1. Course Title

**TOPFAS SAT for User (TOPFAS Version 5)**

2. Identification Number (ID)

0266

3. Purpose of the Course

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

It is also the mandatory prerequisite course for the TOPFAS SAT for Trainer (TOPFAS Version 5) course - (NCISS ID 0286).

The overall TOPFAS training path is illustrated below:

**TOPFAS Training Path 2017**

- Intro Systems Analysis
- Intro Operations Planning
- Intro Operations Assessment
- SAT User NCISS 0266
- OPT Intro
- SAT TTT NCISS 0286
- OPT User NCISS 0265
- CAT User NCISS 0267
- CAT TTT NCISS 0287
- Advanced User / Functional Manager NCISS 0288
- OPT TTT NCISS 0285
- TOPFAS User
- Advanced User / Functional Manager
- TOPFAS HQ Trainer
4. Learning Objectives

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

- Identify the fundamental TOPFAS capabilities
- Identify how the Situational Awareness contributes to the Comprehensive Operations Planning Process and Knowledge Development.
- Describe systems structures and networks using TOPFAS SAT
- Analyse networks using static and dynamic methodologies using TOPFAS SAT
- Organize the engagement space information in TOPFAS SAT
- Publish, present and share engagement space information using TOPFAS SAT
- Utilize SAT in a collaborative environment

5. Qualification

TOPFAS SAT user (TOPFAS Version 5)

6. Student Criteria

This course is aimed at system analysts or personnel that
- uses TOPFAS SAT for crisis response planning within a planning HQ or
- will be posted in a Knowledge Development or Intelligence division where TOPFAS utilisation is required.

7. Rank

Officers, NCOs and civilians 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

Additionally:
Essential Reading:
Comprehensive Operations Planning Directive (COPD) v2.0. Chapters 1 and 2
Desirable Reading:
COPD v2.0 Chapters 3-5

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 SAT User Course is not a Knowledge Development theory course.

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, Chapters 1,2, 4).
- have theoretical and/or practical skills relating to NATO’s System Analysis/Knowledge Development process.