a Strategy or Plans division where TOPFAS utilisation is required.

7. Rank

Officers and civilians (exceptionally: NCOs) that meet the assignment criteria.

8. Language Proficiency

According to STANAG 6001: English SLP 3332

9. Security Clearance

NATO Unclassified/Releasable to PfP

10. Course Length

5 working days
11. Special Instructions

12. Class Size
- Maximum
- Recommended
- Minimum

16/12/6

13. Nomination Procedures

www.nciss.nato.int

14. Pre-course Study Material

Please download from: http://www.nciss.nato.int/download_area.php

  1. TOPFAS Training Scenario –

15. Location

The course is conducted at the NATO Communications and Information Systems School (NCISS), Latina Italy. Upon request, it can be conducted as mobile training at other suitable locations (requires an existing TOPFAS installation).

16. Background Knowledge Prerequisites

The TOPFAS OPT User Course is not an Operations Planning theory course. It is strongly recommended that students should have attended a NATO Operations Planning Course at a NATO or National facility prior to attending.

The candidate must
- have working knowledge of Microsoft Windows and the common Microsoft Office applications (Word, PowerPoint and Excel);
- have working knowledge of NATO Response Planning process as per ACO Comprehensive Operations Planning Directive (COPD 2.0, Chapter 4).