1. Course Title

TOPFAS for Advanced User-Functional Manager (TOPFAS Version 5)

2. Identification Number (ID)

0288

3. Purpose of the Course

This advanced course builds upon the User course for any of the TOPFAS tools (either OPT or SAT or CAT) (NCISS ID: OPT-0265, SAT-0266, CAT-0267).

The purpose of the course is to provide advanced knowledge of all TOPFAS tools (OPT, SAT, CAT, OMT, UMT) including the functional administration of TOPFAS users and management related features. Specifically, the course aims are:

1. To enhance the participants’ awareness of the NATO Crisis Management Process (NCMP) and related concepts that are supported by TOPFAS tools.
2. To prepare the participants for the overall functional management of TOPFAS tools at their HQ;
3. To prepare the participants for the creation and management of the ORBATS using the OMT.
4. To prepare the participants for the creation and management of TOPFAS users at their work location.

It is also the mandatory prerequisite course to become TOPFAS OPT HQ Trainer (NCISS ID 0285)

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

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

1. Apply operations planning principles such as Mission Command and the Comprehensive Understanding of the Environment, using the integrated TOPFAS tools.
2. Create and manage the TOPFAS users and their role(s) and permissions.
3. Enable System Analysis in TOPFAS SAT.
4. Create and manage ORBATs in TOPFAS Orbat Management Tool (OMT).
5. Carry out all functional management functions of the HQ’s TOPFAS environment such as
   a. creation and management of plans, workspaces, engagement spaces;
   b. preparation of specific HQ templates;
   c. creation and management of geographical map layers;
   d. data exchange with other systems/FAS; including management of interoperability settings.
6. Prepare and support the collaborative planning activities using advanced TOPFAS features.
7. Manage information visibility and maturity status.
8. Publish and manage information on the TOPFAS Web Portal (TWP).

5. Qualification

TOPFAS Advanced User/Functional Manager (TOPFAS Version 5)

6. Student Criteria

This course builds upon the user course for any of the TOPFAS tools (either OPT or SAT or CAT) (NCISS ID: OPT-265, SAT-266, CAT-267). Basic features of TOPFAS OPT must be known for graduates of SAT or CAT user courses.

The course is dedicated to personnel that intensively uses TOPFAS for crisis response planning, e.g.:
- TOPFAS Experts (core Operations Planning Group members, core analysts, core assessors)
- TOPFAS Functional Managers
- HQ Trainers for TOPFAS OPT

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

12/8/4

13. Nomination Procedures

www.nciss.nato.int

14. Pre-course Study Material

- Please download from: http://www.nciss.nato.int/download_area.php
  TOPFAS Training Scenario
- Candidates must have read chapters 1, 2, 4 and 5 of the COPD Interim Version 2.0. dated October 2013.
- Candidates should also have read AJP-5 dated June 2013.

15. Location

The course is conducted at the NATO Communications and Information Systems School (NCISS), Latina Italy.

16. Background Knowledge Prerequisites

The candidate must
- be a qualified TOPFAS OPT or SAT or CAT User/practitioner (NCISS ID 0265, 0266, 0267),
- be prepared to demonstrate practical working knowledge of TOPFAS OPT basic features
- have working knowledge of Microsoft Windows and the common Microsoft Office applications (Word, PowerPoint and Excel).

The candidate should
- have working knowledge of NATO Response Planning process as per ACO’s Comprehensive Operations Planning Directive (COPD 2.0) and doctrinal aspects related to operations planning as per AJP-1 and AJP-5.