3. Purpose of the Course

To train, at initial level, military and civilian personnel from Allied and National Headquarters to use the Campaign Assessment Tool (CAT) 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 CAT for Trainer (TOPFAS Version5) course - (NCISS ID 0287).

The overall TOPFAS training path is illustrated below:
4. Learning Objectives

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

- Explain how the Campaign Assessment Tool is used in support of the NATO Comprehensive Operations Planning Process (OPP).
- Use CAT as an individual user to prepare operations assessment products.
- Identify the differences of using CAT in a collaborative environment.
- Publish assessment products on the TOPFAS Web Portal.
- Identify access control in different TOPFAS tools.

5. Qualification

TOPFAS CAT user (TOPFAS Version 5)

6. Student Criteria

This course is aimed at operations assessors or personnel that
- uses TOPFAS CAT for operations assessment within a planning HQ
- or
- will be posted in a Operations Assessment Branch 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 CAT User Course is not an Operations Assessment theory course. It is strongly recommended that students should have attended a NATO Operations Assessment 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 the NATO Assessment Handbook (NOAH)
- have working knowledge of NATO Response Planning process as per ACO Comprehensive Operations Planning Directive (COPD 2.0, Chapter 4, 5).